



**THE CITY OF**

**LAPEER**

**MICHIGAN**

## **2023 Resident Information Packet**

City Hall is located at:

576 Liberty Park Lapeer, MI 48446

PH: 810-664-2902

City Hall Hours of Operations: Monday- Friday 8am - 5pm

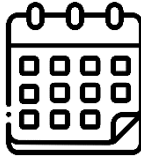
**[www.ci.lapeer.mi.us](http://www.ci.lapeer.mi.us)**

# CITY ADMINISTRATION

**City Manager**.....Mike Womack  
**Executive Assistant**.....Tracey Russell  
**City Clerk**.....Romona Sanchez  
**Finance Director**.....Kelly Hanna  
**Assessor**.....Denise Marinelli  
**DPW Director**.....Jeff Graham  
**Police Chief**.....Jeremy Howe  
**Fire Chief**..... Michael Vogt  
**Building Official**.....Mike Neumeyer  
**Director of Parks & Recreation**.....Rodney Church

# MAYOR AND CITY COMMISSION

**Mayor**.....Deborah Marquardt  
**Commissioner**.....Jeff Pattison  
**Commissioner**.....Joshua Atwood  
**Commissioner**.....Eric Cattane  
**Commissioner**.....Tony Stroh  
**Commissioner**.....Marlana Swindell



**CITY OF LAPEER**  
**2023 Official Meeting Calendar**  
 Meetings at City Hall (exceptions noted)  
 576 Liberty Park, Lapeer, MI 48446  
 810.664.5231



**LAPEER CITY COMMISSION**

*First and third Monday of each month at 6:30 p.m.*

**Exceptions:** Due to holiday(s) meeting(s) will be rescheduled as follows:

- Monday, January 2 is rescheduled for Tuesday January 3, 2023.
- Monday, January 16 is rescheduled for Tuesday, January 17, 2023.
- Monday, September 4 is rescheduled for Tuesday, September 5, 2023.
- Monday, January 1, 2024, is rescheduled for Tuesday, January 2, 2024.

**CEMETERY BOARD**

Third Thursday of October, 2:00 p.m., Mt. Hope Cemetery Building

**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**

Fourth Wednesday of each month, 8:00 a.m.

**ECONOMIC DEVELOPMENT CORPORATION (EDC)  
 AND TAX INCREMENT FINANCE AUTHORITY (TIFA)**

Second Wednesday of month as needed, 8:00 a.m.

**HOUSING COMMISSION**

Third Thursday of each month, 4:00 p.m.

**LOCAL DEVELOPMENT FINANCE AUTHORITY (LDFA)**

First Tuesday, in: March, June, September and December  
 or as needed, 8:00 a.m.

**PARK BOARD**

First Wednesday in November 6:30 p.m.

**PLANNING COMMISSION**

Second Thursday of each month, 6:30 p.m.

**ZONING BOARD OF APPEALS**

Fourth Monday of the month as needed, 6:30 p.m.

**ANNUAL MEETINGS:**

- Goals & Objectives (*Dates to be announced & published*)
- MML Legislative Capital Conference – April 18-19, 2023 (*Lansing*).
- MML Region V Meeting – Dates to be determined.
- MML Fall Convention Conference – October 18-20, 2023 (*Traverse City*).

**ALL CITY FACILITIES  
 are closed on  
 the following days:**

**New Year's Holiday**

*\*Monday, January 2*

**Martin Luther King Day**

*\*Monday, January 16*

**President's Day**

*\*Monday, February 20*

**Good Friday**

*\*Friday, April 7*

**Memorial Day**

*\*Monday, May 29*

**Independence Day**

*\*Tuesday, July 4*

**Labor Day**

*\*Monday, September 4*

**Veteran's Day**

*\*Friday, November 10*

**Thanksgiving Holiday**

*\*Thursday, November 23*

*\*Friday, November 24*

**Christmas Holiday**

*Monday, December 25*

*\*Tuesday, December 26*

**New Year's Holiday**

*\*Friday, December 29, 2023*

*\*Monday, January 1, 2024*

**\*The Community Center**  
*will be open on the days noted  
 above, hours may vary.  
 Call 810.664.4431*

## CITY DEPARTMENTS

|   |  |   |  |  |
|---|--|---|--|--|
| <b>Finance:</b><br>810-664-2902<br>City Hall    | <b>Clerk:</b><br>810-664-5231<br>City Hall   | <b>Building:</b><br>810-245-9621<br>City Hall           | <b>Housing:</b><br>810-664-0591<br>544 N Saginaw St, Suite 109 | <b>Public Safety:</b><br>810-664-0833<br>2300 W Genesee St |
| <b>Income Tax:</b><br>810-667-7155<br>City Hall | <b>Manager:</b><br>810-664-5231<br>City Hall | <b>Planning/Assessing:</b><br>810-664-4553<br>City Hall | <b>Community Center:</b><br>810-664-4431<br>880 S Saginaw St   | <b>Public Works:</b><br>810-664-4711<br>217 Bentley St     |

### SUMMER TAXES

Mailed on July 1<sup>st</sup> and payable from July 1<sup>st</sup> through **July 31<sup>st</sup>**. There is a 4% penalty added on August 1<sup>st</sup> and if not paid by September 30<sup>th</sup>, an additional 1% penalty is added on the first of each month thereafter (Starting October 1<sup>st</sup>).

### WINTER TAXES

Mailed on December 1<sup>st</sup> and are payable from December 1<sup>st</sup> through **February 14<sup>th</sup>**. Beginning February 15<sup>th</sup>, a 4% penalty is applied. On March 1<sup>st</sup>, all unpaid real property taxes are transferred at this time to the Lapeer County Treasurer's Office and must be paid there. The County Treasurer's office will add additional penalties on delinquent bills.

## CITY OF LAPEER HAS AN INCOME TAX

The City of Lapeer has had an income tax in effect since June 12 of 1964. The income tax was voted in by the city residents at that time.

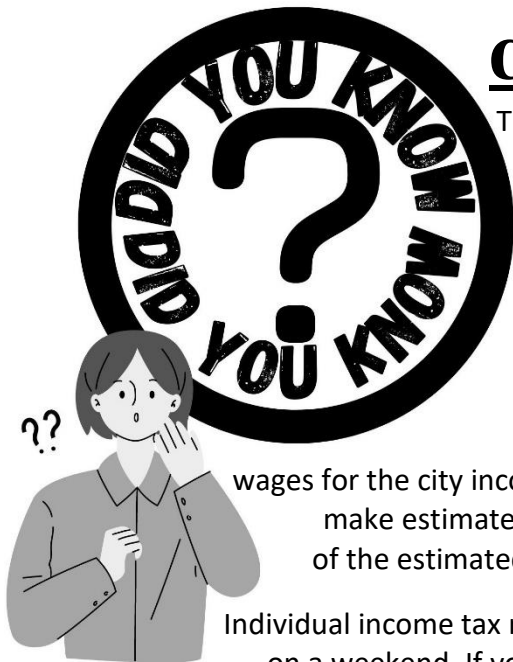
If you live and/or work in the City of Lapeer, you will need to pay city income taxes. Residents of the City of Lapeer are subject to a 1% tax of all income, while nonresidents, or those who do not live in the city but do work and/or own rentals in the city, are subject to a 0.5% tax of income earned within the city limits.

**PLEASE NOTE:** If your job does not offer withholding from your wages for the city income tax, and your estimated tax is over \$100, it is your responsibility to make estimated payments to the City of Lapeer Income Tax Department. At least 70% of the estimated tax needs to be paid by January 31<sup>st</sup> to avoid any penalties & interest.

Individual income tax returns are due on April 30<sup>th</sup>, or the following business day should it fall on a weekend. If you decide to file for an extension, please note that this only extends the period in which to turn in your paperwork and does NOT extend the due date to pay your income taxes. Income tax return forms are available at:

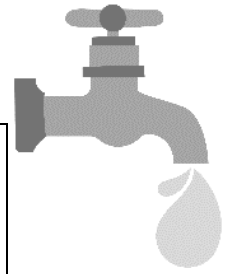
[https://www.ci.lapeer.mi.us/forms/income\\_tax.php#outer-2210](https://www.ci.lapeer.mi.us/forms/income_tax.php#outer-2210)

The Income Tax Department is located at the same window as the Treasurer/Finance Department. Questions? Call the Income Tax Department at 810-667-7155.





## CITY UTILITY BILLING



Your utility bill includes water & sewer.  
Bills are sent out the last day of the month (28<sup>th</sup>-31<sup>st</sup>) and are due two weeks later, on the 15<sup>th</sup> of the month.  
\*If the due date falls on a weekend or holiday, the due date will be on the following business day\*  
Please note that a 10% penalty fee is added after the due date.

**The Department of Public Works (DPW) maintains our water, sewer, and streets.**

**They are located at 217 Bentley Street, Lapeer 48446.**

**Open from 7:00 am – 3:30 pm M-F**

Pay your utility bill at the DPW building or at City Hall with cash, check, or card.

DPW offers the following additional services to City of Lapeer residents:

- **Curbside Brush Pick Up** - On the first full week of each month (excludes November, due to city wide leaf pick up). Place brush/yard waste materials at the curb within the 4 days prior to the first full week. DPW moves through each street one time. This service does NOT include Mayfield Township residents, Hunter's Creek Mobile Home Park, or Crestview Manor. Please follow ordinance Chapter 4, Solid Waste Collection & Disposal, in section 4.11, as noncompliance can result in a violation notice from the City Police Blight Officer. All City ordinances can be viewed on our website at:  
[www.ci.lapeer.mi.us/ordinances\\_and\\_city\\_charter/index.php](http://www.ci.lapeer.mi.us/ordinances_and_city_charter/index.php)
- **City Compost** - City residents may bring their brush and composting materials to the drop-off area at the DPW building Monday through Friday from 7:30am — 3:00pm. *This is for city residents and Hunter's Creek Mobile Home Park only, no businesses.*
- **Spring Clean Up Program** - An annual event that typically occurs the first week of May for city residents. *(This is for city residents and Hunter's Creek Mobile Home Park only.)* Residents can put most items out to the curb and have them picked up at no charge. Hazardous waste items are not included in this program. Requirements and a list of non-acceptable items can be found on our website near the beginning of April. Please Note: This program may occur in conjunction with the Curbside Brush Pick-up Program and is picked up separately.

## PAYING FOR BILLS AND INVOICES

We accept cash, check, or card in person. Online payments can be made by:

- card or electronic check for property taxes, special assessments, utility billing, or building permits. Go to: <https://bsaonline.com/?uid=240>
- card, electronic check, or PayPal for income taxes or other payments. Go to: <https://www.invoicecloud.com/cityoflapeermi>

**PLEASE NOTE:** All card transactions, in person & online, are subject to a third-party processing fee of 3.5% of the transaction, with a minimum fee of \$1.95. There is also an electronic check fee of \$2.95 per transaction up to \$10,000. PayPal processing fees are the same as card transactions.

## FREQUENTLY ASKED QUESTIONS

### • **Can I set up my bills for automatic withdrawal?**

- This is not available for property taxes, but the utility bill for water & sewer can be set up for automatic withdrawal. The form is available at City Hall, the DPW building, & on our website at: [www.ci.lapeer.mi.us/forms/water\\_sewer\\_waste\\_water\\_department.php](http://www.ci.lapeer.mi.us/forms/water_sewer_waste_water_department.php)

### • **Who provides garbage and recycling collection in the city?**



- Businesses and residents must contact a private waste collection company to set up an account for waste collection. A list of companies that are license to collect in the City of Lapeer can be found on our website: [www.ci.lapeer.mi.us/public\\_works/recycling.php](http://www.ci.lapeer.mi.us/public_works/recycling.php)

### • **Do you provide notary services?**

- City Hall does not. Check with local branches of shipping stores, banks, and law offices. Also, Staples offers online notary services by Notarize. Whichever direction you choose, fees may apply.

### • **Who do I speak with regarding Mount Hope Cemetery?**

- The City Clerk's office maintains the records and schedules the appointments for sales, burials, and maintenance of the cemetery. Contact the Clerk's office at 810-664-5231.

### • **Can I burn in my backyard?**

- Open burning is not permitted in the City of Lapeer. For more information, contact the Fire Department at 810-664-0833. The Fire Department is located within our Public Safety building at 2300 W. Genesee Street.

### • **Where can I get a copy of a marriage/birth/death certificate?**

- The County Clerk's office at 255 Clay St has marriage, birth, & death certificates.

### • **How do I register to vote?**

- Contact the City Clerk's Office at 810-664-5231 or visit [mvic.sos.state.mi.us](http://mvic.sos.state.mi.us) for more information.
- Did you know you can verify your voter registration information online? Go to the State of Michigan website here: <https://mvic.sos.state.mi.us/Voter/Index>



### • **Where do I vote?**

- Precincts #1 and #2 are located at Trinity United Methodist Church (1310 N Main Street). Precincts #3 and #4 are located at Calvary Bible Church (923 S Main Street).

### • **What Department handles FOIA requests?**

- The Clerk's Office handles FOIA requests.

### • **Where can I dispose of my worn American flag?**

- The nearest location to City Hall is the VFW Post 4139 at 128 Daley Road, Lapeer, 48446.



## **USEFUL INFORMATION FOR PROPERTY OWNERS**

### **• Why did my taxable value increase?**

- 1. A sale and/or title transfer occurred. In the year following a sale and/or title transfer, the property becomes "uncapped" making the state equalized value (SEV) and taxable value the same. Michigan law states the actual sale price must not be the sole basis for the new SEV for that property. 2. New construction to a property has been added to the taxable value.
- Please note that mortgage companies often base your original tax escrow payment on the last known taxes. As such, they typically raise home payments the following year due to the uncapping increasing the taxable value of the home.

### **• If my taxes are based on taxable value, why is there an assessed value?**

- The Michigan Constitution still requires all properties to be assessed annually as true cash value as equalized. This value is NOT half of the selling price.

### **• What period do my tax bills cover?**

- The tax bill covers the individual entities' fiscal years. They are found directly on the bill.
- Please note that there is not a way to break the bills down to exact dates or exact months covered due to the different operating fiscal years. If you recently bought or sold a home and are wondering who owes the current tax bill, please contact your title company to find out what they determined in the closing process.

### **• What is a Principal Residence Exemption (PRE)?**

- State law grants a Principal Residence Exemption from local school operating taxes for homesteads and qualified agricultural properties. Currently this is a reduction of 18 mills of school tax and appears on the winter tax bill.
- To qualify you must own the property and occupy it as your legal, primary residence. The deadline to qualify for any given year is November 1st of that year. Buyers who close and/or occupy the residence after that date and have no disqualifying factors, are eligible for exemption in the following year. This requires filing the PRE affidavit.

### **• How can I find my property lines?**

- You will need to contact a local surveyor to perform this service. Several are listed in the yellow pages or found via internet search. The Assessing Department can provide your lot size and a copy of your plot map, but they cannot survey or locate stakes on your property.

### **• Where can I get a copy of a deed?**

- The County Register of Deeds at 287 W Nepessing St has recorded deeds and land contracts.

**More information like this, including a letter on how property taxes are calculated for a new buyer, can be found in the Assessing section of the website here:**

<https://www.ci.lapeer.mi.us/finance/assessing/faqs.php>

***Our website features completely up to date  
property information!***

[https://www.ci.lapeer.mi.us/property\\_information/index.php](https://www.ci.lapeer.mi.us/property_information/index.php)

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**City of Lapeer Zoning Ordinance**  
**Are there any zoning ordinances I should be aware of as a  
residential property owner/renter?**

Absolutely! Ordinances are found at: [ci.lapeer.mi.us/ordinances\\_and\\_city\\_charter/index.php](https://www.ci.lapeer.mi.us/ordinances_and_city_charter/index.php) , then click on the blue link that says, “The City of Lapeer Charter, General Ordinances and Zoning Ordinances Online”. There are a few that come up more often than others, such as:



**Sidewalk Snow Removal** – Ordinance 12-6 Section F – The owner and occupant of residential homes shall remove all snow from adjoining sidewalks within twenty-four (24) hours after the cessation of any fall of snow. Ice shall be removed immediately upon its accumulation. Owners/occupants shall not deposit ice or snow in the public right-of-way (this would violate 257.677a of the Michigan Motor Vehicle Code).



**Lawns** – Under Ordinance 3-2, grass, weeds, or plants (other than trees, bushes, flowers, or other ornamental plants) should not exceed a height of eight (8) inches or it shall be declared a nuisance from May 1 through Oct 31 each year. Failure to comply with this ordinance may cause it to be cut down, destroyed, or removed by the City and all expenses incurred by the City will be charged against the property.



**City Right-of-Way** – As in accordance with ordinance 7-17.04, no signs (except those established by the City of Lapeer, Lapeer County, state, or federal governments) shall be located in, project or overhang into any public right-of-way or dedicated easement, or elsewhere on City-owned property except with the consent of the City. Additionally, as per ordinance 12-16 & 12-17, permits and bonds may be required for construction work done within or passing through the right-of-way to ensure repair of any damages to the public right-of-way. Check with the Building Department to see if a right-of-way (ROW) permit is required for your project.

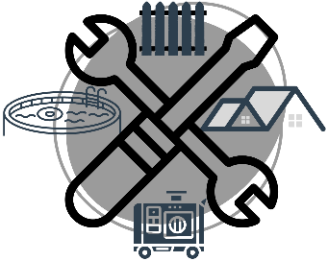
**Rental Homes** – Ordinance article 9 requires all rental homes to be registered with the Building Department. Proper paperwork, fees & inspections will apply.

- Questions? Call us at City Hall! Our general number is 810-664-5231.



# DO I NEED PERMITS TO WORK ON MY PROPERTY?

This depends on the scope of the work and in many cases, hiring a licensed contractor to do the work is required. Please be aware that it also matters if you own and occupy your home versus rentals and multi-family residences. Contact the Building Department at 810-245-9621 with questions before beginning any home improvement projects.



Some common projects that need an approved permit issued before work can commence are fences, tear off/re-roofs, accessory structures, sheds, irrigation systems, windows, pools, hot tubs, water heaters, furnaces, A/C units, boilers, fixtures, fireplaces/woodstoves, sump pumps, generators, driveways, decks, and all foundation repairs. No permits are needed for doors, siding, or yard signs, however, there is a zoning ordinance (Article 7.17) to follow for yard signs.

All building department paperwork and applications can be found here:

[https://www.ci.lapeer.mi.us/forms/building\\_department.php](https://www.ci.lapeer.mi.us/forms/building_department.php)

## Parks and Recreation

The City of Lapeer is home to thirteen well maintained parks! Each park offers different features, such as: baseball/softball diamonds, playgrounds, a basketball court, tennis courts, soccer fields, horseshoe pits, picnic areas, pavilions, and trails. We even have a few specialty features, such as a sledding hill, dog park, a disc golf course, and an RV park.

Interested in renting a pavilion or campsite? Looking for a park map? Just want more information?

Check out our website here: [https://www.ci.lapeer.mi.us/parks\\_and\\_recreation/index.php](https://www.ci.lapeer.mi.us/parks_and_recreation/index.php)

If you are looking for a good place to exercise, swim, or engage in group fitness activities, look no further than our Community Center!

Check out our current building hours, activity brochure, recreation schedules, amenities, and more by visiting our Community Center webpage here:

[https://www.ci.lapeer.mi.us/parks\\_and\\_recreation/community\\_center/index.php](https://www.ci.lapeer.mi.us/parks_and_recreation/community_center/index.php)

Did you know that the Community Center is a department of the City of Lapeer?  
As a city resident, you get discounted rates for annual or monthly memberships!



\*Card transactions at the Community Center will show as "City of Lapeer" on card statements\*

## COMMUNITY INFORMATION

|  |  |   |
|--|--|---|
| <b>MARGUERITE de ANGELI LIBRARY</b><br>810-664-6971<br>921 W Nepessing St<br>Lapeer, 48446<br><a href="http://Library.lapeer.org">Library.lapeer.org</a> | <b>DOWNTOWN DEVELOPMENT AUTHORITY (DDA)</b><br>810-728-6598<br>410 W Nepessing St,<br>Suite 106<br>Lapeer, 48446<br><a href="http://Downtownlapeer.com">Downtownlapeer.com</a> | <b>CONSUMERS ENERGY</b><br>800-477-5050<br><a href="http://Consumersenergy.com">Consumersenergy.com</a> |
| <b>CHAMBER OF COMMERCE</b><br>810-664-6641<br>108 W Park St<br>Lapeer, 48446<br><a href="http://Lapeerareachamber.org">Lapeerareachamber.org</a>         | <b>COUNTY OF LAPEER</b><br>810-667-0366<br>255 Clay St<br>Lapeer, 48446<br><a href="http://Lapeercountymi.gov">Lapeercountymi.gov</a>  | <b>DTE ENERGY</b><br>800-477-4747<br><a href="http://Dteenergy.com">Dteenergy.com</a>                   |

## COMMUNITY EVENTS

**---HISTORIC FARMERS MARKET---**  
 Wed & Sat 9 am-3 pm May-Oct  
 272 N Court Street, Lapeer, 48446  
[facebook.com/HistoricFarmersMarketofLapeer](https://facebook.com/HistoricFarmersMarketofLapeer)

**---FOOD TRUCK FESTIVAL---**  
 Hosted by the Chamber of Commerce.  
 Summer event, multiple days  
[facebook.com/lapeerareachamber.org/](https://facebook.com/lapeerareachamber.org/)

**---SUMMER CONCERT SERIES---**  
 Hosted by the DDA.  
 Summer event, multiple days  
[facebook.com/LapeerSummerConcerts/](https://facebook.com/LapeerSummerConcerts/)

**---MONDAY NIGHT CAR CRUISE---**  
 Hosted by the DDA.  
 Summer event, multiple days  
[facebook.com/lapeercruise/](https://facebook.com/lapeercruise/)

**---FRIDAY NIGHT BIKE NIGHT---**  
 Hosted by Vinyl Bar and Grill.  
 Summer event, multiple days

**---4<sup>th</sup> OF JULY FIREWORKS---**  
 Hosted by the Chamber of Commerce.

**---LAPEER DAYS---**  
 Hosted by the Chamber of Commerce.  
 Summer event, third weekend in August  
[Lapeerdays.com](http://Lapeerdays.com)

**---RUBBER DUCK DASH---**  
 Hosted by the Kiwanis Club of Lapeer.  
 September event  
[kiwanislapeer.org/rubberduckdash.html](http://kiwanislapeer.org/rubberduckdash.html)

**---NIGHTMARE ON NEPESSING---**  
 Hosted by the Lapeer Optimist Club.  
 October event  
[lapeeroptimist.org/nightmare-on-nepessing1.html](http://lapeeroptimist.org/nightmare-on-nepessing1.html)

**---WINTERFEST---**  
 Hosted by the DDA and Chamber of Commerce.

**---VEGAS NIGHT---**  
 Hosted by the Lapeer Optimist Club.  
 Spring event  
[lapeeroptimist.org/vegas-night.html](http://lapeeroptimist.org/vegas-night.html)

**---LADY'S NIGHT OUT---**  
 Hosted by the DDA. Supports Lapeer Area Citizens Against Domestic Assault (LACADA).  
 Once in the Spring & once in the Fall  
[facebook.com/LadiesNightOutLapeer/](https://facebook.com/LadiesNightOutLapeer/)

**---COMMUNITY SPRING EXPO---**  
 Hosted by the Chamber of Commerce.  
[facebook.com/lapeercommunityexpo/](https://facebook.com/lapeercommunityexpo/)

**---MEMORIAL DAY PARADE---**  
 Hosted by the Chamber of Commerce and the American Legion Post 16.