



**AGENDA
CITY OF LAPEER
CITY COMMISSION
576 LIBERTY PARK, LAPEER, MI 48446
FEBRUARY 20, 2024**

6:30 P.M. CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF FEBRUARY 20, 2024, AGENDA

A. MINUTES:

1. Minutes of the Regular meeting held February 5, 2024.

B. PUBLIC COMMENTS:

1. Lapeer County Commissioner - Brad Haggadone.
2. Public Comment received regarding Bike Night.

C. CONSENT AGENDA:

1. Special Event: Friends Helping Friends – East Farmers Market, Tractor Supply Co., Saturdays, April 13, 2024, through December 28, 2024.

SUGGESTED MOTION:

Approve the Consent Agenda for February 20, 2024.

D. BILL LISTING:

1. Bill Listing for February 20, 2024.

SUGGESTED MOTION:

Approve the Bill Listing for February 20, 2024, in the amount of \$1,609,528.79.

E. PROCLAMATIONS, RECOGNITIONS AND RESOLUTIONS:

F. PUBLIC HEARINGS:

None.

G. ADMINISTRATIVE REPORTS:

1. Ordinance Amendment – Chapter 15 (Elections).

SUGGESTED MOTION:

Adopt an ordinance amendment to Chapter 15 (Elections) § 15-1 Territory included in each precinct, of the General Ordinances of the City of Lapeer.

2. Lapeer Optimist Club – Beer Tent Resolution.

SUGGESTED MOTION:

Adopt the resolution to authorize the Lapeer Optimist Club to use the city sidewalks and Cedar Street north of Nepessing Street for their beer tent on Friday, August 16, 2024, through Sunday, August 18, 2024, for Lapeer Days.

3. M-24 Tunnel Connection TAP Grant Resolution.

SUGGESTED MOTION:

Adopt the resolution supporting the M-24 Tunnel Connection Project.

H. CITY MANAGER'S REPORT:

1. Ribbon Policy – Discussion.
2. Special Event Applications:
 - a) *Chamber of Commerce - Food Truck Festival.*
 - b) *Chamber of Commerce – Fireworks.*
 - c) *Chamber of Commerce - Lapeer Days.*
 - d) *Kiwanis - Rubber Duck Dash.*
 - e) *Kiwanis - Fantasy Forest.*
 - f) *Chamber of Commerce - Christmas Parade.*
 - g) *Popovich Holdings Inc. - Friday Night Bikes.*
 - h) *Steel Patriots Motorcycle Club - Friday Night Bikes.*
3. Various matters.

I. CITY ATTORNEY'S REPORT:

1. None.

J. UNFINISHED BUSINESS:

1. Appointments to Boards and Commissions.
 - a) *Re-appointment to Cemetery Board - Mike Robinet.*
 - b) *Appointment to Board of Review - Didrik Krogh.*

K. DEPARTMENTAL COMMUNICATIONS:

1. Monthly Departmental Reports.

L. PUBLIC COMMENTS:

M. CLOSING COMMENTS:

1. Commissioners.
2. City Manager.
3. Mayor.

N. REMINDER OF MEETINGS:

Next City Commission Meeting: **MONDAY, MARCH 4, 2024, Regular**

O. REMINDER OF PUBLIC HEARINGS:

ADJOURNMENT

MATERIAL TRANSMITTAL

Notice:

Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (810) 664-5231 or by email at clerk@ci.lapeer.mi.us at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

**LAPEER CITY COMMISSION
MINUTES OF A REGULAR MEETING
FEBRUARY 5, 2024**

A regular meeting of the Lapeer City Commission was held February 5, 2024, at the Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan. The meeting was called to order at 6:35 p.m.

ROLL CALL

Present: Mayor Marquardt.

Commissioners: Atwood, Brady, Glisman, Petrie, Swindell.

Absent: None.

City Manager: Mike Womack, present.

Mayor Marquardt led the Pledge of Allegiance.

20 2024 02-05 AGENDA APPROVAL

Moved by Petrie. Seconded by Brady.

Approve the Agenda for February 5, 2024, with the removal of Item C-2 Permanent Water & Sewer Line Easements – L21-39-831-032-00; L21-39-831-032-40 and L21-39-831-032-60 from the consent agenda and moving it to Item G-4 for discussion purposes.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

21 2024 02-05 MINUTES

Moved by Glisman. Seconded by Swindell.

Approve the minutes of the regular meeting held January 16, 2024, the closed session held January 16, 2024, and the special meeting held January 27, 2024, as presented.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

PUBLIC COMMENTS

Jessica Harold spoke about Bike Night.

Carol Brown, Mayfield Township, gave an invocation and is in favor of Bike Night.

Neda Payne, Chamber of Commerce, spoke about the four special events on tonight's agenda that are held annually.

Twenty people spoke in favor of Friday Night Bikes. Additionally the City Clerk's office received 25 public comments in favor of the event, as well as three (3) public comments against the event.

Patrick Hingst spoke against Bike Night.

Scott Jankovic, owner of Vinyl Bar & Grill, would like the DDA to take over the Bike Night event.

Jeanette Osentoski spoke about Bike Night.

Tony Stroh commented on the Special Event Policy.

Chris Jadach spoke about the last commission meeting.

22 2024 02-05 CONSENT AGENDA

Moved by Brady. Seconded by Atwood.

Approve the consent agenda for February 5, 2024, as presented:

1. Traffic Control Order # 310.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

23 2024 02-05 BILL LISTING

Moved by Glisman. Seconded by Petrie.

Approve the bill listing for February 5, 2024, in the amount of \$4,251,346.32.

ON A ROLL CALL VOTE.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

PROCLAMATION, RECOGNITIONS AND RESOLUTIONS:

None.

ADMINISTRATIVE REPORTS:

**24 2024 02-05 CHARITABLE GAMING LICENSE – CITY OF LAPEER POLICE
OFFICERS CHARITABLE FUND (LCPOCF)**

Moved by Swindell. Seconded by Glisman.

Adopt the Local Governing Body Resolution for Charitable Gaming Licenses for the City of Lapeer Police Officers Charitable Fund (LCPOCF).

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

**25 2024 02-05 ORDINANCE AMENDMENT – CHAPTER 8 (PROPERTY
MAINTENANCE CODE)**

Moved by Brady. Seconded by Atwood.

Adopt an ordinance amendment to Chapter 8 (Property Maintenance Code) Article VII, of the General Ordinances of the City of Lapeer.

**CITY OF LAPEER
LAPEER COUNTY, MICHIGAN
Ordinance #: 2024-01**

An ordinance to amend City of Lapeer elections ordinance by amending Chapter 8, Article VII Property Maintenance Code.

THE CITY OF LAPEER, LAPEER COUNTY, MICHIGAN ORDAINS:

ARTICLE I.

That Ordinance § 8-44 Code Adopted is amended to read in its entirety as follows:

§ 8-44 Code adopted.

The International Property Maintenance Code® (IPMC®) establishes minimum requirements for the maintenance of existing buildings through model code regulations that contain clear and specific property maintenance and property improvement provisions.

In accordance with the provisions of the Act, there is hereby adopted by reference the 2021 Edition of the International Property Maintenance Code, with the following insertions:

Section 101.1 Insert "City of Lapeer"

Section 103.1 Insert "Property Maintenance Department"

Section 302.4 Insert "eight (8) inches"

Section 304.14 Insert April First (1st) to November First (1st)

Section 602.3 Insert January First (1st) to December Thirty-First (31st)

Section 602.4 Insert January First (1st) to December Thirty-First (31st)

ARTICLE II. SEVERABILITY

This ordinance and its various articles, paragraphs and clauses thereof are hereby declared to be severable. If any article, paragraph or clause is adjudged unconstitutional or invalid, the remainder of this amendatory ordinance shall not be affected thereby.

ARTICLE III. CONFLICT

All ordinances and provisions of ordinances of the City of Lapeer in conflict herewith are hereby repealed.

ARTICLE IV. ADOPTION

This amendatory ordinance shall be published as required by law and shall take effect after publication.

Ayes: Atwood, Brady, Glisman, Swindell.

Nays: Petrie.

MOTION CARRIED 4-1.

26 2024 02-05 ORDINANCE AMENDMENT – CHAPTER 15 (ELECTIONS)

Moved by Brady. Seconded by Atwood.

To introduce an ordinance amendment to Chapter 15 (Elections) § 15-1 Territory included in each precinct, of the General Ordinances of the City of Lapeer.

CITY OF LAPEER LAPEER COUNTY, MICHIGAN Ordinance #: 2024-02

An ordinance to amend City of Lapeer elections ordinance by amending § 15-1 Territory included in each precinct.

THE CITY OF LAPEER, LAPEER COUNTY, MICHIGAN ORDAINS:

ARTICLE I.

That Ordinance § 15-1 Territory included in each precinct is amended to read in its entirety as follows:

§ 15-1 Territory included in each precinct.

Hereafter there shall be two election precincts in the City of Lapeer.

- A. Precinct Number One shall include all area north of Genesee Street and west of Fox Street extending to Biddle Street; west of Biddle Street to Cedar Street; west of Cedar Street to Second Street; south of Second street to Main Street; and west of Main Street to end of City Limits.
- B. Precinct Number Two shall include all area east of Main Street north of Second Street; and all areas east of Cedar Street extended to Biddle Street; east of Biddle Street to Fox Street; east of Fox street to Genesee Street to end of City Limits; and all area south of Genesee Street to end of City Limits.

ARTICLE II. SEVERABILITY

This ordinance and its various articles, paragraphs and clauses thereof are hereby declared to be severable. If any article, paragraph or clause is adjudged unconstitutional or invalid, the remainder of this amendatory ordinance shall not be affected thereby.

ARTICLE III. CONFLICT

All ordinances and provisions of ordinances of the City of Lapeer in conflict herewith are hereby repealed.

ARTICLE IV. ADOPTION

This amendatory ordinance shall be published as required by law and shall take effect after publication.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell

Nays: None.

MOTION CARRIED.

27 2024 02-05 PERMANENT WATER & SEWER LINE EASEMENTS – L21-39-831-032-00; L21-39-831-032-40 AND L21-39-831-032-60.

Moved by Brady. Seconded by Atwood.

Approve the Permanent Water & Sewer Line Easements – L-21-39-831-032-00; L21-39-831-032-40 and L21-39-831-032-60.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell

Nays: None.

MOTION CARRIED.

CITY MANAGER'S REPORT

City Manager Womack asked the City Commission to provide him with policy direction on the current Special Event Application policy as well as the actual Special Event Application itself. Currently, the policy reads that for-profit events must pay 100% of all City costs associated with the event. The policy should be applied fairly and equally to all. However, it appears that past practice has been that the City pays for all costs associated with any Special Event, which causes a conflict between current policy and past practice.

City Commissioners held a discussion on the current policy for the Special Event Applications. Commissioners Brady, Glisman, and Petrie are in favor of the current policy, Commissioner Swindell stated the policy needs updating. The discussion continued about the fees that can be charged to City Sponsored Events, Co-Sponsored Events, Non-Profit Events and For-Profit events and the cost associated with the various types of events. It was the consensus of the group to update the application and follow the current policy.

City Manager Womack asked the Commission to provide him with policy direction on the proposed Community Center Policy Changes which include requiring all single visit users to show identification and create a user profile to use the facility and to increase the minimum age children can use the facility unsupervised. The current policy allows children to be 10+ years old to be in the building without supervision. It was the consensus to move forward with the suggested changes and provide the commission with a policy at a future meeting for consideration.

City Manager Womack asked the Commission to provide him direction on the design concept for Parking Lot #5 . The City Engineer stated there are two options for consideration for the parking lot, one being to overlay the existing lot, which is not recommended and would be at a cost of approximately \$180,000 or the second option is to completely overhaul the lot, which will cost approximately \$700,000. Commissioners asked questions of the City Engineer about the design and cost options associated with this parking lot. It was the consensus of the commission to have the parking lot completely redone.

CITY ATTORNEY'S REPORT

None.

UNFINISHED BUSINESS

28 2024 02-05 APPOINTMENT TO DOWNTOWN DEVELOPMENT AUTHORITY

Moved by Mayor Marquardt. Moved by Brady. Seconded by Glisman.

To appoint Christopher Herr to the Downtown Development Authority for a term to expire January 1, 2027.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

29 2024 02-05 APPOINTMENT TO EDC/TIFA/ BROWNFEILD REDEVELOPMENT

Moved by Mayor Marquardt. Moved by Swindell. Seconded by Glisman.

To re-appoint William Marquardt to Economic Development Corporation, Tax Increment Finance Authority, Brownfield Redevelopment Authority for a term to expire March 1, 2030.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

30 2024 02-05 RESIGNATION FROM LAPEER HOUSING COMMISSION, LAPEER – HOUSING BOARD OF APPEALS AND LAPEER NEIGHBORHOODS, INC.

Moved by Brady. Seconded by Petrie.

Accept the resignation of Jennell RaCosta from Lapeer Housing Commission, Lapeer – Housing Board of Appeals and Lapeer Neighborhoods, Inc. and declare the seats vacant.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

31 2024 02-05 APPOINTMENT TO LAPEER HOUSING COMMISSION, LAPEER – HOUSING BOARD OF APPEALS AND LAPEER NEIGHBORHOODS, INC.

Moved by Mayor Marquardt. Moved by Brady. Seconded by Petrie.

To appoint Brad Chayka to the Lapeer Housing Commission for a term to expire August 1, 2027; Lapeer – Housing Board of Appeals for a term to expire May 1, 2024, and Lapeer Neighborhoods, Inc. for a term to expire August 1, 2024.

Ayes: Atwood, Brady, Glisman, Petrie, Swindell.

Nays: None.

MOTION CARRIED.

DEPARTMENTAL REPORTS

The DDA Monthly Departmental Report, Planning Commission 2023 Annual Report, Quarterly Financial Report, Quarterly Investment Reports, and Planning Commission Recommendation – Marihuana Grow Facilities were received into the record, as presented.

PUBLIC COMMENTS

Jeanette Osentoski commented on parking lot #5.

Neda Payne commented about non-profits paying half of the costs for events.

MAYOR/COMMISSIONER COMMENTS

Commissioner Swindell: Happy to see so many people here at the meeting tonight. The Chamber of Commerce and DDA did send surveys to business owners, however not many were returned. Likes the bioswale idea at the river. The farmers market needs to be non-profit in order to build a pavilion for them. Thanked Brad Chayka for volunteering to serve on three different boards. Thanked all the other volunteers.

Commissioner Petrie: Grateful for all those who appeared here tonight; however, to hold Bike Night every Friday night is a bit much and we need to think about that, as other groups might like to have an event on a Friday as well. Would like to see the fences mended between the business owners in the downtown; wants to bring peace and unity to the community. Asked the Mayor and City Manager for information about renegotiating the City Attorney's contract so that the City Attorney is here at every meeting and would like on an upcoming meeting agenda.

Commissioner Brady: Asked if there was an action necessary regarding the departmental communication from the Planning Commission regarding the marihuana grow facilities.

Commissioner Glisman: Spoke about the Special Meeting held on January 27, 2024, at the Train Depot; was very informative. Looking for an amicable conclusion to Bike Night; wants it to be fair for all people. Sorry to hear about the fire and glad everyone was safe. Happy Valentine's Day. The Refuge will be holding a fund-raiser in April.

Commissioner Atwood: There is a false narrative that the city is anti-bikes, anti-non-profit, and anti-other things, when really, we are just trying to do our jobs as elected officials. There are meaningful conversations that need to take place. We have a large downtown with businesses that want events, while others do not. We need to work for the common good of everyone. Does not want to see division between the organizations. Would recommend that the DDA and City Manager have a meeting to look for a solution to this event; maybe this event can be taken over by a non-profit organization.

City Manager Womack: There is a fracture in the business community and would like to see the DDA take over Bike Night. We want the city to be better.

Mayor Marquardt: Read the list of local events. Gave an explanation on why the DDA no longer hosts the event. Thanks to everyone who was here tonight.

32 2024 02-05 ADJOURNMENT

Having no further business, Mayor Marquardt adjourned the regular meeting at 9:32 p.m.

Debbie Marquardt, Mayor

Romona Sanchez, City Clerk

From: [Jack McLer](#)
To: [manager](#); [Clerk Department](#); savelepeerbikenights@proton.me
Subject: Lapeer Bike night.
Date: Monday, February 12, 2024 1:05:36 PM

To whom it may concern,

I can't imagine canceling or compromising lapeer's bike night.

Obviously it's very popular as there are many attendants spending money in downtown Lapeer.

I strongly disagree with changing or compromising Lapeer bike night in any way.

It is an amazing group of people, family friendly and respectful.

I can't imagine a business or restaurant turning away the money that bike night brings to their businesses. However if they don't want to participate they don't have to. They can just close their business during bike night hours.

Thank you so much,
Jack McLeroth

From: [Jack McLer](#)
To: [Clerk Department](#); [manager](#)
Subject: Fwd: Lapeer Bike night.
Date: Monday, February 12, 2024 6:36:41 PM

On 2/12/24, 1:05 PM Jack McLer <Jackmcl@usa.com> wrote:

To whom it may concern,

I can't imagine canceling or compromising lapeer's bike night.

Obviously it's very popular as there are many attendants spending money in downtown Lapeer.

I strongly disagree with changing or compromising Lapeer bike night in any way.

It is an amazing group of people, family friendly and respectful.

I can't imagine a business or restaurant turning away the money that bike night brings to their businesses. However if they don't want to participate they don't have to. They can just close their business during bike night hours.

Thank you so much,
Jack McLeroth

To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: January 25, 2024
RE: Special Event – East Lapeer Farmers Market

STAFF RECOMMENDATION

Approve the event. Insurance required.

CURRENT OR NEW INFORMATION

Friends helping Friends Inc. would like to have a weekly event at the TSC located at 1203 Imlay City Rd. The event is named, “East Lapeer Farmers Market.” This event is not located on city owned property. The organizer, Kathy Stine, is requesting that every Saturday starting on April 13, 2024, and ending December 28, 2024, from 10 a.m. to 4 p.m. they host a farmers market event in the parking lot of TSC. They expect about 20 vendors to participate.

This event does not require any additional city services.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

This appears to be the events first time as special event. Kathy Stine, the organizer, advised in the application that this would be annual going into 2025.

AGENDA ITEM REVIEW

Meeting Date: February 5, 2024

Date Reviewed: January 26, 2024

Consent: X

Administrative:

Reviewed By: R. Sanchez, City Clerk

Public Hearing:

City of Lapeer SPECIAL EVENT APPLICATION (SEA)



DIRECTIONS: Complete this application in accordance with the City of Lapeer Special Events Ordinance and Regulations, and return it to the either Parks & Rec department (for events at a City Park) or to the City Manager's Office at least 30 Calendar days prior to the starting date of the event.

If you are requesting an event to take place in a CITY PARK, YOU MUST SUBMIT YOUR SEA DIRECTLY TO THE PARKS & RECS DEPARTMENT Sara Tilley Stilley@ci.lapeer.mi.us). If your event is NOT in a City Park, your SEA should come directly to the City Manager's Office (Tracey Russell, Trussell@ci.lapeer.mi.us).

Sponsoring Organization (Legal Name) TSC LAPEER Phone # 810-441-1335
 Address Friends Helping Friends INC
6486 Weyer Rd Imahcity 48444
 Organization Event Coordinator/Contact Kathy Stine Phone # 810-441-1335
 Event Coordinator/Contact Address 6486 Weyer Rd Imahcity 48444
 Coordinator/Contact Email Friends.helping.Friends.inc@yahoo.com

Event Name EAST LAPEER FARMERS MARKET
 Purpose of Event FRMERS MARKET

Event Location 1203 IMAH CITY RD LAPEER MI 48444 Have you reserved your park/pavilion? ☒ Yes ☐ No
TSC LAPEER If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.*

Date of Event EVERY SAT APR 13, 2024 to DEC. 2024 Event Time 10-4 PM

of Event Organizational Team 4 people # of Expected Attendees: 20 Venders

Describe the activities taking place at your event: FARMER MARKET

Please check what will be part of your event:

<input checked="" type="checkbox"/> Music**	<input checked="" type="checkbox"/> Animals** (such as a petting zoo)	<input checked="" type="checkbox"/> Selling of food*	<input type="checkbox"/> Posted Signage of Event*
<input checked="" type="checkbox"/> Tents	<input type="checkbox"/> Wedding	<input type="checkbox"/> Selling of drinks*	<input type="checkbox"/> Liquor/Beer or Wine*

**Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals: _____

*See Rules and Regulations

Please check what you request the City to supply:

Picnic Tables Qty:	Electricity Turned on/off	Other:
Inflatables	Road Crossing Guards Qty:	Trash Containers Qty:
Road Closures List:		

Please attach a letter indicating all requests of City services if something other than above.

What type of event is this:

City Operated Event	<input checked="" type="checkbox"/>	Other Non-Profit Event	<input type="checkbox"/>	Co-Sponsored Event
		Other For-Profit Event	<input type="checkbox"/>	Political or Ballot Issue Event

INDEMNIFICATION AGREEMENT

The _____ agree(s) to defend, indemnify, and hold harmless the City of Lapeer, Michigan, its officers, employees and agents, from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Lapeer, its officers employees agents, by reason of any damage to property, bodily injury or death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

Signature: Kathy Sklar Date: 1-12-24

Witness: [Signature] Date: 1-12-24

1. **ANNUAL EVENT:** Is this event expected to occur next year? ☒ [YES] ☐ [No]

If yes, you may reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule

(e.g., third weekend in July): JAN to Dec. 2025 Every SATURDAY

2. **AN EVENT MAP [IS] [IS NOT]** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off. **Crossing Guards are required if crossing any roads.**

3. **FREE PARKING:** Are you requesting free parking (see the Rules and Regulations)?
[YES] ☒ [NO]

If yes, list the lots or locations where free parking is requested:

4. **Alcoholic Beverages:** Will they be served? [YES] [NO]
Who holds the Liquor Control Commission license?
-

5. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
- a. A certificate of insurance must be provided which names the City of Lapeer as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
 - c. If the event includes solicitation by workers standing in street intersections, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not recommend standing in the street or making any solicitations from the street.
 - d. All food vendors must be approved by the Lapeer County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City of Lapeer as an additional named insured party on the policy.
 - e. The approval of this special event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Events Ordinance and Regulations. The event will be operated in conformance with the Written Confirmation of Approval.
 - f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City of Lapeer and will promptly pay any billing for City services which may be rendered.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Ordinance and Regulations, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which may apply to this Special Event.

1/12/24
Date

Kathy Stine
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:

Special Event, City of Lapeer, City Manager's Office, 576 Liberty Park, Lapeer MI 48446.

Dates for East Lapeer Farmers Market 2024

~~Saturday January 6, 13, 20, 27~~

~~Saturday February 3, 10, 17, 24~~

Saturday March 2, 9, 16, 23, 30

Saturday April 6, 13, 20, 27

Saturday May 4, 11, 18, 25

Saturday June 1, 8, 15, 22, 29

Saturday July 6, 13, 20, 27

Saturday August 3, 10, 17, 24, 31

Saturday September 7, 14, 21, 28

Saturday October 5, 12, 19, 26

Saturday November 2, 9, 16, 23, 30

Saturday December 7, 14, 21, 28

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 24 2018

FRIENDS HELPING FRIENDS INC
6486 WEYER ROAD
IMLAY CITY, MI 48444-8806

Employer Identification Number:
82-5263151
DLN:
26053535001248
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 1, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

FRIENDS HELPING FRIENDS INC

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306		CONTACT NAME: PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No): E-MAIL ADDRESS: support@nextinsurance.com	
INSURED East Lapeer Farmers Market 1203 E. Inlay City Rd. Lapeer, MI 48446		INSURER(S) AFFORDING COVERAGE INSURER A: State National Insurance Company, Inc. NAIC # 12831 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 913627838 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	NXTLLVF7JP-00-GL	03/01/2024	03/01/2025	EACH OCCURRENCE \$1,000,000.00
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00					
	MED EXP (Any one person) \$15,000.00					
	PERSONAL & ADV INJURY \$1,000,000.00					
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION S					BODILY INJURY (Per person) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
						EACH OCCURRENCE \$
						AGGREGATE \$
						\$
						PER STATUTE OTH-ER
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is City of Lapeer. This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER City of Lapeer 576 Liberty St Lapeer, MI 48446	LIVE CERTIFICATE Click or scan to view	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ITEM D-1

To: Mayor and City Commission
From: Kelly Hanna, Director of Financial Services
Date: February 14, 2024
RE: Bill Listing – February 2, 2024, through February 15, 2024

STAFF RECOMMENDATION

Approve the bill listing as presented.

CURRENT OR NEW INFORMATION

I, Kelly Hanna, Director of Financial Services, have reviewed the bills for February 2, 2024, through February 15, 2024, in the total amount of **\$1,609,528.79** and find them to be proper charges.

AGENDA ITEM REVIEW

Meeting Date:	February 20, 2024	Date Reviewed:	February 14, 2024
Consent:			
Administrative:		Reviewed By:	R. Sanchez, City Clerk
Public Hearing:			

CHECK REGISTER FOR THE CITY OF LAPEER
CHECK DATE FROM 02/02/2024 - 02/15/2024

Check Date	Check	Vendor Name	Amount
02/15/2024	597467	LAPEER COMMUNITY SCHOOLS	845,696.76
02/15/2024	597465	LAPEER CO TREASURER	228,882.83
02/15/2024	597463	LAPEER CO INTERMEDIATE SCHOOL	195,318.92
02/15/2024	1946(E)	BLUE CROSS & BLUE SHIELD OF MI	68,246.39
02/15/2024	597468	LAPEER DISTRICT LIBRARY	60,338.90
02/15/2024	597476	MOTOROLA	28,582.53
02/15/2024	597454	GREATER LAPEER TRANS AUTH	16,860.32
02/15/2024	597448	CRAWLSPACE REMEDIATION LLC	16,100.00
02/15/2024	1948(E)	CONSUMERS ENERGY	12,569.69
02/15/2024	597493	U.S. POSTMASTER	10,000.00
02/15/2024	1909(A)	ABM COMMERCIAL CLEANING, LLC	7,580.00
02/15/2024	1944(A)	WINDER POLICE EQUIPMENT INC	6,950.63
02/15/2024	1943(A)	WEX BANK	6,940.90
02/15/2024	1937(A)	ROWE INC	6,599.75
02/15/2024	1914(A)	DEE CRAMER	6,359.91
02/15/2024	1920(A)	HAVILAND PRODUCTS COMPANY	5,282.25
02/15/2024	597451	ETNA SUPPLY	5,265.00
02/15/2024	597496	WAGNER BROTHERS SERVICES	5,250.00
02/15/2024	1942(A)	VC3, INC.	4,221.75
02/15/2024	1947(E)	CITY OF LAPEER	3,742.86
02/15/2024	597475	MLR ENGINEERING	3,700.00
02/15/2024	1915(A)	EASTERN MICHIGAN UNIVERSITY	3,500.00
02/15/2024	597487	THE ROSSOW GROUP	3,500.00
02/15/2024	1923(A)	LEGACY ASSESSING SERVICES INC	3,400.00
02/15/2024	597466	LAPEER CO TREASURER	3,330.00
02/15/2024	1922(A)	K & R TRUCK SALES, INC.	3,081.84
02/15/2024	1935(A)	PRO COMM INC.	2,614.68
02/15/2024	597485	T. P. ISRAEL CO INC	2,400.00
02/15/2024	1912(A)	CORRIGAN OIL II, INC.	2,296.82
02/15/2024	1940(A)	SPICER GROUP	2,258.50
02/15/2024	597449	DOWNTOWN DEVELOPMENT AUTHORITY	2,209.89
02/15/2024	1932(A)	PARAGON LABORATORIES, INC.	2,136.00
02/15/2024	1921(A)	HYDRO CORP	1,989.50
02/15/2024	597473	MGS ELECTRIC INC.	1,930.00
02/15/2024	1925(A)	MAUK, JODI	1,807.70
02/15/2024	1939(A)	SMITH, SHANNON	1,807.70
02/15/2024	597479	PRINTING SYSTEMS	1,706.02
02/15/2024	1945(A)	WSP USA ENVIR. & INFRASTRUCTURE INC	1,464.00
02/15/2024	597491	TRW LANDSCAPES LLC	1,370.00
02/15/2024	1950(E)	METROPOLITAN LIFE INSURANCE COMPANY	1,327.70
02/15/2024	597490	TOWN & COUNTRY POOLS, INC	1,245.00
02/15/2024	597495	VILLAGE PRINTING	1,210.00

02/15/2024	597457	JACK DOHENY SUPPLIES INC	1,170.40
02/15/2024	1941(A)	TAYLOR, SARAH	1,000.00
02/15/2024	1916(A)	EUROFINS ENVIRONMENT TESTING	902.50
02/15/2024	597497	WELLS FARGO REAL ESTATE TAX SERVICE	899.19
02/15/2024	597471	MARCO TECHNOLOGIES, LLC	882.79
02/15/2024	1913(A)	CRUISERS, INC	864.76
02/15/2024	597459	KARMA ENVIRONMENTAL SOLUTIONS LLC	750.00
02/15/2024	597489	TIMBERGATE CONSTRUCTION	750.00
02/15/2024	597492	U.S. POSTMASTER	700.00
02/15/2024	1911(A)	BIG WATER TECHNOLOGIES CORP	690.00
02/15/2024	1919(A)	FLUSHING URGENT CARE PLC	645.00
02/15/2024	597456	IN-HOUSE SOLUTIONS, LLC	600.00
02/15/2024	597444	CASCADE SPRINKLER INSPECTION	550.00
02/15/2024	1936(A)	RICK RHEIN DISPOSAL	472.00
02/15/2024	597494	VIEW NEWSPAPERS	447.80
02/15/2024	597488	THE WILKINSON CORP.	437.00
02/15/2024	597442	BLACKHAWK SECURITY	425.00
02/15/2024	1926(A)	MAURER'S TEXTILE RENTAL SERVICES	400.15
02/15/2024	597458	JAY'S SEPTIC	390.00
02/15/2024	597460	KONIECZKA HEATING & COOLING, INC	343.00
02/15/2024	597450	ECKER MECHANICAL CONTRACTORS, INC	300.00
02/15/2024	597484	STATE OF MICHIGAN	274.00
02/15/2024	597483	SHIRLEY'S DRY CLEAN. & ALTERATIONS	263.20
02/15/2024	597462	LAPEER CO HEALTH DEPT	260.00
02/15/2024	1931(A)	ON DUTY GEAR, LLC	251.98
02/15/2024	597447	CONSUMERS ENERGY COMPANY	250.00
02/15/2024	1934(A)	PREMIER SAFETY	243.08
02/15/2024	1917(A)	FASTENAL COMPANY	222.81
02/15/2024	1929(A)	MUNICIPAL EMERGENCY SERVICES, INC	210.00
02/15/2024	597472	MATRIX BASEMENT SYSTEMS	200.00
02/15/2024	1924(A)	LEXIPOL, LLC	191.78
02/15/2024	1910(A)	AMERICAN VIDEO TRANSFER INC	190.58
02/15/2024	1928(A)	MEI TOTAL ELEVATOR SOLUTIONS	180.47
02/02/2024	597440	POSTMASTER	162.61
02/15/2024	597474	MI STATE FIREMEN'S ASSOC	130.37
02/15/2024	597452	FIRST ADVANTAGE LNS	120.35
02/15/2024	1949(E)	INVOICE CLOUD	115.00
02/15/2024	1938(A)	SHORELINE INVESTMENT SERV. INC.	108.95
02/15/2024	597453	GRAINGER	104.00
02/15/2024	597441	ALLIED SIGNS, INC	100.00
02/15/2024	597443	CAPITOL SUPPLY & SERVICE, INC	100.00
02/15/2024	597446	CONLON INSTALLATIONS INC	100.00
02/15/2024	597455	HOLLAND HEATING & COOLING, INC	100.00
02/15/2024	597469	LG ELECTRIC	100.00
02/15/2024	597477	MRJ SIGN COMPANY, LLC	100.00
02/15/2024	597481	RHB ELECTRIC, INC	100.00
02/15/2024	597482	SD ELECTRICAL CONTRACTING LLC	100.00

02/15/2024	1930(A)	NYE UNIFORM CO	97.84
02/15/2024	1933(A)	PAYETTE SALES & SERVICE INC.	90.90
02/15/2024	1918(A)	FLINT WELDING SUPPLY CO	81.25
02/15/2024	597486	THE COUNTY PRESS	65.00
02/15/2024	597480	REGIONAL MEDICAL IMAGING, PC	60.00
02/15/2024	597461	LAPEER CO DRAIN COMMISSION	45.34
02/15/2024	597478	NUREMBERG, AUNDREA	28.00
02/15/2024	597464	LAPEER CO MUNICIPAL CLERK'S ASSOC	25.00
02/15/2024	597470	MACOMB ASSESSORS ORGANIZATION	25.00
02/15/2024	597445	CITY OF LAPEER	22.92
02/15/2024	1927(A)	MCLEAN, ALEXANDRIA	10.85
02/15/2024	1951(E)	STATE OF MICHIGAN	3.18
TOTAL			<u>\$1,609,528.79</u>



ITEM G-1

To: Mayor and City Commissioners
From: Mike Womack, City Manager
Date: January 25, 2024
RE: Ordinance Amendment to Chapter 15

STAFF RECOMMENDATION

To adopt an ordinance amendment to Chapter 15 Elections, §15-1 Territory included in each precinct.

CURRENT OR NEW INFORMATION

With the passage of Proposal 2022-2, there are a significant number of changes to the way communities conduct elections in the State of Michigan. Beginning with the Presidential Primary, which is scheduled for February 27, 2024, voters now have the option of voting in person at an early voting site for nine consecutive days beginning on the second Saturday before the election. Voters still have the option to vote by absentee ballot or at their polling location on election day.

Additionally, Act No. 88 Public Acts of 2023 increased precinct size. Prior to this act each voting precinct was to have no more than 2,999 registered voters per precinct; however, the number of registered voters has increased to 4,999 per precinct.

Precinct boundaries are governed under Michigan Election Law, MCL 168-654.66, and can only be approved by the local Election Commission. The City of Lapeer Election Commission met on November 27, 2023, and adopted Resolution #2023-01 Approving Changes in Boundaries for Voting Precincts, which approved the previous #1 and #2 Precincts to be combined to become the new Precinct #1, and the previous Precincts #3 and #4 to be combined to become the new Precinct #2.

Both polling locations will remain the same, Precinct #1 is at Trinity United Methodist Church, 1310 N. Main Street, and Precinct #2 is at Calvary Bible Church, 923 S Main Street.

Consolidation of these precincts will ultimately be a cost savings for the city. For example, we will not need as many election workers, there will be less equipment needed and less maintenance costs.

Currently, Chapter 15 Elections, Article I Precincts states “§ 15-1 Territory included in each precinct. Hereafter, there shall be four election Precincts in the City of Lapeer”, and details the boundaries for the four precincts. This amendment will modify § 15-1 Territory included... to two election precincts.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

The City of Lapeer has had four voting precincts since 1996.

AGENDA ITEM REVIEW

Meeting Date:	February 20, 2024	Date Reviewed:	January 25, 2024
Consent:			
Administrative:	X	Reviewed By:	R. Sanchez, City Clerk
Public Hearing:			

CITY OF LAPEER
LAPEER COUNTY, MICHIGAN

Ordinance #: 2024-02

An ordinance to amend City of Lapeer elections ordinance by amending § 15-1 Territory included in each precinct.

THE CITY OF LAPEER, LAPEER COUNTY, MICHIGAN ORDAINS:

ARTICLE I.

That Ordinance § 15-1 Territory included in each precinct is amended to read in its entirety as follows:

§ 15-1 Territory included in each precinct.

Hereafter there shall be two election precincts in the City of Lapeer.

- A. Precinct Number One shall include all area north of Genesee Street and west of Fox Street extending to Biddle Street; west of Biddle Street to Cedar Street; west of Cedar Street to Second Street; south of Second street to Main Street; and west of Main Street to end of City Limits.
- B. Precinct Number Two shall include all area east of Main Street north of Second Street; and all areas east of Cedar Street extended to Biddle Street; east of Biddle Street to Fox Street; east of Fox street to Genesee Street to end of City Limits; and all area south of Genesee Street to end of City Limits.

ARTICLE II. SEVERABILITY

This ordinance and its various articles, paragraphs and clauses thereof are hereby declared to be severable. If any article, paragraph or clause is adjudged unconstitutional or invalid, the remainder of this amendatory ordinance shall not be affected thereby.

ARTICLE III. CONFLICT

All ordinances and provisions of ordinances of the City of Lapeer in conflict herewith are hereby repealed.

ARTICLE IV. ADOPTION

This amendatory ordinance shall be published as required by law and shall take effect after publication.

CERTIFICATION

The foregoing ordinance is hereby certified to be the authentic record of the ordinance which was duly adopted by the City Commission of the City of Lapeer on the [REDACTED] 2024, and published on the [REDACTED], 2024.

YEAS:

NAYS:

ABSENT:

STATE OF MICHIGAN)) SS
COUNTY OF LAPEER)

I, the undersigned, the fully qualified and acting Clerk of the City of Lapeer, Lapeer County, Michigan, do hereby certify that the foregoing is a true and complete Copy of an ordinance adopted at a regular meeting of the City Commission of the City of Lapeer, Michigan, held on the [REDACTED], 2024, the original of said meeting was given to and in compliance with Act 267, Public Acts of Michigan, 1976.

I further certify that on the [REDACTED], 2024, I caused a notice of such adoption to be published in the County Press, a newspaper circulated in the City of Lapeer, and that said Ordinance and the record of publication was duly recorded in the Municipal Code of the City of Lapeer and is available for public use and inspection at the offices of the City of Lapeer Clerk.

IN WITNESS WHEREOF, I have hereunto fixed my official signature on this [REDACTED], 2024.

Romana Sanchez, City Clerk
City of Lapeer



ITEM G-2

To: Mike Womack, City Manager
From: Romona Sanchez, City Clerk
Date: February 8, 2024
RE: Optimist Beer Tent Resolution

STAFF RECOMMENDATION

Adopt the resolution to authorize the Lapeer Optimist Club to use the City sidewalks and Cedar Street north of Nepessing Street for their beer tent on Friday, August 16, 2024, through Sunday, August 18, 2024, be approved.

CURRENT OR NEW INFORMATION

The Optimist Club has requested a resolution from the City of Lapeer, in order to obtain their liquor license, permit from Michigan Department of Licensing and Regulatory Affairs (LARA), Liquor Control Commission for their beer tent during the Lapeer Days Festival.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual Event.

AGENDA ITEM REVIEW

Meeting Date:	February 20, 2024	Date Reviewed:	February 14, 2024
Consent:			
Administrative:	X	Reviewed By:	R. Sanchez, City Clerk
Public Hearing:			

**CITY OF LALPEER
RESOLUTION # 2024-01
Lapeer Optimist Club**

PRESENT:

ABSENT:

Moved by Commissioner _____ and supported by Commissioner _____ that the request to authorize the Lapeer Optimist Club to use the city sidewalks and Cedar Street north of Nepessing Street for their beer tent on Friday, August 16, 2024, through Sunday, August 18, 2024, be approved.

APPROVAL

Ayes: Commissioners

Nays:

Absent:

DISAPPROAL

Ayes:

Nays:

Absent:

It is the consensus of this legislative body that the request be approved by the State of Michigan, Department of Consumer & Industry Services, Liquor Control Commission.

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution duly adopted by the City Commission of the City of Lapeer, County of Lapeer, Michigan at a regular meeting held on February 20, 2024, and that public notice of said meeting was given pursuant to and in full conformity with Act No. 267, Public Acts of Michigan, 1976, as amended.

CITY SEAL

Romona Sanchez, CMC
City Clerk, City of Lapeer
576 Liberty Park
Lapeer, Michigan 48446



ITEM G-3

To: Mike Womack, City Manager
From: Rodney Church, Director of Parks, Recreation and Cemetery
Date: February 14, 2024
RE: Resolution – TAP Grant for the M-24 Tunnel Connection Project

STAFF RECOMMENDATION

To adopt the resolution supporting the M-24 Tunnel Connection Project.

CURRENT OR NEW INFORMATION

The City is working with ROWE Engineering on a TAP (Transportation Alternatives Program) Grant to help pay for the project. The proposed project is to construct a switch back trail on the west side of M-24 that will connect to the tunnel and extend east into Cramton Park. An asphalt pathway coming out east of the tunnel will connect to the existing Kiwanis Bridge over Farmers Creek and connect north to the existing pathway on the north side of the playground. The M-24 Underpass Trail Connection is a key east-west link in the walkability development of Lapeer. If awarded the TAP Grant will cover 80% of the construction costs. The city's share (20%) and engineering will be paid for out of TIFA 2 & 3 funds. This project has been in the works since 2015 and is currently in the Capital Improvement Plan Project # 91580

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

None.

AGENDA ITEM REVIEW

Meeting Date:	February 20, 2024	Date Reviewed:	February 14, 2024
Consent:		Reviewed By:	R. Sanchez, City Clerk
Administrative:	X		
Public Hearing:			

**CITY OF LAPEER
RESOLUTION #2024-03
M-24 TUNNELL CONNECTION
TAP GRANT RESOLUTION**

At a regular meeting of the Lapeer City Commission of the City of Lapeer, Lapeer County, Michigan, held at Lapeer City Hall on February 20, 2024, there were:

PRESENT: Mayor Marquardt. Commissioners Atwood, Brady, Glisman, Petrie, Swindell.
ABSENT: None.

MOVED BY: Commissioner .

SECONDED BY: Commissioner .

WHEREAS, the Lapeer City Commission is in support of the non-motorized pathway project known as the M-24 Tunnel Connector project, to provide an ADA accessible means of travel from the west side of M-24 to the east side M-24 at the Farmer's Creek bridge utilizing the existing pedestrian tunnel constructed in 2015; and

WHEREAS, in addition to the funds that the City of Lapeer has expended in required property acquisition and preliminary engineering; and

WHEREAS, the city is prepared to expend all costs related to design engineering, construction engineering, and the 20% share of the construction costs, currently estimated at \$165,000 for engineering, and \$116,000 (local share) for construction; and

WHEREAS, the Director of Parks, Recreation, and Cemetery Rodney Church shall be the administrative official designated to act as the agent/representative on behalf of the City of Lapeer during project development, and to sign a project agreement (contract) upon receipt of a grant funding Award; and

WHEREAS, the City of Lapeer shall commit to owning/operating the constructed facility and funding/implementing a maintenance plan/program in perpetuity or causing operations and maintenance to occur.

NOW THEREFORE BE IT RESOLVED, that the City of Lapeer shall be responsible for engineering, permits, administration, potential cost overruns, and any non-participating items.

This resolution was adopted on this 20th day of February 2024.

YEAS:

NAYS:

MOTION CARRIED. RESOLUTION DECLARED ADOPTED.

CERTIFICATION:

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Lapeer City Commission, County of Lapeer, Michigan at a regular meeting held on February 20, 2024,, in compliance with the Act No. 267 of the Public Acts of 1967.

Romona Sanchez, CMC
City Clerk, City of Lapeer



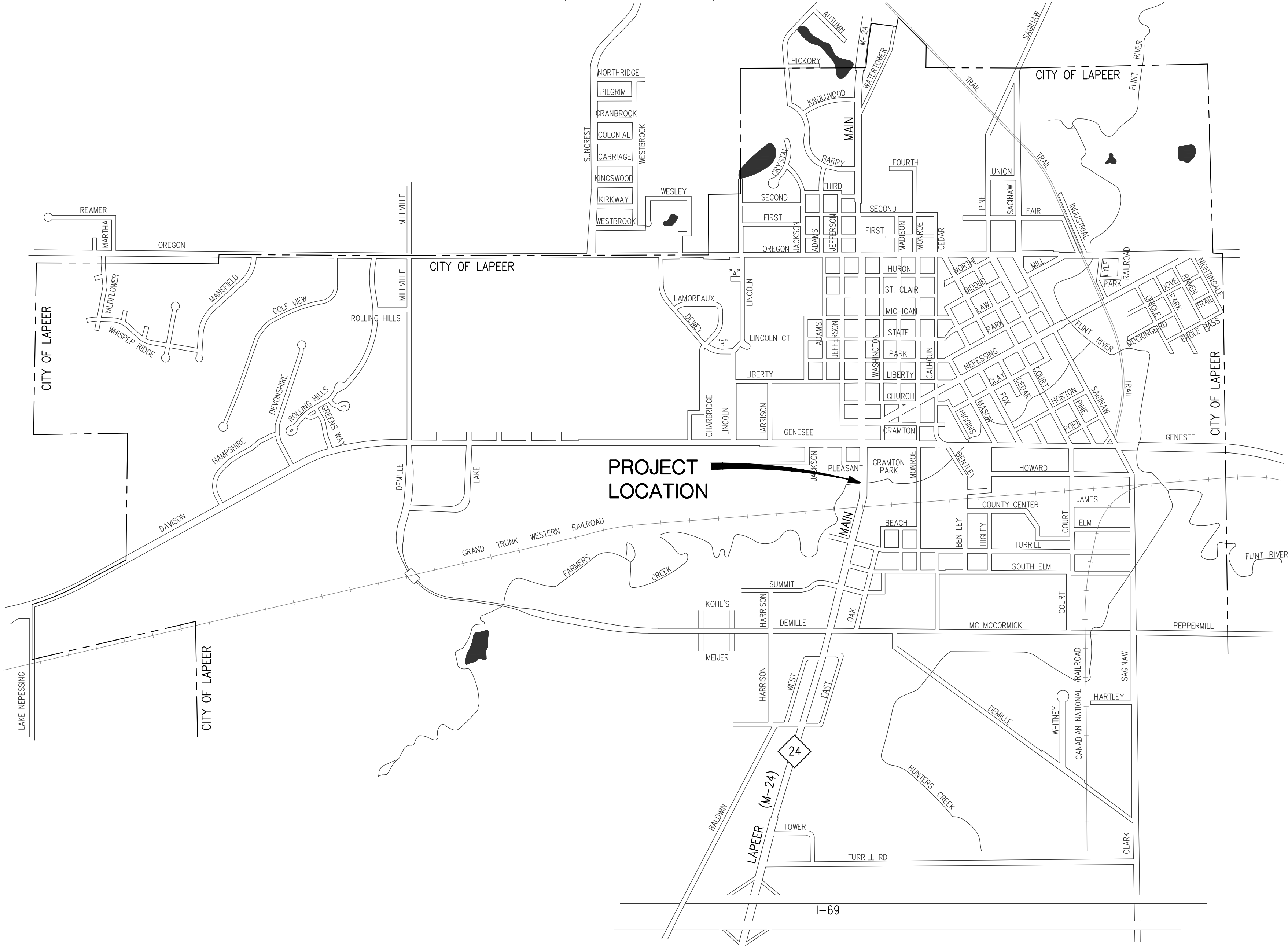
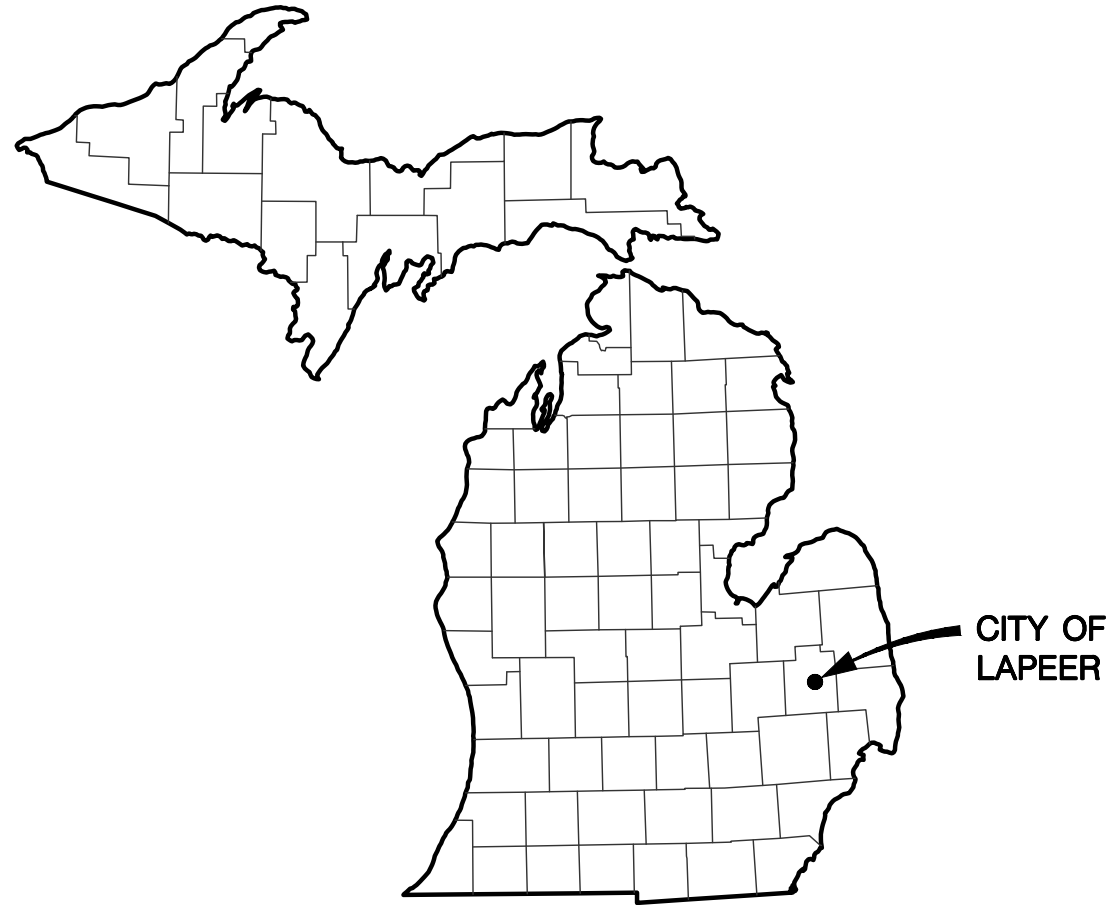
PRELIMINARY PLANS FOR

CITY OF LAPEER PARKS AND RECREATION DEPARTMENT

PROPOSED M-24 UNDERPASS CONNECTION PROJECT

M-24 AND FARMERS CREEK, LAPEER MI, 48446

PART OF SECTION 5, T7N-R10E, LAPEER COUNTY



SHEET INDEX	
1	COVER SHEET
2	LEGEND SHEET
3	REMOVAL SHEET - P.O.B. TO STA 6+40
4	REMOVAL SHEET - STA 6+40 TO STA 8+50
5	REMOVAL SHEET - STA 8+50 TO P.O.E.
6	TRAIL SITE PLAN SHEET - P.O.B. TO STA 6+40
7	TRAIL SITE PLAN SHEET - STA 6+40 TO STA 8+50
8	TRAIL SITE PLAN SHEET - STA 8+50 TO P.O.E.
9	TRAIL GRADING SHEET - P.O.B. TO STA 6+40
10	TRAIL GRADING SHEET - STA 6+40 TO STA 8+50
11	TRAIL GRADING SHEET - STA 8+50 TO P.O.E.
12	TRAIL PROFILE SHEET - P.O.B. TO STA 9+50
13	TRAIL PROFILE SHEET - STA 9+50 TO P.O.E.
14	TRAIL CROSS SECTION SHEET - P.O.B. TO STA 6+40
15	TRAIL CROSS SECTION SHEET - STA 6+40 TO P.O.E.

PROJECT SCOPE
PROPOSED CONNECTIONS TO EXISTING BOX CULVERT TUNNEL UNDER M-24 FOR PEDESTRIAN UNDERPASS.

WEST SIDE: CONCRETE TRAILWAY SWITCHBACK RAMP FROM WEST END OF TUNNEL TO EXISTING SIDEWALK ALONG THE WEST SIDE OF M-24.

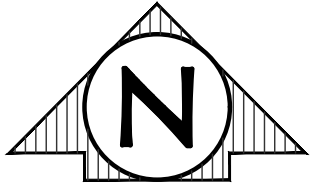
EAST SIDE: CONCRETE APPROACH RAMP FROM EAST OF TUNNEL TO EXISTING GRADE WITHIN CRAMTON PARK. A PROPOSED HMA TRAILWAY WILL BEGIN AT THE EAST END OF THE APPROACH AND WILL RUN ALONG THE WEST SIDE OF THE PARK AREA AND CONNECT TO AN EXISTING TRAIL.

GRADING OF TRAILWAY WILL CONFORM TO UNIVERSAL ACCESS REQUIREMENTS.

PROJECT CONTACT
RODNEY R. CHURCH
DIRECTOR OF PARKS,
RECREATION & CEMETERY
CITY OF LAPEER
810-664-4431

UTILITIES		
THE EXISTING UTILITIES LISTED BELOW AND SHOWN ON THESE PLANS REPRESENT THE BEST INFORMATION AVAILABLE AS OBTAINED FROM THE UTILITY OWNER. THIS INFORMATION DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY TO BE SATISFIED AS TO ITS ACCURACY AND THE LOCATION OF EXISTING UTILITIES.		
NAME OF OWNER	CONTACT	TYPE OF UTILITY
DTE ENERGY 1100 CLARK ROAD LAPEER, MI 48446	ROBERT HEISER (586) 457-0192 ROBERT.HEISER@DTEENERGY.COM	ELECTRIC
CONSUMERS ENERGY 3201 E. COURT STREET FLINT, MI 48506	EVAN HUIZENGA (810) 247-8227 EVAN.HUIZENGA@CMSENERGY.COM	GAS
AT&T 54 N. MILL STREET, P.O. BOX 32 PONTIAC, MI 48342	MICHAEL BAIZ (810) 519-8035 MB1269@ATT.COM	TELEPHONE
CHARTER COMMUNICATIONS 1392 TRADE CENTRE DR TRAVERSE CITY, MI 49696	PATRICK DELISI (810) 247-3899 PATRICK.DELISI@CHARTER.COM	CABLE
CITY OF LAPEER DEPARTMENT OF PUBLIC WORKS 217 BENTLEY STREET LAPEER, MI 48446	JEFFREY GRAHAM (810) 664-4711 JGRAHAM@CITY.LAPEER.MI.US	WATER, SANITARY, STORM AND STREETS

CITY OF LAPEER
NO SCALE



PROPOSED WORK WITHIN FLOODPLAIN OF FARMERS CREEK RIVER AND WITHIN DELINEATED WETLANDS.
CITY OF LAPEER, PART OF SECTION 5, T7N-R10E, LAPEER COUNTY.

PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION
6-6-23	ISSUED TO EGLE FOR PERMITTING
7-31-23	REVISED PER EGLE REVIEW

REV:	
SHT#	1 OF 15
JOB No:	15L0105

ROWE PROFESSIONAL SERVICES COMPANY

128 N. Saginaw Street
Lapeer, MI 48446

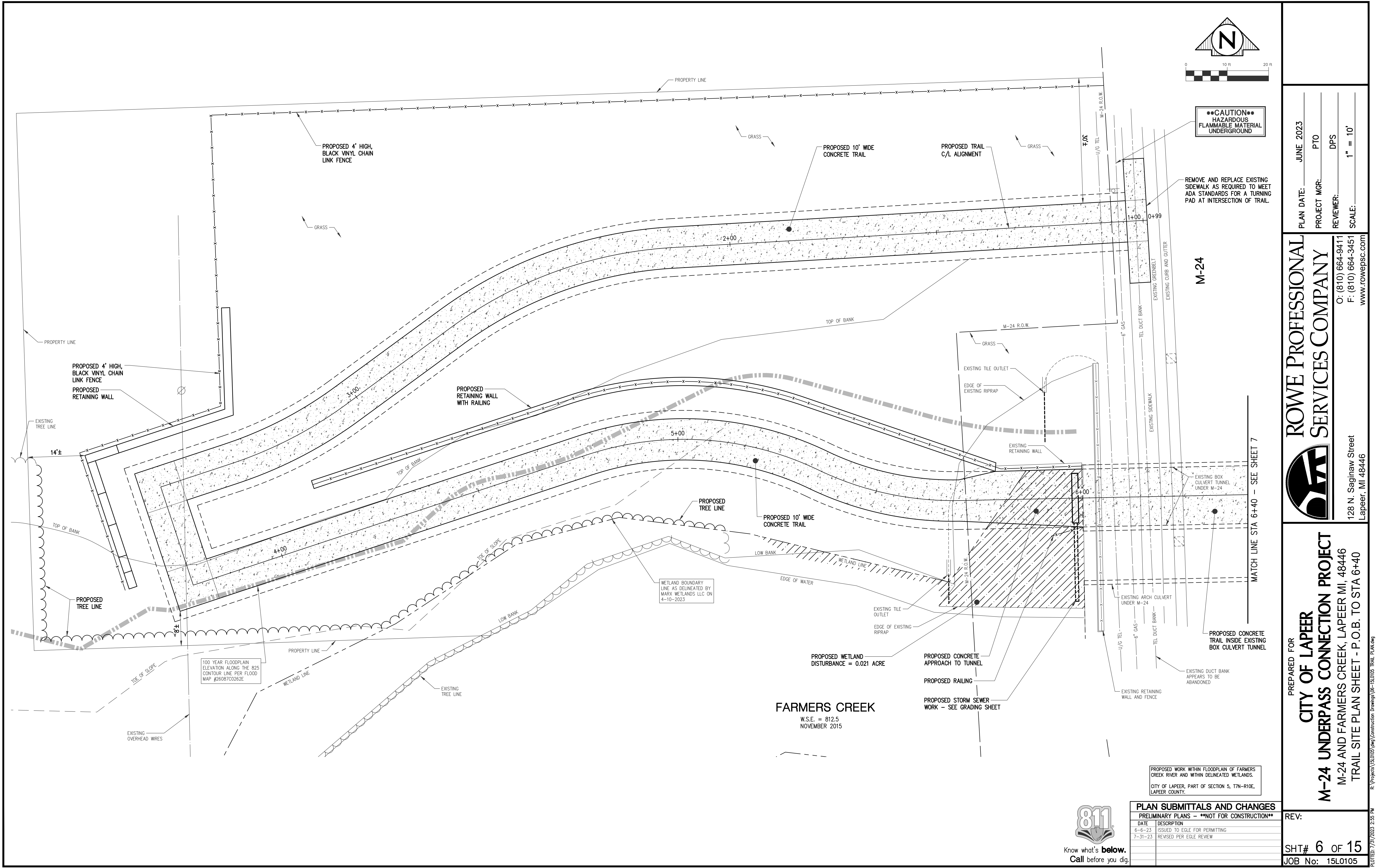
PREPARED FOR
CITY OF LAPEER
M-24 UNDERPASS CONNECTION PROJECT
M-24 AND FARMERS CREEK, LAPEER MI, 48446
COVER SHEET

PLAN DATE:	JUNE 2023
PROJECT MGR:	PTO
REVIEWER:	DPS
SCALE:	NOT TO SCALE

O: (810) 664-9411
F: (810) 664-3451
www.rowepsc.com

R: \Projects\15L0105\Orig\Construction Drawings\01-15L0105 COVER.dwg

PL0105: 7/31/2023 2:54 PM



PLAN DATE: JUNE 2023
PROJECT MGR: PTO
REVIEWER: DPS
SCALE: 1" = 10'

ROWE PROFESSIONAL SERVICES COMPANY

128 N. Saginaw Street
Lapeer, MI 48446

PREPARED FOR
CITY OF LAPEER

M-24 UNDERPASS CONNECTION PROJECT

M-24 AND FARMERS CREEK, LAPEER MI, 48446

TRAIL SITE PLAN SHEET - P.O.B. TO STA 6+40

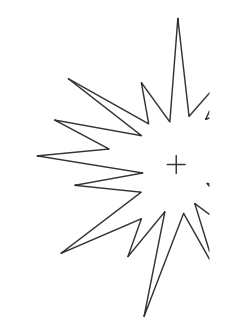
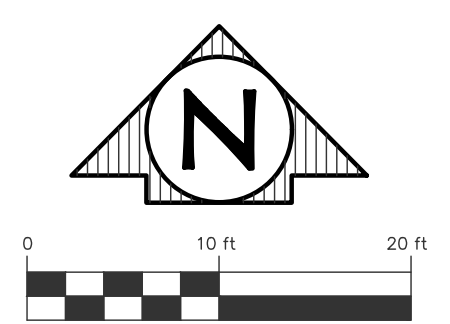
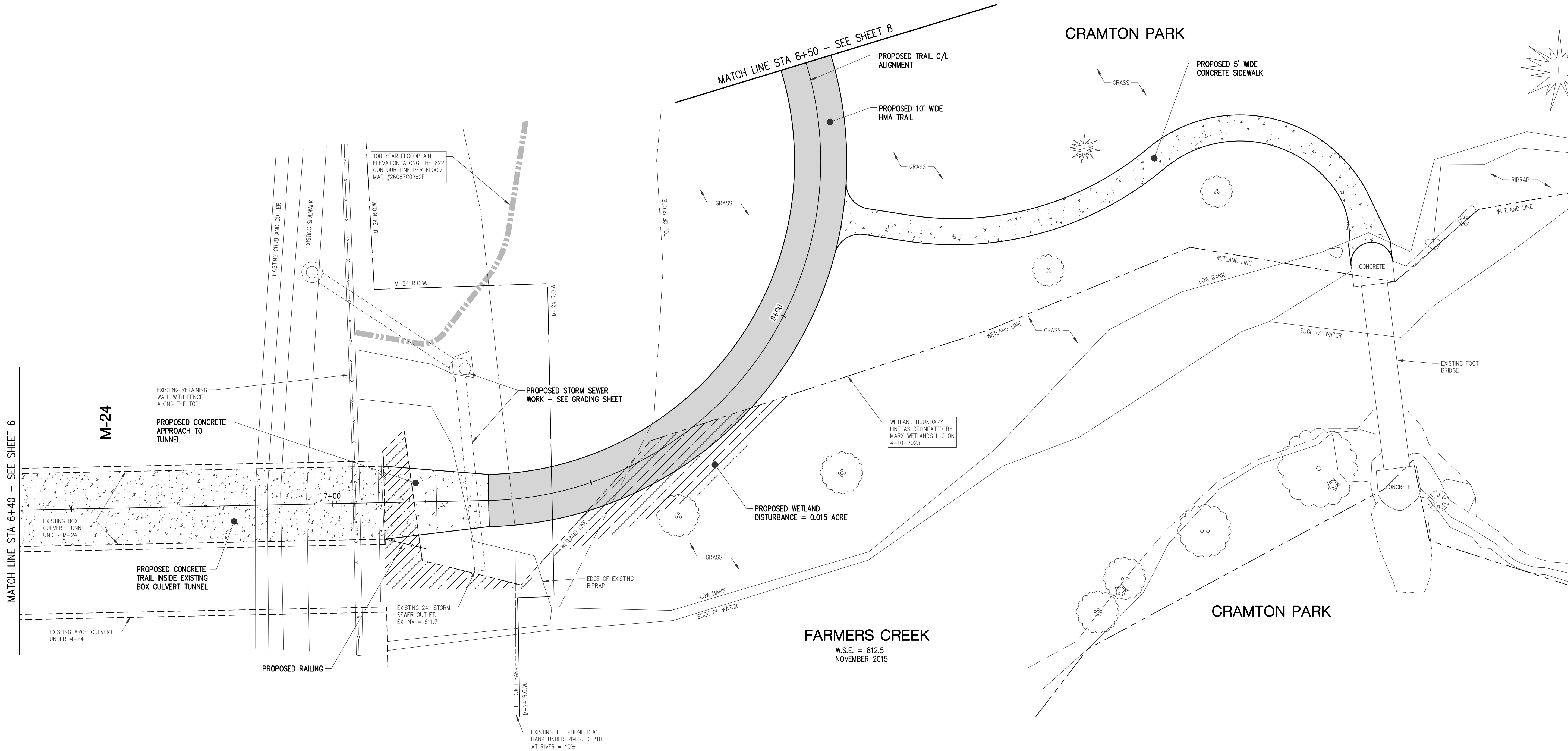
REV:

SHT# 6 OF 15

JOB No: 15L0105

PL0105: 7/31/2023 2:35 PM
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EGLE
WRP039147 v1.0
Approved
Issued On:10/03/2023
Expires On:10/03/2023



MATCH LINE STA 6+40 - SEE SHEET 6

MATCH LINE STA 8+50 - SEE SHEET 8

M-24

FARMERS CREEK
W.S.E. = 812.5
NOVEMBER 2015

CRAMTON PARK

CRAMTON PARK

PROPOSED WORK WITHIN FLOODPLAIN OF FARMERS CREEK RIVER AND WITHIN DELINEATED WETLANDS.
CITY OF LAPEER, PART OF SECTION 5, 17N-R10E, LAPEER COUNTY.



PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION
6-6-23	ISSUED TO EGLE FOR PERMITTING
7-31-23	REVISED PER EGLE REVIEW

PLAN DATE: JUNE 2023
PROJECT MGR: PTO
REVIEWER: DPS
SCALE: 1" = 10'

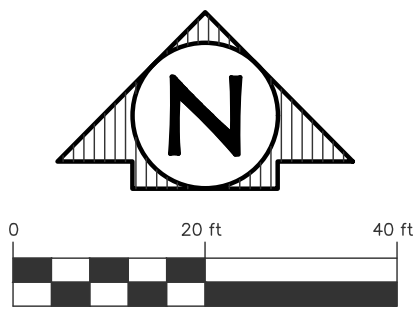
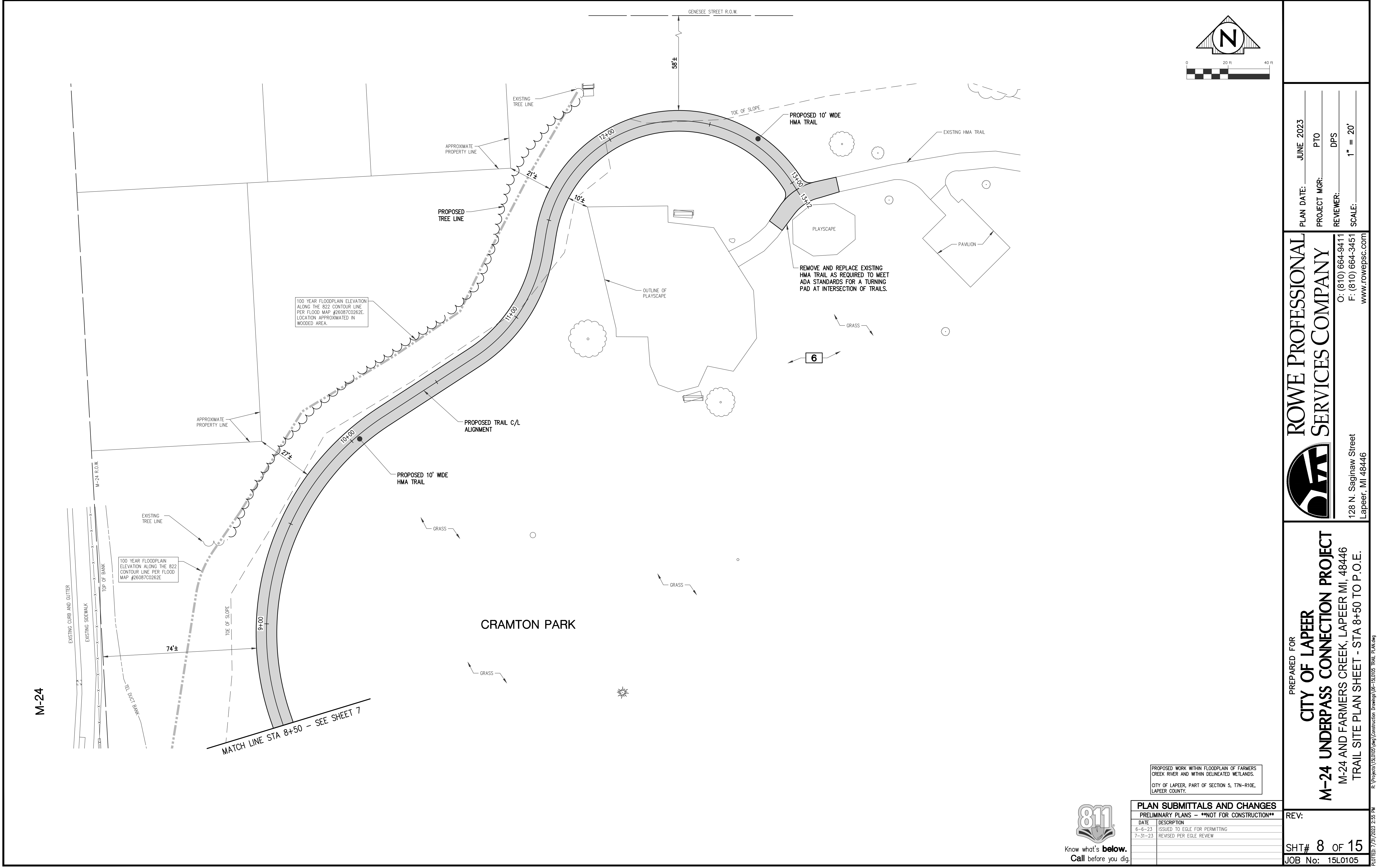
ROWE PROFESSIONAL SERVICES COMPANY

128 N. Saginaw Street
Lapeer, MI 48446
O: (810) 664-9411
F: (810) 664-3451
www.rowepsc.com

PREPARED FOR
CITY OF LAPEER
M-24 UNDERPASS CONNECTION PROJECT
M-24 AND FARMERS CREEK, LAPEER MI, 48446
TRAIL SITE PLAN SHEET - STA 6+40 TO STA 8+50

REV:
SHT# 7 OF 15
JOB No: 15L0105

PL0105: 7/31/2023 2:35 PM
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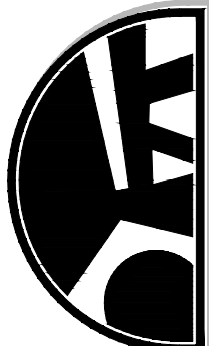
PROPOSED WORK WITHIN FLOODPLAIN OF FARMERS CREEK RIVER AND WITHIN DELINEATED WETLANDS. CITY OF LAPEER, PART OF SECTION 5, 17N-R10E, LAPEER COUNTY.

PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION
6-6-23	ISSUED TO EGLE FOR PERMITTING
7-31-23	REVISED PER EGLE REVIEW

REV:

SHT# 8 OF 15
JOB No: 15L0105

ROWE PROFESSIONAL SERVICES COMPANY



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Lapeer, MI 48446
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PREPARED FOR
CITY OF LAPEER
M-24 UNDERPASS CONNECTION PROJECT
M-24 AND FARMERS CREEK, LAPEER MI, 48446
TRAIL SITE PLAN SHEET - STA 8+50 TO P.O.E.

PLAN DATE: JUNE 2023
PROJECT MGR: PTO
REVIEWER: DPS
SCALE: 1" = 20'

R:\Projects\15L0105\Drawings\15L0105 TRAIL PLAN.dwg PLOTTED: 7/31/2023 2:35 PM



City Manager's Office
576 Liberty Park, Lapeer, MI 48446
Phone: 810-664-5231
Fax: 810-664-2610

October 9th, 2023

RE: Light pole Ribbon policy

City Commission,

The City has been approached by various groups who wish to use/decorate the City's downtown light poles with ribbons for educational, charitable and philanthropic purposes, such as cancer awareness or support for military veterans or the police/fire services.

In order to reduce visual clutter, minimize motorist distractions or loss of visibility and to help maintain the aesthetic of the City, I would recommend that the City adopt the following policy related to the use of and decoration of the City's downtown light poles with ribbons:

1. That decoration of the City's light poles under this policy must be approved of by a Resolution of the City Commission at least 30 days prior to the event.
2. That the decoration of the City's flagpoles are not meant to be or serve as a public-forum for the free-expression by the public but shall instead be limited to those decorations that consist of or support an expression of the City's official sentiments.
3. That the requesting organization shall present evidence of its non-profit, charitable or philanthropic status upon request.
4. That the requesting organization shall present an example of or a visual depiction of the proposed decoration as part of its request to place the decorations on the City's light poles.
5. That only those light poles located on Nepessing St. between North Washington St. and North Saginaw St. may be used or decorated.
6. That the decorations be limited to ribbons, bows, lace, tulle, satin and other similar fabrics and decorations.
7. That the requesting organization may place one temporary sign of not larger than 24 square feet on City property which provides a greater educational explanation of the ribbon decorations and their purpose. Such sign shall follow all requirements of the City's sign ordinances.
8. That the decorations shall be weather resistant and shall not become unsightly, degraded or litter by lack of maintenance.
9. That the decorations shall only be displayed to bring attention to and educate the public regarding charitable or philanthropic purposes only and not be commercial

in nature. Decorations shall not be displayed in promotion of the sale of any goods or services.

10. The City shall provide no maintenance, protection or replacement of any decoration so placed and shall not be liable for the removal of any decoration that is not maintained and has become unsightly or litter.

11. The decorations shall:

- a. Not interfere with the City's display of flags, banners or other decorations on the light poles.
- b. Not need or use electricity.
- c. Not damage the surface of the light pole or damage or conflict with the light pole's function as a light pole.
- d. Not impede upon or interfere with the sidewalk, the road or the public's use thereof.
- e. Be securely fastened to each light pole to prevent the decoration from falling to the ground due to wind or rain, but not secured in a way that would damage the surface of the light pole.
- f. Be no larger than 48 inches from top to bottom, nor wider than 36 inches side to side.
- g. Be maintained by the placing organization to prevent the decorations from becoming unsightly, degraded or litter and if not shall be promptly removed by the placing organization or the City.
- h. Be mounted no higher than the flag brackets located approximately 8 feet off the ground.
- i. Be placed for no longer than 30 days at a time and shall be promptly removed at the end of the 30-day period.
- j. Not be placed any sooner than 30 days following any previous 30-day period that the light poles were decorated (i.e. there must be 30 days of non-decoration in-between decorations).
- k. That no decorations may be placed that would be on a City lightpole during the Lapeer Days Festival (generally the third week in August).

Mike Womack

City of Lapeer
City Manager
810-245-4202

mwomack@ci.lapeer.mi.us

To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: January 25, 2024
RE: Annual Food Truck Event 2024

STAFF RECOMMENDATION

To Approve the Event.

CURRENT OR NEW INFORMATION

We received a request from the Lapeer Area Chamber of Commerce to their annual event titled the "Food Truck Festival" within City Lot #5. The food trucks will be selling various types of prepared foods, this event is a fund raiser and community event for the Chamber. This event will be running on the same weekday and time as the Lapeer Car Cruise but at a separate area within the downtown.

With approval this event will be held on four Monday evenings from 4PM to 8:00PM. Dates of the events, 2024:

May 13, June 10, July 8, September 9

The Chamber is requesting that the trucks be allowed to set up in City Municipal Lot #5 between Court Street and Saginaw Street, with the trucks parking at the south/west end of the lot, along the river. The vendors for this event are expected to arrive at 1:00PM on the days of the event to begin preparing their food. This event will require City services from: DPW for barricades in City lot #5 beginning at 7:00AM, Park Dept. for picnic tables and Police services to set up the barricades. There will be music within the pavilion of Annrook Park.

See PDF SE Food Truck Festival 2024.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual Event

AGENDA ITEM REVIEW

Meeting Date: February 5, 2024
Consent: X
Administrative:
Public Hearing:

Date Reviewed: January 26, 2024
Reviewed By: R. Sanchez, City Clerk

Food Trucks
2024



THE CITY OF
LAPEER
MICHIGAN

City of Lapeer SPECIAL EVENT APPLICATION (SEA)

DIRECTIONS: Complete this application in accordance with the City of Lapeer Special Events Ordinance and Regulations, and return it to the either Parks & Rec department (for events at a City Park) or to the City Manager's Office at least 30 Calendar days prior to the starting date of the event.

If you are requesting an event to take place in a CITY PARK, YOU MUST SUBMIT YOUR SEA DIRECTLY TO THE PARKS & RECS DEPARTMENT Sara Tilley Stilley@ci.lapeer.mi.us). If your event is NOT in a City Park, your SEA should come directly to the City Manager's Office (Tracey Russell, Trussell@ci.lapeer.mi.us).

Sponsoring Organization
(Legal Name)

LAPEER AREA Chamber of Commerce Phone # 810 664 6641

Address

108 W Park St - Lapeer

Organization Event
Coordinator/Contact

Neda Payne Phone # 810 664 6641

Event Coordinator/Contact
Address

108 W. Park St, LAPEER

Coordinator/Contact Email

Neda@lapeerareachamber.org

Event Name

LAPEER Food TRUCK Fest

Purpose of Event

FUND RAISER - COMMUNITY EVENT

Event Location

Have you
reserved your
park/pavilion?

Yes / No

If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.*

Date of Event MAY 13 - June 10
July 8 - Sept 9 2024

Event Time

4-8 PM

of Event

Organizational Team

3

of Expected

Attendees:

1200-1500

Describe the activities

taking place at your event:

Food Trucks, DJ music,
FACE PAINTER Balloon artist

Please check what will be part of your event:

☒

Music**

☐

Animals**
(such as a petting zoo)

☒

Selling of food*

☒

Posted Signage of
Event*

Tents

Wedding

Selling of drinks*
non-alcoholic

Liquor/Beer or Wine*

**Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals:

*See Rules and Regulations

4. **Alcoholic Beverages:** Will they be served? [YES] [NO]
Who holds the Liquor Control Commission license?

5. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
- a. A certificate of insurance must be provided which names the City of Lapeer as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
 - c. If the event includes solicitation by workers standing in street intersections, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not recommend standing in the street or making any solicitations from the street.
 - d. All food vendors must be approved by the Lapeer County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City of Lapeer as an additional named insured party on the policy.
 - e. The approval of this special event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Events Ordinance and Regulations. The event will be operated in conformance with the Written Confirmation of Approval.
 - f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City of Lapeer and will promptly pay any billing for City services which may be rendered.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Ordinance and Regulations, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which may apply to this Special Event.

1-5-24
Date

Neda Payne
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:


Special Event, City of Lapeer, City Manager's Office, 576 Liberty Park, Lapeer MI 48446.

4. **Alcoholic Beverages:** Will they be served? **[YES]** **[NO]**
Who holds the Liquor Control Commission license?
-

5. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
- a. A certificate of insurance must be provided which names the City of Lapeer as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
 - c. If the event includes solicitation by workers standing in street intersections, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not recommend standing in the street or making any solicitations from the street.
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1-6-24
Date


Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:

Special Event, City of Lapeer, City Manager's Office, 576 Liberty Park, Lapeer MI 48446.

City of Lapeer

Annrook Park Pavilion (Downtown)

N. Court Street / Horton Street

Lapeer

MI

48446

Pavilion with electricity, play equipment, two ball diamonds and pathway connected to Linear Path. Portable toilet May-September

01760948

2024

Food Truck Fest

5/13/2024 8:00 AM

5/13/2024 9:00 PM

Annrook Park Pavilion (Downtown): 100

1. Annrook Park Pavilion (Downtown) – 5/13/2024 8:00 AM – 5/13/2024 9:00 PM

Group Size: **100**

- for multi-day reservations

Designed for use with FlexScheduler reservations

1. Annrook Park Pavilion (Downtown) – 5/13/2024 8:00 AM – 5/13/2024 9:00 PM

Group Size: **100**

Facility Fee: **\$0.00**

Total: **\$0.00**

Neda Payne

108 W. Park Street

1661 Wild Cherry Lane

Lapeer

MI

48446

(810) 441-1491

(810) 441-1491

neda@lapeerareachamber.org

0.00

1/3/2024

4:32 PM

City of Lapeer

Annrook Park Pavilion (Downtown)

N. Court Street / Horton Street

Lapeer

MI

48446

Pavilion with electricity, play equipment, two ball diamonds and pathway connected to Linear Path. Portable toilet May-September

01760948

2024

Food Truck Fest

6/10/2024 8:00 AM

6/10/2024 9:00 PM

Annrook Park Pavilion (Downtown): 100

1. Annrook Park Pavilion (Downtown) – 6/10/2024 8:00 AM – 6/10/2024 9:00 PM

Group Size: **100**

- for multi-day reservations

Designed for use with FlexScheduler reservations

1. Annrook Park Pavilion (Downtown) – 6/10/2024 8:00 AM – 6/10/2024 9:00 PM

Group Size: **100**

Facility Fee: **\$0.00**

Total: **\$0.00**

Neda Payne

108 W. Park Street

1661 Wild Cherry Lane

Lapeer

MI

48446

(810) 441-1491

(810) 441-1491

neda@lapeerareachamber.org

0.00

1/3/2024

4:32 PM

City of Lapeer

Annrook Park Pavilion (Downtown)

N. Court Street / Horton Street

Lapeer

MI

48446

Pavilion with electricity, play equipment, two ball diamonds and pathway connected to Linear Path. Portable toilet May-September

01760948

2024

Food Truck Fest

7/8/2024 8:00 AM

7/8/2024 9:00 PM

Annrook Park Pavilion (Downtown): 100

1. Annrook Park Pavilion (Downtown) – 7/8/2024 8:00 AM – 7/8/2024 9:00 PM

Group Size: **100**

- for multi-day reservations

Designed for use with FlexScheduler reservations

1. Annrook Park Pavilion (Downtown) – 7/8/2024 8:00 AM – 7/8/2024 9:00 PM

Group Size: **100**

Facility Fee: **\$0.00**

Total: **\$0.00**

Neda Payne

108 W. Park Street

1661 Wild Cherry Lane

Lapeer

MI

48446

(810) 441-1491

(810) 441-1491

neda@lapeerareachamber.org

0.00

1/3/2024

4:32 PM

City of Lapeer

Annrook Park Pavilion (Downtown)

N. Court Street / Horton Street

Lapeer

MI

48446

Pavilion with electricity, play equipment, two ball diamonds and pathway connected to Linear Path. Portable toilet May-September

01760948

2024

Food Truck Fest

9/9/2024 8:00 AM

9/9/2024 9:00 PM

Annrook Park Pavilion (Downtown): 100

1. Annrook Park Pavilion (Downtown) – 9/9/2024 8:00 AM – 9/9/2024 9:00 PM

Group Size: 100

- for multi-day reservations

Designed for use with FlexScheduler reservations

1. Annrook Park Pavilion (Downtown) – 9/9/2024 8:00 AM – 9/9/2024 9:00 PM

Group Size: 100

Facility Fee: \$0.00

Total: \$0.00

Neda Payne

108 W. Park Street

1661 Wild Cherry Lane

Lapeer

MI

48446

(810) 441-1491

(810) 441-1491

neda@lapeerareachamber.org

0.00

1/3/2024

4:32 PM



CERTIFICATE OF LIABILITY INSURANCE

Fax: (810)664-2610

DATE (MM/DD/YYYY)

01/08/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Lapeer Agency 145 E. Nepessing St Lapeer, MI 48446	CONTACT NAME: Pam Little PHONE (A/C, No, Ext): (810)664-2966 FAX (A/C, No): (810)664-1102 E-MAIL ADDRESS: pam@lapeeragency.com
INSURED The Lapeer Area Chamber of Commerce 108 W Park St Lapeer, MI 48446-2163	INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Ins. Co. NAIC # 15350 INSURER B: Accident Fund of Michigan NAIC # 12304 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 00001991-1054253

REVISION NUMBER: 19

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	A040010 08	05/18/2023	05/18/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		A040010 08	05/18/2023	05/18/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		A040010 08	05/18/2023	05/18/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N/A	AF WCP 100029551	05/18/2023	05/18/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Director & Officers		A156171 07	05/18/2023	05/18/2024	Each Claim 1,000,000
A	EPLI		A176362 07	05/18/2023	05/18/2024	Each Claim 1,000,000

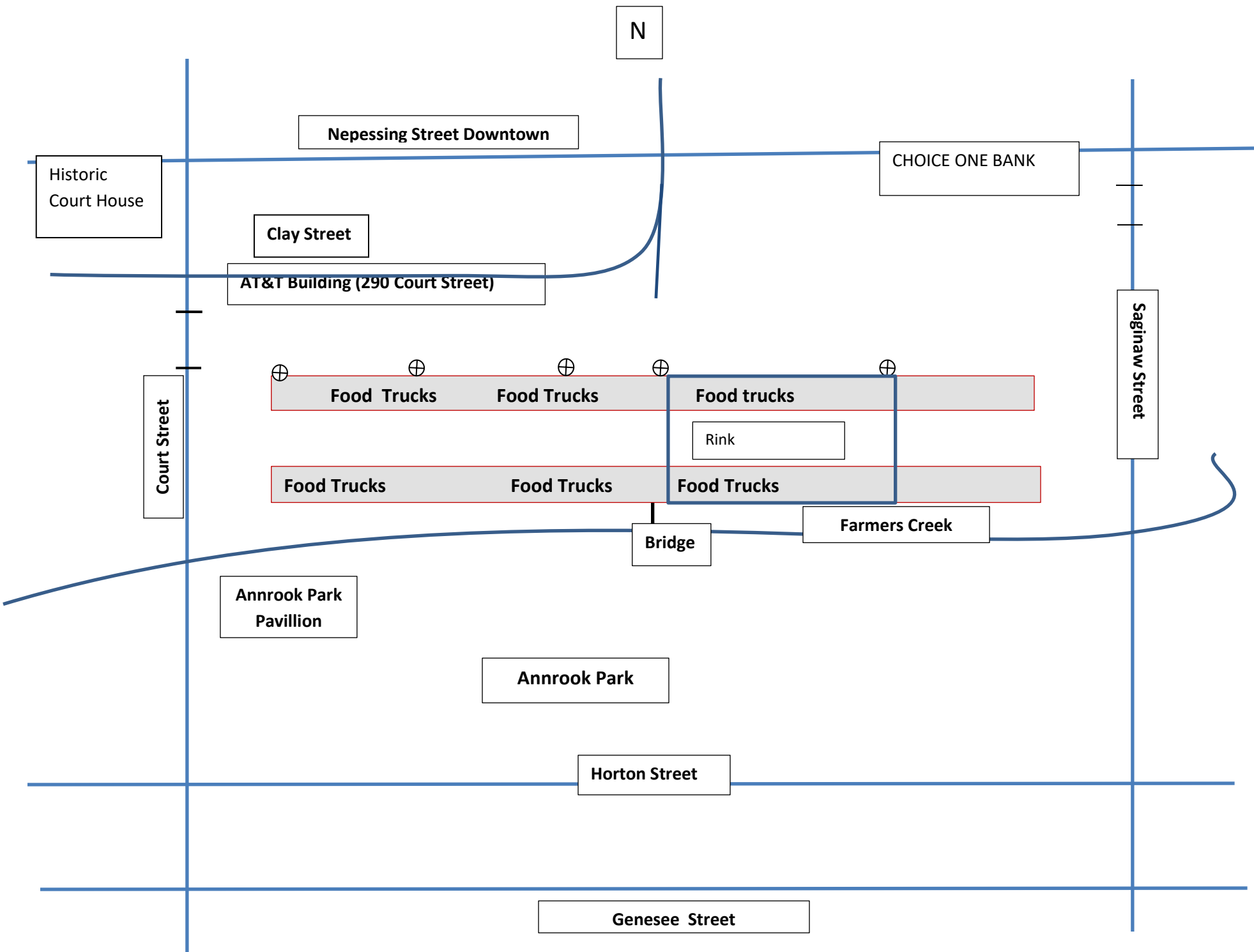
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Non-Profit Chamber of Commerce
City of Lapeer is named as Additional Insured with respect to General Liability.
Event: 2024 Food Truck Festival through May 17, 2024.

CERTIFICATE HOLDER

CANCELLATION

City of Lapeer 576 Liberty St Lapeer, MI 48446	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Pam Little</i> (PAM)
--	---



To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: January 25, 2024
RE: Special Event – Fireworks 2024

STAFF RECOMMENDATION

To Approve the Event. Insurance required.

CURRENT OR NEW INFORMATION

We have received a request from the Lapeer Chamber of Commerce to hold their annual fireworks display on Wednesday, July 3, 2024, beginning at dusk on the grounds of Roland Warner Middle School. The Chamber has contracted with a fireworks company to provide the display. The Chamber is responsible for contacting the Lapeer Community Schools, Mott Community College and the Lapeer County Library to use their properties for this event. Food vendors will also be present during the event, proper licensing for vendors to be verified by the Chamber.

This event requires city services in regular and overtime hours from the Police Department, Parks Department and the Department of Public Works along with man hours from the Fire Department. The Chamber is expecting 30,000 people in and around the area. Site clean-up after the event will be the responsibility of the Lapeer Chamber of Commerce.

Parking will be available at Lapeer Center for Innovation, Mott College, Roland Warner Middle School and Lapeer County Library Properties. DeMille Blvd. will be closed to traffic during the event and will reopen after it has been cleared of any debris.

See PDF File SE Fireworks 2024.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual Event

AGENDA ITEM REVIEW

Meeting Date: February 5, 2024

Date Reviewed: January 27, 2024

Consent: X

Administrative:

Reviewed By: R. Sanchez, City Clerk

Public Hearing:

Fireworks

2024



THE CITY OF
LAPEER
MICHIGAN

City of Lapeer SPECIAL EVENT APPLICATION (SEA)

DIRECTIONS: Complete this application in accordance with the City of Lapeer Special Events Ordinance and Regulations, and return it to the either Parks & Rec department (for events at a City Park) or to the City Manager's Office at least 30 Calendar days prior to the starting date of the event.

If you are requesting an event to take place in a CITY PARK, YOU MUST SUBMIT YOUR SEA DIRECTLY TO THE PARKS & RECS DEPARTMENT Sara Tilley Stilley@ci.lapeer.mi.us). If your event is NOT in a City Park, your SEA should come directly to the City Manager's Office (Tracey Russell, Trussell@ci.lapeer.mi.us).

Sponsoring Organization
(Legal Name)

Lapeer Area Chamber
of Commerce

Phone #

810-664-6641

Address

108 W Park St-Lapeer
Mide Payne

Organization Event
Coordinator/Contact

Phone #

8106646641

Event Coordinator/Contact
Address

108 W Park St-Lapeer

Coordinator/Contact Email

mide@lapeerareachamber.org

Event Name

ANNUAL FIREWORK SHOW

Purpose of Event

COMMUNITY EVENT

Event Location

Rolland-Warner
Middle School

Have you
reserved your
park/pavilion?

Yes / No

If yes, provide copy of reservation form
with this application, if no and planning a
park event, reservations need to be made.*

Date of Event

July 3rd

Event Time

Dusk - 10pm

of Event

Organizational Team

STAFF

of Expected

Attendees:

30K in and
around area

Describe the activities

taking place at your event:

FIREWORKS SHOW
W/ Food Trucks @ MOTI

Please check what will be part of your event:

☐
☐

Music**
Tents

☐
☐

Animals**
(such as a petting zoo)
Wedding

☒
☒

Selling of food*
MOTI CC
Selling of drinks*
MOTI CC

☐
☐

Posted Signage of
Event* MOTI CC
Liquor/Beer or Wine*

**Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals:

*See Rules and Regulations

Please check what you request the City to supply:

Picnic Tables Qty:		Electricity Turned on/off		Other:	
Inflatables	X	Road Crossing Guards Qty:		Trash Containers Qty:	6 @ MOTT CC
Road Closures List:	Genesee & Demille 6 @ OFI 2 @ Rolland-Wadsworth 4 McCormick Demille Service Drive @ Genesee				

Please attach a letter indicating all requests of City services if something other than above.

What type of event is this:

City Operated Event		Other Non-Profit Event	X	Co-Sponsored Event
		Other For-Profit Event		Political or Ballot Issue Event

INDEMNIFICATION AGREEMENT

The Lapeer Area Chamber Commerce agree(s) to defend, indemnify, and hold harmless the City of Lapeer, Michigan, its officers, employees and agents, from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Lapeer, its officers employees agents, by reason of any damage to property, bodily injury or death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

Signature: Mede Payne Date: 1-6-24

Witness: _____ Date: _____

1. **ANNUAL EVENT:** Is this event expected to occur next year? [YES] [No]

If yes, you may reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule

(e.g., third weekend in July): July - 1st TH WEEK OF July DATE
VARIES per FIREWORKS CO. SCHEDULE

2. **AN EVENT MAP [IS] [IS NOT]** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off. **Crossing Guards are required if crossing any roads.**
3. **FREE PARKING:** Are you requesting free parking (see the Rules and Regulations)? [YES] [NO]

If yes, list the lots or locations where free parking is requested:

4. **Alcoholic Beverages:** Will they be served? [YES] [NO]

Who holds the Liquor Control Commission license?

NO public FIREWORKS by Attendees

5. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
- a. A certificate of insurance must be provided which names the City of Lapeer as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
 - c. If the event includes solicitation by workers standing in street intersections, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not recommend standing in the street or making any solicitations from the street.
 - d. All food vendors must be approved by the Lapeer County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City of Lapeer as an additional named insured party on the policy.
 - e. The approval of this special event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Events Ordinance and Regulations. The event will be operated in conformance with the Written Confirmation of Approval.
 - f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City of Lapeer and will promptly pay any billing for City services which may be rendered.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Ordinance and Regulations, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which may apply to this Special Event.

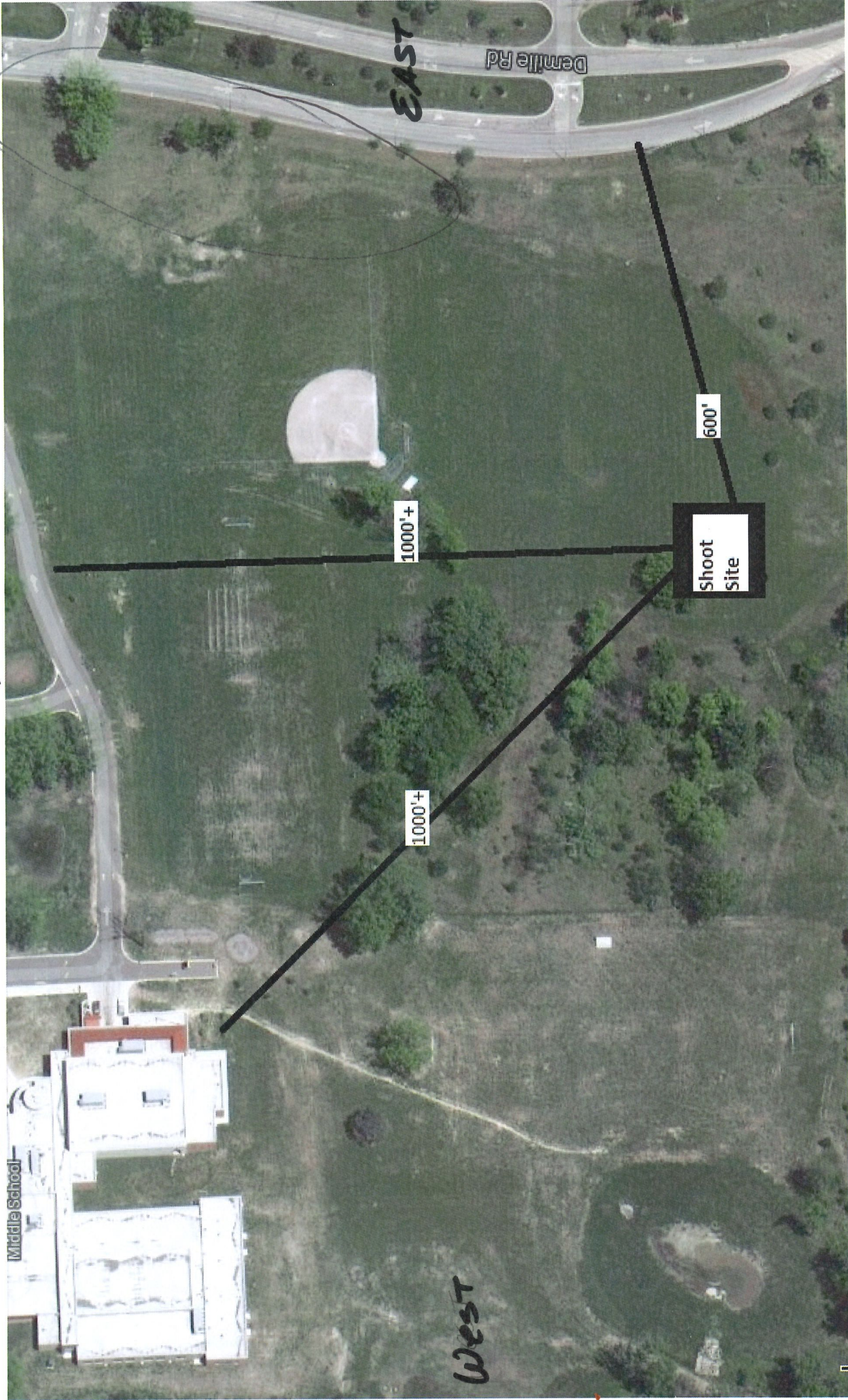
1-5-24
Date

Minda Payne
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:

Special Event, City of Lapeer, City Manager's Office, 576 Liberty Park, Lapeer MI 48446.

3145 W. Genesee St. NORTH



South

Prevailing wind NE Direction - TR TRACKS TO SOUTH

To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: January 25, 2024
RE: Special Event – Lapeer Days 2024

STAFF RECOMMENDATION

To Approve the Event. Insurance required.

Per Resolution, Social District Commons Area to be closed during the Lapeer Days Festival.

CURRENT OR NEW INFORMATION

We have received a request from the Lapeer Area Chamber of Commerce to hold their annual Lapeer Days Festival on Thursday, August 15, through Sunday, August 18, 2024, in the downtown area. The set up for the event will begin on Nepessing Street, Thursday, August 15, 2024, with road closures beginning at 10:00 A.M. Carnival activities begin on Wednesday, August 14, 2024, requiring municipal parking lot between Court and Saginaw Streets south of Nepessing to be closed on Monday, August 12 for sweeping and carnival set up.

Attached is a list of estimated expenses to the City of Lapeer for your review. Estimated costs have been provided by the City Departments that will be providing manpower and/or equipment for this event. These listed expenses have traditionally been considered as a Co-Sponsorship of the event, the Chamber does recognize the City's Co-sponsorship in their publications and announcements.

1. BILLINGS FOR SPECIAL EVENTS:

DPW Employee Straight Time/Overtime	\$17,000
Equipment costs DPW	\$6,573
Water Department Preparation	\$1004
Police Employee Straight Time/Overtime	\$13,430
Parks and Rec. Straight Time/Overtime	\$2,200
Fire Department Costs	\$4,700
Facility Fee	\$0
Purchased Materials	\$178.0 Parks
Rented Materials	<u>\$0 +15%</u>
Total	\$45,085 Approximately

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual Event

AGENDA ITEM REVIEW

Meeting Date: February 5, 2024

Date Reviewed: January 27, 2024

Consent: X

Administrative:

Reviewed By: R. Sanchez, City Clerk

Public Hearing:

Lapeer DAYS
2024



THE CITY OF
LAPEER
MICHIGAN

City of Lapeer SPECIAL EVENT APPLICATION (SEA)

DIRECTIONS: Complete this application in accordance with the City of Lapeer Special Events Ordinance and Regulations, and return it to the either Parks & Rec department (for events at a City Park) or to the City Manager's Office at least 30 Calendar days prior to the starting date of the event.

If you are requesting an event to take place in a CITY PARK, YOU MUST SUBMIT YOUR SEA DIRECTLY TO THE PARKS & RECS DEPARTMENT Sara Tilley Stilley@ci.lapeer.mi.us). If your event is NOT in a City Park, your SEA should come directly to the City Manager's Office (Tracey Russell, Trussell@ci.lapeer.mi.us).

Sponsoring Organization
(Legal Name)

Lapeer Area Chamber of Commerce Phone # 810-664-6641

Address

108 W Park St - Lapeer

Organization Event
Coordinator/Contact

Neda Payne Phone # 810-664-6641

Event Coordinator/Contact
Address

108 W. Park St, Lapeer

Coordinator/Contact Email

neda@lapeerchamber.org

Event Name

Lapeer Days Festival Historic Festival

Purpose of Event

Fund Raiser

Event Location

Downtown Lapeer
Ann Rock Park &
East Ann Rock Park

Have you
reserved your
park/pavilion?

Yes / No

If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.*

Date of Event

Aug 15-18
Aug 15 - set up day

Event Time

10 AM - midnight Fri &
noon - 6 PM Sunday Sat

of Event

of Expected

thurs set up noon til...

Organizational Team

150+

Attendees:

130-150K

Describe the activities

taking place at your event:

Vendors, CARNIVAL, CAR SHOW, CRAFT
SHOW, & STAGES OF ENTERTAINMENT, OPTIMIST
TENT

Please check what will be part of your event:

☒ Music**
☒ Tents

☒ Animals**
(such as a petting zoo)
☐ Wedding

☒ Selling of food*
☒ Selling of drinks*

☒ Posted Signage of
Event*
☐ Liquor/Beer or Wine*

**Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals: _____

*See Rules and Regulations

Please check what you request the City to supply:

<input checked="" type="checkbox"/>	Picnic Tables Qty: 28	<input checked="" type="checkbox"/>	Electricity Turned on/off Light Poles <i>recessing</i>	Other:	
	Inflatables		Road Crossing Guards Qty:	Trash Containers Qty: 20	
	Road Closures List:	<i>recessing ST MASON TO SAGINAW</i> <i>COUNT ST & CLAY ST</i> <i>COUNT @ PARK ST</i> <i>PINE ST @ PARK ST</i>			

Please attach a letter indicating all requests of City services if something other than above.

What type of event is this:

<input type="checkbox"/>	City Operated Event	<input type="checkbox"/>	Other Non-Profit Event	<input checked="" type="checkbox"/>	Co-Sponsored Event
		<input type="checkbox"/>	Other For-Profit Event		Political or Ballot Issue Event

INDEMNIFICATION AGREEMENT

The Lapeer AREA Chamber of Commerce, Board of Directors
Lapeer DAYS Committee agree(s) to defend, indemnify, and hold harmless the City of Lapeer, Michigan, its officers, employees and agents, from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Lapeer, its officers employees agents, by reason of any damage to property, bodily injury or death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

Signature: Neda Payne Date: 1-6-23

Witness: _____ Date: _____

1. **ANNUAL EVENT:** Is this event expected to occur next year? [YES] [No]

If yes, you may reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule

(e.g., third weekend in July): 3rd FRI, SAT, SUN. (Chairs set up)

2. **AN EVENT MAP [IS] [IS NOT]** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off. **Crossing Guards are required if crossing any roads.**

3. **FREE PARKING:** Are you requesting free parking (see the Rules and Regulations)?
 [YES] [NO]

If yes, list the lots or locations where free parking is requested:

Downtown lots

4. **Alcoholic Beverages:** Will they be served? (YES) [NO]

Who holds the Liquor Control Commission license?

Lapeer Optimist Club

5. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
- a. A certificate of insurance must be provided which names the City of Lapeer as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
 - c. If the event includes solicitation by workers standing in street intersections, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not recommend standing in the street or making any solicitations from the street.
 - d. All food vendors must be approved by the Lapeer County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City of Lapeer as an additional named insured party on the policy.
 - e. The approval of this special event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Events Ordinance and Regulations. The event will be operated in conformance with the Written Confirmation of Approval.
 - f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City of Lapeer and will promptly pay any billing for City services which may be rendered.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Ordinance and Regulations, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which may apply to this Special Event.

1-5-24
Date

Neda Payne
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:

Special Event, City of Lapeer, City Manager's Office, 576 Liberty Park, Lapeer MI 48446.

City of Lapeer

Annrook Park Pavilion (Downtown)

N. Court Street / Horton Street

Lapeer

MI

48446

Pavilion with electricity, play equipment, two ball diamonds and pathway connected to Linear Path. Portable toilet May-September

01760957

2024

Lapeer Days

8/15/2024 8:00 AM

8/18/2024 9:00 PM

Annrook Park Pavilion (Downtown): 100

1. Annrook Park Pavilion (Downtown) – 8/15/2024 8:00 AM – 8/18/2024 9:00 PM

Group Size: 100

- for multi-day reservations

Designed for use with FlexScheduler reservations

1. Annrook Park Pavilion (Downtown) – 8/15/2024 8:00 AM – 8/18/2024 9:00 PM

Group Size: 100

Facility Fee: \$0.00

Total: \$0.00

Neda Payne

108 W. Park Street

1661 Wild Cherry Lane

Lapeer

MI

48446

(810) 441-1491

(810) 441-1491

neda@lapeerareachamber.org

0.00

1/3/2024

4:02 PM

To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: January 24, 2024
RE: Special Event Request Rubber Duck Dash

STAFF RECOMMENDATION

To approve the event. Insurance required.

CURRENT OR NEW INFORMATION

A request has been received from the Kiwanis Club of Lapeer to hold an annual event within Cramton Park on Saturday, September 14, 2024, from 11AM to 3PM. This event will utilize Farmers Creek going through Cramton Park to float rubber ducks in a race. The event will also include games, children's activities, a petting zoo, and food trucks. Event organizers are also requesting a road closure of Monroe Street from Genesee Street south to the railroad tracks. This event will require services from the Police Department and the DPW for barricades. The Fire Department is also being requested, if necessary, to assist with putting water into the Creek to assist with the moving of the rubber ducks.

See PDF SE Rubber Duck Dash 2024.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual Event.

AGENDA ITEM REVIEW

Meeting Date: February 5, 2024

Date Reviewed: January 25, 2024

Consent: X

Administrative:

Reviewed By: R. Sanchez, City Clerk

Public Hearing:

City of Lapeer

SPECIAL EVENT APPLICATION (SEA)



DIRECTIONS: Complete this application in accordance with the City of Lapeer Special Events Ordinance and Regulations, and return it to the either Parks & Rec department (for events at a City Park) or to the City Manager's Office at least 30 Calendar days prior to the starting date of the event.

If you are requesting an event to take place in a CITY PARK, YOU MUST SUBMIT YOUR SEA DIRECTLY TO THE PARKS & RECS DEPARTMENT Sara Tilley Stilley@ci.lapeer.mi.us). If your event is NOT in a City Park, your SEA should come directly to the City Manager's Office (Tracey Russell, Trussell@ci.lapeer.mi.us).

Sponsoring Organization (Legal Name)		Kiwanis Club of Lapeer	Phone #	810-441-7302
Address		PO BOX 501, LAPEER, MI 48446		
Organization Event Coordinator/Contact		Kara Lambourn	Phone #	810-441-7302
Event Coordinator/Contact Address		1521 Deer Path Drive, Lapeer, MI 48446		
Coordinator/Contact Email		lapeerkiwanis@gmail.com		

Event Name	Rubber Duck Dash		
Purpose of Event	Fundraiser / Community Family Event		
Event Location	Cramton Park (east side)	Have you reserved your park/pavilion?	Yes / No
			<i>If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.*</i>
Date of Event	September 14, 2024	Event Time	11am-3pm (7am-5pm for setup and tear down)
# of Event Organizational Team	30	# of Expected Attendees:	1000

Describe the activities taking place at your event:
 Rubber duck race down Farmers Creek at 2pm, petting farm, inflatables, carnival style games, food trucks, vendors, roller skating

Please check what will be part of your event:

<input checked="" type="checkbox"/> Music**	<input checked="" type="checkbox"/> Animals** (such as a petting zoo)	<input checked="" type="checkbox"/> Selling of food*	<input checked="" type="checkbox"/> Posted Signage of Event*
<input checked="" type="checkbox"/> Tents	<input type="checkbox"/> Wedding	<input checked="" type="checkbox"/> Selling of drinks*	<input type="checkbox"/> Liquor/Beer or Wine*

**Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals: petting farm (approx 12-15 animals)

*See Rules and Regulations

Please check what you request the City to supply:

X	Picnic Tables Qty: 12	X	Electricity Turned on/off on		Other:	
X	Inflatables	X	Road Crossing Guards Qty: 1	X	Trash Containers Qty: 6	
X	Road Closures List:	Monroe Street between M-21 and rail road tracks				

Please attach a letter indicating all requests of City services if something other than above.

What type of event is this:

	City Operated Event	X	Other Non-Profit Event		Co-Sponsored Event
			Other For-Profit Event		Political or Ballot Issue Event

INDEMNIFICATION AGREEMENT

The Kiwanis Club of Lapeer agree(s) to defend, indemnify, and hold harmless the City of Lapeer, Michigan, its officers, employees and agents, from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Lapeer, its officers employees agents, by reason of any damage to property, bodily injury or death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

Signature: Kara Lu Date: 1-22-2024

Witness: _____ Date: _____

1. **ANNUAL EVENT:** Is this event expected to occur next year? **[YES] [No]**

If yes, you may reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule

(e.g., third weekend in July): 2nd or 3rd Saturday in September

2. **AN EVENT MAP [IS] [IS NOT]** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off. *Crossing Guards are required if crossing any roads.*

3. **FREE PARKING:** Are you requesting free parking (see the Rules and Regulations)? **[YES] [NO]**

If yes, list the lots or locations where free parking is requested:

parking lots

4. **Alcoholic Beverages:** Will they be served? **[YES] [NO]**
Who holds the Liquor Control Commission license?
-

5. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
- a. A certificate of insurance must be provided which names the City of Lapeer as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
 - c. If the event includes solicitation by workers standing in street intersections, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not recommend standing in the street or making any solicitations from the street.
 - d. All food vendors must be approved by the Lapeer County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City of Lapeer as an additional named insured party on the policy.
 - e. The approval of this special event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Events Ordinance and Regulations. The event will be operated in conformance with the Written Confirmation of Approval.
 - f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City of Lapeer and will promptly pay any billing for City services which may be rendered.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Ordinance and Regulations, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which may apply to this Special Event.

1-22-24
Date

Kara Lamm
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:

Special Event, City of Lapeer, City Manager's Office, 576 Liberty Park, Lapeer MI 48446.

W. Genessee St. (M-21)

CRAMTON PARK

W. Genessee St. (M-21)

S. Monroe St. (ROAD CLOSED TO THRU TRAFFIC)

FREE PARKING

FREE PARKING

RESTROOMS

CRAFT

FOAM PARTY

INFLATABLES & BOUNCE HOUSES

CARNIVAL GAMES

WELCOME TENT & TICKET SALES

"DUCK"ORATING CONTEST

YOUNG MAJORS

50/50 & DUCK OF CARDS RAFFLE

BIGGEST COFFEE

CRANK 4 A FLINT RIVER CAUSE WATERSHED COALITION

GRACE AP- PAREL CO

PETTING ZOO

FACE PAINTING & BALLOON TWISTING

ROLLER SKATING RINK

START



FREE PARKING

RACE RESULTS



RUBBER DUCK DASH



FREE PARKING

S. Main St. (M-24)

S. Main St. (M-24)

September 9, 2023

EVENT SCHEDULE

Children's Activities

11am-3pm (may temporarily pause for race at 2pm)

- FREE Goodie Bag to first 250 kid's
- FREE Inflatables & Bounce Houses
- FREE Petting Zoo
- FREE Roller Skating Rink
- FREE Foam Party
- FREE Crafts with Lapeer District Library
- FREE Face Painting
- FREE Balloon Twisting
- FREE Guest Activity Tents:

- Young Marines
- Grace Apparel Co.
- Ennis Center for Children's Regional Resource Team
- Flint River Watershed Coalition
- Crank 4 A Cause
- Above Par Disc Golf

Carnival Games - win candy & prizes (proceeds benefit LHS Key Club)

Food & Treat Trucks

- Blend Frozen Yogurt
- Biggby Coffee FREE
- Kona Ice
- Tri-City Hot Dogs
- Mr. Italy



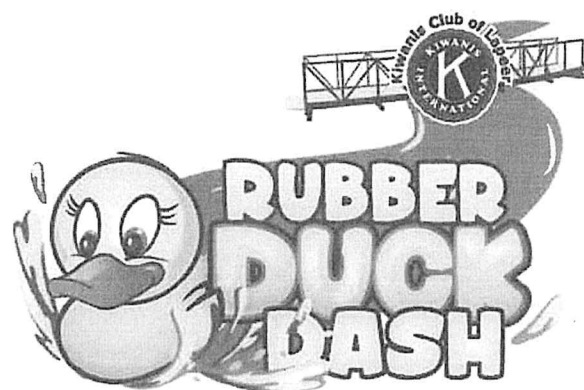
11am-1:30pm Ticket Sales - Adopt-A-Duck for the Race! \$5 ea
(Available until 1:30pm or maximum # tickets are sold)

11am-2pm "Duck"orating Contest Open Voting
(Winners will be announced after the race)

12:30pm 50/50 Drawing #1

2:00pm **RUBBER DUCK DASH MAIN EVENT**

2:30pm 50/50 Drawing #2
Duck of Cards Raffle Drawing



**THANK YOU
TO OUR
EVENT
SPONSORS:**



**Dr. Albert Smith, Jr.
and Family**



M-24 LAPEER

Kara Lambourn

From: Rodney Church <rchurch@ci.lapeer.mi.us>
Sent: Tuesday, January 23, 2024 4:39 PM
To: Kara Lambourn
Subject: RE: Pavilion Rentals for Kiwanis

The e-mail below is from an external source. Please do not reply, open attachments, or click links from an unknown or suspicious origin.

Kara,

Rubber Duck Dash:

I reserved all three pavilions at Cramton for you for the rubber duck dash on 9/14/24. I don't want there to be parking issues if other rentals take place. I also reserved Cramton West Pavilion for 9/13/24 in case you start setting up that day.

Fantasy Forest:

I reserved Rowden Pavilion for 10/12/24.

You should be all set. I see you sent the special event applications into Tracey and Sara. Sara no longer works here but I'm Tracey is handling those.



Rodney R. Church

Director of Parks, Recreation & Cemetery

Community Center/Recreation Offices

880 S. Saginaw Street, Lapeer, MI 48446

810 – 664 – 4431

<https://www.ci.lapeer.mi.us/>

From: Kara Lambourn <kara.lambourn@choiceone.bank>
Sent: Monday, January 22, 2024 10:33 AM
To: Rodney Church <rchurch@ci.lapeer.mi.us>
Subject: Pavilion Rentals for Kiwanis

Hi Rodney,

I tried doing this through the website, but it doesn't let me do it for the non-profit rate. Can you assist or forward to who can? Thank you 😊 I'm turning in the City of Lapeer Special Apps today as well.

Shopping Cart

Item

1. **Cramton Park West Pavilion (Tennis Courts)**

Remove

Reservation  Kara Lambourn

Date: 9/14/2024 6:00 AM - 10:30 PM

Description: Kiwanis Club of Lapeer Rubber Duck Dash

Group Size: 20

2. **Rowden Park Pavilion (Water Tower)**

Remove

Reservation  Kara Lambourn

Date: 10/12/2024 6:00 AM - 10:30 PM

Description: Kiwanis Club of Lapeer Fantasy Forest

Group Size: 20



kara lambourn

Administrative Officer and Executive Assistant

direct 810-245-2903

cell 810-441-7302

email kara.lambourn@choiceone.bank

83 W Nepessing St., Lapeer, MI 48446

send large files to my [transfer site](#)

Enhanced Security - choiceone.bank

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The e-mail above is from an external source. Please do not reply, open attachments, or click links from an unknown or suspicious origin.

To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: January 24, 2024
RE: Special Event – Fantasy Forest

STAFF RECOMMENDATION

To approve the event. Insurance required.

CURRENT OR NEW INFORMATION

We have received a request from the Kiwanis Club of Lapeer to hold the annual Fantasy Forest event on Saturday, October 12, 2024, from 11:00 AM to 4:00 PM at Rowden Park. They did request a setup time of 7am and a tear down time of pm. They do expect approximately 2500 people to attend the event.

This event has been well attended in the past and creates a non-threatening “trick-or-treat” event for children. Children and families walk the Linear Park path through Rowden Park and stop at various participant locations and receive candy.

This event requires minimal police department services. The Police Department does actively participate in this event as a community outreach service.

See PDF File SE Fantasy Forest 2024.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual Event

AGENDA ITEM REVIEW

Meeting Date:	February 5, 2024	Date Reviewed:	January 27, 2024
Consent:	X		
Administrative :		Reviewed By:	R. Sanchez, City Clerk
Public Hearing:			

City of Lapeer

SPECIAL EVENT APPLICATION (SEA)



DIRECTIONS: Complete this application in accordance with the City of Lapeer Special Events Ordinance and Regulations, and return it to the either Parks & Rec department (for events at a City Park) or to the City Manager's Office at least 30 Calendar days prior to the starting date of the event.

If you are requesting an event to take place in a CITY PARK, YOU MUST SUBMIT YOUR SEA DIRECTLY TO THE PARKS & RECS DEPARTMENT Sara Tilley Stilley@ci.lapeer.mi.us). If your event is NOT in a City Park, your SEA should come directly to the City Manager's Office (Tracey Russell, Trussell@ci.lapeer.mi.us).

Sponsoring Organization (Legal Name)	Kiwanis Club of Lapeer	Phone #	810-358-0767
Address	PO BOX 501, LAPEER, MI 48446		
Organization Event Coordinator/Contact	Jessica Pettit	Phone #	810-358-0767
Event Coordinator/Contact Address	PO BOX 501, Lapeer, MI 48446		
Coordinator/Contact Email	lapeerkiwanis@gmail.com		

Event Name	Fantasy Forest		
Purpose of Event	Fundraiser / Community Family Event		
Event Location	Rowden Park & Trails	Have you reserved your park/pavilion?	Yes / No <i>If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.*</i>
Date of Event	October 12, 2024	Event Time	11am-4pm (7am-6pm for setup and tear down)
# of Event Organizational Team	30	# of Expected Attendees:	2500

Describe the activities taking place at your event:
 Rubber duck race down Farmers Creek at 2pm, petting farm, inflatables, carnival style games, food trucks, vendors, roller skating

Please check what will be part of your event:

<input checked="" type="checkbox"/> Music**	<input type="checkbox"/> Animals** (such as a petting zoo)	<input checked="" type="checkbox"/> Selling of food*	<input checked="" type="checkbox"/> Posted Signage of Event*
<input checked="" type="checkbox"/> Tents	<input type="checkbox"/> Wedding	<input checked="" type="checkbox"/> Selling of drinks*	<input type="checkbox"/> Liquor/Beer or Wine*

**Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals: 3rd Degree Burns will be performing in pavilion. We are anticipating 2-3 food truck Signage at road front as well as along trail:

*See Rules and Regulations

Please check what you request the City to supply:

X	Picnic Tables Qty: in pavilion	X	Electricity Turned on/off on		Other:	
	Inflatables	X	Road Crossing Guards Qty: Young Marines will be assisting 6		Trash Containers	
X	Road Closures List:	Pine Street between Saginaw and Fair St.				

Please attach a letter indicating all requests of City services if something other than above.

What type of event is this:

	City Operated Event	X	Other Non-Profit Event		Co-Sponsored Event
			Other For-Profit Event		Political or Ballot Issue Event

INDEMNIFICATION AGREEMENT

The Kiwanis Club of Lapeer agree(s) to defend, indemnify, and hold harmless the City of Lapeer, Michigan, its officers, employees and agents, from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Lapeer, its officers employees agents, by reason of any damage to property, bodily injury or death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

Signature: Kara Lem Date: 1-22-2024

Witness: _____ Date: _____

1. **ANNUAL EVENT:** Is this event expected to occur next year? **[YES] [No]**

If yes, you may reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule

(e.g., third weekend in July): 2nd Saturday in October

2. **AN EVENT MAP [IS] [IS NOT]** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off. **Crossing Guards are required if crossing any roads.**

3. **FREE PARKING:** Are you requesting free parking (see the Rules and Regulations)? **[YES] [NO]**

If yes, list the lots or locations where free parking is requested:

parking lots - The Lapeer County Young Marines will be assisting with directing traffic and parking. We will use park parking lots, local business lots (with permission), and the hillside area as permitted and weather depending.

4. **Alcoholic Beverages:** Will they be served? **[YES] [X]**
Who holds the Liquor Control Commission license?
-

5. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:

- a. A certificate of insurance must be provided which names the City of Lapeer as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
- c. If the event includes solicitation by workers standing in street intersections, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not recommend standing in the street or making any solicitations from the street.
- d. All food vendors must be approved by the Lapeer County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City of Lapeer as an additional named insured party on the policy.
- e. The approval of this special event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Events Ordinance and Regulations. The event will be operated in conformance with the Written Confirmation of Approval.
- f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City of Lapeer and will promptly pay any billing for City services which may be rendered.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Ordinance and Regulations, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which may apply to this Special Event.

1-22-24
Date

Kara Lun
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:

Special Event, City of Lapeer, City Manager's Office, 576 Liberty Park, Lapeer MI 48446.



ROWDEN PARK

AT ROWDEN PARK

Lapeer District Library Story Walk

Unloading/Loading for STATIONS 22-37

Unloading/Loading for STATIONS 38-47

Unloading/Loading for STATIONS 1-21

Parking

Parking

Parking

Parking

Parking

Parking

Parking

NO PARKING

NORTH MAIN STREET (M-24)

McLAREN COMMUNITY MEDICAL CENTER

TRINITY UNITED METHODIST CHURCH

WRIGHT & FILIPPIS

ARETAKIS, DDS

PROFESSIONAL FOOT & ANKLE

LAPEER MEDICAL CENTRE

LAPEER COMMUNITY SCHOOLS ADMINISTRATION BUILDING

WATER TOWER RV PARK

WATER TOWER

12

13

14

15

16

17

18

PINE ST

PINE ST

MONROE ST

FOURTH ST

SAGINAW ST

Kara Lambourn

From: Rodney Church <rchurch@ci.lapeer.mi.us>
Sent: Tuesday, January 23, 2024 4:39 PM
To: Kara Lambourn
Subject: RE: Pavilion Rentals for Kiwanis

The e-mail below is from an external source. Please do not reply, open attachments, or click links from an unknown or suspicious origin.

Kara,

Rubber Duck Dash:

I reserved all three pavilions at Cramton for you for the rubber duck dash on 9/14/24. I don't want there to be parking issues if other rentals take place. I also reserved Cramton West Pavilion for 9/13/24 in case you start setting up that day.

Fantasy Forest:

I reserved Rowden Pavilion for 10/12/24.

You should be all set. I see you sent the special event applications into Tracey and Sara. Sara no longer works here but I'm Tracey is handling those.



Rodney R. Church

Director of Parks, Recreation & Cemetery

Community Center/Recreation Offices

880 S. Saginaw Street, Lapeer, MI 48446

810 – 664 – 4431

<https://www.ci.lapeer.mi.us/>

From: Kara Lambourn <kara.lambourn@choiceone.bank>
Sent: Monday, January 22, 2024 10:33 AM
To: Rodney Church <rchurch@ci.lapeer.mi.us>
Subject: Pavilion Rentals for Kiwanis

Hi Rodney,

I tried doing this through the website, but it doesn't let me do it for the non-profit rate. Can you assist or forward to who can? Thank you 😊 I'm turning in the City of Lapeer Special Apps today as well.

Shopping Cart

Item

1. Cramton Park West Pavilion (Tennis Courts)

[Remove](#)

Reservation  Kara Lambourn

Date: 9/14/2024 6:00 AM - 10:30 PM

Description: Kiwanis Club of Lapeer Rubber Duck Dash

Group Size: 20

2. Rowden Park Pavilion (Water Tower)

[Remove](#)

Reservation  Kara Lambourn

Date: 10/12/2024 6:00 AM - 10:30 PM

Description: Kiwanis Club of Lapeer Fantasy Forest

Group Size: 20



kara lambourn

Administrative Officer and Executive Assistant

direct 810-245-2903

cell 810-441-7302

email kara.lambourn@choiceone.bank

83 W Nepessing St., Lapeer, MI 48446

send large files to my [transfer site](#)

Enhanced Security - choiceone.bank

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The e-mail above is from an external source. Please do not reply, open attachments, or click links from an unknown or suspicious origin.

To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: January 25, 2024
RE: Special Event – Christmas Parade 12-6-2024

STAFF RECOMMENDATION

To Approve the Event. Insurance required.

CURRENT OR NEW INFORMATION

We have received a request from the Lapeer Area Chamber of Commerce to hold their annual Christmas parade with the downtown area on Nepessing Street. This event will take place on Friday, December 6, 2024, beginning at 6:00PM, with line-up starting at 5:00PM. This parade will be a nighttime event.

The event will require Police Department Officers working overtime for traffic control. The Department of Public Works services will also be needed to place barricades at intersections during their normal work hours, LCPD Officers will set the barricades up and remove them from the roadway.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual Event.

AGENDA ITEM REVIEW

Meeting Date: February 5, 2024

Date Reviewed: January 27, 2024

Consent: X

Administrative:

Reviewed By: R. Sanchez, City Clerk

Public Hearing:

City of Lapeer SPECIAL EVENT APPLICATION (SEA)

DIRECTIONS: Complete this application in accordance with the City of Lapeer Special Events Ordinance and Regulations, and return it to the either Parks & Rec department (for events at a City Park) or to the City Manager's Office at least 30 Calendar days prior to the starting date of the event.

If you are requesting an event to take place in a CITY PARK, YOU MUST SUBMIT YOUR SEA DIRECTLY TO THE PARKS & RECS DEPARTMENT Sara Tilley Stilley@ci.lapeer.mi.us). **If your event is NOT in a City Park, your SEA should come directly to the City Manager's Office** (Tracey Russell, Trussell@ci.lapeer.mi.us).

Sponsoring Organization (Legal Name)	Lapeer Area Chamber of Commerce		Phone #	810 664-6641
Address	108 W Park St, Lapeer			
Organization Event Coordinator/Contact	Neda Payne		Phone #	810 664 6641
Event Coordinator/Contact Address	108 W Park St, Lapeer			
Coordinator/Contact Email	neda@lapeerareachamber.org			
Event Name	ANNUAL CHRISTMAS PARADE			
Purpose of Event				
Event Location	Nepping St Downtown Lapeer	Have you reserved your park/pavilion?	Yes / No <small>If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.*</small>	
Date of Event	12-6-24	Event Time	5 PM LIVE UP 6 PM PARADE	
# of Event Organizational Team	10	# of Expected Attendees:	1000-1200 +-	
Describe the activities taking place at your event: PARADE FLOATS, VEHICLES				

Please check what will be part of your event:

<input checked="" type="checkbox"/> Music** ON FLOATS	<input type="checkbox"/> Animals** (such as a petting zoo)	<input type="checkbox"/> Selling of food*	<input type="checkbox"/> Posted Signage of Event*
<input type="checkbox"/> Tents	<input type="checkbox"/> Wedding	<input type="checkbox"/> Selling of drinks*	<input type="checkbox"/> Liquor/Beer or Wine*

**Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals: _____

Please check what you request the City to supply:

Picnic Tables Qty:	Electricity Turned on/off	Other:
Inflatables	Road Crossing Guards Qty:	Trash Containers Qty:
Road Closures List:	<i>MASON</i> <i>SAGINAW, COURT, PINE @ NEPPESING ST</i> <i>(SIDE STREETS CROSSING NEPPESING ST)</i>	

Please attach a letter indicating all requests of City services if something other than above.

What type of event is this:

City Operated Event	Other Non-Profit Event	<input checked="" type="checkbox"/> Co-Sponsored Event
	Other For-Profit Event	Political or Ballot Issue Event

INDEMNIFICATION AGREEMENT

The Lapeer Area Chamber Commerce agree(s) to defend, indemnify, and hold harmless the City of Lapeer, Michigan, its officers, employees and agents, from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Lapeer, its officers employees agents, by reason of any damage to property, bodily injury or death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

Signature:

Neda Payne

Date:

1-5-24

Witnesss:

Date:

1. **ANNUAL EVENT:** Is this event expected to occur next year? **[YES]** **[No]**

If yes, you may reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule

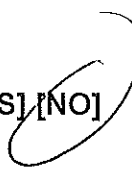
(e.g., third weekend in July): 1st FRIDA in December

2. **AN EVENT MAP [IS] [IS NOT]** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off. **Crossing Guards are required if crossing any roads.**

3. **FREE PARKING:** Are you requesting free parking (see the Rules and Regulations)? **[YES]** **[NO]**

If yes, list the lots or locations where free parking is requested:

City wide

4. **Alcoholic Beverages:** Will they be served? [YES] [NO] 
Who holds the Liquor Control Commission license?
-

5. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:

- a. A certificate of insurance must be provided which names the City of Lapeer as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
- c. If the event includes solicitation by workers standing in street intersections, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not recommend standing in the street or making any solicitations from the street.
- d. All food vendors must be approved by the Lapeer County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City of Lapeer as an additional named insured party on the policy.
- e. The approval of this special event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Events Ordinance and Regulations. The event will be operated in conformance with the Written Confirmation of Approval.
- f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City of Lapeer and will promptly pay any billing for City services which may be rendered.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Ordinance and Regulations, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which may apply to this Special Event.

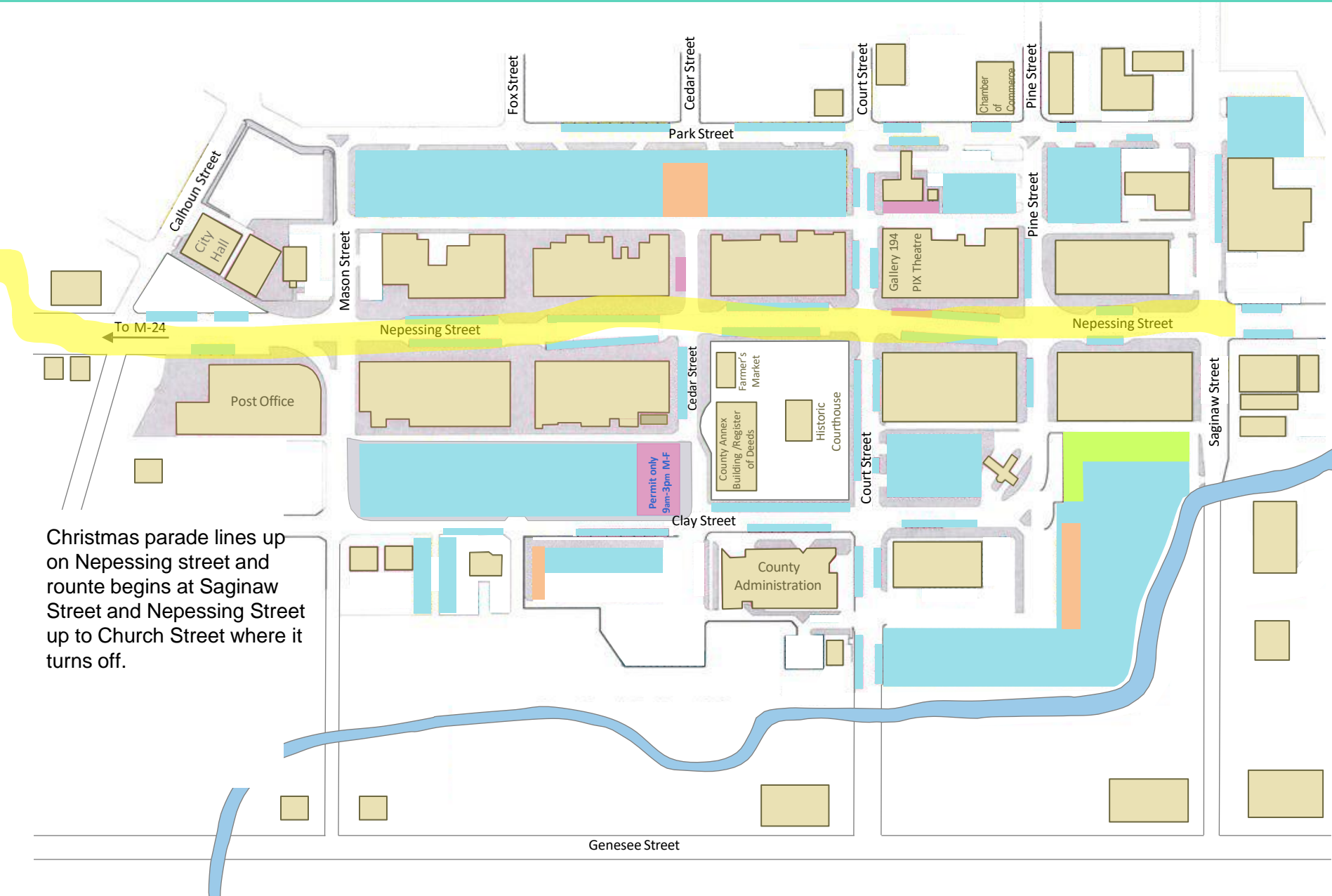
1-5-24
Date


Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:

Special Event, City of Lapeer, City Manager's Office, 576 Liberty Park, Lapeer MI 48446.

DOWNTOWN PARKING MAP



To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: January 26, 2024
RE: Special Event – Friday Night Bikes

STAFF RECOMMENDATION

Approve the event. Insurance required

CURRENT OR NEW INFORMATION

We have received a Special Event Application from Scott Jankovic to hold an event titled: "Friday Night Bikes". This event is scheduled to be held nearly every Friday night during the summer months beginning June 7, 2024, and ending September 20, 2024. The event's operating time will be from 5:00PM to 10:00PM. This event will take place on Nepessing Street, from Mason Street to Court Street. Nepessing Street will be closed at Mason Street and at Court Street. At the time of this request, there is no organization to coordinate and run additional activities during the event nights. Should activities such as band/DJ, vendors etc. resume as held in 2023, the police department will provide the necessary assistance. The event expects to bring 200 – 400 people each night.

This event requires City resources from the DPW for barricades and cones. The police department will set up the barricades/cones in conjunction with any event organizers. Police presence during the event may result in overtime.

Calender Event Days:

June – 7th, 14th, 21st, 28th

July – 5th, 12th, 19th, 26th

August – 2nd, 9th, 23rd, 30th

September – 6th, 13th, 20th

See PDF File SE Friday Night Bikes 2024.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Previously held event in 2023.

AGENDA ITEM REVIEW

Meeting Date: February 5, 2024

Date Reviewed: January 26, 2024

Consent:

Administrative: X

Reviewed By: R. Sanchez, City Clerk

Public Hearing:

Updated 1/25/24
RECEIVED



City of Lapeer SPECIAL EVENT APPLICATION (SEA)

JAN X 4 2024

CITY MANAGER

THE CITY OF
LAPEER
MICHIGAN

DIRECTIONS: Complete this application in accordance with the City of Lapeer, Special Events Ordinance and Regulations, and return it to the either Parks & Rec department (for events at a City Park) or to the City Manager's Office at least 30 Calendar days prior to the starting date of the event.

If you are requesting an event to take place in a CITY PARK, YOU MUST SUBMIT YOUR SEA DIRECTLY TO THE PARKS & RECS DEPARTMENT Sara Tilley Stilley@ci.lapeer.mi.us). **If your event is NOT in a City Park, your SEA should come directly to the City Manager's Office** (Tracey Russell, Trussell@ci.lapeer.mi.us).

Sponsoring Organization
(Legal Name)

Lopovich Holdings Inc

Phone # 810-660-7214

Address

393 W. Nepessing Lapeer, MI 48446

Organization Event
Coordinator/Contact

Scott Jankovic

Phone # 313-587-3452

Event Coordinator/Contact
Address

1155 Portsmouth Rochester Hills MI 48309

Coordinator/Contact Email

scott.jankovic@hotmail.com

Event Name

Fridgy Night Bikers on Nepessing

Purpose of Event

to bring friends and families together in our downtown and increase business

Event Location

Nepessing Street

Have you
reserved your
park/pavilion?

Yes ☐ No ☒

If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.*

Date of Event

June - 7, 14, 21, 28 July - 5, 12, 19, 26
Aug - 2, 9, 23, 30 Sept 6-13, 20

Event Time

5PM - 10PM

of Event

Organizational Team

of Expected

Attendees:

200-400 each night

Describe the activities

taking place at your event: Vendors, Live Music

Please check what will be part of your event:

<input checked="" type="checkbox"/>	Music
<input type="checkbox"/>	Tents

<input type="checkbox"/>	Animals (such as a petting zoo)
<input type="checkbox"/>	Wedding

<input type="checkbox"/>	Selling of food*
<input type="checkbox"/>	Selling of drinks*

<input checked="" type="checkbox"/>	Posted Signage of Event*
<input type="checkbox"/>	Liquor/Beer or Wine*

Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals: PI and Bands

Please check what you request the City to supply:

Picnic Tables Qty:	Electricity Turned on/off	Other:
Inflatables	Road Crossing Guards Qty:	Trash Containers Qty:
✓ Road Closures List:	Same as last three yrs. Necessing Street Mason to Court St Mason to Court St	

Please attach a letter indicating all requests of City services if something other than above.

What type of event is this:

<input checked="" type="checkbox"/> City Operated Event	<input type="checkbox"/> Other Non-Profit Event	<input type="checkbox"/> Co-Sponsored Event
<input type="checkbox"/>	<input checked="" type="checkbox"/> Other For-Profit Event	<input type="checkbox"/> Political or Ballot Issue Event

INDEMNIFICATION AGREEMENT

The Popovich Holdings Inc. agree(s) to defend, indemnify, and hold harmless the City of Lapeer, Michigan, its officers, employees and agents, from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Lapeer, its officers employees agents, by reason of any damage to property, bodily injury or death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

Signature: [Signature] Date: 1-4-24

Witness: [Signature] Date: 1-4-24

1. **ANNUAL EVENT:** Is this event expected to occur next year? [YES] [No]

If yes, you may reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule

(e.g., third weekend in July): every fr.'day from June till Sept 20th except Lapeer Days

2. **AN EVENT MAP [IS] [IS NOT]** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off. **Crossing Guards are required if crossing any roads.**

3. **FREE PARKING:** Are you requesting free parking (see the Rules and Regulations)? [YES] [NO]

If yes, list the lots or locations where free parking is requested:

4. **Alcoholic Beverages:** Will they be served? [YES] [NO]
Who holds the Liquor Control Commission license?
-

5. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
- a. A certificate of insurance must be provided which names the City of Lapeer as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
 - c. If the event includes solicitation by workers standing in street intersections, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not recommend standing in the street or making any solicitations from the street.
 - d. All food vendors must be approved by the Lapeer County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City of Lapeer as an additional named insured party on the policy.
 - e. The approval of this special event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Events Ordinance and Regulations. The event will be operated in conformance with the Written Confirmation of Approval.
 - f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City of Lapeer and will promptly pay any billing for City services which may be rendered.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Ordinance and Regulations, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which may apply to this Special Event.

1-4-24

Date


Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:

Special Event, City of Lapeer, City Manager's Office, 576 Liberty Park, Lapeer MI 48446.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Core Insurance Group LLC 50787 Corporate Dr Shelby Township MI 48315	CONTACT NAME: Megan Mancuso PHONE (A/C, No, Ext): (248) 847-2673 FAX (A/C, No): E-MAIL ADDRESS: meganm@coreinsured.com
INSURED Popovich Holdings 393 W Nepessing St Lapeer, MI 48446 Lapeer MI 48446-2105	INSURER(S) AFFORDING COVERAGE INSURER A: Central Mutual Insurance Co. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: CL2331705735

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR AI, WOS, PNC GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		CLP 8682352	03/21/2023	03/21/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CLP 8682352	03/21/2023	03/21/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired/borrowed \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WC 8688075	06/22/2022	06/22/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100000 E.L. DISEASE - EA EMPLOYEE \$ 100000 E.L. DISEASE - POLICY LIMIT \$ 500000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Bike Night- Every Friday from June 2nd to Sept 8th except for Aug 18th
City of Lapeer is listed as additional insured as respects to general liability as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

City of Lapeer 576 Liberty Park Lapeer MI 48446	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

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To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: February 14, 2024
RE: Special Event – Friday Night Bikes

STAFF RECOMMENDATION

Approve this event, pending insurance.

CURRENT OR NEW INFORMATION

We have received a Special Event Application from Norm Barbieri Jr., to hold an event titled: "Friday Night Bikes". This event is scheduled to be held nearly every Friday night during the summer months beginning May 31st and ending August 23rd, 2024. The event's operating time will be from 6:00PM to 10:00PM. This event will take place on Nepessing Street, from Mason Street to Court Street. Nepessing Street will be closed at Mason Street and at Court Street also including Cedar St. At the time of this request, there is no organization to coordinate and run additional activities during the event nights. Should activities such as band/DJ, vendors etc. resume as held in 2023, the police department will provide the necessary assistance. The event expects to bring 300 – 500 people each night.

This event requires City resources from the DPW for barricades and cones. The event will require electrical services. The police department will set up the barricades/cones in conjunction with any event organizers. Police presence during the event may result in overtime.

Calender Event Days:

May - 31st

June – 7th, 14th, 21st, 28th

July – 12th, 19th, 26th

August – 2nd, 9th, 23rd

See PDF File SE Friday Night Bikes 2024.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Previously held event in 2023.

AGENDA ITEM REVIEW

Meeting Date: February 20, 2024

Date Reviewed: February 14, 2024

Consent:

Administrative:

Reviewed By: R. Sanchez, City Clerk

Public Hearing:

City of Lapeer

SPECIAL EVENT APPLICATION (SEA)



DIRECTIONS: Complete this application in accordance with the City of Lapeer Special Events Ordinance and Regulations, and return it to the either Parks & Rec department (for events at a City Park) or to the City Manager's Office at least 30 Calendar days prior to the starting date of the event.

If you are requesting an event to take place in a CITY PARK, YOU MUST SUBMIT YOUR SEA DIRECTLY TO THE PARKS & RECS DEPARTMENT (Heather Bowman; Hbowman@ci.lapeer.mi.us). If your event is NOT in a City Park, your SEA should come directly to the City Manager's Office (Tracey Russell, Trussell@ci.lapeer.mi.us).

Sponsoring Organization
(Legal Name)

STEEL PATRIOTS M/C Phone # 248 431-3003

Address

1740 DUTTON Rochester Hill 48307

Organization Event
Coordinator/Contact

NORMAN BARBIERI JR Phone # 248 431-3003

Event Coordinator/Contact
Address

440 N Saginaw
LAPEER, MI 48446 (Ron) 586-216-8811

Coordinator/Contact Email

OWNER @ E&L SERVICE.COM

Event Name

FRIDAY NIGHT BIKES

Purpose of Event

Bike show with Music, Vendors & Entertainment

Event Location

SEE MAP

Have you
reserved your
park/pavilion?

Yes / (No)

If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.*.

Date of Event

5/31/24 - 8/23/24
FRIDAY including Holiday
+ Lapeer days

Event Time

6pm START 10End

of Event

Organizational Team

20

of Expected
Attendees:

300 - 500

Describe the activities

taking place at your event: Bike show with music, Vendor & Entertainment

Please check what will be part of your event:

☒

Music**

☐

Animals**
(such as a petting zoo)
Wedding

☐

Selling of food*

Selling of drinks*

☒

Posted Signage of
Event*
Liquor/Beer or Wine*

**Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals: Variety of Entertainment

*See Rules and Regulations

Please check what you request the City to supply:

?	Picnic Tables Qty:	✓	Electricity Turned on off	✓	Other:	
	Inflatables		Road Crossing Guards Qty:		Trash Containers Qty:	
✓	Road Closures List:	NECESSARY From mason to ^{Saginaw} East including Cedar				

Please attach a letter indicating all requests of City services if something other than above.

What type of event is this:

	City Operated Event	✓	Other Non-Profit Event		Co-Sponsored Event
			Other For-Profit Event		Political or Ballot Issue Event

INDEMNIFICATION AGREEMENT

The Friday Night Bikes agree(s) to defend, indemnify, and hold harmless the City of Lapeer, Michigan, its officers, employees and agents, from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Lapeer, its officers employees agents, by reason of any damage to property, bodily injury or death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

Signature: [Signature] Date: [Signature]

Witness: _____ Date: _____

1. ANNUAL EVENT: Is this event expected to occur next year? (YES) [No]

If yes, you may reserve a date for next year with this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule

(e.g., third weekend in July): May 31 - NO - July 5 NO - Aug 16 - Holiday
Friday's June 1st 2025 - Aug 30, 2025 + Lapeer Days

2. AN EVENT MAP (IS) [IS NOT] attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off. Crossing Guards are required if crossing any roads.

3. FREE PARKING: Are you requesting free parking (see the Rules and Regulations)?

(NO) MOTORCYCLE ONLY PARKING on NECESSARY

If yes, list the lots or locations where free parking is requested:

4. Alcoholic Beverages: Will they be served? [YES] [NO]

Who holds the Liquor Control Commission license?

----- local Brew Pub -----

5. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

- a. A certificate of insurance must be provided which names the City of Lapeer as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
- c. If the event includes solicitation by workers standing in street intersections, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not recommend standing in the street or making any solicitations from the street.
- d. All food vendors must be approved by the Lapeer County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City of Lapeer as an additional named insured party on the policy.
- e. The approval of this special event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Events Ordinance and Regulations. The event will be operated in conformance with the Written Confirmation of Approval.
- f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City of Lapeer and will promptly pay any billing for City services which may be rendered.

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Ordinance and Regulations, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which may apply to this Special Event.

Date

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:

Special Event, City of Lapeer, City Manager's Office, 576 Liberty Park, Lapeer MI 48446.

Google Maps

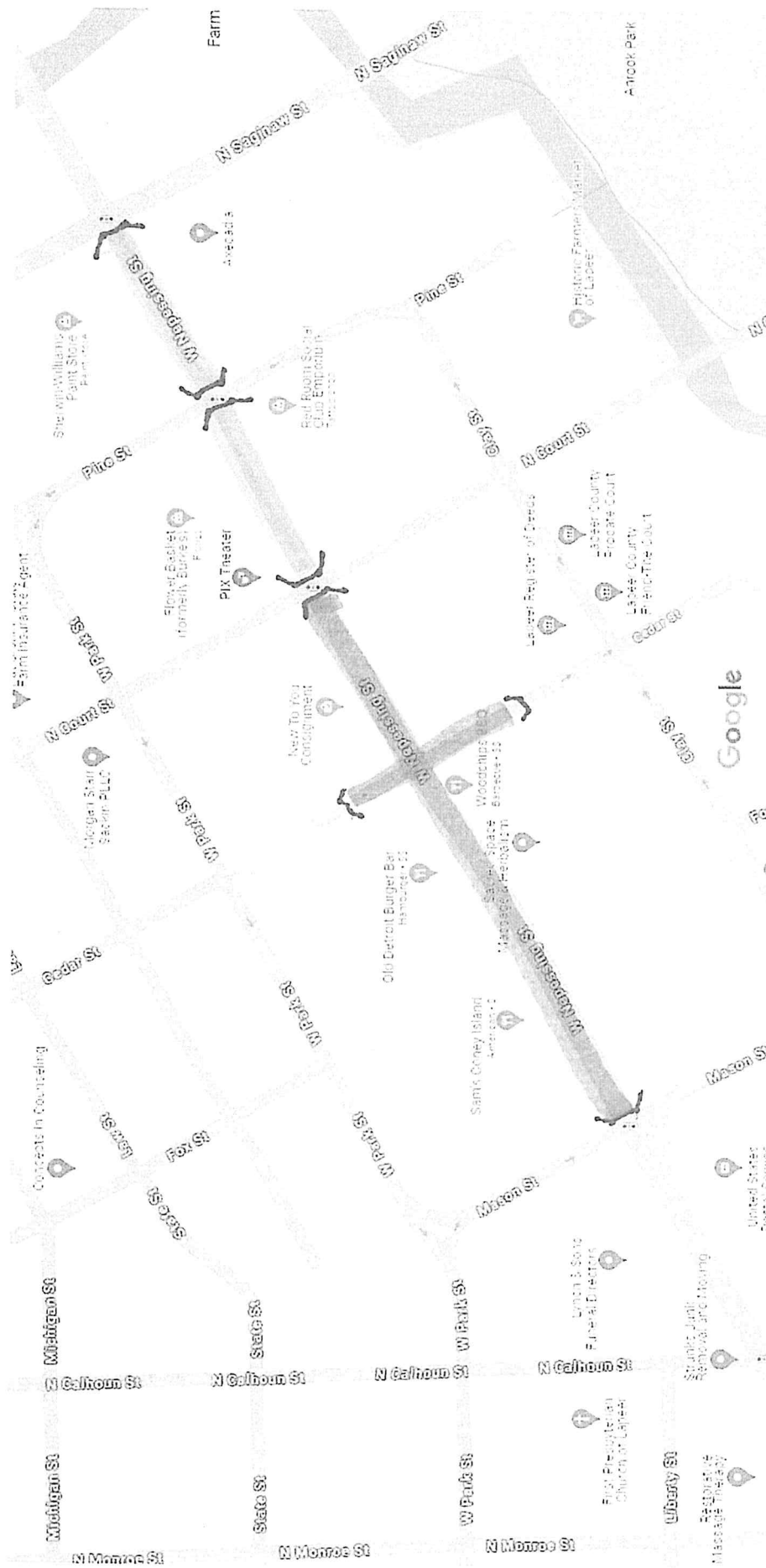


Imagery ©2024 Airbus, CNES / Airbus, Maxar Technologies, U.S. Geological Survey, USDA/FPAC/Geo, Map data ©2024 100 ft

CLOSED TO VEHICLES
motor cycles
ONLY
TIME 5:30-10:00 OR TBD

CLOSED TO VEHICLES
FUTURE EXPANSION TO
INCLUDE EAST END OF
RESIDENTIAL BUSINESS

Google Maps



CLOSED TO CARS
MOTORCYCLES ONLY

SPECIAL EVENTS
ROAD CLOSED TO
NORMAL TRAFFIC



ITEM J-1

To: Mayor and City Commission
Date: February 14, 2024
RE: Board & Commission Appointments

MAYORAL APPOINTMENT

BOARD OR COMMISSION	MEMBER NAME	CURRENT TERM EXPIRES	TERM LENGTH	NEW TERM EXPIRATION	COMMENTS Re: STATUS
Cemetery Board	Mike Robinet	Apr 1, 2024	5 Year	Apr 1, 2029	Reappointment Recommended
	Vacancy	Apr 1, 2028	5 Year		Awaiting Recommendation
County Center Board	Vacancy	Jan 1, 2025	1 Year		Awaiting Recommendation
Local Officers Compensation Commission	Vacancy	Oct 1, 2026	5 Year		Awaiting Recommendation
	Vacancy	Oct 1, 2027	5 Year		

COMMISSION APPOINTMENTS

BOARD OR COMMISSION	MEMBER NAME	EXPIRATION	TERM LENGTH	NEW TERM EXPIRATION	COMMENTS Re: STATUS
Board of Review	Didrik Krogh	Jan 1, 2025	3 Year		Appointment Recommended
Income Tax Board of Review	Vacancy	Dec 1, 2024	3 Year		Awaiting Recommendation
Prison Liaison Committee	Vacancy	Apr 1, 2025	3 Year		Awaiting Recommendation

AGENDA ITEM REVIEW

Meeting Date: February 20, 2024
Consent:
Administrative: X
Public Hearing:

Date Reviewed: February 14, 2024
Reviewed By: R. Sanchez, City Clerk

From: [Rodney Church](#)
To: [Romona Sanchez](#)
Subject: Re: Cemetery Board
Date: Thursday, February 8, 2024 11:55:34 AM
Attachments: [image002.png](#)
[image005.png](#)

Mike Robinet is in for another 5 years.



Rodney R. Church
Director of Parks, Recreation & Cemetery
Community Center/Recreation Offices
880 S. Saginaw Street, Lapeer, MI 48446
810 – 664 – 4431

On Feb 7, 2024, at 3:36 PM, Rodney Church <rchurch@ci.lapeer.mi.us> wrote:

Yes, I will check.

<!--[if !vml]-->
<image002.png>
<!--[endif]--> *Rodney R. Church*

Director of Parks, Recreation & Cemetery
Community Center/Recreation Offices
880 S. Saginaw Street, Lapeer, MI 48446
810 – 664 – 4431
<https://www.ci.lapeer.mi.us/>

From: Romona Sanchez <rsanchez@ci.lapeer.mi.us>
Sent: Wednesday, February 7, 2024 10:44 AM
To: Rodney Church <rchurch@ci.lapeer.mi.us>
Subject: Cemetery Board

Hi Rodney,

Mike Robinet's term on the Cemetery Board is going to expire on April 1, 2024, can you find out if he wants to renew for 5 years?

Thanks,

Romona

<!--[if !vml]-->

<image005.png>

<!--[endif]-->**Romona Sanchez**

City Clerk

576 Liberty Park, Lapeer, MI 48446

810 – 245 – 4218

<https://www.ci.lapeer.mi.us/>

From: [Denise Marinelli](#)
To: [Romona Sanchez](#)
Subject: BOR Appointment
Date: Wednesday, February 7, 2024 2:57:04 PM
Attachments: [image001.png](#)
[image003.png](#)

Good Afternoon,
Please put Didrik Krogh on the Agenda for appointment to replace Bonnie Pattison as a member of the Board of Review. The term ends on January 1, 2025.
Thank you,
Denise Marinelli

Denise Marinelli, MAAO

Assessor

Assessing Department

576 Liberty Park, Lapeer, MI 48446

810 - 245 - 4217

<https://dmarinelli.ci.lapeer.mi.us/>



Application for Boards and/or Commissions
Please complete, sign and date the application and return to:
City Clerk's Office, 576 Liberty Park, Lapeer, MI 48446
810-664-5231
Email: clerk@ci.lapeer.mi.us

<input type="checkbox"/> Accuracy Board	<input type="checkbox"/> Downtown Development Authority	<input type="checkbox"/> Lapeer Neighborhoods, Inc.
<input checked="" type="checkbox"/> Board of Review	<input type="checkbox"/> Economic Development Corporation / Tax Increment Financing Authority / Brownfield Redevelopment Authority	<input type="checkbox"/> Local Development Finance Authority
<input type="checkbox"/> Cemetery Board	<input type="checkbox"/> Greater Lapeer Transportation Authority	<input type="checkbox"/> Local Officers Compensation Commission
<input type="checkbox"/> Center for the Arts of Greater Lapeer	<input type="checkbox"/> Income Tax Board of Review	<input type="checkbox"/> Park Board
<input type="checkbox"/> Construction Board of Review	<input type="checkbox"/> Lapeer Building Authority	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> County Center Board	<input type="checkbox"/> Lapeer Housing Commission	<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> District Library Board	<input type="checkbox"/> Lapeer Housing Board of Appeals	

Please tell us why you wish to serve on this Board or Commission; describe your relevant experience; and what do you feel you can contribute to the Board or Commission:
I wish to serve on the Board of Review in Lapeer City. I have extensive experience in the areas that the Board of Review oversees. I have over 30 years of experience in Real Estate Appraisal and Real Estate Sales. I have or have had the following licenses in Michigan: a Residential Builder's License, a Real Estate Sales License, and a Certified Residential Appraiser's License. In Nevada: I had a Broker/Salesman's License, Certified Residential Appraiser's License, and a Residential Building Inspector's License. Additionally, in Nevada I was an Adjunct Professor Teaching Appraisal and Real Estate Courses for the University of Nevada where I also served on the Advisory Committee for the Real Estate Program. I was a Deputy Assessor for the Clark County Assessor's Office (Nevada) and provided Expert Witness Testimony in Family Court and District Court in Clark County Nevada for real estate matters.

Applicant Information:

Print Name: Didrik Krogh
(First) (Last)

Street Address: [REDACTED]
Home Phone: n/a [REDACTED]
Email: [REDACTED]
Employer: retired Occupation: retired

Educational Background: Associates Degree RE- Macomb Community; BBA - National University Las Vegas;
Masters Degree-Management - National University, Las Vegas.

Community Activities and/or Work Experience: 30+ years in real estate and appraisal, former Lions International and former Lapeer Rotarian.

Didrik Krogh
Signature

January 17, 2024
Date

Thank you for your interest in serving on one of our Boards or Commission. All information on this application is public information and subject to disclosure in response to public records request made pursuant to the Freedom of Information Act.



ITEM K-1

To: Mayor and City Commission
Date: February 14, 2024
RE: MONTHLY OPERATIONAL REPORTS

CITY DEPARTMENTS:

- 1. BUILDING DEPARTMENT**
- 2. FINANCIAL SERVICES DEPARTMENT**
 - A. ASSESSING DIVISION
 - B. INCOME TAX DIVISION
 - C. ACCOUNTING/DATA PROCESSING DIVISION
- 3. FIRE AND RESCUE DEPARTMENT**
- 4. HOUSING AND NEIGHBORHOOD DEVELOPMENT DEPARTMENT**
 - A. LAPEER HOUSING COMMISSION (LHC)
 - B. LAPEER NEIGHBORHOOD'S INC. (LNI)
 - C. COMMUNITY DEVELOPMENT
- 5. PLANNING DEPARTMENT**
 - A. DEVELOPMENT ACTIVITIES
- 6. POLICE DEPARTMENT**
 - A. POLICE
 - B. ORDINANCE ENFORCEMENT
 - C. PARKING DIVISION
- 7. PUBLIC WORKS DEPARTMENT**
 - A. SEWER UTILITY DIVISION
 - B. STREET DIVISION
 - C. WATER DIVISION
 - D. WASTEWATER DIVISION
- 8. MARIJUANA MONTHLY REPORT**

AGENDA ITEM REVIEW

Meeting Date: February 20, 2024

Date Reviewed: February 14, 2024

Reviewed By: R. Sanchez, City Clerk

Monthly Rental Certificates

02/12/2024

BUILDING DEPARTMENT
576 LIBERTY PARK
LAPEER, MI 48446
810-245-9621

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
1801 RALEIGH AVE 5	LAPEER PLACE APARTMENTS	CR23-0969	Certified	01/19/2024	08/03/2025	202.00
771 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1111	Certified	01/19/2024	10/05/2025	121.00
771 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1112	Certified	01/19/2024	10/05/2025	121.00
845 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1133	Certified	01/19/2024	10/05/2025	121.00
867 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1141	Certified	01/19/2024	10/05/2025	121.00
872 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1145	Certified	01/19/2024	10/05/2025	121.00
872 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1146	Certified	01/19/2024	10/05/2025	121.00
875 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1148	Certified	01/19/2024	10/05/2025	121.00
920 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1165	Certified	01/19/2024	01/19/2026	121.00
921 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1168	Certified	01/19/2024	10/05/2025	121.00
936 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1183	Certified	01/19/2024	10/05/2025	121.00
952 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1186	Certified	01/19/2024	10/05/2025	121.00
964 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1191	Certified	01/19/2024	10/05/2025	121.00
964 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1192	Certified	01/19/2024	10/05/2025	40.00
968 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1194	Certified	01/19/2024	10/05/2025	121.00
972 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1196	Certified	01/19/2024	10/05/2025	121.00
713 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1216	Certified	01/19/2024	10/05/2025	121.00
714 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1217	Certified	01/19/2024	10/05/2025	121.00
720 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1225	Certified	01/19/2024	10/05/2025	121.00
729 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1235	Certified	01/19/2024	10/05/2025	121.00
731 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1238	Certified	01/19/2024	10/05/2025	121.00
735 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1242	Certified	01/19/2024	10/05/2025	121.00
743 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1248	Certified	01/19/2024	10/05/2025	121.00

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
755 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1253	Certified	01/19/2024	10/05/2025	121.00
755 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1254	Certified	01/19/2024	10/05/2025	121.00
635 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1258	Certified	01/19/2024	10/05/2025	121.00
641 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1261	Certified	01/19/2024	10/05/2025	121.00
643 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1263	Certified	01/19/2024	10/05/2025	121.00
647 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1266	Certified	01/19/2024	10/05/2025	121.00
649 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1268	Certified	01/19/2024	10/05/2025	121.00
654 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1269	Certified	01/19/2024	10/05/2025	40.00
654 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1270	Certified	01/19/2024	10/05/2025	121.00
661 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1275	Certified	01/19/2024	10/05/2025	121.00
661 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1276	Certified	01/19/2024	10/05/2025	121.00
674 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1290	Certified	01/19/2024	10/05/2025	121.00
915 STATE ST 2	K & K HOUSING LLC	CR23-1406	Certified	02/01/2024	10/30/2025	40.00
442 W PARK ST	ROLLS INVESTMENTS LLC	CR23-1407	Certified	02/01/2024	10/30/2025	125.00
446 W PARK ST	ROLLS INVESTMENTS LLC	CR23-1408	Certified	02/01/2024	10/30/2025	40.00
155 DEVONSHIRE DR 210	WELL 1031 HOLDCO 1 LLC	CR23-1436	Certified	02/02/2024	09/11/2025	121.00
100 N SAGINAW ST	JYMAR ENTERPRISES, LLC	CR23-1440	Certified	02/01/2024	10/12/2025	268.50
734 W OREGON ST 1	EQUITY TRUST CO	CR24-0076	Certified	01/19/2024	11/06/2025	165.00
3105 W OREGON ST	SCHUMACHER, MICHAEL T &	CR24-0080	Certified	02/08/2024	01/09/2026	125.00
1230 JEFFERSON ST	SUTHERLAND, ELIZABETH	CR24-0101	Certified	02/06/2024	12/21/2025	125.00
1177 LANCASTER ST	AJE INVESTMENTS INC	CR24-0102	Certified	02/07/2024	01/17/2026	125.00

Total # of Certificates: 44

Total Amount Billed: \$5288.50

Population: All Records

Certificate.CertType = Rental AND

Certificate.DateIssued Between 1/11/2024 12:00:00 AM AND
2/12/2024 11:59:59 PM AND

Certificate.Status = Certified

Permit Summary Report

02/12/24

Building Department
576 Liberty Park
Lapeer, MI 48446
810-245-9621

DATE ISSUED	PERMIT TYPE	PERMIT CATEGORY	ADDRESS	FEES PAID	STATUS
01/16/2024	Building	Tenant Space Finish	54 S SAGINAW ST	\$1,729.00	ISSUED
01/24/2024	Building	Single Family Home	2676 BEDFORD ST	\$1,395.00	ISSUED
02/09/2024	Building	Residential Add/Alter/Repair	384 EAGLE PASS	\$782.00	ISSUED
01/23/2024	Building	Residential Add/Alter/Repair	55 HARTLEY ST	\$277.00	ISSUED
02/01/2024	Building	Roof	520 S MAIN ST	\$377.00	ISSUED
01/22/2024	Electrical	Electrical	506 E OREGON ST	\$90.00	ISSUED
01/24/2024	Electrical	Electrical	1428 IMLAY CITY RD	\$735.00	ISSUED
01/24/2024	Electrical	Electrical	228 E GENESEE ST	\$420.00	ISSUED
02/01/2024	Electrical	Electrical	1438 LINCOLN ST	\$416.00	ISSUED
02/01/2024	Electrical	Electrical	1440 LINCOLN ST	\$416.00	ISSUED
02/01/2024	Electrical	Electrical	1442 LINCOLN ST	\$416.00	ISSUED
02/01/2024	Electrical	Electrical	1444 LINCOLN ST	\$416.00	ISSUED
01/29/2024	Electrical	Electrical	30 OLD CARRIAGE LN	\$186.00	ISSUED
02/06/2024	Electrical	Electrical	2676 BEDFORD ST	\$452.00	ISSUED
02/08/2024	Electrical	Electrical	3300 JOHN CONLEY DR	\$501.00	ISSUED
01/16/2024	Mechanical	Mechanical	228 E GENESEE ST	\$305.00	ISSUED
01/24/2024	Mechanical	Mechanical	3140 JOHN CONLEY DR	\$515.00	ISSUED
01/29/2024	Mechanical	Mechanical	30 OLD CARRIAGE LN	\$228.25	ISSUED
02/01/2024	Mechanical	Mechanical	315 E NEPESSING ST 5	\$171.00	ISSUED
02/01/2024	Mechanical	Mechanical	315 E NEPESSING ST 6	\$171.00	ISSUED
02/06/2024	Mechanical	Mechanical	950 DEWEY ST 103	\$200.00	ISSUED
02/07/2024	Mechanical	Mechanical	330 BIDDLE ST	\$194.00	ISSUED
02/08/2024	Mechanical	Mechanical	612 GREENS WAY BLVD	\$217.00	ISSUED
02/08/2024	Mechanical	Mechanical	3300 JOHN CONLEY DR	\$481.75	ISSUED
02/09/2024	Mechanical	Mechanical	226 TURRILL AVE	\$221.00	ISSUED
02/12/2024	Mechanical	Mechanical	2197 VILLAGE WEST DR	\$90.00	ISSUED
02/12/2024	Mechanical	Mechanical	440 BENTLEY ST	\$194.00	ISSUED
01/17/2024	Plumbing	Plumbing	532 RAILROAD ST	\$108.00	ISSUED
01/24/2024	Plumbing	Plumbing	545 N MAIN ST	\$312.00	ISSUED

Permit Summary Report

02/12/24

Building Department
576 Liberty Park
Lapeer, MI 48446
810-245-9621

DATE ISSUED	PERMIT TYPE	PERMIT CATEGORY	ADDRESS	FEES PAID	STATUS
01/30/2024	Plumbing	Plumbing	1428 IMLAY CITY RD	\$283.00	ISSUED
02/06/2024	Plumbing	Plumbing	2676 BEDFORD ST	\$456.00	ISSUED
02/12/2024	Plumbing	Plumbing	440 BENTLEY ST	\$99.00	ISSUED
01/16/2024	R.O.W.	Right of Way	2676 BEDFORD ST	\$250.00	ISSUED
01/29/2024	R.O.W.	Right of Way	2140 W GENESEE ST	\$265.00	ISSUED
01/16/2024	Sewer	Sewer	2676 BEDFORD ST	\$4,000.00	ISSUED
01/29/2024	Sewer	Sewer	2140 W GENESEE ST	\$4,000.00	ISSUED
01/16/2024	Water	Water	2676 BEDFORD ST	\$2,750.00	ISSUED
01/29/2024	Water	Water	2140 W GENESEE ST	\$8,640.00	ISSUED
01/22/2024	COMPLIANCE PERMIT	Certificate of Compliance/Occu	1040 S MAIN ST	\$81.00	ISSUED
01/22/2024	COMPLIANCE PERMIT	Certificate of Compliance/Occu	224 W GENESEE ST	\$81.00	ISSUED
01/30/2024	COMPLIANCE PERMIT	Certificate of Compliance/Occu	132 W NEPESSING ST	\$81.00	ISSUED
02/07/2024	COMPLIANCE PERMIT	Fence	462 GOLFSIDE DR	\$81.00	ISSUED
02/07/2024	COMPLIANCE PERMIT	Certificate of Compliance/Occu	1500 N MAIN ST	\$81.00	ISSUED
02/07/2024	COMPLIANCE PERMIT	Fence	424 S SAGINAW ST	\$81.00	ISSUED
02/08/2024	COMPLIANCE PERMIT	Certificate of Compliance/Occu	410 W NEPESSING ST STE 102	\$81.00	ISSUED
TOTAL FEES PAID:				\$33,326.00	



Item K-1-2-A

To: Mike Womack, City Manager
C.C. City Board of Commissioners
From: Denise Marinelli, Assessor
Date: February 12, 2024
RE: Monthly Departmental Report

ASSESSING DEPARTMENT CONCENTRATION:

- Property Transfers are processed and are currently up to date. Deeds have been processed through January 2024.
- Current Deed breakdown:

Deeds	January	Vacant land	New Construction	Prior Month
Transfers	17	5	2	20
Non-Transfers	6			08
Forcl/Redmptn	1/0			1/0
Total	24			29

- 2024 Ad-valorem values are being set including new construction as of Tax Day, December 31, 2023. Reports are being created. Land Values and ECF are completed. Assessment Notices will be sent out this month.
- The Personal Property statements are currently being reviewed and processed.
- The Inflation Rate for 2024 for Headlee is 1.051; the Capped Value rate will be 1.05(taxable value increase) per statute.
- We currently have 1 Michigan Tax Tribunal case for the 2023 tax year. All information has been given to the City attorneys.
- The new year brings in our busiest and most demanding time, however, the department continues to investigate, correct, and update property description discrepancies, omissions, errors, and changes. We assist departments, property owners, realtors and appraisers with questions and concerns as well as processing address and lot split requests.
- As always, please contact me if you have any questions or concerns.



Item # K-1-2-B

To: Mike Womack, City Manager
From: Kelly Hanna, Director of Financial Services
Date: February 8, 2024
RE: Income Tax Monthly Report for January 2024

CITY OF LAPEER
Monthly Financial Statement
Income Tax Department
January 2024

<u>Fiscal Year</u>	<u>Net Monthly Income</u>	<u>Net Total Yr-to-date</u>	<u>Original Budget for year</u>	<u>Current Budget for year</u>	<u>Actual Total for year</u>	<u>Excess (Deficit) Revenue</u>
2013/14	\$322,293	\$1,614,605	\$2,590,000	\$2,590,000	\$2,827,204	\$237,204
2014/15	\$309,837	\$1,678,925	\$2,590,000	\$2,590,000	\$2,953,553	\$363,553
2015/16	\$390,919	\$1,708,447	\$2,785,000	\$2,785,000	\$3,069,571	\$284,571
2016/17	\$444,252	\$1,919,516	\$3,065,000	\$3,065,000	\$3,212,298	\$147,298
2017/18	\$419,828	\$2,058,524	\$3,165,000	\$3,165,000	\$3,349,223	\$184,223
2018/19	\$505,129	\$2,024,832	\$3,175,000	\$3,175,000	\$3,521,027	\$346,027
2019/20	\$352,503	\$1,917,809	\$3,265,000	\$3,265,000	\$3,228,023	-\$36,977
2020/21	\$336,990	\$1,950,968	\$3,495,000	\$3,495,000	\$3,783,095	\$288,095
2021/22	\$646,820	\$2,546,758	\$3,476,000	\$3,476,000	\$4,527,734	\$1,051,734
2022/23	\$562,326	\$2,451,113	\$4,090,000	\$4,140,076	\$4,941,930	\$801,854
2023/24	\$420,469	\$2,576,863	\$4,833,000	\$4,833,000		

Original Budget and Current Year Budget columns for FYE 2013- 2023 adjusted to include budgeted p&l & prosecution



Item # K-1-2-C

To: Mike Womack, City Manager
From: Kelly Hanna, Director of Financial Services
Date: February 14, 2024
RE: Finance Department Report for January 2024

- 1) 161 - voucher checks were issued.
- 2) 329 - payroll payments were issued.
- 3) 10 - income tax refund checks were issued.
- 4) Records were reviewed with those needing information on burial location. There were two (2) graves purchased (one-resident/one-non-resident) and one foundation purchased (for \$371.20).
- 5) 504 Winter 2023 property tax bills were receipted for \$1,984,206.58; twenty-three (23) Summer 2023 property tax bills were receipted for \$19,909.27; one (1) delinquent 2022 personal property tax bill was receipted for \$2,495.48; one (1) delinquent 2021 personal property tax bill was receipted for \$302.36; one (1) delinquent 2019 personal property tax bill was receipted for \$57.55; and one (1) delinquent 2018 personal property tax bill was receipted for \$17.45.
- 6) There were 77 additions and 73 cancellations received regarding the voter registration records.



ITEM K-1-3

To: Mike Womack, City Manager
From: Mike Vogt, Fire Chief
Date: February 5, 2024
RE: January 2024

MONTH SUMMARIZED:

Training: The department conducted a total of six training sessions (3 day/3 night). A total of 117.5 man-hours were spent in training during the month.

Community Risk Reduction: No activities.

Fire & Life Safety: Six annual inspections, 10 reinspection, four other types of inspections, and six site visits were completed in the City, with 15 violations being identified. There were two businesses inspected that were without any fire code violations. Three tenant space plans, one site plan, one plan review, one fire suppression plan and one fire alarm plan were reviewed by the Building Department for the month of January.

Responses: The department responded to a total of 56 incidents during the month, requiring a total of 559.5 man-hours. This is 27 more responses than we had for the same period in 2023. 43% of these responses occurred Monday-Friday between the hours of 6:00 am and 6:00 pm. The estimated dollar loss for the month was \$113,000. The loss for the month resulted from residential building fire in the City of Lapeer, a garage fire in Lapeer Township and a garage fire in Mayfield Township.

The number of responses for the month by municipality was: City of Lapeer-31, Lapeer Twp-10, Mayfield Twp-10, Oregon Twp-4, Automatic/Mutual Aid-1.

The average emergency response time (in minutes) to each municipality was: City of Lapeer-0.0, Lapeer Twp-7.5, Mayfield Twp-6.0, Oregon Twp-0.0.

The calendar year annual percentage of responses by municipality is: City of Lapeer-55.36%, Lapeer Twp-17.86%, Mayfield Twp-17.86%, Oregon Twp-7.14%, Assists-1.79%.

The number of burn permits issued for the month by municipality was: Lapeer Twp-79, Mayfield Twp-130, Oregon Twp-39.

The breakdown of responses by type is as follows:

Fire Alarm-Malicious	0	Fire Alarm-Unintentional	10
Fire Alarm-Malfunction	5	Fire Alarm-Residential	4
Building Fire-Residential	1	Building Fire-Commercial	0
Building Fire-Other	2	Vehicle Fire	0
Grass/Brush Fire	0	Rescue	1
Good Intent	0	Electrical Related	8
Smoke Investigation	2	Gasoline/Diesel Spill/Leak	1
Natural Gas/Propane Leak	5	Carbon Monoxide (alarm & actual)	4
Other Type Fires	3	Other Type Response	8
Assist to Other Agencies	2	Washdown	0

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Incident 24-001	4 Incident 24-002 Incident 24-003	5 Incident 24-004 Incident 24-005	6 Incident 24-006
7 Incident 24-007 Incident 24-008	8 Incident 24-009 Incident 24-010 Training	9 Incident 24-011 Safety Meeting	10 Incident 24-012 Incident 24-013 Incident 24-014	11 Incident 24-015 Incident 24-016 Incident 24-017 Incident 24-018	12 Incident 24-019 Incident 24-020 Incident 24-021 Incident 24-022 Incident 24-023 Incident 24-024 Incident 24-025 Incident 24-026 Incident 24-027 Incident 24-028 Incident 24-029	13 Incident 24-030 Incident 24-031 Incident 24-032
14	15 Incident 24-033 Incident 24-034	16 Incident 24-035 Incident 24-036 Incident 24-037	17 Incident 24-038 Incident 24-039 Leadership Meeting	18 Incident 24-040 Incident 24-041 Incident 24-042	19 Incident 24-043 Incident 24-044	20 Incident 24-045 Incident 24-046 CPR Classes
21 Incident 24-047 Incident 24-048	22 Incident 24-049 Incident 24-050 Training	23 Incident 24-051	24 Incident 24-052	25	26 Incident 24-053	27 Incident 24-054
28	29 Training	30 Incident 24-055 Incident 24-056	31			
		Notes Incidents (Monthly Total - 56) Training Public Events Meetings/Department Work New Hiring Process Public Assistance				



Dept: Housing Improvement Department
Submitted To: Mr. Mike Womack, City Manager
From: Denise Soldenski, Director of Housing and Neighborhood Development
Date: February 15th, 2024
RE: January 10th, 2024 – February 6th, 2024
copy: Lapeer Housing Commission/Lapeer Riverview Towers, LLC

LAPEER HOUSING COMMISSION (LHC)/LAPEER RIVERVIEW TOWERS, LLC (LRT)

A. RIVERVIEW TOWERS: HUD PROJECT BASED VOUCHER (PBV)

1. As of February 6, Riverview Towers has two vacancies which are expected to be filled upon completion of unit turns with kitchen/bathroom upgrades. Target lease up for both will be on or before March 1.
2. The Riverview waitlist contains a sufficient supply of applicants to fill vacant units.
3. Riverview Towers has a new Beautician for the Beauty Shop! ***Ms. Soldenski would like approval for the new lease to be signed by Ms. Soldenski and Mr. Mikus for 2/16/24 to 2/28/25 for Looking Good Again Phase II.*** Residents will be happy to again have access to a salon on-site.
4. The conference table and chairs have been moved into the office space formerly rented by Friends and will now be a conference room for Housing Dept, Lapeer Riverview Towers and Lapeer Housing Commission business. The furniture fits perfectly and makes great use of this space while opening the entire Beauty Shop up for use by the new lessee.

B. HOUSING CHOICE VOUCHER PROGRAM (HCV)

1. As of February 6, 96 vouchers are under contract.
2. Pulling applicants from the waitlist will continue as funding allows to fill vacant vouchers.

C. ADMINISTRATION

1. **Attachment #1** Lapeer Housing Commission/Lapeer Riverview Towers, LLC financials.
2. ***Ms. Soldenski would like to introduce and get approval from the board for our new board member, Mr. Brad Chayka.*** Mr. Chayka was appointed by the Mayor on 2/5/24. Welcome Mr. Chayka!
3. ***Ms. Soldenski would like approval from the board for board member title changes due to resignation of board member and Vice Chair, Racosta.*** Effective 2/15/2024, James Mikus will remain as Board Chair, Kerri Roberts will become Vice Chair, Robin Chesnutt will become Treasurer, Lisa Lie will become Secretary, and Brad Chayka will be Board Member.
4. Also due to the resignation of board member Racosta, ***Ms. Soldenski would like approval to remove Ms. Racosta from signature authority on the four LHC/LRT bank accounts (two checking and two insured cash sweep savings) at Choice One Bank and replace that with signature authority for Robin Chesnutt effective 1/19/2024. Within the motion please confirm that the people approved for signature authority are the following: Mr. James Mikus, Kerri Roberts, Robin Chesnutt and Denise Soldenski. The motion should also provide approval for Ms.***

Soldenski to initiate and complete the transactions with Choice One Bank per Resolution 141-2013.

5. ***Ms. Soldenski would like approval of the items to be included in FY 7/1/2024 PHA Annual Plan.*** This plan was reviewed at the 1/18/24 meeting. The attached document covers both the Capital Expense projects and the policy updates that will be mandatory to implement this fiscal year. Notice of the public hearing scheduled for March 21st, 2024 was in the Jan. 26th edition of the LA View.
6. ***Ms. Soldenski would like approval from the board to modify the Procurement Policy to require board approval for non-federal purchases that exceed \$10,000. Currently, policy allows for the ED to approve purchases up to \$150,000.***
7. HUD released the Final Rule of the Housing Opportunity Through Modernization Act (HOTMA) of 2016, Sections 102, 103 and 104 on February 14th, 2023. This rule provides for income and asset changes that will affect the HCV and PBV programs and was intended to be effective January 1st, 2024; however due to HUD systems not being ready and the extensive need for training, have postponed the effective date for sections 102 and 104 to January 1st, 2025. HUD released PIH Notice 2023-27 which provides implementation guidance for sections 102 and 104, the two sections that impact HCV and PBV. HUD's guidance requires PHAs to include HOTMA in their Annual Plans which are due 75 days prior to the beginning of the fiscal year, July 1st for LHC. Therefore, LHC compliance date will be after April 17th, 2024 and on or before Jan. 1st, 2025. Factors that will impact the LHC compliance date are software system readiness, staff training and tenant/landlord notifications. *Ms. Soldenski has been working on converting the LHC HCV Admin Plan to the format purchased by Nan McKay which includes the HOTMA updates.*
8. HUD is also changing the process/standard for Housing Quality Standard Inspections (HQS) to National Standards for the Physical Inspection of Real Estate (NSPIRE). The new standard is an inspection model that is more common across the various HUD programs. This new method is under pilot and was scheduled to be rolled out for HCV/PBV in October 2023; however, HUD has allowed PHAs to use existing inspection protocols until October 2024 to allow for systems to be updated and training to take place. Full implementation will include use of an NSPIRE application via handheld tablet or dedicated cell phone for electronic inspections. HUD has issued PIH Notice 2023-28 which provides for implementation guidance and administrative procedures for HCV/PBV. *Ms. Soldenski completed training via Nan McKay on 11/9/23 and is now certified for NSPIRE.*
9. HUD is moving forward with a more clear proposed rule for Affirmatively Furthering Fair Housing. HUD's intent is to "affirmatively further fair housing by creating strong, sustainable, inclusive communities and quality affordable housing for all." More information to come as this proposed rule approaches final rule.
10. HUD has been releasing updated chapters in the "Housing Choice Voucher Program Guidebook". As the chapters are released, Ms. Soldenski reviews, updates and requests approval for our HCV Administrative Plan, if necessary. *There are no updates to the Guidebook this month that affect policy.*



To: Housing Improvement Department
Submitted To: Mr. Mike Womack, City Manager
From: Denise Soldenski, Director of Housing and Neighborhood Development
Date: February 15th, 2024
RE: January 10th, 2024 – February 6th, 2024
copy: Lapeer Neighborhoods Inc.

A. HOUSING IMPROVEMENT DEPARTMENT (HID) - See attachment #2 for project photos.

1. **MSHDA NEP - Mt. Hope Area Grant Program (Round 9):** This grant will start in May and will be completed in December 2024.
2. **USDA Rural Development HPG Grant:** Grant funding has been extended to March 30, 2024.
 - a. **Project 2 - Hartley St.** – Crawl Space Rehab – Project is process. Expected to be completed by February 9, 2024.
3. **MSHDA MI-HOPE Grant:** MSHDA has completed the amendment and projects are eligible to start. Ms. Lincoln is working on gathering additional documents to start the process for each applicant.
 - a. **Project 1 - Lincoln St.** - Roof, Water Heater, Electrical – Application stage.
 - b. **Project 2 – Jefferson St.** – Windows, Insulation, Appliances, Storm Doors/Exterior Doors, HVAC, Electrical – Application stage.
 - c. **Project 3 – Dewey St.** – Insulation and Air Conditioner – Application stage.
 - d. **Project 4 – S. Elm St.** – Roof Replacement – Energy Audit phase.
 - e. **Project 5 – Hartley St.** – Furnace/Air and Water Heater – Application stage.
 - f. **Project 6 – N. Main St.** – Insulation and Windows/Doors – On Hold.
 - g. **Project 7 – Lincoln St.** – HVAC, windows, electrical – Application stage.
 - h. **Project 8 – E. Nepessing St.** - Roof – Application stage.
 - i. **Project 9 – N. Monroe St.** – Rental – Roof, Insulation – Application stage.
4. **MSHDA Housing Choice Vouchers / Section 8**
 - a. Lapeer County's voucher allocation is 342 regular Housing Choice Vouchers, 7 Project Based Vouchers, 17 Emergency Housing Vouchers for a total in Lapeer County of 366. Tuscola County allocation is 88 Housing Choice Vouchers, 5 Project Based Vouchers, and 3 Emergency Housing Vouchers for a total in Tuscola County of 96. Huron County allocation is a total of 47 Housing Choice Vouchers, and 2 Emergency Housing Vouchers for a total of 49. Our total VASH allocation remains at 35, Moving Up is 3, and Balance of State is 1. MSHDA has discontinued reporting the allowable over-allocation of 4% maximum. The total allocation is 550.
 - b. Current lease up rate is now at 99.63%.

B. LAPEER NEIGHBORHOODS INCORPORATED (LNI)

1. Projects –

- a. 405 S. Elm: Vacant: Continuing research into funding for a potential build or possible sale of the property. The market is not in a good position to build, as the cost would potentially outweigh what a home could sell for at this location. However, interest rates are beginning to drop and this may be possible with future grants if a development subsidy is available.

C. FINANCE

1. Attachment #1: Financial report.

D. ADMINISTRATION

1. ***Ms. Soldenski would like to introduce and get approval from the board for our new board member, Mr. Brad Chayka.*** Mr. Chayka was appointed by the Mayor on 2/5/24. Welcome Mr. Chayka!
2. ***Ms. Soldenski would like approval from the board for board member title changes due to resignation of board member and Vice Chair, Racosta.*** Effective 2/15/2024, James Mikus will remain as Board Chair, Kerri Roberts will become Vice Chair, Robin Chesnutt will become Treasurer, and Lisa Lie will become Secretary.
3. Also due to the resignation of board member Racosta, ***Ms. Soldenski would like approval to remove Ms. Racosta from signature authority on the two LNI bank accounts (checking and savings) at Chase Bank and replace that with signature authority for Robin Chesnutt effective 2/15/24. The motion should also provide approval for Ms. Soldenski to initiate the transactions with Chase Bank per Resolution 29-2013.***
4. Ms. Lincoln will be attending the MSHDA All Grantee meeting in Bath, Michigan on March 20, 2024. Topics of discussion will be MSHDA NEP and MSHDA MI-HOPE grant programs and procedures.

TO: Lapeer City Planning Commission
FROM: Planning Department
DATE: February 1, 2024
RE: February 2024 Development Activities Report



This report summarizes activity on various development projects in the City over the past month listed by full site plans for developments reviewed and approved by the Planning Commission and administratively reviewed site plans for projects currently in the review and development process.

Site Plans Reviewed by Planning Commission

1. Lapeer Cultivation – Grow Facility – 39 & 47 W. Genesee Street

General Information – Construction of a new marihuana grow facility (formerly known as SEMI Grown) with related site improvements.

Project Status – The previous site plan approval expired and a new plan was re-submitted on November 1, 2023. On January 11, 2024 the Planning Commission denied the applicant's request for a Special Land Use for this project, therefore, the site plan will be removed from this report next month.

2. EL Cozumel Restaurant – 1109 S. Main Street

General Information – Construction of a new 5,692 sq. ft. restaurant with related site improvements.

Project Status – The site plan was submitted on October 31, 2023 and was conditionally approved at the December 14, 2023 Planning Commission meeting. City staff is waiting on revised plans.

3. DTE Energy – Apollo Substation – 3135 John Conley Dr. South

General Information – Construction of a new electrical substation and control building with related site improvements.

Project Status – The site plan was submitted on October 27, 2023 and approved with conditions at the January 11, 2024 Planning Commission meeting. City staff is waiting on revised plans.

4. Security Credit Union – 1073 S. Main St.

General Information – Construction of a new 3,438 sq. ft. credit union facility with four drive through lanes.

Project Status – The site plan was submitted on August 31, 2023. Revised plans were submitted on September 27, 2023 and approved with conditions by the Planning Commission on October 12, 2023. Revised plans submitted on January 12, 2024 are ready for approval contingent upon submittal and review of MDOT and LCRC permits.

5. Carriage Hill Circle – New Multiple-Family Residential Units

General Information – Construction of a new phased multiple-family residential development consisting of 32 units on Carriage Hills Circle.

Project Status – The site plan was submitted on April 3, 2023 and revised plans were received on April 26th, June 9th, July 21st. The Planning Commission approved the site plan with conditions on August 10, 2023. Revised plans were received on August 31st and October 19th 2023. The site plan was approved on October 19, 2023 and final signed plans were distributed October 31, 2023. The applicant has stated that final building plans will be submitted in Spring 2024.

6. Sunoco Station – 715 S. Main St.

General Information – Construction of a 2,135 sq. ft. addition to the existing Sunoco Gas Station.

Project Status – The site plan was submitted on April 3, 2023. The Planning Commission conditionally approved the site plan at the July 13th, 2023, meeting. Final plans were approved as of September 14, 2023 and signed copies were distributed on September 29, 2023. The building department is awaiting submittal of building plans.

7. Blain's Farm and Fleet – SE Corner of Turrill Rd./S. Lapeer Rd.

General Information – Construction of a new 84,000+ sq. ft. commercial building with auto repair bays on a vacant parcel at the southeast corner of Turrill Rd./S. Lapeer Rd.

Project Status – The site plan was submitted on January 6, 2023. Received conditional approval by the Planning Commission on February 9, 2023 based on addressing all outstanding City staff comments. The applicant re-submitted a variance request concerning exterior building materials on which action was postponed by the ZBA on October 23rd pending a determination by the Planning Commission on November 9, 2023. The Planning Commission determined on November 9 that the proposed metal siding was not an appropriate predominant building material and directed the Planning Department to explore alternative options with the applicant. Revised plans are pending and a site plan extension request was submitted to the City.

8. Lapeer Villas – Baldwin Rd. – Site Plan Amendment

General Information – Construction of 147 Multiple-Family units on a vacant parcel on the north side of Baldwin Road. An amendment to the previous plan was approved to convert some of apartment building (5, 6 & 7) garage spaces into apartments and construct a club house with pool.

Project Status – The site plan was originally submitted and approved in 2019. An amended site plan was received July 26, 2022. The Planning Commission approved the amended site plan with on August 11, 2022. Construction of Phase II is underway and Phase I is awaiting final occupancy following a decision on from the Planning Commission regarding a waiver request. Construction of the clubhouse and pool is planned for future Phases (3 and 4). The applicant's request for a waiver from landscaping buffer requirements to not construct a perimeter privacy fence was denied at the November Planning Commission meeting. The City will request a final as-built site plan prior to building plan review given the number of changes to the site with various phases and minor changes to exterior improvements. The applicant has submitted a revised performance bond to the Planning Department for remaining work items and a Final C of O has been issued for Buildings #1-4 and temporary occupancy has been issued for buildings 6 and 7.

9. Woodchips Mixed Use Building – Vacant Lot at Northeast Corner Nepessing/Mason

General Information – Construction of a new three-story mixed-use building on the vacant lot immediately west of Chef G's with commercial and restaurant uses on the 1st floor and apartments on the 2nd and 3rd floors.

Project Status – Site plans were received on May 3, 2022 and May 26, 2022. The Planning Commission contingently approved the site plan on June 9, 2022 and an extension was approved on June 8, 2023 to expire on June 9, 2024. The Planning Department allowed the applicant to move forward with building plan submittal while final engineering details on site plans are finalized. Revised site plans are still pending.

10. Tommy's Carwash – Lapeer Commons - Lapeer Rd

General Information – Construction of a 4,550 sqft building and parking lot for an automatic carwash. The applicant is also modifying the Planned Unit Development conceptual plan.

Project Status – The site plan was received Dec. 20, 2021. The Planning Commission contingently approved the site plan on Feb. 10, 2022. Revised site plans were received on March 7 and August 26, 2022. The project received site plan extension approval from the Planning Commission to expire on February 10, 2024. City staff is waiting for revised site plans and approved sanitary sewer easement. The Planning Dept. has received no further communication from the applicant at this time.

11. Beasley – Building Remodel and Parking Lot Improvements – 891 Baldwin Rd

General Information – Construction of a rear parking lot area, with landscaping, and building exterior remodeling to an existing building for a professional office.

Project Status – The site plan was received on November 18, 2021 and received contingent approval by the Planning Commission on January 13, 2022. Final approved plans were distributed November 29, 2022. The Zoning Board of Appeals approved a variance for exterior materials on April 24, 2023. Building permit was issued in June 2023 and construction is underway.

12. Popeye's – Drive-Through Facilities – 1040 S. Lapeer Rd.

General Information – Construction of two new buildings (a 2,143 sq. ft. building to the north and a 2,529 sq. ft. to the south) for drive-through facilities and shared parking.

Project Status – The site plan for Phase 1 of the development was received on November 1, 2021. On December 9, 2021 the Planning Commission approved a special land use. The site plan received contingent approval at the January 13, 2022 Planning Commission meeting. MDOT required changes to the access drive location on M-24. The Planning Commission granted a site plan extension until January 13, 2024. Revised plans were received on March 24, June 14 and August 9 and September 27, 2023. Easement agreements are in process and permits have been issued by EGLE. A demolition permit has also been issued and building plans are under final review.

13. Lapeer M-21 Gas Station – 1280 Imlay City Rd

General Information – Redevelopment of the current site to be a gas station located at 1280 Imlay City Road. Half of the building will be demolished while the remaining 3,680 sq. ft. will be used as the convenience store.

Project Status – The site plan was received on May 17, 2021. The Planning Commission contingently approved the special land use on July 8, 2021. The site plan received contingent site plan approval from the Planning Commission on January 13, 2022. Revised plans were received March 30, April 29, July 11, and July 14, 2022. The final signed and approved site/engineering plans have been distributed. Demolition has been completed and construction is underway.

14. Woodbridge Park II – North and West of existing Woodbridge Park Development

General Information - Construction of 58 additional attached conventional condominium units north and west of the existing Woodbridge Park development. Individual condo units will be constructed in two, three and four unit attached structures.

Project Status - The site plan was approved by the Planning Commission on January 10, 2019. Revised site plans were received on June 7, 2019 and approved by staff on June 14, 2019. The required performance bond was submitted on March 3, 2020 and final approved/signed were distributed March 4, 2020. Permits were renewed in June 2023. Construction is underway.

Administrative Review Site Plans in Process

1. Jim Riehl's – 1515 S. Lapeer Rd. – New Front Façade & Building Addition

General Information – Construction of a new front exterior façade and 2,960 sqft. building addition.

Project Status – The site plan was received on March 23, 2022 and revised plans were received June 22 and July 15, 2022. The final signed and approved site/engineering plans were approved on July 21, 2022. The Building Department has completed review of the building plans and are waiting for building permit applications to be submitted.

Projects on Hold:

HTF Hydraulic Tubes & Fittings – 524 McCormick St.

General Information – Construction of a 3,645 sq. ft. building addition and resurfacing of the existing parking lot at the existing site.

Project Status – The site plan was received on Sept. 29, 2020. Site plans were approved on Nov. 10, 2020. The Building Department has revoked their Temporary Certificate of Occupancy. The City is waiting for construction to be completed in accordance with the approved site plan.



MEMORANDUM

CITY OF LAPEER POLICE DEPARTMENT

TO: Mike Womack, City Manager
FROM: Jeremy Howe, Chief of Police
DATE: 02/13/2024
RE: Monthly Report; January 1 – January 31, 2024

In the month of January 2024, our Police Department Officers responded to 1,032 calls for service. Of these 1,032 calls for service, 117 or approximately 14% were criminal activity reports of which 33 required submissions to the Michigan Incident Crime Reporting System (MICRS). Our officers made 27 arrests in January, 7 felony crimes and 19 arrests were misdemeanor crimes: with 1 arrest for operating under the influence of alcohol or drugs.

This month our officers made 331 traffics stops, issued 41 citations, and gave 290 verbal warnings. Officers also handled 52 vehicle crashes.

The total for the January overtime was 242.5 hours. Officers working holidays are the majority at 196.5 hours. Other overtime hours were from court appearances, school events, investigations and call-ins.

The January Code Enforcement total was 58. The majority of the enforcement was for sidewalk snow removal at 35. The remainder of the month included enforcement for signs, blight and inoperable vehicles.

There were no overdose cases reported in the month of January.

Sergeants attended the "Failure to Supervise, Liability in Law Enforcement" training course. Officers also trained in several on-line classes in an attempt to reduce training costs.

Administration worked on several large-scale projects for the Police Department. We recently introduced new software to streamline our department's work schedule, which is compatible with our payroll system. This will make scheduling less time-consuming in the future and will ensure fair practice for overtime call-ins. We are also working diligently towards our Accreditation with the MACP. Administration has been reviewing, rewriting and implementing new policies as they get completed. We also introduced our new policy software platform, Power DMS.

Lapeer City Police Department			
Monthly Report			
JANUARY 2024			
	<u>Current</u>	<u>Calendar Year</u>	<u>Previous Year</u>
	<u>Month</u>	<u>To Date</u>	<u>To Date</u>
Complaints Received and Investigated	915	915	920
District Court Fines Received	\$ 911.46	\$ 911.46	\$ 805.20
OUIL-Cost of Prosecution	\$ 250.00	\$ 250.00	\$ -
Charges for Copies of Police Reports	\$ 157.90	\$ 157.90	\$ 105.00
<u>ACCIDENTS:</u>			
Fatal	0	0	0
Property Damage	31	31	29
Private Property Damage	19	19	14
Personal Injury	2	2	1
<u>ARRESTS:</u>			
Misdemeanor	7	7	12
Felony	19	19	6
<u>HEROIN/OVERDOSE INCIDENTS:</u>			
Heroin Possession/Usage	0	0	1
Overdose	0	0	1
Overdose Deaths	0	0	0



Interoffice Memo

To: Mike Womack City Manager
From: Jeff Graham Public Works Director
Date: February 13, 2024
RE: Public Works Monthly Report – January 2024

Department of Public Works Division Summary:

Water/Sewer Utilities Division and Streets Division:

In January the city had 18 days this month we needed to apply salt and plow to our city streets using 191.5 tons of salt.

Other tasks completed in this month include but are not limited to the following items:

- Repaired 6" water main break and valve replacement at Second St. and Adam St.
- Repaired 12" water main break on Oakdale property.
- Repaired 6" water main break on N. Monroe St.
- Sign replacements throughout the city.
- Tree trimming on local streets.
- Installed traffic detection on Genesee St.
- Fixed leaking water valve on DeMille Blvd.
- Took down Christmas decorations at City Hall.
- Sanded and painted holding tank on the Vector.
- Winterized fire hydrants on Roods Lake Rd. from a structure fire.
- Pulled heaved sidewalk on Imlay City Rd. to be replaced in the spring.
- Cold patched city streets.
- Delivered water sampling results to customers.
- Assisted Armory with water main installation.

Water/Sewer/ Streets Monthly Routine Task included:

- Water sampling all wells (backup water supply)
- Water Samples: Bacteria samples, Water Quality testing of distribution system
- Operate Wells and well house maintenance.
- Meter Reading and Meter Repair
- Miss Dig Staking
- Rotation of PRV's in GLWA LA-02 Meter pit
- Barricade placement Downtown.
- Dump maintenance, haul compost.
- Brush Pickup

- Barricade placement Downtown.

Wastewater Treatment Plant Summary:

Waste Treatment

- Check all lift stations 2 times a week with 2 employees.
- Read meters, record utility and chemical usage.
- Read, record, and email all weather conditions to the National Weather service.
- Daily WWTP inspection
- Weekly equipment greasing
- Rotate equipment sequences.
- Empty trash cans, disinfect, clean break room, clean grounds.
- Week-end work schedule
- Holiday work schedule

NPDES/IPP

- Daily Laboratory Analysis
- Monthly PFAS sampling for WWTP influent, and effluent
- NPDES monthly Selenium sampling
- NPDES quarterly Mercury sampling
- NPDES quarterly Available Cyanide sampling
- Monitor weekly PFAS sampling via LP&P
- PFAS file updates
- Submitted monthly NPDES PFAS POTW effluent monitoring report via MiEnviro
- Submitted monthly DMR via MiEnviro

Electrical Work

- Lift station generators checks and repairs.
- SCADA evaluation
- Wellhouse #3 project

City of Lapeer

Page 3

- Replaced light switch at City Hall
- Replaced media converter at Lashbrook lift station.

Mechanical/Operations

- Call in for Oregon 1 lift station comm fail.
- Replaced handle on Oregon 2 lift station cabinet.
- HVAC estimates
- Replaced fuse on Influent lube pump.
- Aqua duct software inquiry for maintenance program
- Pumped Retention Basin
- Repair door closers.

Miscellaneous

- Snow removal WWTP and lift stations
- Inspect and maintain Oakdale bar screen.

Safety/Training

- IT computer training
- Toby Fader DOT Physical

Bio-Solids Disposal Status /Loads Hauled out.

- 2-North tanks hold 474,980 gallons /we have 47,500 gallons in storage
- 2-south tanks hold 430,120 gallons/we have 387,108 gallons in storage
- Sufficient storage space until Spring land application

CITY OF LAPEER

SEWER DEPARTMENT - MONTHLY REPORT

	HOURS
DPW maintenance	63
Sewer calls	2
Winterize hydrant on Roods Lake Rd.	2
Clear catch basins	5
Possible sewer issue at 281 S Main St.	2
Investigate sanitary sewer odor - 110 N Saginaw St.	1
Vactor maintenance	164.5

OVERTIME SEWER MONTHLY REPORT

SEWER O.T.

HOURS

[illegible]

CITY OF LAPEER
STREET DEPARTMENT - MONTHLY REPORT

	HOURS
Sign installs/replacements	10
Tree trimming/removal throughout the city	32
DPW maintenance	182.5
Cold patch city streets	20
Brush/compost	84
Dump maintenance	4
Salt parking lots downtown	38
Clean bridges	21
Drive to Wixom for parts	7
Storm prep	13.5
Equipment maintenance	12
Pull sidewalk on Imlay City Rd. - to be replaced in the spring	7
Take scrap to Flint	3
City Hall building maintenance	16
Call Miss Dig for sign installs/stump removals	1
Salt city streets	240.5
Salt shed maintenance	3
Plow training	8
Traffic signal maintenance	12
Remove/store Christmas decorations at City Hall	9
Salt City Hall and DPW sidewalks	18
Haul snow	53
Take picture of City signs	1
Vehicle maintenance	8
Temporary mailbox at 2816 W Genesee St.	1

OVERTIME STREETS MONTHLY REPORT

STREETS O.T.	HOURS
Jan 3 - Call in; salt bridges & traffic signal in flash mode	3
Jan 10 - Call in; salt	6
Jan 11 - Call in; salt	9
Jan 12 - Call in; plow snow	22.5
Jan 13 - Call in; plow and salt	80
Jan 14 - Call in; plow snow	49
Jan 18 - Call in; plow and salt	6
Jan 19 - Clean up snow downtown and salt	7
Jan 20 - Clean up snow downtown & salt parking lots	9
Jan 23 - Plow & salt then called in to salt (4 hrs)	12.5
Jan 29 - Salt	6
Jan 30 - Plow and salt	9.5
Jan 31 - Clean up downtown & parking lots	9
<i>Mechanic</i>	
Jan 5 - Call in - repair hydrant pump	3
Jan 13 - Call in - replace tire on salt truck & broken plow	9
Jan 14 - Call in - repair broken snowplow/truck/loader	7.5
Jan 16 - Finish plow repair	0.5
Jan 17 - Repair air leak on Fire Truck # 161	1
Jan 18 - Finish repair on loader	0.5
Jan 22 - Call in - broken Fire Truck # 161	3
Jan 23 - Work on #70 and repairs to # 161	1.5
Jan 24 - Finish dump truck repairs and work on fire truck	1.5
Jan 26 - Finish Fire Truck # 161 repairs	3
Jan 29 - Finish repair orders from last week	0.5

CITY OF LAPEER
WATER DEPARTMENT - MONTHLY REPORT

	HOURS
Meter reading/training	6
Service requests	75.5
Number of work orders, re-reads and MXU repairs	91
DPW building/grounds maintenance	229.5
Miss Dig	51
Main break prep	4
Main break repair on Monroe St.	17
Hydrant maintenance	3
City Hall building maintenance	9
Hydrant maintenance; unthaw or winterize	3
Rotate PRV's	1.5
Replace 6" valve at Second & Adams intersection	38
Vehicle maintenance	6
Assist Armory contractor	3
Equipment maintenance	6
Dump maintenance	10
Well house maintenance	5
Repair valve on DeMille Blvd.	8
Trace out water main	4
Building Department inspection/paperwork	9
Water service turn ons/turn offs	20
Frozen pipe issue from line replacement; install insulation	2
Water/Well samples - take to Lansing	23
MERS meeting	0.5
Delivery water sample results to customers	2
Salt shed maintenance	1
Pull sidewalk on Imlay City Rd. - to be replaced in the spring	2
WATER SHUT OFFS	35

OVERTIME WATER MONTHLY REPORT

[illegible]

WWTP MONTHLY REPORT

WWTP	HOURS
AM walk through	42
Wasting	33
Process	161
Headworks	
Lift Stations	53
Minor repairs	12
Major repairs	
Greasing	21
Cleaning	21
PM walk through	39
Painting	
Grounds	61
Meetings	7
Equipment	7
Lab	168
Computer	32
IPP	7
Electrical	160
DOT physical	2

OVERTIME WWTP - MONTHLY REPORT

WWTP	HOURS
AM walk through	12
Wasting	
Process	15.5
Headworks	
Lift Stations	19
Minor repairs	
Major repairs	
Greasing	
Cleaning	
PM walk through	1
Painting	
Grounds	7
Meetings	
Equipment	
Lab	25
Computer	
IPP	
Electrical	3

**MEDICAL MARIHUANA LICENSES
PROVISIONING CENTER - GROWER – PROCESSOR –
SECURE TRANSPORTER – SAFETY COMPLIANCE FACILITY**

Updated: January 2024

Approved Licenses:				
Applicant Name	DBA	Address	License	Status
PROVISIONING CENTERS				
FB Lapeer PRV, LLC	The Jazz Club Center	1333 Imlay City Road	Provisional	App: Exp 04-26-24
DNVK Lapeer Inc	The Pier Provisioning Center	2401 W Genesee St	Facility	App: Exp 06-11-24
The Pure Lapeer, LLC	Pure Lapeer	1330 Imlay City Road Units C&D	Facility	App: Exp 06-21-24
TRC Lapeer LLC	The ReLeaf Center of Lapeer	200 E Genesee St	Facility	App: Exp 10-23-24
Alternative RX, LLC	Xplore Cannabis	824 S Main Street	Facility	App: Exp 10-30-24
Ox Tail, Inc.	Heads	111 W Genesee St	Facility	App: Exp 11-19-24
SPMI LLC	Shango Lapeer	224 E Genesee St	Facility	App: Exp 12-12-24
GROWER				
Green Thumb Growers	Green Thumb Growers	840 Whitney	Prov – Class A	App: Exp 04-24-24
Ka Ulu Ana LLC #1	Ka Ulu Ana LLC	244 S Court Street	Facility – Class C	App: Exp 08-04-24
PROCESSOR				
Berry Green Management, Inc.	Berry Green Management, Inc	1330 Imlay City Road	Facility	App: Exp 08-28-24
Northwest Confections Michigan LLC	WYLD	525 S. Court Street, Suite 110	Facility	App: Exp 10-07-24
Berry Green Management, Inc	Berry Green Management, Inc	1356 Imlay City Road	Facility	App: Exp 12-11-24
SECURE TRANSPORTER				
None.				
SAFETY COMPLIANCE FACILITY				
None.				

ADULT USE MARIHUANA LICENSES
PROVISIONING CENTER – GROWER – PROCESSOR –
SECURE TRANSPORTER – SAFETY COMPLIANCE FACILITY

Updated: January 2024

Approved Licenses:				
Applicant Name	DBA	Address	License	Status
PROVISIONING CENTERS				
DNVK Lapeer Inc	The Pier Provisioning Center	2401 W Genesee St	Facility	App: Exp 11-19-24
The Pure Lapeer, LLC	Pure Lapeer	1330 Imlay City Road Units C&D	Facility	App: Exp 12-03-24
TRC Lapeer LLC	The ReLeaf Center of Lapeer	200 E Genesee St	Facility	App: Exp 12-03-24
Ox Tail, Inc.	Heads	111 W Genesee St	Facility	App: Exp 12-16-24
SPMI, LLC	Shango Lapeer	224 E. Genesee St	Facility	App: Exp 12-15-24
Alternative RX	Xplore	824 S. Main St.	Facility	App: Exp 12-21-24
GROWER				
Old School Organics, LLC	Old School Organics, LLC	350 County Center Street	Facility – Class C	App: Exp 04-08-24
Farmboyz, LLC		1428 Imlay City Road	Prov – Class B	App: Exp 07-30-24
Ka Ulu Ana LLC #1		244 S. Court St	Facility – Class C	App: Exp 10-15-24
Ka Ulu Ana LLC #2		244 S. Court St	Facility – Class C	App: Exp 10-15-24
Fresh Water Gardens, LLC		39 W. Genesee	Prov – Class C	App: Exp 12-16-24
SDRK Group, LLC		207 S. Saginaw St.	Facility – Class C	App: Exp 12-18-24
SDRK Group, LLC		207 S. Saginaw St.	Facility – Class C	App: Exp 12-18-24
PROCESSOR				
Berry Green Management, Inc.	Berry Green Management, Inc	1330 Imlay City Rd, Ste F-G-H	Facility	App: Exp 08-28-24
Ka Ulu Ana, LLC		244 S. Court St	Facility	App: Exp 09-27-24
Northwest Confections Michigan	WYLD	525 S. Court Street, Suite 110	Facility	App: Exp 10-07-24
Berry Green Management		1356 Imlay City Road	Facility	App: Exp 01-05-25
Atwater Management LLC	Culture Complex	525 S. Court St., Suite 120	Facility	App: Exp 01-25-25
SECURE TRANSPORTER				
None.				
SAFETY COMPLIANCE FACILITY				
None.				

CITY OF LAPEER, 576 LIBERTY PARK, LAPEER, LAPEER COUNTY, MICHIGAN 48446
2024 MEETING DATES

N-1

In accordance with the Open Meetings Act, MCL 15.261 et. Seq., notice is hereby given that every meeting of the City Council, Boards, Authorities and Commissions of the City of Lapeer shall be open to the public. Notice is further given that the following City Council, Boards, Authorities and Commissions are regular meeting dates for 2024. A public notice of each special or rescheduled meeting will be posted at least 18 hours prior to the time of the meeting.

Board/Commission	Location	Time	January	February	March	April	May	June	July	August	September	October	November	December
City Commission	Commission Chambers	6:30 P.M.	2, 16	5, 20	4, 18	1, 15	6, 20	3, 17	1, 15	5, 19	3, 16	7, 21	4, 18	2, 16
1 st & 3 rd Monday of each Month														
Cemetery Board	Mt. Hope Cemetery	2:00 P.M.	--	--	--	--	--	--	--	--	--	17	--	--
3 rd Thursday of Oct Building														
Downtown Development Authority	2 nd Floor Conference Room	8:00 A.M.	24	28	27	24	22	26	24	28	25	23	27	25
4 th Wednesday of each Month														
Economic Development Corp (EDC) & Tax Increment Finance Auth (TIFA)	2 nd Floor Conference Room	8:00 A.M.	10	14	13	10	8	12	10	14	11	9	13	11
2 nd Wednesday As needed														
Housing Commission	2 nd Floor	4:00 P.M.	18	15	21	18	16	20	18	15	19	17	21	19
3 rd Thursday of each Month	Conference Room													
Local Development Finance Authority (LDFA)	2 nd Floor Conference Room	8:00 A.M			5			4			3			3
1 st Tuesday March/June/Sept/ Dec as Needed														
Park Board			--	--	--	--	--	--	--	--	--	--	6	--
Planning Commission	Commission Chambers	6:30 P.M.	11	8	14	11	9	13	11	8	12	10	14	12
2 nd Thursday of each Month														
Zoning Board of Appeals	Commission Chambers	6:30 P.M.	22	26	25	22	27	24	22	26	23	28	25	23
4 th Monday of each Month														

Address of the above locations are as follows:

Commission Chambers: City Hall, 576 Liberty Park
Mt. Hope Cemetery: 1230 Park Street

Romona Sanchez, CMC
City Clerk

City of Lapeer
576 Liberty Park, Lapeer
Lapeer County, Michigan 48446 (810) 664-5231



MAT. TRANS.

To: City Commission
Date: February 14, 2024
RE: Material Transmittals

1. Great Lakes Water Authority – Proposed FY 2025 charges.



RECEIVED

FEB X 1 2024

CITY MANAGER
LAPEER, MI

Office of the
Chief Executive Officer
735 Randolph Street, Suite 1900
Detroit, Michigan 48226

January 23, 2024

To Our Member Partners:

On behalf of the Great Lakes Water Authority (GLWA), we want to thank you for your engagement in the annual water and sewer charges rollout process – whether that was participating in Zoom meetings or sharing the information that was emailed to you earlier this month. With the completion of Charges Rollout #4 last week, we are now mailing the proposed charges worksheet to you. Also enclosed is the annual public hearing notice related to the proposed water and sewer charges scheduled for Wednesday, February 28, 2024, at 2 pm. Attendance can be in-person or via Zoom.

Below are a few key points as it relates to the proposed FY 2025 charges.

1. **System-wide charges revenue increase is 3.25 percent for water and 3.0 percent for sewer – well below the rate of inflation.** The Memorandum of Understanding (MOU) which established GLWA included a fundamental requirement to limit annual budget increases to no more than four percent (the 4% Promise) for each of the first 10 years of the Authority's operation. As challenging as that commitment has been, particularly with ongoing historic operational cost increases and inflationary pressures, we remain steadfast in the 4% Promise. While the requested revenue requirement budget increase is 4 percent, a meaningful level of investment earnings reduced the budget pressure to keep the system-wide charges at the lower amounts of 3.25 percent for Water and 3.0 percent for Sewer.
2. **For water system Member Partners, FY 2025 charges reflect the proposed Simplified Water Charges Methodology.** A very dedicated group of Member Partner representatives committed many hours to understand, develop, and evaluate alternatives to simplifying the water charges methodology. A successful outcome was validated with a roll call vote at the One Water Partnership meeting on December 6, 2023. The GLWA Administration also supports this evolution of the water charge methodology and is encompassed in the proposed charges. Final approval will come from the Board of Directors when they consider adoption of the proposed charges on February 28, 2024.
3. **For sewer system Member Partners, FY 2025 charges reflect the scheduled sewer SHARES update.** The FY 2025 Sewer Charges have been updated for the first time in three years, consistent with the established sewer charges methodology. The resulting changes in individual Member Partner Charge adjustments generally reflect moderate variances from the System-Wide adjustment of 3 percent.

Our primary objective continues to be one of providing our Member Partners with wholesale water and wastewater services of unquestionable quality at a fair and equitable cost. We believe that this proposed budget and the proposed charges do just that. If you have any questions, please do not hesitate to contact us at outreach@glwater.org.

Thank you for your partnership as we work collaboratively in providing the region's water and wastewater services. We are truly One Water.

Sincerely,

Suzanne R. Coffey, PE
Chief Executive Officer

FY 2025 Wholesale Water Service Charge Schedule Calculation *

Lapeer

PROPOSED
EFFECTIVE JULY 1, 2024 FOR ALL BILLS
ISSUED ON OR AFTER AUGUST 1, 2024

<u>Revenue Requirement Analysis Summary</u>				
	(1) FY 2025 Wholesale Revenue Requirements \$	(2) Detroit Ownership Adjustment \$	(3) Flint KWA Debt Service Adjustment \$	(4) FY 2025 TOTAL Revenue Requirements \$
1 Proforma FY 2025 Revenue - Existing Charges	1,630,000	6.5%	1.9%	8.4% ~ Increase over Wholesale
2 System Charge Adjustment - Index (a)	3.33%	0.0%	-0.6%	See Table 3 from COS Study
3 System Charge Adjustment - Amount	54,200	0	(200)	3.06%
4 Allocated FY 2025 Revenue Requirements	1,684,200	106,300	30,800	54,000
		6.3%	1.8%	8.1% ~ Increase over Wholesale
FY 2025 Service Charge Schedule				
5 Total Amount Required from Charges				1,821,300
6 Fixed Monthly Charges @		60%		1,092,800
7 Commodity Charges @		40%	55,000	728,100
				\$91,100 per month \$13.24 per Mcf *

* Commodity Revenue Requirement adjusted to match 12 "rounded" monthly payments
(a) Uniform adjustment for the 85 "No MOD" Member Partner whose demand units of service are unchanged from FY 2024. See Page 2.

	Existing FY 2024 Charges	Proposed FY 2025 Charges	Variance	% Variance
Charge Comparison				
8 Fixed Monthly Charge - \$/month	87,000	91,100	4,100	4.7%
9 Commodity Charge - \$/Mcf	13.15	13.24	0.09	0.7%
10 Projected FY 2025 Sales - Mcf	55,000	55,000	0	0.0%
11 Projected FY 2025 Revenue - \$	1,767,300	1,821,400	54,100	3.1%
12 Average Unit Cost - \$/Mcf	32.13	33.12	0.98	3.06% matches Line 2 (minor rounding ~)

<u>Charge Adjustment Summary</u>				
	Existing FY 2024 Charges	Proposed FY 2025 Charges	Variance	% Variance
13 Baseline Revenue	1,767,300			
14 Wholesale Revenue Requirement Adjustment	54,200	3.1%	Line (14) / Line (13)	
15 Change in Detroit Ownership Adjustment	0	0.0%	Line (15) / Line (13)	
16 Change in Flint/KWA Debt Service Adjustment	(200)	0.0%	Line (16) / Line (13)	
17 Total Charge Adjustment	54,000	3.06%	Line (17) / Line (13)	
18 FY 2025 Revenue Requirement	1,821,300			

* The charges in this document are preliminary in nature and are subject to change or modification by the Great Lakes Water Authority Board following a public hearing on the FY 2025 Financial Plan and service charge schedules for the System.
The public hearing is scheduled for February 28, 2024. The Notice of this Public Hearing can be found in the customer portal.

"One Pager" Simplified FY 2025 Water Charge Calculations

	(1)	(2)	(3)	(4)	(5)
	MOD Customer Class				All Other Members
	Total System	Grosse Pt Shores	Highland Park	Romeo	(1) - (2) - (3) - (4)
<u>Baseline Units of Service Data</u>					
1 Commodity - <i>mgd</i>	358.72	0.39	1.58	0.060	356.69
2 Max Day Demand - <i>mgd</i>	746.43	1.43	2.40	0.253	742.35
3 Peak Hour Demand - <i>mgd</i>	951.28	2.19	2.46	0.451	946.18
<u>Cost Pool Shares</u>					
4 Commodity	100.000%	0.109%	0.440%	0.017%	99.434%
5 Max Day Demand	100.000%	0.192%	0.322%	0.034%	99.453%
6 Peak Hour Demand	100.000%	0.230%	0.259%	0.047%	99.464%
<u>Cost Pool Weights</u>					
7 Commodity	10.0%	10.0%	10.0%	10.0%	10.0%
8 Max Day Demand	50.0%	50.0%	50.0%	50.0%	50.0%
9 Peak Hour Demand	40.0%	40.0%	40.0%	40.0%	40.0%
10 Unadjusted Wholesale Share	100.000%	0.199%	0.308%	0.038%	99.455%
11 Water Delivery Factor	1.000	0.875	0.786	1.352	1.001
12 Adjusted Wholesale Share	100.000%	0.174%	0.242%	0.051%	99.533%
13 Allocated Wholesale Revenue Requirement - \$	374,850,500	651,900	908,200	190,500	373,099,900
14 Proforma Wholesale Revenue - \$	363,051,600	668,900	1,073,500	221,100	361,088,100
15 Adjustment Required - \$	11,798,900	(17,000)	(165,300)	(30,600)	12,011,800
16 Adjustment Required - %	3.25%	-2.54%	-15.40%	-13.84%	3.33% (a)

(a) Ties to COS Study Table 5

* The charges in this document are preliminary in nature and are subject to change or modification by the Great Lakes Water Authority Board following a public hearing on the FY 2025 Financial Plan and service charge schedules for the System.
The public hearing is scheduled for February 28, 2024. The Notice of this Public Hearing can be found in the customer portal.



**GREAT LAKES WATER AUTHORITY
NOTICE OF PUBLIC HEARING
PROPOSED FY 2025 WATER SUPPLY AND SEWAGE DISPOSAL
SYSTEM SERVICE CHARGES**

Notice is hereby given that the Great Lakes Water Authority Board of Directors will hold a Public Hearing on the Water Supply and Sewage Disposal System service charges proposed by the Great Lakes Water Authority for Fiscal Year 2025.

DATE: Wednesday, February 28, 2024

TIME: 2:00 p.m.

**PLACE: In person, Zoom Videoconferencing, and Zoom
Telephonic Hearing**

In Person

Board Room, 5th Floor
735 Randolph Street
Detroit, Michigan 48226

Join Zoom Meeting

<https://glwater.zoom.us/j/85483462197?pwd=UUhpaFg2aTdoMkZHZDdQN051b01Qdz09>

Meeting ID: 854 8346 2197
Passcode: 349880

Join Zoom Telephonic

Public Call-In Number: 877 853 5247 US Toll-Free
or 888 788 0099 US Toll-Free
Meeting ID: 854 8346 2197
Passcode: 349880

The proposed service charges are scheduled to take effect on July 1, 2024.

The proposed schedule of charges is available for public inspection online at <https://www.glwater.org/financials/>.

Individuals or groups wishing to make oral presentations or submit prepared statements pertaining to the proposed service charges may do so at the Public Hearing as outlined in this notice. Individuals or groups wishing to make oral presentations may appear in person or participate via the Zoom as indicated in this notice.



Individuals or groups giving oral presentations are encouraged to also submit their presentations in writing. Oral presentations should be brief to allow all parties the opportunity to participate. A three minute time limit will be observed.

The Public Hearing on the FY 2025 Water Supply and Sewage Disposal System service charges proposed by the Great Lakes Water Authority scheduled for February 28, 2024 at 2:00 p.m. will be held in person, through Zoom videoconferencing, and by telephone through Zoom's telephonic capabilities.

Members of the public may offer comment in the following manners:

In Person: Members of the public who, subject to capacity, wish to attend the meeting and/or offer public comment in person may attend the meeting in the Board Room, 5th Floor, 735 Randolph, Detroit, MI 48226.

By Zoom videoconferencing: Members of the public who wish to use Zoom videoconferencing to attend the meeting and/or offer public comment may utilize the following link to attend:

<https://glwater.zoom.us/j/85483462197?pwd=UUhpaFg2aTdoMkZHZDdQN051b01Qdz09>

During the portions of the hearing designated for public participation may "raise their hand" by using that feature within the software program.

By Telephone via Zoom: Members of the public who wish to attend the meeting and/or offer public comment by telephone should call in at the number indicated above, press *9 on their keypad to "raise their hand for public comment." During other portions of the meeting, members of the public are asked to mute their line by pressing *6 on their keypad to mute or unmute their line.

By E-Mail: Members of the public may provide written comments to the Board by emailing those comments to CEO@glwater.org on or before 3:00 p.m. on Tuesday, February 27, 2024 and should reference "February 28, 2024 Public Hearing on service charges proposed for Fiscal Year 2025" in the subject line of the e-mail. The opportunity to submit written comments by e-mail may remain open throughout the duration of the Public Hearing.

By U.S. Mail: members of the public may provide written comments by United States mail addressed to:

Suzanne R. Coffey P.E., Chief Executive Officer
Great Lakes Water Authority
735 Randolph
Detroit, Michigan, 48226



Written comments by U.S. mail should reference “February 28, 2024 Public Hearing on service charges proposed for Fiscal Year 2025” in the letter. The opportunity to submit written comments by U.S. mail may remain open throughout the duration of the Public Hearing.

If a member of the public requires accommodation due to a disability, please contact CEO@glwater.org or (844) 455-GLWA (4592) not less than 72 hours prior to the date of the meeting.

FY 2025 Service Charges Highlights

Preliminary proposed Water and Service Charges for FY 2025 have been presented to the GLWA Audit Committee. This is the first step in a review process that will include a Public Hearing before the GLWA Board of Directors on February 28, 2024.

Charges are Based on Four Key Elements.

1) Budget: The daily costs to provide service (such as the people, utilities, chemicals, contractors, and materials to operate plants and maintain the pipes), the lease payment for the regional system, Water Residential Assistance Program (WRAP) funding, debt service, legacy pension, and capital project funding. The budget is also known as the “revenue requirement” as it defines the amount of revenue required to run the utility.

2) Capital Improvement Plan (CIP): Annually the GLWA’s engineers evaluate the physical improvement needs of the regional systems. Those needs are funded by a combination of cash on hand and debt.

3) Units of Service (UOS): Quantifies each community’s service needs based on engineering studies, metering data, and other criteria. Each member partner is assigned an allocation of the annual revenue requirement based on their relative use of the system. For the water system, this includes the amount of water purchased each year and contracted demands during peak periods. For the sewer system, each member partner’s SHARE is based on contributed wastewater.

4) Cost of Service Study (COS): The inputs from the three sources above are applied to an agreed upon charges methodology to allocate the revenue requirement (i.e., budget) by functional categories (such as purification for the water system or sludge disposal for the sewer system) and then allocated to each customer. The outcome is the charge calculation for each member partner.

Looking for more information? Visit us online at www.glwater.org

Proposed FY 2025 Water System Charges

The average system charge adjustment for water is a 3.25 percent increase. This is the result of a proposed Water budget increase of 4.0 percent offset by 0.75 percent reflecting the net effect of a) increased investment earnings and b) reductions in estimated sales volumes. As a result of the 2022 Contract Alignment Process (CAP), the FY 2025 Units of Service only changed for three Member Partners (MOD). Proposed charges for these three Member Partners have been calculated using the new simplified Water Charge Methodology. There are no significant variances from the system-wide charge (after consideration of contract adjustments) increase of 3.06 percent for the remaining 85 (No MOD) Member Partners.

Proposed FY 2025 Sewer System Charges

The average system charge adjustment for sewer is a 3.0 percent increase. This is the result of a proposed Sewer budget increase of 4.0 percent offset by increased investment earnings which funds 1.0 percent of the proposed budget increase. The proposed Sewer SHARES have been updated to include FY 2023 flow balance data in the ten-year average for the FY 2025 Units of Service, and the updated COS. These proposed SHARES are scheduled to remain in effect until the Sewer SHARES are updated for FY 2028.

Average System Charge Adjustments

Year	Water	Sewer
2018	1.8%	-0.7%
2019	1.8%	0.1%
2020	0.6%	0.8%
2021	3.2%	2.0%
2022	1.5%	-0.6%
2023	3.7%	2.4%
2024	2.75%	2.75%
2025	3.25%	3.0%
8-Year Average	2.3%	1.2%



**GREAT LAKES WATER AUTHORITY
NOTICE OF PUBLIC HEARING
PROPOSED BIENNIAL BUDGET
For the Two-Year Period ended June 30, 2026 (FY 2025 and FY 2026)**

Notice is hereby given that the Great Lakes Water Authority Board of Directors will hold a Public Hearing on the proposed FY 2025 and FY 2026 biennial budget.

DATE: Wednesday, February 28, 2024

TIME: 2:00 p.m.

**PLACE: In person, Zoom Videoconferencing, and Zoom
Telephonic Hearing**

In Person

Board Room, 5th Floor
735 Randolph Street
Detroit, Michigan 48226

Join Zoom Meeting

<https://glwater.zoom.us/j/85483462197?pwd=UUhpaFg2aTdoMkZHZDdQN051b01Qdz09>

Meeting ID: 854 8346 2197

Passcode: 349880

Join Zoom Telephonic

Public Call-In Number: 877 853 5247 US Toll-Free
or 888 788 0099 US Toll-Free

Meeting ID: 854 8346 2197

Passcode: 349880

The proposed biennial budget is scheduled to take effect on July 1, 2024.

The proposed biennial budget is available for public inspection online at <https://www.glwater.org/financials/>.

Individuals or groups wishing to make oral presentations or submit prepared statements pertaining to the proposed biennial budget may do so at the Public Hearing as outlined in this notice. Individuals or groups wishing to make oral presentations may appear in person or participate via the Zoom as indicated in this notice.



Individuals or groups giving oral presentations are encouraged to also submit their presentations in writing. Oral presentations should be brief to allow all parties the opportunity to participate. A three minute time limit will be observed.

The Public Hearing on the FY 2025 and FY 2026 biennial budget proposed by the Great Lakes Water Authority scheduled for February 28, 2024 at 2:00 p.m. will be held in person, through Zoom videoconferencing, and by telephone through Zoom's telephonic capabilities.

Members of the public may offer comment in the following manners:

In Person: Members of the public who, subject to capacity, wish to attend the meeting and/or offer public comment in person may attend the meeting in the Board Room, 5th Floor, 735 Randolph, Detroit, MI 48226.

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Suzanne R. Coffey P.E., Chief Executive Officer
Great Lakes Water Authority
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Detroit, Michigan, 48226



Written comments by U.S. mail should reference "February 28, 2024 Public Hearing on proposed FY 2025 and FY 2026 biennial budget" in the letter. The opportunity to submit written comments by U.S. mail may remain open throughout the duration of the Public Hearing.

If a member of the public requires accommodation due to a disability, please contact CEO@glwater.org or (844) 455-GLWA (4592) not less than 72 hours prior to the date of the meeting.

The GLWA operations and maintenance budget accounts for 44% of the total revenue requirement budget for establishing the annual charges for services. Given the magnitude of this charge component, additional information may be of interest to stakeholders.

The remaining 56% of the FY 2025 budget of \$906 million represents financing and legal commitments: debt payments (44%), lease payments (5%), Water Residential Assistance Program (WRAP) (0.5%), legacy pension liabilities (1%) and capital program funding (5%).

For the proposed budget, Operations & Maintenance (O&M) expenses \$399 million of the total budget for FY 2025. Compared to FY 2024, this is an increase of 11.2%.

Staffing & Personnel The staffing plan is at 1,356 (increase of 38), with Full-time Equivalents (FTE) at 1,203 (increase of 50). The increase in FTEs beyond the number of new positions reflects budgeting at a fractional percentage when a position has not been filled.

Water Operations – increase of \$11.9 million Driven by personnel (\$2.4 million) due to the filling of key positions (Water Engineering Life Cycle Project Managers, Water Quality Investigators, and apprentices within several Water Treatment Plants), there is an increase of nine FTEs. Other increases include electrical costs for Treatment Plant and Pump Stations (\$4.9 million); Supplies & Other (\$0.8 million); Contractual Services due to Mobile Dredging activities (\$0.9 million); Chemicals (\$1.3 million); All other categories decreased (\$0.2 million). Unallocated reserves increased (\$1.8 million) to accommodate for inflationary factors.

Wastewater Operations – increase of \$14.3 million Driven by contractual operating services (\$3.3 million) for a facilities maintenance contract and for residual solids disposal; chemicals (\$3.1 million based on price adjustments for chlorine-based products); utility costs (\$2.4 million); supplies & other (\$2.0 million) for reliability maintenance activities. An increase in personnel costs (\$2.5 million) for 11 new positions to insource capital program engineering services (six positions) and for the inclusion sewage conveyance and sewage pumping stations (five positions); unallocated reserve increased (\$1.2 million); offset by a decrease in other items (\$0.2 million).

Centralized Services¹ – increase \$10.1 million This is mainly driven by technology initiatives for new cloud-based Enterprise Resource Planning (ERP) and Enterprise Asset Management (EAM) system implementation costs (\$7.0 million). Systems Control increases include the Emerson Process Management contract (\$2.3 million). The Capital Planning group budget increased to build the Prism Portal and to increase staffing to replace work currently performed by outside vendors (\$0.6 million). Net other general categories increase of (\$0.2 million).

Administrative Services² – increase of \$3.7 million Increases in several areas including: five additional positions for Organizational Development (1.75 FTEs) to support onboarding and training (\$0.3 million); increased insurance premiums (\$2.0 million); CFO Services (\$0.4 million), and other general categories (\$1.0 million).

Questions? Contact the Office of the Chief Financial Officer at cfo@glwater.org

¹ Includes the System Resiliency, Planning Services, Systems Control; Facility and Fleet Operations; Field Service Operations; Energy, Research & Innovation; Transformation; Information Technology; and Security & Integrity/HazMat.

² Includes the Board of Directors, Chief Executive Officer, Chief Administrative & Compliance Officer (includes Risk Management & Safety), General Counsel, Public Affairs, Organizational Development, and Financial Services.

MAKING SENSE OF YOUR DOLLARS

Every dollar paid to GLWA for combined **Water and Wastewater Services** provides for...

FY 2025 Water and Wastewater Combined Budget Infographic

44.3% DEBT SERVICE

44.3¢ ON THE DOLLAR

Physical improvements to GLWA's regional water and wastewater system assets are financed with debt. Debt service principal, interest and other required deposits are funded monthly.

44.0% OPERATIONS AND MAINTENANCE

44.0¢ ON THE DOLLAR

The cost for people, utilities, chemicals, and services to deliver water of unquestionable quality and effective and efficient wastewater services around-the-clock, every day of the year.

5.5% REGIONAL SYSTEM LEASE

5.5¢ ON THE DOLLAR

This money goes to the Detroit Water and Sewerage Department (DWSD) to pay for GLWA's lease of the regional water and wastewater systems. DWSD uses those funds for improvements to the local system and to pay debt related to capital improvements.

3.9% REVENUE FINANCED CAPITAL

3.9¢ ON THE DOLLAR

To lower the debt burden, GLWA sets aside money each year from revenues to pay for capital improvements in future years. This pay-as-you-go approach eliminates the need to pay interest on debt in future years and improves financial resiliency.

0.9% RECEIVING FUND WORKING CAPITAL

0.9¢ ON THE DOLLAR

The amount required to maintain sufficient liquidity in the Master Bond Ordinance Receiving Fund.

0.8% CLOSED PENSION

0.8¢ ON THE DOLLAR

GLWA inherited a portion of the city of Detroit's pension plan expense for employees and retirees that maintained the water system before GLWA was formed. Over time, the annual payment will decrease.

0.5% WRAP (WATER RESIDENTIAL ASSISTANCE PROGRAM)

0.5¢ ON THE DOLLAR

Half a percent of GLWA's revenue goes straight to funding WRAP, making it the only sustainably-funded assistance program in the country. WRAP provides not only financial assistance, but also conservation education and minor plumbing repairs and replacements.

Note: Percentages based on FY 2025 proposed budget.

