



**AGENDA
CITY OF LAPEER
CITY COMMISSION
576 LIBERTY PARK, LAPEER, MI 48446
SPECIAL MEETING
JANUARY 28, 2025**

5:30 P.M. CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

A. PUBLIC COMMENTS:

1. Mark Smith – SMITH arenas.

B. Discussion on 25-26 Budget and Capital Improvement Projects:

1. City Manager memo on anticipated 25-26 major projects.
2. Department Head memos on 24-25 goals and accomplishments.

C. Discussion on the City of Lapeer Special Assessment Policy

1. City of Lapeer Special Assessment Policy.
2. City Manager memo on Special Assessment Policy.
3. DRAFT Andrews River Preliminary Special Assessment Roll.

D. Discussion on updating the 2021-2026 Goals and Objectives

1. City Manager memo on Goals and Objectives.
2. 2021-2026 Goals and Objectives.

ADJOURNMENT



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

January 21st, 2025

City Commission,

Last year, the City Commission expressed their desire to be more involved in the budgeting process. So, this year, we are trying some new things with how we approach the budget, especially with bringing the Commission in early so that they can better give direction and also so that they have the opportunity to ask questions of anything that they want additional information on and also discuss possible inclusions into the CIP for consideration, keeping in mind that the municipal budgeting process is deliberative and conservative against impromptu or front-loaded additions. The budget process starts formally in early January and should receive formal approval by May 19th, 2025.

As part of this new process, each department director was tasked with writing a memo detailing three things, which CIP and major projects they have already accomplished in the 24-25 budget year, what CIP and major projects they still expect to accomplish in the 24-25 budget year and what CIP and major budget items they anticipate discussing with the City Manager and Finance Director for inclusion in the 25-26 budget.

What follows are the requested CIP and major budget items for the 25-26 budget year from each department. These have not been screened by the finance department or City Manager's office and largely do not have expected cost numbers determined yet. Based upon your feedback and the administration's review of the City's revenues, cash on hand and long-term strategic plans will determine the final version, which will then be presented back to the Commission for approval.

What I'm looking for now is for the Commission to review the below items, identify any items that you may have questions about, compare the listed items to the full CIP to determine whether the Commission might prefer to move other priorities forward and discuss if there are any listed items that the Commission does not think are appropriate to move forward at this time.

1. Building Department
 - Vehicle for Building Official
 - Office Furniture for Building Department staff
2. City Clerk
 - Agenda Management Program
 - Election equipment
3. Department of Public Works
 - ADA entrance on City Hall building.
 - Mill and overlaid asphalt On Nepessing from M-24 to Calhoun Street.

- Remove and replace brick or replace with stamped concrete along downtown Nepessing Street.
 - Add a fuel monitoring system for our diesel tank and bring the tank to code.
 - Replace 60 more faded and non-reflective street signs.
 - Obtain a new sewer camera.
 - Develop a new maintenance program for WWTP (requires software).
 - Complete Park St, Pine St. and Parking Lot #9 project.
 - Core out and level 35 manholes to match existing street level grade.
 - Complete crack-sealing on several roads.
4. Wastewater Treatment Plant
- Electric gate.
 - Maintenance program software.
 - Flex rake drum assembly.
 - Triton aerator.
 - Oxidation ditch cleanout.
 - Boiler replacement.
 - Influent gate valve replacement.
 - Secondary effluent pumps.
 - PEW pump replacement.
 - Progressing cavity pump replacement.
 - Concrete (stairs) replacement.
 - Sludge transfer pumps.
5. Fire Department
- New parking lot and fix driveway on north side of apparatus bay.
 - Complete two-year replacement of fire hoses and associated connectors and sprayers.
 - Hire an additional full-time fire officer.
 - Add two new paid-call firefighters, plus training costs.
 - Add EMS first responder licensing.
6. Finance Department
- No requested CIP or major changes at this time.
7. Housing Department
- Demolition of 18 Nepessing/Creation of public space at 18 Nepessing.
 - 405 S. Elm new single family home, possible duplex
8. Parks, Recreation and Cemetery
- Add a pavilion at the Community Center.
 - Replace Community Center boilers.
 - Begin replacing downtown trash receptacles to city standards.
 - Add artwork to the M-24 Tunnel.
 - Install a cupola on the roof of the Oakdale pavilion.
 - Build a new single-track loop (1.25 miles) at the Oakdale Trails.
 - Potentially add an additional disc golf course on the Oakdale property.
9. Police Department
- FLOCK camera system
 - New police badges
 - Lobby bullet resistant glass and ballistic board
 - Body armor replacement
 - Implementation of Community Partnership Program

Mike Womack

City of Lapeer

City Manager

810-245-4202

mwomack@ci.lapeer.mi.us



Memorandum

To: Mr. Womack, City Manager
From: Matt Hart, Building Official
Date: January 15, 2025
RE: **2024 Accomplishments/Goals**
2025/2026 Goals

The building department is very proud of our accomplishments this past year. Since coming aboard to the City of Lapeer in July, we have made many positive changes and have made big strides in creating and repairing relationships with our community. Though we feel we still have some work to do, we have made much progress in this area.

Since July, we have nearly all the rentals in good standing, and the defaults are nearly eliminated. We have worked diligently to clean up the sites and make them safe for our residents. This work will continue in 2025 and beyond. Further, the building sites that have been an eyesore for many years have all been addressed and cleaned. The structures that are still currently dilapidated are now on a plan to repair or will be entering legal court options. This is an ongoing project that we are very passionate about as we believe in supporting a positive image of our city and community.

When I came on board, there were many projects that were open for years. We have been able to address the needs of these projects, and they have finally been brought to a close. The department has also been able to bring to a close and issue a final certificate of occupancy for multiple projects that have been stagnate for years. This accomplishment has been a great way to work personally with our customers and form relationships for a smoother process in the future.

Further, we have upgraded the building department BS@A program to allow online permit submittals as well as allowing a fully electronic integration with the customers of the department. This is very convenient for our residents as they are now able to make requests from the comfort of their own homes. The program has also proved to save our office staff time so they can focus on other important tasks throughout the day. We have also set up new workflows to improve the efficiency of our office for our customers. This has been a great move forward for the City as we strive to bring more modern technology and efficiency to the building department.

As we continue to update our technology, we have also rearranged and updated our building department page on the City of Lapeer's website. It has proven to be more user friendly and even has fillable forms and links to the BS&A program. We have also included all the help guides customers may need to move forward with a project.

Looking forward to 2025, the department is currently training additional staff to assist and better serve our customers. We have had a fantastically productive year, and we look forward to continuing building relationships and ultimately encouraging others to feel comfortable to build in our city.

The fiscal year 2025/2026 Capital Improvement Projects (CIP) are intended to continue to improve office efficiency by updating outdated equipment. To begin, the current vehicle assigned to the building department is old and in need of retirement. The vehicle no longer fits the needs of the department. The vehicle is used as the office during the day for the building official. The new vehicle will be much more suited to the needs of the department while increasing safety with the technology components that come with a new vehicle. Answering phones, navigation, suitable space, and many other options will be a great asset to the daily functioning of the building official's day. The office furniture at the city hall is in need of replacement. Our office is the face of the department, and as we look to build a more positive perception with our community, it is important that we look the part. We need a plan review desk as well as some standing desks for the comfort of our office staff. We are looking forward to a brand new look to accompany our updated and improved building department.

I have thoroughly enjoyed getting to know the staff and residents here at the City of Lapeer. I look forward to working with the City Commissioners as we all work toward our goal of making our community the best that it can be.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Hart", with a long horizontal flourish extending to the right.

Matt Hart, Building Official



Interoffice Memo

To: Mike Womack, City Manager
From: Jeff Graham, Director of Public Services
Date: January 9, 2025
RE: Current year's accomplishments

- Verified lead service line Material inventory and replaced all the lead service lines in the city that we had found.
- Milled and overlaid asphalt Court Street
- Milled and overlaid part of East Street
- Milled and overlaid Monroe Street. Had Bridge maintenance done 2024 on Monroe Street
- Repaved Parking lot #5
- Closed out Genessee road and water main project
- Closed out lead line replacement Grant
- Our Guys replaced about 30 lead service lines that weren't covered on grant.



Interoffice Memo

To: Mike Womack, City Manager
From: Jeff Graham, Director of Public Services
Date: January 13, 2025
RE: Projects that we are still planning on accomplishing this fiscal year

- Sidewalks on Nepessing and Cedar streets
- Traffic signal up grades Millville and Genesse Street
- Micro seal several local and Major streets.
- Get lean too built at DPW spring 2025
- Install Ferrous tank at WWTP this spring
- Carry over ditch cleaning until this next fall when we don't have ammonia limits, and we can clean out both ditches.
- Still trying to get Quotes for tear down on Water Tower only have one.



Interoffice Memo

To: Mike Womack, City Manager
From: Jeff Graham, Director of Public Works
Date: January 13, 2025
RE: What we would like to get done in 2025

- ADA entrance on City Hall building.
- Mill and overlaid asphalt On Nepessing from M-24 to Calhoun Street.
- Remove Brick and replace with stamped concrete Downtown Both sides.
- Add a fuel monitoring system for our diesel tank and bring the tank to code.
- Replace about 60 more street signs that are Bad in town. Pré our replacement plan.
- Get a new Sewer Camera so we don't have to contract this out our old sanitary sewer camera is not operational.
- Get a maintenance program for WWTP plant.
- Get Pine Street, Park Street and parking lot #9 redone with new watermain on Pine and Park.
- Coring of about 35 manholes to bring them level to road surface to eliminate busting out of asphalt around structures.
- Crack sealing of several bad roads in the city



Interoffice Memo

To: Mike Womack, City Manager
From: Romona Sanchez, City Clerk
Date: January 14, 2025
RE: City Clerk & Elections Department Accomplishments

Accomplishments – City Clerk’s Office & Elections

Issued 558 Business Registrations to businesses in the City of Lapeer, which includes the following specialty licenses:

- | | | |
|---------------------------|-----------|-------------|
| a. Marihuana Retail - | 6 Medical | 6 Adult Use |
| b. Marihuana Processor - | 3 Medical | 4 Adult Use |
| c. Marihuana Grower - | 1 Medical | 8 Adult Use |
| d. Pawnbroker Licenses - | 2 | |
| e. Secondhand Dealer - | 3 | |
| f. Precious Metal & Gem - | 6 | |

Prepared and published 29 agendas for regular and special meetings of the Lapeer City Commission. Following up with preparing and publishing minutes, and follow-up to any agenda items as needed.

The Clerk’s office administered an election in August and November of 2024. Both elections required clerk staff to administer 9-days of early voting before election day. We relocated our early voting site to Lapeer City Hall, and it was operational from Saturday, July 27, 2024, through Sunday, August 4, 2024, for the August 6, 2024, Primary Election, and from Saturday, October 26, 2024, through Sunday, November 3, 2024, for the November 5, 2024. Both the City Clerk and Deputy Clerk along with four (4) election inspectors worked each of the 9-days of early voting. Results of the elections are below:

August 6, 2024 – Primary Election

Voter Turnout: 1,281 Voted: 18.71%
835 Voter Absentee Ballot (Staff issued 1156)
381 Voted on Election Day in their precinct
65 Voted during the 9 days of early voting

November 5, 2024 – General Election (Presidential)

Voter Turnout: 4,358 Voted: 62.96%
1,491 Voter Absentee Ballot (Staff issued 1600)
1,076 voted on Election Day in their precinct
1,791 Voted during the 9 days of early voting

Staff processed or registered in-person more than 400 voters between the dates of July 1, 2024, and November 5, 2024.

City of Lapeer

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Grant Funding & Reimbursements:

The City Clerk has received the following funding through reimbursement opportunities or grant funding in 2024:

Reason:	From:	Amount
2024 Presidential Primary Reimbursement	State of Michigan	\$17,587.17
2024 Security Camera Reimbursement	State of Michigan	\$ 4,700.00
2024 Election Grant Funds	Institute for Responsive Government	\$10,000.00
2024 August Election – 9 Day Wages	Lapeer County Clerk's Office	\$ 6,667.50 *
2024 Election Security Reimbursement	State of Michigan	\$ 2,000.00 **
	TOTAL	\$40,954.67

* Funds have not yet been received. Request was submitted to Lapeer County.

** Funds can only be used for security purposes. We are looking to have a keypad lock installed on the election room door, same as the other doors around City Hall.

We have submitted for reimbursement of the November 5, 2025, 9-days of Early Voting wages as well, in the amount of \$7,647.50. However, this is conditional upon Lapeer County submitting to the State of Michigan and funds being available.

FY 2025/2026 Capital Improvement Projects

1. Agenda Management Program: We are requesting an agenda management program. This type of program will provide a much more streamlined process for preparing and packaging all board and commission agendas and associated minutes. This program can be used to store all board and commission agendas, agenda packets and minutes. It is a cloud-based program.
2. Election Equipment: We were informed at the Michigan Association of Municipal held in December 2024; the State of Michigan will be sending out requests for quotes for new voting equipment to be used in the 2028 cycle. In years past, the State has paid for the new equipment, however it was suggested, by representatives of the Bureau of Elections, that Clerk's begin planning (budgeting) for this future expense. We are simply basing our request on the cost of the machines we currently have.

FY 2025/2026 Department Goals

1. Training, training and more training. With the shift in duties and tasks for office staff, and now that we anticipate only having our City Election in November 2025 and are not required to have 9-days of early voting, we will be getting back to in office training.
2. Scanning and records management.
3. Evaluate, inventory and organize election supplies and equipment.
4. Procedure manuals.



City of Lapeer WWTP CIP 2025/2026

Electric Gate

The current gate is a double panel, manual locking

The gate is opened at the start of the shift and remains open until the close of day

The gate is approximately 240 yards from the admin building

The electric gate will reduce access to the plant fostering a more secure environment

Cost: \$22,500



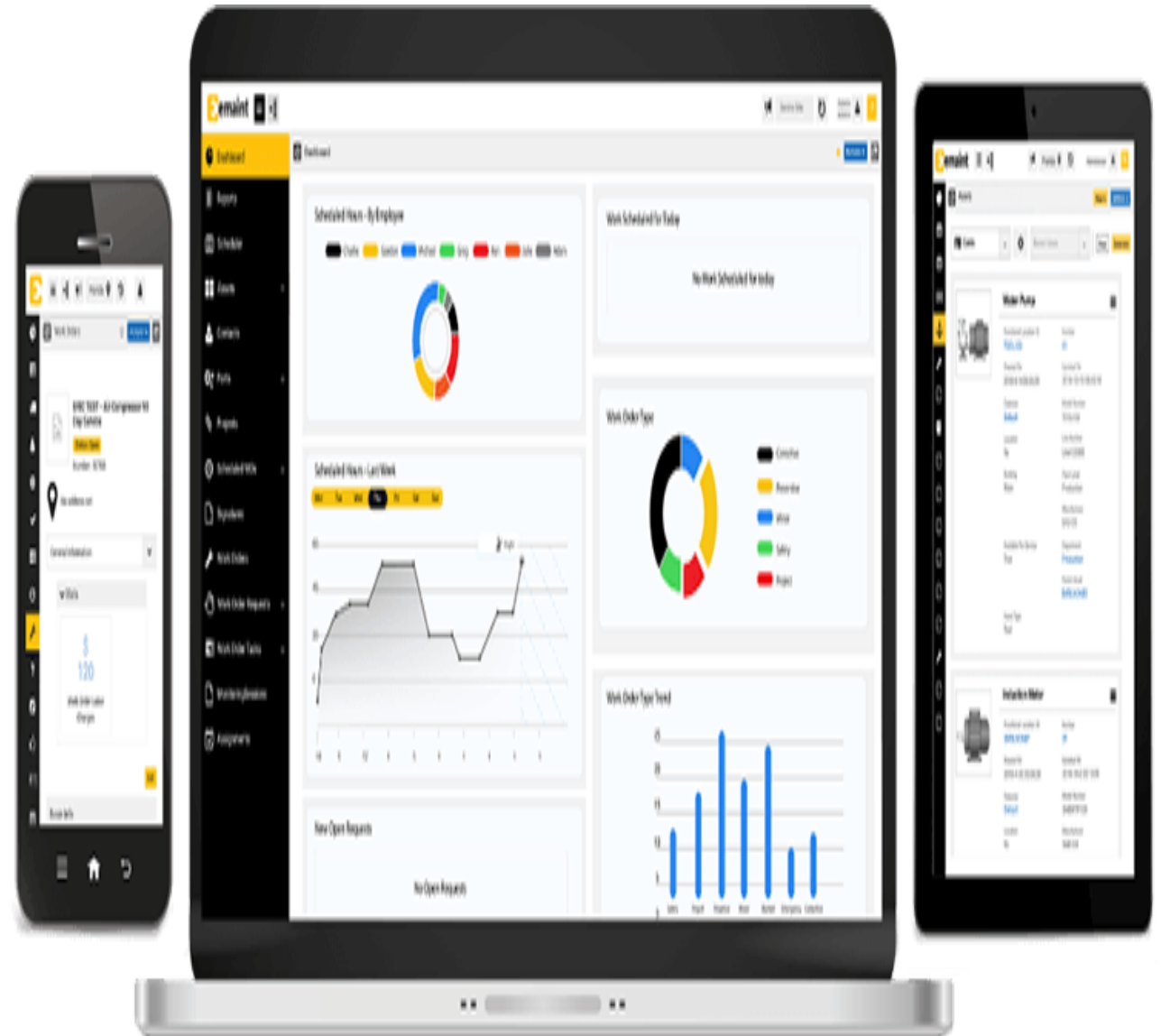
Maintenance program

eMaint

Currently the WWTP does not have a maintenance program

eMaint will fill the gap needed to track and compile asset information

- Cloud based
- Lifecycle planning
- Expandable
- Cost: \$10,200 first year \$3,100 annually



Flex Rake Drum Assembly

The drum assembly on the flex rake allows the chains to rotate through the influent water, capturing material before it enters the plant

The current assembly is in poor condition

Cost: \$12,000



Triton Aerator

The Triton Aerator will take the place of the existing rotating brush aerators

Engineering studies have suggested that the new aerators will increase process efficiency and lower maintenance costs

Cost: \$105,000





Oxidation Ditch Cleanout

The cleanout of the oxidation ditches is required to remove built up sludge. If left unchecked the build up of sludge will eventually lead to process control issues.

Cost: \$185,000

Boiler Replacement

The existing boilers are antiquated and in need of replacement

Several service calls have already been made this winter in attempts to keep the boilers operational

Cost: \$200,000



Influent Gate Valve Replacement

The influent gate valves are non-functioning

We are unable to shut the flow of water off to the headworks

This situation poses issues in trying to service and repair the influent pumps

Cost: \$45,000 3 gates





Secondary Effluent Pumps

- Secondary effluent pumps are used to pump water from the secondary clarifiers to the sand filters for tertiary treatment

The pumps have exceeded their life expectancy

Cost: \$30,000

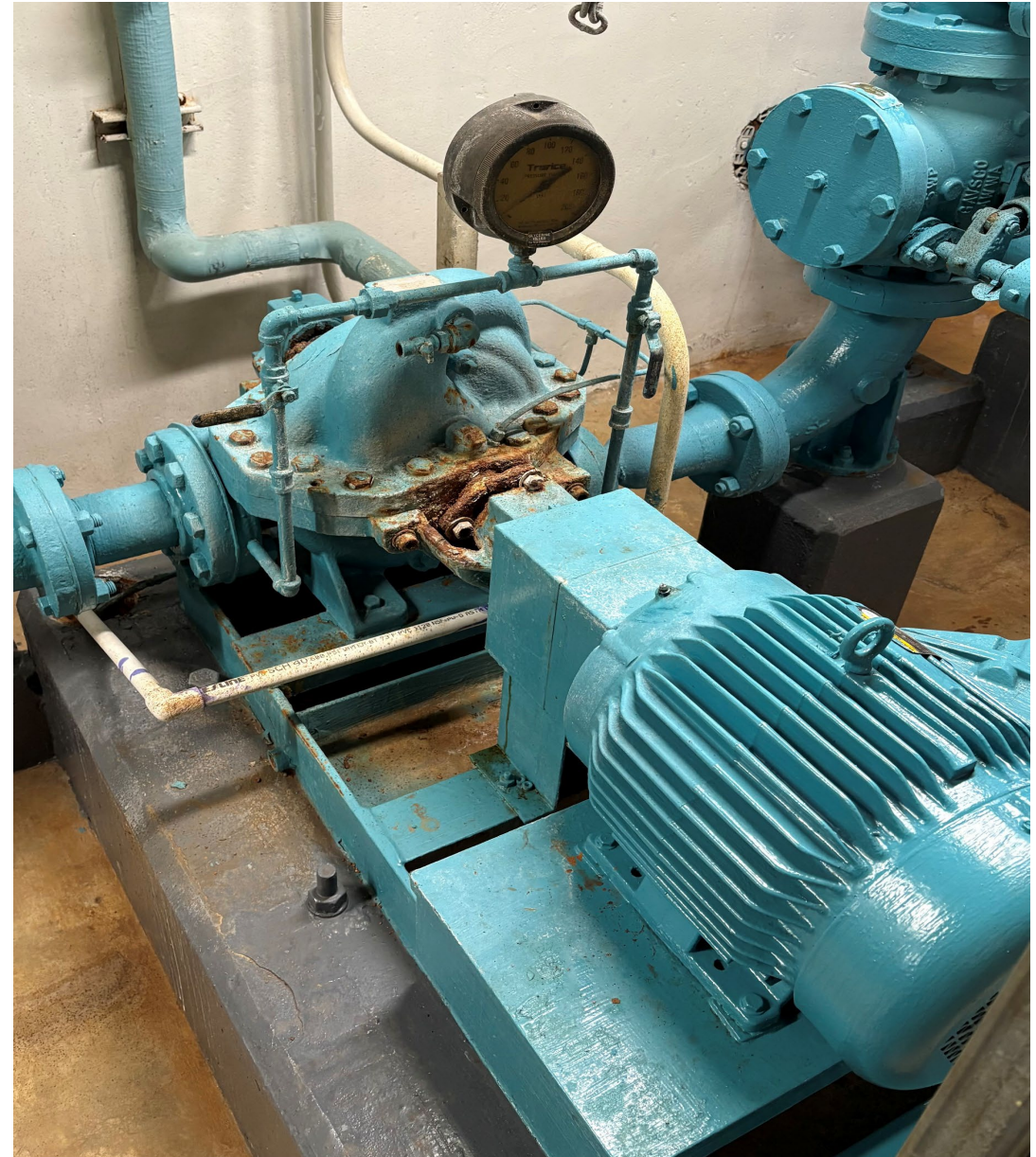
PEW Pump Replacement

Process Effluent Water (PEW) pumps are used to pump partially treated plant water to various points around the plant

The water is used for cleaning purposes as well as a carrier for chemical treatment

The existing pumps are past their life expectancy

Cost: \$ 10,500





Progressive Cavity Pump Replacement

The progressive cavity pumps are used to move sludge from storage to the centrifuge.

The pumps have surpassed their life expectancy

Cost: \$8,500

Building Restoration

Concrete and brick work is needed as various points around the plant

Stairs will need to be replaced with metal grate stairs

Cost: \$103,000

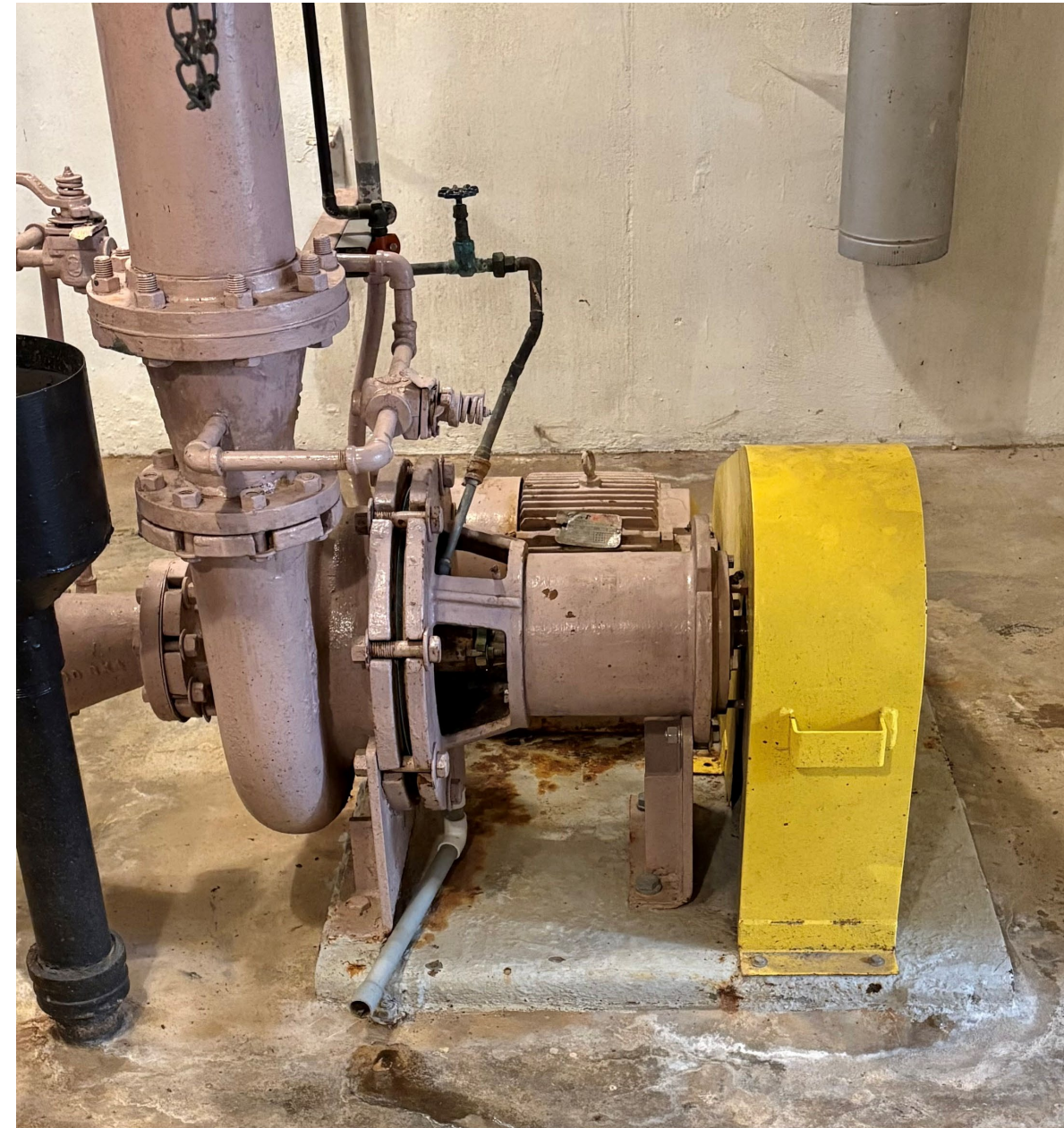


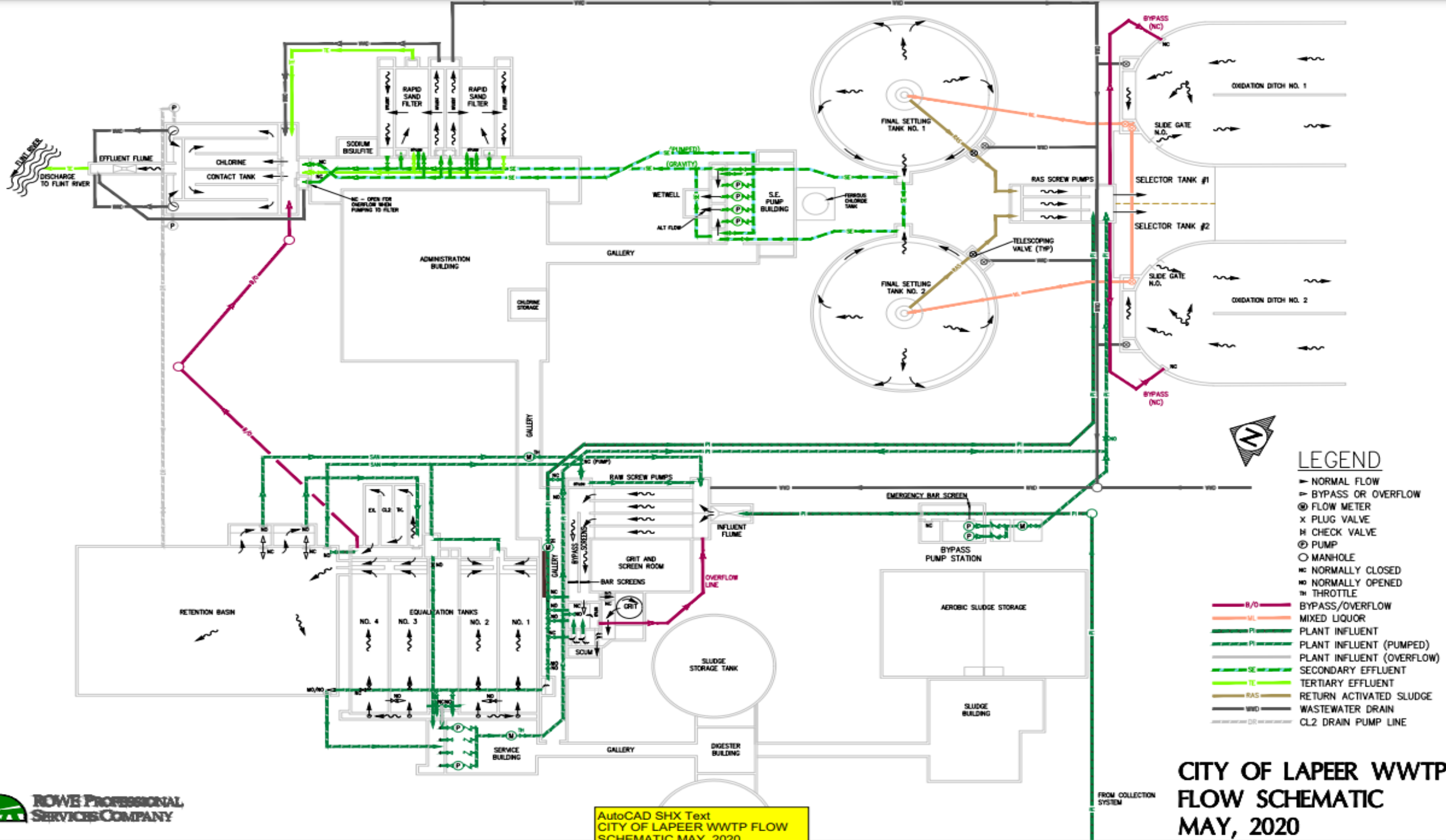
Sludge Transfer Pumps

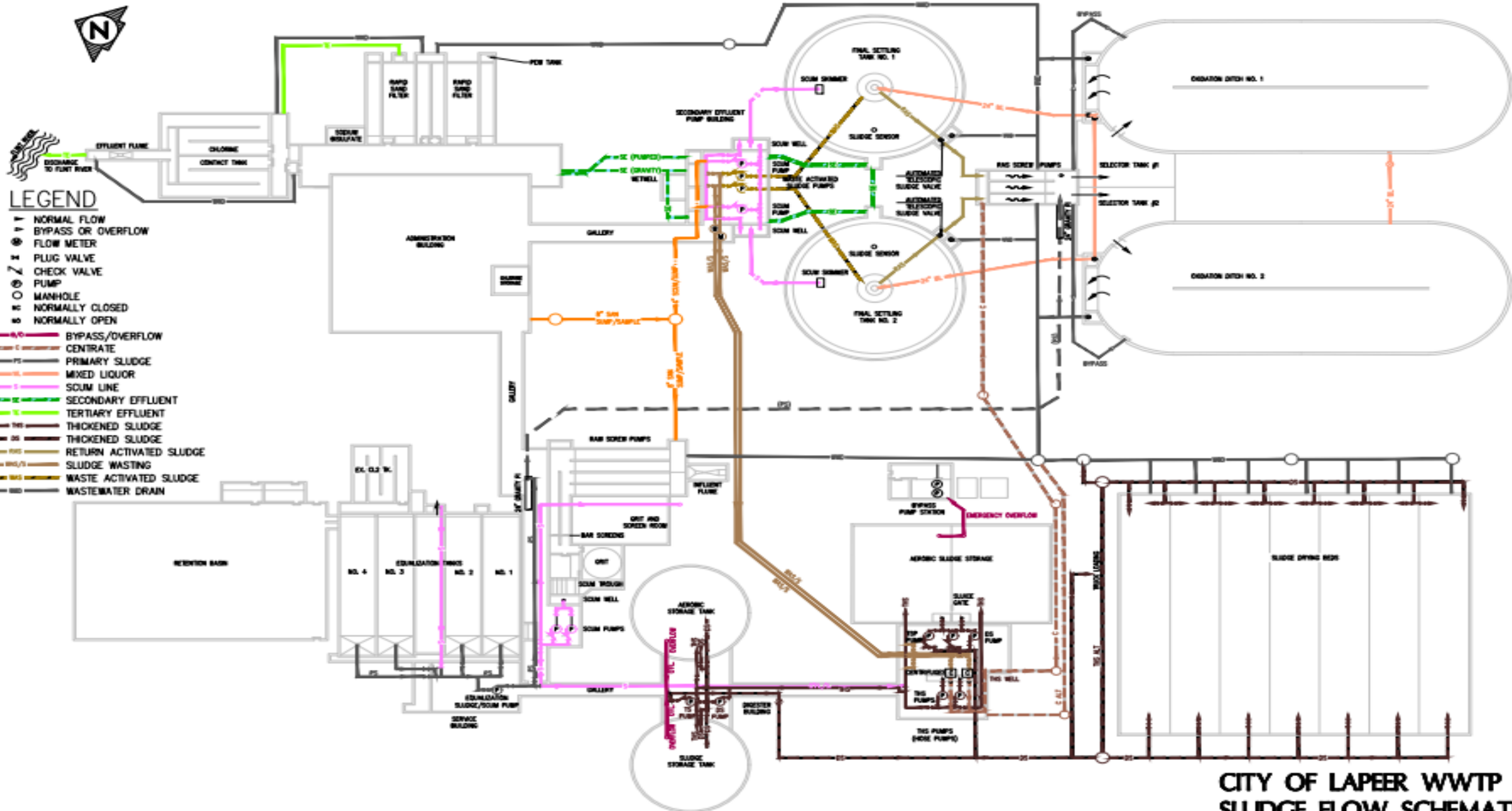
Sludge transfer pumps are used to withdraw sludge from the bottom of the final settling tanks and then pump to sludge storage

The pumps have exceeded their life expectancy

Cost: 14,800









Michael Vogt
Fire Chief

Interdepartmental Memo

Fire & Rescue
Phone: (810) 664-0833
Fax: (810) 664-3141
E-mail: lapeerfd@ci.lapeer.mi.us

To: Mike Womack, City Manager
From: Mike Vogt, Fire Chief
Re: FY 25/26 Budget Memo
Date: January 13, 2025

Summary:

The Fire-Rescue department continues to operate within budget parameters. Examining the current fiscal year budget (FY24/25), we are forecasting to stay within the budget approved by the City Commission. During the current fiscal year, all Capital Improvement Projects (CIP) have been completed or are nearing completion.

Additionally, one of the key tasks for this fiscal year was to examine our pay structure by comparing internal compensation data, analyze specific instances of pay gaps identified through employee feedback and time-tracking studies, improve tracking of personnel costs and tasks, and develop a plan to provide enhanced services to our customers by reallocating resources more efficiently. This has led to the conclusion that one additional full-time staff member is required.

FY 24/25 CIP Project Updates:

- **Project 21110: Heavy Rescue Vehicle**
 - Status: Ordered and pre-paid as authorized by City Commission resolution.
 - Update: Vehicle remains on track to begin assembly in late 2025. No further action is required at this time.
- **Project 22430: Portable Radios**
 - Status: Completed.
 - Update: Department is now adequately equipped with portable radios meeting today's best practices, MIOSHA, and national standards. Project remains active within the seven-year forecast for future enhancements.
- **Project 22930: Firefighting Handlines and Associated Appliances**
 - Status: Year one equipment ordered through cooperative purchasing.
 - Update: Scheduled for delivery during the third quarter of FY 24/25.
- **Project 22980: Carport for Public Safety Vehicles**
 - Status: Ongoing.
 - Update: For more detailed information, refer to the synopsis provided by Chief Howe.



Michael Vogt
Fire Chief

Interdepartmental Memo

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Current Fiscal Year Accomplishments:

1. Operate within fiscal constraints with a conservative approach.
2. Enhance the smoke and carbon monoxide alarm program.
3. Gather and analyze data to determine pay gaps, including significant issues such as unpaid on-the-job training and monthly apparatus checks, both of which represent critical gaps in our current pay structure.
4. Implement succession planning for Chief Best's retirement.
5. Assess the need for additional full-time personnel.
6. Enhance departmental efficiency and customer service.
7. Improve operational safety.

Progress:

- Goals are either achieved or in progress.
 - Continued operation within budget, implemented a new smoke and carbon monoxide alarm installation program, and ongoing data analysis.
-

Current Fiscal Year Requests and Progress:

1. Approval to promote a paid-call member working part-time as a fire inspector to a full-time Fire Inspector position by April 1. This is part of the department's succession planning, ensuring a seamless transition and thorough cross-training with Cpt. Jadach and Chief Best. This move addresses the critical need for continuity in the Fire Marshal Division, particularly with the anticipated promotion of Cpt. Jadach to Fire Marshal on July 1, 2025.
 2. Identification of the need for an entry-level full-time Fire Officer position. This new role is distinct from the Fire Inspector position and is aimed at improving staffing coverage during peak times, handling non-emergency tasks, conducting apparatus readiness inspections, and providing structured on-the-job training for new recruits.
 3. Address gaps where members volunteer significant time for on-the-job training, with plans to resolve these in FY 25/26.
-

FY 25/26 Capital Improvement Projects:

1. **Project 22920: Parking Lot and Driveway Enhancement**
 - Funding: TIFA III and a joint project with Lapeer County.
 - Scope: Install a new parking lot for firefighters and training attendees and upgrade the substandard driveway on the building's north side.
2. **Project 22930: Firefighting Handlines and Associated Appliances**
 - Scope: Complete the two-year project to replace fire attack preconnected handlines in fire apparatus.

"Emphasis on INTENT based leadership with a critical focus on OWNERSHIP"
Serving our Community with Integrity, Professionalism, and Kindness



Michael Vogt
Fire Chief

Interdepartmental Memo

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3. Project 22965: Public Safety Building Signage Improvement

- Funding: TIFA III.
 - Scope: Install a monument sign matching city branding, enhance public entrance signage, and add fire-rescue signage to the building's south side.
-

FY 25/26 Goals:

1. Address pay structure gaps to ensure fair compensation.
 2. Hire an entry-level full-time Fire Officer to enhance staffing by ensuring consistent coverage during peak times, streamlining administrative tasks such as data entry and maintenance scheduling, conducting thorough apparatus readiness inspections to improve operational reliability, and providing structured on-the-job training to new recruits. This role is distinct from the Fire Inspector position and is a new request to address operational inefficiencies and improve service delivery.
 3. Obtain EMS licensing at the Michigan First Responder/Emergency Medical Responder level to enhance emergency readiness and fill EMS gaps. Currently, our department is limited to providing basic first aid during emergencies, which restricts our ability to assist in critical situations such as mass casualty incidents or when EMS resources are delayed. With this licensing, we could provide advanced initial care, improve response times during special events, and fill critical gaps in EMS coverage, particularly with the potential departure of Medstar from the county. This enhancement would allow us to better serve our community in urgent medical situations with limited increase in calls for service.
-

FY 25/26 Budget Requests:

1. **Compensate On-the-Job Training:**
 - Estimated Total Cost: \$12,000 for 2 new paid-call firefighters.
 - Mentee Costs: \$4,000 per firefighter x 2 = \$8,000.
 - Mentor Costs: \$2,000 per firefighter x 2 = \$4,000.
 - Each new firefighter undergoes approximately 300 hours of initial on-the-job training, including classroom instruction, field exercises, and the fire academy. Ongoing training requirements, already covered in the existing budget, ensure continual skill development for all personnel.
2. **Promote Paid-Call Member to Full-Time Fire Officer Position:**
 - Cost: \$45,000 base pay.
 - Benefits: Ensures seamless transition and thorough cross-training as part of succession planning. Reduces part-time budget by handling apparatus checks, maintenance coordination, and public relations. It would also reduce some mentor costs during on-the-job training.

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3. EMS First Responder Licensing:

- Cost: \$6,000.
 - Benefit: Fill EMS gaps, provide coverage during special events, and ensure readiness for critical incidents and mass casualty events.
-

Closing Statement:

We appreciate your continued support and partnership as we work to enhance the safety and efficiency of our Fire-Rescue Department. I look forward to discussing these initiatives, budget requests, and the future direction of the department with you in the near future.



Memorandum

To: Mike Womack, City Manager
From: Kelly Hanna, Director of Financial Services
Date: January 7, 2025
RE: **Current year accomplishments – future goals**

Assessing/GIS

The assessing department has been able to complete many projects and long-term goals in 2024. The department completed an audit with the State of Michigan with a perfect score. The State Tax Commission audits all municipalities every five years. The department successfully implemented Pivot Point. Pivot Point is a software application that allows field workers to have our BSA assessing software with them when inspecting properties to immediately update property cards. With this tool the department significantly increased the number of properties that are inspected annually. The department is required by the State of Michigan to appraise all new properties annually and review 20% of all existing properties. In 2024, the department was able to exceed the 20% requirement, including 100% review of Industrial property. A large project that was completed this year was the return of the Charbridge Arbor Apartment to the 2025 tax roll. This property has been exempt for 50 years and required our field appraisers to measure and record every building.

The recently created full-time assistant assessor position was filled just over a year ago by Tim Mayer. Tim had a background of appraising residential properties, however, no assessing experience. In 2024, Tim passed the State requirements to achieve his Michigan Certified Assessing Officers certification (Level 2). He has been training and working in the field.

All City, County, and State reports and deadlines were successfully met. This would include IFT reports, Fire Protection Reports, Commission reports, assessment notices, Board of Review meetings and the annual personal property canvass. Twenty-four Disabled Veteran Exemptions were processed, as well as 317 property transfers.

The department continues to make progress in GIS mapping. Starting in 2025, the City will be partnering with the County of Lapeer in updating our GIS capabilities. We expect to make significant improvements in the next couple years due to this partnership. The department will continue its educational goals in the upcoming year, including a concentrated effort to review and improve our departments policies and procedures that will ensure a continued success for many years to come.

Income Tax

The income tax department has been working with the only Income Tax software provider in the State of Michigan (Innovative) to automate the annual income tax return processing. A couple years ago, the City was manually processing every return filed with the City (approximately 8,000 returns per year). Due to the upgrade in software, the income tax department is now electronically processing approximately 2,500 returns per year, significantly reducing the amount of time spent processing income tax returns. The

City of Lapeer

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City has started allowing businesses that withhold income tax to pay and file quarterly and annual returns electronically.

In addition to the annual processing of individual, partnership and corporate tax returns, the department keeps busy investigating taxpayers (compliance) that have not filed and/or paid income tax to the City of Lapeer as required by law. We are anticipating in 2026, the City will be able to accept individual e-filed returns using home-based income tax software. Currently, the City is unable to accept e-filed returns from individuals using Turbo Tax, H&R Block and other at-home income tax software.

Finance/Property Tax

The Finance department has completed a four-year project of cleaning out the storage barn and the vault at City Hall. The department is now able to efficiently rotate records to the storage barn and destroy outdated records timely. The department employees are focusing on cross-training with each other and other departments. This has a dual purpose of allowing the finance department to cross-serve, as well as succession planning. Two employees in the department assists the building and planning department every week.

The department has been reviewing existing policies, as well as identifying necessary policies that the City does not have. Over the last year, the department has created a Cash Handling Policy and a Fraud Policy. The department has updated the Credit Card Policy and Capital Asset Procedures and Policy. The department implemented a new fuel card program that eliminates a monthly service charge and provides the City a rebate on all fuel purchases. The fuel card program also allows vehicle information to be downloaded into the Motor Pool Fleetmate software, eliminating manual data entry by DPW staff.

The finance ensures all money received and spent by the City is appropriately recorded. The department is subject to an annual external audit each year that takes approximately four months to prepare and complete.

The department has worked with the local Choice One branches to start collecting property tax payments for the convenience of City taxpayers. We have implemented numerous security measures with Choice One for paying employees and vendors.

Looking ahead, the finance department will be updating additional policies and implementing the Government Accounting Standards Board standard GASB 102 Compensated Absences for the fiscal year ending 6/30/2025. The finance department continues to work with the City Manager and the City Commission to educate and provide transparency on the budget and financial reports.



Interoffice Memo

To: Mike Womack, City Manager
From: Denise Soldenski, Director of Housing & Neighborhood Development
Date: 1/3/2025
RE: CIP update

Current Year 7/1/2024-6/30/2025 CIP Accomplishments

- Demolition of 838 S. Saginaw St. (not in CIP, City expense of \$8,400 with Land Bank grant of \$8,400)
- Housing Dept MSHDA Neighborhood Enhancement Grant funding helped to financially support the following CIP projects: Trail improvements to Annrook Park \$30,000
- Due to Lapeer Housing Commission (LHC) & Lapeer Riverview Towers, LLC (LRT) being under their own budgets, funded by resident rents, HUD subsidy and HUD administrative fees; there are no CIP expenses for the Housing Department currently.
- FY24/25 Capital expense projects funded by LRT include: masonry tuckpointing and window caulk/repair, kitchen and bath cabinetry upgrades to vacant units.
- FY23/24 Capital expense projects funded by LRT include: updated security camera system and first floor paint

Current Year 7/1/2024–6/30/2025 CIP still to be accomplished by 6/30

- Engineering for 18 E. Nepessing: Environmental/possible contamination remediation along with demolition specifications. \$25,000
- Housing Dept MSHDA MI Neighborhood Grant funding secured to support the following CIP projects (some items may carry over to 7/1/25 budget):

Component	Amount	Responsible Department
CIP #22991 Veterans Memorial Park Flagpole	\$13,000	City Parks
CIP #22994 Rowden Park Restrooms	\$20,000	City Parks
Mural/Artwork (TBD Park area and Downtown Pocket Park) \$5,000 ea.	\$10,000	City Parks and DDA
CIP #22997: Courthouse Pavilion	\$5,500	City Parks
Rowden, Cramton, Annrook trees/wildflowers/perennial plants	\$6,900	City Parks
Wayfinding Signs	\$3,750	DDA
TOTAL	\$59,150	

- FY24/25 Capital expense projects funded by LRT include: possibly programmable thermostats within units

7/1/2025 – 6/30/2026 City Year 1 CIP

- 18 E. Nepessing – Schedule \$200K FY25/26 for either demo & City outdoor deck OR sale to TIFA for renovation/white-box/office space. Schedule \$50K FY26/27 to complete. Meeting on 12/6 with State of Michigan EGLE Brownfield group suggests least complicated disposition of the environmental/contamination issues due to the property being a former dry cleaner would be open air deck. Meeting scheduled on 1/16/25 with WSP to review details regarding demo & demo specs. Possibly also engage WSP to provide engineering for new exterior deck project.

Estimated amounts at the current time and updates will happen as the information is gathered and project unfolds. The goal will be to seek out appropriate grant funding so that CIP funds are minimal. Most grants will require a project budget and 50% City/Community match. Looking into State Land Bank for demolition and MEDC Revitalization & Placemaking Program (RAP) 4.0 for possibly demo and deck construction.

- Not included in CIP yet: Lapeer Neighborhoods, Inc. (LNI) 405 S. Elm new build. Currently would need approximately \$250K to build and could only sell for est. \$210K - \$225K. Would need a variance for a duplex or alternative housing model, if desired. Historically, the City's intent has been to reduce # of rentals vs. homeownership. LNI Board holding property for future use or sale.



Memorandum

To: Mike Womack, City Manager
From: Rodney Church, Director of Parks, Recreation & Cemetery
Date: January 13, 2025
RE: **Department Year Achievements & Future Initiatives**

Current Year Achievements

1. Mt. Hope Cemetery Roads were repaved.
2. Annrook Park Pathway was repaved.
3. Rotary Park Pathway was repaved.
4. Rowden Park Pathway was completely repaved, parking lot repaved, added paved parking and signage on Pine St., and a trail extension was added.
5. Completed year 3 of 4 of the picnic table replacement program.
6. Two new signs were installed outside at the community center and the large kiosk sign was refurbished out by the road.
7. Installed a new playground piece at Cramton Park.
8. Replaced domestic heat boilers with on-demand water heaters at the Community Center.
9. Purchased 8 new treadmills at the Community Center and traded in the old ones.
10. Completed year 1 of 5 of the Mt. Hope Cemetery Tree trimming program.
11. Painted the exterior of two park barns.
12. Planted three new trees along the linear pathway adjacent to the Waste Water Treatment Plant.
13. Completed cupola restoration, electrical upgrades, and re-installed them.
14. Added playground safety surfacing to Rotary Park playground.
15. Painted pickleball and basketball court lines on the outdoor recreation area at the Community Center.
16. Built an additional 11 new picnic tables for park and special event use.

Current Year projects that still need to be completed prior to June 30, 2024

1. M-24 Tunnel Connection Project – slated for construction after July 1, 2025. We are currently working on engineering, grant management, and bid information.
2. Cramton Park Tennis Court Replacement – adding pickleball.
3. Install new flagpole at Veterans Memorial Park.

4. Add electricity at the Oakdale pavilion.
5. Add artwork to the pathways or downtown.
6. Courthouse pavilion restoration – repair wood and repaint.
7. Rowden Park bathroom restoration – ADA compliant stalls, urinals, hand dryers, and sinks.
8. Prep and plant wildflowers on the hillside in Cramton Park and in Rowden Park adjacent to the new trail extension.
9. Complete phase 2 of the Lot 5 parking lot project.
10. Remove pear trees along the pathway in Annrook Park and plant 4-6 new trees.
11. Cramton Park men’s bathroom repairs – replace toilets that were destroyed due to vandalism.
12. Install new waterslide and staircase at the community center. The new slide is currently in production and will be installed along with the staircase in August/September 2025.

New FY 25/26 Capital Improvement Projects

1. Add a pavilion at the Community Center.
2. Replace Community Center boilers.
3. Begin replacing downtown trash receptacles to city standards.
4. Add artwork to the M-24 Tunnel.
5. Install a cupola on the roof of the Oakdale pavilion.
6. Build a new single-track loop (1.25 miles) at the Oakdale Trails.
7. Potentially add an additional disc golf course on the Oakdale property.

FY 25/26 Department Goals

1. Continue to progress and keep up with the latest trends and standards in the industry.
2. Continue to maintain current city assets to keep them safe for community use.
3. Promote our park and trail systems.
4. Develop a city standard for bench and trash can replacement.



MEMORANDUM

CITY OF LAPEER POLICE DEPARTMENT

TO: Mike Womack – City Manager
FROM: Jeremy Howe – Chief of Police
DATE: 1/8/2025
RE: Accomplishments/Goals

RECEIVED
JAN X 9 2025
CITY MANAGER
LAPEER, MI

The accomplishments for FY24/25 will be memorable for years to come. I am incredibly proud of the things that our police department accomplish, considering that we experienced and unprecedented amount of police officers that were off duty because of medical issues. I am impressed on how we handled those challenges and still gave our community and business owners great customer service.

The most notable accomplishment this year was becoming an accredited police department and by the Michigan Law Enforcement Accreditation Commission. The City of Lapeer Police Department was the 86th out of 588 police agencies to have received this acknowledgment from the Michigan Association of Chiefs of Police (MACP). The City of Lapeer Police Department was the first police agency in the entire county to accomplish this. The process normally takes 18-24 months to complete, and we were able to get it done in 10 months. We had to accomplish over 600 tasks and meet 128 standards in order to become accredited. Within those tasks, new computer software needed to be implemented, which required days of additional training. This is an historic accomplishment for our police department and for the city.

In 2024 we also begin utilizing body worn cameras (BWCs). This was a project that cost about 87,000.00 which I was able to secure through a federal grant. This brought our police department up to speed with the national expectation of transparency. This project also required days of training and required changing the building's infrastructure. Instead of having an inmate holding cell, I decided to convert that to a secured gunroom and used the previous gunroom as an area for the hard drives for the BWCs. This was quite an undertaking as we were in the middle of the accreditation process.

We also switched the police fleet from Ford Explorers to the Chevy Tahoe. We changed the branding of the police fleet to an updated and highly visible decal configuration. Changing the fleet vehicle was desperately needed as we have been experiencing vehicle breakdowns at an alarming rate. These breakdowns end up in costly repairs and hourly wages. The goal is to reduce those costs by having a reliable police fleet model.

We also increased our staff by adding a "Police Clerk" position. The position was filled by Haidynn Beauchamp who has done a fantastic job. She has become our accreditation manager, the FIOA

Coordinator and LEIN Tach. She also still handles all the day to day operations of a clerk as well. She has been a great addition and I'm thankful that the city has allowed us to add that position.

We also filled a police officer position after the retirement of Sgt. Gormely. Officer Robert Barron, who was a Sergeant with Genesee County Sheriff's Department, started working with us back in September. I believe that because our police department and city has such a good reputation, we were able to get a good application pool compared to other agencies. Officer Barron has also proved to be a great hire and is doing wonderful.

These are some of the notable accomplishments from the past year, I'm sure I'm missing a few but overall, I'm proud of what we got done. I feel very lucky to have the staff that I have and the relationship with our community members.

Currently we are in the process of completing our CIPs for FY24/25. The biggest project going on is the carport structure. This project began in November and is anticipated to be completed by January 17th. The project will address the issue of protecting our police fleet from severe weather. Overall, the project has been moving along fairly well. The structure itself looks amazing and will change the landscape of the public safety building.

The external carrier project will also be completed by the end of January. Unfortunately, we are at the mercy of the manufacturers or otherwise we would have had this project done months ago. Most of the materials have been delivered, however, I wanted to wait until everything was here before it is issued to the officers.

The patrol rifle project is nearly completed. There was an issue with the ordering process, but it was resolved. The rifles have been put together and will be sent to the gun range so they can be sighted in. Once they are sighted in, they will be placed into patrol units.

The new FY25/26 CIPs being proposed will address technology, police identification, building security and officer safety.

I'm proposing to purchase cameras that have the capability to read license plates from passing vehicles. The company is called Flock Safety, and it has brought technology into the law enforcement profession. Flock cameras are being installed all over the state and even close to Lapeer County. Genesee and Oakland Counties have been utilizing Flock cameras and have been having huge success in deterring and investigating crimes. I think it crucial for us to have these as we are located in such a close proximity to I-69 and between large cities like Flint and Port Huron. We also have had numerous crimes committed because of our location and their ability to flee onto a major freeway. I believe that once criminals are aware of these cameras, they will likely avoid coming to Lapeer. The initial cost of this project would cover the installation of 6 Flock cameras. The total amount over the 2-year contract would be 43,500.00. I have had conversations with Sheriff McKenna about doing a county wide program, but I do not want to solely depend on another police agency, especially when politics are involved. I feel we can accomplish this now and if a county wide program is started, then we can add additional cameras at no cost to the city.

I would like to purchase new police badges for our department. Currently, our police officers are wearing badges that are similar to firefighters and security guards. I want our police officers clearly identifiable especially, if they are executing search/arrest warrants. Police officers need to be identifiable on all four sides of their person. The patch covers the side profile, the external carriers have "Police" across the back and the badge would identify them from the front. This project would issue each police officer a coat badge, shirt badge, wallet badge and a hat badge. The badges would

be a very traditional style badge that would be easily identified a police officer. The cost would be 13,244.00.

The public safety building has a security flaw in the lobby area that I would like to address. As public safety building, we deal with people at their worst. The people that come through our lobby range from citizens dropping off doughnuts to suspects getting interviewed for crimes that could be life sentences. Many people that come in are angry because they are being investigated or they are turning themselves in because they have warrants for their arrest. We also have many people that are mentally ill and are experiencing some type of psychosis. Generally speaking, most of our citizen contacts are good, however, we do have some irate people that have a known history of violence.

As a result, I'm requesting that we install bullet resistant glass be installed at the lobby window and the side windows of the doors leading into the police and fire departments. Also, I would like to have ballistic board installed under the lobby window. This would prevent someone from shooting below the window and hitting our police clerk. It would also give her a way of escaping out of the view of the assailant. The cost of this project is 7,832.05.

The last CIP request is the annual body armor purchase. Our current vests are scheduled to be replaced this year as they are deemed expired after 5 years of use. This purchase addresses officer safety as well as the accreditation standard. The body armor cost will be reimbursed by 50% from a grant. The total cost of the project is 28,900.00

The primary goal this year is the implantation of the "Community Partnership Program." We now have time to put our efforts into getting this program up and running. Last year we were so short-staffed that I could not add another thing to our plate along with all the other things that we had going. This year I want to focus our efforts on that program and get acclimated to the new changes we now have with accreditation. We have already scheduled some events in February with our local churches to discuss security and active assailants.

We will also be hiring another police officer in May. This will be to replace Sgt. Bonesteel. This will require the officer to go through field training which takes 3 months to complete. Pending the background, the new officer will be coming from Chesterfield Township Police Department and is a well-respected officer with numerous years of experience.

I'm also looking into collaborating with the Sheriff's Department in training two police officers in Drone Operations. It will be a similar arrangement to the Accident Reconstruction Team.

We will continue to patrol our parks with our newly acquired bicycles. We will adjust some work schedules this summer in order to get that done.

Tentatively, I don't see any major increases to our operating budget. I did speak with Kelly Hanna about some additional funding for license scanners/barcode readers for the patrol units. That cost is just under the threshold for a CIP. I will have a better idea of what the operating budget will look like in the next couple weeks.

It has been a pleasure working with you and the City Commissioners. I have always valued your support and insight; I look forward to another great year in 25/26.

Respectfully submitted,



Chief Jeremy Howe

CITY OF LAPEER SPECIAL ASSESSMENT POLICY

The City Commission establishes the following policy for special assessments of infrastructure improvements:

For those infrastructure improvements either petitioned for by property owners or initiated by the City, the following cost participation is established:

1. Replacement of existing public improvements in developed districts*:
 - a. Benefiting Property Owner (Residentially Zoned – Local Street) ** = 30%
 - b. Benefiting Property Owner (Residentially Zoned – Major Street) ** = 15%
 - c. Benefiting Property Owner (Industrially/Commercially Zoned) = 100%/90%
2. Construction of new public improvements in undeveloped districts +:
 - a. Benefiting Property Owner (Residentially Zoned – Local Street) = 100%
 - b. Benefiting Property Owner (Residentially Zoned – Major Street) = 100%
 - c. Benefiting Property Owner (Industrially/Commercially Zoned) = 100%/100%
 - d. The City as Benefiting Property Owner
(Residential development = 90%)
(Industrial/Commercial development = 100%)
City at large = Remaining Cost
- 3.++ In residential areas in which a clear distinction between a developed district or an undeveloped district does not exist, the City administration may recommend a modified formula for the special assessment roll.

All direct cost for work performed in connection with the improvements shall be the basis for determining the amount to be specially assessed. Also, petitioned improvements will only be undertaken as funds become available and are budgeted in the City's Capital Improvement Fund.

* Excludes utilities, which would be financed by Water and/or Sewer Fund.

** Residents in developed districts will be assessed only for a standard residential street (any improvements exceeding standard residential street requirements will be financed by the City-at-large).

+ Includes any necessary utility improvements.

++ This section is a deviation from the policy adopted on May 02, 1988

EFFECTIVE DATE OF POLICY: May 01, 1989



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

January 23rd, 2025

City Commission,

The City has had a policy related to Special Assessments since at least 1989, that policy has been applied to numerous projects over the years, including some projects that property owners are still paying on. Special Assessments are covered in Chapter 64 of the City's Code of Ordinances and unfortunately have the potential to be politically divisive. Despite the unpopularity of special assessments by those people being specially assessed, they remain a legal power of the City with a significant backing of case law by the Courts.

The City's policy indicates that benefitting residential property owners in developed districts on a local street will be assessed 30% of the cost of the street construction or 15% if a major street. Benefitting commercial or industrial property owners would be expected to pay for 90-100% of the street construction.

Presently, the City's staff are obligated to follow the policy as it is written and that would include special assessments for anticipated projects on First Street, Second Street, Nepessing St., Park Street and Pine Street in the next two years. We also have two neighborhoods which did not receive their final asphalt top-coats as part of their development, this policy would apply to them as currently written.

The City's staff need direction from the Commission on how they want this issue to be addressed. Special assessments are not popular, but staff are obligated to follow a policy that has been in place since 1989. Furthermore, the Special Assessment policy allows the City to complete 15-30% more road construction, without it the City would obviously complete 15-30% less road work due to having that much less funding available.

The messaging that I have received from the Commission is their desire to fix more roads and staff have developed an aggressive plan to do just that. But, staff need to understand the Commission's balance between completing more roads and the imposition of the special assessments that are required under the policy.

Some options for the Commission to consider and discuss:

1. The Commission can keep the Policy as written and practiced.
2. The Commission can modify the Policy and have staff follow a new special assessment policy. Possible modifications include:
 - a. Reducing the percentages of cost participation.
 - b. Requiring that any grant money obtained goes towards any special assessment costs first.
 - c. Eliminating special assessments on road projects initiated by the City, keeping special assessments petitioned for by property owners.
 - d. Delineating a differentiation between “through-roads” and “not through roads” in local streets and creating a lower contribution percentage for “through-roads”.
 - e. Create a minimum or maximum threshold amount for projects, such as:
 - i. The City would not impose any special assessments for any project under \$250k.
 - ii. The City could cap special assessments at no more than \$500/year per property per year for a special assessments.
 - f. Require that any neighborhood road projects be completed by petition to the City Commission.
 - g. Severely reduce or eliminate special assessments if the Citizens pass a road improvement millage.
3. The Commission can eliminate the Policy and no longer impose Special Assessments, which would have several long-term consequences:
 - a. The City would complete 15-30% fewer road projects.
 - b. The City would likely need to eliminate any further payments on the current special assessments being collected. This could also open up the possibility of requests to pay back citizens for past special assessments.
 - c. Any elimination of the policy would likely be permanent or semi-permanent as trying to reimpose a special assessment policy in the future would be deeply unpopular to a tax-adverse public, more unpopular than maintaining a policy that is 35+ years old.

While no action is expected at the January 28th, 2025, workshop session, this matter does need to be resolved sooner than later so that staff can continue our planning for those several upcoming road projects.

Mike Womack

City of Lapeer
City Manager
810-245-4202

mwomack@ci.lapeer.mi.us

Andrews River Preliminary Special Assessment Roll

SAD 2023-01 Andrews River

Residential Local Street - property Owner 30%

June 13, 2023

Legal Description: That part of Andrews Rivers which includes all of Old Farm Ct, Old Carriage Ln, and that part of Turnbull from a point on Lot #82 Andrews Rivers Estates to Old Carriage Ln and that part of Old Farm Ln; from the extended South Line of Lot #55 Andrews River Estates 2, north to terminus.

Estimated Project Cost: \$436,699.00
Estimated City Share: \$305,689.30
Taxpayer Share: \$131,009.70

Share/ # of Parcels \$3,639.16/35
1/2 Shares \$1,819.58

Total City share:	
City Cost	\$305,689.30
1 Share	\$ 3,639.16
Total City Cost	\$309,328.46

Parcel Number	Address	Owner	Legal	Share per Parcel
L20-84-900-050-00	PEPPERMILL RD	CITY OF LAPEER	CITY OF LAPEER T7N, R10E, SEC 4 PART OF SW 1/4, COM N0°0'36"E 659.39 FT & S89°06'30"E 33 FT FRM SW SEC COR, TH N21°21'35"E 124.94 FT; S68°38'25"E 129.21 FT; N21°21'35"W 28.32 FT; TH 68.31 FT ALG C TO R (R=85 CA=46°02'51" LC=N44°23'E 66.49 FT); TH N01°53'30"E 132.12 FT; TH S89°06'30"E 100 FT; TH N10°13'12"E 186.14 FT; TH E 25 FT; TH 74.94 FT ALG C TO R (R=60 CA=71°33'52" LC=N35°46'56"E 70.16 FT; TH N0°53'30"E 149.66 FT; TH N55°07'44"E 327.88 FT; TH S80°05'55"E 193.53 FT; S35°19'34"E 178.08 FT; TH S54°40'26"W 37.5 FT; S19°02'29"W 171.11 FT; TH S13°04'49"E 72.13 FT; TH S63°50'12"E 77.78 FT; TH S0°53'30"W 188.47 FT; TH S24°06'30"E 235 FT; TH S65°53'30"W 83.05 FT; TH S24°06'30"E 400.28 FT; TH S02°20'54"W 254.04 FT; TH S89°06'30"E 118.77 FT; TH N0°24'50"W 2197.39 FT; TH S87°23'43"W 197.07 FT; TH S84°55'08"W 692.46 FT; TH S30°55'E 344.77 FT; TH S29°41'13"W 458.23 FT; TH S35°11'39"W 193.39 FT; TH S89°59'E 89.24 FT; TH S26°15'56"W 256.45 FT; TH N89°59"W 222.9 FT; TH S0°00'36"W 365.41 TO POB 24.03 AC	\$ 3,639.16
L21-00-050-055-00	539 OLD FARM LN	BARTON TRUST, KENT F	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 55 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-056-00	511 OLD FARM LN	LAZZELL, JEREMY & TINA MARIE	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 56 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-057-00	443 OLD FARM LN	LAZZELL, JEREMY & TINA	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 57 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-058-00	435 OLD FARM LN	BODY, REED & MICHELE	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 58 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-059-00	427 OLD FARM LN	ZABEL, JAMES & CHRISTINE	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 59 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-060-00	409 OLD FARM LN	DABROWSKI, REBECCA ANN & DAVID E	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 60 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-061-00	401 OLD FARM LN	BROEKER, TRISHA	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 61 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-062-00	349 OLD FARM LN	OUYANG, ZONGFENG & CHEN, HUA LAN	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 62 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-063-00	333 OLD FARM LN	HEIDENREICH, JESSE S & RENEA	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 63 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-064-00	311 OLD FARM LN	ROGERS, DOUGLAS & MELISSA ANN	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 64 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-065-00	305 OLD FARM LN	SHILLINGER, JACKLYN & ERICK	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 65 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-066-00	312 OLD FARM LN	HING, JERAMY & TERESA	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 66 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-067-00	334 OLD FARM LN	HIGGINS, MICHAEL & CHRISTINE	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 67 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-068-00	350 OLD FARM LN	DAYS, BRENDA & HOST, ALEXANDER	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 68 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-069-00	63 OLD FARM CT	HARTLEY, AARON M & RACHAEL ROARK	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 69 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-070-00	49 OLD FARM CT	BEAULIEU, LAVERNE	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 70 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-071-00	40 OLD FARM CT	SPIVY, JAMIE & NUCULOVIC, DRITA	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 71 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-072-00	48 OLD FARM CT	TOWNSEND, SHONDA	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 72 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-073-00	62 OLD FARM CT	BUXTON JR, BARTON P	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 73 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-074-00	412 OLD FARM LN	GRAVES, WILLIAM	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 74 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-075-00	428 OLD FARM LN	CHEN, XIAO-LONG & XIAO-JING	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 75 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-076-00	444 OLD FARM LN	FOUNTAIN, TRAVIS	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 76 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-077-00	61 OLD CARRIAGE LN	ZI AI XU	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 77 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-078-00	55 OLD CARRIAGE LN	WALKER, TODD & HEATHER	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 78 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-079-00	47 OLD CARRIAGE LN	BROWN, MICHAEL S	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 79 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-080-00	39 OLD CARRIAGE LN	NEWCOMBE, SUSANN	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 80 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-081-00	31 OLD CARRIAGE LN	NORRIS, TERHA LYNN & RANDY T	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 81 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-082-00*	528 TURNBULL ST	WHEELER, GILDA E	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 82 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 1,819.58
L21-00-050-083-00	30 OLD CARRIAGE LN	SORIANO, RAYMOND R &	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 83 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-084-00	38 OLD CARRIAGE LN	MURPHY, MICHAEL	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 84 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-085-00	46 OLD CARRIAGE LN	WHITTIER, DONNA	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 85 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-086-00	54 OLD CARRIAGE LN	WILSON REVOCABLE LIVING TRUST	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 86 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-087-00	60 OLD CARRIAGE LN	GRANGER, NANCY	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 87 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-088-00	72 OLD CARRIAGE LN	LAWSON, BLAKE T & MELISSA A	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 88 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-089-00	88 OLD CARRIAGE LN	BROWN, CRAIG & TINA	CITY OF LAPEER ANDREW'S RIVER ESTATES #2 LOT 89 (L=7 P=196-199 SEC 4, T7N-R10E)	\$ 3,639.16
L21-00-050-021-00*	93 BIRMINGALE AVE	PANSKI, GERALD & GERI LYNN	CITY OF LAPEER ANDREW'S RIVER ESTATES LOT 21 (L=7 P=164-166 SEC 4, T7N-R10E)	\$ 1,819.58
				\$ 131,009.70

* Denotes 1/2 Share Parcel



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

January 23rd, 2025

City Commission,

The City has currently adopted a 2021-2026 Goals and Objectives plan, the Commission has expressed their desire to review, rework and adopt an updated version of those plans in 2025.

We will not complete the work on this during the January 28th, 2025, workshop session, especially with the work we are completing on the 25-26 Budget/CIP and Special Assessments during the same workshop. However, we should at minimum be prepared to discuss the removal of any goals or objectives that the Commission feels have already been completed OR are no longer goals or objectives for the City's staff. Then, we will start brainstorming some ideas about new goals and objectives to be added but we will likely only start this process. The Commission should then also discuss how much public participation it would like as part of this process, considering various methods to get public input and establish time frames for trying to complete and adopt the new goals and objectives. Then, at some point in the future, staff will compile the various ideas and try to put together a process for the Commission to review and adopt a finalized version of this plan.

Tools that the Commission should be reviewing and considering as part of this process include the City's Master Plan, the previous Goals and Objectives, previous public forums sessions, current citizen and business input, staff input, the Capital Improvement Plan, City ordinances, the Lapeer Resident Information Packet, 2021 Development Survey results, 2021 Public Participation plan, 2021 Economic and Marketing Strategies plan and other relevant information.

Mike Womack

City of Lapeer
City Manager
810-245-4202

mwomack@ci.lapeer.mi.us

2021 – 2026 GOALS & OBJECTIVES



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CITY OF LAPEER ELECTED OFFICIALS

MAYOR

Honorable Deborah Marquardt

Elected Mayor: November 5, 2019

Elected Commissioner: April 1, 2002

Re-elected Commissioner: November 3, 2015; November 3, 2009; November 7, 2005

Current Term of Office: November 2021

Home Phone #: 810-667-1997

MAYOR PRO-TEM

Jeffrey Pattison

Elected Commissioner November 5, 2019

Current Term of Office: November 2023

Phone #: 810-969-7936

CITY COMMISSIONERS

Joshua C. Atwood

Re-elected Commissioner: November 5, 2019

Elected Commissioner: November 3, 2015

Current Term of Office: November 2023

Phone #: 810-834-2221

CITY OF LAPEER ELECTED OFFICIALS

Continued . . .

Eric Cattane

Elected Commissioner:

November 5, 2019

Current Term of Office:

November 2023

Office Phone #:

810-338-7951

Dan Osentoski

Elected Commissioner:

November 5, 2017

Current Term of Office:

November 2021

Office Phone #:

810-664-6980

Tony Stroh

Elected Commissioner:

November 5, 2019

Current Term of Office:

November 2023

Office Phone #:

810-213-5883

Elections are held on the first Tuesday following the first Monday in November odd-years. All elected officials serve four year terms. The Mayor is elected by popular vote and the Mayor Pro-Tem is selected by the Commissioners at the first City Commission meeting following the election. As there are no term limits, the Mayor and Commissioners may be re-elected indefinitely.

MARKETING OUR CITY

- Work on City's image – public relations.
- Create a recreation web page with multimodal path maps.
- Develop trail guidelines or rules.
- Entrance statements – replace/update MDOT signs with more current references.
- Install a way-finding system as proposed by the engineering firm. Reviewed by City Manager, developed sites and signs, accepted bids, cost was in excess of \$125,000.
- Promote Entrepreneurship throughout the City.
- Place a huge spotlight on water tower to illuminate the name Lapeer.
- Consider implementing new branding initiative.

INFRASTRUCTURE IMPROVEMENTS

- Provide training and educate employees and enhance Global Information Satellite System (GIS). **Continue to add layers to improve usefulness.**
- Expand City linear path system to reach the new tunnel under M-24.
- Install new lighting in the parks.
- Increase asset management plan road quality rating to an overall rating of 7. **(Complete, City scored 7.3 in 2019-2020)**
- Create a funding source for scheduled road improvements based on our asset management plan.
- Audit City-wide phone/fiber optics options— push franchise owners for upgrades to improve citizens quality of service and to clean up existing infrastructure.
- Community-wide audit of cable franchise's system to improve quality of service. Process started.
- Add updates to City website on a regular basis. **(complete – major update July, 2020)**
- Install tent tie-downs in downtown streets for special events (Optimist willing to pay).
- Get County portion of Oregon Street repaved or reconstructed. **(complete)**

NEIGHBORHOOD REVITALIZATION

- Continue partnerships with other agencies to maximize use of grant funds in anticipation of further regionalization (i.e. Federal Home Loan Bank, Lapeer County Land Bank, Human Development Commission, Blue Water Center for Independent Living, Lapeer County, etc.).
- Strive to obtain grant funding via HUD, Rural Development, MSHDA, MEDC and other local sources to improve existing City of Lapeer Neighborhoods and increase property values.
- Use Residential Property Improvement Fund opportunistically to beautify City of Lapeer Neighborhoods, build new homes, and attract new homeowners.
- Obtain funding via MSHDA to assist in at least four homeowner rehabilitation projects within each two year grant cycle.
- Educate landlords/stakeholders on housing programs/rental ordinance at least bi-annually to improve relationships.
- Reduce Homelessness within the City of Lapeer. (Amended by City Commission 05-02-16).

PARKS, RECREATION, CEMETERY, COMMUNITY CENTER, CAMPGROUND, TRAIN DEPOT

Entire Department:

- Update current parks and recreation Master Plan.
- Become more active on social media; create Instagram and Twitter for Parks & Recreation.

Parks:

- Complete M-24 Tunnel Pedestrian Trail Connection.
- Add additional paths to the trail system.
- Build a dog park at Rotary Park.
- Develop the Woods at Oakdale site (natural walking trails, bike paths, signage, etc.).
- Construct permanent restroom building at Rotary Park.
- Repaint all park entry signs. (complete)
- Relocate Prairies & Ponds pavilion to an area that makes more sense so it can get better use.
- Install new horseshoe pit/tennis court lighting at Cramton Park.
- Install a portable ice rink.
- Improve water front along river.

PARKS, RECREATION, CEMETERY, COMMUNITY CENTER, CAMPGROUND, TRAIN DEPOT

Continued . . .

Cemetery

- Completely repair roads in cemetery.

Community Center

- Replace the metal staircase leading to the large slide in the pool. (Complete)
- Replace parking lot at the Community Center.
- Building expansion (24-hour access weight fitness area, family changing areas, additional storage rooms, multipurpose rooms, conference room, bathroom in pool area, sauna, etc.). Keyless entry.
- Invent creative monthly fitness “challenges” to keep members interest and increase their activity at the Community Center.

Campground

- Add additional sites to accommodate larger camping rigs.
- Re-design campground to angle sites to accommodate more units so they fit into sites better and remove pond.
- Fix drainage problem on southwest corner of campground.

POLICE DEPARTMENT 2021 - 2026

Create a Senior Citizen Police Academy (SCPA)

- Graduating volunteers as Senior Citizen Police Service Officers (SCPSO). Create a positive and sustainable budgeted SCPA program to operate within and under the direction of the police department.

Public Safety Building Upgrades and Improvements

- Renovate and improve patrol officers workstations within the police department side of the Public Safety Building. The building was last renovated with upgraded workstation areas in 2000. (Complete)

Police Department Accreditation

- Seek departmental accreditation through the Michigan Association of Chiefs of Police (MACP) for increased efficiency and effectiveness of police operations.

CURRENT & REBRANDING LOGOS



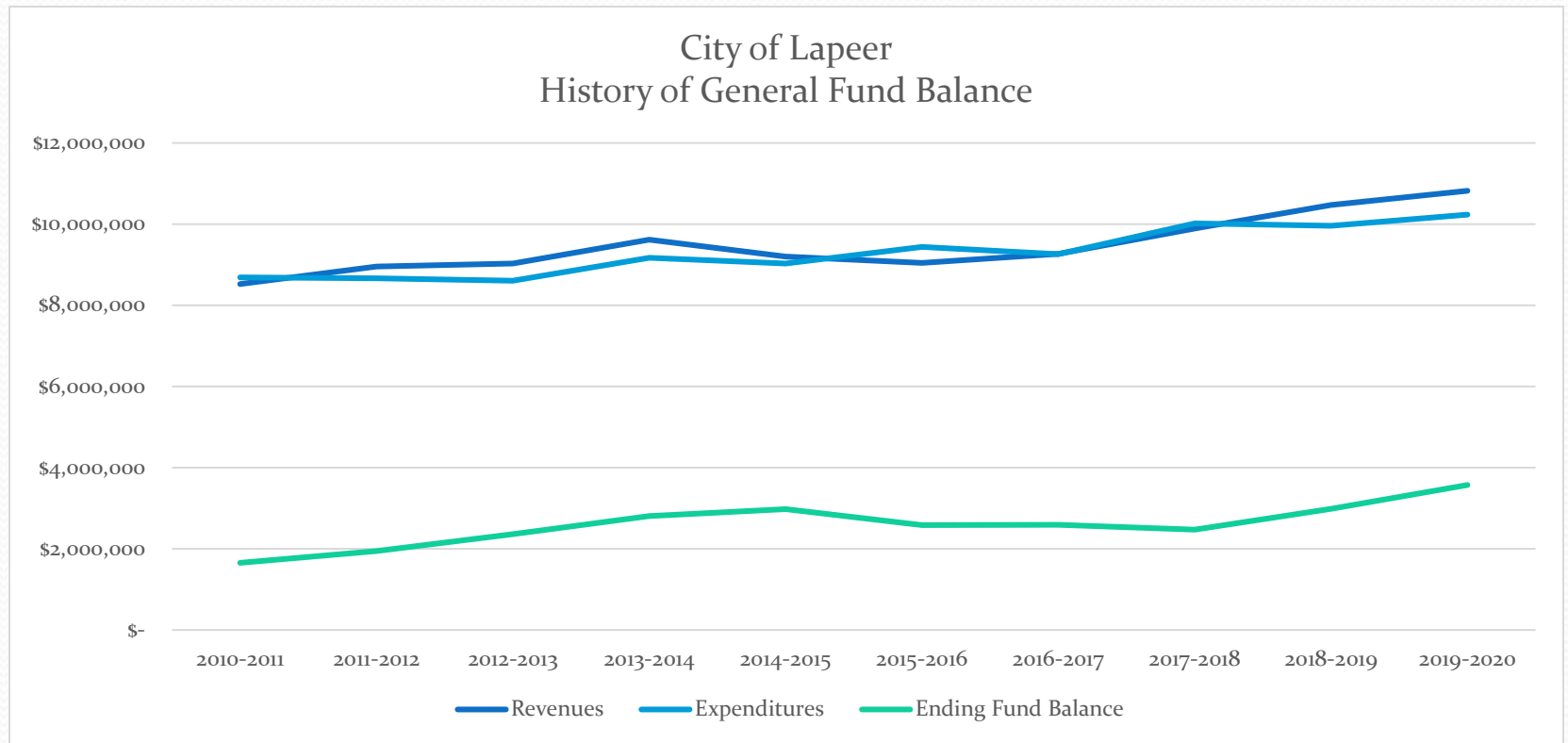
GENERAL TOPICS

- Update street names where inconsistent.
- Raise new revenue.
 - Consider public safety millage
 - Incorporate marihuana taxes
- Consider City-wide trash hauling.
- Analyze ways to maintain City buildings.
- Support 2020 Census efforts. (Complete).

GENERAL FUND BALANCE – HISTORY, 6/30 . . .

City of Lapeer										
History of General Fund Balance										
as of June 30, 2020										
	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Beginning Fund Balance	\$ 1,816,209	\$ 1,651,068	\$ 1,944,606	\$ 2,362,310	\$ 2,808,288	\$ 2,974,014	\$ 2,586,650	\$ 2,594,054	\$ 2,471,074	\$ 2,983,517
Revenues	\$ 8,520,656	\$ 8,955,495	\$ 9,023,856	\$ 9,614,111	\$ 9,194,539	\$ 9,045,204	\$ 9,266,625	\$ 9,889,062	\$ 10,466,909	\$ 10,817,205
Expenditures	8,685,797	8,661,957	8,606,152	9,168,133	9,028,813	9,432,568	9,259,221	10,012,042	9,954,466	10,230,433
Ending Fund Balance	\$ 1,651,068	\$ 1,944,606	\$ 2,362,310	\$ 2,808,288	\$ 2,974,014	\$ 2,586,650	\$ 2,594,054	\$ 2,471,074	\$ 2,983,517	\$ 3,570,289
Ending Fund Balance as a % of expenditures	19.01%	22.45%	27.45%	30.63%	32.94%	27.42%	28.02%	24.68%	29.97%	34.90%

GENERAL FUND



- *State of Michigan suggests General Fund Balance should be between 15% and 25%.*

CITY OF LAPEER MISSION STATEMENT

CITY OF LAPEER MISSION STATEMENT

The City of Lapeer serves the needs and represents the interests of its present and future citizens by providing optimum public services, personal safety and property protection, a healthy environment and quality infrastructure, a diversified tax base, desired amenities, and cultural opportunities. The City will endeavor to enhance the quality of life for its citizens while reflecting community values with leadership that is responsible, ethical, and visionary.

VISION STATEMENTS & GUIDING PRINCIPLES

- **VIEW OF CONSTITUENTS**

The City of Lapeer considers everyone with whom it interacts as a constituent and a customer. To serve its customers, the City is committed to ethical and equal representation which ensures personal dignity. The City values diverse opinions, encourages participation and is committed to the qualities of openness, fairness, and responsiveness. Quality customer service will be central to all interactions with the City.

- **VIEW OF SERVICE DELIVERY**

The City of Lapeer is committed to meeting the needs of the community within the fiscal parameters the community will support. Services are provided effectively and efficiently at the quality and level of service desired by the public with the employment of highly qualified, creative, dedicated employees and the application of the highest standards of responsible fiscal management.

- **VIEW OF QUALITY OF LIFE**

The City of Lapeer encourages the enhancement of all aspects of its quality of life. This includes its commitment to efficient service delivery, economic opportunity, educational excellence, environmental integrity, recreational variety, a vibrant downtown, attractive neighborhoods, and community pride.

CITY OF LAPEER MISSION STATEMENT

Continued . . .

- **VIEW OF DEVELOPMENT**

The City of Lapeer promotes and facilitates orderly, high quality development. The City will maintain a balanced variety of housing types, diversity of commercial and industrial development and effective integration of land use types. Our efforts will guide that growth in a rational, deliberate manner in the best interests of all residents, both present and future. The City will maintain its standards while recognizing the need to be sufficiently flexible and creative to permit quality development to occur.

- **VIEW OF ECONOMIC VITALITY**

The City of Lapeer recognizes the need to foster an attractive and desirable business environment in order to ensure employment opportunities for its citizens, a diverse tax base, retail services for its citizens and economic opportunities for entrepreneurs. The City of Lapeer will encourage the formation of living wage jobs, clean industries, commercial stability and effective relationships with the regional, state, national, and international economies.

- **VIEW OF ROLE IN THE REGION AND STATE**

The City of Lapeer recognizes the importance and value of intercommunity and intergovernmental relationships in the advancement of the interests of its constituents. The City is further committed to balancing its interests with the needs of the region and the State and will conduct its affairs in a manner that recognizes the interests of its neighbors.

- **VIEW OF IMAGE**

The City of Lapeer will encourage community identity and promote community and neighborhood pride by fostering an image of quality in its built environment and excellence in its services and amenities. Community image and identity are utilized to encourage visitors and convert them to customers for our local businesses.

CITY OF LAPEER MISSION STATEMENT Continued . . .

- **VIEW OF THE FUTURE**

The City of Lapeer recognizes, while its future is shaped by the decisions made today, it is also bound by current circumstances and unpredictable dynamics over time. As the community grows, services must continually adapt to meet the changing needs of a diverse population, rapid technological changes and a global, service-based economy. To meet these needs, the City must plan with purpose and with foresight, welcoming orderly change.

History of the Vision Statements and Guiding Principles

First adopted: June 21, 2004 FY 07-01-04 to 06-00-05

Readopted: July 18, 2005

Readopted: May 15, 2006

Readopted: March 3, 2008

Readopted: November 17, 2008

Readopted: February 7, 2011

Readopted: April 15, 2013

Readopted: February 1, 2016

Amended: May 2, 2016

FY 07-01-05 to 06-30-06 Motion #: 109 2005 07-18

FY 07-30-06 to 06-30-07 Motion #: 112 2006 05-15

FY 07-01-08 to 06-30-09 Motion #: 59 2008 03-03

FY 07-01-09 to 06-30-10 Motion #: 273 2008 11-17

FY 7-01-10 to 6-30-2012 Motion #: 26 2011 02-07

FY 7-01-12 to 6-30-2015 Motion #: 97 2013 04-15

FY 01-01-16 to 12-31-20 Motion #: 27 2016 02-01

FY 01-01-16 to 12-31-20 Motion #: 103 2016 05-02

RESOLUTION – ADOPTING GOALS & OBJECTIVES 3/01/21 THROUGH 6/30/2026

WHEREAS, the future prosperity of the City of Lapeer is dependent upon rational, purposeful and foresighted leadership; and

WHEREAS, the City of Lapeer is committed to the allocation of resources to the fundamental needs of the City while continuing to pursue higher level needs such as cultural enhancements and assets that contribute to the quality of life of the City and greater Lapeer community; and

WHEREAS, such leadership requires identification, review and prioritization of the City needs so that appropriate resources and activities are devoted toward the fulfillment of said needs; and

WHEREAS, the establishment of goals and objectives promotes unity of purpose between the City Commission and the staff.

NOW, THEREFORE, BE IT RESOLVED THAT: The City Commission adopts the following Goals and Objectives for **FY 2021-2026**, Mission Statement and Vision Statements and Guiding Principles.

AYES: Atwood, Cattane, Osentoski, Pattison, Stroh.

NAYS: None.

ABSENT: None.

ABSTAIN: None.

MOTION CARRIED. RESOLUTION DECLARED ADOPTED.

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 March 1, 2021 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.

Romona Sanchez
City Clerk, City of Lapeer
Motion #