

AGENDA CITY OF LAPEER CITY COMMISSION 576 LIBERTY PARK, LAPEER, MI 48446 NOVEMBER 20, 2023

SWEARING IN OF THE NEWLY ELECTED OFFICIALS: COMMISSIONERS BY THE HONORABLE MICHAEL NOLAN, 40TH CIRCUIT COURT

6:30 P.M. CALL TO ORDER

ROLL CALL

- PLEDGE OF ALLEGIANCE
- **ELECTION OF MAYOR PRO-TEM**

APPROVAL OF NOVEMBER 20, 2023, AGENDA

A. MINUTES:

1. Minutes of the Regular meeting held November 6, 2023.

B. PUBLIC COMMENTS:

- **1.** Lapeer County Commissioner Brad Haggadone.
- C. CONSENT AGENDA:
 - 1. None.
- D. BILL LISTING FOR NOVEMBER 20, 2023.

SUGGESTED MOTION: ON A ROLL CALL VOTE. Approve the Bill Listing for November 20, 2023, in the amount of \$497,557.30.

E. PROCLAMATIONS, RECOGNITIONS AND RESOLUTIONS:

F. PUBLIC HEARINGS:

G. ADMINISTRATIVE REPORTS:

1. Rowe Professional Services Agreement – Annrook Park and Rotary Park Pathways.

SUGGESTED MOTION: ON A ROLL CALL VOTE.

Approve Rowe Professional Services Company to provide design engineering services for both Annrook Park and Rotary Park pathway rehabilitation projects for a cost not to exceed \$24,500 and authorize the Director of Parks, Recreation, and Cemetery to sign all necessary documents.

2. DDA Executive Director – Employment Contract.

SUGGESTED MOTION: ON A ROLL CALL VOTE.

Approve the Downtown Development Authority (DDA) Executive Director Employment Contract as approved by the DDA Board on November 15, 2023.

3. Rezoning – from R-2 Single Family Residential to B-2 General Business. Parcel ID L21-16-550-024-00 (El Cozumel, LLC)

SUGGESTED MOTION: INTRODUCED BY COMMISSIONER PATTISON.

Adopt an ordinance amendment to Chapter 7 (Zoning Ordinance), Article 7.02.02(a)(36) of the General Ordinances of the City of Lapeer.

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. Downtown Development Authority Monthly Report.

L. PUBLIC COMMENTS:

M. CLOSING COMMENTS:

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

N. REMINDER OF MEETINGS: Next City Commission Meeting: <u>MONDAY, DECEMBER 4, 2023, Regular</u>

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 NOVEMBER 6, 2023

A regular meeting of the Lapeer City Commission was held November 6, 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: Mayor Marquardt. Commissioners: Atwood, Cattane, Pattison, Stroh, Swindell. Absent: None.

City Manager: Mike Womack, present.

Mayor Marquardt led the Pledge of Allegiance.

249 2023 11-06 AGENDA APPROVAL

Moved by Cattane. Seconded by Stroh. Approve the Agenda for November 6, 2023, as presented. Ayes: Atwood, Cattane, Pattison, Stroh, Swindell. Nays: None. MOTION CARRIED.

250 2023 11-06 MINUTES

Moved by Pattison. Seconded by Stroh. Approve the minutes of the regular meeting held October 16, 2023, and the Special meeting held October 24, 2023, as presented.

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

Nays: None.

MOTION CARRIED.

PUBLIC COMMENTS

Melissa Petrie gave an invocation.

Kelly, from the Meditation Self-Healing Center shared information about an open house November 30, 2023, from 4pm-7pm at 244 Law Street.

John DeAngelis asked about a comment made at the Candidate Forum relating to the City Charter. Feels the Commissioners should recuse themselves from voting on anything relating to marihuana if they receive donations from those businesses.

251 2023 11-06 CONSENT AGENDA

Moved by Cattane. Seconded by Swindell.

Approve the consent agenda for November 6, 2023, as presented:

- 1. Official 2024 Meeting Calendar.
- 2. Traffic Control Order #309.
- 3. Fixed Asset Disposal 2006 GMC 2500 HD.

Lapeer City Commission Regular Minutes November 6, 2023 Page 1 4. Fixed Asset Disposal – 2008 GMC 2500 HD.

5. Fixed Asset Disposal – 2006 Bandit Brush Chipper. Ayes: Atwood, Cattane, Pattison, Stroh, Swindell. Nays: None. MOTION CARRIED.

252 2023 11-06 BILL LISTING

Moved by Pattison. Seconded by Stroh. Approve the bill listing for November 6, 2023, in the amount of \$925,386.69. ON A ROLL CALL VOTE. Ayes: Atwood, Cattane, Pattison, Stroh, Swindell. Nays: None. MOTION CARRIED.

PROCLAMATION, RECOGNITIONS AND RESOLUTIONS:

None.

ADMINISTRATIVE REPORTS:

253 2023 11-06 FIFTH THIRD BANK – NEW ACCOUNT

Moved by Cattane. Seconded by Atwood.

Authorize the Director of Financial Services to open a bank account with Fifth Third Bank and sign all necessary documents.

ON A ROLL CALL VOTE.

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

Nays: None.

MOTION CARRIED.

254 2023 11-06 BOUNDARY TRANSFER – SECURITY CREDIT UNION

Moved by Pattison. Seconded by Stroh.

Adopt the resolution to approve the Boundary Transfer Request for Security Credit Union for 1061 S. Main, 1073 S. Main and vacant land on Cliff Drive, as described in the agenda packet.

RESOLUTION 2023-31 RESOLUTION TO APPROVE BOUNDARY TRANSFER SECURITY CREDIT UNION 1061 S MAIN ST; 1073 S MAIN ST & VACANT LAND CLIFF DR

WHEREAS, Security Credit Union, owner of the properties located at 1061, 1073 South Main Street and vacant land on Cliff Drive has filed for a Boundary Transfer Request for a parcel combination; and

WHEREAS, Chapter 6 (Land Division Ordinance), Section 6.05 Lot Splits, of the General Ordinances of the City of Lapeer, provides that approval shall be by resolution of the City Commission.

NOW, THEREFORE, BE IT RESOLVED:

Lapeer City Commission Regular Minutes November 6, 2023 Page 2

- 1. That the Boundary Transfer Request is in conformity with Chapter 7 (Zoning Ordinance) of the General Ordinances of the City of Lapeer.
- 2. That the Boundary Transfer Request is in conformity with The Land Division Act of P.A. 288 of 1967, as amended.
- 3. That the Boundary Transfer Request is approved resulting in the following legal description:

L21-16-550-005-10 City of Lapeer, Section 8 T7N R10E Churchill Subdivision Lots 5, 6, 27. Subject to any easements or ROW of record.

- 4. That the Boundary Transfer Request preserve all easement and master utility plans.
- 5. That any future site development complies with all setbacks and other applicable requirements established by the City of Lapeer Zoning Ordinance.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be filed with theLapeer County Register of Deeds.

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the City Assessor and to Security Credit Union.

This resolution declared adopted and effective this 6th day of November 2023.

Ayes: Atwood, Pattison, Stroh, Swindell.

Nays: None. Abstain: Cattane MOTION CARRIED.

255 2023 11-06 REZONING – FROM R-2 SINGLE FAMILY RESIDENTIAL TO B-2 GENERAL BUSINESS - PARCEL ID L21-16-550-024-00

Moved by Pattison.

Introduce an ordinance amendment to Chapter 7 (Zoning Ordinance), Article 7.02.02(a)(36) of the General Ordinances of the City of Lapeer.

Ordinance No. 2023-06

THE CITY OF LAPEER ORDAINS:

ARTICLE 7.02 MAPPED DISTRICTS 7.02.02 District Boundaries

- (a) Zoning District Amendments
 - (36) The following described property formerly zoned R-2 Single-Family Residential is hereby rezoned to B-2 General Business:

Parcel #L21-16-550-024-00: City of Lapeer, SEC 8 T7N R10E Churchill Farms Lot 24.

CITY MANAGER'S REPORT

City Manager Womack commented that we have started the budget process; many of the citizens are concerned about the quality of the roads around the city; we will be looking for any funding available to pay for those repairs. Planning to hold a citizen public forum in the near future to see what they want done.

CITY ATTORNEY'S REPORT

None.

UNFINISHED BUSINESS

256 2023 11-06 REAPPOINTMENT TO BOARD OF REVEIW

Moved by Pattison. Seconded by Cattane.

To reappoint Bruce Huber to the Board of Review for a 3-year term to expire January 1, 2027 Ayes: Atwood, Cattane, Pattison, Stroh, Swindell.

Nays: None.

MOTION CARRIED.

257 2023 11-06 APPOINTMENT TO CIVIL DEFENCE COORDINATOR

Moved by Cattane. Seconded by Stroh.

To reappoint Jeremy Howe as the Civil Defense Coordinator for a 1-year term to expire January 1, 2025.

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

Nays: None.

MOTION CARRIED.

258 2023 11-06 REAPPOINTMENT TO ELECTION COMMISSION

Moved by Cattane. Seconded by Pattison.

To reappoint Romona Sanchez, T. Allen Francis and Denise Marinelli to the Election Commission for a 1-year term to expire January 1, 2025.

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

Nays: None.

MOTION CARRIED.

DEPARTMENTAL REPORTS

The DDA Monthly Departmental Report, Quarterly Financial Report and the Quarterly Investment Reports were received into the record.

PUBLIC COMMENTS

None.

MAYOR/COMMISSIONER COMMENTS

Commissioner Atwood: Hoping for a great turn out for the election tomorrow. Would like to see an increase in voter participation. Have a good week.

Commissioner Stroh: Lots of cultural arts activities going on in the community. Get out and vote tomorrow and be active in the decisions made in our community. Have a great week.

Commissioner Swindell: Go vote tomorrow; it has been a pleasure to serve with all four gentlemen who sit on the commission. Would like to see the commissioners remain the same; excited to see what happens tomorrow.

Commissioner Cattane: Tomorrow is going to be exciting; will be voting with his daughter for her first time. Thanked the City Manager and all the department heads, all are amazing, and the city is lucky to have you. Great honor to serve with the mayor and these commissioners. The people of this community have a giving spirit, which makes Lapeer a great place to live.

Commissioner Pattison: Echoes fellow commissioners, please go out and vote; Veterans' Day is coming, please take time to remember a vet and thank a vet, we are here because of them.

City Manager Womack: There were some nice things written about him in the newspaper recently. Get out and vote tomorrow; has enjoyed working with the current commission and looks forward to working with the newly elected commissioners too.

Mayor Marquardt: Read the list of local events. Has been a pleasure to serve with the current commissioners; we have worked hard and tackled hard topics and this group has come together. Good luck to all the candidates.

259 2023 11-06 ADJOURNMENT

Moved by Cattane. Adjourn the regular meeting at 6:55 p.m. Ayes: Atwood, Cattane, Pattison, Stroh, Swindell. Nays: None. MOTION CARRIED.

The regular meeting adjourned at 6:55 p.m.

Debbie Marquardt, Mayor

Romona Sanchez, City Clerk



To: Mayor and City Commission
From: Kelly Hanna, Director of Financial Services
Date: November 9, 2023
RE: Bill Listing – October 27, 2023, through November 9, 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 October 27, 2023, through November 9, 2023, in the total amount of **\$497,557.30** and find them to be proper charges.

AGENDA ITEM REVIEW				
Meeting Date: Consent:	November 20, 203	Date Reviewed:	November 9, 2023	
Administrative: Public Hearing:	X	Reviewed By:	R. Sanchez, City Clerk	

S:\City Logo\City Logo 2022\Templates\Interoffice Memo\Interoffice Memo - AGENDA.docx

CHECK REGISTER FOR CITY OF LAPEER CHECK DATE FROM 10/27/2023 - 11/09/2023

Check Date	Check	Vendor	Vendor Name	Amount
11/09/2023	1721(A)	009409	GREAT LAKES WATER AUTHORITY	148,611.38
11/09/2023	1739(A)	008135	SPICER GROUP	95,572.39
11/09/2023	1746(E)	006328	BLUE CROSS & BLUE SHIELD OF MI	65,711.31
11/09/2023	597125	008221	T.G. PRIEHS PAVING CO	38,691.65
11/09/2023	597110	001961	MICHIGAN PIPE & VALVE	13,913.38
11/09/2023	597082	001752	BS & A SOFTWARE	12,989.00
11/09/2023	1745(A)	008926	WEX BANK	10,111.31
11/09/2023	1743(A) 1723(A)	009789	INSOURCE SOLUTIONS GROUP	8,094.20
11/09/2023	1725(A) 1715(A)	009980	ABM COMMERCIAL CLEANING, LLC	7,780.00
11/09/2023	1747(E)	003500	CONSUMERS ENERGY	7,312.13
11/09/2023	597075	MISC-BDG	ALLEN EDWIN HOMES	6,000.00
11/09/2023	1744(A)	000005	VC3, INC.	5,486.33
11/09/2023	597101	000261	LAPEER CO TREASURER	4,979.56
11/09/2023	1740(A)	000201	SWOOD ART STUDIOS LLC	4,425.00
11/09/2023	597111	000225	MLR ENGINEERING	4,000.00
11/09/2023	1725(A)	000200	L.E.O.R.T.C	3,961.26
11/09/2023	597120	000925	STATE OF MICHIGAN	3,842.88
11/09/2023	1726(A)	010164	LEGACY ASSESSING SERVICES INC	3,400.00
11/09/2023	1720(A) 1719(A)	010184	FLETCHER FEALKO SHOUDY & FRANCIS PC	
11/09/2023	597087	000210	DELL MARKETING LP	3,225.00
11/09/2023	597087 597124	000239	T. P. ISRAEL CO INC	3,094.33
11/09/2023	597124 597108	010052	MGS ELECTRIC INC.	3,060.00 2,940.00
11/09/2023			MGS ELECTRIC INC. MEI TOTAL ELEVATOR SOLUTIONS	
	1729(A)	009788	BEYOND THE BASICS FIRE TRAINING &	2,560.00
11/09/2023	597079	000237		2,500.00
11/09/2023	597100	006740		2,188.26
11/09/2023	1722(A)	003097		1,989.50
11/09/2023	1743(A)	000258		1,951.69
11/09/2023	1730(A)	005784	MICHIGAN MUNICIPAL LEAGUE	1,890.00
11/09/2023	1727(A)	009081		1,783.33
11/09/2023	1737(A)	009245	SMITH, SHANNON	1,783.33
11/09/2023	1733(A)	007285	PARAGON LABORATORIES, INC.	1,715.00
11/09/2023	1724(A)	009738	JOHNSON CONTROLS SEC. SOLUTIONS	1,397.93
11/09/2023	597092	005988	FOSTER OIL CO	1,203.32
11/09/2023	597131	007894	VERIZON WIRELESS	1,085.64
11/09/2023	597127	008196	TOWN & COUNTRY POOLS, INC	1,052.50
11/09/2023	1742(A)	008345	TAYLOR, SARAH	1,004.49
11/09/2023	597112	000114	MODERN OF METAMORA LLC	872.50
11/09/2023	1731(A)	000083	MUNICIPAL EMERGENCY SERVICES, INC	774.20
11/09/2023	597076	MISC-BDG	AQUA REAL ESTATE LLC	750.00
11/09/2023	597106	009739	MARCO TECHNOLOGIES, LLC	697.05
11/09/2023	1741(A)	010165	SYSTEMS SPECIALTIES	643.85
11/09/2023	1738(A)	000162	SOLBERG, KNOWLES AND ASSOCIATES	637.26

11/09/2023	1717(A)	000163	EUROFINS ENVIRONMENT TESTING	545.00
11/09/2023	597128	006019	TRW LANDSCAPES LLC	529.50
11/09/2023	597103	MISC-BDG	LAURENCELLE CONSTRUCTION LLC	500.00
11/09/2023	597118	MISC-BDG	SERENUS JOHNSON & SON CONSTRUCTION	500.00
11/09/2023	597134	MISC-BDG	WOODLINE BUILDING COMPANY	500.00
11/09/2023	1736(A)	005950	RICK RHEIN DISPOSAL	472.00
11/09/2023	1716(A)	007298	D & D EXCAVATING OF LAPEER LLC	466.00
11/09/2023	597088	000259	DOWNTOWN DEVELOPMENT AUTHORITY	426.17
11/09/2023	1728(A)	009382	MAURER'S TEXTILE RENTAL SERVICES	401.19
11/09/2023	597107	009382	MAQUARDT, DEBBIE	390.55
11/09/2023	1732(A)	009870	NYE UNIFORM CO	379.14
11/09/2023	597126	000668	THUMB ALARM SYSTEMS INC	372.50
11/09/2023	597083	000153	CATTANE, ERIC	366.17
11/09/2023	597091	000064	ETNA SUPPLY	365.00
11/09/2023	597077	006304	ARNOLD'S AUTO WASH	342.00
11/09/2023	597123	000238	SWINDELL, MARLANA	318.99
11/09/2023	597133	MISC-BDG	WALLSIDE WINDOWS	300.00
11/09/2023	597114	000154	PATTISON, JEFF	267.24
11/09/2023	597122	000070	STROH, TONY	267.24
11/09/2023	597113	000240	MOORE, SIDNEY	264.99
11/09/2023	1735(A)	009556	PREMIER SAFETY	251.58
11/09/2023	597084	MISC-BDG	CONSUMERS ENERGY COMPANY	250.00
11/09/2023	597097	000879	IAAO	240.00
11/09/2023	597099	000026	KOBELLE PLUMBING, LLC	234.00
11/09/2023	597094	MISC-BDG	GARY KNAPP JR	200.00
11/09/2023	597078	009703	ATWOOD, JOSHUA	187.23
11/09/2023	1734(A)	000167	PREMIER OCCUPATIONAL HEALTH	176.00
11/09/2023	597096	006805	GROUP RESOURCES	148.00
11/09/2023	597117	007284	PTM DOCUMENT SYSTEMS	142.84
11/09/2023	597116	007334	PITNEY BOWES INC.	132.79
11/09/2023	1748(E)	000010	INVOICE CLOUD	130.00
11/09/2023	597105	008738	MACOMB ASSESSORS ORGANIZATION	130.00
11/09/2023	597132	001824	VILLAGE PRINTING	130.00
11/09/2023	597098	006455	INTERNATIONAL INSTITUTE OF	125.00
11/09/2023	597074	MISC-BDG	A-1 MECHANICAL	100.00
11/09/2023	597080	MISC-BDG	BILL CARR SIGNS, INC	100.00
11/09/2023	597085	MISC-BDG	DAGHER SIGNS & GRAPHICS	100.00
11/09/2023	597086	MISC-BDG	DEE CRAMER HEATING & COOLING, INC	100.00
11/09/2023	597089	MISC-BDG	ESCON GROUP	100.00
11/09/2023	597093	MISC-BDG	FOUNDATION SYSTEMS OF MICHIGAN	100.00
11/09/2023	597109	MISC-BDG	MICHIGAN HEATING COOLING & PLUMBING	100.00
11/09/2023	597115	MISC-BDG	PINE TREE HEATING & AIR CONDITIONIN	100.00
11/09/2023	597119	MISC-BDG	SIGNARAMA, FLINT	100.00
11/09/2023	597129	MISC-BDG	TYCO INTEGRATED SECURITY LLC	100.00
11/09/2023	1720(A)	000282	FLINT WELDING SUPPLY CO	87.50
11/09/2023	597095	000282	GRAINGER	86.52
11/09/2023	597095 597081	005987	BLUE FLAME PROPANE INC	66.75
11/09/2023	TQUIEC	003907		00.75

11/09/2023	597102	000168	LAUR, JERED	50.00
11/09/2023	597121	008241	STATE TAX COMMISSION	50.00
11/09/2023	597090	MISC-UB	ESTATE OF DIANE RUTLEDGE	38.39
11/09/2023	597104	MISC CC	LOWE, BERNADETTE	28.00
11/09/2023	1718(A)	008540	FASTENAL COMPANY	12.34
11/09/2023	597130	008511	UPS	5.72
				497,557.30



ITEM G-1

To: Mike Womack, City Manager
From: Rodney Church, Director of Parks, Recreation & Cemetery
Date: November 6, 2023
RE: ROWE proposal for design engineering services for the Annrook/Rotary Park Pathway Rehab projects

STAFF RECOMMENDATION

To approve the proposal from ROWE Engineering to provide design engineering services for both Annrook and Rotary Park pathway rehabilitation projects and give permission to the Director of Parks, Recreation, and Cemetery Department to sign the agreement.

CURRENT OR NEW INFORMATION

The Linear Park Pathway is located on the abandoned railroad property in and between Rowden, Rotary, Annrook, East Annrook and Audubon parks within the City of Lapeer. It stretches roughly 3 miles long and features boardwalks, bridges, paved pathways, and facilities located in the parks. The Linear Park Pathway originally was funded through separate grant opportunities through the Michigan Department of Natural Resources in the mid 1990's. Majority of these pathways are severely cracked and need replaced. Annual crack sealing has helped maintain the pathway system, but they all need to be re-done. These trail segments of the Linear Park Pathway system were analyzed by ROWE previously as part of our effort to acquire a SPARK Grant for funding. The SPARK Grant was only awarded for the Rowden Park portion of the Linear Pathway, and it is necessary to improve both the Annrook and Rotary pathways as well. Below represents ROWE's construction estimates for both pathways:

Annrook Park Pathway	\$86,000
Rotary Park Pathway	<u>\$144,000</u>
Total Construction	\$230,000

The pathway rehab projects were budgeted and approved in the 23/24 Capital Improvement Plan. ROWE's cost for pre-engineering services is **\$24,500**; and an additional **\$5,000** for pathway soil borings. Funds to pay for engineering services and soil borings will be paid for out of project #22931.

AGENDA ITEM REVIEW				
Meeting Date: Consent:	November 20, 2023	Date Reviewed:	November 15, 2023	
Administrative: Public Hearing:	X	Reviewed By:	D. Jansen, Deputy Clerk	

128 N. Saginaw Street Lapeer, MI 48446 | (810) 664-9411 www.rowepsc.com



November 6, 2023

Mr. Rodney Church, Director of Parks, Recreation, & Cemetery City of Lapeer 880 S. Saginaw Street Lapeer, MI 48446

RE: Annrook Park & Rotary Park Non-Motorized Trails Rehabilitation Design Engineering Services Proposal

Dear Mr. Church,

ROWE Professional Services Company is pleased to present this proposal to provide engineering services to prepare design, bidding, and contract documents to rehabilitate sections of the existing non-motorized trails located in Annrook Park and Rotary Park. These trail segments were analyzed by ROWE previously as part of your effort to acquire Spark Grant funding for this work. We have prepared a preliminary cost opinion for this work and utilizing current unit pricing for similar projects. It is our opinion the construction project cost for the various sections, assuming 2024 construction, breaks down as shown below:

Annrook Park Trail Paving	\$ 86,000
Rotary Park Trail Paving	<u>\$144,000</u>
Total Construction Cost	\$230,000

These budget numbers do not include the cost of design or construction engineering.

This proposal was prepared such that only local funding will be used, and there is no special funding or grant requirements.

It is also recommended that the city independently hire a geotechnical engineering firm to obtain approximately five soil and pavement cores (two at Annrook Park, and three at Rotary Park). This information will be helpful during the design phase, and helpful for the bidders when determining their pricing for construction. It is estimated that this cost will be approximately \$5,000.

SCOPE OF SERVICES

ROWE proposes the following scope of services for your consideration:

1. Conduct an on-site visit of the sites to identify precise locations of the work area, and to measure quantities of the proposed work.

SINCE 1962

Flint, MI | Lapeer, MI | Farmington Hills, MI | Grand Rapids, MI | Mt. Pleasant, MI | Oscoda, MI | Grayling, MI | Myrtle Beach, SC

- 2. Meet with staff to obtain any additional information or observations regarding the proposed work areas.
- 3. Develop log style plans using aerial images showing locations of all proposed improvements. Once preliminary plans have been prepared, we will forward a set of the plans to you and Ryan Edwards for review and comment. Once approved, ROWE will finalize the plans, work quantities, specifications, and contract documents.
- 4. As we have discussed, it would be ideal to raise the portion of existing trail in the northwest corner of Rotary Park, where it is often flooded after rain. Since this area is in the floodplain and floodway, a permit from Michigan Department of Environment, Great Lakes, and Energy (EGLE) will be required. More detailed design will be required as a result. We propose to survey and fully design the roughly 100-foot section of trail that is too low (east of the 90-degree bend). We will prepare an application for work within the floodplain and submit to EGLE for review and approval. These plans will contain detailed cut and fill cross-sections and calculations, like what was done for the M-24 tunnel connector project.
- 5. Prepare and submit an application for a Soil Erosion and Sedimentation Control (SESC) permit from the Lapeer County Health Department. All permit fees will be paid for by the city.
- 6. Prepare bidding documents, coordinate with city staff to advertise the project, and issue for bids.
- 7. Provide copies of the bidding documents to bidders, answer questions during the bidding process; and if necessary, issue an addendum to clarify contract documents.
- 8. Attend bid opening, prepare a Tabulation of Bids, and provide a Recommendation of Award.
- 9. Prepare contract documents to be executed by the selected Contractor and city.

THE FOLLOWING SERVICES ARE <u>NOT INCLUDED</u> IN THE ABOVE SCOPE OF WORK, BUT CAN BE PROVIDED AT THE CITY'S REQUEST:

- 1. Attending public meetings.
- 2. Geotechnical services to obtain pavement and subgrade data (ROWE will assist the city in securing bids for this work).
- 3. Construction phase services. After the design phase is complete, we can prepare a separate proposal to provide these services to the city if desired.

COMPENSATION

ROWE proposes to provide these services for a lump sum fee of **\$24,500**. We will invoice the city monthly based upon the work completed during that billing period.

SCHEDULE

We can begin this work within three weeks of your authorization and have preliminary plans for your review approximately five weeks after. If authorized soon, this project would be issued for bids in March 2024 to maximize the ability to obtain competitive prices for a spring or early summer of 2024 construction project.

Mr. Rodney Church November 6, 2023 Page 3

ROWE appreciates the opportunity to provide this proposal and is looking forward to assisting you with this project. To authorize ROWE to begin work, please sign the attached Contract for Engineering Services, and return a copy of the signed document to our office.

Please contact me on my cell phone at (248) 318-1492 if you have any questions.

Sincerely, ROWE Professional Services Company

Paul T. O'Meara, PE Project Manager

Attachments: Contract

R:\Projects\16L0001\Docs\Proposals\Annrook & Rotary Trail Rehab\Proposal Annrook and Rotary Rehab.docx

Contract for Engineering Services CITY OF LAPEER

THIS AGREEMENT, entered into this _____day of _____, 2023, by and between CITY OF LAPEER, hereinafter referred to as the "OWNER", and ROWE Professional Services Company, hereinafter referred to as the "ENGINEER" or "CONSULTANT."

WITNESSETH, that whereas it is the intent of the OWNER to complete the following, hereinafter called the "PROJECT":

ANNROOK PARK & ROTARY PARK NON-MOTORIZED TRAIL REHABILITATION

The project consists of the following work –

Provide construction drawings and bidding documents for the pavement rehabilitation of existing non-motorized trails within Annrook Park and Rotary Park. The design will include a detailed grading plan of a portion of the trail within Rotary Park to be submitted to EGLE for a permit to work within the 100-year floodplain.

NOW, THEREFORE, the OWNER and the ENGINEER, in consideration of the mutual covenants hereinafter set forth, agree as follows:

SECTION 1 - BASIC SERVICES OF THE ENGINEER

- A. General:
 - 1. The ENGINEER agrees to perform professional services in connection with the PROJECT as hereinafter stated.
 - 2. The ENGINEER will serve as the OWNER's professional representative for the PROJECT and will give consultation and advice to the OWNER during the performance of the ENGINEER's services.
- B. Scope of Service:

After written authorization to proceed with the PROJECT, the ENGINEER will execute the work plan described herein:

- 1. Complete a topographic survey of the area within Rotary Park where grading changes will be proposed.
- 2. Prepare log style plans of the majority of the project, detailing the location, proposed cross-section, and other details regarding the project. Prepare a detailed grading plan with cut and fill cross-sections and calculations for the surveyed portion of Rotary Park.
- 3. Prepare a list of pay items and cost opinion for the construction plans as proposed.
- 4. Submit the plans and an application to EGLE for work within the 100-year floodplain.
- 5. Prepare contract specifications for the project.
- 6. Assist the City in soliciting bids and recommend the lowest responsible bidder for a contract award.

THE FOLLOWING SERVICES ARE <u>NOT INCLUDED</u> IN THE ABOVE SCOPE OF WORK, BUT CAN BE PROVIDED AT THE OWNERS REQUEST:

- 1. Attending public meetings.
- 2. Geotechnical services to obtain pavement and subgrade data (ROWE will assist the city in securing bids for this work).
- 3. Construction phase services.

SECTION 2 – ADDITIONAL SERVICES OF THE ENGINEER

A. General:

If authorized in writing by the OWNER, the ENGINEER will finish or obtain from others additional services of the following types which will be paid for by the OWNER as indicated in Paragraph 5.B.

- 1. Additional services due to significant changes in general scope of the PROJECT or its design.
- 2. Additional services in connection with the PROJECT, not otherwise provided for in this agreement, subject to prior approval of the OWNER.

SECTION 3 – THE OWNER'S RESPONSIBILITIES

- 1. Provide full information as to its requirements for the PROJECT.
- 2. Assist the ENGINEER by placing at the ENGINEER's disposal all available information pertinent to the site of the PROJECT, including previous reports and any other data relative to design and construction of the PROJECT.
- 3. Provide access for the ENGINEER to enter upon lands as required for the ENGINEER to perform work under this Agreement.
- 4. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the ENGINEER and shall render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of the ENGINEER.
- 5. Provide reasonable legal, accounting and insurance counseling service for the PROJECT.
- 6. Designate a person to act as the OWNER's representative with respect to the work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to material, equipment elements and systems pertinent to the work covered by this Agreement.
- 7. Give prompt notice to the ENGINEER whenever the OWNER observes or otherwise becomes aware of any defect in the PROJECT.

- 8. Obtain approval of governmental authorities having jurisdiction over the PROJECT.
- 9. Furnish, or direct the ENGINEER to provide, at the OWNER's expense, necessary additional services as stipulated in SECTION 2 of this Agreement, or other services as required.

SECTION 4 – PERIOD OF SERVICE

- 1. Upon written authorization from the OWNER, the ENGINEER will proceed with the performance of the service called for in this Agreement.
- 2. Unless sooner terminated as provided in Paragraph 6.A, this Agreement shall remain in force for a period which may reasonably be required for completion of the construction of the proposed PROJECT; however, not greater than one year from the ENGINEER's substantial completion of the phases of work that have been authorized for commencement.

SECTION 5 – PAYMENTS TO THE ENGINEER

A. Payments for Basic Service of the ENGINEER Under SECTION 1:

The OWNER will pay the ENGINEER for Construction Engineering Services performed by the ENGINEER based on the ENGINEER's hourly billing rates estimated as follows:

TOTAL ESTIMATED "NOT TO EXCEED" CONSTRUCTION SERVICES FEE = \$24,500

- 1. The fee as defined above shall be allocated to be paid monthly, as the work progresses.
- B. Payment for Additional Services of the ENGINEER Under SECTION 2:
 - 1. The OWNER will pay the ENGINEER for additional services at a mutually agreed upon fee.
- C. General
 - 1. If this Agreement is terminated upon completion of any phase of the ENGINEER's services, the progress payments to be made in accordance with Paragraph 5.A.1 and 5.A.2 on account of all prior phases shall constitute total payment for services rendered; if terminated during any phase of the work not due to any fault of the ENGINEER, payment shall be made for services performed during such phases on the basis of the portion of each phase completed prior to termination.

- 2. If, prior to termination of this Agreement, any work designed or specified by the ENGINEER during any phase of the work is suspended in whole or in part or abandoned not due to any fault of the ENGINEER, after written notice from the OWNER, the ENGINEER shall be paid for services performed prior to receipt of such notice from the OWNER as provided in Paragraph 5.c.1 for termination during any phase of the work.
- 3. The ENGINEER shall be solely responsible for the performance of the work provided hereunder. To that end, should the ENGINEER utilize subcontractors to perform a portion of the PROJECT, any subcontractors' invoices shall be and remain the sole cost and expense of the ENGINEER and included within the scope of the PROJECT. Should additional or extraordinary services be required beyond the scope of the PROJECT or to address unforeseen circumstances or conditions, said subcontractor's invoices shall be billed to OWNER in the ordinary course with no mark up or additional fee.

SECTION 6 – GENERAL CONDITIONS

- A. Termination:
 - 1. This Agreement may be terminated by either party upon twenty-one (21) days written notice to the other party in the event of a breach of material provision of this Agreement by the other party through no fault of the terminating party, provided that, during the twenty-one (21) day period, the breaching party fails to cure such breach.
 - 2. In the event of termination, as provided in this Article, the ENGINEER shall be paid as compensation in full for services performed to the date of that termination, that amount due and owing to the date of termination for the work performed as represented by the hourly billing statements of the ENGINEER up to the date of termination. Such amount shall be paid by the OWNER upon the ENGINEER delivering or otherwise making available, upon OWNER's request to the OWNER, all drawings, specifications, data, drafts, reports, summaries, and that other information and materials as may have been accumulated or prepared by the ENGINEER in performing the services included in this Agreement, whether completed or in progress.
- B. Ownership:
 - The OWNER acknowledges that the CONSULTANT's documents, including, but not limited to, tracings, drawings, estimates, specifications, field notes, investigations, and studies, are instruments of professional service. Nevertheless, the documents prepared for the OWNER shall become the OWNER's property upon completion and payment for the CONSULTANT's services. The CONSULTANT will provide the OWNER access to or copies of said documents upon demand by the OWNER throughout the period the documents are in the CONSULTANT's possession. The OWNER agrees that said documents will not be reused for other purposes or modified without written authorization by the CONSULTANT. The OWNER agrees to indemnify and hold harmless the CONSULTANT against damages, liabilities, or costs arising from or allegedly

arising from the unauthorized reuse or modifications of the documents prepared by the ENGINEER. The CONSULTANT is responsible to protect documents in their possession, and if said documents are lost or damaged, they shall be replaced or restored by the CONSULTANT.

2. Following completion of the work by the ENGINEER and the final approval of the work by the OWNER, upon the OWNER's request, the ENGINEER shall deliver to the OWNER the following documents:

One (1) set of final approved contract drawings drawn to a suitable scale on standard paper or in other mutually acceptable electronic form, and;

One (1) set of the original design calculations and notes utilized in the preparation of the contract drawings, special provisions for the specifications, detailed specifications and the estimate of cost of construction of building.

- c. Insurance Save Harmless:
 - 1. The CONSULTANT is responsible for the completeness and accuracy of all survey notes, plans, supporting data and data for specifications for the PROJECT consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. The CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of the CONSULTANT in the performance of professional services under this contract to the extent the CONSULTANT is responsible for such damages. The CONSULTANT shall not be obligated to indemnify the OWNER for the OWNER's own negligence or the negligence of others. The OWNER's approval of the CONSULTANT's plans or data does not relieve the CONSULTANT of responsibility for their completeness or accuracy
 - 2. The ENGINEER shall secure and maintain such insurance as will protect the ENGINEER and the OWNER from claims under the Workman's Compensation Acts and from claims for bodily injury, death, or property damage which may arise due to the ENGINEER's negligence in the performance of services under this Agreement.
- D. Indemnification:
 - 1. The ENGINEER expressly agrees to defend, indemnify and hold harmless OWNER or any of its officers or employees from any and all claims, damages, liability, or court awards including attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including, but not limited to, any person, firm, partnership, or corporation, in connection with or arising out of any omission or act of commission by ENGINEER or any of their employees or agents in performing work pursuant to this Agreement. In the event that any such suit or action is brought against OWNER, the OWNER will give notice thereof to ENGINEER.

- E. Successors & Assigns:
 - The OWNER and the ENGINEER each binds themselves and any partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the OWNER nor the ENGINEER shall assign, sublet or transfer their interests in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto.
- F. Independent Contractor:
 - 1. It is understood and agreed that the ENGINEER is an independent contractor, responsible to the OWNER for the results of this undertaking by the ENGINEER and is not an employee or agent of the OWNER.
- G. Subcontractors:
 - 1. ENGINEER shall not subcontract any task it is to perform under the terms of this Agreement without prior written consent of OWNER.
- H. No Third-Party Beneficiaries:
 - 1. It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to OWNER and ENGINEER, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than OWNER or ENGINEER receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.
- I. Non-Discrimination:
 - 1. The ENGINEER and/or any sub-contractors shall not discriminate against any employees or applicant for employment, or to be employed in the performance of his Contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment because of race, color, religion, national origin, or ancestry.
 - The ENGINEER and/or any sub-contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this Contract with respect to his hire, tenure, terms, conditions, or privileges of employment, because of age or sex, except where based on a bona fide occupational qualification.
- J. Mediation:
 - 1. In an effort to resolve any conflicts that arise during the design and construction of the PROJECT or following the completion of the PROJECT, the OWNER and the ENGINEER agree that all disputes between them arising out of or relating to this

Agreement, or the PROJECT shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

- 2. The OWNER and the ENGINEER further agree to include a similar mediation provision in all agreements with independent contractors and CONSULTANTs retained for the PROJECT and to require all independent contractors and CONSULTANTs also to include a similar mediation provision in all agreements with their subcontractors, sub-CONSULTANTs, suppliers, and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.
- K. Entire Agreement:
 - 1. This Agreement represents the entire agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties. If any other provision of this Agreement is held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Agreement shall continue in full force and effect.
- L. Jobsite Safety:
 - 1. Neither the professional activities of the ENGINEER, nor the presence of the ENGINEER or its employees and sub-CONSULTANTS at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The ENGINEER and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The OWNER agrees to require the General Contractor(s) to provide liability insurance for the PROJECT(s), indemnifying and listing as additional insured's the OWNER, the ENGINEER and the ENGINEER's sub-CONSULTANTS.
- M. Construction Costs:
 - 1. The OWNER shall advise the ENGINEER in writing before design commencement of any budgetary limitation for the overall cost of construction. The ENGINEER will endeavor to work within such limitations and will, if requested and included within the scope of services, submit to the OWNER an opinion of probable construction cost. Opinions of probable construction cost will represent the ENGINEER's best judgment as a design professional familiar with the construction industry but does not represent that bids or negotiated prices will not vary from budgets or opinions of probable cost. OWNER acknowledges that neither the ENGINEER nor the OWNER has control over the cost of labor, materials, or methods by which contractors determine the prices for construction.
- N. Applicable State Law:
 - 1. This document shall be governed by the laws of the State of Michigan.

SECTION 7 – SPECIAL PROVISIONS

The OWNER and the ENGINEER mutually agree that this Agreement shall be subject to the following special provisions which together with the provisions hereof and the exhibits hereto represent the entire Agreement between the OWNER and the ENGINEER; and that they may only be altered or repealed by a duly executed written instrument.

NONE

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

OWNER: CITY OF LAPEER ENGINEER: ROWE Professional Services Company

Michael Womack City Manager Jesse M. Morgan Director of Engineering

R:\Projects\16L0001\Docs\Proposals\Annrook & Rotary Trail Rehab\Trail Rehab City of Lapeer Contract.docx

ITEM G-2

M E M O R A N D U M

- TO: LAPEER CITY COMMISSION
- FROM: CATHERINE BOSTICK, CHAIRPERSON CITY OF LAPEER DDA

DATE: NOVEMBER 15, 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 November 15, 2023. The DDA Board is seeking approval from the Lapeer City Commission as to this contract. I have highlighted the sections that have been modified from the original contract.

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 4706 Pine Street, Columbiaville, Michigan 48421 ("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, Michigan statutes and all amendments to such laws, rules and regulations.

SECTION THREE.

DUTIES OF EMPLOYEE

Employee shall perform all duties and functions expected of the position of Executive Director by the laws of the State of Michigan and as described in **Exhibit A** attached hereto and such other duties as the 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 or about the month of May of each year 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) voluntarily terminated by employee, 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, beginning July 1st, 2023 (the "Initial Term"), and ending on June 30th, 2025.

This Agreement will automatically renew and extend for an additional period of twelve (12) months to June 30th, 2026, unless notification is provided in writing by either party not less than sixty (60) days prior to the June 30th, 2025 date.

If either party chooses not to renew this agreement prior to the June 30th, 2025 date and the required 60 days' notice is provided, the employer shall pay to employee the amounts due for earned and unused Vacation, Sick or other Paid Time Off but no other severance amounts or benefits.

B. This Agreement may be terminated by the Board "for cause" at any time. The Employer's exercise of its right to terminate the employee 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, "for 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. Employee's conviction or a plea of no contest to a felony under Michigan law; or a crime involving moral turpitude;
- Misconduct, whether during or outside the course of employment, which substantially impairs the employee's ability to function effectively as Executive Director or which brings disrepute to the office of Executive Director or the Downtown Development Authority organization;

- 4. Gross negligence in the performance of duties or fraud or embezzlement;
- 5. Dishonesty, intentional falsification of records or documents, financial improprieties, misuse of position for personal gain, or deliberate misrepresentation of material facts to the DDA Board;
- 6. Willful neglect, abandonment of or inability to complete employment duties;
- 7. Drug test confirming the use of illegal substances under Michigan law, or intoxication while working;
- 8. Violations of federal or state laws, the City Charter and the Code of Ordinances of the City or the DDA Development Plan which would expose the City or Downtown Development Authority to significant civil liability and/or affect the validity and enforceability of City actions;
- 9. Any gross negligence or willful misconduct in the performance of the Employee's duties that results in a substantial detriment to the Employer.

Such actions shall be considered reasons for employer to terminate the employee's employment "for cause". In such circumstances, the employer shall pay to employee the amounts due for earned and unused Vacation, Sick or other Paid Time Off, but no other severance amounts or benefits.

D. Executive Director's employment is contractual but may be terminated for any legal reason or no reason at all at any time by either party, without cause and without prior notice.

If the employer chooses to terminate employee without cause, employer shall pay to Executive Director a severance payment equal to six (6) months of employment, including payments of the employee's then current compensation and also the monthly payment for the employee's Section 125 premium only plan (the "Severance Payment"), but no other sums or payments.

The Severance Payment shall be paid out incrementally over the course of employer'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.

E. If the employee chooses to terminate this agreement for any reason, they shall provide 60 days written notice to the Board in order to allow the Board to work on choosing a new Executive Director. During this 60-day period, the employee shall continue their regular job duties as outlined in Exhibit A and shall also assist the Board in advertising for and preparing to on-board the new Executive Director. If 60 days' notice is given, the employer shall pay to the employee the amounts due for earned and unused Vacation, Sick or other Paid Time Off but no other severance amounts or benefits. If less than 60 days notice is given, the employer shall be under no obligation to pay the employee any amounts other than actual work time performed.

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 due to their actions or status as 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 nor interfere with Employee's duties and responsibilities as Executive Director of the DDA. Employee shall maintain an appropriate work schedule in light of their duties to attend meetings and be available on nights and weekends as needs may dictate.

SECTION TEN.

PERSONAL TIME OFF AND HOLIDAYS; BEREAVEMENT

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 jobaffiliated nature made in connection with completing the duties and responsibilities of employment shall be reimbursed by the Employer to the Employee upon written presentation of those work-related out-of-pocket expenses to the DDA Board of Directors. These expenses may include such items as: mileage, travel, duplication costs, postage, etc. The employer shall pay for employee's mileage in excess of their normal commute at the published IRS rate for each year. All expenses related to work-related out of pocket expenses shall be itemized by receipt or other writing, when available.

SECTION THIRTEEN.

RETURN OF PROPRIETARY INFORMATION AND PHYSICAL MATERIALS

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 on behalf of the DDA, 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 Employee 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 Revised Uniform Arbitration Act.

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 both parties by their signature. No course of action by the parties shall act as a modification or waiver of any provision within this agreement unless modified in writing as provided herein.

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.

ENTIRE AGREEMENT

SECTION SEVENTEEN.

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

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

NOTICE AND DELIVERY

SECTION EIGHTEEN.

For purposes of this agreement, all notifications shall be in writing and delivered to the other party at their respective mailing addresses being **576 Liberty St, Lapeer, MI 48446** for the DDA Board and **4706 Pine Street, Columbiaville, Michigan 48421** for the employee. Delivery shall be made by first class USPS mail but both parties shall strive to provide actual notice by hand-delivery.

By signing below, each party mutually assents to employment, engagement and hiring of 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.

EMPLOYER

EMPLOYEE

Catherine Bostick Date

James Alt

Date

Its: Chairperson, City of Lapeer DDA

Its: Executive Director, City of Lapeer DDA

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 for 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 and other 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 and approval
- 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
- 38. Undertake continuing education to stay abreast of current best practices within the field.
- 39. Perform other such related duties and responsibilities as directed by the DDA Board from time to time.



To:	Lapeer City Commission
From:	Jason Ball, AICP; Planning Consultant
Date:	October 26, 2023
RE:	Rezoning – Alfredo Melendez – Cliff Dr.
	Parcel #L21-16-550-024-00
	R-2 Single-Family Residential to B-2 General Business

STAFF RECOMMENDATION

Please adopt an ordinance amendment to rezone Parcel #21-16-550-024-00 from R-2 Single Family Residential to B-2 General Business.

The City's Future Land Use map identifies the area as planned for Commercial-General Business which is consistent with the applicant's request to rezone from R-2 to B-2. Plan objectives to "Accommodate an acceptable amount of commercial and office development..." and to "Enhance the image of heavily traveled business corridors." also support the request.

CURRENT OR NEW INFORMATION

On October 12, 2023, the Planning Commission held a public hearing to consider the request from Alfredo Melendez to rezone the subject property to B-2 General Business to operate a restaurant. The property was recently annexed into the City and at that time was designated as R-2. When a property is annexed, the zoning district applied is the district most similar to the property's former designation within the township from which it was annexed.

The Planning Commission recommended approval, finding the request meets Standard 1 of Section 7-23.06.B because the request is in compliance with the Master Plan Future Land Use designation of for the property.

Attachments

- Planning Commission Memorandum
- Application Form
- Draft Planning Commission meeting minutes

AGENDA ITEM REVIEW					
Meeting Date: Consent:	November 20, 2023	Date Reviewed:	November 9, 2023		
Administrative: Public Hearing:	x	Reviewed By:	R. Sanchez, City Clerk		



Memorandum

To: City of Lapeer, Planning Commission
From: Jason Ball AICP, Planning Consultant
Date: October 3, 2023
RE: Rezoning Request – Timbergate Construction, LLC – PID #L21-16-550-024-00

The applicant, Timbergate Construction, LLC, has submitted a rezoning request to rezone the above-mentioned property on behalf of Alfred Melendez of El Cozumel LLC, property owner of Parcel ID L21-16-550-024-00, from R-2 Single Family Residential to B-2 General Business to operate a restaurant. The property was recently annexed into the City, and with any annexation the zoning district applied is the district most similar to the property's former designation within the township from which it was annexed.

REZONING

To grant approval of a rezoning request, <u>one</u> of the following must be found true per Section 7.23.06.B:

(1) The requested amendment is in compliance with the City Master Plan or that a mistake in the plan or changes in conditions or City policy have occurred that are relevant to the request. If the Planning Commission recommends approval of a request that is not in compliance with the current plan due to a mistake or change in conditions or policy, it shall immediately initiate an amendment to the plan to address the identified mistake or change.

(2) The property cannot be reasonably used as it is currently zoned and the proposed request represents the most suitable alternative zoning classification based on the City Master Plan.

The City's Future Land Use map identifies the area parcel as planned for Commercial-General Business which is consistent with the applicant's request to rezone from R-2 to B-2. Plan objectives to "Accommodate an acceptable amount of commercial and office development..." and to "Enhance the image of heavily traveled business corridors." also support the request.

APPLICANT'S RESPONSE FOR REZONING

The applicant's reason for requesting the rezoning is provided below and included in the application.

The intent is to combine with the adjoining lot 1109 S Main Street to build a restaurant and parking lot.

STAFF FINDINGS

The Master Plan appears to clearly identify the parcel and area as appropriate for rezoning to B-2 General Business District. The applicant will be following up this rezoning request with a full site plan submittal to the Planning Commission.

City of Lapeer Page 2

RECOMMENDATIONS

•

Based on the information provided, the request appears to clearly meet Standard #1 in Section 7.23.06.B. Therefore, staff encourages the Planning Commission to recommend approval of the rezoning request to the City Commission.

L:\PLANNING COMMISSION & FULL SITE PLAN REVIEWS\PC Rezoning Applications\Melendez #2 - Cliff Dr - Vacant - October 2023\Rezoning Memo - Cliff Dr.docx

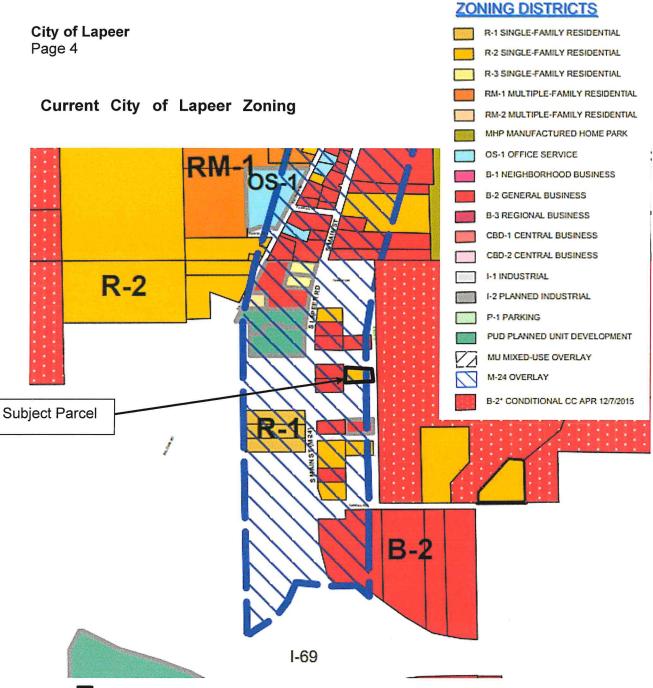
City of Lapeer Page 3

REFERENCE MATERIAL

Aerial Map



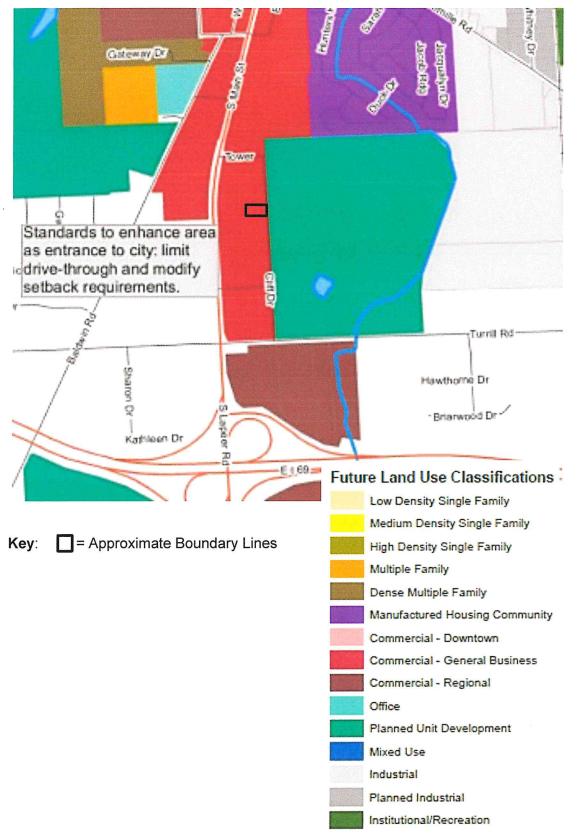
Key: 🔲 = Approximate Boundary Lines



Key: = Approximate Boundary Lines

City of Lapeer Page 5

Current Future Land Use Map



By gept. 18th



Applicant Information

FEE: <u>\$800</u> DATE PAID: <u>9/11</u> 2013

PLANNING DEPARTMENT 576 Liberty Park, Lapeer, MI 48446 (810) 664-4553 REZONING APPLICATION

Fee: \$750.00 base fee plus \$50.00 per acre

An application to request the rezoning of property must be heard before the City of Lapeer Planning Commission. **Regular meetings of the Planning Commission are held on the second (2nd) Thursday of each month at 6:30 p.m. at Lapeer City Hall.** After receipt of the application and payment of the fee a public hearing will be scheduled for the next Planning Commission meeting for consideration, with all legal notifications being met. Public hearing legal notices are required to be published in the local newspaper 15 days in advance of a public hearing.

Recommendations from the Planning Commission are considered by the Lapeer City Commission at the first available City Commission regular meeting date following the regular Planning Commission meeting. *The applicant is advised to contact the Planning Department at (810)664-4553 to confirm the date for City Commission action.*

A non-refundable filing fee of \$750.00 base fee plus \$50.00 per acre made payable to the City of Lapeer must accompany your application.

Name: Timbergate Construction LLC
Address: 2403 Inlay City RO LAPEER MI 48446
Phone Number: 810 790-6210 Email Address: Cacarpenter @ Houserysteconstruction
Property Owner Name and Address (if different than above): El Cozume LC
4292W 186 St SheridAN FN 46069
Property Information
Property Address: V/L CLIFF DE LAPER MI 48446
Parcel Number (Tax ID Number): <u>L2I-16-550-034-00</u>
Current Zone District Classification: SFR
Proposed Zone District Classification: <u>B-Z</u>
Proposed Use: New Restaugant

A copy of the deed for the subject property or its legal description must be attached to the application.

Preliminary Concept Plan

Please provide a preliminary concept plan showing the subject lot or parcel and the intended layout of the proposal. The concept plan is required to be drawn to scale and becomes part of the application.

In consideration of all rezoning request, the PC shall review each case as to its compliance with one of the two standards:

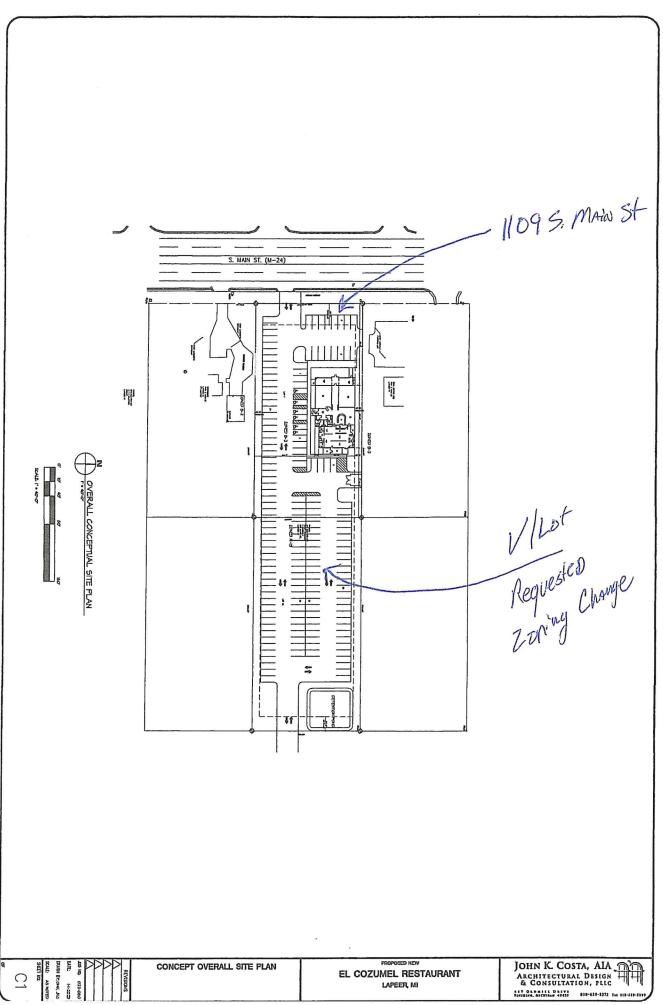
- (1) The requested amendment is in compliance with the City Master Plan or that a mistake in the plan or changes in conditions or City policy have occurred that are relevant to the request. If the Planning Commission recommends approval of a request that is not in compliance with the current plan due to a mistake or change in conditions or policy, it shall immediately initiate an amendment to the plan to address the identified mistake or change.
- (2) The property cannot be reasonably used as it is currently zoned and the proposed request represents the most suitable alternative zoning classification based on the City Master Plan.

Please state the intended action and the reason the requested rezoning:

Intent Is to Combine w/A)onim Lot 1109 5, Main St
Jutent Is to Combine w/A)oning Lot 1109 5, Mario St to build A Restaurant & PARKing Lot
V
·
I (we), the undersigned, do herby make application and petition the City of Lapeer to amend the City of Lapeer Zoning Ordinance and associated zoning map.
Applicant's Signature(s):
Print Applicant Name(s): CaseM_ Casepenter
Date: <u>9/5/23</u>
Signature(s) of Property Owner(s):

Print Property Owner(s) name: <u>ALFREDO MELENDEZ</u>

Date: 04/05/2023



CITY OF LAPEER MINUTES OF A REGULAR PLANNING COMMISSION MEETING OCTOBER 12, 2023



A regular meeting of the City of Lapeer Planning Commission was held at 6:30 p.m. on Thursday, October 12, 2023 at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan.

Members Present: Chair Jennell RaCosta, Vice Chair Austin Kelly and Commissioners Mike Womack, Debbie Marquardt, Jeff Pattison, Anne Shenck and Marty Johnson.

Members Absent: Commissioners Catherine Bostick-Tullius and Doug Roberts.

Also Present: Rowe Professional Services Company Planning Consultant Jason Ball and Recording Secretary Kimberly Hodge.

Chair RaCosta called the meeting to order at 6:30 p.m.

AGENDA APPROVAL

161 2023 10-12 Agenda Approval

Motion by Marquardt. Seconded by Kelly.

To approve the agenda for the October 12, 2023 meeting.

Ayes:Commissioners RaCosta, Kelly, Womack, Pattison, Marquardt, Shenck and Johnson.Nays:None.

Absent: Commissioners Bostick-Tullius and Roberts.

MOTION CARRIED.

MINUTES

162 2023 10-12 Meeting Minutes

Motion by Marquardt. Seconded by Kelly.

Approve the minutes of the regular meeting held on September 14, 2023 as presented.Ayes: Commissioners RaCosta, Kelly, Womack, Pattison, Marquardt, Shenck and Johnson.Nays: None.

Absent: Commissioners Bostick-Tullius and Roberts. **MOTION CARRIED**.

PUBLIC COMMENTS

There were no public comments at this time.

PUBLIC HEARING SCHEDULED

Rezoning – Melendez / El Cozumel LLC – Vacant Cliff Dr. Parcel #L21-16-550-024-00

Consultant Ball reviewed a request from Alfred Melendez of El Cozumel LLC to rezone the vacant parcel #L21-16-550-024-00 located on Cliff Drive north of Orchard Drive from R-2 Single-Family Residential to B-2 General Business in order to combine the parcel with the adjacent parcel fronting S. Main Street and construct a restaurant. Ball reviewed the site location, aerial photos of the site and surrounding area and the Master Plan Future Land Use Map showing the site designated as General Commercial. Ball stated the parcel was recently annexed from Lapeer Township at which time an R-2 zoning designation was assigned, reviewed the standards for approval of the request and stated the rezoning is consistent with the City's Master Plan.



Chair RaCosta opened the public hearing at 6:35 p.m.

·

Casey Carpenter, Timbergate Construction 350 N. Court St., Lapeer and project contractor, stated Melendez owns the El Cozumel restaurant in the Courtland Mall in Burton and is excited to open a second location in Lapeer on the 1-69 corridor.

Karen Witek, 1080 Cliff Drive, expressed concerns on increased Cliff Drive traffic impacts to families, kids and dogs which need to be taken into consideration.

There being no further comments, the public hearing was closed at 6:37 p.m.

Discussion was held on the site plan review process which will include discussion on increased traffic on Cliff Drive.

163 2023 10-12 Rezoning – Melendez/El Cozumel - #L21-16-550-024-00

Motion by Kelly. Seconded by Womack.

To recommend City Commission approval of the rezoning requested by Alfred Melendez of El Cozumel LLC to rezone parcel #L21-16-550-024-00 from R-2 Single-Family Residential to B-2 General Business because the request is consistent with the City's Master Plan, thereby meeting Standard 1 in Section 7.23.06.B.

Ayes: Commissioners RaCosta, Kelly, Womack, Pattison, Marquardt, Shenck and Johnson. Nays: None.

Absent: Commissioners Bostick-Tullius and Roberts.

MOTION CARRIED.

SITE PLAN REVIEWS

Security Credit Union – 1073 S. Main Street

Consultant Ball reviewed the site plan received for construction of a new 3,438 sq. ft. Security Credit Union facility with drive-through service lanes at 1073 S. Main Street. Ball reviewed the site location, aerial photos of the site, surrounding area and uses and the proposed site plan. Ball reviewed the site landscaping and lighting, the proposed exterior building design elevations and the blue metal roof which has been determined appropriate for the area by the Planning Department. Ball also reviewed other various outstanding items including parcel combination, required permits from MDOT and the Lapeer County Road Commission, engineering-related issues and the standards for approval of the site plan.

Discussion was held on the metal roof color, the necessity of the rear access to Cliff Drive and the radius and width of the S. Main Street access drive.

<u>Rudy Quaderer</u> of Griggs Quaderer, the project engineer, stated the MDOT and Lapeer County Road Commission applications will be submitted following approval by the Planning Commission, that the size of the building has been reduced and parking, landscaping and setbacks are similar to previous site plan submissions.

<u>Katie Krane</u>, of Security Credit Union, stated the rear access to Cliff Drive is necessary to provide an alternative for southbound customers from making a left onto S. Main Street as well as provide an additional access for Fire Department equipment.



Discussion was also held on issues preventing previous site plan submissions from moving forward, traffic flow, Cliff Drive's current gravel surface and connection to Turrill Road and the traffic signal at S. Main Street, the metal roof color, examples of similar metal roofs on other Security Credit Union facilities, hours of operation and the fact the new facility will take place of the existing facility on N. Lapeer Road.

164 2023 10-12 Security Credit Union – Site Plan Approval

Motion by Marquardt. Seconded by Kelly.

To approve the site plan requested by Security Credit Union to construct a 3,438 sq. ft. credit union with a drive through at 1073 S. Main Street because it meets all standards in Section 7-18.04 conditioned upon:

- The applicant correcting zoning of adjacent parcels and indicating the distance from the drive through to the right-of-way on the site plan.
- The applicant receiving all necessary permits from MDOT, the Lapeer County Road Commission, and other applicable agencies.
- The applicant addressing outstanding issues identified by the Assessing Department and the City's Engineer.
- Ayes: Commissioners RaCosta, Kelly, Womack, Pattison, Marquardt and Johnson.

Nays: Commissioner Shenck.

Absent: Commissioners Bostick-Tullius and Roberts.

MOTION CARRIED.

CORRESPONDENCE

The Development Activities Report was as submitted.

TRAINING REPORT

Consultant Ball distributed and reviewed the updated Training Tracking report.

COMMISSIONER COMMENTS

Commissioner Johnson requested clarification on electric vehicle charging station ordinance requirements for businesses.

Commissioner Womack reported future Planning Commission agenda packets will be available on the City's website.

ADJOURNMENT

It was moved by Commissioner Kelly to adjourn the meeting at 7:06 p.m. **MEETING ADJOURNED.**





Commissioner Jeff Pattison Secretary Kimberly Hodge Recording Secretary

Ordinance No. 2023-06

At a regular meeting of the Lapeer City Commission on Monday, November 20, 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 ______.

THE CITY OF LAPEER ORDAINS:

ARTICLE 7.02 MAPPED DISTRICTS 7.02.02 District Boundaries

- (a) Zoning District Amendments
 - (36) The following described property formerly zoned R-2 Single-Family Residential is hereby rezoned to B-2 General Business:

Parcel #L21-16-550-024-00: City of Lapeer, SEC 8 T7N R10E Churchill Farms Lot 24.

AYES: NAYS: ABSENT: ABSTAIN: MOTION CARRIED. AMENDMENT TO CHAPTER 7 ADOPTED.

Introduced:	11-06-2023	Published: 11-12-2023
Adopted:	11-20-2023	Published: 11-26-2023
Effective:	12-03-2023	

Ordinance Effective Date: After adoption, ordinance shall take effect 7 days after publication, unless given immediate effect by City Commission.



ITEM J-1

To: Mayor and City Commission

Date: November 20, 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	Tim Roodvoets Daniel Sharkey Vacancy	<mark>Jan 1, 2024</mark> Jan 1, 2024 Jan 1, 2024	<mark>4 Year</mark> 4 Year 4 Year	<mark>Jan 1, 2028</mark> Jan 1, 2028	Reappointment Recommended
Planning Commission	*Commission Member			Term of Office	PER MCL 125.3815(5)(c)

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	Dec 1, 2024	3 Year		Awaiting Recommendation
Local Officers Compensation Commission	Vacancy Vacancy	Oct 1, 2026 Oct 1, 2027	5 Year 5 Year		Awaiting Recommendation
Prison Liaison Committee	Vacancy	Apr 1, 2025	3 Year		Awaiting Recommendation
Zoning Board of Appeals	*Commission Member			Term of Office	MCL:125.3601 (10)

*One Commissioner needs to be appointed to the Planning Commission per MCL 125.3815(5)(c).

*One Commissioner needs to be appointed to the Zoning Board of Appeals per MCL 125.3601(10).

AGENDA ITEM REVIEW								
Meeting Date: Consent: Administrative:	November 20, 2023 X	Date Reviewed:	November 15, 2023 D. Jansen, Deputy Clerk					
Public Hearing:	^	Reviewed by.	D. Jansen, Deputy Clerk					

From:	Kim Hodge
То:	Romona Sanchez
Subject:	FW: DDA Board Re-Appointment - January 2024
Date:	Thursday, November 2, 2023 8:31:32 AM
Attachments:	image001.png
	image002.png

Romona – FYI – Per the below email from Tim Roodvoets he would like to be re-appointed to the DDA in January.

Kim Hodge

Office Coordinator Planning Department 576 Liberty Park, Lapeer, MI 48446 810–664–4553 / <u>khodge@ci.lapeer.mi.us</u> https://www.ci.lapeer.mi.us/

From: Tim Roodvoets <tim@lapeeragency.com>
Sent: Wednesday, November 1, 2023 3:56 PM
To: Kim Hodge <KHodge@ci.lapeer.mi.us>
Subject: Re: DDA Board Re-Appointment - January 2024

Hi Kim

I'll re-up for another term.

But I won't be able to make the rescheduled November meeting.

Tim

On Oct 30, 2023, at 10:10 AM, Kim Hodge <<u>khodge@ci.Lapeer.mi.us</u>> wrote:

Tim - 4 years.

<image002.png>*Kim Hodge*

Office Coordinator Planning Department 576 Liberty Park, Lapeer, MI 48446 810–664–4553 / <u>khodge@ci.lapeer.mi.us</u> https://www.ci.lapeer.mi.us/

From: Tim Roodvoets <<u>tim@lapeeragency.com</u>>
Sent: Monday, October 30, 2023 10:09 AM

To: Kim Hodge <<u>KHodge@ci.lapeer.mi.us</u>> **Subject:** Re: DDA Board Re-Appointment - January 2024

Hi Kim,

How long is the appointment for? Tim

On Oct 30, 2023, at 9:26 AM, Kim Hodge <<u>KHodge@ci.lapeer.mi.us</u>> wrote:

Tim – The City Clerk has asked me to reach out and confirm whether or not you would like to be re-appointed to the DDA Board when your term expires in January 2024. Please let me know when you get a chance. Thanks.

<image002.png>*Kim Hodge*

Office Coordinator Planning Department 576 Liberty Park, Lapeer, MI 48446 810–664–4553 / khodge@ci.lapeer.mi.us https://www.ci.lapeer.mi.us/

From:	Kim Hodge
То:	Romona Sanchez
Subject:	Dan Sharkey - DDA Reappointment
Date:	Wednesday, November 15, 2023 10:03:16 AM
Attachments:	image001.png
	image002.png

Romona – Dan Sharkey informed me at today's DDA meeting that Yes he does want to be reappointed to the DDA in January. Thanks.

Kím Hodge

Office Coordinator Planning Department 576 Liberty Park, Lapeer, MI 48446 810–664–4553 / <u>khodge@ci.lapeer.mi.us</u> https://www.ci.lapeer.mi.us/



ITEM K-1

To: Mayor and City Commission

Date: November 15, 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

8. MARIJUANA MONTHLY REPORT

AGENDA ITEM RE	AGENDA ITEM REVIEW						
Meeting Date:	November 20, 2023	Date Reviewed:	November 15, 2023				
		Reviewed By:	D. Jansen, Deputy Clerk				

11/15/2023

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

Property Address	Holder Name C	ertificate Number	Status	Date Issued	Date Expires	Total Amount
364 CHINKAPIN TRL	CLEAR VIEW MHC HOLDING	S CR23-0144	Certified	10/12/2023	11/15/2024	125.00
365 CHINKAPIN TRL	CLEAR VIEW MHC HOLDING	S CR23-0145	Certified	10/12/2023	11/15/2024	125.00
857 DEWEY ST BLDG 7	SILVER MAPLE VILLAGE	CR23-0642	Certified	10/10/2023	01/05/2025	141.00
461 W NEPESSING ST 1	BEYER FURNITURE INC	CR23-0825	Certified	11/01/2023	07/31/2025	246.00
461 W NEPESSING ST 2	BEYER FURNITURE INC	CR23-0826	Certified	11/01/2023	07/31/2025	121.00
461 W NEPESSING ST 4	BEYER FURNITURE INC	CR23-0828	Certified	11/01/2023	07/31/2025	40.00
461 W NEPESSING ST 5	BEYER FURNITURE INC	CR23-0829	Certified	11/01/2023	07/31/2025	40.00
603 CEDAR ST	DAJK PROPERTIES INC	CR23-0905	Certified	10/13/2023	07/24/2025	206.00
31 MILL ST	DOSCH HOLDING LLC	CR23-0913	Certified	10/17/2023	08/14/2025	206.00
940 WASHINGTON ST	GEDA, JOEL	CR23-1054	Certified	11/08/2023	11/08/2025	206.00
1597 W GENESEE ST A	GEDA, BRYCE	CR23-1055	Certified	11/08/2023	11/08/2025	125.00
1597 W GENESEE ST B	GEDA, BRYCE	CR23-1056	Certified	11/08/2023	11/08/2025	40.00
626 N MADISON ST 1	KONING, CRAIG & BONNIE	CR23-1062	Suspended	11/09/2023	11/09/2025	125.00
626 N MADISON ST 2	KONING, CRAIG & BONNIE	CR23-1063	Suspended	11/09/2023	11/09/2025	40.00
626 N MADISON ST 3	KONING, CRAIG & BONNIE	CR23-1064	Suspended	11/09/2023	11/09/2025	40.00
626 N MADISON ST 4	KONING, CRAIG & BONNIE	CR23-1065	Suspended	11/09/2023	11/09/2025	40.00
24 E PARK ST 5	JB'S BUILDING MAINTANCE	CR23-1070	Certified	10/11/2023	09/18/2025	121.00
24 E PARK ST 6	JB'S BUILDING MAINTANCE	CR23-1071	Certified	10/11/2023	09/18/2025	121.00
24 E PARK ST 7	JB'S BUILDING MAINTANCE	CR23-1072	Certified	10/11/2023	09/18/2025	121.00
520 FOX ST	ANTONELLI, GREGORY LIVIN	V CR23-1082	Certified	10/25/2023	09/14/2025	125.00
90 MILL ST	CLAYCOMB, BRIAN	CR23-1083	Certified	10/20/2023	07/20/2025	187.50
716 S SAGINAW ST 2	ISH, SHIRLEY E TRUST	CR23-1085	Certified	10/23/2023	09/27/2025	40.00
716 S SAGINAW ST 3	ISH, SHIRLEY E TRUST	CR23-1086	Certified	10/23/2023	09/27/2025	40.00

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
716 S SAGINAW ST 4	ISH, SHIRLEY E TRUST	CR23-1087	Certified	10/23/2023	09/27/2025	40.00
121 N MONROE ST 1	GASE, GERALD & GERALD I	I CR23-1088	Certified	10/17/2023	10/22/2025	165.00
121 N MONROE ST 2	GASE, GERALD & GERALD I	I CR23-1089	Certified	10/17/2023	10/22/2025	40.00
121 N MONROE ST 21	GASE, GERALD & GERALD I	I CR23-1090	Certified	10/17/2023	10/22/2025	40.00
121 N MONROE ST 22	GASE, GERALD & GERALD I	I CR23-1091	Certified	10/17/2023	10/22/2025	40.00
125 N MONROE ST 4	GASE, GERALD & GERALD I	I CR23-1093	Certified	10/17/2023	10/22/2025	40.00
125 N MONROE ST 23	GASE, GERALD & GERALD I	I CR23-1094	Certified	10/17/2023	10/22/2025	40.00
125 N MONROE ST 24	GASE, GERALD & GERALD I	I CR23-1095	Certified	10/17/2023	10/22/2025	40.00
129 N MONROE ST 5	GASE, GERALD & GERALD I	I CR23-1096	Certified	10/17/2023	10/22/2025	40.00
129 N MONROE ST 6	GASE, GERALD & GERALD I	I CR23-1097	Certified	10/17/2023	10/22/2025	40.00
129 N MONROE ST 25	GASE, GERALD & GERALD I	I CR23-1098	Certified	10/17/2023	10/22/2025	40.00
129 N MONROE ST 26	GASE, GERALD & GERALD I	I CR23-1099	Certified	10/17/2023	10/22/2025	40.00
938 N MONROE ST	ANT INVESTMENTS LLC	CR23-1103	Certified	10/25/2023	09/28/2025	206.00
940 N MONROE ST	ANT INVESTMENTS LLC	CR23-1104	Certified	10/18/2023	09/28/2025	40.00
891 ROLLING HILLS LN CLUBHOUS	S RH INVESTMENTS, LLC	CR23-1106	Certified	10/31/2023	10/05/2025	125.00
761 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1107	Certified	11/02/2023	10/05/2025	125.00
761 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1108	Certified	11/02/2023	10/05/2025	40.00
765 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1109	Certified	11/02/2023	10/05/2025	40.00
765 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1110	Certified	11/02/2023	10/05/2025	40.00
775 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1113	Certified	11/02/2023	10/05/2025	40.00
775 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1114	Certified	11/02/2023	10/05/2025	40.00
785 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1115	Certified	11/02/2023	10/05/2025	40.00
785 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1116	Certified	11/02/2023	10/05/2025	40.00
789 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1117	Certified	11/02/2023	10/05/2025	40.00
789 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1118	Certified	11/02/2023	10/05/2025	40.00
795 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1119	Certified	11/02/2023	10/05/2025	40.00
795 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1120	Certified	11/02/2023	10/05/2025	40.00
799 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1121	Certified	11/02/2023	10/05/2025	40.00
799 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1122	Certified	11/02/2023	10/05/2025	40.00
807 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1123	Certified	11/02/2023	10/05/2025	40.00
				1102/2025	10/05/2025	40.00

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
807 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1124	Certified	11/02/2023	10/05/2025	40.00
811 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1125	Certified	11/02/2023	10/05/2025	40.00
811 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1126	Certified	11/02/2023	10/05/2025	40.00
817 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1127	Certified	11/02/2023	10/05/2025	40.00
817 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1128	Certified	11/02/2023	10/05/2025	40.00
821 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1129	Certified	11/03/2023	10/05/2025	40.00
821 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1130	Certified	11/02/2023	10/05/2025	40.00
839 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1131	Certified	11/02/2023	10/05/2025	40.00
839 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1132	Certified	11/02/2023	10/05/2025	40.00
845 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1133	Suspended	11/02/2023	11/02/2025	121.00
845 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1134	Certified	11/02/2023	10/05/2025	40.00
851 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1135	Certified	11/02/2023	10/05/2025	40.00
851 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1136	Certified	11/02/2023	10/05/2025	40.00
855 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1137	Certified	11/02/2023	10/05/2025	40.00
855 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1138	Certified	11/02/2023	10/05/2025	40.00
863 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1139	Certified	11/02/2023	10/05/2025	40.00
863 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1140	Certified	11/02/2023	10/05/2025	40.00
867 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1142	Certified	11/02/2023	10/05/2025	40.00
871 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1143	Certified	11/02/2023	10/05/2025	40.00
871 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1144	Certified	11/02/2023	10/05/2025	40.00
875 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1147	Certified	11/02/2023	10/05/2025	40.00
876 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1149	Certified	11/03/2023	10/05/2025	40.00
876 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1150	Certified	11/03/2023	10/05/2025	40.00
881 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1151	Certified	11/02/2023	10/05/2025	40.00
881 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1152	Certified	11/02/2023	10/05/2025	40.00
885 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1153	Certified	11/02/2023	10/05/2025	40.00
885 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1154	Certified	11/02/2023	10/05/2025	40.00
911 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1155	Certified	11/03/2023	10/05/2025	40.00
911 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1156	Certified	11/03/2023	10/05/2025	40.00

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
914 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1157	Certified	11/03/2023	10/05/2025	40.00
914 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1158	Certified	11/03/2023	10/05/2025	40.00
915 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1159	Certified	11/03/2023	10/05/2025	40.00
915 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1160	Certified	11/03/2023	10/05/2025	40.00
918 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1161	Certified	11/03/2023	10/05/2025	40.00
918 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1162	Certified	11/03/2023	10/05/2025	40.00
919 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1163	Certified	11/03/2023	10/05/2025	40.00
919 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1164	Certified	11/03/2023	10/05/2025	40.00
920 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1166	Certified	11/03/2023	10/05/2025	40.00
921 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1167	Certified	11/03/2023	10/05/2025	40.00
924 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1169	Certified	11/03/2023	10/05/2025	40.00
924 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1170	Certified	11/03/2023	10/05/2025	40.00
925 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1171	Certified	11/03/2023	10/05/2025	40.00
925 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1172	Certified	11/03/2023	10/05/2025	40.00
926 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1173	Certified	11/03/2023	10/05/2025	40.00
926 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1174	Certified	11/03/2023	10/05/2025	40.00
928 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1175	Certified	11/03/2023	10/05/2025	40.00
928 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1176	Certified	11/03/2023	10/05/2025	40.00
929 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1177	Certified	11/03/2023	10/05/2025	40.00
929 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1178	Certified	11/03/2023	10/05/2025	40.00
930 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1179	Certified	11/03/2023	10/05/2025	40.00
930 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1180	Certified	11/03/2023	10/05/2025	40.00
932 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1181	Certified	11/03/2023	10/05/2025	40.00
932 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1182	Certified	11/03/2023	10/05/2025	40.00
936 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1184	Certified	11/03/2023	10/05/2025	40.00
952 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1185	Certified	11/03/2023	10/05/2025	40.00
956 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1187	Certified	11/03/2023	10/05/2025	40.00
956 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1188	Certified	11/03/2023	10/05/2025	40.00
960 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1189	Certified	11/03/2023	10/05/2025	40.00
960 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1190	Certified	11/03/2023	10/05/2025	40.00

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
968 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1193	Certified	11/03/2023	10/05/2025	40.00
972 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1195	Certified	11/03/2023	10/05/2025	40.00
980 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1197	Certified	11/03/2023	10/05/2025	40.00
980 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1198	Certified	11/03/2023	10/05/2025	40.00
984 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1199	Certified	11/03/2023	10/05/2025	40.00
984 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1200	Certified	11/03/2023	10/05/2025	40.00
988 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1201	Certified	11/03/2023	10/05/2025	40.00
988 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1202	Certified	11/03/2023	10/05/2025	40.00
992 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1203	Certified	11/03/2023	10/05/2025	40.00
992 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1204	Certified	11/03/2023	10/05/2025	40.00
996 GOLFVIEW LN 1	RH INVESTMENTS, LLC	CR23-1205	Certified	11/03/2023	10/05/2025	40.00
996 GOLFVIEW LN 2	RH INVESTMENTS, LLC	CR23-1206	Certified	11/03/2023	10/05/2025	40.00
709 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1207	Certified	11/02/2023	10/05/2025	125.00
709 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1208	Certified	11/02/2023	10/05/2025	40.00
710 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1209	Certified	10/31/2023	10/05/2025	40.00
710 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1210	Certified	10/31/2023	10/05/2025	40.00
711 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1211	Certified	11/02/2023	10/05/2025	40.00
711 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1212	Certified	11/02/2023	10/05/2025	40.00
712 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1213	Certified	10/31/2023	10/05/2025	40.00
712 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1214	Certified	10/31/2023	10/05/2025	40.00
713 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1215	Certified	11/03/2023	10/05/2025	40.00
714 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1218	Certified	10/31/2023	10/05/2025	40.00
715 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1219	Certified	11/02/2023	10/05/2025	40.00
715 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1220	Certified	11/02/2023	10/05/2025	40.00
716 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1221	Certified	10/31/2023	10/05/2025	40.00
716 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1222	Certified	10/31/2023	10/05/2025	40.00
719 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1223	Certified	11/02/2023	10/05/2025	40.00
719 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1224	Certified	11/02/2023	10/05/2025	40.00
720 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1226	Certified	10/31/2023	10/05/2025	40.00

T21 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1228 Certified 11/02/2023 10/05/2025 40.00 T23 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1229 Certified 11/02/2023 10/05/2025 40.00 T23 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1230 Certified 11/02/2023 10/05/2025 40.00 T24 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1231 Certified 11/01/2023 10/05/2025 40.00 T24 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1232 Certified 11/01/2023 10/05/2025 40.00 T25 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1234 Certified 11/02/2023 10/05/2025 40.00 T29 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1236 Certified 11/02/2023 10/05/2025 40.00 T31 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1240 Certified 11/02/2023 10/05/2025 40.00 T33 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1240 Certified 11/02/2023 10/05/2025 40.00 T33 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-12	Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
T23 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1229 Certified 11/02/2023 10/05/2025 40.00 723 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1230 Certified 11/02/2023 10/05/2025 40.00 724 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1231 Certified 11/01/2023 10/05/2025 40.00 724 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1232 Certified 11/02/2023 10/05/2025 40.00 725 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1234 Certified 11/02/2023 10/05/2025 40.00 725 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1236 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1237 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1240 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 1 <t< td=""><td>721 ROLLING HILLS LN 1</td><td>RH INVESTMENTS, LLC</td><td>CR23-1227</td><td>Certified</td><td>11/02/2023</td><td>10/05/2025</td><td>40.00</td></t<>	721 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1227	Certified	11/02/2023	10/05/2025	40.00
T23 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1230 Certified 11/02/2023 10/05/2025 40.00 724 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1231 Certified 11/01/2023 10/05/2025 40.00 724 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1232 Certified 11/02/2023 10/05/2025 40.00 725 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1234 Certified 11/02/2023 10/05/2025 40.00 725 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1236 Certified 11/02/2023 10/05/2025 40.00 729 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1236 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1240 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1241 Certified 11/02/2023 10/05/2025 40.00 735 ROLLING HILLS LN 1 <t< td=""><td>721 ROLLING HILLS LN 2</td><td>RH INVESTMENTS, LLC</td><td>CR23-1228</td><td>Certified</td><td>11/02/2023</td><td>10/05/2025</td><td>40.00</td></t<>	721 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1228	Certified	11/02/2023	10/05/2025	40.00
724 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1231 Certified 11/01/2023 10/05/2025 40.00 724 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1232 Certified 11/02/2023 10/05/2025 40.00 725 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1233 Certified 11/02/2023 10/05/2025 40.00 725 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1234 Certified 11/02/2023 10/05/2025 40.00 729 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1236 Certified 11/02/2023 10/05/2025 40.00 731 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1237 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1240 Certified 11/02/2023 10/05/2025 40.00 735 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1241 Certified 10/03/2023 10/05/2025 40.00 736 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1243 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-12	723 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1229	Certified	11/02/2023	10/05/2025	40.00
T24 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1232 Certified 11/02/2023 10/05/2025 40.00 725 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1233 Certified 11/02/2023 10/05/2025 40.00 725 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1234 Certified 11/02/2023 10/05/2025 40.00 727 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1237 Certified 11/02/2023 10/05/2025 40.00 731 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1237 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1240 Certified 11/02/2023 10/05/2025 40.00 735 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1241 Certified 11/02/2023 10/05/2025 40.00 736 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1244 Certified 10/05/2025 40.00 740 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1244 Certified 10/05/2025 40.00 747 ROLLING HILLS	723 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1230	Certified	11/02/2023	10/05/2025	40.00
T25 RNLING HILLS LN 1 RH INVESTMENTS, LLC CR23-123 Certified 11/02/2023 10/05/2025 40.00 725 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1234 Certified 11/02/2023 10/05/2025 40.00 725 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1236 Certified 11/02/2023 10/05/2025 40.00 731 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1237 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1239 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1240 Certified 11/02/2023 10/05/2025 40.00 735 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1244 Certified 10/03/2023 10/05/2025 40.00 736 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1244 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 1	724 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1231	Certified	10/31/2023	10/05/2025	40.00
The second state The second state The second state The second state T25 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1236 Certified 11/02/2023 10/05/2025 40.00 729 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1236 Certified 11/02/2023 10/05/2025 40.00 731 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1237 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1240 Certified 11/02/2023 10/05/2025 40.00 735 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1241 Certified 11/02/2023 10/05/2025 40.00 736 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1243 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1244 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1246 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 1	724 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1232	Certified	11/01/2023	10/05/2025	40.00
Table 1 Table 1 <t< td=""><td>725 ROLLING HILLS LN 1</td><td>RH INVESTMENTS, LLC</td><td>CR23-1233</td><td>Certified</td><td>11/02/2023</td><td>10/05/2025</td><td>40.00</td></t<>	725 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1233	Certified	11/02/2023	10/05/2025	40.00
731 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1237 Certified 11/03/2023 10/05/2025 40.00 733 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1237 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1240 Certified 11/02/2023 10/05/2025 40.00 735 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1241 Certified 11/02/2023 10/05/2025 40.00 736 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1243 Certified 10/31/2023 10/05/2025 40.00 736 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1244 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1245 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1247 Certified 10/05/2025 40.00 747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1247 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1250 Certifie	725 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1234	Certified	11/02/2023	10/05/2025	40.00
733 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1239 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1240 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1240 Certified 11/02/2023 10/05/2025 40.00 735 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1241 Certified 10/31/2023 10/05/2025 40.00 736 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1243 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1245 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1247 Certified 10/31/2023 10/05/2025 40.00 747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1247 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 1 <t< td=""><td>729 ROLLING HILLS LN 2</td><td>RH INVESTMENTS, LLC</td><td>CR23-1236</td><td>Certified</td><td>11/02/2023</td><td>10/05/2025</td><td>40.00</td></t<>	729 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1236	Certified	11/02/2023	10/05/2025	40.00
733 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1240 Certified 11/02/2023 10/05/2025 40.00 733 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1241 Certified 11/02/2023 10/05/2025 40.00 735 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1241 Certified 10/03/2025 40.00 736 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1243 Certified 10/03/2025 40.00 740 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1244 Certified 10/03/2025 40.00 740 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1245 Certified 10/03/2025 40.00 740 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1246 Certified 10/05/2025 40.00 747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1247 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1249 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1250 <t< td=""><td>731 ROLLING HILLS LN 1</td><td>RH INVESTMENTS, LLC</td><td>CR23-1237</td><td>Certified</td><td>11/03/2023</td><td>10/05/2025</td><td>40.00</td></t<>	731 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1237	Certified	11/03/2023	10/05/2025	40.00
735 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1241 Certified 11/02/2023 10/05/2025 40.00 736 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1241 Certified 10/31/2023 10/05/2025 40.00 736 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1243 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1244 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1245 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1246 Certified 10/31/2023 10/05/2025 40.00 747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1247 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1249 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1250 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-12	733 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1239	Certified	11/02/2023	10/05/2025	40.00
736 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1243 Certified 10/03/2023 10/05/2025 40.00 736 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1243 Certified 10/31/2023 10/05/2025 40.00 736 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1244 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1245 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1246 Certified 10/31/2023 10/05/2025 40.00 743 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1247 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1249 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1250 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 1 <t< td=""><td>733 ROLLING HILLS LN 2</td><td>RH INVESTMENTS, LLC</td><td>CR23-1240</td><td>Certified</td><td>11/02/2023</td><td>10/05/2025</td><td>40.00</td></t<>	733 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1240	Certified	11/02/2023	10/05/2025	40.00
And Constraints Constraints <thconstraints< th=""></thconstraints<>	735 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1241	Certified	11/02/2023	10/05/2025	40.00
740 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1245 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1245 Certified 10/31/2023 10/05/2025 40.00 740 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1246 Certified 11/02/2023 10/05/2025 40.00 743 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1247 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1249 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1250 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1251 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1255 Certified 10/31/2023 10/05/2025 40.00 631 ROLLING HILLS LN 2 <t< td=""><td>736 ROLLING HILLS LN 1</td><td>RH INVESTMENTS, LLC</td><td>CR23-1243</td><td>Certified</td><td>10/31/2023</td><td>10/05/2025</td><td>40.00</td></t<>	736 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1243	Certified	10/31/2023	10/05/2025	40.00
And Processing And Pro	736 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1244	Certified	10/31/2023	10/05/2025	40.00
743 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1247 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1249 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1249 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1250 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1251 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1252 Certified 11/02/2023 10/05/2025 40.00 631 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1255 Certified 10/31/2023 10/05/2025 40.00 631 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1256 Certified 10/31/2023 10/05/2025 40.00 633 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1257 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-12	740 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1245	Certified	10/31/2023	10/05/2025	40.00
747 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1249 Certified 11/02/2023 10/05/2025 40.00 747 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1250 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1250 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1251 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1252 Certified 11/02/2023 10/05/2025 40.00 6331 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1255 Certified 10/31/2023 10/05/2025 40.00 6331 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1256 Certified 10/31/2023 10/05/2025 40.00 6337 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1257 Certified 10/31/2023 10/05/2025 40.00 6337 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1259 Certified 10/31/2023 10/05/2025 40.00 6337 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR	740 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1246	Certified	10/31/2023	10/05/2025	40.00
747 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1250 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1251 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1252 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1252 Certified 11/02/2023 10/05/2025 40.00 631 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1255 Certified 10/31/2023 10/05/2025 40.00 631 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1256 Certified 10/31/2023 10/05/2025 40.00 633 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1257 Certified 10/31/2023 10/05/2025 40.00 633 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1259 Certified 10/31/2023 10/05/2025 40.00 633 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1260 Certified 10/31/2023 10/05/2025 40.0	743 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1247	Certified	11/02/2023	10/05/2025	40.00
751 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1251 Certified 11/02/2023 10/05/2025 40.00 751 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1252 Certified 11/02/2023 10/05/2025 40.00 631 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1252 Certified 10/31/2023 10/05/2025 40.00 631 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1255 Certified 10/31/2023 10/05/2025 40.00 631 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1256 Certified 10/31/2023 10/05/2025 40.00 635 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1257 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1259 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1260 Certified 10/31/2023 10/05/2025 40.00 641 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1260 Certified 10/31/2023 10/05/2025 40.00 641 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-12	747 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1249	Certified	11/02/2023	10/05/2025	40.00
751 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1252 Certified 11/02/2023 10/05/2025 40.00 631 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1255 Certified 10/31/2023 10/05/2025 125.00 631 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1256 Certified 10/31/2023 10/05/2025 40.00 633 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1256 Certified 10/31/2023 10/05/2025 40.00 633 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1257 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1259 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1260 Certified 10/31/2023 10/05/2025 40.00 641 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1262 Certified 10/31/2023 10/05/2025 40.00 643 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1264 Certified 11/01/2023 10/05/2025 40.00 643 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1	747 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1250	Certified	11/02/2023	10/05/2025	40.00
631 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1255 Certified 10/31/2023 10/05/2025 125.00 631 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1256 Certified 10/31/2023 10/05/2025 40.00 635 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1256 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1259 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1259 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1260 Certified 10/31/2023 10/05/2025 40.00 6341 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1262 Certified 10/31/2023 10/05/2025 40.00 643 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1264 Certified 11/01/2023 10/05/2025 40.00 643 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1264 Certified 11/01/2023 10/05/2025 40.00	751 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1251	Certified	11/02/2023	10/05/2025	40.00
631 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1256 Certified 10/31/2023 10/05/2025 40.00 635 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1257 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1259 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1260 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1260 Certified 10/31/2023 10/05/2025 40.00 641 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1262 Certified 10/31/2023 10/05/2025 40.00 643 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1264 Certified 11/01/2023 10/05/2025 40.00 643 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1264 Certified 11/01/2023 10/05/2025 40.00 644 ROLLING HILLS LN 1 RU PUPERT HENTS, LLC CR23-1264 Certified 11/01/2023 10/05/2025 40.00	751 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1252	Certified	11/02/2023	10/05/2025	40.00
535 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1257 Certified 10/31/2023 10/05/2025 40.00 537 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1259 Certified 10/31/2023 10/05/2025 40.00 537 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1260 Certified 10/31/2023 10/05/2025 40.00 537 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1260 Certified 10/31/2023 10/05/2025 40.00 541 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1262 Certified 10/31/2023 10/05/2025 40.00 543 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1264 Certified 11/01/2023 10/05/2025 40.00	631 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1255	Certified	10/31/2023	10/05/2025	125.00
635 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1257 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1259 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1260 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1260 Certified 10/31/2023 10/05/2025 40.00 641 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1262 Certified 10/31/2023 10/05/2025 40.00 643 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1264 Certified 11/01/2023 10/05/2025 40.00	631 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1256	Certified	10/31/2023	10/05/2025	40.00
637 ROLLING HILLS LN 1 RH INVESTMENTS, LLC CR23-1259 Certified 10/31/2023 10/05/2025 40.00 637 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1260 Certified 10/31/2023 10/05/2025 40.00 641 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1262 Certified 10/31/2023 10/05/2025 40.00 643 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1264 Certified 11/01/2023 10/05/2025 40.00	635 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1257	Certified	10/31/2023	10/05/2025	
641 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1262 Certified 10/31/2023 10/05/2025 40.00 643 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1264 Certified 11/01/2023 10/05/2025 40.00	637 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1259	Certified	10/31/2023	10/05/2025	40.00
641 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1262 Certified 10/31/2023 10/05/2025 40.00 643 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1264 Certified 11/01/2023 10/05/2025 40.00	637 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1260	Certified	10/31/2023	10/05/2025	40.00
543 ROLLING HILLS LN 2 RH INVESTMENTS, LLC CR23-1264 Certified 11/01/2023 10/05/2025 40.00	641 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1262	Certified	10/31/2023	10/05/2025	
	643 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1264	Certified	11/01/2023	10/05/2025	40.00
	647 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1265	Certified	11/01/2023		40.00

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
649 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1267	Certified	11/01/2023	10/05/2025	40.00
656 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1271	Certified	11/01/2023	10/05/2025	40.00
656 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1272	Certified	11/01/2023	10/05/2025	40.00
659 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1273	Certified	11/01/2023	10/05/2025	40.00
659 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1274	Certified	11/01/2023	10/05/2025	40.00
662 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1277	Certified	11/01/2023	10/05/2025	40.00
662 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1278	Certified	11/01/2023	10/05/2025	40.00
665 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1279	Certified	11/01/2023	10/05/2025	40.00
665 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1280	Certified	11/01/2023	10/05/2025	40.00
666 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1281	Certified	11/01/2023	10/05/2025	40.00
666 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1282	Certified	11/01/2023	10/05/2025	40.00
669 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1283	Certified	11/01/2023	10/05/2025	40.00
669 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1284	Certified	11/01/2023	10/05/2025	40.00
670 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1286	Certified	11/01/2023	10/05/2025	40.00
673 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1287	Certified	11/01/2023	10/05/2025	40.00
673 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1288	Certified	11/01/2023	10/05/2025	40.00
674 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1289	Certified	11/01/2023	10/05/2025	40.00
677 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1291	Certified	11/01/2023	10/05/2025	40.00
677 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1292	Certified	11/01/2023	10/05/2025	40.00
681 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1293	Certified	11/01/2023	10/05/2025	40.00
681 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1294	Certified	11/01/2023	10/05/2025	40.00
685 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1295	Certified	11/01/2023	10/05/2025	40.00
685 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1296	Certified	11/03/2023	10/05/2025	40.00
691 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1297	Certified	11/01/2023	10/05/2025	40.00
691 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1298	Certified	11/01/2023	10/05/2025	40.00
692 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1299	Certified	11/01/2023	10/05/2025	40.00
692 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1300	Certified	11/01/2023	10/05/2025	40.00
695 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1301	Certified	11/01/2023	10/05/2025	40.00
695 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1302	Certified	11/01/2023	10/05/2025	40.00

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
696 ROLLING HILLS LN 1	RH INVESTMENTS, LLC	CR23-1303	Certified	11/01/2023	10/05/2025	40.00
696 ROLLING HILLS LN 2	RH INVESTMENTS, LLC	CR23-1304	Certified	11/01/2023	10/05/2025	40.00
907 MONROE ST	ERKFITZ, JUDITH	CR23-1307	Certified	10/23/2023	10/24/2025	125.00
1513 W OREGON ST	EUBANKS, ANNE G TRUST	CR23-1310	Certified	11/07/2023	11/07/2025	125.00
426 W PARK ST	KLUCK, ALEC & EMILY	CR23-1312	Certified	10/27/2023	10/24/2025	125.00
257 NIGHTINGALE ST	LORAINE, JUSTIN	CR23-1315	Certified	11/09/2023	10/04/2025	206.00
355 E NEPESSING ST	HILL, PAUL & SHELLENE	CR23-1317	Certified	10/24/2023	10/16/2025	125.00
524 WASHINGTON ST	CASSELL, KENNETH & JAN	ET CR23-1398	Certified	11/13/2023	10/25/2025	125.00
524 1/2 WASHINGTON ST	CASSELL, KENNETH & JAN	ET CR23-1399	Certified	11/06/2023	10/25/2025	40.00
377 S ELM ST	BAXTER, JOHN B	CR23-1401	Certified	11/06/2023	10/25/2025	125.00
1615 W GENESEE ST	AMATO, ELIZABETH	CR23-1409	Suspended	11/13/2023	11/13/2025	185.00

Total # of Certificates: 211

Total Amount Billed:

\$11674.50

Population: All Records Certificate.CertType = Rental AND Certificate.DateIssued Between 10/10/2023 12:00:00 AM AND 11/14/2023 11:59:59 PM

Permit Summary Report

Building Department 576 Liberty Park Lapeer, MI 48446

810-245-9621

DATE ISSUED	PERMIT TYPE	PERMIT CATEGORY	ADDRESS	FEES PAID	STATUS
11/08/2023	Building	Commercial, Add/Alter/Repair	700 S MAIN ST STE 219	\$984.00	ISSUED
10/26/2023	Building	Sign	260 S MAIN ST	\$377.00	ISSUED
10/24/2023	Building	Acessory Building	1432 N SAGINAW ST	\$339.00	ISSUED
10/25/2023	Building	Residential Add/Alter/Repair	880 S ELM ST	\$277.00	ISSUED
10/31/2023	Building	Residential Add/Alter/Repair	636 N MADISON ST	\$358.00	ISSUED
10/20/2023	Building	Demolition	108 HOWARD ST	\$265.00	ISSUED
11/07/2023	Building	Residential Add/Alter/Repair	308 S ELM ST	\$262.00	ISSUED
11/06/2023	Building	Deck	1422 LINCOLN ST	\$300.00	ISSUED
11/07/2023	Building	Sign	108 HOWARD ST	\$200.00	ISSUED
10/26/2023	Electrical	Electrical	260 S MAIN ST	\$171.00	ISSUED
10/16/2023	Electrical	Electrical	904 N MAIN ST	\$90.00	ISSUED
10/11/2023	Mechanical	Mechanical	3061 W OREGON ST	\$185.00	ISSUED
10/11/2023	Mechanical	Mechanical	972 GOLFVIEW LN 1	\$219.00	ISSUED
10/20/2023	Mechanical	Mechanical	2140 W GENESEE ST	\$657.00	ISSUED
10/18/2023	Mechanical	Mechanical	2792 SOMERSET ST	\$162.00	ISSUED
10/19/2023	Mechanical	Mechanical	207 S SAGINAW ST	\$641.00	ISSUED
10/20/2023	Mechanical	Mechanical	637 ROLLING HILLS LN 2	\$234.00	ISSUED
10/20/2023	Mechanical	Mechanical	641 ROLLING HILLS LN 1	\$219.00	ISSUED
10/20/2023	Mechanical	Mechanical	674 ROLLING HILLS LN 2	\$219.00	ISSUED
10/20/2023	Mechanical	Mechanical	729 ROLLING HILLS LN 1	\$219.00	ISSUED
10/20/2023	Mechanical	Mechanical	740 ROLLING HILLS LN 2	\$219.00	ISSUED
10/20/2023	Mechanical	Mechanical	785 ROLLING HILLS LN 1	\$219.00	ISSUED
10/20/2023	Mechanical	Mechanical	817 ROLLING HILLS LN 1	\$219.00	ISSUED
10/20/2023	Mechanical	Mechanical	863 ROLLING HILLS LN 1	\$219.00	ISSUED
10/20/2023	Mechanical	Mechanical	871 ROLLING HILLS LN 2	\$219.00	ISSUED
10/20/2023	Mechanical	Mechanical	968 GOLFVIEW LN 2	\$219.00	ISSUED
10/20/2023	Mechanical	Mechanical	972 GOLFVIEW LN 2	\$219.00	ISSUED
10/20/2023	Mechanical	Mechanical	839 ROLLING HILLS LN 2	\$300.00	ISSUED
10/24/2023	Mechanical	Mechanical	334 ADAMS ST	\$185.00	ISSUED

11/15/23

Permit Summary Report

Building Department 576 Liberty Park

Lapeer, MI 48446

810-245-9621

DATE ISSUED	PERMIT TYPE	PERMIT CATEGORY	ADDRESS	FEES PAID	STATUS
10/24/2023	Mechanical	Mechanical	765 S MAIN ST	\$393.00	ISSUED
10/24/2023	Mechanical	Mechanical	930 DEWEY ST 104	\$300.00	ISSUED
10/24/2023	Mechanical	Mechanical	912 DEWEY ST 104	\$300.00	ISSUED
10/24/2023	Mechanical	Mechanical	892 DEWEY ST 104	\$300.00	ISSUED
10/24/2023	Mechanical	Mechanical	912 DEWEY ST 201	\$300.00	ISSUED
10/26/2023	Mechanical	Mechanical	656 ROLLING HILLS LN 2	\$300.00	ISSUED
10/26/2023	Mechanical	Mechanical	695 ROLLING HILLS LN 1	\$300.00	ISSUED
10/26/2023	Mechanical	Mechanical	721 ROLLING HILLS LN 1	\$300.00	ISSUED
10/26/2023	Mechanical	Mechanical	735 ROLLING HILLS LN 2	\$300.00	ISSUED
10/26/2023	Mechanical	Mechanical	821 ROLLING HILLS LN 1	\$300.00	ISSUED
10/26/2023	Mechanical	Mechanical	839 ROLLING HILLS LN 1	\$300.00	ISSUED
10/26/2023	Mechanical	Mechanical	885 ROLLING HILLS LN 2	\$300.00	ISSUED
10/26/2023	Mechanical	Mechanical	929 ROLLING HILLS LN 2	\$300.00	ISSUED
10/26/2023	Mechanical	Mechanical	932 GOLFVIEW LN 1	\$300.00	ISSUED
10/31/2023	Mechanical	Mechanical	129 TURRILL AVE	\$228.00	ISSUED
11/08/2023	Mechanical	Mechanical	3056 DAVISON RD 2	\$296.00	ISSUED
10/25/2023	Plumbing	Plumbing	880 S ELM ST	\$105.00	ISSUED
10/24/2023	Plumbing	Plumbing	450 W NEPESSING ST	\$713.00	ISSUED
11/01/2023	Plumbing	Plumbing	1280 IMLAY CITY RD	\$412.00	ISSUED
10/25/2023	R.O.W.	Right of Way	489 W NEPESSING ST	\$250.00	ISSUED
10/25/2023	R.O.W.	Right of Way	700 S MAIN ST	\$250.00	ISSUED
11/02/2023	R.O.W.	Right of Way	3317 WHISPER RIDGE DR	\$265.00	ISSUED
11/08/2023	COMPLIANCE PERMIT	Certificate of Compliance/Occu	700 S MAIN ST STE 219	\$81.00	ISSUED
10/16/2023	COMPLIANCE PERMIT	Porch	904 N MAIN ST	\$162.00	ISSUED
10/18/2023	COMPLIANCE PERMIT	Certificate of Compliance/Occu	108 HOWARD ST	\$81.00	ISSUED
10/24/2023	COMPLIANCE PERMIT	Certificate of Compliance/Occu	92 W NEPESSING ST	\$81.00	ISSUED
11/09/2023	COMPLIANCE PERMIT	Certificate of Compliance/Occu	3257 DAVISON RD SUITE 101	\$81.00	ISSUED

TOTAL FEES PAID:

\$15,694.00

11/15/23



- To: Mike Womack, City Manager
- **C.C.** City Board of Commissioners
- From: Denise Marinelli, Assessor
- Date: November 14, 2023
- **RE**: Monthly Departmental Report

ASSESSING DEPARTMENT CONCENTRATION:

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

Deeds	October	Vacant land	New Construction	Prior Month
Transfers	9	1	1	9
Non-Transfers	11			13
Forcl/Redmptn	1/1			0
Total	2 2			22

- We are currently working on Land Values for the 2024 Assessments and preparing to conduct our Personal Property Canvas.
- The Consumer Price Index as determined by the Michigan State Tax Commission is 5.01.This sets the Inflation Rate Multiplier for Capped Values at 1.05 or a 5% increase and 1.051 to be used in Headlee Calculations.
- The State has made significant changes in how the Disabled Veterans Exemption is processed by Assessors and allows for un-remarried, widowed spouses to move and still retain the exempt status.
- The State has approved a Qualified Solar Energy Facility Exemption Certificate which may have a significant impact on future personal property tax revenue.
- We have one Michigan Tax Tribunal case pending for the 2023 tax year.
- 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: From: Date: RE:	Mike Womack Kelly Hanna, November 2, Income Tax M	Director of Fir 2023	ancial Servic			
Fiscal <u>Year</u>	Net Monthly <u>Income</u>	Net Total <u>Yr-to-date</u>	Original Budget <u>for year</u>	Current Budget <u>for year</u>	Actual Total <u>for year</u>	Excess (Deficit) <u>Revenue</u>
2013/14	\$338,510	\$988,842	\$2,590,000	\$2,590,000	\$2,827,204	\$237,204
2014/15	\$315,423	\$1,058,369	\$2,590,000	\$2,590,000	\$2,953,553	\$363,553
2015/16	\$\$\$\$\$\$\$\$\$\$\$\$\$	\$1,021,231	\$2,785,000	\$2,785,000	\$3,069,571	\$284,571
2016/17	\$484,052	\$1,222,247	\$3,065,000	\$3,065,000	\$3,212,298	\$147,298
2017/18	\$415,975	\$1,243,043	\$3,165,000	\$3,165,000	\$3,349,223	\$184,223
2018/19	\$421,935	\$1,230,990	\$3,175,000	\$3,175,000	\$3,521,027	\$346,027
2019/20	\$301,897	\$1,113,711	\$3,265,000	\$3,265,000	\$3,228,023	-\$36,977
2020/21	\$262,763	\$1,092,862	\$3,495,000	\$3,495,000	\$3,783,095	\$288,095
2021/22	\$325,075	\$1,317,167	\$3,476,000	\$3,476,000	\$4,527,734	\$1,051,734
2022/23	\$374,977	\$1,381,455	\$4,090,000	\$4,140,076	\$4,941,930	\$801,854
2023/24	\$739,997	\$1,758,258	\$4,833,000	\$4,833,000		

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



Item # K-1-2-C

To:	Mike Womack, City Manager
From:	Kelly Hanna, Director of Financial Services
Date:	November 15, 2023
RE:	Finance Department Report for October 2023

- 1) 161 voucher checks were issued.
- 2) 318 payroll payments were issued.
- 3) 108 income tax refund checks were issued.
- 4) Records were reviewed with those needing information on burial location. There were five (5) graves purchased, four (4) full burials, one (1) burial of cremains, one Saturday burial, and one foundation purchased totaling \$224.00.
- 5) Twenty-Seven (27) Summer 2023 property tax bills were receipted for \$23,331.15; three (3) delinquent 2022 personal property tax bills were receipted for \$1,035.92; and four (4) delinquent 2021 personal property tax bills were receipted for \$337.93.
- 6) There were 74 additions and 58 cancellations received regarding the voter registration records.





ITEM K-1-3

To:Mike Womack, City ManagerFrom:Mike Vogt, Fire ChiefDate:November 6, 2023RE:October 2023

MONTH SUMMARIZED:

Training: The department conducted a total of eight training sessions (4 day/4 night). A total of 269.5 manhours were spent in training during the month.

Community Risk Reduction: Department personnel participated in nine public events during the month, which took place in the City of Lapeer, Lapeer Township and Mayfield Township. A total of 3226 children and 1963 adults participated in these events. Among these events the department assisted with the Homecoming Parade and due to this time of year many Halloween Treat Walks.

Fire & Life Safety: Three annual inspections, three reinspection, 18 other types of inspections and 22 site visits were completed in the City. Two site plans were reviewed for the Planning Department and one interior remodel plan was reviewed for the Building Department for the month of October.

Responses: The department responded to a total of 34 incidents during the month, requiring a total of 448.0 man-hours. This is five less responses than we had for the same period in 2022. 50% 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 \$1,091,000, bringing the estimated annual dollar loss for the year to \$1,862,525. The loss for the month resulted from a residential building fire in Lapeer Township, two residential building fires in Oregon Township and a lawn mower fire in Mayfield Township.

The number of responses for the month by municipality was: City of Lapeer-13, Lapeer Twp-5, Mayfield Twp-10, Oregon Twp-5, Automatic/Mutual Aid-1.

The average emergency response time (in minutes) to each municipality was: City of Lapeer-2.0, Lapeer Twp-9.5, Mayfield Twp-9.5, Oregon Twp-12.5.

The calendar year annual percentage of responses by municipality is: City of Lapeer-53.14%, Lapeer Twp-10.73%, Mayfield Twp-23.30%, Oregon Twp-7.33%, Assists-5.50%.

The number of burn permits issued for the month by municipality was: Lapeer Twp-58, Mayfield Twp-70, Oregon Twp-41.

The breakdown of responses by type is as follows:

Fire Alarm-Malicious	0	Fire Alarm-Unintentional	5
Fire Alarm-Malfunction	0	Fire Alarm-Residential	5
Building Fire-Residential	4	Building Fire-Commercial	0
Building Fire-Other	0	Vehicle Fire	0
Grass/Brush Fire	0	Rescue	2
Good Intent	6	Electrical Related	2
Smoke Investigation	0	Gasoline/Diesel Spill/Leak	0
Natural Gas/Propane Leak	2	Carbon Monoxide (alarm & actual)	4
Other Type Fires	1	Other Type Response	2
Assist to Other Agencies	1	Washdown	0

Page 2

City of Lapeer Activities Calendar

Lapeer City Fire & Rescue October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Incident 23-349	Incident 23-350	Incident 23-351	Incident 23-352 Incident 23-353	Incident 23-354 Homecoming Parade	Incident 23-355
8 Incident 23-356	9 Training	10 Safety Mtg	11	12	13 Incident 23-358	14 Incident 23-359
Incident 23-357		151 Spec Mtg				Fantasy Forest
15	16	17	18	19	20	21
Incident 23-360	Incident 23-361 Incident 23-362 Training	CMH-Trunk Or Treat		Fire Safety Present Turrill-Haunted Halls	Incident 23-363 Incident 23-364 Incident 23-365	Incident 23-366 Training
22	23	24	25	26	27	28
Incident 23-367	Incident 23-368 Incident 23-369 Training	Incident 23-370	Incident 23-371	Incident 23-372 Cub Scouts-Fire Safety	Incident 23-373 Top Lights-Trunk/Treat	Incident 23-374 Incident 23-375 Treat Walk VFW-Family Day
29	30	31				
Incident 23-376 Incident 23-377 Incident 23-378	Incident 23-379 Incident 23-380 Incident 23-381 Incident 23-382 Training					
		Notes Incidents (Month Training Public Events Meetings/Depart New Hiring Proce Public Assistance	ment Work Iss			



ITEM K-1-4-a

Dept:	Housing Improvement Department
Submitted To:	Mr. Mike Womack, City Manager
From:	Denise Soldenski, Director of Housing and Neighborhood Development
Date:	November 16 th , 2023
RE:	October 11 th , 2023 – November 7 th , 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 November 7th, 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.

B. HOUSING CHOICE VOUCHER PROGRAM (HCV)

- 1. As of November 7, 96 vouchers are under contract.
- 2. Pulling applicants from the waitlist will continue as funding allows to fill vacant vouchers.

C. ADMINISTRATION

- 1. Attachment #1 Lapeer Housing Commission/Lapeer Riverview Towers, LLC financials.
- 2. The LHC/LRT single audit for FYE 6/30/2023 is underway. Ms. Soldenski and Ms. Jackson will be providing the auditors with required information over the next week.
- 3. The security camera upgrade project at Riverview is already complete. Contractors started on Nov. 3rd and finished on Nov. 6th. The system now consists of 25 camera locations vs. 19 with much better coverage surrounding the building and interior areas.
- 4. 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. HUD's guidance requires PHAs to include HOTMA in their Annual Plans which are due 75 days prior to the beginning of the fiscal year, July 1st for LHC. Therefore, LHC compliance date will be after April 17th, 2024 and on or before Jan. 1st, 2025. Factors that will impact the LHC compliance date are software system readiness, staff training and tenant/landlord notifications. LHC has purchased the model HCV Administrative Plan and is waiting for the updates to be included for HOTMA Sections 102 and 104.
- 5. HUD is also changing the process/standard for Housing Quality Standard Inspections (HQS) to National Standards for the Physical Inspection of Real Estate (NSPIRE). The new standard is an inspection model that is more common across the various HUD programs. This new method is under pilot and was scheduled to be rolled out for HCV/PBV in October 2023; however, HUD has allowed PHAs to use existing inspection protocols until October 2024 to allow for systems to be updated and training to take place. Full implementation will include use of an NSPIRE application via handheld tablet or dedicated cell phone for electronic inspections. HUD has issued PIH Notice 2023-28 which provides for implementation guidance and administrative procedures for

City of Lapeer

Page 2

HCV/PBV. *Ms. Soldenski is signed up for a live webinar training via Nan McKay for Nov.* 7th -9th.

- 6. 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.
- 7. 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.*



ITEM K-1-4-b



То:	Housing Improvement Department
Submitted To:	Mr. Mike Womack, City Manager
From:	Denise Soldenski, Director of Housing and Neighborhood Development
Date:	November 16 th , 2023
RE:	October 11 th , 2023 – November 7 th , 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 Roof was delayed due to weather, however is expected to be completed by November 15th.
- 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 Contractor is in the process of revising their estimate to include engineer drawings and permit costs. Once obtained, project will move to the contract 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: MSHDA is creating an amendment to the Grant Agreement to include a change to increase the income limits for the homeowners. MSHDA has requested we hold off on project set up until this amendment is completed.
 - 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. <u>Project 5 Hartley St.</u> Furnace/Air and Water Heater

4. MSHDA Housing Choice Vouchers / Section 8

- a. Lapeer County's voucher allocation is 342 regular Housing Choice Vouchers, 7 Project Based Vouchers, 17 Emergency Housing Vouchers for a total in Lapeer County of 366. Tuscola County allocation is 88 Housing Choice Vouchers, 5 Project Based Vouchers, and 3 Emergency Housing Vouchers for a total in Tuscola County of 96. Huron County allocation is a total of 47 Housing Choice Vouchers, and 2 Emergency Housing Vouchers for a total of 49. Our total VASH allocation remains at 35, Moving Up is 3, and Balance of State is 1. MSHDA has discontinued reporting the allowable over-allocation of 4% maximum. The total allocation is 556.
- **b.** Current lease up rate is now at 99.26%.

City of Lapeer Page 2

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 builder.

C. FINANCE

1. Attachment #1: Financial report.

D. ADMINISTRATION

1. It is possible that the FYE 12/31/2022 Financials will be completed in time for inclusion into the meeting for review and approval.

TO: Lapeer City Planning Commission FROM: Planning Department DATE: November 1, 2023 RE: November 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. DTE Energy – Apollo Substation – 3135 John Conley Dr. South

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

<u>Project Status</u> – The site plan was submitted on October 27, 2023 and is currently being reviewed by staff for consideration at the December 14, 2023 Planning Commission meeting.

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

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

<u>Project Status</u> – The site plan was submitted on August 31, 2023. Revised plans were submitted on September 27, 2023 and approved with conditions by the Planning Commission on October 12, 2023. <u>City staff is waiting on revised plans, including MDOT and LCRC permits</u>.

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

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

<u>Project Status</u> – The site plan was submitted on April 3, 2023 and revised plans were received on April 26th, June 9th July 21st. The Planning Commission approved the site plan with conditions on August 10, 2023. Revised plans were received on August 31st and October 19th 2023. The site plan was <u>approved on October 19, 2023 and final signed plans were distributed October 31, 2023</u>.

4. Sunoco Station – 715 S. Main St.

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

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

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

<u>General Information</u> – 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.

<u>Project Status</u> – 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. <u>The applicant re-submitted a variance request concerning exterior building materials on which action was postponed by the ZBA on October 23rd pending a determination by the Planning Commission on November 9, 2023.</u>

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

<u>General Information</u> – Construction of 147 Multiple-Family apartment units on a vacant parcel on the north side of Baldwin Road. An amendment to the previous site plan was approved to convert

some of apartment building (5, 6, and 7) garage spaces into apartments and construct a club house with pool.

<u>Project Status</u> – The site plan was originally submitted and approved in 2019. An amended site plan was received July 26, 2022. The Planning Commission approved the amended site plan with conditions on August 11, 2022. The site plan amendment has been approved with final signatures. Construction of Phase II is underway and Phase I is awaiting final occupancy following a decision on from the Planning Commission regarding a waiver request. Construction of the clubhouse and pool is planned for future Phases (3 and 4). The City will request a final as-built site plan prior to building plan review given the number of changes to the site with various phases and minor changes to exterior improvements. The applicant is requesting a temporary certificate of occupancy for portions of Phase II, but must submit a new performance bond to Planning for all exterior improvements. The applicant is requesting a waiver from landscaping buffer requirements to not construct a perimeter privacy fence at the November Planning Commission meeting.

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

<u>General Information</u> – 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.

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

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

<u>General Information</u> – Redevelopment of the gas station site including a 1,400 sq. ft. premanufactured convenience store building and additional gas pumps.

<u>Project Status</u> – 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. <u>Building permits were issued in June 2023 and construction has begun</u>.

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

<u>General Information</u> – 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.

<u>Project Status</u> – 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 approval from the Planning Commission to expire on February 10, 2024. <u>City staff is waiting for revised site plans</u>. <u>The Planning Department is waiting on approved sanitary sewer easement</u>. <u>The Planning Department has not received further communication from the applicant at this time</u>.

10. Beasley – Building Remodel and Parking Lot Improvements – 891 Baldwin Rd <u>General Information</u> – Construction of a rear parking lot area, with landscaping, and building

exterior remodeling to an existing building for a professional office.

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

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

<u>General Information</u> – 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.

<u>Project Status</u> – 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. <u>Draft easement agreements were sent to the city engineer for</u> review on October 30, 2023. Once the draft easement agreements are finalized the project can move forward with building plan review.

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

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

<u>Project Status</u> – 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 December 2023.

13. SEMI Grown - 39 & 47 W. Genesee St.

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

<u>Project Status</u> – 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 <u>October 25, 2023 and revised plans were not received prior to the expiration date</u>. <u>The current</u> <u>site plan approval has expired and the applicant has indicated they will be submitting a new plan</u> for full review at the December Planning Commission meeting.

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

<u>General Information</u> – 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.

<u>Project Status</u> – 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. <u>Demolition has been completed and construction is underway.</u>

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

<u>General Information</u> - 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.

<u>Project Status</u> - 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. <u>Permits were renewed in June 2023</u>. Construction is underway.

Administrative Review Site Plans in Process

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

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

<u>Project Status</u> – Site plan received on January 23, 2023 and approved on March 21, 2023. <u>Internal</u> renovations completed 8/30/2023, the grab & go addition is currently underway. Waiting for shipping containers to be removed from the site.

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

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

<u>Project Status</u> – 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. <u>The Building Department has completed review of the building plans and are waiting for building permit applications to be submitted.</u>

Projects on Hold:

HTF Hydraulic Tubes & Fittings – 524 McCormick St.

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

<u>Project Status</u> – 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. <u>The City is waiting for construction to be completed in accordance with the approved site plan.</u>

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

<u>General Information</u> – 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.

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

ITEM K-1-6





MEMORANDUM

CITY OF LAPEER POLICE DEPARTMENT

- **TO:** Mike Womack, City Manager
- FROM: Jeremy Howe, Chief of Police
- DATE: 11/14/2023

RE: Monthly Report; October 1 – October 31, 2023

In the month of October 2023, our Police Department Officers responded to 955 calls for service. Of these 955 calls for service, 121 or approximately 16% were criminal activity reports, of which 52 required submissions to the Michigan Incident Crime Reporting System (MICRS). Our officers made 20 arrests in October, 4 felony crimes and 16 misdemeanor crimes, with 1 arrest for operating under the influence of alcohol or drugs.

This month our officers made 251 traffics stops, issued 31 citations, and gave 220 verbal warnings. Officers also handled 59 vehicle crashes. Distracted driving enforcement continues with 199 hours of directed patrol which resulted in 74 stops, 12 citations issued and 62 verbal warnings.

Code enforcement for October resulted in 54 total complaints. Of those complaints 36 were related to signage, 10 for weed and grass, 4 for blight and 4 additional for numerous violations.

Officers from the department attended 72 hours of advanced training which included rental Communities Crime Prevention, Michigan Liquor Law Enforcement and Supervising and Managing the FTO Unit.

During the month of October, the total amount of overtime hours was 48. The majority of those hours coming from special event details and court. There were many school events such as football games, parades and events related to Halloween. Court was especially higher for the month of October due to numerous officers testifying in a homicide trial.

The traffic accident summary for the month of October showed that officers handled 68 vehicle crashes. Of the 68 crashes we had 41 that occurred on roadways without injury, 8 crashes with injuries and 19 that happened on private property.

Our department was recognized by the Lapeer County Prosecutor's Office for an outstanding investigation and case preparation for the homicide trial that resulted in a first-degree conviction. The jury was adjourned for an hour and half before they returned with a guilty verdict. I am proud of all the hard work and dedication that went into that investigation.

Finally, I would like to congratulate all the newly elected City Commissioners. I look forward to getting to know each one of you and look forward to continue moving our city in a positive direction. Congratulations!

ITEM K-1-6

Lapeer City Police Department								
Monthly Report								
OCTOBER 2023								
	<u>(</u>	Current	<u>(</u>	Calendar Year		Previous Year		
		<u>Month</u>		<u>To Date</u>		<u>To Date</u>		
Complaints Received and Investigated		955		8614		9469		
District Court Fines Received	\$	1,487.64	\$	14,370.18	\$	12,159.84		
OUIL-Cost of Prosecution	\$	500.00	\$	3,250.00	\$	4,125.00		
Charges for Copies of Police Reports	\$	186.00	\$	2,214.50	\$	2,513.00		
ACCIDENTS:								
Fatal		0		0		2		
Property Damage		41		252		244		
Private Property Damage		19		172		180		
Personal Injury		8		48		55		
ARRESTS:								
Misdemeanor		16		256		156		
Felony		4		54		51		
HEROIN/OVERDOSE INCIDENTS:								
Heroin Possession/Usage		0		0		2		
Overdose		0		3		7		
Overdose Deaths		0		3		0		

ITEM K-1-7



Interoffice Memo

To:Mike Womack, City ManagerFrom:Jeff Graham, Director of Public WorksDate:November 15, 2023RE:Public Works Monthly Report – October 2023

Department of Public Works Division Summary:

Water/Sewer Utilities Division and Streets Division:

In October the DPW has been winterizing fire hydrants. Assisting contractors on Genesee St. project and lead line replacement project.

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

- Started annual leaf pickup.
- · Concrete and asphalt repairs for lead service replacement.
- Installed traffic speed counter on Calhoun St.
- Road repair on Old Farm Ct.
- Tree trimming throughout the city.
- Stump grinding for tree removals.
- Sidewalk and curb replacements.
- Grade gravel streets.
- Installed salters in trucks.
- Hung new mural downtown.
- Camera storm sewer on Golfside and on James St

Training and Safety:

Justin Calvert, Jered Laur, Dustin Johnson, and Ross Slusher attended MRWA water math classes and power point.

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

City of Lapeer

Page 2

- 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

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
- NPDES Quarterly Mercury sampling
- NPDES Quarterly Available Cyanide sampling
- Submitted annual Bio-Solids report via MiEnviro
- McLaren Lapeer Region Annual Surveillance sampling

City of Lapeer

Page 3

- LP&P Annual Surveillance sampling
- Elite Cleanroom Services Annual Surveillance sampling
- Thumb Regional Correctional Facility Annual Surveillance sampling
- Thumb Regional Correctional Facility Annual IPP Inspection

Electrical Work

- Lift station generators checks and repairs.
- SCADA evaluation
- Community Center exhaust fan repair
- Replace GFI at soccer field.
- Replace GFI at pocket park.
- Wellhouse project

Mechanical/Operations

- Replaced valve on Influent sampler.
- Whiney Drive lift station wet well new floor.
- Cleaned Oakdale Bar screen.
- Replaced elbow on hose pump.
- Assisted contractors with Retention Basin pipe repair.
- Call In due to Sludge pump high pressure.
- Installed DO and ORP sensors.
- Repaired bubbler line at McCormick lift station
- Clarifiers drive motor oil changes.
- Acid flush of Ferrous Chloride lines
- Cleaned floats at lift stations...
- Installed end plates on Oxidation Ditches

<u>Miscellaneous</u>

• Mow and trim grounds at WWTP

City of Lapeer Page 4

Safety/Training

• IT computer training

Bio-Solids Disposal Status /Loads Hauled out

- 2-North tanks hold 474,980 gallons /we have 344,375 gallons in storage
- 2-south tanks hold 430,120 gallons/we have 387,108 gallons in storage
- Total 731,483 gallons in storage

CITY OF LAPEER

SEWER DEPARTMENT - MONTHLY REPORT

	HOURS
Manhole maintenance	2
Clean catch basins	6
Hydro trench for WWTP	4
Manditory Health Insurance meeting	2
Camera storm sewers; Golfside, Nepessing, James, & Saginaw	20
Mansfield storm	2

HOURS

OVERTIME SEWER MONTHLY REPORT

SEWER O.T.

HOURS

CITY OF LAPEER

STREET DEPARTMENT - MONTHLY REPORT

	HOURS
Brush/compost	123
Tree trimming/removal/inspections throughout the city	78
DPW maintenance	68
Haul stumps to dump	6
Hang mural downtown	4
Set up/tear down asphalt patches	4
Sign repair/replacement	7
Stump grinding	56
Prep for asphalt repair in Andrews River Subdivision	32.5
City Hall building maintenance	20
Manditory Health Insurance meeting	7
Barricades	12
Upfit new leaf machine and learn operations	42
Cold patch parking lot at Lapeer County Animal Shelter	4
Blow leaves downtown	26
Repair hole on Genesee St. and on Nepessing St.	7
Haul 21 AA from dump to DPW yard	6
Inspect city copulas	6
Deliver/retrieve truck # 70 from Howell MI	2
Repair sidewalks and curbs citywide	183
Install salter in truck #43	1
Grade gravel roads	6
Leaf collection	90

OVERTIME STREETS MONTHLY REPORT

STREETS O.T.	HOURS
Oct 5 - Hole on Genesee Street	6
Oct 11 - Call in; railroad gates broke and requested barricades	3
Oct 20 - Call in; fill in holes on Genesee St.	6
Oct 25 - Call in; fill in large pothole	6
Oct 26 - Repair asphalt in Andrews River	3
Mechanic	
Oct 2 - Service Truck # 54	1
Oct 3 - New fire chief truck build	1
Oct 4 - Work on fire chief truck build	1
Oct 5 - Work on fire chief truck	1
Oct 9 - Police car repair	1
Oct 10 - Fire truck spec meeting	6
Oct 12 - Work on truck build	1
Oct 13 - Fire truck build	2
Oct 16 - Fire truck build	1
Oct 17 - Fire truck build	1
Oct 18 - Finish fire chief truck	1
Oct 19 - Catch up on paperwork	1
Oct 30 - Repair broken police car	1
Oct 31 - Repair salter	1

CITY OF LAPEER

WATER DEPARTMENT - MONTHLY REPORT

	HOURS
Meter reading	8
Service requests	48
Number of work orders, re-reads and MXU repairs	117
DPW building/grounds maintenance	54
Miss Dig	76
S3 & S4 Review	16
Patch lead service lines with asphalt and restore sites	97
Vehicle maintenance	6
Inspect lead service replacements - Waldorf	128
Delivered letters to Genesee Street Project	5
Concrete work: Prep, pour and restorations	109.5
Retrieve hydrant meter rentals and auto flushers	4
Replace lead service lines at 677 & 707 Pine St.	40
S1 & S2 Review	16
Genesee Street Project	40
Replace lead service lines at 108 & 118 Washington St.	44
Rotate PRV's	3
Dump maintenance	4
Meet with Spicer/regarding Genesee Street Project updates	4
DOT Physical	2
Winterize fire hydrants	239
Review as-builts	8
One Day Math class	23
Manditory health insurance meeting	4
Inspections	6
Water service turn ons/turn offs	10
Water/Well samples - deliver to Lansing	21
WATER SHUT OFFS	27

OVERTIME WATER MONTHLY REPORT

WATER O.T.	HOURS
Oct 2 - Finish repair to water line replacements	19
Oct 3 - Finish lead line replacements - no lunch	1.5
Oct 4 - Finish lead line replacement	5.5
Oct 10 - Inspect lead line replacements - Waldorf - no lunch	0.5
Oct 11 - Inspect lead line replacement - Waldorf	7
Oct 12 - Inspect lead line replacement - Waldorf	1.5
Oct 13 - Inspect lead line replacement- Waldorf	2.5
Oct 14 - Call in; rent-a-center issue	3
Oct 17 - Inspect lead line replacement - Walford	1
Oct 18 - Turn on water that was shut off for non-payment	1.5
Oct 20 - Inspect lead line replacement - Waldorf	2
Oct 25 - Inspect lead line replacement - Waldorf	1

WWTP MONTHLY REPORT

WWTP	HOURS
AM walk through	46
Wasting	49
Process	138
Headworks	
Lift Stations	107
Minor repairs	27
Major repairs	16
Greasing	24
Cleaning	23
PM walk through	43
Painting	2
Grounds	11
Meetings	7
Equipment	28
Lab	170
Computer	30
IPP	39
Electrical	167
C License test	8

OVERTIME WWTP - MONTHLY REPORT

WWTP AM walk through	HOURS 9 6
AM walk through	
	6
VVasting	
Process	9
Headworks	
Lift Stations	3
Minor repairs	
Major repairs	
Greasing	
Cleaning	
PM walk through	
Painting	
Grounds	
Meetings	
Equipment	
Lab	9
Computer	
IPP	
Electrical	

CRACK SEALING 2023 FALL SEASON COST

Sept DATE	DAILY <u>HRS</u>	DAILY EMPLOYEE <u>COST</u>	DAILY EQUIP <u>COST</u>	DAILY MATERIAL <u>COST</u>	TOTAL DAILY <u>COST</u>	TOTAL LANE <u>MILES</u>	TOTAL LANE <u>FEET</u>	STREETS COMPLETED
09-19-23 09-21-23 09-22-23 09-25-23 09-26-23 09-27-23	38.00 40.00 37.00 39.00 18.00 6.00	\$937.67 \$988.36 \$951.23 \$968.26 \$456.72 \$144.34	\$425.28 \$575.92 \$504.60 \$523.70 \$243.08 \$85.42	\$1,681.00 \$605.16 \$739.64 \$857.31 \$184.91 \$153.85	\$3,043.95 \$2,169.44 \$2,195.47 \$2,349.27 \$884.71 \$383.61	1.14 1.23 1.23 0.4 0.3 0.1	6,497.19 DeM 6,497.19 Fini 2,100.35 Wor 1,575.27 Wor	tley & County Center Aille from Clark to McCormick 1.5 lanes sh DeMille 1.5 lanes odbridge Subdidvision - 1 lane odbridge Subdidvision5 LANE - rain event sh Woodbridge - Rain event
MONTH TOTALS:	178.00	\$4,302.24	\$2,272.58	\$4,068.02	\$10,642.84	4.3	23,190.88	

Dpwfiles (M Drive)/Crack Seal Program/Crack Sealing - Cost Summary 2023

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

Approved Licenses:				Updated: November 2023
Applicant Name	DBA	Address	License	Status
PROVISIONING CENTERS				
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	Арр: Ехр 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	Provisional	Арр: Ехр 04-26-24
TRC Lapeer LLC	The ReLeaf Center of Lapeer	200 E Genesee St	Facility	Арр: Ехр 10-23-24
Alternative RX, LLC	Xplore Cannabis	824 S Main Street	Facility	Арр: Ехр 10-30-24
Ox Tail, Inc.	Heads	111 W Genesee St	Facility	App: Exp 11-19-24
GROWER				
Old School Organics, LLC	Old School Organics, LLC	350 County Center Street	Facility – Class C	Арр: Ехр 04-08-24
Green Thumb Growers	Green Thumb Growers	840 Whitney	Prov – Class A	App: Exp 04-24-24
Ka Ulu Ana LLC #1	Ka Ulu Ana LLC	244 S Court Street	Facility – Class C	App: Exp 08-04-24
PROCESSOR				
Berry Green Management, Inc	Berry Green Management, Inc	1356 Imlay City Road	Facility	App: Exp 12-11-23
Atwater Management LLC	525 S Court LLC	525 S. Court Street, Suite 120	Facility	Арр: Ехр 01-06-24
Berry Green Management, Inc. Northwest Confections	Berry Green Management, Inc	1330 Imlay City Road	Facility	App: Exp 08-28-24
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

Approved Licenses: Applicant Name	DBA	Address	License	Updated: November 2023 Status		
PROVISIONING CENTERS						
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		
Alternative RX	Xplore	824 S. Main St.	Facility	App: Exp 12-21-23		
DNVK Lapeer Inc	The Pier Provisioning Center	2401 W Genesee St	Facility	App: Exp 11-19-24		
TRC Lapeer LLC	The ReLeaf Center of Lapeer	200 E Genesee St	Facility	App: Exp 12-03-24		
Ox Tail, Inc.	Heads	111 W Genesee St	Facility	App: Exp 12-16-24		
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	Арр: Ехр 04-08-24		
Farmboyz, LLC		1428 Imlay City Road	Prov – Class B	Арр: Ехр 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	Арр: Ехр 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	berry Green Management, inc	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		
Northwest Comections Michigan			raomty	~~~~ ~~~ ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		

SECURE TRANSPORTER

None. SAFETY COMPLIANCE FACILITY None.



Vision Statement:

"To provide a Main Street experience that includes diverse options for shopping, dining, arts & entertainment, and residential living that appeals to all ages, positively impacts the economy, and celebrates the rich history of Lapeer."

November 9, 2023

For those of you who have not heard, the Lapeer Main Street DDA was named the Downtown Organization of the Year by the Michigan Downtown Association. (MDA). The MDA has a membership of 220 members, some individuals, some are non-profits and consultants, but the majority of their membership is made up of downtowns like Lapeer, so being named the organization of the year is a huge honor. An official press release will be sent out from the MDA in the coming days. It is a great complement to the work that we have done for our downtown and the work that you have done as board members, committee members, and volunteers. I appreciate the value that you all bring to the organization.

Lapeer Main Street DDA

- Lapeer Downtown Development Authority
 - As I mentioned in my report last month, our Downtown Development Plan and TIF plan go through 2024. That means the time to start looking at our development plan and the renewal of the plan is now. I hope to meet with the Executive Committee in early December to get started on the process.
 - It is time to set a date for our 2024 Board of Directors Retreat. Last year we held our retreat on the 3rd Saturday of January in Owosso at the Armory. I think the location worked very well, it's a fellow Main Street Community, and pricing for breakfast items was reasonable (And it was delicious!)
 - Michigan Main Street Program/Michigan Downtown Association
 - Michigan Main Street
 - We will have our asset mapping check-in on November 21 from 3:00pm to 5:00pm. This check-in will be virtual. It is important that we have ALL of our REGRID information consisting of building and property info completed by that time so that the Main Street America team can continue to move forward with this service.
 - 2. We will do an asset mapping exercise at our November board meeting. This exercise should take about 20 minutes and is an important part of the asset mapping work that we are doing.
 - 3. It is also time to select our service from Michigan Main Street for 2024. There are several great options available for us to consider and I have attached the options to this month's packet. Please review them prior to the meeting so that we can make an informed selection during our meeting. Selections must be submitted to Michigan Main Street no later than December 15th.
 - Michigan Downtown Association
 - Jill and I attended the MDA Annual Conference in Birmingham MI on Nov. 2/3. I was also in Birmingham on Nov. 1st for an MDA Board meeting and networking event.

- During the annual conference I was able to lead 4 round table conversations on "Thinking Like a Magician and how it can be used in downtown management." All four round table conversations were well attended and I received great feedback.
- 3. I was re-appointed to the MDA board of directors for a four-year term.
- 4. I was re-appointed to the MDA Executive Board as Secretary for a four-year term.
- 5. I will be out of the office on January 25/26 for the MDA's annual board of director retreat which will be in Bellair Michigan this year. The MDA covers the cost of this retreat.
- Upcoming Dates to be aware of MDA:

Business Development - Economic Vitality

- Business Recruitment/Retention and Support
 - The Business Development Committee has not yet met in November. Currently we are looking at Tuesday, November 21 at 8am to meet.
 - Recap of the October Discussion is below.
 - FIT Assessment and areas that pertain to business development and promoting growth and opportunities in town. This includes looking at downtown accommodations, anything from hotels, and boutique hotels, to Airbnb. Are their opportunities in this area that could attract more people to the downtown and generate more traffic for our business community?
 - Social Gatherings
 - The committee talking about starting a Business/Property owner meet and greets back up starting in January. There is a possibility to partner with the Chamber of Commerce to do this jointly, thus sharing the workload and increasing the reach. We talked about exploring a partnership with The Doghouse Coffee Roaster, doing a morning Meet and Greet monthly at 7:30am so that business and property owners could attend and have time to open their businesses.
 - We also discussed more social-type gatherings revolving around fun activities that could help build relationships between business owners and property owners. Examples include bowling or axe throwing.
 - Business Owner Meet and Greet
 - Business Directory in the Kiosk Updating our Business directory and getting a printed copy in the downtown kiosk again.
 - The committee also discussed business fees for new businesses. Currently, every business pays the same fee whether they are a single-room office renting in a multi-tenant building or a larger business that utilizes a whole building itself. Is this something to look at? Is there a better option?
 - The Group talked about starting the downtown directory back up and including the business directory, recreational activities and guarterly and seasonal events.
 - We also spent some time talking about building owner incentives and some ideas about how we can support new and existing development within the DDA district.
 - Current Empty storefronts and available properties include:
 - 1. 380 N. Saginaw (next to C&D collision)
 - 2. 26 Park Street Auto Wash For Sale
 - 3. 368 Jefferson St. Forever Friends Network/Perkins Flowers
 - 4. 18 E. Nepessing St. City Owned property Empty, not currently for sale
 - 5. 350 N. Court Street 2nd/3rd Floor office space available
 - 6. 44 W. Park Street Calvellis For Sale (Including Liquor License) There is an offer on the property, however we are currently talking with another prospective party that is interested in the site as well.
 - 7. 606 N. Saginaw Street multiple units
 - 8. 477 W. Nepessing St Tentatively leased for a Chiropractic space.

- New Business Opening:
 - 1. 10 E. Nepessing Street Flannagans Pizza Buffet
 - 2. 450 W. Nepessing Street Kin Thai looking at late Fall Building Permits have been approved.
 - 3. 240 W. Nepessing Street. KC Insurance
 - 4. 606 N. Saginaw St. Unlimited Modular
 - 5. 606 N Saginaw St Church Light Communities
 - 6. 92 W. Nepessing St.- Fae and Whimsey Soapworks

Placemaking - Design:

- The placemaking committee will meet on Tuesday, November 14 at 8am.
- The committee will continue conversations on wayfinding signage for the Downtown.
- City Manager Womack and Myself will be meeting with the Lapeer District Library on Tuesday, Nov. 14 to discuss some creative ways to include the Library in downtown place making efforts.

Outreach – Organization & Promo and Marketing:

- The Outreach committee is looking to meet on Tuesday, Nov. 14 at 5pm to get started on annual giving, fundraising, and community and engagement ideas.
- DDA Online (social media, Website)
 - Social Media Facebook we currently have 6703 followers on Facebook, adding an additional 96 new page followers and 62 new page Likes in the last 28 days. We've reached an audience of 43,996 people and generated 2,219 reactions, 239 comments, and 176 shares.

Special Events:

- The Special Events committee met on November 7 to discuss upcoming events and a short recap of events that have taken place, including the downtown treat walk.
- The individual sub-committees continue to work on their upcoming events.
- Treat Walk
 - We estimate about 800 participants in this year's treat walk. Having the road closed for this year's event was very well received and was enjoyed by the participants. It definitely created a safer atmosphere downtown.
- Upcoming events remaining this year include:
 - Ladies Night Out Nov. 17
 - Milnes Auto is again sponsoring this event and Reeds Appliance is donating an item to be raffled off as a fundraiser for Lapeer Main Street.
 - WinterFest Dec. 1 & 2
 - The committee has been meeting regularly. They have gotten 8 Christmas trees donated that will be sponsored and displayed in storefronts downtown in addition to the window decorating contest.
 - The horse carriage rides will also return. Last year we accepted cash donations for the rides. This year we will add the option for cash donations and credit card donations through Strip.

Partnerships:

- The FIT Team will be meeting on December 12 at 9am at Gallery 194 with MSU-Extension to discuss hosting the Connecting Entrepreneurial Communities Conference in 2025.
- In an effort to increase transparency, Mr. Womack has requested that the DDA follow the lead of the City and include our DDA packet online in addition to the agenda. I believe that this is a request that we can do and plan to start doing in January since we do not meet in December.

Administrative:

• Staff: No Updates at this time.

James Alt Lapeer DDA Executive Director, 810-728-6598 james@lapeerdda.com

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.

Board/Commission	Location	<u>Time</u>	January	February	March	April	May	June	July	August			November	
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 Monda	y of each Month													
Cemetery Board 3 rd Thursday of Oc	Mt. Hope Cemetery at Building	2:00 P.M.										18		
Downtown Development Authority 4 th Wednesda	2 nd Floor Conference Room y of each Month	8:00 A.M.	25	22	22	26	24	28	26	23	27	25	22	27
Economic Development Corp (EDC) & Tax Increment Finance Auth (TIFA) 2 nd Wednesda	Room	8:00 A.M.	11	8	8	12	10	14	12	9	6	11	8	13
Housing Commission 3rd Thursda	2 nd Floor y Conference Room of each Month	4:00 P.M.	19	16	16	20	18	15	20	17	21	19	16	21
Local Development Finance Authority (LDFA) 1 st Tuesday March/June/Sep	Room	8:00 A.M			7			6			5			5
Park Board													1	
Planning Commission	Commission Chambers	6:30 P.M.	12	9	9	13	11	8	13	10	14	12	9	14
-	y of each Month		12	0	0	10		0	10	10	17	12	0	1-
Zoning Board of Appeals	Commission Chambers	6:30 P.M.	23	27	27	24	22	26	24	28	25	23	27	
4 th Monda	y of each Month													

Address of the above locations are as follows:

Commission Chambers:City Hall, 576 Liberty ParkMt. Hope Cemetery:1230 Park StreetCity of Lapeer576 Liberty Park, LapeerLapeer County, Michigan48446 (810) 664-5231

Romona Sanchez, CMC City Clerk



MAT. TRANS.

To:	City Commission
Date:	November 15, 2023
RE:	Material Transmittals

None.