



**Lives Built Here  
AGENDA**

February 24, 2025  
Regular Meeting – 6:00 P.M.

- Call to Order
- Pledge of Allegiance
- Roll Call
- **Public Hearing** - Proposed Ordinance #200, Permitted Use of First Floor Buildings in Community Business Districts – page 3
- Review Minutes of Regular Meeting of January 27, 2025 – page 5
- Review Financial Statement ending January 31, 2025 – page 9
- Citizen Comments
- Budget and Finance
  - Approval of Bills
- Public Services Committee
  - Approve Davey Resource Group Contract for DNR Grant Tree Inventory – page 31
  - Approve McKenna Proposal to Update Master Plan – page 35
- Personnel and Public Safety
- Parks and Recreation Committee
  - Approve Park Department Reorganization and Budget Amendment – page 41
  - Approve Contract with Albrecht Auctions – page 43
  - Approve Sale of Used Vehicles – page 49
- Downtown Development Authority– Meeting Minutes of January 14, 2025 - page 51
- Economic Development Corporation– Meeting Minutes of January 14, 2025 - page 53
- Planning Commission– Meeting Minutes of January 15, 2025 - page 55
  - **Adopt** Proposed Ordinance #200, Permitted Use of First Floor Buildings in Community Business Districts
- Manager's Report – page 63
- Communications
- Other Business
- Adjournment

March 2025 Meetings and Events:

March 4 – Planning Commission, 7 pm  
March 11 – DDA/EDC Meeting, 1:30 pm  
March 11 – Parks and Recreation Committee, 4 pm  
March 12 – Committee of the Whole, 6 pm  
March 12 – Personnel & Public Safety Committee, 4 pm  
March 19 – Public Services Committee, 12 pm  
March 31 – Budget & Finance Committee, 5 pm  
March 31 – Council Meeting, 6 pm



VILLAGE OF CASS CITY  
PROPOSED ORDINANCE NO. 200

AN ORDINANCE TO AMEND ZONING AMENDMENT;  
CHAPTER 46 ZONING, SECTION 46.3.1.8 COMMUNITY BUSINESS,  
ARTICLE B PERMITTED USES,  
SUBSECTION 12 RESIDENTIAL OCCUPANCY OF FIRST (GROUND) FLOOR

THE VILLAGE OF CASS CITY ORDAINS:

Section 1. The Village Council of Cass City hereby amends the Village Ordinance, Section 46-3.1.8, Community Business, Article B, Permitted Uses, to include the following:

“Sec. 46-3.1.8 Permitted Uses.

(12) Residential Occupancy of First (ground) Floor:

The first (ground) floor of a building may be used for residential, one-family occupancy, only if the following conditions are met:

A) Each first-floor dwelling unit must have a **separate, non-public front egress, or an egress in the side or rear of the building.**

B) Exterior design and façade materials of the new or redeveloped residential building shall complement or be comparable to the façade plan of surrounding residential/commercial structures.”

C) Commercial/Business Space shall be located in the front of the building.

D) **Living Units shall be located in the rear of the building.**

E) **Living Space shall not exceed 50% of total first floor building space.**

A MOTION TO CONDUCT THE SECOND READING AND **ADOPT** PROPOSED ORDINANCE # 200, TO AMEND ZONING AMENDMENT; CHAPTER 46 ZONING, SECTION 46.3.1.8 COMMUNITY BUSINESS, ARTICLE B PERMITTED USES, SUBSECTION 12 RESIDENTIAL OCCUPANCY OF FIRST (GROUND) FLOOR

Was offered by Trustee \_\_\_\_\_ and supported by Trustee \_\_\_\_\_

Ayes:      Nays:

Resolution: Approved / Not Approved

Section 2. This Ordinance is hereby declared to have been adopted by the Village of Cass City Council at a meeting thereof duly called and held on the \_\_\_ day of \_\_\_\_\_, 2025 and ordered to be given effect immediately upon its adoption.

\_\_\_\_\_, Village President                      \_\_\_\_\_, Village Clerk

Notice of adoption published in the Tuscola County Advertiser on \_\_\_\_\_, 2025.

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the Village Council of the Village of Cass City, County of Tuscola, State of Michigan at a regular meeting of Village Council duly called and held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.



A Regular Meeting of the Cass City Village Council was held at the Cass City Municipal Building on Monday, January 27, 2025, at 6:00 p.m. Council Members present: President Robert Piaskowski, Trustees: Jeffrey Benkelman, Jordan Goka, Dustin Griesing and Michael Kim. Excused: Kevven Dorland and Joe Leeson.

A Moment of Silence was held for former Village Trustee Jim Ware, who passed away recently.

MOTION# 2025.1.27-01

MOTION by Trustee Kim, Supported by Trustee Benkelman, to accept with regret the resignation of Village Trustee Joe Leeson. MOTION CARRIED 5 yeas 0 nays.

MOTION# 2025.1.27-02

MOTION by Trustee Kim, Supported by Trustee Goka, to appoint Eric Oslund as trustee to the Village Council until the 2026 Village Election. . Roll Call Vote: Benkelman: yea: Dorland: excused, Goka: yea, Griesing: yea, Kim: yea, Leeson: resigned/no vote, Piaskowski: yea. MOTION CARRIED 5 yeas, 0 nays, 1 excused.

Village Clerk/Treasurer Nanette Walsh swore in Eric Oslund as Village Council Trustee at 6:08 pm.

MOTION# 2025.1.27-03

MOTION by Trustee Griesing, Supported by Trustee Kim, to receive, approve, and file the minutes of the December 9, 2024, Regular Meeting. MOTION CARRIED 6 yeas 0 nays.

MOTION# 2025.1.27-04

MOTION by Trustee Benkelman, Supported by Trustee Kim, to receive, approve, and file the minutes of the January 8, 2025, Committee of the Whole Meeting. MOTION CARRIED 6 yeas 0 nays.

MOTION# 2025.1.27-05

MOTION by Trustee Benkelman, Supported by Trustee Oslund to receive, and accept the Financial Statements of December 31, 2024. MOTION CARRIED 6 yeas 0 nays.

During Citizen Comments. Laken Chapin, a fellow with the CEDAM (Community Economic Development Association of Michigan) program, was introduced. She will be with the Village of Cass City for fifteen months, working on the Village of Cass City Master Plan, the DNR Forestry Grant and several marketing projects.

MOTION# 2025.1.27-06

MOTION by Trustee Benkelman, Supported by Trustee Griesing, to receive and file the Village of Cass City Accounts Payable paid invoices. MOTION CARRIED 6 yeas 0 nays.

MOTION# 2025.1.27-07

MOTION by Trustee Kirn, Supported by Trustee Griesing to ratify payment to State of Michigan/EGLE-NP1 for the NPDES Annual Permit Fee for the Wastewater Treatment Plant, in the amount of \$5,500, Acct#590-001-803.000. MOTION CARRIED 6 years 0 nays.

MOTION# 2025.1.27-08

MOTION by Trustee Kirn, Supported by Trustee Goka, to approve the purchase of a 2024 F-250 Service Truck from Lunghamer Ford of Owosso, in the amount of \$60,198, Acct#651-001-970. MOTION CARRIED 6 years 0 nays.

MOTION# 2025.1.27-09

MOTION by Trustee Kirn, Supported by Trustee Benkelman, to approve the State of Michigan, Department of Natural Resources (DNR) Community Forestry Grant agreement for a tree inventory of village trees, in the amount of \$10,000; and authorize Village Manager Deboria Powell to execute the agreement on behalf of the Village of Cass City. MOTION CARRIED 6 years 0 nays.

MOTION# 2025.1.27-10

MOTION by Trustee Kirn, Supported by Trustee Benkelman, to receive and file the minutes of the Cass City Downtown Development Authority (DDA) held on November 12, 2024. MOTION CARRIED 6 years 0 nays

MOTION# 2025.1.27-11

MOTION by Trustee Benkelman, Supported by Trustee Griesing, to appoint Gavin Frederick to the Cass City Downtown Development Authority (DDA) with a term ending May 1, 2029. MOTION CARRIED 6 years 0 nays.

MOTION# 2025.1.27-12

MOTION by Trustee Benkelman, Supported by Trustee Kirn, to receive and file the minutes of the Cass City Economic Development Corporation (EDC) held on November 12, 2024. MOTION CARRIED 6 years 0 nays

MOTION# 2025.1.27-13

MOTION by Trustee Benkelman, Supported by Trustee Kirn, to appoint Gavin Frederick to the Cass City Economic Development Corporation (EDC) with a term ending May 1, 2029. MOTION CARRIED 6 years 0 nays.

MOTION# 2025.1.27-14

MOTION by Trustee Kirn, Supported by Trustee Oslund, to receive and file the minutes of the Cass City Planning Commission held on November 20, 2024. MOTION CARRIED 6 years 0 nays

MOTION# 2025.1.27-15

MOTION by Trustee Benkelman, Supported by Trustee Kirn, to re-appoint Joe Leeson, Heather Severance, Erik Tamlyn, Gary Barnes to the Cass City Planning Commission with a term ending May 1, 2028. MOTION CARRIED 6 yeas 0 nays.

MOTION# 2025.1.27-16

MOTION by Trustee Griesing, but no Support, to introduce and conduct first reading of Proposed Ordinance #200, Permitted Use of First Floor Buildings in Community Business Districts, as reads, “ A Motion to Conduct the First Reading **and Adopt** Proposed Ordinance #200, To Amend Zoning Amendment; Chapter 46 Zoning , Section 46.3.1.8 Community Business, Article B Permitted Uses, Subsection 12, Residential Occupancy of First (Ground) Floor.”

NO MOTION ON THE FLOOR. MOTION FAILS.

MOTION# 2025.1.27-17

MOTION by Trustee Griesing, Supported by Trustee Goka, to introduce and conduct first reading of Proposed Ordinance #200, Permitted Use of First Floor Buildings in Community Business Districts, as reads, “ A Motion to Conduct the First Reading **of** Proposed Ordinance #200, To Amend Zoning Amendment; Chapter 46 Zoning , Section 46.3.1.8 Community Business, Article B Permitted Uses, Subsection 12, Residential Occupancy of First (Ground) Floor.”

Roll Call Vote: Benkelman: yea: Dorland: excused, Goka: yea, Griesing: yea, Kirn: yea, Oslund: yea, Piaskowski: yea. MOTION CARRIED 6 yeas, 0 nays, 1 excused.

MOTION# 2025.1.27-18

MOTION by President Piaskowski, Supported by Trustee Kirn, to set a public hearing on Monday, February 24, 2025 at 6:01 pm to receive comments on Proposed Ordinance #200, Permitted Use of First Floor Buildings in Community Business Districts. MOTION CARRIED 6 yeas 0 nays.

MOTION# 2025.1.27-19

MOTION by Trustee Griesing, Supported by Trustee Benkelman, to enter into Closed Session, in accordance with the Open Meetings Act 267 of 1976, Section 15.268, Sec. 8(c) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement.

Roll Call Vote: Benkelman: yea: Dorland: excused, Goka: yea, Griesing: yea, Kirn: yea, Oslund: yea, Piaskowski: yea. MOTION CARRIED 6 yeas, 0 nays, 1 excused.

The Council entered into Closed Session at 6:58 pm.

The Council left Closed Session at 7:18 pm.

MOTION# 2025.1.27-20

MOTION by Trustee Kirn, Supported by Trustee Benkelman, to return to the Regular Meeting.

Roll Call Vote: Benkelman: yea: Dorland: excused, Goka: yea, Griesing: yea, Kirn: yea, Oslund: yea, Piaskowski: yea. MOTION CARRIED 6 yeas, 0 nays, 1 excused.

The Council returned to the Regular Meeting at 7:18 pm.

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MOTION# 2025.1.27-21

MOTION by Trustee Kirn, Supported by Trustee Benkelman, to approve the Collective Bargaining Agreement (CBA) with Teamsters Local 214 for the term of January 1, 2025 through December 31, 2027. Roll Call Vote: Benkelman: yea: Dorland: excused, Goka: yea, Griesing: yea, Kirn: yea, Oslund: yea, Piaskowski: yea. MOTION CARRIED 6 yeas, 0 nays, 1 excused.

MOTION# 2025.1.27-22

MOTION by Trustee Goka, Supported by Trustee Griesing, to adjourn the meeting at 7:19 pm. MOTION CARRIED 6 yeas 0 nays.

*Nanette S. Walsh*

Nanette Walsh, CMC, CPFA, CPFIM, MiCPT, MCAT

# **Village of Cass City**

## **Financial Statements**

**Month Ending 1/31/25**

**8.49% of Fiscal Year**



User: NAN

PERIOD ENDING 01/31/2025

DB: Cass City

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDT USED
Fund 101 - GENERAL FUND							
101-000-402.000	REAL PROPERTY TAXES	677,990.00	0.00	0.00	0.00	677,990.00	0.00
101-000-404.000	REAL PROPERTY TX-PA359 (PROMOTIONS)	37,000.00	0.00	0.00	0.00	37,000.00	0.00
101-000-405.000	SPECIAL ASSESSMENT REVENUES	71,200.00	0.00	0.00	0.00	71,200.00	0.00
101-000-410.000	PERSONAL PROPERTY TAXES	60,393.00	0.00	0.00	0.00	60,393.00	0.00
101-000-418.000	PER PROP TAX-PA 359 (PROMOTIONS)	3,000.00	0.00	0.00	0.00	3,000.00	0.00
101-000-445.000	PENALTIES & INTEREST TAXES	262.00	0.00	0.00	0.00	262.00	0.00
101-000-447.000	COLLECTION FEES TAXES	11,000.00	0.00	0.00	0.00	11,000.00	0.00
101-000-451.000	LIQUOR LICENSE FEES	2,000.00	0.00	0.00	0.00	2,000.00	0.00
101-000-543.000	STATE GRANT-PA 302 FUNDS	900.00	0.00	0.00	0.00	900.00	0.00
101-000-573.000	LOCAL COMM STABILIZATION SHARE (LCAS)	165,000.00	0.00	0.00	0.00	165,000.00	0.00
101-000-574.000	STATE SHARED REVENUE	328,786.00	0.00	0.00	0.00	328,786.00	0.00
101-000-575.000	STATE SHARED REV, EVIP	61,791.00	0.00	0.00	0.00	61,791.00	0.00
101-000-581.000	REVENUES, CCPS: SCHOOL.RESOURCE.OFFICER	70,000.00	4,106.00	4,106.00	0.00	65,894.00	5.87
101-000-582.000	REVENUES, MCOLS GRANT, CPE/TRAINING	30,000.00	0.00	0.00	0.00	3,000.00	0.00
101-000-607.000	CABLE FRANCHISE FEES	5,000.00	0.00	0.00	0.00	5,000.00	0.00
101-000-608.000	ZONING PERMIT FEES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
101-000-609.000	RENTAL REGISTRATION FEES	2,800.00	35.00	35.00	0.00	2,765.00	1.25
101-000-625.000	MISCELLANEOUS REVENUES	177,797.00	66.59	66.59	0.00	177,730.41	0.04
101-000-640.000	REFUSE FEES	73,388.00	0.00	0.00	0.00	73,388.00	0.00
101-000-651.000	SWIMMING FEES	31,200.00	0.00	0.00	0.00	31,200.00	0.00
101-000-652.000	ARTS / CRAFTS FEES	5,800.00	490.00	490.00	0.00	5,310.00	8.45
101-000-653.000	OTHER RECREATION FEES	1,500.00	165.90	165.90	0.00	1,334.10	11.06
101-000-655.000	ORDINANCE FINES	3,640.00	225.87	225.87	0.00	3,414.13	6.21
101-000-662.000	REFUSE PENALTIES	15,000.00	1,854.96	1,854.96	0.00	13,145.04	12.37
101-000-664.000	INTEREST & DIVIDENDS	5,000.00	35.00	35.00	0.00	4,965.00	0.70
101-000-671.000	MISCELLANEOUS REIMBURSEMENT	5,500.00	0.00	0.00	0.00	5,500.00	0.00
101-000-674.000	POOL DONATIONS/SPONSORSHIPS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
101-000-675.000	DONATIONS FROM PUBLIC & PRIVATE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
101-000-678.000	DONATIONS, MUSIC IN THE PARK	211,811.00	0.00	0.00	0.00	211,811.00	0.00
101-000-699.000	TRANSFERS IN, ADMIN CHRG	48,000.00	0.00	0.00	0.00	48,000.00	0.00
101-000-699.100	TRANSFER IN FROM FUND BALANCE						

Fund 101 - GENERAL FUND:

TOTAL REVENUES 2,122,258.00 6,979.32 0.00 2,115,278.68 0.33

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDTG USED
Fund 101 - GENERAL FUND							
101 - COUNCIL		8,008.00	1,800.00	1,800.00	0.00	6,208.00	22.48
172 - ADMINISTRATIVE		168,192.00	13,338.08	13,338.08	0.00	154,853.92	7.93
215 - CLERK STAFF		203,043.00	15,845.90	15,845.90	0.00	187,197.10	7.80
223 - FINANCE		20,500.00	0.00	0.00	0.00	20,500.00	0.00
261 - GENERAL GOVERNMENT		110,902.00	3,721.11	3,721.11	454.00	106,726.89	3.76
262 - ELECTIONS		107.00	0.00	0.00	0.00	107.00	0.00
265 - BUILDINGS & GROUNDS		38,013.00	2,602.77	2,602.77	0.00	35,410.23	6.85
291 - COMMUNITY PROMOTION (PA 359)		43,144.00	75.00	75.00	0.00	43,069.00	0.17
301 - POLICE DEPARTMENT		697,372.00	58,009.62	58,009.62	0.00	639,362.38	8.32
315 - CRIME & SAFETY		16,000.00	0.00	0.00	0.00	16,000.00	0.00
441 - MISC GOVERNMENT		13,500.00	0.00	0.00	0.00	13,500.00	0.00
441 - PUBLIC WORKS		87,203.00	0.00	0.00	0.00	87,203.00	0.00
520 - SOLID WASTE DISPOSAL		177,797.00	13,317.84	13,317.84	0.00	164,479.16	7.49
722 - PLANNING AND ZONING		71,732.00	4,052.52	4,052.52	0.00	67,679.48	5.65
752 - SWIMMING POOL		160,272.00	0.00	0.00	0.00	160,272.00	0.00
754 - PARKS DEPARTMENT		282,621.00	10,104.97	10,104.97	0.00	272,516.03	3.58
758 - RECREATION / DAYCAMP		23,852.00	0.00	0.00	0.00	23,852.00	0.00
Fund 101 - GENERAL FUND:							
TOTAL EXPENDITURES		2,122,258.00	122,867.81	122,867.81	454.00	1,998,936.19	5.81



GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDTG USED
Fund 202 - MAJOR STREET							
202-000-402.000	MJ ST REAL PROPERTY TAXES	28,247.00	0.00	0.00	0.00	28,247.00	0.00
202-000-410.000	MJ ST PERSONAL PROPERTY TAXES	2,392.00	0.00	0.00	0.00	2,392.00	0.00
202-000-553.000	MJ ST GAS & WEIGHT	295,864.00	0.00	0.00	0.00	295,864.00	0.00
202-000-573.000	LOCAL COMM STABILIZATION SHARE (LCAS)	7,372.00	0.00	0.00	0.00	7,372.00	0.00
202-000-607.000	PA 48 METRO ACT, TELECOM RT OF WAY	14,638.00	0.00	0.00	0.00	14,638.00	0.00
202-000-664.000	INTEREST & DIVIDENDS	7,280.00	1,755.19	1,755.19	0.00	5,524.81	24.11
202-000-671.000	MJ ST MISC. REIMBURSEMENT	6,968.00	0.00	0.00	0.00	6,968.00	0.00
202-000-676.000	TRUNK LINE MAINTENANCE CONTRACT	51,576.00	0.00	0.00	0.00	51,576.00	0.00
202-000-690.000	MJ ST 1.5 MILLS CO. BRIDGE TAX	33,621.00	0.00	0.00	0.00	33,621.00	0.00
Fund 202 - MAJOR STREET:							
TOTAL REVENUES		447,958.00	1,755.19	1,755.19	0.00	446,202.81	0.39

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 202 - MAJOR STREET							
463 - STREET MAINTENANCE		155,265.00	4,226.31	4,226.31	0.00	151,038.69	2.72
Fund 202 - MAJOR STREET							
470 - R. O. W. MAINTENANCE		31,898.00	0.00	0.00	0.00	31,898.00	0.00
474 - SIGNS		7,758.00	0.00	0.00	0.00	7,758.00	0.00
478 - SNOW		103,381.00	6,430.86	6,430.86	0.00	96,950.14	6.22
486 - TRUNKLINE MAINTENANCE		6,933.00	0.00	0.00	0.00	6,933.00	0.00
488 - TRUNKLINE SWEEPING/FLUSHING		12,778.00	0.00	0.00	0.00	12,778.00	0.00
493 - STATE MONUMENT PROPERTY T.L.		1,322.00	0.00	0.00	0.00	1,322.00	0.00
494 - TRUNKLINE UTILITIES		12,300.00	0.00	0.00	0.00	12,300.00	0.00
497 - TRUNKLINE SNOW REMOVAL		44,706.00	9,618.68	9,618.68	0.00	35,087.32	21.52
502 - TRUNKLINE FRINGE BENEFITS		8,774.00	1,795.86	1,795.86	0.00	6,978.14	20.47
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TOTAL EXPENDITURES		385,115.00	22,071.71	22,071.71	0.00	363,043.29	5.73

YTD BALANCE

01/31/2025

NORM (ABNORM)

ACTIVITY FOR

MONTH 01/31/25

INCR (DECR)

2025

AMENDED BUDGET

DESCRIPTION

GL NUMBER

ENCUMBERED

YEAR-TO-DATE

UNENCUMBERED

BALANCE

% BDGT

USED

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 203 - LOCAL STREET							
203-000-402.000	REAL PROPERTY TAXES	243,579.00	0.00	0.00	0.00	243,579.00	0.00
203-000-410.000	PERSONAL PROPERTY TAXES	24,647.00	0.00	0.00	0.00	24,647.00	0.00
203-000-553.000	GAS & WEIGHT	116,532.00	0.00	0.00	0.00	116,532.00	0.00
203-000-573.000	LOCAL COMM STABILIZATION SHARE (LCAS)	66,395.00	0.00	0.00	0.00	66,395.00	0.00
203-000-664.000	INTEREST & DIVIDENDS	10,400.00	2,715.18	2,715.18	0.00	7,684.82	26.11
203-000-671.000	MISC REIMBURSEMENTS	2,726.00	0.00	0.00	0.00	2,726.00	0.00
203-000-690.000	1.5 MILLS CO. BRIDGE TAX	56,141.00	0.00	0.00	0.00	56,141.00	0.00
203-000-699.000	TRANSFER FROM FUND BALANCE	330,376.00	0.00	0.00	0.00	330,376.00	0.00

Fund 203 - LOCAL STREET:

TOTAL REVENUES

850,796.00	2,715.18	2,715.18	0.00	848,080.82	0.32
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GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 203 - LOCAL STREET							
463 - STREET MAINTENANCE		630,376.00	9,853.58	9,853.58	0.00	620,522.42	1.56
470 - R. O. W. MAINTENANCE		54,541.00	0.00	0.00	0.00	54,541.00	0.00
474 - SIGNS		8,794.00	0.00	0.00	0.00	8,794.00	0.00
478 - SNOW		67,737.00	5,301.85	5,301.85	0.00	62,435.15	7.83
494 - TRUNKLINE UTILITIES		89,348.00	0.00	0.00	0.00	89,348.00	0.00
Fund 203 - LOCAL STREET:							
TOTAL EXPENDITURES		850,796.00	15,155.43	15,155.43	0.00	835,640.57	1.78

PERIOD ENDING 01/31/2025

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDTG USED
Fund 244 - ECONOMIC DEVELOPMENT							
244-000-664.000	INTEREST & DIVIDENDS	250.00	34.28	34.28	0.00	215.72	13.71
244-000-691.000	APPROPRIATION FROM FUND BALANCE	500.00	0.00	0.00	0.00	500.00	0.00
244-000-692.000	CONTRIBUTION FROM GENERAL FUND	13,500.00	0.00	0.00	0.00	13,500.00	0.00

Fund 244 - ECONOMIC DEVELOPMENT:

TOTAL REVENUES 14,250.00 34.28 34.28 0.00 14,215.72 0.24

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 244 - ECONOMIC DEVELOPMENT							
001 - ADMINISTRATION		14,250.00	1,125.18	1,125.18	0.00	13,124.82	7.90

Fund 244 - ECONOMIC DEVELOPMENT:

TOTAL EXPENDITURES		14,250.00	1,125.18	1,125.18	0.00	13,124.82	7.90
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GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDTG USED
Fund 248 - D.D.A.							
248-000-402.000	CAPTURED TAXES	27,636.00	0.00	0.00	0.00	27,636.00	0.00
248-000-403.000	CAPTURE TOWNSHIP TAXES	5,583.00	0.00	0.00	0.00	5,583.00	0.00
248-000-404.000	CAPTURE COUNTY TAXES	12,758.00	0.00	0.00	0.00	12,758.00	0.00
248-000-625.000	MISC FEES	279.00	0.00	0.00	0.00	279.00	0.00
248-000-664.000	INTEREST & DIVIDENDS	375.00	219.16	219.16	0.00	155.84	58.44

Fund 248 - D.D.A.:							
TOTAL REVENUES		46,631.00	219.16	219.16	0.00	46,411.84	0.47



GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDC USED
Fund 248 - D.D.A.							
001 - ADMINISTRATION		40,337.00	1,063.01	1,063.01	0.00	39,273.99	2.64
008 - DDA DEBT SERVICE		6,294.00	524.41	524.41	0.00	5,769.59	8.33
<hr/>							
Fund 248 - D.D.A.:		46,631.00	1,587.42	1,587.42	0.00	45,043.58	3.40
TOTAL EXPENDITURES							

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 408 - WATER RECREATION FUND							
408-000-675.000	DONATIONS, SPLASH PARK PROJECT	520.00	0.00	0.00	0.00	520.00	0.00

Fund 408 - WATER RECREATION FUND:

TOTAL REVENUES

520.00      0.00      0.00      0.00      520.00      0.00

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDCGT USED
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Fund 408 - WATER RECREATION FUND		520.00	0.00	0.00	0.00	520.00	0.00
001 - ADMINISTRATION							

Fund 408 - WATER RECREATION FUND:		520.00	0.00	0.00	0.00	520.00	0.00
TOTAL EXPENDITURES							

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDTG USED
Fund 590 - WASTEWATER TREATMENT							
590-000-609.000	SEWER MISC REVENUES	28,922.00	1,200.00	1,200.00	0.00	27,722.00	4.15
590-000-628.000	SEWER OMR FEES	445,754.00	131.07	131.07	0.00	445,622.93	0.03
590-000-629.000	SEWER USAGE FEES PER 1K GALLONS	577,235.00	27.10	27.10	0.00	577,207.90	0.00
590-000-636.000	SEWER CONNECTIONS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
590-000-662.000	SEWER SERVICE PENALTIES	15,600.00	1,295.60	1,295.60	0.00	14,304.40	8.31
590-000-664.000	INTEREST & DIVIDENDS	15,080.00	3,009.83	3,009.83	0.00	12,070.17	19.96
Fund 590 - WASTEWATER TREATMENT:							
TOTAL REVENUES		1,083,591.00	5,663.60	5,663.60	0.00	1,077,927.40	0.52

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDC USED
Fund 590 - WASTEWATER TREATMENT							
001 - ADMINISTRATION		233,421.00	7,473.88	7,473.88	5,954.00	219,993.12	5.75
002 - TREATMENT AND PUMPING		431,846.00	16,791.82	16,791.82	(1,516.00)	416,570.18	3.54
003 - COLLECTIONS		127,691.00	534.65	534.65	0.00	127,156.35	0.42
004 - MAINTENANCE		187,375.00	15,480.01	15,480.01	0.00	171,894.99	8.26
<hr/>							
Fund 590 - WASTEWATER TREATMENT:		980,333.00	40,280.36	40,280.36	4,438.00	935,614.64	4.56
TOTAL EXPENDITURES							

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 591 - WATER SYSTEM							
591-000-545.000	STATE GRANT - TMF LSLR	20,529.00	0.00	0.00	0.00	20,529.00	0.00
591-000-628.000	WATER OMR FEES	381,072.00	27,410.79	27,410.79	0.00	353,661.21	7.19
591-000-629.000	WATER USAGE FEES PER 1000 GALLONS	414,022.00	(27,274.69)	(27,274.69)	0.00	441,296.69	(6.59)
591-000-636.000	CONNECTIONS	2,000.00	0.00	0.00	0.00	2,000.00	0.00
591-000-646.000	BULK WATER SALES REVENUE	2,200.00	326.00	326.00	0.00	1,874.00	14.82
591-000-662.000	SERVICE PENALTIES	10,000.00	842.76	842.76	0.00	9,157.24	8.43
591-000-664.000	INTEREST & DIVIDENDS	15,000.00	4,581.52	4,581.52	0.00	10,418.48	30.54
591-000-665.000	BUILDING LEASE REVENUES	55,145.00	0.00	0.00	0.00	55,145.00	0.00
591-000-671.000	MISC. REIMBURSEMENTS	6,000.00	0.00	0.00	0.00	6,000.00	0.00
591-000-698.000	PROCEEDS FROM INSTALLMENT PURCHASE LOAN	650,000.00	0.00	0.00	0.00	650,000.00	0.00
Fund 591 - WATER SYSTEM:		1,555,968.00	5,886.38	5,886.38	0.00	1,550,081.62	0.38
TOTAL REVENUES							

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 591 - WATER SYSTEM							
001 - ADMINISTRATION		211,807.00	10,642.06	10,642.06	200.00	200,964.94	5.12
002 - TREATMENT AND PUMPING		259,811.00	4,557.64	4,557.64	0.00	255,253.36	1.75
003 - COLLECTIONS		1,011,029.00	3,031.20	3,031.20	7,700.00	1,000,297.80	1.06
004 - MAINTENANCE		24,034.00	0.00	0.00	0.00	24,034.00	0.00
013 - TMF - LSLR GRANT		20,529.00	0.00	0.00	0.00	20,529.00	0.00
<hr/>							
TOTAL EXPENDITURES		1,527,210.00	18,230.90	18,230.90	7,900.00	1,501,079.10	1.71

Fund 591 - WATER SYSTEM:

TOTAL EXPENDITURES



GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDTG USED
Fund 651 - MOTOR VEHICLE & EQUIPMENT							
651-000-654.000	DPW CONTRACTING REVENUES	1,607.00	0.00	0.00	0.00	1,607.00	0.00
651-000-664.000	INTEREST & DIVIDENDS	10,400.00	2,334.15	2,334.15	0.00	8,065.85	22.44
651-000-670.000	INTERDEPARTMENT RENTALS	453,149.00	27,165.20	27,165.20	0.00	425,983.80	5.99
651-000-671.000	MISC REIMBURSEMENTS	416.00	0.00	0.00	0.00	416.00	0.00
651-000-673.000	SALE OF ASSETS	12,480.00	0.00	0.00	0.00	12,480.00	0.00

Fund 651 - MOTOR VEHICLE & EQUIPMENT:

TOTAL REVENUES	478,052.00	29,499.35	29,499.35	0.00	448,552.65	6.17
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TOTAL REVENUES - ALL FUNDS

TOTAL REVENUES - ALL FUNDS	6,600,024.00	52,752.46	52,752.46	0.00	6,547,271.54	0.80
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GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDCGT USED
Fund 651 - MOTOR VEHICLE & EQUIPMENT							
001 - ADMINISTRATION		402,884.00	6,259.94	6,259.94	188,411.61	208,212.45	48.32
<hr/>							
Fund 651 - MOTOR VEHICLE & EQUIPMENT:							
TOTAL EXPENDITURES		402,884.00	6,259.94	6,259.94	188,411.61	208,212.45	48.32
<hr/>							
TOTAL EXPENDITURES - ALL FUNDS		6,329,997.00	227,578.75	227,578.75	201,203.61	5,901,214.64	6.77

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/25 INCR (DECR)	YTD BALANCE 01/31/2025 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDCG USEI
<b>Fund 101 - GENERAL FUND</b>							
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		2,122,258.00	6,979.32	6,979.32	0.00	2,115,278.68	0.33
TOTAL EXPENDITURES		2,122,258.00	122,867.81	122,867.81	454.00	1,998,936.19	5.81
NET OF REVENUES & EXPENDITURES		0.00	(115,888.49)	(115,888.49)	(454.00)	116,342.49	
<b>Fund 202 - MAJOR STREET</b>							
Fund 202 - MAJOR STREET:							
TOTAL REVENUES		447,958.00	1,755.19	1,755.19	0.00	446,202.81	0.39
TOTAL EXPENDITURES		385,115.00	22,071.71	22,071.71	0.00	363,043.29	5.73
NET OF REVENUES & EXPENDITURES		62,843.00	(20,316.52)	(20,316.52)	0.00	83,159.52	
<b>Fund 203 - LOCAL STREET</b>							
Fund 203 - LOCAL STREET:							
TOTAL REVENUES		850,796.00	2,715.18	2,715.18	0.00	848,080.82	0.32
TOTAL EXPENDITURES		850,796.00	15,155.43	15,155.43	0.00	835,640.57	1.78
NET OF REVENUES & EXPENDITURES		0.00	(12,440.25)	(12,440.25)	0.00	12,440.25	
<b>Fund 244 - ECONOMIC DEVELOPMENT</b>							
Fund 244 - ECONOMIC DEVELOPMENT:							
TOTAL REVENUES		14,250.00	34.28	34.28	0.00	14,215.72	0.24
TOTAL EXPENDITURES		14,250.00	1,125.18	1,125.18	0.00	13,124.82	7.90
NET OF REVENUES & EXPENDITURES		0.00	(1,090.90)	(1,090.90)	0.00	1,090.90	
<b>Fund 248 - D.D.A.</b>							
Fund 248 - D.D.A.:							
TOTAL REVENUES		46,631.00	219.16	219.16	0.00	46,411.84	0.47
TOTAL EXPENDITURES		46,631.00	1,587.42	1,587.42	0.00	45,043.58	3.40
NET OF REVENUES & EXPENDITURES		0.00	(1,368.26)	(1,368.26)	0.00	1,368.26	
<b>Fund 408 - WATER RECREATION FUND</b>							
Fund 408 - WATER RECREATION FUND:							
TOTAL REVENUES		520.00	0.00	0.00	0.00	520.00	0.00
TOTAL EXPENDITURES		520.00	0.00	0.00	0.00	520.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	
<b>Fund 590 - WASTEWATER TREATMENT</b>							
Fund 590 - WASTEWATER TREATMENT:							
TOTAL REVENUES		1,083,591.00	5,663.60	5,663.60	0.00	1,077,927.40	0.52
TOTAL EXPENDITURES		980,333.00	40,280.36	40,280.36	4,438.00	935,614.64	4.56
NET OF REVENUES & EXPENDITURES		103,258.00	(34,616.76)	(34,616.76)	(4,438.00)	142,312.76	
<b>Fund 591 - WATER SYSTEM</b>							
Fund 591 - WATER SYSTEM:							
TOTAL REVENUES		1,555,968.00	5,886.38	5,886.38	0.00	1,550,081.62	0.38
TOTAL EXPENDITURES		1,527,210.00	18,230.90	18,230.90	7,900.00	1,501,079.10	1.71
NET OF REVENUES & EXPENDITURES		28,758.00	(12,344.52)	(12,344.52)	(7,900.00)	49,002.52	
<b>Fund 651 - MOTOR VEHICLE &amp; EQUIPMENT</b>							
Fund 651 - MOTOR VEHICLE & EQUIPMENT:							
TOTAL REVENUES		478,052.00	29,499.35	29,499.35	0.00	448,552.65	6.17
TOTAL EXPENDITURES		402,884.00	6,259.94	6,259.94	188,411.61	208,212.45	48.32
NET OF REVENUES & EXPENDITURES		75,168.00	23,239.41	23,239.41	(188,411.61)	240,340.20	

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	ACTIVITY FOR		YTD BALANCE 01/31/2025	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
			MONTH 01/31/25 INCR (DECR)	NORM (ABNORM)				
		6,600,024.00	52,752.46	52,752.46	0.00	6,547,271.54	0.80	
		6,329,997.00	227,578.75	227,578.75	201,203.61	5,901,214.64	6.77	
		270,027.00	(174,826.29)	(174,826.29)	(201,203.61)	646,056.90		

TOTAL REVENUES - ALL FUNDS  
 TOTAL EXPENDITURES - ALL FUNDS  
 NET OF REVENUES & EXPENDITURES





TO: Village President and Council  
FROM: Deboria L. Powell, Village Manager  
DATE: 02/24/2025  
RE: Davey Resource Group, Inc. Tree Inventory and Related Services Proposal

Street Forestry Management is one of the Village's strategic goals for 2025. To begin this process, the village was advised by the DNR to first complete a tree inventory. In November 2024, the Village was selected as a recipient of a \$10,000 matching reimbursement grant from the DNR Community Forestry Program to complete the tree inventory in 2025.

The DNR provided the Village with a list of suggested contractors who provide tree inventory services as there are not a lot of companies who provide this service. Therefore, we did not administer a public Request for Proposals. The Village asked three companies to draft quotes for the services and two responded with a proposal. The Village selected the lower qualified proposal from Davey Resource Group, Inc. They will provide a tree inventory and related services in the amount of \$17,000. Related services include a data delivery and maintenance strategy.

Funds are available in accounts #202-470-800.000, Major Street Fund- Contracted Services, Sidewalks and #203-470-800.000, Local Street Fund- Contractual Services, Sidewalks. Project costs up to \$10,000 will be reimbursed through the grant funds.

**MOTION: To approve the proposal from Davey Resource Group, Inc. to conduct a tree inventory and related services in the amount of \$17,000 with funds from #202-470-800.000 and #203-470-800.000.**





A PROPOSAL PREPARED FOR

# Village of Cass City, Michigan

Tree Inventory and Related Services

Dec 16, 2024



# INVESTMENT

This proposal is based on an estimated number of trees/sites to be inventoried. Davey Resource Group, Inc. reserves the right to renegotiate the price based on the timing of the award, scheduling of fieldwork, the final methodology chosen by the client, and availability, completeness, and quality of maps and GIS information.

DESCRIPTION OF SERVICE	PRICE
<b>TASK 1: TREE INVENTORY</b>	
Computerized inventory data collection of up to 2,000 existing trees, planting sites, and stumps.	\$11,500
Additional inventory data collection above 2,000 trees/sites.	\$5.52 / site
<b>TASK 2: Data Delivery</b>	
Delivery as ESRI shapefile and Excel database	\$included
(add-on) Annual TreeKeeper® subscription	+\$3,600
(add-on) Web-based 4-hour TreeKeeper® training	+\$750
<b>(add-on) TASK 3: Urban Tree Canopy Assessment</b>	
Urban Tree Canopy Assessment and Report	+\$18,375
<b>TASK 4: TREE INVENTORY AND MAINTENANCE STRATEGY</b>	
Tree inventory and maintenance strategy with 5-year budget and benefits analysis	\$5,500
<b>TOTAL (not including add-ons)</b>	<b>\$17,000</b>





TO: Village President and Council  
FROM: Deboria L. Powell, Village Manager  
DATE: 02/24/2025  
RE: McKenna Proposal to Update Master Plan

One of the Village's Strategic Planning Goals is to update the 2019 Master Plan for the years 2025-2030.

The Village utilized McKenna to design and print the 2019 Master Plan and will use them again to update the plan. McKenna's services are outlined in a proposal that presents the Scope of Work including a graphic update of the plan and physical document production. The graphic update includes updates to the Village land use map.

The total cost of the graphic update is \$6,000 and the estimated cost of the document production is \$2,500 for a total proposed cost of \$8,500.

Funds are available in account #101-722-800.000, Planning and Zoning - Contracted Services.

**MOTION: To approve the proposal from McKenna to conduct a Graphics Update and Document Production of the Master Plan for the Village of Cass City in the amount of \$8,500 with funds from account #101-722-800.**





# MCKENNA

November 14, 2024

Debbie Powell  
Village Manager  
Village of Cass City  
6506 Main Street.  
Cass City, MI 48726

**Subject: Proposal to Update Graphics for Updated Master Plan**

Dear Ms. Powell:

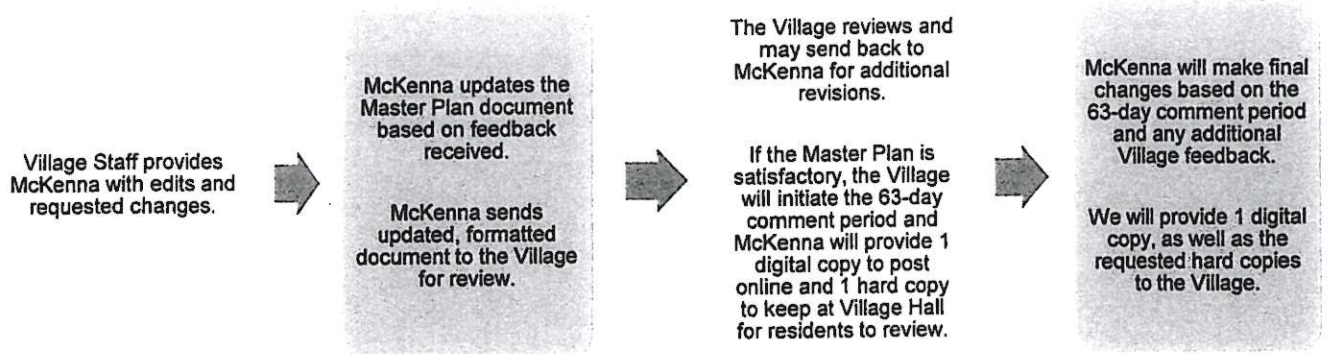
Thank you for the opportunity to outline a scope of work to support the Village of Cass City in preparing your 2025 Master Plan Update! We are thrilled to partner with Cass City once again and look forward to collaborating with you to achieve the updates you envision for your Master Plan. We understand that you are requesting a scope that is focused on graphic support, and should you require any modifications, we are certainly open to discussing.

## SCOPE OF WORK

Please note that the below tasks may be authorized individually or all together.

### Task 1: Graphic Update

**Document Updates:** McKenna will update the Village of Cass City Master Plan document (adopted April 29, 2019) and incorporate the required changes under direction from the Village staff. We anticipate providing up to 2 initial drafts and 1 final copy. Below is the proposed work flow.



**Mapping Updates:** Under the direction of Village staff, McKenna will update the maps to reflect any updates or changes since the previous Master Plan. Additionally, McKenna will create any maps that the Village may require for the Master Plan Update.



**Task 2: Document Production**

We will provide the Village the requested hard copies of the final plan according to the following fee schedule. These hard copies will be color printed and spiral bound. Please note the anticipated appendix, based on the previous plan adds 100+ pages to the Master Plan.

Product	Fee per copy
Updated Master Plan <b>without</b> Appendix	\$100
Updated Master Plan <b>with</b> Appendix	\$200

**PROJECT SCHEDULE**

We will coordinate with the Village on an ongoing basis to coordinate the schedule for production of the Master Plan Update.

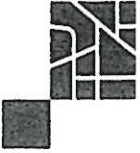
**FEE SCHEDULE**

McKenna is proposing to provide the services outline in the Scope of Work for the fee below. Please note that these tasks may be authorized separately or together, depending on the needs of the Village.

Task	Base Fee
Task 1: Graphics Update	\$6,000
Task 2: Document Production	*Estimated \$2,500

*\*This estimate is based on providing 25 hard copies without the Appendix.*

Also included, on the following page, is McKenna’s hourly professional fee schedule, for your reference. If Cass City requires additional planning support not described in the enclosed Scope of Services, we can provide services on an hourly basis in accordance with the below hourly professional rates.



<b>Professional Classification</b>	<b>Rate Per Hour*</b>
President	\$175
Executive or Senior Vice President	\$160
Vice President	\$155
Director	\$145
Senior Principal or Manager	\$135
Principal	\$130
Senior	\$115
Associate	\$110
Assistant	\$100
GIS Specialist	\$90
Intern	\$75
Administrative Assistant	\$75

\* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.

These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.

These hourly rates are valid through December 31, 2024, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.

If you find the terms acceptable, please sign and return. A separate work authorization should be signed for each task. Keep one copy for your records.

Thank you for the opportunity to work with you on this exciting project!

Respectfully submitted,

**McKENNA**

Lauren Sayre, AICP  
Associate Planner

Cc: John Jackson, AICP, President





**TASK 1: GRAPHIC UPDATE: AUTHORIZATION TO PROCEED – VILLAGE OF CASS CITY MASTER PLAN UPDATE, GRAPHICS SUPPORT**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name Printed**

\_\_\_\_\_  
**Title**

**TASK 2: DOCUMENT PRODUCTION: AUTHORIZATION TO PROCEED – VILLAGE OF CASS CITY MASTER PLAN UPDATE, GRAPHICS SUPPORT**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name Printed**

\_\_\_\_\_  
**Title**





DATE: February 24, 2025

TO: Village President and Council

FROM: Debbie Powell, Village Manager

RE: Restructure Park Department

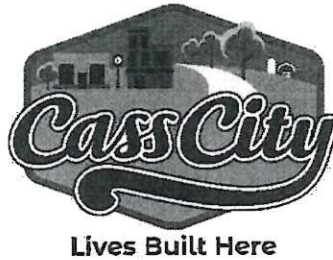
As an unfortunate reality of budget constraints, and to build efficiencies, a recommendation was made to restructure the Parks Department prior to the 2025 Parks and Recreation Season.

After much discussion and research, the Parks Supervisor position would be eliminated, with direct on-site supervision of Park Staff to be absorbed by the Parks and Recreation Director. Minimal renovations to the Parks Office, located in the Cold Storage Building could be expected, with continuous review for cost effectiveness and allowing for improvements and best practices.

Cost savings are expected to be \$30,135, which will allow for savings for Park Infrastructure Improvements, that are cost prohibited under current conditions.

**MOTION: Approve the Parks Restructuring Plan, eliminating the Parks Supervisor position, reducing the Budget Line-Items Parks Part-Time Wages (101-754-707) of \$26,534, and Parks Fringes (101-754-714) of \$3,601.**





**To:** Village President and Council

**From:** Deboria L. Powell, Village Manager

**Date:** February 24, 2025

**Re:** Albrecht Auction/BidNow.us online auction contract

On February 11, 2025, at the monthly Parks & Recreation committee meeting, it was suggested by the Parks Director to liquidate some of the Park department's unused and depreciated equipment.

Discussion took place as to whether to try to sell these items on our own or via an online auction service, Albrecht Auction/Bidnow.us, which has grown in popularity with municipalities due to the extent of coverage online auctions can provide.

After researching the associated costs and procedures, it is recommended by the Parks & Recreation committee and Parks Director, that the Village use Albrecht Auctions/BidNow.us for the future sale of vehicles and equipment.

**MOTION:** To authorize the Village Manager, Deboria Powell, to enter into an online auction contract with Albrecht Auction/BidNow.us for the sale of Village vehicles and equipment.







# RESERVE CONTRACT

<b>User #</b>	<b>Auction Type</b>	<b>Auction Date</b>
	(General, Firearm, Etc.)	

If you wish to protect the value of your consigned item(s), please list each item to be protected below. The reserve amount is the lowest bid price you would be willing to accept at auction, before fees and commission are taken out (please speak with an office worker if you do not know what these fees would include). If by the end of the auction your item has not met the reserve price(s) that you've asked us to set, you will be assessed a fee based on 10% of the highest bid received (\$10 Minimum / \$50 Maximum). When a seller wishes to disclose their phone number with their listing on an item listed offsite (not at Albrecht Auction), this terminates any future request from the seller to add or raise their reserve placed for the item being sold. When contact information is disclosed on the listing, and a seller wishes to have a reserve, it must be placed **BEFORE** the auction is posted on the website. By filling out this contract, you are asking Albrecht Auction to protect your item(s) and agree not to bid on any item listed below. If you bid on an item you have consigned and are still the high bidder once the auction has closed, you will be required to pay for your item in full – just as any high bidder would.

**TO BE FILLED OUT BY THE CONSIGNOR**

Item _____	Reserve Amount _____
Item _____	Reserve Amount _____
Item _____	Reserve Amount _____
Item _____	Reserve Amount _____
Item _____	Reserve Amount _____

By signing and dating this contract, I am verifying that **1)** I have read and agree to abide by Albrecht Auction's terms concerning the listing and sale of my item(s). **2)** I have personally set the reserve amount(s) listed for my item(s) and **3)** will not contend their release/sale if the final bid amount is within one increment (see table listed below) of the amount I have listed above. If I choose to contact Albrecht Auction to remove a reserve after it has been placed on one or more of my items above, **4)** I understand that one more bid will still need to be placed by a bidder prior to auction close for my item(s) to be considered "sold". If one or more bids does not come in after a reserve has been removed, I understand that my item will not be considered "sold" and **5)** I am responsible for paying all associated "no-sale" fees. **6)** I am also aware that Albrecht Auction will not contact a back-up bidder to make a sale after auction close. If I wish to re-list my non-selling item(s), **7)** I understand that I will be allowed to do this only once (per item) and must either lower or completely remove my reserve when the item is re-listed. If I choose to re-list my item(s) with a lowered reserve amount, **8)** I understand that I will be responsible for filling out another reserve contract. My failure to do so may result in the listing of my item(s) without a reserve – at my loss. **9)** I'm also aware that my item(s) will not be listed in consecutive auctions – with a 4-week minimum between sales.

Bid Range	Increment Amount	Bid Range	Increment Amount
\$10.00 or below	\$1.00	\$1,000.01 to \$5,000.00	\$50.00
\$10.01 to \$50.00	\$2.00	\$5,000.01 to \$20,000.00	\$100.00
\$50.01 to \$200.00	\$5.00	\$20,000.01 to \$50,000.00	\$250.00
\$200.01 to \$500.00	\$10.00	\$50,000.01 or greater	\$500.00
\$500.01 to \$1,000.00	\$25.00		

Consignor Signature \_\_\_\_\_ Date \_\_\_\_\_



## General Auction Info / Commission Rates & Fees

### Drop-Off Locations / Schedule



**STATE ROAD (M15),  
VASSAR LOCATION**



**W SANILAC ROAD (M46)  
VASSAR LOCATION**

**Main Office and  
Auction Warehouse**  
875 State Rd (M-15)  
Vassar, MI

**Auction Center**  
5966 W Sanilac Rd (M46)  
Vassar, MI

**989.823.8835**

### GENERAL DROP-OFF SCHEDULE

**TUES 9am – 4:30pm\***  
**WED 9am – 5:30pm\***  
**THURS 9am – 5:30pm\***  
**FRI 9am – 12:00pm\***  
(TIMES SUBJECT TO CHANGE)

Items may be dropped off during drop-off times (or by appointment) at one of our two locations.

**IMPORTANT:** Call or visit our website for current drop-off location (*drop off alternates between our M46 and M-15 locations!*)

**NOTE:** *Some larger items may be sold off premises to avoid the hassle of transportation.*

### Commission Rates / Listing Fees

#### Commission Rate (Per Individual Lot)

Up to \$101	= 20% (\$2.00 Minimum)
\$101 to \$501	= 15%
\$501 to \$1,001	= 10%
Over \$1,001	= 5%

#### Commission for Currency / Coin Lots

Up to \$51	= 15%
\$51 to \$501	= 10%
Over \$501	= 5%

#### Listing Fee (in addition to commission)

\$1 per Coin lot (\$2.00 Minimum)  
\$3 per General Merchandise Item  
\$10 per Firearm  
\$10 per Mini Storage Unit  
\$25 per Vehicle / Titled Item

**Videos** (up to 1 minute long) can be added to items for \$10 each. You can email the video to us, or we can record the video if you start/operate the item for us when you drop it off.

Items can be highlighted as a 'Featured Item' with a link directly to your item for \$5 each.

Items that **DO NOT** receive a \$3 starting bid will still be assessed a \$3 listing fee.

### Popular Consignment Items

Farm and Construction Equipment, Lawn and Garden Equipment, Vehicles, Trailers, RVs, Boats, Shop Equipment, Tools, Sporting Goods, Ammo, Firearms, Antiques and Collectibles, Quality Jewelry, Coins, Furniture, Electronics, Musical Instruments, and more.

### Items that do **NOT** Receive a Bid

If you intend to pick your non-selling items up after an auction has ended, **you must call the office the first day of checkout, and you must pick up the item by the last day of checkout!** If you do not, you are agreeing to abandon any/all non-selling items – which shall then become the property of Albrecht Auction and re-auctioned (with other non-selling items) to raise funds for the City Rescue Mission of Saginaw. Once a non-selling item has been disposed of or moved into a storage are, you will NOT be allowed to pick it up.

**NOTE:** Whether an item sells or not, the \$3 listing fee is still assessed.

### Items with Reserves

**Reserves:** If you would like to protect an item, please tell one of our office workers when you arrive to drop your item(s) off - You WILL be required to fill out a "Reserve Contract"! If by the end of the auction your item has NOT met the reserve price(s) that you've asked us to set, you will be assessed a fee based on 10% of the highest bid received (\$10 Min / \$50 Max). We will not re-sell non-selling items in consecutive auctions; you will need to pick them up during scheduled checkout times. An item WILL sell if the price falls within one increment of the price you have set.

*If you choose to have your reserve removed AFTER it has been placed, the item will still need to receive **one more bid in order to sell!***

If a consignor buys their own item, he/she is required to pay for the item at the final bid price, plus the buyer's premium.

When a seller wishes to disclose their phone number with their listing on an auction, this terminates any future request from the seller to add or raise their reserve placed for the item being sold. When contact information is disclosed in the listing, and a seller wishes to have a reserve, it must be placed **BEFORE** the auction is posted on the website.

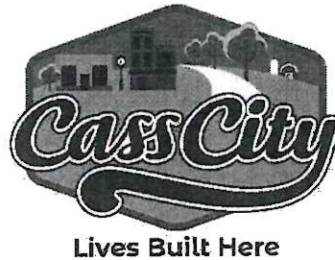
**In addition to General Consignment Auctions,** Albrecht Auction also conducts a number of **OFFSITE** auctions. These types of auctions include Real Estate, Farm and Construction Equipment, Business Liquidations, Personal Property Estates, Hunting Properties, and More! If you have questions about any of our auction services, please give us a call at **989-823-8835!**

[www.BidNow.us](http://www.BidNow.us)

[info@bidnow.us](mailto:info@bidnow.us)







**To:** Village President and Council

**From:** Deboria L. Powell, Village Manager

**Date:** February 24, 2025

**Re:** Sale of Parks Vehicles and Equipment

The Parks & Recreation committee, along with the Parks Director, have identified several aged, unused vehicles and equipment that no longer have value or use for the Village and its staff.

It is recommended that the following equipment be listed with Albrecht Auction on a future online auction to be determined by Parks Director.

Unit #7, 1974 Chevy C-30, with a minimum reserve of \$1,000.00

Unit #8, 2004 Chevy Silverado, with a minimum reserve of \$1,500.00

Unit #9, Generator/Welder, with a minimum reserve of \$500.00

**MOTION:** To approve the listing and sale of excess vehicles and equipment in the Parks Department via Albrecht Auction/BidNow.us to include: a 1974 Chevy C-30 truck; a 2004 Chevy Silverado truck; and a generator/welder, with minimum reserves.



**Cass City Downtown Development Authority**  
**Minutes**  
**January 14, 2025**

The Meeting was brought to order at 1:30 pm by Chairman Dave Weiler.

BOARD MEMBERS PRESENT: Christine Anthony, Eric Brown, Misty DeLong, Andrew Klco, David Weiler, and Village President Robert Piaskowski

ABSENT: Tyler Erla, Jon Ligrow, Cass City Chamber Administrator

VILLAGE STAFF PRESENT: Village Manager Debbie Powell, Clerk/Treasurer Nanette Walsh, Director of Community Development Melanie Radabaugh

**Motion to approve the minutes from the November 12, 2024, meeting was made by Brown and supported by Anthony. Motion Carried.**

**Motion to approve the December 31, 2024, Financial Report was made by Brown and supported by DeLong. Motion Carried.**

During Citizen Comments, Gavin Frederick, candidate for DDA Board appointment, gave a brief introduction, cited his community roots and involvement personally and professionally via Tri-County Bank Officer.

Chamber of Commerce Report: Radabaugh mentioned the upcoming Cass City Chamber of Commerce Dinner scheduled for April 25, 2025 at the Cass City VFW Hall. Citizen of the Year Nominations will be available soon. The Cass City Freedom Festival is scheduled for July 3 – 7, 2025.

Old Business: Christine Anthony gave a presentation on proposed project for the DDA to purchase Round Tables and Chairs and bike racks for businesses to place on the sidewalks in front of their businesses. Discussion evolved on participation with businesses, type and quality of equipment, price, and future policy for storage and maintenance. Anthony intended to contact downtown businesses for interest in the project and return results at the next DDA meeting.

A discussion involving the current status of the Cass City Cultural Center centered on the falling bricks and fencing to ensure safety in the area. An inquiry was made if Cass City Oil and Gas was interested in obtaining the property.

Newly Elected Officials Training Update: On January 8, 2025, a training was conducted by the Michigan Municipal League (MML) at the Cass City Municipal Building for an in-depth look at the Open Meetings Act, Freedom of Information Act, Municipal Finance and what constitutes a meeting (majority of board members in ANY location). MML cited legal individual liability associated with breaches of these Acts, and potential fines and prison time possible for these breaches.

**Motion to recommend to the Cass City Village Council the appointment of Gavin Frederick to the DDA Board was made by Anthony and supported by Brown. Motion Carried.**

Next Meeting: February 11, 2025

Melanie Radabaugh gave a brief presentation on the Michigan Downtown Association Training Series she is participating in, and invited Board members to learn more about the webinar series.

**Motion to adjourn at 2:15 pm was made by DeLong and supported by Klco. Motion Carried.**

Respectfully Submitted,

*Nanette Walsh*

Clerk/Treasurer, CPFA, CMC, CPFIM, MCAT, CCMC

**Cass City Economic Development Corporation (EDC)  
Minutes  
January 14, 2025**

The Meeting was brought to order at 2:16 pm by Chairman Dave Weiler.

BOARD MEMBERS PRESENT: Christine Anthony, Eric Brown, Misty DeLong, Andrew Klco, David Weiler, and Village President Robert Piaskowski

ABSENT: Tyler Erla, Jon Ligrow, Cass City Chamber Administrator

VILLAGE STAFF PRESENT: Village Manager Debbie Powell, Clerk/Treasurer Nanette Walsh, Director of Community Development Melanie Radabaugh

**Motion to approve the minutes from the November 12, 2024, meeting was made by Brown and supported by Anthony. Motion Carried.**

**Motion to approve the December 31, 2024, Financial Report was made by Klco and supported by Brown. Motion Carried.**

No comments during Citizen Comments.

Tuscola County EDC Report: Tuscola County EDC Director Trevor Keyes resigned effective January 15, 2025, taking a position with the State of Michigan. Debbie Powell's tenure as the Chairman of the Tuscola EDC ended on December 31, 2024. Jim Tussey, Caro State Street Pharmacy, has assumed the chairmanship on January 1, 2025. Former Tuscola EDC Director Jim McLoskey was contacted to consider returning to provide continuing services. The current MSU agreement for Tuscola EDC Director services has not yet been addressed. Local support for the Tuscola EDC among local business was waning, as Keyes spent significant time recently to garner financial support.

Manager Powell detailed the services provided by the Tuscola EDC to the Village of Cass City, IFT and Tax Abatement Application Support, Business Grants, Environmental Reviews, the Tuscola Land Bank Support, and Economic Opportunities for Local Businesses. At this time, the direction of the Tuscola EDC is unknown, as well as the Greater Thumb EDCs, as Huron and Sanilac EDC are also facing staffing challenges.

**Motion to recommend to the Cass City Village Council the appointment of Gavin Frederick to the EDC Board was made by DeLong and supported by Brown. Motion Carried.**

Next Meeting: February 11, 2025

**Motion to adjourn at 2:24 pm was made by DeLong and supported by Brown. Motion Carried.**

Respectfully Submitted,

*Nanette Walsh*

Clerk/Treasurer, CPFA, CMC, CPFIM, MCAT, CCMC



Cass City Planning Commission Meeting  
**Minutes of January 15, 2025**

PRESENT: Gary Barnes, Barbara Kirn, Joe Leeson, Eric Oslund, Dallas Rabideau, Heather Severance, Erik Tamlyn, Village President Robert Piaskowski

Village Staff Present: Village Manager Debbie Powell, Nanette Walsh, Clerk/Treasurer

Excused: Colleen Langenburg

The Meeting was called to order at 7:00 pm by Leeson.

**Motion by Tamlyn, supported by Severance, to approve the minutes of the November 20, 2024 Meeting. Motion carried.**

During Citizens' Comments, Pastor Michael Wester, Board Chair of Family Promise Tuscola, gave a presentation on a proposed Day Center for Counseling and Support for Homeless Families at the former Nazarene Church located at 6538 Third Street. A Special Land Use Permit would need to be granted by the Planning Commission to enable the group to proceed with property acquisition and commencement of services.

**Motion by Tamlyn, supported by Rabideau, to set a Public Hearing for Tuesday, February 4, 2025 at 7:00 pm to receive comments on a proposed Special Land Use Permit for 6538 Third Street, and publish in the local newspaper. Motion carried.**

Proposed Ordinance # 200, Permitted Use of First Floor Buildings in Community Business Districts, was reviewed, with no edits or corrections. (Attached)

**Motion by Kirn, supported by Barnes, to recommend that the Village Council introduce and conduct the first reading of proposed Ordinance #200, Permitted Use of First Floor Buildings in Community Business Districts. Motion carried.**

Proposed Ordinance # 201, Proposed Ordinance # 201, Residential Storage Containers and Dumpsters, was reviewed, with edits for a definition for "Dumpster" added and corrections for Penalties. (Attached)

**Motion by Severance, supported by Barnes, to recommend that the Village Council introduce and conduct the first reading of proposed Ordinance #201, Residential Storage Containers and Dumpsters. Motion carried.**

Manager Powell gave an overview to update the Village of Cass City Master Plan by McKenna, and an update to the Village of Cass City Zoning Map by Giffels Webster. Powell cited areas in the Village where re-zoning would be appropriate, and timely for this project.

Planning Commission members Joe Leeson, Gary Barnes, Heather Severance and Erik Tamlyn agreed to re-appointments. The January 27, 2025 Village Council Meeting Agenda will include this request for re-appointments.

An overview of the recent Michigan Association of Planners training held on January 8, 2025 on the Open Meetings Act (OMA), Freedom of Information Act (FOIA) and other elected officials training was conducted. Feedback included what constitutes a non-traditional "meeting" with a majority of a board or commission, at a funeral, open house, wedding, a group email or Facebook posting.

The next scheduled Planning Commission Meeting has been rescheduled to Tuesday, February 4, 2025 at 7:00 pm.

**Motion to adjourn the meeting at 7:58 pm was made by Tamlyn, supported by Rabideau.  
Motion Carried.**

Respectfully submitted,

*Nanette Walsh*, Village Clerk/Treasurer



VILLAGE OF CASS CITY  
PROPOSED ORDINANCE NO. 200

AN ORDINANCE TO AMEND ZONING AMENDMENT;  
CHAPTER 46 ZONING, SECTION 46.3.1.8 COMMUNITY BUSINESS,  
ARTICLE B PERMITTED USES,  
SUBSECTION 12 RESIDENTIAL OCCUPANCY OF FIRST (GROUND) FLOOR

THE VILLAGE OF CASS CITY ORDAINS:

Section 1. The Village Council of Cass City hereby amends the Village Ordinance, Section 46-3.1.8, Community Business, Article B, Permitted Uses, to include the following:

“Sec. 46-3.1.8 Permitted Uses.

(12)Residential Occupancy of First (ground) Floor:

The first (ground) floor of a building may be used for residential, one-family occupancy, only if the following conditions are met:

A) Each first-floor dwelling unit must have a **separate, non-public front egress, or an egress in the side or rear of the building.**

B) Exterior design and façade materials of the new or redeveloped residential building shall complement or be comparable to the façade plan of surrounding residential/commercial structures.”

C) Commercial/Business Space shall be located in the front of the building.

D) **Living Units shall be located in the rear of the building.**

E) **Living Space shall not exceed 50% of total first floor building space.**

A MOTION TO CONDUCT THE SECOND READING AND **ADOPT** PROPOSED ORDINANCE # 200, TO AMEND ZONING AMENDMENT; CHAPTER 46 ZONING, SECTION 46.3.1.8 COMMUNITY BUSINESS, ARTICLE B PERMITTED USES, SUBSECTION 12 RESIDENTIAL OCCUPANCY OF FIRST (GROUND) FLOOR

Was offered by Trustee \_\_\_\_\_ and supported by Trustee \_\_\_\_\_

Ayes:      Nays:

Resolution: Approved / Not Approved

Section 2. This Ordinance is hereby declared to have been adopted by the Village of Cass City Council at a meeting thereof duly called and held on the \_\_\_ day of \_\_\_\_\_, 2025 and ordered to be given effect immediately upon its adoption.

\_\_\_\_\_, Village President

\_\_\_\_\_, Village Clerk

Notice of adoption published in the Tuscola County Advertiser on \_\_\_\_\_, 2025.

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the Village Council of the Village of Cass City, County of Tuscola, State of Michigan at a regular meeting of Village Council duly called and held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

VILLAGE OF CASS CITY  
PROPOSED ORDINANCE NO. 201

AN ORDINANCE TO AMEND ZONING AMENDMENT;  
CHAPTER 46 -ZONING, ARTICLE IV- SUPPLEMENTARY REGUALATIONS,  
SECTION 46-490 – RESIDENTIAL STORAGE CONTAINERS AND DUMPSTERS,

THE VILLAGE OF CASS CITY ORDAINS:

Section 46-490. The Village Council of Cass City hereby amends the Village Ordinance, to include the following:

“Chapter 46, Article IV, Section 490, Principal uses permitted subject to special conditions.

Section 46.490: Residential Storage Containers and Dumpsters:

Definition: “Dumpster means a large trash receptacle designed to be hoisted and emptied into a truck or hauled away.”  
(as defined by Oxford English Dictionary)\_

A) A single portable moving and storage container may be placed on an occupied lot for the purpose of loading or unloading personal belongings to be transported to another location for a period of up to 14 days.

B) Portable moving and storage containers or roll-off dumpsters used in conjunction with a home improvement or construction project are permitted for the duration of an active building permit.

C) In the event of remodeling that does not require a permit, remediation of hoarding, flood damage, fire damage, asbestos removal or similar catastrophes or emergency repairs, a single portable moving and storage container or roll-off dumpster is permitted on an improved driveway surface for a period of up to 30 days.

D) Containers shall be located on an improved driveway surface and shall not be located in the public right-of-way or private road easement. **Temporary containers located in the public right of way require an easement permit.**

E) Storage containers, dumpsters, pods and shipping containers shall not be used for a permanent accessory, structure, living/habitable spaces, and/or permanent storage on any lot.

**F) Penalties.**

1. A violation of this ordinance is a **municipal civil infraction**, for which the fines shall not be less than \$100.00, and not more than \$500.00. The fine for a repeat offense shall not be less than **\$250.00** and not more than \$500.00, a **third notice of infraction shall not be less than \$500.00 per day**, at the discretion of the Court. The foregoing sanctions shall be in addition to the rights of the village to proceed at law or equity with other appropriate and proper remedies. Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the village incurs in connection with the municipal civil infraction.

2. Each day during which any violation continues shall be deemed a separate offense.

3. In addition, the Village may seek injunctive relief against persons alleged to be in violation of this ordinance, and such other relief as may be provided by law.

4. This ordinance shall be administered and enforced by the Ordinance Enforcement Officer of the village or by such other person(s) as designated by the village manager.

**A MOTION TO AMEND ZONING AMENDMENT;**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was offered by Trustee \_\_\_\_\_ and supported by Trustee \_\_\_\_\_

Ayes:      Nays:

Resolution: Approved / Not Approved

Section 2. This Ordinance is hereby declared to have been adopted by the Village of Cass City Council at a meeting thereof duly called and held on the \_\_\_ day of \_\_\_\_\_, 2025 and ordered to be given effect immediately upon its adoption.

\_\_\_\_\_, Village President                      \_\_\_\_\_, Village Clerk

Notice of adoption published in the Tuscola County Advertiser on \_\_\_\_\_, 2025.

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the Village Council of the Village of Cass City, County of Tuscola, State of Michigan at a regular meeting of Village Council duly called and held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.





TO: Village Council  
FROM: Debbie Powell, Village Manager  
DATE: February 24, 2025  
RE: February Manager's Report

### **MARKETING UPDATE**

Staff are busy taking our marketing campaign to the next level. Laken, our Fellow, is very creative and a whiz at Canva software which allows us to do some of our own graphics for marketing. The Village budgeted \$6,000 for marketing and promotion for 2025. Staff are working on the following projects and purchases:

Billboard on M-53 near Snover Road for the months of May through August  
Thumb Tourism Guide advertisement  
Change out the Chamber's sign at the corner of M-81 and M-53  
Replace 3 boards in the kiosk with new material  
Merchandise

Look for our new logo and tag line "Lives Built Here" to appear in and outside the Village starting this Spring/Summer.

### **MEETING WITH STATE LEGISLATORS**

On Wednesday, February 19, RJ Klaus and I met Representative Alexander, Senator Lauwers, and Phil Argiroff and Jessica Isler with EGLE in Lansing. I was pleased that we had the opportunity to meet and request their assistance with our wastewater treatment plant. The new plant has been on hold waiting for our EGLE permit. The permit is required before we can go out to bid or bond for the project. The typical timeframe for engineering review for an EGLE permit is anticipated to be at the most five months. We are now approaching 8 months and still have no permit. Staff and Fishbeck (our engineers) have been regularly contacting EGLE to no avail. The permit delay has put our timeline in jeopardy of not completing the project within our deadline from USDA-RD. We were able to come to a resolution at the meeting which involves proposed changes of the plant's design flows and loads from 1.0 MGD (million



gallons per day) to .3 MGD (300,000). The reduced capacity will not limit our growth potential as average daily flows currently are in the range of 225,000 +/- . Our engineers (Fishbeck) will update our basis of design report and send it to EGLE. Staff will submit the changes to our effluent permit through the MiEnviro portal, which will ultimately lower our annual permit fees. We anticipate receiving our permit in the next two weeks.

### **DNR FORESTRY GRANT**

On Tuesday, February 18, staff held the DNR kick off meeting with Kerry Gray regarding our grant. The DNR awarded the Village a matching grant of \$10,000 for a tree inventory and maintenance strategy. The Davey Proposal is in the amount of \$17,000 for services rendered. I was pleased to find out that if there are excess funds, we may use them to purchase trees for the Village. An excerpt of the contract for Davey Resource Group appears on this agenda and is recommended for approval. The full proposal was lengthy and provided to you in advance via email.

### **ALLEY WATER MAIN PROJECT DELAYED UNTIL 2026**

The 2025 budget includes a water main replacement for the two blocks behind Main Street between N. Seeger and West Street. The project would include storm sewer and road reconstruction. At the Public Services Committee meeting on February 20<sup>th</sup> the budget and proposed special assessment for area property owners was discussed. The costs for the project and special assessments are higher than anticipated. It was agreed that further evaluation is advised to look at options to decrease the cost. Local business owners will be asked to attend our next Public Services Committee meeting on March 19 at noon at the Municipal Building. By delaying this project until 2026, it would allow the Village to save additional funds for this project. Replacing water mains and lead service lines are required by the State and the Village is obligated to pay for this work to be done.

### **CULTURAL CENTER BUILDING**

The Cultural Center has attracted the interest of a local developer, and there has been two showings of the building this month. The Cultural Center is owned by the Downtown Development Authority. A nonprofit group was established, Cass City Historical Cultural Center Museum (CCHCCM), with the intent of restoring the building through community fundraisers and with the assistance of a grant from the Tuscola County Land Bank. However, when the group had an opportunity to tour the building, they did not believe they had the capacity for restoration and rescinded their offer to the DDA. Since that time in 2024, no further action has been taken on the building until recently. The investor is considering business and housing on the first floor and renovating the second floor for housing also. As more information becomes available, I will share it with you.

\*\*\*





### **PARKS & RECREATION SUMMARY FEBRUARY 2025**

- Parks & Recreation committee meeting held on 2-11-25
- Preliminary contacts with seasonal staff to discuss department needs; identify supervisory candidates for Pool and Day Camp and set up interviews for March
- Safety Committee meeting held on 1-30-25
- Continue to review and evaluate special events permits; create calendar for Parks

### **COMMUNITY DEVELOPMENT SUMMARY FEBRUARY 2025**

- Transition projects and provide training to CEDAM Fellow, Laken Chapin (DNR grant/Street Forestry Management & Marketing Re-Branding initiatives)
- Continued engagement and project collaboration with local community economic agencies; Chamber, L.E.A.D. Tuscola, DDA/EDC
- Grant writing for (2) DDA projects (bike racks and outdoor dining tables)
- Routine retention visits with local business owners, including contact with “new” building owners to discuss future/status on opening new storefronts
- Completed tours of some vacant commercial properties with prospective buyers/investors
- Identified Match on Main grant applicants, collaborating to complete project documents
- Attended monthly Department Head meeting to discuss departmental monthly goals and collaboration on common projects
- Research and identify other grant projects for Tuscola County Community Foundation & Pinney Foundation

Submitted By: Melanie Radabaugh, Director of Community Development, Parks, and Recreation



**VILLAGE OF CASS CITY**  
**DEPARTMENT OF UTILITIES**  
**VILLAGE COUNCIL SUMMARY REPORT**  
**FEBRUARY 2025**

The following is a summary report for the activities that took place at the Wastewater Treatment Plant and Department of Public Works for the past month.

**WASTEWATER TREATMENT PLANT**

The Wastewater Treatment Plant Staff continue to work on items scheduled from the Preventative Maintenance Program.

Additional items that were completed:

- All three lift stations have been checked for routine maintenance.
- We have completed our monthly Selenium, and the data has been sent to the state.
  - We have asked for a reduction in sampling frequency due to low sample results
- The crew has continued to do general/routine maintenance around the plant.
- Winter snow removal around plant
- Lab continuing water testing.
- Debbie and I met with Senator Lauwers and Representative Alexander on Wednesday Feb. 19, in regard to the Wastewater Plant construction permit process. We had very good feedback and hope to be moving forward very soon with the bidding process.

**There were no violations of our NPDES permit for the month of January.**

The average flows treated were:        179,000 gals/day for January 2025

269,000 gals/day for January 2024

## DEPARTMENT OF PUBLIC WORKS

### WATER DEPARTMENT

- **The Bacti samples and Arsenic samples were completed, and Water Reports filed as required by the MDEQ.**
- Kevin checked on high water bills
- Kevin did miss digs for the month.
- We have had people who typically have water services freeze to continue to run their water
- **The month of January 2025: The wells pumped 9.252 million gallons of water**
- **The average daily pumpage for January 2025: 298,000 gallons**
- **The average daily pumpage for January 2024: 260,000 gallons**

### PUBLIC WORKS

- Performed routine maintenance on the Village Trucks and equipment.
  - Jeremy is doing well with keeping fleet in great shape
- We have had numerous days of salting and snow removal
- We are in really good shape with salt for the 2024-2025 season
  - Second and final order of Salt placed 2/20/25

Submitted by,

RJ Klaus Director of Public Utilities

# Cass City Police Department

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February 20, 2025

## Police Activity Report for February 2025

Calls for service in February 2025 (46 complaints) have *decreased* from January 2025 (99 complaints). It should be noted that the *monthly comparison* is 19 days to 31 days.

Calls for service decreased in 2025 (145 complaints) from the same reporting period in 2024 (238 complaints).

The department has reposted its vacant full-time officer position on the Michigan Commission on Law Enforcement Standards (MCOLES) website.

## Comparing the same reporting period in 2025 to 2024

- Assaults have *decreased*.
- Burglary has *stayed the same*.
- Larceny has *increased*.
- Damage to Property has *stayed the same*.
- Fraud has *decreased*.
- Traffic Crashes have *increased*.
- Traffic and Parking Violations have *decreased*.
- Family Offense-Other and Family-Child Abuse/Neglect have *increased*.

## Code/Ordinance Enforcement

The statistics/numbers below for 2025 DO NOT include open code violations from previous years.

- 3 properties with *Blight/Rubbish*



- 0 Vacant Properties
- 4 Animal
- 0 Golf Carts/ORV/ATV
- 11 Inoperable Vehicle
- 2 Recreational Vehicle Storage
- 0 properties in violation of the Grass/Weed
- 0 properties with Council Approved Livestock

### **Meetings**

- Chief Freeman – Department Head
- Chief Freeman – Chief's Meeting
- Chief Freeman – Safety Committee
- Chief Freeman & Sgt Pierce – Village Council
- Chief Freeman & Sgt Pierce – Personnel & Public Safety
- Chief Freeman & Sgt Pierce – Committee of the Whole
- Sgt Pierce – LEAD Tuscola

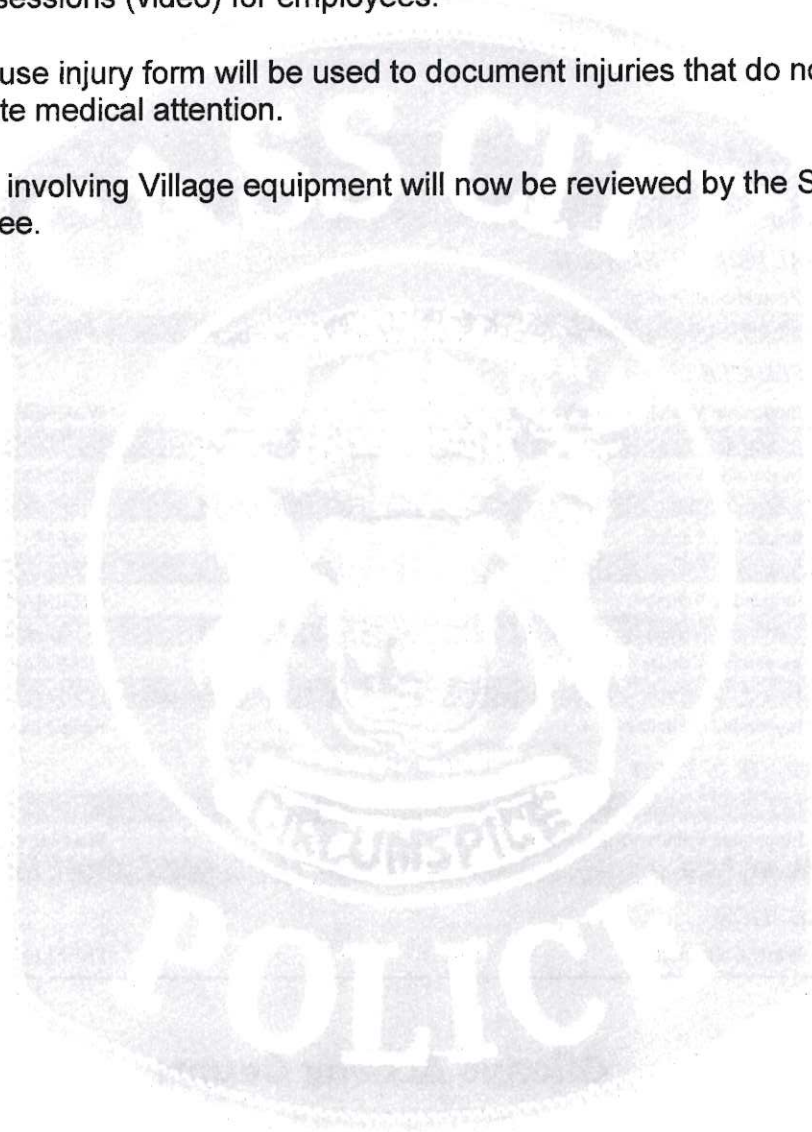
### **Training**

Chief Freeman:	Chief's of Police Conference
Sgt. Pierce:	Chief's of Police Conference
	Off Duty – Safe & Ready
Officer Hartzell:	Off Duty - Safe & Ready
	Legal Update 1
	Missing Persons with Alzheimer's
	Autism for Law Enforcement – Safe Outcomes
	Autism for Law Enforcement – Definition & Prevalence
	Interacting with Mentally Ill
	Report Writing



## **Safety Committee Highlights**

- Each department is in the process of updating Safety Manuals.
- CPR/AED Training to be scheduled for employees.
- Based upon a recent employee injury, the committee is researching different training sessions (video) for employees.
- An in-house injury form will be used to document injuries that do not require immediate medical attention.
- Crashes involving Village equipment will now be reviewed by the Safety Committee.



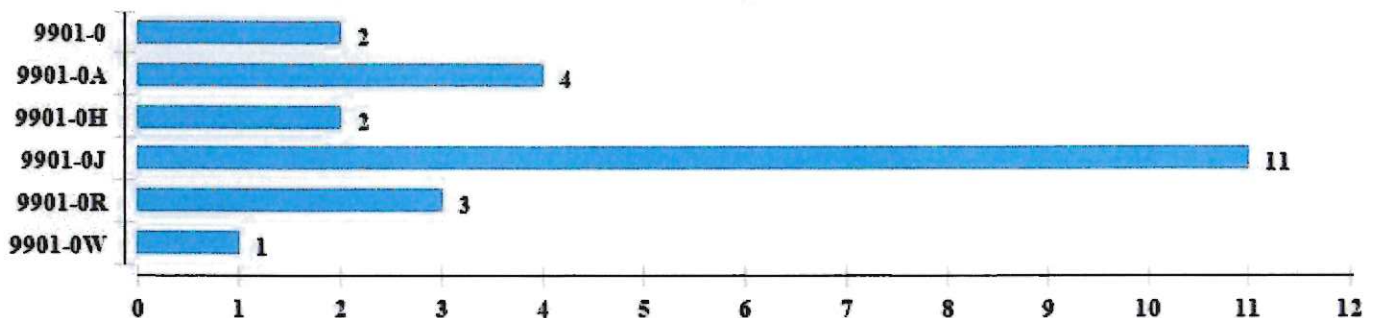
Offense Report

Report Criteria:

Start Date	End Date	Start Offense	End Offense	Status
01/01/2025	02/19/2025	99010	99011	ALL

Incident	Rprt Date	Description	Area	Officer	Status
<b>9901-0 -- VILLAGE ORDINANCE VIOLATION</b>					Count: 2
25-000070	01/25/2025	Door to Door Soliciting		HARTZELL, WILLIAM	Closed
25-000119	02/12/2025	Winter Parking		HARTZELL, WILLIAM	Cleared by Citation
<b>9901-0A -- ANIMALS</b>					Count: 4
25-000082	01/28/2025	Recreational Storage		COLEMAN, ASHLEY	Complied
25-000131	02/14/2025	Barking Dog		WAGNER, JEFFREY	Cleared by Citation
25-000132	02/15/2025	Dog at Large		WESSELS, DREW	Closed
25-000141	02/19/2025	Harboring Wildlife		PIERCE, RYAN	Closed
<b>9901-0H -- RECREATIONAL VEHICLE STORAGE</b>					Count: 2
25-000082	01/28/2025	Recreational Storage		COLEMAN, ASHLEY	Complied
25-000126	02/13/2025	Recreational Storage/Inoperable Vehicles		FREEMAN, JAMES	Open
<b>9901-0J -- INOPERABLE VEHICLE</b>					Count: 11
25-000019	01/08/2025	Inoperable Vehicle/Rubbish on Property		WAGNER, JEFFREY	Complied
25-000020	01/08/2025	Inoperable Vehicles/Rubbish on Property		WAGNER, JEFFREY	Complied
25-000040	01/16/2025	Inoperable Vehicle		FREEMAN, JAMES	In Person Contact
25-000051	01/22/2025	Inoperable Vehicle		FREEMAN, JAMES	Open
25-000052	01/22/2025	Inoperable Vehicle		FREEMAN, JAMES	Complied
25-000056	01/23/2025	Inoperable Vehicle		FREEMAN, JAMES	Complied
25-000086	01/29/2025	Inoperable Vehicle		FREEMAN, JAMES	Open
25-000121	02/12/2025	Inoperable Vehicle		FREEMAN, JAMES	Open
25-000122	02/12/2025	Inoperable Vehicle		FREEMAN, JAMES	Open
25-000126	02/13/2025	Recreational Storage/Inoperable Vehicles		FREEMAN, JAMES	Open
25-000127	02/13/2025	Inoperable Vehicle/s		FREEMAN, JAMES	Open
<b>9901-0R -- RUBBISH/GARBAGE IN YARD</b>					Count: 3
25-000019	01/08/2025	Inoperable Vehicle/Rubbish on Property		WAGNER, JEFFREY	Complied
25-000020	01/08/2025	Inoperable Vehicles/Rubbish on Property		WAGNER, JEFFREY	Complied
25-000097	02/01/2025	Rubbish on Property		WAGNER, JEFFREY	Open
<b>9901-0W -- WASTE COLLECTION</b>					Count: 1
25-000116	02/11/2025	Waste Collection		FREEMAN, JAMES	Open
					<b>Total: 23</b>

Offense Activity Counts





Offense Count Report

Report Criteria:

Start Offense	End Offense	Officer
01000	PTL	ALL
2025	2024	
01/01/2025-02/19/2025	01/01/2024-02/19/2024	

Offense	Description	2025	2024
13001	NONAGGRAVATED ASSAULT	3	5
13002	AGGRAVATED/FELONIOUS ASSAULT	1	0
13003	INTIMIDATION/STALKING	1	6
23003	LARCENY - THEFT FROM A BUILDING	1	0
25000	FORGERY/COUNTERFEITING	1	0
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	0	2
26007	FRAUD - IDENTITY THEFT	1	1
30002	RETAIL FRAUD - THEFT	0	1
36004	SEX OFFENCE - OTHER	0	1
38003	OTHER FAMILY OFFENSE	2	0
50000	OBSTRUCTING JUSTICE	2	3
53001	DISORDERLY CONDUCT	0	2
54002	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	0	4
54003	TRAFFIC OFFENSE	1	3
57001	TRESPASS	0	1
73000	MISCELLANEOUS CRIMINAL OFFENCE	0	1
91001	DELINQUENT MINORS	1	0
92004	INSANITY	0	1
93001	TRAFFIC CRASH	6	3
93002	NONTRAFFIC CRASH	1	1
93003	TRAFFIC VIOLATION - CIVIL	6	14
93004	PARKING	19	40
93006	TRAFFIC POLICING	4	14
93007	TRAFFIC SAFETY	1	0
93008	BREATHALYZER INSPECTION	1	1
93009	BREATHALYZER TEST	1	0
94002	FALSE ALARM ACTIVATION	3	2
98003	PROPERTY INSPECTION	2	3
98004	OTHER INSPECTION	10	13
98006	CIVIL MATTER	6	6
98007	SUSPICIOUS SITUATION	8	9
98008	FOUND/LOST PROPERTY	3	3
99001	SUICIDE OR ATTEMPT	1	1
99007	PUBLIC RELATIONS	0	1
99008	GENERAL ASSISTANCE-NON POLICE AGENCY	20	17
99009	GENERAL NON-CRIMINAL	2	2
99010	VILLAGE ORDINANCE VIOLATION	2	0
99010A	ANIMALS	4	7
99010B	BLIGHT	0	4
99010H	RECREATIONAL VEHICLE STORAGE	2	1
99010J	INOPERABLE VEHICLE	11	23
99010R	RUBBISH/GARBAGE IN YARD	3	5
99010V	VACANT PROPERTY	0	24
99010W	WASTE COLLECTION	1	0
99010Y	HARBORING LIVESTOCK	0	2
99011	CURFEW VIOLATION	0	1

Offense Count Report

Report Criteria:

Start Offense	End Offense	Officer
01000	PTL	ALL
2025	2024	
01/01/2025-02/19/2025	01/01/2024-02/19/2024	

Offense	Description	2025	2024
99013	ASSIST TO ANOTHER POLICE AGENCY	14	10
<b>Totals:</b>		<b>145</b>	<b>238</b>

Offense Count Report

Report Criteria:

Start Offense	End Offense	Officer
01000	PTL	ALL
<b>FEBRUARY</b>	<b>JANUARY</b>	
02/01/2025-02/19/2025	01/01/2025-01/31/2025	

Offense	Description	FEBRUARY	JANUARY
13001	NONAGGRAVATED ASSAULT	1	2
13002	AGGRAVATED/FELONIOUS ASSAULT	0	1
13003	INTIMIDATION/STALKING	0	1
23003	LARCENY - THEFT FROM A BUILDING	0	1
25000	FORGERY/COUNTERFEITING	0	1
26007	FRAUD - IDENTITY THEFT	1	0
38003	OTHER FAMILY OFFENSE	1	1
50000	OBSTRUCTING JUSTICE	0	2
54003	TRAFFIC OFFENSE	0	1
91001	DELINQUENT MINORS	0	1
93001	TRAFFIC CRASH	2	4
93002	NONTRAFFIC CRASH	0	1
93003	TRAFFIC VIOLATION - CIVIL	2	4
93004	PARKING	5	14
93006	TRAFFIC POLICING	0	4
93007	TRAFFIC SAFETY	0	1
93008	BREATHALYZER INSPECTION	0	1
93009	BREATHALYZER TEST	0	1
94002	FALSE ALARM ACTIVATION	0	3
98003	PROPERTY INSPECTION	0	2
98004	OTHER INSPECTION	0	10
98006	CIVIL MATTER	1	5
98007	SUSPICIOUS SITUATION	4	4
98008	FOUND/LOST PROPERTY	0	3
99001	SUICIDE OR ATTEMPT	0	1
99008	GENERAL ASSISTANCE-NON POLICE AGENCY	10	10
99009	GENERAL NON-CRIMINAL	0	2
99010	VILLAGE ORDINANCE VIOLATION	1	1
99010A	ANIMALS	3	1
99010H	RECREATIONAL VEHICLE STORAGE	1	1
99010J	INOPERABLE VEHICLE	4	7
99010R	RUBBISH/GARBAGE IN YARD	1	2
99010W	WASTE COLLECTION	1	0
99013	ASSIST TO ANOTHER POLICE AGENCY	8	6
<b>Totals:</b>		<b>46</b>	<b>99</b>

