



**AGENDA  
CITY OF LAPEER  
LAPEER CITY COMMISSION  
576 LIBERTY PARK, LAPEER, MI 48446  
SEPTEMBER 18, 2023**

**6:30 P.M. CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF SEPTEMBER 18, 2023, AGENDA**

**A. MINUTES:**

1. Minutes of the Joint meeting held August 14, 2023.
2. Minutes of the Regular meeting held September 5, 2023.

**B. PUBLIC COMMENTS:**

1. Lapeer County Commissioner - Brad Haggadone.

**C. CONSENT AGENDA:**

1. Special Event: Lapeer High School - Homecoming Parade – Oct. 6, 2023.
2. Special Event: Stone Soup Food Bank - Hunger Awareness Week – Oct. 13 & 14, 2023.
3. Special Event: VFW Post 4139 - Oktoberfest – Sept. 23, 2023.

***SUGGESTED MOTION:***

*Approve the Consent Agenda for September 18, 2023.*

**D. BILL LISTING FOR SEPTEMBER 18, 2023.**

***SUGGESTED MOTION: ON A ROLL CALL VOTE.***

*Approve the Bill Listing for September 18, 2023, in the amount of \$1,112,480.31.*

**E. PROCLAMATIONS, RECOGNITIONS AND RESOLUTIONS:**

**F. PUBLIC HEARINGS:**

**G. ADMINISTRATIVE REPORTS:**

1. Zoning Ordinance – Text Amendment.

***SUGGESTED MOTION:***

*Adopt the ordinance amendment to Chapter 7 (Zoning Ordinance), Section 7-24.03 Definitions, Essential Services, of the General Ordinance of the City of Lapeer.*

**H. CITY MANAGER'S REPORT:**

1. Andrew's River Estates – Special Assessment District.

***SUGGESTED MOTION:***

*Adopt Resolution #1 preparing reports regarding the Andrews River Estates No. 2 Street Improvements, Special Assessment District #2024-01.*

2. Various matters.

**I. CITY ATTORNEY'S REPORT:**

1. None.

**J. UNFINISHED BUSINESS:**

1. Appointments to Boards and Commissions.

***SUGGESTED MOTION:***

*Accept the resignation of Ed Jamison from the Local Officers Compensation Commission and declare the seat vacant.*

**K. DEPARTMENTAL COMMUNICATIONS:**

1. Monthly Departmental Reports.
2. Monthly Marihuana Update.

**L. PUBLIC COMMENTS:**

**M. CLOSING COMMENTS:**

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

**N. REMINDER OF MEETINGS:**

Next City Commission Meeting: **Monday, OCTOBER 2, 2023, Regular**

**O. REMINDER OF PUBLIC HEARINGS:**

**ADJOURNMENT**

**MATERIAL TRANSMITTAL**

**Notice:**

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

**MINUTES OF JOINT MEETING  
LAPEER CITY COMMISSION  
PLANNING COMMISSION  
DOWNTOWN DEVELOPMENT AUTHORITY  
AND ZONING BOARD OF APPEALS  
AUGUST 14, 2023**

A joint meeting of the Lapeer City Commission, Planning Commission, Downtown Development Authority and Zoning Board of Appeals was held August 14, 2023, at the Community Center, Lower Level, 880 S. Saginaw St., Lapeer, Michigan. The meeting was called to order at 5:33 p.m.

**ROLL CALL:**

**CITY COMMISSION**

Present: Mayor Marquardt. Commissioners: Atwood, Cattane, Pattison, Swindell.

Absent: Commissioner Stroh.

**PLANNING COMMISSION:**

Present: Bostick- Tullius, Johnson, Pattison, Kelly, Marquardt, RaCosta, Roberts, Schenck, Womack.

Absent: None.

**DOWNTOWN DEVELOPMENT AUTHORITY:**

Present: Bostick-Tullius, Fanson, Gillingham, Hogan, Marquardt, Moffitt, Schwab.

Absent: Beyer, LaMagna, RaCosta, Rogers, Roodvoets, Sharkey.

**ZONING BOARD OF APPEAL:**

Present: Bostick-Tullius, Burda, Cattane, Hogan, McCarthy, Gaecke (Alt).

Absent: Parsch, Parker (Alt).

Mayor Marquardt called the meeting to order at 5:33 p.m. and turned the meeting over to City Manager Mike Womack.

City Manager Womack began with introductions and an ice breaker exercise.

**TRAINING SESSION:**

City Manager Womack provided the group with information about the Freedom of Information Act (FOIA) and the Open Meetings Act (OMA). He pointed out some of the important points of each and entertained questions from the attendees that related to each topic.

**1-3 YEAR STRATEGIC PLANNING:**

City Manager Womack then asked all the attendees what items each would like to see the City of Lapeer focus their efforts on over the next 1-3 years. Each topic was written down and all those in attendance were asked to pick their top three choices.

**PUBLIC COMMENTS**

None.

It was the consensus of the Commission to close the meeting at 7:26 p.m.

The special meeting adjourned at 7:26 p.m.

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Debbie Marquardt, Mayor

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Romona Sanchez, City Clerk

DRAFT



**LAPEER CITY COMMISSION  
MINUTES OF A REGULAR MEETING  
SEPTEMBER 5, 2023**

A regular meeting of the Lapeer City Commission was held September 5, 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.

**204 2023 09-05 AGENDA APPROVAL**

Moved by Cattane. Seconded by Swindell.

Approve the Agenda for September 5, 2023, with the addition of item E-2, Assisted Living Week proclamation.

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

Nays: None.

MOTION CARRIED.

**205 2023 09-05 MINUTES**

Moved by Cattane. Seconded by Stroh.

Approve the minutes of the regular meeting held August 21, 2023, as presented.

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

Nays: None.

MOTION CARRIED.

**PUBLIC COMMENTS**

Melissa Petrie gave an invocation.

Stefan Brady commented on the pump track and future development on West Genesee.

**206 2023 09-05 CONSENT AGENDA**

Moved by Stroh. Seconded by Swindell.

Approve the consent agenda for September 5, 2023, as presented:

1. Special Event: Harvest Fest/Porchfest – September 23, 2023

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

Nays: None.

MOTION CARRIED.

**207 2023 09-05 BILL LISTING**

Moved by Cattane. Seconded by Swindell.

Approve the bill listing for September 5, 2023, in the amount of \$521,146.14.

ON A ROLL CALL VOTE:

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

Nays: None.  
MOTION CARRIED.

**PROCLAMATION, RECOGNITIONS AND RESOLUTIONS:**

**208 2023 09-05 PROCLAMATION – NATIONAL RAIL SAFETY WEEK**

Moved by Cattane. Seconded by Pattison.

Adopt the National Rail Safety Week Proclamation.

***CITY OF LAPEER  
Proclamation  
National Rail Safety Week***

**WHEREAS**, 2,194 rail grade crossing collisions resulted in 803 personal injuries and were responsible for 274 fatalities in the United States during 2022; and

**WHEREAS**, 1,208 trespassing incidents have occurred in the United States resulting in 658 pedestrians being killed and another 550 injured while trespassing on railroad property rights of way during 2022; and

**WHEREAS**, educating and informing the public about rail safety, reminding the public that railroad right of ways are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws will reduce the number of fatalities and injuries; and

**WHEREAS**, the International Association of Chiefs of Police, National Operation Lifesaver, United States Department of Transportation, and all local, state, county, and railroad law enforcement officers, first responders, and railroad corporations commit to partnering together in an effort to educate at a national level all aspects of railroad safety, to enforce applicable laws in support of National Rail Safety Week.

**THEREFORE**, I, Debbie Marquardt, Mayor of the City of Lapeer, and the Lapeer City Commission do hereby proclaim the week of September 18 to 24, 2023, National Rail Safety Week and I encourage all citizens to recognize the importance of rail safety education.

***Dated this 5<sup>th</sup> day of September 2023.***

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

Nays: None.

MOTION CARRIED.

**PROCLAMATION, RECOGNITIONS AND RESOLUTIONS:**

**209 2023 09-05 PROCLAMATION – ASSISTED LIVING WEEK**

Moved by Stroh. Seconded by Swindell.

Adopt the Assisted Living Week Proclamation.

***CITY OF LAPEER  
Proclamation  
Assisted Living Week***

**WHEREAS**, residents of assisted living communities are active members of the larger community, offering their knowledge, life experiences and involvement; their past contributions continue to be a vital part of the City of Lapeer's rich history; and their ongoing participation deepens our city's identity; and

**WHEREAS**, assisted living is a critical long term care option for older adults and individuals with disabilities that fosters choice, dignity, and independence; assisted living communities are committed to excellence, innovation, and the advancement of person-centered care; and

**WHEREAS**, in 1995, the National Center for Assisted Living established National Assisted Living Week® to honor the contributions of assisted living communities in providing long term care to America's seniors and individuals with disabilities; and

**WHEREAS**, this year's theme of National Assisted Living Week® is "Season of Reflection," highlights the incredible care provided by essential caregivers and the special bonds created in assisted living facilities across the country; and

**WHEREAS**, during this special week, assisted living communities across the country are encouraged to organize activities and events which celebrate the dedication of staff, the individuality of residents, and the deep connections formed in these settings.

**NOW, THEREFORE**, I, Debbie Marquardt, Mayor of the City of Lapeer, and the Lapeer City Commission, do hereby proclaim the week of September 10-16, 2023, as Assisted Living Week in the City of Lapeer, and we urge all citizens to virtually visit or call a loved one, family member, or friend residing in any care setting and offer a kind word and spend time participating in various virtual activities to unite those from all walks of life in need of our continuing love and support, and to learn more about how assisted living services benefit the City of Lapeer.

***Dated this 5<sup>th</sup> day of September 2023.***

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

Nays: None.

MOTION CARRIED.

#### **ADMINISTRATIVE REPORTS:**

##### **210 2023 09-05 ZONING ORDINANCE – TEXT AMENDMENT**

Commissioner Pattison introduced an ordinance amendment to Chapter 7 (Zoning Ordinance), Section 7-24.03 Definitions, Essential Services, of the General Ordinances of the City of Lapeer.

##### **211 2023 09-05 DRINKING WATER REVOLVING FUND (DWRF) – DESIGNATION OF AUTHORIZED PROJECT REPRESENTATIVE**

Moved by Cattane. Seconded by Stroh.

Adopt the resolution to add the Director of Public Works, Jeff Graham, as authorized project representative for the Drinking Water Revolving Fund (DWRF).

#### **A RESOLUTION ADOPTING A FINAL PROJECT PLAN FOR WATER SYSTEM IMPROVEMENTS AND DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE**

**WHEREAS**, the City of Lapeer recognizes the need to make improvements to its existing water treatment and distribution system; and

**WHEREAS**, the City of Lapeer authorized Spicer Group, Inc. to prepare a Project Plan, which recommends the construction of watermain replacement along W. Genesee St. from Millville Rd. to Harrison St., watermain replacement along Harrison St. from W. Genesee St. to Liberty St., hydro excavation, and identification of approximately 7010 water services located through the city and the replacement of all identified lead and/o galvanized waters services; and

**WHEREAS**, said Project Plan was presented at a Public Hearing held on June 7, 2021, and all public comments have been considered and addressed.

**NOW THEREFORE BE IT RESOLVED**, that the City of Lapeer formally adopts said Project Plan and agrees to implement the selected alternative (Water System Improvements).

**BE IT FURTHER RESOLVED**, that the Director of Public Works, a position currently held by Jeff Graham is designated as the authorized representative retroactive to the retirement date (March 31, 2023) of City Manager, Dale Kerbyson, for all activities associated with the project referenced above, including the submittal of said Project Plan as the first step in applying to the State of Michigan for a Drinking Water Revolving Fund Loan to assist in the implementation of the selected alternative.

Dated this 5<sup>th</sup> day of September 2023.

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

Nays: None.

MOTION CARRIED.

#### **CITY MANAGER'S REPORT**

City Manager Womack stated that original motion was to table to a specific date, however, he will be asking the Commission to approve a new investigation of this Special Assessment District (SAD). As this SAD was originally started under the previous City Manager, and while we are trying to keep up with everything that has been done, he still has several questions. Therefore, he feels a new investigation is warranted with the information learned from discussions with the commission and with the public warrants a new investigation; next meeting will ask the Commission to pass a resolution for a new investigation of this project.

#### **212 2023 09-05 AMEND MOTION PREVIOUSLY MADE – 197 2023 08-21**

Moved by Stroh. Seconded by Pattison.

To amend motion 197 2023 08-21 to: Postpone indefinitely Andrew's River Estate No. 2, Street Improvement, Special Assessment District No. 2023-01.

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

Nays: None.

MOTION CARRIED.

#### **CITY ATTORNEY'S REPORT**

None.

#### **UNFINISHED BUSINESS**

**213 2023 09-05**

Moved by Marquardt. Moved by Pattison. Seconded by Cattane.

To reappoint Don Dube to the Local Development Finance Authority, for a term to expire August 1, 2027.

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

Nays: None.

MOTION CARRIED.

### **DEPARTMENTAL REPORTS**

The DDA Monthly Departmental Report was received into the record.

### **PUBLIC COMMENTS**

Melissa Petrie has a concern that City Attorney has not been present at recent meetings.

### **MAYOR/COMMISSIONER COMMENTS**

Commissioner Cattane: Summer is not over, enjoy it while you can. School is back in session, please pay attention to the school buses; respect the rules of the road. Kiwanis Duck Dash is this Saturday at 11:00 a.m. with lots of family fun activities. The grand opening of the disc golf course at Crampton Park will be September 24, 2023; last Bike Night is Friday; last Food Truck Event is next Monday. Personal note, daughter is now a full-time college student.

Commissioner Swindell: Go play disc golf course at Crampton Park; come to the Grand Opening on September 24, 2023. If you see people go into the river, they are going in to retrieve discs in hopes of returning them to the owner.

Commissioner Pattison: Nice to see people here this evening. There are openings on boards and commissions, if you would like to help the city, please get in touch with the City Clerk to apply.

City Manager Womack: Enjoyed the Lapeer Days Events. Doing a lot of work on behalf of the city and sees a lot of potential her in the next year.

Mayor Marquardt: Read the list of events.

### **214 2023 09-05 ADJOURNMENT**

Having no further business, Mayor Marquardt adjourned the regular meeting at 6:52 p.m.

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Debbie Marquardt, Mayor

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Romona Sanchez, City Clerk

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**To:** Mike Womack, City Manager  
**From:** Jeremy Howe, Chief of Police  
**Date:** 9/13/2023  
**RE:** Special Event – Homecoming Parade

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**STAFF RECOMMENDATION**

Approve Event.

**CURRENT OR NEW INFORMATION**

A request has been received from the Lapeer Community Schools to hold their annual Homecoming Parade on Friday, October 6, 2023. The event will take place in the downtown area on Nepessing Street from 4:00pm – 6:00pm. This event does require approximately 20 hours of overtime from the Police Department, along with services from the Department of Public Works for placing of barricades.

See PDF file SE Homecoming Parade 2023

**BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION**

Annual Event

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**AGENDA ITEM REVIEW**

**Meeting Date:** September 18, 2023

**Date Reviewed:** September 13, 2023

**Consent:** X

**Administrative:**

**Reviewed By:** D. Jansen, Deputy Clerk

**Public Hearing:**

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# City of Lapeer

## SPECIAL EVENT APPLICATION (SEA)

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

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

Sponsoring Organization  
(Legal Name)

Lapeer High School

Phone # 810-667-2418

Address

933 S. Saginaw, Lapeer, MI

Organization Event  
Coordinator/Contact

Shad Spilski

Phone # 307-399-6368

Event Coordinator/Contact  
Address

437 Golfside Dr. Lapeer, MI

Coordinator/Contact Email

~~shad@lapeerschools.org~~ shad@lapeerschools.org

Event Name

Homecoming Parade

Purpose of Event

Event Location

Downtown Lapeer  
E. Napoleon St to N. Monroe St.

Have you  
reserved your  
park/pavilion?

Yes / No

If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.\*

Date of Event

10/6/23

Event Time

4-6pm

# of Event

Organizational Team

5

# of Expected  
Attendees:

1000

Describe the activities

taking place at your event:

Homecoming Parade

**RECEIVED**

**AUG 29 2023**

Please check what will be part of your event:

**CITY MANAGER  
LAPEER, MI**

☐  
☐

Music\*\*

Tents

☐  
☐

Animals\*\*  
(such as a petting zoo)  
Wedding

☐  
☐

Selling of food\*

Selling of drinks\*

☐  
☐

Posted Signage of  
Event\*  
Liquor/Beer or Wine\*

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

\*See Rules and Regulations



Please check what you request the City to supply:

Picnic Tables Qty:	Electricity Turned on/off	Other:
Inflatables	Road Crossing Guards Qty:	Trash Containers Qty:
Road Closures List:	<i>Rel closed @ E. Nipissing St &amp; N. Saginaw St, E. Nipissing Street closed.</i>	

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

What type of event is this:

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

### INDEMNIFICATION AGREEMENT

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

Signature: [Signature] Date: 8/29/23

Witness: [Signature: Tracey Russell] Date: 8/29/23

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

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

#### Normal Event Schedule

(e.g., third weekend in July): \_\_\_\_\_

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

3. **FREE PARKING:** Are you requesting free parking (see the Rules and Regulations)? **[YES] [NO]**

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

\_\_\_\_\_




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

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

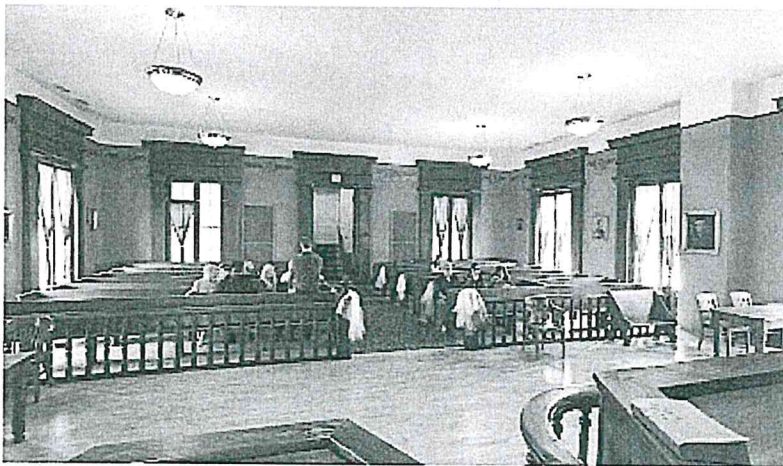
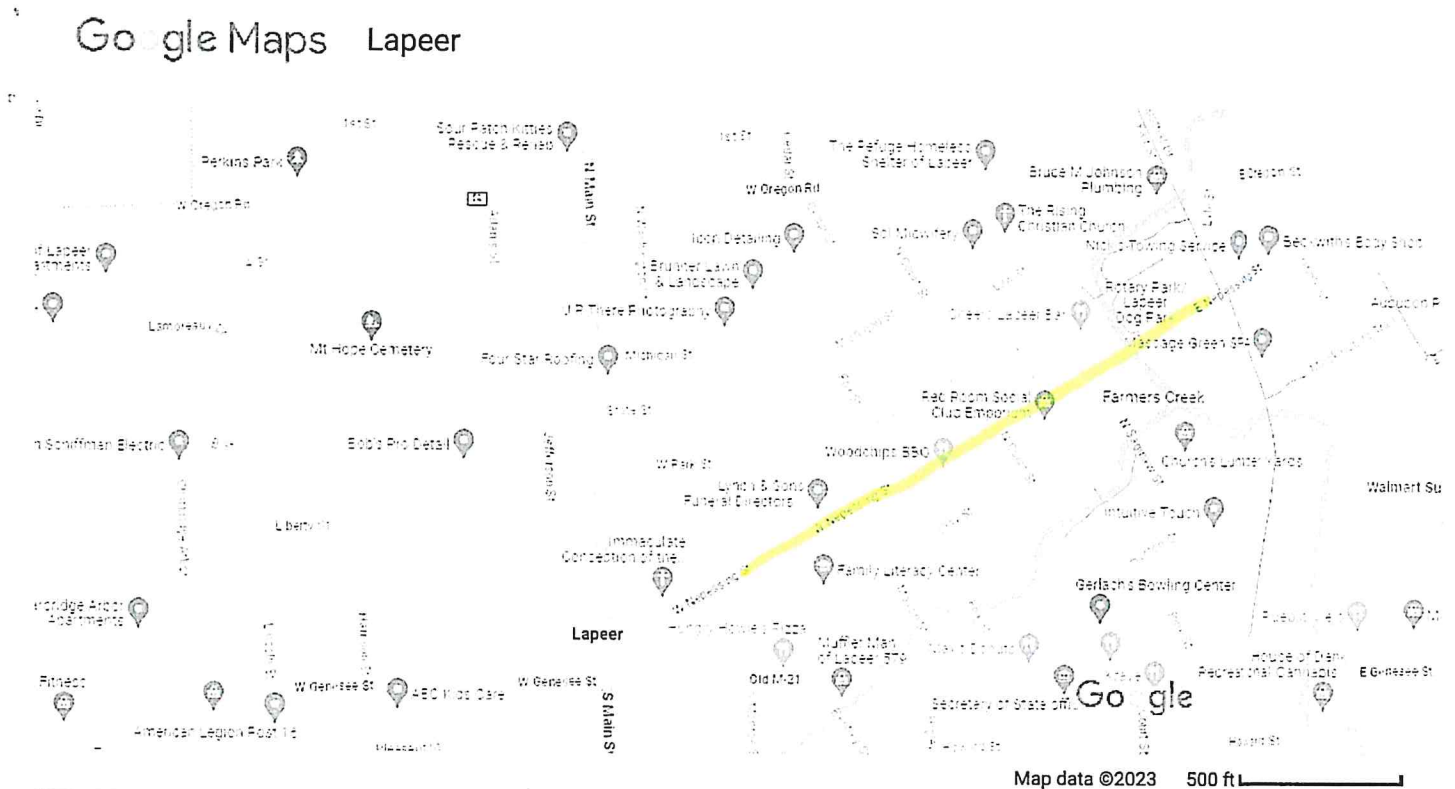
As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Ordinance and Regulations, the terms of the Written Confirmation of Approval, and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

8/29/23  
Date

  
Signature of Sponsoring Organization's Agent

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

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



## Lapeer

Michigan 48446

Mostly sunny · 71°F  
1:53 PM



Directions



Save



Nearby



Send to  
phone



Share

### Quick facts

Lapeer is a city in the U.S. state of Michigan and is the county seat of Lapeer County. As of the 2020 census, the city population was 9,023. Most of ... More

**To:** Mike Womack, City Manager  
**From:** Jeremy Howe, Chief of Police  
**Date:** 9/13/2023  
**RE:** Special Event Request – Hunger Awareness Week, Spring

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**STAFF RECOMMENDATION**

Approve event. Approval subject to compliance with any Governor, Health Department or other Governmental Agency (State or Federal) Order.

**CURRENT OR NEW INFORMATION**

We received a request from the Stone Soup Pantry to hold their annual Hunger Awareness Week Fund Collection on October 13 and 14, 2023 from 9:00AM – 3:00PM. This event will utilize several intersections within the City of Lapeer. Safety cones and traffic vests will be required for persons out in the intersections collecting funds. This event does not require assistance from any City of Lapeer department.

The following intersections will be used:

Millville and Genesee

Millville and Oregon

Demille and Harrison

Saginaw and Peppermill

Court and Nepessing

See PDF File SE Hunger Awareness Week Fall 2023.

**BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION**

Annual Event

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**AGENDA ITEM REVIEW**

**Meeting Date:** September 18, 2023

**Date Reviewed:** September 13, 2023

**Consent:** X

**Administrative:**

**Reviewed By:** D. Jansen, Deputy Clerk

**Public Hearing:**

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# City of Lapeer SPECIAL EVENT APPLICATION

RECEIVED

AUG 31 2023



CITY MANAGER  
LAPEER, MI

**DIRECTIONS:** Complete this application in accordance with the City of Lapeer Special Events Ordinance and Regulations, and return it to the City Manager's Office at least 30 Calendar days prior to the starting date of the event.

**If your requested event is to take place in a CITY PARK, YOU MUST CONTACT the Parks & Rec. Dept at (810) 664-4431 for scheduling park facilities before submittal to the City Manager's Office.**

Sponsoring Organization  
(Legal Name)

Phone #

Address

Organization Event  
Coordinator/Contact

Phone #

Event Coordinator/Contact  
Address

Coordinator/Contact Email

Event Name

Purpose of Event

Event Location

Have you  
reserved your  
park/pavilion?

Yes / No

If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.\*

Date of Event

Event Time

# of Event

Organizational Team

# of Expected

Attendees:

Describe the activities

taking place at your event: Collecting fund @ Intersections thru out city of Lapeer

Please check what will be part of your event:

☐  
☐

Music

Tents

☐  
☐

Animals  
(such as a petting zoo)

Wedding

☐  
☐

Selling of food\*

Selling of drinks\*

☒  
☐

Posted Signage of  
Event\*

Liquor/Beer or  
Wine\*

\*See Rules and Regulations

Please check what you request the City to supply:

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

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

What type of event is this:

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

### INDEMNIFICATION AGREEMENT

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

Signature: [Signature] Date: 8-31-2023

Witness: Dana E. Jansen Date: 8-31-2023

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

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

#### Normal Event Schedule

(e.g., third weekend in July): 2<sup>nd</sup> Week in October

Next Year's specific dates: October 11-12

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

3. **FREE PARKING:** Are you requesting free parking (see the Rules and Regulations)?  
[YES] [NO]

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

N/A

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

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

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

8-18-2022  
Date

  
\_\_\_\_\_  
Signature of Sponsoring Organization's Agent

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

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

475 South Court Lapeer MI 48446



Attn: City Clerk of Lapeer

RE: Hunger Awareness Event for Stone Soup Food Bank

We are seeking approval for a special fundraising event 'Hunger Awareness' for Stone Soup Food Bank.

We are asking for the dates of Friday October 13<sup>th</sup> and Saturday October 14<sup>th</sup>, 2023 from the hours of 9 am to 4 pm.

We will be soliciting donations from the street crossing of:

Genesee and DeMille  
DeMille and Harrison  
Millville and Oregon  
South Saginaw and Peppermill  
Court and Nepessing

The volunteers of Stone Soup will wear neon yellow safety vests stating 'Stone Soup Volunteer' and we will not pass out any literature or candy. All volunteers will follow any and all mandated CDC guidelines at the time of our event.

Thank you for this consideration.

Sincerely

A handwritten signature in black ink, appearing to read 'Steve MacLeod', written in a cursive style.

Steve MacLeod  
CEO Stone Soup Food Bank  
smacleod@stonesoupfoodpantry.org  
Office: 810.245.0500  
Cell: 586.337.2480





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/30/2023

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

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

<b>PRODUCER</b> CIA Insurance & Risk Management 45600 Village Boulevard  Shelby Township MI 48315		<b>CONTACT NAME:</b> Jessica Smith <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> jsmith@ciainsurance.com	
<b>INSURED</b>  STONE SOUP FOOD PANTRY 475 S Court St  Lapeer MI 48446		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> SECURA Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 22543	

## COVERAGES

**CERTIFICATE NUMBER:** 2023-24 Master Cert

**REVISION NUMBER:**

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


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CP3183507	09/09/2023	09/09/2024	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 10,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A3201409	09/09/2023	09/09/2024	GENERAL AGGREGATE \$ 2,000,000
	PRODUCTS - COM/OP AGG \$ 2,000,000						
	Exclusion Amusement \$						
	COMBINED SINGLE LIMIT (Ea accident) \$ 510,000						
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>						BODILY INJURY (Per person) \$
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
	PIP-Basic \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						

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

The Certificate Holder is included as Additional Insured with respect to General Liability for work performed by the Named Insured when required by written contract or agreement.

## CERTIFICATE HOLDER

## CANCELLATION

City of Lapeer 576 Liberty Park  Lapeer MI 48446	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**To:** Mike Womack, City Manager  
**From:** Jeremy Howe, Chief of Police  
**Date:** September 13, 2023  
**RE:** Special Event – Oktoberfest 2023, Titled Axis

---

**STAFF RECOMMENDATION**

Approve Event

**CURRENT OR NEW INFORMATION**

We have received a request from Tilted Axis Brewing Company located at 303 West Nepessing Street to hold their annual Oktoberfest event on Saturday, September 23, 2023 from 12 pm to 10 pm. This event will utilize Cedar Street south of Nepessing Street, see attached map. Pavilion usage will need to be requested from Lapeer County.

This event would require a temporary liquor license for outdoor service to be issued by the Liquor Control Commission. Titled Axis will need to fence the event area as their plan indicates to serve alcoholic beverages on Cedar Street and sidewalk area, with City Commission approval. (See attached drawing provided by Titled Axis).

This event does require barricades from the DPW and minimal police involvement. Fire Department approval is needed for the fenced area.

See PDF File SE Oktoberfest Titled Axis 2023

**BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION**

Annual Event

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**AGENDA ITEM REVIEW**

**Meeting Date:** September 18, 2023

**Date Reviewed:** September 13, 2023

**Consent:** X

**Administrative:**

**Reviewed By:** D. Jansen, Deputy Clerk

**Public Hearing:**

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Tom 810-560-9233



# City of Lapeer SPECIAL EVENT APPLICATION (SEA)

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

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

Sponsoring Organization (Legal Name) LAWRENCE W. SMITH Phone # 810-664-9222  
VIEWPOST 4139  
Address 128 DALEY RD  
Organization Event Coordinator/Contact BOB NOVAK Phone # 810-560-9233  
Event Coordinator/Contact Address 109 PINEVIEW DR LAPEER MI 48446  
Coordinator/Contact Email HNWKS441@GMAIL.COM  
Event Name OCTOBER FEST 2.3  
Purpose of Event TO RAISE VETERAN AWARENESS / CELEBRATE OCTOBER  
Event Location TILTED AXIS BREWING COMPANY Have you reserved your park/pavilion? Yes / No  
If yes, provide copy of reservation form with this application, if no and planning a park event, reservations need to be made.\*  
Date of Event 9-23-23 Event Time NOON - 10 PM  
# of Event 5-10 # of Expected Attendees: OPEN TO PUBLIC  
Organizational Team 5-10  
Describe the activities taking place at your event: LIVE MUSIC, FOOD & DRINKS

Please check what will be part of your event:

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

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

Please check what you request the City to supply:

Picnic Tables Qty: <u>12</u>	Electricity Turned on/off	Other:
Inflatables	Road Crossing Guards Qty: <u>2</u>	Trash Containers Qty: <u>4</u>
Road Closures List: <u>CEDAR STR</u>		

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

What type of event is this:

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

### INDEMNIFICATION AGREEMENT

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

Signature: [Signature] Date: 9-12-23

Witness: Dana Jansen Date: 9-12-23

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

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

#### Normal Event Schedule

(e.g., third weekend in July): LAST SATURDAY IN SEPT.

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

3. **FREE PARKING:** Are you requesting free parking (see the Rules and Regulations)? **[YES] [NO]**

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

DOWNTOWN LAPEER

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

Who holds the Liquor Control Commission license?

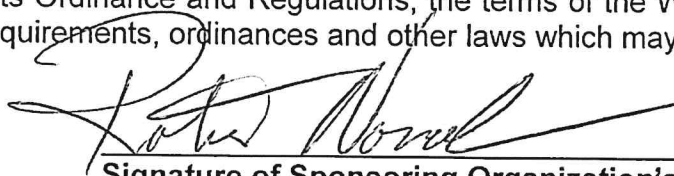
LAURENCE W. SMITH VFW 4139

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

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

9-12-23

Date



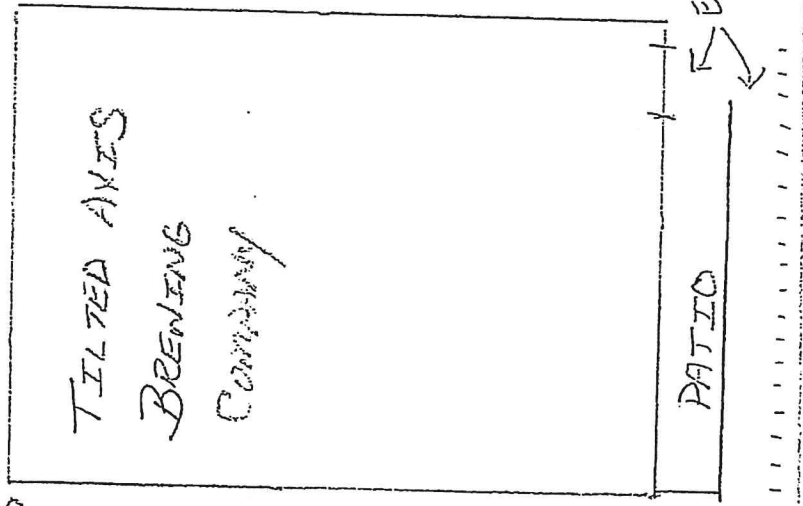
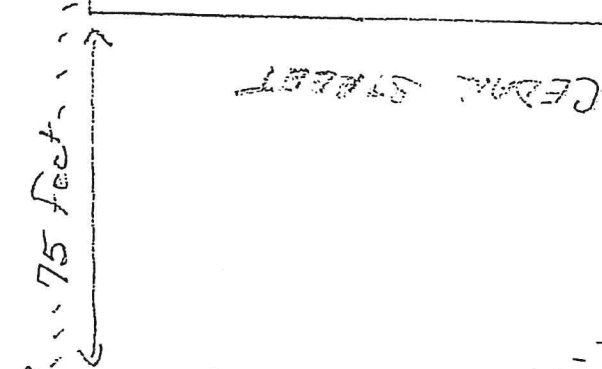
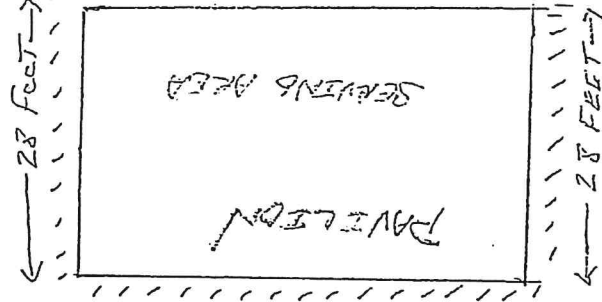
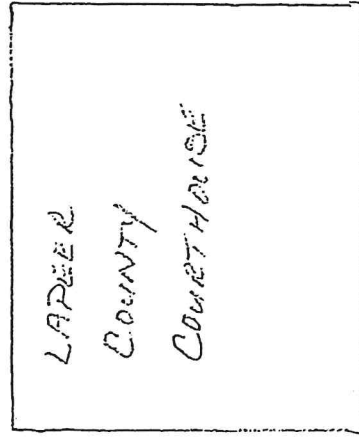
Signature of Sponsoring Organization's Agent

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

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

TILTED AXIS BREWINGS COMPANY OK TO BEAR BEST

9/24/22



VINYL FENCE

W. NEPESING STREET



## ITEM D-1

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**To:** Mayor and City Commission  
**From:** Kelly Hanna, Director of Financial Services  
**Date:** September 13, 2023  
**RE:** Bill Listing – September 18, 2023

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### **STAFF RECOMMENDATION**

Approve the bill listing as presented.

### **CURRENT OR NEW INFORMATION**

I, Kelly Hanna, Director of Financial Services, have reviewed the bills for September 1, 2023, through September 14, 2023, in the total amount of **\$1,112,480.31** and find them to be proper charges.

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### **AGENDA ITEM REVIEW**

**Meeting Date:** September 18, 2023

**Date Reviewed:**

**September 13, 2023**

**Consent:** X

**Administrative:**

**Reviewed By:**

**D. Jansen, Deputy Clerk**

**Public Hearing:**

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CHECK REGISTER FOR CITY OF LAPEER  
CHECK DATE FROM 09/01/2023 - 09/14/2023

Check Date	Check	Vendor	Vendor Name	Amount
09/14/2023	1615(A)	000056	US BANK TRUST COMPANY, N A	455,583.13
09/07/2023	596848	206	COOPER EXCAVATING	182,277.00
09/14/2023	596906	000508	LAPEER TOWNSHIP	68,577.80
09/14/2023	1618(E)	006328	BLUE CROSS & BLUE SHIELD OF MI	66,002.69
09/14/2023	596905	000261	LAPEER CO TREASURER	51,565.35
09/14/2023	1611(A)	008135	SPICER GROUP	49,703.75
09/14/2023	1614(A)	000258	TIFA 3	30,922.65
09/14/2023	596877	006728	MAYFIELD TOWNSHIP	20,690.01
09/14/2023	596862	000509	ELBA TOWNSHIP	20,642.97
09/14/2023	596880	010270	MIDWEST ILLUMINATION, INC	13,655.00
09/14/2023	596852	001067	ACTION MUNICIPAL SUPPLY, LLC	12,857.40
09/14/2023	1617(A)	008926	WEX BANK	11,211.35
09/14/2023	1592(A)	000222	DICLEMENTE SIEGEL DESIGN INC.	9,107.50
09/14/2023	596887	000221	POWERDMS, INC.	8,070.00
09/14/2023	1589(A)	009980	ABM COMMERCIAL CLEANING, LLC	7,780.00
09/14/2023	596855	MISC-BDG	BLUE STAR, INC.	7,250.00
09/14/2023	596888	009363	RESERVE ACCOUNT	7,000.00
09/14/2023	596853	MISC-BDG	ALLEN EDWIN HOMES	6,000.00
09/14/2023	1610(A)	000034	SO*MX LAWN & SNOW REMOVAL	5,734.27
09/14/2023	1619(E)	008757	CONSUMERS ENERGY	5,480.43
09/14/2023	1608(A)	000279	ROWE INC	4,732.50
09/14/2023	596861	000259	DOWNTOWN DEVELOPMENT AUTHORITY	4,490.91
09/14/2023	596903	000080	WINNINGER FIRE PROTECTION LLC	4,215.00
09/14/2023	1598(A)	009648	HAVILAND PRODUCTS COMPANY	3,799.50
09/14/2023	1600(A)	010164	LEGACY ASSESSING SERVICES INC	3,400.00
09/14/2023	1597(A)	000223	GEBJ LLC	3,000.00
09/14/2023	596854	000211	ASPEN HOMES LLC	2,766.00
09/14/2023	596881	000206	MLR ENGINEERING	2,500.00
09/14/2023	596902	010102	WEST SHORE FIRE, INC.	2,450.00
09/14/2023	596899	008151	VIEW NEWSPAPERS	2,267.60
09/14/2023	1599(A)	003097	HYDRO CORP	1,989.50
09/14/2023	1606(A)	008191	PIONEER MANUFACTURING CO. INC	1,818.09
09/14/2023	596894	000107	T. P. ISRAEL CO INC	1,770.00
09/14/2023	1601(A)	009081	MAUK, JODI	1,750.00
09/14/2023	1609(A)	009245	SMITH, SHANNON	1,750.00
09/14/2023	596882	000114	MODERN OF METAMORA LLC	1,725.00
09/14/2023	596871	009645	KENT COMMUNICATIONS INC.	1,686.23
09/14/2023	1603(A)	000083	MUNICIPAL EMERGENCY SERVICES, INC	1,651.64
09/14/2023	596892	006705	STATE OF MICHIGAN, DISCLOSURE UNIT	1,520.40
09/14/2023	1613(A)	000257	TIFA 2	1,430.15
09/14/2023	596900	001824	VILLAGE PRINTING	1,414.00
09/14/2023	596863	005988	FOSTER OIL CO	1,364.07

09/14/2023	1621(E)	009305	METROPOLITAN LIFE INSURANCE COMPANY	1,331.29
09/14/2023	1590(A)	007298	D & D EXCAVATING OF LAPEER LLC	1,200.00
09/14/2023	596878	010052	MGS ELECTRIC INC.	1,080.00
09/14/2023	596904	000026	KOBELLE PLUMBING, LLC	1,029.00
09/14/2023	1612(A)	008345	TAYLOR, SARAH	971.16
09/14/2023	596850	000107	T. P. ISRAEL CO INC	937.50
09/14/2023	1595(A)	000158	FIRE-DEX, GW LLC	898.00
09/14/2023	596864	008090	FOSTER SPECIALTY FLOORS	852.00
09/14/2023	1591(A)	006793	DEE CRAMER	741.58
09/14/2023	596886	010050	POMP'S TIRE SERVICE, INC.	695.00
09/14/2023	1605(A)	007285	PARAGON LABORATORIES, INC.	630.00
09/14/2023	1593(A)	000163	EUROFINS ENVIRONMENT TESTING	595.00
09/14/2023	1607(A)	005950	RICK RHEIN DISPOSAL	567.00
09/14/2023	596896	006019	TRW LANDSCAPES LLC	550.60
09/14/2023	596875	007993	LEONARD'S SYRUPS	516.33
09/14/2023	596856	010039	CHARTER COMMUNICATIONS HOLDINGS LLC	497.92
09/14/2023	596867	000359	GRAINGER	471.64
09/14/2023	596869	009410	JIM'S RECYCLING, INC	425.00
09/14/2023	596884	000065	PERFECT PEACE MEMORIALS	400.00
09/07/2023	596849	006883	POSTMASTER	390.21
09/14/2023	1602(A)	009382	MAURER'S TEXTILE RENTAL SERVICES	385.14
09/14/2023	596879	001961	MICHIGAN PIPE & VALVE	375.00
09/14/2023	596860	000058	DELYNN'S DESIGNS, INC	366.00
09/14/2023	596876	009739	MARCO TECHNOLOGIES, LLC	336.92
09/14/2023	596893	009621	STONE, MATT	305.37
09/14/2023	596870	000155	KARMA ENVIRONMENTAL SOLUTIONS LLC	250.00
09/14/2023	1604(A)	004953	NYE UNIFORM CO	248.50
09/14/2023	596895	MISC-BDG	THE DOGHOUSE COFFEE	200.00
09/14/2023	596883	MISC CC	MOLLER, SARA	148.75
09/14/2023	1594(A)	008540	FASTENAL COMPANY	145.43
09/14/2023	1620(E)	000010	INVOICE CLOUD	130.00
09/14/2023	596851	MISC-BDG	A-1 MECHANICAL	100.00
09/14/2023	596858	MISC-BDG	D & D DEVELOPMENT	100.00
09/14/2023	596859	MISC-BDG	D & J CARPENTRY	100.00
09/14/2023	596865	MISC-BDG	FOUNDATION SYSTEMS OF MICHIGAN	100.00
09/14/2023	596866	MISC-BDG	GIBBS, JOSHUA	100.00
09/14/2023	596868	MISC-BDG	HOME DEPOT USA, INC	100.00
09/14/2023	596885	MISC-BDG	PERFECTION DECKS	100.00
09/14/2023	596890	MISC-BDG	SIGNARAMA, FLINT	100.00
09/14/2023	596901	MISC-BDG	WALLSIDE WINDOWS	100.00
09/14/2023	596889	000097	SHIRLEY'S DRY CLEAN. & ALTERATIONS	88.35
09/14/2023	1596(A)	000282	FLINT WELDING SUPPLY CO	87.50
09/14/2023	596898	004089	USA BLUE BOOK	72.51
09/14/2023	1616(A)	000005	VC3, INC.	28.14
09/14/2023	596891	007467	STATE OF MICHIGAN	16.00
09/14/2023	596897	008511	UPS	8.42
09/14/2023	596857	MISC CC	COOLEY, SHARON	5.00



09/14/2023	1622(E)	000218	STATE OF MICHIGAN	2.16	
09/14/2023	596872	000026	KOBELLE PLUMBING, LLC	0.00	V
09/14/2023	596873	000261	LAPEER CO TREASURER	0.00	V
09/14/2023	596874	000508	LAPEER TOWNSHIP	0.00	V
				<u>\$1,112,480.31</u>	

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# Item G-1

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**To:** Mayor and City Commission  
**From:** Jason Ball AICP, City Planning Consultant  
**Date:** August 22, 2023  
**RE:** Zoning Ordinance Text Amendment – Essential Services Definition

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## **STAFF RECOMMENDATION**

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

## **CURRENT OR NEW INFORMATION**

During the August 2023 meeting, the Planning Commission held a public hearing and made a motion to recommend a text amendment to modify the definition of “essential services” in the zoning ordinance. This amendment was initiated based on information provided by International Transmission Company (ITC). The recommended text amendment is to Section 7-24.03 and is provided below with changes indicated in **red text**.

### **Essential Services.**

The erection, construction, alteration, or maintenance by public or quasi-public **franchised** utilities or municipal departments or commissions of underground, surface, or overhead gas, electrical, steam, or water transmission or distribution systems, collection, communication, supply or disposal systems. These may include, but are not necessarily limited to: mains, drains, sewers, pipes, conduits, wires, cables, fire alarm boxes, traffic signals, hydrants, towers, poles, and other similar equipment, and accessories in connection therewith reasonably necessary for the furnishing of adequate service by such public utilities or **quasi-public utilities or** municipal departments or commissions or for the public health or general welfare. Essential services shall not include buildings other than **control buildings or** such buildings that are primarily enclosures or shelters of the above essential service equipment. Cellular telephone or communications towers as defined by this article shall not be considered essential services.

ITC addressed the Planning Commission in July 2023 and the Planning Commission initiated the text amendment at that time. The amendment is necessary to clarify the status of ITC improvements to electrical grid infrastructure in Lapeer.

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## **AGENDA ITEM REVIEW**

**Meeting Date:** September 18, 2023

**Date Reviewed:** September 12, 2023

**Consent:**

**Administrative:** X

**Reviewed By:** D. Jansen, Deputy Clerk

**Public Hearing:**

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**Text Amendment – Essential Services – Section 7-24.03**

Consultant Ball reviewed the proposed amendment to Section 7-24.03 regarding the definition of Essential Services and clarification of public utilities and permitted buildings. Ball also reviewed the Approval Standards for a text amendment.

Vice Chair Kelly opened the public hearing at 6:38 p.m.

There being no comments, the public hearing was closed.

**152      2023      8-10      Essential Services Text Amendment – Section 7-23.06**

Motion by Bostick-Tullius Seconded by Shenck.

To recommend approval of the proposed text amendment related to essential services to the City Commission because it meets all standards in Section 7-23.06.

**Ayes:** Commissioners Kelly, Womack, Pattison, Marquardt, Bostick-Tullius, Johnson and Shenck.

**Nays:** None.

**Absent:** RaCosta and Roberts.

**MOTION CARRIED.**

**SITE PLAN REVIEWS**

**Carriage Hill Circle – Multiple-Family Residential Project – 32 Units**

Consultant Ball reviewed the revised site plan received for construction of a 32-unit multiple-family residential development on a RM-1 Multiple-Family Residential zoned vacant parcel #L20-93-304-040-00 on Carriage Hill Circle including aerial photos of the site and surrounding area and uses which is serviced by private roads Village West Drive and Carriage Hill Circle. Ball summarized outstanding issues with the plan including the proposed engineered wood LP Siding product, the exterior elevation design goal to match the most recently built units in the development, additional information required regarding tree removal, landscaping and buffer zone plantings.

Discussion was held on the private roads in the development, design of the new units with two-car garages and driveway space for 2 additional vehicles and the change in the layout of the interior drive area removing the parking spaces and adding islands with trees. Discussion was also held on the existing sidewalk in the proposed development, streetlight requirements and glare concerns, whether to require dumpsters for the new units, the current waste removal process for the existing Village West and Carriage Hill Condominium units and construction equipment use of the existing private roads.

Brian Scott, owner/project developer, summarized the easement for use of the existing road to access and construct the development, plans for addressing any damage to the existing roads during construction, the reduction to 32 units from the original approved plan to construct 64 units, benefits of spreading the association fees to an additional 32 units and expectations that the construction traffic will be less intense due to the previously installed underground utilities and completed site grading work.

Jeff Brands of Creekwood Architecture reviewed difficulties meeting the landscaping buffer and distance requirements, trees providing a visual buffer between units, the option to relocate a light pole due to glare concerns and efforts made to match the design of the light poles in existing development.

## Ordinance No. 2023-03

At a regular meeting of the Lapeer City Commission on Tuesday, September 5, 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 following amendment to Chapter 7 (Zoning) of the General Ordinances of the City of Lapeer. The motion was supported by Commission\_\_\_\_\_.

THE CITY OF LAPEER ORDAINS:

### ***Changes to Chapter 7 (Zoning):***

#### **Section 7-24.03 Definitions.**

##### **Essential Services.**

The erection, construction, alteration, or maintenance by public or quasi-public ~~franchised~~ utilities or municipal departments or commissions of underground, surface, or overhead gas, electrical, steam, or water transmission or distribution systems, collection, communication, supply or disposal systems. These may include, but are not necessarily limited to: mains, drains, sewers, pipes, conduits, wires, cables, fire alarm boxes, traffic signals, hydrants, towers, poles, and other similar equipment, and accessories in connection therewith reasonably necessary for the furnishing of adequate service by such public utilities or quasi-public utilities or municipal departments or commissions or for the public health or general welfare. Essential services shall not include buildings other than control buildings or such buildings that are primarily enclosures or shelters of the above essential service equipment. Cellular telephone or communications towers as defined by this article shall not be considered essential services.

Introduced: 09/05/2023    Published: 09/10/2023

Adopted: 09/18/2023    Published: 09/24/2023

Effective: 10/01/2023

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



# ITEM H-1

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**To:** City Commission  
**From:** Mike Womack, City Manager  
**Date:** September 12, 2023  
**RE:** Andrew's River Estate Special Assessment District (S.A.D.)

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## **STAFF RECOMMENDATION**

Recommend City Commission adopt the resolution directing the City Manager to investigate and prepare a report in accordance with the provisions of Chapter 64, Special Assessments.

## **CURRENT OR NEW INFORMATION**

As was discussed at the City Commission meeting, September 5, 2023, I am requesting the Commission adopt a new resolution to allow the new City Manager to undertake a new investigation and report into the proposed Andrew's River Estate Special Assessment District. The first investigation was started and completed under the previous City Manager and the new City Manager would like to conduct a more thorough investigation and report.

## **BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION**

**The previous report completed by the previous City Manager made the following determinations:**

There are 36 Parcels that would be affected from this special assessment. All three streets have a base coat of HMA that cannot be salvaged and would need to be pulverized and removed; then a 6-inch base coat of gravel put in place and two lifts of HMA for a total of 5 inches of HMA. A limited amount of concrete work is also involved. Construction costs are estimated at \$370,084 with an additional \$66,615 for engineering for a total estimated cost of \$436,699. Parcel owners will be responsible for 30%. Owners of partial sections will be responsible for one-half (1/2) assessment.

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## **AGENDA ITEM REVIEW**

<b>Meeting Date:</b>	<b>September 18, 2023</b>	<b>Date Reviewed:</b>	<b>September 12, 2023</b>
<b>Consent:</b>			
<b>Administrative:</b>	<b>X</b>	<b>Reviewed By:</b>	<b>D. Jansen, Deputy Clerk</b>
<b>Public Hearing:</b>			

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**CITY OF LAPEER  
SPECIAL ASSESSMENT  
Andrew's River Estates No. 2  
Street Improvement  
Special Assessment District #2024-01**

At a regular meeting of the Lapeer City Commission of the City of Lapeer, County of Lapeer, Michigan, held in said City on the 18<sup>th</sup> day of September 2023 there were:

PRESENT:

ABSENT:

MOVED BY: \_\_\_\_\_ SECONDED BY \_\_\_\_\_

WHEREAS, pursuant to provisions of Chapter 11 of the City Charter and Chapter 64 (Special Assessment Ordinance) of the General Ordinances of the City of Lapeer, the Lapeer City Commission may commence proceedings for the making of local public improvements within the City and determine the tentative necessity thereof without a petition; and

WHEREAS, the Lapeer City Commission deems it in the public interest, health and welfare to make certain public improvements in the City.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Manager is directed to investigate and prepare a report in accordance with the provisions of Chapter 64 (Special Assessment Ordinance), Section 64.03 of the General Ordinances of the City of Lapeer for the Calhoun Street Improvements.
2. When the aforesaid report is completed, the City Manager shall file the same with the City Clerk for presentation to the City Commission.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED

**CERTIFICATION:**

I, Romona Sanchez, hereby certify that the foregoing constitutes a true and complete copy of a resolution duly adopted by the Lapeer City Commission of the City of Lapeer, County of Lapeer, Michigan, at a regular meeting held on September 18, 2023, and that public notice of said meeting was given pursuant to and in full conformity with Act No. 267, Public Acts of Michigan, 1976, as amended.

\_\_\_\_\_  
Romona Sanchez, CMC  
City Clerk, City of Lapeer



# ITEM J-1

**To:** Mayor and City Commission  
**Date:** September 18, 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

## COMMISSION APPOINTMENTS

BOARD OR COMMISSION	MEMBER NAME	EXPIRATION	TERM LENGTH	NEW TERM EXPIRATION	COMMENTS Re: STATUS
Income Tax Board of Review	Vacancy	Dec. 1, 2024	3 Year		Awaiting Recommendation
Local Officers Compensation Commission	<b>E. Jamison-Resignation</b>	Oct 1, 2026	5 Year		Awaiting Recommendation
	Vacancy	Oct. 1, 2027	5 Year		
Prison Liaison Committee	Vacancy	Apr. 1, 2025	3 Year		Awaiting Recommendation

## AGENDA ITEM REVIEW

**Meeting Date:** September 18, 2023      **Date Reviewed:** September 13, 2023  
**Consent:**  
**Administrative:** X      **Reviewed By:** D. Jansen, Deputy Clerk  
**Public Hearing:**



## ITEM J

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**To:** Mayor and City Commissioners  
**From:** Romona Sanchez, City Clerk  
**Date:** September 13, 2023  
**RE:** Ed Jamison resignation from Local Officials Compensation Commission

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### **STAFF RECOMMENDATION**

Accept the resignation of Ed Jamison from the Local Officials Compensation Commission and declare the seat vacant.

### **CURRENT OR NEW INFORMATION**

We spoke with Ed Jamison recently and he informed me that he has moved out of the City of Lapeer and is no longer a resident. Because of this he cannot serve on the Local Officials Compensation Commission.

### **BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION**

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#### **AGENDA ITEM REVIEW**

<b>Meeting Date:</b>	<b>September 18, 2023</b>	<b>Date Reviewed:</b>	<b>September 13, 2023</b>
<b>Consent:</b>			
<b>Administrative:</b>	<b>X</b>	<b>Reviewed By:</b>	<b>D. Jansen, Deputy Clerk</b>
<b>Public Hearing:</b>			

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# ITEM K-1

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**To:** Mayor and City Commission  
**Date:** September 18, 2023  
**RE:** MONTHLY OPERATIONAL REPORTS

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## **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

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## **AGENDA ITEM REVIEW**

**Meeting Date:** September 18, 2023

**Date Reviewed:**

**September 13, 2023**

**Reviewed By:**

**D. Jansen, Deputy Clerk**

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Monthly Rental Certificates

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

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
348 NIGHTINGALE AVE	ROACH, ALICE L	CR23-0248	Certified	08/25/2023	01/24/2025	206.00
39 S COURT ST A	ZOCK, DERRICK	CR23-0474	Certified	08/17/2023	05/04/2025	206.00
39 S COURT ST B	ZOCK, DERRICK	CR23-0475	Certified	08/17/2023	05/04/2025	40.00
2960 W GENESEE ST	WESTSIDE PARTY STORE INC	CR23-0481	Certified	08/22/2023	08/22/2025	206.00
334 N MAIN ST	334 N MAIN LLC	CR23-0674	Certified	09/11/2023	04/19/2024	206.00
340 N MAIN ST	334 N MAIN LLC	CR23-0676	Certified	09/11/2023	04/19/2024	40.00
1201 W PARK ST	HUGHSON, HOLLY	CR23-0684	Certified	09/06/2023	06/02/2025	206.00
315 E NEPESSING ST 1	315 LAPEER GROUP LLC	CR23-0687	Certified	08/25/2023	07/13/2025	286.00
315 E NEPESSING ST 2	315 LAPEER GROUP LLC	CR23-0688	Certified	08/25/2023	07/13/2025	40.00
315 E NEPESSING ST 3	315 LAPEER GROUP LLC	CR23-0689	Certified	08/25/2023	07/13/2025	40.00
315 E NEPESSING ST 4	315 LAPEER GROUP LLC	CR23-0690	Certified	08/25/2023	07/13/2025	40.00
315 E NEPESSING ST 5	315 LAPEER GROUP LLC	CR23-0691	Certified	08/25/2023	07/13/2025	40.00
315 E NEPESSING ST 6	315 LAPEER GROUP LLC	CR23-0692	Certified	08/25/2023	07/13/2025	40.00
497 CHARBRIDGE AVE-BLDG 2	CHARBRIDGE ARBOR COOPE	CR23-0703	Certified	08/14/2023	04/15/2025	141.00
483 CHARBRIDGE AVE-BLDG 3	CHARBRIDGE ARBOR COOPE	CR23-0707	Certified	08/14/2023	04/15/2025	141.00
485 CHARBRIDGE AVE-BLDG 3	CHARBRIDGE ARBOR COOPE	CR23-0708	Certified	08/14/2023	04/15/2025	141.00
305 CHARBRIDGE AVE-BLDG 11	CHARBRIDGE ARBOR COOPE	CR23-0755	Certified	08/14/2023	04/15/2025	141.00
506 N CALHOUN ST 1	CALHOUN APTS LLC	CR23-0812	Certified	08/14/2023	08/14/2025	125.00
506 N CALHOUN ST 2	CALHOUN APTS LLC	CR23-0813	Certified	08/14/2023	08/14/2025	40.00
506 N CALHOUN ST 3	CALHOUN APTS LLC	CR23-0814	Certified	08/14/2023	08/14/2025	40.00
850 ADAMS ST	LECHNER, NEIL & BROWN, RE	CR23-0818	Certified	08/25/2023	06/05/2025	125.00
2516 W GENESEE ST	CANDELA, JOSEPH & CONNIE	CR23-0820	Certified	09/11/2023	07/15/2025	206.00
723 WASHINGTON ST	CHRISTENSEN, JAMES	CR23-0823	Certified	09/05/2023	08/19/2025	125.00

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
760 S SAGINAW ST 101	HUNTER WOODS LAPEER LLC	CR23-0833	Certified	09/13/2023	09/13/2025	245.00
760 S SAGINAW ST 102	HUNTER WOODS LAPEER LLC	CR23-0834	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 103	HUNTER WOODS LAPEER LLC	CR23-0835	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 104	HUNTER WOODS LAPEER LLC	CR23-0836	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 105	HUNTER WOODS LAPEER LLC	CR23-0837	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 106	HUNTER WOODS LAPEER LLC	CR23-0838	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 107	HUNTER WOODS LAPEER LLC	CR23-0839	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 203	HUNTER WOODS LAPEER LLC	CR23-0843	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 204	HUNTER WOODS LAPEER LLC	CR23-0844	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 205	HUNTER WOODS LAPEER LLC	CR23-0845	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 206	HUNTER WOODS LAPEER LLC	CR23-0846	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 208	HUNTER WOODS LAPEER LLC	CR23-0848	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 301	HUNTER WOODS LAPEER LLC	CR23-0849	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 303	HUNTER WOODS LAPEER LLC	CR23-0851	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 304	HUNTER WOODS LAPEER LLC	CR23-0852	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 306	HUNTER WOODS LAPEER LLC	CR23-0854	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 307	HUNTER WOODS LAPEER LLC	CR23-0855	Certified	09/13/2023	09/13/2025	40.00
760 S SAGINAW ST 308	HUNTER WOODS LAPEER LLC	CR23-0856	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 101	HUNTER WOODS LAPEER LLC	CR23-0857	Certified	09/13/2023	09/13/2025	245.00
766 S SAGINAW ST 102	HUNTER WOODS LAPEER LLC	CR23-0858	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 103	HUNTER WOODS LAPEER LLC	CR23-0859	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 104	HUNTER WOODS LAPEER LLC	CR23-0860	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 106	HUNTER WOODS LAPEER LLC	CR23-0862	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 107	HUNTER WOODS LAPEER LLC	CR23-0863	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 108	HUNTER WOODS LAPEER LLC	CR23-0864	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 201	HUNTER WOODS LAPEER LLC	CR23-0865	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 203	HUNTER WOODS LAPEER LLC	CR23-0867	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 204	HUNTER WOODS LAPEER LLC	CR23-0868	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 206	HUNTER WOODS LAPEER LLC	CR23-0870	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 207	HUNTER WOODS LAPEER LLC	CR23-0871	Certified	09/13/2023	09/13/2025	40.00

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
766 S SAGINAW ST 208	HUNTER WOODS LAPEER LLC	CR23-0872	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 301	HUNTER WOODS LAPEER LLC	CR23-0873	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 302	HUNTER WOODS LAPEER LLC	CR23-0874	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 303	HUNTER WOODS LAPEER LLC	CR23-0875	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 304	HUNTER WOODS LAPEER LLC	CR23-0876	Certified	09/13/2023	09/13/2025	40.00
766 S SAGINAW ST 305	HUNTER WOODS LAPEER LLC	CR23-0877	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 101	HUNTER WOODS LAPEER LLC	CR23-0881	Certified	09/13/2023	09/13/2025	245.00
772 S SAGINAW ST 103	HUNTER WOODS LAPEER LLC	CR23-0883	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 104	HUNTER WOODS LAPEER LLC	CR23-0884	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 105	HUNTER WOODS LAPEER LLC	CR23-0885	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 107	HUNTER WOODS LAPEER LLC	CR23-0887	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 108	HUNTER WOODS LAPEER LLC	CR23-0888	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 201	HUNTER WOODS LAPEER LLC	CR23-0889	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 202	HUNTER WOODS LAPEER LLC	CR23-0890	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 203	HUNTER WOODS LAPEER LLC	CR23-0891	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 204	HUNTER WOODS LAPEER LLC	CR23-0892	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 205	HUNTER WOODS LAPEER LLC	CR23-0893	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 206	HUNTER WOODS LAPEER LLC	CR23-0894	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 207	HUNTER WOODS LAPEER LLC	CR23-0895	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 208	HUNTER WOODS LAPEER LLC	CR23-0896	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 302	HUNTER WOODS LAPEER LLC	CR23-0898	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 304	HUNTER WOODS LAPEER LLC	CR23-0900	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 305	HUNTER WOODS LAPEER LLC	CR23-0901	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 306	HUNTER WOODS LAPEER LLC	CR23-0902	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 307	HUNTER WOODS LAPEER LLC	CR23-0903	Certified	09/13/2023	09/13/2025	40.00
772 S SAGINAW ST 308	HUNTER WOODS LAPEER LLC	CR23-0904	Certified	09/13/2023	09/13/2025	40.00
1126 W PARK ST A	HART REAL ESTATE HOLDING	CR23-1037	Certified	08/28/2023	08/16/2025	125.00
1126 W PARK ST B	HART REAL ESTATE HOLDING	CR23-1038	Certified	08/28/2023	08/16/2025	40.00
1874 W GENESEE ST 12	HILLTOP APARTMENT COMPL	CR23-1050	Certified	09/05/2023	05/03/2025	40.00

Property Address	Holder Name	Certificate Number	Status	Date Issued	Date Expires	Total Amount
2636 W GENESEE ST	SUMNER, DANE & AMIE	CR23-1053	Certified	09/06/2023	08/22/2025	125.00
527 CLAY ST	WATMUFF, TRAVIS	CR23-1059	Certified	09/11/2023	08/15/2025	125.00

**Total # of Certificates: 84      Total Amount Billed: \$6131.00**

Population: All Records  
 Certificate.DateIssued Between 8/12/2023 12:00:00 AM  
 AND 9/13/2023 11:59:59 PM AND  
 Certificate.CertType = Rental AND  
 Certificate.Status = Certified

Permit Summary Report

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

09/13/23

DATE ISSUED	PERMIT TYPE	PERMIT CATEGORY	ADDRESS	FEES PAID	STATUS
08/15/2023	Building	Deck	264 DEVONSHIRE DR	\$324.00	ISSUED
08/16/2023	Building	Residential Add/Alter/Repair	1233 LANCASTER ST	\$262.00	ISSUED
08/16/2023	Building	Commercial, Add/Alter/Repair	264 CEDAR ST	\$339.00	ISSUED
08/23/2023	Building	Window Replacement	624 WASHINGTON ST	\$181.00	ISSUED
08/15/2023	Building	Sign	1101 S MAIN ST	\$405.00	ISSUED
09/07/2023	Building	Window Replacement	921 W NEPESSING ST	\$277.00	ISSUED
08/31/2023	Building	Sign	275 E NEPESSING ST	\$262.00	ISSUED
08/25/2023	Building	Roof	1935 W GENESEE ST	\$277.00	ISSUED
09/06/2023	Building	Window Replacement	42 HARTLEY ST	\$262.00	ISSUED
08/31/2023	Building	Roof	1580 LIBERTY ST	\$181.00	ISSUED
09/05/2023	Building	Demolition	1857 W GENESEE ST	\$250.00	ISSUED
09/11/2023	Building	Tenant Space Finish	700 S MAIN ST STE 109	\$1,333.00	ISSUED
08/21/2023	Electrical	Electrical	378 N SAGINAW ST	\$267.00	ISSUED
08/15/2023	Electrical	Electrical	1101 S MAIN ST	\$186.00	ISSUED
09/06/2023	Electrical	Electrical	417 W GENESEE ST	\$252.00	ISSUED
09/12/2023	Electrical	Electrical	1422 IMLAY CITY RD	\$530.00	ISSUED
09/12/2023	Electrical	Electrical	315 W NEPESSING ST	\$288.00	ISSUED
09/12/2023	Electrical	Electrical	1280 IMLAY CITY RD	\$330.00	ISSUED
08/16/2023	Mechanical	Mechanical	383 DOVE LN	\$258.00	ISSUED
08/17/2023	Mechanical	Mechanical	264 CEDAR ST	\$232.00	ISSUED
08/23/2023	Mechanical	Mechanical	315 E NEPESSING ST 5	\$200.00	ISSUED
08/23/2023	Mechanical	Mechanical	315 E NEPESSING ST 6	\$185.00	ISSUED
08/25/2023	Mechanical	Mechanical	446 LAW ST	\$200.00	ISSUED
08/25/2023	Mechanical	Mechanical	646 N MADISON ST	\$185.00	ISSUED
08/25/2023	Mechanical	Mechanical	720 S ELM ST	\$185.00	ISSUED
08/25/2023	Mechanical	Mechanical	909 DEWEY ST BLDG 2	\$200.00	ISSUED
09/08/2023	Mechanical	Mechanical	2740 BEDFORD ST	\$162.00	ISSUED
08/22/2023	Plumbing	Plumbing	1190 RUTHERFORD ST	\$456.00	ISSUED
08/22/2023	Plumbing	Plumbing	1110 LANCASTER ST	\$456.00	ISSUED

Permit Summary Report

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

09/13/23

DATE ISSUED	PERMIT TYPE	PERMIT CATEGORY	ADDRESS	FEES PAID	STATUS
08/22/2023	Plumbing	Plumbing	2740 BEDFORD ST	\$456.00	ISSUED
08/22/2023	Plumbing	Plumbing	2792 SOMERSET ST	\$456.00	ISSUED
08/23/2023	Plumbing	Plumbing	264 CEDAR ST	\$198.00	ISSUED
09/12/2023	Plumbing	Plumbing	1125 W PARK ST	\$189.00	ISSUED
08/23/2023	R.O.W.	Right of Way	421 S MAIN ST	\$265.00	ISSUED
08/23/2023	R.O.W.	Right of Way	587 S COURT ST	\$250.00	ISSUED
08/17/2023	R.O.W.	Right of Way	354 MANSFIELD DR	\$250.00	ISSUED
08/24/2023	R.O.W.	Right of Way	1190 RUTHERFORD ST	\$250.00	ISSUED
08/29/2023	R.O.W.	Right of Way	417 W GENESEE ST	\$250.00	ISSUED
09/06/2023	R.O.W.	Right of Way	320 HARRISON ST	\$250.00	ISSUED
08/23/2023	Water	Water	421 S MAIN ST	\$350.00	ISSUED
09/01/2023	COMPLIANCE PERMIT	Temporary Sign/Banner	807 EAST ST	\$61.00	ISSUED
08/23/2023	COMPLIANCE PERMIT	Certificate of Compliance/Occu	1422 IMLAY CITY RD	\$81.00	ISSUED
08/25/2023	COMPLIANCE PERMIT	Fence	1264 FIRST ST	\$81.00	ISSUED
08/31/2023	COMPLIANCE PERMIT	Certificate of Compliance/Occu	1857 W GENESEE ST	\$81.00	ISSUED
08/31/2023	COMPLIANCE PERMIT	Fence	975 S MAIN ST	\$96.00	ISSUED
09/07/2023	COMPLIANCE PERMIT	Certificate of Compliance/Occu	700 S MAIN ST STE 109	\$81.00	ISSUED

TOTAL FEES PAID: \$12,570.00



## Item K-1-2-A

**To:** Mike Womack, City Manager  
**C.C.** City Board of Commissioners  
**From:** Denise Marinelli, Assessor  
**Date:** September 12, 2023  
**RE:** Monthly Departmental Report

### **ASSESSING DEPARTMENT CONCENTRATION:**

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

Deeds	August	Vacant land	New Construction	Prior Month
Transfers	17	2	3	17
Non-Transfers	11			12
Forcl/Redmptn	0			0
Total	28			29

- The current concentration for the Assessing Department is the 20% Review and Building Permit Construction Review, Departmental Training and ESRI/MapInfo Reconciliation (Currently working with Planning Department).
- We currently have 1 Michigan Tax Tribunal case for the 2023 tax year.
- Ryan MacDermaid, of Legacy Assessing is currently working in the field conducting our Permit & 20% Parcel Reviews.
- 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

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**To:** Mike Womack, City Manager  
**From:** Kelly Hanna, Director of Financial Services  
**Date:** September 11 2023  
**RE:** Income Tax Monthly Report for August 2023

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CITY OF LAPEER  
Monthly Financial Statement  
Income Tax Department  
August 2023

<u>Fiscal Year</u>	<u>Net Monthly Income</u>	<u>Net Total Yr-to-date</u>	<u>Original Budget for year</u>	<u>Current Budget for year</u>	<u>Actual Total for year</u>	<u>Excess (Deficit) Revenue</u>
2013/14	\$242,447	\$561,730	\$2,590,000	\$2,590,000	\$2,827,204	\$237,204
2014/15	\$320,033	\$606,028	\$2,590,000	\$2,590,000	\$2,953,553	\$363,553
2015/16	\$313,091	\$596,056	\$2,785,000	\$2,785,000	\$3,069,571	\$284,571
2016/17	\$378,316	\$611,857	\$3,065,000	\$3,065,000	\$3,212,298	\$147,298
2017/18	\$130,622	\$640,583	\$3,165,000	\$3,165,000	\$3,349,223	\$184,223
2018/19	\$313,019	\$653,572	\$3,175,000	\$3,175,000	\$3,521,027	\$346,027
2019/20	\$331,378	\$649,481	\$3,265,000	\$3,265,000	\$3,228,023	-\$36,977
2020/21	\$283,992	\$697,402	\$3,495,000	\$3,495,000	\$3,783,095	\$288,095
2021/22	\$362,364	\$725,593	\$3,476,000	\$3,528,934	\$4,527,734	\$998,800
2022/23	\$414,068	\$768,872	\$409,000	\$4,140,076	\$4,941,930	\$801,854
2023/24	\$463,636	\$815,592	\$4,833,000	\$4,833,000		

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

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## Item # K-1-2-C

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**To:** Mike Womack, City Manager  
**From:** Kelly Hanna, Director of Financial Services  
**Date:** September 13, 2023  
**RE:** Finance Department Report for August 2023

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- 1) 254 - voucher checks were issued.
- 2) 471 - payroll payments were issued.
- 3) No income tax refund checks were issued.
- 4) Records were reviewed with those needing information on burial location. There was one (1) full burial, one (1) burial of cremains, one (1) grave purchased, and two (2) foundations purchased (for a total of \$435.20).
- 5) 232 Summer 2023 property tax bills were receipted for \$357,115.48; six (6) delinquent 2022 personal property tax bills were receipted for \$17,908.89; two (2) delinquent 2021 personal property tax bills were receipted for \$416.87; and one (1) delinquent 2019 personal property tax bill was receipted for \$51.18; and one delinquent 2018 personal property tax bill was receipted for \$100.00.
- 6) There were 87 additions and 88 cancellations received regarding the voter registration records.



## ITEM K-1-3



**To:** Mike Womack, City Manager  
**From:** Mike Vogt, Fire Chief  
**Date:** September 8, 2023  
**RE:** August 2023

### MONTH SUMMARIZED:

**Training:** The department conducted a total of two training sessions (2 day/2 night). A total of 121.0 man-hours were spent in training during the month.

**Community Risk Reduction:** Department personnel participated in four public events during the month, which took place in the City of Lapeer, Lapeer Township, Mayfield Township, and Imlay City. A total of 145 children and 47 adults participated in these events. Along with the four public events we participated in the annual Lapeer Days festival.

**Fire & Life Safety:** Six annual inspections, seven re-inspections, two other type of inspections, one complaint and three site visits were completed in the City. Three revised site plans and one tenant space plan were reviewed for the Building Department for the month of August.

**Responses:** The department responded to a total of 30 incidents during the month, requiring a total of 238.0 man-hours. This is 25 less responses than we had for the same period in 2022. 40% 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 \$6,500, bringing the estimated annual dollar loss for the year to \$770,925. The loss for the month resulted from a commercial building fire in the City of Lapeer and a vehicle fire and a lawn mower fire in Mayfield Township.

The number of responses for the month by municipality was: City of Lapeer-17, Lapeer Twp-3, Mayfield Twp-8, Oregon Twp-1, Automatic/Mutual Aid-1.

The average emergency response time (in minutes) to each municipality was: City of Lapeer-6.5, Lapeer Twp-0.0, Mayfield Twp-8.0, Oregon Twp-0.0.

The calendar year annual percentage of responses by municipality is: City of Lapeer-53.73%, Lapeer Twp-10.56%, Mayfield Twp-22.98%, Oregon Twp-7.14%, Assists-5.59%.

The number of burn permits issued for the month by municipality was: Lapeer Twp-111, Mayfield Twp-105, Oregon Twp-47.

The breakdown of responses by type is as follows:

Fire Alarm-Malicious	0	Fire Alarm-Unintentional	6
Fire Alarm-Malfunction	2	Fire Alarm-Residential	1
Building Fire-Residential	0	Building Fire-Commercial	1
Building Fire-Other	0	Vehicle Fire	1
Grass/Brush Fire	0	Rescue	0
Good Intent	0	Electrical Related	7
Smoke Investigation	1	Gasoline/Diesel Spill/Leak	0
Natural Gas/Propane Leak	0	Carbon Monoxide (alarm & actual)	3
Other Type Fires	1	Other Type Response	6
Assist to Other Agencies	1	Washdown	0

Lapeer City Fire &amp; Rescue

# August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Incident 23-293	2 Incident 23-294	3 Incident 23-295 Incident 23-296 Incident 23-297 Incident 23-298 Summer Camp Event	4 Incident 23-299	5
6 Incident 23-300	7 Incident 23-301 Backpack Giveaway	8	9	10 Incident 23-302	11 Incident 23-303 Incident 23-304	12 Imlay City Parade
13	14 Incident 23-305 Incident 23-306 Training	15	16	17 Barrels-Lapeer Days	18 Incident 23-307 Lapeer Days	19 Aviation Day Incident 23-308 Incident 23-309 Incident 23-310 Incident 23-311 Beer Tent Washdown Lapeer Days-Parade Lapeer Days
20 Beer Tent Washdown	21 Training	22	23 Incident 23-312 Incident 23-313 Incident 23-314 Safety Presentation	24	25	26
27	28 Incident 23-315 Incident 23-316 Incident 23-317 Training	29	30 Incident 23-318 Incident 23-319	31 Incident 23-320 Incident 23-321 Incident 23-322		
		Notes Incidents (Monthly Total - 30) Training Public Events Meetings New Hiring Process Public Assistance				

Dept: Housing Improvement Department  
Submitted To: Mr. Mike Womack, City Manager  
From: Denise Soldenski, Director of Housing and Neighborhood Development  
Date: September 21<sup>st</sup>, 2023  
RE: August 9<sup>th</sup>, 2023 – September 12<sup>th</sup>, 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 September 12, Riverview Towers has one vacant unit which is projected to be filled by the end of the month.
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 September 12, 100 vouchers are under contract.
2. Currently there are no new vouchers issued.

**C. ADMINISTRATION**

1. **Attachment #1** Lapeer Housing Commission/Lapeer Riverview Towers, LLC financials.
2. Ms. Soldenski would like to congratulate staff on receiving 100% score on the FYE 6/30/23 Section 8 Management Assessment Program (SEMAP) evaluation thus achieving high performer status. Attached is the letter from HUD. GREAT JOB team!!
3. ***Ms. Soldenski would like approval from the board for the following 2024 Payment Standards based on 110% of HUD's 10/1/23 release of 2024 Fair Market Rents effective 1/1/2024 for both Lapeer & Genesee Counties:***

**Lapeer County**

	0 Bed	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
<b>2024 FMR</b>	\$ 920	\$ 1,019	\$ 1,291	\$ 1,595	\$ 1,719	\$ 1,976
<b>2024 PS @ 110%</b>	<b>\$ 1,012</b>	<b>\$ 1,120</b>	<b>\$ 1,420</b>	<b>\$ 1,754</b>	<b>\$ 1,890</b>	<b>\$ 2,173</b>
<b>% change FMR</b>	8.9%	7.0%	6.4%	5.6%	5.5%	5.5%

**Genesee County**

	0 Bed	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
<b>2024 FMR</b>	\$ 740	\$ 854	\$ 1,061	\$ 1,317	\$ 1,444	\$ 1,660
<b>2024 PS @ 110%</b>	<b>\$ 814</b>	<b>\$ 939</b>	<b>\$ 1,167</b>	<b>\$ 1,448</b>	<b>\$ 1,588</b>	<b>\$ 1,826</b>
<b>% change FMR</b>	14.6%	14.6%	13.1%	12.5%	13.9%	13.9%

Per HUD regulations, for Lapeer, the LHC will need to hold existing 2023 payment standards for families because the 2024 rates are lower than 2023. See the attached comparison between 2023 at 120% FMR and 2024 at 110% FMR.

4. October 19<sup>th</sup>, 2023 will be our Annual Meeting for confirmation of Board Member positions and signatures on Conflict of Interest. The meeting will be held at ***Pueblo Viejo restaurant, 325 E. Genesee St., Lapeer beginning at 4:00pm.***

5. Painting of the first floor of Riverview Towers was completed on August 22<sup>nd</sup>. This face lift looks fantastic and fresh! A great improvement suggested to management by our Residents who also picked the final wall paint color.
6. We are continuing with cabinet replacements as units become vacant. Currently working on unit 310 which should be ready to rent prior to the end of September.
7. Ms. Soldenski has started requesting bids for a new security camera system at Riverview as part of our planned Capital Improvements for this fiscal year. The intention is to have bids prepared to review for the Oct. 19<sup>th</sup> meeting.
8. Training has been completed and the new Automated External Defibrillator (AED) has been mounted at Riverview in the small lobby key/media closet, hopefully never to be used! Thanks to the City of Lapeer's Officer Bogdan for the great training experience!
9. HUD released the Final Rule of the Housing Opportunity Through Modernization Act (HOTMA) of 2016, Sections 102, 103 and 104 on February 14<sup>th</sup>, 2023. This rule provides for income and asset changes that will affect the HCV and PBV programs and will be effective January 1<sup>st</sup>, 2024. HUD still is working on rolling out guidelines for PHA policy updates and has extended the date that all PHAs must have these sections of HOTMA fully in place to be on or before January 1<sup>st</sup>, 2025.
10. 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 supposed to be an inspection model that is more common across the various HUD programs. This new method is under pilot and is scheduled to be rolled out for HCV/PBV in October 2023; however, HUD will be allowing PHAs to use existing inspection protocols until October 2024 to allow for systems to be updated and training to take place. Full implementation will most likely include acquisition of a handheld tablet for electronic inspections.
11. 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.
12. HUD has been releasing updated chapters in the "Housing Choice Voucher Program Guidebook". As the chapters are released, Ms. Soldenski reviews, updates and requests approval for our HCV Administrative Plan, if necessary. *There are no updates to the Guidebook this month that affect policy.*



**To:** Housing Improvement Department  
**Submitted To:** Mr. Mike Womack, City Manager  
**From:** Denise Soldenski, Director of Housing and Neighborhood Development  
**Date:** September 21<sup>st</sup>, 2023  
**RE:** August 9<sup>th</sup>, 2023 – September 12<sup>th</sup>, 2023  
**copy:** Lapeer Neighborhoods Inc.

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**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 – Project has been approved for the installation of a driveway, sidewalk, ADA Ramp, and roof replacement. Partnering with USDA Rural Development HPG grant.
- b. Project 3 – Harrison St. – Cement Driveway/Garage Door replacement – Project approved and currently in progress.
- c. Project 4 – Liberty St. – Roof Replacement– Project approved and currently in progress.
- d. Project 6 – Adams St. – Roof Replacement – Funding has been expended for Round 8 and has been deferred to next funding round.

**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 1 - Lincoln St. – A. – House Rehab – Awaiting bids from contractors. Ms. Lincoln has reached out to the homeowner for new potential contractors to contact. Due to grant ending, referring to MI-HOPE.
- b. Project 2 - Hartley St. – Crawl Space/Minor Home Rehab – Project moving forward, currently in project set up stage.
- c. Project 3 - Jefferson St. – Electrical/Siding/Windows – Struggling to get contractors to bid the project. Due to grant ending, referring to MI-HOPE.
- d. Project 4 – Lincoln St. – B. – House Rehab - House Rehab – Awaiting bids from contractors. Ms. Lincoln has reached out to the homeowner for new potential contractors to contact. Due to grant ending, referring to MI-HOPE.
- e. Project 5 – W. Park St. – Roof/ADA Ramp – Project approved and partnering with MSHDA NEP to complete the roof and ADA ramp.

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

- a. Project 1 - Lincoln St. – A. – House Rehab – Application stage.
- b. Project 2 – Jefferson St. – House Rehab – Application stage.
- c. Project 3 – N. Calhoun St. – House Rehab – Application stage.

#### 4. MSHDA Housing Choice Vouchers / Section 8

- a. Lapeer County's maximum voucher allocation is 356 regular Housing Choice Vouchers, 6 Project Based Vouchers, 17 Emergency Housing Vouchers for a total in Lapeer County of 379. Tuscola County allocation is 92 Housing Choice Vouchers, 5 Project Based Vouchers, and 3 Emergency Housing Vouchers for a total in Tuscola County of 100. Huron County allocation is a total of 49 Housing Choice Vouchers, and 2 Emergency Housing Vouchers for a total of 51. Our total VASH allocation remains at 35 and Moving Up allocation is currently 3. The maximum total allocation is 566 which includes an allowed amount of overage.
- b. Current lease up rate is now at 99.1%. It will be priority to maintain our high lease up percentage. Unfilled VASH vouchers do not count towards our lease up but are also priority.
- c. HUD regulations for Emergency Housing Vouchers requires applicants to be issued vouchers or denied by 9/30/23, so MSHDA completed one last pull off of waitlists to attempt to lease up as many people as possible. Our allocations for Lapeer and Huron may increase based on the recent pulls.

### B. LAPEER NEIGHBORHOODS INCORPORATED (LNI)

#### 1. Projects –

- a. 405 S. Elm: Vacant: Continuing research into funding for a potential build or possible sale of the property to a developer. Consumer's Power declined the LNI Letter of Intent for the \$250K Prosperity Grant. Ms. Soldenski is reviewing a MSHDA CDBG grant at this time.

### C. FINANCE

1. Attachment #1: Financial report.

### D. ADMINISTRATION

1. The annual Neighbors Helping Neighbors homeless outreach event (formerly Project Homeless Connect) will take place at the American Legion Hall on Thursday, October 5<sup>th</sup> from 10am to 2pm. The City of Lapeer's Housing Dept. will be supplying personal care packages for the event and will also have staff present. Flyer attached.
2. MSHDA's first Statewide Housing Plan was released in 2022 and now has Regional areas of focus. Region H, Lapeer's region, submitted a Draft Regional Housing Partnership Action Plan with its selected goals and strategies and is currently asking for public comments. Attached is the press release along with flyers for two Town Hall open house sessions.
3. October 19<sup>th</sup>, 2023 will be our Annual Meeting for confirmation of Board Member positions and will be held at ***Pueblo Viejo restaurant, 325 E. Genesee St., Lapeer beginning at 4:00pm.***
4. Ms. Lincoln has been in contact with all parties receiving the LNI Neighborhood Beautification contest. Awards of \$100 will be presented, in person, to the homeowners after this meeting.



**TO:** Lapeer City Planning Commission  
**FROM:** Planning Department  
**DATE:** September 5, 2023  
**RE:** September 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. Carriage Hill Circle – New Multiple-Family Residential Units**

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

Project Status – The site plan was submitted on April 3, 2023 and revised plans were received on April 26<sup>th</sup> and are currently being reviewed by staff. The Planning Commission postponed action at the May 11<sup>th</sup> meeting pending additional information. The site plan was approved with conditions at the August 10, 2023 Planning Commission meeting. Revised site plans were received on August 30, 2023.

### **2. Sunoco Station – 715 S. Main St.**

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

Project Status – The site plan was submitted on April 3, 2023. Staff comments were sent to the applicant on April 18<sup>th</sup>. Planning Commission conditionally approved the site plan at the July 13<sup>th</sup>, 2023, meeting. An electronic version of revised plans was submitted on August 29, 2023. We are waiting for final paper copies to be submitted to conduct a final review.

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

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

Project Status – The site plan was submitted on January 6, 2023. Received contingent approval by the Planning Commission on February 9, 2023 based on addressing all outstanding City staff comments. City staff is waiting for revised site plans.

### **4. Lapeer Villas – Baldwin Rd. – Site Plan Amendment**

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

Project Status – The site plan was submitted on June 30, 2022 and revised site plans were received July 26. The Planning Commission approved the site plan with conditions on August 11, 2022. The site plan amendment has been approved with final signatures. Construction of buildings 5, 6 & 7 is underway. Construction of the clubhouse and pool is temporarily on hold. The City will follow-up on a site plan revision once buildings 5, 6 & 7 are complete.

### **5. Woodchips Mixed Use Building – Vacant Lot at Northeast Corner Nepessing/Mason**

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

Project Status – Site plans were received on May 3, 2022 and May 26, 2022. The Planning Commission contingently approve the site plan on June 9. The Planning Department allowed the

applicant to move forward with building plan submittal while final engineering details on site plans are finalized.

**6. Murphy Oil USA – 579 E. Genesee St.**

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

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

**7. Tommy's Carwash – Lapeer Commons - Lapeer Rd**

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

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

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

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

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

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

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

Project Status – The site plan for Phase 1 of the development was received on November 1, 2021. On December 9, 2021 the Planning Commission approved a special land use. The site plan received contingent approval at the January 13, 2022 Planning Commission meeting. MDOT required changes to the access drive location on M-24. The Planning Commission granted a site plan extension until January 13, 2024. Revised plans were received on March 24, June 14 and August 9, 2023. The most recent staff comments were sent to the applicant on August 22<sup>nd</sup>. City staff is waiting for revised plans.

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

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

Project Status – The site plans were received on October 4, 2021 and revised plans were received October 28, 2021. The Planning Commission granted contingent site plan approval on November 18, 2021. The site plan extension was approved at the November 10, 2022 Planning Commission meeting, the site plan will now expire November 18, 2023. City Staff is waiting for revised site plans to be submitted. Applicant has stated they do not have immediate plans to proceed with the addition. We will remove this from the development report in November 2023.

#### **11. SEMI Grown – 39 & 47 W. Genesee St.**

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

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

#### **12. Lapeer M-21 Gas Station – 1280 Imlay City Rd**

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

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

#### **13. Ivy Terrace – Assisted Living Facility – Vacant Parcel on Woodbridge Park Avenue**

General Information – Construction of a new 49 unit assisted living facility.

Project Status - The special land use and site plan were approved by the Planning Commission on June 11, 2020. The Zoning Board of Appeals approved a variance to allow a parcel without frontage on October 26, 2020 contingent upon the applicant providing a deed restriction tying the two properties together. Final approved plans were distributed November 20, 2020. Sidewalk relocation out of the Lapeer County Road Commission right-of-way was approved administratively by City staff. Final Certificate of Occupancy issued 8/30/2023. This project will be removed from the report next month.

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

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

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

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

General Information - Construction of 58 additional attached conventional condominium units north and west of the existing Woodbridge Park development. Individual condo units will be constructed in two, three and four unit attached structures.

Project Status - The site plan was approved by the Planning Commission on January 10, 2019. Revised site plans were received on June 7, 2019 and approved by staff on June 14, 2019. The required performance bond was submitted on March 3, 2020 and final approved/signed were distributed March 4, 2020. Permits were renewed in June 2023. Construction is underway.

### **Administrative Review Site Plans in Process**

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

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

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

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

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

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

### **Projects on Hold:**

#### **HTF Hydraulic Tubes & Fittings – 524 McCormick St.**

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

Project Status – The site plan was received on September 29, 2020. Site plans were approved on November 10, 2020. The Building Department has revoked their Temporary Certificate of Occupancy. The City is waiting for construction to be completed in accordance with the approved site plan.

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

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

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



## MEMORANDUM

### CITY OF LAPEER POLICE DEPARTMENT

---

**TO:** Mike Womack, City Manager  
**FROM:** Jeremy Howe, Chief of Police  
**DATE:** 09/11/2023  
**RE:** Monthly Report; August 1 – August 31, 2023

In the month of August 2023, our Police Department Officers responded to 1147 calls for service. Of these 1147 calls for service, 154 or approximately 16% were criminal activity reports, of which 52 required submissions to the Michigan Incident Crime Reporting System (MICRS). Our officers made 43 arrests in August, 3 felony crimes and 40 misdemeanor crimes, with 3 arrests for operating under the influence of alcohol or drugs.

This month our officers made 435 traffics stops, issued 64 citations, and gave 371 verbal warnings. Officers also handled 49 vehicle crashes.

One overdose case was reported in the month of August, there were no fatalities.

Officers participated in the annual Special Event of Lapeer Days. Officers worked 226 hours of overtime during the event at a cost of approximately \$11,300 dollars, a slight decrease from last year. The event went very well with the Officers making only three arrests related directly to the event and responding to numerous medical assists. Officers also participated during the events of Bike Night downtown and worked the parks and paths within the City for extra patrol.

August training consisted of Officers attending a total amount of 232 hours of training. These courses included Taser Instructor, MITN Operator Training, Nasro-Basic School Resource Officer Training, LOCK Arrest and Control – Level 1, Crime Prevention Strategies for Educational Facilities, High-risk Unified Command Training and Instructor to Supervision.

Code Enforcement for the month of August had 60 grass enforcements, 1 blight enforcement and 10 sign violations. Grass violations that required a contractor were 11.

As the month of August has concluded, I realized that this has been my first full year at the City. I could not be prouder of the officers at this department and the incredible staff of this City. Thank you all for being so helpful and professional during my first year here.

# ITEM K-1-6

Lapeer City Police Department			
Monthly Report			
AUGUST 2023			
	<u>Current</u>	<u>Calendar Year</u>	<u>Previous Year</u>
	<u>Month</u>	<u>To Date</u>	<u>To Date</u>
Complaints Received and Investigated	1147	6639	7535
District Court Fines Received	\$ 1,233.87	\$ 11,049.72	\$ 9,984.48
OUIL-Cost of Prosecution	\$ -	\$ 1,864.50	\$ 3,625.00
Charges for Copies of Police Reports	\$ 165.00	\$ 1,903.50	\$ 2,161.50
<b><u>ACCIDENTS:</u></b>			
Fatal	0	0	1
Property Damage	24	184	178
Private Property Damage	18	137	145
Personal Injury	7	36	41
<b><u>ARRESTS:</u></b>			
Misdemeanor	40	213	117
Felony	3	45	44
<b><u>HEROIN/OVERDOSE INCIDENTS:</u></b>			
Heroin Possession/Usage	0	0	2
Overdose	1	3	6
Overdose Deaths	0	3	0

## CITY MANAGER REVIEW

Meeting Date: 09/19/22

Date of Review:

Completed by Dale Kerbyson, City Manager



## Interoffice Memo

**To:** Mike Womack, City Manager  
**From:** Jeff Graham, Director of Public Works  
**Date:** September 13, 2023  
**RE:** Public Works Monthly Report – August 2023

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### **Department of Public Works Division Summary:**

#### **Water/Sewer Utilities Division and Streets Division:**

In August the DPW continues replacing lead services. Assisting contractor on Genesee St. water main project. Prepping downtown area for Lapeer Day festival.

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

- Poured concrete slab for well house 3.
- Assisted contractor on Genesee project.
- Quarterly sanitary sewer cleaning.
- Painting fire hydrants.
- Replaced 4 lead services to homes.
- Painted parking lot at the Rec center.
- Grade gravel roads.
- Tree removals, trimming and stump grinding throughout the city.
- Cold patch all downtown parking lots and local streets.
- Barricade repair and painting.
- Repaired guard rail on McCormick St.
- Swept all local streets.
- Lapeer days prep and cleanup.
- Water main repair at 411 S. Main St.

#### **Water/Sewer/ Streets Monthly Routine Task included:**

- Water sampling all wells (backup water supply)
- Water Samples: Bacteria samples, Water Quality testing of distribution system
- Operate Wells and well house maintenance.
- Meter Reading and Meter Repair
- Miss Dig Staking
- Rotation of PRV's in GLWA LA-02 Meter pit
- Barricade placement Downtown
- Dump maintenance, haul compost

- Brush Pickup
- Barricade placement Downtown

### **Wastewater Treatment Plant Summary:**

#### **Waste Treatment**

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

#### **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
- Additional Monitoring Requirements via NPDES

#### **Electrical Work**

- Lift station generators checks and repairs.
- Ongoing troubleshooting, repair, and evaluation of computer and SCADA issues



- Call-In for Street light repair
- Wellhouse #3 Generator project
- Downtown street light controls

#### **Mechanical/Operations**

- Lube Pump replacement
- Replaced gear box sight glass.
- Repaired gutter at Lashbrook lift station.
- Changed grit classification oil.
- Part washer set-up/start
- Changed oil in rotor gear boxes.
- Call-In re-set pumps at Devonshire lift station
- Call-In for high level at McCormick lift station
- Triton Aerator assembly

#### **Miscellaneous**

- Mow and trim grounds at WWTP
- Brush-hogged Brookwood and Prison lift stations

#### **Safety/Training**

- VC-3 computer training
- Tom Woolley attended pilot demo of bio-solids de-humidification system.

#### **Bio-Solids Disposal Status /Loads Hauled out**

- 2-North tanks hold 474,980 gallons /we have 118,750 gallons in storage
- 2-south tanks hold 430,120 gallons/we have 387,108 gallons in storage
- Total – 505,858 gallons in storage

CITY OF LAPEER

SEWER DEPARTMENT - MONTHLY REPORT

	HOURS
DPW maintenance	19
Sewer calls	3
Catch basin repair	1
Quarterly sanitary sewer jetting	31
Clean catch basins	44
Clear catch basins - heavy rain events	2
Jet sanitary sewers	16
Dump maintenance	7
Vehicle maintenance	1
Daylight sewer lead at 244 Raven	1

# OVERTIME SEWER MONTHLY REPORT

[illegible]

CITY OF LAPEER  
STREET DEPARTMENT - MONTHLY REPORT

	HOURS
Brush/compost	120
Tree trimming/removal/inspections throughout the city	129
DPW maintenance	89
Parts run for mechanic	2
Haul brush to dump	30
Cold patch throughout the city	70
Barricade repair	17
Equipment maintenance	5
Sign repair/replacement	49
Paint parking lot at Rec Center	29
Dump maintenance	9
City Hall building maintenance	12
Sweep city streets and parking lots	32
Stump grinding	4
Grade shoulders on Saginaw St. and gravel roads	5
Haul cold patch	3
Restorations from stump grinding and sidewalk repair	12
Sidewalk inspections	2
Cleared catch basins - heavy rain events	10
New employee orientation	4
Repair guardrail on McCormick St.	1
Tree complaints	4
Traffic signal generators - power outage	3
Haul gravel out of Annrook Park from Lapeer Days	5
Lapeer Days	201

## OVERTIME STREETS MONTHLY REPORT

STREETS O.T.	HOURS
Aug 11 - Call in; construction sign blew into road	3
Aug 16 - Lapeer Days	3
Aug 17 - Lapeer Days	4
Aug 18 - Provide power to lights downtown	3
Aug 18 - Lapeer Days	6
Aug 19 - Power outage; traffic control	12
Aug 19 - Lapeer Days	36
Aug 20 - Lapeer Days	40
Aug 21 - Lapeer Days	12.5
<b><i>Mechanic</i></b>	
Aug 2 - Finish truck work order and paperwork	0.5
Aug 4 - Finish repair to Saginaw generator	0.5
Aug 9 - Finish RO's	0.5
Aug 15 - Work on Street truck upfit	1
Aug 16 - Work on Streets truck, tear down Bobcat mower	2
Aug 17 - Repair Vactor and finish upfit for Streets truck	1
Aug 18 - Wire plow kit for new Streets truck	1

CITY OF LAPEER  
WATER DEPARTMENT - MONTHLY REPORT

	HOURS
Meter reading/training	4
Service requests	47
Number of work orders, re-reads and MXU repairs	72
DPW building/grounds maintenance	91.5
Miss Dig	90.5
Backhoe practice	4
Restorations	4
Replace lead service line at 381 Turrill & 634 State St.	49
Prep for concrete repairs	13
Lead service replacement with Waldorf	4
Dump maintenance	4
Gravel/patch lead line replacement areas	6
Sawcut for asphalt repairs	13
Water spigot taps for Lapeer Days	9
Genesee Street Project	120
Rotate PRV's	2
Wellhouse # 3 maintenance	79.5
DOT Physical	3
Equipment maintenance	1
Water/sewer inspections	43
Hydrant painting	65
Vac holes for lead check	16
New employee orientation	2.5
Water service turn ons/turn offs	19
Water/Well samples - deliver to Lansing	40.5
<b>WATER SHUT OFFS</b>	<b>36</b>

# OVERTIME WATER MONTHLY REPORT

[illegible]

WWTP MONTHLY REPORT

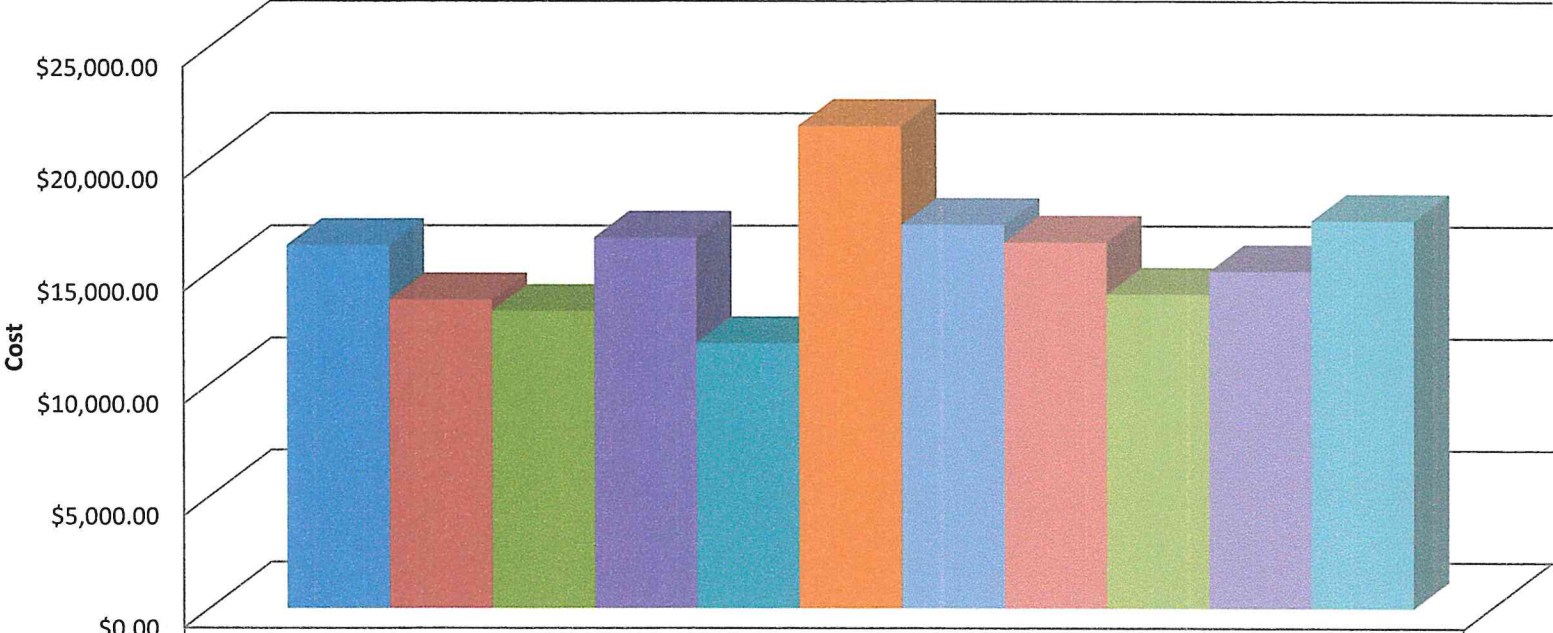
WWTP	HOURS
AM walk through	47
Wasting	79
Process	149
Headworks	
Lift Stations	71
Minor repairs	7
Major repairs	18
Greasing	26
Cleaning	26
PM walk through	45
Painting	54
Grounds	34
Meetings	
Equipment	64
Lab	192
Computer	29
IPP	18
Electrical	170



OVERTIME WWTP - MONTHLY REPORT

WWTP	HOURS
AM walk through	9
Wasting	
Process	9
Headworks	
Lift Stations	11
Minor repairs	
Major repairs	
Greasing	
Cleaning	
PM walk through	
Painting	
Grounds	
Meetings	
Equipment	
Lab	9
Computer	
IPP	
Electrical	6

Lapeer Days Cost History



	Total Cost
2012	\$16,196.77
2013	\$13,773.43
2014	\$13,268.22
2015	\$16,533.19
2016	\$11,832.49
2017	\$21,510.58
2018	\$17,119.34
2019	\$16,339.20
2021	\$14,029.70
2022	\$15,048.94
2023	\$17,306.12

# 2023 LAPEER DAYS FESTIVAL - DPW COST SUMMARY

## TOTAL EVENT COST SUMMARY SHEET

<u>Date</u>	<u>STRAIGHT TIME</u>	<u>OVER TIME</u>	<u>TOTAL LABOR COST</u>	<u>TOTAL LABOR HOURS</u>	<u>EQUIP COST</u>	<u>TOTAL DAILY COST</u>	
Friday, August 11, 2023	\$463.68	\$0.00	\$463.68	20.00	\$759.58	\$1,223.26	Cold patch parking lots & local streets, water spigots/flush
Monday, August 14, 2023	\$461.04	\$0.00	\$461.04	17.50	\$772.52	\$1,233.56	Bacti samples, cold patch parking lots, sweep streets
Tuesday, August 15, 2023	\$130.80	\$0.00	\$130.80	4.00	\$42.48	\$173.28	Barrells & Barricades
Wednesday, August 16, 2023	\$702.21	\$79.43	\$781.64	32.00	\$953.54	\$1,735.18	Barricades, soccer stands, clean up downtown
Thursday, August 17, 2023	\$989.54	\$158.86	\$1,148.40	45.00	\$330.93	\$1,479.33	Finish Lapeer Days set up
Friday, August 18, 2023	\$1,284.46	\$182.28	\$1,466.74	60.00	\$1,331.06	\$2,797.80	Lapeer Days
Saturday, August 19, 2023	\$0.00	\$1,460.00	\$1,460.00	36.00	\$940.29	\$2,400.29	Lapeer Days
Sunday, August 20, 2023	\$0.00	\$1,537.88	\$1,537.88	40.00	\$707.35	\$2,245.23	Lapeer Days
Monday, August 21, 2023	\$1,116.05	\$460.67	\$1,576.72	56.00	\$1,376.97	\$2,953.69	Lapeer Days clean up
August 10, 2023						\$639.50	Action Municipal Supply - Trash can liners, caution tape, Nitrile Gloves
August 29, 2023						\$425.00	Jim's Recycling - 10 yard dumpster
<b>TOTALS:</b>	<b><u>\$5,147.78</u></b>	<b><u>\$3,879.12</u></b>	<b><u>\$9,026.90</u></b>	<b><u>310.50</u></b>	<b><u>\$7,214.72</u></b>	<b><u>\$17,306.12</u></b>	

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

Approved Licenses:

Updated: August 2023

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

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

Updated: August 2023

Approved Licenses:			Updated: August 2023	
Applicant Name	DBA	Address	License	Status
PROVISIONING CENTERS				
DNVK Lapeer Inc	The Pier Provisioning Center	2401 W Genesee St	Facility	App: Exp 11-19-23
The Pure Lapeer, LLC	Pure Lapeer	1330 Imlay City Road Units C&D	Facility	App: Exp 12-03-23
TRC Lapeer LLC	The ReLeaf Center of Lapeer	200 E Genesee St	Facility	App: Exp 12-03-23
SPMI, LLC	Shango Lapeer	224 E. Genesee St	Facility	App: Exp 12-15-23
Ox Tail, Inc.	Heads	111 W Genesee St	Facility	App: Exp 12-16-23
Alternative RX	Xplore	824 S. Main St.	Facility	App: Exp 12-21-23
GROWER				
SDRK Group, LLC	Sticky Mitten Farms	207 S. Saginaw	Prov – Class C	App: Exp 09-06-23
Zem Zen, Inc.		54 S. Saginaw St.	Prov – Class C	App: Exp 09-07-23
SDRK Group, LLC		207 S. Saginaw St.	Prov – Class C	App: Exp 09-30-23
Ka Ulu Ana LLC #1		244 S. Court St	Facility – Class C	App: Exp 10-15-23
Ka Ulu Ana LLC #2		244 S. Court St	Facility – Class C	App: Exp 10-15-23
Fresh Water Gardens, LLC	Old School Organics, LLC	39 W. Genesee	Prov – Class C	App: Exp 12-16-23
Old School Organics, LLC		350 County Center Street	Facility – Class C	App: Exp 04-08-24
Farmboyz, LLC		1428 Imlay City Road	Prov – Class B	App: Exp 07-30-24
PROCESSOR				
Northwest Confections Michigan	WYLD	525 S. Court Street, Suite 110	Facility	App: Exp 10-07-23
Berry Green Management	Berry Green Management, Inc	1356 Imlay City Road	Facility	App: Exp 01-05-24
Atwater Management LLC		525 S. Court St., Suite 120	Facility	App: Exp 01-25-24
Berry Green Management, Inc.		1330 Imlay City Rd, Ste F-G-H	Facility	App: Exp 08-28-24
Ka Ulu Ana, LLC		244 S. Court St	Provisional	App: Exp 08-01-24
SECURE TRANSPORTER				
None.				
SAFETY COMPLIANCE FACILITY				
None.				

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

In accordance with the Open Meetings Act, MCL 15.261 et. Seq., notice is hereby given that every meeting of the City Council, Boards, Authorities and Commissions of the City of Lapeer shall be open to the public. Notice is further given that the following City Council, Boards, Authorities and Commissions are regular meeting dates for 2023. A public notice of each special or rescheduled meeting will be posted at least 18 hours prior to the time of the meeting.

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

Address of the above locations are as follows:

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

Romona Sanchez, CMC  
City Clerk



# MAT. TRANS.

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**To:** City Commission  
**Date:** September 18, 2023  
**RE:** Material Transmittals

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1. Neighbors Helping Neighbors Event.
2. The Michigan Fire Equipment Grant Letter of Approval.

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**To:** Mike Womack, City Manager; City Commissioners & City Attorney  
**From:** Denise Soldenski, Director of Housing & Neighborhood Development  
**Date:** September 18, 2023  
**RE:** Neighbors Helping Neighbors Event

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**STAFF RECOMMENDATION**

The Housing Improvement Department (HID) would like to provide the City Commission with the 2023 Neighbors Helping Neighbors Event notice. No action necessary.

**CURRENT OR NEW INFORMATION**

See attached flyer for event to be held on Thursday, October 5<sup>th</sup>, 2023 10am – 2pm at the American Legion Hall.

The Housing Department will be providing approximately 100 personal care packets for the event and has staff registered to attend.

**BACKGROUND OR PREVIOUSLY SUBMITTED INFORMATION**

None

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**AGENDA ITEM REVIEW**

Meeting Date:	September 18, 2023	Date Reviewed:	September 12, 2023
Consent:			
Administrative:	X	Reviewed By:	D. Jansen, Deputy Clerk
Public Hearing:			

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# NEIGHBORS HELPING NEIGHBORS

OUTREACH EVENT

THURSDAY, OCTOBER 5  
10 AM TO 2 PM

AMERICAN LEGION HALL  
1701 W GENESEE STREET

ALL SERVICES/ITEMS AT THE  
EVENT ARE FREE.

FREE LUNCH, FOOD &  
TRANSPORTATION TO THE EVENT  
AND DOOR PRIZES AVAILABLE!



- Housing, Employment, & Utility Assistance
- Clothing
- Counseling
- Blood Pressure Checks
- Hair Cuts
- Personal Care Items
- Job Training

TO VOLUNTEER OR BECOME A VENDOR, CONTACT  
RON BELCHER AT (810) 338-2755

[www.homelessinlapeermi.com](http://www.homelessinlapeermi.com)



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

September 8, 2023

Municipal Code: 442020

City of Lapeer  
NFIRS Code: 04410  
mwomack@ci.lapeer.mi.us

Subject: MI Fire Equipment Grant Letter of Approval

Dear Mike Womack:

The MI Fire Equipment Grant has been established to provide funding for the purchase of fire equipment for our part time, on call, or volunteer firefighters. Under the state's [fiscal year 2022-23 budget, Section 801](#), the Michigan Department of Treasury was appropriated \$12,000,000 to establish and operate a grant program to qualified local units of government to assist fire departments. Grant awards are not to exceed \$10,000 for qualified local governments.

Upon review of the City of Lapeer MI Fire Equipment Grant Application (Form 5874), City of Lapeer has been **approved** for a grant award under the MI Fire Equipment Grant Program as listed below:

- **Approved Award: \$35,000**

**Grant awardees that have already submitted supporting documentation for eligible expenditures will be reviewed for reimbursement.**

**Grant awardees that have not already submitted requests for reimbursement will need to submit documentation of eligible expenses incurred on or after August 1, 2022, using [Form 6040-MI Fire Grant Program Reimbursement Request](#) to [Treas-MIFireGrant@michigan.gov](mailto:Treas-MIFireGrant@michigan.gov).**

**Requests for reimbursement should be submitted by September 30, 2023. Requests for reimbursement received after this date will be subject to available funds.**

Funds will be disbursed utilizing the State of Michigan's [Sigma Vendor Self Service \(VSS\)](#) system upon receipt of all required documentation.

If you have any questions or require further assistance, please do not hesitate to contact the MI Fire Equipment Grant team at [Treas-MIFireGrant@michigan.gov](mailto:Treas-MIFireGrant@michigan.gov).

Sincerely,

A handwritten signature in black ink that reads "Kevin A. Smith".

Kevin A. Smith, Deputy Treasurer  
State and Local Finance  
Michigan Department of Treasury