



AGENDA
CITY OF LAPEER
LAPEER CITY COMMISSION
576 LIBERTY PARK, LAPEER, MI 48446
JANUARY 20, 2026
810-664-5231 * www.ci.lapeer.mi.us

6:30 P.M. CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF JANUARY 20, 2026, AGENDA

A. MINUTES:

1. Minutes of the Regular meeting held December 1, 2025.
2. Minutes of the Regular meeting held December 15, 2025.
3. Minutes of the Regular meeting held January 5, 2026.

B. PUBLIC COMMENTS:

1. Lapeer County Commissioner - Brad Haggadone.

C. CONSENT AGENDA:

1. Special Event: DDA, Chocolate Walk, February 7, 2026, from 12:00 p.m. to 5:00 p.m. historic downtown Lapeer.
2. Special Event: International Association of EMTs and Paramedics, Run with the Heroes, Sunday, August 23, 2026, from 7:30 a.m. to 11:30 a.m.
3. Secondhand Dealer License – ecoATM LLC – 555 E. Genesee St.
4. Secondhand Dealer License and Pawnbroker License – Lapeer Gold and Loan.
5. 2026 Farmland Lease.

SUGGESTED MOTION:

Approve the Consent Agenda for January 20, 2026.

D. BILL LISTING:

1. Bill Listing for January 20, 2026.

SUGGESTED MOTION: ROLL CALL VOTE.

Approve the Bill Listing for January 20, 2026, in the amount of \$906,771.50.

E. PROCLAMATIONS, RECOGNITIONS AND RESOLUTIONS:

1. Proclamation – Denise Marinelli – Retirement.

SUGGESTED MOTION:

Adopt the proclamation in recognition of Denise Marinelli, as presented.

F. PUBLIC HEARINGS:

1. 425 Agreement Amendment with Mayfield Township – Parcel Id: 014-031-003-12.

SUGGESTED MOTION:

Adopt the Resolution approving an amendment to the existing 425 Agreement between the City of Lapeer – Mayfield Township, which would add Parcel Id: 014-031-003-12 into the existing 425 Agreement.

G. ADMINISTRATIVE REPORTS:

1. Audit Presentation – Rehmann Robson, LLC.

SUGGESTED MOTION:

Accept and approve the Audit Report for Year Ended June 30, 2025, as presented by Rehmann Robson.

2. MSHDA MI-Neighborhood CDBG Grant – Lapeer Opera House.

SUGGESTED MOTION:

Set a public hearing on Monday, February 2, 2026, at 6:30 p.m., or as soon thereafter as may be heard, for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for the Lapeer Opera House project funded through the Michigan State Housing Development Authority (MSHDA), MI-Neighborhood grant, Community Development Block Grant (CDBG) program.

3. AT&T Easement Agreement - Parcel #L20-30-477-040-00.

SUGGESTED MOTION:

Approve of the AT&T easement agreement for parcel #L20-30-477-040-00 as presented and authorize the City Manager to sign all necessary documents.

4. PASER Study Proposal – Rowe Engineering.

SUGGESTED MOTION: ROLL CALL VOTE.

Approve of the PASER study proposal with Rowe Engineering for a cost not to exceed \$7,000 and authorize the City Manager to sign all necessary documents.

H. CITY MANAGER'S REPORT:

1. Various matters.

I. CITY ATTORNEY'S REPORT:

1. Closed Session – MCL 15.268(h).

SUGGESTED MOTION: ROLL CALL VOTE.

To enter into a closed session at the conclusion of the regular meeting to discuss a written legal opinion from the City Attorney, which is exempt from disclosure as provided under Section 8 of the Open Meetings Act.

2. Various matters.

J. UNFINISHED BUSINESS:

1. Appointments to Boards and Commissions.
 - a. Mayoral Appointments.
 1. Re-appointment – DDA – C. Bostick-Tullius, term expires January 1, 2030.
 2. Appointment – DDA – L. Glisman, term expires January 1, 2030.
 - b. Commission Appointments.

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, FEBRUARY 2, 2026, REGULAR**

O. REMINDER OF PUBLIC HEARINGS:

ADJOURNMENT

MATERIAL TRANSMITTAL

Notice:

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

**LAPEER CITY COMMISSION
MINUTES OF A REGULAR MEETING
DECEMBER 1, 2025**

A regular meeting of the Lapeer City Commission was held December 1, 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 Hing.

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

Absent: None.

Also present: City Manager Womack, City Attorney Ferres, City Clerk Sanchez, Deputy City Clerk Jansen.

Mayor Hing led the Pledge of Allegiance.

Commissioner Brady raised a point of order, Mayor Hing ruled unheard according to Robert's Rules, a board of five is a small board.

Commissioner Brady appealed the ruling of the chair citing Robert's Rules Chapter 49, Section 21 procedure of small boards.

Commissioner Brady raised a point of order. Mayor Hing ruled Commissioner Brady dilatory and would not hear any more points of order from him.

271 2025 12-01 APPEAL DECISION OF THE CHAIR

Motion by Brady. Seconded by Atwood.

The authority of the chair to debate on a procedural issue.

ROLL CALL VOTE.

Ayes: Atwood, Brady

Nays: Glisman, McCarthy, Petrie.

MOTION FAILED 2-3. APPEAL DENIED.

272 2025 12-01 AGENDA APPROVAL

Moved by Atwood. Seconded by Brady.

Approve the Agenda for December 1, 2025, as presented.

ROLL CALL VOTE.

Ayes: Atwood, Brady

Nays: Glisman, Petrie, McCarthy.

MOTION FAILED 2-3.

273 2025 12-01 AGENDA APPROVAL – ITEM G-2

Moved by McCarthy. Seconded by Petrie.

To amend Item G-2 ordinance introduction procedure to discussion only tonight with any motion action for this item to be moved to the December 15, 2025, agenda.

Commissioner Brady raised a point of order.

Commissioner Brady raised a point of order, Mayor Hing ruled recognized.

Commissioner Brady raised a point of order.

Commissioner Brady raised a point of order.

Call the question

Moved by Petrie. Seconded by Glisman.

To move forward and amend the agenda to not be an action, just discussion.

ROLL CALL VOTE.

Ayes: Glisman, McCarthy, Petrie.

Nays: Brady, Atwood.

MOTION CARRIED 3-2.

Vote on main motion:

ROLL CALL VOTE.

Ayes: Atwood.

Nays: Glisman, Petrie, McCarthy, Brady.

MOTION FAILED 1-4.

274 2025 12-01 AGENDA APPROVAL – POSTPONE ITEM G-2

Moved by McCarthy. Seconded by Petrie.

To postpone Item G-2 Ordinance Introduction Procedure and move it to the December 15, 2025, agenda.

ROLL CALL VOTE.

Ayes: Petrie, McCarthy, Glisman.

Nays: Atwood, Brady.

MOTION CARRIED 3-2.

275 2025 12-01 AGENDA APPROVAL – ITEM H-2

Moved by McCarthy. Seconded by Petrie.

Allow item H-2 dais seating, be amended to include a motion action step after discussion.

ROLL CALL VOTE.

Ayes: McCarthy, Glisman, Petrie.

Nays: Atwood, Brady.

MOTION CARRIED 3-2.

276 2025 12-01 AGENDA APPROVAL – ITEM C-1

Moved by McCarthy. Seconded by Petrie.

To move Item C-1 Official 2026 Meeting Calendar off the consent agenda and move it to regular business, under Administrative Reports, Item G-7.

ROLL CALL VOTE.

Ayes: Brady, Glisman, Petrie, McCarthy.

Nays: Atwood.

MOTION CARRIED.

Commissioner Brady raised a point of order, Mayor Hing ruled sustained regarding the process by which agenda items are given to the clerk.

277 2025 12-01 AGENDA APPROVAL

Moved by Petrie. Seconded by McCarthy.

Approve the amended Agenda for the December 1, 2025, meeting.

ROLL CALL VOTE.

Ayes: Glisman, Petrie, McCarthy.

Nays: Brady, Atwood.

MOTION CARRIED 3-2.

278 2025 12-01 MINUTES

Moved by Petrie. Seconded by McCarthy.

Approve the minutes of the regular meeting held November 17, 2025, as presented.

Amendment:

Moved by Brady. Seconded by Atwood.

Amend the minutes of November 17, 2025, under motion 267 by striking the sentence "~~Mayor Hing called for a two-minute recess at 6:49 p.m., to allow City manager Womack to research the information~~" and substitute the following, "the chair declared a recess at 6:49 p.m. without a motion, a second, or a vote"; and replacing them with the word "declared" which action was a violation of a procedure.

ROLL CALL VOTE.

Ayes: Atwood, Brady.

Nays: Glisman, Petrie, McCarthy.

MOTION FAILED 2-3.

Amendment:

Moved by Brady. Seconded by Atwood.

Amend the minutes of November 17, 2025, by inserting the following sentence immediately after the paragraph that describes the mayor's motion to amend the agenda, to include, at the end of 264: "Commissioner Brady raised a point of order challenging the right of the chair to introduce a motion and the chair failed to immediately rule on that point of order."

ROLL CALL VOTE.

Ayes: Atwood, Brady.

Nays: Petrie, McCarthy, Glisman.

MOTION FAILED 2-3.

Commissioner Atwood raised a point of order.

Approve the minutes of the regular meeting held November 17, 2025, as presented.

Vote on main motion:

ROLL CALL VOTE.

Ayes: McCarthy, Glisman, Petrie.

Nays: Atwood, Brady.

MOTION CARRIED 3-2.

279 2025 12-01 RECESS

Moved by Hing. Seconded by McCarthy.

To take a two-minute recess.

Ayes: Glisman, McCarthy, Petrie.
Nays: Atwood, Brady.
MOTION CARRIED 3-2.

The meeting recessed at 8:16 p.m. for a brief break and reconvened at 8:22 p.m.

PUBLIC COMMENTS

Eight (8) members of the public spoke.

280 2025 12-01 BILL LISTING

Moved by Glisman. Seconded by Atwood.

Approve the bill listing for December 1, 2025, in the amount of \$171,151.12.

ROLL CALL VOTE.

Ayes: Petrie, Mc Carthy, Atwood, Brady, Glisman.

Nays: None.

MOTION CARRIED.

ADMINISTRATIVE REPORTS:

281 2025 12-01 SPECIAL EVENT: STEEL PATRIOTS, FRIDAY NIGHT BIKES

Moved by Glisman. Seconded by McCarthy.

Deny the Steel Patriots Friday Night Bikes Special Event application as presented, due to the parking lot situation and the impact it would have on the streets; construction taking place during that time.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

282 2025 12-01 ORDINANCE 2025-04 - ZONING ORDINANCE TEXT AMENDMENTS – ARTICLES 7-13, 7-15, 7-16 & 7-17 – INTRODUCTION

Commissioner Atwood introduced the text amendments to Chapter 7 (Zoning Ordinance), Articles 7-13, 7-15, 7-16, and 7-17 of the General Ordinances of the City of Lapeer, as proposed.

283 2025 12-01 CONTRACT – ASSESSMENT ADMINISTRATION SERVICES, LLC - ASSESSOR SERVICES

Moved by Petrie. Seconded by Glisman.

Approve the three-year contract with Assessment Administration Services, LLC, for assessing services beginning December 1, 2025, as presented, and authorize the City Manager to sign all necessary documents.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

284 2025 12-01 RESOLUTION – MSHDA 2026 HOUSING CHOICE VOUCHER ADMINISTRATION CONTRACT EXTENSION

Moved by Atwood. Seconded by Petrie.

Adopt the resolution for the Michigan State Housing Development Authority (MSHDA) Division of Rental Assistance and Homeless Solutions Housing Choice Voucher Program Amendment/Extension for Housing Choice Voucher Administration 2026.

RESOLUTION #2025-16
RESOLUTION TO APPROVE
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA)
DIVISION OF RENTAL ASSISTANCE AND HOMELESS SOLUTIONS
HOUSING CHOICE VOUCHER PROGRAM
AMENDMENT/EXTENSION FOR HOUSING CHOICE VOUCHER ADMINISTRATION 2026

WHEREAS, the City of Lapeer is interested in continuing to contract with the Michigan State Housing Development Authority (MSHDA) to administer Housing Choice Vouchers (HCV) for Lapeer, Tuscola and Huron Counties and Bad Axe Veteran's Administration Supportive Housing (VASH) Vouchers for the 2026 contract term amendment in its continuing effort to improve the housing stock and provide affordable housing opportunities for the region's low and very low income HCV applicants/participants; and

WHEREAS, the Lapeer City Commission accepts the recommendation of the City of Lapeer Housing Improvement Department to accept the 2026 amended contract extension for administration of Housing Choice Vouchers for Lapeer, Tuscola and Huron Counties and Bad Axe VASH; and

WHEREAS, the Michigan State Housing Development Authority requires a resolution authorizing the extension of the aforementioned contract; and

WHEREAS, said City Commission authorizes the Director of Housing and Neighborhood Development to sign the related MSHDA 2026 HCV Administration amended contract extension; and

THEREFORE, BE IT RESOLVED that the Lapeer City Commission authorizes the City of Lapeer Housing Improvement Department to extend an amended contract with the Michigan State Housing Development Authority's (MSHDA) Rental Assistance and Homeless Solutions Division to administer the 2026 Housing Choice Voucher program for Lapeer, Tuscola and Huron Counties and Bad Axe VASH, and authorizes the Director of Housing and Neighborhood Development to sign related MSHDA 2026 contractual documents on behalf of the City of Lapeer.

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

Nays: None.

MOTION CARRIED. RESOLUTION DECLARED ADOPTED.

285 2025 12-01 MSHDA – INDEPENDENT CONTRACTOR STAFF CONTRACTS FOR 2026

Moved by Petrie. Seconded by Glisman.

Approve the Independent Contractor Contracts for 2026 that coincide with the City of Lapeer/MSHDA HCV Administration 2026 contract extension and authorize the Mayor and City Manager to sign all necessary documents.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

286 2025 12-01 OFFICIAL 2026 MEETING CALENDAR - POSTPONE

Moved by Petrie. Seconded by Glisman

To postpone approval of the Official 2026 Meeting Calendar until next regular meeting on December 15, 2025.

ROLL CALL VOTE:

Ayes: Glisman, Petrie, McCarthy.

Nays: Atwood, Brady

MOTION CARRIED 3-2.

CITY MANAGER'S REPORT

**287 2025 12-01 425 AGREEMENT AMENDMENT WITH MAYFIELD TOWNSHIP
- PARCEL ID: 014-031-003-12**

Moved by Petrie. Seconded by McCarthy.

Set a Public Hearing at the second regular meeting in January 2026, at 6:30 p.m. or as soon thereafter as may be heard regarding an Amendment to the existing 425 Agreement between the City of Lapeer and Mayfield Twp., which would add Parcel Id: 014-031-003-12 into the existing 425 Agreement.

ROLL CALL VOTE:

Ayes: Glisman, Petrie, McCarthy.

Nays: Brady, Atwood.

MOTION CARRIED 3-2.

288 2025 12-01 COMMISSION SEATING ARRANGEMENTS

Moved by McCarthy. Seconded by Brady.

That City Commission seating on the dais shall be under the authority of the duly-elected City Mayor, to be assigned now and at future date(s) with no limitations, with assignments announced at least 24 hours prior to the next scheduled meeting, allowing any City Commissioner to appeal the seat assignment to the full Commission for a majority vote, while the Mayor retains the default power for a tie vote, but lets the Commission overrule in extreme cases. This rule should be added to the Rules & Procedures manual moving forward, with these edits to the manual to be provided to all City Commissioners for our next scheduled City Commission meeting on December 15, 2025.

ROLL CALL VOTE:

Ayes: Glisman.

Nays: Petrie, McCarthy, Atwood, Brady

MOTION FAILED 1-4.

289 2025 12-01 COMMISSION SEATING ARRANGEMENTS

Moved by McCarthy. Seconded by Petrie.

That City Commission seating on the dais shall be under the authority of the duly-elected City Mayor, to be assigned now and at future date(s) with no limitations, with assignments announced at least 24 hours prior to the next scheduled meeting, allowing any City Commissioner to appeal the seat assignment to the full Commission for a majority vote, while

the Mayor retains the default power for a tie vote, but lets the Commission overrule in extreme cases.

Commissioner Brady raised a point of order.

Mayor Hing censured Commissioner Brady.

Commissioner Brady exited the chambers at 10:11 p.m. and returned to the chambers at 10:15 p.m.

Commissioner Atwood raised a point of order.

Commissioner Brady raise a point of order, Mayor Hing ruled to vote on the call the question.

Call the question

Moved by Glisman. Seconded by McCarthy.

To call the question.

ROLL CALL VOTE.

Ayes: Glisman, McCarthy, Petrie.

Nays: Brady, Atwood.

MOTION CARRIED 3-2.

Vote on main motion:

ROLL CALL VOTE:

Ayes: McCarthy, Petrie, Glisman.

Nays: Brady, Atwood.

MOTION CARRIED 3-2.

290 2025 12-01 COMMISSIONER CENSURED

Moved by McCarthy. Seconded by Glisman.

To Censure Commissioner Brady for the remainder of this meeting.

Commissioner Brady raised a point of order.

Mayor Hing raised a point of order and ruled that a vote was to be taken on the censure.

ROLL CALL VOTE:

Ayes: Glisman, McCarthy, Petrie.

Nays: Atwood, Brady.

MOTION CARRIED 3-2.

291 2025 12-01 REAPPOINTMENT – BOARD OF REVIEW

Moved by Atwood. Seconded by Brady.

To reappoint Cathy Malmrose to the Board of Review for a term to expire January 1, 2029.

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

Nays: None.

MOTION CARRIED.

DEPARTMENTAL REPORTS

The DDA Monthly Departmental Report and Update on 18 E. Nepessing Report were received into the record.

PUBLIC COMMENTS

Two members of the public spoke.

MAYOR/COMMISSIONER COMMENTS

Mayor and Commissioners made closing remarks. No further business was brought before the Commission.

292 2025 12-01 ADJOURNMENT

Moved by Mayor Hing. Seconded by Petrie.

To adjourn the regular meeting at 11:41 p.m.

Ayes: Atwood, Glisman, McCarthy, Petrie.

Nays: Brady.

MOTION CARRIED.

Jeremy Hing, Mayor

Romona Sanchez, City Clerk

Dana E. Jansen, Deputy City Clerk

**LAPEER CITY COMMISSION
MINUTES OF A REGULAR MEETING
DECEMBER 15, 2025**

A regular meeting of the Lapeer City Commission was held December 15, 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 Hing.

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

Absent: None.

Also present: City Manager Womack, City Attorney Francis, City Clerk Sanchez.

Mayor Hing led the Pledge of Allegiance.

293 2025 12-15 AGENDA APPROVAL

Moved by Atwood. Seconded by Glisman.

Approve the Agenda for December 15, 2025, as presented.

Amendment:

Motion by Petrie. Seconded by Glisman.

Motion to amend item G-6; G-6a informal discussion over agenda format and procedures; G-6b discussion of suggested motions placement on the agenda; G-6c discussion on agenda creation process.

Ayes: Atwood, Glisman, McCarthy, Petrie.

Nays: Brady.

AMENDMENT CARRIED 4-1.

Vote on main motion as amended:

Ayes: Atwood, Glisman, McCarthy, Petrie.

Nays: Brady.

MOTION CARRIED 4-1.

Commissioner Atwood raised a point of order, Mayor Hing ruled in favor.

PUBLIC COMMENTS

Three members of the public spoke.

294 2025 12-15 CONSENT AGENDA

Moved by Glisman. Seconded by Petrie.

Approve the consent agenda for December 15, 2025, as presented.

1. Official 2026 Meeting Calendar.
2. Fixed Asset Disposal – 2018 Kenworth Vactor Truck.
3. ROWE Professional Services 2026 Contract for Planning and Zoning Services.

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

Nays: None.

MOTION CARRIED.

295 2025 12-15 BILL LISTING

Moved by Glisman. Seconded by Petrie.

Approve the bill listing for December 15, 2025, in the amount of \$261,194.34.

ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

ADMINISTRATIVE REPORTS

296 2025 12-15 PARK STREET, PINE STREET, PARKING LOT #9 PROJECT - CIP PROJECTS # 23005, #14350, AND #18060

Moved by Brady. Seconded by McCarthy.

To authorize Rowe to release the bid documents and authorize the finance department to engage with Municipal Financial Consultants LLC (MFCI) and Miller, Canfield, Paddock and Stone, P.L.C for Park St., Pine St., and Parking Lot #9 improvements project.

ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

297 2025 12-15 2025-04 ORDINANCE AMENDMENT – ZONING TEXT AMENDMENTS – ARTICLES 7-13, 7-15, 7-16 & 7-17

Moved by Brady. Seconded by Atwood.

To adopt the text amendments to Chapter 7 (Zoning Ordinance), Articles 7-13, 7-15, 7-16, and 7-17 of the General Ordinances of the City of Lapeer, as proposed (see attached).

Commissioner Brady raised a point of order, Mayor Hing ruled in favor.

ROLL CALL VOTE.

Ayes: McCarthy, Atwood, Brady, Glisman.

Nays: Petrie.

MOTION CARRIED 4-1.

298 2025 12-15 MODIFICATION TO ORDINANCE ADOPTION

Moved by Brady. Seconded by Atwood.

To approve the modification to the Commission's ordinance introduction procedure to require First reading, Second reading, as presented.

ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

299 2025 12-15 MASTER PLAN AND NON-MOTORIZED PLAN UPDATE

Moved by Brady. Seconded by Glisman.

To approve the proposal from Rowe to complete the requested updates to the City's Master Plan and Non-motorized plan for a fee not to exceed \$50,000 and to authorize the City Manager to sign all necessary documents on behalf of the City; to approve of the Agreement with the Michigan Economic Development Corporation to update the City's Master Plan and Non-

Motorized Plan and to authorize the City Manager to sign all necessary documents on behalf of the City; to approve of the budget adjustment provided by the Finance Department regarding approval of the proposal by Rowe and authorize the City Manager to sign all necessary documents.

ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

300 2025 12-15 KAREGNONDI WATER AUTHORITY (KWA) ENGINEERING STUDY

Moved by Brady. Seconded by Glisman.

To approve of the ROWE, KWA feasibility study as presented, for a fee not to exceed \$44,300 and authorize the City Manager or Director of Public Works to sign all necessary documents.

ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

301 2025 12-15 PROPOSED AMENDMENTS TO RULES & PROCEDURES - WORKSHOP

Moved by Petrie. Seconded by Glisman.

To move item G-6 a-b-c to a workshop.

ROLL CALL VOTE.

Ayes: McCarthy, Petrie, Glisman.

Nays: Atwood, Brady.

MOTION CARRIED 3-2.

302 2025 12-15 ENGAGEMENT OF SPECIAL LABOR COUNSEL

Moved by Atwood. Seconded by Brady.

To table G-7 until the City Attorney provides a written legal opinion regarding whether the Mayor acted within his authority under the Charter in initiating contact with outside legal counsel. No further action on this item shall occur until the Commission receives the City Attorney's guidance.

Commissioner Atwood raised a point of order, Mayor Hing ruled unheard.

Commissioner Brady appealed the decision of the chair, Mayor Hing ruled Commissioner Brady out of order.

Commissioner Atwood raised a point of order.

Commissioner Atwood raised a point of order.

Commissioner Brady raised a point of order, Mayor Hing ruled not sustained.

Mayor Hing asked that it be noted that Commissioner Brady is out of order for the second time this meeting.

Call the question

Moved by Petrie. Seconded by McCarthy.
Called the question.

Commissioner Brady raised a point of order, Mayor Hing ruled sustained, call to question requires a 2/3 vote.

ROLL CALL VOTE.

Ayes: Atwood, Petrie,
Nays: Brady, Glisman, McCarthy.

MOTION FAILED 2-3.

Commissioner Atwood raised a point of order, Mayor Hing ruled denied he did not make a motion.

Vote on main motion:

ROLL CALL VOTE.

Ayes: Atwood, Brady.
Nays: Glisman, McCarthy, Petrie.

MOTION FAILED 2-3

303 2025 12-15 ENGAGEMENT OF SPECIAL LABOR COUNSEL

Commissioner Atwood raised a point of order, Mayor Hing ruled denied, did not make a motion.

Moved by McCarthy. Seconded by Glisman.

To approve the engagement letter with Bodman PLC for limited labor and employment counsel, authorizing the Mayor to execute the agreement on behalf of the Commission, for an amount not to exceed \$10,000.

Commissioner Atwood raised a point of order.

ROLL CALL VOTE.

Ayes: Glisman, McCarthy, Petrie.
Nays: Brady, Atwood.

MOTION CARRIED 3-2.

UNFINISHED BUSINESS

304 2025 12-01 REAPPOINTMENT – DOWNTOWN DEVELOPMENT AUTHORITY

Moved by Petrie. Seconded by McCarthy.

To confirm the Mayor's re-appointment of Buddy Beyer to the Downtown Development Authority for a term to expire January 1, 2030.

ROLL CALL VOTE:

Ayes: Glisman, McCarthy, Petrie, Atwood.
Nays: Brady.

MOTION CARRIED 4-1.

DEPARTMENTAL COMMUNICATIONS

The Departmental Monthly Reports were received into the record.

PUBLIC COMMENTS

Five members of the public spoke.

MAYOR/COMMISSIONER COMMENTS

Mayor and Commissioners made closing remarks. No further business was brought before the Commission.

305 2025 12-15 ADJOURNMENT

Moved by Petrie. Seconded by Glisman.

To adjourn the regular meeting at 10:17 p.m.

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

Nays: None.

MOTION CARRIED.

Jeremy Hing, Mayor

Romona Sanchez, City Clerk

**LAPEER CITY COMMISSION
MINUTES OF A REGULAR MEETING
JANUARY 5, 2026**

A regular meeting of the Lapeer City Commission was held January 5, 2026, 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 Hing.

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

Absent: None.

Also present: City Manager Womack, City Attorney Francis, City Clerk Sanchez.

Mayor Hing led the Pledge of Allegiance.

01 2026 01-05 AGENDA APPROVAL

Moved by Brady. Seconded by Atwood.

Approve the Agenda for January 5, 2026, with moving items A-1 and A-2 Minutes to J-2.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

PUBLIC COMMENTS

Nineteen people spoke during public comment.

02 2026 01-05 BILL LISTING

Moved by Glisman. Seconded by McCarthy.

Approve the bill listing for January 5, 2026, in the amount of \$1,889,893.18.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

CITY MANAGER'S REPORT

City Manager Womack noted that the City has received the appeal from SDRK Group, LLC., and a February 2026 hearing date is being scheduled.

UNFINISHED BUSINESS:

03 2026 01-05 RE-APPOINTMENT – CIVIL DEFENSE COORDINATOR

Moved by Petrie. Seconded by Glisman.

To re-appoint Jeremy Howe as the Civil Defense Coordinator for a term to expire January 1, 2027.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

04 2026 01-05 RE-APPOINTMENT – ELECTION COMMISSION

Moved by Glisman. Seconded by Atwood.

To re-appoint Romona Sanchez to the Election Commission for a term to expire January 1, 2027.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

05 2026 01-05 RE-APPOINTMENT – ELECTION COMMISSION

Moved by Glisman. Seconded by Petrie.

To re-appoint T. Allen Francis to the Election Commission for a term to expire January 1, 2027.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

06 2026 01-05 APPOINTMENT – ELECTION COMMISSION

Moved by Petrie. Seconded by Atwood.

To appoint Timothy Mayer to the Election Commission for a term to expire January 1, 2027.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

07 2026 01-05 MINUTES

Moved by Petrie. Seconded by Glisman.

To postpone approval of the minutes of December 1, 2025, and December 15, 2025, to the next regular meeting with direction to the City Clerk to revise the minutes to reflect actions only, consistent with Robert's Rule of Order Chapter 48, 12th Edition and also consistent with the Rules and Procedures of the Commission, Section A.10(F), by removing narrative, summaries, commentary and discussion not expressly required by rule.

Commissioner Brady raised a point of order, Mayor Hing ruled to proceed to make discussion germane to the topic of the motion on the table.

The chair Named Commissioner Brady for dilatory points of order and extending the meeting unnecessarily. The chair ruled the member out of order.

Commissioner Brady raised a point of order, Mayor Hing ruled section 61:12 is sufficient for what we are encountering.

Mayor Hing requested that the record reflect that Commissioner Brady was ruled out of order multiple times during the meeting. The chair ruled further points of order on this matter would not be recognized.

Ayes: Brady, Glisman, McCarthy, Petrie.

Nays: Atwood.

MOTION CARRIED 4-1.

PUBLIC COMMENTS

Five people spoke during public comment.

CLOSING COMMENTS

Mayor and Commissioners made closing remarks. No further business was brought before the Commission.

08 2026 01-05 ADJOURNMENT

Moved by Petrie. Seconded by Glisman.

To adjourn the regular meeting at 8:41 p.m.

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

Nays: None.

MOTION CARRIED.

Jeramy Hing, Mayor

Romona Sanchez, City Clerk

**LAPEER CITY COMMISSION
MINUTES OF A REGULAR MEETING
DECEMBER 1, 2025**

A regular meeting of the Lapeer City Commission was held December 1, 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 Hing.

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

Absent: None.

Also present: City Manager Womack, City Attorney Ferres, City Clerk Sanchez, Deputy City Clerk Jansen.

Mayor Hing led the Pledge of Allegiance.

Commissioner Brady raised a point of order, Mayor Hing ruled unheard according to Robert's Rules, a board of five is a small board.

Commissioner Brady appealed the ruling of the chair citing Robert's Rules Chapter 49, Section 21 procedure of small boards.

Commissioner Brady raised a point of order. Mayor Hing ruled Commissioner Brady dilatory and would not hear any more points of order from him.

271 2025 12-01 APPEAL DECISION OF THE CHAIR

Motion by Brady. Seconded by Atwood.

The authority of the chair to debate on a procedural issue.

ROLL CALL VOTE.

Ayes: Atwood, Brady

Nays: Glisman, McCarthy, Petrie.

MOTION FAILED 2-3. APPEAL DENIED.

272 2025 12-01 AGENDA APPROVAL

Moved by Atwood. Seconded by Brady.

Approve the Agenda for December 1, 2025, as presented.

ROLL CALL VOTE.

Ayes: Atwood, Brady

Nays: Glisman, Petrie, McCarthy.

MOTION FAILED 2-3.

273 2025 12-01 AGENDA APPROVAL – ITEM G-2

Moved by McCarthy. Seconded by Petrie.

To amend Item G-2 ordinance introduction procedure to discussion only tonight with any motion action for this item to be moved to the December 15, 2025, agenda.

Commissioner Brady raised a point of order.

Commissioner Brady raised a point of order, Mayor Hing ruled recognized.

Commissioner Brady raised a point of order.

Commissioner Brady raised a point of order.

Call the question

Moved by Petrie. Seconded by Glisman.

To move forward and amend the agenda to not be an action, just discussion.

ROLL CALL VOTE.

Ayes: Glisman, McCarthy, Petrie.

Nays: Brady, Atwood.

MOTION CARRIED 3-2.

Vote on main motion:

ROLL CALL VOTE.

Ayes: Atwood.

Nays: Glisman, Petrie, McCarthy, Brady.

MOTION FAILED 1-4.

274 2025 12-01 AGENDA APPROVAL – POSTPONE ITEM G-2

Moved by McCarthy. Seconded by Petrie.

To postpone Item G-2 Ordinance Introduction Procedure and move it to the December 15, 2025, agenda.

ROLL CALL VOTE.

Ayes: Petrie, McCarthy, Glisman.

Nays: Atwood, Brady.

MOTION CARRIED 3-2.

275 2025 12-01 AGENDA APPROVAL – ITEM H-2

Moved by McCarthy. Seconded by Petrie.

Allow item H-2 dais seating, be amended to include a motion action step after discussion.

ROLL CALL VOTE.

Ayes: McCarthy, Glisman, Petrie.

Nays: Atwood, Brady.

MOTION CARRIED 3-2.

276 2025 12-01 AGENDA APPROVAL – ITEM C-1

Moved by McCarthy. Seconded by Petrie.

To move Item C-1 Official 2026 Meeting Calendar off the consent agenda and move it to regular business, under Administrative Reports, Item G-7.

ROLL CALL VOTE.

Ayes: Brady, Glisman, Petrie, McCarthy.

Nays: Atwood.

MOTION CARRIED.

Commissioner Brady raised a point of order, Mayor Hing ruled sustained regarding the process by which agenda items are given to the clerk.

277 2025 12-01 AGENDA APPROVAL

Moved by Petrie. Seconded by McCarthy.

Approve the amended Agenda for the December 1, 2025, meeting.

ROLL CALL VOTE.

Ayes: Glisman, Petrie, McCarthy.

Nays: Brady, Atwood.

MOTION CARRIED 3-2.

278 2025 12-01 MINUTES

Moved by Petrie. Seconded by McCarthy.

Approve the minutes of the regular meeting held November 17, 2025, as presented.

Amendment:

Moved by Brady. Seconded by Atwood.

Amend the minutes of November 17, 2025, under motion 267 by striking the sentence "~~Mayor Hing called for a two-minute recess at 6:49 p.m., to allow City manager Womack to research the information~~" and substitute the following, "the chair declared a recess at 6:49 p.m. without a motion, a second, or a vote"; and replacing them with the word "declared" which action was a violation of a procedure.

ROLL CALL VOTE.

Ayes: Atwood, Brady.

Nays: Glisman, Petrie, McCarthy.

MOTION FAILED 2-3.

Amendment:

Moved by Brady. Seconded by Atwood.

Amend the minutes of November 17, 2025, by inserting the following sentence immediately after the paragraph that describes the mayor's motion to amend the agenda, to include, at the end of 264: "Commissioner Brady raised a point of order challenging the right of the chair to introduce a motion and the chair failed to immediately rule on that point of order."

ROLL CALL VOTE.

Ayes: Atwood, Brady.

Nays: Petrie, McCarthy, Glisman.

MOTION FAILED 2-3.

Commissioner Atwood raised a point of order.

Approve the minutes of the regular meeting held November 17, 2025, as presented.

Vote on main motion:

ROLL CALL VOTE.

Ayes: McCarthy, Glisman, Petrie.

Nays: Atwood, Brady.

MOTION CARRIED 3-2.

279 2025 12-01 RECESS

Moved by Hing. Seconded by McCarthy.

To take a two-minute recess.

Ayes: Glisman, McCarthy, Petrie.
Nays: Atwood, Brady.
MOTION CARRIED 3-2.

The meeting recessed at 8:16 p.m. for a brief break and reconvened at 8:22 p.m.

PUBLIC COMMENTS

Eight (8) members of the public spoke.

280 2025 12-01 BILL LISTING

Moved by Glisman. Seconded by Atwood.

Approve the bill listing for December 1, 2025, in the amount of \$171,151.12.

ROLL CALL VOTE.

Ayes: Petrie, Mc Carthy, Atwood, Brady, Glisman.

Nays: None.

MOTION CARRIED.

ADMINISTRATIVE REPORTS:

281 2025 12-01 SPECIAL EVENT: STEEL PATRIOTS, FRIDAY NIGHT BIKES

Moved by Glisman. Seconded by McCarthy.

Deny the Steel Patriots Friday Night Bikes Special Event application as presented, due to the parking lot situation and the impact it would have on the streets; construction taking place during that time.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

282 2025 12-01 ORDINANCE 2025-04 - ZONING ORDINANCE TEXT AMENDMENTS – ARTICLES 7-13, 7-15, 7-16 & 7-17 – INTRODUCTION

Commissioner Atwood introduced the text amendments to Chapter 7 (Zoning Ordinance), Articles 7-13, 7-15, 7-16, and 7-17 of the General Ordinances of the City of Lapeer, as proposed.

283 2025 12-01 CONTRACT – ASSESSMENT ADMINISTRATION SERVICES, LLC - ASSESSOR SERVICES

Moved by Petrie. Seconded by Glisman.

Approve the three-year contract with Assessment Administration Services, LLC, for assessing services beginning December 1, 2025, as presented, and authorize the City Manager to sign all necessary documents.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

284 2025 12-01 RESOLUTION – MSHDA 2026 HOUSING CHOICE VOUCHER ADMINISTRATION CONTRACT EXTENSION

Moved by Atwood. Seconded by Petrie.

Adopt the resolution for the Michigan State Housing Development Authority (MSHDA) Division of Rental Assistance and Homeless Solutions Housing Choice Voucher Program Amendment/Extension for Housing Choice Voucher Administration 2026.

RESOLUTION #2025-16
RESOLUTION TO APPROVE
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA)
DIVISION OF RENTAL ASSISTANCE AND HOMELESS SOLUTIONS
HOUSING CHOICE VOUCHER PROGRAM
AMENDMENT/EXTENSION FOR HOUSING CHOICE VOUCHER ADMINISTRATION 2026

WHEREAS, the City of Lapeer is interested in continuing to contract with the Michigan State Housing Development Authority (MSHDA) to administer Housing Choice Vouchers (HCV) for Lapeer, Tuscola and Huron Counties and Bad Axe Veteran's Administration Supportive Housing (VASH) Vouchers for the 2026 contract term amendment in its continuing effort to improve the housing stock and provide affordable housing opportunities for the region's low and very low income HCV applicants/participants; and

WHEREAS, the Lapeer City Commission accepts the recommendation of the City of Lapeer Housing Improvement Department to accept the 2026 amended contract extension for administration of Housing Choice Vouchers for Lapeer, Tuscola and Huron Counties and Bad Axe VASH; and

WHEREAS, the Michigan State Housing Development Authority requires a resolution authorizing the extension of the aforementioned contract; and

WHEREAS, said City Commission authorizes the Director of Housing and Neighborhood Development to sign the related MSHDA 2026 HCV Administration amended contract extension; and

THEREFORE, BE IT RESOLVED that the Lapeer City Commission authorizes the City of Lapeer Housing Improvement Department to extend an amended contract with the Michigan State Housing Development Authority's (MSHDA) Rental Assistance and Homeless Solutions Division to administer the 2026 Housing Choice Voucher program for Lapeer, Tuscola and Huron Counties and Bad Axe VASH, and authorizes the Director of Housing and Neighborhood Development to sign related MSHDA 2026 contractual documents on behalf of the City of Lapeer.

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

Nays: None.

MOTION CARRIED. RESOLUTION DECLARED ADOPTED.

285 2025 12-01 MSHDA – INDEPENDENT CONTRACTOR STAFF CONTRACTS FOR 2026

Moved by Petrie. Seconded by Glisman.

Approve the Independent Contractor Contracts for 2026 that coincide with the City of Lapeer/MSHDA HCV Administration 2026 contract extension and authorize the Mayor and City Manager to sign all necessary documents.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

286 2025 12-01 OFFICIAL 2026 MEETING CALENDAR - POSTPONE

Moved by Petrie. Seconded by Glisman

To postpone approval of the Official 2026 Meeting Calendar until next regular meeting on December 15, 2025.

ROLL CALL VOTE:

Ayes: Glisman, Petrie, McCarthy.

Nays: Atwood, Brady

MOTION CARRIED 3-2.

CITY MANAGER'S REPORT

**287 2025 12-01 425 AGREEMENT AMENDMENT WITH MAYFIELD TOWNSHIP
- PARCEL ID: 014-031-003-12**

Moved by Petrie. Seconded by McCarthy.

Set a Public Hearing at the second regular meeting in January 2026, at 6:30 p.m. or as soon thereafter as may be heard regarding an Amendment to the existing 425 Agreement between the City of Lapeer and Mayfield Twp., which would add Parcel Id: 014-031-003-12 into the existing 425 Agreement.

ROLL CALL VOTE:

Ayes: Glisman, Petrie, McCarthy.

Nays: Brady, Atwood.

MOTION CARRIED 3-2.

288 2025 12-01 COMMISSION SEATING ARRANGEMENTS

Moved by McCarthy. Seconded by Brady.

That City Commission seating on the dais shall be under the authority of the duly-elected City Mayor, to be assigned now and at future date(s) with no limitations, with assignments announced at least 24 hours prior to the next scheduled meeting, allowing any City Commissioner to appeal the seat assignment to the full Commission for a majority vote, while the Mayor retains the default power for a tie vote, but lets the Commission overrule in extreme cases. This rule should be added to the Rules & Procedures manual moving forward, with these edits to the manual to be provided to all City Commissioners for our next scheduled City Commission meeting on December 15, 2025.

ROLL CALL VOTE:

Ayes: Glisman.

Nays: Petrie, McCarthy, Atwood, Brady

MOTION FAILED 1-4.

289 2025 12-01 COMMISSION SEATING ARRANGEMENTS

Moved by McCarthy. Seconded by Petrie.

That City Commission seating on the dais shall be under the authority of the duly-elected City Mayor, to be assigned now and at future date(s) with no limitations, with assignments announced at least 24 hours prior to the next scheduled meeting, allowing any City Commissioner to appeal the seat assignment to the full Commission for a majority vote, while

the Mayor retains the default power for a tie vote, but lets the Commission overrule in extreme cases.

Commissioner Brady raised a point of order.

Mayor Hing censured Commissioner Brady.

Commissioner Brady exited the chambers at 10:11 p.m. and returned to the chambers at 10:15 p.m.

Commissioner Atwood raised a point of order.

Commissioner Brady raise a point of order, Mayor Hing ruled to vote on the call the question.

Call the question

Moved by Glisman. Seconded by McCarthy.

To call the question.

ROLL CALL VOTE.

Ayes: Glisman, McCarthy, Petrie.

Nays: Brady, Atwood.

MOTION CARRIED 3-2.

Vote on main motion:

ROLL CALL VOTE:

Ayes: McCarthy, Petrie, Glisman.

Nays: Brady, Atwood.

MOTION CARRIED 3-2.

290 2025 12-01 COMMISSIONER CENSURED

Moved by McCarthy. Seconded by Glisman.

To Censure Commissioner Brady for the remainder of this meeting.

Commissioner Brady raised a point of order.

Mayor Hing raised a point of order and ruled that a vote was to be taken on the censure.

ROLL CALL VOTE:

Ayes: Glisman, McCarthy, Petrie.

Nays: Atwood, Brady.

MOTION CARRIED 3-2.

291 2025 12-01 REAPPOINTMENT – BOARD OF REVIEW

Moved by Atwood. Seconded by Brady.

To reappoint Cathy Malmrose to the Board of Review for a term to expire January 1, 2029.

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

Nays: None.

MOTION CARRIED.

DEPARTMENTAL REPORTS

The DDA Monthly Departmental Report and Update on 18 E. Nepessing Report were received into the record.

PUBLIC COMMENTS

Two members of the public spoke.

MAYOR/COMMISSIONER COMMENTS

Mayor and Commissioners made closing remarks. No further business was brought before the Commission.

292 2025 12-01 ADJOURNMENT

Moved by Mayor Hing. Seconded by Petrie.

To adjourn the regular meeting at 11:41 p.m.

Ayes: Atwood, Glisman, McCarthy, Petrie.

Nays: Brady.

MOTION CARRIED.

Jeremy Hing, Mayor

Romona Sanchez, City Clerk

Dana E. Jansen, Deputy City Clerk

**LAPEER CITY COMMISSION
MINUTES OF A REGULAR MEETING
DECEMBER 15, 2025**

A regular meeting of the Lapeer City Commission was held December 15, 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 Hing.

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

Absent: None.

Also present: City Manager Womack, City Attorney Francis, City Clerk Sanchez.

Mayor Hing led the Pledge of Allegiance.

293 2025 12-15 AGENDA APPROVAL

Moved by Atwood. Seconded by Glisman.

Approve the Agenda for December 15, 2025, as presented.

Amendment:

Motion by Petrie. Seconded by Glisman.

Motion to amend item G-6; G-6a informal discussion over agenda format and procedures; G-6b discussion of suggested motions placement on the agenda; G-6c discussion on agenda creation process.

Ayes: Atwood, Glisman, McCarthy, Petrie.

Nays: Brady.

AMENDMENT CARRIED 4-1.

Vote on main motion as amended:

Ayes: Atwood, Glisman, McCarthy, Petrie.

Nays: Brady.

MOTION CARRIED 4-1.

Commissioner Atwood raised a point of order, Mayor Hing ruled in favor.

PUBLIC COMMENTS

Three members of the public spoke.

294 2025 12-15 CONSENT AGENDA

Moved by Glisman. Seconded by Petrie.

Approve the consent agenda for December 15, 2025, as presented.

1. Official 2026 Meeting Calendar.
2. Fixed Asset Disposal – 2018 Kenworth Vactor Truck.
3. ROWE Professional Services 2026 Contract for Planning and Zoning Services.

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

Nays: None.

MOTION CARRIED.

295 2025 12-15 BILL LISTING

Moved by Glisman. Seconded by Petrie.

Approve the bill listing for December 15, 2025, in the amount of \$261,194.34.

ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

ADMINISTRATIVE REPORTS

296 2025 12-15 PARK STREET, PINE STREET, PARKING LOT #9 PROJECT - CIP PROJECTS # 23005, #14350, AND #18060

Moved by Brady. Seconded by McCarthy.

To authorize Rowe to release the bid documents and authorize the finance department to engage with Municipal Financial Consultants LLC (MFCI) and Miller, Canfield, Paddock and Stone, P.L.C for Park St., Pine St., and Parking Lot #9 improvements project.

ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

297 2025 12-15 2025-04 ORDINANCE AMENDMENT – ZONING TEXT AMENDMENTS – ARTICLES 7-13, 7-15, 7-16 & 7-17

Moved by Brady. Seconded by Atwood.

To adopt the text amendments to Chapter 7 (Zoning Ordinance), Articles 7-13, 7-15, 7-16, and 7-17 of the General Ordinances of the City of Lapeer, as proposed (see attached).

Commissioner Brady raised a point of order, Mayor Hing ruled in favor.

ROLL CALL VOTE.

Ayes: McCarthy, Atwood, Brady, Glisman.

Nays: Petrie.

MOTION CARRIED 4-1.

298 2025 12-15 MODIFICATION TO ORDINANCE ADOPTION

Moved by Brady. Seconded by Atwood.

To approve the modification to the Commission's ordinance introduction procedure to require First reading, Second reading, as presented.

ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

299 2025 12-15 MASTER PLAN AND NON-MOTORIZED PLAN UPDATE

Moved by Brady. Seconded by Glisman.

To approve the proposal from Rowe to complete the requested updates to the City's Master Plan and Non-motorized plan for a fee not to exceed \$50,000 and to authorize the City Manager to sign all necessary documents on behalf of the City; to approve of the Agreement with the Michigan Economic Development Corporation to update the City's Master Plan and Non-

Motorized Plan and to authorize the City Manager to sign all necessary documents on behalf of the City; to approve of the budget adjustment provided by the Finance Department regarding approval of the proposal by Rowe and authorize the City Manager to sign all necessary documents.

ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

300 2025 12-15 KAREGNONDI WATER AUTHORITY (KWA) ENGINEERING STUDY

Moved by Brady. Seconded by Glisman.

To approve of the ROWE, KWA feasibility study as presented, for a fee not to exceed \$44,300 and authorize the City Manager or Director of Public Works to sign all necessary documents.

ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

301 2025 12-15 PROPOSED AMENDMENTS TO RULES & PROCEDURES - WORKSHOP

Moved by Petrie. Seconded by Glisman.

To move item G-6 a-b-c to a workshop.

ROLL CALL VOTE.

Ayes: McCarthy, Petrie, Glisman.

Nays: Atwood, Brady.

MOTION CARRIED 3-2.

302 2025 12-15 ENGAGEMENT OF SPECIAL LABOR COUNSEL

Moved by Atwood. Seconded by Brady.

To table G-7 until the City Attorney provides a written legal opinion regarding whether the Mayor acted within his authority under the Charter in initiating contact with outside legal counsel. No further action on this item shall occur until the Commission receives the City Attorney's guidance.

Commissioner Atwood raised a point of order, Mayor Hing ruled unheard.

Commissioner Brady appealed the decision of the chair, Mayor Hing ruled Commissioner Brady out of order.

Commissioner Atwood raised a point of order.

Commissioner Atwood raised a point of order.

Commissioner Brady raised a point of order, Mayor Hing ruled not sustained.

Mayor Hing asked that it be noted that Commissioner Brady is out of order for the second time this meeting.

Call the question

Moved by Petrie. Seconded by McCarthy.
Called the question.

Commissioner Brady raised a point of order, Mayor Hing ruled sustained, call to question requires a 2/3 vote.

ROLL CALL VOTE.

Ayes: Atwood, Petrie,
Nays: Brady, Glisman, McCarthy.

MOTION FAILED 2-3.

Commissioner Atwood raised a point of order, Mayor Hing ruled denied he did not make a motion.

Vote on main motion:

ROLL CALL VOTE.

Ayes: Atwood, Brady.
Nays: Glisman, McCarthy, Petrie.

MOTION FAILED 2-3

303 2025 12-15 ENGAGEMENT OF SPECIAL LABOR COUNSEL

Commissioner Atwood raised a point of order, Mayor Hing ruled denied, did not make a motion.

Moved by McCarthy. Seconded by Glisman.

To approve the engagement letter with Bodman PLC for limited labor and employment counsel, authorizing the Mayor to execute the agreement on behalf of the Commission, for an amount not to exceed \$10,000.

Commissioner Atwood raised a point of order.

ROLL CALL VOTE.

Ayes: Glisman, McCarthy, Petrie.
Nays: Brady, Atwood.

MOTION CARRIED 3-2.

UNFINISHED BUSINESS

304 2025 12-01 REAPPOINTMENT – DOWNTOWN DEVELOPMENT AUTHORITY

Moved by Petrie. Seconded by McCarthy.

To confirm the Mayor's re-appointment of Buddy Beyer to the Downtown Development Authority for a term to expire January 1, 2030.

ROLL CALL VOTE:

Ayes: Glisman, McCarthy, Petrie, Atwood.
Nays: Brady.

MOTION CARRIED 4-1.

DEPARTMENTAL COMMUNICATIONS

The Departmental Monthly Reports were received into the record.

PUBLIC COMMENTS

Five members of the public spoke.

MAYOR/COMMISSIONER COMMENTS

Mayor and Commissioners made closing remarks. No further business was brought before the Commission.

305 2025 12-15 ADJOURNMENT

Moved by Petrie. Seconded by Glisman.

To adjourn the regular meeting at 10:17 p.m.

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

Nays: None.

MOTION CARRIED.

Jeremy Hing, Mayor

Romona Sanchez, City Clerk

**LAPEER CITY COMMISSION
MINUTES OF A REGULAR MEETING
JANUARY 5, 2026**

A regular meeting of the Lapeer City Commission was held January 5, 2026, 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 Hing.

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

Absent: None.

Also present: City Manager Womack, City Attorney Francis, City Clerk Sanchez.

Mayor Hing led the Pledge of Allegiance.

01 2026 01-05 AGENDA APPROVAL

Moved by Brady. Seconded by Atwood.

Approve the Agenda for January 5, 2026, with moving items A-1 and A-2 Minutes to J-2.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

PUBLIC COMMENTS

Nineteen people spoke during public comment.

02 2026 01-05 BILL LISTING

Moved by Glisman. Seconded by McCarthy.

Approve the bill listing for January 5, 2026, in the amount of \$1,889,893.18.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

CITY MANAGER'S REPORT

City Manager Womack noted that the City has received the appeal from SDRK Group, LLC., and a February 2026 hearing date is being scheduled.

UNFINISHED BUSINESS:

03 2026 01-05 RE-APPOINTMENT – CIVIL DEFENSE COORDINATOR

Moved by Petrie. Seconded by Glisman.

To re-appoint Jeremy Howe as the Civil Defense Coordinator for a term to expire January 1, 2027.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

04 2026 01-05 RE-APPOINTMENT – ELECTION COMMISSION

Moved by Glisman. Seconded by Atwood.

To re-appoint Romona Sanchez to the Election Commission for a term to expire January 1, 2027.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

05 2026 01-05 RE-APPOINTMENT – ELECTION COMMISSION

Moved by Glisman. Seconded by Petrie.

To re-appoint T. Allen Francis to the Election Commission for a term to expire January 1, 2027.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

06 2026 01-05 APPOINTMENT – ELECTION COMMISSION

Moved by Petrie. Seconded by Atwood.

To appoint Timothy Mayer to the Election Commission for a term to expire January 1, 2027.

ROLL CALL VOTE:

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

Nays: None.

MOTION CARRIED.

07 2026 01-05 MINUTES

Moved by Petrie. Seconded by Glisman.

To postpone approval of the minutes of December 1, 2025, and December 15, 2025, to the next regular meeting with direction to the City Clerk to revise the minutes to reflect actions only, consistent with Robert's Rule of Order Chapter 48, 12th Edition and also consistent with the Rules and Procedures of the Commission, Section A.10(F), by removing narrative, summaries, commentary and discussion not expressly required by rule.

Commissioner Brady raised a point of order, Mayor Hing ruled to proceed to make discussion germane to the topic of the motion on the table.

The chair Named Commissioner Brady for dilatory points of order and extending the meeting unnecessarily. The chair ruled the member out of order.

Commissioner Brady raised a point of order, Mayor Hing ruled section 61:12 is sufficient for what we are encountering.

Mayor Hing requested that the record reflect that Commissioner Brady was ruled out of order multiple times during the meeting. The chair ruled further points of order on this matter would not be recognized.

Ayes: Brady, Glisman, McCarthy, Petrie.

Nays: Atwood.

MOTION CARRIED 4-1.

PUBLIC COMMENTS

Five people spoke during public comment.

CLOSING COMMENTS

Mayor and Commissioners made closing remarks. No further business was brought before the Commission.

08 2026 01-05 ADJOURNMENT

Moved by Petrie. Seconded by Glisman.

To adjourn the regular meeting at 8:41 p.m.

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

Nays: None.

MOTION CARRIED.

Jeramy Hing, Mayor

Romona Sanchez, City Clerk



ITEM C-1

Meeting Date: January 20, 2026
Department: Police Department
Requestor: John Cipielewski, Lieutenant
Agenda Item: Special Event, Chocolate Walk

RECOMMENDATION (motion):

I recommend approving the event.

AGENDA ITEM INFORMATION:

The Lapeer DDA Chocolate Walk event is scheduled for Saturday, February 7th, and runs from Noon until 5:00 p.m.

Budgeted Amount:	N/A	Funds Requested:	
Funding Source:		CIP Project #:	
		Budget Amendment Needed:	
# of Bids/Quotes Obtained:		Budget Amendment Attached:	
Explanation:			

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)

Lapeer Downtown Development Authority Phone # 810-728-6598

Address

410 W. Nepessing St. Ste. 106

Organization Event
Coordinator/Contact

James Alt

Phone # 810-728-6598

Event Coordinator/
Contact Address

410 W. Nepessing St. Ste 106 Lapeer MI 48446

Coordinator/Contact Email

james@lapeerdda.com

Event Name

Chocolate Walk

Purpose of Event

To generate sales at downtown businesses during the winter months when sales tend to be slower

Event Location

Throughout Downtown Lapeer

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

February 7, 2026

Event Time

Noon - 5:00pm

of Event

5

Organizational Team

of Expected
Attendees:

250+

Describe the activities

taking place at your event: See Attached:

Please check what will be part of your event:

☒

Music**

☐

Animals**
(such as a petting zoo)
Wedding

☐

Selling of food*

Selling of drinks*

☒

Posted Signage of
Event*
Liquor/Beer or Wine*

Please list here what type of music (DJ/Band/Individual singers, etc.) and/or list animals: **Recorded music through speakers to add ambiance to the downtown shopping atmosphere.

Please check what you request the City to supply:

*See Rules and Regulations

FOR OFFICE USE ONLY:

SPECIAL EVENT REVIEW COMMITTEE APPROVALS

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

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.

12/22/25
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. |

	Picnic Tables Qty:		Electricity Turned on/off		Other:	Electric from street light in front of the Lapeer County Pavilion
X	Trash Containers Qty:		Road Crossing Guards Qty:			
	Road Closures List:	Electricity need at Pocket Park and Pavilion for sound equipment				

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.

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

INDEMNIFICATION AGREEMENT

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

Signature: [Signature] Date: 12/22/25

Witness: [Signature] Date: 12/22/25

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): February 6, 2027

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:



Event Name: Chocolate Walk

Date: Saturday, February 7, 2026

Time: Noon – 5:00 PM

Location: Historic Downtown Lapeer (participating businesses within the downtown district)

The Chocolate Walk is a winter promotional event designed to support local businesses and encourage economic activity in Historic Downtown Lapeer during a traditionally slower retail season. The event will take place on Saturday, February 7, 2026, from Noon to 5:00 PM, the weekend prior to Valentine's Day.

During the event, participating retail businesses may offer small chocolate samples to shoppers inside their stores. Participating restaurants and coffee shops, dessert locations, may feature chocolate-inspired menu items, desserts, and specialty beverages available for purchase. The event is structured as a self-guided walking experience, encouraging attendees to visit multiple downtown businesses throughout the afternoon. The Chocolate Walk is intended to increase foot traffic, support downtown retail and dining establishments, and promote Historic Downtown Lapeer as a year-round destination. By aligning the event with Valentine's Day, the event encourages advance shopping, dining, and gift purchasing while creating a positive and engaging downtown experience for residents and visitors.

Community and Economic Benefits:

- Increased pedestrian activity in the downtown district during winter months
- Increased sales opportunities for retail shops and restaurants
- Encouragement of local shopping and dining in advance of Valentine's Day
- Enhanced visibility and promotion of Historic Downtown Lapeer businesses
- Activation of downtown sidewalks and storefronts in a safe, family-friendly manner

The event will be coordinated in partnership with participating downtown businesses and will not require street closures. All activities will take place within existing businesses and public sidewalks, and the event will comply with applicable City of Lapeer policies and safety requirements.

This event supports the City's goals of downtown vitality, small business support, and community engagement.

Trash Management: Lapeer Main Street Volunteers and staff will monitor trash bins during and after the event and address any garbage cans that are full as needed.

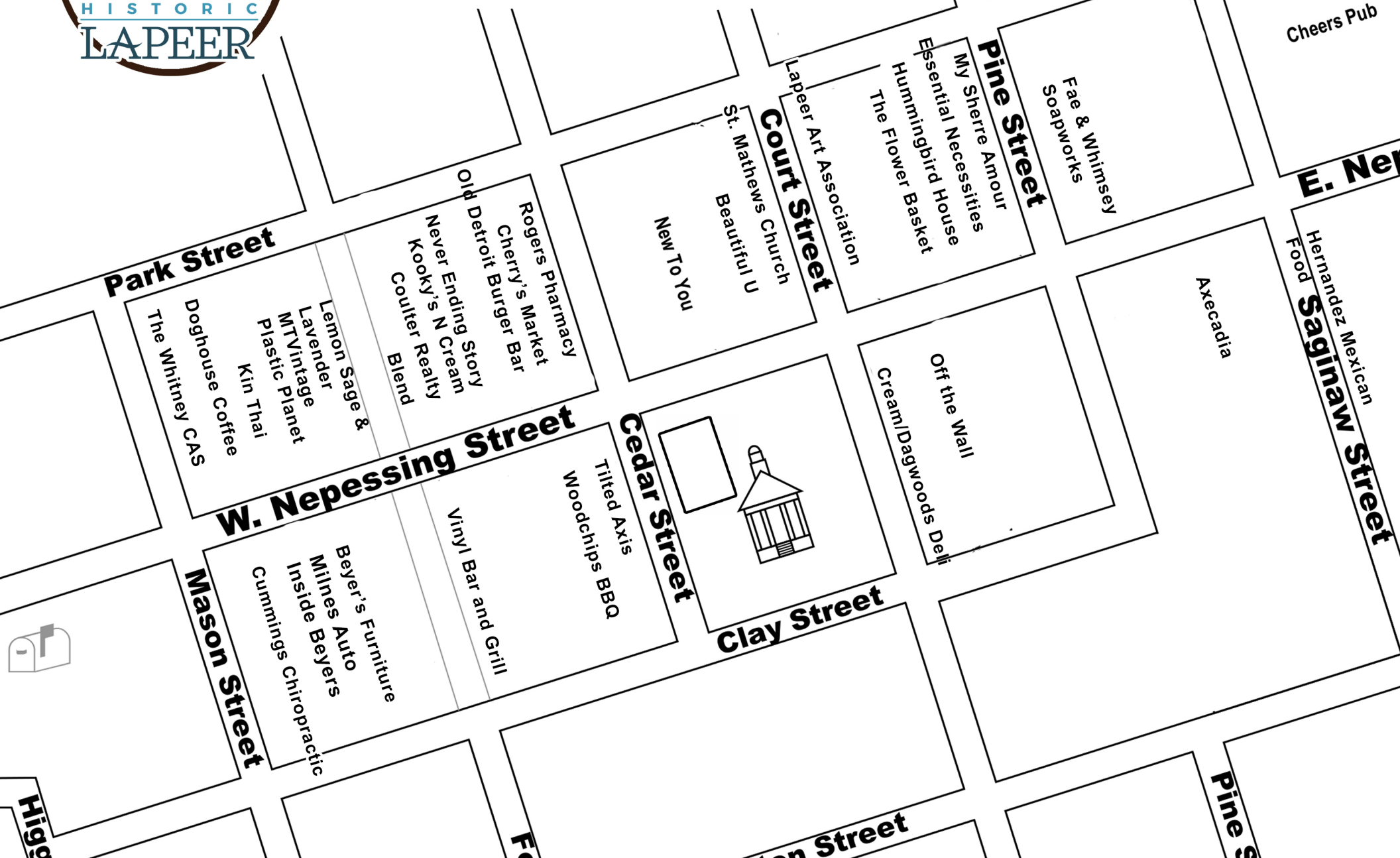


NORTH



LAPEER
Main Street

Anticipated Chocolate Walk Area and Business Participation





ITEM C-2

Meeting Date: January 20, 2026
Department: Police Department
Requestor: John Cipielewski, Lieutenant
Agenda Item: Special Event, Run with Heroes 5k

RECOMMENDATION:

I recommend approval of the event with the understanding that the event will require the event personnel to use stop signs, wear traffic vests, and be assigned to the following locations:

- Saginaw and Nepessing Intersection, two road guards with stop signs and traffic vests. directing runners from Nepessing St. to use the sidewalk on the north side of Nepessing St. while crossing Saginaw St.
- The runners will continue to use the sidewalk until they reach the Linear Park Path.
- Oregon and Linear Park Path, one road guard with a stop sign and a traffic vest.
- Saginaw and Linear Park Path, one road guard with a stop sign and a traffic vest.
- Pine and Linear Park Path, one road guard with a stop sign and a traffic vest.
- On return from the Linear Park path, the runners on Nepessing St. will use the sidewalk on the north side of Nepessing St. until crossing Saginaw St. and then may return to the blocked off streets of Lapeer Days using the street until the finish line near the Lyric Mall.

AGENDA ITEM INFORMATION:

This is a new event, the Run with Heroes 5K sponsored by the local chapter of the International Association of EMTs and Firefighters, which is scheduled during Lapeer Days on Sunday, August 23, 2026, from 7:30 A.M to 11:30 A.M.

Budgeted Amount:	N/A	Funds Requested:	
Funding Source:		CIP Project #:	
		Budget Amendment Needed:	
# of Bids/Quotes Obtained:		Budget Amendment Attached:	
Explanation:			



International Association of EMTs and Paramedics

A DIVISION OF THE NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES

January 5, 2026

Dear Lapeer City Commission Members,

Please find attached an application for a special event that our Local Union is working to have during the Lapeer Days Festival.

The Employees of Lapeer County EMS have been represented by the IAEP since 2011, and we do different fundraisers each year to help with funding of EMS education opportunities for both current and prospective EMS professionals in Lapeer County, as well as an annual donation to a community member who is being treated for cancer. We also sponsor annually at least one child for the Shop With A Hero event. We provide meals to the EMS crews who are working on select holidays, and honor our professionals during EMS week.

We have partnered with Great Lakes Race Management to manage this 5k race, which we hope becomes an annual event promoting both the importance of EMS in the community, but also promotes some healthy exercise for participants.

Thank you for your consideration of our application, and we look forward to hearing from you with questions and/or approval for our event.

Please feel free to reach out to either Nate Smith or Charles Miller with your questions.

Respectfully,

Nate Smith, National Representative

NAGE/IAEP

IAEP Local R7-664

PO Box 821

Lapeer MI 48446

nsmith@nape.org

810-441-0068

159 Burgin Parkway
Quincy, MA 02169

phone 617.376.0220
fax 617.376.0286



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)	IAEP Local R7-664	Phone #	8104410068
Address	PO Box 821, Lapeer MI 48446		
Organization Event Coordinator/Contact	Great Lakes Race Management	Phone #	810-853-0331
Event Coordinator/ Contact Address	Charles Miller		
Coordinator/Contact Email	greatlakesracemanagement@gmail.com		

Event Name	Run with the Heros		
Purpose of Event	Raise funds for EMS union to use for EMS education opportunities		
Event Location	Map attached/downtown area	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	Sunday, August 23, 2026	Event Time	7:30 am - 11:30 am
# of Event Organizational Team	(1) Great Lakes Race Mgt.	# of Expected Attendees:	(+/-) 200
Describe the activities taking place at your event:			
5k road race run/walk - Map Attached to application			

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: Sound System for Race Music and Announcements

*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: 2 provided by event			
☐	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
☐	Co-Sponsored Event	☐	Other For-Profit Event		

INDEMNIFICATION AGREEMENT

The IAEP Local R7-664/GreatLakesRaceManagment 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: Charles Miller Date: 1/2/2026

Witness: _____ Date: _____

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

☒ ☒

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

Normal Event Schedule

(e.g., third weekend in July): Sunday of Lapeer Days Weekend

☒ ☐

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

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

[YES] [NO]

☐ ☐

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

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

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

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

12/31/25

Date

Nate Smith

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:

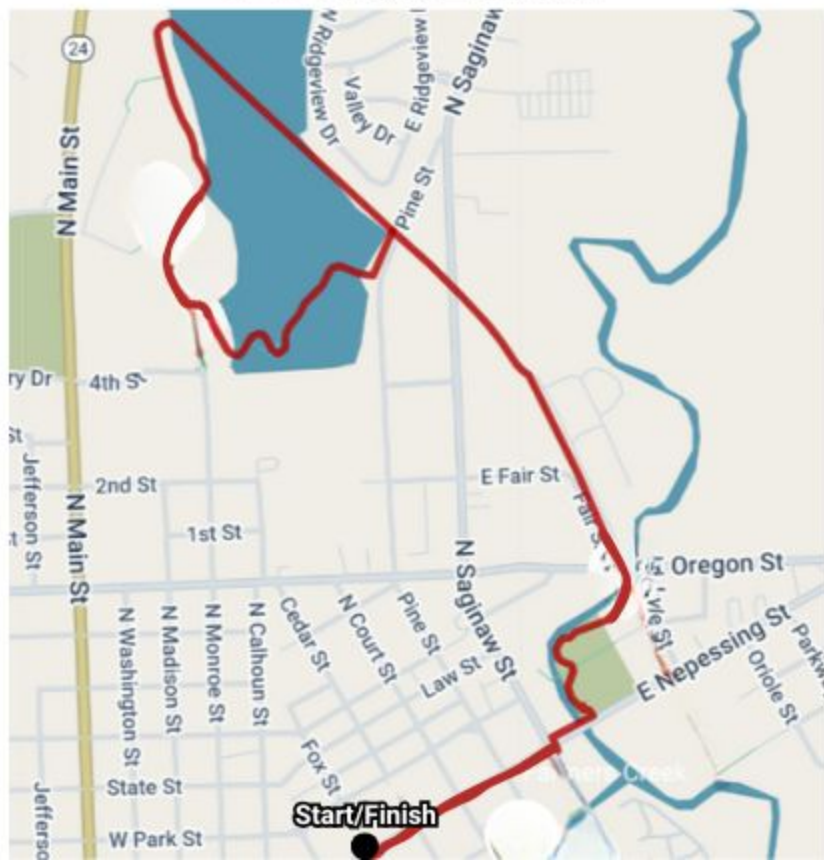
- a. City Sponsored Events
- b. City Co-Sponsored Events
- c. City Non-Profit Events
- d. Non-City Non-Profit Events
- e. For-Profit Events

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

Run With Heroes 5K COURSE MAP

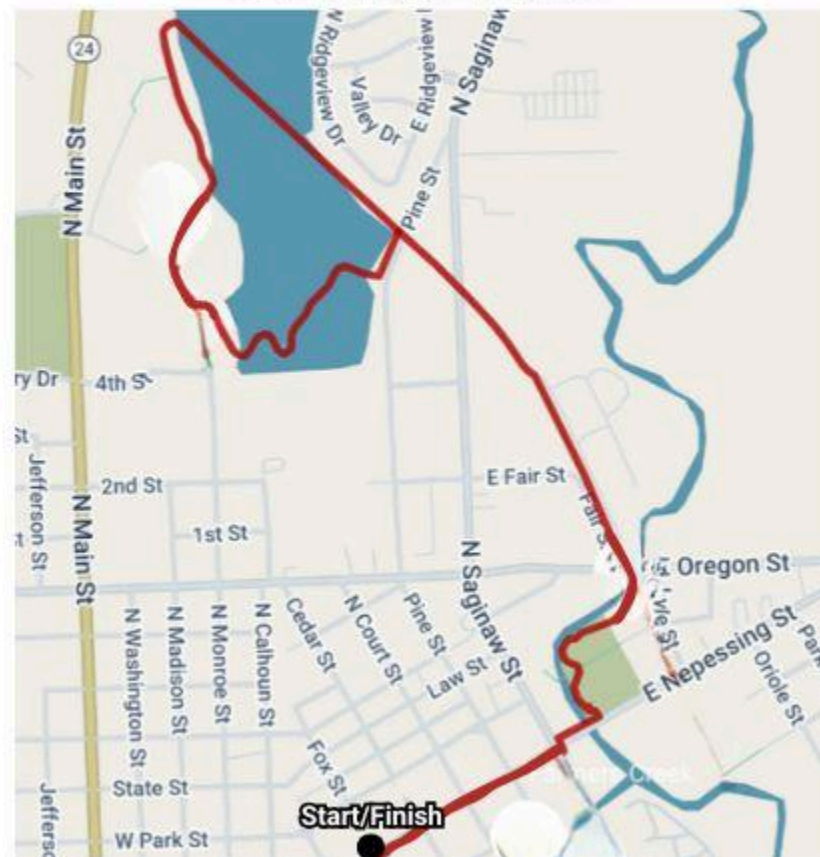


Run With Heroes 5K Run/Walk
Sunday, August 23rd, 2026

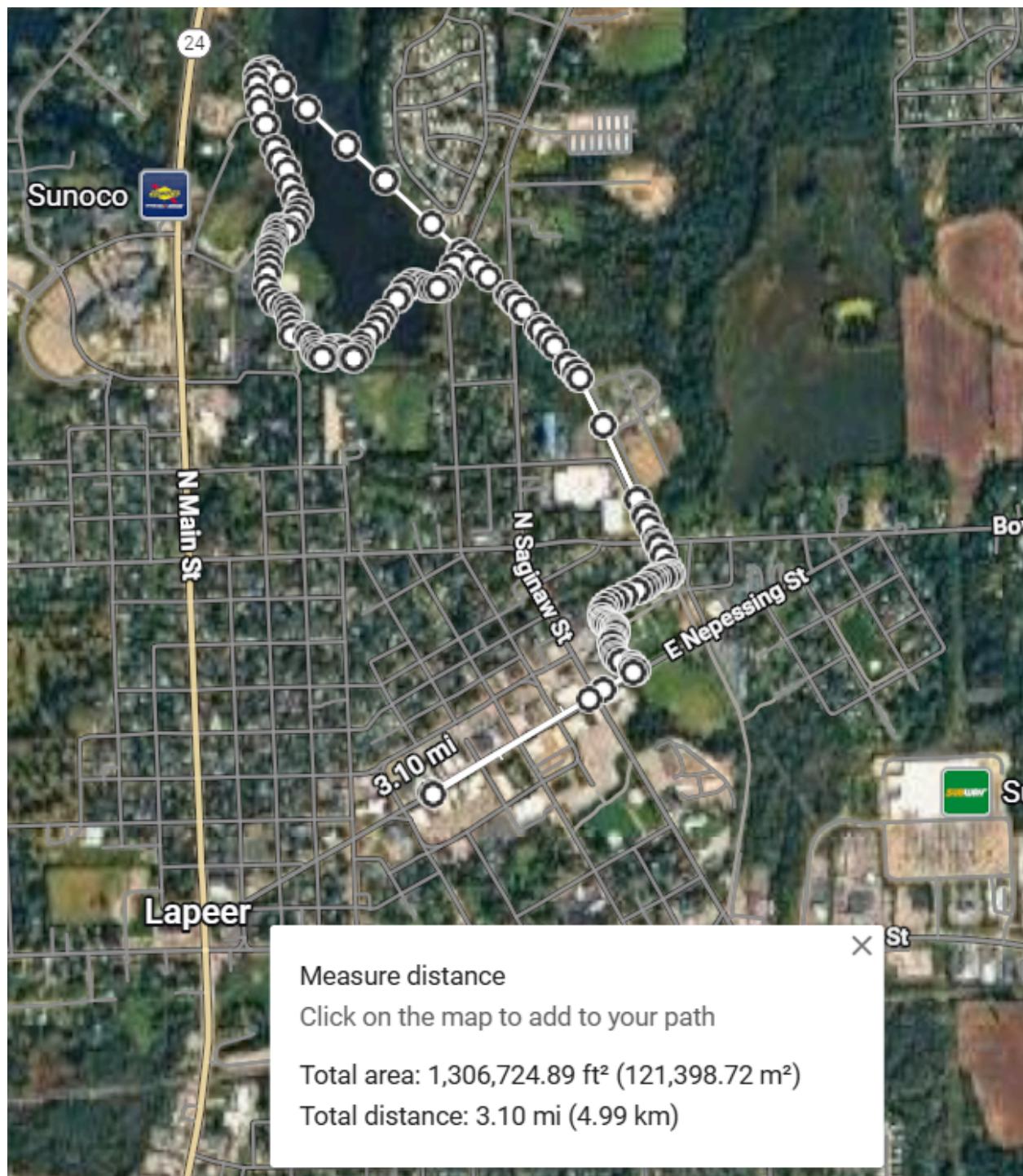
5K COURSE ROUTE

- Race Starts/Finishes on Nepessing Street by Lyric Mall
- Heads NE on Nepessing and crosses Saginaw St. and turns North onto the Linear Park Pathway by Rotary Park/Lapeer Dog Park
- Race will then use the Linear Park Pathway and head North, crossing Oregon St. and looping around Rowden Park.
- Race will then head South on the Linear Park Path back to the Start/Finish Line

Run With Heroes 5K COURSE MAP



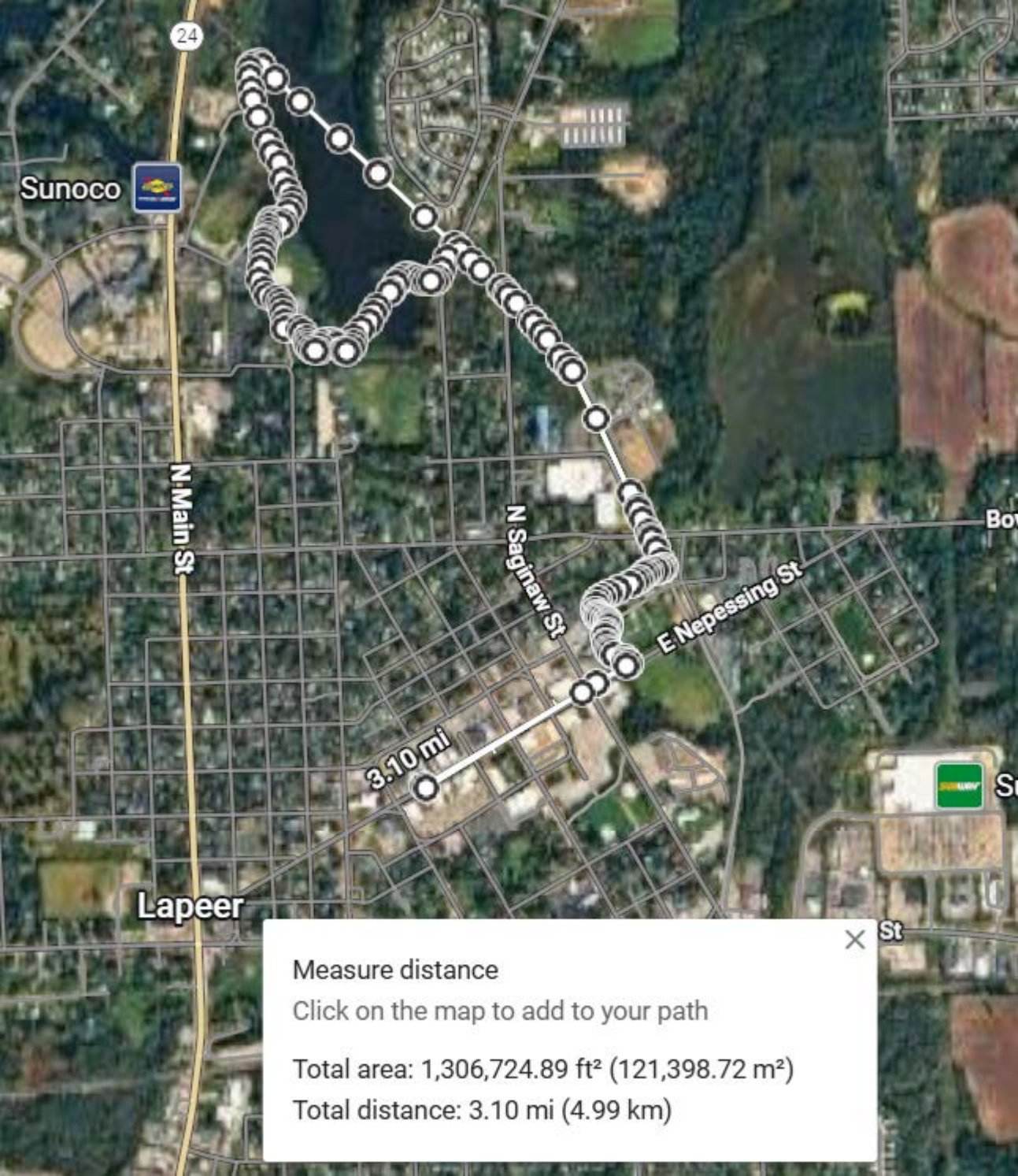
Run With Heroes 5K Run/Walk
Sunday, August 23rd, 2026



Run With Heroes 5K Run/Walk
Sunday, August 23rd, 2026

SAFETY PLAN

- **Local EMS Staff will be notified, and some on site! This Race is a Fundraiser for the IAEP, Local R7-664, representing EMT's and Paramedics from Lapeer County EMS**
- **(2) Crossing Guards with Megaphones and Traffic Vests at the intersection of the Linear Park Pathway and Oregon St.**
- **Volunteer Course Marshals, Traffic Cones and Yard Signs will be used to direct runners and alert them on any potential hazards or road crossings**
- **EMT on-site to treat any minor injuries**



Sunoco



24

N Main St

N Saginaw St

E Nepessing St

3.10 mi

Lapeer



St



St

Measure distance

Click on the map to add to your path

Total area: 1,306,724.89 ft² (121,398.72 m²)

Total distance: 3.10 mi (4.99 km)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/12/2025

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

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

PRODUCER Nicholas Hill Group, Inc. 1586 S 21st Street Suite 200 Colorado Springs CO 80904		CONTACT NAME: Ryan Hill PHONE (A/C, No, Ext): (719) 694-2595 E-MAIL ADDRESS: andrea@nicholashillgroup.com FAX (A/C, No):	
INSURED Great Lakes Race Management 3095 McGinnis Dr, Fenton, MI 48430, USA		INSURER(S) AFFORDING COVERAGE INSURER A: Accredited Surety and Casualty Company, Inc. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 26379	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		1-RSL-CO-17-015389002905	07/12/2025	04/01/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ None						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ 0.00
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N ☒ N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

DESCRIPTION OF OPERATIONS: SPECIAL EVENTS - Certificate holder is added as Additional Insured per form RSCG 03 03 – Additional Insured – Automatic Status When Required in a Written Agreement with You and/or CG 20 26 - Additional Insured - Designated Person or Organization on a Primary and Noncontributory basis under this General Liability Insurance and shall include a Waiver of Subrogation in favor of the Additional Insured. Host Liquor Liability included.

CERTIFICATE HOLDER**CANCELLATION**City of Lapeer
576 Liberty St, Lapeer, MI, 48446

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Andrew Ott

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ITEM C-3

Meeting Date: Mayor Hing and Lapeer City Commission
Department: City Clerk
Requestor: Romona Sanchez, City Clerk
Agenda Item: ecoATM, LLC 555 E. Genesee St.

RECOMMENDATION (motion):

Mayor approve a Secondhand Dealer License ecoATM LLC located at 555 E. Genesee St.

AGENDA ITEM INFORMATION:

eco ATM, LLC has applied for a renewal of their Secondhand Dealer License located at 555 E. Genesee St. (inside Walmart). All requirements have been met, and staff recommend approval of the license. ecoATM, LLC has been in business since February 2019.

Under Public Act 350 of 1917 (Secondhand Dealers and Junk Dealers), Public Act 273 of 1917 (Pawnbrokers) and Chapter 20 (Business Licenses and Regulations Ordinance), businesses are required to apply to and be approved by the Mayor for a Secondhand Dealer License.

If you have any questions, please advise.

Budgeted Amount:	N/A	Funds Requested:	N/A
Funding Source:		CIP Project #:	
		Budget Amendment Needed:	
# of Bids/Quotes Obtained:		Budget Amendment Attached:	
Explanation:			



RECEIVED

DEC 23 2025

CITY MANAGER
LAPEER, MI

Office Use:	License #:	26-0546
	Fee Paid:	\$150.-
	Date:	12.23.25
Mayor/City Commission Approved:		
ISSUED:		

APPLICATION – SECONDHAND AND/OR JUNK DEALER

(According to the Provisions of Public Act 350 of 1917 and City of Lapeer Ordinance:
Chapter 20 (Business Licenses and Regulations), Section 20.00 and Section 20.03) \$150. Annual Fee
Date:

Applicant Information:

Name of Applicant: ecoATM, LLC.

Address: 8525 Camino Santa Fe, STE H, San Diego, CA 92121

Telephone #: 858-766-7257

Location of Business: 555 E Genesee St, Lapeer MI 48446-4611 (Inside Walmart1987)

Property Owner of location: Walmart Corp: 702 SW 8th St, Bentonville, AR 72716

(Name, Address, Telephone # of property owner)

Previous experience as a Secondhand Dealer or Junk Dealer: _____

ecoATM, operates over 6,000 kiosks nationwide

Have you:

Been convicted of any crime, misdemeanor, or local ordinance? ☐ Yes ☒ No

Describe violation and penalty assessed: _____

Held a permit in Michigan that was revoked, suspended, or denied within the last three years?

☐ Yes ☒ No Explain: _____

Business Information:

Name of Business: ecoATM, LLC

Address: 8525 Camino Santa Fe, STE H, San Diego, CA 92121

Individual ☐ Partnership ☐ Corporation ☒ Firm ☐ Association ☐

Telephone Number: 858-766-7257 / 7250

Applicant must furnish the following additional information:

- ☐ Nonrefundable Application Fee (\$25.00).
- ☒ Annual Fee (\$150.00).
- ☒ Listing of all agents/employees with complete addresses (new employees within 10 days).
- ☒ Signed copy of the Criminal Background Check Consent/Release Form and Agreement by all employees to be used under this request (new employees within 10 days).
- ☒ Surety Bond in the sum of \$3,000.
- ☐ Listing (types) of secondhand goods.

By filing this application, I acknowledge I have read the appropriate Ordinance Section, and I authorize the City of Lapeer to conduct a background check on myself, the applicant, as well as on the agents/employees requested in this application. In addition, by signing this application I affirm that the information provided is accurate and that, if a license is granted, I will abide by all applicable ordinances, statutes, regulations, and laws.

[Signature]
Applicant Signature:

12/09/2025

Date:



ITEM C-4

Meeting Date: Mayor Hing & Lapeer City Commission
Department: City Clerk
Requestor: Romona Sanchez
Agenda Item: Lapeer Gold & Loan Secondhand Dealer License & Pawnbroker License

RECOMMENDATION (motion):

Mayor approve the Secondhand Dealer License and Pawnbroker License for Lapeer Gold & Loan located at 801 East Street.

AGENDA ITEM INFORMATION:

Johny Jajou, owner of Lapeer Gold and Loans, has applied for a Secondhand Dealer License and Pawnbrokers License for Lapeer Gold and Loans located at 801 East Street. All requirements have been met, and staff recommend approval for a license.

Under Public Act 350 of 1917 (Secondhand Dealers and Junk Dealers), Public Act 273 of 1917 (Pawnbrokers) and Chapter 20 (Business Licenses and Regulations Ordinance), businesses are required to apply to and be approved by the Mayor for a Secondhand Dealer and Pawnbrokers License.

Mr. Jajou has also applied for a Precious Metal & Gem Dealer License. Under PA 95 of 1981 and Chapter 20 (Business Licenses and Regulations Ordinance), this license is applied to and approved by the Police Department.

If approved, the following licenses will be held by Lapeer Gold & Loans:

- Secondhand Dealer License
- Pawnbrokers License
- Precious Metal & Gem Dealer License

Please advise if you should have any questions.

Budgeted Amount:	N/A	Funds Requested:	
Funding Source:		CIP Project #:	
		Budget Amendment Needed:	
# of Bids/Quotes Obtained:		Budget Amendment Attached:	
Explanation:			



RECEIVED

DEC 11 2025

CITY MANAGER
LAPEER, MI

Office Use: License #: _____

Fee Paid: _____

Date: 12.10.25

Mayor/City Commission Approved: _____

ISSUED: _____

APPLICATION – SECONDHAND AND/OR JUNK DEALER

(According to the Provisions of Public Act 350 of 1917 and City of Lapeer Ordinance:
Chapter 20 (Business Licenses and Regulations), Section 20.00 and Section 20.03) \$150. Annual Fee

Date: _____

Applicant Information:

Name of Applicant: Johnny Tajou

Address: [REDACTED]

Telephone #: [REDACTED] or 810-660-8664

Location of Business: 801 East ST Lapeer MI 48446

Property Owner of location: Johnny Tajou 6667 Forest Park Dr. Troy MI 48098
(Name, Address, Telephone # of property owner) 248-506-1825

Previous experience as a Secondhand Dealer or Junk Dealer: _____

Have you:

Been convicted of any crime, misdemeanor, or local ordinance? [REDACTED]

Describe violation and penalty assessed: [REDACTED]

Held a permit in Michigan that was revoked, suspended, or denied within the last three years?

☐ Yes ☒ No Explain: _____

Business Information:

Name of Business: Lapeer Gold & Loan

Address: 801 East ST Lapeer MI 48446

Individual ☐ Partnership ☐ Corporation ☒ Firm ☐ Association ☐

Telephone Number: 810-660-8664

Applicant must furnish the following additional information:

- ☐ Nonrefundable Application Fee (\$25.00).
- ☐ Annual Fee (\$150.00).
- ☐ Listing of all agents/employees with complete addresses (new employees within 10 days).
- ☐ Signed copy of the Criminal Background Check Consent/Release Form and Agreement by all employees to be used under this request (new employees within 10 days).
- ☐ Surety Bond in the sum of \$3,000.
- ☐ Listing (types) of secondhand goods.

By filing this application, I acknowledge I have read the appropriate Ordinance Section, and I authorize the City of Lapeer to conduct a background check on myself, the applicant, as well as on the agents/employees requested in this application. In addition, by signing this application I affirm that the information provided is accurate and that, if a license is granted, I will abide by all applicable ordinances, statutes, regulations, and laws.

Applicant Signature: Johnny Tajou

11-29-25
Date:



RECEIVED

DEC 11 2025

CITY MANAGER
LAPEER, MI

Office Use: License #: _____
Fee Paid: _____
Date: 12-10-25
Mayor/Commission Approved: _____
ISSUED: _____

APPLICATION – PAWNBROKERS

(According to the Provisions of Public Act 273 of 1917 and City of Lapeer Ordinance:
Chapter 20 (Business Licenses and Regulations), Section 20.00 and Section 20.06) \$150. Annual Fee

Applicant Information:

Name of Applicant: JOHNY JAJOU

Address: _____

Telephone #: 810-660-8664

Location of Business: 801 EAST ST LAPEER, MI 48446

Property Owner of location: JOHNY JAJOU 6667 Forest Park Dr. Troy, MI
(Name, Address, Telephone # of property owner) 248-506-1825

Previous experience as a Pawnbroker: _____

Have you:

Been convicted of any crime, misdemeanor, or local ordinance? _____

Describe violation and penalty assessed: _____

Held a permit in Michigan that was revoked, suspended or denied within the last three years?

☐ Yes ☒ No Explain: _____

Business Information:

Name of Business: Lapeer Gold & Loan

Address: 801 EAST ST LAPEER, MI 48446

Individual ☐ Partnership ☐ Corporation ☒ Firm ☐ Association ☐

Telephone Number: 810-660-8664

Applicant must furnish the following additional information.

- ☐ Nonrefundable Application Fee (\$25.00).
- ☐ Annual Fee (\$150.00).
- ☐ Listing of all agents/employees with complete addresses (new employees within 24 hours).
- ☐ Signed copy of the Criminal Background Check Consent/Release Form and Agreement by all employees to be used under this request (new employees within 10 days).
- ☐ Bond in the sum of \$3,000, with at least 2 sureties. (PA 273 of 1917; Section 446.2202(5).)

By filing this application, I acknowledge I have read the appropriate Ordinance Section, and I authorize the City of Lapeer to conduct a background check on myself, the applicant, as well as on the agents/employees requested in this application. In addition, by signing this application I affirm that the information provided is accurate and that, if a license is granted, I will abide by all applicable ordinances, statutes, regulations and laws.

Applicant Signature: Johnny Jajou

Date: 11-29-25

OFFICE USE:

Police Department: ☒ Approval ☐ Disapproval

Signature: [Signature]

Date: 12/25/2025

City Clerk: ☐ Approval ☐ Disapproval

Signature: _____

Date: _____



ITEM C-5

Meeting Date: Mayor and City Commissioners
Department: City Clerk's Office
Requestor: Mike Womack, City Manager
Agenda Item: 2026 Farmland Lease

RECOMMENDATION (motion):

Approve the farmland lease with Terry Jostock.

AGENDA ITEM INFORMATION:

On November 18, 2025, a letter was mailed to Mr. Terry Jostock, asking if he would like to renew the farmland lease for the 2026 farming season, at a price of \$125.00 per acre.

Mr. Jostock has agreed and signed the lease on January 12, 2026. The contract is for one-year for the two parcels, which are as follows:

- Parcel A, 20 Acres @ \$2,500.00/year
- Parcel 1, 53 Acres @ \$6,625.00/year

We request that the attached lease be approved and allow the mayor and City Manager to sign on behalf of the City.

Budgeted Amount:	N/A	Funds Requested:	
Funding Source:		CIP Project #:	
		Budget Amendment Needed:	
# of Bids/Quotes Obtained:		Budget Amendment Attached:	
Explanation:			

LEASE AGREEMENT

Lease Agreement between the City of Lapeer, a Michigan Municipal Corporation, 576 Liberty Park, Lapeer, Michigan 48446, herein referred to as "Leasing Agent" and Terry Jostock, herein referred to as "Leasing Farmer."

DESCRIPTION OF PREMISES

Leasing Agent leases approximately 53 acres of land located in the City of Lapeer, Lapeer County, Michigan described as follows:

PARCEL # L22-01-710-040-00:

53 Acres – Off of Clark Road, behind Soccer Fields.

Leasing Farmer shall in no event till or work any land within the 100-yard flood plain of any creeks/ponds/waterway.

AND

Leasing Agent leases approximately 20 acres of land located in the City of Lapeer, Lapeer County, Michigan described as follows:

PARCEL # L22-01-715-040-00:

20 Acres – Vacant Land, Clark Road, Lapeer, Michigan 48446.

The South ½ of the southwest ¼ of the southwest ¼ of Section 9, Town 7 North, Range 10 East, Lapeer Township, Lapeer County, Michigan.

Leasing Farmer shall in no event till or work any land within the 100-yard flood plain of any creeks/ponds/waterway.

TERM

The term of this Lease is April 1, 2026, through December 31, 2026.

RENTAL

Leasing Farmer shall pay \$9,125.00 = (\$6,625 + \$2,500) as rent. The rent shall be paid on or before January 8, 2026.

USE OF PREMISES

The premises are to be used for the purpose of growing farm crops and Leasing Farmer shall restrict its use to such purpose and shall not use or permit the use of the premises for any other purpose without the written consent of Leasing Agent.

ASSIGNMENT OR SUBLEASE

The Lease shall not be sold, assigned, or in any manner transferred by Leasing Farmer, nor shall the leased premises or any part thereof be sublet, without the prior written consent of Leasing Agent.

NON-LIABILITY OF LESSOR FOR DAMAGES

Leasing Agent shall not be responsible for liability or claims of third parties for personal injury or property damage from any cause relating to the use of the premises by the Leasing Farmer. Leasing Farmer shall indemnify Leasing Agent from all liability, loss, or other damage claims or obligations resulting from any injuries or losses. Leasing Farmer shall make no claim against Leasing Agent for damages for personal injury or property damage from any cause relating to Leasing Farmer's use of the premises.

LEASING AGENT'S ACCESS TO PROPERTY

Leasing Agent reserves the right to go on and have access at all times during the existence of this Lease, to the leased premises for any purpose. Leasing Agent shall reimburse Leasing Farmer for any damages to crops caused by Leasing Agent's ingress and egress during any period of access use.

LEASING FARMER'S ACCESS TO PROPERTY

Farmer's Access will be to enter on Saginaw Road.

LEASING FARMER'S DUTIES

Leasing Farmer shall cut no live trees except by permission of Leasing Agent. Leasing Farmer shall farm the leased premises in a good and workmanlike manner and shall rotate the crops. Leasing Farmer shall prevent the accumulation of fire hazards and shall not do anything to increase the risk of hazard on the property.

IN WITNESS WHEREOF, the parties have executed this Lease on the respective dates set forth below.

CITY OF LAPEER

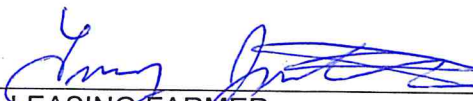
By:

Date: _____

Jeremy Hing, Mayor
Leasing Agent

Date: _____

Mike Womack, City Manager
Leasing Agent


LEASING FARMER

Date: _____

By: _____

Its President



ITEM D-1

To: Mayor and City Commission
From: Kelly Hanna, Director of Financial Services
Date: January 20, 2026
RE: Bill Listing – December 19, 2025 – January 13, 2026

STAFF RECOMMENDATION

Approve the bill listing as presented.

CURRENT OR NEW INFORMATION

I, Kelly Hanna, Director of Financial Services, have reviewed the bills for December 19, 2025, through January 13, 2026, in the total amount of **\$906,771.50** and find them to be proper charges.

Budgeted Amount:	N/A	Funds Requested:	N/A
Funding Source:		CIP Project #:	
		Budget Amendment Needed:	
# of Bids/Quotes Obtained:		Budget Amendment Attached:	
Explanation:			

CHECK REGISTER FOR CITY OF LAPEER
CHECK DATE FROM 12/19/2025 - 01/13/2026

Check Date	Check	Vendor Name	Amount
12/31/2025	599639	LAPEER COMMUNITY SCHOOLS	465,539.59
12/31/2025	599637	LAPEER CO TREASURER	119,644.48
12/31/2025	599636	LAPEER CO INTERMEDIATE SCHOOL	94,906.44
12/30/2025	3561(E)	US BANK	43,921.25
12/31/2025	599631	D & H FIRE SUPPRESSION	35,501.40
12/31/2025	599640	LAPEER DISTRICT LIBRARY	29,402.46
12/31/2025	3554(A)	ROWE INC	25,012.00
12/31/2025	3544(A)	ASSESSMENT ADMINISTRATION SERVICE	13,800.00
12/31/2025	599634	GREATER LAPEER TRANS AUTH	8,230.28
12/31/2025	3543(A)	ARROWHEAD UPFITTERS, INC.	8,039.24
12/31/2025	3552(A)	MLR ENGINEERING	8,000.00
12/31/2025	599638	LAPEER CO TREASURER	7,872.92
12/31/2025	3542(A)	ABM COMMERCIAL CLEANING	7,580.00
12/31/2025	3557(A)	SPICER GROUP	4,740.50
12/31/2025	3548(A)	FLETCHER FEALKO SHOUDY & FRANCIS PC	4,385.00
12/31/2025	3549(A)	GREEN MEADOWS LAWNSCAPE, INC.	3,211.54
12/31/2025	3545(A)	CORRIGAN OIL II, INC.	2,919.55
12/31/2025	599635	LAPEER CO DRAIN COMMISSION	2,496.43
12/31/2025	599646	STATE OF MICHIGAN	2,200.86
12/31/2025	3546(A)	CRYSTAL CLEAN, LLC	2,118.14
12/31/2025	599644	NU-TECH GRAPHICS	1,970.00
12/31/2025	3551(A)	MAUK, JODI	1,920.00
12/31/2025	3556(A)	SMITH, SHANNON	1,920.00
12/31/2025	599649	TOWN & COUNTRY POOLS, INC	1,445.50
12/31/2025	3550(A)	MACQUEEN EQUIPMENT, LLC	1,356.45
12/31/2025	599641	MARCO TECHNOLOGIES, LLC	1,300.93
12/31/2025	599643	MICHIGAN TACTICAL OFFICERS ASSOC	1,300.00
12/31/2025	599651	VERIZON WIRELESS	1,078.12
12/31/2025	3559(A)	TAYLOR, SARAH	1,062.50
12/31/2025	599647	STATE OF MICHIGAN	932.15
12/31/2025	599648	T. P. ISRAEL CO INC	480.00
12/31/2025	599642	MGS ELECTRIC INC.	360.00
12/31/2025	599630	BOWMAN, HEATHER	355.81
12/31/2025	3547(A)	EUROFINS ENVIRONMENT TESTING	307.50
12/31/2025	3560(A)	VIEW NEWSPAPERS	269.50
12/31/2025	599632	DELYNN'S DESIGNS, INC	200.50
12/31/2025	599650	UNIFIRST CORPORATION	178.99
12/31/2025	3553(A)	PARAGON LABORATORIES, INC.	173.00
12/31/2025	599645	PINE TREE HEATING & AIR	169.00
12/31/2025	599652	VILLAGE PRINTING	148.00
12/31/2025	599633	GRAINGER	114.07
12/31/2025	3555(A)	SHORELINE INVESTMENT SERV. INC.	108.95
12/31/2025	3558(A)	SZOTT FORD	98.45
TOTAL			<u><u>\$906,771.50</u></u>

CITY OF LAPEER
Proclamation
In Recognition of Denise Marinelli

WHEREAS, Denise Marinelli began her employment with the City of Lapeer in June 2003 as a part-time Assessing Assistant, was promoted to Deputy Assessor/GIS Technician on July 1, 2007, and subsequently promoted to Assessor on June 15, 2020; and

WHEREAS, Denise has completed many professional training seminars, including the requirements to meet the designation as a Michigan Advanced Assessing Officer (3) and Michigan Certified Personal Property Examiner, which has enhanced her skills and improved her performance as an Assessor; and

WHEREAS, Denise has also served as a member of the Election Commission for the City of Lapeer for more than five years; and

WHEREAS, throughout her career, she has consistently demonstrated exceptional organizational skills, a strong work ethic, and a steadfast commitment to supporting and serving others, and has been an invaluable asset to the City of Lapeer, serving with dedication, integrity, and distinction; and

WHEREAS, Denise will retire on January 22, 2026, after more than 18 years of exemplary full-time service for the City of Lapeer, marked by unwavering dedication, professionalism, and excellence, leaving behind grateful colleagues and a community proud to have worked with her.

NOW, THEREFORE, LET IT BE KNOWN that I, Jeramy Hing, along with the Lapeer City Commission, do hereby honor and express our deepest appreciation to Denise Marinelli for her outstanding public service, and extend our heartfelt wishes for continued health, happiness, and success in her retirement.

Dated this 20th day of January 2026.

Jeramy Hing
Established 1833
Jeramy Hing, Mayor

Joshua Atwood
Joshua Atwood, Commissioner

Linda Glisman
Linda Glisman, Commissioner

Melissa A. Petrie
Melissa Petrie, Mayor Pro Tem

Stefan Brady
Stefan Brady, Commissioner

Lynne McCarthy
Lynne McCarthy, Commissioner

Mike Womack
Mike Womack, City Manager



ITEM F-1

Meeting Date: November 17, 2025
Department: City Manager
Requestor: Mike Womack, City Manager
Agenda Item: 425 Agreement Amendment with Mayfield Twp.

RECOMMENDATION (motion):

Set a Public Hearing at the next Regular Meeting on December 1, 2025, for the purposes of considering an Amendment to the existing 425 Agreement between the City of Lapeer and Mayfield Twp., which would add Parcel Id: 014-031-003-12 into the existing 425 Agreement.

AGENDA ITEM INFORMATION:

The Woodbridge Park neighborhood developer has identified a tiny sliver of land that was never brought into the City under the existing 425 Agreement. The developer would like to develop several new homes which would straddle the property line where this parcel is located.

Without adding this property into the 425 Agreement, it would be very unlikely or impossible to develop these homes. Under this proposed agreement, both the City and Township will see a small increase in property tax revenue and several new homes can be built. Representatives from both the City and Township have tentatively agreed to the attached draft proposal, but we are both required to hold a public hearing prior to approval of the agreement.

Budgeted Amount:	N/A	Funds Requested:	N/A
Funding Source:		CIP Project #:	
		Budget Amendment Needed:	
# of Bids/Quotes Obtained:		Budget Amendment Attached:	
Explanation:			

CITY OF LAPEER
Lapeer County, Michigan
2025-_____

**RESOLUTION APPROVING AMENDMENT TO CITY OF
LAPEER – TOWNSHIP OF MAYFIELD CONTRACT FOR
CONDITIONAL TRANSFER OF PROPERTY TO ADD
ADDITIONAL PROPERTY**

At a Regular Meeting of the City Commission of the City of Lapeer, Lapeer County,
State of Michigan, held on the ____ day of _____, 2025, at 6:30 o'clock p.m., local time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Commission member
_____ and supported by Commission member _____.

WHEREAS the City of Lapeer and Mayfield Township are parties to an Contract for
Conditional Transfer of Property (the “Act 425 Agreement”) effective as of September 5, 2001.
The Act 425 Agreement was entered into pursuant to Michigan Act 425 of 1984 (“Act 425”).

WHEREAS pursuant the Act 425 Agreement the following described land (the
“Transferred Property”) that was located within Mayfield Township was transferred to the City
of Lapeer.

PARCEL A

Part of the East half of the Southeast quarter of Section 31, Town 8 North, Range 10 East, Mayfield Township, Lapeer County, Michigan, described as beginning at a point on the East section line that is South 00 degrees 42 minutes 56 seconds East 164.05 feet from the East quarter corner of said Section 31; thence continuing along said line, South 00 degrees 42 minutes 56 seconds East 1443.67 feet; thence South 89 degrees 54 minutes 08 seconds West 33.00 feet; thence South 00 degrees 42 minutes 56 seconds East 210.49 feet; thence along a line parallel to and 837.52 feet Northerly of the South section line, South 89 degrees 37 minutes 40 seconds West 222.37 feet; thence North 00 degrees 22 minutes 20 seconds West 400.00 feet; thence South 89 degrees 37 minutes 40 seconds West 435.60 feet; thence South 00 degrees 22 minutes 20 seconds East 400.00 feet; thence along a line parallel to and 837.52 feet Northerly of the South section line, South 89 degrees 37 minutes 40 seconds West 633.55 feet; thence along the Easterly line as occupied of Westbrook No. 2, as recorded in Liber 006, Pages 44 and 45, North 01 degree 16 minutes 00 seconds West 1646.99 feet; thence North 89 degrees 19 minutes 14 seconds East 1340.34 feet to the point of beginning. The above described parcel contains 46.32 acres more or less.

PARCEL B

Outlots A and B of Greenview Subdivision, according to the plat thereof, as recorded in Liber 2, Page 6 of Lapeer County Plat Records; and part of the South 50 acres of the Northwest fractional $\frac{1}{4}$ of Section 31, and part of the West 80 acres of the Southwest fractional $\frac{1}{4}$ of Section 31, T8N-R10E, Mayfield Township, Lapeer County, Michigan, described as: Beginning at a point on the East-West $\frac{1}{4}$ line of Section 31, that is South 89 degrees 24 minutes 03 seconds East 232.74 feet from the West $\frac{1}{4}$ corner of Section 31; thence South 00 degrees 07 minutes 54 seconds West 103.10 feet to the Northeast corner of Lot 1 of Greenview Subdivision; thence South 00 degrees 13 minutes 52 seconds West 2213.89 feet along the East line of said Greenview Subdivision to the Southeast corner of Lot 21; thence North 89 degrees 15 minutes 36 seconds West 33.24 feet; thence South 00 degrees 14 minutes 24 seconds West 159.18 feet; thence South 89 degrees 12 minutes 14 seconds East 328.00 feet; thence South 00 degrees 14 minutes 24 seconds West 165.00 feet to the South line of Section 31; thence South 89 degrees 12 minutes 14 seconds East 264.00 feet along the South line of Section 31; thence North 00 degrees 14 minutes 24 seconds East 165.00 feet; thence South 89 degrees 12 minutes 14 seconds East 526.75 feet; thence North 00 degrees 14 minutes 24 seconds East 2479.93 feet; thence South 89 degrees 24 minutes 03 seconds East 732.24 feet along the East-West $\frac{1}{4}$ line to the center of said Section 31, as occupied; thence North 00 degrees 23 minutes 38 seconds West 1072.49 feet along the North-South $\frac{1}{4}$ line; thence North 89 degrees 22 minutes 00 seconds West 1577.75 feet; thence South 00 degrees 05 minutes 56 seconds West 485.56 feet; thence North 89 degrees 22 minutes 00 seconds West 232.07 feet; thence South 00 degrees 06 minutes 12 seconds West 210.30 feet; thence North 89 degrees 26 minutes 59 seconds West 233.00 feet to the West line of Section 31; thence South 00 degrees 00 minutes 39 seconds East 66.00 feet along the West line of Section 31; thence South 89 degrees 27 minutes 16 seconds East 233.23 feet; thence South 00 degrees 03 minutes 45 seconds East 207.24 feet; thence South 00 degrees 07 minutes 54 seconds West 104.36 feet to the point of the beginning. Contains 106.0 acres more or less. Reserving therefrom that part used, taken or deeded for Millville and Oregon Roads, so-called.

WHEREAS pursuant to the Act 425 Agreement, the Transferred Property was transferred to the City of Lapeer to allow for the City of Lapeer to provide water and sewer services to certain areas within Mayfield Township in an effort to further the economic well being of the City of Lapeer and Mayfield Township.

WHEREAS the following described property is located in Mayfield Township adjacent to the Transferred Property (the "Additional Property"). The Additional Property is described for tax purposes as:

PART OF THE E 1/2 OF SEC 31 T8N- R10E, MAYFIELD TOWNSHIP, LAPEER COUNTY, MICHIGAN; BEG AT A POINT ON THE W LINE OF LUXINGTON DR, SAID POINT ALSO ON A LINE BETWEEN CITY OF LAPEER AND TOWNSHIP OF MAYFIELD, BEING DISTANCE S 00 35 59 E 164.05 FT AND S 89 26 11 W 179.07 FT FROM E 1/4 COR SEC 31; TH S 89 26 11 743.53 FT; TH N 01 09 03 W 12.15 FT TO S LINE OF WOODBRIDGE PARK AVE; TH N 88 50 57 E 144.66 FT; TH 21.92 FT ALONG A CURVE TO THE LEFT, RADIUS 260.00 FT, DELTA ANGLE 04 49 48, CHORD BEARING N 86 26 03 E 21.91 FT; TH N 84 01 09 E 364.99 FT; TH 145.52 FT ALONG A CURVE TO THE LEFT, RADIUS 260.00 FT, DELTA ANGLE 32 04 01, CHORD BEARING N 67 59 09 E 143.62 FT TO SAID W LINE OF LUXINGTON DR; TH S 44 40 25 E 57.0-0 FT; TH 73.44 FT ALONG A CURVE TO THE RIGHT, RADIUS 200.00 FT; DELTA ANGLE 21. 02 25, CHORD BEARING S 34 09 12 E 73.03 FT TO POB. CONT 0.63 ACRE, SPLIT FOR 2021 NDH.

Parcel Id: 014-031-003-12

WHEREAS adding the Additional Property to the Act 425 Agreement would allow THE City of Lapeer to provide services to the Additional Property, including water and sewer, to encourage housing and/or commercial development.

WHEREAS pursuant to MCL §124.24 on _____, 2025 the City of Lapeer conducted a public hearing regarding potentially amending the Act 425 Agreement for the purpose of adding the Additional Property to the property transferred from the Township of Mayfield to the City of Lapeer.

WHEREAS, more than 30 days have passed since the public hearing and a petition for referendum has not been filed with the clerk as permitted by MCL §124.25.

WHEREAS at the City Commission for the City of Lapeer believes it is in the best interest of the City of Lapeer to amend the Act 425 Agreement for the purpose of adding the Additional Property to the property transferred from the Township of Mayfield to the City of Lapeer.

NOW, THEREFORE, BE IT RESOLVED if approved by the Mayfield Township Board of Trustees that the Act 425 Agreement shall be amended as follows:

- (1) To add the Additional Property to the property transferred from the Township of Mayfield to the City of Lapeer.
- (2) The amendment of the Act 425 Agreement shall not extend the current term of the Act 425 Agreement, which expires on or about September 5, 2071, unless renewed as permitted under the law.
- (3) The City shall pay the Township the Township's full millage rate of 1.6452 mills for the taxable value of the Additional Property

by March 1st following the collection of said taxes. The City shall retain the difference between the City's Millage rate and the Township's Millage rate with respect to the Additional Property. If a taxable parcel is located within the Transferred Property and the Additional Property, assessments shall be distributed between the City and the Township as provided for above for the Additional Property. Per subpart #3 of the original agreement, the City's Assessor shall determine the value of the property.

NOW, THEREFORE, BE IT FURTHER RESOLVED the City of Lapeer City of Manager has authority to sign an amendment to the Act 425 Agreement on behalf of the City of Lapeer as approved herein.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED _____, 2025.

Romona Sanchez
City of Lapeer Clerk

CITY OF LAPEER - TOWNSHIP OF MAYFIELD

CONTRACT FOR CONDITIONAL TRANSFER OF PROPERTY

PUBLIC ACT 425 OF 1984

This Contract made on the September 5, 2001 between the CITY OF LAPEER, a Michigan Municipal Corporation, 576 Liberty Park, Lapeer, Michigan, (hereinafter referred to as the "CITY") and the TOWNSHIP OF MAYFIELD, a Michigan Municipal Corporation, 1900 N. Saginaw Road, Lapeer, Michigan, (hereinafter referred to as "TOWNSHIP").

WHEREAS, certain areas within the TOWNSHIP, located north of the CITY, are presently in need of sewer and water services to encourage housing and/or commercial development; and

WHEREAS, the provision of municipal sewer and water services to the areas would further the economic well being of both the CITY and TOWNSHIP by increasing the probability of housing and commercial development and protecting the environment; and

WHEREAS, the only economically feasible way to provide sewer and water services to some areas in the TOWNSHIP appears to be through a cooperative contract between the TOWNSHIP and the CITY to provide that some areas come under the jurisdiction of the CITY; and

WHEREAS, the CITY and TOWNSHIP wish to cooperate to encourage housing and commercial development for the area and enhance the financial stability of both the TOWNSHIP and the CITY.

WHEREAS, the CITY and TOWNSHIP have executed a Letter of Understanding outlining the general concepts covered in this contract; and

WHEREAS, the CITY and TOWNSHIP have carefully considered the factors required by Section 3 of Public Act 425 of 1984, as amended:

NOW THEREFORE, by authority of Act 425 of the Public Acts of 1984, as amended, and in consideration of the promises, covenants, and conditions hereinafter set forth, the parties agree as follows:

1. That the TOWNSHIP consents to the transfer of the property described in Exhibit A, attached hereto and made a part hereof, to the CITY.
2. That the CITY agrees to accept the transfer of the above described area and to make available the usual CITY services to said property, including municipal sewer and water services.
3. That the CITY shall have full jurisdiction, including the powers of taxation and zoning, over the transferred area during the term of this contract.
4. That by separate agreement with the County of Lapeer, to be effective as of the effective date hereof, the CITY has agreed to assume ownership of all sanitary sewer main lines owned by the County of Lapeer and located in the TOWNSHIP and to pay all the costs of any needed repairs to those sewer main lines.
5. The present formula used by CITY to calculate the total charges to non-residents for water and sewer services, as it currently exists, shall be eliminated as of the effective date of this contract for all TOWNSHIP users of those services. The rates for sanitary sewer and/or water customers of CITY, who are located in the TOWNSHIP, shall be 1.5 times the rate charged to CITY resident customers for the same service.
6. That for the first ten years of this agreement the CITY shall reserve 400 single family residential equivalent, sewer tap-ins to be used anywhere in the TOWNSHIP. Provided however, that not more than 40 of said tap-ins shall be used in any one year unless fewer than 40 of said tap-ins were used in previous year(s), in which case a number making the cumulative total the same as if 40 tap-ins had been used per year will be permitted. If less than 400 of these tap-ins have been used within the first ten (10) years, the right to continue to make the tap-ins until 400 have been used shall continue for the duration of this agreement. The TOWNSHIP shall select the users to receive the sewer tap-ins and shall notify the CITY in writing of TOWNSHIP'S selection. The tap-in fees for single family residential users covered by this paragraph shall be \$4,000.00 per tap-in. The tap-in fees for the non-single family residential users covered by this paragraph shall be equal to an equivalent sized commercial CITY resident customer, equivalent sized industrial CITY resident customer, or \$4,000.00 per residential equivalent tap-in, whichever is higher. It is further provided that (1) any TOWNSHIP customers presently receiving CITY sanitary sewer service shall not be charged any sewer tap-in fee, and (2) any TOWNSHIP customers presently receiving CITY water service shall not be charged any water tap-in fee. For non-single family dwellings a residential equivalent tap-in is a user of 300 gallons or less of water per day.
7. That for the real property described in Exhibit A, during the term of this agreement, CITY shall pay TOWNSHIP 1.6452 mills per one thousand dollars (\$1,000) of

taxable value per year by March 1st following the collection of said taxes, commencing March 1, 2002. For the real and personal property (including property subject to an industrial facilities tax or similar tax) of users of CITY sanitary sewer and/or water services in the TOWNSHIP, TOWNSHIP shall pay CITY 0.8826 mills per one thousand dollars (\$1,000) of taxable value per year during the term of this agreement, provided however, that this millage payment shall only apply to real and personal property constructed or added after the effective date of this agreement. TOWNSHIP shall make said payment required herein to CITY by March 1st following the collection of said taxes, commencing March 1, 2002. In the event the property tax system in the State of Michigan is changed to such an extent that the millage payments provided for herein would not adequately carry out the intent of this paragraph, the parties shall use a payment system which would be as nearly equivalent to that specified herein as reasonably possible.

8. That the payment required from TOWNSHIP to CITY described in paragraph 7 above shall cease to be required as of September 1, 2010, and in lieu thereof TOWNSHIP shall pay CITY 25% of all state shared revenues received by TOWNSHIP for the properties for which the millage payment was required in paragraph 7 above. For all single-family residential properties the revenue payments shall be based on the assumption that there are 3.1 persons per household. For multiple-family residential properties, and any other properties having persons residing in them, the revenue payments shall also be based on the assumption that there are 3.1 persons per dwelling unit. In the event TOWNSHIP receives no state shared revenues for those properties at any time from and after the year 2010, the millage payment described in paragraph 7 above shall be reinstated for the term of this agreement.
9. That for any TOWNSHIP users who tap into the CITY sanitary sewer/water system allowed for herein, the CITY shall provide the necessary services to operate the sanitary sewage/water system within the TOWNSHIP. These services shall include, but not be limited to, billings, maintenance, repairs, and meter readings. The CITY shall have the right to inspect individual tap-ins and the right to make whatever inspections and/or investigations are reasonably necessary to protect the health, safety and welfare of the public and to take appropriate remedial action. TOWNSHIP shall grant a new franchise and/or extend the existing franchise to CITY for the extension of sanitary sewer and water services to users in the TOWNSHIP, in the areas covered by this agreement, for the maximum period allowed by law and shall extend such franchise upon any expiration as long as any users in TOWNSHIP are connected to CITY sanitary sewer and/or water services.
10. That all sanitary sewer and water main lines located in the TOWNSHIP in the area described in Exhibit A, and in any area in the TOWNSHIP serviced by CITY sanitary sewer and/or water, shall be the property of CITY and shall be built in

compliance with applicable laws and regulations. CITY shall have the right to review such documentation as may be reasonably necessary to insure that any sanitary sewer lines located in the TOWNSHIP but connected to CITY wastewater treatment facilities pursuant to this agreement are built in compliance with applicable laws and regulations. CITY shall not be required to permit connection to its wastewater treatment facilities of any sanitary sewer lines which do not comply with all applicable laws and regulations. TOWNSHIP shall convey its ownership interest, if any, in all existing, or any future, main sanitary sewer lines and appurtenances in said areas to the CITY at no charge. CITY shall then assume the obligations of maintenance and repair outlined above in paragraph 9. TOWNSHIP shall provide easements which will permit CITY to undertake any obligations or rights it has with respect to all sanitary sewer/water main lines and appurtenances.

11. TOWNSHIP agrees to add to its real property tax billings, at the request of CITY, the amount of any delinquencies owed to CITY by sewer and/or water users located in TOWNSHIP, including those which may be delinquent as of the date hereof.
12. That no other assets or liabilities shall be divided between the CITY and the TOWNSHIP as a result of the transfer involved in this contract.
13. That the tap-in fees for water customers of CITY in the TOWNSHIP shall be 1.5 times the fee for an-equivalent, CITY resident customer.
14. That the CITY and TOWNSHIP agree to make a reasonable attempt to create an Urban Growth Advisory Board, one of the purposes of which would be to make recommendations to both CITY and TOWNSHIP regarding appropriate planning for future development in TOWNSHIP and CITY.
15. That TOWNSHIP and CITY representatives shall meet annually, on the first Wednesday in February, or such other time as the parties may mutually agree, to review and discuss sanitary service requirements of both CITY and TOWNSHIP. The said sanitary service requirements would include issues such as wastewater treatment plant expansion and the fair apportionment of costs and financing of any such expansion to make sure that, if an expansion is done in the future, it would only occur if it is fairly apportioned according to the benefit to be received by each party and to make sure it would not result in an undue economic burden on either TOWNSHIP or CITY. CITY shall have no obligation to begin planning for a waste water treatment plant expansion until the seventh (7th) year of this contract.
16. That in the event the CITY does not comply with the requirements of Paragraphs 5 through 6 of this Contract, the TOWNSHIP shall notify the CITY in writing of exactly how the CITY has not complied with the requirements of said Paragraph(s). Said notices shall be personally served on the Lapeer City Clerk and mailed by first

class mail to the Mayor at the Lapeer City Hall address. Failure of the CITY to comply with the requirements of said Paragraph(s) within 180 days from the date said notice was served as described herein, shall entitle the TOWNSHIP to the return of the transferred area.

17. In addition to any other remedies available to either party herein, either party may enforce the contract provisions herein by means of civil actions, including declaratory judgments and injunctive relief in the Lapeer County Circuit Court and/or the appellate courts in Michigan.
18. That this Contract will be recorded, within 30 days of the date of its execution, with the Michigan Secretary of State, the Lapeer County Clerk, and the Lapeer County Register of Deeds.
19. That none of the agreements and covenants contained herein are severable with the exception of paragraphs 4, 14, 15 and 18.
20. That, except as provided in paragraph 21, during the term of this contract, CITY will not, without TOWNSHIP approval and consent, prepare and file any petition for the annexation of TOWNSHIP land to the CITY nor will the CITY actively support annexation petitions filed by developers and/or property owners. CITY representatives may appear at public hearings to answer questions of the Boundary Commission but shall officially, at those public hearings, take no position on any petitions filed except when the annexation of such land would clearly be detrimental to the City of Lapeer, and in those cases an official position of opposition may be taken. Nothing herein shall preclude the parties from executing future land transfer contracts if such contract(s) is deemed to be in the best interest of both parties and they reach agreement thereon.
21. That this Contract shall continue in effect for a period of fifty (50) years from the date of execution of this Contract. If this Contract is not renewed at the end of the fifty (50) year period the transferred property described herein shall remain permanently in the jurisdiction of the CITY.

WITNESSES:


Ronald B. Shamblin

Dianna Ireland

CITY OF LAPEER

By: 
Albert F. Gelhausen, Its Mayor


George J. Strand, Its Clerk

Ronald B. Shamblin
Ronald B. Shamblin
Dianna Ireland
Dianna Ireland

TOWNSHIP OF MAYFIELD

By:

Ron Dillon
Ron Dillon, Its Supervisor
Kendra Davis
Kendra Davis, Its Clerk

STATE OF MICHIGAN)

) ss.

COUNTY OF LAPEER)

Subscribed and sworn to before me this 5th day of September, 2001 by Albert F. Gelhausen and George J. Strand on behalf of the City of Lapeer and Ron Dillon and Kendra Davis on behalf of the Township of Mayfield.

Dianna Ireland
Dianna Ireland Notary Public
Lapeer County, Michigan

My commission expires:

DIANNA IRELAND
Notary Public, Lapeer County, MI
My Commission Expires Feb. 8, 02

EXHIBIT A

City of Lapeer - Mayfield Township Conditional Transfer of Property - Public Act 425 of 1984

PARCEL A

Part of the East half of the Southeast quarter of Section 31, Town 8 North, Range 10 East, Mayfield Township, Lapeer County, Michigan, described as beginning at a point on the East section line that is South 00 degrees 42 minutes 56 seconds East 164.05 feet from the East quarter corner of said Section 31; thence continuing along said line, South 00 degrees 42 minutes 56 seconds East 1443.67 feet; thence South 89 degrees 54 minutes 08 seconds West 33.00 feet; thence South 00 degrees 42 minutes 56 seconds East 210.49 feet; thence along a line parallel to and 837.52 feet Northerly of the South section line, South 89 degrees 37 minutes 40 seconds West 222.37 feet; thence North 00 degrees 22 minutes 20 seconds West 400.00 feet; thence South 89 degrees 37 minutes 40 seconds West 435.60 feet; thence South 00 degrees 22 minutes 20 seconds East 400.00 feet; thence along a line parallel to and 837.52 feet Northerly of the South section line, South 89 degrees 37 minutes 40 seconds West 633.55 feet; thence along the Easterly line as occupied of Westbrook No. 2, as recorded in Liber 006, Pages 44 and 45, North 01 degree 16 minutes 00 seconds West 1646.99 feet; thence North 89 degrees 19 minutes 14 seconds East 1340.34 feet to the point of beginning. The above described parcel contains 46.32 acres more or less.

PARCEL B

Outlots A and B of Greenview Subdivision, according to the plat thereof, as recorded in Liber 2, Page 6 of Lapeer County Plat Records; and part of the South 50 acres of the Northwest fractional $\frac{1}{4}$ of Section 31, and part of the West 80 acres of the Southwest fractional $\frac{1}{4}$ of Section 31, T8N-R10E, Mayfield Township, Lapeer County, Michigan, described as: Beginning at a point on the East-West $\frac{1}{4}$ line of Section 31, that is South 89 degrees 24 minutes 03 seconds East 232.74 feet from the West $\frac{1}{4}$ corner of Section 31; thence South 00 degrees 07 minutes 54 seconds West 103.10 feet to the Northeast corner of Lot 1 of Greenview Subdivision; thence South 00 degrees 13 minutes 52 seconds West 2213.89 feet along the East line of said Greenview Subdivision to the Southeast corner of Lot 21; thence North 89 degrees 15 minutes 36 seconds West 33.24 feet; thence South 00 degrees 14 minutes 24 seconds West 159.18 feet; thence South 89 degrees 12 minutes 14 seconds East 328.00 feet; thence South 00 degrees 14 minutes 24 seconds West 165.00 feet to the South line of Section 31; thence South 89 degrees 12 minutes 14 seconds East 264.00 feet along the South line of Section 31; thence North 00 degrees 14 minutes 24 seconds East 165.00 feet; thence South 89 degrees 12 minutes 14 seconds East 526.75 feet; thence North 00 degrees 14 minutes 24 seconds East 2479.93 feet; thence South 89 degrees 24 minutes 03 seconds East 732.24 feet along the East-West $\frac{1}{4}$ line to the center of said Section 31, as occupied; thence North 00 degrees 23 minutes 38 seconds West 1072.49 feet along the North-South $\frac{1}{4}$ line; thence North 89 degrees 22 minutes 00 seconds West 1577.75 feet; thence South 00 degrees 05 minutes 56 seconds West 485.56 feet; thence North 89 degrees 22 minutes 00 seconds West 232.07 feet; thence South 00 degrees 06 minutes 12 seconds West 210.30 feet; thence North 89 degrees 26 minutes 59 seconds West 233.00 feet to the West line of Section 31; thence South 00 degrees 00 minutes 39 seconds East 66.00 feet along the West line of Section 31; thence South 89 degrees 27 minutes 16 seconds East 233.23 feet; thence South 00 degrees 03 minutes 45 seconds East 207.24 feet; thence South 00 degrees 07 minutes 54 seconds West 104.36 feet to the point of the beginning. Contains 106.0 acres more or less. Reserving therefrom that part used, taken or deeded for Millville and Oregon Roads, so-called.

CITY OF LAPEER
Lapeer County, Michigan
2026-01

**RESOLUTION APPROVING AMENDMENT TO CITY OF
LAPEER – TOWNSHIP OF MAYFIELD CONTRACT FOR
CONDITIONAL TRANSFER OF PROPERTY TO ADD
ADDITIONAL PROPERTY**

At a Regular Meeting of the City Commission of the City of Lapeer, Lapeer County,
State of Michigan, held on the ____ day of _____, 2026, at 6:30 o'clock p.m., local time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Commission member
_____ and supported by Commission member _____.

WHEREAS the City of Lapeer and Mayfield Township are parties to a Contract for
Conditional Transfer of Property (the “Act 425 Agreement”) effective as of September 5, 2001.
The Act 425 Agreement was entered into pursuant to Michigan Act 425 of 1984 (“Act 425”).

WHEREAS pursuant the Act 425 Agreement the following described land (the
“Transferred Property”) that was located within Mayfield Township was transferred to the City
of Lapeer.

PARCEL A

Part of the East half of the Southeast quarter of Section 31, Town 8 North, Range 10 East, Mayfield Township, Lapeer County, Michigan, described as beginning at a point on the East section line that is South 00 degrees 42 minutes 56 seconds East 164.05 feet from the East quarter corner of said Section 31; thence continuing along said line, South 00 degrees 42 minutes 56 seconds East 1443.67 feet; thence South 89 degrees 54 minutes 08 seconds West 33.00 feet; thence South 00 degrees 42 minutes 56 seconds East 210.49 feet; thence along a line parallel to and 837.52 feet Northerly of the South section line, South 89 degrees 37 minutes 40 seconds West 222.37 feet; thence North 00 degrees 22 minutes 20 seconds West 400.00 feet; thence South 89 degrees 37 minutes 40 seconds West 435.60 feet; thence South 00 degrees 22 minutes 20 seconds East 400.00 feet; thence along a line parallel to and 837.52 feet Northerly of the South section line, South 89 degrees 37 minutes 40 seconds West 633.55 feet; thence along the Easterly line as occupied of Westbrook No. 2, as recorded in Liber 006, Pages 44 and 45, North 01 degree 16 minutes 00 seconds West 1646.99 feet; thence North 89 degrees 19 minutes 14 seconds East 1340.34 feet to the point of beginning. The above described parcel contains 46.32 acres more or less.

PARCEL B

Outlots A and B of Greenview Subdivision, according to the plat thereof, as recorded in Liber 2, Page 6 of Lapeer County Plat Records; and part of the South 50 acres of the Northwest fractional $\frac{1}{4}$ of Section 31, and part of the West 80 acres of the Southwest fractional $\frac{1}{4}$ of Section 31, T8N-R10E, Mayfield Township, Lapeer County, Michigan, described as: Beginning at a point on the East-West $\frac{1}{4}$ line of Section 31, that is South 89 degrees 24 minutes 03 seconds East 232.74 feet from the West $\frac{1}{4}$ corner of Section 31; thence South 00 degrees 07 minutes 54 seconds West 103.10 feet to the Northeast corner of Lot 1 of Greenview Subdivision; thence South 00 degrees 13 minutes 52 seconds West 2213.89 feet along the East line of said Greenview Subdivision to the Southeast corner of Lot 21; thence North 89 degrees 15 minutes 36 seconds West 33.24 feet; thence South 00 degrees 14 minutes 24 seconds West 159.18 feet; thence South 89 degrees 12 minutes 14 seconds East 328.00 feet; thence South 00 degrees 14 minutes 24 seconds West 165.00 feet to the South line of Section 31; thence South 89 degrees 12 minutes 14 seconds East 264.00 feet along the South line of Section 31; thence North 00 degrees 14 minutes 24 seconds East 165.00 feet; thence South 89 degrees 12 minutes 14 seconds East 526.75 feet; thence North 00 degrees 14 minutes 24 seconds East 2479.93 feet; thence South 89 degrees 24 minutes 03 seconds East 732.24 feet along the East-West $\frac{1}{4}$ line to the center of said Section 31, as occupied; thence North 00 degrees 23 minutes 38 seconds West 1072.49 feet along the North-South $\frac{1}{4}$ line; thence North 89 degrees 22 minutes 00 seconds West 1577.75 feet; thence South 00 degrees 05 minutes 56 seconds West 485.56 feet; thence North 89 degrees 22 minutes 00 seconds West 232.07 feet; thence South 00 degrees 06 minutes 12 seconds West 210.30 feet; thence North 89 degrees 26 minutes 59 seconds West 233.00 feet to the West line of Section 31; thence South 00 degrees 00 minutes 39 seconds East 66.00 feet along the West line of Section 31; thence South 89 degrees 27 minutes 16 seconds East 233.23 feet; thence South 00 degrees 03 minutes 45 seconds East 207.24 feet; thence South 00 degrees 07 minutes 54 seconds West 104.36 feet to the point of the beginning. Contains 106.0 acres more or less. Reserving therefrom that part used, taken or deeded for Millville and Oregon Roads, so-called.

WHEREAS pursuant to the Act 425 Agreement, the Transferred Property was transferred to the City of Lapeer to allow for the City of Lapeer to provide water and sewer services to certain areas within Mayfield Township in an effort to further the economic well being of the City of Lapeer and Mayfield Township.

WHEREAS the following described property is located in Mayfield Township adjacent to the Transferred Property (the "Additional Property"). The Additional Property is described for tax purposes as:

PART OF THE E 1/2 OF SEC 31 T8N- R10E, MAYFIELD TOWNSHIP, LAPEER COUNTY, MICHIGAN; BEG AT A POINT ON THE W LINE OF LUXINGTON DR, SAID POINT ALSO ON A LINE BETWEEN CITY OF LAPEER AND TOWNSHIP OF MAYFIELD, BEING DISTANCE S 00 35 59 E 164.05 FT AND S 89 26 11 W 179.07 FT FROM E 1/4 COR SEC 31; TH S 89 26 11 743.53 FT; TH N 01 09 03 W 12.15 FT TO S LINE OF WOODBRIDGE PARK AVE; TH N 88 50 57 E 144.66 FT; TH 21.92 FT ALONG A CURVE TO THE LEFT, RADIUS 260.00 FT, DELTA ANGLE 04 49 48, CHORD BEARING N 86 26 03 E 21.91 FT; TH N 84 01 09 E 364.99 FT; TH 145.52 FT ALONG A CURVE TO THE LEFT, RADIUS 260.00 FT, DELTA ANGLE 32 04 01, CHORD BEARING N 67 59 09 E 143.62 FT TO SAID W LINE OF LUXINGTON DR; TH S 44 40 25 E 57.0-0 FT; TH 73.44 FT ALONG A CURVE TO THE RIGHT, RADIUS 200.00 FT; DELTA ANGLE 21. 02 25, CHORD BEARING S 34 09 12 E 73.03 FT TO POB. CONT 0.63 ACRE, SPLIT FOR 2021 NDH.

Parcel Id: 014-031-003-12

WHEREAS adding the Additional Property to the Act 425 Agreement would allow THE City of Lapeer to provide services to the Additional Property, including water and sewer, to encourage housing and/or commercial development.

WHEREAS pursuant to MCL §124.24 on _____, 2026 the City of Lapeer conducted a public hearing regarding potentially amending the Act 425 Agreement for the purpose of adding the Additional Property to the property transferred from the Township of Mayfield to the City of Lapeer.

WHEREAS, more than 30 days have passed since the public hearing and a petition for referendum has not been filed with the clerk as permitted by MCL §124.25.

WHEREAS at the City Commission for the City of Lapeer believes it is in the best interest of the City of Lapeer to amend the Act 425 Agreement for the purpose of adding the Additional Property to the property transferred from the Township of Mayfield to the City of Lapeer.

NOW, THEREFORE, BE IT RESOLVED if approved by the Mayfield Township Board of Trustees that the Act 425 Agreement shall be amended as follows:

- (1) To add the Additional Property to the property transferred from the Township of Mayfield to the City of Lapeer.
- (2) The amendment of the Act 425 Agreement shall not extend the current term of the Act 425 Agreement, which expires on or about September 5, 2071, unless renewed as permitted under the law.
- (3) The City shall pay the Township the Township's full millage rate for the

assessed value of the Additional Property by March 1st following the collection of said taxes. The City shall retain the difference between the City's Millage rate and the Township's Millage rate with respect to the Additional Property. If a taxable parcel is located within the Transferred Property and the Additional Property, assessments shall be distributed between the City and the Township as provided for above for the Additional Property.

- (4) Parcel 014-031-003-12 is currently zoned as "R-2" under Mayfield Township Zoning. The parcel will be brought into the City under this agreement as a City-designated R-2 zoning classification, which is substantially similar to the Township's zoning and will match the zoning of the surrounding properties already in the City.

NOW, THEREFORE, BE IT FURTHER RESOLVED the City of Lapeer City of Manager has authority to sign an amendment to the Act 425 Agreement on behalf of the City of Lapeer as approved herein.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED _____, 2026.

Romona Sanchez
City of Lapeer Clerk



ITEM G-1

Meeting Date: January 20, 2026
Department: Finance
Requestor: Kelly Hanna, Director of Finance
Agenda Item: Accept the audit report for year ended June 30, 2025

RECOMMENDATION (motion):

Recommend acceptance of the Audit report for Year Ended 06/30/2025 as presented by Rehmann Robson LLC.

AGENDA ITEM INFORMATION:

Mr. Doug Deeter of Rehman Robson LLC will be available on Tuesday, January 20, 2026 at 6:30 p.m. to present the audit to the City Commission.

- The General Fund had revenues of \$11,239,337, with expenditures of \$10,116,725 and net transfers out to other funds of \$1,693,042 thereby decreasing fund balance by \$570,430 from \$5,180,932 to \$4,610,502.
- The Special Revenue Funds (Major & Local Road Funds, Park Fund, and Cemetery Fund) had total revenues of \$4,350,220, expenditures of \$4,512,133 and net transfers in from other funds of \$792,693 thereby increasing total fund balance by \$630,780 from \$3,434,901 to \$4,065,681.
- The Enterprise Funds had total revenues of \$9,217,783, expenditures of \$7,603,136 and net transfers out to other funds of \$82,426 thereby increasing total net position by \$1,532,221. Total net position increased from \$29,076,484 to \$30,608,705.
- All other funds maintained activity as normal.

Budgeted Amount:	N/A	Funds Requested:	N/A
Funding Source:	N/A	CIP Project #:	N/A
		Budget Amendment Needed:	N/A
# of Bids/Quotes Obtained:	N/A	Budget Amendment Attached:	N/A
Explanation:			

City of Lapeer, Michigan

Presentation of Audited Financial
Statements

June 30, 2025



Independent Auditors' Report

- Unmodified opinion – financial statements are fairly presented, in all material respects, in conformity with Generally Accepted Accounting Principles

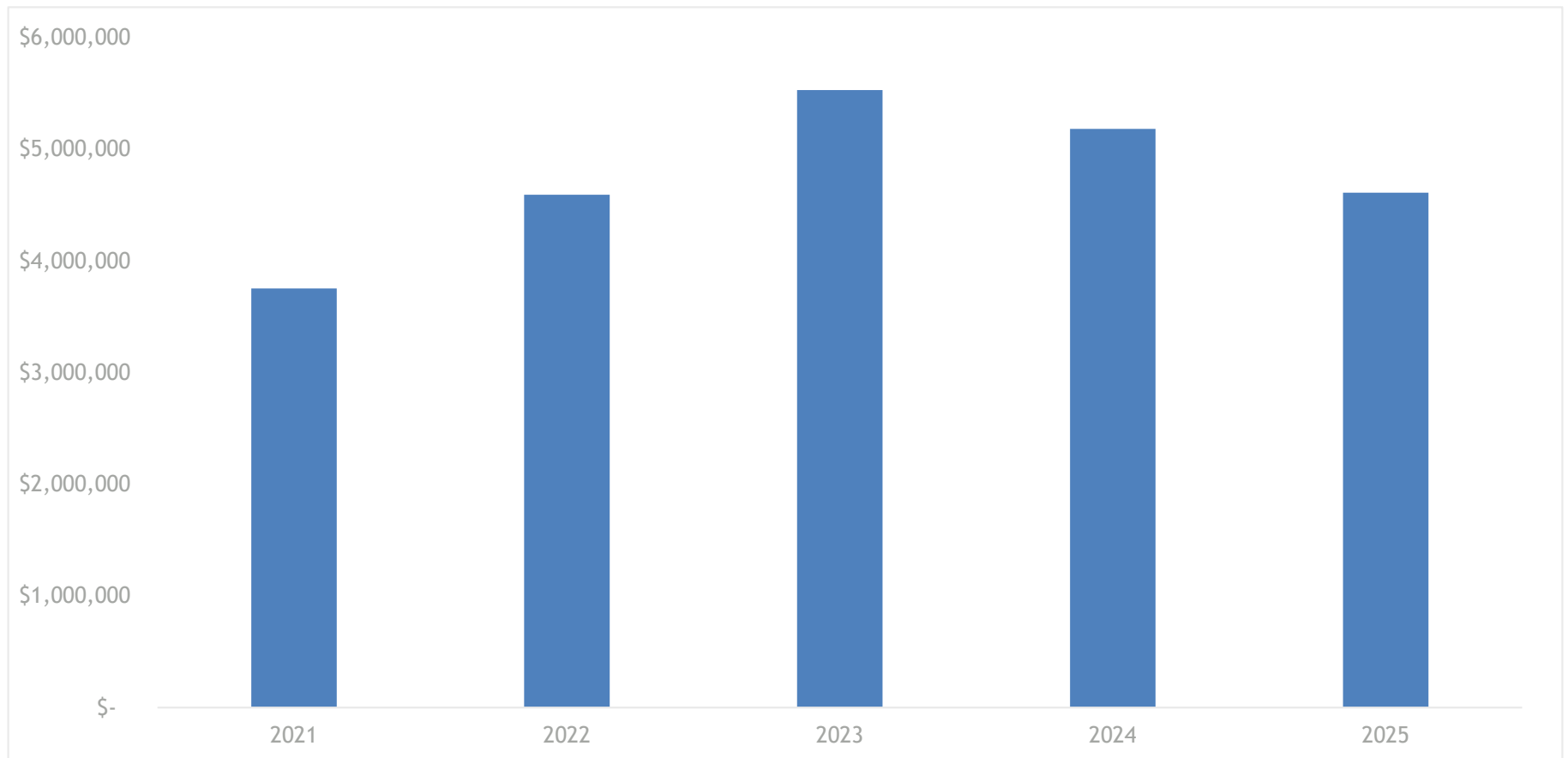
Governmental Funds

Fund Financial Statement Highlights

General Fund

- Fund Balance Total - \$4,610,502
 - Nonspendable: \$60,462
 - Restricted: \$13,635
 - Assigned: \$1,088,770
 - Unassigned \$3,447,635
- Decrease from the prior year of \$570,430

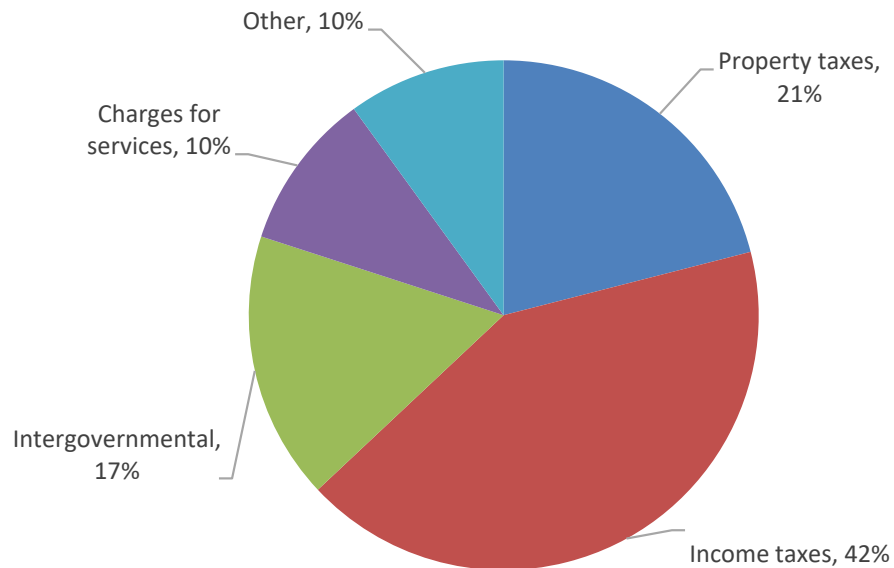
General Fund Fund Balance



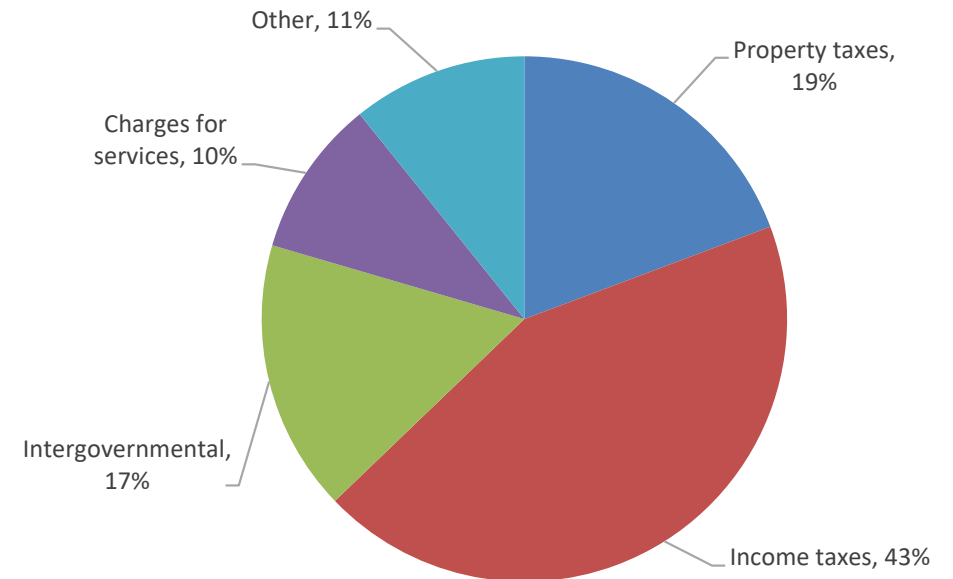
General Fund - Revenues

5

2025



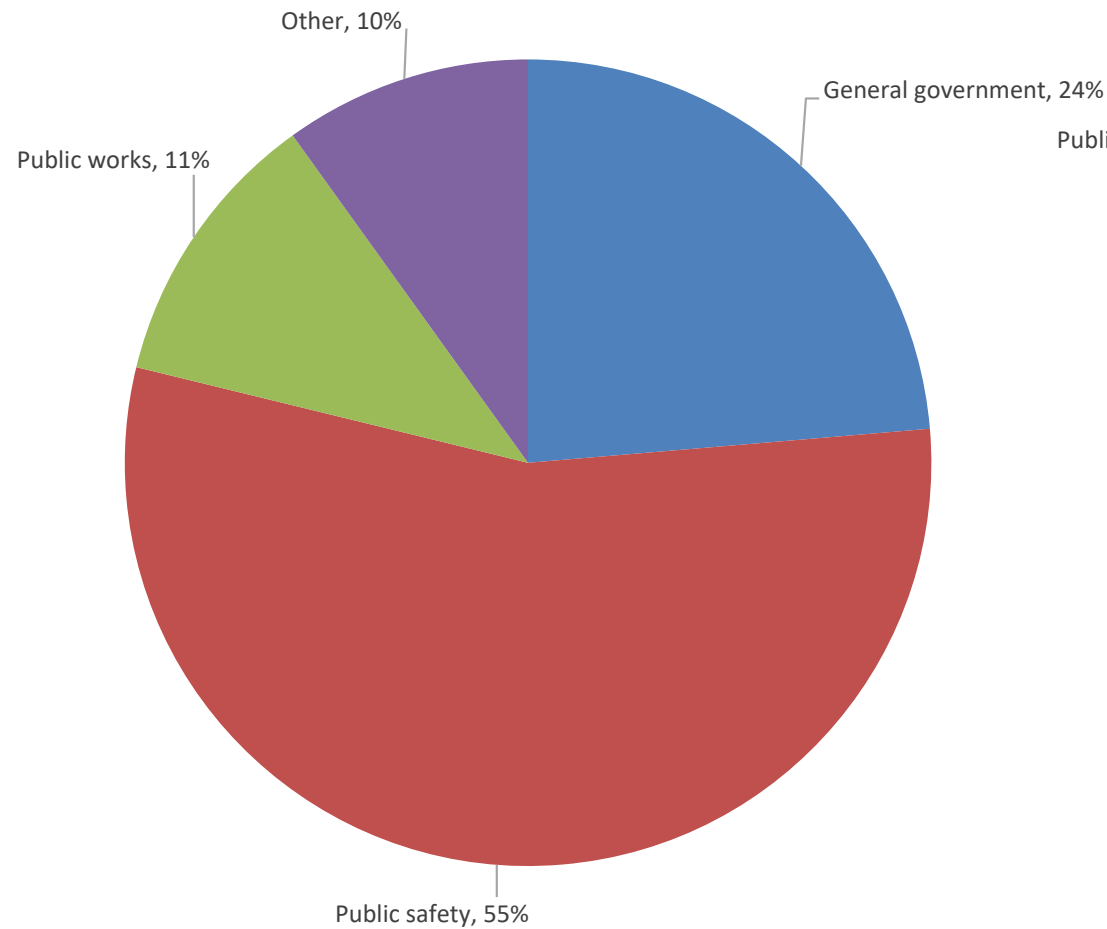
2024



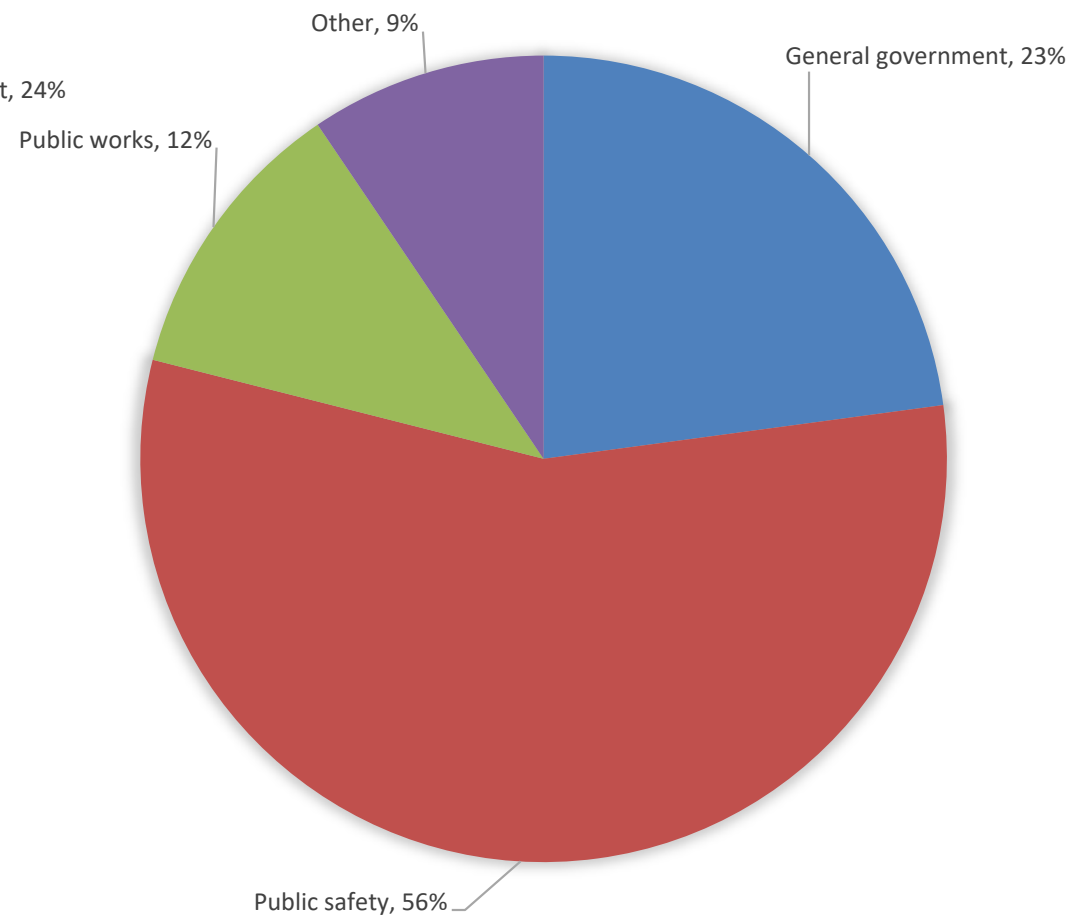
General Fund - Expenditures

6

2025

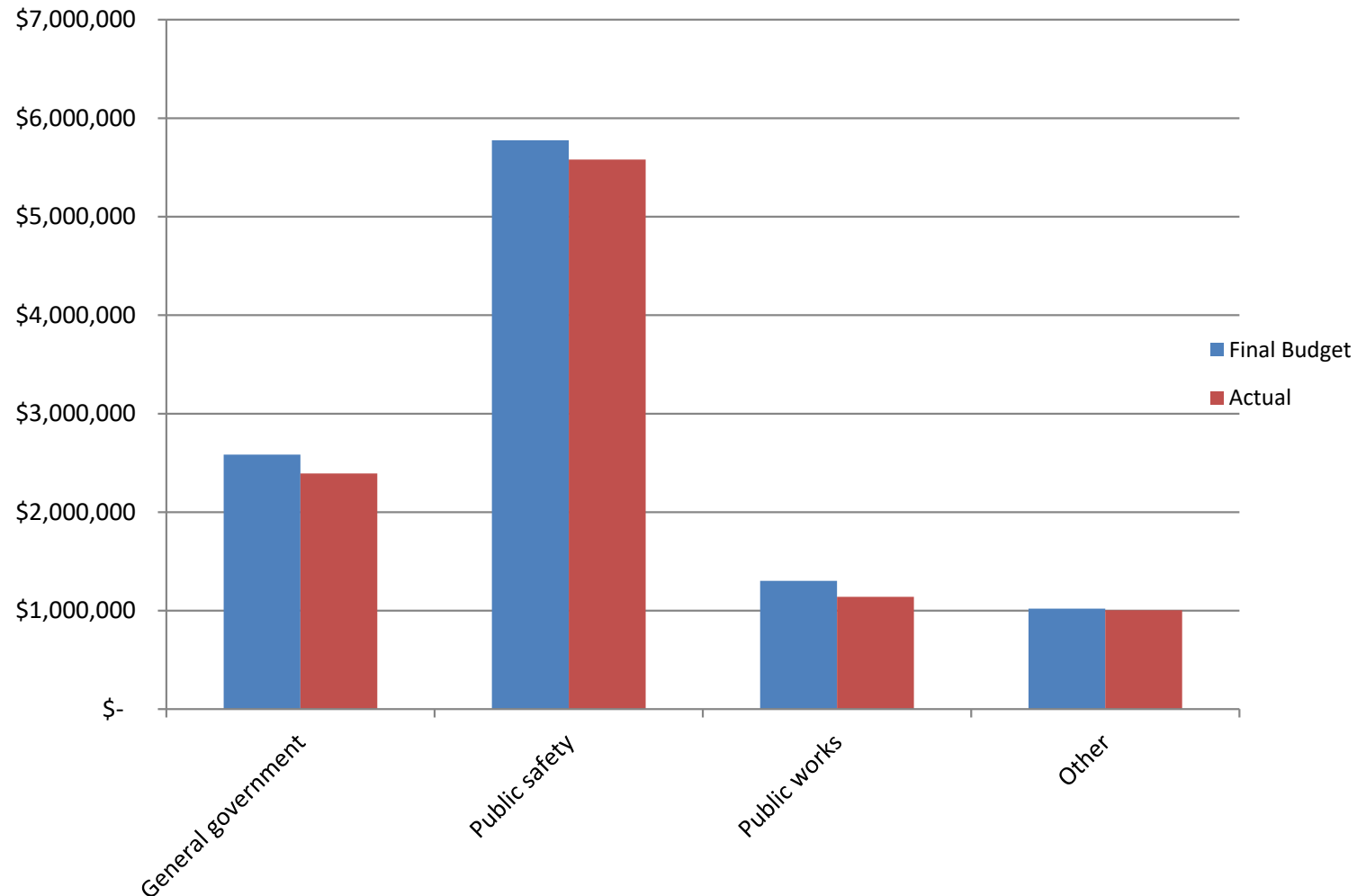


2024



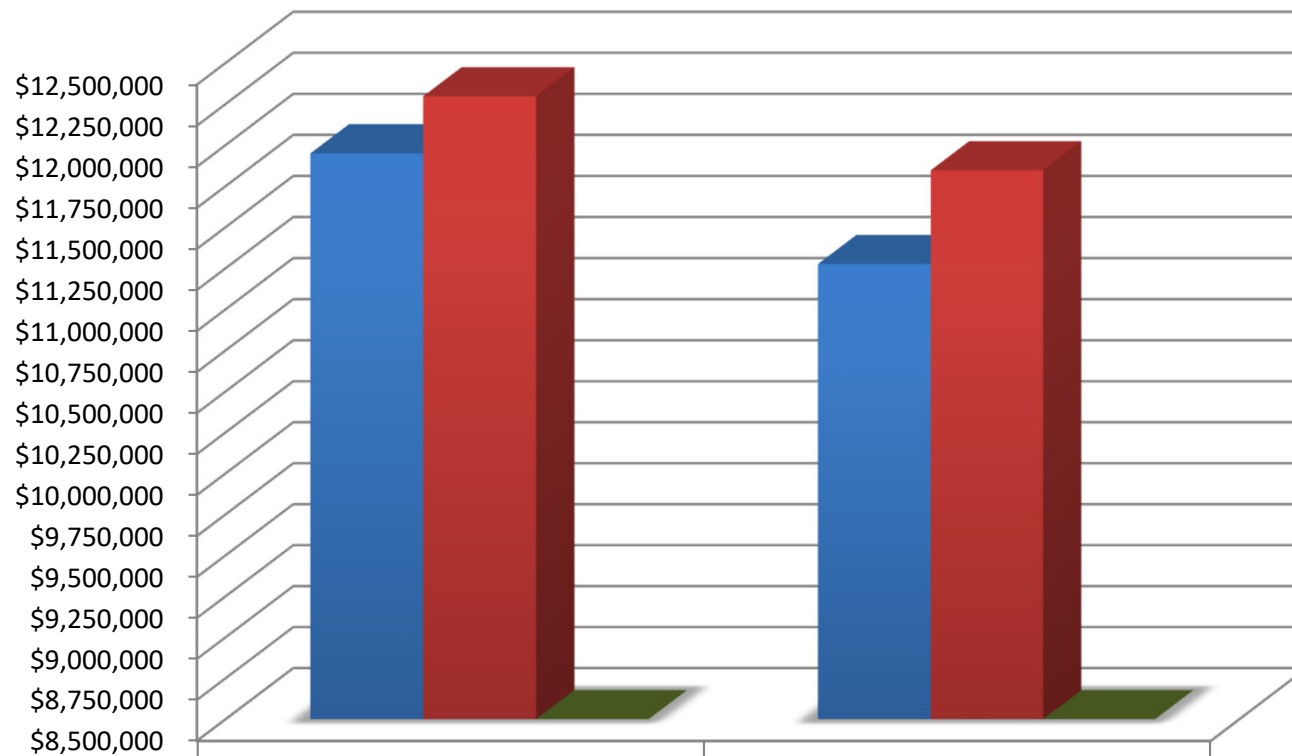
General Fund Expenditures

Budget to Actual



General Fund Revenues and Other Financing Sources Compared to Expenditures and Other Financing Uses

8



■ Revenues & Other Financing Sources
■ Expenditures & Other Financing Uses
■ Change in Fund Balance

2024

\$11,948,325

\$12,296,176

\$(347,851)

2025

\$11,274,837

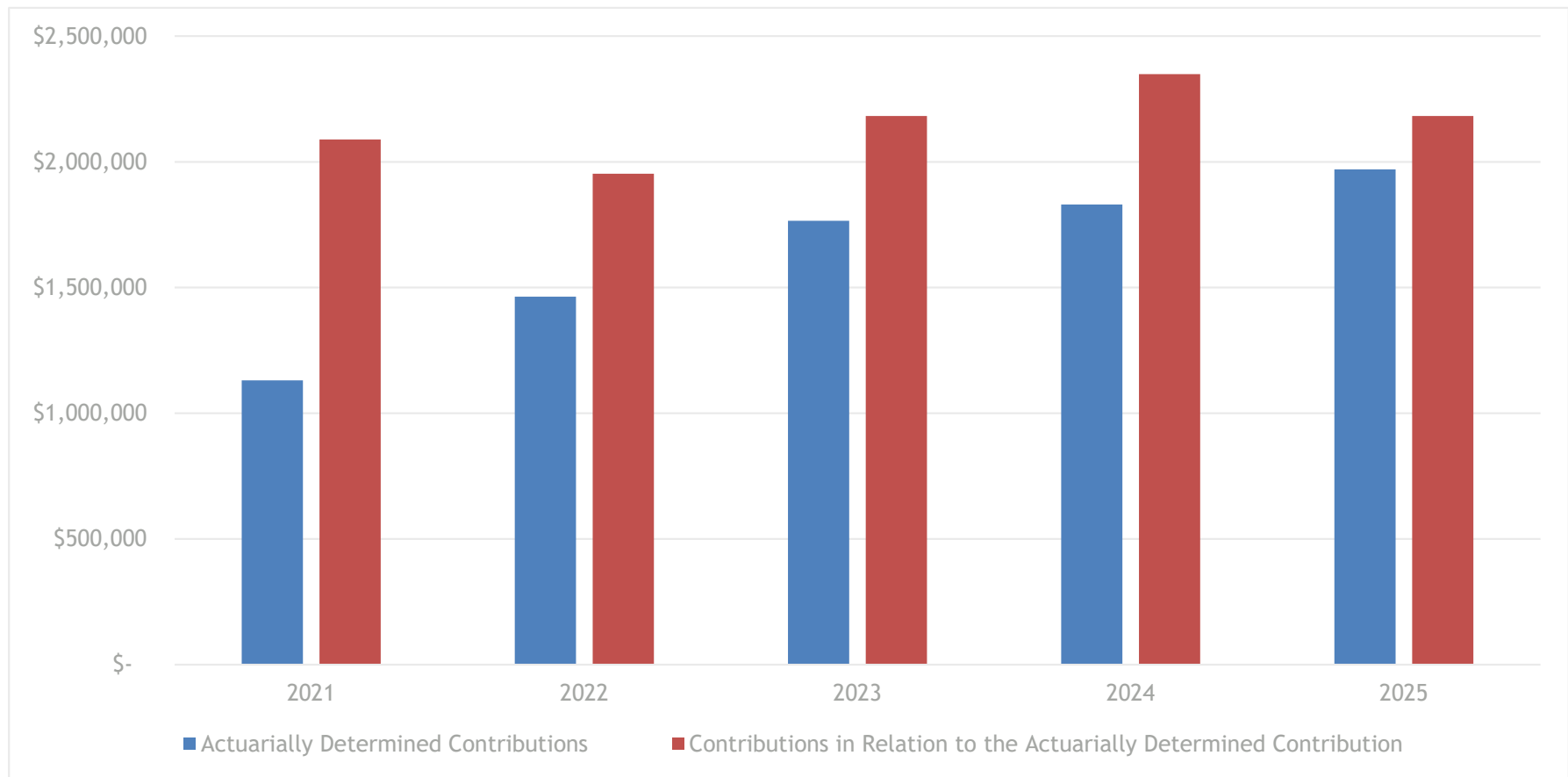
\$11,845,267

\$(570,430)

Municipal Employees' Retirement System of Michigan

Fiscal Year				Plan Net Position as Percentage of
Ended June 30	Total Pension Liability	Plan Net Position	Net Pension Liability	Total Pension Liability
2021	\$ 33,742,690	\$ 25,815,339	\$ 7,927,351	76.5%
2022	36,355,125	29,572,748	6,782,377	81.3%
2023	37,481,515	26,352,744	11,128,771	70.3%
2024	39,554,160	29,373,387	10,180,773	74.3%
2025	40,882,822	31,484,048	9,398,774	77.0%

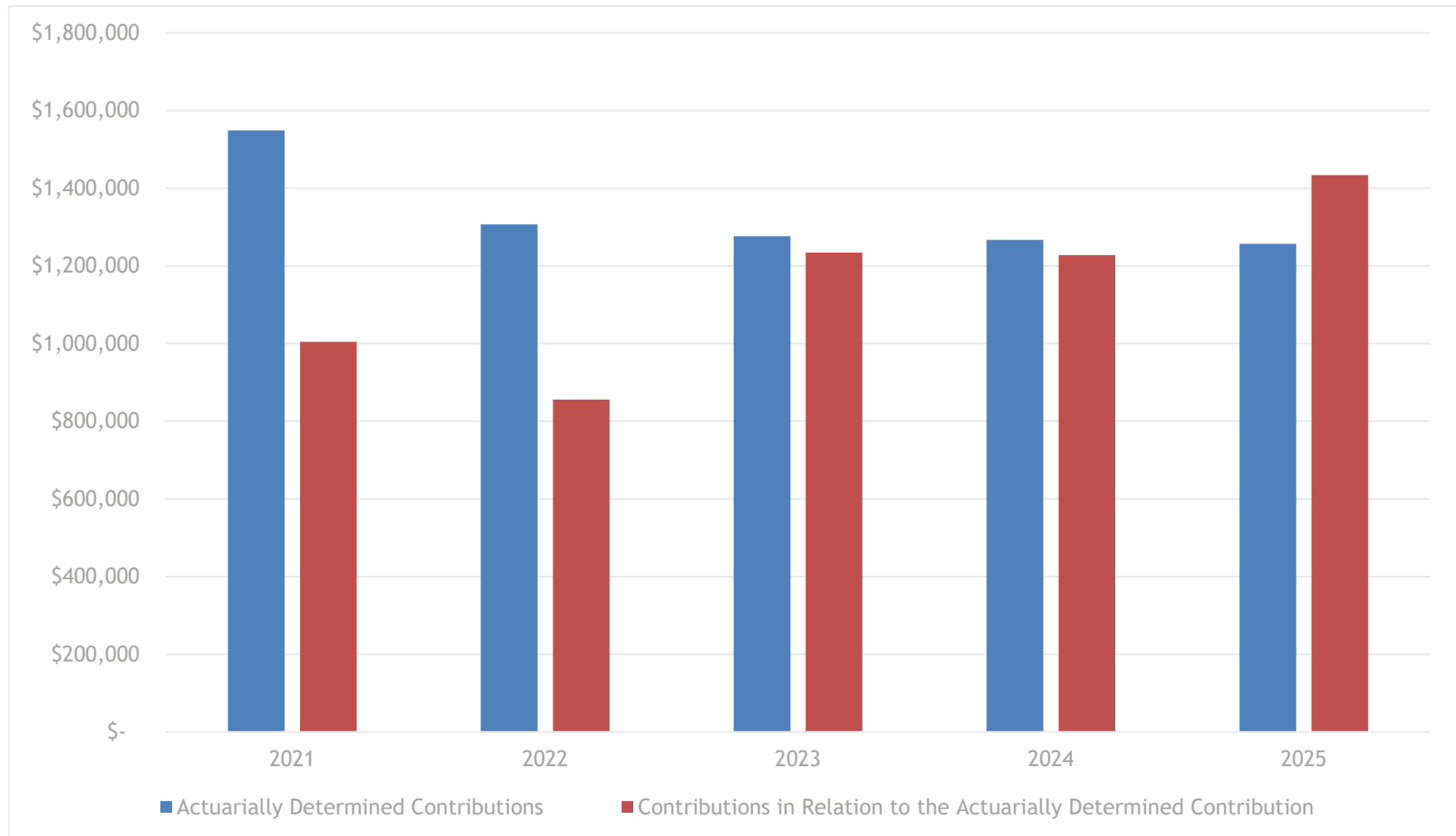
Pension Contributions



Retiree Healthcare Plan

Fiscal Year Ended June 30	Total OPEB Liability	Plan Net Position	Net OPEB Liability	Plan Net Position as Percentage of Total OPEB Liability
2021	\$ 15,394,389	\$ 3,149,224	\$ 12,245,165	20.5%
2022	15,704,400	2,986,005	12,718,395	19.0%
2023	16,904,746	3,453,134	13,451,612	20.4%
2024	17,240,891	4,102,018	13,138,873	23.8%
2025	18,282,543	5,043,769	13,238,774	27.6%

OPEB Contributions



- Total Federal Expenditures - \$795,772
 - Major programs for Single Audit
 - COVID-19 Coronavirus State and Local Fiscal Recovery Fund
 - (ALN-21.027) \$606,290
 - Unmodified opinion on compliance

Upcoming Changes in Accounting Standards

GASB 103 – Financial Reporting Model Improvements

Effective 06/15/2026

This standard establishes new accounting and financial reporting requirements—or modifies existing requirements—related to the following: a. management’s discussion and analysis (MD&A), b. unusual or infrequent items, c. presentation of the proprietary fund statement of revenues, expenses, and changes in fund net position, d. information about major component units in basic financial statements, e. budgetary comparison information, and f. financial trends information in the statistical section.

GASB 104 – Disclosure of Certain Capital Assets

Effective 06/15/2026

This standard requires certain types of capital assets to be disclosed separately in the capital assets note disclosures, requires certain intangible assets to be disclosed separately by major class, and requires additional disclosures for capital assets held for sale.

Thank you for
choosing
Rehmann





ITEM G-2

To: Lapeer City Commission, Mayor, City Manager and City Attorney
From: Shelley Lincoln, Housing Grant Administrator
Date: January 13, 2026
RE: MSHDA MI-Neighborhood CDBG Grant Application/Opera House CDBG Resolution

STAFF RECOMMENDATION

Request the City Commission set a public hearing on Monday, February 2, 2026, 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 the Lapeer Opera House project funded through the Michigan State Housing Development Authority (MSHDA), MI-Neighborhood grant, Community Development Block Grant (CDBG) program.

CURRENT OR NEW INFORMATION

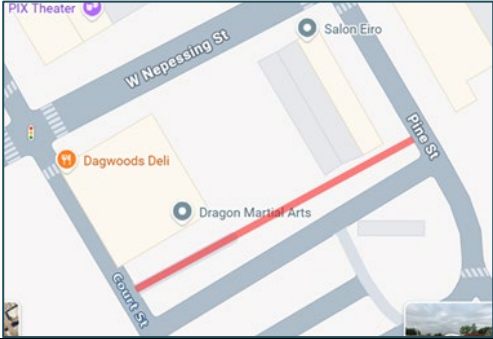
The amount of grant funds being requested is \$826,000.

Grant Information:

Name of Project/Grant:	Lapeer Opera House
Address:	350 N. Court St. Lapeer (2 nd Floor) 
Owner:	Thomas LaMagna Enterprises, Inc.
Funding Source:	Michigan State Housing Development Authority, Community Development Block Grant
City of Lapeer Contact:	Shelley Lincoln, Grant Administrator Housing Improvement Department Phone: (810) 245-4212 Email: slincoln@ci.lapeer.mi.us
Requested Grant Funds:	\$826,000

CDBG Requested Funds (7 units @ \$100k each)	\$700,000
Private Owner Match Funds	\$800,000
City of Lapeer Match Fund (Water main alley)	\$70,000
CDBG Administrative Requested Funds	\$126,000
Total Project Costs	\$1,696,000

Grant program:	CDBG Unoccupied Rental Rehab program. Conversion of a commercial property into a mixed-use development with the creation of seven new rental housing units with at least 51% of units to occupy
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	Low- or Moderate- income households, as well as adding fire suppression to the building.
Eligibility:	The property must be located in a downtown area or along a primary road. All repairs must be eligible under CDBG guidelines as defined in the MSHDA CDBG Policy Manual, comply with local building codes, and meet MSHDA Housing Rehabilitation Standards.
Owner Match:	The owner will match the grant funds with \$800,000 in private funding towards the creation of these new apartments and installation of fire suppression.
City Match:	It is highly encouraged that the applying UGLG (Units of General Local Government) include a match towards the CDBG project. Through discussions, an identified project that is in development stage through the Water Department partners successfully with this project. The Water Department has been in the process of gathering estimates for the replacement of a water line that is located in the alley behind 350 N. Court Street, on the south side between Court and Pine Street. This water line is currently sized 4 inches and needs to be replaced with an 8-inch pipe. By upgrading this water line, it provides the necessary water capacity needed for fire suppression. This project is earmarked to be submitted for approval in the 2026/2027 FYE budget. For this grant, we will be requesting approval by the Commission at the February 2, 2026, meeting to include \$70,000 in match funds from the City to replace this water line as the City's contribution towards the Lapeer Opera House project. 
MSHDA Administration:	The City of Lapeer will receive up to 18% of the requested grant amount for administrative services, which calculates to \$126,000 (\$700,000 X 18% = \$126,000). A portion of these administrative costs will be used to reimburse a third-party administrator contracted to oversee and ensure the City of Lapeer meets all required grant reporting, wage requirements (Davis Bacon, if required) and all grant financial requirements for compliance with HUD. The remaining administration funds will be requested to cover staff time on this

	project through the MSHDA Administration tracking process and paid to the City of Lapeer.
--	---

Grant Description:

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Previous application was submitted but denied by MSHDA due to the Environmental Phase 1 not being completed at time of application. We resubmitted a Letter of Intent in the next funding round and received approval to submit a new application now that Environmental Phase 1 is complete.

Budgeted Amount:	\$70, 000	Funds Requested:	
Funding Source:	Water Fund	CIP Project #:	N/A
		Budget Amendment Needed:	N/A
# of Bids/Quotes Obtained:	1	Budget Amendment Attached:	N/A
Explanation:	Replace 4" watermain with 8" watermain to improve flow for fire protection in alley behind 350 N. Court, between Court and Pine Streets.		



ITEM G-3

Meeting Date: January 20, 2026
Department: City Manager
Requestor: Mike Womack
Agenda Item: AT&T Easement

RECOMMENDATION (motion):

Motion to approve of the AT&T easement agreement for Parcel L20-30-477-040-00 as presented and authorize the City Manager to sign all necessary documents.

AGENDA ITEM INFORMATION:

The City will be undertaking the reconstruction of the Genessee Street bridge, located between Bentley and Higley Streets, during the summer of 2026. As part of that reconstruction, the bridge will be slightly widened. That bridge widening will expand the bridge surface into the area currently occupied by AT&T transmission lines, necessitating the relocation of those poles and lines to a point slightly further to the north than their current location. This proposed easement protects the new location of those relocated transmission lines and gives AT&T the ability to maintain those lines into the future.

Budgeted Amount:	N/A	Funds Requested:	N/A
Funding Source:	N/A	CIP Project #:	N/A
		Budget Amendment Needed:	
# of Bids/Quotes Obtained:	N/A	Budget Amendment Attached:	
Explanation:			

AT&T EASEMENT

For one dollar, the receipt of which is hereby acknowledged, **City of Lapeer**, whose address is 576 Liberty Park, Lapeer, MI 48446 (“Grantor”) hereby warrants, grants, and conveys to **Michigan Bell Telephone Company, LLC, a Michigan Limited Liability Company, d/b/a AT&T Michigan**, whose address is 444 Michigan Avenue, Detroit, Michigan, 48226 and its affiliates and licensees, successors and assigns (collectively “Grantee”) an easement in, under, upon and across the Easement Area, for the purposes of and in order to construct, reconstruct, modify, supplement, maintain, operate and/or remove facilities for the transmission of signals used in the provision of communication, video and/or information services and/or any other services or uses for which such facilities may be used including, but not limited to, enclosures and support posts or pads, cables, wires, conduit, ducts, and handholes, manholes, underground vaults, and other related or useful equipment, fixtures, appurtenances and facilities, which may from time to time be required, together with the right of ingress and egress across the Property and the Easement Area for the purpose of access to and use of the easement granted herein. Said property located in **Section 5, T 7N, R 10E, City of Lapeer, Lapeer County, Michigan**, and more fully described as follows:

The Property is legally described as: **City Park, City of Lapeer Original Plat NE ¼ as recorded in L 1, P 73, Lapeer County Records.**

Parcel ID: L20-30-477-040-00

Commonly known as: Vacant - W Genessee St/Higgins St, Lapeer, MI 48446

The Easement Area is legally described as: See Exhibit “A” Easement Description, to be attached hereto and made a part hereof prior to recording.

Grantee hereby agrees to promptly restore in good and workmanlike manner all property damaged, destroyed or disturbed in connection with Grantee’s construction, reconstruction, maintenance, operation or removal activities under this Easement Agreement or the exercise of any other rights of Grantee under this Easement Agreement or the operation of any facilities, improvements or other items installed, constructed or placed by Grantee on the property. Grantee hereby agrees to indemnify and hold Grantor harmless from and against any and all damages, liabilities, claims and expenses, including but not limited to attorney’s fees incurred by or asserted against Grantor which arise out of any personal injury or death or property damage arising out of any of Grantee’s construction, reconstruction, maintenance, operation, removal or restoration activities under this Easement Agreement or the exercise of any other rights of Grantee under this Easement Agreement or the operation of any facilities, improvements or other items installed, constructed or placed by Grantee on the Property.

This Easement is binding upon and shall inure to the benefit of the heirs, successors, assigns, and licensees of the parties hereto.

This transfer is exempt from the Real Estate Transfer Tax pursuant to MCLA 207.505(a) and from State Real Estate Transfer Tax pursuant to MCLA 207.526(a).

(Signatures on following page)

IN WITNESS WHEREOF, the undersigned have hereunto set their hand and seal this _____ day of _____, 2025.

GRANTOR: City of Lapeer

By _____

Printed _____

Title _____

STATE OF MICHIGAN)
)ss
COUNTY OF)

The foregoing instrument was acknowledged before me this _____ day of _____ 2025, by _____, the _____ of the City of Lapeer, known to be the person named in and who executed the within instrument as Grantor and acknowledged that _____ executed the same as _____ free act and deed for the intents and purpose therein mentioned.

Notary Public: _____

_____ County, Michigan, acting in _____ County

My Commission Expires _____

Return to:
Angela Wesson
23500 Northwestern Highway
W Building – RM B 1250
Southfield, MI 48075

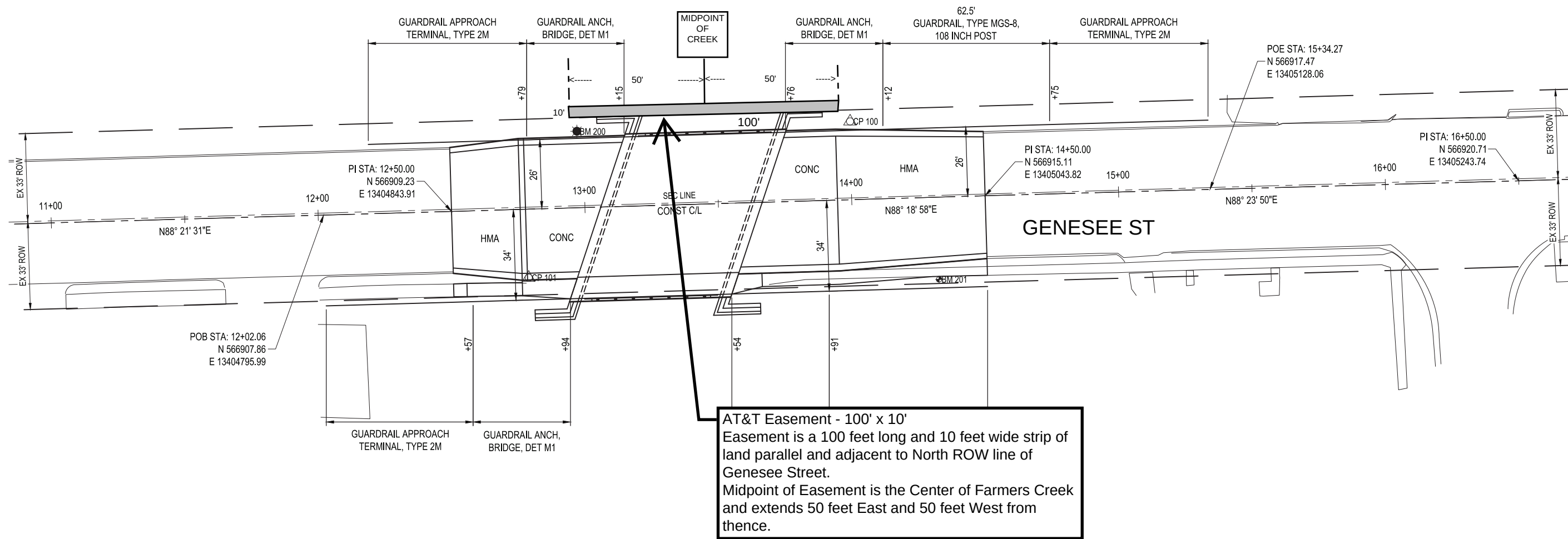
Document Drafted By:
Angela Wesson
AT&T Legal Department – Right-of-Way
208 S. Akard St
Dallas, TX 75202

EXHIBIT A

SECTION 05
T07N-R10E
LAPEER TWP
LAPEER COUNTY, MICHIGAN



FARMERS CREEK





ITEM G-4

Meeting Date: January 20, 2026
Department: City Manager
Requestor: Mike Womack
Agenda Item: Paser Study/10-year road plan

RECOMMENDATION (motion):

Motion to approve of the PASER study proposal with ROWE engineering for a cost not to exceed \$7,000 and authorize the City Manager to sign all necessary documents.

AGENDA ITEM INFORMATION:

City staff are requesting a PASER study be completed on the City's roads, which will enable staff to put together an accurate 10-year road plan for our CIP. The City's staff, with the assistance of the public knowledge and at the direction of the Commission have identified and tackled several of the City's worst roads over the last 2.5 years, often leveraging grant and alternative funding sources to reduce the costs to the public.

However, our expenditures currently far exceed our revenues on road maintenance, and we need to carefully plan for the next decade of road work as we will otherwise run out of funding and be forced to severely curtail major road maintenance and redevelopment.

One thing for the Commission to consider is the potential of asking the public for a road millage in the near future, which would go a long way towards helping pay for the City's roads. The City attempted to pass a road millage in 2015, which failed 510-527.

Something else the Commission might ponder, especially in a millage request, would be to focus more on neighborhood roads, that despite their lower traffic counts, are literally "close to home" and would be much more noticeable to the citizens who live in those neighborhoods. Neighborhood roads are much more difficult to get other funding for and thus are normally passed over for other higher traffic roads.

Budgeted Amount:	\$30,000	Funds Requested:	\$7,000
Funding Source:	Major and Local Roads	CIP Project #:	N/A
		Budget Amendment Needed:	
# of Bids/Quotes Obtained:	3	Budget Amendment Attached:	
Explanation:	The City received 3 bids, \$28,560, \$33,800 and \$7,000, we did double check with the lowest bidder to ensure that their proposal would be sufficient for our purposes, due to the significant cost difference between the bids		



Wade Trim Associates, Inc.
25251 Northline Road • Taylor, MI 48180
734.947.9700 • www.wadetrim.com

October 7, 2025

City of Lapeer
576 Liberty Park
Lapeer, MI 48446

Attention: Ross Slisher
Director of Public Works

Re: Proposal for Professional Engineering Services
2025 PASER Ratings and Roadway Asset Management Plan
Lapeer, Michigan

Dear Ross:

We are pleased to submit this proposal for professional engineering services to complete PASER ratings as well as prepare a Transportation Asset Management Plan (AMP) for City streets in Lapeer, Michigan for the 2025 PASER Ratings and Roadway Asset Management Plan. Our proposal confirms our scope of work, proposed schedule, and budget effort estimate.

PROJECT UNDERSTANDING/SUMMARY

Wade Trim has helped the City of Lapeer in previous years with PASER ratings and Asset Management Plans. Due to the duration of time since the last evaluation, we are proposing the completion of a full evaluation. The PASER ratings will be completed by the end of this rating window, November 21, 2025. The projects completed during the 2025 construction season will be entered into Roadsoft software, and the existing road ratings will be updated to the appropriate PASER number based on the field observations.

PROJECT SCOPE OF WORK

1. Complete PASER Ratings using the latest version of the Laptop Data Collector.
2. Input construction projects into Roadsoft that have been completed in 2025.
3. Prepare an AMP illustrating the current condition of the roadway network as well as where the network will be in the future based on level of funding.
4. Prepare a City Map showing the current road ratings.
5. Work with City staff to prepare a 10-year Capital Improvement Plan (CIP).

SCHEDULE

We are ready to begin work upon receiving authorization to proceed along with the knowledge that PASER ratings need to be completed before the last Friday in November. The following outlines the anticipated schedule:

<u>Task</u>	<u>Completed By</u>
PASER Ratings	November 21, 2025
Draft AMP/CIP Executive Summary	January 2025
Final Plan and Report	February 2025

FEES AND COMPENSATION METHOD

We will perform the above-described Scope of Services for a Total Not-to-Exceed Fee of **\$28,560**. Costs will be billed on an Hourly Basis in accordance with our current Billing Rate Schedule. No additional costs will be incurred without prior City approval.

INVOICING PROCEDURES

All effort and cost will be invoiced monthly for our effort to date. Payment of invoices is expected within 30 days. Any disputes related to the invoice amount will immediately be brought to the attention of Wade Trim. Wade Trim reserves the right to stop work when accounts receivable exceeds 60 days. All deliverables are the property of Wade Trim until payment obligations are met.

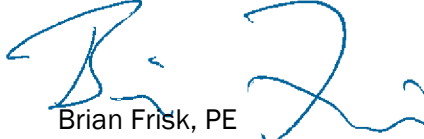
All fees, unless a lump sum is specified in the above scope, are on a time and material basis based on the attached 2025 Community Design Services Rate Schedule - B.

We have enclosed a Professional Services Short Form Agreement for this project. If this meets with your approval, please sign, date, and return the Agreement to authorize Wade Trim to proceed.

We look forward to working with you on this project and should you have any questions, please do not hesitate to call.

Very truly yours,

Wade Trim Associates, Inc.



Brian Frisk, PE
Project Engineer



Jason T. Smith, AICP
Vice President

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Enclosure



Professional Services Agreement (Short Form)

Agreement

To engage the Services of Wade Trim Associates, Inc., as a Design, Planning, Testing and/or Land Survey Professional.

This Agreement, entitled Proposal for Professional Engineering Services – 2025 PASER Ratings and Roadway Asset Management Plan Lapeer, Michigan between City of Lapeer of 576 Liberty Park, Lapeer, Michigan 48446, hereinafter called "Owner," and Wade Trim Associates, Inc., 25251 Northline Road, Taylor, Michigan 48180, hereinafter called "Professional," is as follows:

The Owner and Professional, for mutual consideration hereinafter set forth, agree as follows:

A. Professional agrees to perform certain professional services for Owner as follows:

As outlined in the letter proposal dated October 7, 2025.

B. Owner agrees to pay Professional as compensation for his services as follows:

Total Not-to-Exceed Fee of **\$28,560**.

C. Owner agrees to establish an allowance of \$N/A for additional services on this Project (not less than 10% of the compensation amount specified in Item B.)

D. The Owner and Professional agree to conditions as set forth on the reverse side in the General Provisions of this Agreement.

E. The Owner and Professional agree to the following schedule:

As outlined in the letter proposal dated October 7, 2025.

F. Professional has the option to render this Agreement null and void, if it is not executed within 60 days.

Owner:

Professional:

By:

By:

Jason T. Smith, AICP

(Print Name)

(Print Name)

Title:

Title:

Vice President

Date Signed:

Date Signed:

General Provisions

1.01 Basic Agreement

A. Professional shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Professional for such Services as set forth herein.

2.01 Payment Procedures

A. *Preparation of Invoices.* Professional will prepare a monthly invoice in accordance with Professional's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Professional for services and expenses within 30 days after receipt of Professional's invoice, the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Professional may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Professional has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above.

B. Owner shall pay Professional for such additional services as follows: For additional services of Professional's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Professional's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Professional's consultants' charges with a 15% mark-up, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Professional:

1) upon seven days written notice if Professional believes that Professional is being requested by Owner to furnish or perform services which are outside of the agreed upon scope of services without compensation, which are contrary to Professional's responsibilities as a licensed professional; or

2) upon seven days written notice if the Professional's services for the Project are delayed or suspended for more than 90 days for reasons beyond Professional's control.

3) Professional shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Professional.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Professional to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files. Professional shall be compensated for Basic Services performed through the date of termination as set forth herein and for work performed per 4.01.B in the manner set forth in 3.01.

5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

6.01 Successors, Assigns, and Beneficiaries

A. Owner and Professional each is hereby bound and the partners, successors, executors, administrators, employees and legal representatives of Owner and Professional (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Professional) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

7.01 General Considerations

A. The standard of care for all professional engineering and related services

performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with Professional's services. Professional and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers and Professional shall not be responsible for design services provided by others.

B. Professional shall not at any time supervise, direct, or have control over any contractor's work, nor shall Professional have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Professional neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Professional shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Professional's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Professional.

E. The provisions in this Agreement supersede and render null and void any contrary provisions in the contract documents between Owner and Contractor.

F. All design documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Professional (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Professional's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Professional, whichever is less.

H. The parties acknowledge that Professional's scope of services does not include any services related to a Hazardous Environmental Condition (including but not limited to the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Professional or any other party encounters a Hazardous Environmental Condition, Professional may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

8.01 Dispute Resolution

Except for debt collection cases for less than \$25,000, and except as otherwise provided herein, all claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or the breach thereof will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining, subject to the limitations and restrictions stated below. This agreement to arbitrate and any other agreement or consent to arbitrate entered into in accordance herewith as provided in this paragraph will be specifically enforceable under the prevailing arbitration law of any court having jurisdiction.

Notice of demand for arbitration must be filed in writing with the other parties to this Agreement and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event may the demand for arbitration be made after the expiration of one year from the date the cause of action accrued. The cause of action whether based in tort, contract, indemnity, contribution, or any other form of action, legal or equitable, shall be deemed to have accrued at the time the party asserting the claim either knew or, by the exercise of reasonable diligence, should have known of the existence of the facts underlying such claim, dispute or other matter in question regardless of when damages occur. After the expiration of said one year, any claim between the parties hereto shall be barred.

No arbitration arising out of, or relating to this Agreement may include, by consolidation, joinder or in any other manner, any person or entity who is not a party to this Agreement.

The award rendered by the arbitrators will be final, not subject to appeal and judgment may be entered upon it in any court having jurisdiction thereof.

9.01 Total Agreement

A. This Agreement (together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Professional, supersedes all prior written or oral understandings, and becomes binding as if fully executed at the time Professional commences work. To the extent that the terms of any appendices or documents referenced in this Agreement conflict with the terms of this Agreement, the terms of this Agreement shall govern. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.



November 14, 2025

Mr. Ross Slusher, Director of Public Works
City of Lapeer Department of Public Works
217 Bentley Street
Lapeer, MI 48446

RE: Proposal for Transportation Asset Management Services
Major and local streets
City of Lapeer

Dear Mr. Slusher:

We are pleased to submit this proposal to provide engineering services for the above-referenced project. The project will be funded through Local Funds for 2026. The City of Lapeer anticipates PASER ratings and the 10-year capital improvement plan will be completed by the end of Spring of 2026.

Understanding of Project

The project is located in the City of Lapeer and consists of PASER rating all City Major and Local streets and developing a 10-year capital improvement plan.

The scope will include providing PASER ratings data, developing capital improvement needs, long term maintenance plans, anticipated revenues and expenses, and performance outcomes.

All the work for this project will be completed in accordance with MDOT and AASHTO design criteria. This work will be completed under the direct supervision of a Professional Engineer licensed in the State of Michigan.

Spicer Group's Project Manager has performed numerous projects of similar nature to this project for the local agencies. Including in the City of Norton Shores, City of Manistee, and the City of Marshall. As such, we understand the nature and scope of this project and can proceed with preliminary engineering.

Scope of Professional Services

Our proposed Scope of Engineering Services is as follows:

- A. Perform field review and PASER rate all City Major and Local streets.
- B. Review asset inventory, compile field data, and generate GIS pavement condition maps.
- C. Spicer Group will review the existing pavement condition maps with the City of Lapeer, review any previously established goals for improvement, and develop new condition objectives for Major and Local streets.
- D. Spicer Group will obtain reported revenues and expenses from the City of Lapeer. The city will provide information on future potential funding for road maintenance, rehabilitation, and reconstruction. The city will provide any other planned infrastructure upgrades to coordinate road and utility work if possible.
- E. Spicer Group will evaluate the City's Street network and projected funding then prepare a 10-year capital improvement plan.

- F. Spicer Group will submit final deliverables to the City of Lapeer. The deliverables will include:
- a. PASER ratings of all City Major and Local streets.
 - b. Existing GIS pavement condition maps.
 - c. 10-year capital improvement plan with recommended road rehabilitation treatments, maintenance and schedules, and projected funding.

Fees

We propose to provide the above design services using our Standard Hourly Rates for a total estimated cost of **\$33,800.00**.

We have calculated these fees based on our understanding of what you want us to do and what you have told us. We will submit monthly invoices to you for our basic professional services, any additional authorized services, and any reimbursable expenses. The total fee is a “not-to-exceed” amount, meaning we will not exceed that amount without prior authorization.

Owner Responsibilities

It is our understanding that the City of Lapeer will provide the following information for our use in completing the design.

- A. Existing and potential road funding.
- B. Historical road maintenance, rehabilitation, and reconstruction information to assist with the development of the 10-year capital improvement plan.
- C. Upcoming planned road and utility improvement projects.
- D. Providing traffic volumes for city streets.
- E. When requested by Spicer Group, the City of Lapeer will review documents prepared by Spicer Group and provide comments in a timely fashion.

Services Not Included

All engineering tasks that we anticipate will be required for this project are included in our proposed Scope of Professional Services. For a clearer understanding of our work scope, the following is not included in our Scope of Professional Services.

- Development of a Transportation Asset Management Plan (TAMP) to meet the requirements of PA 325 of 2018.
- Collecting traffic volume data.
- Providing generalized report for resident’s consumption, or “State of the Streets” report.
- Additional studies, investigation, and design relating to road design, traffic impact studies, signage and signalization studies, and environmental issues (i.e., subsurface contamination, sensitive habitat areas, etc.).

- Unless specifically noted in our proposed Scope of Professional Services described above, design of upgrades to existing municipal utilities including water booster pump stations, storm sewer pump stations, utility main extensions, hydraulic modeling, water flow test of water systems, or downstream capacity analysis, etc.
- Attendance or participating at public meetings.
- Traffic signal design.
- Geotechnical investigation for roadway pavement cores.
- Preparation of permits and applications other than noted in our Scope of Professional Services.

Additional Services

As the need for additional services may arise, we will provide additional services for a negotiated fee. Additional services will require a Contract Amendment to be approved and signed by the City of Lapeer prior to the start of any additional work.

Schedule

Based on an Authorization to Proceed date of November 17, 2025, Spicer Group can complete the design work per the schedule stated in the proposal, based on the assumption that the City of Lapeer can promptly schedule meetings and perform all necessary project reviews.

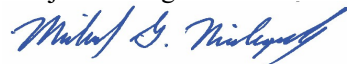
If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us.

We deeply appreciate your confidence in Spicer Group, and we look forward to working with you and for you on your project.

Sincerely,



Ryan M. Sullivan, P.E.
Project Manager



Michael G. Niederquell, P.E.
Practice Lead Highways, Roads, and
Streets

SPICER GROUP, INC.
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 598-5845
Fax: (989) 754-4440
mailto: ryan.sullivan@spicergroup.com

Above proposal accepted and approved by Owner.

CITY OF LAPEER DPW

By: _____
Authorized Signature

Printed Name

Title

Date:

GENERAL CONDITIONS FOR PROFESSIONAL SERVICES

SECTION 1 - GENERAL

1.1 The Agreement. This Agreement is made by and between SPICER GROUP, INC. (hereinafter referred to as "PROFESSIONAL") and the client who accepted the attached proposal (hereinafter referred to as "CLIENT"). The Agreement between the parties consists of these General Conditions for Professional Services, as well as the attached proposal, and any exhibits or attachments noted in the proposal. Together, these items shall constitute the entire Agreement between the parties and supersedes any prior negotiations, correspondence, or agreements either written or oral. Any changes to this Agreement must be mutually agreed to in writing between the parties. CLIENT represents that it has full authority to enter into this Agreement and that the representative signing this Agreement for CLIENT has full authority to do so. CLIENT further represents that it has all right, title and interest to the project to which the services under this Agreement are being provided.

1.2 Ownership of Instruments of Service. All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by PROFESSIONAL are instruments of service and shall remain the property of PROFESSIONAL. PROFESSIONAL shall retain all common law, statutory and other reserved rights, including the copyrights thereto.

1.3 Covenant not to Hire. CLIENT agrees that during the term of this Agreement and for a period of one (1) year thereafter that it will not hire for its own employment any person employed by PROFESSIONAL.

1.4 Standard of Care. Services performed by PROFESSIONAL under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality under the same or similar conditions. PROFESSIONAL provides no warranty, guarantee or other representation, express, implied or otherwise, in connection with this Agreement, or in any report, opinion, document or other deliverable or instruments of service.

1.5 Defects in Service. CLIENT and CLIENT's personnel, contractors and subcontractors shall, upon discovery, promptly notify PROFESSIONAL in writing of any defects or deficiencies in PROFESSIONAL's services, in order that PROFESSIONAL may take measures which in PROFESSIONAL's opinion will minimize the consequences of such defect or deficiency in service. PROFESSIONAL shall not be responsible for additional costs due to delay in reporting defects in service.

1.6 Reimbursable Expenses. Reimbursable expenses mean the actual expenses incurred by PROFESSIONAL or PROFESSIONAL's independent professional associates or consultants, directly or indirectly in connection with the project, such as expenses for; transportation and subsistence incidental thereto; obtaining bids or proposals from contractor(s); providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representatives and their assistants; toll telephone calls and courier services; reproduction of reports, drawings, specifications, bidding documents, and similar project-related items; and, if authorized in advance by CLIENT, overtime requiring higher than regular rates.

1.7 Standard Hourly Rates. The standard hourly rates used as a basis for payment mean those rates in effect at the time that the service is performed, for all PROFESSIONAL's personnel engaged directly on the project, including, but not limited to, architects, engineers, Spicer Group, Inc.

surveyors, designers, planners, drafters, specification writers, estimators, other technical and business personnel. The Standard Hourly Rates include salaries and wages, direct and indirect payroll costs and fringe benefits. The Standard Hourly Rates of personnel of PROFESSIONAL will be adjusted periodically to reflect changes in personnel and in PROFESSIONAL's overall compensation procedures and practices.

1.8 Limitation of Liability. In recognition of the relative risks and benefits of the project to both PROFESSIONAL and CLIENT, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, that the total liability, in the aggregate, of PROFESSIONAL and PROFESSIONAL's officers, directors, partners, employees and subconsultants, and any of them, to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees, costs and expenses, shall not exceed \$33,800.00, or the total compensation received by PROFESSIONAL under this Agreement, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

1.9 Indemnification. PROFESSIONAL agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors and employees from and against damages or liabilities, to the extent caused by the PROFESSIONAL's negligent performance of professional services under this Agreement including that of its subconsultants or anyone for whom the PROFESSIONAL is legally liable.

CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants from and against damages or liabilities, to the extent caused by CLIENT's negligent acts, errors or omissions in connection with the project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom CLIENT is legally liable.

Neither CLIENT nor PROFESSIONAL shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

1.10 Severability. Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

1.11 Survival. Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

1.12 Assignment. Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by the PROFESSIONAL shall not be considered an assignment for purposes of this Agreement.

1.13 Betterment. In no event will the PROFESSIONAL be responsible for any cost or expense that provides betterment, upgrades,

or added value to the project, regardless of whether PROFESSIONAL or PROFESSIONAL's officers, directors, partners, employees or subconsultants is determined to have caused or contributed to such cost or expense.

1.14 Mediation. Any claims or disputes made during design, construction or after completion of the project between the CLIENT and PROFESSIONAL shall be submitted to non-binding mediation. CLIENT and PROFESSIONAL agree to include a similar mediation agreement with all contractors, subcontractors, consultants, suppliers and fabricators, thereby providing mediation as the primary method for dispute resolution between all parties. Unless otherwise agreed in writing, the mediation shall be governed by the current Construction Industry Mediation Rules of the American Arbitration Association ("AAA"). Mediation shall be a condition precedent to the initiation of any other dispute resolution process, including court actions.

1.15 Changed Conditions. If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to PROFESSIONAL are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, PROFESSIONAL may request an appropriate adjustment of this Agreement. PROFESSIONAL shall notify CLIENT of the changed conditions necessitating an adjustment, and PROFESSIONAL and CLIENT shall promptly and in good faith enter into discussions for an appropriate adjustment of this Agreement to address the changed conditions.

1.16 Hazardous Materials. Both parties acknowledge that PROFESSIONAL's scope of services does not include any services related to the presence of any hazardous or toxic materials. As such, under no circumstance shall PROFESSIONAL have any responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the project site or any adjacent area that may affect the project.

1.17 Governing Law & Jurisdiction. CLIENT and PROFESSIONAL agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Michigan.

SECTION 2 – FINANCIAL & USE OF DOCUMENTS

2.1 Billing and Payment Terms. *Payment Due:* Invoices shall be submitted by PROFESSIONAL (monthly) payment is due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date. *Interest:* If payment in full is not received by PROFESSIONAL within thirty (30) calendar days of the due date, invoices shall bear interest at one-and one-half (1.5) percent of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

2.2 Suspension of Services. If CLIENT fails to make payments when due or otherwise is in breach of this Agreement, PROFESSIONAL may elect to suspend performance of service upon ten (10) calendar days notice to CLIENT. PROFESSIONAL shall have no liability whatsoever to CLIENT for any costs or damages as a result of such suspension caused by any breach of this Agreement by CLIENT. Upon payment in full by CLIENT, PROFESSIONAL shall resume services under this Agreement, and the time scheduled and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expenses necessary for PROFESSIONAL to resume performance.

2.3 Termination of Services. If CLIENT fails to make payment to PROFESSIONAL in accordance with the payment terms herein, this Spicer Group, Inc.

shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by PROFESSIONAL upon ten (10) calendar days' notice to CLIENT. PROFESSIONAL shall be paid in full for all services performed and expenses incurred through the date of termination upon presentment of PROFESSIONAL's final invoice. CLIENT shall have no right to withhold, back-charge or set-off against any amounts owed to PROFESSIONAL, regardless of whether the invoice or amount owed is for a monthly, suspension or termination related invoice.

2.4 Collection of Costs. In the event legal action is necessary to enforce the payment terms of this Agreement, PROFESSIONAL shall be entitled to collect from CLIENT any sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by PROFESSIONAL in connection therewith and, in addition, the reasonable value of PROFESSIONAL's time and expenses spent in connection with such collection action, according to PROFESSIONAL's hourly fee schedule.

2.5 Delays. The CLIENT agrees that PROFESSIONAL is not responsible for damages arising directly or indirectly from any delays for causes beyond PROFESSIONAL's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by CLIENT or CLIENT's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by PROFESSIONAL to perform its services in an orderly and efficient manner, PROFESSIONAL shall be entitled to an equitable adjustment to its schedule and/or compensation.

2.6 Delivery and Use of Electronic Files. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the PROFESSIONAL, CLIENT agrees that all such electronic files are instruments of service of PROFESSIONAL, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

CLIENT agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the project. CLIENT agrees not to transfer these electronic files to others without the prior written consent of PROFESSIONAL. CLIENT further agrees to waive all claims against PROFESSIONAL resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than PROFESSIONAL.

CLIENT and PROFESSIONAL agree that any electronic files furnished by either party shall conform to the original specifications. Any changes to the original electronic specifications by either CLIENT or PROFESSIONAL are subject to review and acceptance by the other party. Additional services by PROFESSIONAL made necessary by changes to the electronic file specifications shall entitle PROFESSIONAL to additional compensation.

Electronic files furnished by either party shall be subject to an acceptance period of fourteen (14) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files.

CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by PROFESSIONAL and electronic files, the signed or sealed hard-copy construction documents shall govern.

In addition, CLIENT agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless PROFESSIONAL, its officers, directors, employees and subconsultants from and against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made to the electronic file by anyone other than PROFESSIONAL or from any reuse of the electronic files without the prior written consent of PROFESSIONAL.

Under no circumstances shall delivery of electronic files for use by CLIENT be deemed a sale by PROFESSIONAL, and PROFESSIONAL makes no warranties, either expressed or implied, of merchantability and/or fitness for any particular purpose. In no event shall PROFESSIONAL be liable for indirect or consequential damages as a result of CLIENT's use or reuse of the electronic files.

2.7 Opinions of Probable Construction Costs. In providing opinions of probable construction cost, CLIENT understands that PROFESSIONAL has no control over the cost or availability of labor, equipment or materials, or over market conditions or the contractor's method of pricing, and that PROFESSIONAL's opinions of probable construction costs are made on the basis of PROFESSIONAL's judgment and experience. PROFESSIONAL makes no warranty, express or implied that the bids or the negotiated cost of any construction work will not vary from PROFESSIONAL's opinion of probable construction costs.

SECTION 3 – PROJECT PERFORMANCE

3.1 Design Without Construction Administration. Unless Authorized, it is understood and agreed that PROFESSIONAL's Basic Services under this Agreement do not include project observation or review of the contractor's performance or any other construction phase services, and that such services will be arranged by CLIENT. CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and CLIENT waives any claims against PROFESSIONAL that may be in any way connected thereto.

3.2 Record Drawings. If authorized by the Agreement, upon completion of the construction work, PROFESSIONAL shall compile for and deliver to CLIENT a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the contractor. These Record Documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which PROFESSIONAL is entitled to rely upon, PROFESSIONAL cannot and does not warrant or make any other representation as to the accuracy of the Record Documents.

3.3 Contingency Fund. CLIENT and PROFESSIONAL agree that certain increased cost and changes may be required because of possible errors, omissions, ambiguities or inconsistencies in the drawings and specifications prepared by PROFESSIONAL and, therefore, that the final construction cost of the project may exceed the estimated construction cost and/or the cost of the work in any construction contract. CLIENT agrees to set aside a minimum reserve in the amount of not less than 10 percent of the project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim directly or through any other party against PROFESSIONAL or its subconsultants with respect to any increased costs within the contingency because of such Spicer Group, Inc.

changes or because of any claims made by the contractor relating to such changes.

3.4 Lenders' Requirements. PROFESSIONAL shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of PROFESSIONAL, increase PROFESSIONAL's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance.

3.5 Client Requested Substitutions. Upon request by CLIENT, PROFESSIONAL shall evaluate and make recommendations regarding substitutions of materials, products or equipment proposed by CLIENT's consultants or contractors. PROFESSIONAL shall be compensated for these services, as well as any services required to modify and coordinate the construction documents prepared by PROFESSIONAL with those of PROFESSIONAL's subconsultants and CLIENT's consultants, as additional services. PROFESSIONAL also shall be entitled to an adjustment in schedule caused by this additional effort.

3.6 Certifications, Guarantees and Warranties. PROFESSIONAL shall not be required to sign any documents, no matter by whom requested, that would result in PROFESSIONAL having to certify, guarantee or warrant the existence of conditions whose existence the PROFESSIONAL cannot ascertain. CLIENT also agrees not to make resolution of any dispute with PROFESSIONAL or payment of any amount due to PROFESSIONAL in any way contingent upon PROFESSIONAL's signing any such certification.

3.7 Underground Improvements. If requested, PROFESSIONAL and/or its subconsultants will provide services to conduct research that, in its professional opinion, is necessary and will prepare a plan indicating the locations for subsurface penetrations with respect to assumed locations of existing underground improvements. Such services by PROFESSIONAL and/or its subconsultant will be performed in a manner consistent with PROFESSIONAL'S professional standard of care. CLIENT understands and recognizes, however, that such research may not identify all underground improvements and that the information upon which PROFESSIONAL reasonably relies may contain errors or may be incomplete. Therefore, CLIENT agrees, to the fullest extent permitted by law, to waive all claims and causes of action against the Consultant and anyone for whom the Consultant may be legally liable for damages to underground improvements resulting from subsurface penetrations in locations established by PROFESSIONAL that are based on properly filed and available records of said underground improvements.

3.9 Permits and Approvals. PROFESSIONAL shall assist CLIENT in applying for those permits and approvals normally required by law for projects similar to the one for which PROFESSIONAL's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by PROFESSIONAL and included in the scope of services of this Agreement.

3.10 Jobsite Safety. Neither the professional activities of PROFESSIONAL, nor the presence of PROFESSIONAL or its employees and subconsultants at a construction/project site, shall relieve the contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the construction work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. PROFESSIONAL and its personnel have no

authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. CLIENT agrees that the contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in CLIENT's contract with the contractor. CLIENT also agrees that its contract with the contractor shall provide that CLIENT, PROFESSIONAL, and PROFESSIONAL's subconsultants shall be indemnified by the contractor and shall be made additional insureds under the contractor's policies of general liability insurance.

3.11 Construction Observation. PROFESSIONAL shall visit the site, if requested and authorized, at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by CLIENT and PROFESSIONAL, to generally observe the construction work and answer any questions that CLIENT may have. However, PROFESSIONAL shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the contract documents. If CLIENT desires PROFESSIONAL to perform more frequent or comprehensive observations of the construction work, this Agreement shall be amended to specifically state the additional scope of service, along with the additional compensation to be paid to PROFESSIONAL for performing such service.

PROFESSIONAL shall not supervise, direct or have control over the contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the contractor nor for the contractor's safety precautions or programs in connection with the construction work. These are solely the obligation and responsibility of the contractor.

PROFESSIONAL shall not be responsible for any acts or omissions of the contractor, subcontractor, any entity performing any portions of the construction work, or any agents or employees of any of them. PROFESSIONAL shall not be responsible for the contractor's failure to perform its work in accordance with the contract documents, the construction documents, or any applicable laws, codes, rules or regulations.

3.12 Verification of Existing Conditions. Inasmuch as the remodeling and/or rehabilitation of existing structures requires that certain assumptions be made by PROFESSIONAL regarding existing conditions, and because some of these assumptions may not be verifiable without CLIENT expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, CLIENT agrees to bear all costs, losses and expenses, including the cost of any necessary additional services of PROFESSIONAL, arising from the discovery of concealed or unknown conditions in any existing structures that are part of the project and PROFESSIONAL'S scope of service.

3.13 Construction Layout. If requested by CLIENT, or other authorized party, as detailed in the scope of services or as an additional service to this Agreement, PROFESSIONAL shall provide construction layout stakes sufficient for construction purposes. The stakes will reflect pertinent information from the construction bidding and contract documents. The stakes shall be set in place one time by PROFESSIONAL, staged and scheduled as requested by the contractor. After the stakes are set, it shall be the contractor's exclusive responsibility to protect the stakes from damage or removal. Once the stake is set, if the stake becomes unusable due to the contractor's negligence it shall be reset by PROFESSIONAL at the direction of CLIENT. The cost for resetting the stakes shall be paid to PROFESSIONAL by CLIENT.

3.14 Right of Entry. If applicable to the scope of services, CLIENT shall provide for PROFESSIONAL's right to enter from time to time property owned or controlled by CLIENT and/or other(s) in order for PROFESSIONAL to fulfill the scope of services indicated hereunder. CLIENT understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not the responsibility of PROFESSIONAL.

3.15 Buried Utilities. If applicable to the scope of services, CLIENT will furnish to PROFESSIONAL information identifying the type and location of utility lines and other man-made objects beneath the site's surface. PROFESSIONAL will take reasonable precautions to avoid damaging these man-made objects and will, prior to penetrating the site's surface furnish to CLIENT a plan indicating the locations intended for these penetrations with respect to what PROFESSIONAL has been told are the locations of utilities and other man-made objects beneath the site's surface. CLIENT will approve the location of these penetrations prior to their being made and will authorize PROFESSIONAL to proceed.

3.16 Third-Party Beneficiaries. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or PROFESSIONAL. PROFESSIONAL'S services under this Agreement are being performed solely for CLIENT'S benefit, and no other party or entity shall have any claim against PROFESSIONAL because of this Agreement or the performance or nonperformance of services hereunder.

3.17 Waiver of Consequential Damages. CLIENT and PROFESSIONAL waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination or suspension of this Agreement.

3.18 Contractor Submittals. If requested, PROFESSIONAL shall review contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the plan and specifications issued by PROFESSIONAL. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. PROFESSIONAL's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by PROFESSIONAL, of any construction means, methods, techniques, sequences or procedures. PROFESSIONAL's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

3.19 Project Information. PROFESSIONAL shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, including services and information provided by other design professionals or consultants directly to CLIENT. These services and information include, but are not limited to, surveys, tests, reports, diagrams, drawings and legal information.

SECTION 4 – MODIFICATIONS TO THE GENERAL CONDITIONS

4.1 None.



September 9, 2025

Mr. Ross Slusher, Director
Department of Public Services
City of Lapeer
217 Bentley Street
Lapeer, MI 48446

RE: PASER Study

Dear Mr. Slusher:

We understand that the City of Lapeer is planning to assemble a 10 year capital improvement plan for streets. To assist with that effort, ROWE Professional Services Company is pleased to provide the following proposed scope of services and cost to prepare an updated Pavement Surface Evaluation and Rating (PASER) of all city streets using the Laptop Data Collector to populate the Roadsoft software. We will drive all city streets and provide an updated rating of each road along with a proposed fix and cost to perform the repair.

Scope of Services

- Drive all city streets and record ratings using Laptop Data Collector.
- Download all information into the Roadsoft software for the city to utilize. Assist with the upload to the state system.
- Create a spreadsheet with the current rating, proposed fix, and proposed cost.
- Generate a Roadsoft report for review by the city staff. This report contains information on the PASER scale, pavement lifecycle, strategies for pavement maintenance, and a description of pavement preservation techniques.
- Incorporate comments, update costs, and prepare the document for final review.
- Meet with city staff for a review of the draft document and incorporate any comments in preparation of the final draft.
- Provide copies of the final approved report to the city in Excel and PDF formats.

Upon authorization to proceed, ROWE will prepare a contract for this work for the city's execution. We will complete the fieldwork in early October and make it available to you for your use by mid-November.

The proposed fee to complete this work is \$7,000. A meeting with you and your staff to discuss the findings and recommendations is included in this proposal. A presentation to the City Commission can also be provided at additional cost.

Mr. Ross Slusher, Director
September 9, 2025
Page 2

Please contact me at (248) 318-1492 with any questions.

Sincerely,
ROWE Professional Services Company

Paul T O'Meara, PE
Senior Project Manager

R:\Projects\2400002\Docs\Proposal and Contract\PASER 2025\2025 PASER Proposal Lapeer.docx



ITEM J-1

To: Mayor and City Commission
Date: January 20, 2026
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, 2027	1 Year		Awaiting Recommendation
Downtown Development Authority		Jan 1, 2026 Jan 1, 2026	4 Year 4 Year	Jan 1, 2030 Jan 1, 2030	
Income Tax Board of Review	Vacancy	Dec 1, 2028	3 Year		Awaiting Recommendation
Local Development Finance Authority	Vacancy	Aug 1, 2027	4 Year		Board Recommends Reappointment
Local Officers Compensation Commission	Vacancy	Oct 1, 2030	5 Year		Awaiting Recommendation

COMMISSION APPOINTMENTS

BOARD OR COMMISSION	MEMBER NAME	EXPIRATION	TERM LENGTH	NEW TERM EXPIRATION	COMMENTS Re: STATUS
Board of Review	Vacancy - Alternate	Jan 1, 2029	3 Year		Awaiting Recommendation
Lapeer Building Authority	Vacancy Vacancy	Jun 1, 2027 Jun 1, 2028	3 Year		Awaiting Recommendation
Prison Liaison Committee	Vacancy	Apr 1, 2026	3 Year		Awaiting Recommendation
Zoning Board of Appeals	Vacancy – Alternate Vacancy – Alternate	Apr 1, 2027 Apr 1, 2028	3 Year 3 Year		Awaiting Recommendation

The following individuals have applied to a Board or Commission:

<u>Name:</u>	<u>Board/Commission:</u>	<u>Date Application Submitted:</u>
Catherine Bostick-Tullius	Downtown Development Authority	11/18/2025
Linda Glisman	Downtown Development Authority	11/17/2025



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:

I currently serve on the City of Lapeer DDA. I have been on the City of Lapeer DDA since 2015. I have served as Board Chair since Jan 2024 and worked this past year with the board to amend our DDA Development Plan. I wish to continue to serve on the DDA to promote and support local business in our downtown

Applicant Information:

Print Name: Catherine

(First)

Bostick-Tullius

(Last)

Street Address: 347 Kyles Place, Lapeer, Michigan 48446

Home F

Cell Phone: same

Email:

Employer: self-employed

Occupation: Lawyer

Educational Background:

B.S. - Northern Michigan University; J.D. - Thomas M. Cooley Law School

Community Activities and/or Work Experience:

CMH Board Member - 2014-present; Current CMH Board Chair - 2019/2020; 2023 - current; City of Lapeer Planning Commission 2020 - present;

City of Lapeer Zoning Board of Appeals 2021 - 2024; City of Lapeer DDA 2015-present(current DDA Board Chair - 2024 to present)

MML President 2017-2018; City of Lapeer Commissioner 2009-2019; County of Lapeer Commissioner 2000-2002

/s/ Catherine Bostick-Tullius

Signature

11/18/2025

Date

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



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	

My appointment to the DDA will be a benefit to the City of Lapeer, its residents, and the DDA because of my past experiences and the roles I currently have. I am a city commissioner, Director of the Lapeer Lilac Project Inc., and the chair of the Lapeer America 250 committee. These roles will help with the communication, interaction, sharing resources and exchanging valuable information between the DDA and the city. I have been a community organizer in the communities where I have lived for many years. I am very good at creative problem solving, identifying needs, and developing action plans to benefit the community. In my former city I was on the Community House Board, on the City Beautiful Commission and the Bicentennial Committee. I also enjoy working with people and letting them take personal ownership of projects. My past experiences include: a public-school teacher, was a motivational speaker/teaching adults public speaking. I worked in marketing for a Miller Brewing distributor, and worked for 2 Federal Congressmen, and one Michigan State Senator.

Applicant Information:

Print Name:

LINDA

GLISMAN

Street Address: 359 GOLFSIDE DRIVE

Home Phone:

Cell Phone:

Email:

Employer: n/a

Occupation: retired

Educational Background: BA, Masters +60

Wayne State University, Oakland University

Community Activities and/or Work Experience:

Included above in comments.

Signature: Linda Glisman

Date: November 10, 2025

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. L:\share\Boards and Commissions\05-21 Updated Boards-Commission Application

RECEIVED

NOV 17 2025

**CITY MANAGER
LAPEER, MI**



ITEM K-1

To: Mayor and City Commission
Date: January 20, 2026
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)
- 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. CITY CLERK'S OFFICE**
 - A. CEMETERY / VOTER INFORMATION
 - B. MARIJUANA MONTHLY REPORT
- 9. PARKS, RECREATION & CEMETERY DEPARTMENT**

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
442 W PARK ST	ROLLS INVESTMENTS LLC	CR25-1171	Certified	12/08/2025	10/07/2027	150.00
446 W PARK ST	ROLLS INVESTMENTS LLC	CR25-1172	Certified	12/08/2025	10/07/2027	140.00
989 LANCASTER ST	SWAN DELTA FIRST, LLC	CR25-1183	Certified	12/01/2025	12/01/2027	150.00
310 E OREGON ST	BKT ENTERPRISES LLC	CR25-1192	Certified	12/15/2025	12/01/2027	150.00
Total # of Certificates:		4	Total Amount Billed:		\$590.00	

Population: All Records

Certificate.Status = Certified AND

Certificate.DateIssued Between 12/1/2025 12:00:00 AM

AND 1/12/2026 11:59:59 PM AND

Certificate.CertType = Rental

Permit Summary Report

01/12/26

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

DATE ISSUED	PERMIT TYPE	PERMIT CATEGORY	ADDRESS	FEES PAID	STATUS
12/02/2025	Sign	Wall Sign	936 S MAIN ST	\$850.00	ISSUED
12/03/2025	Sign	Wall Sign	715 S MAIN ST	\$650.00	ISSUED
12/08/2025	Com Remodel	Com Remodel	260 S MAIN ST	\$2,075.00	ISSUED
12/03/2025	Building	Tenant Space Finish	1428 IMLAY CITY RD	\$1,045.00	ISSUED
12/09/2025	Window	Replacement	2182 VILLAGE WEST DR	\$280.00	ISSUED
12/11/2025	Sign	Wall Sign	700 S MAIN ST STE 114	\$370.00	ISSUED
12/11/2025	Sign	Wall Sign	700 S MAIN ST STE 115	\$370.00	ISSUED
12/16/2025	Sign	Refacing	520 IMLAY CITY RD	\$370.00	ISSUED
12/08/2025	Sign	Refacing	814 S MAIN ST STE 4	\$280.00	ISSUED
12/11/2025	Sign	Monument	936 S MAIN ST	\$630.00	ISSUED
12/11/2025	Building	Sign	865 WHITNEY DR STE A	\$280.00	ISSUED
12/17/2025	Sign	Wall Sign	814 S MAIN ST STE 4	\$460.00	ISSUED
01/05/2026	Finished Basement	Finished Basement	425 GOLFSIDE DR	\$460.00	ISSUED
12/23/2025	Building	Sign	1040 S MAIN ST	\$485.00	ISSUED
01/06/2026	Roof / Siding	Roof	301 TURRILL AVE	\$370.00	ISSUED
01/08/2026	Roof / Siding	Roof	708 HURON ST	\$280.00	ISSUED
12/02/2025	Electrical	Electrical	936 S MAIN ST	\$666.00	ISSUED
12/03/2025	Electrical	Electrical	715 S MAIN ST	\$288.00	ISSUED
12/09/2025	Electrical	Electrical	700 S MAIN ST STE 114	\$279.00	ISSUED
12/09/2025	Electrical	Electrical	700 S MAIN ST STE 115	\$279.00	ISSUED
12/04/2025	Electrical	Electrical	309 E OREGON ST	\$197.00	ISSUED
01/05/2026	Fire Alarm	Fire Alarm	544 N SAGINAW ST	\$90.00	ISSUED
12/18/2025	Electrical	Electrical	390 DEVONSHIRE DR	\$751.00	ISSUED
12/18/2025	Electrical	Electrical	360 DEVONSHIRE DR	\$751.00	ISSUED
01/08/2026	Electrical	Electrical	3363 WHISPER RIDGE DR	\$692.00	ISSUED
12/01/2025	Mechanical	Mechanical	3255 JOHN CONLEY DR	\$430.00	ISSUED
12/04/2025	Mechanical	Mechanical	309 E OREGON ST	\$190.80	ISSUED
12/11/2025	Mechanical	Mechanical	36 KILLDEER CT	\$293.00	ISSUED
12/22/2025	Mechanical	Mechanical	99 MILL CREEK AVE	\$476.00	ISSUED

Permit Summary Report

01/12/26

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

DATE ISSUED	PERMIT TYPE	PERMIT CATEGORY	ADDRESS	FEES PAID	STATUS
12/22/2025	Mechanical	Mechanical	719 ROLLING HILLS LN 1	\$308.00	ISSUED
12/22/2025	Mechanical	Mechanical	1141 W GENESEE ST	\$302.00	ISSUED
01/06/2026	Mechanical	Mechanical	260 S MAIN ST	\$271.00	ISSUED
01/06/2026	Mechanical	Mechanical	424 N MADISON ST	\$293.00	ISSUED
01/07/2026	Mechanical	Mechanical	425 GOLFSIDE DR	\$189.00	ISSUED
01/06/2026	Plumbing	Plumbing	1897 RUSTIC DR	\$701.00	ISSUED
01/07/2026	Plumbing	Plumbing	425 GOLFSIDE DR	\$297.00	ISSUED
01/08/2026	R.O.W.	Right of Way	1225 STATE ST	\$250.00	ISSUED
12/02/2025	R.O.W.	Right of Way	1800 W GENESEE ST	\$250.00	ISSUED
12/08/2025	R.O.W.	Right of Way	88 S ELM ST	\$1,000.00	ISSUED
12/09/2025	R.O.W.	Right of Way	707 PINE ST	\$1,000.00	ISSUED
12/09/2025	R.O.W.	Right of Way	108 W PARK ST	\$3,000.00	ISSUED
12/15/2025	R.O.W.	Right of Way	93 BIRMINGALE AVE	\$250.00	ISSUED
01/07/2026	R.O.W.	Sewer Repai	727 W PARK ST	\$265.00	ISSUED
12/03/2025	Compliance	Certificate of Compliance/Occu	1428 IMLAY CITY RD	\$90.00	ISSUED
12/16/2025	Awning	Awning	936 S MAIN ST	\$540.00	ISSUED
01/05/2026	Fence	Fence	2791 TREYMORE ST	\$90.00	ISSUED
12/17/2025	Compliance	Certificate of Compliance/Occu	700 S MAIN ST STE 105	\$90.00	ISSUED
12/23/2025	Compliance	Certificate of Compliance/Occu	115 W NEPESSING ST	\$90.00	ISSUED
01/07/2026	Compliance	Certificate of Compliance/Occu	1803 W GENESEE ST	\$90.00	ISSUED
01/07/2026	Compliance	Fence	1225 N SAGINAW ST	\$105.00	ISSUED

TOTAL FEES PAID: \$24,108.80



Item K-1-2-A

To: Mike Womack, City Manager
C.C. City Board of Commissioners
From: Denise Marinelli, Assessor
Date: January 8, 2026
RE: Monthly Departmental Report

ASSESSING DEPARTMENT CONCENTRATION:

- All Property Transfers received are processed and are currently up to date through January 8, 2026. Deeds have been processed through December.

Current Deed breakdown:

Deeds	December	Vacant land	New Construction	Prior Month
Transfers	13	0	1	12
Non-Transfers	7			17
Forcl/Redmptn	1			0
Total	21			29

- We are currently finishing Land Values and ECF's for the 2026 assessment roll and will be adding new construction from 2025. We have also completed the reviewed parcels for depreciation updates.
- 2026 Personal Property Statements were mailed out on December 30, 2025, in accordance with the State Tax Commission requirements. The forms are expected to be returned throughout this month and next month. Any non-exempt business in the City who do not return a form will be estimated for the 2026 tax year as required by the State Tax Commission.
- The December Board of Review met on Tuesday December 9th at 10 a.m. The Board accepted 2 Veteran Exemptions for 2024 which had a late determination date by the Department of Veteran Affairs. These parcels were given the exemption for the 2024 tax year. We currently have a position open for Board of Review for an alternate.
- We have two Michigan Tax Tribunal case pending for the 2025 tax year.

City of Lapeer

Page 2

- We continue 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.
- The transition to the new assessor has begun and is progressing forward smoothly as Benjamin Griffin assumes the position of Assessor of Record. My last day will be January 22, 2026. It has been my pleasure to be a member of the staff here at city hall for 23 years. It is an honor and a privilege to work with these dedicated, intelligent and sincere group of professionals. Thank you for your faith and trust, and for allowing me to guide the assessing services for this city.
- 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: January 8, 2026
RE: Income Tax Monthly Report for December 2025

CITY OF LAPEER
Monthly Financial Statement
Income Tax Department
December 2025

Fiscal <u>Year</u>	Net Monthly <u>Income</u>	Net Total <u>Yr-to-date</u>	Original Budget <u>for year</u>	Current Budget <u>for year</u>	Actual Total <u>for year</u>	Excess (Deficit) <u>Revenue</u>
2015/16	\$48,494	\$1,317,528	\$2,785,000	\$2,785,000	\$3,069,571	\$284,571
2016/17	\$56,575	\$1,475,254	\$3,065,000	\$3,065,000	\$3,212,298	\$147,298
2017/18	\$112,598	\$1,638,695	\$3,165,000	\$3,165,000	\$3,349,223	\$184,223
2018/19	\$41,358	\$1,519,703	\$3,175,000	\$3,175,000	\$3,520,679	\$345,679
2019/20	\$118,965	\$1,565,534	\$3,265,000	\$3,265,000	\$3,881,826	\$616,826
2020/21	\$172,433	\$1,613,978	\$3,495,000	\$3,495,000	\$3,783,095	\$288,095
2021/22	\$98,443	\$1,899,938	\$3,476,000	\$3,476,000	\$4,527,734	\$1,051,734
2022/23	\$94,345	\$1,888,787	\$4,090,000	\$4,140,076	\$4,984,764	\$844,688
2023/24	\$198,744	\$2,156,394	\$4,833,000	\$4,833,000	\$5,145,549	\$312,549
2024/25	\$214,768	\$2,111,664	\$5,428,000	\$5,428,000	\$4,718,452	-\$709,548
2025/26	\$141,890	\$1,980,383	\$5,400,900	\$5,400,900		

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



ITEM # K-1-2-C

To: Mike Womack, City Manager
From: Kelly Hanna, Director of Financial Services
Date: January 12, 2026
RE: Finance Department Report for December 2025

- 1) 173 – accounts payable checks were issued.
- 2) 451 - payroll payments were issued.
- 3) 40 - income tax refund checks were issued.
- 4) Eight (8) delinquent 2023-2024 personal property tax bills were receipted for \$82,102.02.

One Thousand Six Hundred Thirty-Six (1,636) summer & winter 2025 property tax bills were receipted for \$210,828.67.



ITEM K-1-3

To: Mike Womack, City Manager
From: Mike Vogt, Fire Chief
Date: January 7, 2026
RE: December 2025

MONTH SUMMARIZED:

Training: The department conducted a total of four training sessions (2 days/2 nights). A total of 58.0 personnel-hours were spent on training during the month.

Community Risk Reduction: During the month of December, our department participated in five public community events. Four of these events were held within the City of Lapeer, with one event taking place in Mayfield Township. Collectively, these events reached a total of 33 children and 140 adults. In addition, our annual Shop with a Hero event at Meijer was held this month. Through this program, our department had the privilege of taking 15 children shopping to help make the holiday season special for them and their families.

Fire & Life Safety: In the city, there were a total of five annual inspections, six reinspection's, five other types of inspections, one complaint, two fire watch, and three site visits. The inspections resulted in the identification of 58 violations. One business was inspected with no violations found. During December, three building plans, one hood vent plan and one fire alarm plan were reviewed for the Building Department for the month.

Responses: During the month, the department addressed a total of 41 incidents, which required a total of 355.5 personnel-hours. This is an increase of three responses compared to the same period in 2024. Notably, 54% of these incidents occur on weekdays, specifically between 6:00 a.m. and 6:00 p.m. The estimated financial loss for the month amounted to \$221,000, contributing to an estimated annual loss of \$2,188,943. The losses for the month were a storage unit fire in the City of Lapeer, a vehicle fire in Oregon Township and a residential building fire and a chimney fire in Mayfield Township.

The number of responses for the month by municipality was: City of Lapeer-24, Lapeer Twp-3, Mayfield Twp-9, Oregon Twp-1, Automatic/Mutual Aid-4.

The average emergency response time (in minutes) to each municipality was: City of Lapeer-4.0, Lapeer Twp-0.0, Mayfield Twp-12.5, Oregon Twp-0.0.

The calendar year's annual percentage of responses by municipality is: City of Lapeer-52.52%, Lapeer Twp-11.22%, Mayfield Twp-19.02%, Oregon Twp-7.80%, Assists-9.43%.

The number of burn permits issued for the month by the municipality was: Lapeer Twp-2, Mayfield Twp-2, Oregon Twp-0.

The breakdown of responses by type is as follows:

Fire Alarm-Malicious	2	Fire Alarm-Unintentional	3
Fire Alarm-Malfunction	8	Fire Alarm-Residential	0
Building Fire-Residential	1	Building Fire-Commercial	0
Building Fire-Other	1	Vehicle Fire	1
Grass/Brush Fire	0	Rescue	1
Good Intent	1	Electrical Related	5
Smoke Investigation	1	Gasoline/Diesel Spill/Leak	0
Natural Gas/Propane Leak	0	Carbon Monoxide (alarm & actual)	4
Other Type Fires	2	Other Type Response	7
Assist to Other Agencies	4	Washdown	0

IT Information:

- Continue fielding trouble tickets and work orders on a regular basis.
- The new workstations have arrived and are being set up for installation.
- We are coordinating installation schedules and completing the server replacement.

City of Lapeer Activities Calendar:

City of Lapeer Fire & Rescue

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Incident 25-575 Department Trng	2 Incident 25-576	3	4 Incident 25-577 Incident 25-578 Incident 25-579	5 Incident 25-580 Event-Elga Credit Union Christmas Parade Training Mtg	6 Incident 25-581
7	8 Incident 25-582 Incident 25-583 Incident 25-584 Department Trng	9 Incident 25-585	10 Association Mtg.	11 Incident 25-586	12	13 Deliver Santa-VFW
14	15 Incident 25-587 Safety Mtg	16	17 Incident 25-588	18	19	20 Incident 25-589
21 Incident 25-590 Incident 25-591	22 Incident 25-592	23 Incident 25-593 Incident 25-594	24 Incident 25-595 Incident 25-596	25	26 Incident 25-597 Incident 25-598 Incident 25-599 Incident 25-600 Incident 25-601 Incident 25-602 Incident 25-603	27 Incident 25-604 Incident 25-605
28 Incident 25-606	29 Incident 25-607 Incident 25-608 Incident 25-609	30 Incident 25-610 Incident 25-611 Incident 25-612 Incident 25-613 Incident 25-614	31 Incident 25-615			
Notes Incidents (Monthly Total - 41) Training Public Events Meetings Department/Truck Maintenance Public Assistance						



Dept: Housing Improvement Department
Submitted To: Mr. Mike Womack, City Manager
From: Denise Soldenski, Director of Housing and Neighborhood Development
Date: January 15th, 2026
RE: December 10th, 2025 – January 6th, 2026
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 January 5, Riverview has four vacant units with anticipated lease-up dates starting later this week through mid-February.
2. The waitlist contains a sufficient supply of applicants to fill future vacant units.

B. HOUSING CHOICE VOUCHER PROGRAM (HCV)

1. As of January 5, 82 vouchers are under contract.
2. There are currently five vouchers issued with applicants shopping for suitable rental units.
3. Pulling applicants from the waitlist will continue as funding allows for new vouchers to be issued.

C. ADMINISTRATION

1. **Attachment #1** Lapeer Housing Commission (LHC)/Lapeer Riverview Towers, LLC (LRT) financials. *In the event monthly financials are not complete for report deadline, they will be presented at the meeting.*
2. The public hearing for the FY 7/1/2026 Annual PHA Plan will be held on 3/19/26. The Riverview Towers resident meeting was completed on 11/17/25 with no negative feedback. The Annual Plan must be submitted to HUD 75 days prior to the start of the fiscal year or by 4/16/25.
3. Ms. Soldenski is currently pursuing bids for a replacement generator, which has not been included in the plans for future capital expenditure, but is a necessity. Bids should be completed for review and potential approval for the Feb. 19th, 2026 meeting. The current generator is operating properly with the new motor, thanks to City of Lapeer mechanics!
4. The installation of the new fire panel by Johnson Controls, Inc. will be scheduled as soon as materials are available and permits are submitted.
5. 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 will be common across the various HUD programs. HUD has issued PIH Notice 2023-28 for implementation guidance and administrative procedures for HCV/PBV. *On 9/10/25, HUD announced that the mandatory conversion from the HQS to NSPIRE inspection protocol for HCV/PBV has been extended from Oct. 1, 2025 to **February 1st, 2027**.* The LHC has secured a cell phone to use for inspections when a free HUD or other reasonably priced application to enter inspection data is available.

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 is current with all policy for partial HOTMA requirements effective through 7/1/2025 and adopted use of Nan McKay version of HCV Admin Plan effective 3/20/2025. *Date of full HOTMA implementation is still unknown.*
7. 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: January 15th, 2026
RE: December 10th, 2025 – January 6th, 2026
copy: Lapeer Neighborhoods Inc.

A. HOUSING IMPROVEMENT DEPARTMENT (HID)

1. **MSHDA MI-HOPE Grant:** Grant Complete.
2. **MSHDA MI-Neighborhood Park Enhancement Grant:**
 - a. Final projects are on hold until Spring 2026.
3. **MSHDA MI-Neighborhood Grant 2025 application:** Ms. Lincoln is awaiting guidance from MSHDA on the submitted environmental review documents. Ms. Lincoln will provide updates at meeting as received.
4. **MSHDA MI-Neighborhood CDBG Lapeer Opera House application:** The City of Lapeer was invited to apply for \$826,000 in grant funding for the Lapeer Opera Housing project. These grant funds will be used towards the creation of 7 new 1- & 2-bedroom apartments at 350 N. Court St. A resolution request will be submitted to the City Commission on January 20, 2026, to request approval to apply for the funding.
5. **USDA Rural Development HPG Grant application:** Ms. Lincoln received a commitment letter from USDA Rural Development for a total grant of \$91,914 for project costs and \$13,787 in administration fees, totaling \$105,701 in the grant award. A grant agreement has not been received to date from USDA.
6. **MSHDA Housing Choice Vouchers / Section 8**
 - a. MSHDA voucher allocations have been updated for the limitations on MSHDA/HUD funding. Lapeer County allocation is 315 regular Housing Choice Vouchers and 6 Project Based Vouchers for a total in Lapeer County of 321. Tuscola County allocation is 81 Housing Choice Vouchers and 5 Project Based Vouchers for a total of 86 in Tuscola County. Huron County allocation is a total of 43 Housing Choice Vouchers. The total VASH allocation is currently at 33, Moving Up is at 3, and Balance of State is 2. Since the Emergency Housing Vouchers program has ended, those 17 vouchers are now included under the standard Housing Choice Voucher program. The total allocation as of 1/1/2026 is 505. MSDHA allows waitlists to be populated with the exact number of names expected for waitlist pulls based on budget. Another waitlist pull is not expected to happen before 2026.
 - b. Lease up rate was waived by MSHDA through 12/31/2025 and most likely into 2026.

B. LAPEER NEIGHBORHOODS INCORPORATED (LNI)

1. **Projects:** None at this time
2. **Financials:** Attachment #1

- 3. Administration:** Staff will be researching the possibility of a LNI endowment fund over the next few months to potentially achieve a sustainable funding source for future projects.

TO: City Planning Commission & Lapeer City Commission
FROM: Planning Department
DATE: January, 1 2026
RE: January 2026 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. Telco Hut / 123NET – Vacant Davison Road Parcel #L21-18-180-001-00

General Information – Construction of a 200 sq. ft. telecommunications shelter structure for connection and maintenance of fiber optic systems for internet connections.

Project Status – The site plans were received on April 28, 2025, staff comments were provided to the applicant on May 13, 2025. Revised plans were received May 29, 2025. The plan was approved with conditions at the June 12th Planning Commission meeting. City staff is currently waiting on revised plans.

2. Michigan Dept. of Health & Human Services – 1022 W. Genesee St.

General Information – Reoccupation of the 14,704 sq. ft. former Rite Aid location by the State of Michigan Department of Health & Human Services with minor site changes.

Project Status – The site plans were received on March 27, 2025 and approved with conditions at the May 8, 2025 Planning Commission meeting. Revised plans received May 20, 2025 were approved, signed and distributed July 15, 2025 following approval of Special Land Use on June 10, 2025 and Zoning Board of Appeals Use Determination on June 23, 2025. The Building Department received plans June 30, 2025 for review. Permits were issued by the Building Department on August 14, 2025. Construction was completed and a Certificate of Occupancy was issued by the Building Department on December 9, 2025. This project will be removed from next month's report.

3. Aspen Dental – 936 S Main St.

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

Project Status – The site plans received on February 18, 2025. Staff comments were provided on February 27, 2025. Revised site plans were received March 17, 2025 with comments provided on March 25, 2025. The site plan was approved with conditions at the April 10th Planning Commission meeting. The Zoning Board of Appeals approved setback variances for the building, parking area and landscaping on April 28, 2025. Land alteration was approved May 22, 2025. Revised plans were received May 13, 2025 and June 2, 2025. Recorded Storm Water Maintenance Agreement was received June 24, 2025. Site plans received June 2, 2025 were approved signed and distributed July 15, 2025. The Building Department issued permits on August 5, 2025 and construction has begun.

4. 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. Revised plans were received March 24, 2025. Revised plans received May 1, 2025 were approved and distributed May 12, 2025. Building Department issued the building permit June 24, 2025. Construction is underway.

5. 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 received Sept. 26, 2024 were approved with conditions by the Planning Commission on October 10, 2024. Revised received on Nov. 26, 2024 were approved, signed and distributed December 18, 2024. The Building Department permit were issued on March 24, 2025. Construction is underway.

6. 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, February 11, 2025 and March 6, 2025. The Property Transfer Affidavit was received on August 11, 2025. Final approved and signed site plans were distributed August 21, 2025. The Building Dept. is waiting for plans to be submitted by the general contractor.

7. 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. On August 14, 2025 the Planning Commission approved a site plan extension until August 14, 2026. Revised plans were received on October 22, 2025 and staff comments were sent to the applicant on October 30, 2025. City staff is waiting for submittal revised site plans.

8. 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 June 28, 2024 and revised plans received on July 25, 2024 were approved at by the Planning Commission on August 8, 2024 Planning Commission. In December 2024 County Drain Commission confirmed a permit is not required. The recorded water main easement was received February 12, 2025. Revised plans were received on February 24, 2025. Revised plans received March 6, 2025 were approved and distributed on March 10, 2025. Permits were issued on May 7, 2025 and construction is under way.

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

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

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 were 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. 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. Revised plans for the site plan amendment were received on March 25, 2025. The parcel modification process has been completed and the City Engineer assisted applicant with EGLE permit application. City staff are waiting for recorded amended sanitary sewer easement and approved EGLE permit.

10. 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. 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. An amended site plan incorporating an outdoor rooftop patio seating area and additional parking were submitted for administrative review on May 7, 2025 and comments were provided May 20, 2025. The issue with the annexation from the township has been resolved by the City Assessing Department and the lot combination has been finalized as of August 20, 2025. Revised plans received September 8, 2025 are ready for staff approvals after receipt of the recorded stormwater maintenance agreement. The applicant was advised on September 23, 2025 that building plans may be submitted to the Building Department to begin the review process.

11. 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. A one-year site plan approval extension until Aug. 10, 2025 was approved by the Planning Commission on July 11, 2024. Building permits for 9 units were issued May 20, 2025 and construction is underway.

12. Lapeer Villas – Baldwin Rd. – Site Plan Amendment – Pool & Clubhouse

General Information – Construction of a pool and clubhouse at the Lapeer Villas apartment complex.

Project Status – All site requirements in Phase 1 and 2 of the development including the required berm, fencing and gate were reviewed and approved by City Planner on July 31, 2025. The applicant submitted plans for the clubhouse and pool (Phase 3) to the Building Department on September 29, 2025 and building permits were issued on November 4, 2025. **Construction is underway as of December 23, 2025.**

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 May 3, 2022 and contingently approved on June 9, 2022 expired. New site plan submittal was received June 12, 2024 and approved with conditions by Planning Commission on July 11, 2024. Planning Dept. 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. The applicant's request for a site plan approval extension to July 10, 2026 was approved at the July 10, 2025 Planning Commission meeting. The Building Department will be notifying the applicant that building plans will need to be resubmitted due to code changes and will convey DPW concerns regarding coordination with the Parking Lot #9 reconstruction project scheduled for 2026.

14. 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 received on Nov. 1, 2021. Special land use approved Dec. 9, 2021 and the site plan received contingent approval on Jan. 13, 2022. MDOT required changes to the M-24 access drive. Site plan extension approved until Jan. 13, 2024. Revised plans received on Mar. 24, June 14, Aug. 9 and Sept. 27, 2023. Final plans approved on Feb. 21, 2024 and distributed March 13, 2024. Demolition of the existing structures has been completed. Building permits have been issued and construction is underway. A minor site plan revision to the internal sidewalk design received on August 4th and a revised site plan sheet showing recommended sidewalk design and retaining wall/fence changes was received on Dec 16, 2025 and approved. **A final site compliance visit will be performed by the Planning Consultant on January 6, 2026 as a requirement for the Certificate of Occupancy with the Building Dept.**



MEMORANDUM

CITY OF LAPEER POLICE DEPARTMENT

TO: Mike Womack, City Manager

FROM: Jeremy Howe, Chief of Police

DATE: 1/06/26

RE: Monthly Report; December 1 – December 31, 2025

In December 2025, our Police Department Officers responded to 811 calls for service. Of these 811 calls for service, 106 were criminal activity reports, of which 46 required submissions to the Michigan Incident Crime Reporting System (MICRS). Our officers made 13 arrests in December, 5 felony crimes and 13 misdemeanor crimes, with 1 arrest for operating under the influence of alcohol or drugs.

This month, our officers made 183 traffic stops, issued 27 citations, and gave 156 verbal warnings. There were no overdose cases handled in December.

Officers from the department attended 140 hours of advanced police training, which included Glock Armorer, Firearms Qualification, Report Writing, Drugged Driving, Forensic Sciences, Taser Instructor, and more.

The total number of overtime hours for December is 289 hours. 211 of those hours were unavoidable holiday hours. The remainder of the hours were accumulated through special events, court, and investigations.

The Code Enforcement reported complaint numbers were 56. Signs were the primary means of enforcement, with 26 reports. Sidewalk snow removal had 18 complaint reports, and blight had 7.

During December, the City of Lapeer Police Department handled a total of 64 traffic crashes. Most of the traffic crashes were non-injury related, with 12. We investigated 2 accidents that required medical attention. The remaining were private property accidents.

I hope everyone had a great holiday season. We are looking forward to a safe and productive 2026!

Lapeer City Police Department			
Monthly Report			
DECEMBER 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	811	12239	10214
District Court Fines Received	\$ 964.26	\$ 13,531.65	\$ 14,025.66
OUIL-Cost of Prosecution	\$ 250.00	\$ 5,610.00	\$ 4,520.00
Charges for Copies of Police Reports	\$ 160.00	\$ 1,760.45	\$ 1,872.96
<u>ACCIDENTS:</u>			
Fatal	0	0	0
Property Damage	50	326	315
Private Property Damage	12	228	202
Personal Injury	2	42	55
<u>ARRESTS:</u>			
Misdemeanor	13	198	200
Felony	5	82	94
<u>HEROIN/OVERDOSE INCIDENTS:</u>			
Heroin Possession/Usage	0	1	1
Overdose	0	0	1
Overdose Deaths	0	2	1



ITEM K-1-7

Interoffice Memo

To: Mike Womack, City Manager
From: Ross Slusher, Director of Public Works
Date: January 6, 2026
RE: Director of Public Works Monthly Report – December 2025

Department of Public Works Division Summary:

Water/Sewer Utilities Division and Streets Division:

In December the city had 15 days that the DPW had to apply salt and/or plow city streets, using 274 tons of salt throughout the month.

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

- Continue leaf pickup throughout the city.
- Thaw frozen fire hydrants.
- Work on downtown electrical.
- Prep old Vactor for sale on Gov deals website.
- Camera sewer on Genesee St.
- Repaired ornamental light downtown from car collision.
- Work on traffic signal at DeMille and McCormick.
- Repair lights in Pocket Park.
- Installed phone booth downtown for DDA.
- Tree removals for Parks department.

Training and Safety:

Winter maintenance training and safety meeting.

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:

- Take delivery of police vehicle equipment.
- Upfit new Vactor, install air powered hose reel, fire extinguisher, center console etc.
- Install plow lights on truck #69.
- 80 work orders completed.
- 925 work orders completed year to date.

Various repairs were completed on vehicles and equipment, including:

- Tire replacements and repairs.
- Brake system maintenance and replacements.
- Electrical system diagnostics and repairs.
- Air leak inspections and repairs.
- TPMS repairs.
- Emission system repairs.
- Replace plow cutting edges.
- Finish plow truck and salter maintenance.
- Accident repairs.
- Snowplow & snow removal equipment repairs.
- Minor leaf machine repairs.

Equipment Procurement:

- Take delivery of new WWTP F150.

On- Going Projects throughout the City:

- First and Second Street reconstruction project includes replacing old watermain with new 8" main, new curbs, partial sidewalk replacements, and new asphalt surface. The project is wrapped up for the winter. Cooper excavating will be back in the spring for final grass seeding and project cleanup if needed.

01/05/2026

Departmental Hours Detail Report
From: 12/01/2025 To: 12/31/2025

Employee ID	Pay Code ID	Employee Name Distribution

Department: PUBLIC SERVICES		

1619	NEWBERY, CHRISTOPHER	
	REGULAR FT	202-478-701.000
	- Salt	
	REGULAR FT	101-441-701.000
	- Leaf collection	
	REGULAR FT	202-497-701.000
	- Salt	
	REGULAR FT	101-441-701.000
	- Leaf pickup	
	REGULAR FT	101-441-701.000
	- Leaf pickup	
	REGULAR FT	101-441-701.000
	- Leaf pickup	
	REGULAR FT	101-441-701.000
	- Barricades, phone booth install, shop work	
	SICK	DPW STREETS
	OT 1.5X FT	202-478-704.000
	- SALT & PLOW	
	OT 1.5X FT	506-534-704.000
	- SALT	
	REGULAR FT	101-441-701.000
	- Leaf pickup, barricades	
	REGULAR FT	202-478-701.000
	REGULAR FT	101-441-701.000
	- Leaf pickup	
	REGULAR FT	202-497-701.000
	OT 1.5X FT	202-497-704.000
	- SALT & PLOW	
	REGULAR FT	202-478-701.000
	REGULAR FT	202-497-701.000
	REGULAR FT	203-478-701.000
	REGULAR FT	202-478-701.000
	REGULAR FT	202-497-701.000
	REGULAR FT	203-478-701.000
	REGULAR FT	202-478-701.000
	- Haul snow	
	REGULAR FT	101-441-701.000
	- Shop work	
	REGULAR FT	203-478-701.000
	- Haul snow	

REGULAR FT	506-534-701.000
- Haul snow lot 5	
OT 1.5X FT	202-478-704.000
- PLOW & SALT	
OT 1.5X FT	202-497-704.000
- SALT & PLOW	
OT 1.5X FT	506-534-704.000
- SALT	
REGULAR FT	101-441-701.000
- Shop work	
REGULAR FT	202-478-701.000
- Haul snow. Plow edges with pickup	
REGULAR FT	101-265-701.000
- Trash	
REGULAR FT	101-441-701.000
- Wash truck 1 shop work	
REGULAR FT	202-468-701.000
- Tree removal	
REGULAR FT	101-265-701.000
- Fix Christmas lights	
REGULAR FT	101-441-701.000
- Clean shop and truck 1	
REGULAR FT	101-441-701.000
- Christmas party	
REGULAR FT	101-441-701.000
- Shop work	
REGULAR FT	202-474-701.000
- Set up and take down lane closures	
SICK	DPW STREETS
REGULAR FT	101-441-701.000
- Tree removal parks . Shop work	
SICK	DPW STREETS
PERSONAL	DPW STREETS
REGULAR FT	101-441-701.000
- Shop work	
HOLIDAY	DPW STREETS
HOLIDAY	DPW STREETS
OT 1.5X FT	202-478-704.000
- SALT	
OT 1.5X FT	203-478-704.000
- SALT	
VACATION	DPW STREETS
OT 1.5X FT	202-478-704.000
- PLOW & SALT	
OT 1.5X FT	202-497-704.000
- PLOW & SALT	
OT 1.5X FT	203-478-704.000

- PLOW	
VACATION	DPW STREETS
HOLIDAY	DPW STREETS
OT 1.5X FT	202-474-704.000
- FIX ORNAMENTAL LIGHT DOWNTOWN - HIT BY CAR	
OT 1.5X FT	202-478-704.000
- SALT	
OT 1.5X FT	506-534-704.000
- SALT	

Totals for Employee ID: 1619

	Pay Codes	
	Leave Accruals	
	Flat Amounts	
1946	MOORE, SIDNEY W	
	REGULAR FT	101-441-701.000
	- Picked up buck truck from Lansing Picked bags	
	REGULAR FT	202-478-701.000
	- Salted parking stalls on nepessing st	
	REGULAR FT	101-441-701.000
	- Bags and brush 2 hrs winter	
	REGULAR FT	202-478-701.000
	REGULAR FT	101-441-701.000
	- Brush piles on locals and majors	
	REGULAR FT	202-478-701.000
	- HAULED SNOW	
	REGULAR FT	203-478-701.000
	- SALT, HAULED SNOW	
	REGULAR FT	101-441-701.000
	- Barricades Phone both for Dda 2	
	OT 1.5X FT	591-556-704.000
	- WATER MAIN BREAK ON PARKWAY	
	REGULAR FT	101-441-701.000
	- Followed leave truck and shop Work	
	REGULAR FT	506-534-701.000
	REGULAR FT	101-441-701.000
	- Shop work	
	REGULAR FT	101-265-701.000
	- Salt side walks city hall	
	REGULAR FT	202-478-701.000
	REGULAR FT	202-497-701.000
	OT 1.5X FT	202-478-704.000
	- PLOW & SALT	
	OT 1.5X FT	202-497-704.000
	- PLOW & SALT	
	VACATION	DPW STREETS
	REGULAR FT	101-441-701.000
	- Push up dump	

REGULAR FT	203-478-701.000
REGULAR FT	506-534-701.000
REGULAR FT	202-478-701.000
- Hauled snow	
REGULAR FT	203-478-701.000
- Hauled snow	
REGULAR FT	506-534-701.000
- HAULED SNOW, SALT LOTS	
OT 1.5X FT	202-478-704.000
- SALT & PLOW	
OT 1.5X FT	506-534-704.000
- SALT	
REGULAR FT	101-441-701.000
- SALT AND SHOVEL CITY HALL	
REGULAR FT	202-478-701.000
REGULAR FT	506-534-701.000
REGULAR FT	202-468-701.000
- Cut down a tree on Baldwin	
REGULAR FT	202-478-701.000
REGULAR FT	203-478-701.000
REGULAR FT	101-441-701.000
- Clean shop	
REGULAR FT	101-265-701.000
- Lights at city hall	
REGULAR FT	101-441-701.000
- Christmas party	
REGULAR FT	101-441-701.000
- Shop work	
REGULAR FT	202-474-701.000
- Lane closer on m21	
REGULAR FT	506-534-701.000
SICK	DPW STREETS
PERSONAL	DPW STREETS
REGULAR FT	101-441-701.000
- Clean trucks	
REGULAR FT	202-478-701.000
REGULAR FT	203-478-701.000
HOLIDAY	DPW STREETS
HOLIDAY	DPW STREETS
VACATION	DPW STREETS
VACATION	DPW STREETS
HOLIDAY	DPW STREETS

Totals for Employee ID: 1946

Pay Codes

Leave Accruals

Flat Amounts

1976

BOURGOIS, ALEXANDER J

REGULAR FT	101-441-701.000
- BRUSH WEEK BAGS.	
REGULAR FT	101-265-701.000
- Shovel and salt side walks. 2 bags of salt.	
REGULAR FT	202-478-701.000
- CLEAR SIDE WALKS ON BRIDGE DECKS. MCCORMICK AND SAGINAW/	
REGULAR FT	101-441-701.000
- BRUSH WEEK. LOCALS AND MAJORS.	
REGULAR FT	202-478-701.000
REGULAR FT	202-497-701.000
REGULAR FT	101-441-701.000
- 2 hours Vactor training this morning. Grapple pile brush week. 1 hour	
REGULAR FT	101-441-701.000
- HANG NEW STICKER FOR OFFICE AT DPW. FOLLOW LEAVE TRUCK WI'	
REGULAR FT	202-478-701.000
- SALT TURN LANES	
REGULAR FT	202-497-701.000
- SALT TURN LANES	
REGULAR FT	203-478-701.000
REGULAR FT	101-441-701.000
- Picked up brush bags. Phone booth down town for dda 2 hours. Shop	
OT 1.5X FT	591-556-704.000
- WATER MIAN BREAK - MONROE & FIRST	
OT 1.5X FT	202-478-704.000
- SALT	
OT 1.5X FT	202-497-704.000
- SALT	
OT 1.5X FT	506-534-704.000
- SALT	
OT 1.5X FT	591-556-704.000
- WATER MAIN BREAK ON PARKWAY	
REGULAR FT	101-441-701.000
- Snow storm prep trucks. Parks department fix furnace exhaust line 1	
REGULAR FT	101-441-701.000
- Shop work	
REGULAR FT	202-478-701.000
REGULAR FT	202-497-701.000
OT 1.5X FT	202-478-704.000
- PLOW AND SALT	
OT 1.5X FT	202-497-704.000
- PLOW	
REGULAR FT	202-478-701.000
REGULAR FT	202-497-701.000
REGULAR FT	203-478-701.000
OT 1.5X FT	203-478-704.000
- SALT AND PLOW	
REGULAR FT	101-441-701.000

- Fix handle on electrical cabinet on cedar street. Shop work	
REGULAR FT	202-478-701.000
REGULAR FT	202-478-701.000
- Haul snow	
REGULAR FT	203-478-701.000
- Haul snow	
REGULAR FT	506-534-701.000
- HAUL SNOW LOT 5, SALT PARKING LOTS	
REGULAR FT	101-441-701.000
- Shop work	
REGULAR FT	202-478-701.000
- HAUL SNOW, PLOW & SALT	
REGULAR FT	202-497-701.000
OT 1.5X FT	202-478-704.000
- SALT AND PLOW	
OT 1.5X FT	203-478-704.000
- SALT	
REGULAR FT	101-441-701.000
- Shop work	
REGULAR FT	202-468-701.000
- Tree removal on Baldwin	
REGULAR FT	101-441-701.000
- Clean shop	
REGULAR FT	101-441-701.000
- Shop work	
REGULAR FT	101-441-701.000
- Shop work	
REGULAR FT	202-474-701.000
- Shut down west bound Genesee for road work	
REGULAR FT	202-478-701.000
SICK	DPW STREETS
REGULAR FT	101-441-701.000
- Shop work. 5 hours parks and rec tree removal in mt. hope cemetery	
REGULAR FT	101-441-701.000
- Shop work. Wash equipment	
REGULAR FT	202-478-701.000
REGULAR FT	203-478-701.000
HOLIDAY	DPW STREETS
HOLIDAY	DPW STREETS
OT 1.5X FT	202-478-704.000
- SALT	
OT 1.5X FT	202-497-704.000
- SALT	
OT 1.5X FT	203-478-704.000
- SALT	
REGULAR FT	101-441-701.000
REGULAR FT	202-478-701.000

REGULAR FT	202-497-701.000
REGULAR FT	101-441-701.000
- Shop work	
REGULAR FT	101-265-701.000
- Replace light bulbs	
REGULAR FT	202-478-701.000
REGULAR FT	202-497-701.000
REGULAR FT	203-478-701.000
HOLIDAY	DPW STREETS
OT 1.5X FT	202-478-704.000
- SALT	
OT 1.5X FT	202-497-704.000
- SALT	

Totals for Employee ID: 1976

Pay Codes

Leave Accruals

Flat Amounts

2050

WIGGINS, CLAY D

REGULAR FT	101-441-701.000
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- PICK UP BAGS.

REGULAR FT	202-478-701.000
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- CLEAN BRIDGE DECKS

REGULAR FT	101-265-701.000
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- Shovel and salt sidewalks

REGULAR FT	101-441-701.000
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- Pick up bags. Shop work. 2.75 hours salting parking lots

REGULAR FT	506-534-701.000
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REGULAR FT	101-441-701.000
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- 2 hours Vactor training. Pick up grapple piles. 1 hour to dda pocket p;

REGULAR FT	101-441-701.000
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- 1 hour snow meeting

REGULAR FT	506-534-701.000
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- SALT PARKING LOTS

REGULAR FT	203-478-701.000
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REGULAR FT	202-478-701.000
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REGULAR FT	101-441-701.000
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- Put out barricades for Christmas parade. Pick up brush. Install phone

OT 1.5X FT	591-556-704.000
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- WATER MAIN BREAK ON PARKWAY

REGULAR FT	101-441-701.000
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- Pick up barricades. Push up dump. Repair chimney on parks building

REGULAR FT	101-441-701.000
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- Drug test. Shop work

REGULAR FT	202-497-701.000
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REGULAR FT	202-478-701.000
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OT 1.5X FT	202-478-704.000
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- PLOW AND SALT

OT 1.5X FT	202-497-704.000
- PLOW	
REGULAR FT	203-478-701.000
REGULAR FT	202-478-701.000
OT 1.5X FT	203-478-704.000
- PLOW	
REGULAR FT	101-441-701.000
- Put new lock on cedar st cabinet. Shop work	
REGULAR FT	203-478-701.000
REGULAR FT	202-478-701.000
PERSONAL	DPW STREETS
REGULAR FT	101-441-701.000
- Shop work	
REGULAR FT	202-478-701.000
OT 1.5X FT	202-478-704.000
- CLEAN UP SNOW	
OT 1.5X FT	506-534-704.000
- SALT PARKING LOTS	
REGULAR FT	101-441-701.000
- Clean out trucks. Shop work	
REGULAR FT	202-468-701.000
- Remove tree on Baldwin rd	
PERSONAL	DPW STREETS
REGULAR FT	101-441-701.000
- Put out signs on genesee. Shop work	
OT 1.5X FT	202-478-704.000
- SALT	
OT 1.5X FT	506-534-704.000
- SALT	
REGULAR FT	101-441-701.000
- Shop work	
REGULAR FT	202-478-701.000
REGULAR FT	202-474-701.000
- Set up and take down closure on genesee	
REGULAR FT	101-441-701.000
- Cut tree down in cemetery. 5 hours parks. Unload and wash salt truck	
REGULAR FT	101-441-701.000
- Clean equipment. Shop work	
REGULAR FT	506-534-701.000
REGULAR FT	203-478-701.000
HOLIDAY	DPW STREETS
HOLIDAY	DPW STREETS
OT 1.5X FT	202-478-704.000
- SALT	
OT 1.5X FT	203-478-704.000
- SALT	
OT 1.5X FT	506-534-704.000

- SALT	
REGULAR FT	101-441-701.000
- Leaf pick up	
REGULAR FT	202-497-701.000
REGULAR FT	202-478-701.000
OT 1.5X FT	202-478-704.000
- PLOW	
PERSONAL	DPW STREETS
REGULAR FT	101-441-701.000
- Shop work	
REGULAR FT	203-478-701.000
REGULAR FT	202-497-701.000
REGULAR FT	202-478-701.000
HOLIDAY	DPW STREETS

Totals for Employee ID: 2050

Pay Codes

Leave Accruals

Flat Amounts

466

WINEMAN, CHAD R

REGULAR FT	101-441-701.000
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- pick bags, move repaired equipment for Rob, empty Truck #75 for tir

REGULAR FT	203-478-701.000
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- plowed parked car spots

REGULAR FT	101-265-701.000
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- trash pickup

REGULAR FT	101-441-701.000
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- brush and bags, high ways

REGULAR FT	202-474-701.000
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- school flasher not working W.B. Davison Rd

REGULAR FT	101-441-701.000
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- pick brush piles, lights in pocket park vacater class, remove tree on fer

REGULAR FT	202-478-701.000
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- LOAD SNOW

REGULAR FT	203-478-701.000
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- LAOD SNOW

REGULAR FT	101-441-701.000
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- barricades, bags and brush, install Santa phonebooth downtown for I

OT 1.5X FT	591-556-704.000
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- WATER MAIN BREAK - MONROE & FIRST

REGULAR FT	101-441-701.000
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- SALT SIDEWALKS DPW. ,BARRICADES, LEAF PILES - 2 HRS, STORM PRE

REGULAR FT	101-441-701.000
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- DPW SIDEWALKS & LOT - 1 HR

REGULAR FT	202-478-701.000
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REGULAR FT	506-534-701.000
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OT 1.5X FT	202-478-704.000
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- PLOW

OT 1.5X FT	202-497-704.000
- PLOW	
REGULAR FT	202-478-701.000
REGULAR FT	203-478-701.000
OT 1.5X FT	202-478-704.000
- PLOW	
REGULAR FT	101-265-701.000
- reprogram door locks add new employee to planning, fix door latch in	
REGULAR FT	101-441-701.000
- program new door codes in laptop for install, try to fix south garage c	
REGULAR FT	506-534-701.000
REGULAR FT	101-441-701.000
- fix back gate chain fell off, reprogram door lock Dpw. front door, cha	
REGULAR FT	202-497-701.000
- plow corner's back	
REGULAR FT	203-478-701.000
- plow parked car spaces	
REGULAR FT	101-265-701.000
- program new door codes for City Hall building Dpt. ,salt and shovel si	
REGULAR FT	101-441-701.000
- WASH TRUCK, WORK ON FRONT OUTSIDE DOOR LATCH SALT AND SH	
REGULAR FT	202-478-701.000
- PLOW EDGES BACK	
REGULAR FT	202-495-701.000
- pick up drywall and plywood in roadway S. Main and Baldwin Rd. ,pic	
REGULAR FT	101-441-701.000
- fix tailgate on truck #72	
REGULAR FT	202-468-701.000
- tree removal Baldwin Rd.	
REGULAR FT	202-474-701.000
- traffic signal issue Demille and McCormic meeting with tech on Frida	
REGULAR FT	101-265-701.000
- door lock's building Dpt. , Christmas Light's repair	
REGULAR FT	101-441-701.000
- clean shop	
REGULAR FT	101-265-701.000
- program door lock's building Dpt.	
REGULAR FT	101-441-701.000
- clean shop, Christmas party	
REGULAR FT	202-474-701.000
- sign repair W. Genesee and Main	
REGULAR FT	202-478-701.000
- plow parking spot's along West St.	
OT 1.5X FT	202-478-704.000
- SALT & PLOW	
OT 1.5X FT	202-497-704.000
- SALT & PLOW	

REGULAR FT	101-441-701.000
- meeting with bosses , shop work	
REGULAR FT	202-474-701.000
- traffic control W. Genesee for contractor , traffic light repair with tec	
OT 1.5X FT	202-474-704.000
- CALL IN - TAFFICE SIGN KNOCKED DOWN	
REGULAR FT	101-265-701.000
- pick up garbage, install vent deflector's	
REGULAR FT	101-441-701.000
- tree removal Park's Dpt. , unload truck for Park's, wash truck #45 and	
REGULAR FT	101-441-701.000
- load salt truck's , shop work wash equipment	
REGULAR FT	202-478-701.000
- check road condition's	
REGULAR FT	202-497-701.000
- check road condition's	
HOLIDAY	DPW STREETS
HOLIDAY	DPW STREETS
REGULAR FT	101-441-701.000
REGULAR FT	202-478-701.000
REGULAR FT	202-497-701.000
REGULAR FT	203-478-701.000
REGULAR FT	101-441-701.000
REGULAR FT	202-478-701.000
REGULAR FT	203-478-701.000
HOLIDAY	DPW STREETS
OT 1.5X FT	202-478-704.000
- SALT	
OT 1.5X FT	202-497-704.000
- SALT	
REGULAR FT	202-474-701.000
- FIX ORNAMENTAL LIGHT DOWNTOWN - HIT BY CAR	

Totals for Employee ID: 466

Pay Codes
 Leave Accruals
 Flat Amounts

Totals for department: PUBLIC SERVICES

Pay Codes
 Leave Accruals
 Flat Amounts

Department: UTILITIES

1748	TOMKINSON, EDMOND
REGULAR FT	591-556-701.000
- unthawind 6 hydrants on first and second st	
REGULAR FT	590-557-701.000
- cleaned vactor	
REGULAR FT	590-557-701.000

- picked up new vactor and prepped old one to be sold	
REGULAR FT	590-557-701.000
- worked on the vactor	
REGULAR FT	590-557-701.000
- work in shop	
REGULAR FT	590-557-701.000
- work in shop	
OT 1.5X FT	591-556-704.000
- WATER MAIN BREAK ON PARKWAY	
REGULAR FT	590-557-701.000
- repaired drain out at well 3. camera sewer on genesee	
REGULAR FT	590-557-701.000
- work in shop	
REGULAR FT	203-478-701.000
- SNOW REMOVAL	
REGULAR FT	506-534-701.000
- SNOW REMOVAL	
OT 1.5X FT	203-478-704.000
- SNOW REMOVAL	
REGULAR FT	590-557-701.000
- PACP CLASS	
REGULAR FT	590-557-701.000
REGULAR FT	591-556-701.000
- bacti samples	
REGULAR FT	590-557-701.000
- put the equipment on the new vactor	
REGULAR FT	590-557-701.000
- qourterlys sewer cleaning	
REGULAR FT	590-557-701.000
- cleaned shop, qourterlys	
REGULAR FT	590-557-701.000
- work in shop	
REGULAR FT	590-557-701.000
- sewer repair on genesee, work in shop	
REGULAR FT	590-557-701.000
- epoxy the tank of the vator, sewer call	
REGULAR FT	590-557-701.000
- second coat of epoxy in the vactor tank	
HOLIDAY	590-557-701.000
HOLIDAY	590-557-701.000
PERSONAL	590-557-701.000
BONUS PERSONAL	590-557-701.000
HOLIDAY	590-557-701.000

Totals for Employee ID: 1748

Pay Codes
 Leave Accruals
 Flat Amounts

JOHNSON, DUSTIN

REGULAR FT 591-556-701.000

- Ran to Lansing to drop off water samples . Thawed hydrants on first a

SICK 590-557-701.000

- Called in

SICK 590-557-701.000

- Called in

REGULAR FT 590-557-701.000

- Checked troubled areas in sanitary. Shop work

REGULAR FT 590-557-701.000

- Vactor detail. Sanitary inspection thruout town. Shop work

OT 1.5X FT 591-556-704.000

- WATER MAIN BREAK - MONROE & FIRST

OT 1.5X FT 591-556-704.000

- WATER MAIN BREAK ON PARKWAY

REGULAR FT 590-557-701.000

- Installed new drain at well house 3. Camera sanitary line.

REGULAR FT 590-557-701.000

- Shop work..prep for snow. Dot drug test.

REGULAR FT 203-478-701.000

REGULAR FT 506-534-701.000

OT 1.5X FT 590-557-704.000

- FINISH PACP CLASS

REGULAR FT 590-557-701.000

- PACP CLASS

REGULAR FT 590-557-701.000

- PACP CLASS

SICK 590-557-701.000

- Sick day

REGULAR FT 590-557-701.000

- Began jetting sanitary quarterlys

OT 1.5X FT 590-557-704.000

- CALL IN BY 911 - JET SANITARY FOR 307 TURRILL

REGULAR FT 590-557-701.000

- Clean shop, continue cleaning sanitary sewers

REGULAR FT 590-557-701.000

- Work in shop

REGULAR FT 590-557-701.000

- Vactor detail and prep. Jet sanitary. Shop work.

REGULAR FT 590-557-701.000

- Vactor detail. Jet sanitary. Shop work

OT 1.5X FT 591-556-704.000

- CALL IN - HYDRANT # 549 HIT BY VEHICLE - OUT OF SERVICE

REGULAR FT 590-557-701.000

- Vactor detail , sewer call on pine st.

HOLIDAY 590-557-701.000

HOLIDAY 590-557-701.000

REGULAR FT	101-265-701.000
- CITY HALL SIDEWALK	
REGULAR FT	203-478-701.000
REGULAR FT	506-534-701.000
- PLOWED SNOW AT FIRE DEPT. COP SHOP	
REGULAR FT	590-557-701.000
- Sewer call on n.main, Dewey st. Clear catch basins.shop work	
BONUS PERSONAL	590-557-701.000
- Used remaining balance	
REGULAR FT	101-265-701.000
- SALTED	
REGULAR FT	203-478-701.000
REGULAR FT	506-534-701.000
REGULAR FT	590-557-701.000
- Shop work.	
HOLIDAY	590-557-701.000

Totals for Employee ID: 1763

1931

Pay Codes	
Leave Accruals	
Flat Amounts	
LAUR, JERED M	
REGULAR FT	591-556-701.000
- Miss digs -16	
SICK	591-556-701.000
REGULAR FT	591-556-701.000
- Miss digs. Shop work	
REGULAR FT	591-556-701.000
- Miss digs -3, shop work, new vac truck walk thru	
PERSONAL	591-556-701.000
REGULAR FT	591-556-701.000
- Miss digs-3 shop word	
PERSONAL	591-556-701.000
REGULAR FT	591-556-701.000
- Miss digs 4. Cleaned water room	
REGULAR FT	591-556-701.000
- Miss digs-4 cleaned equipment, ran arrow board	
REGULAR FT	591-556-701.000
- Miss digs 2. Cleaned greased and serviced equipment	
OT 1.5X FT	202-478-704.000
- REMOVE SNOW	
OT 1.5X FT	506-534-704.000
- SALT	
REGULAR FT	101-441-701.000
- DPW SIDEWALK	
REGULAR FT	202-478-701.000
REGULAR FT	506-534-701.000
- REMOVE SNOW	

OT 1.5X FT	202-478-704.000
- HAUL SNOW	
OT 1.5X FT	506-534-704.000
- HAUL SNOW	
REGULAR FT	591-556-701.000
- Miss digs-8 organized truck	
REGULAR FT	591-556-701.000
- Miss digs-7 shop work	
SICK	591-556-701.000
REGULAR FT	591-556-701.000
- Miss digs- marked services, meeting. Met contractor to talk over job	
REGULAR FT	591-556-701.000
- Cleaned shop. Miss digs.	
REGULAR FT	591-556-701.000
- Miss digs. Christmas party	
REGULAR FT	591-556-701.000
- Miss digs. Construction set up and tear down	
SICK	591-556-701.000
PERSONAL	591-556-701.000
SICK	591-556-701.000
HOLIDAY	591-556-701.000
HOLIDAY	591-556-701.000
REGULAR FT	591-556-701.000
- Miss digs. Organized truck	
REGULAR FT	202-478-701.000
REGULAR FT	202-497-701.000
REGULAR FT	591-556-701.000
- Work order/reads. Shop work	
REGULAR FT	202-478-701.000
- PUSHED SNOW	
REGULAR FT	506-534-701.000
- PUSHED SNOW	
HOLIDAY	591-556-701.000

Totals for Employee ID: 1931

Pay Codes

Leave Accruals

Flat Amounts

1933

DUNAWAY, AUSTIN M

REGULAR FT	591-556-701.000
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- Work orders, well samples, shop work

REGULAR FT	591-556-701.000
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- Work orders, appointments, well samples, take to lansing and back

REGULAR FT	591-556-701.000
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- Work orders, vactor demonstrations and appointments

REGULAR FT	591-556-701.000
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- Work orders, read meters, appointments and re reads

PERSONAL	591-556-701.000
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REGULAR FT	591-556-701.000
- Re reads, repairs, shop work. Use 2 hr personal	
OT 1.5X FT	591-556-704.000
- WATER MAIN BREAK - MONROE & FIRST	
REGULAR FT	591-556-701.000
- Work orders, prv valves, appointments and clean up after main repai	
REGULAR FT	591-556-701.000
- Work orders, shop work,	
OT 1.5X FT	203-478-704.000
- PLOW	
REGULAR FT	591-556-701.000
REGULAR FT	203-478-701.000
REGULAR FT	101-441-701.000
- CITY HALL & DPW PLOW	
OT 1.5X FT	203-478-704.000
- PLOW	
OT 1.5X FT	506-534-704.000
- PLOW	
REGULAR FT	591-556-701.000
- Work orders, appointments shop work. Work 2a-2p	
REGULAR FT	506-534-701.000
REGULAR FT	203-478-701.000
REGULAR FT	591-556-701.000
- Work orders appointments shop work	
REGULAR FT	591-556-701.000
- Work orders, appointments , miss digs, dpw and city hall building insp	
REGULAR FT	591-556-701.000
- Work order, appointments, help mark park&pine for gas main projec	
REGULAR FT	591-556-701.000
- Work orders, mxu wire up, clean shop.	
REGULAR FT	591-556-701.000
- Shop work, work orders help mark miss digs	
REGULAR FT	591-556-701.000
- Work orders, shop work. Setup and assist in sewer repair on w genes	
REGULAR FT	591-556-701.000
- Work orders, sewer call, appointments	
REGULAR FT	591-556-701.000
- Work orders, miss digs, shop work	
HOLIDAY	591-556-701.000
HOLIDAY	591-556-701.000
OT 1.5X FT	591-556-704.000
- CALL IN - TURN OFF WATER FOR LEAKY VALVE AT 621 TURRILL AVE	
REGULAR FT	591-556-701.000
- WORK ORDERS, SHOP WORK	
REGULAR FT	101-265-701.000
- CITY HALL SIDEWALK	
OT 1.5X FT	591-556-704.000

- CALL IN - TURN ON WATER AT 194 W NEPESSING # 201

PERSONAL 591-556-701.000

VACATION 591-556-701.000

HOLIDAY 591-556-701.000

Totals for Employee ID: 1933

Pay Codes

Leave Accruals

Flat Amounts

Totals for department: UTILITIES

Pay Codes

Leave Accruals

Flat Amounts

Grand Totals:

Pay Codes

Leave Accruals

Flat Amounts

Date	Reg Hours	OT Hours	Total Hours
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12/01/2025	1.00	0.00	1.00
12/01/2025	6.00	0.00	6.00
12/01/2025	1.00	0.00	1.00
12/02/2025	8.00	0.00	8.00
12/03/2025	8.00	0.00	8.00
12/04/2025	8.00	0.00	8.00
12/05/2025	6.00	0.00	6.00
12/05/2025	2.00	0.00	2.00
12/07/2025	0.00	2.50	2.50
12/07/2025	0.00	0.50	0.50
12/08/2025	8.00	0.00	8.00
12/09/2025	1.50	0.00	1.50
12/09/2025	5.50	0.00	5.50
12/09/2025	1.00	0.00	1.00
12/10/2025	0.00	3.00	3.00
12/10/2025	5.00	0.00	5.00
12/10/2025	1.00	0.00	1.00
12/10/2025	2.00	0.00	2.00
12/11/2025	3.00	0.00	3.00
12/11/2025	1.00	0.00	1.00
12/11/2025	4.00	0.00	4.00
12/12/2025	3.00	0.00	3.00
12/12/2025	1.00	0.00	1.00
12/12/2025	1.00	0.00	1.00

12/12/2025	3.00	0.00	3.00
12/13/2025	0.00	1.50	1.50
12/13/2025	0.00	1.00	1.00
12/13/2025	0.00	0.50	0.50
12/15/2025	2.00	0.00	2.00
12/15/2025	6.00	0.00	6.00
12/16/2025	1.00	0.00	1.00
12/16/2025	2.00	0.00	2.00
12/16/2025	5.00	0.00	5.00
12/17/2025	1.00	0.00	1.00
12/17/2025	7.00	0.00	7.00
12/18/2025	8.00	0.00	8.00
12/19/2025	5.00	0.00	5.00
12/19/2025	2.00	0.00	2.00
12/19/2025	1.00	0.00	1.00
12/22/2025	7.50	0.00	7.50
12/22/2025	2.50	0.00	2.50
12/23/2025	2.00	0.00	2.00
12/23/2025	8.00	0.00	8.00
12/24/2025	10.00	0.00	10.00
12/25/2025	10.00	0.00	10.00
12/26/2025	0.00	1.50	1.50
12/26/2025	0.00	1.50	1.50
12/29/2025	10.00	0.00	10.00
12/30/2025	0.00	2.00	2.00
12/30/2025	0.00	1.00	1.00
12/30/2025	0.00	2.00	2.00

12/30/2025	10.00	0.00	10.00
12/31/2025	10.00	0.00	10.00
12/31/2025	0.00	0.50	0.50
12/31/2025	0.00	4.00	4.00
12/31/2025	0.00	1.50	1.50
	190.00	23.00	213.00
	0.00		
	\$ 0.00		
12/01/2025	7.00	0.00	7.00
12/01/2025	1.00	0.00	1.00
12/02/2025	6.00	0.00	6.00
12/02/2025	2.00	0.00	2.00
12/03/2025	8.00	0.00	8.00
12/04/2025	3.00	0.00	3.00
12/04/2025	5.00	0.00	5.00
12/05/2025	8.00	0.00	8.00
12/07/2025	0.00	6.50	6.50
12/08/2025	7.00	0.00	7.00
12/08/2025	1.00	0.00	1.00
12/09/2025	1.00	0.00	1.00
12/09/2025	1.00	0.00	1.00
12/09/2025	4.00	0.00	4.00
12/09/2025	2.00	0.00	2.00
12/10/2025	0.00	1.00	1.00
12/10/2025	0.00	2.00	2.00
12/10/2025	8.00	0.00	8.00
12/11/2025	1.00	0.00	1.00

12/11/2025	6.00	0.00	6.00
12/11/2025	1.00	0.00	1.00
12/12/2025	3.00	0.00	3.00
12/12/2025	1.00	0.00	1.00
12/12/2025	4.00	0.00	4.00
12/13/2025	0.00	2.50	2.50
12/13/2025	0.00	0.50	0.50
12/15/2025	1.00	0.00	1.00
12/15/2025	6.00	0.00	6.00
12/15/2025	1.00	0.00	1.00
12/16/2025	5.00	0.00	5.00
12/16/2025	1.00	0.00	1.00
12/16/2025	2.00	0.00	2.00
12/17/2025	6.00	0.00	6.00
12/17/2025	2.00	0.00	2.00
12/18/2025	8.00	0.00	8.00
12/19/2025	4.00	0.00	4.00
12/19/2025	3.00	0.00	3.00
12/19/2025	1.00	0.00	1.00
12/22/2025	10.00	0.00	10.00
12/23/2025	0.50	0.00	0.50
12/23/2025	5.50	0.00	5.50
12/23/2025	2.00	0.00	2.00
12/23/2025	2.00	0.00	2.00
12/24/2025	10.00	0.00	10.00
12/25/2025	10.00	0.00	10.00
12/29/2025	10.00	0.00	10.00
12/30/2025	10.00	0.00	10.00
12/31/2025	10.00	0.00	10.00
	190.00	12.50	202.50
	0.00		
	\$ 0.00		

12/01/2025	5.00	0.00	5.00
12/01/2025	1.00	0.00	1.00
12/01/2025	2.00	0.00	2.00
NEPESSING SAGINAW/ GENESSE AND BENTLEY			
12/02/2025	6.50	0.00	6.50
12/02/2025	1.00	0.00	1.00
12/02/2025	0.50	0.00	0.50
12/03/2025	8.00	0.00	8.00
r dda pocket park down town to hang lights. Shop work			
12/04/2025	4.00	0.00	4.00
TH ARROW BOARD SALT CITY HALL - .5 HRS			
12/04/2025	1.00	0.00	1.00
12/04/2025	1.00	0.00	1.00
12/04/2025	2.00	0.00	2.00
12/05/2025	8.00	0.00	8.00
, work			
12/06/2025	0.00	7.00	7.00
12/07/2025	0.00	1.50	1.50
12/07/2025	0.00	1.00	1.00
12/07/2025	0.00	0.50	0.50
12/07/2025	0.00	6.50	6.50
12/08/2025	8.00	0.00	8.00
hour. Pick up barricades from parade. Get keys made for diesel fuel pump.			
12/09/2025	2.00	0.00	2.00
12/09/2025	4.00	0.00	4.00
12/09/2025	2.00	0.00	2.00
12/10/2025	0.00	1.00	1.00
12/10/2025	0.00	2.00	2.00
12/10/2025	4.00	0.00	4.00
12/10/2025	2.00	0.00	2.00
12/10/2025	2.00	0.00	2.00
12/11/2025	0.00	4.00	4.00
12/11/2025	3.00	0.00	3.00

12/11/2025	5.00	0.00	5.00
12/12/2025	4.00	0.00	4.00
12/12/2025	1.00	0.00	1.00
12/12/2025	3.00	0.00	3.00
12/15/2025	1.00	0.00	1.00
12/15/2025	3.50	0.00	3.50
12/15/2025	3.50	0.00	3.50
12/16/2025	0.00	1.50	1.50
12/16/2025	0.00	1.50	1.50
12/16/2025	3.00	0.00	3.00
12/16/2025	5.00	0.00	5.00
12/17/2025	8.00	0.00	8.00
12/18/2025	8.00	0.00	8.00
12/19/2025	1.00	0.00	1.00
12/19/2025	1.00	0.00	1.00
12/19/2025	3.00	0.00	3.00
12/19/2025	3.00	0.00	3.00
12/22/2025	10.00	0.00	10.00
12/23/2025	6.00	0.00	6.00
12/23/2025	2.00	0.00	2.00
12/23/2025	2.00	0.00	2.00
12/24/2025	10.00	0.00	10.00
12/25/2025	10.00	0.00	10.00
12/26/2025	0.00	1.00	1.00
12/26/2025	0.00	1.00	1.00
12/26/2025	0.00	1.00	1.00
12/29/2025	2.00	0.00	2.00
12/29/2025	5.00	0.00	5.00

12/29/2025	3.00	0.00	3.00
12/30/2025	2.00	0.00	2.00
12/30/2025	1.00	0.00	1.00
12/30/2025	3.00	0.00	3.00
12/30/2025	2.00	0.00	2.00
12/30/2025	2.00	0.00	2.00
12/31/2025	10.00	0.00	10.00
12/31/2025	0.00	2.00	2.00
12/31/2025	0.00	1.00	1.00
	190.00	32.50	222.50
	0.00		
	\$ 0.00		
12/01/2025	5.00	0.00	5.00
12/01/2025	2.00	0.00	2.00
12/01/2025	1.00	0.00	1.00
12/02/2025	5.25	0.00	5.25
12/02/2025	2.75	0.00	2.75
12/03/2025	8.00	0.00	8.00
ark			
12/04/2025	1.25	0.00	1.25
12/04/2025	2.75	0.00	2.75
12/04/2025	2.00	0.00	2.00
12/04/2025	2.00	0.00	2.00
12/05/2025	8.00	0.00	8.00
booth downtown.			
12/07/2025	0.00	6.50	6.50
12/08/2025	8.00	0.00	8.00
12/09/2025	2.00	0.00	2.00
12/09/2025	1.00	0.00	1.00
12/09/2025	5.00	0.00	5.00
12/10/2025	0.00	1.00	1.00

12/10/2025	0.00	2.00	2.00
12/10/2025	2.00	0.00	2.00
12/10/2025	6.00	0.00	6.00
12/11/2025	0.00	4.00	4.00
12/11/2025	3.00	0.00	3.00
12/11/2025	3.00	0.00	3.00
12/11/2025	2.00	0.00	2.00
12/12/2025	8.00	0.00	8.00
12/15/2025	1.00	0.00	1.00
12/15/2025	7.00	0.00	7.00
12/16/2025	0.00	1.00	1.00
12/16/2025	0.00	2.00	2.00
12/16/2025	3.00	0.00	3.00
12/16/2025	5.00	0.00	5.00
12/17/2025	8.00	0.00	8.00
12/18/2025	8.00	0.00	8.00
12/19/2025	0.00	2.00	2.00
12/19/2025	0.00	0.50	0.50
12/19/2025	2.00	0.00	2.00
12/19/2025	3.00	0.00	3.00
12/19/2025	3.00	0.00	3.00
12/22/2025	10.00	0.00	10.00
ks. Shop work.			
12/23/2025	6.00	0.00	6.00
12/23/2025	2.00	0.00	2.00
12/23/2025	2.00	0.00	2.00
12/24/2025	10.00	0.00	10.00
12/25/2025	10.00	0.00	10.00
12/26/2025	0.00	1.00	1.00
12/26/2025	0.00	1.00	1.00
12/26/2025	0.00	1.00	1.00

12/29/2025	4.00	0.00	4.00
12/29/2025	2.00	0.00	2.00
12/29/2025	4.00	0.00	4.00
12/30/2025	0.00	3.00	3.00
12/30/2025	1.50	0.00	1.50
12/30/2025	2.00	0.00	2.00
12/30/2025	3.00	0.00	3.00
12/30/2025	2.00	0.00	2.00
12/30/2025	1.50	0.00	1.50
12/31/2025	10.00	0.00	10.00
	190.00	25.00	215.00
	0.00		
	\$ 0.00		
12/01/2025	6.00	0.00	6.00
e repair, load Parks Dpt. with salt			
12/01/2025	2.00	0.00	2.00
12/02/2025	1.00	0.00	1.00
12/02/2025	6.00	0.00	6.00
12/02/2025	1.00	0.00	1.00
12/03/2025	8.00	0.00	8.00
ice in parking lot			
12/04/2025	4.00	0.00	4.00
12/04/2025	4.00	0.00	4.00
12/05/2025	8.00	0.00	8.00
DDA			
12/06/2025	0.00	7.50	7.50
12/08/2025	8.00	0.00	8.00
EP			
12/09/2025	2.00	0.00	2.00
12/09/2025	4.00	0.00	4.00
12/09/2025	2.00	0.00	2.00
12/10/2025	0.00	2.00	2.00

12/10/2025	0.00	1.00	1.00
12/10/2025	5.00	0.00	5.00
12/10/2025	3.00	0.00	3.00
12/11/2025	0.00	4.00	4.00
12/11/2025	2.00	0.00	2.00
n building Dpt.			
12/11/2025	5.00	0.00	5.00
door will not close called door company , new handle on light cabinet			
12/11/2025	1.00	0.00	1.00
12/12/2025	4.00	0.00	4.00
nge computer door lock settings, take out shop trash			
12/12/2025	2.00	0.00	2.00
12/12/2025	2.00	0.00	2.00
12/15/2025	0.50	0.00	0.50
dewalk's and steps			
12/15/2025	3.50	0.00	3.50
IOVEL CITY HALL			
12/15/2025	3.00	0.00	3.00
12/15/2025	1.00	0.00	1.00
pickup garbage N. Main and Genesee			
12/16/2025	1.00	0.00	1.00
12/16/2025	5.00	0.00	5.00
12/16/2025	2.00	0.00	2.00
y			
12/17/2025	2.00	0.00	2.00
12/17/2025	6.00	0.00	6.00
12/18/2025	1.00	0.00	1.00
12/18/2025	5.00	0.00	5.00
12/18/2025	1.00	0.00	1.00
12/18/2025	1.00	0.00	1.00
12/19/2025	0.00	2.00	2.00
12/19/2025	0.00	1.00	1.00

12/19/2025	4.00	0.00	4.00
12/19/2025	4.00	0.00	4.00
h Demille and McCormic			
12/20/2025	0.00	3.00	3.00
12/22/2025	2.00	0.00	2.00
12/22/2025	8.00	0.00	8.00
l salter 631			
12/23/2025	9.00	0.00	9.00
12/23/2025	0.50	0.00	0.50
12/23/2025	0.50	0.00	0.50
12/24/2025	10.00	0.00	10.00
12/25/2025	10.00	0.00	10.00
12/29/2025	1.00	0.00	1.00
12/29/2025	5.00	0.00	5.00
12/29/2025	3.00	0.00	3.00
12/29/2025	1.00	0.00	1.00
12/30/2025	5.00	0.00	5.00
12/30/2025	4.00	0.00	4.00
12/30/2025	1.00	0.00	1.00
12/31/2025	10.00	0.00	10.00
12/31/2025	0.00	1.50	1.50
12/31/2025	0.00	1.00	1.00
12/31/2025	0.50	0.00	0.50
	190.50	23.00	213.50
	0.00		
	\$ 0.00		
	950.50	116.00	1,066.50
	0.00		
	\$ 0.00		

12/01/2025	4.00	0.00	4.00
12/01/2025	4.00	0.00	4.00
12/02/2025	8.00	0.00	8.00

12/03/2025	8.00	0.00	8.00
12/04/2025	8.00	0.00	8.00
12/05/2025	8.00	0.00	8.00
12/07/2025	0.00	7.50	7.50
12/08/2025	8.00	0.00	8.00
12/09/2025	8.00	0.00	8.00
12/10/2025	6.00	0.00	6.00
12/10/2025	2.00	0.00	2.00
12/11/2025	0.00	5.00	5.00
12/11/2025	8.00	0.00	8.00
12/12/2025	8.00	0.00	8.00
12/15/2025	4.00	0.00	4.00
12/15/2025	4.00	0.00	4.00
12/16/2025	8.00	0.00	8.00
12/17/2025	8.00	0.00	8.00
12/18/2025	8.00	0.00	8.00
12/19/2025	8.00	0.00	8.00
12/22/2025	10.00	0.00	10.00
12/23/2025	10.00	0.00	10.00
12/24/2025	10.00	0.00	10.00
12/25/2025	10.00	0.00	10.00
12/29/2025	15.50	0.00	15.50
12/30/2025	4.50	0.00	4.50
12/31/2025	10.00	0.00	10.00
	190.00	12.50	202.50
	0.00		
	\$ 0.00		

12/01/2025	8.00	0.00	8.00
and second st. Clean and detail vactor			
12/02/2025	8.00	0.00	8.00
12/03/2025	8.00	0.00	8.00
12/04/2025	8.00	0.00	8.00
12/05/2025	8.00	0.00	8.00
12/06/2025	0.00	7.00	7.00
12/07/2025	0.00	6.50	6.50
12/08/2025	8.00	0.00	8.00
12/09/2025	8.00	0.00	8.00
12/10/2025	6.50	0.00	6.50
12/10/2025	1.50	0.00	1.50
12/11/2025	0.00	2.00	2.00
12/11/2025	8.00	0.00	8.00
12/12/2025	8.00	0.00	8.00
12/15/2025	8.00	0.00	8.00
12/16/2025	8.00	0.00	8.00
12/17/2025	0.00	3.00	3.00
12/17/2025	8.00	0.00	8.00
12/18/2025	8.00	0.00	8.00
12/19/2025	8.00	0.00	8.00
12/22/2025	10.00	0.00	10.00
12/23/2025	0.00	3.00	3.00
12/23/2025	10.00	0.00	10.00
12/24/2025	10.00	0.00	10.00
12/25/2025	10.00	0.00	10.00

12/29/2025	1.00	0.00	1.00
12/29/2025	0.50	0.00	0.50
12/29/2025	2.00	0.00	2.00
12/29/2025	6.50	0.00	6.50
12/30/2025	0.50	0.00	0.50
12/30/2025	0.50	0.00	0.50
12/30/2025	0.50	0.00	0.50
12/30/2025	4.00	0.00	4.00
12/30/2025	4.50	0.00	4.50
12/31/2025	10.00	0.00	10.00
	190.00	21.50	211.50
	0.00		
	\$ 0.00		
12/01/2025	6.00	0.00	6.00
12/01/2025	2.00	0.00	2.00
12/02/2025	8.00	0.00	8.00
12/03/2025	8.00	0.00	8.00
12/04/2025	1.00	0.00	1.00
12/04/2025	7.00	0.00	7.00
12/05/2025	0.75	0.00	0.75
12/05/2025	7.25	0.00	7.25
12/08/2025	8.00	0.00	8.00
12/09/2025	8.00	0.00	8.00
12/10/2025	0.00	1.00	1.00
12/10/2025	0.00	2.00	2.00
12/10/2025	0.50	0.00	0.50
12/10/2025	2.00	0.00	2.00
12/10/2025	5.50	0.00	5.50

12/11/2025	0.00	3.50	3.50
12/11/2025	0.00	1.50	1.50
12/11/2025	8.00	0.00	8.00
12/12/2025	8.00	0.00	8.00
12/15/2025	8.00	0.00	8.00
12/16/2025	8.00	0.00	8.00
12/17/2025	8.00	0.00	8.00
12/18/2025	8.00	0.00	8.00
12/19/2025	8.00	0.00	8.00
12/22/2025	10.00	0.00	10.00
12/23/2025	0.50	0.00	0.50
12/23/2025	9.50	0.00	9.50
12/24/2025	10.00	0.00	10.00
12/25/2025	10.00	0.00	10.00
12/29/2025	7.00	0.00	7.00
12/29/2025	2.00	0.00	2.00
12/29/2025	1.00	0.00	1.00
12/30/2025	5.00	0.00	5.00
12/30/2025	1.00	0.00	1.00
12/30/2025	4.00	0.00	4.00
12/31/2025	10.00	0.00	10.00
	190.00	8.00	198.00
	0.00		
	\$ 0.00		
12/01/2025	8.00	0.00	8.00
12/02/2025	8.00	0.00	8.00
12/03/2025	8.00	0.00	8.00
12/04/2025	8.00	0.00	8.00
12/05/2025	2.00	0.00	2.00

12/05/2025	6.00	0.00	6.00
12/06/2025	0.00	8.50	8.50
12/08/2025	8.00	0.00	8.00
rs 12/09/2025	8.00	0.00	8.00
12/10/2025	0.00	3.00	3.00
12/10/2025	2.00	0.00	2.00
12/10/2025	4.00	0.00	4.00
12/10/2025	2.00	0.00	2.00
12/11/2025	0.00	2.00	2.00
12/11/2025	0.00	2.00	2.00
12/11/2025	5.50	0.00	5.50
12/11/2025	1.50	0.00	1.50
12/11/2025	1.00	0.00	1.00
12/12/2025	8.00	0.00	8.00
12/15/2025	8.00	0.00	8.00
pection/ fire extinguisher inspection. 12/16/2025	8.00	0.00	8.00
t 12/17/2025	8.00	0.00	8.00
12/18/2025	8.00	0.00	8.00
12/19/2025	8.00	0.00	8.00
ee 12/22/2025	10.00	0.00	10.00
12/23/2025	10.00	0.00	10.00
12/24/2025	10.00	0.00	10.00
12/25/2025	10.00	0.00	10.00
12/27/2025	0.00	3.00	3.00
12/29/2025	9.00	0.00	9.00
12/29/2025	1.00	0.00	1.00
12/30/2025	0.00	3.00	3.00

12/30/2025	8.00	0.00	8.00
12/30/2025	2.00	0.00	2.00
12/31/2025	10.00	0.00	10.00
	190.00	21.50	211.50
	0.00		
	\$ 0.00		
	760.00	63.50	823.50
	0.00		
	\$ 0.00		

	1,710.50	179.50	1,890.00
	0.00		
	\$ 0.00		

City of Lapeer WWTP

ITEM K-1-7-D

Monthly Report December 2025

January 20, 2026



No injuries this month. DMR has been submitted.

Key Operating/Compliance Tasks:

- Weekly/Daily samples
- In-house Process control
- IPP PFAS/PFOA

Team members on site:

- Jason Hall, Superintendent
- Jake Mann, Crew Leader
- Lance Medberry, Operator Mechanic
- Eric Gajewski, Electrician
- Ron Canell, Lab Tech
- Gage Robinson, IPP Coordinator
- Brandon Fair, Operator

Plant shift Coverage:

Monday-Friday 7:00am-3:00pm

Weekends 7:00am-10:00am

WWTP summary:

Waste Treatment

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

- Holiday work schedule

NPDES/IPP

- Daily Laboratory Analysis
- Monthly PFAS sampling for WWTP effluent and biosolids
- NPDES monthly Selenium sampling
- Monitor weekly PFAS sampling via LP&P
- PFAS file updates
- Prison Annual Inspection
- Elite Cleanroom Annual Inspection
- McLaren Hospital Annual Inspection
- Land Application sampling
- Chloride and sulfate sampling

Electrical Work

- Community center lighting repair
- City Hall lighting repair
- Dpw lighting repair
- Complete electrical hookup for the power gate WWTP

Mechanical/Operations

- American Fence finished installation of power gate
- Chlorinate selector tanks, oxidation ditches, and sand filters
- KSB sludge transfer pump received from Hamlett
- Review and make new sampling calendars for 2026 schedule
- Replace Saginaw generator ignition control module
- Replace boiler recirculation pump motor
- High flow event 12/28-12/29 1.9" rain
- Brookwood power failure 12/29 hookup backup generator, power restored 1pm
- Snow removal

Miscellaneous

- JLoom Masonry meeting for building brick repairs
- Consumers energy call/planning for gas hook up at Devonshire
- Ferrous containment and process pipe coating meeting with TSP
- Land application site visits
- Tophat Masonry meeting for building repairs
- Kennedy Industries meeting for Prison LS & Saginaw LS pumps
- ART Coatings meeting for ferrous containment
- SKA meeting for Prison LS pumps

Bio-Solids Disposal Status

- 2-North tanks hold 474,980 gallons /we have 298,000 gallons in storage
- 2-South tanks hold 430,120 gallons/we have 275,000 gallons in storage
- Total – 573,000 gallons in storage

Lab Summary

Summary of effluent or water quality for month, explanations of any exceedances or issues.

SURFACE WATER QUALITY DIVISION														Discharge Number		Permit Number	
 Lapeer WWTP DAILY DISCHARGE MONITORING REPORT														001A		MI 002 0460	
Lapeer WWTP 576 Liberty Park Lapeer, MI 48446														Monitoring Period December, 2025			
DAY	FLOW MGD	CBOD ₅			SUSPENDED SOLIDS			TOTAL PHOSPHORUS			VSS mg/l	NH ₃ -N		PH SU	D.O. mg/l	F. COLI #/100ml	CL RESID mg/l
		mg/l	LBS	% REM	mg/l	LBS	% REM	mg/l	LBS	% REM		mg/l	LBS				
1	0.87	1	7	99.7	3	22	98.9	0.4	2.9		2	0.02	0.15	7.6	10.4	7	0.001
2	0.85	1	7	99.6	3	21	98.6	0.5	3.5		3	0.02	0.14	7.7	10.1	11	0.001
3	0.89	1	7	99.6	2	15	99.0	0.7	5.2		2	0.02	0.15	7.7	10.0	5	0.001
4	0.84	1	7	99.6	2	14	99.0	1.0	7.0		2	0.02	0.14	7.7	10.1	19	0.001
5	0.85													7.6	10.2	5	0.001
6	0.74																
7	0.75	1	6	99.7	4	25	97.8	0.7	4.4		3	0.02	0.13				
8	0.84	1	7	99.7	3	21	98.6	0.7	4.9		3	0.02	0.14	7.7	10.5	54	0.001
9	0.89	1	7	99.7	4	30	98.3	0.9	6.7	86.3	3	0.02	0.15	7.4	10.3	32	0.001
10	0.86	1	7	99.7	4	29	98.1	1.3	9.3		3	0.02	0.14	7.8	10.1	54	0.001
11	0.86	1	7	99.7	4	29	98.3	0.9	6.5		4	0.02	0.14	7.6	10.2	72	0.001
12	0.79													7.8	10.3	95	0.001
13	0.68																
14	0.74	1	6	99.7	5	31	97.6	0.5	3.1		4	0.02	0.19				
15	0.85	1	7	99.7	4	28	98.2	0.8	5.7		4	0.02	0.21	7.8	10.8	55	0.001
16	0.91	1	8	99.5	4	30	97.4	1.1	8.3		4	0.02	0.23	7.7	10.6	88	0.001
17	1.00	1	8	99.7	4	33	98.2	1.2	10.0		4	0.02	0.25	7.6	10.4	52	0.001
18	1.60	2	27	99.0	6	80	96.3	0.7	9.3		6	0.02	0.40	7.6	10.0	178	0.001
19	1.05													7.6	10.2	22	0.001
20	0.93																
21	0.84	1	7	99.4	4	28	98.0	0.8	5.6		3	0.02	0.28				
22	1.03	1	9	99.7	3	26	98.8	0.9	7.7		2	0.02	0.52	7.6	10.0	29	0.001
23	1.00	1	8	99.7	3	25	98.5	0.7	5.8		3	0.02	0.25	7.6	10.2	36	0.001
24	0.80	1	7	99.6	2	13	98.9	0.5	3.3		2	0.02	0.20	7.7	10.2	161	0.001
25	0.74	1	6	99.4	3	19	98.0	0.4	2.5		2	0.02	0.12	7.6	10.2	249	0.001
26	1.44													7.8	10.3	> 400	0.001
27	0.98																
28	3.39	2		98.9	8	226	95.6	1.0	28.3		6	0.02	3.39				
29	2.48	1	21	99.4	5	103	95.0	0.7	14.5		5	0.02	0.41	7.7	10.1	11	0.001
30	1.51	1	13	99.3	5	63	96.5	0.7	8.8		4	0.02	0.25	7.8	10.2	20	0.001
31	1.26	1	11	99.4	1	11	99.3	0.9	9.5		1	0.02	0.21	7.8	10.2	40	0.001
TL	33.26		200			922			172.8								
ME	1.07	1.1	9	99.5	4	40	98.0	0.8	7.5	86.3	3.3	0.0	0.4		10.2	39	0.001
WA		1.2	12		4.6	85						0.05	0.90			111	
MX	3.39	2.0										0.12		7.80			0.001
MN														7.40	10.0		

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment. See 18 U.S.C. 1001 and 33 U.S.C. 1329. (Penalties under these statutes may include fines up to \$10,000 and or maximum imprisonment of between 6 months and 5 years)

PRINTED NAME AND TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	DATE
Jason Hall, Superintendent		

Health & Safety

- There were no safety incidents during the month.

Training

- The monthly safety training topic was power tool safety.

Noteworthy Safety Activities

- Monthly facility safety inspection monthly, and daily safety meetings.



ITEM # K-1-8-A

To: Mike Womack, City Manager
From: Romona Sanchez, City Clerk
Date: January 20, 2026
RE: Clerk' Office Report for December 2025

- 1) Records were reviewed with those needing information on burial location. There was one (1) grave purchased (non-resident); two (2) full burials; one (1) burial of cremains; and one (12) foundation purchased.
- 2) There were 64 additions, and 59 cancellations received regarding the voter registration records.

ITEM K-1-8-B

MEDICAL MARIHUANA LICENSES PROVISIONING CENTER - GROWER – PROCESSOR – SECURE TRANSPORTER APPROVED LICENSES

Updated: December 2025

Applicant Name	DBA	Address	License	Status
PROVISIONING CENTERS				
FB Lapeer PRV, LLC	The Jazz Club Center	1333 Imlay City Road	Facility	App: Exp 02-10-26
The Pure Lapeer, LLC	Pure Lapeer	1330 Imlay City Road Units C&D	Facility	App: Exp 06-21-26
DNVK Lapeer Inc	The Pier Provisioning Center	2401 W Genesee St	Facility	App: Exp 06-11-26
TRC Lapeer LLC	The ReLeaf Center of Lapeer	200 E Genesee St	Facility	App: Exp 10-23-26
Alternative RX, LLC	Xplore Cannabis	824 S Main Street	Facility	App: Exp 10-30-26
Ox Tail, Inc.	Exclusive Brands	111 W Genesee St	Facility	App: Exp 11-19-26
SPMI LLC	Shango Lapeer	224 E Genesee St	Facility	App: Exp 12-12-26
GROWER				
None.				
PROCESSOR				
Kaoud Holdings, Inc	4K Processing	1356 Imlay City Road	Facility	App: Exp 09-14-26
Kaoud Holdings, Inc	4K Processing	1330 Imlay City Road	Facility	App: Exp 09-14-26
Northwest Confections Michigan LLC	WYLD	525 S. Court Street, Suite 110	Facility	App: Exp 10-07-26
SECURE TRANSPORTER				
None.				

**ADULT USE MARIHUANA LICENSES
PROVISIONING CENTER - GROWER –
PROCESSOR – SECURE TRANSPORTER
APPROVED LICENSES**

Updated: December 2025

Applicant Name	DBA	Address	License	Status
PROVISIONING CENTERS				
FB Lapeer PRV LLC	Jazz Cannabis Club Lapeer	1333 Imlay city Road	Facility	App: Exp 08-13-26
DNVK Lapeer Inc	The Pier Provisioning Center	2401 W Genesee St	Facility	App: Exp 11-19-26
TRC Lapeer LLC	H.O.D.	200 E Genesee St	Facility	App: Exp 12-03-26
The Pure Lapeer, LLC	Pure Lapeer	1330 Imlay City Road Units C&D	Facility	App: Exp 12-03-26
SPMI, LLC	Shango Lapeer	224 E. Genesee St	Facility	App: Exp 12-15-26
Ox Tail, Inc.	Heads	111 W Genesee St	Facility	App: Exp 12-16-26
Alternative RX	Xplore	824 S. Main St.	Facility	App: Exp 12-21-26
GROWER				
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	<i>Prov – Class C</i>	App: Exp 02-03-26
SDRK Group, LLC #3		207 S. Saginaw St.	Facility – Class C	App: Exp 02-10-26
Old School Organics, LLC	Old School Organics, LLC	350 County Center Street	Facility – Class C	App: Exp 04-08-26
PROCESSOR				
Atwater Management LLC	Culture Complex	525 S. Court St., Suite 120	Facility	App: Exp 01-25-26
Kaoud Holdings, Inc	4K Processing	1330 Imlay City Rd, Ste F-G-H	Facility	App: Exp 09-14-26
Kaoud Holdings, Inc	4K Processing	1356 Imlay City Road	Facility	App: Exp 09-14-26
Northwest Confections Michigan	WYLD	525 S. Court Street, Suite 110	Facility	App: Exp 10-07-26
SECURE TRANSPORTER				
None.				



ITEM K-1-9

To: Mike Womack, City Manager
From: Rodney Church, Director of Parks, Recreation & Cemetery
Date: January 13, 2026
RE: Parks, Recreation & Cemetery Department – January Monthly Report

Parks

- Staff are continuing winter operations that include snow removal / salting, community center assistance, picnic table inventory/construction, etc.

Community Center

- Winter programming is kicking off. Registration is almost wrapped up, and most classes begin the week of January 19th.
- The Boiler Replacement project should begin in a few weeks. Goyette Mechanical is waiting until all the equipment comes in before it begins.
- Building usage has started to pick up due to the weather. Weekend building rentals for parties have also picked up. We typically have 5-10 room rentals every weekend through the winter months.
- Indoor volleyball and pickleball drop-in hours will continue through spring.

Recreation

- The youth basketball program has begun. Temas began practicing last week and games begin next Saturday, January 24.

Misc.

- The department submitted Capital Improvement projects for FY 26/27-FY 32/32.
- Staff are currently working on the FY 26/27 budget that is due on January 22nd.
- Staff are also working on several FY 25/26 capital improvement projects that plan to be completed by June 30th. Some of the projects include:
 - Community Center bathroom partition replacement.
 - Community Center cardio fitness equipment replacement.

15. 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

Hobby Lobby - 1875 W. Genesee St.

General Information – Construction of a loading dock on east side of building and exterior façade changes..

Project Status – The site plan was received and distributed for staff reviews on October 20, 2025. Staff approved the site plan as of Nov. 13, 2025. Final approved signed plans were distributed November 25, 2025. Building Department is waiting for submittal of building plans.

NCG Cinemas - 1650 DeMille Rd.

General Information – Ramp replacement & storm sewer utility work.

Project Status – The site plan was received on September 16, 2025. Staff comments were sent to the applicant on October 7, 2025. Revised site plans were received October 30 and November 6, 2025 that addressed all comments. The applicant was advised on Nov. 6, 2025 to submit plans to the Building Department for review and permit issuance. Final signed/approved site plans were distributed Nov. 18, 2025. **As per the architect, this project is on hold until Spring 2026.**

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. The Building Official spoke with the property owner on July 1, 2025 and made a follow up site visit and was advised the work is anticipated to be completed by the end of the year.

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

N-1

2026 MEETING DATES

In accordance with the Open Meetings Act, MCL 15.261 et. Seq., notice is hereby given that every meeting of the City Commission, Boards, Authorities and Commissions of the City of Lapeer shall be open to the public. Notice is further given that the following City Commission, Boards, Authorities and Commissions are regular meeting dates for 2026. 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.	5, 20	2, 17	2, 16	6, 20	4, 18	1, 15	6, 20	3, 17	8, 21	5, 19	2, 16	7, 21
Cemetery Board 3rd Thursday of October	Mt. Hope Cemetery Building	2:00 P.M.	--	--	--	--	--	--	--	--	--	15	--	--
Downtown Development Authority 4th Wednesday of each Month	Commission Chambers	8:00 A.M.	28	25	25	22	27	24	22	26	23	28	25	23
Economic Development Corp (EDC) & Tax Increment Finance Auth (TIFA) 1st Wednesday as Needed	City Hall - 2nd Floor Conference Room	8:00 A.M.	7	4	4	1	3	3	1	5	2	7	4	2
Housing Commission 3rd Thursday of each Month	City Hall - 2nd Floor Conference Room	4:00 P.M.	15	19	19	16	21	18	16	20	17	15	19	17
Local Development Finance Authority (LDFA) 1st Tuesday March/June/Sept/Dec As Needed	City Hall - 2nd Floor Conference Room	8:00 A.M.			3			2			1			1
Park Board 1st Wednesday in November	Commission Chambers	6:30 P.M.	--	--	--	--	--	--	--	--	--	--	4	--
Planning Commission 2nd Thursday of each Month	Commission Chambers	6:30 P.M.	8	12	12	9	14	11	9	13	10	8	12	10
Zoning Board of Appeals 4th Monday of each Month As Needed	Commission Chambers	6:30 P.M.	26	23	23	27	25	22	27	24	28	26	23	28

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, MiPMC3
City Clerk

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



MAT. TRANS.

To: City Commission
Date: January 20, 2026
RE: Material Transmittals

1. Planning Commission Meeting Minutes – November 13, 2025.

**CITY OF LAPEER
MINUTES OF A REGULAR
PLANNING COMMISSION MEETING
NOVEMBER 13, 2025**

A regular meeting of the City of Lapeer Planning Commission was held at 6:30 p.m. on Thursday, November 13, 2025 at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan.

Members Present: Chair Austin Kelly, Vice Chair Doug Roberts and Commissioners Mike Womack, Catherine Bostick-Tullius, Jeff Pattison, Marty Johnson, Audrey Brady and Josh Atwood.

Members Absent: None.

Also Present: Rowe Professional Services Company Planning Consultant Ben Keller and Recording Secretary Kimberly Hodge.

Chair Kelly called the meeting to order at 6:30 p.m.

AGENDA APPROVAL

271 2025 11-13 Agenda Approval

Motion by Atwood. Seconded by Womack.

To approve the agenda for the November 13, 2025 meeting as presented.

Ayes: Commissioners Kelly, Roberts, Womack, Bostick-Tullius, Pattison, Johnson, Brady and Atwood.

Nays: None.

Absent: None.

MOTION CARRIED.

MINUTES

272 2025 11-9 Meeting Minutes

Motion by Brady. Seconded by Atwood.

To approve the minutes of the regular meeting held on October 9, 2025 as presented.

Ayes: Commissioners Kelly, Roberts, Womack, Bostick-Tullius, Pattison, Johnson, Brady and Atwood.

Nays: None.

Absent: None.

MOTION CARRIED.

PUBLIC COMMENTS

Wesley Weber, 2788 Berkshire Drive, stated he is interested to know if the new homes in the Brookwood of Lapeer development will be State of Michigan MSHDA subsidized rentals.

PUBLIC HEARINGS SCHEDULED

There were no public hearings scheduled.

SITE PLAN REVIEWS

There were no site plans to be reviewed.

OTHER BUSINESS

Brookwood of Lapeer Development – Conceptual Plan Presentation

Planning Consultant Keller reviewed the conceptual plan received for continued development of detached single-family condominiums in the Brookwood of Lapeer neighborhood at the area located at northeast corner of Oregon Road and Millville Road. Keller reviewed the access drive locations on Millville Road and the Condominium Plan review procedures and approval steps in Chapter 10 Condominiums of the City of Lapeer General Ordinances.

Aaron Besmer of Allen Edwin Homes reviewed the Conceptual Plan for Brookwood North including the location and overall site plan approved and areas developed since 2004 and the plan for shared access drives and stormwater utilities with the parcel to the north. Besmer stated the conceptual plan shows 117 lots on 34 acres to be built in phases and reviewed proposed greenspace, playground, pathway and sidewalk areas on the conceptual plan.

Dan Larabel of Allen Edwin Homes stated the company strives for a corporate metric quality score of 90% satisfaction, reviewed the proposed home product for the development including various facades and floor plans with basements in the \$350,000-\$400,000 price range and stated none of the homes are intended to be MSHDA subsidized low-income housing.

Discussion was held on plans for some of the condo units to be market rate rentals in the \$2,500 to \$2,800 per month range, the design of the Millville Road entrance which does not access the east side of the development without traveling through the existing developed area to the south, the condition of the existing roads and the anticipated ratio of owner-occupied and rental units. Discussion was also held on the plan for shared utilities with future development on the vacant parcel to the north, Allen Edwin's plan to purchase a portion of the vacant parcel to the north which would require approval of a Land Alteration by the Assessing Department and the anticipated timeframe for the proposed development.

Text Amendments – Section 7-17 – Signs

Keller reviewed proposed text amendments to Zoning Ordinance Article 7-17 Signs intended to bring the article into compliance to be content neutral and to allow the temporary sign ordinances regulations to be easier to administer and enforce.

Keller reviewed proposed amendments to the following Articles:

- 7-17.01 – Intent;
- 7-17.02 – Signs Not Requiring a Permit;
- 7-17.03 – Temporary Signs;
- 7-17.04 – Prohibited Signs;
- 7-17.05 – Schedule of Sign Regulations;
- 7-17.06 – Additional Provisions for Schedule of Sign Regulations;
- 7-17.07 – Signs in Residential Districts;
- 7-17.09 – General Requirements for All Signs; and
- 7-17.11 – Administration.

Discussion was held on the requirements for poster panel signs, strengthening the language regulating changeable message billboards on vehicles, the intent of the changes to the temporary sign regulations and the need to reach out to the Chamber of Commerce and Downtown Development Authority for feedback on the proposed amendments. It was the consensus of the Commission to review more information on examples of existing signage in the community and potentially hold the public hearing on the proposed amendments in January 2026.

Master Plan – 5-Year Review

Keller reviewed the procedural steps for the Planning Commission to begin the 5-Year Master Plan review process to amend the plan or adopt a new plan.

273 2025 11-9 Master Plan – 5-Year Review

Motion by Bostick-Tullius. Seconded by Roberts.

To begin the process of drafting and adopting a new City of Lapeer Master Plan.

Ayes: Commissioners Kelly, Roberts, Womack, Bostick-Tullius, Pattison, Johnson, Brady and Atwood.

Nays: None.

Absent: None.

MOTION CARRIED.

Election of Secretary

274 2025 11-9 Election of Secretary

Motion by Kelly. Seconded by Womack.

To elect Commissioner Pattison as Planning Commission Secretary.

Ayes: Commissioners Kelly, Roberts, Womack, Bostick-Tullius, Pattison, Johnson, Brady and Atwood.

Nays: None.

Absent: None.

MOTION CARRIED.

CORRESPONDENCE

The Development Activities Report was reviewed.

TRAINING

Keller stated he has the PowerPoint presentations and recordings from the Michigan Association of Planning Annual Conference agenda if any of the Planning Commissioners would like to receive them.

COMMISSIONER COMMENTS

Commissioner Womack commented there is nothing in the City Ordinance to regulate the percentage of potential rentals in the Brookwood North development.

Commissioner Kelly commented it is nice to see interest in new residential development.

ADJOURNMENT

There being no further business, the meeting was adjourned by consensus at 7:38 p.m.
MEETING ADJOURNED

Jeff Pattison
Secretary

Kimberly Hodge
Recording Secretary