



AGENDA
CITY OF LAPEER
LAPEER CITY COMMISSION
576 LIBERTY PARK, LAPEER, MI 48446
MARCH 17, 2025
810-664-5231 * www.ci.lapeer.mi.us

6:30 P.M. CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MARCH 17, 2025, AGENDA

A. MINUTES:

1. Minutes of the Regular meeting held March 3, 2025.

B. PUBLIC COMMENTS:

1. Lapeer County Commissioner - Brad Haggadone.
2. Kiwanis Club of Lapeer – Inclusive Playground project.

C. CONSENT AGENDA:

1. Special Event: Run for The Troops 5K Run/Walk, Rowden Park, April 19, 2025, 8 a.m.
2. Special Event: Kiwanis Club Rubber Duck Dash, Cramton Park, September 13, 2025, 11 a.m. – 3 p.m.
3. Special Event: Kiwanis Club Fantasy Forest, Rowden Park, October 11, 2025, 11 a.m. – 4 p.m.

SUGGESTED MOTION:

Approve the Consent Agenda for March 17, 2025.

D. BILL LISTING:

1. Bill Listing for March 17, 2025.

SUGGESTED MOTION: ON A ROLL CALL VOTE.

Approve the Bill Listing for March 17, 2025, in the amount of \$1,015,083.06.

E. PROCLAMATIONS, RECOGNITIONS AND RESOLUTIONS:

F. PUBLIC HEARINGS:

1. Public Hearing: Proposed 2025 Michigan State Housing Development Authority (MSHDA), MI-Neighborhood CDBG Rehab Grant Application.

SUGGESTED MOTION:

Adopt the resolution for the proposed 2025 Michigan State Housing Development Authority (MSHDA), MI-Neighborhood CDBG Rehab Grant application.

G. ADMINISTRATIVE REPORTS:

1. Kiwanis Club of Lapeer Inclusive Playground DNR Grant Resolution.

SUGGESTED MOTION:

Adopt the resolution for the Kiwanis Club of Lapeer Inclusive Playground RP24-0114 DNR Grant Resolution.

2. Nepessing Street - Sidewalk and Curb Reconstruction.

SUGGESTED MOTION: ON A ROLL CALL VOTE

Approve the contract with Greenleaf Masonry and Concrete, Inc. for reconstruction of the existing sidewalk and curbing along the north side of Nepessing Street from the Nepessing Street bridge over Farmers Creek eastward to the Lapeer Agency at 145 E. Nepessing Street, for an amount not to exceed \$45,172.50 and authorize the Director of Public Works to sign the necessary documents.

3. Public Safety Building - Replace HVAC units.

SUGGESTED MOTION: ON A ROLL CALL VOTE

Approve the contract with Warren Systems for the replacement of two rooftop HVAC units at the Public Safety Building, for an amount not to exceed \$26,356.84, and approve the corresponding budget amendment, and authorize the Fire Chief to sign the necessary documents.

H. CITY MANAGER'S REPORT:

1. Joint Meeting Topics.
2. Various matters.

I. CITY ATTORNEY'S REPORT:

1. None.

J. UNFINISHED BUSINESS:

1. Appointments to Boards and Commissions.

K. DEPARTMENTAL COMMUNICATIONS:

1. Departmental Monthly Reports.

L. PUBLIC COMMENTS:

M. CLOSING COMMENTS:

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

N. REMINDER OF MEETINGS:

Next City Commission Meeting:

MONDAY, APRIL 7, 2025, Regular

MONDAY, APRIL 14, 2025, Budget Workshop, 4 p.m.

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
MARCH 3, 2025**

A regular meeting of the Lapeer City Commission was held March 3, 2025, at the Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan. The meeting was called to order at 6:30 p.m.

ROLL CALL

Present: Mayor Marquardt.

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

Absent: None.

City Manager: Mike Womack, present.

City Attorney: T. Allen Francis, present.

Mayor Marquardt led the Pledge of Allegiance.

29 2025 03-03 AGENDA APPROVAL WITH ADDITION

Moved by Brady. Seconded by Glisman.

Approve the Agenda for March 3, 2025, with the addition of item G-4 MLR Engineering Contract for First Street & Second Street Reconstruction and Water Main Replacement (Lincoln to Jackson).

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

Nays: None.

MOTION CARRIED.

30 2025 03-03 MINUTES – SPECIAL MEETING JANUARY 28, 2025

Moved by Brady. Seconded by Glisman.

Approve the minutes of the special meeting held January 28, 2025, as presented.

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

Nays: None.

MOTION CARRIED.

31 2025 03-03 MINUTES – REGULAR MEETING FEBRUARY 18, 2025

Moved by Brady. Seconded by Swindell.

Approve the minutes of the regular meeting held February 18, 2025, as presented.

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

Nays: None.

MOTION CARRIED.

PUBLIC COMMENTS

John DeAngelis commented on the marihuana odor.

Chris Hall spoke about tennis and pickleball courts.

Khloe Miller spoke about renting movies on video.

Melissa Petrie gave an invocation.

32 2025 03-03 CONSENT AGENDA

Moved by Swindell. Seconded by Petrie.

Approve the consent agenda for March 3, 2025, as presented:

1. Special Event: Historic Farmers Market of Lapeer, Downtown Lapeer, Wednesdays and Saturdays, 9 a.m. – 3 p.m., May 10 through October 25, 2025.

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

Nays: None.

MOTION CARRIED.

33 2025 03-03 BILL LISTING

Moved by Brady. Seconded by Petrie.

Approve the bill listing for March 3, 2025, in the amount of \$2,256,367.31.

ON A ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

PROCLAMATION, RECOGNITIONS AND RESOLUTIONS:

None.

ADMINISTRATIVE REPORTS:

34 2025 03-03 SET PUBLIC HEARING – MSHDA, MI-NEIGHBORHOOD CDBG GRANT APPLICATION

Moved by Brady. Seconded by Swindell.

Recommend setting a Public Hearing for March 17, 2025, at 6:30 p.m. or as soon thereafter as may be heard for the receiving of public comment on the proposed 2025 Michigan State Housing Development Authority (MSHDA), MI-Neighborhood CDBG Rehab Grant application.

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

Nays: None.

MOTION CARRIED.

35 2025 03-03 PROPERTY LEASE AGREEMENT – GRAND TRUNK WESTERN RAILROAD COMPANY

Moved by Petrie. Seconded by Glisman.

Approve the property lease agreement with Grand Trunk Western Railroad Company and authorize the City Manager to sign the necessary documents.

ON A ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

36 2025 03-03 MILITARY AIRCRAFT FLYOVER – FRIDAY NIGHT BIKES

Moved by Brady. Seconded by Atwood.

Approve a military flyover by a military aircraft during the Friday Night Bikes event, June 6, 2025, and authorize the City Manager to sign the necessary documents.

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

Nays: None.

MOTION CARRIED.

37 2025 03-03 FIRST STREET AND SECOND STREET RECONSTRUCTION & WATER MAIN REPLACEMENT (LINCOLN TO JACKSON)

Moved by Swindell. Seconded by Brady.

Approve the contract with MLR Engineering for design engineering services for First Street and Second Street reconstruction and Water Main Replacement, for an amount not to exceed \$99,500.

ON A ROLL CALL VOTE:

Ayes: Glisman, Swindell, Atwood, Brady.

Nays: Petrie.

MOTION CARRIED 4-1.

CITY MANAGER'S REPORT

City Manager Womack asked the commissioners about scheduling of the joint meeting with the Planning Commission, Zoning Board of Appeals, and Downtown Development Authority, discussing dates, times and possible locations.

CITY ATTORNEY'S REPORT

None.

UNFINISHED BUSINESS

38 2025 03-03 APPOINTMENT – DOWNTOWN DEVELOPMENT AUTHORITY

Moved by Swindell. Seconded by Atwood.

To confirm the Mayor's appointment of Adam Perry to the Downtown Development Authority for a term to expire January 1, 2029.

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

Nays: None.

MOTION CARRIED.

39 2025 03-03 REAPPOINTMENT – PARK BOARD

Moved by Swindell. Seconded by Brady.

To confirm the Mayor's appointment of Debbie Marquardt to the Park Board for a term to expire April 1, 2028.

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

Nays: None.

MOTION CARRIED.

DEPARTMENTAL REPORTS

The DDA Monthly Departmental Report and the Planning Commission 2024 Reports were received into the record.

PUBLIC COMMENTS

None.

MAYOR/COMMISSIONER COMMENTS

Commissioner Swindell: Thanked the young people in the audience for coming. Good for them to see how the system works.

Commissioner Petrie: Asked who can answer a question about the traffic light at M-24 and DeMille; feels City offices should be open 5-days a week for various reasons. Thanked Chris Hall for his interest in the tennis courts. Thanked Commissioner Brady for his work on the community mapping. Missed attending the polar plunge this past weekend, which raised funds for Special Olympics.

Commissioner Atwood: Commented on the traffic lights cycle and smart lights. Going to Washington DC next week for a conference with the Michigan Municipal League President.

City Manager Womack: Will be attending Cap-Con this month with some of the Commissioners.

Mayor Marquardt: Has also had issues with the traffic lights.

40 2025 03-03 ADJOURNMENT

Having no further business the meeting was adjourned at 7:14 p.m.

Debbie Marquardt, Mayor

Romona Sanchez, City Clerk

From: [Lapeer Kiwanis](#)
To: [Romona Sanchez](#)
Subject: March 17 - Kiwanis Club of Lapeer
Date: Thursday, March 6, 2025 8:54:40 PM



IRONSCALES finds this email suspicious! It was sent from lapeerkiwanis@gmail.com and contains company domain lapeer, but this might be an impersonation attempt. | [Know this sender?](#)

Hi Ramona,

Can you please put the Kiwanis Club of Lapeer on to speak at the March 17th commissioners meeting. We'd like to give the counsel an update on the Kiwanis Inclusive Playground project.

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Sincerely,
Kiwanis Club of Lapeer
lapeerkiwanis@gmail.com
www.kiwanislapeer.org

To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: March 10th, 2025
RE: Special Event – Run for The Troops 5K Run/Walk

STAFF RECOMMENDATION

Approve the event.

CURRENT OR NEW INFORMATION

We have received a request from Romano Racing LLC, to hold an event titled, “Run for The Troops 5K Run/Walk” on April 19, 2025 starting at 8 a.m. at Rowden Park. This event is a non-competitive 5k run/walk event using the 1-mile paved path at Rowden Park. The event is to raise money for Girl Scout Troop and Emma Murphy Elementary School. There will be music during the event for the runners. They are expecting approximately 100 people.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

This appears to be this event’s first time as a special event. The organizer is Antonio Romano, who indicated that this will only be a one-time event.

AGENDA ITEM REVIEW

Meeting Date: March 17, 2025

Consent: X

Administrative:

Public Hearing:

Date Reviewed: March 10, 2025

Reviewed By: Clerk’s Department

City of Lapeer SPECIAL EVENT APPLICATION (SEA)



DIRECTIONS: Complete this application per the City of Lapeer Special Events Ordinance (Ch.52 Special Event) and the Rules and Regulations and return it to the either Parks & Rec Department (for events at a City Park) or the City Clerk's Office at a minimum of 45 calendar days before the starting date of the event.

If you request an event in a CITY PARK, YOU MUST SUBMIT YOUR PARK RESERVATION WITH YOUR APPLICATION. All Special Event Applications should be submitted directly to the City Clerk's Office, 576 Liberty Park, Lapeer, MI, 48446 or it can be emailed to clerk@ci.lapeer.mi.us.

Sponsoring Organization (Legal Name)	Romano Racing LLC	Phone #	2482405984
Address	3280 Woodbrier Drive, Lapeer MI 48446		
Organization Event Coordinator/Contact	Antonio Romano	Phone #	248.240.5984
Event Coordinator/ Contact Address	3280 Woodbrier Drive, Lapeer MI 48446		
Coordinator/Contact Email	aromano362@gmail.com		

Event Name	Run For The Troops 5K Run/Walk		
Purpose of Event	Fundraiser for Emma Murphy Elementary and Girl Scout Troop 78041		
Event Location	Rowden Park	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	April 19th 2025	Event Time	8:00 AM
# of Event Organizational Team		# of Expected Attendees:	100

Describe the activities taking place at your event: 5K Run/Walk to raise money for Girl Scout Troop and Emma Murphy Elementary

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*	☐ Liquor/Beer or Wine*

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

*See Rules and Regulations

Please check what you request the City to supply:

FOR OFFICE USE ONLY:
SPECIAL EVENT REVIEW COMMITTEE APPROVALS

City Manager	Police Chief
Fire Chief	DPW Director
Parks & Rec Director	

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

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

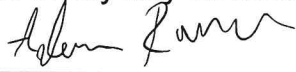
Please check what type of event is this:

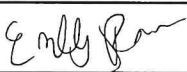
A description of the type of event can be found on page 4, B.1-5.

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

INDEMNIFICATION AGREEMENT

The Antonio Romano 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:  Date: 2/28/25

Witness:  Date: 2/28/25

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): _____

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:

Rowden Parking Lot

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.

2/28/25

Date



Signature of Sponsoring Organization's Agent

SUBMIT THIS APPLICATION at least **45** calendar days before the first day of the event to the City of Lapeer, City Clerk's Office, 576 Liberty Park, Lapeer MI 48446.

Be sure to include the following with the application:

☒	Complete Signed Application.
☒	Park Reservation (as needed).
☐	Certificate of Insurance –Naming City of Lapeer as additionally insured.
☒	Event Map.
☐	If Non-Profit provide proof of IRS 501c(3) status.

CITY OF LAPEER - SPECIAL EVENTS RULES AND REGULATIONS

A. SPECIAL EVENT APPLICATION REQUIRED:

Any person, group or organization wishing to sponsor or hold a Special Event in the City of Lapeer will be required to complete the City of Lapeer Special Event Application. Applications are available at City Hall or Public Safety Building.

The City of Lapeer may hold its own special events, it may contract with one or more organizations to perform special event services, or it may jointly sponsor a special event with one or more organizations. In such cases the City Administration and any participating organization(s) shall submit a special event application to the City Commission which shall include an itemization of the City's financial participation and, if applicable, the co-sponsoring organization's financial participation. Requests for joint sponsorship with the City will be considered during the budget appropriation process.

The City will provide a complete review of any special event application, including consultation with the applicant as may be reasonably necessary to resolve problems, at no charge to event sponsors.

Sponsors of Special Events should be aware that noise generated by the event could have an impact on the neighborhoods near the event site. Sponsors must be considerate of the neighbors and be aware of the City ordinance provisions dealing with sound and noise.

B. CITY SERVICES PROVIDED FOR SPECIAL EVENTS:

The City will provide support to special events on the following basis:

1. **City Operated Events:** The City will operate certain special events directly. The City will fund the full cost of these events.
2. **Co-Sponsored events:** The City may co-sponsor certain events with other organizations when the City Commission determines that the event is of general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements contained in these special event regulations, and must reimburse the City for any City costs in excess of the support level authorized by the budget appropriation.
3. **Other Non-Profit Events:** The City may provide up to 1/2 of the actual City labor costs, equipment rental charges, purchased or rented materials as well as Park/Facility Rental Fees to assist other special events operated by non-profit organizations. These events must meet the other requirements contained in these special event regulations and must reimburse the City for any City costs in excess of this support level unless a greater amount is approved by the City Commission. Groups filing an application as other Non-Profit Events must be able to submit a current IRS 501 C(3) Statement.
4. **Other For-Profit Events:** The City may allow other special events operated by for-profit sponsors that are beneficial to the city and the public, subject to an additional Use Charge for the use of the public property which is approved for each event. In addition, these events must pay 100% of all City costs related to the event. These events must meet the other requirements contained in these special event regulations and must reimburse the City for any City costs in addition to the payment of the established rent. The minimum additional Use Charge shall be \$250.00 per day.

5. **Political or Ballot Issue Events:** The City will allow Political or Ballot Issue special events provided that the political party, candidate or political organization pays 100% of all costs including a minimum facility fee of \$250.00 per day.

C. **FEES FOR SPECIAL EVENTS:**

This section shall take effect January 1, 2005.

Fees shall be charged for City services provided to Special Events as follows:

1. **Hourly Rate** shall be the hourly cost for any employee working on a special event as established by the City Administration. Hourly Rate shall exclude expenses related to the employee including fringe benefits and overhead.
2. **Overtime** shall be the overtime hourly cost for any employee working on a special event during a time period that would be considered overtime for City Payroll records, excluding the actual cost for fringe benefits.
3. **Purchased or Rented Materials** shall include all direct costs for all materials purchased or rented by the City of Lapeer for use at the event. An administrative Fee of 15% shall be added to all purchased or rented material to cover costs related to order processing and vendor payment.
4. **Equipment Charges** shall be the current equipment rental rates charged by the City of Lapeer Equipment Fund.
5. **Rental Charge Facility Fee:** Special events that are exclusively sponsored by private, for-profit organizations shall be charged a rent/facility fee for use of public areas such as streets, in addition to the City Event Fees provided herein. The rent/facility fee shall be based on the number of road closures needed, length of the event, and overall economic impact on the community, and shall be subject to final approval by the City Commission as part of the Special Event Application approval. The minimum rental charge assessed to private for-profit organizations shall be \$250 per day.

D. **BILLINGS FOR SPECIAL EVENTS:**

Special Event billings by the City shall be itemized as follows:

DPW Employee Straight Time/Overtime	\$	
Police Employee Straight Time/Overtime	\$	
Parks and Rec. Straight Time/Overtime	\$	
Fire Department Costs	\$	
Facility Fee	\$	
Equipment Charges	\$	
Purchased Materials	\$	+15%
Rented Materials	\$	+15%
Sub-Total	\$	
Less amount of City support	\$-	
NET TOTAL BILLING	\$	

A cash deposit, performance bond, or other security acceptable to the City will be required in an amount equal to the amount estimated by the City to be billed for City Fees as described above. The estimated City Fees shall be listed as a part of the City Commission Resolution authorizing the Special Event. Arrangements for the deposit or other acceptable security are to be made by event organizers not less than five (5) working days before the start of the event. It should be noted that the fees listed in the City Commission Resolution are ESTIMATES ONLY, actual fees may be higher or lower.

E. FREE PARKING FOR SPECIAL EVENTS:

The term "free parking" as used on the Special Event Application form means that there will be no enforcement of parking time limits, metered parking or permit parking. There will be enforcement of the handicapped parking zones, theater parking zones, and fire lanes at all times. Free parking shall only be granted if requested by the sponsor and approved by the City Commission. There shall be a twenty-foot (20ft) Fire Lane maintained at all times during the Special Event. The Fire Lane must be maintained even during set up and tear down of the event unless written authorization is obtained from the Fire Chief and Chief of Police.

F. CIVIC ORGANIZATIONS AND MERCHANTS IN SPECIAL EVENTS:

Local non-profit organizations and local merchants in the vicinity of the special event being held shall be given the opportunity to participate in the special event to the greatest extent practical, consistent with the nature and purpose of the event.

G. SPECIAL EVENT SIGNS:

The special event application shall include a description of the advertising signs that are proposed to be used for the event. The use of the signs shall conform to the description contained in the application, or as modified by the City Commission in its approval resolution. All signs are subject to the approval of the City. **There will be no city/park sidewalk or walking path/street painting with permanent paint. Non-permanent paint and wash away chalk will be allowed.**

H. VIDEO OR FILM PRODUCTION:

Organizations that request the use of City property or right-of-ways in the City of Lapeer as a location for a commercial video or film production shall be required to coordinate the production with the City Manager's Office.

The City Manager's Office shall have the authority to grant permission for commercial video or film production in the City and to allow the use of city facilities for this purpose. All commercial video or film productions shall be required to pay the actual costs of all straight time and overtime for all city employees, equipment, and purchased or rented materials (plus 15%). In addition, rent shall be charged for the use of public areas such as sidewalks and streets. The minimum rental fee or site fee shall be \$250.

I. LIABILITY INSURANCE REQUIREMENTS:

All sponsors of special events or commercial video or film crews shall carry general liability insurance with coverage for bodily injury, death, and property damage of at least \$1,000,000 per occurrence, and \$1,000,000 aggregate, except for Class 1 B Low Hazard events approved by the Special Event Review Committee as provided below. Sponsors of Class 1 - Low Hazard

Special Events shall carry general liability insurance with coverage for bodily injury, death, and property damage of at least \$300,000 per occurrence, and \$300,000 aggregate. An event sponsor shall be required to provide a valid certificate of insurance naming the City of Lapeer as an additional insured prior to the event. The City Commission may require higher levels of insurance based on risk factors and past experience (i.e. Lapeer Days/Gus Macker).

J. SPECIAL EVENT REVIEW COMMITTEE:

The Special Event Review Committee shall consist of the City Manager, Assistant to the City Manager, Police Chief, Fire Chief, Director of Public Works, Director of Parks, Recreation & Cemeteries and the Planning Director. The Special Event Review Committee is intended to provide a risk control guide for the handling of the increased liability associated with special events. Special events are defined in the ordinance and generally consist of activities which are not directly related to the day-to-day operations of the City of Lapeer, but which may occur on premises owned or controlled by the City of Lapeer. These would include, but not be limited to, the examples given below for the various hazard level classifications of special events.

The Special Event Committee may place additional requirements on any special event. These requirements may include specific staffing levels for Police, Fire, Paramedic, Municipal Services or other personnel. Expenses for these services will be billed to the sponsoring organization as provided for herein. The Special Event Review Committee will review each special event application received and assess the potential liability risk of the City of Lapeer, based on the following risk categories:

Class I Low Hazard involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to, meetings, seminars, social gatherings, theatrical performances, and auctions.

Class II Moderate Hazard involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to, amateur team sports, dances, animal shows, political rallies, flea markets, picnics, and parades with no floats.

Class III High Hazard involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to, parades with floats, marathons or races and circus/carnivals.

Class IV Severe Hazard involves severe exposure to spectators and/or participants. Examples of events in this category include, but are not limited to, rock concerts, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, professional or collegiate sporting events.

As a result of the review of the event by the Special Event Review Committee the City Commission may place special conditions on the event. A member of the Review Committee shall be available to meet with event organizers to review the special conditions and insure that all conditions are met before the event begins. Some events may require that a member of the Special Event Review Committee or their agent be on site during the event.

Any member of the Special Event Review Committee has the authority to cancel or stop an event if the special conditions required for approval of the event are not being met. In addition, the members of the Special Event Review Committee and City public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare is being jeopardized and/or would be better served with additional restrictions.

K. TRAFFIC CONTROL AND SAFETY REQUIREMENTS:

The special event sponsor shall be responsible for complying with all traffic control and safety procedures required by the City during the event. The requirements will be indicated in the permit or notice of approval, and additional requirements may be made by the City during the event as may be necessary for the safety of the public.

The City of Lapeer may, in certain circumstances permit, but does not recommend, solicitations of any kind in the street. The City of Lapeer accepts no responsibility or liability for the safety of persons who make solicitations in the streets. All special events which include participants soliciting funds in street intersections shall comply with the safety requirements and use of traffic cones as specified by the Police Department.

The City of Lapeer has NO authority to grant a permit for solicitations on any County of Lapeer or State of Michigan highway.

L. PARTICIPANT WAIVER OF LIABILITY:

The special event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the City. Samples of the basic agreements are attached to these regulations. The specific requirements for each event will be indicated in the City's Written Confirmation of Approval.

M. VENDOR INSURANCE AND LICENSE REQUIREMENTS:

All food/beverage vendors must have Lapeer County Health Department approval and complete the concession waiver of liability prior to opening of the vending operations.

All food/beverage vendors must supply a valid certificate of insurance, in an amount approved by City, naming the City of Lapeer as an additional insured prior to opening of the food stand. All food vendors must post a valid temporary Food License as authorized by Lapeer County Health Department. Food/Beverage Vendors are responsible for any and all fees related to obtaining a food license. Food/Beverage Vendors are required to comply with all Lapeer County Health Department rules and regulations for Temporary Food License Facilities.

All food/beverage vendors are required to contact the Lapeer County Health Department for the latest rules and regulations and to obtain a temporary food license. Food/beverage vendors are responsible for insuring compliance with all Health Department rules and regulations. Food/beverage vendors should contact the Health Department **WELL IN ADVANCE** of the event date. **The Temporary Food Service License application must be submitted to the Lapeer County Health Department more than 3 days before the event to avoid an additional late fee.** Contact Lapeer County Health Department at (810) 667-0392.

N. TWO OR MORE APPLICATIONS FOR THE SAME EVENT DATE:

In the event that two or more Special Event Applications are received for the same date and time the date and time that each application was received by the City of Lapeer shall determine the order of preference. Once a Special Event Permit has been granted further permits for the same date, time, and general location will not be allowed unless the City Commission is convinced that no additional staffing or other City resources would be required and/or that the holding of the two special events would not cause any interference or confusion between them and that they would complement each other.

In the event that two or more Special Event Applications are received at the same time for the same date and time the City Administration has authority to resolve date and time conflicts with the sponsors filing each application.

O. RESERVATION OF ANNUAL EVENT DATES:

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application may include a reservation of the next year's proposed dates. However, it will not constitute approval of the next year's event, which must have its own timely application submitted for City approval. In general, the City will not approve Special Event dates more than one year in advance.

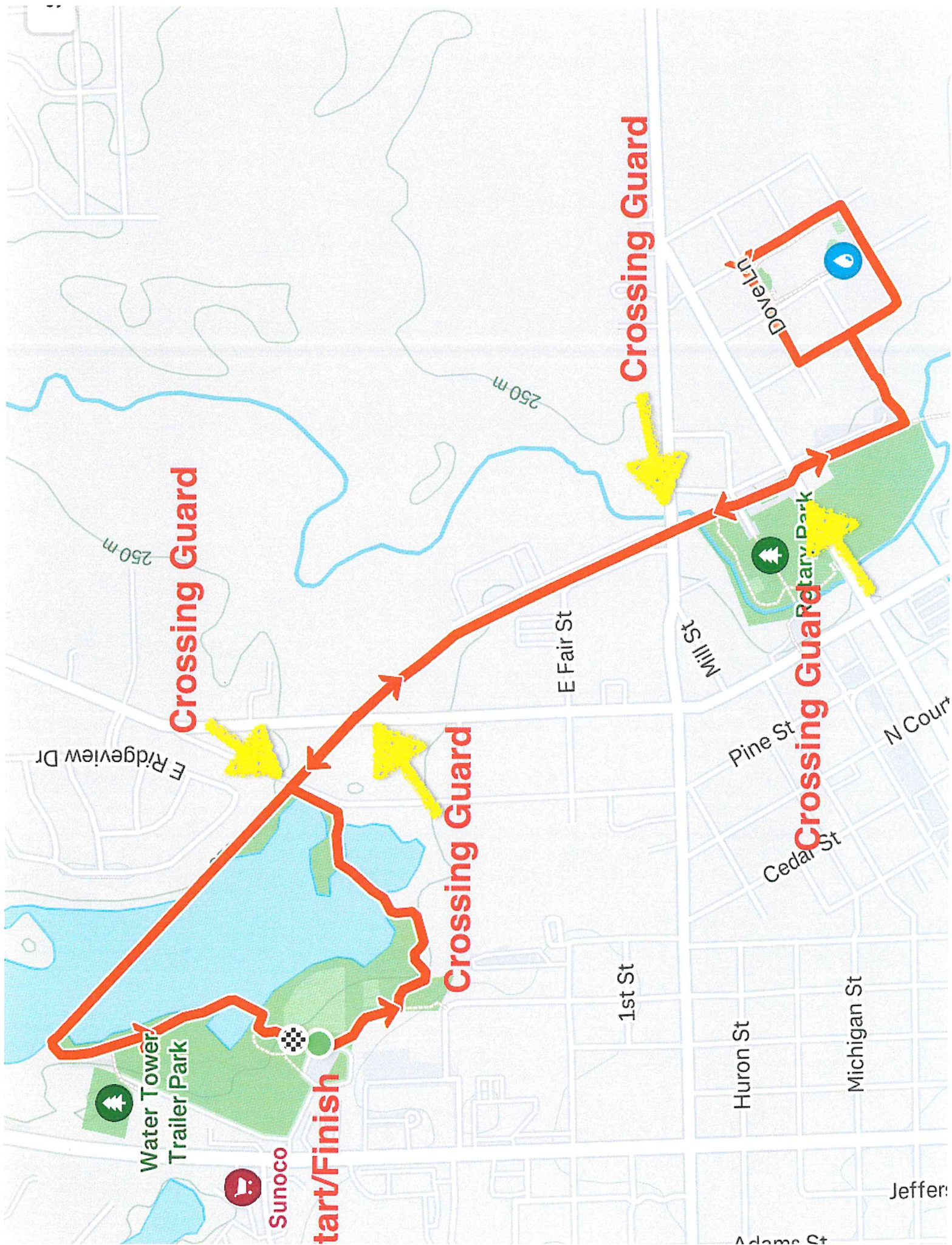
In all cases, preference for scheduling shall be given in the following order:

- a. City Sponsored Events
- b. City Co-Sponsored Events
- c. City Non-Profit Events
- d. Non-City Non-Profit Events
- e. For-Profit Events

P. WRITTEN CONFIRMATION OF CITY APPROVAL:

Upon approval of the Special Event Application, a written confirmation as to the action of the City Commission will be forwarded to the individual or organization requesting the event by the City Clerk's Office. This confirmation will outline any special conditions that must be met if the event is to be held. The City of Lapeer Special Event Application form must be completed for all special events that take place on property owned or controlled by the City of Lapeer.

Adopted: February 16, 2004
Revised : September 14, 2007
Revised: July 30, 2014
Revised: September 25, 2019
Revised: April 28, 2020
Revised: April 5, 2024



Crossing Guard

Crossing Guard

Crossing Guard

Crossing Guard

Start/Finish

Water Tower
Trailer Park

Sunoco

E Fair St

1st St

Huron St

Michigan St

Pine St

Cedar St

Mill St

Retary Park

Dove

N Court

Jefferson

Adams St

To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: March 10, 2025
RE: Special Event Request Rubber Duck Dash

STAFF RECOMMENDATION

To approve the event.

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 13, 2025, 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 and children's activities, a petting zoo, and food trucks. The 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 2025.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual Event

AGENDA ITEM REVIEW

Meeting Date: March 17, 2025

Consent: X

Administrative:

Public Hearing:

Date Reviewed: March 10, 2025

Reviewed By: Clerk's Department

City of Lapeer SPECIAL EVENT APPLICATION (SEA)



DIRECTIONS: Complete this application per the City of Lapeer Special Events Ordinance (Ch.52 Special Event) and the Rules and Regulations and return it to the either Parks & Rec Department (for events at a City Park) or the City Clerk's Office at a minimum of **45** calendar days before the starting date of the event.

If you request an event in a CITY PARK, YOU MUST SUBMIT YOUR PARK RESERVATION WITH YOUR APPLICATION. All Special Event Applications should be submitted directly to the City Clerk's Office, 576 Liberty Park, Lapeer, MI, 48446 or it can be emailed to clerk@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 7th Annual Fundraiser/Free Community Family Event

Event Location Cramton Park (east side) 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 September 13, 2025 Event Time 11am-3pm open to public (7am-5pm from setup to teardown)

of Event 30 # of Expected Attendees: 1,000

Describe the activities taking place at your event:

Beginning at 11am, we offer a variety of free activities and concessions such as petting zoo, inflatables, carnival games, foam party, roller skating, face painting, balloon twisting, and crafts. Additionally, local businesses set up booths offering crafts and activities for free. Then, at 2pm, we race thousands of ducks down Farmer's Creek with cash prizes awarded to 27 winners.

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*	☐ Liquor/Beer or Wine*

**Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals: Small petting zoo (bunnies, goats, etc) typically with one large animal (conkey, camel, horse)
Laser Skating Center brings speakers to play music in the roller skating area.

*See Rules and Regulations

Please check what you request the City to supply:

FOR OFFICE USE ONLY:
SPECIAL EVENT REVIEW COMMITTEE APPROVALS

☐ City Manager	☐ Police Chief
☐ Fire Chief	☐ DPW Director
☐ Parks & Rec Director	☐

Police presence. There are typically 1-2 officers at the event each year talking to the kiddos, handing out stickers and keeping an eye on things. For some reason, there were none present in 2024 and it was the first year the City co-sponsored the event. We had two instances at the event at which we almost had to call the police for assistance with attendees. We would be happy to discuss further.

☒	Picnic Tables Qty: 12 plus what's already in pavilion	☒	Electricity Turned on/off on	☒	Other:
☒	Trash Containers Qty: 6	☒	Road Crossing Guards Qty: 1	☒	Water will be needed for foam party,
☒	Road Closures List:	Close Monroe St. between M-21 and Rail Road Tracks			

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

Please check what type of event is this:

A description of the type of event can be found on page 4, B.1-5.

☐	City Operated Event	☐	Other Non-Profit Event	☐	Political or Ballot Issue Event
☒	Co-Sponsored Event	☐	Other For-Profit 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:  Date: 2-1-2025

Witnesss: _____ Date: _____

1. **ANNUAL EVENT:** Is this event expected to occur next year? [☒] [☐]

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 weekend in September

2. **AN EVENT MAP** ☒ **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:

all Cramton Park lots (Kiwanis members will park at GLTA)

4. **Alcoholic Beverages:** Will they be served? ☐ ☒
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.

2-1-2025
Date


Signature of Sponsoring Organization's Agent

SUBMIT THIS APPLICATION at least 45 calendar days before the first day of the event to the City of Lapeer, City Clerk's Office, 576 Liberty Park, Lapeer MI 48446.

Be sure to include the following with the application:

- | | |
|--------------------------|--|
| ☐ | Complete Signed Application. |
| ☐ | Park Reservation (as needed). |
| ☐ | Certificate of Insurance –Naming City of Lapeer as additionally insured. |
| ☐ | Event Map. |
| ☐ | If Non-Profit provide proof of IRS 501c(3) status. |

S. Monroe St.

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

**FREE
PARKING**

START

**FREE
PARKING**

FREE PARKING

FINISH

RACE RESULTS  251

FOAM PARTY

ROLLER SKATING RINK

BIGOBY.
COFFEE

FACE PAINTING
& BALLOON
TWISTING

WELCOME
GOODIE
BAGS
& TICKET
SALES

CRAFTS

c



10



6

**CRAMTON
PARK**

W. Genessee St. (M-21)

S. Main St. (M-24)

24

S. Main St. (M-24)

Visit KiwaniisLapeer.org for more information and to Adopt-A-Duck!

SAMPLE

INFLATABLES

FACE
PAINTING

FOAM
PARTY

RAFFLES

BALLOON
TWISTING

FOOD
TRUCKS

PETTING
ZOO

CRAFTS &
CHILDREN'S
ACTIVITIES

ROLLER SKATING



AND MORE!

6TH ANNUAL



RUBBER DUCK DASH

JOIN US FROM 11 AM - 3 PM

SATURDAY, SEPTEMBER 14, 2024

AT CRAMTON PARK, LAPEER, MI

FREE
ACTIVITIES

DUCKS
\$5 each

ALL ACTIVITIES
BEGIN AT 11 AM
DUCK RACE
BEGINS AT 2 PM

(NEED NOT BE PRESENT TO WIN)
RACE DUCKS AVAILABLE AT EVENT FOR
ADOPTION UNTIL 1:30PM OR MAX 3,500 SOLD

BUY DUCKS ONLINE
OR FROM ANY KIWANIS MEMBER

Adopt-A-Duck:



JOIN US AS
WE DROP
THOUSANDS OF
RUBBER
DUCKS
INTO FARMERS
CREEK IN A
DASH TO THE
FINISH LINE

CHANCE TO WIN
\$3,000
IN CASH PRIZES

1st Place: \$1,000
2nd Place: \$500
3rd Place: \$350
4th Place: \$200
5th Place: \$125
6-10th Place: \$50 each
11-25th Place: \$25 each
50th Place: \$100
100th Place: \$100

www.KiwaniisLapeer.org/RubberDuckDash

ALL PROCEEDS FROM THIS EVENT BENEFIT CHILDREN'S ORGANIZATIONS AND CAUSES IN LAPEER COUNTY

SATURDAY, SEPTEMBER 14, 2024



EVENT SCHEDULE

SAMPLE

**RUBBER
DUCK
DASH**

RUBBER DUCK DASH 2pm

ADOPT-A-DUCK - \$5 EACH

Available until 1:30pm or maximum number tickets are sold

FREE Children's Activities

Activities may temporarily pause for race at 2pm

- Inflatables & Bounce Houses
- Petting Zoo
- Roller Skating Rink
- Foam Party (Noon-2pm)
- Crafts with Lapeer District Library
- Face Painting
- Balloon Twisting
- **Guest Activity Tents ACTIVITIES & GIVEAWAYS**
 - Crank Cycle & Fitness **ENTER TO WIN!!**
 - Young Marines
 - Grace Apparel Co.
 - Ennis Center for Children
 - Flint River Watershed Coalition
 - Flint Children's Museum
 - Lapeer Conservation District
 - Disability Network of Eastern Michigan
 - ChoiceOne Bank
 - Michigan International Prep School



LHS Key Club Carnival Games

WIN CANDY & PRIZES!!

Proceeds from the Carnival Games benefit Lapeer High School Key Club

TASTY TREATS

- Biggby Beverages **FREE**
- Doin' Donuts
- Kona Ice
- Tri-City Hot Dogs
- The Whole Enchilada

ALL PROCEEDS FROM THIS EVENT WILL BENEFIT CHILDREN'S ORGANIZATIONS AND CAUSES IN LAPEER COUNTY

City of Lapeer

Cramton Park West Pavilion (Tennis Courts)
W. Genesee Street

Lapeer

MI

48446

Play equipment, three lighted tennis courts, horseshoe courts. Bathroom Facility May-October; Portable toilet November-April.

02321970

2025

Rubber Duck Dash - Kiwanis

9/13/2025 8:00 AM

9/13/2025 9:00 PM

100

1. 9/13/2025 8:00 AM – 9/13/2025 9:00 PM

Group Size: 100

for multi-day reservations

Designed for use with FlexScheduler reservations

1. 9/13/2025 8:00 AM – 9/13/2025 9:00 PM

Group Size: 100

Facility Fee: \$0.00

Total: \$0.00

Kara Lambourn

1521 Deer Path Drive

Lapeer

MI

48446

(810) 441-7302

lambourn123@gmail.com

0.00

2/10/2025

8:21 AM

To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: 3/10/2025
RE: Special Event – Fantasy Forest

STAFF RECOMMENDATION

To approve the event.

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 11, 2025, from 11:00 AM to 4:00 PM at Rowden Park. They requested a setup time of 7am and a tear down time of 6 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 2025.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual Event

AGENDA ITEM REVIEW

Meeting Date: March 17, 2025 **Date Reviewed:** March 10, 2025
Consent: X
Administrative: **Reviewed By:** Clerk’s Department
Public Hearing:



THE CITY OF
LAPEER
MICHIGAN

City of Lapeer SPECIAL EVENT APPLICATION (SEA)

DIRECTIONS: Complete this application per the City of Lapeer Special Events Ordinance (Ch.52 Special Event) and the Rules and Regulations and return it to the either Parks & Rec Department (for events at a City Park) or the City Clerk's Office at a minimum of 45 calendar days before the starting date of the event.

If you request an event in a CITY PARK, YOU MUST SUBMIT YOUR PARK RESERVATION WITH YOUR APPLICATION. All Special Event Applications should be submitted directly to the City Clerk's Office, 576 Liberty Park, Lapeer, MI, 48446 or it can be emailed to clerk@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 29th Annual Fundraiser/Community Family Event

Event Location Rowden Park, Pavilions and Trails 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 October 11, 2025 Event Time 11am-4pm open to public (7am-6pm from setup to teardown)

of Event Organizational Team 30 # of Expected Attendees: 2,500

Describe the activities
taking place at your event:

Treat walk around the one mile trail with up to 60 service organizations and businesses that provide treats and activities to children. We also give away pumpkins and plan to have 2-3 food/treat trucks. We will potentially have music in pavilion.

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*	☐ Liquor/Beer or Wine*

**Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals: Individual booths may play music as well, but just small speakers.

We hope to have 3rd Degree Burns students playing music under pavilion.

*See Rules and Regulations

Please check what you request the City to supply:

FOR OFFICE USE ONLY:

SPECIAL EVENT REVIEW COMMITTEE APPROVALS

☐ City Manager	☐ Police Chief
☐ Fire Chief	☐ DPW Director
☐ Parks & Rec Director	☐

☒	Picnic Tables Qty: just want is already in pavilion	☒	Electricity Turned on/off on	☐	Other:	
☒	Trash Containers Qty: 4 extra	☒	Road Crossing Guards Qty: Young Marines will be assisting			
☒	Road Closures List:	Close Pine Street between Saginaw and Fair Streets.				

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

Please check what type of event is this:

A description of the type of event can be found on page 4, B.1-5.

☐	City Operated Event	☐	Other Non-Profit Event	☐	Political or Ballot Issue Event
☒	Co-Sponsored Event	☐	Other For-Profit 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 Lee Date: 2-1-2025

Witness: _____ Date: _____

1. **ANNUAL EVENT:** Is this event expected to occur next year? ☒ ☐

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:

Free parking at Rowden Park, Campground, and along Pine Street (also LCS Administration Building)

4. **Alcoholic Beverages:** Will they be served? ☐ ☒
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.

2-1-2025

Date


Signature of Sponsoring Organization's Agent

SUBMIT THIS APPLICATION at least **45** calendar days before the first day of the event to the City of Lapeer, City Clerk's Office, 576 Liberty Park, Lapeer MI 48446.

Be sure to include the following with the application:

- | | |
|--------------------------|--|
| ☐ | Complete Signed Application. |
| ☐ | Park Reservation (as needed). |
| ☐ | Certificate of Insurance –Naming City of Lapeer as additionally insured. |
| ☐ | Event Map. |
| ☐ | If Non-Profit provide proof of IRS 501c(3) status. |

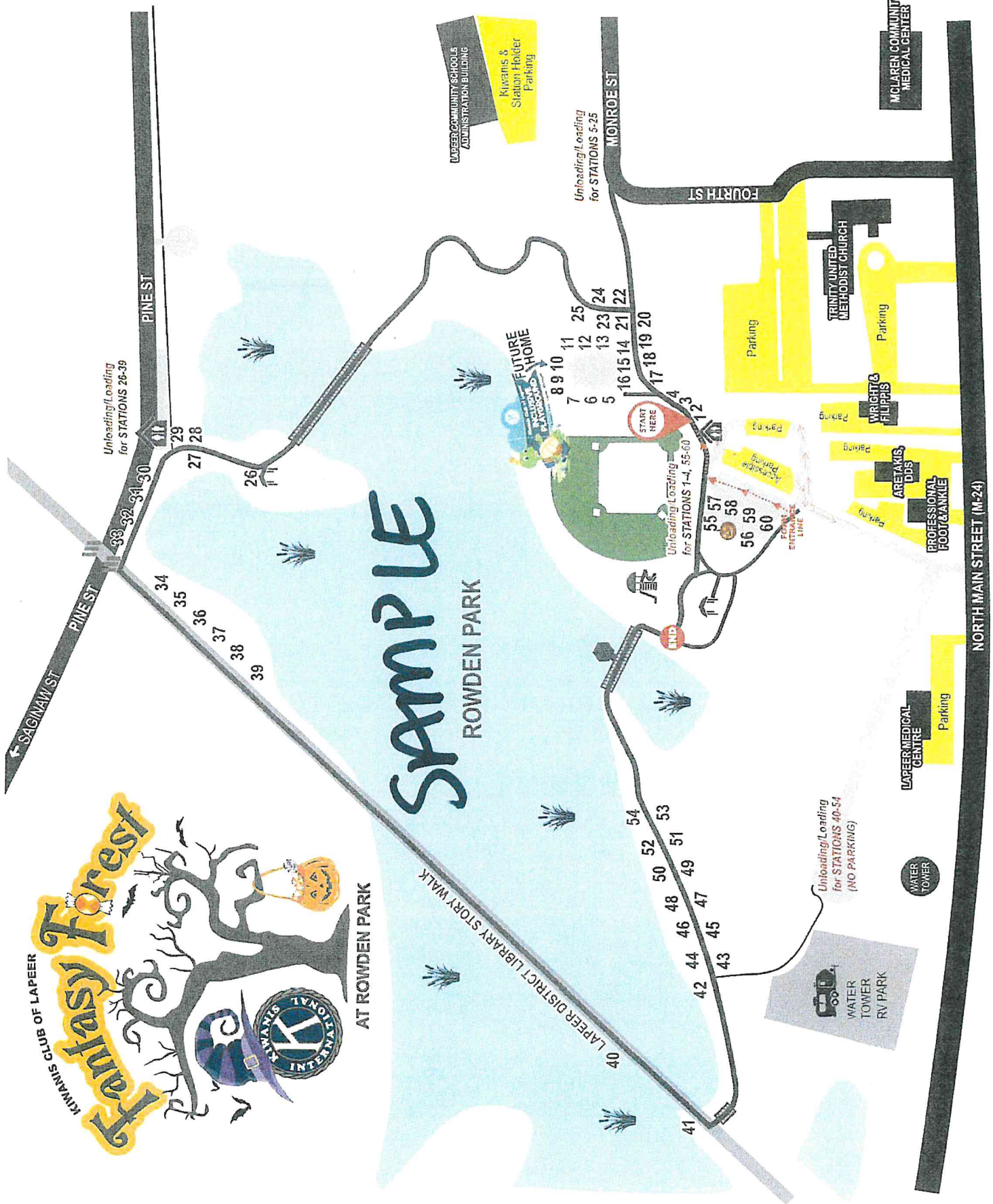


AT ROWDEN PARK

SAMPLE

ROWDEN PARK

LAPER DISTRICT LIBRARY STORY WALK



SAMPLE

1	CARD MY YARD LAPEER
2	VOITURE #1536 40 ET 8 LAPEER COUNTY
3	OREGON AND ELBA METHODIST CHURCH
4	LAPEER AREA ELKS LODGE #2567
5	RAY C'S / KIWANIS CLUB OF LAPEER
6	THUMB ALARM SYSTEMS
7	MCLAREN LAPEER REGION
8	LAPEER HIGH SCHOOL KEY CLUB
9	LACADA
10	CHOICEONE BANK
11	LAPEER COUNTY COMMUNITY MENTAL HEALTH
12	CHILD ADVOCACY CENTER OF LAPEER COUNTY
13	FAMILY LITERACY CENTER
14	LCCF YOUTH ADVISORY COMMITTEE (YAC)
15	ELGA CREDIT UNION
16	KAPALA HEATING AND AIR CONDITIONING
17	MICHIGAN INTERNATIONAL PREP SCHOOL
18	NOAHS ARK PRESCHOOL
19	
20	L.A.S.E.R. SKATING CENTER
21	HEALTH QUEST PHYSICAL THERAPY
22	
23	CITY OF LAPEER COMMUNITY CENTER
24	
25	LIFE LAUNCH MINISTRIES
26	GERLACH'S BOWLING CENTER
27	LAPEER COUNTY 4-H
28	CULVER'S OF LAPEER
29	WMPC RADIO
30	CITY OF LAPEER FIRE AND RESCUE
31	LAPEER COUNTY EMS
32	CITY OF LAPEER POLICE DEPARTMENT
33	GLTA
34	LAPEER ADULT ISD
35	
36	ANYTIME FITNESS LAPEER
37	
38	CHAMPANE'S HONEYBEE GRILLE
39	LAPEER HIGH SCHOOL DANCE TEAM
40	LAPEER DISTRICT LIBRARY
41	LAPEER FREE METHODIST CHURCH
42	FRIENDS OF LAPEER ANIMAL CONTROL
43	LAPEER CHURCH OF GOD
44	LEGACY MORTGAGE
45	MILNES FORD
46	GOODWILL INDUSTRIES LAPEER
47	LAPEER COUNTY DROP-OFF RECYCLING
48	FAITH BIBLE BAPTIST CHURCH
49	LITTLE LEARNERS CHILDCARE
50	STONEGATE HEALTH CAMPUS
51	GREAT CLIPS LAPEER
52	
53	
54	
55	LAPEER LIONS CLUB
56	LAPEER COUNTY YOUNG MARINES / FREE PUMPKINS
57	KONA ICE LAPEER
58	TRI-CITY HOT DOGS
59	BIGGBY LAKE NEPESSING RD.
60	THE WHOLE ENCHILADA

Thank You to the following Sponsors

EVENT SPONSORS

PUMPKIN SPONSORS

GLTA
GOODWILL INDUSTRIES LAPEER
HEALTH QUEST PHYSICAL THERAPY
LCCF YOUTH ADVISORY COMMITTEE
L.A.S.E.R. SKATING CENTER
LIBERY TAX AND LOANS
SARAH TORONY
STONEGATE HEALTH CAMPUS
VIERS AUTO SALES & GOLF CARTS

BLACK CAT SPONSORS

ANYTIME FITNESS LAPEER
SALLIE'S SWEET TREATS

CANDY CORN SPONSORS

LAPEER COUNTY DROP OFF RECYCLING
LIFE LAUNCH MINISTRIES

RESTROOM SPONSOR



PARKING LOT SPONSORS

DR. ANDREW G. ARETAKIS D.D.S.
WRIGHT & FILIPPIS - LAPEER
PROFESSIONAL FOOT & ANKLE CENTER
TRINITY UNITED METHODIST CHURCH
LAPEER MEDICAL CENTRE

GOODIE BAGS



SWEET & SAVORY



ANNUAL SPONSORS

ANNUAL DIAMOND SPONSORS

CHOICEONE BANK
JAY'S SEPTIC SERVICE
MCLAREN LAPEER REGION

ANNUAL GOLD SPONSORS

DOMAN DENTAL CARE
EAVESTEC
ITC
KAPALA HEATING & AIR CONDITIONING
LEGACY MORTGAGE
MBA REAL ESTATE
OWEN TREE SERVICE
RAY C'S H-D & RAY C'S EXTREME
RB PLUMBING
SECURITY CREDIT UNION
VIEW NEWSPAPER GROUP
WALKER STEEL ERECTORS

PUMPKIN GROWERS

LJ'S FARM MARKET
FICK FARMS
GINN FARMS
MIKE LAMBOURN
OLDANI NURSERIES
THE COUNTRY MARKET



LAPEER COUNTY YOUNG MARINES

Thank you for the many
year's of dedicated service
helping with Fantasy Forest!



City of Lapeer

Rowden Park Pavilion (Water Tower)
N. Main Street

Lapeer

MI

48446

Pavilion with electricity, play equipment, ball diamond, three lighted tennis courts, sledding hill, nature trail, and pathway connection to the Linear Path. Restrooms available year-round.

02321972

2025

Fantasy Forest - Kiwanis

10/11/2025 8:00 AM

10/11/2025 9:00 PM

100

1. 10/11/2025 8:00 AM – 10/11/2025 9:00 PM

Group Size: 100

- for multi-day reservations

Designed for use with FlexScheduler reservations

1. 10/11/2025 8:00 AM – 10/11/2025 9:00 PM

Group Size: 100

Facility Fee: \$0.00

Total: \$0.00

Kara Lambourn

1521 Deer Path Drive

Lapeer

MI

48446

(810) 441-7302

lambourn123@gmail.com

0:00

2/10/2025

8:22 AM



ITEM D-1

To: Mayor and City Commission
From: Kelly Hanna, Director of Financial Services
Date: March 11, 2025
RE: Bill Listing – February 28, 2025 – March 13, 2025

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 28, 2025, through March 13, 2025, in the total amount of **\$1,015,083.06** and find them to be proper charges.

AGENDA ITEM REVIEW

Meeting Date:	March 17, 2025	Date Reviewed:	March 12, 2025
Consent:			
Administrative:	X	Reviewed By:	Clerk's Department
Public Hearing:			

ITEM D-1

CHECK REGISTER FOR CITY OF LAPEER CHECK DATE FROM 02/28/2025 - 03/13/2025

Check Date	Check	Vendor Name	Amount
03/13/2025	598806	LAPEER COMMUNITY SCHOOLS	306,390.45
03/13/2025	2809(A)	GREAT LAKES WATER AUTHORITY	148,364.32
03/13/2025	2799(A)	CARPORT STRUCTURES CORP	78,525.00
03/13/2025	2840(E)	BLUE CROSS & BLUE SHIELD OF MI	73,215.99
03/13/2025	2837(A)	TIFA 3	61,318.53
03/13/2025	598805	LAPEER CO TREASURER	58,238.39
03/13/2025	598804	LAPEER CO INTERMEDIATE SCHOOL	48,622.48
03/13/2025	598809	METAMORA WATER SERVICE INC	44,394.24
03/13/2025	2836(A)	TIFA 2	22,439.07
03/13/2025	2835(A)	TIFA 1	20,541.97
03/13/2025	2841(E)	CONSUMERS ENERGY	20,517.35
03/13/2025	2802(A)	DOWNTOWN DEVELOPMENT AUTHORITY	17,745.82
03/13/2025	598807	LAPEER DISTRICT LIBRARY	15,046.14
03/13/2025	2838(A)	VECTOR TECH GROUP	12,591.25
03/13/2025	2814(A)	KAPPEN TREE SERVICE, LLC	10,600.00
03/13/2025	2825(A)	OWEN TREE SERVICE INC	6,750.00
03/13/2025	2831(A)	ROWE INC	5,985.00
03/13/2025	2819(A)	MEI TOTAL ELEVATOR SOLUTIONS	4,960.00
03/13/2025	2797(A)	ABM COMMERCIAL CLEANING	4,280.00
03/13/2025	598796	GREATER LAPEER TRANS AUTH	4,206.92
03/13/2025	2829(A)	PROFESSIONAL PUMP	4,194.65
03/13/2025	2816(A)	LEGACY ASSESSING SERVICES INC	3,400.00
03/13/2025	2803(A)	ED FITZGERALD CONSULTING	2,230.00
03/13/2025	2822(A)	NORTH CENTRAL LABS	2,162.97
03/13/2025	598791	ECKER MECHANICAL CONTRACTORS	2,152.60
03/13/2025	2820(A)	MES SERVICE COMPANY, LLC	2,004.16
03/13/2025	2810(A)	HYDRO CORP	1,989.50
03/13/2025	2818(A)	MAUK, JODI	1,920.00
03/13/2025	2832(A)	SMITH, SHANNON	1,920.00
03/13/2025	2801(A)	D & K TRUCK COMPANY INC.	1,887.33
03/13/2025	2843(E)	METROPOLITAN LIFE INSURANCE COMPANY	1,447.72
03/13/2025	598818	TRW LANDSCAPES LLC	1,408.00
03/13/2025	2806(A)	FLETCHER FEALKO SHOUDY & FRANCIS PC	1,275.00
03/13/2025	598816	T. P. ISRAEL CO INC	1,200.00
03/13/2025	2798(A)	BIG WATER TECHNOLOGIES CORP	1,145.00
03/13/2025	2811(A)	INSOURCE SOLUTIONS GROUP	1,137.00
03/13/2025	598817	TOWN & COUNTRY POOLS, INC	1,090.00
03/13/2025	598821	VERIZON WIRELESS	1,070.10
03/13/2025	2834(A)	TAYLOR, SARAH	1,062.50
03/13/2025	2813(A)	JIM'S RECYCLING, INC	979.20

03/13/2025	598802	LAPEER CO DRAIN COMMISSION	953.14
03/13/2025	598787	CMS OIL COMPANY	925.24
03/13/2025	598803	LAPEER CO FIREFIGHTERS ASSOC	850.00
03/13/2025	598800	KENT COMMUNICATIONS INC.	790.03
03/13/2025	2817(A)	MACQUEEN EQUIPMENT, LLC	766.28
03/13/2025	598810	MGS ELECTRIC INC.	660.00
03/13/2025	2815(A)	LAKE ORION MECHANICAL	579.10
03/13/2025	598782	ALEMAN, MADISON	548.09
03/13/2025	598795	GRAINGER	543.32
03/13/2025	2804(A)	F & M MECHANICAL SERVICES, LLP	505.00
03/13/2025	2830(A)	RICK RHEIN DISPOSAL	496.00
03/13/2025	598815	STATE OF MICHIGAN	478.60
03/13/2025	2839(A)	VIEW NEWSPAPERS	457.80
03/13/2025	598801	KNAPHEIDE TRUCK EQUIPMENT	419.61
03/13/2025	598793	FIRE MODULES LLC	360.00
03/13/2025	598819	UNIFIRST CORPORATION	302.13
03/13/2025	2823(A)	NYE UNIFORM CO	280.37
03/13/2025	598797	HOLLAND HEATING & COOLING	276.00
03/13/2025	598799	JOHNSON, DUSTIN	254.39
03/13/2025	2808(A)	GRANITE TELECOMMUNICATIONS, LLC	241.27
03/13/2025	2827(A)	PREIN & NEWHOF	240.00
03/13/2025	598808	MARCO TECHNOLOGIES, LLC	239.63
03/13/2025	2824(A)	ON DUTY GEAR, LLC	224.98
03/13/2025	598788	DELYNN'S DESIGNS, INC	220.50
03/13/2025	598786	CALVERT, JUSTIN	201.35
03/13/2025	598783	ALLICYN CIESIELSKI	200.00
03/13/2025	598798	HOLLAND HEATING & COOLING, INC	200.00
03/13/2025	598822	ZIELINSKI, MICHAEL	200.00
03/13/2025	2821(A)	MIDWEST RECEIVABLE SOLUTIONS LLC	185.25
03/13/2025	598785	ARNOLD'S AUTO WASH	180.00
03/13/2025	598811	MICHIGAN DANCE COMPANY	175.00
03/13/2025	2800(A)	CRUISERS, INC	161.90
03/13/2025	598814	SHIRLEY'S DRY CLEAN. & ALTERATIONS	148.70
03/13/2025	2826(A)	PARAGON LABORATORIES, INC.	118.00
03/13/2025	2842(E)	INVOICE CLOUD	115.00
03/13/2025	598784	AMERICAN PLUMBING & HEATING, INC.	100.00
03/13/2025	598789	DTL PLUMBING, LLC	100.00
03/13/2025	598790	EARL DAUP SIGNS	100.00
03/13/2025	598792	ENERGY EFFICIENCY RESOURCES	100.00
03/13/2025	598794	GOYETTE MECHANICAL	100.00
03/13/2025	598812	MRJ SIGN COMPANY, LLC	100.00
03/13/2025	598813	PHILLIPS SIGN & LIGHTING INC.	100.00
03/13/2025	2828(A)	PREMIER OCCUPATIONAL HEALTH	88.00
03/13/2025	2812(A)	ISOLVED, INC.	86.25

03/13/2025	2807(A)	FLINT WELDING SUPPLY CO	84.50
03/13/2025	598781	ADVANTAX, INC	82.85
03/13/2025	2833(A)	SZOTT FORD	66.55
03/13/2025	2805(A)	FASTENAL COMPANY	61.90
03/13/2025	598820	UPS	5.65
03/13/2025	2844(E)	STATE OF MICHIGAN	2.03
			<u>\$1,015,083.06</u>



ITEM F-1

To: Lapeer City Commission, Mayor, City Manager and City Attorney
From: Shelley Lincoln, Housing Grant Administrator
Date: February 20, 2025
RE: March 17, 2025 Commission Meeting – Public Hearing

STAFF RECOMMENDATION

The Housing Improvement Department will be conducting a Public Hearing at the March 17, 2025 City Commission meeting. This public hearing is provided so that the public may comment on the proposed 2025 Michigan State Housing Development Authority (MSHDA), MI-Neighborhood CDBG Rehab Grant application for homeowners who reside within the city limits of Lapeer.

CURRENT OR NEW INFORMATION

As required by MSHDA and CDBG, a Public Hearing is requested to be held on March 17, 2025 for the City of Lapeer Housing Improvement Department to allow the following from the public:

1. Answer public comments regarding the grant application and submission of the 2025 Michigan State Housing Development Authority (MSHDA), MI-Neighborhood CDBG Rehab Grant application.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

AGENDA ITEM REVIEW

Meeting Date:	March 17, 2025	Date Reviewed:	March 11, 2025
Consent:			
Administrative:		Reviewed By:	Clerk's Department
Public Hearing:	X		



CITY OF LAPEER
NOTICE OF PUBLIC HEARING
FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUNDING FOR 2025 MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA)
MI-NEIGHBORHOOD CDBG REHAB GRANT

The City of Lapeer's Housing Improvement Department will conduct a public hearing on Monday, March 17, 2025, at 6:30 p.m., or as soon thereafter as may be heard, in the Commission Chambers of Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for a CDBG grant.

The City of Lapeer Housing Improvement Department proposes to use Michigan State Housing Development Authority (MSHDA), MI-Neighborhood CDBG grant funds in the amount of \$200,000 for income qualified homeowners located within the city limits of Lapeer. Eligible repairs include roofing, electrical, plumbing, HVAC, energy efficiency upgrades as well as interior and exterior rehabilitation repairs. To be deemed eligible, homeowners must have an income limit at or below 80% Area Median Income (AMI), be the owner of the property, and the home must be their primary place of residence. All activities, upon completion, will benefit low- to moderate- income households. Zero people are expected to be displaced as a result of the proposed activities.

Further information, including a copy of the City of Lapeer's Master plan, Goals and Objective, and Anti-Displacement policy and CDBG application is available for review. To inspect the documents, please contact **Shelley Lincoln, Grant Administrator, (810) 245-4212** or review at City of Lapeer Housing Improvement Department, 544 N. Saginaw Ste. 109, Lapeer Michigan 48446. Comments may be submitted in writing through **March 17, 2025, by 1 p.m.** or made in person at the public hearing. Citizen views and comments on the proposed application are welcome.

The City of Lapeer will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials at the meeting, upon five (5) days' notice to the City of Lapeer by writing or calling the City Manager's Office, Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan, 48446, (810)664-5231. Persons with limited English proficiency requiring language translation assistance under Title VI of the Civil Rights Act of 1964 will be provided, free of charge, interpreter services upon seven (7) days' notice to the City of Lapeer by writing the City Manager's Office, Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan, 48446. Las personas con conocimientos limitados del inglés traducción en el idioma que requieren asistencia en virtud del Título VI de la Ley de Derechos Civiles de 1964 será proporcionado, a título gratuito, servicios de interpretación a siete (7) días de anticipación a la Ciudad de Lapeer con la redacción de la oficina del Gerente de la ciudad, Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan, 48446.



Michigan State Housing Development Authority (MSHDA), MI-Neighborhood
Community Development Block Grant
Authorizing Resolution
Resolution #2025-01

At a regular meeting of the Lapeer City Commission of the City of Lapeer, County of Lapeer, Michigan, held in said City on the 17th day of March 2025 there were:

PRESENT:

ABSENT:

MOVED BY:

SECONDED BY:

WHEREAS, the Michigan State Housing Development Authority (MSHDA) invited Units of General Local Government to apply for its MI-Neighborhood, Community Development Block Grant (CDBG) Homeowner Rehabilitation grant application; and

WHEREAS, the City of Lapeer desires to request \$200,000 in CDBG funds to improve five (5) or more existing homeowner-occupied homes within the City of Lapeer; and

WHEREAS, the proposed MI-Neighborhood, Community Development Block Grant (CDBG) Homeowner Rehabilitation grant application is consistent with the local Master plan, Goals and Objectives, and Anti-Displacement policy as described in the Application; and

WHEREAS, the proposed projects will focus on improving permanent residential structures, which are to be occupied by low- or moderate-income households; and

WHEREAS, no project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the CDBG Specialist.

WHEREAS, said Lapeer City Commission authorizes City of Lapeer Housing Improvement Department to submit the application in the amount of \$200,000 for funding through the Michigan State Housing Development Authority's MI-Neighborhood CDBG Grant Program for a City of Lapeer Housing Improvement Grant, authorizes the Mayor to sign grant application forms, grant agreement, attachments, and grant amendments, and authorizes the Director of Housing and Neighborhood Development and the Grant Administrator to sign related grant documents, financial status reports for payment, and other required reports when allowed by MSHDA as required on behalf of the City of Lapeer; and

WHEREAS, said Lapeer City Commission held a public hearing on March 17, 2025, regarding the proposed MI-Neighborhood, Community Development Block Grant (CDBG) Homeowner Rehabilitation grant application; and

THEREFORE, BE IT RESOLVED that the Lapeer City Commission authorizes the City of Lapeer Housing Improvement Department to submit the application in the amount of \$200,000 for funding through the Michigan State Housing Development Authority's MI-Neighborhood CDBG Grant Program for a City of Lapeer Housing Improvement Grant, authorizes the Mayor to sign grant application forms, grant agreement and all attachments, and grant amendments, and authorizes the Director of Housing and Neighborhood Development and the Grant Administrator to sign related grant documents, financial status reports for payment, and other required reports when allowed by MSHDA as required on behalf of the City of Lapeer.

AYES:

NAYES:

ABSTAIN:

ABSENT:

MOTION CARRIED. RESOLUTION DECLARED ADOPTED.

CERTIFICATION:

I, Romona Sanchez, being the duly appointed and qualified City Clerk of the City of Lapeer, County of Lapeer, Michigan, do hereby certify and declare that the foregoing is a true and correct copy of the resolution adopted by the Lapeer City Commission at a regular meeting held on March 17, 2025.

Romona Sanchez, CMC
City Clerk, City of Lapeer



ITEM G-1

To: Mike Womack, City Manager
From: Rodney Church, Director of Parks, Recreation & Cemetery
Date: March 11, 2025
RE: DNR Recreation Passport Grant Resolution

STAFF RECOMMENDATION

To adopt the DNR Recreation Passport Grant Resolution.

CURRENT OR NEW INFORMATION

On behalf of the Kiwanis Club of Lapeer the City applied for and received a DNR Recreation Passport Grant in the amount of \$150,000 to be used towards their all-inclusive playground. The playground will be built in Rowden Park where the old tennis courts used to be. The remaining funds for the playground will come from the Kiwanis Club of Lapeer. Per the project agreement the City will have two years to use the funds. The Kiwanis Club has been aggressively fundraising for the playground and currently has close to \$652,000 raised. At the time of the grant application the total projected cost was 1.5 million. Since then, they have been able to trim that amount down to 1.25 million. The plan is to break ground on the project within the next year.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

AGENDA ITEM REVIEW

Meeting Date:	March 17, 2025	Date Reviewed:	March 11, 2025
Consent:			
Administrative:	X	Reviewed By:	Clerk's Department
Public Hearing:			

**CITY OF LAPEER
RESOLUTION #2025-02
KIWANIS CLUB OF LAPEER
INCLUSIVE PLAYGROUND RP24-0114
DNR GRANT RESOLUTION**

At a regular meeting of the Lapeer City Commission of the City of Lapeer, County of Lapeer, Michigan held at Lapeer City Hall on March 17, 2025, there were:

PRESENT: Mayor Marquardt, Commissioners: Atwood, Brady, Glisman, Petrie, Swindell.

ABSENT: None

MOVED BY:

SECONDED BY:

WHEREAS, the City of Lapeer will use the \$1,350,000 (90%) provided by the Kiwanis Club Lapeer to complete the project during the project period to match the \$150,000 grant authorized by the DEPARTMENT; and

WHEREAS, the City of Lapeer will maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times; and

WHEREAS, the City of Lapeer will construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement; and

WHEREAS, the City of Lapeer will regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms; and

WHEREAS, The City of Lapeer will comply with and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution; and

NOW THEREFORE BE IT RESOLVED, that the City of Lapeer, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and the City of Lapeer does hereby specifically agree, but not by way of limitation, as outlined above in the resolution.

This resolution was adopted on the 17th day of March 2025.

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 March 17, 2025, in compliance with the Act No. 267 of the Public Acts of 1967.

Romona Sanchez, CMC
City Clerk, City of Lapeer

**MICHIGAN RECREATION PASSPORT GRANT PROGRAM
DEVELOPMENT PROJECT AGREEMENT**

This Agreement is between **City of Lapeer** in the county of Lapeer County, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." The DEPARTMENT has authority to issue grants to local units of government for the development of public recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, P.A. 32 of 2010, as amended. The GRANTEE has been approved by the Director of the DEPARTMENT to receive a grant. In Public Act 121 of 2024, the Legislature appropriated funds from the Recreation Passport Grant Program (RPGP) to the DEPARTMENT for a grant-in-aid to the GRANTEE.

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. This Agreement is subject to the terms and conditions specified herein.

Project Title:	<u>Kiwanis Club of Lapeer Inclusive Playground</u>	Project #:	<u>RP24-0114</u>
Amount of grant:	<u>\$150,000.00</u>	<u>10%</u>	PROJECT TOTAL: <u>\$1,500,000.00</u>
Amount of match:	<u>\$1,350,000.00</u>	<u>90%</u>	
Start Date:	<u>Date of Execution by the DEPARTMENT</u>	End Date:	<u>03/31/2027</u>

As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the required attachments by **04/02/2025** or the Agreement may be cancelled by the DEPARTMENT. **This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.** The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

GRANTEE

SIGNED

By:

RODNEY R. CHURCH

Title:

DIRECTOR of PARKS, RECREATION + CEMETERY

Date:

2/24/25

CV0047787

AD001

SIGMA Vendor Number

SIGMA Address ID

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED

By:

Grants Section ManagerDate of Execution by DEPARTMENT

1. This Agreement shall be administered on behalf of the DEPARTMENT by the Grants Management Section within the Finance and Operations Division. All notices, reports, documents, requests, actions or other communications required between the DEPARTMENT and the GRANTEE shall be submitted through the department's online grant management system, MiGrants, which is accessed through www.michigan.gov/DNR-grants. Primary points of contact pertaining to this agreement shall be:

GRANTEE CONTACT

RODNEY CHURCH / DIRECTOR OF PARKS, REC, & CEM
Name/Title
CITY OF LAPEER
Organization
880 S. SAGINAW ST.
Address
LAPEER, MI 48446
Address
(810) 664-4431
Telephone Number
rchurch@ci.lapeer.mi.us
E-mail Address

DEPARTMENT CONTACT

Recreation Passport Grant Program Manager
Name/Title
Grants Management/DNR Finance & Operations
Organization
525 W. Allegan Street, Lansing, MI 48933
Address
P.O. Box 30425, Lansing, MI 48909
Address
517-284-7268
Telephone Number
DNR-Grants@michigan.gov
E-mail Address

2. The legal description of the project area, boundary map of the project area, and the development grant application bearing the number **RP24-0114** uploaded to MiGrants are by this reference made part of this Agreement. The Agreement together with the referenced documents in MiGrants constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
3. The time period allowed for project completion is from **02/01/2025** through **03/31/2027**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be submitted in MiGrants before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT and may only be extended by an amendment to this Agreement.
4. The words "project area" shall mean the land and area described in the legal description and as identified on the boundary map in MiGrants.
5. The words "project facilities" shall mean the following individual components, as further described in the application:

Play Equipment (including safety surfacing)
Bench(es)
Shelter
Signage
Landscaping
Concrete

6. The DEPARTMENT will:

- a. grant the GRANTEE a sum of money equal to **Ten percent (10%) of One Million Five Hundred Thousand dollars (\$1,500,000.00)**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **One Hundred and Fifty Thousand dollars (\$150,000.00)**.
- b. grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
 - i. Payments will be made on a reimbursement basis at **Ten percent (10%)** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
 - ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE on a form provided by the DEPARTMENT which includes an expenditure list supported by documentation as required by the DEPARTMENT, including but not limited to copies of invoices, cancelled checks, EFTs and/or list of volunteer and/or force account time and attendance records.
 - iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
 - iv. Final payment will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected a RGP plaque in compliance with Section 7(j) of this Agreement.

7. The GRANTEE will:

- a. immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **One Million Three Hundred and Fifty Thousand dollars (\$1,350,000.00)** in local match. This sum represents **Ninety percent (90%)** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. with the exception of engineering costs as provided for in Section 8, to incur no costs toward completion of the project facilities before execution of this Agreement and before DEPARTMENT approval of plans, specifications and bid documents.
- c. complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
 - i. All projects with a total project cost of \$15,000 or greater GRANTEE shall retain the services of a professional architect, landscape architect, or engineer, registered in the

State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.

- ii. **Within 180 days** following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional (Prime Professional is not required for grants less than \$15,000).
 - iii. Upon DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$5,000 and \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, as amended; including but not limited to the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; and the Elliott-Larsen Civil Rights Acts, Act 453 of 1976, as amended; 2013 Access Boards Final Guidelines for Outdoor Developed Areas.
 - vii. Bury all new utilities within the project area.
 - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. operate the project facilities for a minimum of **20** years (useful life of facilities anticipated), to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
- e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments

thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.

- f. adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date.
 - g. separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and recreation program.
 - h. furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
 - i. maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
 - j. erect and maintain a sign on the property for the life of the facilities which designates this project as one having been constructed with the assistance of the RGP. The size, color and design of this sign shall be in accordance with DEPARTMENT specification.
 - k. conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the RGP sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony to the local media. The use of the program logo and a brief description of the program are strongly encouraged in brochures related to public recreation produced by the GRANTEE. Upon the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning **January 1, 2025** and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with the DEPARTMENT requirements. At a minimum, the GRANTEE shall:
- a. submit a progress report every 180 days during the project period.

- b. submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun. For grants \$15,000 or less, the request reimbursement should be submitted for entire amount at completion of the project.
 - c. submit a complete request for final reimbursement within **90 days of project completion and no later than 6/30/2027**. If the GRANTEE fails to submit a complete final request for reimbursement by **6/30/2027**, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.
10. During the project period, the GRANTEE shall obtain prior authorization from the DEPARTMENT before adding, deleting, or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, during the life of the facilities, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area.
11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in the application and this Agreement.
12. The project area and all facilities provided thereon and the land and water access ways to the project facilities shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title acquired shall not be subject to: 1) any possibility of reverter or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) any reservations or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
- a. supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
 - b. confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.

15. During the life of the facilities, none of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and commits the project area to Michigan's recreation estate for the useful life of the project facilities, therefore:
 - a. the GRANTEE agrees that, during the life of the facilities, the project area or any portion thereof will not be converted to other than public recreation use without prior written approval by the DEPARTMENT and implementation of mitigation approved by the DEPARTMENT, including but not limited to replacement with land and/or project facilities of similar recreation usefulness and fair market value.
 - b. approval of a conversion shall be at the sole discretion of the DEPARTMENT.
 - c. before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with recreation lands and project facilities of equal or greater fair market value, and of reasonably equivalent usefulness and location. The DEPARTMENT shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other recreation properties and project facilities of equal or greater fair market value and of reasonably equivalent usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
18. The GRANTEE acknowledges that:
 - a. the GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
 - b. the GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
 - c. the DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing project site.

19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts 451 of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give written approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
 - a. it is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
 - or
 - b. if any portion of the project area is a facility, documentation that Department of Environmental, Great Lakes and Energy-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public recreation use and/or the resource protection values of the project area.
22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational

facilities in the project area.

25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT may, in addition to any other remedy provided by law,;
 - a. terminate this Agreement; and/or
 - b. withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT ; and/or
 - c. withhold action on all pending and future grant applications submitted by the GRANTEE under the RGP, Michigan Natural Resources Trust Fund, and Land and Water Conservation Fund; and/or
 - d. require repayment of grant funds already paid to GRANTEE.
 - e. require specific performance of the Agreement.
29. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding; upon request by the GRANTEE; or upon mutual Agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
30. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation , protection and the net increase in the quality of public recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of

grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.

31. Prior to the completion of the project facilities, the GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
32. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
33. The DEPARTMENT shall terminate and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Labor and Economic Growth pursuant to Public Act No. 278 of 1980.
34. The GRANTEE agrees to assist DEPARTMENT personnel in promotion of the Recreation Passport Program by distributing marketing materials provided by the DEPARTMENT.
35. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
36. The rights of the DEPARTMENT under this Agreement shall continue for the anticipated life of the project facilities as stated in Section 7(d).

If this Agreement is approved by Resolution, a true copy must be attached to this Agreement. A sample Resolution is on the next page.



ITEM G-2

To: Mike Womack, City Manager
From: Ross Slusher, Director of Public Works
Date: March 11, 2025
RE: Nepessing Street Sidewalk & Curb Reconstruction

STAFF RECOMMENDATION

I recommend the City Commission approve the contract with Greenleaf Masonry and Concrete, Inc. in the amount not to exceed \$45,172.50 to reconstruct the existing sidewalk and curbing along the north side of Nepessing Street from the Nepessing Street bridge over Farmers Creek eastward to the Lapeer Agency property at 145 E. Nepessing Street.

CURRENT OR NEW INFORMATION

The City received quotes for the above-described project. The existing roadway curbing has deteriorated and has become beyond repair. The existing sidewalk is cracked, heaved and is disintegrating. Completing this reconstruction will improve safety for pedestrians as well as vehicle traffic.

AGENDA ITEM REVIEW

Meeting Date: March 17, 2025
Consent:
Administrative: X
Public Hearing:

Date Reviewed: March 11, 2025
Reviewed By: Clerk's Department

ESTIMATE

Prepared For

City Of Lapeer
217 Bentley St
Lapeer , Mi 48446
(810) 664-4711

Greenleaf Masonry & Concrete Inc.

5634 Sandy Lane
Columbiaville, Mi 48421
Phone: (810) 656-1782
Email: greenleafconcrete@gmail.com

Estimate # 620

Date 07/18/2024

Description	Total
Sidewalk / Curb Nepessing st.	\$45,172.50
Work to be done on Nepessing St 7' by 410' of curb and sidewalk will be torn out and removed. New curb and sidewalk will be poured using 4000 psi concrete. New curb will be reinforced with 1/2 epoxy coated rebar and all new sidewalk will be reinforced with welded wire mesh. All new sub base will be 21aa crushed concrete that will be compacted. Control joints to be cut at all necessary points in new concrete. Asphalt on Nepessing St. Will be saw cut to make new edge for new curb to butt to.	
Subtotal	\$45,172.50
Total	\$45,172.50

Half payment due upon start of project balance due upon completion. By signing this document, the customer agrees to the services and conditions outlined in this document. Estimate is good for 30 days

Greenleaf Masonry & Concrete Inc.

City Of Lapeer

WJH Concrete, Inc.

4837 Mertz Rd.
Mayville, MI. 48744
989-843-0068

Estimate**Date**

5/14/2024

Name/Address

The City of Lapeer Michigan
217 Bentley St.
Lapeer, MI. 48446

Description	Qty	Cost	Total
In regards to curb & gutter and sidewalk replacement at 145 Nepessing St. back to River.			
Tear out & replace 390' of curb & gutter.	390	40.00	15,600.00
Tear out & replace approximately 2520 of 6'-4" sidewalk	2,520	12.00	30,240.00

*Owners responsible for traffic control.

**Half down to start.

Total

\$45,840.00

Phone #

989-843-0068

Fax #

989-843-0068



ITEM G-3

To: Mike Womack, City Manager
From: Mike Vogt, Fire Chief
Date: March 11, 2025
RE: Replacement of Two HVAC RTU

STAFF RECOMMENDATION:

Approve the replacement of two rooftop HVAC units at the Public Safety Building through Warren Systems at a total cost of \$26,356.84 and approve the corresponding budget amendment.

CURRENT OR NEW INFORMATION:

Two of the rooftop HVAC units at the Public Safety Building have suffered catastrophic failures of their heat exchangers, resulting in rusting, holes, and carbon monoxide leakage into the building.

After reviewing multiple quotes from reputable vendors, Warren Systems provided the best balance of cost and installation timeframe. The selected replacement units are Daikin models, which come with a 5-year parts warranty and a 20-year heat exchanger warranty. Warren Systems has confirmed that installation will begin within one week, ensuring a timely resolution to the HVAC failures.

The decision to proceed with Warren Systems is based on the following:

- **Competitive Pricing:**
 - Warren Systems – \$26,356.84 (Recommended)
 - Kapala Heating & Air Conditioning – \$30,500.00
 - Jack's Heating & Cooling – \$35,200.00
 - Lake Orion Plumbing, Heating & Cooling – \$31,490.00
 - Goyette Mechanical – Estimated \$34,000 - \$41,000
- **Expedited Installation:** Warren Systems has confirmed they can begin work within one week of approval, helping resolve the HVAC failure as soon as possible.
- **Long-Term Value & Warranty Coverage:** The selected Daikin units come with 5-year parts coverage and a 20-year heat exchanger warranty, ensuring durability and long-term operational efficiency.
- **Warren Systems is a local, city-based company that contributes directly to city taxes, making them a preferred vendor when cost and service are comparable. Their quote provides the most cost-effective solution, and they are able to begin work within one week.**

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION:

HVAC units at this location are over 20 years old, repair is not a cost-effective solution. Instead, full replacement is recommended to ensure safety, reliability, and long-term efficiency.

AGENDA ITEM REVIEW

Meeting Date:	March 17, 2025	Date Reviewed:	March 12, 2025
Consent:			
Administrative:	X	Reviewed By:	Clerk's Department
Public Hearing:			



Warren Systems

HEATING & COOLING

3038 Essex Drive
Lapeer, MI 48446
810-245-8751
Angie@warrensistemasinc.com

Estimate

ESTIMATE#	1062240287
DATE	03/10/2025
PO#	

CUSTOMER

City Of Lapeer
Mike Vogt
2300 W Genesee St
Lapeer, Michigan 48446-1716
810-728-6708

SERVICE LOCATION

Fire and rescue
2300 W Genesee St
Lapeer, Michigan, 48446-1716

DESCRIPTION

Work Scope:

Replace 1-4 ton Lennox RTU
Replace 1-7.5 ton York RTU

Includes:

Daikin 4 ton RTU
Daikin 7.5 ton RTU
2- Econimizers
2- Programable wifi thermostats
2- duct smoke detectors (per code you don't need this on the 4 ton unit but we are installing as its the right thing to do)
2- curb adaptors
Gas piping reconnect
Control wiring
Line voltage reconnect
Crane service
Labor
service start up

electrical permit
mechanical permit

exclusions tax

*****1st year preventative maintenance is free for these two units*****

Estimate

Description	Qty	Rate	Total
Labor and Material	1.00	26,356.84	26,356.84

CUSTOMER MESSAGE

All units are in stock and work can begin no later than one week start time from acceptance of proposal
curb adaptor production may vary but as this is a no heat we will be pushing for the best time line possible

Estimate Total:

\$26,356.84

PRE-WORK SIGNATURE

Signed By:



Date: 3/6/2025

**HVAC: City of Lapeer Public Safety Building
2300 W. Genesee, Lapeer, MI**

Lobby 4-ton package Lennox rooftop unit:

Replace heat exchanger Total: \$ 5,900.00

Replace existing rooftop unit with new Lennox unit Total: \$13,000.00

South unit 7.5 ton package York rooftop unit:

Replace heat exchanger Total: \$4,325.00

Replace existing rooftop unit with new York unit Total: \$17,500.00

Includes:

Gas Pipe

Electrical

Hoisting

Permits

Installations or repairs would be available on the first of next week.

*This quotation good for 60 days.

Thank You,

Tom Engelman
810-441-3639



Jack's

Heating & Cooling

1567 Imlay City Rd
Lapeer, MI 48446
(810) 664-8451
Fax (810) 664-3571

1820 W Caro Rd
Caro, MI 48723
(989) 672-8451
Fax (989) 672-8452

Marlette
(989) 635-8451

Sandusky
(810) 648-9501

www.888797jack.com

1-888-797-JACK

March 10, 2025

Lapeer City Fire Department
2300 W Genesee Rd
Lapeer, MI 48446

1-Lennox LGX048S5EX Rooftop Unit

- 4 Tons
- 150,000 BTU's
- 208/230 Volt 3-Phase
- Two stages of heating and one stage of cooling

1-Lennox LGX092S5MH Rooftop Unit

- 7 1/2 Tons
- 240,000 BTU's
- 208/230 Volt 3-Phase
- Two stages of heating and cooling
- Roof Curb Adapter

Reconnect to the existing ductwork

Reconnect gas and electrical

Crane Rental

Labor and material

Permits

Total price for this project \$35,200.00

This is a budget estimate, we need to look at the job for a final estimate

Please note that taxes have not been included in this quote, but we will require a tax-exempt form from you. The lead time for this project is approximately 3 to 6 weeks.

Terms: 20% Deposit and Balance on Completion

If you have any questions, please give me a call,

Tim Hill

Tim Hill

Jack's Heating & Cooling

Note: This quotation may be withdrawn by us if not accepted within 15 days. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

“Providing the Thumb with Home Comfort Since 1947”

Lake Orion Plumbing, Heating &
Cooling
40 Engelwood Ste i
Orion , MI 48359



Phone: (248) 693-4775
Fax: (248) 693-8887
Service@lophc.com
LOPHC.com

Bill to
City of Lapeer - Public Safety
2300 W Genesee
Lapeer, MI 48446

Ship to
City of Lapeer - Public Safety
2300 W Genesee
Lapeer, MI 48446

Phone Number: (810) 664-0833

Quote #: q15746

Sales Rep: Jason K.

Job Name:

Quote Expiration Date: 4/5/2025

Item	Description	Quantity	Price	Amount
Summary of Work	Estimate to replace heat exchanger for 4 ton unit over lobby area Total installed 1582.40 availability 2 days Estimate to replace 4 ton unit with same spec rooftop unit Total installed 13,600.00 availability 2 weeks	1	\$0.00	\$0.00
Summary of Work	Estimate to replace heat exchanger on south 7.5 ton rooftop unit . Total installed 2771.49 availability 2 days Estimate to replace south 7.5 ton rooftop unit with same spec Total installed 17,890.00 availability 2 weeks	1	\$0.00	\$0.00

Tax: \$0.00 Total: \$0.00 **Pending**

Lake Orion Plumbing, Heating &
Cooling
40 Engelwood Ste i
Orion , MI 48359



Phone: (248) 693-4775
Fax: (248) 693-8887
Service@lophc.com
LOPHC.com

Authorization

I hereby authorize Lake Orion Plumbing, Heating & Cooling (LOPHC) to complete the proposed service, repair, or replacement and agree to pay the invoiced amount upon completion. I Authorize LOPHC to bill the credit card of my choosing for the goods / services being provided and I agree to perform the obligations set for in the applicable card holder agreement with the credit card user. These repairs are based on a visual inspection and cannot guarantee that no additional problems will be found once repair begins. The price and time may change should other problems be found.

Acceptance

I accept the services performed by Lake Orion Plumbing, Heating & Cooling are to my satisfaction. The repairs performed by LOPHC are based on a visual inspection of the reported problem. LOPHC cannot guarantee that no additional problems will be discovered once repair is complete. LOPHC is not responsible for damages or leaks caused by existing conditions or existing source of damage.

From: [Matt Wendling](#)
To: [Mike Vogt](#)
Subject: Rooftop unit budgets
Date: Friday, March 7, 2025 2:24:41 PM
Attachments: [image001.gif](#)



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender mwendling@goyette-mechanical.com

Good afternoon Mike. I have received your email regarding budgetary pricing on Rooftop replacements. If this is strictly replacing existing equipment, disconnect gas, electric, ductwork and reconnecting to new units, the budget pricing for the 4 ton unit would be 11 to \$15,000 depending on options selected. The 7.5 ton budget price would be 23 to \$26,000. If they are both done at the same time money can be saved. I tried to take into account possible increases due to pending tariffs and the refrigerant changes that are occurring in all HVAC equipment.

Thanks for reaching out to us. Let me know if you have any more questions.

Thanks ,

Matt Wendling

Sales Manager



3842 Gorey Ave. | Flint, MI 48506

PH: 810-742-8530 Ext 3370

Cell: 810-691-0165

mwendling@goyette-mechanical.com

Models: DRC, DRG, DRH, DHC, DHG, DHH

Who Is Providing The Warranty?

This warranty is provided to you by Daikin Comfort Technologies Manufacturing, L.P. ("Daikin"), which warrants all parts of this heating or air conditioning unit, as described below.

To What Type Of Installations Does This Warranty Apply?

This warranty applies to heating and air conditioning units installed in buildings other than residences.

What Units Does This Warranty Not Cover?

This warranty does not apply to:

- Units that are ordered over the Internet, by telephone, or by other electronic means unless the unit is installed by a dealer adhering to all applicable federal, state, and local codes, policies, and licensing requirements.
- Units that are installed outside the United States, its territories, or Canada.
- Units that are operated in incomplete structures.
- Units that are installed in residential buildings.

What Problems Does This Warranty Cover?

This warranty covers defects in materials and workmanship that appear under normal use and maintenance.

Other Warranties

THIS WARRANTY IS PROVIDED IN LIEU OF ANY OTHER WARRANTIES, WHETHER BY DAIKIN OR ANY OF ITS AFFILIATES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

What Problems Does This Warranty Not Cover?

Daikin is not responsible for:

- Damage or repairs required as a consequence of faulty installation or application.
- Damage as a result of floods, fires, winds, lightning, natural disasters, accidents, corrosive atmosphere, or other conditions beyond Daikin's control.
- Damage or the need for repairs arising from the use of components or accessories not compatible with this unit.
- Normal maintenance as described in the installation and operating manual, such as cleaning of the coils, filter cleaning and/or replacement, and lubrication.
- Parts or accessories not supplied or designated by the manufacturer.

- Damage or the need for repairs resulting from any improper use, maintenance, operation, or servicing.
- Damage or failure of the unit to start due to interruption, surge, or fluctuation in electrical service or inadequate electrical service.
- Any damage, or the need for any repairs, caused by frozen or broken water pipes, water damage, moisture intrusion, mold or other biological growth. Changes in the appearance of the unit that do not affect its performance.
- Replacement of fuses and replacement or resetting of circuit breakers.
- Damage or the need for repairs resulting from the use of unapproved refrigerant types or used or recycled refrigerant.

When Does Warranty Coverage Begin?

Warranty coverage begins on the "installation date." The installation date is one of two dates:

- (1) The installation date is the date that the unit is originally installed.
- (2) If the date the unit is originally installed cannot be verified, the installation date is three months after the manufacture date. The first four digits of the serial number (YYMM) on the unit indicate the manufacture date. For example, a serial number beginning with "2409" indicates the unit was manufactured in September 2024.

How Long Does Warranty Coverage Last?

The warranty lasts for a period of up to (1) 20 YEARS after the installation date for the heat exchanger (only applicable to units containing a heat exchanger) and (2) 5 YEARS after the installation date on all other parts.

This warranty period does not continue after the unit is removed from the location where it was originally installed.

The replacement of a part under this warranty does not extend the warranty period. In other words, Daikin warrants a replacement part only for the period remaining under the applicable warranty on the original part.

www.daikincomfort.com

For further information about this warranty,
contact Homeowner Support by mail to
19001 Kermier Road, Waller, Texas 77484

Part No. PWDLCPPHED
09/2024

Models: DRC, DRG, DRH, DHC, DHG, DHH

What Will Daikin Do To Correct Problems?

Daikin will furnish a replacement part, without charge for the part only, to replace any part that is found to be defective due to workmanship or materials under normal use and maintenance during the warranty period. Furnishing of the replacement part is Daikin's only responsibility under this warranty.

THE REMEDIES DESCRIBED IN THIS SECTION ARE DAIKIN'S ONLY RESPONSIBILITIES, AND THE OWNER'S ONLY REMEDIES, FOR ANY BREACH OF ANY WARRANTY.

What Won't Daikin Do To Correct Problems?

Daikin will not pay for:

- Labor, freight, or any other cost associated with the service, repair, or operation of the unit, the deinstallation of any defective part, or the installation of any replacement part.
- Electricity or fuel costs, or increases in electricity or fuel costs, for any reason, including additional or unusual use of supplemental electric heat.
- Lodging or transportation charges.
- Refrigerant.

WHETHER ANY CLAIM IS BASED ON NEGLIGENCE OR OTHER TORT, BREACH OF WARRANTY OR OTHER BREACH OF CONTRACT, OR ANY OTHER THEORY, NEITHER DAIKIN NOR ANY OF ITS AFFILIATES SHALL IN ANY EVENT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOST PROFITS, LOSS OF USE OF A UNIT, EXTRA UTILITY EXPENSES, OR DAMAGES TO PROPERTY.

How Can The Owner Receive Warranty Service?

If there is a problem with the unit, contact a licensed contractor.

To receive a replacement part, a licensed contractor must bring the defective part to a Daikin heating and air conditioning products distributor.

For more information about the warranty, write to Homeowner Support, 19001 Kermier Road, Waller, Texas 77484.

Where Can Any Legal Remedies Be Pursued?

ARBITRATION CLAUSE. IMPORTANT. PLEASE REVIEW THIS ARBITRATION CLAUSE. IT AFFECTS YOUR LEGAL RIGHTS.

1. **Parties:** This arbitration clause affects your rights against Daikin Comfort Technologies North America, Inc. and any of its subsidiaries, including but not limited to Daikin Comfort Technologies Manufacturing, L.P., and its or their employees or agents, successors, or assigns, all of whom together are referred to below as "we" or "us" for ease of reference.

2. **ARBITRATION REQUIREMENT: EXCEPT AS STATED BELOW, ANY DISPUTE BETWEEN YOU AND ANY OF US SHALL BE DECIDED BY NEUTRAL, BINDING ARBITRATION RATHER THAN IN COURT OR BY JURY TRIAL.** "Dispute" will be given the broadest possible meaning allowable by law. It includes any dispute, claim, or controversy arising from or relating to your purchase of this heating or air conditioning unit, any warranty upon the unit, or the unit's condition. It also includes determination of the scope or applicability of this Arbitration Clause. The arbitration requirement applies to claims in contract and tort, pursuant to statute, or otherwise.
3. **CLASS-ARBITRATION WAIVER: ARBITRATION IS HANDLED ON AN INDIVIDUAL BASIS. IF A DISPUTE IS ARBITRATED, YOU AND WE EXPRESSLY WAIVE ANY RIGHT TO PARTICIPATE AS A CLASS REPRESENTATIVE OR CLASS MEMBER ON ANY CLASS CLAIM YOU MAY HAVE AGAINST US OR WE AGAINST YOU, OR AS A PRIVATE ATTORNEY GENERAL OR IN ANY OTHER REPRESENTATIVE CAPACITY, TO THE MAXIMUM EXTENT PERMITTED BY LAW. YOU AND WE ALSO WAIVE ANY RIGHT TO PARTICIPATE IN ANY CLASS OR REPRESENTATIVE ACTION IN ANY FORM, INCLUDING ANY CLASS ARBITRATION, OR ANY CONSOLIDATION OF INDIVIDUAL ARBITRATIONS.**
4. **Discovery and Other Rights:** Discovery and rights to appeal in arbitration are generally more limited than in a lawsuit. This applies to both you and us. Other rights that you or we would have in court may not be available in arbitration. Please read this Arbitration Clause and consult the rules of the arbitration organizations listed below for more information.
5. **SMALL CLAIMS COURT OPTION: YOU MAY CHOOSE TO LITIGATE ANY DISPUTE BETWEEN YOU AND ANY OF US IN SMALL CLAIMS COURT, RATHER THAN IN ARBITRATION, IF THE DISPUTE MEETS ALL REQUIREMENTS TO BE HEARD IN SMALL CLAIMS COURT.**
6. **Governing Law:** For residents of the United States, the procedures and effect of the arbitration will be governed by the Federal Arbitration Act (9 U.S.C. § 1 et seq.) rather than by state law concerning arbitration. For residents of Canada, the procedures and effect of the arbitration will be governed by the applicable arbitration law of the province in which you purchased your unit. The law governing your substantive warranty rights and other claims will be the law of the state or province in which your unit was installed. Any court having jurisdiction may enter judgment on the arbitration award.

Models: DRC, DRG, DRH, DHC, DHG, DHH

7. *Rules of the Arbitration:* If the amount in controversy is less than \$250,000, the arbitration will be decided by a single arbitrator. If the amount in controversy is greater than or equal to \$250,000, the arbitration will be decided by a panel of three arbitrators. The arbitrator(s) will be chosen pursuant to the rules of the administering arbitration organization. United States residents may choose JAMS (1920 Main Street, Ste. 300, Irvine, CA 92614, www.jamsadr.com) or, subject to our approval, any other arbitration organization. In addition, Canadian residents may choose the ADR Institute of Canada (234 Eglinton Ave. East, Suite 405, Toronto, Ontario, M4P 1K5, www.amic.org). These organizations' rules can be obtained by contacting the organization or visiting its website. If the chosen arbitration organization's rules conflict with this Arbitration Clause, the provisions of this Arbitration Clause control. The award of the arbitrator(s) shall be final and binding on all parties.
8. *Location of the Arbitration Hearing:* Unless applicable law provides otherwise, the arbitration hearing for United States residents will be conducted in the federal judicial district in which you reside (in your hometown area) or, for Canadian residents, in the province in which you reside, and if you choose, will be in person.
9. *Costs of the Arbitration:* Each party is responsible for its own attorney, expert, and other costs and fees unless applicable law requires otherwise. Each party is also responsible for one-half of any cost and fees charged by the arbitration organization and arbitrator(s) to administer the arbitration to the maximum extent permitted by law or rule. Where permissible by law, the prevailing party may be required to reimburse the other party for the costs and fees of the arbitration organization and arbitrator(s) in whole or in part by decision of the arbitrator(s) at the discretion of the arbitrator(s).
10. *Survival and Enforceability of this Arbitration Clause:* This Arbitration Clause shall survive the expiration or termination, or any transfer, of the warranty on your unit. If any part of this Arbitration Clause, except waivers of class-action rights, is found to be unenforceable for any reason, the remainder of this clause and the warranty shall remain enforceable. If, in a case in which class-action allegations have been made, the waiver of class-action rights under this warranty is found to be unenforceable with respect to any part of the dispute, the parts of the dispute as to which the waiver of class-action rights have been found unenforceable will be severed and will proceed in court without reference or application of this Arbitration Clause. Any remaining parts will proceed in arbitration.

BUDGET ADJUSTMENT
REQUEST FORM

2024/2025

TO: CITY MANAGER

The following budget adjustments are requested. **All Budget adjustments must be whole dollars. Negative numbers should be in parenthesis ().**

ACCOUNT #	ACCOUNT NAME	AMOUNT OF ADJUST. (+/-)
403-336-975.000	Capital Improvement Building (Fire-Rescue	27,000.00

TOTAL NET AMOUNT 27,000.00

Budget amendment for furnace replacement at the Public Safety Building.

Fund/Department: Fire

Department Head Signature

TO: FINANCE DEPARTMENT

- ☐ The above indicated Budget Adjustments are approved by the City Manager.
- ☒ The above indicated Budget Adjustments were approved by the City Commission at the March 17, 2025 Commission meeting. Please make the appropriate entries to reflect the approved amount.

Date

City Manager's Signature



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

March 12, 2025

City Commission,

As part of the City's Redevelopment Ready Community status, the City's elected and appointed boards hold a Joint Meeting annually. At the Joint Meeting, the City is required to have an educational component, but it also offers an excellent opportunity to interact with the public and between the city's different boards.

In a bit of a change this year, I've asked each of the boards to develop a list of board thoughts, questions or concerns that they would like to present and discuss with the other boards. The hope is that each board can briefly share and discuss their list of topics of concern with the other boards which will help facilitate their own board work for the betterment of the community.

I would ask that the Commission members be ready to discuss and develop creating a list of thoughts, questions or concerns to be discussed with the other City boards which could then be presented at the Joint Meeting.

Mike Womack

City of Lapeer
City Manager
810-245-4202

mwomack@ci.lapeer.mi.us



ITEM J-1

To: Mayor and City Commission
Date: March 11, 2025
RE: Boards & Commissions Appointments

MAYORAL APPOINTMENT

BOARD OR COMMISSION	MEMBER NAME	CURRENT TERM EXPIRES	TERM LENGTH	NEW TERM EXPIRATION	COMMENTS Re: STATUS
County Center Board	Vacancy	Jan 1, 2026	1 Year		Awaiting Recommendation
EDC/TIFA/ Brownfield Redevelopment Authority	Vacancy	Mar 1, 2031	6 Year		Awaiting Recommendation
Park Board	Dianne Nordberg	Apr 1, 2025	3 Year	Apr 1, 2028	Reappointment Requested

COMMISSION APPOINTMENTS

BOARD OR COMMISSION	MEMBER NAME	EXPIRATION	TERM LENGTH	NEW TERM EXPIRATION	COMMENTS Re: STATUS
Board of Review	Vacancy - Alternate	Jan 1, 2026	3 Year		Awaiting Recommendation
Lapeer Building Authority	Vacancy	Jun 1, 2027	3 Year		Awaiting Recommendation
Prison Liaison Committee	Vacancy	Apr 1, 2025	3 Year		Awaiting Recommendation
Zoning Board of Appeals	Vacancy – Alternate	Apr 1, 2027	3 Year		Awaiting Recommendation

The following residents have applied to a Board or Commission:

Board/Commission: _____ Name: _____ Date Application Submitted: _____
Park Board **Dianne Nordberg** **February 18, 2025 (Attached)**

Current Board members listing with current term ending date is attached (next page), along with said members new application indicating their willingness to be reappointed.

AGENDA ITEM REVIEW

Meeting Date: March 17, 2025

Date Reviewed: March 10, 2025

Reviewed By: City Clerk's Office

PARK BOARD
APPOINTED BY: MAYOR

7 MEMBERS	TERM ENDS	TERM
TONY STROH	APR 1, 2025	3 YEAR
DEBORAH MARQUARDT	APR 1, 2025	3 YEAR
DIANNE NORDBERG **	APR 1, 2025	3 YEAR

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

☐ Accuracy Board	☐ Downtown Development Authority	☐ Lapeer Neighborhoods, Inc.
☐ Board of Review	☐ Economic Development Corporation / Tax Increment Financing Authority / Brownfield Redevelopment Authority	☐ Local Development Finance Authority
☐ Cemetery Board	☐ Greater Lapeer Transportation Authority	☐ Local Officers Compensation Commission
☐ Center for the Arts of Greater Lapeer	☐ Income Tax Board of Review	☒ Park Board
☐ Construction Board of Review	☐ Lapeer Building Authority	☐ Planning Commission
☐ County Center Board	☐ Lapeer Housing Commission	☐ Zoning Board of Appeals
☐ District Library Board	☐ 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:

When my children were young the only place to play basketball was in bat infested old boys club, past major Barry Shoults appointed me in 1979. It has been a pleasure to work w/ some. Many members were frustrated and just quit! I feel that the rec center is not a country club, it was built for our kids! I go to pool. Never see park board members use facility! I see what goes on, others are looking to make money! I think it should be reasonably priced!

Applicant Information:

Print Name: DIANNE Klix NORDBERG
 (First) (Last)

Street Address: St
 Home Phone: N/A Cell Phone: 810
 Email: N/A
 Employer: N/A Retired Occupation: Mental Health

Educational Background: B.S IN Psychology, (including Advanced)
TEACHING DEGREE - ENGLISH
M.S. POLICE TRAINING RE: MANY ASPECTS W/ M/H

Community Activities and/or Work Experience:

TEACHER - A SMALL TOWN NEAR LANSING ASHLEY HIGH
" - FARMINGTON HILLS - DUNKER JR High
Interventionist - TRI County VOF MEDICAL School
RECIPIENT RIGHTS OFFICER - L.C.C. M. HEALTH - TRAINING -
M. State

Signature Dianne Klix Nordberg Date 7/13/25
 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. police



ITEM K-1

To: Mayor and City Commission
Date: March 11, 2025
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: March 17, 2025

Date Reviewed:

March 11, 2025

Reviewed By:

Clerk's Department

Permit Summary Report

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

ITEM K-1-1

03/10/25

DATE ISSUED	PERMIT TYPE	PERMIT CATEGORY	ADDRESS	FEES PAID	STATUS
02/12/2025	Building	Com Remodel	452 S MAIN ST	\$1,036.00	ISSUED
02/11/2025	Building	Single Family Home	989 LANCASTER ST	\$1,376.00	ISSUED
03/04/2025	Com New Building	Com New Building	217 BENTLEY ST	\$0.00	ISSUED
02/12/2025	Building	Sign	3056 DAVISON RD 4	\$100.00	ISSUED
02/26/2025	Building	Sign	324 W NEPESSING ST	\$343.00	ISSUED
02/24/2025	Building	Sign	700 S MAIN ST STE 110	\$443.00	ISSUED
02/24/2025	Building	Sign	700 S MAIN ST STE 111	\$343.00	ISSUED
03/05/2025	Building	Residential Add/Alter/Repair	1191 LANCASTER ST	\$439.00	ISSUED
03/03/2025	Building	Roof	1070 GATEWAY DR 1	\$358.00	ISSUED
02/26/2025	Building	Sign	359 W NEPESSING ST A - 1	\$100.00	ISSUED
02/11/2025	Electrical	Electrical	2824 SOMERSET ST	\$452.00	ISSUED
02/12/2025	Electrical	Electrical	87 S ELM ST	\$285.00	ISSUED
02/19/2025	Electrical	Electrical	452 S MAIN ST	\$267.00	ISSUED
02/24/2025	Electrical	Electrical	700 S MAIN ST STE 110	\$171.00	ISSUED
02/24/2025	Electrical	Electrical	700 S MAIN ST STE 111	\$171.00	ISSUED
02/20/2025	Electrical	Electrical	799 S HARRISON ST	\$276.00	ISSUED
03/06/2025	Electrical	Electrical	324 W NEPESSING ST	\$343.00	ISSUED
02/10/2025	Mechanical	Mechanical	230 E OREGON ST	\$209.00	ISSUED
02/20/2025	Mechanical	Mechanical	377 S ELM ST	\$185.00	ISSUED
02/18/2025	Mechanical	Mechanical	290 MCCORMICK DR	\$293.00	ISSUED
02/20/2025	Mechanical	Mechanical	1217 JEFFERSON ST	\$226.00	ISSUED
02/25/2025	Mechanical	Mechanical	452 S MAIN ST	\$290.00	ISSUED
03/03/2025	Mechanical	Mechanical	1500 SUMMIT ST	\$1,323.00	ISSUED
02/26/2025	Mechanical	Mechanical	677 DEWEY ST	\$202.00	ISSUED
03/03/2025	Mechanical	Mechanical	673 ROLLING HILLS LN 1	\$200.00	ISSUED
03/04/2025	Mechanical	Mechanical	775 ROLLING HILLS LN 1	\$200.00	ISSUED
03/03/2025	Mechanical	Mechanical	700 S MAIN ST STE 109	\$281.00	ISSUED
03/04/2025	Mechanical	Mechanical	637 ROLLING HILLS LN 2	\$200.00	ISSUED
03/04/2025	Mechanical	Mechanical	892 DEWEY ST 101	\$200.00	ISSUED

Permit Summary Report

03/10/25

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

DATE ISSUED	PERMIT TYPE	PERMIT CATEGORY	ADDRESS	FEES PAID	STATUS
02/19/2025	Plumbing	Plumbing	3301 DAVISON RD	\$590.00	ISSUED
02/20/2025	Plumbing	Plumbing	452 S MAIN ST	\$366.00	ISSUED
03/05/2025	Plumbing	Plumbing	1191 LANCASTER ST	\$114.00	ISSUED
02/26/2025	Plumbing	Plumbing	671 LAMOREAUX DR	\$108.00	ISSUED
02/11/2025	R.O.W.	Right of Way	989 LANCASTER ST	\$250.00	ISSUED
02/11/2025	R.O.W.	Sewer Repai	321 S ELM ST	\$250.00	ISSUED
02/11/2025	Sewer	Sewer	989 LANCASTER ST	\$4,000.00	ISSUED
02/11/2025	Water	Water	989 LANCASTER ST	\$2,750.00	ISSUED
02/11/2025	Compliance	Certificate of Compliance/Occu	3301 DAVISON RD	\$81.00	ISSUED
02/11/2025	Compliance	Certificate of Compliance/Occu	380 N SAGINAW ST	\$81.00	ISSUED
02/18/2025	Compliance	Certificate of Compliance/Occu	3273 DAVISON RD STE 4	\$81.00	ISSUED
02/19/2025	Compliance	Certificate of Compliance/Occu	324 W NEPESSING ST	\$81.00	ISSUED
02/26/2025	Fence	Fence	1245 W OREGON ST	\$81.00	ISSUED
TOTAL FEES PAID:				\$19,145.00	

Monthly Rental Certificates

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

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
807 WASHINGTON ST	ROLLS INVESTMENTS LLC	CR23-1403	Certified	02/12/2025	10/30/2025	125.00
278 HOWARD ST	MOREY, KEITH C & BRENDA	CR24-0828	Certified	02/25/2025	01/14/2027	231.00
2150 CARRIAGE HILL CIR	ELLER, AARON MICHAEL	CR25-0051	Certified	02/10/2025	01/28/2027	150.00
509 CLAY ST	HARRIS LLC, HEADLEY	CR25-0052	Certified	02/10/2025	02/13/2027	150.00
231 MASON	HARRIS LLC, HEADLEY	CR25-0053	Certified	02/10/2025	02/13/2027	50.00
1150 N MAIN ST	HARRIS LLC, HEADLEY	CR25-0054	Certified	02/10/2025	02/13/2027	150.00
346 S COURT ST	HARRIS LLC, HEADLEY	CR25-0055	Certified	02/12/2025	02/13/2027	231.00
226 TURRILL AVE	HARRIS LLC, HEADLEY	CR25-0056	Certified	02/10/2025	02/13/2027	50.00
316 W GENESEE ST	HARRIS LLC, HEADLEY	CR25-0057	Certified	02/10/2025	02/13/2027	150.00
330 W GENESEE ST	HARRIS LLC, HEADLEY	CR25-0058	Certified	02/10/2025	02/13/2027	150.00
1141 W GENESEE ST	HARRIS LLC, HEADLEY	CR25-0059	Certified	02/10/2025	02/13/2027	150.00
804 N MAIN ST	HARRIS LLC, HEADLEY	CR25-0060	Certified	02/10/2025	02/13/2027	150.00
806 N MAIN ST	HARRIS LLC, HEADLEY	CR25-0061	Certified	02/12/2025	02/13/2027	131.00
625 N SAGINAW ST	HARRIS LLC, HEADLEY	CR25-0062	Certified	02/12/2025	02/13/2027	231.00
627 N SAGINAW ST	HARRIS LLC, HEADLEY	CR25-0063	Certified	02/12/2025	02/13/2027	131.00
56 S MAIN ST	HARRIS LLC, HEADLEY	CR25-0064	Certified	02/10/2025	02/13/2027	150.00
58 S MAIN ST	HARRIS LLC, HEADLEY	CR25-0065	Certified	02/10/2025	02/13/2027	50.00

Total # of Certificates: 17

Total Amount Billed: \$2430.00



Item K-1-2-A

To: Mike Womack, City Manager
C.C. City Board of Commissioners
From: Denise Marinelli, Assessor
Date: March 10, 2025
RE: Monthly Departmental Report

ASSESSING DEPARTMENT CONCENTRATION:

- All Property Transfers received are processed and are currently up to date. Deeds have been processed through February.
- Current Deed breakdown:

Deeds	February	Vacant land	New Construction	Prior Month
Transfers	10	0	0	13
Non-Transfers	12			13
Forcl/Redmptn	00			01
Total	22			27

- 2025 Ad-valorem property values are set. This includes new construction as of Tax Day, December 31, 2024. Land Values and ECF are completed. Assessment Notices have been mailed.
- The March Board of Review is currently having sessions for public appeals.
- The Inflation Rate Multiplier to be used for Headlee calculations for 2025 is 1.031. This is set by the State of Michigan for the entire State. This means that your Taxable Values (the value that your tax bills are based on) will rise 3.1% from last year if you have not added or removed any property improvements.
- 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: March 11, 2025
RE: Income Tax Monthly Report for February 2025

CITY OF LAPEER
Monthly Financial Statement
Income Tax Department
February 2025

Fiscal Year	Net Monthly Income	Net Total Yr-to-date	Original Budget for year	Current Budget for year	Actual Total for year	Excess (Deficit) Revenue
2014/15	\$371,077	\$2,050,002	\$2,590,000	\$2,590,000	\$2,953,553	\$363,553
2015/16	\$414,165	\$2,122,613	\$2,785,000	\$2,785,000	\$3,069,571	\$284,571
2016/17	\$372,439	\$2,291,956	\$3,065,000	\$3,065,000	\$3,212,298	\$147,298
2017/18	\$319,411	\$2,377,934	\$3,165,000	\$3,165,000	\$3,349,223	\$184,223
2018/19	\$316,001	\$2,340,833	\$3,175,000	\$3,175,000	\$3,520,679	\$345,679
2019/20	\$363,063	\$2,280,872	\$3,265,000	\$3,265,000	\$3,881,826	\$616,826
2020/21	\$550,510	\$2,501,478	\$3,495,000	\$3,495,000	\$3,783,095	\$288,095
2021/22	\$179,092	\$2,725,850	\$3,476,000	\$3,476,000	\$4,527,734	\$1,051,734
2022/23	\$470,864	\$2,921,977	\$4,090,000	\$4,140,076	\$4,984,764	\$844,688
2023/24	\$542,358	\$3,119,221	\$4,833,000	\$4,833,000	\$5,145,549	\$312,549
2024/25	\$505,459	\$3,018,584	\$5,428,000	\$5,428,000		

Original Budget and Current Year Budget columns for FYE 2013- 2020 adjusted to include budgeted p&I & prosecution



Item # K-1-2-C

To: Mike Womack, City Manager
From: Kelly Hanna, Director of Financial Services
Date: March 10, 2025
RE: Finance Department Report for February 2025

- 1) 160 – accounts payable checks were issued.
- 2) 300 - payroll payments were issued (there were 3 pays in August).
- 3) 467- income tax refund checks were issued.
- 4) Records were reviewed with those needing information on burial location. There were four (4) graves purchased (all resident); three (3) full burials; and one (1) burial of cremains.
- 5) 789 winter 2024 property tax bills were receipted for \$2,429,210.16; thirty-three (33) summer 2024 property tax bills were receipted for \$24,995.76; and two (2) delinquent 2023 personal property tax bills were receipted for \$1,923.56.
- 6) There were 55 additions, and 47 cancellations received regarding the voter registration records.



ITEM K-1-3

To: Mike Womack, City Manager
From: Mike Vogt, Fire Chief
Date: March 5, 2025
RE: February 2025

MONTH SUMMARIZED:

Training: The department conducted a total of six training sessions (3 days/3 nights). A total of 136.5 personnel-hours were spent on training during the month.

Community Risk Reduction: No activities.

Fire & Life Safety: Two annual inspections, nine other types of inspections, and one site visit were completed in the city, with 35 violations being identified. There were three businesses inspected that were without any fire code violations. Two site plans were reviewed for the Planning Department and three building plans were reviewed for the Building Department for the month of February.

Responses: The department responded to a total of 40 incidents during the month, requiring a total of 201.0 personnel-hours. This is nine more responses than we had for the same period in 2024. 65% 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 \$328,700, bringing the estimated annual loss for the year to \$578,700. The losses for the month resulted from a residential building fire and a boiler fire in the City of Lapeer, residential building fire and camper fire in Lapeer Township, and an electrical fire in Mayfield Township.

The number of responses for the month by municipality was: City of Lapeer-26, Lapeer Twp-4, Mayfield Twp-7, Oregon Twp-2, Automatic/Mutual Aid-1.

The average emergency response time (in minutes) to each municipality was: City of Lapeer-7.5, Lapeer Twp-8.0, Mayfield Twp-9.0, Oregon Twp-8.0.

The calendar year's annual percentage of responses by municipality is: City of Lapeer-60.23%, Lapeer Twp-7.95%, Mayfield Twp-19.32%, Oregon Twp-6.82%, Assists-5.68%.

The number of burn permits issued for the month by the municipality was: Lapeer Twp-30, Mayfield Twp-51, Oregon Twp-43.

The breakdown of responses by type is as follows:

Fire Alarm-Malicious	0	Fire Alarm-Unintentional	11
Fire Alarm-Malfunction	4	Fire Alarm-Residential	2
Building Fire-Residential	2	Building Fire-Commercial	0
Building Fire-Other	0	Vehicle Fire	1
Grass/Brush Fire	0	Rescue	1
Good Intent	7	Electrical Related	1
Smoke Investigation	2	Gasoline/Diesel Spill/Leak	0
Natural Gas/Propane Leak	0	Carbon Monoxide (alarm & actual)	5
Other Type Fires	3	Other Type Response	0
Assist to Other Agencies	1	Washdown	0



Dept: Housing Improvement Department
Submitted To: Mr. Mike Womack, City Manager
From: Denise Soldenski, Director of Housing and Neighborhood Development
Date: March 20th, 2025
RE: February 11th, 2025 – March 10th, 2025
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 March 10, Riverview Towers is at 100% occupancy.
2. The Riverview waitlist contains a sufficient supply of applicants to fill future vacant units.
3. Residents of Riverview will be having a St. Patrick's Day party on March 17th, 2025.

B. HOUSING CHOICE VOUCHER PROGRAM (HCV)

1. As of March 10, 91 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. Today is the public hearing for the 5 Year 7/1/2025 – 7/1/2029 and Annual PHA Plan beginning 7/1/2025. After public comments, ***Ms. Soldenski would like approval from the board for Executive Director and Board Chair signatures on the "PHA Certification of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed". Also approval for Annual PHA Plan submission to HUD for 7/1/2025 and approval to submit LHC PHA 5 Year Plan 7/1/2025 – 7/1/2029.*** Electronic plan submissions are due to HUD no later than 4/17/25 for 7/1 fiscal year via the new Public Housing Portal. Although LHC is a Qualified PHA with passing SEMAP scores, this system does not recognize the LHC as "Qualified" due to some issues related to the way the HUD Inventory System released our public housing inventory back in 2016 with the RAD Conversion. Work is in progress to correct this issue and is expected to be completed by the next PHA Annual Plan submission.
3. ***With the Annual Plan approval, Ms. Soldenski would like formal approval to begin using the Nan McKay version of the LHC Housing Choice Voucher Administrative Plan effective 3/20/2025.*** The Nan McKay version provides guidance for both pre and post HOTMA and HQS vs. NSPIRE for inspections. The former HCV Administrative policy will be retired from use.
4. ***If available by meeting date, Ms. Soldenski would like review and approval from the board for the selection of the property/liability insurance carrier for LHC/LRT for the 4/15/25 term.*** Decker Agency, our insurance agent, is providing two bids this year for insurance for both liability and property from Tokio Marine (current provider) and HAI.
5. The April 2025 typical meeting date is now a City Holiday due to Good Friday. ***Ms. Soldenski would like to discuss rescheduling the April meeting for either Monday, April 21st or Tuesday, April 22nd at 4pm or other time.*** If there are no business

decisions to be discussed and financial approvals for expenditures can be ratified at the next meeting on May 15th, 2025; the meeting may be cancelled with proper notice to the public.

6. 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. HUD released PIH Notice 2023-27 which provides implementation guidance. On 4/24/24 HUD released PIH Notice 2024-12 that covers "Housing Information Portal (HIP) Implementation"; however, that notice was officially rescinded by HUD on 7/3/24 with further guidance pending. LHC must be on-boarded to the new HUD HIP prior to implementing most of HOTMA. Prior to full implementation, staff training and tenant/landlord notifications must take place. LHC HCV Admin Plan has been modified for HOTMA Sections 102 & 104; yet cannot be used until HIP implementation is completed. HUD released a notice on 9/18/24 that PHAs will NOT be required to be compliant with HOTMA Sections 102 & 104 by 1/1/2025 except for the Earned Income Disregard provision due to HIP not being ready. However, PIH Notice 2024-38 was subsequently released on 12/17/24 requiring 5 provisions be included in policy with specific deadlines for each. *LHC is current with required policy updates.*
7. HUD has changed 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 now common across the various HUD programs. HUD has issued PIH Notice 2023-28 for implementation guidance and administrative procedures for HCV/PBV. On 6/14/24, HUD announced that they have delayed the mandatory conversion to NSPIRE until October 1st, 2025 due to the burden on PHAs with so many other HUD changes in progress. *The LHC will need to use a HUD NSPIRE cell phone application which has not yet been released. HUD has initiated many "office hours" and webinars in 2024 & 2025 in preparation for NSPIRE compliance deadline of 10/1/2025.*
8. HUD occasionally updates 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: March 20th, 2025
RE: February 11th, 2025 – March 10th, 2025
copy: Lapeer Neighborhoods Inc.

A. HOUSING IMPROVEMENT DEPARTMENT (HID)

1. **MSHDA MI-HOPE Grant:** Ms. Lincoln is working on gathering bids and additional documents to start the process for each applicant.
 - a. **Project 9 – N. Main St. – Homeowner** – Project has begun. Asbestos removal will take place first prior to the other rehab items to ensure safety.
 - b. **Project 11 – 2nd St. – Homeowner** - Windows/Doors/AC – Project in process. Windows are complete. AC unit cannot be installed until the warmer weather.
 - c. **Project 13 – Jefferson St. – Homeowner** – Doors, HVAC, Insulation, Electrical and Appliances – Project in process.
2. **MSHDA MI-Neighborhood Park Enhancement Grant:**
 - a. **Veterans Park Flagpole** – Project has begun, and materials have been ordered.
3. **MSHDA MI-Neighborhood Grant 2025 application:** Ms. Lincoln received notification that the City of Lapeer has been awarded \$200,000 in Community Development Block Grant (CDBG) funding to service 5 homeowners in the amount of \$40,000 each. Ms. Lincoln is in the process of updating the application as well as completing required CDBG documentation to obtain a grant agreement.
4. **MSHDA Housing Choice Vouchers / Section 8**
 - a. MSHDA voucher allocations have been updated recently for the limitations on MSHDA/HUD funding. Effective 12/1/24, Lapeer County allocation is 315 regular Housing Choice Vouchers, 6 Project Based Vouchers, 15 Emergency Housing Vouchers for a total in Lapeer County of 336. Tuscola County allocation is 81 Housing Choice Vouchers, 5 Project Based Vouchers, and 3 Emergency Housing Vouchers for a total of 89 in Tuscola County. Huron County allocation is a total of 43 Housing Choice Vouchers, and 1 Emergency Housing Vouchers for a total of 44. Our total VASH allocation remains at 35, Moving Up is 3, and Balance of State is 7 (only 1 leased). The total allocation as of 12/1/24 is 514. MSHDA is not expecting to allow any waitlist pulls until after receipt of HUD 2025 budget.
 - b. Lease up rate is being waived by MSHDA until 6/30/2025.
 - c. MSHDA is not expected to allow HARAs to populate homeless waitlists until after receipt of HUD 2025 budget.

B. LAPEER NEIGHBORHOODS INCORPORATED (LNI)

1. **Projects –**
 - a. 405 S. Elm: Vacant: Board has decided to hold on to this property for a future new build. Continuing to search for potential grant funds or possibly a buyer of the property if the right opportunity becomes available.

C. FINANCE

1. Attachment #1: Financial report.

D. ADMINISTRATION

1. The City of Lapeer has been approved for the free review of our Zoning and Master Plan by the Michigan Association of Planning (MAP). Ms. Soldenski is waiting to hear the next steps.
2. MSHDA HCV will be holding a conference 4/7/25 – 4/8/25 in Lansing at Lansing Community College. Four staff members will be attending. Major topics will be the HOTMA 102/104 policy changes, NSPIRE inspections and budget status.
3. The April 2025 typical meeting date is now a City Holiday due to Good Friday. ***Ms. Soldenski would like to discuss rescheduling the April meeting for either Monday, April 21st or Tuesday, April 22nd or possibly cancelling with no new business to approve.***
4. Ms. Lincoln will be attending a Michigan Community Development Association (MCDA) Spring 2025 Technical Assistance Conference on March 20, 2025, MSU Henry Center, Lansing, Michigan. Because of this training, Ms. Lincoln will not be able to attend the March meeting. Areas of training will focus on Consumers Energy Rebates in grant projects, Navigating FFATA and SAM.gov, and other grant focused training courses.
5. Ms. Lincoln also will be attending the MSHDA Neighborhood Development Division, GATHER-N-2025, Grantees Achieving Transformational Housing in Every Region meeting at Eagle Eye Golf Club in Bath, Michigan on April 23, 2025. This meeting will focus on updates on grant programs as well as trainings on programs offered.

TO: City Planning Commission & Lapeer City Commission
FROM: Planning Department
DATE: March 4, 2025
RE: **March 2025 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. Aspen Dental – 936 S Main St.

General Information – Construction of a 3,500sq. ft. medical office building and related site improvements.

Project Status – The site plans were received on February 18, 2025. Staff comments were provided to the applicant on February 27, 2025. Scheduled for review at the April 10th Planning Commission meeting. City staff is currently waiting on revised plans.

2. Midstate Well Drillers – 1313 Imlay City Rd.

General Information – Reconstruction of a 2,800 sq. ft. commercial building on the same footprint as a previous building destroyed by fire utilizing existing pavement, entrances and parking.

Project Status – The site plans were received on January 7, 2025. Staff comments were provided to the applicant on January 21, 2025. On October 10, 2024 the Planning Commission approved a non-conforming building designation for overhead doors location, side yard greenbelts and front yard parking non-conformities. The Planning Commission gave contingent approval of the Site Plan on February 13, 2025. City staff is currently awaiting revised plans.

3. Lapeer County Animal Control Addition – 2396 W. Genesee St.

General Information – Construction of a 3,265 sq. ft. addition to the existing 3,500 sq. ft. Animal Control facility owned and operated by Lapeer County.

Project Status – The site plans were received on September 3, 2024. Staff comments were provided to the applicant on Sept. 17, 2024. Revised plans were received Sept. 26, 2024. The site plan was approved with conditions by the Planning Commission on October 10, 2024. Revised plans were received on Nov. 26, 2024. Final approved and signed plans were distributed December 18, 2024. Building plans were submitted January 23, 2025 and are waiting on revisions.

4. Lapeer Cultivation (#3) – John Conley Dr. Parcel #L20-83-358-030-00

General Information – Construction of a new 11,480 sq. ft. marihuana grow facility.

Project Status – The site plans were received on August 29, 2024. The site plan was approved with conditions by the Planning Commission on September 12, 2024. Revised plans were received January 7, 2025, and February 11, 2025. Staff comments were sent to applicant February 18, 2025. City is waiting on revised plans and title company information.

5. Urgent Design Addition – 3123 John Conley Dr.

General Information – Construction of a 70,514 sq. ft. addition to the existing 55,866 sq. ft. industrial facility.

Project Status – The site plans were received on July 1 and August 5, 2024 and approved with conditions at the August 8, 2024 Planning Commission meeting. City is waiting on revised plans.

6. Farley Commercial Building – DeMille Blvd.

General Information – Construction of a new 5,000 sq. ft. commercial building on the north side of DeMille Blvd. The previous plan submittal in February 2021 has expired and the project is now being re-submitted for a full review.

Project Status – The 2nd full review submission of the site plan was received on June 28, 2024 and revised plans were received on July 25, 2024. The site plan was approved at the August 8, 2024 Planning Commission meeting with the conditions. Confirmation was received on December 12, 2024 that a permit is not required from the Lapeer County Drain Commission. City staff received the final recorded utility easement for water main pipe and revised plans on February 24, 2025. Site plans are awaiting final staff approval signatures and distribution.

7. Tommy's Express Car Wash – 1068 S. Main Street

General Information – Construction of a new automatic car wash with vacuum stations with related site improvements.

Project Status – The 2nd full review submission of the site plan was received on May 31, 2024 and revised plans were received on June 24, 2024. Site plan was approved with conditions at the July 11, 2024 Planning Commission meeting. The approved and signed Wakkott Road paving agreement was received on December 10, 2024. City staff is waiting for copies of required recorded easement and EGLE Permit. A site plan amendment was received on February 26, 2025 to add 15 ft to the south property line and add an additional stacking lane. The amended site plan is being reviewed by City staff.

8. EL Cozumel Restaurant – 1109 S. Main Street

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

Project Status – The site plan was submitted on October 31, 2023 and conditionally approved at the December 14, 2023 Planning Commission meeting. Site plan submission #3 was received on May 3, 2024. Submission #4 received on July 29, 2024. On November 19, 2024 the Planning Dept. received confirmation of MDOT's approval of the Right-of-Way permit as submitted by the applicant pending submittal of the required bond and certificate of insurance to MDOT. Approved and signed site plans were distributed on December 11, 2024. The applicant is required to provide the final approved MDOT permit and recorded required easements to the Planning Department prior to Building Department's issuance of a Building Permit.

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

General Information – Construction of a 3,438 sq. ft. credit union facility with 4 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 were submitted on January 12 and April 1, 2024. Revised plans received April 10, 2024 were approved, signed and distributed April 26, 2024. Waiting for completion of remaining site work items noted in the February 4, 2025 inspection prior to issuance of a final certificate of occupancy.

10. 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 Aug. 31st & Oct. 19th 2023. The site plan was approved on Oct. 19, 2023 and final signed plans were distributed Oct. 31, 2023. The applicant indicated final building plans would be submitted in Spring 2024. A one-year site plan approval extension until Aug. 10, 2025 was approved by the Planning Commission on July 11, 2024.

11. 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 and conditionally approved on July 13, 2023. Final plans were approved on September 14, 2023. A one-year site plan approval extension until July 13, 2025 was approved by the Planning Commission on July 11, 2024. Building Department has issued permits and construction is underway.

12. 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 and approved on August 11, 2022. 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 2023 Planning Commission meeting. The City requested 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 submitted a revised performance bond to the Planning Department for remaining work items, a Final C of O has been issued for Buildings #1-4 and temporary occupancy has been issued for buildings 5, 6 and 7. The property owner's request for a variance to the fencing requirement on the west side of the property was denied by the ZBA on October 22, 2024. Applicant has been directed to submit current site topography information in order to determine areas of sufficient existing berm height and areas where fencing is required.

13. Woodchips Mixed Use Building #2 – Vacant Lot - 480 W. Nepessing St.

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

Project Status – Site plans originally received in May 3, 2022 and contingently approved on June 9, 2022 have expired. A new site plan submittal was received on June 12, 2024 and approved with conditions at the July 11, 2024 Planning Commission meeting. Planning Department received all approved and recorded easement documents and final approved and signed site plans were distributed on February 3, 2025. Building Department has reviewed and approved the building plans and is waiting on permit application submittals from the General Contractor.

14. 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. The general contractor for this project has passed away and the applicant is working on obtaining a new general contractor.

15. 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 was received on November 1, 2021. Special land use was approved December 9, 2021 and the site plan received contingent approval on January 13, 2022. MDOT required changes to the access drive location on M-24. A site plan extension was approved until January 13, 2024. Revised plans were received on March 24, June 14 and August 9 and September 27, 2023. Recorded Easement agreements have been received and EGLE permits have been issued. Final site plans were approved on February 21, 2024. Signed plans were distributed March 13, 2024. Demolition of the existing structures has been completed. Building permits have been issued and a pre-construction meeting was held on January 29, 2025. Tree clearing and land balancing is scheduled to begin in March.

16. 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

None at this time.

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: 03/04/25

RE: Monthly Report; February 1 – February 28, 2025

In the month of February 2025, our Police Department Officers responded to 858 calls for service. Of these 858 calls for service, 87 were criminal activity reports of which 32 required submissions to the Michigan Incident Crime Reporting System (MICRS). Our officers made 11 arrests in February, 1 felony crime and 10 arrests were misdemeanor crimes: with 1 arrest for operating under the influence of alcohol or drugs.

This month our officers made 235 traffic stops, issued 24 citations, and gave 211 verbal warnings. Officers also handled 51 vehicle crashes.

Code Enforcer Officer Haggadone made 127 contacts over the month of February. Many of the contacts were related to sidewalk snow at 119, inoperable vehicle at 1, blight at 2, improper registration at 1 and miscellaneous at 4. As always, the goal of code enforcement is to get compliance, not to issue citations unless it is of last resort.

No overdose cases were reported in the month of February.

During the month of February, Officers had 168 hours of training. Officers attended courses such as Legally Justified But was it Avoidable, Command Level 1, Active Shooter Training, Chief's Conference and additional Supervision courses. The City of Lapeer Police Department will continue to make training a priority to provide the best service available to our citizens.

As a department, we accumulated 139 total hours of overtime. Most of the overtime was accrued because of President's Day being a holiday. The remaining overtime was due to court, training and investigations.

We are continuing our efforts in getting our "Community Partnership Program," up and running. We have had several inquiries about our services that we are making available to the community. As March and the change of weather comes in, we will be getting much busier.

ITEM K-1-6

Lapeer City Police Department			
Monthly Report			
FEBRUARY 2025			
	<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	858	1914	1816
District Court Fines Received	\$ 697.95	\$ 1,546.71	\$ 2,402.40
OUIL-Cost of Prosecution	\$ 265.00	\$ 1,100.00	\$ 300.00
Charges for Copies of Police Reports	\$ 126.38	\$ 229.28	\$ 277.90
<u>ACCIDENTS:</u>			
Fatal	0	0	0
Property Damage	27	49	52
Private Property Damage	23	48	31
Personal Injury	1	2	10
<u>ARRESTS:</u>			
Misdemeanor	10	20	27
Felony	1	16	31
<u>HEROIN/OVERDOSE INCIDENTS:</u>			
Heroin Possession/Usage	0	0	0
Overdose	0	0	0
Overdose Deaths	0	0	0

CITY MANAGER REVIEW

Meeting Date: 03/17/25

Date of Review:

Completed by Mike Womack, City Manager



Interoffice Memo

ITEM K-1-7

To: Mike Womack, City Manager
From: Ross Slusher, Director of Public Works
Date: March 10, 2025
RE: Department of Public Works Monthly Report – February 2025

Department of Public Works Division Summary:

Water/Sewer Utilities Division and Streets Division:

In February, the DPW applied salt and/or plowed snow for thirteen days using a total of 277 tons of salt to treat the roads. As of February 28, 2025, we have used a total of 919.75 tons of salt for the season.

Additionally, due to cold temperatures the Water and Sewer Division assisted residents with frozen water services and meters, repaired 2 water main breaks and thawed frozen water service at Water Tower Park. We also monitored city wide pressures for the shutdown of LA3 GLWA water meter pit main break.

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

- Cut trees at Annrook park for Parks Dept.
- Fixed drainage on gravel portion of Hampshire Dr.
- Moved Santa house from downtown to DPW for summer storage.
- Saw cut water main break areas.
- Delivered stop water drip list to affected residents.
- Thawed frozen water hydrants.
- Water and sewer tap inspections.
- Haul snow piles from downtown and subdivisions.
- Cleaned 3,400 feet of sanitary sewer.
- Locate storm sewer on Oakdale property for new pump track.
- Gravel road maintenance.
- Flow dead end hydrants.
- Tree removal and trimming throughout the city.

Training and Safety:

- Water and Sewer Expo in Lansing Michigan Edmond Tomkinson, Austin Dunaway, Dustin Johnson and Jared Laur attended.
- Hearing safety meeting all DPW employees attended.
- Implemented a new safety committee with the DPW, WWTP, and Parks department.

Water/Sewer/Streets Monthly Routine Tasks Included:

Water sampling at all the wells (back-up water supply); Water samples: bacteria samples, and Water Quality testing of the distribution system; operate wells; meter reading; meter repair; Miss-Dig staking; add material and grade gravel streets; well house maintenance; dump maintenance; haul compost, rotation of PRV's in GLWA LA-02 Meter Pit; barricade placement Downtown

Equipment Maintenance Division:

- This department completed preventive maintenance and needed repairs on a variety of equipment throughout the month.

CITY OF LAPEER

SEWER DEPARTMENT - MONTHLY REPORT

	HOURS
DPW maintenance	44
Sewer calls	2
Check trouble areas	2
Vactor maintenance	13
Jet sanitary on Northridge Dr.	4
Take 5 for Safety - Hearing Safety	0.5
Vehicle maintenance	7
Jet sanitary sewer through the city	41.5
Storm/manhole inspections	2
Locate storm sewer for Pump Track @ Oakdale	10

OVERTIME SEWER MONTHLY REPORT

[illegible]

CITY OF LAPEER
STREET DEPARTMENT - MONTHLY REPORT

	HOURS
Tree trimming/removal throughout the city	65
DPW maintenance	87.5
Sign maintenance	3
Dump maintenance	3
Equipment maintenance	8
Brush/compost	17
Clear catch basins	2
Trim/remove trees in Crampton Park	48
Storm prep	33
Take 5 for Safety - Hearing safety	1
Salt parking lots	24.5
Gravel road maintenance	6
City Hall building maintenance	7
Parts run for mechanics	2
Clear DPW & City Hall sidewalks	5
Traffic signal maintenance	5
Cold patch city streets	61
Move Santas' house	6
Salt shed maintenance	5
DOT physical	3
Vehicle maintenance	5
Haul snow	45
Plow/salt city streets	143

OVERTIME STREETS MONTHLY REPORT

[illegible]

CITY OF LAPEER
WATER DEPARTMENT - MONTHLY REPORT

	HOURS
Meter reading	8
Service requests	64
Number of work orders, re-reads, service line checks & MXU repairs	76
DPW building/grounds maintenance	149.5
Miss Dig	24.5
Vehicle maintenance	12
Unthaw frozen hydrants	5
Joint Expo/Operator Day	32
Storm prep	9
Main break restorations	22
Take 5 For Safety - Hearing Safety	1
Deliver - Stop Drip letters; disconnect Jackson St. line	2
Repair main break on Bentley St.	33
Curb stop repair	
Rotate PRV's	2
Saw-cut water main repair areas	4
Install/remove hydrant pressure gauges	6
Equipment maintenance	11
Unthaw frozen water line at Water Tower Park	2
City Hall building maintenance	1
GLWA main break @ meter pit LA 3; locate valves, monitor pressures	20
Flow dead end hydrants	3
Water service turn ons/turn offs	16
Water/Well samples - take to Lansing	17
Office work	23
Water/sewer inspections	11
Inspection work with the Building Dept.	9
Water Shut offs	21

OVERTIME WATER MONTHLY REPORT

[illegible]

WWTP MONTHLY REPORT

WWTP	HOURS
AM walk through	41
Wasting	21
Process	116
Headworks	8
Lift Stations	61
Minor repairs	60
Major repairs	2
Greasing	5
Cleaning	10
PM walk through	28
Painting	6
Grounds	34
Meetings	36
Equipment	7
Lab	192
Computer	45
IPP	119
Electrical	151
Stand-by	27
Joint Expo	32

OVERTIME WWTP - MONTHLY REPORT

WWTP	HOURS
AM walk through	8
Wasting	1
Process	11.5
Headworks	
Lift Stations	13
Minor repairs	
Major repairs	
Greasing	
Cleaning	
PM walk through	1
Painting	
Grounds	4
Meetings	
Equipment	
Lab	13
Computer	
IPP	1
Electrical	3
Boiler Fire	4
Chlorine leak	3

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

Item K-1-8

Approved Licenses:				Updated: February 2025
Applicant Name	DBA	Address	License	Status
PROVISIONING CENTERS				
DNVK Lapeer Inc	The Pier Provisioning Center	2401 W Genesee St	Facility	App: Exp 06-11-25
The Pure Lapeer, LLC	Pure Lapeer	1330 Imlay City Road Units C&D	Facility	App: Exp 06-21-25
Alternative RX, LLC	Xplore Cannabis	824 S Main Street	Facility	App: Exp 10-30-25
TRC Lapeer LLC	The ReLeaf Center of Lapeer	200 E Genesee St	Facility	App: Exp 10-23-25
Ox Tail, Inc.	Heads	111 W Genesee St	Facility	App: Exp 11-19-25
SPMI LLC	Shango Lapeer	224 E Genesee St	Facility	App: Exp 12-12-25
FB Lapeer PRV, LLC	The Jazz Club Center	1333 Imlay City Road	Provisional	App: Exp 02-10-26
GROWER				
Green Thumb Growers	Green Thumb Growers	840 Whitney	<i>Prov – Class A</i>	App: Exp 04-24-25
PROCESSOR				
Berry Green Management, Inc.	Berry Green Management, Inc	1330 Imlay City Road	Facility	App: Exp 08-28-25
Northwest Confections Michigan LLC	WYLD	525 S. Court Street, Suite 110	Facility	App: Exp 10-07-25
Berry Green Management, Inc	Berry Green Management, Inc	1356 Imlay City Road	Facility	App: Exp 12-11-25
SECURE TRANSPORTER				
None.				
SAFETY COMPLIANCE				
FACILITY				
None.				

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

Approved Licenses:				Updated: February 2025
Applicant Name	DBA	Address	License	Status
PROVISIONING CENTERS				
TRC Lapeer LLC	H.O.D.	200 E Genesee St	Facility	App: Exp 12-03-25
The Pure Lapeer, LLC	Pure Lapeer	1330 Imlay City Road Units C&D	Facility	App: Exp 12-03-25
Alternative RX	Xplore	824 S. Main St.	Facility	App: Exp 12-21-25
DNVK Lapeer Inc	The Pier Provisioning Center	2401 W Genesee St	Facility	App: Exp 11-19-25
Ox Tail, Inc.	Heads	111 W Genesee St	Facility	App: Exp 12-16-25
SPMI, LLC	Shango Lapeer	224 E. Genesee St	Facility	App: Exp 12-15-25
GROWER				
Old School Organics, LLC	Old School Organics, LLC	350 County Center Street	Facility – Class C	App: Exp 04-08-25
Ka Ulu Ana LLC #1		244 S. Court St	Facility – Class C	App: Exp 10-15-25
Ka Ulu Ana LLC #2		244 S. Court St	Facility – Class C	App: Exp 10-15-25
SDRK Group, LLC #1		207 S. Saginaw St.	Facility – Class C	App: Exp 12-18-25
SDRK Group, LLC #2		207 S. Saginaw St.	Facility – Class C	App: Exp 12-18-25
Fresh Water Gardens, LLC		L20-83-358-030-00	Prov – Class C	App: Exp 02-03-26
SDRK Group, LLC #3		207 S. Saginaw St.	Facility – Class C	App: Exp 02-10-26
PROCESSOR				
Berry Green Management, Inc.	Berry Green Management, Inc	1330 Imlay City Rd, Ste F-G-H	Facility	App: Exp 08-28-25
Northwest Confections Michigan	WYLD	525 S. Court Street, Suite 110	Facility	App: Exp 10-07-25
Berry Green Management		1356 Imlay City Road	Facility	App: Exp 01-05-26
Atwater Management LLC	Culture Complex	525 S. Court St., Suite 120	Facility	App: Exp 01-25-26
SECURE TRANSPORTER				
None.				
SAFETY COMPLIANCE FACILITY				
None.				

CITY OF LAPEER, 576 LIBERTY PARK, LAPEER, LAPEER COUNTY, MICHIGAN 48446

N-1

2025 MEETING DATES

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.

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

Address of the above locations are as follows:

Commission Chambers City Hall, 576 Liberty Park
City Hall - 2nd Floor
Conference Room City Hall, 576 Liberty Park
Mt. Hope Cemetery 1230 Park Street

Romona Sanchez, CMC, MiPMCIII
City Clerk

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



MAT. TRANS.

To: City Commission
Date: March 17, 2025
RE: Material Transmittals

None.