CITY OF CADILLAC MICHIGAN

City Council Meeting

December 4, 2017

6:00 p.m.

Cadillac Municipal Complex

Council Chambers

200 N. Lake St.

Cadillac, MI 49601

State of Michigan Flag Pledge

I pledge allegiance to the flag of Michigan, and to the state for which it stands, two beautiful peninsulas united by a bridge of steel, where equal opportunity and justice to all is our ideal.

Written by Harold G. Coburn
Adopted in 1972

December 4, 2017 City Council Meeting Agenda
6 p.m. at City Hall – 200 N. Lake St. – Cadillac, MI 49601

We are continuous learners

CALL TO ORDER
PLEDGE OF ALLEGIANCE
STATE PLEDGE OF ALLEGIANCE
ROLL CALL

I. APPROVAL OF AGENDA

II. PUBLIC COMMENTS

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

III. CONSENT AGENDA

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

A. Minutes from the regular meeting held on November 20, 2017.
Support Document III-A

IV. APPOINTMENTS

A. Recommendation regarding reappointment to the Historic Districts Commission.
Support Document IV-A

V. CITY MANAGER'S REPORT

A. Approval of Participation Agreement – MERS Health Care Savings Plan for Cadillac-Wexford Public Library.
Support Document V-A

B. Short-Term Rental Update.
Support Document V-B

VI. ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution to Terminate Dispatch Agreement.
Support Document VI-A

B. Adopt Resolution of Support for Funding at the Kenwood Beach, Boat Launch, Pavilion, Playground to Construct the New Restroom.
Support Document VI-B

VII. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Elected Officials Compensation Commission (Draft Minutes)

VIII. PUBLIC COMMENTS

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

IX. GOOD OF THE ORDER

X. 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

6:00 PM – November 20, 2017
Cadillac City Hall – 200 N. Lake St. - Cadillac, Michigan 49601

CALL TO ORDER

Mayor Filkins called the City Council meeting to order at approximately 6:00 pm.

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

City Clerk administered the Oath of Office to Council Member Engels. Engels will represent Ward Three filling the partial term expiring on December 31, 2019.

ROLL CALL

Council Present:	Spoelman, Schippers, Meinhardt, Engels, Mayor Filkins
Council Absent:	None
Staff Present:	Peccia, Dietlin, Osborn, Coy, Izzard, Wasson

APPROVAL OF AGENDA

2017-221 Approve agenda as presented.
Motion was made by Spoelman and supported by Meinhardt to approve the agenda as presented.

Motion unanimously approved.

PUBLIC COMMENTS

Tim Elenbaas discussed the cost of converting Court #4 at Diggins Hill to a pickleball court.

John Fuscone spoke in opposition of the proposed injection well at the Wexford County landfill.

Larry Paquette discussed four (4) examples of injection wells that have failed.

CONSENT AGENDA

2017-222 Approve consent agenda as presented.
Motion was made by Spoelman and supported by Schippers to approve the consent agenda as presented.

Motion unanimously approved.

COMMUNICATIONS

A. Cadillac Garden Club – Wooden Sculpture Display.

June Peterson, Cadillac Garden Club President, described the various sculptures. She noted the sculptures will represent the history of women. She noted they will be placed along the Keith McKellop Walkway to advertise the Art Fair, the Up North Arts Center, and the Standard Flower Show.

Peccia asked Council to consider extending the number of days for the display.

Engels asked if the metal posts supporting the sculptures will cause any issues.

Peccia stated the posts may strike an irrigation line which has occurred in the past.

<u>2017-223 Approve Cadillac Garden Club – Wooden Sculpture Display</u>.
Motion was made by Schippers and supported by Spoelman to approve the request from the Cadillac Garden Club to place up to seven (7) wooden sculptures along the Keith McKellop Walkway from July 18, 2018 to July 21, 2018.

Motion unanimously approved.

<u>APPOINTMENTS</u>

A. Recommendation regarding appointment to the Planning Commission.

<u>2017-224 Approve appointment to Planning Commission</u>.
Motion was made by Schippers and supported by Engels to approve the appointment of Joseph Baumann to the Planning Commission for a 3-year term to expire on November 20, 2020.

Engels commented on the application submitted by Joseph Baumann. He asked if the openings on the various boards and commission could be advertised again.

Motion unanimously approved.

B. Election of Mayor Pro Tem.

Peccia stated that the Council at its first meeting after the regular city election shall elect one of its members to serve as Mayor Pro Tem to coincide with the Mayor's 2-year term of office. He noted in accordance with the Charter provision, the City Clerk will distribute blank pieces of paper to each Council Member to serve as a ballot for the purposes of writing the name of the Council Member that they wish to select as Mayor Pro Tem. The City Clerk will collect the ballots, tally, and then read aloud the results.

Council Member Spoelman was elected Mayor Pro Tem by unanimous vote.

<u>CITY MANAGER'S REPORT</u>

A. Bids and recommendation regarding Ferric Chloride.

Peccia stated three (3) bids were received. He noted approximately $40,000 a year is spent on ferric chloride. He stated the recommendation is to award the contract to lowest bidder, Webb Chemical Service Corporation, at a price of $0.245 per dry pound. He noted funds are available in the Nutrient Removal Department of the Water and Sewer Fund.

Jeff Dietlin, Director of Utilities, stated ferric chloride is the only chemical that is added at the Waste Water Treatment Plant. He noted it is added to remove phosphorus.

2017-225 Award contract for purchase of Ferric Chloride.
Motion was made by Engels and supported by Meinhardt to award the contract for the purchase of Ferric Chloride for the period January 1, 2018 through December 31, 2020 to Webb Chemical Service Corporation at a price of $0.245 per dry pound.

Motion unanimously approved.

B. Bids and recommendation regarding Liquid Phosphate.

Peccia noted liquid phosphate is used by the Water Department to treat iron in the municipal water supply. He stated two (2) bids were received and the recommendation is to award the contract to the lowest bidder, Elhorn Engineering Company, at a price of $0.64 per pound. He noted the Water Department utilizes approximately 24,000 pounds of liquid phosphate per year. He stated funds are available in the Pumping Station Department of the Water and Sewer Fund.

2017-226 Award contract for purchase of Liquid Phosphate.
Motion was made by Schippers and supported by Meinhardt to award the contract for the purchase of Liquid Phosphate for the period January 1, 2018 through December 31, 2020 to Elhorn Engineering Company at a price of $0.64 per pound.

Motion unanimously approved.

C. Recommendation regarding Locker Room Project at Cadillac Waste Water Treatment Plant.

Peccia noted the Capital Improvement Program included a project to renovate a portion of a building at the Waste Water Treatment Plant into a locker room and shower facility. He stated the project was estimated to cost $40,000. He noted no bids were received for the project. He stated City staff will provide general construction management and also perform some of the work which will likely reduce the cost of the project. He stated the City received bids from various contractors for each component of the project. He noted that while no individual component of the project is in excess of the City Manager's spending threshold of $7,500, the project in total will exceed this amount so approval of the Council is requested.

Dietlin stated the current men's locker room facility was constructed in 1963 and was designed to support 3-4 employees. He noted there are currently seven (7) male employees so there are some who do not have lockers. He added that the room designated as the changing room does not exist any longer due to the current staff size. He stated the project will also result in the creation of a deck area above the locker room that will provide an additional storage area.

Dietlin noted he would prefer that employees leave their work clothes at the facility rather than taking them home for laundering.

Mayor Filkins asked if the City has a laundry service.

Dietlin noted a laundry service is provided but is not always utilized because there is currently no changing area available.

Spoelman asked about the timeframe for the project.

Dietlin stated he believes the project will be completed by March 2018.

2017-227 Approve Locker Room Project at Cadillac Waste Water Treatment Plant.
Motion was made by Spoelman and supported by Schippers to approve the Locker Room Project at the Cadillac Waste Water Treatment Plant in an amount not to exceed $40,000 with a combination of City crew labor and subcontractor labor at the amount provided as quotes.

Motion unanimously approved.

INTRODUCTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution to Introduce Ordinance Vacating James E. Potvin Street and Reserving a Public Utility Easement in Favor of the City of Cadillac and set a public hearing for December 18, 2017.

Peccia noted representatives from Piranha Hose Products are in attendance. He stated Piranha Hose Products is in the process of acquiring just over twenty-eight (28) acres of land across the street from their current facility. He explained that as a part of the acquisition of the property they are requesting the City vacate a “paper road” to allow them to incorporate the area into their project.

Peccia stated this item will be on the Planning Commission agenda for the meeting which is scheduled on November 27, 2017.

Peccia noted the public hearing will be scheduled for December 18, 2017.

2017-228 Set public hearing for Ordinance 2017-08.
Motion was made by Schippers and supported by Spoelman to adopt the Resolution to Introduce Ordinance Vacating James E. Potvin Street and Reserving a Public Utility Easement in Favor of the City of Cadillac and set a public hearing for December 18, 2018.

Motion unanimously approved.

B. Adopt Resolution to Introduce Ordinance to Approve Sale Agreement and Authorize Sale of Real Property (Within James E. Potvin Industrial Park) and set a public hearing for December 18, 2017.

Spoelman asked about the wetland mitigation area.

Peccia stated Piranha Hose Products is well aware of the location of the wetlands. He noted City staff and members of Piranha Hose Products have been in discussions for about a year regarding this property. He explained the wetland area and fire safety access needs were taken into consideration during the discussions.

Peccia noted the public hearing will be scheduled for December 18, 2017.

Brian Blake, Piranha Hose Products, thanked everyone for their support. He noted he was especially appreciative of the support provided during the visit by their corporate board members, including the CEO from Japan. He explained the corporate board has decided to look at Cadillac as their future investment for a manufacturing hub in North America.

Spoelman stated she believes it is probably one of the most exciting opportunities we have had in the Industrial Park in a really long time. She noted she appreciates the effort by Piranha Hose Products to have this expansion in Cadillac.

Mayor Filkins asked if they knew how many positions will be created as a result of the expansion.

Brian Blake stated the job creation numbers are unknown at this time.

Mayor Filkins asked if their board members had shared any feedback on the community.

Brian Blake noted the visit finalized the decision-making process. He stated that once the board members saw face-to-face the support provided to Piranha Hose Products they were confident to make the decision.

2017-229 Set public hearing for Ordinance 2017-09.
Motion was made by Spoelman and supported by Meinhardt to adopt the Resolution to Introduce Ordinance to Approve Sale Agreement and Authorize Sale of Real Property (Within James E. Potvin Industrial Park) and set a public hearing for December 18, 2017.

Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt resolution regarding the Wexford County Michigan Natural Hazards Mitigation Plan.

Peccia noted Sarah Benson, Wexford County Emergency Management Director, is in attendance to provide background information on the Natural Hazards Mitigation Plan.

Sarah Benson stated that in order to maintain eligibility for FEMA's Hazard Mitigation Pre-Disaster and Post-Disaster Grants every county in the country must have a Hazard Mitigation Plan. She noted most counties in northwest Lower Michigan contract with Networks Northwest to assist with the development of the Plan. She stated that the advantage of the City of Cadillac adopting the Plan is eligibility for Hazard Mitigation Grants. She noted City stakeholders had input into the Plan and she thanked Fred Osborn, Cadillac Fire Department, for bringing this back to the forefront.

Mayor Filkins stated it is a wonderful reminder of how the various agencies work together.

Spoelman asked if there was a reason it has taken a while for it to be brought to the Council.

Sarah Benson stated part of the reason is not having enough time to get to every jurisdiction. She noted it was reintroduced when FEMA started conducting floodplain remapping for the Muskegon River Watershed. She stated Fred Osborn was in attendance at one of the discovery meetings and brought the project back to the forefront.

Engels asked if the City did have public infrastructure damage prior to the adoption of the plan would it not have been eligible for grant money in the event of a disaster.

Sarah Benson stated adopting the Plan makes it more difficult to deny grant money.

Engels asked if FEMA holds the County or the City accountable for the adopted time frames.

Sarah Benson stated they do not. She noted it is not a prescriptive plan but is an attempt to dedicate benchmarks to some of the projects.

<u>2017-230 Adopt resolution regarding the Wexford County Michigan Natural Hazards Mitigation Plan</u>.
Motion was made by Schippers and supported by Meinhardt to adopt the resolution regarding Wexford County Michigan Natural Hazards Mitigation Plan.

Motion unanimously approved.

B. Adopt Resolution Opposing Injection Well Permit.

Peccia stated it is important to publicly advise the City Council that the City does benefit from the company depositing the waste material in the City's sanitary sewer Waste Water Treatment Facility. He noted the material is commonly called leachate and the City is paid to treat the waste material. He added that absent there being another option for them, such as the deep injection well concept, they are currently taking the waste product to the City to be treated in an environmentally conscious manner. He stated a deep injection well would take that revenue source away from the City.

Peccia noted the reason the resolution is being brought forward has absolutely nothing to do with the revenue source coming to the City. He stated it is to allow a dialog to determine if Council wants to oppose or not oppose the draft permit.

Dietlin stated the landfill is proposing to utilize a deep well injection in which raw product is injected into the ground. He noted the theory behind deep well injection is that the material is placed into the ground deep enough to not cause any harm. He stated he assumes some wells are safe but in this situation there is a treatment option available. He added the material has been treated by the City for years and it is treated to a standard that it can be discharged back into the environment.

Peccia noted they are proposing to inject the raw waste material thousands of feet deep underneath the drinking water aquifers and then capping it with a mortar-type of concrete. He stated this is a very simplistic explanation of the concept. He explained the theory is that the material will be injected deep enough that is away from the drinking water supply and it will then be capped so in the event there is underground movement it will not leak.

Mayor Filkins asked if American Waste has injection wells in the Traverse Area or does it utilize the waste water treatment plant in the same manner as they do in Wexford County.

John Fuscone stated there are no injection wells in Grand Traverse County.

Schippers noted this area has suffered from groundwater contamination for decades and it is still being mitigated. She added that putting additional untreated material into the ground when there is an environmentally-sound treatment option that is economical and in close proximity is unfathomable.

Spoelman inquired how the item ended up on the agenda because it does not affect the City of Cadillac.

Peccia stated it is included on the agenda because the public commenting period through the EPA to accept comments on this item is currently open. He added the City is located within Wexford County and the City is currently responsible for treating the waste and discharging the treated water back into the environment. He noted Wexford County, along with the City of Manton, have taken a position on the proposed draft permit.

Dietlin noted the City received a letter from the EPA regarding the deep well injection so he is assuming all of the municipalities in Wexford County received letters.

Engels asked if the City obtains water from the same area as the proposed injection well.

Dietlin noted the water usually flows to the northwest so it is north of the City’s wellfield. Engels asked if the leachate is generated from rainwater passing through the landfill.

Dietlin noted it is composed of both rain water and liquid from garbage. He added the water is collected in the bottom of the cells, pumped to a tank, and then hauled to the City's Waste Water Treatment Facility.

2017-232 Adopt Resolution Opposing Injection Well Permit.
Motion was made by Schippers and supported by Meinhardt to adopt the Resolution Opposing the Issuance of Wexford Water Technologies' Draft Permit Number MI-165-1I-0002 by the Environmental Protection Agency in the City of Manton, County of Wexford.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Downtown Development Authority

PUBLIC COMMENTS

John Fuscone thanked Council for approving the resolution regarding the injection well permit.

Dean Rohn, Piranha Hose Products, thanked everyone for the cooperation and the work that has been done over the years in support of Piranha Hose Products.

Larry Paquette expressed concern regarding the injection well permit and requested individuals send emails to the EPA and MDEQ expressing the reasons for their opposition. He noted the public comment period ends on November 22, 2017.

GOOD OF THE ORDER

Spoelman stated she wanted to clarify the reason she inquired about why the injection well permit was placed on the agenda even though it is not within the City's jurisdiction. She noted water is very important and she understands what is must be like to live in that area. She explained there has been a lot of dialog within the organization she works for regarding the results of drinking water tests across the State. She apologized if her question sounded insensitive to the issue.

Spoelman suggested revising the application for board appointments to include a question regarding "Why do you want to serve on this board?"

Spoelman stated it is an honor to be selected as Mayor Pro Tem.

Spoelman asked for clarification as to why Council Member Engels was sworn-in during the meeting because she was under the impression that his term ended at the end of the year and he has already been sworn-in.

Engels noted, if not elected, his term would have ended at this meeting.

Spoelman stated he was appointed so he was serving until the next election so it is different than an election in which case the term would expire at the end of the year.

Schippers noted the Mayor's Youth Council will meet on the second Wednesday in December due to the proximity of the holidays. She stated two (2) new members have been appointed to the Mayor's Youth

Council and they will be sworn-in at the meeting on December 13, 2017. She added the bylaws have been amended to include any student who works, lives, or attends school in Cadillac.

Peccia mentioned materials and the use of heavy equipment were donated to bring the Christmas tree to the Plaza. He noted the Tree Lighting Ceremony will be held at 5:30 pm on November 24, 2017. He added that a local industry has already stepped forward committing to sponsor a tree in 2018.

Peccia stated the City is exploring other ways to create opportunities for businesses and residents. He noted he is embarking on exploring the ins and outs of becoming a Municipal Electric Utility.

Mayor Filkins mentioned the holiday preparations. She thanked the Public Works and Forestry Departments for their efforts. She suggested having community members decorate boxes to be placed near the tree. She thanked the Wexford County Historical Museum for the display in the entryway. She noted Thin Blue Line yard signs are once again available to show support for first responders. She stated the Cadillac High School Marching Band will be performing at the Thanksgiving Day Parade in Detroit.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

December 4, 2017

COUNCIL COMMUNICATION

Re: Reappointment to Cadillac Historic Districts Commission

The following individual has accepted and it is recommended she be reappointed to an additional 3-year term on the Cadillac Historic Districts Commission. Current term will expire on December 31, 2017.

Anne Engels - Original Year Appointed: 2015; Replaced member Erin King and filled her term which expired on 12/31/14.

December 4, 2017

Council Communication

RE: MERS Participation Agreement- Health Care Savings Plan for the Cadillac-Wexford Public Library Technology Director Position

The Cadillac-Wexford Public Library Board on November 20, 2017 passed a motion to establish a Health Care Savings Plan account for their Technology Director position. Because the Library is a division at the Municipal Employees' Retirement System (MERS) under the City, the City Council is required to approve the Participation Agreement. There is no cost to the City, but rather all costs are on the Library's employee.

Recommended Action:
Authorize the Mayor to sign the MERS Participation Agreement for the Health Care Savings Plan for the Cadillac-Wexford Public Library Technology Director Position.

MERS Health Care Savings Program Participation Agreement

MERS®
Municipal Employees' Retirement System

1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707 | www.mersofmich.com

I. PARTICIPATING EMPLOYER

Employer Name: City of Cadillac
(Name of municipality or court)

Municipality Number: 8301 **Division Number:** 12

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be: 12/4/2017.
(Date)

2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective: ________________.
(Date)

   The original Health Care Savings Program was effective: ________________.
(Date)

   Note: You only need to mark ***changes*** to your plan throughout the remainder of this Agreement.

III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units or personnel/employee classifications ("Covered Group"), in Health Care Savings Program. **Contributions shall be made on the same basis within each Covered Group identified by this agreement, and remitted as directed by the Program Administrator.** If the Employer has varying coverage or contribution structures between groups, a separate agreement will need to be completed for each covered group. This agreement encompasses the following group(s):

Technology Director
(Name/s of HCSP covered group/s)

IV. ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement.

V. EMPLOYER CONTRIBUTIONS TO THE HEALTH CARE SAVINGS PROGRAM

The Participating Employer hereby elects to make contributions to the Trust. Contributions shall be made on the same basis within each Covered Group specified in this agreement, and remitted to MERS as directed by the Employer, to be credited to the individual accounts of Eligible Employees as follows:

Check one or more (A, B, and/or C):

A. ❐ **Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this agreement.

Contribution structure **(specify)**:

Vesting Cycle For Basic Employer Contributions Only. The employer contributions identified in this Participation Agreement are subject to the following vesting cycle.

❐ Immediate Vesting upon Participation

❐ Cliff Vesting: The participant is 100% vested upon ____________________ year(s).
(Stated years)

❐ Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service:

Years of Service	Percent Vested
____________	____________
____________	____________
____________	____________
____________	____________
____________	____________
____________	100%

FORFEITURE PROVISION. Upon separation from service with the Employer prior to meeting the required vesting schedule set out above or in the event a Participant dies without Dependent(s) and/or a named Beneficiary, a Participant's account assets shall:

Check only one:

❐ Remain in the HCSP sub-trust to be reallocated among all Plan participants equally
❐ Remain in the HCSP sub-trust to be used to offset future Employer Contributions
❐ Be transferred to the Retiree Health Funding Vehicle ("RHFV")

B. ☑ **Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure **(specify)**:

$50 per pay

C. ☑ **Mandatory Leave Conversion (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. *(Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)*

Check one or more:

☑ As of retirement/separation (Annual date or X weeks before termination), 100 (Percentage) % of sick (Type of Leave Conversion (sick, vacation, etc.)) must be contributed to the HCSP.

☐ As of ____________ (Annual date or X weeks before termination), ______ (Percentage) % of ____________ (Type of Leave Conversion (sick, vacation, etc.)) must be contributed to the HCSP.

☐ As of ____________ (Annual date or X weeks before termination), ______ (Percentage) % of ____________ (Type of Leave Conversion (sick, vacation, etc.)) must be contributed to the HCSP.

☐ As of ____________ (Annual date or X weeks before termination), ______ (Percentage) % of ____________ (Type of Leave Conversion (sick, vacation, etc.)) must be contributed to the HCSP.

Post-Tax Employee Contributions. Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Agreement and Plan Document have been implemented.

VII. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

VIII. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Agreement.

IX. EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on the 4th day of December, 2017 at the official meeting held by City of Cadillac.

(Name of approving employer)

Authorized Signature: ______________________

Title: Mayor

Witness Signature: ______________________

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: ______________________, 20____

____

(Authorized MERS signatory)

CWPL
Cadillac Wexford Public Library

Minutes of the Library Board Meeting, November 20, 2017

A Regular Meeting of the Board of Trustees of the Cadillac Wexford Public Library ("CWPL" or "Library"), commencing at 5:38 p.m. on November 20, 2017 was held at the CWPL in Cadillac, Michigan. Trustees present included Vicki Long, Virginia Mackey, Brian Valice and Theresa Williams. Trustee Lee Jones was absent. Also attending the Regular Meeting were CWPL employees Larry Haines and Jayne Walker.

1. **Call to Order, Roll Call:** Chairman Brian Valice called the Meeting to order at 5:38 p.m.

2. **Additions to the Agenda:** *Trustee Virginia Mackey moved to approve the agenda of the November 20, 2017, Board Meeting which was duly seconded by Trustee Vicki Long and, with no further discussion, approved unanimously.*

3. **Minutes:** *Trustee Long moved to approve the Minutes of the October 23, 2017, Meeting; the Minutes of the October 30, 2017, Special Board Meeting; and the Minutes of the November 9, 2017, Special Board Meeting. The Motion was duly seconded by Trustee Mackey and, with no further discussion, approved unanimously.*

4. **Public Participation:** None

5. **Communications:** None

6. **Director's Report:** None

7. **Financial Reports/Current Bills:**
   7.1 Trustee *Theresa Williams moved to approve the financial statements and disbursements, as per the disbursements journal, for the month of October, 2017. The Motion was duly seconded by Trustee Long and, after no further discussion, approved unanimously.*
   7.2 <u>2018 Budget:</u> Mrs. Jayne Walker presented two proposals for the 2018 Budget. Proposal #1 was a balanced budget without wage increases and without any money for Capital Outlay expenditures. Proposal #2 was a deficit budget which included a $.25 per hour raise for all employees plus $5,250 for Capital Outlay expenditures. After discussion, the following motion was made: *Trustee Long moved to approve Proposal #2 for the 2018 Budget with the understanding that it would be funded, if necessary, from the undesignated portion of the Fund Balance. The Motion was duly seconded by Trustee Mackey and, with no further discussion, approved unanimously.*

8. **Old Business**
   8.1 <u>Friends of the Library ("FOL"):</u> Trustee Long handed out the agenda for the November 21, 2017, meeting. She made a point of inviting the CWPL Board Members to the December 19, 2017, FOL Christmas party at the Evergreen restaurant.

8.2 <u>Separate Division in Municipal Employees Retirement System ("MERS") for Health Care Savings Plan ("HCSP") for Technology Director:</u> After discussion, the following Motion was made: *Trustee Williams moved to establish a separate division in MERS for Technology Director with 1) the understanding that there would be no increased cost for CWPL and 2) the approval of the City of Cadillac. The Motion was duly seconded by Trustee Mackey and, with no further discussion, approved unanimously.*

8.3 <u>Manton Branch—new facility updates:</u> There were no new updates at this time.

8.4 <u>Mesick Branch—new facility updates:</u> There were no new updates at this time.

8.5 <u>Roofing Issues—update by Larry Haines:</u> Mr. Larry Haines presented three bids for the roof repairs along with a spread sheet showing the comparisons. After some discussion, the following Motion was made: *Trustee Williams moved to accept the proposed bid by Kent Companies contingent on Mr. Haines checking the company's references. The Motion was duly seconded by Trustee Mackey and, with no further discussion, approved unanimously.*

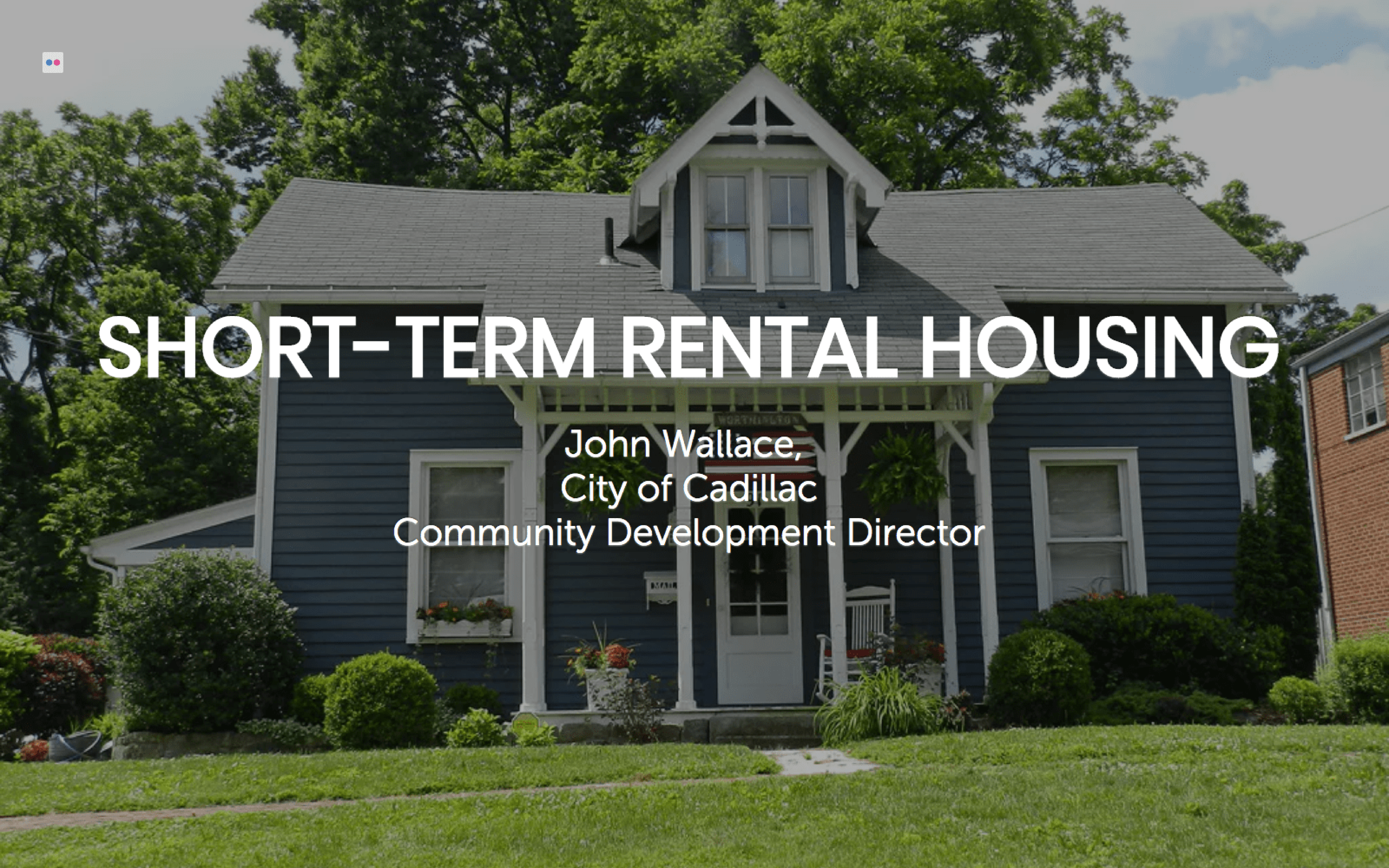
8.6 [redacted]

9. **New Business:** No new business at this time.

10. **Next Meeting:** Monday, December 18, 2017, at 5:30 p.m.

11. **Adjournment:** There being no other business before the Board, a *Motion by Trustee Long to adjourn was seconded by Trustee Mackey and, with no further discussion, approved unanimously.* The Regular Meeting was adjourned at 6:52 p.m.

Recorded by Jayne Walker



SHORT-TERM RENTAL HOUSING

John Wallace,
City of Cadillac
Community Development Director

What is Short-Term Rental Housing?

Short-term home rentals are generally defined as the rental of a residential property (house,condominium, room, garage apartment, etc) for periods of less than 30 days)

Two types of Short-Term Housing Rental

- Direct leasing by property owner
- Leasing by property owner through use of online rental platform such as Airbnb, VRBO, or FlipKey.

What do Airbnb, VRBO, and other online platforms do? They act as online marketplaces connecting travelers with locals hosts. The platforms enable:

- Hosts to list their available space and collect rent.
- Travelers to easily book stays in private homes.

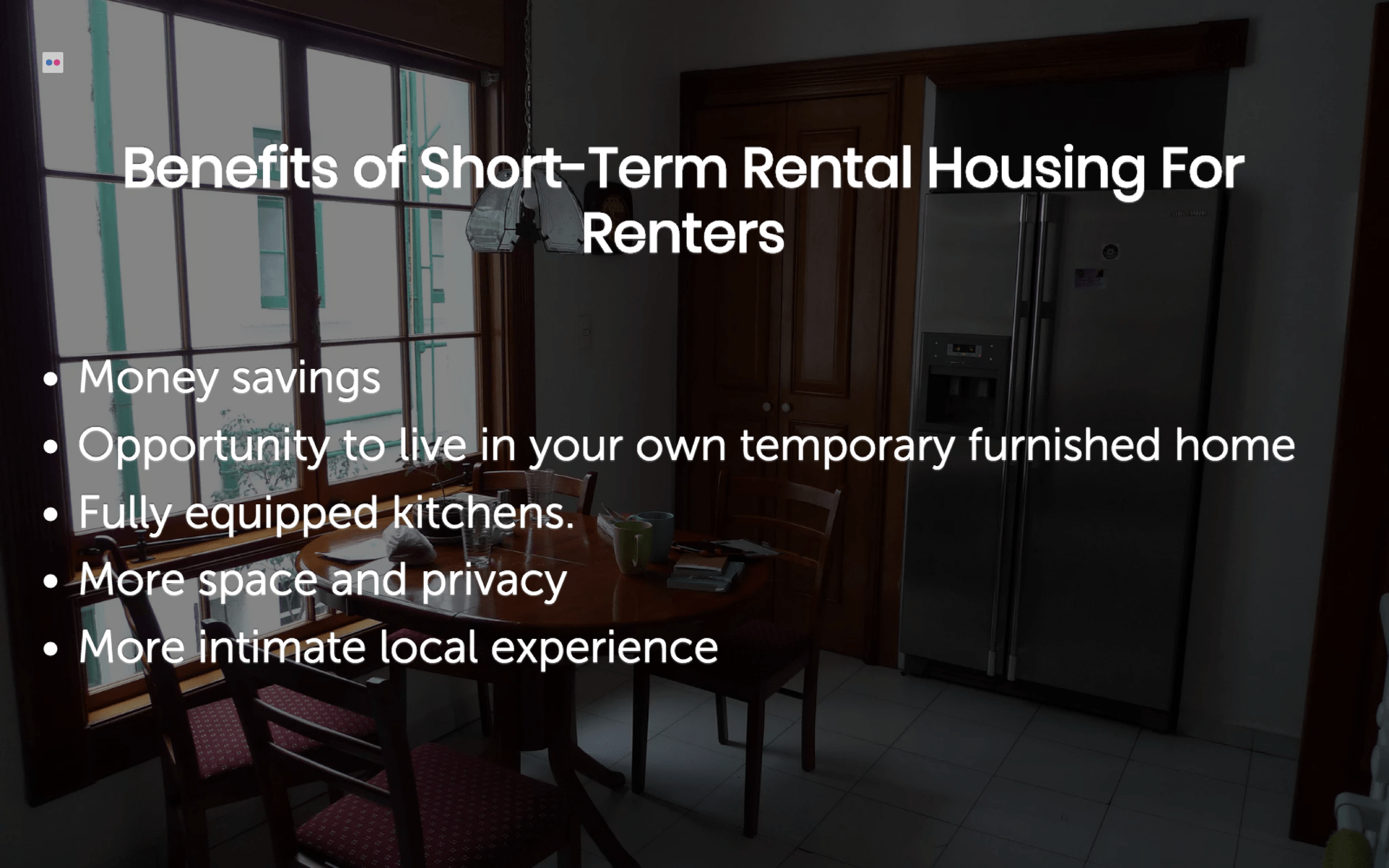
How are Short-Term Rental Housing Units Currently Addressed in the Cadillac Zoning Ordinance?

At present the City of Cadillac's Zoning Ordinance does not address short-term housing rental units except within the TS-2 Tourist Service District. They are neither expressly allowed or prohibited in all other zoning districts. The city recognized that this is an increasingly desired land use for many residential districts and as such, may wish to adopt appropriate zoning regulations to manage their operation.

Benefits of Short-Term Housing Rentals For Property Owners

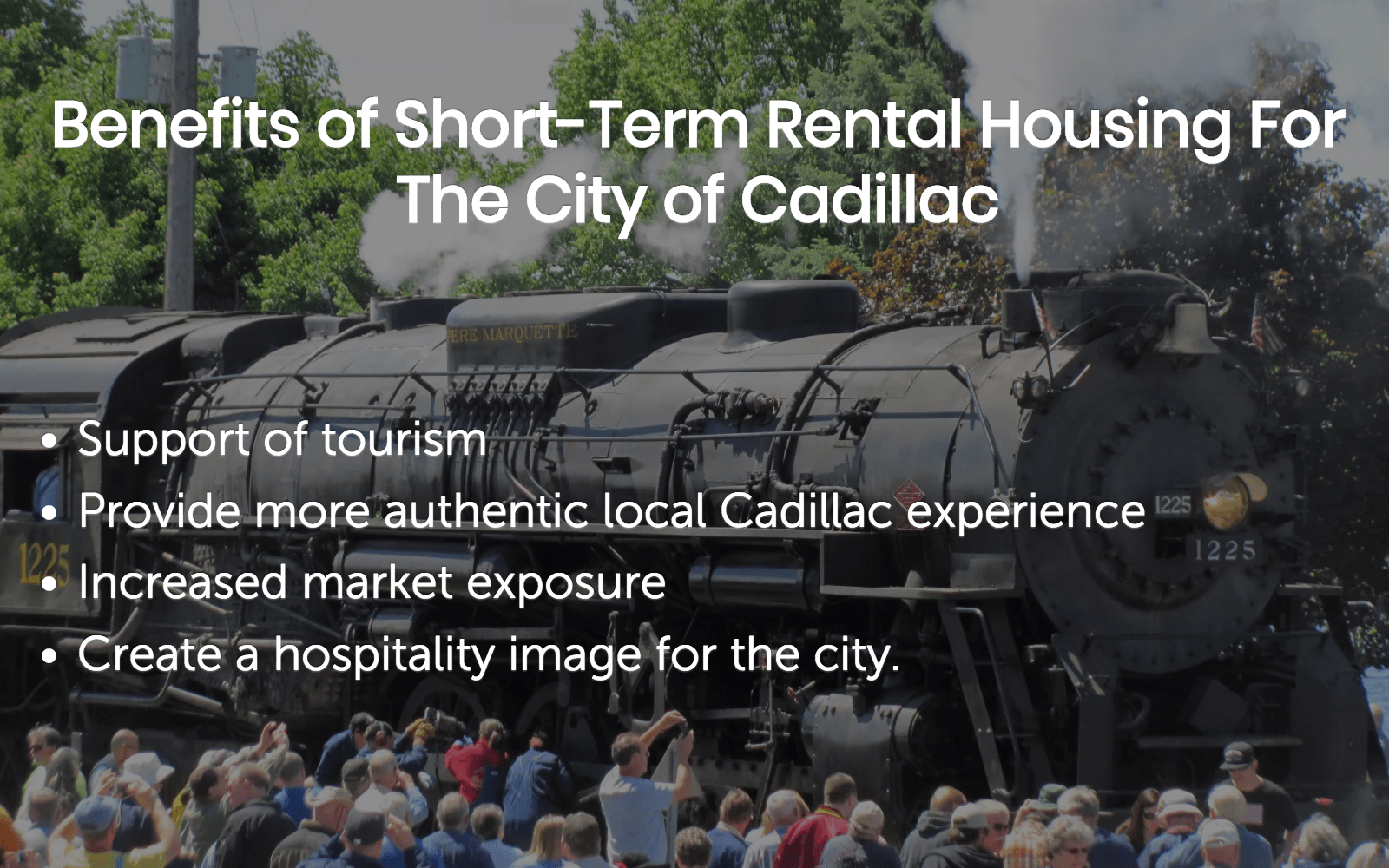
- Extra Income
- Higher Income than traditional long term rental
- Preservation of property is enhanced over long term rental
- Tax breaks
- Community promotion through promoting tourism

$



Benefits of Short-Term Rental Housing For Renters

- Money savings
- Opportunity to live in your own temporary furnished home
- Fully equipped kitchens.
- More space and privacy
- More intimate local experience


Benefits of Short-Term Rental Housing For The City of Cadillac
• Support of tourism
• Provide more authentic local Cadillac experience
• Increased market exposure
• Create a hospitality image for the city.
PERE MARQUETTE
1225
1225
1225

Concerns Regarding Short-Term Rental Housing

- Noise/loud parties (indoor-outdoor)
- Lack of on-site or nearby management
- Potential parking problems
- Reduction in availability of long-term housing rentals
- Lack of knowledge on rental tenants
- Potential to change quiet residential character
- Fiscal impacts to commercial hotels/motels

Zoning Considerations for Short-Term Housing

- Managing short-term room rental
- Managing short-term house rental
- Required management for short-term rentals
- Where should short-term rentals be permitted?
- Should there a be a # of day per year limitation?
- Consideration of supply of long term rental housing
- Impacts to hotels and motels
- Private property rights

City Council

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

Mayor
Carla J. Filkins

Mayor Pro-Tem
Shari Spoelman

Councilmembers
Robert J. Engels
John P. Meinhardt
Tiyi Schippers

RESOLUTION NO. 2017 - ______

RESOLUTION TO TERMINATE DISPATCH AGREEMENT

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on the 4th day of December, 2017, at 6:00 p.m.

PRESENT: ____

ABSENT: ____

The following preamble and resolution was offered by ________________________ and seconded by ____________________________.

WHEREAS, the City and the County of Wexford ("County") are parties to a Dispatch ("Agreement") dated July 1, 1994; and

WHEREAS, the Agreement provides that the County will provide the City with emergency dispatching services until the Agreement is terminated; and

WHEREAS, Section 12(b) of the Agreement provides that the Agreement shall remain in effect for five years from the date of its execution by the parties and shall be automatically renewed by the parties for successive five year terms unless terminated in writing as provided in the Agreement; and

WHEREAS, on August 1, 2017, the City received a letter from the County suggesting a mutual termination of the Agreement, as it was never implemented as it was designed; and

WHEREAS, while the Agreement does not specify the process for mutual termination, Section 13(a) provides that the Agreement may be modified in the same manner as it was executed; and

WHEREAS, upon consultation with the County, the parties desire to mutually terminate the Agreement to consider other options, including possibly entering into a new dispatch agreement; and

WHEREAS, the City finds that terminating the Agreement is in the best interest of the public health, safety, and welfare.

NOW, THEREFORE, the City Council for the City of Cadillac hereby resolves as follows:

1. The City agrees to terminate the Dispatch Agreement ("Agreement") dated July 1, 1994.

2. The City shall deliver written notice to the County of its approval to mutually terminate the Agreement.

3. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: ____________________________

NAYS: ____________________________

THE RESOLUTION WAS DECLARED ADOPTED.

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. 2017 - _____, duly adopted at a meeting of the City Council held on the _____ day of ____________________, 2017.

____

Sandra Wasson
Cadillac City Clerk

RESOLUTION OF SUPPORT
FOR FUNDING AT THE KENWOOD BEACH, BOAT LAUNCH, PAVILION, PLAYGROUND TO CONSTRUCT THE NEW RESTROOM
CADILLAC CITY COUNCIL
CADILLAC, MI

WHEREAS, it is resolved that the City of Cadillac, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City Council does hereby specifically agree, but not by way of limitation as follows:

1. To appropriate all funds necessary to complete the project during the project period (completion before June 30, 2020) and to provide eighty thousand ($80,000) dollars to match the grant authorized by the DEPARTMENT.

2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.

3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this resolution.

Upon motion made by ____________________, seconded by _________________________,

The following aye votes were recorded: _________
The following nay votes were recorded: _________

I Sandra Wasson, Clerk of the City of Cadillac, Michigan, do certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which resolution was adopted by the Cadillac City Council at a meeting held on December 4, 2017.

By: __________________________ Date: _______________________

Sandra Wasson
City Clerk, City of Cadillac

RESOLUTION OF SUPPORT
KENWOOD BEACH, BOAT LAUNCH, PAVILION, PLAYGROUND RESTROOM
CITY COUNCIL
CADILLAC, MI

WHEREAS, outdoor recreation is critical to the city's quality of life and to the health and welfare of its citizens and guests; and,

WHEREAS, the City of Cadillac recognizes the importance of providing a range of outdoor recreational opportunities to meet the needs of all citizens; and,

WHEREAS, the City of Cadillac desires to advance the quality of local recreational opportunities by providing facilities that are universally accessible to citizens and guests; and,

WHEREAS, the need to replace the aged restrooms at Kenwood Park is recognized; and,

WHEREAS, the cost of constructing one new restroom at Kenwood Park is estimated at $160,000; and,

WHEREAS, the Michigan Department of Natural Resources provides funding assistance for the development of recreational facilities through the Land and Water Conservation Fund (LWCF); and,

WHEREAS, the City of Cadillac requires financial assistance to realize its goal of providing a range of outdoor recreational opportunities to meet the needs of all citizens.

NOW, THEREFORE , BE IT RESOLVED, the Cadillac City Council hereby approves the filing of a grant application with the Michigan Department of Natural Resources under the Land and Water Conservation Fund (LWCF) in the amount of $80,000 with the funds to be used for the construction of a universally-accessible restroom at Kenwood Park in the City of Cadillac; and,

BE IT FURTHER RESOLVED, the Cadillac City Council hereby approves a local match of $80,000 for the Kenwood Park restroom construction project as required by the Land and Water Conservation Fund Grant Program.

This is to certify the above resolution was approved by the Cadillac City Council at a regularly scheduled meeting held March 21, 2016.

By: Sandra Wasson Date: March 31, 2016

Sandra Wasson
City Clerk, City of Cadillac

Elected Officials Compensation Commission

Minutes

Tuesday, November 28, 2017
9:00 A.M.
City of Cadillac
200 N. Lake St.
Cadillac, MI 49601

Members Present: Jack Dillon, Mickey Putman
Members Absent: Robert Gammons
Staff Present: Sandra Wasson, City Clerk

I. CALL TO ORDER

The meeting was called to order by Sandra Wasson, City Clerk, at 9:02 a.m.

II. APPROVAL OF AGENDA

- Approved by unanimous consent on motion by Dillon, supported by Putman to approve the agenda as presented.

III. APPROVAL OF MINUTES

- Approved by unanimous consent on motion by Dillon, supported by Putman to approve the minutes from the December 21, 2015 meeting.

IV. PUBLIC COMMENTS

There were no public comments.

V. NEW BUSINESS

Discussion and possible determination on salaries of all City elected officials.

Commission Members reviewed the following documents:

- City Council Annual Salary - Calendar Years 2005 to 2017

- 2017 Commission/Council Compensation Survey (conducted by the City Clerk of Battle Creek in August 2017)

- Motion was made by Putman and supported by Dillon to maintain the current City Council salaries for the years 2018/2019.

  Ayes: Dillon, Putman
  Nays: None
  Motion carried.

VI. ADJOURNMENT

- Approved by unanimous consent on motion by Dillon, supported by Putman the meeting was adjourned at 9:04 a.m.

Respectfully submitted,

Sandra L. Wasson
City Clerk