



**AGENDA
CITY OF LAPEER
CITY COMMISSION
576 LIBERTY PARK, LAPEER, MI 48446
OCTOBER 16, 2023**

6:30 P.M. CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF OCTOBER 16, 2023, AGENDA

A. MINUTES:

1. Minutes of the Regular meeting held October 2, 2023.

B. PUBLIC COMMENTS:

1. Lapeer County Commissioner - Brad Haggadone.

C. CONSENT AGENDA:

1. Special Event – DDA Treat Walk – Oct 28, 2023, 10am–2pm.
2. Special Event – City-Wide Trick or Treat Hours – Tuesday, Oct 31, 2023, 6pm–8pm.
3. Special Event – DDA Ladies Night Out – Nov 17, 2023, 5pm–9pm.
4. Special Event – DDA Winterfest – Dec 1, 2023, 4pm-9pm & Dec 2, 2023, business hours.

SUGGESTED MOTION:

Approve the Consent Agenda for October 16, 2023.

D. BILL LISTING FOR OCTOBER 16, 2023.

SUGGESTED MOTION:

Approve the Bill Listing for October 16, 2023, in the amount of \$800,605.38.

E. PROCLAMATIONS, RECOGNITIONS AND RESOLUTIONS:

F. PUBLIC HEARINGS:

G. ADMINISTRATIVE REPORTS:

1. Ordinance Amendment – Chapter 7 Zoning Ordinance – Electric Vehicle Charging Stations.

SUGGESTED MOTION: INTRODUCED BY COMMISSIONER PATTISON.

Adopt an ordinance amendment to Chapter 7 (Zoning Ordinance), Section 7-16.09 and Section 7-24.03, of the General Ordinance of the City of Lapeer.

2. Ordinance Amendment – Chapter 7 Zoning Ordinance – Metal Halide Lighting.

SUGGESTED MOTION: INTRODUCED BY COMMISSIONER CATTANE.

Adopt an ordinance amendment to Chapter 7 (Zoning Ordinance), Section 7-15.05.D, of the General Ordinance of the City of Lapeer.

3. DDA Executive Director – Employment Contract.

SUGGESTED MOTION:

To send the contract back to the DDA board for further consideration.

4. MSHDA – Neighborhood Enhancement Program (NEP) – Resolution.

SUGGESTED MOTION:

Adopt the resolution to authorize the Housing Department to apply for MSHDA Neighborhood Enhancement Grant Round 9.

5. Milling and Resurfacing – portions of East Street and a portion of S. Monroe Street.

SUGGESTED MOTION:

Approve the proposed milling and resurfacing of portions of East St (\$17,750.00) and (\$11,580.00); a portion of S. Monroe St. (\$42,950.00) and authorize the Director of Public Works or Superintendent of Utilities & Streets to sign on behalf of the City.

6. West Genesee St. Road-Diet Proposal.

SUGGESTED MOTION:

Approve the proposed plan for a 3-lane road-diet for West Genesee St. and authorize the City Manager to approve final construction plans as presented by Spicer Engineering.

H. CITY MANAGER’S REPORT:

1. Various matters.

I. CITY ATTORNEY’S REPORT:

1. None.

J. UNFINISHED BUSINESS:

1. Appointments to Boards and Commissions.

K. DEPARTMENTAL COMMUNICATIONS:

1. Monthly Departmental Reports.
2. Monthly Marihuana Report.

L. PUBLIC COMMENTS:

M. CLOSING COMMENTS:

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

N. REMINDER OF MEETINGS:

Next City Commission Meeting: **TUESDAY, OCTOBER 24, 2023, SPECIAL**

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
OCTOBER 2, 2023**

A regular meeting of the Lapeer City Commission was held October 2, 2023, at the Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan. The meeting was called to order at 6:30 p.m.

ROLL CALL

Present: Commissioners: Atwood, Cattane, Pattison, Stroh, Swindell.

Absent: Mayor Marquardt.

City Manager: Mike Womack, present.

Mayor Pro Tem Pattison led the Pledge of Allegiance.

225 2023 10-02 EXCUSE MEMBER

Moved by Cattane. Seconded by Stroh.

To excuse Mayor Marquardt from the meeting tonight.

Ayes: Atwood, Cattane, Pattison, Stroh, Swindell.

Nays: None.

MOTION CARRIED.

226 2023 10-02 AGENDA APPROVAL

Moved by Cattane. Seconded by Atwood.

Approve the Agenda for October 2, 2023, with the amendment to item G-5 Community Center Outdoor Basketball Court Paving.

Ayes: Atwood, Cattane, Pattison, Stroh, Swindell.

Nays: None.

MOTION CARRIED.

227 2023 10-02 MINUTES

Moved by Cattane. Seconded by Swindell.

Approve the minutes of the regular meeting held September 18, 2023, as presented.

Ayes: Atwood, Cattane, Pattison, Stroh, Swindell.

Nays: None.

MOTION CARRIED.

PUBLIC COMMENTS

Jenny Burkhart, 865 N. Wilder, gave an invocation.

228 2023 10-02 CONSENT AGENDA

Moved by Stroh. Seconded by Swindell.

Approve the consent agenda for October 2, 2023, as presented:

1. Special Event: Lapeer's Buried History – A Living Tour of the Past – October 20, 2023.
2. Permanent Water Line Easement – L20-94-902-040-10 & L20-94-902-040-20.
3. Permanent Sewer Line Easement – L20-94-902-040-10 & L20-94-902-040-02.

Ayes: Atwood, Cattane, Pattison, Stroh, Swindell.

Nays: None.

MOTION CARRIED.

229 2023 10-02 BILL LISTING

Moved by Cattane. Seconded by Stroh.

Approve the bill listing for October 2, 2023, in the amount of \$1,959,869.71.

ON A ROLL CALL VOTE:

Ayes: Atwood, Cattane, Pattison, Stroh, Swindell.

Nays: None.

MOTION CARRIED.

PROCLAMATION, RECOGNITIONS AND RESOLUTIONS:

None.

ADMINISTRATIVE REPORTS:

**230 2023 10-02 ORDINANCE AMENDMENT – CHAPTER 7 ZONING –
ELECTRIC VEHICLE CHARGING STATIONS**

Commissioner Pattison introduced an ordinance amendment to Chapter 7 (Zoning Ordinance), Section 7-16.09 and Section 7-24.03, of the General Ordinance of the City of Lapeer.

Article 24 Terminology Use Requirements

Sec. 7-24.03 Definitions

Electric Vehicle (EV), Plug-In.

Any vehicle that operates on electrical energy derived from an off-board source that is stored in the vehicle's batteries. This term includes fully electric vehicles as well as hybrid vehicles that run on both batteries and fuel but can be charged by plugging in to a compatible electrical outlet.

Electric Vehicle Charging.

When an electric vehicle is parked at an electric vehicle charging station and is connected to the charging station equipment, it is considered to be charging.

Electric Vehicle Charging Space.

A parking space located adjacent to an electric vehicle charging station and reserved for the charging of electric vehicles.

Electric Vehicle Charging Station.

Equipment for the transfer of electric energy by conductive or inductive means to a battery or other storage device located onboard an electric vehicle. Charging stations shall be either for public use (accessible to all vehicle users during posted hours), or for restricted use (for certain specified users such as residents, fleet vehicles, or employees). Typical electric vehicle charging levels and specifications are:

1. Level 1. Alternating current slow battery charging. Voltage is 120 volts.
2. Level 2. Alternating current medium battery charging. Voltage is between 120 and 240 volts.
3. Level 3. Direct current fast or quick battery charging. Voltage is greater than 240 volts.

Electric Vehicle-Capable

An installed electrical panel capacity with dedicated branch circuit(s) and cable/raceway that is capped for future electric vehicle charging stations.

Electric Vehicle-Ready

An installed electrical panel capacity with a dedicated branch circuit(s) including conductor in a raceway or direct buried, terminated in an approved method in a junction box, for an electric vehicle charging station(s).

Article 16 Parking, Loading, Access and Circulation Requirements

Sec. 7-16.09 Electric Vehicle Infrastructure

This section provides standards for the installation of electric vehicle charging infrastructure, electric vehicle charging spaces, and associated equipment.

A. Electric Vehicle Parking Use Standards

- 1) **Residential:** Electric vehicle charging stations are a permitted accessory use within Single-Family Residential zoning districts if the station is contained entirely within a building. If the station is located outside of a building, it must meet standards for accessory structures in a residential zoning district. See Section 13.10.
- 2) **Commercial, Industrial, and Multi-Family:** Electric vehicle charging stations are a permitted accessory use within any off-street parking area in Multi-Family, Business, CBD, Industrial, and PUD zoning districts. However, the charging stations are subject to the standards listed in this section, not accessory use standards in Section 7-13.10.
- 3) **Electric Vehicle Charging as a Primary Use:** If the primary use of a parcel is the retail charging of electric vehicles, then the use shall be considered an automobile service station. Installation of charging stations shall be subject to special land use approval and located in zoning districts which permit gasoline service stations. A parcel on which a parking lot is the primary use shall not be subject to this standard unless more than 50 percent of the parking spaces are designated as electric vehicle charging spaces.

B. Relationship to Parking Requirements

- 1) An electric vehicle charging space is included in the calculation for minimum required parking spaces in accordance with Section 7-16.02.
 - a) The minimum number of parking spaces required may be reduced by 1 space for each electric vehicle charging space provided, up to a maximum reduction of 10 percent of the required spaces. For example, if a development is required to have a minimum of 20 spaces, but provides 2 electric vehicle charging spaces, the minimum number of spaces is 18 (16 standard spaces, 2 electric vehicle spaces, and a reduction of 2 spaces).
 - b) Any new parking lot proposed as part of an application for site plan review or special land use with more than 50 parking spaces must provide at least 2 Electric-Vehicle Ready charging spaces per 50 parking spaces.
- 2) Public electric vehicle charging stations are reserved for parking and charging electric vehicles only. Electric vehicles may be parked in any space designated for public parking, subject to the restrictions that would apply to any other vehicle that would park in that space.

C. Design Standards

- 1) Electric vehicle charging stations shall be sized the same as a standard parking space.
- 2) Charging station outlets and connector devices shall be no less than 36 inches and no higher than 48 inches from the ground or pavement surface where mounted, and shall contain a retraction device and/or a place to hang permanent cords and connectors a sufficient and safe distance above the ground or pavement surface. Equipment mounted on pedestals, lighting posts, bollards, or other devices shall be

designated and located as to not impede pedestrian travel or create trip hazards on sidewalks.

- 3) Adequate charging station equipment protection, such as concrete filled steel bollards, shall be used. Non-mountable curbing may be used in lieu of bollards, if the charging station is set back a minimum of 24 inches from the face of the curb.
- 4) Electric infrastructure serving the charging station shall be located underground.
- 5) Associated mechanical equipment, like transformers, may be located within a front yard, but must meet all other standards of the zoning ordinance for screening in Section 7-15.07.
- 6) Canopies are permitted but not required. Canopies shall cover only the electric vehicle charging space or spaces. Canopies must provide a clearance height of not less than 14 feet. If canopies are included, the charging stations must be located in a side or rear yard.

D. Accessibility

- 1) Developments with three or more electric vehicle charging spaces, including public parking lots, shall provide at least one barrier-free electric vehicle charging space. Additional barrier-free spaces are required according to the number of spaces listed in Table 7-16.2. Specifications for barrier-free electric vehicle charging spaces shall be based on the most recent guidance from the U.S. Access Board.
- 2) Where charging station equipment is provided within a pedestrian circulation area, such as a sidewalk or other accessible route to a building entrance, the charging station equipment shall be located so as not to interfere with accessibility requirements of the Michigan accessibility code or other applicable accessibility standards.

E. Lighting. Site lighting shall be provided where an electric vehicle charging station is installed. Lighting shall be consistent with the standards of Section 7-15.05.

F. Signage and Notification

- 1) Notification shall be placed on the unit to identify voltage and amperage levels, time of use, fees, safety information and other pertinent information.
- 2) Each electric vehicle charging station space shall provide signage indicating the space is only for electric vehicle charging purposes.
- 3) Signs for electric vehicle charging stations and parking shall not exceed 3 square feet with no more than one sign per electric vehicle charging space.

G. Installation and Maintenance.

- 1) All necessary building and electrical permits must be obtained.
- 2) Electric vehicle charging stations shall be maintained in all respects, including the functioning of the equipment. A phone number or other contact information shall be provided on the equipment for reporting when it is not functioning or other problems are encountered.
- 3) If an electric vehicle charging station is out of operation for a period exceeding 90 days, it shall be removed at the cost of the property owner.

Commissioner Cattane introduced an ordinance amendment to Chapter 7 (Zoning Ordinance), Section 7-15.05.D, of the General Ordinance of the City of Lapeer.

Article 15 General Site Development Requirements

Sec. 7-15.05.D

D. Lighting standards. Unless granted a variance under the provisions of § **7-23.04**, all lighting must comply with the following standards:

1) All lighting.

[Added 12-19-2022^[1]]

- a) Lighting intensities shall average one footcandle measured at the surface of the parking area. Service drives shall have a lower intensity averaging 0.5 footcandle measured at the ground surface.
- b) The intensity of light within a site shall not exceed 10 footcandles within any site or one footcandle at any property line, except where it abuts a service drive or other public right-of-way.
- c) Lighting abutting a residential district or use can be a maximum intensity of 0.5 footcandle at the property line.
- d) Lighting intensity within 20 feet of a dumpster enclosure shall be appropriately illuminated.

[1] Editor's Note: This ordinance also redesignated former Subsections D(1) and D(2) as subsections D(2) and D(3), respectively.

2) Freestanding pole lighting.

- a) All parking lots shall be illuminated. No wiring shall be exposed. Wiring shall be UL listed for wet locations.
- b) Exterior lighting shall be fully shielded and directed downward to prevent off-site glare. Fixed (not adjustable), downward directed, shoebox fixtures shall be used in an effort to maintain a unified lighting standard throughout the City and prevent "sky glow."
- c) (Reserved)^[2]

[2] Editor's Note: Former Subsection D(2)(c), regarding lighting intensities average, was repealed 12-19-2022 by Ord. No. 2022-05.

- d) The Planning Commission may approve decorative light fixtures as an alternative to shielded fixtures when it can be proven that there will be no off-site glare and the proposed fixtures are necessary to preserve the intended character of the site.
- e) The maximum height of parking lot light fixtures shall be 20 feet, except that the Planning Commission may permit a maximum height of 30 feet within commercial, industrial, and office zoning districts and for institutional uses in residential districts when the poles are no closer than 150 feet to a residential district or use.
- f) Parking lot poles shall be located in parking lot islands or in the periphery parking lot area. Light poles shall be prohibited in parking spaces.

3) Building-mounted lighting.

- a) Commercial and industrial buildings are required to have adequate lighting at sides of the building with entries and exits.
- b) Building-mounted lighting shall be fully shielded and directed downward to prevent off-site glare. Fixed (not adjustable), downward-directed, fixtures shall be used in an effort to maintain a unified lighting standard throughout the City and prevent "sky glow."
- c) (Reserved)^[3]

[3]Editor's Note: Former Subsection D(3)(c), regarding intensity of light, was repealed 12-19-2022 by Ord. No. 2022-05.

- d) The Planning Commission may approve decorative light fixtures as an alternative to shielded fixtures when it can be proven that there will be no off-site glare and the proposed fixtures will improve the appearance of the site.
 - e) Luminous tube and exposed bulb fluorescent lighting is prohibited as an architectural detail on all buildings, such as along roof eaves and around windows, etc. The Planning Commission may approve internally illuminated architectural bands when it can be shown that the treatment will enhance the appearance of the building or is necessary for security purposes.
- 4) Window lighting.
- a) Any light fixtures visible through a window must be shielded to prevent glare at the property line.
 - b) Luminous tube and exposed bulb fluorescent lighting (visible from the property line) is prohibited unless it is part of a sign that meets the requirements of Article **XVII**, Signs.
- 5) Residential streetlighting.
- a) In residential developments, substantial completion of streetlighting shall be constructed once 50% of build-out has occurred.
 - b) The developer may be required to furnish a surety in an acceptable form (cash, bond, etc.) in an amount determined by the City to ensure completion of streetlight installation.
- 6) Other lighting.
- a) The internal illumination of building-mounted canopies is prohibited.
 - b) Indirect illumination of signs, canopies and buildings is permitted provided a maximum 125 watt bulb is utilized and there is no glare.
 - c) Ground lighting (uplighting) used for the purpose of illuminating signs, landscaping and architectural details shall be shielded away from public view, directed solely at the object to be lit, and screened with landscaping as necessary.
 - d) The use of a laser light source, search lights or any similar high-intensity light for outdoor advertisement or entertainment is prohibited.
 - e) Lighting shall not be of a flashing, moving or intermittent type.
 - a) Luminous tube and exposed bulb fluorescent lighting is permitted as part of a sign meeting the requirements of Article **XVII**, Signs, of this chapter.

232 2023 10-02 CAPITAL ASSET POLICY - AMENDMENT

Moved by Swindell. Seconded by Cattane.

Approve the amended Capital Asset Policy, as presented.

Ayes: Atwood, Cattane, Pattison, Stroh, Swindell.

Nays: None.

MOTION CARRIED.

233 2023 10-02 SPECIAL EVENT – HUNGER AWARENESS WEEK

Moved by Pattison. Seconded by Stroh.

Approve the additional locations for collections for Stone Soup Food Bank, as presented.

Ayes: Atwood, Cattane, Pattison, Stroh, Swindell.

Nays: None.

MOTION CARRIED.

234 2023 10-02 COMMUNITY CENTER – REPAVING OUTDOOR BASKETBALL COURTS

Moved by Stroh. Seconded by Pattison.

Allocate \$35,196 in funds from the General Fund to the Park Fund and approve the budget amendment for asphaltting and redeveloping the existing outdoor basketball courts and authorize the Director of Parks, Recreation and Cemetery to sign all necessary documentation.

ACCOUNT#	ACCOUNT NAME	AMOUNT OF ADJUST.(+/-)
101-966-995.208	Transfer to Park Fund	<u>35,196.00</u>
	Net General Fund	<u>(35,196.00)</u>
208-964-699.101	Transfer from General Fund	<u>35,196.00</u>
208-756-974.000	Land Improvements	<u>35,196.00</u>
	Net Park Fund	=

ON A ROLL CALL VOTE:

Ayes: Cattane, Pattison, Stroh, Swindell, Atwood.

Nays: None.

MOTION CARRIED.

CITY MANAGER'S REPORT

City Manager Womack spoke about the condition of the 18 E. Nepessing Street building and the very poor condition it is in. Would like to have a discussion about what the commission would like to see done with this property. We could demolish the property, rehab the property or we could try to package it for sale.

It was the opinion of the commission that demolition does appear to be the best option for the property as there is a significant amount of damage to the building and the cost of rehabilitation would be a great deal of money to bring it back to functional use.

CITY ATTORNEY'S REPORT

None.

UNFINISHED BUSINESS

None.

DRAFT

DEPARTMENTAL REPORTS

The Downtown Development Authority Monthly Report was received into the record.

PUBLIC COMMENTS

None.

MAYOR/COMMISSIONER COMMENTS

Commissioner Swindell: Was pleased with the weekend Lapeer had during September 23-24, 2023. Beaver Dash Bash had the highest registration to date; raised a large sum of money for the trail system. The Porch fest was well attended. The disc golf course has 500 people registered for the event. The disc golf course is being used quite a bit. Integrity is choosing your thoughts and actions based on values, rather than personal goals.

Commissioner Atwood: Asked about receiving funds from Lapeer Plating and Plastics yet. Thanked the Lapeer Police Department for closing a portion of DeMille during the Beaver Dash Bash. There are people using our trail system in the parks for activities that are much less than desirable. Would like to know if something more can be done.

Commissioner Cattane: Echoes Commissioner Atwood's comments about the trails; we need to revisit this safety of the trails. End on a positive, Porchfest, A Jeep Thing, Oktoberfest and the Beaver Dash Bash were huge successes and are drawing in people from other areas to our community.

Commissioner Pattison: Reminded residents that we have vacancies on many boards and commissions and if you have time, please reach out to the City Clerk. Read the list of local events.

City Manager Womack: Will be out of town for the next meeting at the MML Conference; six-month review will take place on October 24, 2023. Gave a description of all the things that will now be possible with the repaving of the basketball courts at the Community Center.

235 2023 10-02 ADJOURNMENT

Having no further business, Mayor Pro Tem Pattison adjourned the regular meeting at 7:08 p.m.

Jeffrey Pattison, Mayor Pro Tem

Romona Sanchez, City Clerk

To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: September 28, 2023
RE: Special Event – Treat Walk

STAFF RECOMMENDATION

Approve the event. Insurance required.

CURRENT OR NEW INFORMATION

We have received a request from the Lapeer Downtown Development Authority to hold their annual downtown treat walk on Saturday, October 28, 2023, from 10:00 AM - 2:00 PM. The purpose of this event is to provide children and parents with the opportunity to Trick-or-Treat throughout the downtown business district.

This event will not require any assistance from any City Departments.

See PDF File SE Treat Walk 2023.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual Event

AGENDA ITEM REVIEW

Meeting Date:	October 16, 2023	Date Reviewed:	October 9, 2023
Consent:	X		
Administrative:		Reviewed By:	R. Sanchez, City Clerk
Public Hearing:			

City of Lapeer

SPECIAL EVENT APPLICATION (SEA)



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

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

Sponsoring Organization (Legal Name)	Lapeer Downtown Development Authority	Phone #	810-728-6598
Address	410 W. Nepessing St. Ste 106 Lapeer, MI 48446		
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	Treat Walk
Purpose of Event	The annual trick or treating event in Historic Lapeer. The event brings children of all ages to downtown for trick or treating while visiting participating stores and businesses within the DDA district.

Event Location	Downtown – DDA District	Have you reserved your park/pavilion?	Yes / No
			<i>If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.*.</i>

Date of Event	October 28th	Event Time	10:00 – 2:00pm
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# of Event Organizational Team	3	# of Expected Attendees:	1200
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Describe the activities taking place at your event:	Residents of Lapeer and the surrounding areas are invited to visit participating businesses in the DDA district for an afternoon of trick or treating. Participating businesses pass out candy, hot chocolate, activities, etc.
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Please check what will be part of your event:

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

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

*See Rules and Regulations

Please check what you request the City to supply:

	Picnic Tables Qty:		Electricity Turned on/off		Other:	
	Inflatables	x	Road Crossing Guards Qty: 1 or 2 at Court and Nepessing		Trash Containers Qty:	
X	Road Closures List:	Nepessing Street between Mason St. and Saginaw Street due to lots of kids in the downtown area				

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

What type of event is this:

x	City Operated Event		Other Non-Profit Event	x	Co-Sponsored Event
			Other For-Profit Event		Political or Ballot Issue 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: James Alt Date: Sep 25, 2023
James Alt (Sep 25, 2023 14:09 EDT)

Witness: Jill Bristow Date: Sep 25, 2023
Jill Bristow (Sep 25, 2023 14:26 EDT)

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: The Saturday before Halloween

Normal Event Schedule

(e.g., third weekend in July): Saturday October 26th of 2024

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.

Sep 25, 2023

Date

James Alt

Signature of Sponsoring Organization's Agent

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

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











Treat Walk Special Event App -2023

Final Audit Report

2023-09-25

Created:	2023-09-25
By:	Jim Alt (jim@man4thejob.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAECd4z4HF-jcV7bolzx3_8XUKvQTIEAOH

"Treat Walk Special Event App -2023" History

-  Document created by Jim Alt (jim@man4thejob.net)
2023-09-25 - 6:00:36 PM GMT- IP address: 97.95.2.70
-  Document emailed to james@lapeerdda.com for signature
2023-09-25 - 6:01:20 PM GMT
-  Email viewed by james@lapeerdda.com
2023-09-25 - 6:09:16 PM GMT- IP address: 97.95.2.70
-  Signer james@lapeerdda.com entered name at signing as James Alt
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-  Document e-signed by James Alt (james@lapeerdda.com)
Signature Date: 2023-09-25 - 6:09:32 PM GMT - Time Source: server- IP address: 97.95.2.70
-  Document emailed to jbristow@lapeerdda.com for signature
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-  Signer jbristow@lapeerdda.com entered name at signing as Jill Bristow
2023-09-25 - 6:26:52 PM GMT- IP address: 97.95.2.70
-  Document e-signed by Jill Bristow (jbristow@lapeerdda.com)
Signature Date: 2023-09-25 - 6:26:54 PM GMT - Time Source: server- IP address: 97.95.2.70
-  Agreement completed.
2023-09-25 - 6:26:54 PM GMT



Adobe Acrobat Sign

To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: September 28, 2023
RE: Special event – Halloween Hours

STAFF RECOMMENDATION

To recommend that the hours for the annual City-wide Trick or Treat event be from 6:00 PM until 8:00 PM on Halloween night Tuesday, October 31, 2023.

CURRENT OR NEW INFORMATION

Notice of these hours should be published in the local newspaper. It is also recommended that the announcement be broadcast on the cable access station.

The homeowners in the city should be advised to turn on their porch lights on at 6:00 PM and off at 8:00 PM.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual event.

AGENDA ITEM REVIEW

Meeting Date: October 16, 2023

Date Reviewed: October 9, 2023

Consent: X

Administrative:

Reviewed By: R. Sanchez, City Clerk

Public Hearing:

To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: September 28, 2022
RE: Special Event – Ladies Night Out Fall 2023

STAFF RECOMMENDATION

Approve the event. Insurance required.

CURRENT OR NEW INFORMATION

We have received a request from the Downtown Development Authority Director James Alt to hold a fall version of the Ladies Night Out event within the downtown area. The event will be held on Friday, November 17, 2023, from 5:00pm to 9:00pm. The event is designed to bring more traffic to the downtown area. The Pocket Park area is also included as a space to be utilized during this event for a DJ. There will also be vendors on the City sidewalks in front of the old courthouse.

This event requires no assistance from any City Department

See PDF SE Ladies Night Out Fall 2023.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual Event

AGENDA ITEM REVIEW

Meeting Date: October 16, 2023
Consent: X

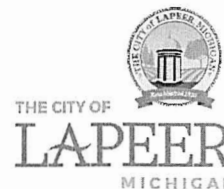
Date Reviewed: October 9, 2023

Administrative:
Public Hearing:

Reviewed By: R. Sanchez, City Clerk

City of Lapeer

SPECIAL EVENT APPLICATION (SEA)



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

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

Sponsoring Organization
(Legal Name)

Lapeer Downtown Development

Phone #

810-728-6598

Address

410 W. Nepessing St. Ste 106 Lapeer, MI 48446

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

Fall Ladies Night Out

Purpose of Event

To host women's night out in downtown Lapeer. This is an annual retail event designed to bring more people downtown and support the various retail and food establishments throughout downtown.

Event Location

Downtown – DDA District

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

Friday, November 17

Event Time

5:00pm -9:00pm

of Event
Organizational Team

4

of Expected
Attendees:

550+

Describe the activities
taking place at your event:

This is a retail event designed to bring people to downtown Lapeer for a night of shopping at downtown businesses. The pocket part would be used to have our DJ on the stage to provide background music for the event to announce winners of prize drawings at the end of the evening. Tote bags will be passed out at the start of the event from the Historic Court House. Vendors and sponsors would utilize sidewalk area in front of the Historic Court House.

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: DJ Playing a variety of popular music

*See Rules and Regulations

Please check what you request the City to supply:

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

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

What type of event is this:

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

INDEMNIFICATION AGREEMENT

The Lapeer 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: James Alt Date: Sep 25, 2023
James Alt (Sep 25, 2023 14:09 EDT)

Witness: Jill Bristow Date: Sep 25, 2023
Jill Bristow (Sep 25, 2023 14:10 EDT)

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: Saturday after Thanksgiving

Normal Event Schedule

(e.g., third weekend in July): November 15, 2024 _____

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:

The individual establishments providing the beverages: I.E. Challice Craft Winery

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

Who holds the Liquor Control Commission license?

The individual establishments providing the beverages I.E. Challice Craft Winery

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.

Sep 25, 2023

Date

James Alt
James Alt (Sep 25, 2023 14:09 EDT)

Signature of Sponsoring Organization's Agent

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

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











Fall Ladies Night Out Special Event App - 2023

Final Audit Report

2023-09-25

Created:	2023-09-25
By:	Jim Alt (jim@man4thejob.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAaOH8JzGZJlEqxJRqit3l8d3_EwZ0Jzd

"Fall Ladies Night Out Special Event App - 2023" History

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2023-09-25 - 5:58:09 PM GMT
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2023-09-25 - 6:08:21 PM GMT- IP address: 97.95.2.70
-  Signer james@lapeerdda.com entered name at signing as James Alt
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Signature Date: 2023-09-25 - 6:10:29 PM GMT - Time Source: server- IP address: 97.95.2.70
-  Agreement completed.
2023-09-25 - 6:10:29 PM GMT



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To: Mike Womack, City Manager
From: Jeremy Howe, Chief of Police
Date: September 28, 2023
RE: Special Event – Winterfest

STAFF RECOMMENDATION

Approve the event. Insurance required.

CURRENT OR NEW INFORMATION

We have received a request from the Downtown Development Authority Director James Alt for their annual Winterfest event to be held on two nights; Friday, December 1st from 4PM to 9PM and on Saturday, December 2, 2023, during business hours. This event will be held throughout the downtown area of the City of Lapeer. This event does not require assistance from any City of Lapeer department.

See PDF SE Winterfest 2023.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

Annual Event

AGENDA ITEM REVIEW

Meeting Date: October 16, 2023
Consent: X

Date Reviewed: October 9, 2023

Administrative:
Public Hearing:

Reviewed By: R. Sanchez, City Clerk



City of Lapeer

SPECIAL EVENT APPLICATION (SEA)

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

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

Sponsoring Organization
(Legal Name)

Lapeer Downtown Development Authority

Phone #

810-728-6598

Address

410 W. Nepessing St. Ste Lapeer, MI 48446

Organization Event
Coordinator/Contact

James Alt

Phone #

810-728-6598

Event Coordinator/Contact
Address

410 W. Nepessing St. Ste Lapeer, MI 48446

Coordinator/Contact Email

james@lapeerdda.com

Event Name

Winterfest

Purpose of Event

The annual holiday event designed to bring traffic to Historic Lapeer, Celebrate the Holidays, boost community pride and increase sales for downtown businesses.

Event Location

Winterfest will take place 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

December 1st and 2nd

Event Time

4:00pm-9:00pm of Friday, and all day Saturday (during business hours)

of Event

Organizational Team

8

of Expected

Attendees:

1200

Describe the activities

taking place at your event:

Residents of Lapeer and the surrounding areas are invited to visit participating businesses in the DDA district for the annual treat walk, horse carriage rides, hot cocoa, holiday shopping, music and more.

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: DJ and carolers, Horses for carriage rides

Please check what you request the City to supply:

Picnic Tables Qty:	X	Electricity Turned on/off	X	Other:	Banner promoting the event - on the fence at Cramton Park - 30 days prior
Inflatables		Road Crossing Guards Qty:		Trash Containers Qty:	
Road Closures List:					

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

What type of event is this:

X	City Operated Event		Other Non-Profit Event	X	Co-Sponsored Event
			Other For-Profit Event		Political or Ballot Issue 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: James Alt Date: Sep 25, 2023
James Alt (Sep 25, 2023 14:10 EDT)

Witness: Jill Bristow Date: Sep 25, 2023
Jill Bristow (Sep 25, 2023 14:27 EDT)

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: First Friday and Saturday in December

Normal Event Schedule

(e.g., third weekend in July): December 6th and 7th of 2024

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.

Sep 25, 2023

Date

James Alt

Signature of Sponsoring Organization's Agent

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

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











Winterfest Special Event App -2023

Final Audit Report

2023-09-25

Created:	2023-09-25
By:	Jim Alt (jim@man4thejob.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9dmgqdEO-qluX_oPnayEKvFWTzl7pULt

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-  Agreement completed.
2023-09-25 - 6:27:25 PM GMT



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ITEM D-1

To: Mayor and City Commission
From: Kelly Hanna, Director of Financial Services
Date: October 11, 2023
RE: Bill Listing – September 29, 2023, through October 12, 2023

STAFF RECOMMENDATION

Approve the bill listing as presented.

CURRENT OR NEW INFORMATION

I, Kelly Hanna, Director of Financial Services, have reviewed the bills for September 29, 2023, through October 12, 2023, in the total amount of **\$800,605.38** and find them to be proper charges.

AGENDA ITEM REVIEW

Meeting Date:	October 16, 2023	Date Reviewed:	October 11, 2023
Consent:			
Administrative:	X	Reviewed By:	R. Sanchez, City Clerk
Public Hearing:			

CHECK REGISTER FOR CITY OF LAPEER
CHECK DATE FROM 09/29/2023 - 10/12/2023

Check Date	Check	Vendor	Vendor Name	Amount
10/12/2023	1676(A)	007718	THE BANK OF NEW YORK MELLON	191,306.25
10/12/2023	596984	009588	CHASE	185,120.00
10/12/2023	1656(A)	009409	GREAT LAKES WATER AUTHORITY	154,385.64
10/12/2023	1680(E)	006328	BLUE CROSS & BLUE SHIELD OF MI	65,370.77
10/12/2023	1674(A)	008135	SPICER GROUP	63,807.00
10/12/2023	1668(A)	010259	REHMANN LLC	14,000.00
10/12/2023	1671(A)	000279	ROWE INC	12,340.00
10/12/2023	1679(A)	008926	WEX BANK	9,339.61
10/12/2023	596999	000261	LAPEER CO TREASURER	8,491.24
10/12/2023	1652(A)	009980	ABM COMMERCIAL CLEANING, LLC	7,780.00
10/12/2023	597004	000212	MOORS MASONRY LLC	7,500.00
10/12/2023	597005	000212	MOORS MASONRY LLC	6,637.00
10/12/2023	596979	MISC-BDG	ALLEN EDWIN HOMES	6,000.00
10/12/2023	1673(A)	000034	SO*MX LAWN & SNOW REMOVAL	5,734.27
10/12/2023	1662(A)	005784	MICHIGAN MUNICIPAL LEAGUE	5,452.00
10/12/2023	597022	MISC-BDG	WESNEY CONSTRUCTION	5,450.00
10/12/2023	1681(E)	008757	CONSUMERS ENERGY	5,357.46
10/12/2023	1654(A)	000228	ELECTRIC MOTOR SERVICES PORT HURON	5,251.25
10/12/2023	1658(A)	010164	LEGACY ASSESSING SERVICES INC	3,400.00
10/12/2023	1677(A)	000258	TIFA 3	2,612.03
10/12/2023	1659(A)	009081	MAUK, JODI	2,125.00
10/12/2023	1672(A)	009245	SMITH, SHANNON	2,125.00
10/12/2023	1657(A)	003097	HYDRO CORP	1,989.50
10/12/2023	597014	000107	T. P. ISRAEL CO INC	1,980.00
10/12/2023	597023	000229	WSP USA ENVIR. & INFRASTRUCTURE INC	1,710.00
10/12/2023	597001	010052	MGS ELECTRIC INC.	1,680.00
10/12/2023	596978	001067	ACTION MUNICIPAL SUPPLY, LLC	1,672.30
10/12/2023	1663(A)	000083	MUNICIPAL EMERGENCY SERVICES, INC	1,532.45
10/12/2023	1675(A)	008345	TAYLOR, SARAH	1,346.16
10/12/2023	596989	000259	DOWNTOWN DEVELOPMENT AUTHORITY	1,304.98
10/12/2023	597002	000114	MODERN OF METAMORA LLC	1,145.00
10/12/2023	1678(A)	000005	VC3, INC.	1,107.75
10/12/2023	1683(E)	009305	METROPOLITAN LIFE INSURANCE COMPANY	1,073.65
10/12/2023	596998	MISC-BDG	KEVIN LOMERSON BUILDING COMPANY	1,000.00
10/12/2023	597008	001583	S. J. CHAIN & WIRE ROPE INC	859.49
10/12/2023	597020	008151	VIEW NEWSPAPERS	652.70
10/12/2023	1661(A)	009788	MEI TOTAL ELEVATOR SOLUTIONS	650.59
10/12/2023	1685(E)	000220	U.S. BANK	608.30
10/12/2023	1653(A)	000061	ECONOMIC CLUB OF LAPEER CO	575.00
10/12/2023	1670(A)	008978	RIGHT TOUCH LANDSCAPING INC	550.00
10/12/2023	596980	004432	APEX SOFTWARE	520.00
10/12/2023	596987	000058	DELYNN'S DESIGNS, INC	518.15

10/12/2023	596993	MISC-BDG	GOYETTE MECHANICAL	500.00
10/12/2023	596983	010039	CHARTER COMMUNICATIONS HOLDINGS LLC	485.28
10/12/2023	1669(A)	005950	RICK RHEIN DISPOSAL	472.00
10/12/2023	597006	007446	PITNEY BOWES GLOBAL FINANCIAL	432.24
10/12/2023	597017	006019	TRW LANDSCAPES LLC	402.00
10/12/2023	1660(A)	009382	MAURER'S TEXTILE RENTAL SERVICES	401.19
10/12/2023	596997	000970	JAY'S SEPTIC	400.00
10/12/2023	597019	004089	USA BLUE BOOK	307.90
10/12/2023	596985	MISC-BDG	CSM MECHANICAL	307.00
10/12/2023	597011	MISC-BDG	SIGNS BY CRANNIE, INC	300.00
10/12/2023	596991	008981	FIRST ADVANTAGE LNS	264.10
10/12/2023	1665(A)	007285	PARAGON LABORATORIES, INC.	250.00
10/12/2023	597003	MISC-BDG	MOORS MASONRY	250.00
10/12/2023	597010	MISC-BDG	SIGMA TECHNOLOGIES	250.00
10/12/2023	1666(A)	009982	PREIN & NEWHOF	240.00
10/12/2023	596994	000359	GRAINGER	229.45
10/12/2023	596996	009336	HOLLAND SUPPLY, INC.	221.94
10/12/2023	597000	009739	MARCO TECHNOLOGIES, LLC	211.40
10/12/2023	596990	MISC-BDG	FAMILY BUILDING COMPANY	200.00
10/12/2023	596995	MISC-BDG	HOLLAND HEATING & COOLING, INC	200.00
10/12/2023	597012	008241	STATE TAX COMMISSION	200.00
10/12/2023	596981	000275	CASH	191.53
10/12/2023	1664(A)	004953	NYE UNIFORM CO	183.04
10/05/2023	596976	006883	POSTMASTER	165.15
10/12/2023	597021	001824	VILLAGE PRINTING	153.00
10/12/2023	597013	008699	STATLAB, LLC	150.00
10/12/2023	597015	MISC-TAX	TEICHMAN, TYLER	144.93
10/12/2023	1682(E)	000010	INVOICE CLOUD	130.00
10/12/2023	596988	000085	DORNER, LAURA	130.00
10/12/2023	597007	007712	RUSSELL, TRACEY	108.59
10/12/2023	596977	MISC-BDG	A-1 MECHANICAL	100.00
10/12/2023	596982	MISC-BDG	CE1 ELECTRICAL SERVICE	100.00
10/12/2023	596986	MISC-BDG	CSM MECHANICAL LLC	100.00
10/12/2023	1667(A)	000167	PREMIER OCCUPATIONAL HEALTH	88.00
10/12/2023	1655(A)	000282	FLINT WELDING SUPPLY CO	87.50
10/12/2023	597009	000097	SHIRLEY'S DRY CLEAN. & ALTERATIONS	86.55
10/12/2023	597016	000041	THE COUNTY PRESS	65.00
10/12/2023	596992	00008	GAVAN, CASEY	30.79
10/12/2023	597018	008511	UPS	5.68
10/12/2023	1684(E)	000218	STATE OF MICHIGAN	0.58
Total				<u>\$800,605.38</u>



ITEM G-1

To: Mayor and City Commission
From: Jason Ball AICP, City Planning Consultant
Date: September 26, 2023
RE: Zoning Ordinance Text Amendment – Electric Vehicle Charging Stations

STAFF RECOMMENDATION

Please adopt an ordinance amendment to Sections 7-16.09 and 7-24.03 to provide for electric vehicle charging stations.

Based on the recommendation of the Planning Commission, City Staff recommends approval of the proposed text amendment.

CURRENT OR NEW INFORMATION

During the September 2023 meeting, the Planning Commission held a public hearing and made a motion to recommend a text amendment to provide for electric vehicle charging stations in the City of Lapeer. The City has been regulating electric vehicle charging stations as an accessory structure, but that prohibits their location in a front yard and creates other challenges for effectively locating them on existing parcels.

Key considerations of the Planning Commission in drafting this text amendment were:

1. Permitting installation of electric vehicle charging stations in a manner that is consistent with the master plan objective of enhancing the image of heavily traveled business corridors.
2. Ensuring that electric vehicle chargers are effectively maintained and do not present a risk of becoming blighted.
3. In addition to just permitting electric vehicle charging stations, providing incentives and requiring installation of “electric vehicle ready” spaces for new developments with large parking areas.
4. Establishing standards for commercial installation of electric vehicle charging infrastructure intended for public use but leaving installation of private residential charging stations to the building code and existing standards for accessory structures.
- 5.

The proposed amendment, as recommended by the Planning Commission is attached to this memo. The amendment modifies Section 7-24.03 Definitions and creates a new Section 7-16.09 to provide for electric vehicle charging.

AGENDA ITEM REVIEW

Meeting Date:	October 16, 2023	Date Reviewed:	September 26, 2023
Consent:			
Administrative:	X	Reviewed By:	R. Sanchez, City Clerk
Public Hearing:			



ORDINANCE NO. 2023-04
City of Lapeer
Electric Vehicle Charging Text Amendment

All text is new.

Article 24 Terminology Use Requirements

Sec. 7-24.03 Definitions

Electric Vehicle (EV), Plug-In.

Any vehicle that operates on electrical energy derived from an off-board source that is stored in the vehicle's batteries. This term includes fully electric vehicles as well as hybrid vehicles that run on both batteries and fuel but can be charged by plugging in to a compatible electrical outlet.

Electric Vehicle Charging.

When an electric vehicle is parked at an electric vehicle charging station and is connected to the charging station equipment, it is considered to be charging.

Electric Vehicle Charging Space.

A parking space located adjacent to an electric vehicle charging station and reserved for the charging of electric vehicles.

Electric Vehicle Charging Station.

Equipment for the transfer of electric energy by conductive or inductive means to a battery or other storage device located onboard an electric vehicle. Charging stations shall be either for public use (accessible to all vehicle users during posted hours), or for restricted use (for certain specified users such as residents, fleet vehicles, or employees). Typical electric vehicle charging levels and specifications are:

1. Level 1. Alternating current slow battery charging. Voltage is 120 volts.
2. Level 2. Alternating current medium battery charging. Voltage is between 120 and 240 volts.
3. Level 3. Direct current fast or quick battery charging. Voltage is greater than 240 volts.

Electric Vehicle-Capable

An installed electrical panel capacity with dedicated branch circuit(s) and cable/raceway that is capped for future electric vehicle charging stations.

Electric Vehicle-Ready

An installed electrical panel capacity with a dedicated branch circuit(s) including conductor in a raceway or direct buried, terminated in an approved method in a junction box, for an electric vehicle charging station(s).

Article 16 Parking, Loading, Access and Circulation Requirements

Sec. 7-16.09 Electric Vehicle Infrastructure

This section provides standards for the installation of electric vehicle charging infrastructure, electric vehicle charging spaces, and associated equipment.

A. Electric Vehicle Parking Use Standards

- 1) **Residential:** Electric vehicle charging stations are a permitted accessory use within Single-Family Residential zoning districts if the station is contained entirely within a building. If the station is located outside of a building, it must meet standards for accessory structures in a residential zoning district. See Section 13.10.
- 2) **Commercial, Industrial, and Multi-Family:** Electric vehicle charging stations are a permitted accessory use within any off-street parking area in Multi-Family, Business, CBD, Industrial, and PUD zoning districts. However, the charging stations are subject to the standards listed in this section, not accessory use standards in Section 7-13.10.
- 3) **Electric Vehicle Charging as a Primary Use:** If the primary use of a parcel is the retail charging of electric vehicles, then the use shall be considered an automobile service station. Installation of charging stations shall be subject to special land use approval and located in zoning districts which permit gasoline service stations. A parcel on which a parking lot is the primary use shall not be subject to this standard unless more than 50 percent of the parking spaces are designated as electric vehicle charging spaces.

B. Relationship to Parking Requirements

- 1) An electric vehicle charging space is included in the calculation for minimum required parking spaces in accordance with Section 7-16.02.
 - a) The minimum number of parking spaces required may be reduced by 1 space for each electric vehicle charging space provided, up to a maximum reduction of 10 percent of the required spaces. For example, if a development is required to have a minimum of 20 spaces, but provides 2 electric vehicle charging spaces, the minimum number of spaces is 18 (16 standard spaces, 2 electric vehicle spaces, and a reduction of 2 spaces).
 - b) Any new parking lot proposed as part of an application for site plan review or special land use with more than 50 parking spaces must provide at least 2 Electric-Vehicle Ready charging spaces per 50 parking spaces.
- 2) Public electric vehicle charging stations are reserved for parking and charging electric vehicles only. Electric vehicles may be parked in any space designated for public parking, subject to the restrictions that would apply to any other vehicle that would park in that space.

C. Design Standards

- 1) Electric vehicle charging stations shall be sized the same as a standard parking space.
- 2) Charging station outlets and connector devices shall be no less than 36 inches and no higher than 48 inches from the ground or pavement surface where mounted, and shall contain a retraction device and/or a place to hang permanent cords and connectors a sufficient and safe distance above the ground or pavement surface. Equipment mounted on pedestals, lighting posts, bollards, or other devices shall be designated and located as to not impede pedestrian travel or create trip hazards on sidewalks.

- 3) Adequate charging station equipment protection, such as concrete filled steel bollards, shall be used. Non-mountable curbing may be used in lieu of bollards, if the charging station is set back a minimum of 24 inches from the face of the curb.
 - 4) Electric infrastructure serving the charging station shall be located underground.
 - 5) Associated mechanical equipment, like transformers, may be located within a front yard, but must meet all other standards of the zoning ordinance for screening in Section 7-15.07.
 - 6) Canopies are permitted but not required. Canopies shall cover only the electric vehicle charging space or spaces. Canopies must provide a clearance height of not less than 14 feet. If canopies are included, the charging stations must be located in a side or rear yard.
- D. Accessibility**
- 1) Developments with three or more electric vehicle charging spaces, including public parking lots, shall provide at least one barrier-free electric vehicle charging space. Additional barrier-free spaces are required according to the number of spaces listed in Table 7-16.2. Specifications for barrier-free electric vehicle charging spaces shall be based on the most recent guidance from the U.S. Access Board.
 - 2) Where charging station equipment is provided within a pedestrian circulation area, such as a sidewalk or other accessible route to a building entrance, the charging station equipment shall be located so as not to interfere with accessibility requirements of the Michigan accessibility code or other applicable accessibility standards.
- E. Lighting.** Site lighting shall be provided where an electric vehicle charging station is installed. Lighting shall be consistent with the standards of Section 7-15.05.
- F. Signage and Notification**
- 1) Notification shall be placed on the unit to identify voltage and amperage levels, time of use, fees, safety information and other pertinent information.
 - 2) Each electric vehicle charging station space shall provide signage indicating the space is only for electric vehicle charging purposes.
 - 3) Signs for electric vehicle charging stations and parking shall not exceed 3 square feet with no more than one sign per electric vehicle charging space.
- G. Installation and Maintenance.**
- 1) All necessary building and electrical permits must be obtained.
 - 2) Electric vehicle charging stations shall be maintained in all respects, including the functioning of the equipment. A phone number or other contact information shall be provided on the equipment for reporting when it is not functioning or other problems are encountered.
 - 3) If an electric vehicle charging station is out of operation for a period exceeding 90 days, it shall be removed at the cost of the property owner.

Ordinance No. 2023-04

At a regular meeting of the Lapeer City Commission on Monday, October 16, 2023, at 6:30 p.m. in the Lapeer City Commission Chambers of Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan, Commissioner _____ moved for adoption of the following amendment to Chapter 7 (Zoning) of the General Ordinances of the City of Lapeer. The motion was supported by Commissioner _____.

Pursuant to Public Act 279 of 1909, MCL 117.3 a summary of the regulatory effect of the ordinance is published below. A copy of the full text of the ordinance may be inspected or obtained at the office of the City Clerk, Lapeer City Hall, 576 Liberty Park, Lapeer, MI 48446 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday or via the City's website at http://www.ci.lapeer.mi.us/legal_notices_and_bids/legal_notices.php.

THE CITY OF LAPEER ORDAINS:

Summary of Changes to Chapter 7 (Zoning Ordinance):

The proposed amendment modifies Section 7-24.03 Definitions and creates a new Section 7-16.09 to provide for electric vehicle charging.

AYES:

NAYS:

ABSENT:

ABSTAIN:

MOTION CARRIED. AMENDMENT TO CHAPTER 7 ADOPTED.

Introduced: 10/02/23 Published: 10/08/2023

Adopted: Published:

Effective:

Ordinance Effective Date: Shall take effect 7 days after publication, unless given immediate effect by City Commission.



ITEM G-2

To: Mayor and City Commission
From: Jason Ball AICP, City Planning Consultant
Date: September 26, 2023
RE: Zoning Ordinance Text Amendment – Metal Halide Lighting

STAFF RECOMMENDATION

Please adopt an ordinance amendment to Section 7-15.05.D of the zoning ordinance.

Based on the recommendation of the Planning Commission, City Staff recommends approval of the proposed text amendment.

CURRENT OR NEW INFORMATION

During the September 2023 meeting, the Planning Commission held a public hearing and made a motion to recommend a text amendment to remove reference to “high pressure sodium” and “metal halide” lighting in the zoning ordinance. Nearly all outdoor lighting regulated by the zoning ordinance has moved to LED technology at this time. With this amendment, the ordinance is now technology neutral, eliminating the potential need for similar amendments in the future. The proposed amendment as approved by the Planning Commission is attached to this memorandum. The amendment modifies portions of Section 7-15.05.D of the zoning ordinance.

AGENDA ITEM REVIEW

Meeting Date:	October 16, 2023	Date Reviewed:	September 26, 2023
Consent:			
Administrative:	X	Reviewed By:	R. Sanchez, City Clerk
Public Hearing:			



ORDINANCE NO. 2023-05

City of Lapeer

Lighting Text Amendment

Article 15 General Site Development Requirements

Sec. 7-15.05.D

D. Lighting standards. Unless granted a variance under the provisions of § **7-23.04**, all lighting must comply with the following standards:

1) All lighting.

[Added 12-19-2022^[1]]

- a) Lighting intensities shall average one footcandle measured at the surface of the parking area. Service drives shall have a lower intensity averaging 0.5 footcandle measured at the ground surface.
- b) The intensity of light within a site shall not exceed 10 footcandles within any site or one footcandle at any property line, except where it abuts a service drive or other public right-of-way.
- c) Lighting abutting a residential district or use can be a maximum intensity of 0.5 footcandle at the property line.
- d) Lighting intensity within 20 feet of a dumpster enclosure shall be appropriately illuminated.

[1] Editor's Note: This ordinance also redesignated former Subsections D(1) and D(2) as subsections D(2) and D(3), respectively.

2) Freestanding pole lighting.

- a) All parking lots shall be illuminated. No wiring shall be exposed. Wiring shall be UL listed for wet locations.
- b) Exterior lighting shall be fully shielded and directed downward to prevent off-site glare. Fixed (not adjustable), downward directed, shoebox fixtures shall be used in an effort to maintain a unified lighting standard throughout the City and prevent "sky glow."
- c) (Reserved)^[2]

[2] Editor's Note: Former Subsection D(2)(c), regarding lighting intensities average, was repealed 12-19-2022 by Ord. No. 2022-05.

- d) The Planning Commission may approve decorative light fixtures as an alternative to shielded fixtures when it can be proven that there will be no off-site glare and the proposed fixtures are necessary to preserve the intended character of the site.
 - e) The maximum height of parking lot light fixtures shall be 20 feet, except that the Planning Commission may permit a maximum height of 30 feet within commercial, industrial, and office zoning districts and for institutional uses in residential districts when the poles are no closer than 150 feet to a residential district or use.
 - f) Parking lot poles shall be located in parking lot islands or in the periphery parking lot area. Light poles shall be prohibited in parking spaces.
- 3) Building-mounted lighting.

- a) Commercial and industrial buildings are required to have adequate lighting at sides of the building with entries and exits.
- b) Building-mounted lighting shall be fully shielded and directed downward to prevent off-site glare. Fixed (not adjustable), downward-directed, fixtures shall be used in an effort to maintain a unified lighting standard throughout the City and prevent "sky glow."
- c) (Reserved)^[3]

[3]Editor's Note: Former Subsection D(3)(c), regarding intensity of light, was repealed 12-19-2022 by Ord. No. 2022-05.

- d) The Planning Commission may approve decorative light fixtures as an alternative to shielded fixtures when it can be proven that there will be no off-site glare and the proposed fixtures will improve the appearance of the site.
 - e) Luminous tube and exposed bulb fluorescent lighting is prohibited as an architectural detail on all buildings, such as along roof eaves and around windows, etc. The Planning Commission may approve internally illuminated architectural bands when it can be shown that the treatment will enhance the appearance of the building or is necessary for security purposes.
- 4) Window lighting.
- a) Any light fixtures visible through a window must be shielded to prevent glare at the property line.
 - b) Luminous tube and exposed bulb fluorescent lighting (visible from the property line) is prohibited unless it is part of a sign that meets the requirements of Article **XVII**, Signs.
- 5) Residential streetlighting.
- a) In residential developments, substantial completion of streetlighting shall be constructed once 50% of build-out has occurred.
 - b) The developer may be required to furnish a surety in an acceptable form (cash, bond, etc.) in an amount determined by the City to ensure completion of streetlight installation.
- 6) Other lighting.
- a) The internal illumination of building-mounted canopies is prohibited.
 - b) Indirect illumination of signs, canopies and buildings is permitted provided a maximum 125 watt bulb is utilized and there is no glare.
 - c) Ground lighting (uplighting) used for the purpose of illuminating signs, landscaping and architectural details shall be shielded away from public view, directed solely at the object to be lit, and screened with landscaping as necessary.
 - d) The use of a laser light source, search lights or any similar high-intensity light for outdoor advertisement or entertainment is prohibited.
 - e) Lighting shall not be of a flashing, moving or intermittent type.
 - a) Luminous tube and exposed bulb fluorescent lighting is permitted as part of a sign meeting the requirements of Article **XVII**, Signs, of this chapter.

Ordinance No. 2023-05

At a regular meeting of the Lapeer City Commission on Monday, October 16, 2023, at 6:30 p.m. in the Lapeer City Commission Chambers of Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan, Commissioner _____ moved for the adoption of the following amendment to Chapter 7 (Zoning) of the General Ordinances of the City of Lapeer. The motion was supported by Commissioner _____.

Pursuant to Public Act 279 of 1909, MCL 117.3 a summary of the regulatory effect of the ordinance is published below. A copy of the full text of the ordinance may be inspected or obtained at the office of the City Clerk, Lapeer City Hall, 576 Liberty Park, Lapeer, MI 48446 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday or via the City's website at http://www.ci.lapeer.mi.us/legal_notices_and_bids/legal_notices.php.

THE CITY OF LAPEER ORDAINS:

Summary of Changes to Chapter 7 (Zoning Ordinance):

Article 15 General Site Development Requirements

Section 7-15.05.D Lighting Standards.

The proposed amendment modifies portions of Section 7-15.05.D General Site Development Requirements of the zoning ordinance.

AYES:

NAYS:

ABSENT:

ABSTAIN:

MOTION CARRIED. AMENDMENT TO CHAPTER 7 ADOPTED.

Introduced: 10/02/23

Published: 10/08/2023

Adopted:

Published:

Effective:

Ordinance Effective Date: Shall take effect 7 days after publication, unless given immediate effect by City Commission.

MEMORANDUM

TO: LAPEER CITY COMMISSION

FROM: CATHERINE BOSTICK, CHAIRPERSON 
CITY OF LAPEER DDA

DATE: SEPTEMBER 29, 2023

RE: 2023/2024 DDA EXECUTIVE DIRECTOR EMPLOYMENT CONTRACT

Please find attached a copy of the 2023/2024 City of Lapeer DDA Executive Director Employment Contract approved by the DDA Board on August 23, 2023.

The DDA Board is seeking approval from the Lapeer City Commission as to this Contract. I have highlighted the changes made in this contract from the previous contract for your review.

EMPLOYMENT AGREEMENT

This employment agreement (this "agreement") is made the 1st day of July, 2023, by and between City of Lapeer Downtown Development Authority (hereinafter referred to as either "DDA" or "Employer"), a Michigan municipal body corporate organized under the authority of Part 2 of the Recodified Tax Increment Financing Act, MCL 125.4201, et seq, and James Alt, whose address is [REDACTED] ("Employee").

RECITALS

A. Employer is in need of the services of a person possessing the skills and ability required to perform the duties and responsibilities of an Executive Director as described in **Exhibit A** hereto.

B. Employee, through education and experience, possesses the requisite skills to perform these duties.

C. Employer desires, therefore, to engage the services of employee as Executive Director under the direction of the DDA's Board of Directors, pursuant to the authority vested in Employer by Chapter 36 of the City of Lapeer's Code of Ordinances and MCL 125.4205.

In consideration of the matters described above, and of the mutual benefits and obligations set forth in this agreement, the parties agree as follows:

SECTION ONE.

MUTUAL ASSENT TO EMPLOYMENT

Employer employs, engages and hires Employee to act as Executive Director with the City of Lapeer's Downtown Development Authority, and Employee accepts and agrees to this employment, engagement and hiring.

SECTION TWO.

GOVERNING LAW

This agreement and the employment of employee under the agreement shall be subject to all applicable provisions of the DDA Bylaws and Michigan statute and all amendments to such laws, rules and regulations.

SECTION THREE.

DUTIES OF EMPLOYEE

Employee shall perform all duties imposed on employee as Executive Director by the laws of the State of Michigan and as described in **Exhibit A** hereto and such other duties as DDA Board of Directors from time to time may require of Employee. The Executive Director's employment performance shall be reviewed on an annual basis by the DDA Board of Directors in the month of May of each period of employment.

SECTION FOUR.

PLACE OF EMPLOYMENT

The duties required of employee under this agreement shall be principally rendered at the DDA offices located at 410 W Nepessing St #106, Lapeer, MI 48446, and such other place or places as Employer shall in good faith require or as the interests and needs of Employer shall require.

SECTION FIVE.

EMPLOYMENT

This Agreement shall be effective as of the date first set forth above and shall remain in full force and effect until (i) terminated by the DDA Board, (ii) terminated by Executive Director, or (iii) not renewed by the DDA Board, all as set forth below.

SECTION SIX.

TERM AND TERMINATION

A. Unless sooner terminated in accordance with the terms of this Agreement, the term of this Agreement will be for an initial period of **twenty-four (24) months** from the date of this Agreement (the "Initial Term"). This Agreement will automatically renew for an additional period of twelve (12) months from the last date of the prior term (the "Renewal Term") unless notification is provided in writing by either party not less than sixty (60) days prior to the date of the end of the existing term.

B. This Agreement may be terminated by the Board with cause at any time. The Employer's exercise of its right to terminate under this provision will be without prejudice to any other remedy which the Employer may be entitled to at law, in equity, or under any other provision of this employment agreement. For purposes of this Agreement, "cause" will mean any one or more of the following:

1. A good faith determination by the Employer that the Employee has committed a material breach of any provision, term, condition, or undertaking contained in this Agreement;
2. Commission by Employee of a felony or a crime involving moral turpitude;
3. Commission by Employee of any act that exposes the Employer to any criminal liability for the act of the Employee;
4. Any gross negligence or willful misconduct in the performance of the Employee's duties that results in any detriment to the Employer; or
5. Incompetence.

C. Executive Director's employment is **contractual but** may be terminated for any reason or no reason at all at any time by either party, without cause upon not less than thirty (30) days' prior written notice to the other party. In the event Executive Director's employment is terminated without cause pursuant to the terms and provisions of this Section Six, paragraph C., then the DDA shall cause to be paid to Executive Director a severance payment equal to the number of

unexpired weeks of employment for the remaining period on the contract (the "Severance Payment"). The Severance Payment shall be paid out incrementally over the course of DDA's customary payroll cycles, subject to all applicable taxes and withholdings, and is contingent upon Executive Director tendering to the DDA Board a document executed by Executive Director which unconditionally and effectively releases any and all claims Executive Director may have against the DDA Board, its Directors, Officers, employees, agents, attorneys or assigns, and which is in a form and substance acceptable to the DDA Board.

D. This Employment Agreement supersedes any and all prior employment agreements or amendments thereto between the DDA and Executive Director.

SECTION SEVEN.

INDEMNIFICATION

The DDA shall indemnify Employee to the fullest extent permitted by Michigan law, against all judgments, settlements payments, fines and other reasonable costs and expenses (including other reasonable costs and expenses (including attorney fees) incurred by the Employee in connection with the defense of any action, suit, or proceeding that is brought or threatened which the Employee is a party or otherwise involved because they were or are an employee or agent of the DDA. This right of indemnification shall be in addition to any rights that the Employee may otherwise be entitled to under laws of the State of Michigan.

SECTION EIGHT.

COMPENSATION

Employer shall pay Employee, and employee shall accept from employer, in full payment for Employee's services, compensation at the rate of \$51,185.00 per year. The rate of compensation provided shall be subject to such annual or other adjustments as may be negotiated by the Employer and Employee as allowed per DDA budget. In addition, Employer shall pay Employee additional compensation in the amount of \$690.00 per month for payment of Employee's Section 125 Premium Only Plan. If Employee elects to opt out of the DDA Section 125 Premium Only Plan, this additional compensation shall be discontinued and no longer paid.

SECTION NINE.

OTHER EMPLOYMENT

During the term of this Agreement, Employee shall devote his full time, best efforts, ability, skill and attention exclusively to the furtherance of the best business objectives and interests of the DDA. Notwithstanding the foregoing, the Parties agree that Employee may accept limited consulting, or other business opportunities so long as they do not constitute a conflict of interest with Employee's duties and responsibilities as Executive Director. Employee shall maintain an appropriate work schedule in light of his duties to attend meetings and be available on nights and weekends as needs may dictate.

SECTION TEN.

PERSONAL TIME OFF AND HOLIDAYS; BEREVEMENT

Employee will be entitled to fifteen (15) business days of paid Personal Time off each year during the term of this Agreement, in addition to all regularly observed holidays by the City of Lapeer and its employees unless participation in a DDA hosted or sponsored event is required in furtherance of the Executive Director's duties. Said Personal Time shall not exceed 5 consecutive business days at a time unless approved by the DDA Board in advance. Employee shall exercise his best efforts to obtain advanced mutual agreement with the DDA for the utilization of such Personal Time.

Employee will be entitled to an additional three (3) days leave time for bereavement in the event of the death of an immediate family member and family illness in accordance with those benefits provided by law.

SECTION ELEVEN.

FACILITIES, SUPPLIES AND ASSISTANCE

Employer shall furnish employee, at Employer's expense, with office facilities within the mentioned work premises of the DDA suitable for Employee's performance of duties as Executive Director. Employer shall also provide, at Employer's expense, such supplies, equipment and materials as may be required in the performance of these duties.

SECTION TWELVE.

GENERAL EXPENSES

All reasonable and necessary out-of-pocket expenses of a nonpersonal and generally job-affiliated nature made in connection with completing the duties and responsibilities of employment shall be reimbursed by the Employer to the Employee upon written presentation to the DDA Board of Directors. These expenses may include such items as: mileage, travel, duplication costs, postage, etc. The DDA will be invoiced for all mileage in excess of normal commute within the DDA district. Each invoice shall itemize all expenses related to projects and out of pocket expenses.

SECTION THIRTEEN.

RETURN OF PROPRIETARY INFORMATION

Upon termination of employment, the Executive Director shall return all records, documents, and other written, printed, photographic, or physical materials of any type that belong or pertain to the DDA, including, without limitation, any such proprietary information created by the Executive Director, and shall include computer printouts, lists or documents, DDA files, manuals, drawings, plans, blueprints, specification, calculations, measurements and formulas of any type, billing information, financial information, all such data stored on electronic equipment, and all other documents relating to the DDA in the Executive Director's possession

or under his/her control, and the Executive Director shall not make or retain any copies or extracts, including handwritten summations, of any such documents.

SECTION FOURTEEN.

ARBITRATION

A. In the event of any dispute or claim relating to or arising out, directly or indirectly, of Employee's employment relationship with Employer, this Agreement, or the termination of employment with Employer for any reason (including, but not limited to, any claims of breach of contract, tort, wrongful termination, violation of any law, or unlawful discrimination, harassment or retaliation), Employee and Employer agree that all such disputes shall be fully resolved by private, binding arbitration conducted by the American Arbitration Association ("AAA") before a single arbitrator in Lapeer County, Michigan, under the AAA's Employment Arbitration Rules then in effect, which rules are available online at the AAA's Web site at www.adr.org. The arbitrator shall be a currently licensed attorney with at least five (5) years' experience in employment law in the State of Michigan. This arbitration provision shall apply to any and all claims asserted by Employee against Employer or any of its affiliates, and each of their respective employees, officers, agents, attorneys, owners, directors, and any and all claims against Employer by those entities.

B. The arbitrator shall permit the parties to conduct reasonable discovery and is empowered to award all remedies otherwise available in a court of competent jurisdiction and any judgment rendered by the arbitrator may be entered by any court of competent jurisdiction. The arbitrator shall issue an award in writing and state the essential findings and conclusions on which the award is based. This arbitration agreement shall provide the exclusive remedy of the parties to seek redress of claims, and each party knowingly and voluntarily waives the right to a trial before a judge or jury, and any right he, she, or it might have to seek redress in any other forum, except for the right to file a charge with applicable administrative agencies (including but not limited to the National Labor Relations Board, Equal Employment Opportunity Commission, the Michigan Workers' Compensation Commission or Division of Unemployment Insurance). If Employee still has the right to and chooses to pursue such administrative claim after exhausting all administrative remedies, such claim would be subject to arbitration under this arbitration agreement to the extent permitted by applicable law.

C. In any arbitration conducted under this provision, each party will bear his, her or its own fees, expenses and costs associated with the arbitration; provided, however, that to the extent applicable law requires Employer to pay any of Employee's portion of the fees, expenses and costs of the AAA and the arbitrator to make the arbitration agreement enforceable, Employer will pay or reimburse Employee for such fees, expenses and costs; and provided further, to the extent applicable law provides for the award of reasonable attorney's fees and costs to the prevailing party, the arbitrator may award such fees and costs.

D. If any provision of this arbitration agreement is found to be unenforceable by an arbitrator or court, such provision shall be deemed modified to the extent necessary to allow enforceability of the provision or deleted such that the enforceability of the remaining provisions remain unaffected. If the court or arbitrator declines to modify this arbitration

agreement to render it enforceable, the parties agree to do so. This arbitration agreement shall be interpreted and construed under the Federal Arbitration Act and [citation of statute].

Any claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or forever be barred. The Director waives any limitation periods to the contrary and so consents that this provision is fair and reasonable in all respects. The prevailing party in a dispute under this agreement shall be awarded reasonable and necessary attorney fees and costs.

SECTION FIFTEEN.

MODIFICATION

A modification or waiver of this agreement, or of any covenant, condition or provision of it, shall not be valid unless in writing and executed by the party to be charged.

SECTION SIXTEEN.

SEVERABILITY

Every provision of this Agreement is and will be construed to be a separate and independent covenant. If any provision in this Agreement or the application of the same is, to any extent, found to be invalid or unenforceable, then the remainder of this Agreement or the application of the provision to circumstances other than those to which it is invalid or unenforceable, will not be affected by that invalidity or unenforceability. Each provision in this Agreement will be valid and will be enforced to the extent permitted by law and the parties will negotiate in good faith for such amendments to this Agreement as may be necessary to achieve its intent, notwithstanding such invalidity or unenforceability.

SECTION SEVENTEEN.

ENTIRE AGREEMENT

This written agreement embodies the whole agreement between the parties. There are no inducements, promises, terms, conditions or obligations made or entered into by either employer or employee other than those contained in the agreement.

The parties have executed this agreement at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan the day and year first above written.

EMPLOYER

By: _____
Catherine Bostick
Its: Chairperson, City of Lapeer DDA

EMPLOYEE

By: _____
James Alt

EXHIBIT A

CITY OF LAPEER DOWNTOWN DEVELOPMENT AUTHORITY

JOB DESCRIPTION: EXECUTIVE DIRECTOR

1. Communicate regularly with business and property owners within DDA
2. Collaborate w/ local government relating to DDA
3. Collaborate w/ local community organizations relating to DDA
4. Advocate the mission of the DDA
5. Effective communication of current goals between DDA committees & DDA Board of Directors
6. Develop and organize promotional events & activities with media & marketing
7. Use of marketing plan to create quality image of DDA as premier downtown economic development organization
8. Develop and Implement business retention, expansion and recruitment programs within DDA district
9. Maintain direct contact with business and property owners to promote business investment
10. Maintain direct contact with local government to promote business investment
11. Maintain direct contact with the real estate community to promote business investment
12. Compile and maintain an inventory of available downtown space and market information pertinent to business development and recruitment efforts
13. Research/Apply for economic development grants
14. Collaborate with Business Development Committee to work on retention, expansion and recruitment of downtown businesses
15. Possess and employ specialized knowledge, including interpreting local code and zoning ordinances, to assist investors with real estate projects in the DDA
16. Assist the Board of Directors in developing and prioritizing short and long-term revitalization strategies within the DDA
17. Promote the DDA goals and objectives by speaking at meetings, public hearings and workshops with the City Commission, local governmental agencies and community organizations
18. Administer the daily operations of the DDA in accordance with the goals and objectives adopted by the Board of Directors
19. Allocate and prioritize volunteer, financial and time management resources consistent with the Board of Directors highest prioritized projects and activities
20. Develop and maintain a community outreach program to increase volunteer participation and generate increased community support
21. Implement programming to train and motivate existing volunteers, recruit new volunteers and recognize/reward volunteers for their efforts
22. Utilize the DDA Marketing Plan to educate the community and recruit volunteers
23. Provide guidance and assistance to individual volunteers
24. Collaborate with all DDA committees and subcommittees

25. Employ sound fiscal management policies and practices
26. With the DDA Executive Committee, prepare the annual budget, proposals and recommendations for the Board of Directors' consideration
27. In preparation of the DDA's monthly financial statements, monitor expenses and disbursements in comparison to the DDA's previously approved annual budget
28. Present financial reports and updates of the DDA's financial position at each Board of Directors' meeting
29. Monitor the Tax Increment Financing (TIF) revenues and communicate any changes or pending Tax Tribunal caused reductions with the Board of Directors
30. Make sound proposals regarding budget allocations and/or disbursements to the DDA
31. Establish and maintain operational systems for the DDA corporate office through the use of computer, telecommunications and other equipment.
32. Utilize software for the creation and maintenance of office reports, database management, newsletter and website
33. Develop and maintain systems to track the progress of the DDA
34. Hire, train, and supervise all employees, contractors, and professional consultants and communicate their performance to the Board of Directors
35. Prepare all reports required by local, state and federal governments and agencies
36. Schedule and arrange for all DDA meetings, record and maintain minutes, prepare agendas and facilitate presentations
37. Monitor streetscape and downtown maintenance contracted services, when applicable, and report recommendations of the same as needed



ITEM G-4

To: Lapeer City Commission, Mayor, City Manager and City Attorney
From: Shelley Lincoln, Housing Grant Administrator
Date: October 10, 2023
RE: MSHDA Neighborhood Enhancement Program Round 9 Grant Application

STAFF RECOMMENDATION

Adopt resolution to approve the Housing Department to apply for a MSHDA Neighborhood Enhancement Grant Round 9.

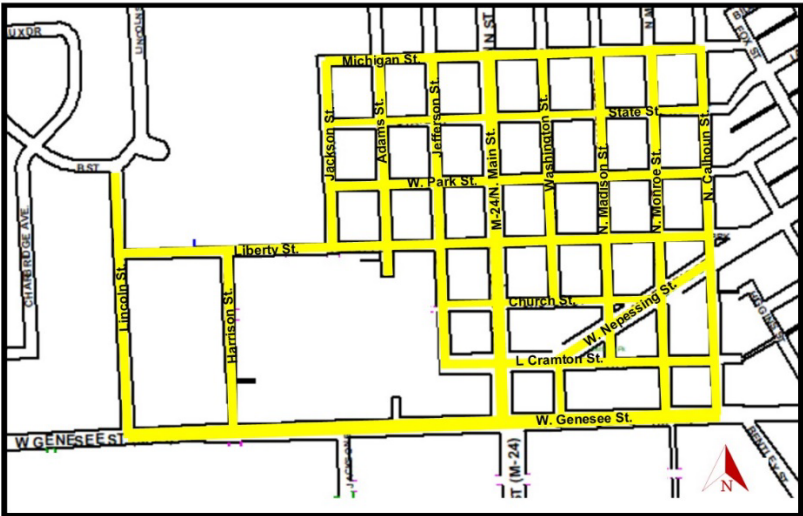
CURRENT OR NEW INFORMATION

This grant is funded through the Michigan State Housing Development Authority (MSHDA) Neighborhood Enhancement Program. Round 9 will focus on the target area (see below) and will provide homeowner exterior rehabilitation options for three or more existing homeowners and one single-family rental. Eligible repairs are roof replacement, cement driveway installation or minor exterior repairs. This grant also will allow for funding to be partnered with the Parks Department for a Public Amenity Enhancement in Annrook Park to rehabilitate the existing trailway.

MSHDA Round 9 Neighborhood Grant Program Application (\$75,000): The below table outlines the funding request breakdown for each NEP component:

Grant Component	Description	Amount from Grant
Component A – Housing Enhancements	Homeowner/Rental exterior repairs – Anticipated 3+ homeowner projects and 1 rental at a project cost of \$9,999	\$37,500
	HOMEOWNERS	
	Income Requirement	Allowable Grant Funds
	120% AMI	Up to \$9,999
	120% AMI	\$10,000+
		Lien Requirements
		5-year/0% interest/100% forgiven mortgage
	RENTAL	
	Tenant 120% AMI	Up to \$10,000 if funding is available
		Rental Owner must match 50% of the total project costs. Lien Required for ALL projects: 5-year/0% interest/100% forgiven mortgage.
Component B – Public Amenity Enhancement	Annrook Park Trailway – Parks Department partnership to fund \$30,000 of the estimated \$100,990 to rehabilitate the trailway.	\$30,000
Component D – Administration	10% administration the Housing Department will receive for administering the grant.	\$7,500
	Total Grant Request	\$75,000

Grant Territory:



Grant terms for this funding are expected to be 5/1/2024 through 12/31/2024. **Resolution requested.**

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

AGENDA ITEM REVIEW

Meeting Date:	October 16, 2023	Date Reviewed:	October 11, 2023
Consent:			
Administrative:	X	Reviewed By:	R. Sanchez, City Clerk
Public Hearing:			

RESOLUTION 2023-30
RESOLUTION TO APPROVE
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA)
NEIGHBORHOOD ENHANCEMENT PROGRAM (NEP)
CITY OF LAPEER HOUSING IMPROVEMENT GRANT APPLICATION

At a regular meeting of the Lapeer City Commission of the City of Lapeer, County of Lapeer, Michigan, held in said City on the 16th day of October 2023 there were:

PRESENT:

ABSENT:

MOVED BY:

SECONDED BY:

WHEREAS, the City of Lapeer is interested in the continuing effort to improve the housing stock and provide affordable housing opportunities for its moderate, low and very low-income residents; and

WHEREAS, the Lapeer City Commission accepts the recommendation of the City of Lapeer Housing Improvement Department to apply for \$75,000 through the Michigan State Housing Development Authority Neighborhood Enhancement Program (NEP) for City of Lapeer Housing Improvement Grant; and

WHEREAS, the Michigan State Housing Development Authority requires a resolution authorizing the submission of the aforementioned grant application; and

WHEREAS, said City Commission authorizes the Mayor to sign the grant application forms, grant agreement and related documents as required by MSHDA and allow the Director of Housing and Neighborhood Development and Grant Administrator to sign related grant documents, financial status reports for payment, and other required reports when allowed by MSHDA as required; and

THEREFORE, BE IT RESOLVED that the Lapeer City Commission authorizes the City of Lapeer Housing Improvement Department to submit the application for funding through the Michigan State Housing Development Authority's Neighborhood Enhancement Program for a City of Lapeer Housing Improvement Grant, authorizes the Mayor to sign grant application forms, grant agreement and related documents, and allow the Director of Housing and Neighborhood Development and Grant Administrator to sign related grant documents, financial status reports for payment, and other required reports when allowed by MSHDA as required on behalf of the City of Lapeer.

AYES:

NAYES:

ABSTAIN:

ABSENT:

MOTION CARRIED. RESOLUTION DECLARED ADOPTED.

CERTIFICATION:

I, Romona Sanchez, being the duly appointed and qualified City Clerk of the City of Lapeer, Lapeer, County, Michigan, do hereby certify and declare that the foregoing is a true and correct copy of the resolution adopted by the Lapeer City Commission at a regular meeting held on October 16, 2023.

Romona Sanchez, CMC
City Clerk, City of Lapeer



ITEM G-5

To: Mike Womack, City Manager
From: Jeff Graham, Director of Public Services
Date: October 11, 2023
RE: CIP for Local and Major Streets

STAFF RECOMMENDATION

I recommend that the City Commission approve the milling and filling of East St. and Monroe St. as shown in the attached maps. (Listed in CIP for #22490 #22500)

While these projects were originally proposed in the Lapeer Roadway Asset Management plan as a scrub seal and Micro seal, I believe that they would be better served with a more intense mill and fill. By bundling/packaging this project with the Rec Center paving project, we're able to get a favorable price. The Monroe St. project (on either side of the new bridge) is for \$42,950.00, the East St. proposal is for \$29,330.00

CURRENT OR NEW INFORMATION

The Department of Public Works is requesting permission to use money that is set aside for local and major streets through CIP to mill and fill 2-inch of HMA asphalt on (major street East St) and (local street Monroe)([see attached pages for maps of projects.](#))

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

AGENDA ITEM REVIEW

Meeting Date:	October 16, 2023	Date Reviewed:	October 11, 2023
Consent:			
Administrative:	X	Reviewed By:	R. Sanchez, City Clerk
Public Hearing:			



8 Mountain Drive Imlay City, MI 48444
Phone: (810) 721-2600
Fax: (810) 721-2626
www.priehspaving.com

Proposal

October 9, 2023

City of Lapeer
217 Bentley Street
Lapeer, MI 48446

Phone# 810-664-4711

Attn: Ross Slusher, Streets Crew Leader

RE: S. Monroe St (S of M-21 and N. of bridge and S. of Bridge to Railroad crossing) Mill and Resurface

T.G. Priehs Paving Co. respectfully submits the following proposal for your review. Our bid includes the following items only:

1. Cold mill existing asphalt pavement 2" deep.
2. Clean milled surface.
3. Apply bond coat to milled surface.
4. Furnish and install 2 inches of 13A asphalt.
5. Clean up all job-related debris.

**TOTAL PROJECT COST \$ 42,950.00
(Based on approximately 1,860 Syd see provided sketch)**

Notes:

1. Does not include permits, bonds, inspection fees.
2. City to Adjust any structures in pavement area as needed.
3. City to perform any concrete walk / drive removal and replacements prior to asphalt work if needed.

This proposal is to become an integral part of any and all future contracts involving this project. T.G. Priehs Paving Co. may withdraw or amend this proposal if not accepted within thirty (30) days. Thank you for the opportunity to offer a proposal on this project. If you have any questions, please call 810-721-2600.

Scott C. Dickerson, P.E.
T.G. Priehs Paving Co.

Accepted By: _____
Date: _____

S. Monroe Street

Legend

Match new
asphalt from
bridge project

Proposed 2" mill
and 2" asphalt

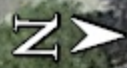
S Monroe St

S Monroe St

S Monroe St

S Monroe St

Old M-21





8 Mountain Drive Imlay City, MI 48444
Phone: (810) 721-2600
Fax: (810) 721-2626
www.priehspaving.com

Proposal

October 9, 2023

City of Lapeer
217 Bentley Street
Lapeer, MI 48446

Phone# 810-664-4711

Attn: Ross Slusher, Streets Crew Leader

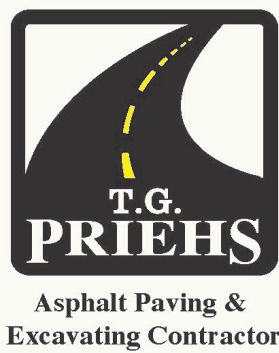
RE: East St Mill and Resurface (see attached sketch)

T.G. Priehs Paving Co. respectfully submits the following proposal for your review. Our bid includes the following items only:

1. Cold mill existing asphalt pavement 2" deep.
2. Clean milled surface.
3. Apply bond coat to milled surface.
4. Furnish and install 2 inches of 13A asphalt.
5. Clean up all job-related debris.

TOTAL BASE PROJECT COST \$ 17,750.00
(Based on approximately 550 Syd)

Optional Additional area\$ 11,580.00
(Based on approximately 477 Syd)



8 Mountain Drive Imlay City, MI 48444
Phone: (810) 721-2600
Fax: (810) 721-2626
www.priehspaving.com

Notes:

1. Does not include permits, bonds, inspection fees.
2. City to Adjust any structures in pavement area as needed.
3. City to perform any concrete walk / drive removal and replacements prior to asphalt work if needed.
4. City to provide traffic control items on M-24.

This proposal is to become an integral part of any and all future contracts involving this project. T.G. Priehs Paving Co. may withdraw or amend this proposal if not accepted within thirty (30) days. Thank you for the opportunity to offer a proposal on this project. If you have any questions, please call 810-721-2600.

Scott C. Dickerson, P.E.
T.G. Priehs Paving Co.

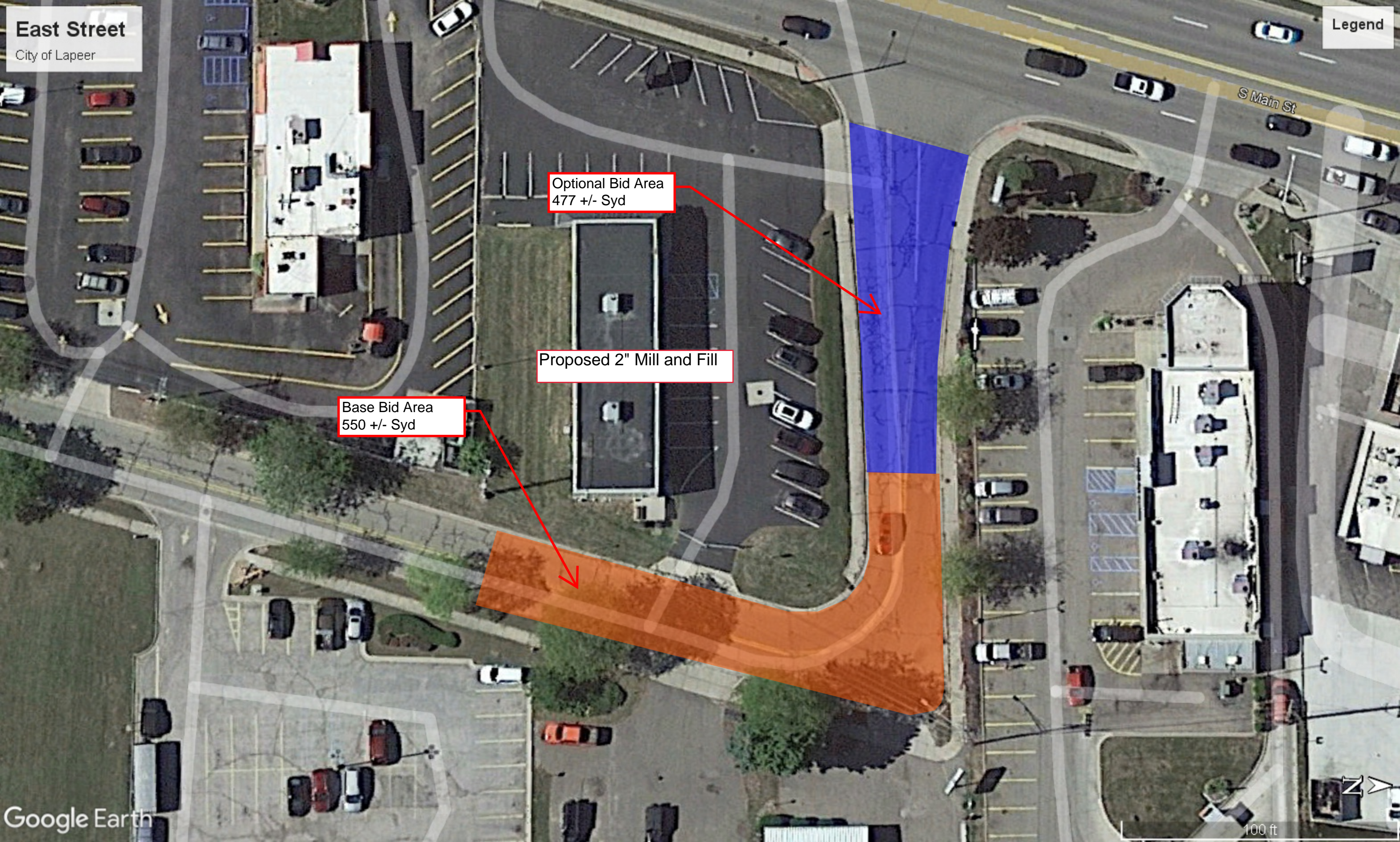
Accepted By: _____
Date: _____

S Main St

Optional Bid Area
477 +/- Syd

Proposed 2" Mill and Fill

Base Bid Area
550 +/- Syd



Capital Improvement Project
FY23/24 through FY28/29

PROJECT # 22490

PROJECT NAME: Scrub Seal w/ Micro Seal Top Coat - Local Streets

Category:	Local Streets	Location:	City-Wide	Start Date:	July 2023
Department:	DPW-LOCAL STS	Address:		Priority:	High

Project Description:

Scrub Seal w/ Micro Seal Top Coat Project - developed within the City of Lapeer Roadway Asset Management Plan dated December 2018.

Project Justification:

The City's Street Asset Management Plan December 2018 edition recommends the Scrub Seal w/ Micro Seal project.

Funding Sources	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	Total
Local Street Fund	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000
Total	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000

Expense Type	Account #	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	Total
Construction	203-463-974.000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000
Total		\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000

Capital Improvement Project
FY23/24 through FY28/29

PROJECT # 22500

PROJECT NAME: Scrub Seal w/ Micro Seal Top Coat - Major Streets

Category:	Major Streets	Location:	City-Wide	Start Date:	July 2023
Department:	DPW-MAJOR STS	Address:		Priority:	High

Project Description:

Scrub seal w/ micro seal top coat project - as developed within the City of Lapeer Roadway Asset Management Plan dated December 2018.

Project Justification:

The City's Street Asset Management Plan CIP December 2018 edition recommends for the Scrub Seal w/ Micro Seal Project.

Funding Sources	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	Total
Major Street Fund (Act 51)	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000
Total	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000

Expense Type	Account #	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	Total
Construction	202-463-974.000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000
Total		\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000



ITEM G-5

To: City Commission
From: Mike Womack, City Manager
Date: October 11, 2023
RE: West Genesee St. road-diet proposal.

STAFF RECOMMENDATION

I recommend that the City Commission discuss and approve the proposed road-diet for West Genesee St. from the current 4 lanes down to 3 lanes with a portion dedicated to bicycle use.

CURRENT OR NEW INFORMATION

Staff have worked with Spicer Engineering on developing rough plans for the modification of the currently existing 4 lane part of West Genesee St. that is being worked on as part of the water main project down to 3 lanes for motor vehicles and an additional area for on-street bicycle traffic. Additionally, the plan will include two new pedestrian crossings north-south over West Genesee St. The construction plans are not final, but due to the time crunch, I am asking the City Commission to authorize me to approve final construction plans with Spicer Engineering.

While the increased bicycle and pedestrian connectivity is a wonderful added benefit to this change and will strongly encourage that type of travel in this corridor, it is ultimately an added benefit to the increased safety provided to motorists by this change. By reducing the number of lanes to three, the lane size will widen for easier driving for larger vehicles, it will reduce the variability of left hand turns, it will reduce the chances of the inside lanes having a head-on collision, and it creates a much more accessible area for emergency vehicles to travel within or by straddling the empty center lane. According to MDOT traffic numbers and standards, we should see no significant increase in traffic backups.

While the bicycle lane on the street is not ideal, it's a good long-term solution until the City is able to build the second pedestrian bridge and extend the existing walkway to connect with the sidewalk on the east side of West Genesee St. It should be noted that the sidewalk on the north side of the road is also being made ADA compliant as part of the watermain project, increasing pedestrian access throughout the area. The two new north-south pedestrian crossings over the street will make both the northern sidewalk and southern walkway easily accessible from either side.

BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION

AGENDA ITEM REVIEW

Meeting Date:	October 16, 2023	Date Reviewed:	October 12, 2023
Consent:			
Administrative:	X	Reviewed By:	R. Sanchez, City Clerk
Public Hearing:			

From: [Szaroletta, Sam J.](#)
To: [Mike Womack](#)
Cc:
Subject: Lapeer CDBG - Genesee St. Pavement Marking Plan
Date: Thursday, October 12, 2023 2:32:32 PM
Attachments: [Genesee Pavt Mrkg Signing_20231010.pdf](#)

Mike,

Please find attached, our preliminary draft of the pavement marking plan for the W. Genesee St. corridor.

To summarize the proposed changes:

- Currently four (4), 10-ft wide lanes to be revised to three (3), 12-ft wide lanes with one (1), 4-ft wide bike lane.
 - Our proposed changes would widen each lane to 12-ft. There will be one east bound lane, one west bound lane, and a bidirectional left hand turning lane.
 - The traffic counts in this corridor are within the recommended range to preform this “road diet” plan and congestion in the corridor should not be affected.
- Addition of two pedestrian crossings.
 - New crossing approximately 200-ft west of Village Dr. North.
 - New crossing just east of Suzanne Dr.
- Addition of a dedicated bike lane on the south side of the road intended to provide access from the existing mixed-use path to Suzanne Dr.
 - This path will connect the pedestrian crossings from west of Village Dr. North to Suzanne Dr.

Please note that the attached draft will have a few minor revisions in the details of the plan. The changes are minor and will detail out the ADA ramps at each location along with a few other miscellaneous changes to the proposed signs and pavement markings.

If you have any questions, please let me know.

Thank you,

Sam Szaroletta, P.E. | Project Manager

SPICER GROUP, INC.

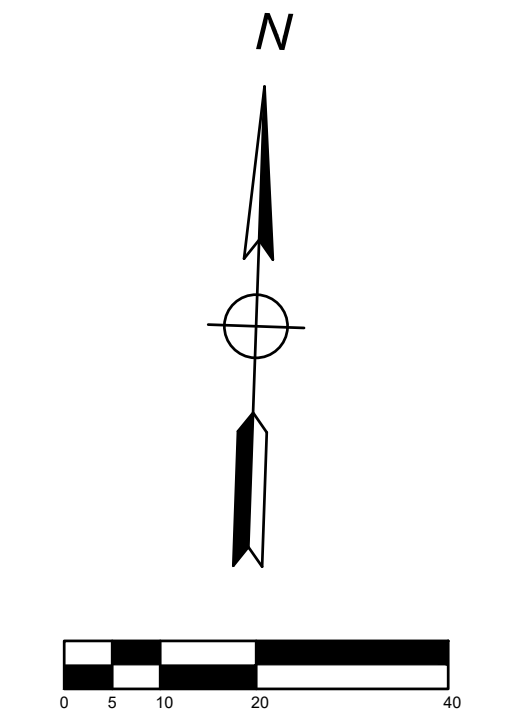
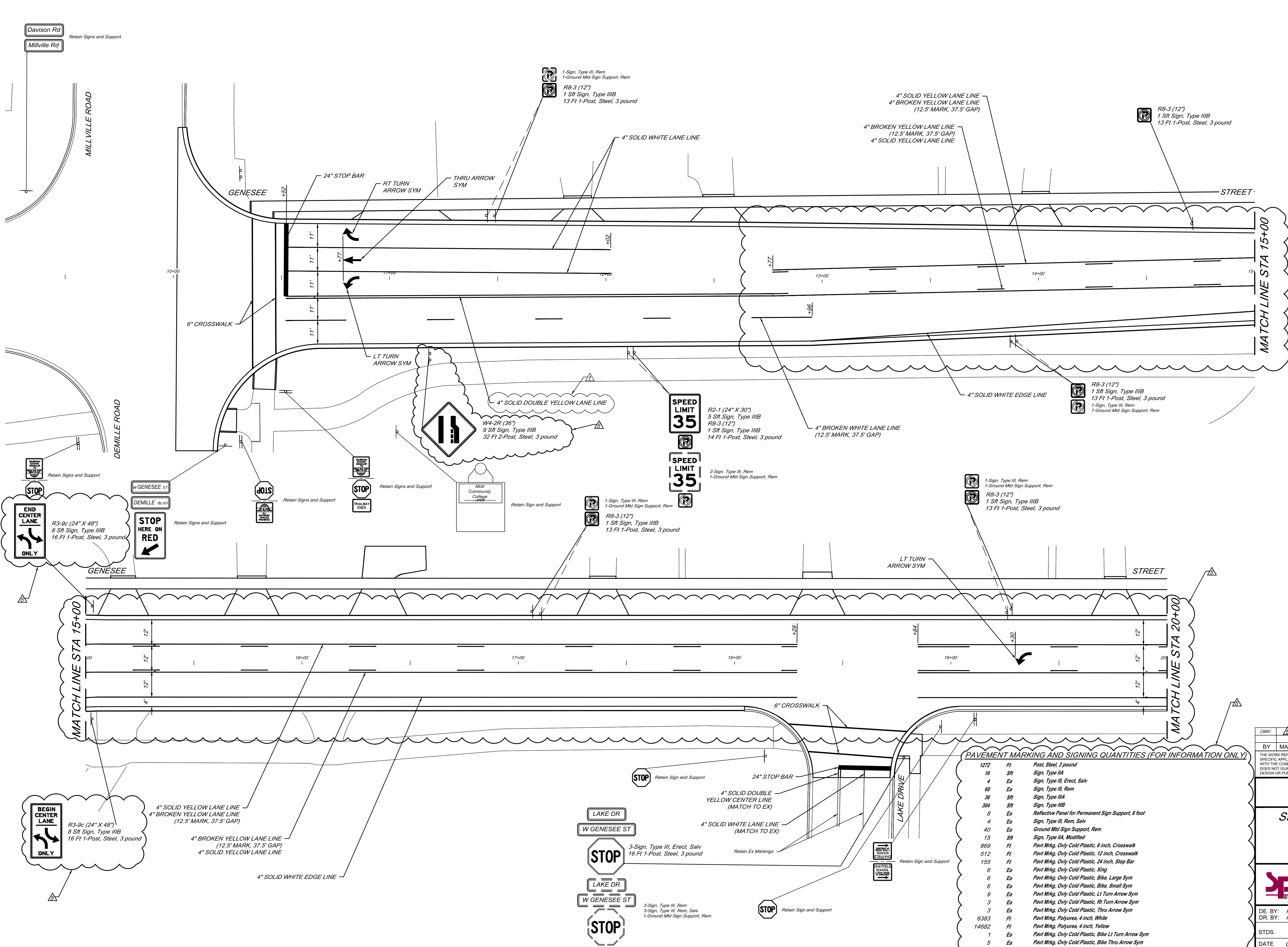
Office: 989-921-5541 | Cell: 402-332-7754

www.spicergroup.com

Stronger. Safer. Smarter. *Spicer.*

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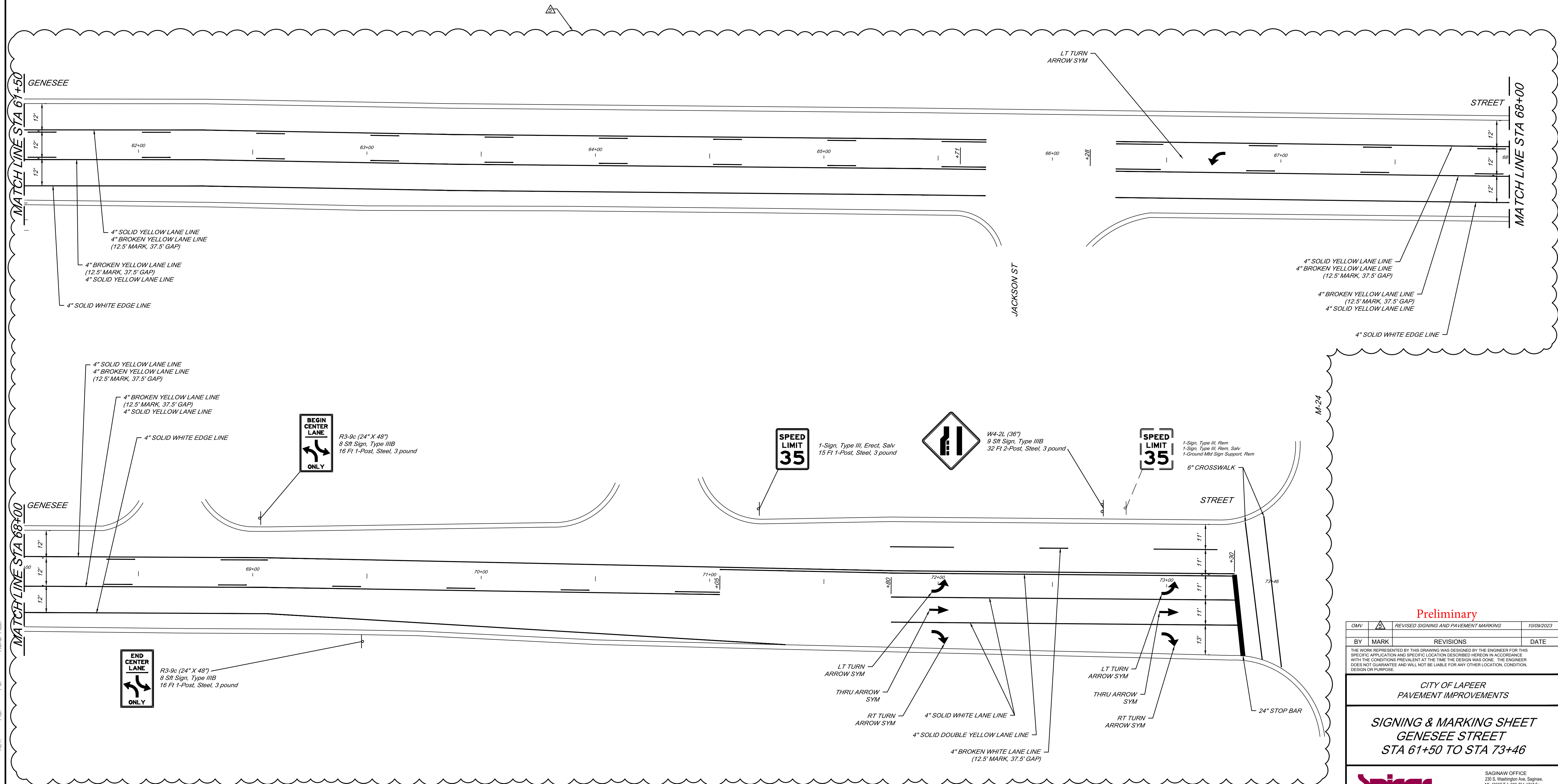
RET. F.B. PG. ACAD FILE. PLOTTING SCALE:





SECTION 6
T7N, R10E
CITY OF LAPEER
LAPEER COUNTY, MICHIGAN

PAVEMENT MARKING AND SIGNING QUANTITIES (FOR INFORMATION ONLY)		
1272	Fl	Post, Steel, 3 pound
16	Sft	Sign, Type IIA
4	Ea	Sign, Type III, Erect, Salv
60	Ea	Sign, Type III, Rem
36	Sft	Sign, Type IIIA
304	Sft	Sign, Type IIIB
8	Ea	Reflective Panel for Permanent Sign Support, 6 foot
4	Ea	Sign, Type III, Rem, Salv
40	Ea	Ground Mtd Sign Support, Rem
15	Sft	Sign, Type IIA, Modified
869	Fl	Pavt Mrg, Only Cold Plastic, 6 inch, Crosswalk
512	Fl	Pavt Mrg, Only Cold Plastic, 12 inch, Crosswalk
155	Fl	Pavt Mrg, Only Cold Plastic, 24 inch, Stop Bar
6	Ea	Pavt Mrg, Only Cold Plastic, Xing
6	Ea	Pavt Mrg, Only Cold Plastic, Bike, Large Sym
6	Ea	Pavt Mrg, Only Cold Plastic, Bike, Small Sym
9	Ea	Pavt Mrg, Only Cold Plastic, Lt Turn Arrow Sym
3	Ea	Pavt Mrg, Only Cold Plastic, Rt Turn Arrow Sym
3	Ea	Pavt Mrg, Only Cold Plastic, Thru Arrow Sym
6383	Fl	Pavt Mrg, Polyurea, 4 inch, White
14682	Fl	Pavt Mrg, Polyurea, 4 inch, Yellow
1	Ea	Pavt Mrg, Only Cold Plastic, Bike Lt Turn Arrow Sym
5	Ea	Pavt Mrg, Only Cold Plastic, Bike Thru Arrow Sym

Preliminary		
OMV	REVISED SIGNING AND PAVEMENT MARKING	10/09/2023
BY	MARK	REVISIONS
		DATE
THE WORK REPRESENTED BY THIS DRAWING WAS DESIGNED BY THE ENGINEER FOR THIS SPECIFIC APPLICATION AND SPECIFIC LOCATION DESCRIBED HEREON IN ACCORDANCE WITH THE CONDITIONS PREVALENT AT THE TIME THE DESIGN WAS DONE. THE ENGINEER DOES NOT GUARANTEE AND WILL NOT BE LIABLE FOR ANY OTHER LOCATION, CONDITION, DESIGN OR PURPOSE.		
CITY OF LAPEER PAVEMENT IMPROVEMENTS		
SIGNING & MARKING SHEET GENESEE STREET STA 10+01.7 (POB) TO STA 20+00		
SAGINAW OFFICE: 230 S. Washington Ave. Saginaw, MI 48607 Tel: 989-754-4117 Fax: 989-754-4440 www.SpicerGroup.com		
DE. BY: KIP	CH. BY: MGN	PROJECT NO. 132211SG2022
DR. BY: KIP	APP. BY: MGN	
STDS.	SHEET 46 OF 52	
DATE OCTOBER, 2023	FILE NO. DP-3177-35	
SCALE 1" = 20'		



Preliminary

OMV		REVISED SIGNING AND PAVEMENT MARKING	10/08/2023
BY	MARK	REVISIONS	DATE
<p>THE WORK REPRESENTED BY THIS DRAWING WAS DESIGNED BY THE ENGINEER FOR THIS SPECIFIC APPLICATION AND SPECIFIC LOCATION DESCRIBED HEREON IN ACCORDANCE WITH THE CONDITIONS PREVALENT AT THE TIME THE DESIGN WAS DONE. THE ENGINEER DOES NOT GUARANTEE AND WILL NOT BE LIABLE FOR ANY OTHER LOCATION, CONDITION, DESIGN OR PURPOSE.</p>			
<p style="text-align: center;"><i>CITY OF LAPEER PAVEMENT IMPROVEMENTS</i></p>			
<p style="text-align: center;">SIGNING & MARKING SHEET GENESEE STREET STA 61+50 TO STA 73+46</p>			
		<p>SAGINAW OFFICE 238 S. Washington Ave. Saginaw, MI 48607 Tel. 989-754-4717 Fax. 989-754-4440 www.SpicerGroup.com</p>	
DE. BY:	KIP	CH. BY:	PROJECT NO.
DR. BY:	KIP	APP. BY:	132211SG2022
STDS.		SHEET 51 OF 52	
DATE SCALE		FILE NO.	
OCTOBER, 2023 1" = 20'		DP-3177-39	



ITEM J-1

To: Mayor and City Commission
Date: October 11, 2023
RE: Board & Commission Appointments

MAYORAL APPOINTMENT

BOARD OR COMMISSION	MEMBER NAME	CURRENT TERM EXPIRES	TERM LENGTH	NEW TERM EXPIRATION	COMMENTS Re: STATUS
Cemetery Board	Vacancy	Apr 1, 2028	5 Year		Awaiting Recommendation
County Center Board	Vacancy	Jan 1, 2024	1 Year		Awaiting Recommendation
Downtown Development Authority	Vacancy	Jan 1, 2027	4 Year		Awaiting Recommendation

COMMISSION APPOINTMENTS

BOARD OR COMMISSION	MEMBER NAME	EXPIRATION	TERM LENGTH	NEW TERM EXPIRATION	COMMENTS Re: STATUS
Center for the Arts of Greater Lapeer	Vacancy	Oct 1, 2026	3 Year		Awaiting Recommendation
Income Tax Board of Review	Vacancy Catherine Bostick-Tullius	Dec 1, 2024 Dec 1, 2023	3 Year 3 Year	Dec 1, 2026	Awaiting Recommendation Recommend Reappointment
Local Officers Compensation Commission	Vacancy Vacancy Troy Bostick-Tullius	Oct 1, 2026 Oct 1, 2027 Oct 1, 2023	5 Year 5 Year 5 Year	Oct 1, 2028	Awaiting Recommendation Recommend Reappointment
Prison Liaison Committee	Vacancy	Apr 1, 2025	3 Year		Awaiting Recommendation

AGENDA ITEM REVIEW

Meeting Date: October 16, 2023
Consent:
Administrative: X
Public Hearing:

Date Reviewed: October 11, 2023
Reviewed By: R. Sanchez, City Clerk

From: [Troy Bostick-Tullius](#)
To: [Romona Sanchez](#)
Subject: Re: Local Officials Compensation Commission Term
Date: Thursday, September 28, 2023 6:32:10 PM

Romana.

I am sorry I did not reply. We were on vacation and this email just came through today at 435 pm. I don't know what is going on with the emails. I have not been getting emails. The last thing I received was the packet in the mail. I would like to be on it yes. I do work Monday thru Friday 7-330 so I do not get back in the area until 440pm daily. I could always take a few hours off if I can just need to know ahead of time just to make sure I can do so. You can always get me by phone as well.

Thanks so much
Troy Bostick-Tullius
[REDACTED]

Sent from my iPhone

On Sep 28, 2023, at 4:35 PM, Romona Sanchez <rsanchez@ci.lapeer.mi.us> wrote:

Did you want to renew your term on the LOCC?

Romona

<!--[if !vml]-->
<image003.png>
<!--[endif]--> **Romona Sanchez**

City Clerk
576 Liberty Park, Lapeer, MI 48446
810 – 245 – 4218
<https://www.ci.lapeer.mi.us/>

From: Romona Sanchez
Sent: Thursday, September 7, 2023 2:36 PM
To: [REDACTED]
Subject: Local Officials Compensation Commission Term

Troy,

Your term on the Local Official Compensation Commission will be expiring on October 1, 2023. At this time, we would like to know if you would like

to renew your term for another 5 years?

Please, respond to this email and let me know, before September 15, 2023, either way. If we do not hear from you by that date, we will assume that you are no longer interested in serving on this commission.

Thank you, and please let me know if you should have any questions.

Romona

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

<image004.png>

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

City Clerk

576 Liberty Park, Lapeer, MI 48446

810 – 245 – 4218

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

From: [Catherine Bostick](#)
To: [Laura Dorner](#)
Cc: [Romona Sanchez](#)
Subject: RE: income tax board of review
Date: Wednesday, October 11, 2023 3:17:04 PM
Attachments: [image001.png](#)
[image002.png](#)

Laura,

I apologize. I must have missed the email. Yes, I am willing to continue to be on the income tax review board.

Catherine

Law Office of Catherine Bostick
624 W. Nepessing Street, Ste 101
Lapeer, Michigan 48446
(810) 667-3217 wk# (810) 667-5284 fax#
catherinebostick@sbcglobal.net
catherinebostick-attorney.com

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624 W. Nepessing Street, Suite 101, Lapeer, Michigan 48446
Phone: (810) 667-3217 Fax: (810) 667-5284

From: Laura Dorner <ldorner@ci.lapeer.mi.us>
Sent: Wednesday, October 11, 2023 10:47 AM
To: Catherine Bostick <cbostick@catherinebostick-attorney.com>
Cc: Romona Sanchez <rsanchez@ci.lapeer.mi.us>
Subject: income tax board of review

Good morning Catherine

I emailed you the end of September to see if you would be interested in renewing your term on the income tax board of review.

Your term is up in December.

Please let me know.

Thank you

Laura Dorner

Income Tax Administrator

Income Tax Division

576 Liberty Park, Lapeer, MI 48446

810 – 667 – 7155

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

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ITEM K-1

To: Mayor and City Commission
Date: October 11, 2023
RE: MONTHLY OPERATIONAL REPORTS

CITY DEPARTMENTS:

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

AGENDA ITEM REVIEW

Meeting Date: October 16, 2023

Date Reviewed: October 11, 2023

Reviewed By: R. Sanchez, City Clerk

Monthly Rental Certificates

10/10/2023

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

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
322 JACOB RIDGE	CLEAR VIEW MHC HOLDINGS	CR23-0158	Certified	10/09/2023	10/09/2025	206.00
334 DECOY LN	CLEAR VIEW MHC HOLDINGS	CR23-0159	Certified	10/09/2023	10/09/2025	206.00
282 JACQUALYN DR	CLEAR VIEW MHC HOLDINGS	CR23-0170	Certified	10/09/2023	10/09/2025	206.00
284 JACQUALYN DR	CLEAR VIEW MHC HOLDINGS	CR23-0171	Certified	10/09/2023	10/09/2025	206.00
195 JACOB RIDGE	CLEAR VIEW MHC HOLDINGS	CR23-0178	Certified	10/09/2023	10/09/2025	206.00
1246 W OREGON ST	MOORE, BRIAN & DORA	CR23-0247	Certified	09/15/2023	02/10/2025	206.00
39 S COURT ST C	ZOCK, DERRICK	CR23-0476	Certified	09/18/2023	05/04/2025	121.00
604 N CALHOUN ST	COREY, CARTER J & JUDY L	CR23-0906	Certified	09/20/2023	08/13/2025	125.00
444 LAW ST	COREY, CARTER J & JUDY L	CR23-0907	Certified	09/20/2023	08/13/2025	40.00
446 LAW ST	COREY, CARTER J & JUDY L	CR23-0908	Certified	09/20/2023	08/13/2025	40.00
646 N MADISON ST	COREY, CARTER & JUDY L	CR23-0909	Certified	09/20/2023	08/13/2025	125.00
646 N MADISON ST 1/2	COREY, CARTER & JUDY L	CR23-0910	Certified	09/20/2023	08/13/2025	40.00
1721 RALEIGH AVE 1	LAPEER PLACE APARTMENTS	CR23-0917	Certified	09/15/2023	08/03/2025	285.00
1721 RALEIGH AVE 3	LAPEER PLACE APARTMENTS	CR23-0919	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 4	LAPEER PLACE APARTMENTS	CR23-0920	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 5	LAPEER PLACE APARTMENTS	CR23-0921	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 7	LAPEER PLACE APARTMENTS	CR23-0923	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 8	LAPEER PLACE APARTMENTS	CR23-0924	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 9	LAPEER PLACE APARTMENTS	CR23-0925	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 10	LAPEER PLACE APARTMENTS	CR23-0926	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 11	LAPEER PLACE APARTMENTS	CR23-0927	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 12	LAPEER PLACE APARTMENTS	CR23-0928	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 13	LAPEER PLACE APARTMENTS	CR23-0929	Certified	09/15/2023	08/03/2025	40.00

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
1721 RALEIGH AVE 14	LAPEER PLACE APARTMENTS	CR23-0930	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 15	LAPEER PLACE APARTMENTS	CR23-0931	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 16	LAPEER PLACE APARTMENTS	CR23-0932	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 18	LAPEER PLACE APARTMENTS	CR23-0934	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 20	LAPEER PLACE APARTMENTS	CR23-0936	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 21	LAPEER PLACE APARTMENTS	CR23-0937	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 22	LAPEER PLACE APARTMENTS	CR23-0938	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 23	LAPEER PLACE APARTMENTS	CR23-0939	Certified	09/15/2023	08/03/2025	40.00
1721 RALEIGH AVE 24	LAPEER PLACE APARTMENTS	CR23-0940	Certified	09/15/2023	08/03/2025	40.00
1752 RALEIGH AVE 1	LAPEER PLACE APARTMENTS	CR23-0941	Certified	09/15/2023	08/03/2025	285.00
1752 RALEIGH AVE 2	LAPEER PLACE APARTMENTS	CR23-0942	Certified	09/15/2023	08/03/2025	40.00
1752 RALEIGH AVE 3	LAPEER PLACE APARTMENTS	CR23-0943	Certified	09/15/2023	08/03/2025	40.00
1752 RALEIGH AVE 6	LAPEER PLACE APARTMENTS	CR23-0946	Certified	09/15/2023	08/03/2025	40.00
1752 RALEIGH AVE 7	LAPEER PLACE APARTMENTS	CR23-0947	Certified	09/15/2023	08/03/2025	40.00
1752 RALEIGH AVE 8	LAPEER PLACE APARTMENTS	CR23-0948	Certified	09/15/2023	08/03/2025	40.00
1885 RALEIGH AVE 1	LAPEER PLACE APARTMENTS	CR23-1013	Certified	09/18/2023	08/03/2025	285.00
1885 RALEIGH AVE 2	LAPEER PLACE APARTMENTS	CR23-1014	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 3	LAPEER PLACE APARTMENTS	CR23-1015	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 5	LAPEER PLACE APARTMENTS	CR23-1017	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 8	LAPEER PLACE APARTMENTS	CR23-1020	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 9	LAPEER PLACE APARTMENTS	CR23-1021	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 10	LAPEER PLACE APARTMENTS	CR23-1022	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 11	LAPEER PLACE APARTMENTS	CR23-1023	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 12	LAPEER PLACE APARTMENTS	CR23-1024	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 13	LAPEER PLACE APARTMENTS	CR23-1025	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 14	LAPEER PLACE APARTMENTS	CR23-1026	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 16	LAPEER PLACE APARTMENTS	CR23-1028	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 17	LAPEER PLACE APARTMENTS	CR23-1029	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 18	LAPEER PLACE APARTMENTS	CR23-1030	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 19	LAPEER PLACE APARTMENTS	CR23-1031	Certified	09/18/2023	08/03/2025	40.00

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
1885 RALEIGH AVE 20	LAPEER PLACE APARTMENTS	CR23-1032	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 21	LAPEER PLACE APARTMENTS	CR23-1033	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 22	LAPEER PLACE APARTMENTS	CR23-1034	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 23	LAPEER PLACE APARTMENTS	CR23-1035	Certified	09/18/2023	08/03/2025	40.00
1885 RALEIGH AVE 24	LAPEER PLACE APARTMENTS	CR23-1036	Certified	09/18/2023	08/03/2025	40.00
137 NORTH ST	MALLIA, EUGENE A & CAROL	CR23-1060	Certified	09/18/2023	06/21/2025	227.50
143 NORTH ST	MALLIA, EUGENE A & CAROL	CR23-1061	Certified	09/18/2023	06/21/2025	60.00
24 E PARK ST 1	JBS BUILDING MAINTANCE L	CR23-1067	Certified	09/20/2023	09/18/2025	165.00
24 E PARK ST 3	JBS BUILDING MAINTANCE L	CR23-1068	Certified	09/20/2023	09/18/2025	40.00
24 E PARK ST 4	JBS BUILDING MAINTANCE L	CR23-1069	Certified	09/20/2023	09/18/2025	40.00
30 E PARK ST	JBS BUILDING MAINTANCE L	CR23-1073	Certified	09/19/2023	09/18/2025	40.00
120 POPE ST 1	HAUXWELL, ROBERT & LESLI	CR23-1074	Certified	09/27/2023	07/24/2025	125.00
120 POPE ST 2	HAUXWELL, ROBERT & LESLI	CR23-1075	Certified	09/27/2023	07/24/2025	40.00
53 BENTLEY ST 1	REES, BRUCE P	CR23-1076	Certified	09/20/2023	09/01/2025	125.00
53 BENTLEY ST 3	REES, BRUCE P	CR23-1077	Certified	09/20/2023	09/01/2025	40.00
74 MILL ST	MURRAY, NICHOLAS & CAPIN	CR23-1101	Certified	10/02/2023	09/25/2025	125.00
1125 W PARK ST	ETC HOLDINGS LLC	CR23-1102	Certified	10/03/2023	09/19/2025	125.00

Total # of Certificates:70

Total Amount Billed:\$5454.50

Population: All Records

Certificate Date Issued Between 9/14/2023 12:00:00 AM AND 10/9/2023 11:59:59 PM AND

Certificate CertType = Rental AND

Certificate Status = Certified

Permit Summary Report

10/10/23

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

DATE ISSUED	PERMIT TYPE	PERMIT CATEGORY	ADDRESS	FEES PAID	STATUS
09/22/2023	Building	Commercial, Add/Alter/Repair	87 S ELM ST	\$825.00	ISSUED
09/20/2023	Building	Residential Add/Alter/Repair	379 WILDFLOWER LN	\$262.00	ISSUED
10/05/2023	Building	Single Family Home	1438 LINCOLN ST	\$968.00	ISSUED
10/05/2023	Building	Single Family Home	1440 LINCOLN ST	\$968.00	ISSUED
10/05/2023	Building	Single Family Home	1442 LINCOLN ST	\$968.00	ISSUED
10/05/2023	Building	Single Family Home	1444 LINCOLN ST	\$968.00	ISSUED
09/13/2023	Building	Sign	1177 S MAIN ST	\$277.00	ISSUED
09/18/2023	Building	Residential Add/Alter/Repair	3127 W OREGON ST	\$262.00	ISSUED
09/19/2023	Building	Roof	825 S MAIN ST	\$277.00	ISSUED
10/02/2023	Building	Roof	55 W NEPESSING ST	\$277.00	ISSUED
10/03/2023	Building	Window Replacement	642 ROLLING HILLS LN	\$181.00	ISSUED
10/04/2023	Building	Window Replacement	624 WASHINGTON ST	\$181.00	ISSUED
09/20/2023	Electrical	Electrical	700 S MAIN ST STE 109	\$171.00	ISSUED
09/13/2023	Electrical	Electrical	255 CLAY ST	\$231.00	ISSUED
09/22/2023	Electrical	Electrical	579 E GENESEE ST	\$296.00	ISSUED
09/25/2023	Electrical	Electrical	877 S MAIN ST	\$281.00	ISSUED
09/25/2023	Electrical	Electrical	700 S MAIN ST STE 109	\$285.00	ISSUED
09/27/2023	Electrical	Electrical	285 HARRISON ST	\$105.00	ISSUED
09/28/2023	Electrical	Electrical	87 S ELM ST	\$222.00	ISSUED
09/28/2023	Electrical	Electrical	404 DEVONSHIRE DR	\$114.00	ISSUED
09/28/2023	Electrical	Electrical	356 DEVONSHIRE DR	\$99.00	ISSUED
10/09/2023	Electrical	Electrical	1880 DEMILLE RD	\$295.00	ISSUED
09/14/2023	Mechanical	Mechanical	412 ADAMS ST	\$194.00	ISSUED
09/20/2023	Mechanical	Mechanical	2136 VILLAGE WEST DR	\$217.00	ISSUED
09/25/2023	Mechanical	Mechanical	1190 RUTHERFORD ST	\$162.00	ISSUED
09/25/2023	Mechanical	Mechanical	1110 LANCASTER ST	\$162.00	ISSUED
09/27/2023	Mechanical	Mechanical	828 W OREGON ST	\$185.00	ISSUED
09/27/2023	Mechanical	Mechanical	285 HARRISON ST	\$105.00	ISSUED
10/04/2023	Mechanical	Mechanical	646 N MADISON ST	\$90.00	ISSUED

Permit Summary Report

10/10/23

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

DATE ISSUED	PERMIT TYPE	PERMIT CATEGORY	ADDRESS	FEES PAID	STATUS
09/20/2023	Plumbing	Plumbing	379 WILDFLOWER LN	\$99.00	ISSUED
09/13/2023	Plumbing	Plumbing	579 E GENESEE ST	\$566.00	ISSUED
09/25/2023	Plumbing	Plumbing	55 OLD CARRIAGE LN	\$534.00	ISSUED
09/28/2023	Plumbing	Plumbing	1422 IMLAY CTTY RD	\$361.00	ISSUED
10/05/2023	R.O.W.	Right of Way	1438 LINCOLN ST	\$250.00	ISSUED
10/05/2023	R.O.W.	Right of Way	1440 LINCOLN ST	\$250.00	ISSUED
10/05/2023	R.O.W.	Right of Way	1442 LINCOLN ST	\$250.00	ISSUED
10/05/2023	R.O.W.	Right of Way	1444 LINCOLN ST	\$250.00	ISSUED
09/21/2023	R.O.W.	Right of Way	10 E NEPESSING ST	\$250.00	ISSUED
09/21/2023	R.O.W.	Right of Way	1811 DEMILLE RD	\$250.00	ISSUED
10/02/2023	R.O.W.	Right of Way	317 S SAGINAW ST	\$250.00	ISSUED
10/05/2023	Sewer	Sewer	1438 LINCOLN ST	\$4,000.00	ISSUED
10/05/2023	Sewer	Sewer	1440 LINCOLN ST	\$4,000.00	ISSUED
10/05/2023	Sewer	Sewer	1442 LINCOLN ST	\$4,000.00	ISSUED
10/05/2023	Sewer	Sewer	1444 LINCOLN ST	\$4,000.00	ISSUED
10/05/2023	Water	Water	1438 LINCOLN ST	\$2,750.00	ISSUED
10/05/2023	Water	Water	1440 LINCOLN ST	\$2,750.00	ISSUED
10/05/2023	Water	Water	1442 LINCOLN ST	\$2,750.00	ISSUED
10/05/2023	Water	Water	1444 LINCOLN ST	\$2,750.00	ISSUED
09/14/2023	COMPLIANCE PERMIT	Shed	1134 CEDAR ST	\$42.00	ISSUED
09/13/2023	COMPLIANCE PERMIT	Fence	1310 ADAMS ST	\$81.00	ISSUED
09/19/2023	COMPLIANCE PERMIT	Certificate of Compliance/Occu	606 N SAGINAW ST STE G	\$81.00	ISSUED
09/27/2023	COMPLIANCE PERMIT	Certificate of Compliance/Occu	450 W NEPESSING ST	\$81.00	ISSUED
10/04/2023	COMPLIANCE PERMIT	Fence	272 E NEPESSING ST	\$81.00	ISSUED

TOTAL FEES PAID: \$40,304.00



Item K-1-2-A

To: Mike Womack, City Manager
C.C. City Board of Commissioners
From: Denise Marinelli, Assessor
Date: October 10, 2023
RE: Monthly Departmental Report

ASSESSING DEPARTMENT CONCENTRATION:

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

Deeds	September	Vacant land	New Construction	Prior Month
Transfers	9		2	17
Non-Transfers	13			11
Forcl/Redmptn	0			0
Total	22			28

- The current concentration for the Assessing Department is the 20% Review and Building Permit Construction Review, Departmental Training and State Certified Training, also ESRI/MapInfo Reconciliation (Currently working with Planning Department).
- We currently have one Michigan Tax Tribunal case for the 2023 tax year.
- Three Lapeer Township parcels are pending with the State for annexation into the City.
- The department continues to investigate, correct, and update property description discrepancies, omissions, errors, and changes. We assist departments, property owners, realtors and appraisers with questions and concerns as well as processing address and lot split requests.
- As always, please contact me if you have any questions or concerns.



Item # K-1-2-B

To: Mike Womack, City Manager
From: Kelly Hanna, Director of Financial Services
Date: October 5, 2023
RE: Income Tax Monthly Report for September 2023

Monthly Financial Statement
Income Tax Department
September 2023

<u>Fiscal Year</u>	<u>Net Monthly Income</u>	<u>Net Total Yr-to-date</u>	<u>Original Budget for year</u>	<u>Current Budget for year</u>	<u>Actual Total for year</u>	<u>Excess (Deficit) Revenue</u>
2013/14	\$88,601	\$650,331	\$2,590,000	\$2,590,000	\$2,827,204	\$237,204
2014/15	\$136,919	\$742,946	\$2,590,000	\$2,590,000	\$2,953,553	\$363,553
2015/16	\$144,415	\$740,471	\$2,785,000	\$2,785,000	\$3,069,571	\$284,571
2016/17	\$126,337	\$738,194	\$3,065,000	\$3,065,000	\$3,212,298	\$147,298
2017/18	\$186,482	\$827,068	\$3,165,000	\$3,165,000	\$3,349,223	\$184,223
2018/19	\$155,483	\$809,055	\$3,175,000	\$3,175,000	\$3,521,027	\$346,027
2019/20	\$162,317	\$811,798	\$3,265,000	\$3,265,000	\$3,228,023	-\$36,977
2020/21	\$162,944	\$830,098	\$3,495,000	\$3,495,000	\$3,783,095	\$288,095
2021/22	\$298,438	\$992,051	\$3,476,000	\$3,476,000	\$4,527,734	\$1,051,734
2022/23	\$237,605	\$1,006,478	\$4,090,000	\$4,140,076	\$4,941,930	\$801,854
2023/24	\$202,222	\$1,017,813	\$4,833,000	\$4,833,000		

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



Item # K-1-2-C

To: Mike Womack, City Manager
From: Kelly Hanna, Director of Financial Services
Date: October 11, 2023
RE: Finance Department Report for September 2023

- 1) 188 - voucher checks were issued.
- 2) 298 - payroll payments were issued.
- 3) 81- income tax refund checks were issued.
- 4) Records were reviewed with those needing information on burial location. There was one (1) full burial and one (1) burial of cremains.
- 5) 169 Summer 2023 property tax bills were receipted for \$218,619.10; eight (8) delinquent 2022 personal property tax bills were receipted for \$4,370.13; three (3) delinquent 2021 personal property tax bills were receipted for \$302.36; and one delinquent 2018 personal property tax bill was receipted for \$100.00.
- 6) There were 67 additions and 49 cancellations received regarding the voter registration records.



ITEM K-1-3



To: Mike Womack, City Manager
From: Mike Vogt, Fire Chief
Date: October 9, 2023
RE: September 2023

MONTH SUMMARIZED:

Training: The department conducted a total of six training sessions (3 day/3 night). A total of 209.0 man-hours were spent in training during the month.

Community Risk Reduction: Department personnel participated in one public event, which took place in the City of Lapeer.

Fire & Life Safety: Four annual inspections, two other types of inspections and eight site visits were completed in the City. One site plan was reviewed for the Planning Department and one sprinkler plan and one building plan were reviewed for the Building Department for the month of September.

Responses: The department responded to a total of 26 incidents during the month, requiring a total of 219.0 man-hours. This is 19 less responses than we had for the same period in 2022. 46% of these responses occurred Monday-Friday between the hours of 6:00 am and 6:00 pm. The estimated dollar loss for the month was \$600, bringing the estimated annual dollar loss for the year to \$771,525. The loss for the month resulted from a vehicle fire in Mayfield Township.

The number of responses for the month by municipality was: City of Lapeer-17, Lapeer Twp-2, Mayfield Twp-5, Oregon Twp-0, Automatic/Mutual Aid-2.

The average emergency response time (in minutes) to each municipality was: City of Lapeer-9.6, Lapeer Twp-0.0, Mayfield Twp-5.0, Oregon Twp-0.0.

The calendar year annual percentage of responses by municipality is: City of Lapeer-55.60%, Lapeer Twp-10.34%, Mayfield Twp-22.70%, Oregon Twp-6.61%, Assists-5.75%.

The number of burn permits issued for the month by municipality was: Lapeer Twp-106, Mayfield Twp-107, Oregon Twp-57.

The breakdown of responses by type is as follows:

Fire Alarm-Malicious	0	Fire Alarm-Unintentional	4
Fire Alarm-Malfunction	2	Fire Alarm-Residential	1
Building Fire-Residential	0	Building Fire-Commercial	0
Building Fire-Other	0	Vehicle Fire	1
Grass/Brush Fire	0	Rescue	3
Good Intent	3	Electrical Related	2
Smoke Investigation	0	Gasoline/Diesel Spill/Leak	0
Natural Gas/Propane Leak	1	Carbon Monoxide (alarm & actual)	0
Other Type Fires	1	Other Type Response	6
Assist to Other Agencies	2	Washdown	0

Lapeer City Fire & Rescue

September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Incident 23-323 Incident 23-324
3	4	5 Incident 23-325	6 Incident 23-326 Incident 23-327 Incident 23-328	7 Incident 23-329 Incident 23-330 Incident 23-331	8 Incident 23-332	9
10	11 Incident 23-333 Incident 23-334 Training Public Event-Car Cruise	12	13 Incident 23-335 151 Spec Mtg	14 Duty Team Mtg	15 Incident 23-336 Incident 23-337	16 Incident 23-338
17	18 Training	19 Incident 23-339	20 Incident 23-340 Incident 23-341 Incident 23-342 Leadership Mtg.	21 Incident 23-343 Extinguisher Class	22 Hose Testing	23
24	25 Training	26 Incident 23-344 Incident 23-345	27	28 Incident 23-346	29	30 Incident 23-347 Incident 23-348
		Notes Incidents (Monthly Total - 26) Training Public Events Meetings/Department Work New Hiring Process Public Assistance				



Dept: Housing Improvement Department
Submitted To: Mr. Mike Womack, City Manager
From: Denise Soldenski, Director of Housing and Neighborhood Development
Date: October 19th, 2023
RE: September 13th, 2023 – October 10th, 2023
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 October 10, Riverview Towers is at 100% occupancy.
2. The Riverview waitlist contains a sufficient supply of applicants to fill vacant units.
3. A Riverview Towers cookbook is still on the agenda possibly by year end.
4. ***Ms. Soldenski would like approval from the board to make an expenditure for Holiday 2023/Tenant Appreciation/Marketing in the amount of \$800.***

B. HOUSING CHOICE VOUCHER PROGRAM (HCV)

1. As of October 10, 97 vouchers are under contract.
2. One new voucher will issued in the second week of October and pulling names from the waitlist will resume as funding allows to fill vacant vouchers.

C. ADMINISTRATION

1. **Attachment #1** Lapeer Housing Commission/Lapeer Riverview Towers, LLC financials.
2. Since October is our annual meeting, Ms. Soldenski would like to confirm and gain approval for the Commissioner positions. ***Ms. Soldenski would like a motion to confirm/elect the following members of both Lapeer Housing Commission/Lapeer Riverview Towers: James Mikus, Chair; Jennell Racosta, Vice-Chair; Kerri Roberts, Treasurer; Robin Chesnutt, Secretary; Lisa Lie, Member.*** As part of our annual meeting, it is also time to update the annual Conflict of Interest forms. Ms. Soldenski will distribute and collect after the meeting.
3. ***Ms. Soldenski would like approval from the board for the updated Utility Allowance Study and the resulting Utility Allowance Schedule to be effective Jan. 1st, 2024, for the City of Lapeer and City of Davison (electric utilities only) for the Housing Choice Voucher program.*** See attached copies of the Utility Allowance Schedules.
4. ***Ms. Soldenski will review the bids for the security camera system project and request approval for the lowest responsible bid and if necessary, approval to provide funding up front for materials to the vendor.*** Ms. Soldenski will bring the bid documentation to the meeting for discussion and review.
5. HUD released the Final Rule of the Housing Opportunity Through Modernization Act (HOTMA) of 2016, Sections 102, 103 and 104 on February 14th, 2023. This rule provides for income and asset changes that will affect the HCV and PBV programs and will be effective January 1st, 2024. HUD released PIH Notice 2023-27 which provides implementation guidance for sections 102 and 104, the two sections that impact HCV and PBV. PHAs must be compliant on or before January 1st, 2025. HUDs guidance requires PHAs to include the HOTMA in their Annual Plans which are due 75 days prior

to the beginning of the fiscal year, July 1st for LHC. Therefore, LHC compliance date will be after April 17th, 2024 and before Jan. 1st, 2025. Factors that will impact the LHC compliance date are software system readiness, staff training and tenant/landlord notifications. Ms. Soldenski has looked into obtaining sample policies from Nan McKay and possibly re-vamping all of the LHC HCV Administrative policy via Nan McKay.

6. HUD is also changing the process/standard for Housing Quality Standard Inspections (HQS) to National Standards for the Physical Inspection of Real Estate (NSPIRE). The new standard is an inspection model that is more common across the various HUD programs. This new method is under pilot and is scheduled to be rolled out for HCV/PBV in October 2023; however, HUD has allowed PHAs to use existing inspection protocols until October 2024 to allow for systems to be updated and training to take place. Full implementation will include use of an NSPIRE application via handheld tablet for electronic inspections. HUD has issued PIH Notice 2023-28 which provides for implementation guidance and administrative procedures for HCV/PBV. Ms. Soldenski is signed up for a live webinar training via Nan McKay for Nov. 7th -9th.
7. HUD is moving forward with a more clear proposed rule for Affirmatively Furthering Fair Housing. HUD's intent is to "affirmatively further fair housing by creating strong, sustainable, inclusive communities and quality affordable housing for all." More information to come as this proposed rule approaches final rule.
8. HUD has been releasing updated chapters in the "Housing Choice Voucher Program Guidebook". As the chapters are released, Ms. Soldenski reviews, updates and requests approval for our HCV Administrative Plan, if necessary. *There are no updates to the Guidebook this month that affect policy.*



To: Housing Improvement Department
Submitted To: Mr. Mike Womack, City Manager
From: Denise Soldenski, Director of Housing and Neighborhood Development
Date: October 19, 2023
RE: September 13, 2023 – October 10, 2023
copy: Lapeer Neighborhoods Inc.

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

1. MSHDA NEP - Mt. Hope Area Grant Program (Round 8):

- a. Project 2 – W. Park St. – Roof Replacement/Driveway-Sidewalk Install – Driveway and sidewalk have been completed. Roof expected to begin this week.
- b. Project 4 – Liberty St. – Roof Replacement– Roof portion completed and awaiting gutter installation.

2. USDA Rural Development HPG Grant: Grant funding has been extended for 6 more months and will be ending as of March 30, 2024. Grant funding balance is \$32,697.04. USDA has given approval to use the funds as a single component and not a whole project. This will hopefully use up the final dollars available.

- a. Project 2 - Hartley St. – Crawl Space/Minor Home Rehab – Project moving forward, currently in project set up stage.
- b. Project 5 – W. Park St. – Roof/ADA Ramp – Project approved and partnering with MSHDA NEP to complete the roof and ADA ramp.

3. MSHDA MI-HOPE Grant: Grant Agreement has been signed and submitted back to MSHDA. New application round is open via the MSHDA grant portal at: <https://www.michigan.gov/mshda/neighborhoods/mi-housing-opportunities-promoting-energy-efficiency-program-mi-hope>

- a. Project 1 - Lincoln St. - Roof, Water Heater, Electrical – Application stage.
- b. Project 2 – Jefferson St. – Windows, Insulation, Appliances, Storm Doors/Exterior Doors, HVAC, Electrical – Application stage.
- c. Project 3 – N. Calhoun St. – Window Replacement – Application stage.
- d. Project 4 – S. Elm St. – Roof Replacement
- e. Project 5 – Hartley St. – Furnace/Air and Water Heater

4. MSHDA Housing Choice Vouchers / Section 8

- a. Lapeer County's maximum voucher allocation is 356 regular Housing Choice Vouchers, 6 Project Based Vouchers, 17 Emergency Housing Vouchers for a total in Lapeer County of 379. Tuscola County allocation is 92 Housing Choice Vouchers, 5 Project Based Vouchers, and 3 Emergency Housing Vouchers for a total in Tuscola County of 100. Huron County allocation is a total of 49 Housing Choice Vouchers, and 2 Emergency Housing Vouchers for a total of 51. Our total VASH allocation remains at 35 and Moving Up allocation is currently 3. The maximum total allocation is 566 which includes an allowed amount of overage.

- b. Current lease up rate is now at 99.1%. It will be priority to maintain our high lease up percentage. Unfilled VASH vouchers do not count towards our lease up but are also priority.
- c. HUD regulations for Emergency Housing Vouchers requires applicants to be issued vouchers or denied by 9/30/23, so MSHDA completed one last pull off of waitlists to attempt to lease up as many people as possible. Our allocations for Lapeer and Huron may increase based on the recent pulls.

B. LAPEER NEIGHBORHOODS INCORPORATED (LNI)

1. Projects –

- a. 405 S. Elm: Vacant: Continuing research into funding for a potential build or possible sale of the property to a developer. MSHDA did not consider this property eligible for phase 1 of the CDBG Housing Improving Local Livability (CHILL) Program due to the fact that the former home was demolished over 12 months ago.

C. FINANCE

- 1. Attachment #1: Financial report.

D. ADMINISTRATION

- 1. Since October is our annual meeting, Ms. Soldenski would like to confirm and gain approval for the Commissioner positions. ***Ms. Soldenski would like a motion to confirm/elect the following members of the Lapeer Neighborhoods, Inc. board: James Mikus, Chair; Jennell Racosta, Vice-Chair; Kerri Roberts, Treasurer; Robin Chesnutt, Secretary; Lisa Lie, Member.***

TO: Lapeer City Planning Commission
FROM: Planning Department
DATE: October 3, 2023
RE: **October 2023 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. Security Credit Union – 1073 S. Main St.

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

Project Status – The site plan was submitted on August 31, 2023. Revised plans were submitted on September 27, 2023 and are currently being reviewed by staff for approval consideration at the October 12, 2023 Planning Commission meeting.

2. 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 and are currently being reviewed by staff. The Planning Commission postponed action at the May 11th meeting pending additional information. The site plan was approved with conditions at the August 10, 2023 Planning Commission meeting. Revised site plans were received on August 30, 2023. City staff is waiting on revised plans.

3. Sunoco Station – 715 S. Main St.

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

Project Status – The site plan was submitted on April 3, 2023. Staff comments were sent to the applicant on April 18th. Planning Commission conditionally approved the site plan at the July 13th, 2023, meeting. Final plans were approved as of September 14, 2023 and signed copies were distributed on September 29, 2023. The building department is awaiting submittal of building plans.

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

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

Project Status – The site plan was submitted on January 6, 2023. Received contingent approval by the Planning Commission on February 9, 2023 based on addressing all outstanding City staff comments. The applicant has re-submitted a variance request for the October ZBA meeting. City staff is waiting for revised site plans.

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

General Information – An amendment to the previous site plan to convert some of apartment building (5, 6, and 7) garage spaces into apartments and construct a club house with pool.

Project Status – The site plan was submitted on June 30, 2022 and revised site plans were received July 26. The Planning Commission approved the site plan with conditions on August 11, 2022. The site plan amendment has been approved with final signatures. Construction of buildings 5, 6 & 7 is underway. Construction of the clubhouse and pool is planned for Spring 2024. The City will request site plan revisions to reflect the status of Phase 1 of the development and Phase 2.

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

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

Project Status – Site plans were received on May 3, 2022 and May 26, 2022. The Planning Commission contingently approve the site plan on June 9. The Planning Department allowed the applicant to move forward with building plan submittal while final engineering details on site plans are finalized.

7. Murphy Oil USA – 579 E. Genesee St.

General Information – Redevelopment of the gas station site including a 1,400 sq. ft. pre-manufactured convenience store building and additional gas pumps.

Project Status – The site plan was approved with conditions at the May 12, 2022 Planning Commission meeting. The Planning Department received revised site plans June 8 and June 23, 2022. The site/engineering plans have been approved. The Building Dept has approved the building plans. Building permits were issued in June 2023 and construction has begun.

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

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

Project Status – The site plan was received on December 20, 2021. The Planning Commission contingently approved the site plan on Feb. 10, 2022. Revised site plans were received on March 7 and August 26, 2022. The project received a site plan extension during the March 2023 Planning Commission meeting. City staff is waiting for revised site plans. The Planning Department is waiting on approved sanitary sewer easement. The Planning Department has not received further communication from the applicant at this time.

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

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

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

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

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

Project Status – The site plan for Phase 1 of the development was received on November 1, 2021. On December 9, 2021 the Planning Commission approved a special land use. The site plan received contingent approval at the January 13, 2022 Planning Commission meeting. MDOT required changes to the access drive location on M-24. The Planning Commission granted a site plan extension until January 13, 2024. Revised plans were received on March 24, June 14 and August 9 and September 27, 2023. Staff is currently reviewing the most recent submittal.

11. Urgent Design – Building & Parking Addition – 3123 John Conley Dr.

General Information – Construction of a 59,120 sqft building addition and parking lot improvements for the existing manufacturing facility.

Project Status – The site plans were received on October 4, 2021 and revised plans were received October 28, 2021. The Planning Commission granted contingent site plan approval on November

18, 2021. The site plan extension was approved at the November 10, 2022 Planning Commission meeting, the site plan will now expire November 18, 2023. City Staff is waiting for revised site plans to be submitted. Applicant has stated they do not have immediate plans to proceed with the addition. We will remove this from the development report in November 2023.

12. SEMI Grown – 39 & 47 W. Genesee St.

General Information – Redevelopment of three parcels into a 11,480 sq.ft. marihuana grow facility.

Project Status – The site plan was received on September 7, 2021. Revised plans were submitted on September 29, 2021 and contingently approved by the Planning Commission on October 14, 2021. The Zoning Board of Appeals approved buffer zone and landscaping variances on June 28, 2021 and October 25, 2021. The Planning Commission granted a site plan extension to expire October 25, 2023. The Planning Department is waiting for revised plans.

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

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

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

14. Lapeer Villas – Baldwin Rd. - 147 Apartment Units

General Information – Construction of 147 Multiple-Family apartment units on a vacant parcel on the north side of Baldwin Road.

Project Status – The site plans were received on May 6 and May 29, 2019 and approved by the Planning Commission with conditions on June 13, 2019. Final site plans were approved and distributed on September 18, 2019. The temporary certificates of occupancy have been issued for Buildings 1, 2, 3 and 4. Construction has begun on Phase 2. Water and sanitary sewer easement agreements were approved at the October 2nd City Commission meeting.

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

1. Walmart – 555 E. Genesee St. – Building Addition & Exterior Improvements

General Information – Construction of a small addition to the curbside pick-up area at the southeast corner of the building & various building exterior improvements.

Project Status – Site plan received on January 23, 2023 and approved on March 21, 2023. Internal renovations completed 8/30/2023, the grab & go addition is currently underway.

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

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

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

Projects on Hold:

HTF Hydraulic Tubes & Fittings – 524 McCormick St.

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

Project Status – The site plan was received on September 29, 2020. Site plans were approved on November 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.

Back Building LLC – Women’s Healthcare Associates Medical Office Building

General Information – A new one-story 13,500 sq. ft. medical office building at 1177 S. Main St. The property is located in the “Annexation by Choice” area along the east side of S. Main St., north of Turrill Rd., was transferred into the City and rezoned from R-2 to B-2 on February 2, 2015. The site plan was approved by the Planning Commission on February 12, 2015.

Project Status – Final revisions were made to the plans on April 23, 2018 and plans were approved on May 2, 2018. The Building Department is waiting for as-built plans and has issued a temporary Certificate of Occupancy. Zoning Permits have been issued for five tenants to date. An email was sent to the owner on July 27, 2023 to request as-built plans. A letter was sent to the property owner on (9/5/2023) giving them 15 days to communicate with the City regarding intent to provide as-built drawings. The owner has communicated that they intend to comply. The building department will provide a revised deadline of November to complete the as-built plan.



MEMORANDUM

CITY OF LAPEER POLICE DEPARTMENT

TO: Mike Womack, City Manager
FROM: Jeremy Howe, Chief of Police
DATE: 10/11/2023
RE: Monthly Report; September 1 – September 30, 2023

In the month of September 2023, our Police Department Officers responded to 1020 calls for service. Of these 1020 calls for service, 147 or approximately 16% were criminal activity reports, of which 57 required submissions to the Michigan Incident Crime Reporting System (MICRS). Our officers made 32 arrests in September, 5 felony crimes and 27 misdemeanor crimes, with 3 arrests for operating under the influence of alcohol or drugs.

This month our officers made 285 traffic stops, issued 23 citations, and gave 262 verbal warnings. Officers also handled 47 vehicle crashes.

Officers dedicated 185 hours of patrol time to distract driving which resulted in 100 traffic stops and 9 citations.

Code enforcement had 53 self-initiated and 7 reported complaints for the month of September. 39 of those were grass violations, 18 were sign violations and 3 were blight related cases.

No overdose cases were reported in the month of September, there were no fatalities.

Officers from the department attended 88 hours of advanced training which included Emergency Vehicle Operations, Evidence Tech Refresher Training and Reading People; becoming a body language expert.

Officers participated in several Special Events during the month of September. The total number of overtime hours for the month was 108 hrs. The majority of those hours coming from holiday pay at 74 hrs., per CBA. The remaining 34 hours of overtime were from training, mandatory court appearances and investigations.

Monthly Report			
SEPTEMBER 2023			
	<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	1020	7659	8550
District Court Fines Received	\$ 1,832.82	\$ 12,882.54	\$ 11,367.18
OUIL-Cost of Prosecution	\$ 750.00	\$ 2,750.00	\$ 4,125.00
Charges for Copies of Police Reports	\$ 125.00	\$ 2,028.50	\$ 2,356.50
<u>ACCIDENTS:</u>			
Fatal	0	0	1
Property Damage	27	211	211
Private Property Damage	16	153	166
Personal Injury	4	40	44
<u>ARRESTS:</u>			
Misdemeanor	27	240	133
Felony	5	50	49
<u>HEROIN/OVERDOSE INCIDENTS:</u>			
Heroin Possession/Usage	0	0	2
Overdose	0	3	6
Overdose Deaths	0	3	0



Interoffice Memo

To: Mike Womack, City Manager
From: Jeff Graham, Director of Public Works
Date: October 10, 2023
RE: Public Works Monthly Report – September 2023

Department of Public Works Division Summary:

Water/Sewer Utilities Division and Streets Division:

In September the DPW has been focused on crack sealing major and local roads. Assisted contractor on Genesee project. Replaced 6 lead services throughout the city.

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

- Hydrant painting throughout the city.
- Installed drainage in playground at Crampton Park.
- Repaired a storm catch basin on Higley St.
- Rebuilt gate well on Monroe St.
- Assisted parks with gravel for baseball fields.
- Programmed school flashers.
- Poured concrete slab and ground rehab at well house 3.
- Traffic signal cabinet maintenance.
- Tree Removal and trimming.
- Sweep and cold patched Center building parking lot.
- Installed salters in trucks.
- Painted downtown parking.
- Moved furniture at City Hall.

Training and Safety:

Attended MRWA water math classes.

Water/Sewer/ Streets Monthly Routine Task included:

- Water sampling all wells (backup water supply)
- Water Samples: Bacteria samples, Water Quality testing of distribution system
- Operate Wells and well house maintenance.
- Meter Reading and Meter Repair

- Miss Dig Staking
- Rotation of PRV's in GLWA LA-02 Meter pit
- Barricade placement Downtown
- Dump maintenance, haul compost
- Brush Pickup
- Barricade placement Downtown

Wastewater Treatment Plant Summary:

Waste Treatment

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

NPDES/IPP

- Daily Laboratory Analysis
- Monthly PFAS sampling for WWTP influent, and effluent
- NPDES monthly Selenium sampling
- Monitor weekly PFAS sampling via LP&P
- PFAS file updates
- Submitted monthly NPDES PFAS POTW effluent monitoring report via MiEnviro
- Submitted monthly DMR via MiEnviro
- Submitted quarterly NPDES PFAS status report via MiEnviro
- Quarterly bio-solids sampling for land application

Electrical Work

- Lift station generators checks and repairs.
- New SCADA start-up
- Assessed and repaired comm fails at lift stations.
- Air Advantage antenna adjustment for communications
- Replaced UPS at I-69 lift station.
- Repaired lap timing clock at Community Center

Mechanical/Operations

- Replaced control switch at McCormick lift station.
- Removed baffle from Oxidation Ditch
- Installed sub shaft on rotor.
- Installed Triton aerators.
- Installed Secondary Effluent pump.
- Call-In for Prison lift station high level

Miscellaneous

- Mow and trim grounds at WWTP
- Mowed lift stations
- Painted McCormick and Prison lift stations
- Whitney Drive lift station wet well epoxy coating.
- Graded gravel drives at WWTP

Safety/Training

- VC3 computer training

Bio-Solids Disposal Status

City of Lapeer

Page 4

- 2-North tanks hold 474,980 gallons /we have 249,375 gallons in storage
- 2-south tanks hold 430,120 gallons/we have 387,108 gallons in storage
- Total – 636,483 gallons in storage

CITY OF LAPEER

SEWER DEPARTMENT - MONTHLY REPORT

	HOURS
DPW maintenance	26
Sewer calls	5
Catch basin maintenance	4
Manhole repair	9
Install french drain for Parks Dept.	7.5
Sanitary sewer repair on W Genesee St. - Cooper issue	2

OVERTIME SEWER MONTHLY REPORT

[illegible]

CITY OF LAPEER
STREET DEPARTMENT - MONTHLY REPORT

	HOURS
Brush/compost	98
Tree trimming/removal/inspections throughout the city	177
DPW maintenance	103.5
Lube traffic cabinets for winter	7
Haul brush to dump	15
Crack seal city streets	179
Barricade repair	4
Sign repair/replacement	3
New chipper	4
Re-time lights downtown	2
City Hall building maintenance	45
Haul/load 20 tons sand for Parks Dept.	4
Drop off truck # 70 in Howell	1.5
Repair wood deck on bridge on W Genesee St.	8
Haul cold patch	2
Restorations from stump grinding and sidewalk repair	8
Remove homeless camp	3
Sweep and cold patch Center Bldg. parking lot	19
New leaf machine - Orientation and operate	26
Install salter	4
School flasher maintenance	11
Ramps for Nepessing St. bridge	9
Paint parking lines at Nepessing & Saginaw	2
Cold patch throught the city	7

OVERTIME STREETS MONTHLY REPORT

[illegible]

CITY OF LAPEER
WATER DEPARTMENT - MONTHLY REPORT

	HOURS
Meter reading/training	12
Service requests	77.5
Number of work orders, re-reads and MXU repairs	87
DPW building/grounds maintenance	70
Miss Dig	61
Backhoe practice	6
Fill in abandoned curb stop at old Murphy Gas station	6
Operator II testing	5.5
Sort scrap	2
Loader practice	2
Map out lead line replacement for DPW	8
Dump maintenance	4
Water math class	32
Sawcut lead line replacement areas asphalt repairs	16
Inspect lead line replacements - Waldorf	45
DOT physical	1
Genesee Street Project	137.5
Vehicle maintenance	5
Wellhouse # 3 rehabilitation	111
Flow testing	6
Install french drain for Parks Dept.	4
Equipment maintenance	10
City Hall maintenace	4
Water/sewer inspections	14
Hydrant painting/maint	40
Vac holes for lead check	16
Concrete work citywide	26
Water service turn off/turn on's due to non-payment	15
Water/Well samples - deliver to Lansing	39
WATER SHUT OFFS	31

OVERTIME WATER MONTHLY REPORT

[illegible]

WWTP MONTHLY REPORT

WWTP	HOURS
AM walk through	36
Wasting	32
Process	86
Headworks	5
Lift Stations	62
Minor repairs	9
Major repairs	47
Greasing	6
Cleaning	11
PM walk through	34
Painting	
Grounds	22
Meetings	11
Equipment	86
Lab	168
Computer	24
IPP	6
Electrical	145

OVERTIME WWTP - MONTHLY REPORT

WWTP	HOURS
AM walk through	11
Wasting	
Process	9.5
Headworks	
Lift Stations	21
Minor repairs	
Major repairs	
Greasing	
Cleaning	
PM walk through	1
Painting	
Grounds	
Meetings	
Equipment	4.5
Lab	17
Computer	1
IPP	
Electrical	6

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

Updated: September 2023

Approved Licenses:				
Applicant Name	DBA	Address	License	Status
PROVISIONING CENTERS				
TRC Lapeer LLC	The ReLeaf Center of Lapeer	200 E Genesee St	Facility	App: Exp 10-23-23
Ox Tail, Inc.	Heads	111 W Genesee St	Facility	App: Exp 11-19-23
SPMI LLC	Shango Lapeer	224 E Genesee St	Facility	App: Exp 12-12-23
DNVK Lapeer Inc	The Pier Provisioning Center	2401 W Genesee St	Facility	App: Exp 06-11-24
The Pure Lapeer, LLC	Pure Lapeer	1330 Imlay City Road Units C&D	Facility	App: Exp 06-21-24
FB Lapeer PRV, LLC	The Jazz Club Center	1333 Imlay City Road	<i>Provisional</i>	App: Exp 04-26-24
Alternative RX, LLC	Xplore Cannabis	824 S Main Street	Facility	App: Exp 10-30-24
GROWER				
Old School Organics, LLC	Old School Organics, LLC	350 County Center Street	Facility – Class C	App: Exp 04-08-24
Green Thumb Growers	Green Thumb Growers	840 Whitney	<i>Prov – Class A</i>	App: Exp 04-24-24
Ka Ulu Ana LLC #1	Ka Ulu Ana LLC	244 S Court Street	Facility – Class C	App: Exp 08-04-24
PROCESSOR				
Berry Green Management, Inc	Berry Green Management, Inc	1356 Imlay City Road	Facility	App: Exp 12-11-23
Atwater Management LLC	525 S Court LLC	525 S. Court Street, Suite 120	Facility	App: Exp 01-06-24
Berry Green Management, Inc.	Berry Green Management, Inc	1330 Imlay City Road	Facility	App: Exp 08-28-24
Northwest Confections Michigan LLC	WYLD	525 S. Court Street, Suite 110	Facility	App: Exp 10-07-24
SECURE TRANSPORTER				
None.				
SAFETY COMPLIANCE FACILITY				
None.				

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

Updated: September 2023

Approved Licenses:					Status
Applicant Name	DBA	Address	License		
PROVISIONING CENTERS					
DNVK Lapeer Inc	The Pier Provisioning Center	2401 W Genesee St	Facility		App: Exp 11-19-23
TRC Lapeer LLC	The ReLeaf Center of Lapeer	200 E Genesee St	Facility		App: Exp 12-01-23
The Pure Lapeer, LLC	Pure Lapeer	1330 Imlay City Road Units C&D	Facility		App: Exp 12-03-23
SPMI, LLC	Shango Lapeer	224 E. Genesee St	Facility		App: Exp 12-15-23
Ox Tail, Inc.	Heads	111 W Genesee St	Facility		App: Exp 12-16-23
Alternative RX	Xplore	824 S. Main St.	Facility		App: Exp 12-21-23
GROWER					
Fresh Water Gardens, LLC		39 W. Genesee	Prov – Class C		App: Exp 12-16-23
Old School Organics, LLC	Old School Organics, LLC	350 County Center Street	Facility – Class C		App: Exp 04-08-24
Farmboyz, LLC		1428 Imlay City Road	Prov – Class B		App: Exp 07-30-24
SDRK Group, LLC		207 S. Saginaw	Prov – Class C		App: Exp 09-14-24
SDRK Group, LLC		207 S. Saginaw St.	Prov – Class C		App: Exp 09-30-24
Ka Ulu Ana LLC #1		244 S. Court St	Facility – Class C		App: Exp 10-15-24
Ka Ulu Ana LLC #2		244 S. Court St	Facility – Class C		App: Exp 10-15-24
PROCESSOR					
Berry Green Management		1356 Imlay City Road	Facility		App: Exp 01-05-24
Atwater Management LLC	Culture Complex	525 S. Court St., Suite 120	Facility		App: Exp 01-25-24
Berry Green Management, Inc.	Berry Green Management, Inc	1330 Imlay City Rd, Ste F-G-H	Facility		App: Exp 08-28-24
Ka Ulu Ana, LLC		244 S. Court St	Facility		App: Exp 09-27-24
Northwest Confections Michigan	WYLD	525 S. Court Street, Suite 110	Facility		App: Exp 10-07-24
SECURE TRANSPORTER					
None.					
SAFETY COMPLIANCE FACILITY					
None.					

CITY OF LAPEER, 576 LIBERTY PARK, LAPEER, LAPEER COUNTY, MICHIGAN 48446
2023 MEETING DATES

In accordance with the Open Meetings Act, MCL 15.261 et. Seq., notice is hereby given that every meeting of the City Council, Boards, Authorities and Commissions of the City of Lapeer shall be open to the public. Notice is further given that the following City Council, Boards, Authorities and Commissions are regular meeting dates for 2023. 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	Commission Chambers	6:30 P.M.	3, 17	6, 21	6, 20	3, 17	1, 5	5, 19	3, 17	7, 21	5, 18	2, 16	6, 20	4, 18
1 st & 3 rd Monday of each Month														
Cemetery Board	Mt. Hope Cemetery	2:00 P.M.	--	--	--	--	--	--	--	--	--	18	--	--
3 rd Thursday of Oct Building														
Downtown Development Authority	2 nd Floor Conference Room	8:00 A.M.	25	22	22	26	24	28	26	23	27	25	22	27
4 th Wednesday of each Month														
Economic Development Corp (EDC) & Tax Increment Finance Auth (TIFA)	2 nd Floor Conference Room	8:00 A.M.	11	8	8	12	10	14	12	9	6	11	8	13
2 nd Wednesday As needed														
Housing Commission	2 nd Floor	4:00 P.M.	19	16	16	20	18	15	20	17	21	19	16	21
3 rd Thursday of each Month	Conference Room													
Local Development Finance Authority (LDFA)	2 nd Floor Conference Room	8:00 A.M			7			6			5			5
1 st Tuesday March/June/Sept/ Dec as Needed														
Park Board			--	--	--	--	--	--	--	--	--	--	1	--
Planning Commission	Commission Chambers	6:30 P.M.	12	9	9	13	11	8	13	10	14	12	9	14
2 nd Thursday of each Month														
Zoning Board of Appeals	Commission Chambers	6:30 P.M.	23	27	27	24	22	26	24	28	25	23	27	--
4 th Monday of each Month														

Address of the above locations are as follows:

Commission Chambers: City Hall, 576 Liberty Park
Mt. Hope Cemetery: 1230 Park Street
City of Lapeer
576 Liberty Park, Lapeer
Lapeer County, Michigan 48446 (810) 664-5231

Romona Sanchez, CMC
City Clerk



MAT. TRANS.

To: City Commission
Date: October 11, 2023
RE: Material Transmittals

1. Refuge Flyer

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JOIN US!

We would love
for our community to
come and check us out!



RECEIVED

SEP 29 2023

CITY MANAGER
LAPEER, MI

Learn more about:
-Our "RESTORE" Program
-the Classes we offer
-Future plans &
How you can help

Saturday, October 21
2:00pm-6:00pm