



## **City Council Meeting**

May 17, 2021

6:00 p.m.

By Remote Electronic Participation

Cadillac Municipal Complex

200 N. Lake St.

Cadillac, MI 49601



May 17, 2021 City Council Meeting Agenda  
6 p.m. 200 N. Lake St. – Cadillac, MI 49601  
Meeting held by remote electronic participation.

*We are fully present*

CALL TO ORDER  
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](http://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 May 3, 2021.  
Support Document III-A

IV. PUBLIC HEARINGS

- A. Public hearing to consider adoption of Ordinance to Approve Transfer of Real Property (White Pine Area) and to Confirm Acceptance of a Water Utilities Easement.  
Support Document IV-A

## Cadillac City Council Agenda

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B. Public hearing to consider adoption of Ordinance to Amend Sections 42-201 and 42-202(3) of Chapter 42 of the Cadillac City Code to Adjust Water Rates in the City of Cadillac.

Support Document IV-B

C. Public hearing to consider adoption of Ordinance to Amend Section 42-374 of Chapter 42 of the Cadillac City Code to Adjust Sewer Rates in the City of Cadillac.

Support Document IV-C

D. Public hearing to consider adoption of Ordinance Establishing General Appropriations Act for Fiscal Year 2022.

Support Document IV-D

### V. APPOINTMENTS

A. Recommendation regarding reappointment to the Brownfield Redevelopment Authority.

Support Document V-A

B. Recommendation regarding reappointment to the Corridor Improvement Authority/ Cadillac West Resort Area.

Support Document V-B

### VI. CITY MANAGER'S REPORT

A. COVID-19 Update

### VII. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Cadillac West Corridor Improvement Authority

Support Document VII-A

### VIII. 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](http://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.

### IX. GOOD OF THE ORDER

### X. ADJOURNMENT

**Cadillac City Council Agenda**

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***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

May 3, 2021

Meeting held by remote electronic participation.

200 N. Lake St. - Cadillac, Michigan 49601

CALL TO ORDER

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

ROLL CALL

Council Present: Schippers, Engels, King, Mayor Filkins

Council Member Schippers stated she is attending the meeting virtually in the City of Cadillac.

Council Member Engels stated he is attending the meeting virtually in the City of Cadillac.

Council Member King stated he is attending the meeting virtually in the City of Cadillac.

Mayor Filkins stated she is attending the meeting virtually in the City of Cadillac.

Council Absent: Elenbaas

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

APPROVAL OF AGENDA

2021-082 Approve agenda as amended.

Motion was made by King and supported by Engels to approve the agenda as amended to add a Water Utilities Easement Agreement under the City Manager's Report as Item VII-F.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2021-083 Approve consent agenda as presented.

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

Motion unanimously approved.

PUBLIC HEARINGS

- A. Public hearing to consider adoption of Ordinance Declaring Local State of Emergency Due to COVID-19 Pandemic.

Peccia stated the proposed ordinance would allow the City Council to remain compliant with the Open Meetings Act as it is currently in place by extending the declaration of emergency through the end of the calendar year. He noted this does not mean the City Council needs to continue to meet virtually throughout that entire period of time should there be a loosening of the restrictions with respect to social distancing and specifically in-person meetings.

City Attorney Homier noted this local state of emergency runs concurrent with amendments that were made to the Open Meetings Act. He stated the City Council is not required to continue holding virtual meetings, however it does provide City Council the flexibility to continue holding virtual meetings and it also provides the ability for City Council Members to attend virtually. He noted under the Open meetings Act there are only three (3) reasons that members may attend virtually: (1) a local state of emergency; (2) a medical condition of a member that prevents them from attending in-person, and (3) a member of the military on deployment.

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

2021-084 Adopt Ordinance 2021-09.

Motion was made by King and supported by Engels to approve the resolution to adopt Ordinance Declaring Local State of Emergency Due to COVID-19 Pandemic.

Motion unanimously approved.

COMMUNICATIONS

A. Cadillac Area Visitors Bureau

Mayor Filkins stated she believes this is a great idea. She noted it would be nice if they could place a mark on the chair that would identify where Cadillac is located.

Kathy Morin, Cadillac Area Visitors Bureau, stated it is something fun they are wanting to add for visitors as well as residents. She noted they have discussed adding some type of mark on the chair noting the location of Cadillac. She stated accompanying signage will be used to encourage “check-ins” to the area and posting photos to social media.

2021-085 Approve proposal from Cadillac Area Visitors Bureau.

Motion was made by King and supported by Schippers to approve the proposal from the Cadillac Area Visitors Bureau to place an oversized Michigan-shaped Adirondack chair with accompanying signage in the City Park at the location noted.

Motion unanimously approved.

APPOINTMENTS

A. Recommendation regarding reappointment to the Planning Commission.

2021-086 Approve reappointment to the Planning Commission.

Motion was made by Schippers and supported by Engels to approve the reappointment of Dave Gregg to the Planning Commission for a 3-year term to expire on May 1, 2024.

Schippers noted Dave Gregg has been serving on the Planning Commission since 2006 and thanked him for his service.

Motion unanimously approved.

B. Recommendation regarding appointment to the Board of Review.

2021-087 Approve appointment to the Board of Review.

Motion was made by Engels and supported by Schippers to approve the appointment of Brenda Benson to the Board of review for a 2-year term to expire on May 3, 2023.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Bids and recommendation regarding Center Line Marking.

Peccia noted one (1) bid was received from PK Contracting in the amount of \$11,925.48. He stated the FY2021 budget has approximately \$14,000 remaining in the budget for this project, so based on the unit costing providing in the bid, some additional painting can be completed. He noted the total project is expected to include approximately 12 miles of yellow 4-inch skip lines, 7 miles of double yellow "No Passing" zone lines, and 23 miles of 4-inch solid white edge lines. He stated City crews will paint bike lane, crosswalk, and turn arrow stencils during this project.

2021-088 Award Center Line Marking Project.

Motion was made by Schippers and supported by Engels to award the FY2021 Center Line Marking Project to PK Contracting, Inc. in accordance with their bid.

Motion unanimously approved.

B. Bids and recommendation regarding Evert Street Improvements Project.

Peccia noted four (4) bids were received and the recommendation is to award the contract to the lowest bidder, CJ's Excavating, Inc., in the amount of \$763,306.33 and to approve the standard contingency amount of 10%, bringing the total amount awarded to \$839,636.96. He noted the estimated start date is May 10, 2021 and letters will be sent notifying the adjacent property owners. He stated the project is expected to take approximately four (4) months to complete.

2021-089 Award Evert Street Improvements Project.

Motion was made by Schippers and supported by King to award the Evert Street Improvements Project to CJ's Excavating, Inc. for the bid amount of \$763,306.33 and to approve a 10% contingency for City engineer-approved field changes in unit quantity or scope due to unknowns in underground municipal

construction, bringing the total amount awarded to \$839,636.96.

Motion unanimously approved.

C. Bids and recommendation regarding Stimson Street Improvements Project.

Peccia noted seven (7) bids were received and the recommendation is to award the contract to the lowest bidder, CJ's Excavating, Inc., in the amount of \$265,561.15 and to approve the standard contingency amount of 10%, bringing the total amount awarded to \$292,117.27.

2021-090 Award Stimson Street Improvements Project.

Motion was made by Engels and supported by King to award the Stimson Street Improvements Project to CJ's Excavating, Inc. for the bid amount of \$265,561.15 and to approve a 10% contingency for City engineer-approved field changes in unit quantity or scope due to unknowns in underground municipal construction, bringing the total amount awarded to \$292,117.27.

Motion unanimously approved.

D. Recommendation regarding purchase of Ferric Chloride.

Peccia stated subsequent to a competitive bid, City Council awarded the purchase of ferric chloride to Webb Chemical Service Corporation in November 2017. He noted the bid document included the opportunity to extend the contract for up to 2-years upon mutual agreement of pricing. He stated the company has offered to extend the contract through February 28, 2022 at a price of \$0.276 per dry pound. He noted that is up from \$0.245 per dry pound at the time of the bid but is still below the second lowest bid from 2017.

2021-091 Approve extension of contract for purchase of Ferric Chloride.

Motion was made by King and supported by Engels to approve the extension of the contract with Webb Chemical Service Corporation through February 28, 2022 for the purchase of ferric chloride at a price of ~~\$0.245~~ \$0.276 per dry pound.

Motion unanimously approved.

E. Consumers Energy Land Swap Update

Peccia noted City Council previously approved a land swap with Consumers Energy to facilitate the sale of Parcel 2 in the Potvin Industrial Park to Spencer Plastics. He stated there were some costs involved such as an environmental assessment, appraisals, and closing costs. He noted the City's portion of these costs is \$9,185. He noted funds are available in the Industrial Park Fund.

2021-092 Authorize payment to Consumers Energy.

Motion was made by King and supported by Engels to authorize payment to Consumers Energy in the amount of \$9,185.

Motion unanimously approved.



F. COVID-19 Update

Peccia noted information regarding COVID-19 can be found on the District Health Department #10 website at [www.dhd10.org](http://www.dhd10.org).

G. Water Utilities Easement Agreement

Peccia noted there is a public hearing scheduled for May 17, 2021 for an ordinance that will convey a portion of property adjacent to the new wellfield to the White Pine Village development. He stated that ordinance also included language authorizing a Water Utilities Easement Agreement. He noted the contractor is ahead of schedule on the project and we are nearing the point where we will need to have the easement in place in order for the contractor to continue moving forward on the project.

2021-093 Approve Water Utilities Easement Agreement.

Motion was made by King and supported by Schippers to approve the Water Utilities Easement Agreement between White Pine Village, LLC and the City of Cadillac.

Motion unanimously approved.

INTRODUCTION OF ORDINANCES

- A. Adopt resolution to introduce Ordinance Establishing General Appropriations Act for Fiscal Year 2022 and set a public hearing for May 17, 2021.

Peccia noted the next three (3) items are related to the Fiscal Year 2022 budget. He noted detailed presentations on these items were provided at previous meetings. He stated a recap of the presentations will be provided as part of the public hearings on May 17, 2021.

2021-094 Set public hearing for Ordinance 2021-09.

Motion was made by King and supported by Engels to adopt the resolution to introduce Ordinance Establishing General Appropriations Act for Fiscal Year 2022 and set a public hearing for May 17, 2021.

Motion unanimously approved.

- B. Adopt resolution to introduce Ordinance to Amend Section 42-201 and 42-202(3) of Chapter 42 of the Cadillac City Code to Adjust Water Rates in the City of Cadillac and set a public hearing for May 17, 2021.

2021-095 Set public hearing for Ordinance 2021-10.

Motion was made by Schippers and supported by King to adopt the resolution to introduce Ordinance to Amend Section 42-201 and 42-202(3) of Chapter 42 of the Cadillac City Code to Adjust Water Rates in the City of Cadillac and set a public hearing for May 17, 2021.

Motion unanimously approved.

- C. Adopt resolution to introduce Ordinance to Amend Section 42-374 of Chapter 42 of the Cadillac City Code to Adjust Sewer Rates in the City of Cadillac and set a

public hearing for May 17, 2021.

2021-096 Set public hearing for Ordinance 2021-11.

Motion was made by King and supported by Engels to adopt the resolution to introduce Ordinance to Amend Section 42-374 of Chapter 42 of the Cadillac City Code to Adjust Sewer Rates in the City of Cadillac and set a public hearing for May 17, 2021.

Engels requested that the 10-year water and sewer rate projections are included in the public hearing.

Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

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

Peccia noted Long Road Distillers LLC is in the process of moving into the building formally know as Better Bodies located at 412 S. Mitchell Street. He stated the proposed resolution is regarding Local Government Approval for Off-Premises Tasting Room License.

2021-097 Adopt resolution regarding Local Government Approval for Off-Premises Tasting Room License.

Motion was made by King and supported by Engels to adopt the resolution regarding Local Government Approval for Off-Premises Tasting Room License for Long Road Distillers LLC.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

- A. Historic Districts Commission
- B. Downtown Development Authority
- C. Planning Commission

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Peccia stated the Stimson street project is expected to begin in mid to late August and is expected to take approximately six (6) weeks. He noted the Chestnut Street project is expected to begin in mid to late June and run until the end of August or early September.

Schippers asked about the upcoming Park's Clean-Up Day.

Mayor Filkins stated it is scheduled for Saturday, May 8, 2021. She noted refreshments will be provided.

Engels asked about the upcoming Household Hazardous Waste Disposal Day.

Jeff Dietlin, Director of Utilities, stated it is scheduled for Saturday, May 8, 2021.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

DRAFT

**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**  
Stephen King  
Robert J. Engels  
Bryan Elenbaas

**RESOLUTION NO. 2021-\_\_\_\_\_**

**RESOLUTION TO ADOPT ORDINANCE TO APPROVE  
TRANSFER OF REAL PROPERTY  
(WHITE PINE AREA) AND TO CONFIRM ACCEPTANCE OF  
A WATER UTILITIES EASEMENT**

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, conducted electronically on the 17<sup>th</sup> day of May, 2021, at 6:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, the City of Cadillac ("City") is authorized by statute to buy, own, transfer and sell real property (MCL 117.4e); and

WHEREAS, the Charter of the City provides that the City may, by ordinance and upon the affirmative vote of four or more members of the Council, transfer any real estate (Charter Sec. 5.6); and

WHEREAS, the City Clerk has twice published a summary of the Ordinance in a newspaper of general circulation in the City of Cadillac, together with a notice setting the time and place for a public hearing on the Ordinance, in accordance with the Charter; and

WHEREAS, the City wishes to adopt an ordinance that approves the transfer to White Pine Village 2, LLC, or its designee, by quit claim deed, of real property (the "Property"), owned by the City described as that part of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 8, T21N, R9W, City of Cadillac, Wexford County, Michigan described as commencing at the South  $\frac{1}{4}$  corner of said Section 8: thence N  $89^{\circ} 09' 11''$  W 358.99 feet along the South line of said Section 8 to the Southwest corner of White Pine Village parcel and the Point of Beginning; thence N  $38^{\circ} 18' 32''$  E 463.97 feet along the West line of White Pine Village: thence N  $00^{\circ} 13' 34''$  W 109.00 feet along the West line of White Pine Village: thence S  $32^{\circ} 45' 18''$  W 562.21 feet to a point on the South line of said Section 8; thence S  $89^{\circ} 09' 11''$  E 17.00 feet along said South line to the Point of Beginning. Containing 0.45 acres of land more or less. Subject to Right of Way for 44 Road and all easements, restrictions and reservations of record, and as recorded (the "Property") in Wexford County; and

WHEREAS, White Pine Village, LLC has already granted a water utilities easement to the City for its water system project; and

WHEREAS, the transfer of the Property and the confirmation of the acceptance of the water utilities easement is in the interest of the public health, safety and welfare.

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

1. The City adopts Ordinance No. 2021-\_\_\_\_, Ordinance to Authorize Transfer of Real Property (White Pine Area) and To Confirm Acceptance of A Water Utilities Easement (the "Ordinance," attached as Exhibit 1).

2. A copy of the Ordinance is available for examination at the office of the City Clerk, and copies may be provided for a reasonable charge.

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: \_\_\_\_\_

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. 2021-\_\_\_\_, duly adopted at a meeting of the City Council held on the 17<sup>th</sup> day of May, 2021.

\_\_\_\_\_  
Sandra Wasson  
City Clerk

**EXHIBIT 1  
(ORDINANCE)**

**ORDINANCE NO. 2021-08**

**ORDINANCE TO APPROVE TRANSFER OF REAL PROPERTY  
(WHITE PINE AREA) AND TO CONFIRM ACCEPTANCE OF  
A WATER UTILITIES EASEMENT**

**THE CITY OF CADILLAC ORDAINS:**

**Section 1.**

Pursuant to MCL 117.4e, the Charter of the City of Cadillac and other applicable authority, the City hereby approves the transfer to White Pine Village 2, LLC, or its designee, of real property owned by the City, described as that part of the Southeast ¼ of the Southwest ¼ of Section 8, T21N, R9W, City of Cadillac, Wexford County, Michigan described as commencing at the South ¼ corner of said Section 8: thence N 89° 09' 11" W 358.99 feet along the South line of said Section 8 to the Southwest corner of White Pine Village parcel and the Point of Beginning; thence N 38° 18' 32" E 463.97 feet along the West line of White Pine Village: thence N 00° 13' 34" W 109.00 feet along the West line of White Pine Village: thence S 32° 45' 18" W 562.21 feet to a point on the South line of said Section 8; thence S 89° 09' 11" E 17.00 feet along said South line to the Point of Beginning. Containing 0.45 acres of land more or less. Subject to Right of Way for 44 Road and all easements, restrictions and reservations of record (the "Property"). The Property will be transferred via a quit claim deed.

**Section 2.**

White Pine Village LLC has granted the City a necessary water utilities easement on property owned by White Pine Village LLC. The City confirms the acceptance of the easement.

**Section 3.**

The Mayor and City Clerk are hereby authorized to execute any and all documents and to take any and all actions necessary or appropriate to close upon the transactions described herein (including a quit claim deed and a water utilities easement in a form approved by the City Attorney).



**Section 4.**

The City Clerk is directed, pursuant to Section 20-4(b) of the City's Code of Ordinances, within 30 days after the adoption of this ordinance, to record a certified copy of this ordinance with the Wexford County Register of Deeds and to send a copy to the State Treasurer.

**Section 5.**

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 6.**

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

Approved this 17<sup>th</sup> day of May, 2021.

\_\_\_\_\_  
Sandra Wasson, City Clerk

\_\_\_\_\_  
Carla J. Filkins, Mayor

I, Sandra Wasson, City Clerk of the City of Cadillac, Michigan, do hereby certify that a summary of Ordinance No. 2021-\_\_\_\_ was published in the Cadillac News on the \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Sandra Wasson, City Clerk

STATE OF MICHIGAN        )  
  ) ss.  
COUNTY OF WEXFORD        )

On this \_\_\_\_ day of \_\_\_\_\_, 2021, before me, a Notary Public, in and for said County, personally appeared Carla J. Filkins, Mayor, and Sandra Wasson, City Clerk, on behalf of the City of Cadillac, who executed the foregoing Ordinance and acknowledged that they have executed it on behalf of the City of Cadillac in their capacity as its Mayor and City Clerk, respectively.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
County of \_\_\_\_\_, State of Michigan  
My commission expires: \_\_\_\_\_

**Prepared By and Return To:**  
Scott H. Hogan (P41921)  
FOSTER, SWIFT, COLLINS & SMITH, PC  
1700 E. Beltline Avenue NE, Suite 200  
Grand Rapids, MI 49525  
(616) 726-2200

**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**  
Stephen King  
Robert J. Engels  
Bryan Elenbaas

**RESOLUTION NO. 2021-xxxx**

**RESOLUTION ADOPTING  
ORDINANCE TO AMEND SECTIONS 42-201 AND 42-202(3) OF CHAPTER  
42 OF THE CADILLAC CITY CODE TO INCREASE WATER RATES IN THE  
CITY OF CADILLAC 5%.**

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held electronically on the 17th day of May, 2021, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS: \_\_\_\_\_

ABSENT: COUNCIL MEMBER: \_\_\_\_\_

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

WHEREAS, the City has established a water supply system for the residents and businesses of the City;

WHEREAS, the City charges for the use of the water system for the purpose of recovering the cost of construction, reconstruction, maintenance, repair, and operation of the system;

WHEREAS, Section 42-374 of the Cadillac City Code provides that City staff or designated parties shall periodically review the charges, rates, fees, rules, and regulations of the water system and report the results of the review to the City Council with respective recommendations for any adjustments;

WHEREAS, pursuant to Article 16, Section 16.3 of the City Charter, the City may fix just and reasonable water rates and other charges from time to time as may be deemed advisable;

WHEREAS, the City staff has reviewed the water supply system rates and has recommended a rate increase of 5%;

WHEREAS, the City wishes to consider increasing rates for the water supply system by 5%; and

WHEREAS, the City held a public hearing on the proposed ordinance increasing the rates (the "Ordinance") on May 17, 2021; and

WHEREAS, the City Council has determined that it is in the best interests of the public health, safety and welfare to adopt the Ordinance.

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

1. Ordinance No. 2021-xx, Ordinance to Amend Sections 42-201 and 42-202(3) of Chapter 42 of the Cadillac City Code to Increase Water Rates in the City of Cadillac 5% (the "Ordinance," attached as Exhibit A) is hereby adopted.
2. The Ordinance shall be filed with the City Clerk.
3. The City Clerk shall publish notice of adoption in a newspaper of general circulation in the City within seven (7) days.
4. 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: COUNCIL MEMBERS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN                    )  
  )ss  
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. 2021-xxxx, duly adopted at a regular meeting of the City Council held on the 17th day of May, 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**  
Bryan Elenbaas  
Stephen King  
Robert J. Engels

**ORDINANCE NO. 2021-10**

**AN ORDINANCE TO AMEND SECTIONS 42-201 AND 42-202(3) OF CHAPTER 42 OF THE CADILLAC CITY CODE TO INCREASE WATER RATES IN THE CITY OF CADILLAC 5%.**

**THE CITY OF CADILLAC ORDAINS:**

Section 1.

The City hereby amends Section 42-201 of the Cadillac City Code, entitled "Service rates," which shall read as follows:

The rates for water service furnished by the city water supply system shall be as follows:

(1) *Monthly service charges.*

Meter Size (in inches)	Charge (per month)
5/8	\$8.17
3/4	\$12.02
1	\$20.03
1 1/2	\$40.14
2	\$64.02
3	\$140.20
4	\$240.37
6	\$500.82
8	\$721.16

(2) *Commodity charge.*

Volume (100 cubic-foot unit)	Per Month (per unit)
0 to 600 cu. ft.	\$1.71
601 to 10,000 cu. ft.	\$1.46
10,001 to 100,000 cu. ft.	\$1.29
100,001 to 250,000 cu. ft.	\$1.13
250,001 and above	\$0.99

Section 2.

The City hereby amends Section 42-202(3) of the Cadillac City Code, which shall read as follows:

The rates for providing fire protection sprinklers shall be as follows:

Line Size (in inches)	Charges (per month)
$\frac{3}{4}$	\$2.92
1	\$5.00
1 $\frac{1}{2}$	\$9.93
2	\$16.03
3	\$34.81
4	\$59.87
6	\$124.94
8	\$180.03
10	\$289.97
12	\$429.81

Section 3.

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

Section 4.

This Ordinance shall take effect July 1, 2021.

Approved this 17th day of May, 2021.

\_\_\_\_\_  
Sandra Wasson, Clerk

\_\_\_\_\_  
Carla J. Filkins, Mayor

I, Sandra Wasson, City Clerk of the City of Cadillac, Michigan, do hereby certify that Ordinance No. 2021-10 was published in the Cadillac News on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Sandra Wasson, 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**  
Stephen King  
Robert J. Engels  
Bryan Elenbaas

**RESOLUTION NO. 2021-xxxx**

**RESOLUTION ADOPTING  
ORDINANCE TO AMEND SECTION 42-374 OF CHAPTER 42 OF THE CITY  
CODE TO INCREASE SEWER RATES IN THE CITY OF CADILLAC 5%.**

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held electronically on the 17th day of May, 2021, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution was offered by xxxxxxxxxx and seconded by xxxxxxx.

WHEREAS, the City has established a sewer supply system for the residents and businesses of the City;

WHEREAS, the City charges for the use of the sewer system for the purpose of recovering the cost of construction, reconstruction, maintenance, repair, and operation of the system;

WHEREAS, Section 42-374 of the Cadillac City Code provides that City staff or designated parties shall periodically review the charges, rates, fees, rules, and regulations of the sewer system and report the results of the review to the City Council with respective recommendations for any adjustments;

WHEREAS, pursuant to Article 16, Section 16.3 of the City Charter, the City may fix just and reasonable sewer rates and other charges from time to time as may be deemed advisable;

WHEREAS, the City staff has reviewed the sewer supply system rates and has recommended a rate increase of 5%; and

WHEREAS, the City wishes to consider increasing rates for the sewer supply system by 5%; and

WHEREAS, the City held a public hearing on the proposed ordinance increasing the rates (the "Ordinance") on May 17, 2021; and

WHEREAS, the City Council has determined that it is in the best interests of the public health, safety and welfare to adopt the Ordinance.

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

1. Ordinance No. 2021-xx, Ordinance to Amend Section 42-374 of Chapter 42 of the City Code to Increase Sewer Rates in the City of Cadillac 5% (the "Ordinance," attached as Exhibit A) is hereby adopted.
2. The Ordinance shall be filed with the City Clerk.
3. The City Clerk shall publish notice of adoption in a newspaper of general circulation in the City within seven (7) days.
4. 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: COUNCIL MEMBERS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN                    )  
  )ss  
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. 2021-xxxx, duly adopted at a regular meeting of the City Council held on the 17th day of May, 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**  
Stephen King  
Robert J. Engels  
Bryan Elenbaas

**ORDINANCE NO. 2021-11**

**AN ORDINANCE TO AMEND SECTION 42-374 OF CHAPTER 42 OF THE CITY CODE TO INCREASE SEWER RATES IN THE CITY OF CADILLAC 5%.**

**THE CITY OF CADILLAC ORDAINS:**

Section 1.

The City hereby amends Section 42-374 of the Cadillac City Code, entitled "Monthly wastewater user services charges," which shall read as follows:

No free service shall be furnished by the system to the city or to any person, firm or corporation, public or private, or to any public agency or instrumentality.

(1) *Metered users.*

a. *Base Rate.* The base rate for metered users is as follows:

Meter Size (in inches)	Service Charge (per month)
5/8	\$11.87
3/4	\$17.85
1	\$29.72
1 1/2	\$59.43
2	\$95.12
3	\$208.23
4	\$356.74
6	\$743.34
8	\$1,070.37

b. *Commodity charges.* A charge of \$2.75 per 100 cubic feet of metered water used will be charged each month.

(2) *Unmetered users (flat rate).* Unmetered users will be charged according to the following rate schedule:

- a. Room charge: Count living, dining, bedrooms and kitchens. **DO NOT COUNT** bathrooms, halls, storage closets. This charge includes lavatories, dishwashing, laundry, and all other domestic uses except bathtubs, showers and toilets.

Rooms	Per Month
1 to 3 rooms, inclusive	\$10.28
4 to 6 rooms, inclusive	\$11.51
7 to 8 rooms, inclusive	\$13.59
Each additional room	\$1.89

- b. For each additional bathtub or shower, add \$4.92 per month.
- c. For each additional toilet, add \$5.42 per month

(3) *Surcharges.* Additional charges will be in accordance with the following schedule:

Parameter	Parameter Surcharge (per month-per pound)	Base Concentration (in mg/L)
Suspended Solids	\$0.40	215
Biochemical oxygen demand	\$0.58	185
Phosphorus	\$3.84	10
Nitrogen	\$9.00	20
Total organic carbon	\$3.23	600
Chemical oxygen demand	\$1.39	600
Total chlorides	\$0.72	600

(4) *Unmetered users with private water systems.* The monthly wastewater user service charges for those homes, businesses and other customers who do not have city water available, and are using a private water supply system shall be as follows:

- a. All commercial, industrial, and institutional accounts shall have a water meter installed. The meter shall be installed under the direction of the city utilities department. The cost of installation shall be borne by the owner. The cost of replacement shall be borne by the utilities department.

- b. All residential customers shall be given the option of having a water meter installed as provided for above, or the residential customer shall be billed a flat rate sewer charge equal to the average billing as determined on an annual basis.
- c. The average monthly residential sewer bill, as of July 1, 2021, is a charge of \$31.12.

(5) *Watering adjustment basis.*

- a. For all residential users, charges for sewer for the months of May, June, July, August and September shall be computed for each account based on the average metered water consumption for the base period of the preceding October, November, December January and February. If no previous base history is available, a citywide residential average will be used.
- b. For all other users, a separate meter may be purchased and installed at owner's expense, which will be utilized for watering only with the billing to reflect that amount.

Section 2.

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

Section 3.

This Ordinance shall take effect July 1, 2021.

Approved this 17th day of May, 2021.

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Sandra Wasson, Clerk

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Carla J. Filkins, Mayor

City of Cadillac  
Ordinance No. 2021-11  
Page 4 of 4

I, Sandra Wasson, City Clerk of the City of Cadillac, Michigan, do hereby certify that Ordinance No. 2021-11 was published in the Cadillac News on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Sandra Wasson, 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**  
Stephen King  
Robert J. Engels  
Bryan Elenbaas

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO ADOPT ORDINANCE ESTABLISHING GENERAL  
APPROPRIATIONS ACT FOR FISCAL YEAR 2022**

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held electronically on the 17<sup>th</sup> day of May, 2021, at 6:00 p.m.

PRESENT:

\_\_\_\_\_

ABSENT:

\_\_\_\_\_

The following preamble and resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, requires the City Council of the City of Cadillac to pass a general appropriations act for all funds, except trust or agency, internal service, enterprise, debt service or capital project funds for which the City Council may pass a special appropriation act; and

WHEREAS, Section 10.3 of the Charter of the City of Cadillac (the "Charter") requires a public hearing be held in the second half of the month of April on the proposed budget before final adoption; that notice of the public hearing be published at least ten (10) days in advance of the hearing; and that the complete proposed budget be on file for public inspection during office



hours at the office of the City Clerk for a period of not less than (10) days prior to such public hearing; and

WHEREAS, on April 7, 2021 a notice of hearing was published as required by Section 10.3 of the Charter and a public hearing on the proposed budget for Fiscal Year 2022 was held on April 19, 2021; and

WHEREAS, Section 10.4 of the Charter requires the City Council to adopt a budget by ordinance between the 10th day of May and the last day of May of each year appropriating the money needed for municipal purposes during the next fiscal year and provide for a levy of the amount necessary to be raised by taxes upon real and personal property; and

WHEREAS, Section 5.2 of the Charter requires each proposed ordinance be introduced in written or printed form, identified by a short title containing a preamble stating its purpose and, following introduction of the proposed ordinance, requires the City Clerk to publish a summary of the proposed ordinance in a local newspaper of general circulation in the City of Cadillac (the "City") and make copies of the proposed ordinance available for examination at the office of the City Clerk and provide copies at a reasonable charge; and

WHEREAS, the City held a public hearing on the proposed ordinance on May 17, 2021; and

WHEREAS, the City Council has determined that it is in the best interests of the public health, safety and welfare to adopt the proposed ordinance and budget.

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

1. Ordinance No. 2021-\_\_\_\_, Ordinance Establishing General Appropriations Act for Fiscal Year 2022 (the "Ordinance," attached as Exhibit A) is hereby adopted.

2. The Ordinance shall be filed with the City Clerk.
3. The City Clerk shall publish notice of adoption in a newspaper of general circulation in the City within seven (7) days.
4. 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: \_\_\_\_\_

STATE OF MICHIGAN            )  
  )  
COUNTY OF WEXFORD        )

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. \_\_\_\_, duly adopted at a regular meeting of the City Council held on the 17th day of May, 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**  
Stephen King  
Robert J. Engels  
Bryan Elenbaas

**ORDINANCE NO. 2021-09  
ORDINANCE ESTABLISHING GENERAL APPROPRIATIONS ACT  
FOR FISCAL YEAR 2022**

**THE CITY OF CADILLAC ORDAINS:**

Section 1, Title.

This Ordinance shall be known as the City of Cadillac General Appropriations Act for Fiscal Year 2022.

Section 2, Public Hearing on the Budget.

Pursuant to MCL 141.412 and Section 10.3 of the City Charter, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on April 7, 2021, and a public hearing on the proposed budget was held on April 19, 2021.

Section 3, Expenditures.

The City hereby appropriates the expenditures for the fiscal year commencing July 1, 2021 and ending June 30, 2022 on a departmental and activity total basis as follows:

**General Fund Expenditures**

Legislative	\$54,000
Office of the City Manager	311,600
Financial Services	354,700
City Clerk/Treasurer Department	319,000
Election Services	16,000
Assessing Services	141,000
Legal Services	200,000
Engineering Services	87,000
City Complex	312,600
Police Department	2,227,000
Code Enforcement	17,500
Fire Department	1,534,700
Public Works	933,600
Culture and Recreation	321,500
Economic Development and Assistance	232,500
Intergovernmental	103,200
Other	160,000
<b>Total Expenditures</b>	<b>\$7,325,900</b>

Section 4, Estimated Revenues.

The City estimates that revenues for the fiscal year commencing July 1, 2021 and ending June 30, 2022 will be as follows:

<b>General Fund</b>	
Taxes	\$4,136,000
Licenses & Permits	137,500
Intergovernmental	1,934,000
Charges for Services	1,054,100
Fines & Forfeits	15,000
Miscellaneous	20,000
Interest and Rents	36,500
<b>Total Revenues</b>	<b>\$7,333,100</b>

Section 5, Budgets.

The City hereby approves budgets for the fiscal year commencing July 1, 2021 and ending June 30, 2022 for the following funds in the amounts set forth below:

	<u>Revenues</u>	<u>Expenses</u>
<b>Governmental Funds</b>		
Major Street Fund	\$1,859,800	\$2,432,300
Local Street Fund	738,500	2,238,500
Cemetery Operating Fund	125,000	124,200
Cadillac Development Fund	17,000	86,000
Building Inspection Fund	70,000	70,000
Naval Reserve Center Fund	24,000	24,000
Lake Treatment Fund	30,000	30,000
H.L. Green Operating Fund	500	0
2016 General Obligation Capital Improvement Bond	160,000	160,000
2020 General Obligation Capital Improvement Bond	313,000	313,000
Industrial Park Fund	55,000	50,500
Special Assessment Capital Projects Fund	3,300	25,500
Trailhead at Cadillac Commons Fund	465,000	465,000
Downtown Infrastructure Project	0	550,000
Cemetery Perpetual Care Fund	15,500	500
Capital Projects Fund	1,500	500

	<u>Revenues</u>	<u>Expenses</u>
<b>Proprietary Funds</b>		
Auto Parking Fund	\$89,500	\$89,300
Water & Sewer Fund	4,516,000	4,511,000
Capital		10,677,000
Debt Service		635,000
Building Authority Operating Fund	194,500	140,500
Central Stores & Municipal Garage Fund	700,000	699,300
Capital		122,500
Debt Service		50,000
Information Technology Fund	208,100	208,100
Capital		70,000
Self-Insurance Fund	1,635,000	1,635,000
Employee Safety Fund	12,000	12,000
<b>Pension Trust Fund</b>		
Police & Fire Retirement System	1,092,500	1,092,500
<b>Component Units</b>		
Local Development Finance Authority Operating Fund	275,000	275,000
Local Development Finance Authority Utility Fund	21,000	15,400
Local Development Finance Authority Capital Projects Fund	150,000	325,500
Downtown Development Authority Operating Fund	32,500	32,500
Downtown Development Authority Capital Projects Fund	92,000	92,000
Brownfield Redevelopment Authority Operating Fund	60,000	60,000

Section 6, Millage Levies.

(a) The City will levy a tax of 13.6630 mills for the period of July 1, 2021 through June 30, 2022, on all real and personal taxable property in the City, according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City and is levied pursuant to Section 20.6, Article 20 of the City Charter. The maximum authorized levy according to the City Charter is 15.00 mills.

(b) The City further levies a tax of 2.60 mills for the period of July 1, 2021 through June 30, 2022, on all real and personal taxable property in the City, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of supporting the retirement plan for personnel of the police and fire departments of the City pursuant to the provisions of Public Act 345 of 1937, as amended, as approved by a vote of the citizens of the City on November 8, 1977.

(c) The City further levies a tax of 1.9173 mills for the period of July 1, 2021 through June 30, 2022, on all real and personal taxable property in the City, according to the valuation of the same in a district known as the Downtown Development District. This tax is levied for the purpose of defraying the cost of the Downtown Development Authority.

Section 7, Adoption of Budget by Reference.

The general fund budget of the City is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 6 of this Act.

Section 8, Transfer Within Appropriation Centers.

The City Manager is hereby authorized to make budgetary transfers within the appropriation centers established throughout this budget. All transfers between appropriations may be made only by further resolution of the City Council pursuant to Section 10.5 of the City Charter and Section 19(2) of the provisions of the Michigan Uniform Accounting and Budget Act.

Section 9, Appropriations by Resolution.

The City Council may, by resolution, make additional appropriations during the 2022 Fiscal Year for unanticipated expenditures required of the City, but such expenditures shall not exceed the amount by which actual and anticipated revenues of the fiscal year are exceeding the revenues as estimated in the budget unless the appropriations are necessary to relieve an emergency endangering the public health, peace or safety.

Section 10, Effective Date.

This Ordinance shall take effect on July 1, 2021.

Approved this 17th day of May, 2021.

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Sandra Wasson, Clerk

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Carla J. Filkins, Mayor

May 17, 2021

## **COUNCIL COMMUNICATION**

*Re: Reappointment of Marcus Peccia to a Three-Year Term on the Brownfield  
Redevelopment Authority*

Marcus Peccia has expressed his interest in being reappointed to serve as a member on the Brownfield Redevelopment Authority for a three-year term.

### **Recommended Council Action:**

Motion to appoint Marcus Peccia to a three-year term on the Brownfield Redevelopment Authority, which will end on 5/19/2024.

May 17, 2021

## **COUNCIL COMMUNICATION**

*Re: Reappointment of Robert LeVand to a Four-Year Term on the Corridor Improvement Authority/Cadillac West Resort Area*

Robert LeVand has expressed interest in continuing his service on the Corridor Improvement Authority/Cadillac West Resort Area for another four-year term. He has been on this board since 2013.

### **Recommended Council Action:**

Motion to reappoint Robert LeVand to a four-year term on the Corridor Improvement Authority/Cadillac West Resort Area, which will end on 6/3/2025.



**Minutes**  
**Cadillac West Corridor Improvement Authority (CIA)**  
*Regular Meeting*  
*March 4, 2021*

A regular meeting of the Cadillac West Corridor Improvement Authority (CIA) was held electronically at 6:00 pm on Thursday, March 4, 2021.

**MEMBERS PRESENT:** Carla Filkins, Regan O’Neill, Kris O’Neill, Bob LeVand, Shannon Hamner, Justice Walraven, Jake Walraven, Caitlyn Berard, Mike Blackmer

**STAFF PRESENT:** Peccia, Wallace, Payne, Plugger

**APPROVAL OF AGENDA**

- Motion to approve agenda by Blackmer. Supported by LeVand.
- Motion approved unanimously.
- Opening remarks by Peccia: Thanked everyone for joining the Authority and explained the purpose is to work together to help the corridor grow and improve. This is an organizational meeting and will be led by the lawyer Homier and Wallace, the director. Explained there are funds that have been donated by the previous committee from several years ago, however it will be time to get funds and be able to facilitate growth.
- Opening remarks by Homier: There are exact statutes that will be emailed out late from John Wallace. This will be organizational meeting. Explained that there must be a quorum for people to get together to discuss anything must be done in a quorum and at a meeting, including emails. Suggested Blind Carbon Copying if an email is necessary. All records are public information and records should be kept.

**ROLL CALL**

- Roll call performed by Plugger. All members in attendance. Justice Walraven had initial issues with a speaker but later stated his name and location.

**MINUTES/REPORTS**

- Explanation that minutes are approved at the following meeting. That is the only opportunity to fix/correct and approved the minutes. Wallace updated that if a member cannot make a meeting, they can notify Plugger of the correction needed and it will be presented at the next meeting.
- Update from Homier about virtual meetings. After March 31, there are only 3 reasons to attend virtually: illness, military, or state of emergency. Hoping that some flexibility will be updated before the end of the month.

**COMMITTEE REPORTS:** -

**OLD BUSINESS**

**NEW BUSINESS**

- By-Laws: Homier opened the floor to questions and direction on how they would like to proceed. Peccia commented that several members already sit on another board and asked if there would be any conflict to sit on both boards.
  - o Regan commented that the by-laws look very similar and in line with those of other boards he has served on and had no questions.
  - o Q- LeVand – Section 2 Terms of Appointment: should there be an addition to state that they can work for 4 years or until they no longer qualify. Homier replied that the qualifications are listed in the definition of who can be on the board. Stated he does not think there is a problem adding it but believes its already covered in qualifications of being a board member. Homier updated this in the by-laws.

- Q-LeVand – Under officers in section 1 there is not anything listed about a financial officer. Homier stated that a treasurer is not required. Peccia commented that the City Council does not have one either. Homier stated from the statute that it states “may” not “shall.” The board could rely upon the City staff to provide the reports.
- Q-LeVand – There is no provision included stating that somebody should be included from the DDA or other boards. Homier stated that membership is designated by the statute. The outside positions cannot be mandated by the board because the statute does not allow that to happen. They are welcome to attend. LeVand asked if they could be invited each month. Homier stated they are public hearings, and they are welcome, but they do not need to be invited to attend. Discussion followed about the requirements to be a member. The majority of the board must have business interests in the development area and 1 must live within – which is Shannon Hamner.
- Q- LeVand – Section 10 Conflict of Interest: requested a copy of the conflict-of-interest statutes. Homier stated that this can be provided. It is a contract of public servants. Homier discussed the legal statutory provisions that cover this. Regan O’Neill clarified that a conflict of interest does not mean you have to step down, just recuse yourself. Homier clarified they could not vote either.
- Q-LeVand – Section 6 Agenda: requested that the by-laws be changed that the board chair must approve the agenda. Homier stated that could be added and updated the by-laws.
- Q-LeVand – Authority Board Committees: Should the vice-chair be added to approve members to committees. Discussion followed about the authority board and how committees are appointed and created. Regan O’Neill voiced concern of not wanting to make the process to bogged down, but had no reservations adding the change. Changes were made to this section to state that the “executive committee” would approve the chairperson.
- Q-LeVand – Is there going to be a Director? Will John Wallace be appointed Director? Wallace stated yes. Discussion followed that the title would not be Director due to a clause about funding and that there is no funding to pay for a Director.
- Officers: Homier explained the next step is to elect officers. Chair, Vice-Chair and Secretary.
  - Nomination for Chair: Shannon Hamner
    - Nomination by Carla Filkins. Supported by Regan O’Neill.
    - Nomination accepted by Shannon Hamner and approved unanimously.
  - Nominations for Vice-Chair: Kris O’Neill
    - Nominated by Carla Filkins. Seconded by Jake Walraven.
    - Nomination accepted by Kris O’Neill and approved unanimously.
  - Nomination for Secretary: Jake Walraven
    - Nominated by Regan O’Neill. Seconded by Bob LeVand.
    - Nomination accepted by Jake Walraven and approved unanimously.
- Meeting Schedule
  - Homier stated this is up to the board to decide how often they would like to meet. Explained that a regular meeting schedule must be set up and then Special meetings can be called if needed. Discussion followed by City staff that the date and time may need adjusting depending on previously regular meetings by boards and commissions. Discussion took place by board members for possible location and time.
  - Discussed as second Monday of each month at 4pm beginning May 10th. City staff agreed to double checked and notify the Authority if there was a conflict.
  - Motion to approve regular meetings on the second Monday of each month at 4pm, beginning May 10<sup>th</sup>.
    - Motion by Mike Blackmer. Supported by Kris O’Neill.
    - Motion approved unanimously.
- Tax Increment Financing Plan (TIF Plan)
  - Homier described this is the “homework” of the board to review. Wallace explained that this

group will be focusing on improvements to the corridor. The focus is infrastructure, but also discusses zoning and other issues. Other TIF plans will be sent to the board to review and create one for this board.

- Q- LeVand – will this group be able to develop a façade loan like the DDA? Wallace stated this could be discuss based on a revenue source once that is available.
- Q- Kris O’Neill – is the state starting plans for M115? Would the board need to burry up and get plans ready? Wallace state he is not aware of a set schedule by the state, but it should be researched so that action can be planned. Discussion followed that there had been some discussion by the state to work on the infrastructure. LeVand suggested getting somebody from MDOT to join a meeting during the summer. Peccia stated the City is not aware of a new liaison from the area.
- Request that Pluger send out a list of the boards and commissions packet. Peccia added to the chat and Pluger agreed to send out an email.
- 

#### **COMMUNICATIONS/OTHER ITEMS**

- Mike Blackmer commented that he had to leave early due to another meeting. He thanked the committee for meeting and moving forward with the Authority.

#### **PUBLIC COMMENTS** – None.

**ADJOURNMENT**: Meeting Adjourned at 7:26 pm. Motion to adjourn by Bob LeVand, supported by Regan. Approved unanimously.