

CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, NOVEMBER 19, 2012
7:30 P.M.

Meeting to be held at City Hall
301 West Main Street

AGENDA

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF NOVEMBER 5, 2012:

ADDRESSING THE CITY COUNCIL

1. Your comments shall be made during times set aside for that purpose.
2. Stand or raise a hand to indicate that you wish to speak.
3. When recognized, give your name and address and direct your comments and/or questions to any City official in attendance.
4. Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to four (4) minutes duration during the first occasion for citizen comments and questions. Each person shall also be afforded one opportunity of up to three (3) minutes duration during the last occasion provided for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
5. In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

PROCLAMATIONS / SPECIAL PRESENTATIONS

1. Pancreatic Cancer Awareness Month. A Mayoral proclamation declaring November 2012 as Pancreatic Cancer Awareness month in the City of Owosso.

PUBLIC HEARINGS

1. Proposed Master Plan. Conduct a public hearing to receive citizen comment regarding the draft master plan in accordance with state statute.
2. Ordinance Amendment – Rezoning Westtown to B-3. Conduct a public hearing to receive citizen comment regarding proposed ordinance amendment to amend Chapter 38, Zoning, Section 38-27 of the Code of Ordinances of the City of Owosso, Michigan to zone specific properties along Main Street in the area commonly referred to as Westtown to B-3 Central Business District

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

CONSENT AGENDA

1. Boards and Commissions Appointments. Approve the following Mayoral appointments:

Name	Board/Commission	Term Expires
Bradley Kirkland	Downtown Loan Committee To fill the unexpired term of G. Salander	06-30-2013
Rosemary Schultz	Shiawassee District Library Board	06-30-2016

2. Progress Payment #2 – 2012 Street Paving Program. Authorize Progress Payment No. 2 to Michigan Paving and Materials Company for work completed to October 12, 2012 on the 2012 Street Paving Program in the amount of \$87,460.95.
3. Progress Payment #3 – 2012 Street Paving Program. Authorize Progress Payment No. 3 to Michigan Paving and Materials Company for work completed to November 3, 2012 on the 2012 Street Paving Program in the amount of \$96,722.01.
4. Warrant No. 452. Authorize Warrant No. 452 as presented.
5. Check Register – October 2012. Affirmation of check disbursements totaling \$605,946.55 for the month of October 2012.

ITEMS OF BUSINESS

1. Publicly Funded Health Insurance Contribution. Discuss options for the 2013 calendar year regarding the limits on public employer funding of health benefits as dictated by PA 152 of 2011.
2. CDBG Loan. A resolution to enter into an agreement with James Civile, owner of 122 N. Washington Street, for the purpose of the lending of \$48,957.00 from the CDBG fund in order to provide gap financing to refurbish three upper floor residential units in accordance with the CDBG revolving loan fund program guidelines.

COMMUNICATIONS

1. Charles P. Rau, Building Official. October 2012 Building Department Report.
2. Charles P. Rau, Building Official. October 2012 Code Violations Report.
3. Michael T. Compeau, Public Safety Director. October 2012 Police Report.
4. Michael T. Compeau, Public Safety Director. October 2012 Fire Report.
5. Downtown Development Authority/Main Street. Minutes of October 3, 2012.
6. Downtown Development Authority/Main Street. Minutes of November 7, 2012.
7. Historical Commission. Minutes of November 12, 2012.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, December 03, 2012

BOARDS AND COMMISSIONS OPENINGS

Zoning Board of Appeals – Alternate, term expiring June 30, 2013
Shiawassee District Library Board, term expiring June 30, 2016

ADJOURNMENT

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 West Main Street, Owosso, MI 48867 or at (989) 725-0500. The City of Owosso Website address is www.ci.owosso.mi.us.

OWOSSO CITY COUNCIL

NOVEMBER 5, 2012

7:30 P.M.

- PRESIDING OFFICER:** MAYOR BENJAMIN R. FREDERICK
- OPENING PRAYER:** GINA MOSKEL, ST. PAUL CATHOLIC CHURCH
- PLEDGE OF ALLEGIANCE:** WOLF PACK 89
- PRESENT:** Mayor Benjamin R. Frederick, Councilpersons Loreen F. Bailey, Thomas B. Cook, Michael J. Erfourth, Christopher T. Eveleth and Burton D. Fox.
- ABSENT:** Mayor Pro-Tem Cindy S. Popovitch

APPROVE AGENDA

Motion by Councilperson Eveleth to approve the agenda as presented, with the removal of #5 Business (CDBG Loan).

Motion supported by Councilperson Fox and concurred in by voice vote.

APPROVAL OF THE MINUTES OF REGULAR MEETING OF OCTOBER 1, 2012

Motion by Councilperson Cook to approve the Minutes of the Regular Meeting of October 15, 2012 as presented.

Motion supported by Councilperson Erfourth and concurred in by voice vote.

PROCLAMATIONS / SPECIAL PRESENTATIONS

Ryan Comrie: Ryan showed a video presentation and answered questions regarding the signs that he installed a Collamer Park. He is seeking the rank of Eagle Scout in relation to the project.

Salvation Army Proclamation: A proclamation was presented by Benjamin Frederick to declare November 10th, 2012 as "Kettle Kickoff Day." The proclamation read as follows

**A PROCLAMATION OF APPRECIATION
 FROM THE COUNCIL OF THE CITY OF OWOSSO, MICHIGAN
 TO THE SALVATION ARMY
 DECLARING NOVEMBER 10, 2012 AS "KETTLE KICKOFF DAY"**

- WHEREAS,** the Salvation Army is recognized as the single largest social service provider in Michigan besides the state government; and
- WHEREAS,** the Salvation Army has more than 100 centers of service in Eastern Michigan, including Shiawassee County; and
- WHEREAS,** the funds raised by the Salvation Army have contributed to over 9,100 meals provided, 1,700 people sheltered, 9,200 Christmas gifts given, and nearly 7,000 people served through food pantries, all in Shiawassee County; and
- WHEREAS,** the Salvation Army urges you to support its annual Red Kettle holiday campaign by donating at such locations as Wal-mart, VG's, Kroger, Fifth Third Bank, J.C. Penny, the Owosso Post Office, and the IGA in Perry; and

WHEREAS, a gift at one of the Red Kettle locations can contribute to the \$55,000 goal for this season, with \$10 feeding a person for one month, \$25, providing a coat to a child, \$50 assisting with meals, lodging, transportation, and clothing to a family victimized by fire, and \$1,000 providing a month of transitional housing, counseling, and meals for a homeless family.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Owosso recognizes and supports the Salvation Army's fundraising and its generous contribution of time, expertise, and financial resources to these goals.

FURTHERMORE, BE IT RESOLVED, that the Salvation Army is conferred the Council's and Community's sincerest gratitude and commendation for their decades of exemplary service to the community as November 10, 2012 is declared Owosso's "Kettle Kickoff" day.

Proclaimed this 5th Day of November, 2012 by the Owosso City Council.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

Mike Tillotson, 1299 S Shiawassee, spoke in support of the Salvation Army. He said that the Salvation Army was very supportive of his base in the past.

Mr. Sadler, 418 N Hickory Street, stated that the street repairs have inconvenienced him. He has a big lip that needs to be driven over, and his car was broken into because he had to relocate it. He wants to know why the street was not repaired all at once. Mr. Crawford stated that the road should be done within 10 days and that it is being done in phases city-wide to benefit from economies of scale.

Commissioner Elder said he was glad to see the Eagle Scout presentation and the new Salvation Army leadership, especially concerning the Toys-for-Tots. He hopes to be able to continue to return to the city council meetings over the next two years, pending the outcome of the election tomorrow.

Eddie Urban, 601 Glenwood Avenue, said he wished all the politicians good luck in the election. He asked what time the election started. It will run from 8am-8pm.

Mayor Ben Frederick supported the Salvation Army staff and the Eagle Scout candidate.

Councilmember Eveleth thanked the Salvation Army representatives. He wished the candidates in the election good luck. He also congratulated Mike Compeau for his service.

Councilmember Erfourth was looking for an update on the splash pad. Mr. Crawford stated that it was in the DEQ office for review.

Councilmember Fox echoed Mr. Sadler's comments. He wants to make sure the roads get done before the asphalt plant closes.

Councilmember Cook was anxious to hear more about the streets and the leaf pickup program. He also supported those pursuing public office, and he invited the public to Christ Episcopal Church Tuesday evening to celebrate democracy.

CITY MANAGER REPORT

Don Crawford handed out a project status report. He also described the road construction project. He stated that the weather has been problematic, but the curbs and top coat are moving along nicely. He said the asphalt plants will stay open and will not be an issue. The goal is to have the streets completed in ten days.

The leaf collection is half way done. A mailer was sent out that indicated the dates and methods of pickup. There will be one more round after the city is picked up once.

The city is in the middle of the audit phase.

Castle improvements are underway. Landscaping improvements will likely be proposed for next summer. There may be some improvements to the river as well.

Glow Owosso is underway and a tree donation might already be available.

Mayor Frederick asked Mr. Crawford if the state had followed up with additional traffic studies on M-52 to discern if traffic has dropped on M-52 because of the new striping of the road. No such studies were done.

Councilmember Fox said he wanted the state to look at M-21 and Gould Street concerning a left turn lane. He also wanted to know if the amphitheater roof will be fixed this winter. Crawford said that it may not.

Councilmember Erfourth stressed that the six inch drop by Mr. Sadler's drive would be really bad and should be corrected immediately if it is that extreme.

Councilmember Bailey asked how the follow up on the regional park initiative was going. Crawford stated that there is really no interest except for the trail. She also pointed out some fascia material on the library was coming off.

Councilmember Eveleth has been asked about all the trucks on Stewart Street and M-52.

CONSENT AGENDA

Motion by Councilperson Eveleth to approve the Consent Agenda as follows:

Change Order #1 for Street Patch Program. A resolution to approve a contract amendment with One Way Asphalt and Excavating, Inc. to increase the scope of work and payment amount in order to increase quantities necessary to seal against the weather. The increase is in the amount of \$5,148.66 and is for new street segments added after bidding.

RESOLUTION NO. 128-2012

AUTHORIZING A CHANGE ORDER TO THE CONTRACT WITH ONE WAY ASPHALT PAVING & EXCAVATING, INC. FOR THE 2012 STREET PATCH PROJECT

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with One Way Asphalt Paving & Excavating, Inc. on October 1, 2012 for the 2012 Street Patch Program Bid; and

WHEREAS, additional materials are required to permanently patch various streets with a hot mixed asphalt to prevent water from getting into the sub base of the street which accelerates the deterioration of the street pavement.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County,

Michigan that:

- FIRST: The City of Owosso amend the contract with One Way Asphalt Paving & Excavating, Inc. to add additional work to their contract.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in form attaches as Exhibit A, Amendment to the Contract for services between the City of Owosso and One Way Asphalt Paving & Excavating, inc. in the total amount by \$5,148.66.
- THIRD: The above expenses shall be paid from the 2012-2013 Major and Local Street Maintenance Fund.

Pay Authorization for One Way Paving and Excavating, Inc. A resolution to pay the contractor of the 2012 Street Patch Project for work completed through October 5, 2012 as amended by Change Order #1. The amount is \$19,364.66.

RESOLUTION NO. 129-2012

**AUTHORIZING PAYMENT TO
ONE WAY ASPHALT PAVING & EXCAVATING, INC.
FOR WORK COMPLETED ON THE
2012 STREET PATCH PROJECT
AS AMENDED BY CHANGE ORDER #1-FINAL**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into a unit price contract with One Way Asphalt Paving & Excavating, Inc. for the 2012 Street Patch Program Bid, and found it necessary and beneficial to extend unit prices to accomplish additional street patches pursuant to Change Order #1-Final; and

WHEREAS, the work is complete and is now eligible for payment; and

WHEREAS, the City project manager recommends Pay Estimate #1-Final in the amount of \$19,364.66 for work completed through October 5, 2012, and said unit quantities and amounts agreed to by One Way Asphalt Paving & Excavating, Inc.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: The City of Owosso has hereto determined that it is advisable, necessary and in the public interest to pay One Way Asphalt Paving & Excavating, Inc. for work completed on the 2012 Street Patch Project as amended by Change Order #1-Final.
- SECOND: The accounts payable department is authorized to submit payment to One Way Asphalt Paving & Excavating, Inc. the amount of \$19,364.66 as detailed on the attached Payment Estimate #1-Final as authorized by Council on October 1, 2012.
- THIRD: The above expenses shall be paid from the 2012-2013 Major and Local Street Maintenance Fund.

Professional Services Amendment for Bentley Park Improvements. Consider amendment to the professional design and bid service agreement with Rowe Professional Services Company for the Bentley Park Rehabilitation. The work would include two new alternate bid solutions and a new round of bidding services at cost increase of \$1,803.

RESOLUTION NO. 130-2012

A RESOLUTION TO APPROVAL A CONTRACT AMENDMENT FOR THE BENTLEY PARK REHABILITATION GRANT PROFESSIONAL SERVICES

WHEREAS, the City of Owosso is the recipient of a Recreation Passport Grant from the DNR; and

WHEREAS, as required by the DNR grant agreement, the city contracted with an engineering company, Rowe Professional Services Company, to perform professional services related to design, specification creation, bidding, and construction observation of the project; and

WHEREAS, an amendment and subsequent re-bidding of the project is necessary due to budgetary reasons, resulting in an increase in the professional services agreement amount; and

WHEREAS, city council approval of the professional service agreement is required because the resulting total amount for work performed is expected to exceed \$5,000.

NOW, THEREFORE, BE IT RESOLVED that the City of Owosso City Council hereby approves the new professional service agreement with Rowe Professional Services Company in the amount of \$6,746, an increase of \$1,803, to be paid out of the Bentley Park Rehabilitation Project account.

Set Date for Master Plan Public Hearing. Set a public hearing on for November 19, 2012 at or soon after 7:30 p.m. in the council chambers to receive citizen comment regarding the draft master plan in accordance with state statute.

RESOLUTION NO. 131-2012

A RESOLUTION TO SET A PUBLIC HEARING TO HEAR ALL PERSONS INTERESTED IN COMMENTING ON THE PROPOSED MASTER PLAN

WHEREAS, the City of Owosso Planning Commission has been engaged in the drafting of the city's first master plan since late 2010; and

WHEREAS, the planning commission has finished such a draft and has submitted the document to the city council for review and distribution in accordance to the Planning Enabling Act (PEA); and

WHEREAS, the city council approved the distribution the plan in accordance with the PEA for a review period of no less than 63 days; and

WHEREAS, a subsequent public hearing was held by the planning commission to deliberate on any and all comments related to the plan; and

WHEREAS, the Owosso Planning Commission found that the plan, with the inclusion of changes resulting from public comments, is reflective of the community and satisfies the legal and best-practice needs of prudent planning; and

WHEREAS, a public hearing has been requested by the city council before adoption of any master plan can occur.

BE IT RESOLVED THAT City of Owosso City Council, County of Shiawassee, State of Michigan, hereby sets a public hearing for November 19, 2012 in the city council chambers within city hall, 301 West Main Street, Owosso, MI 48867 to hear all persons interested in the proposed master plan of the City of Owosso.

BE IT FURTHER RESOLVED THAT the same council hereby directs staff to supply a public notice concerning the master plan public hearing to a newspaper of general circulation within the city.

Ordinance Amendment First Reading and Set Public Hearing – Westown B-3. Conduct First Reading and set a public hearing for November 19, 2012 to receive citizen comment regarding proposed ordinance amendment to amend Chapter 38, Zoning, Section 38-27 of the Code of Ordinances of the City of Owosso, Michigan to zone specific properties along Main Street in an area commonly referred to as Westown to B-3 Central Business District

RESOLUTION NO. 132-2012

A RESOLUTION TO SET PUBLIC HEARING TO HEAR ALL PERSONS INTERESTED IN THE REZONING PETITION FOR WESTOWN

Whereas, the City of Owosso submitted a petition to rezone real property, as identified in the attached map, from B-4 General Business District to B-3 Central Business District; and

Whereas, the planning commission published and mailed notices for the request, held a public hearing on the request, and deliberated on the request;

Whereas, the city staff and planning commission recommend, without reservations or conditions, the rezoning of the Westown parcels and Main Street, as mapped, to B-3;

WHEREAS, a public hearing by the city council is required before any such ordinance amendment can be approved.

BE IT RESOLVED THAT City of Owosso City Council, County of Shiawassee, State of Michigan, hereby sets a public hearing for November 19, 2012 in the city council chambers within city hall, 301 West Main Street, Owosso, MI 48867 to hear all persons interested in the proposed amendment to the official zoning map of the City of Owosso.

BE IT FURTHER RESOLVED THAT the same council hereby directs staff to supply a public notice concerning the rezoning to a newspaper of general circulation within the city.

Award Tree Bid. A resolution to accept the lowest qualified bid by Carlton Tree Service of Owosso, Michigan in the estimated amount of \$69,575 for the removal of approximately 200 trees (excluding the stumps) on city rights-of-way and properties as specified in the bid documents.

RESOLUTION NO. 133-2012

AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE 2012 TREE AND STUMP REMOVAL PROJECT WITH CARLTON TREE SERVICE, OWOSSO, MICHIGAN

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that the removal of approximately 200 dead and/or diseased city trees and stumps is necessary and in the best interest of the public; and

WHEREAS, the city of Owosso sought bids for the removal of these trees and stumps; a low bid was received from Carlton Tree Service for the tree removal portion of the project; and it is hereby determined that Carlton Tree Service is qualified to provide such services and that it has submitted the lowest responsible and responsive bid;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Carlton Tree Service for the removal of dead and/or diseased city trees as part of the 2012 Tree and Stump Removal Project.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the city of Owosso, Michigan and Carlton Tree Service with an estimated total cost of \$69,575.00, with final costs to be determined based upon the following units costs:

Removal of 8" & smaller trees:	\$100.00
Removal of 18" to 24" trees:	\$375.00
Removal of 24" & larger trees:	\$500.00

THIRD: The accounts payable department is authorized to submit payment to Carlton Tree Service for services rendered upon satisfactory completion of the work in accordance with their proposal dated October 16, 2012 and subsequent service required and/or cost-effective work as approved by the City Director of Public Services for this project as authorized by Council this 5th day of November, 2012.

FOURTH: The above expenses shall be paid from the Major and Local Street Tree Trimming Fund.

Award Stump Bid. A resolution to accept the lowest qualified bid by Wonsey Tree Service of Alma, Michigan in the estimated amount of \$17,700 for the removal of approximately 200 tree stumps on city rights-of-way and properties as specified in the bid documents.

RESOLUTION NO. 134-2012

AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE 2012 TREE AND STUMP REMOVAL PROJECT WITH WONSEY TREE SERVICE, ALMA, MICHIGAN

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that the removal of approximately 200 city trees and stumps is necessary and in the best interest of the public; and

WHEREAS, the city of Owosso sought bids for the removal of these city trees and stumps; a low bid was received from Wonsey Tree Service for the stump removal portion of the project; and it is hereby determined that Wonsey Tree Service is qualified to provide such services and that it has submitted the lowest responsible and responsive bid;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Wonsey Tree Service for the removal of city tree stumps as part of the 2012 Tree and Stump Removal Project.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the city of Owosso, Michigan and WonseyTree Service with estimated cost of \$17,700.00, with final costs to be determined based upon the following units costs:

Removal of 8" & smaller tree stumps:	\$75.00
Removal of 18" to 24" tree stumps:	\$85.00
Removal of 24" & larger tree stumps:	\$100.00

THIRD: The accounts payable department is authorized to submit payment to Wonsey Tree Service services rendered upon satisfactory completion of the work in accordance with their proposal dated October 16, 2012 and subsequent service required and/or

cost-effective work as approved by the City Director of Public Services for this project as authorized by Council this 5th day of November, 2012.

FOURTH: The above expenses shall be paid from the Major and Local Street Tree Trimming Fund.

Warrant No. 451. Authorize Warrant No. 451 as follows:

Vendor	Description	Fund	Amount
Reeves Wheel Alignment Inc	Vehicle maintenance/repairs - October 2012	General/Fleet Maintenance	\$ 6,822.94
Key Government Finance Inc	Annual phone system payment -1 st installment	General	\$26,256.84
Michigan Municipal Risk Management Authority	Building and Property Insurance- 2nd Installment - July 1, 2012 – June 30, 2013	General	\$62,506.00
ERES International Inc	Pavement Condition Survey- Payment for Professional Services October 5, 2012 – October 15, 2012	Street Improvement Bond Fund	\$ 6,750.00
Total			\$102,335.78

*September Check Register. Affirmation of check disbursements totaling \$2,335,425.22 for the month of September.

Motion supported by Councilperson Erfourth.

Roll Call Vote.

AYES: Councilpersons Fox, Eveleth, Councilpersons Bailey, Cook, Erfourth, and Mayor Frederick.

NAYS: None.

*Full text of the Check Register is on file in the Clerk's Office.

ITEMS OF BUSINESS

PARKING TICKET GRACE PERIOD

Mr. Crawford described the program and said it offers a lot of carrots and sticks for the payment of these tickets. There are over \$50,000 in overdue fines. Those not paid will not be able to renew their driver's license due to a new state law. A grace period is recommended to recoup costs without creating a hardship for those with outstanding tickets that are willing to pay them.

Motion by Councilmember Fox to authorize a 90 day grace period to pay parking tickets and waive the late fee during the grace period as follows:

RESOLUTION NO. 135-2012

RESOLUTION AUTHORIZING A 90 DAY GRACE PERIOD TO PAY PARKING TICKETS AND WAIVE THE LATE FEE DURING THE GRACE PERIOD

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has police department requiring parking enforcement,

WHEREAS, the City of Owosso has a violation bureau at the police department that allows the payment of parking fines,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: The City of Owosso shall grant a 90 grace period beginning November 6, 2012 and ending February 3, 2013 to allow parking tickets to be paid and waving any late fee's.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached.

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Councilpersons Bailey, Erfourth, Cook, Fox, Eveleth and Mayor Frederick.

NAYS: None.

ABSENT: Mayor Pro-Tem Popovitch.

ELECTRONIC PAYMENT PROCESSOR AGREEMENT

The current company was charging a lot of new fees for the same service. The new company had a fairer fee schedule, as well as card readers and other benefits.

Motion by Councilmember Erfourth to authorize an agreement with Point and Pay, LLC, A subsidiary of North American Bancard to provide electronic payment services as follows:

RESOLUTION NO. 136-2012

AUTHORIZING AN AGREEMENT WITH POINT AND PAY, LLC, A SUBSIDIARY OF NORTH AMERICAN BANCARD TO PROVIDE ELECTRONIC PAYMENTS SERVICES

WHEREAS, the City Council authorized an agreement with Official Payments Corporation, on November 16, 2009 to provide electronic payment services; and

WHEREAS, the agreement with Official Payments Corporation provides that either party can terminate the agreement for convenience with sixty day notice; and

WHEREAS, staff has advised the Council that terminating the agreement with Official Payments Corporation and entering into an agreement with Point and Pay, LLC is in the best interests of the City.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: The Mayor and City Clerk are authorized to sign the agreement with the Point and Pay LLC, attached hereto and made part hereof.
- SECOND: The City Clerk is hereby authorized to give the requisite sixty day notice of termination in writing to Official Payments Corporation.
- THIRD: The convenience fees for electronic payments by credit card, debit card, or electronic check, as detailed in the attached, are hereby authorized for Point and

Pay, LLC to charge city customers for the service.

Motion supported by Councilperson Eveleth.

Roll Call Vote.

AYES: Councilpersons Cook, Fox, Eveleth, Bailey, Erfourth and Mayor Frederick.

NAYS: None.

ABSENT: Mayor Pro-Tem Popovitch.

NATURAL GAS SUPPLY PURCHASE AGREEMENT

Natural gas was deregulated in 2007, allowing for more suppliers within the same distribution system. Consumers Energy has the second highest rate in the state. Volunteer Energy allows for a contract that can be released at any time. The arrangement was recommend by Crawford as a cost savings measure.

Motion by councilmember Eveleth to authorize a commercial natural gas supply agreement with Volunteer Energy Services, Inc was made as follows:

RESOLUTION NO. 137-2012

AUTHORIZING A COMMERCIAL NATURAL GAS SUPPLY AGREEMENT WITH VOLUNTEER ENERGY SERVICES, INC.

WHEREAS, the city of Owosso, Michigan "City" is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Owosso City Charter adopted April 6, 1964, as amended "Charter"; and

WHEREAS, Charter Section 14.1 (a) provides that the power to make and to authorize the making of contracts on behalf of the city is vested in the city council and shall be exercised according to the provisions of law;

NOW THEREFORE BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that:

- FIRST: The city of Owosso has hereto determined that obtaining natural gas from a supplier that will reduce the cost from that currently being paid is advisable, necessary and in the public interest.
- SECOND: The city council approves a Commercial Natural Gas Supply Agreement with Volunteer Energy Services, Inc., attached as Exhibit A.
- THIRD: That the mayor and the city clerk are hereby instructed and authorized to sign the document attached as Exhibit A, on behalf of the city of Owosso and that the city manager is authorized to add and delete accounts as may from time to time be necessary.

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Councilpersons Fox, Bailey, Eveleth, Erfourth, Cook and Mayor Frederick.

NAYS: None.

ABSENT: Mayor Pro-Tem Popovitch.

FIREFIGHTER MEMORIAL LOCATION DESIGNATION

Crawford stated that Fox was attempting to move ahead with fundraising for the fire memorial at 300 S. Washington Street. He said that setting this land aside could greatly spur such a movement by dedicating a physical presence for such an endeavor. Councilmember Fox said that he has been waiting on fundraising because of all the other efforts that were going on. Councilmember Cook felt this was a good move. He inquired about the ability to have the site undergo site plan review before anything is approved. There will be a site plan before construction can begin

Motion by councilmember Cook to authorize establishing a site near the intersection of Water and Washington Streets for a firefighter memorial was made as follows:

RESOLUTION NO. 138-2012

AUTHORIZING ESTABLISHING SITE NEAR THE INTERSECTION OF WATER AND WASHINGTON STREETS FOR A FIREFIGHTER MEMORIAL

WHEREAS, the city of Owosso, Michigan has decided to recognize firefighters through the restoration and display of a historic fire truck; and

WHEREAS, the historic fire truck is in the process of being restored and prepared for display; and

WHEREAS, in order to obtain funding for the display a general location needs to be finalized;

NOW THEREFORE BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that:

FIRST: The city of Owosso has hereto determined that a site on the west side of the Water and Washington Streets intersection near the Shiawassee River bridge is a suitable location for a firefighter memorial subject to site plan review by the planning commission prior to construction.

SECOND: The city council sets aside a tract of land measuring approximately 30 feet by 50 feet adjacent to the sidewalk for the construction of a display.

THIRD: The city council approves the erection of a temporary sign at this location to inform those passing by of the project and how to contribute.

Motion supported by Councilperson Eveleth.

Roll Call Vote.

AYES: Councilpersons Erfourth, Eveleth, Fox, Bailey, Cook and Mayor Frederick.

NAYS: None.

ABSENT: Mayor Pro-Tem Popovitch.

COMMUNICATIONS

Planning Commission. Minutes of October 22, 2012.

Parks & Recreation Commission. Minutes of October 22, 2012.

Historical Commission. Minutes of October 9, 2012.

Downtown Historic District Commission. Minutes of October 17, 2012.
Cash and Investment Report. First Quarter of Fiscal Year 2013.

No comments.

CITIZEN COMMENTS AND QUESTIONS

Mike Tillotson 1299 S. Shiawassee, said that the Veterans Administration is still taking care of vets these days. He feels the glow parade should be called the Christmas Parade.

Mayor Frederick said that the public schools honors to the veterans are coming up this Friday and should be attended. They will be held at all three elementary schools.

Councilmember Erfourth thanked Commissioner Elder for his service.

NEXT MEETING

Monday, November 19, 2012

BOARDS AND COMMISSIONS OPENINGS

Zoning Board of Appeals – Alternate, term expiring June 30, 2013
Shiawassee District Library Board, term expiring June 30, 2016

ADJOURNMENT

Motion by Councilperson Eveleth, support by Erfourth for adjournment at 8:54 p.m.

Motion supported by Councilperson Fox and concurred in by unanimous vote.

Benjamin R. Frederick, Mayor

Adam H. Zettel, Assistant City Manager



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

MEMORANDUM

DATE: November 13, 2012

TO: OWOSSO CITY COUNCIL

FROM: Adam Zettel, AICP

RE: 2012 Master Plan Adoption

The master plan approval process is nearly complete. As you are aware, the plan was substantially complete in July. Since that time, it has been undergoing the statutorily required distribution, comment, and hearing processes. At this point, the plan has been distributed for comment for the required 63+ days. The planning commission has also held a subsequent public hearing on the document to receive comment. They approved a slightly revised draft on October 22, 2012 at their regular meeting.

The plan is now before you in what is most likely its final form. Comments from residents and other community interests were given on the plan, and the planning commission has approved many changes which are now included in the draft document. The council is to hold one last public hearing on the matter, which is requested to be approved for the November 19th meeting. Once this is complete, the council can deny, approve, approve with changes, or remand the plan as it sees fit.

As we discussed previously, given the public outreach and amount of time invested into this plan so far, it is not anticipated that any major changes will occur throughout this final phase of the process. I will do a brief presentation on the plan before public comment is given. Unless there are some profound insights or critically important issues that are brought to light during the public comment period, I recommend the city council approve the master plan in its current form.

Call or email me with any questions.

RESOLUTION NO.

**A RESOLUTION TO APPROVE
THE 2012 CITY OF OWOSSO MASTER PLAN**

WHEREAS, the City of Owosso Planning Commission has been engaged in the drafting of the city's first master plan since late 2010; and

WHEREAS, a plan was drafted that contains community profile data, a community vision, future land use data, implementation strategies, and other information as required by state law and encouraged by best practices; and

WHEREAS, the planning commission has finished such a draft and has submitted the document to the city council for review and distribution in accordance to the Planning Enabling Act (PEA); and

WHEREAS, the city council approved the distribution the plan in accordance with the PEA for a review period of no less than 63 days; and

WHEREAS, a subsequent public hearing was held by the planning commission to deliberate on any and all comments related to the plan; and

WHEREAS, the Owosso Planning Commission found that the plan, with the inclusion of changes resulting from public comments, is reflective of the community and satisfies the legal and best-practice needs of prudent planning; and

WHEREAS, a public hearing and subsequent deliberation was held by the city council on November 19, 2012.

NOW, BE IT RESOLVED THAT City of Owosso City Council, County of Shiawassee, State of Michigan, finding the 2012 City of Owosso Master Plan to meet all statutory obligations and practical intentions of a community plan, hereby approves said plan.

BE IT FURTHER RESOLVED THAT the same council hereby directs staff to supply an electronic copy of the master plan to all entities as required by Michigan law.



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

MEMORANDUM

DATE: November 13, 2012

TO: OWOSSO CITY COUNCIL

FROM: Adam Zettel, AICP

RE: Zoning Map Amendment - Westown

In an effort to encourage development in Westown, as well as to preserve the existing developmental pattern, city staff has initiated a zoning petition for the traditional core of the Westown neighborhood. This area is better defined in the accompanying maps, but generally includes those Main Street properties that are constructed with zero lot lines and multiple stories.

As stated in the master plan, the zoning of Westown as B-4 is not conducive to bringing about the desired vision for that area. It was decided and noted in the plan that this area should be rezoned for B-3 (central business district) instead. This allows for 'traditional' development that has little or no setback requirements. This also permits higher densities and a mixture of uses.

In its current state, the buildings in Westown do not conform to the ordinance in terms of their mixed use (residential above commercial) or in terms of their setbacks and parking. The B-4 designation is geared more towards modern commercial developments that include much parking and large setbacks, such as the Tim Horton's establishment. The change to B-3 will permit expansions, additions, and new construction that match the existing urban fabric that is observed in Westown.

The ordinance was well received by property owners and other parties that inquired about its impact before and at the planning commission public hearing on October 22, 2012. I therefore recommend that the city council approve this ordinance pending the comments from the public hearing and the findings of fact as listed below. I will be available to explain this ordinance in more detail at the meeting if necessary.

In considering any petition for an amendment to the official zoning map, the planning commission and city council shall consider the following criteria in making its findings, recommendations and decision:

(1) Consistency with the goals, policies, and future land use map of the City of Owosso Master Plan. If conditions upon which the master plan was developed (such as market factors, demographics, infrastructure, traffic and environmental issues) have changed significantly since the master plan was adopted, as determined by the city, the planning commission and council shall consider the consistency with recent development trends in the area.

The change is consistent with the draft master plan and future land use map. No additional changes have occurred since this plan was drafted.

(2) Compatibility of the site's physical, geological, hydrological, and other environmental features with the host of uses permitted in the proposed zoning district.

The proposed zoning scheme makes the buildings and uses generally more conforming to the ordinance and more conducive to the physical makeup of the street network and limited land availability.

(3) Evidence the applicant cannot receive a reasonable return on investment through developing the property with at least one (1) use permitted under the current zoning.

Not applicable as applied. The applicant is the city making the request based upon the master plan and planning commission goals.

(4) The compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.

Current properties and buildings are constructed, laid out, and used to match the high density, mixed-use pattern of development that is sought in the B-3 zoning district.

(5) The capacity of the city's infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety, and welfare."

There are no noted negative impacts based upon this change.

(6) The apparent demand for the types of uses permitted in the requested zoning district in relation to the amount of land currently zoned and available to accommodate the demand.

The change will help satisfy demand of existing uses by bringing many uses and structures into conformance and by potentially easing parking requirements for new uses.

(7) The request has not previously been submitted within the past one (1) year, unless conditions have changed or new information has been provided.

The request has not been submitted within the past year.

(8) Other factors deemed appropriate by the planning commission and city council.

There is interest by property owners to pursue "traditional" development of structures as permitted only in the B-3 district.

ORDINANCE NO. ____

AN ORDINANCE AMENDING CHAPTER 38 ZONING OF THE CODE OF ORDINANCES TO REZONE SPECIFIC PARCELS OF REAL PROPERTY AND AMEND THE ZONING MAP

WHEREAS, the City of Owosso submitted a petition to rezone the real property along Main Street in the Westown area, as identified in the attached map, from B-4 General Business District to B-3 Central Business District; and

WHEREAS, the planning commission published and mailed notices for the request, held a public hearing on the request, and deliberated on the request; and

WHEREAS, the planning commission finds that the proposed ordinance meets the intent and criteria for a zoning amendment; and

WHEREAS, the city staff and planning commission recommend, without reservations or conditions, the rezoning of the Westown parcels and Main Street, as mapped, to B-3, Central Business District; and

WHEREAS, the city council finds that the zoning petition meets the intent and criteria for a zoning map amendment.

THEREFORE, BE IT RESOLVED, that Chapter 38, Zoning Code of the City of Owosso be amended as follows:

THE CITY OF OWOSSO ORDAINS:

Section 1. That Chapter 38, Zoning Code of the City of Owosso Sec. 38-27 Zoning Districts and Map reflect the changes as illustrated and attached to the record hereto as Exhibit A and filed with the city clerk.

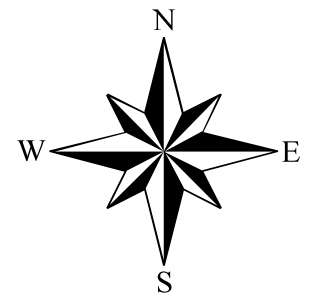
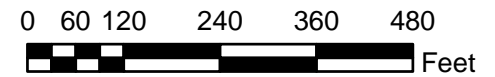
Section 2. This amendment shall become effective December 9, 2012.

Section 3. This ordinance may be purchased or inspected in the city clerks' office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

City of Owosso

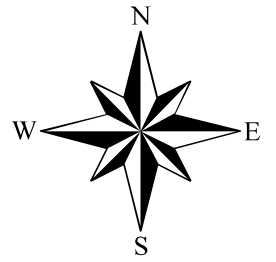
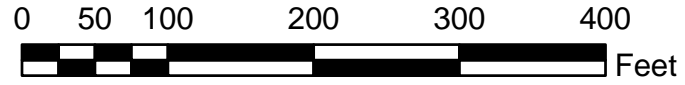
Westtown Rezoning

September 20, 2012

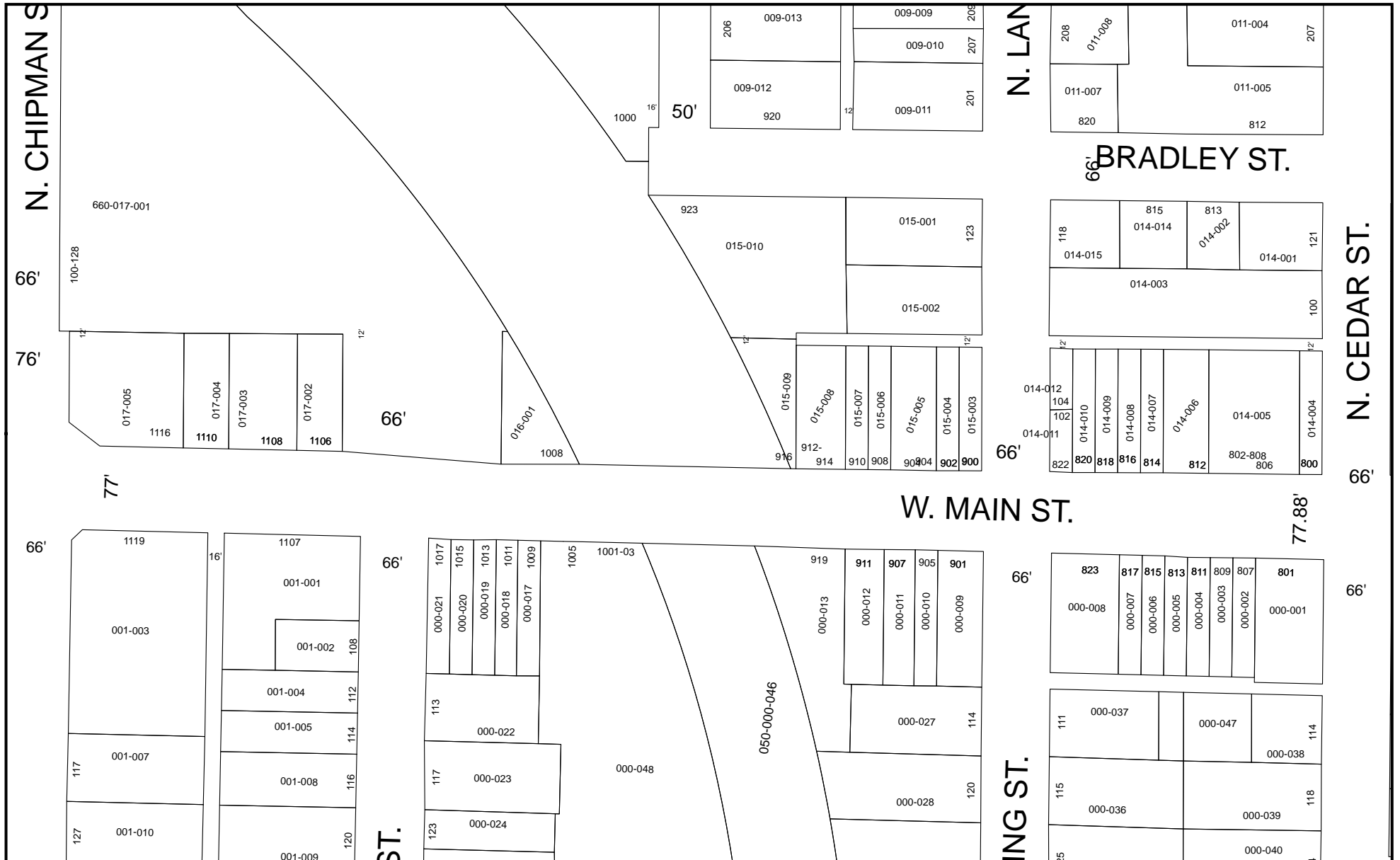


City of Owosso

October 15, 2012



Westtown Parcels





301 W. MAIN OWOSSO, MICHIGAN 48867-2958 · (989) 725-0599 · FAX 723-8854

MEMORANDUM

DATE: November 5, 2012

TO: Owosso City Council

FROM: Mark A. Sedlak, Director of Public Works

RE: Progress Payment #2 for the 2012 Street Paving Program

Attached is the pay estimate for progress payment #2 in the amount of \$87,760.95 to Michigan Paving & Materials Company for work completed up to October 12, 2012 on the 2012 Street Paving Program.

We recommend council approve payment of progress payment #2 to Michigan Paving & Materials in the amount of \$87,760.95. This project is funded through the proceeds of the 2010 General Obligation Unlimited Tax Bonds.

RESOLUTION NO. ____

**AUTHORIZING PAYMENT #2 TO
MICHIGAN PAVING AND MATERIALS COMPANY
FOR WORK RELATED TO
THE 2012 STREET PAVING PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has entered into an agreement with Michigan Paving and Materials Company for the 2012 Street Paving Program; and

WHEREAS, the contractor has completed a portion of the project and is now eligible for payment; and

WHEREAS, the city project manager recommends Pay Estimate #2 in the amount of \$87,760.95 for work completed through October 12, 2012, with said unit quantities and amounts having been agreed to by Michigan Paving and Materials Company.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to pay Michigan Paving and Materials Company for work completed on the 2012 Street Paving Program.

SECOND: The accounts payable department is authorized to submit payment to the Michigan Paving and Materials Company in the amount of \$87,760.95 as detailed on the attached Payment Estimate #2.

THIRD: The above expenses shall be paid from the proceeds of the 2010 General Obligation Unlimited Tax Bonds.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,
SHIAWASSEE COUNTY, MICHIGAN THIS 19th DAY OF NOVEMBER, 2012.

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk

**PERIODIC COST ESTIMATE
CITY OF OWOSSO
301 W. MAIN
OWOSSO, MI 48867**

Page 1 of 2 Pages
1. Estimate No.: 2
4. Date Prepared 10/18/2012 5. Period Ending 10/12/2012

2. Sponsor's Name CITY OF OWOSSO		3. Sponsor's Address 301 W. MAIN OWOSSO, MI 48867		6. Project No.	
7. Name of Project 2012 STREET IMPROVEMENT PROGRAM		8. Location of Project: N Chipman, S Chipman, Grace, Grand Hickory & State		9. State: Michigan	
10. Name of Contractor Michigan Paving & Materials Company		11. Address of Contractor 16777 Wood St. Lansing, MI 48906		12. Work Performed Under: Lump Sum Contract: <input type="checkbox"/> Unit Price Contract: <input checked="" type="checkbox"/> Force Account: <input type="checkbox"/>	
13. Description of Work Curb & Gutter, and Sidewalk with Milling and Paving				14. Sponsor's Contract No.	
				15. Original Estimated Cost this Contract or Force Account \$543,208.90	
				16. Completion Time:	
				17. Percent Physical Completion	

18. Dates				19. No of Days Contractor is	
a. Notice to Proceed	b. Work to Commence	c. Completion Date	d. Est. or Actual Completion 28%	a. Ahead	b. In Arrears

20 Item No.	21. Description of Item	22. LATEST REVISED DETAILED ESTIMATE				23. WORK PERFORMED TO DATE		
		a. Quantity	b. Unit	c. Unit Price	d. Amount	a. Quantity	b. Amount	c. %
	#1 CURB & GUTTER AND SIDEWALK WORK							
1	Earth Excavation	1170	CYD LM	\$ 13.00	\$ 15,210.00	863	\$ 11,219.00	74%
2	Gravel Drive Removal	660	SYD	\$ 2.90	\$ 1,914.00	101.96	\$ 295.68	15%
3	Hard Surface Removal	11650	SFT	\$ 0.85	\$ 9,902.50	5598.52	\$ 4,758.74	48%
4	Curb & Gutter Removal	6250	LFT	\$ 3.75	\$ 23,437.50	3617	\$ 13,563.75	58%
5	Class III Fill Sand	1050	TON	\$ 13.00	\$ 13,650.00	311.11	\$ 4,044.43	30%
6	Curb & Gutter, Conc. Det 4 Mod.	7350	LFT	\$ 8.48	\$ 62,328.00	4468.6	\$ 37,893.73	61%
7	Mics. Curb & Gutter, Removal & Replacement	320	LFT	\$ 20.95	\$ 6,704.00		\$ -	0%
8	4" Concrete Replacement	1470	SFT	\$ 2.65	\$ 3,895.50	772.6	\$ 2,047.39	53%
9	4" Concrete Sidewalk Ramp	1000	SFT	\$ 7.65	\$ 7,650.00	584.9	\$ 4,474.49	58%
10	6" Concrete	14400	EACH	\$ 2.95	\$ 42,480.00	7496.73	\$ 22,115.35	52%

24. CERTIFICATION OF CONTRACTOR

I hereby certify that the work performed and materials supplied to date, as shown on this periodic cost estimate, represent the actual value of accomplishment under the terms of this contract in conformity with approved plans and specification; that the quantities shown were properly determined and are correct; and that there has been full compliance with all labor provisions included in the contract identified above.

10-22-12 MICHIGAN PAVING & MATLS BY:  ARZA MANAGER
Date Name of Contractor Signature Title

25. ACKNOWLEDGMENT AND CONCURRENCE OF PROJECT ENGINEER

I have examined this periodic cost estimate and concur in the certificate of the contractor.

10-19-12  _____
Date Signature, Director of Public Services

PERIODIC COST ESTIMATE

**CITY OF OWOSSO
301 W. MAIN**

OWOSSO, MI 48867

1. Estimate No.:

2

Items and Column are numbered to correspond to those on Page 1 of this form.

6. Project No.

7. Name of Project

2012 STREET IMPROVEMENT PROGRAM

8. Location of Project: N. Chipman, S. Chipman, Grace,
Grand, Hickory & State

14. Sponsor's Contract No.

20 Item No.	21. Description of Item	22. LATEST REVISED DETAILED ESTIMATE				23. WORK PERFORMED TO DATE		
		a. Quantity	b. Unit	c. Unit Price	d. Amount	a. Quantity	b. Amount	c. %
11	Catch Basin Filter	45	EACH	\$ 100.00	\$ 4,500.00	5	\$ 500.00	11%
12	Catch Basin Adjustment	11	EACH	\$ 200.00	\$ 2,200.00	6	\$ 1,200.00	55%
13	Water Valve Adjustment	5	EACH	\$ 120.00	\$ 600.00		\$ -	0%
14	Provide, Install and Adjust E.J. 7000 casting	5	EACH	\$ 925.00	\$ 4,625.00	2	\$ 1,850.00	40%
15	Temporary Lowing of Drainage Casting	7	EACH	\$ 400.00	\$ 2,800.00	5	\$ 2,000.00	71%
16	Catch Basin Reconstruction	2	VFT	\$ 200.00	\$ 400.00	1.3	\$ 260.00	65%
17	4' Dia. Drainage Structure w/ Casting	3	EACH	\$ 3,200.00	\$ 9,600.00		\$ -	0%
18	Sewer Tap	4	EACH	\$ 400.00	\$ 1,600.00	3	\$ 1,200.00	75%
19	10" Sch. 26 Sewer Pipe TD. DT. B	330	LFT	\$ 29.00	\$ 9,570.00	241	\$ 6,989.00	73%
20	12" RCP w/ "O" Ring Joint TR. DT. B	370	LFT	\$ 31.00	\$ 11,470.00	208	\$ 6,448.00	56%
21	10" Storm sewer Connection	2	Each	\$ 150.00	\$ 300.00	1	\$ 150.00	50%
22	Restoration	4400	SYD	\$ 2.75	\$ 12,100.00	654.98	\$ 1,801.20	15%
23	Gravel Trench Infill	5230	LFT	\$ 1.50	\$ 7,845.00	371.6	\$ 557.40	7%
24	Traffic Control	1	L SUM	\$ 7,203.75	\$ 7,203.75	1	\$ 7,203.75	100%
#2 MILLING & PAVING WORK								
1	Butt Joint Cold Milling	1500	SYD	\$ 5.27	\$ 7,905.00	482.83	\$ 2,544.51	32%
2	Cold Milling	7750	SYD	\$ 2.35	\$ 18,212.50	5572.87	\$ 13,096.24	72%
3	Fine Grading	15	EACH	\$ 275.00	\$ 4,125.00		\$ -	0%
4	Manhole Adjustment	18	EACH	\$ 200.00	\$ 3,600.00		\$ -	0%
5	Water Valve Adjustment	17	EACH	\$ 120.00	\$ 2,040.00		\$ -	0%
6	Provide, Adjust and Install E.J. 1120 casting with gasket seal cover	9	EACH	\$ 850.00	\$ 7,650.00		\$ -	0%
7	Residential Street Paving	2550	TON	\$ 72.82	\$ 185,691.00		\$ -	0%
8	Bituminous Wedging	250	TON	\$ 67.76	\$ 16,940.00		\$ -	0%
9	Gould & Oliver Street intersection paving	50	TON	\$ 121.56	\$ 6,078.00		\$ -	0%
10	Parking lot Paving	130	TON	\$ 109.38	\$ 14,219.40		\$ -	0%
11	Bond Coat	2200	GAL	2.25	\$ 4,950.00		\$ -	0%
12	Monument Adjustment	5	EACH	100	\$ 500.00		\$ -	0%
13	Parking Lot Grading	1	L SUM	850	\$ 850.00		\$ -	0%

PERIODIC COST ESTIMATE

CITY OF OWOSSO
301 W. MAIN
 OWOSSO, MI 48867

1. Estimate No.:

2

Items and Column are numbered to correspond to those on Page 1 of this form.

6. Project No.

7. Name of Project
2012 STREET IMPROVEMENT PROGRAM

8. Location of Project: N. Chipman, S. Chipman
 Grace, Grand, Hickory and State

14. Sponsor's Contract No.

20 Item No.	21. Description of Item	22. LATEST REVISED DETAILED ESTIMATE				23. WORK PERFORMED TO DATE			
		a. Quantity	b. Unit	c. Unit Price	d. Amount	a. Quantity	b. Amount	c. %	
14	Drainage Steucture Reconstruction	4	VFT	\$ 200.00	\$ 800.00		\$ -	0%	
15	Traffic Control	1	L SUM	\$ 7,662.75	\$ 7,662.75	1	\$ 7,662.75	100%	
							TOTAL	\$ 153,875.42	
							LESS 10%	\$ 15,387.54	
							SUB TOTAL	\$ 138,487.87	
							LESS PREVIOUS PAYMENT	\$ 50,726.92	
							TOTAL DUE	\$ 87,760.95	



301 W. MAIN OWOSSO, MICHIGAN 48867-2958 · (989) 725-0599 · FAX 723-8854

MEMORANDUM

DATE: November 19, 2012

TO: Owosso City Council

FROM: Mark A. Sedlak, Director of Public Works

RE: Progress Payment #3 for the 2012 Street Paving Program

Attached is a progress payment #3 in the amount of \$96,722.01 to Michigan Paving & Materials Company for work completed up to November 3, 2012 on the 2012 Street Paving Program, which was approved by council on August 20, 2012.

We recommend council approve payment of progress payment #3 to Michigan Paving & Materials in the amount of \$96,722.01. This project is funded through the proceeds of the 2010 General Obligation Unlimited Tax Bonds.

RESOLUTION NO.

**AUTHORIZING PAYMENT #3 TO
MICHIGAN PAVING AND MATERIALS COMPANY
FOR WORK RELATED TO
THE 2012 STREET PAVING PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has entered into an agreement with Michigan Paving and Materials Company for the 2012 Street Paving Program; and

WHEREAS, the contractor has completed a portion of the project and is now eligible for payment; and

WHEREAS, the city project manager recommends Pay Estimate #3 in the amount of \$96,722.01 for work completed through November 3, 2012, with said unit quantities and amounts having been agreed to by Michigan Paving and Materials Company.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to pay Michigan Paving and Materials Company for work completed on the 2012 Street Paving Program.

SECOND: The accounts payable department is authorized to submit payment to the Michigan Paving and Materials Company in the amount of \$96,722.01 as detailed on the attached Payment Estimate #3 as authorized by Council on November 19, 2012.

THIRD: The above expenses shall be paid from the proceeds of the 2010 General Obligation Unlimited Tax Bonds.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,
SHIAWASSEE COUNTY, MICHIGAN THIS 19th DAY OF NOVEMBER, 2012.

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk

**PERIODIC COST ESTIMATE
CITY OF OWOSSO
301 W. MAIN
OWOSSO, MI 48867**

1. Estimate No.:

3

4. Date Prepared

11/5/2012

5. Period Ending

11/3/2012

2. Sponsor's Name CITY OF OWOSSO		3. Sponsor's Address 301 W. MAIN OWOSSO, MI 48867		6. Project No.	
7. Name of Project 2012 STREET IMPROVEMENT PROGRAM		8. Location of Project: N Chipman, S Chipman, Grace, Grand Hickory & State		9. State: Michigan	
10. Name of Contractor Michigan Paving & Materials Company		11. Address of Contractor 16777 Wood St. Lansing, MI 48906		12. Work Performed Under: Lump Sum Contract: <input type="checkbox"/> Unit Price Contract: <input checked="" type="checkbox"/> Force Account: <input type="checkbox"/>	
13. Description of Work Curb & Gutter, and Sidewalk with Milling and Paving				14. Sponsor's Contract No.	
				15. Original Estimated Cost this Contract or Force Account \$543,208.90	
				16. Completion Time:	
				17. Percent Physical Completion	

18. Dates

a. Notice to Proceed	b. Work to Commence	c. Completion Date	d. Est. or Actual Completion 48%	19. No of Days Contractor is	
				a. Ahead	b. In Arrears

20 Item No.	21. Description of Item	22. LATEST REVISED DETAILED ESTIMATE				23. WORK PERFORMED TO DATE		
		a. Quantity	b. Unit	c. Unit Price	d. Amount	a. Quantity	b. Amount	c. %
	#1 CURB & GUTTER AND SIDEWALK WORK							
1	Earth Excavation	1170	CYD LM	\$ 13.00	\$ 15,210.00	1095	\$ 14,235.00	94%
2	Gravel Drive Removal	660	SYD	\$ 2.90	\$ 1,914.00	181.65	\$ 526.79	28%
3	Hard Surface Removal	11650	SFT	\$ 0.85	\$ 9,902.50	9918.85	\$ 8,431.02	85%
4	Curb & Gutter Removal	6250	LFT	\$ 3.75	\$ 23,437.50	6281	\$ 23,553.75	100%
5	Class III Fill Sand	1050	TON	\$ 13.00	\$ 13,650.00	432.42	\$ 5,621.46	41%
6	Curb & Gutter, Conc. Det 4 Mod.	7350	LFT	\$ 8.48	\$ 62,328.00	4468.6	\$ 37,893.73	61%
7	Mics. Curb & Gutter, Removal & Replacement	320	LFT	\$ 20.95	\$ 6,704.00		\$ -	0%
8	4" Concrete Replacement	1470	SFT	\$ 2.65	\$ 3,895.50	836.98	\$ 2,218.00	57%
9	4" Concrete Sidewalk Ramp	1000	SFT	\$ 7.65	\$ 7,650.00	584.9	\$ 4,474.49	58%
10	6" Concrete	14400	EACH	\$ 2.95	\$ 42,480.00	7496.73	\$ 22,115.35	52%

24. CERTIFICATION OF CONTRACTOR

I hereby certify that the work performed and materials supplied to date, as shown on this periodic cost estimate, represent the actual value of accomplishment under the terms of this contract in conformity with approved plans and specification; that the quantities shown were properly determined and are correct; and that there has been full compliance with all labor provisions included in the contract identified above.

11-15-12

Date

Michigan Paving & Materials Co. BY:

Name of Contractor



Signature

Arzba Manager

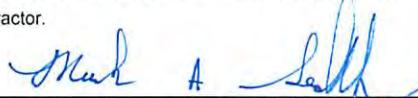
Title

25. ACKNOWLEDGMENT AND CONCURRENCE OF PROJECT ENGINEER

I have examined this periodic cost estimate and concur in the certificate of the contractor.

11-8-12

Date



Signature, Director of Public Services

PERIODIC COST ESTIMATE

CITY OF OWOSSO
301 W. MAIN
 OWOSSO, MI 48867

1. Estimate No.:

3

Items and Column are numbered to correspond to those on Page 1 of this form.

6. Project No.

7. Name of Project
2012 STREET IMPROVEMENT PROGRAM

8. Location of Project: N. Chipman, S. Chipman
 Grace, Grand, Hickory and State

14. Sponsor's Contract No.

20
 Item
 No. 21. Description of Item

22. LATEST REVISED DETAILED ESTIMATE

a. Quantity	b. Unit	c. Unit Price	d. Amount
----------------	------------	---------------------	--------------

23. WORK PERFORMED TO DATE

a. Quantity	b. Amount	c. %
----------------	--------------	---------

14 Drainage Steucture Reconstruction

4 VFT \$ 200.00 \$ 800.00

1 \$ - 0%

15 Traffic Control

1 L SUM \$ 7,662.75 \$ 7,662.75

1 \$ 7,662.75 100%

TOTAL	\$ 261,344.31
LESS 10%	\$ 26,134.43
SUB TOTAL	\$ 235,209.88
LESS PREVIOUS PAYMENT	\$ 138,487.87
TOTAL DUE	\$ 96,722.01



WARRANT 452 November 13, 2012

Vendor	Description	Fund	Amount
Brown & Stewart, PC	Professional Services- October 9, 2012 – November 12, 2012	General	\$11,460.52
Michigan Municipal League Workers' Compensation Fund	Workers' Compensation Insurance	General	\$23,197.00
State of Michigan-Michigan Department of Environmental Quality	Annual MDEQ Fee for Public Water Supplies	Water	\$ 5,381.20
Logicalis, Inc	Network Engineering Support - October 2012	General	\$ 7,616.00
		Total	\$47,654.72

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 10/01/2012 - 10/31/2012

Check Date	Bank	Check	Vendor Name	Description	Amount
I GENERAL FUND (POOLED CASH)					
10/05/2012	1	119435	123.NET	IT-SEPTEMBER 2012 SERVICE	\$ 32.00
10/05/2012	1	119436	AIR CLEANING SPECIALIST	OFD-PARTS	\$ 91.00
10/05/2012	1	119437	BELL EQUIPMENT COMPANY	FLEET-BROOM FOR SWEEPER	\$ 418.00
10/05/2012	1	119438	BICKNELL ELAINE	UB refund for account: 5115070001	\$ 17.74
10/05/2012	1	119439	BODMAN LLP	HR-LEGAL SERVICES	\$ 122.50
10/05/2012	1	119440	BUTCHER DANIEL K	UB refund for account: 1282000001	\$ 14.19
10/05/2012	1	119441	CLARK FIRE & SAFETY, INC.	WATER-REFILL CO2 TANK	\$ 25.00
10/05/2012	1	119442	COLDWELL BANKER	UB refund for account: 5573070002	\$ 68.48
10/05/2012	1	119443	COMMERCIAL BLUEPRINT, INC.	DPW-MAINT PE 9/12/12	\$ 154.30
10/05/2012	1	119444	CONSUMERS ENERGY	SEPT 2012-STREET LIGHTS	\$ 44,936.14
10/05/2012	1	119445	CRAIG, JUDY ELAINE	COURIER SERVICE	\$ 171.00
10/05/2012	1	119446	D & D TRUCK & TRAILER PARTS	WWTP-MUD FLAPS	\$ 298.41
10/05/2012	1	119447	D & G EQUIPMENT INC	FLEET-PARTS FOR 501	\$ 575.85
10/05/2012	1	119448	DELAU FIRE SERVICES INC	IT-SEMI-ANNUAL FIRE SUPPRESSION SYSTEM	\$ 225.00
10/05/2012	1	119449	DOUGLAS LEE MORRICE	REIMBURSEMENT	\$ 20.00
10/05/2012	1	119450	ETNA SUPPLY COMPANY	INVENTORY-PATENT COVERS (50)	\$ 2,325.00
10/05/2012	1	119451	FASTENAL COMPANY	PARKS-SUPPLIES	\$ 43.85
10/05/2012	1	119452	FEDEX	WWTP-LAB SHIPPING FEES	\$ 56.78
10/05/2012	1	119453	FRONTIER	SEPTEMBER 2012-PHONE SERVICE	\$ 793.81
10/05/2012	1	119454	GENESEE CUT STONE & MARBLE	STONE TOPS FOR BENTLEY PARK GAZEBO	\$ 1,675.00
10/05/2012	1	119455	GORDON R SETTLEMYRE	REIMBURSEMENT	\$ 20.00
10/05/2012	1	119456	GRAYMONT CAPITAL INC	WWTP-QUICKLIME-46.11TONS	\$ 6,270.96
10/05/2012	1	119457	HACH COMPANY	WTP-SUPPLIES	\$ 380.65
10/05/2012	1	119458	HOME DEPOT CREDIT SERVICES	DPW-PARTS FOR REPAIR BY JUMBOS	\$ 30.42
10/05/2012	1	119459	HURON VALLEY ASSO OF CODE OFFICIAL	BUILDING-CHARLES RAU	\$ 95.00
10/05/2012	1	119460	INDEPENDENT STATIONERS	CLERK-ELECTION WORKERS BINDERS (110)	\$ 236.37
10/05/2012	1	119481	INTERNATIONAL INSTITUTE OF MUNICIPA	CLERK-MEMBERSHIP FOR AMY KIRKLAND	\$ 230.00
10/05/2012	1	119482	INTERSTATE BILLING SERVICES INC	FLEET-SWITCH	\$ 78.58
10/05/2012	1	119483	J & B MEDICAL SUPPLY INC	OFD-AMBULANCE MEDICAL SUPPLIES	\$ 11,936.41
10/05/2012	1	119484	JCI JONES CHEMICALS, INC.	WTP-SODIUM HYPOCHLORITE	\$ 3,335.00
10/05/2012	1	119465	JOHN A BLOOMFIELD	WWTP-TRAINING COURSE	\$ 47.95
10/05/2012	1	119466	KENT PLATNER	REIMBURSEMENT	\$ 40.00
10/05/2012	1	119467	KEVIN M. PETTIGREW	REIMBURSEMENT	\$ 810.00
10/05/2012	1	119468	LEVALLEY REAL ESTATE	UB refund for account: 3879070002	\$ 46.88
10/05/2012	1	119469	LEVALLEY REAL ESTATE	UB refund for account: 1273110002	\$ 44.63
10/05/2012	1	119470	LEVALLEY REAL ESTATE	UB refund for account: 2352840016	\$ 52.39
10/05/2012	1	119471	LEVALLEY REAL ESTATE	UB refund for account: 2822190005	\$ 26.25
10/05/2012	1	119472	LOGICALIS INC	AUGUST 2012-NETWORK ENGINEERING SUPPORT	\$ 8,568.00
10/05/2012	1	119473	LUDINGTON ELECTRIC, INC.	DPW-CHAIRMAN LIGHT REPAIR	\$ 150.00
10/05/2012	1	119474	MATTHEW F NOWISKI	REIMBURSEMENT	\$ 110.00
10/05/2012	1	119475	MCFARLANE RYAN	UB refund for account: 3810070003	\$ 47.44
10/05/2012	1	119478	MEDCO SUPPLY COMPANY	DPW-PLUG STATION	\$ 324.00
10/05/2012	1	119477	MICHAEL L BUSH	REIMBURSEMENT	\$ 57.00
10/05/2012	1	119478	MICHIGAN ASSOCIATION OF CHIEFS OF P	HR-POLICE OFFICER JOB POSTING	\$ 50.00
10/05/2012	1	119479	MICHIGAN ASSOCIATION OF HOUSING OFF	FALL SEMINAR-CHARLES RAU	\$ 40.00
10/05/2012	1	119480	MISDU	PAYROLL DED-HART/KLEEMAN/KENNEDY/BREWBAK	\$ 1,001.73
10/05/2012	1	119481	MULLANEY JOSEPH	UB refund for account: 2922990002	\$ 51.68
10/05/2012	1	119482	MUNICIPAL SUPPLY CO.	WATER-MARKING PAINT/TAPPING COMPOUND/MAN	\$ 327.25
10/05/2012	1	119483	MUNICIPAL WEB SERVICES	IT-AUGUST 2012 WEBSITE HOSTING	\$ 130.00
10/05/2012	1	119484	MUTUAL EYE CLAIM AUDITS	VISION COVERAGE PREMIUM	\$ 504.25
10/05/2012	1	119485	NAPA AUTO PARTS	PARKS-SUPPLIES FOR SKATE PARK	\$ 913.77
10/05/2012	1	119486	O'BRIEN CHESTER	UB refund for account: 5903070008	\$ 37.43
10/05/2012	1	119487	OFFICE DEPOT	PUBLIC SAFETY-OFFICE SUPPLIES	\$ 364.23

10/05/2012	1	119488	OWOSSO BOLT & BRASS CO	STREETS-PARTS	\$	1,028.41
10/05/2012	1	119489	OWOSSO-WATER FUND	424 N CHESTNUT ST	\$	1,637.72
10/05/2012	1	119490	POLICE OFFICERS LABOR COUNCIL	PAYROLL DED-UNION DUES	\$	837.00
10/05/2012	1	119491	PUGH CHRISTOPHER	UB refund for account: 5573070001	\$	22.04
10/05/2012	1	119492	Q2A ASSOCIATES LLC	FINANCE DIRECTOR SERVICES 9/2/12-9/15/12	\$	2,331.00
10/05/2012	1	119493	RATHCO SAFETY SUPPLY, INC.	INVENTORY-STREET NAME SIGNS	\$	261.34
10/05/2012	1	119494	REEVES WHEEL ALIGNMENT, INC.	OPD-#5-FAN ASSEMBLY	\$	1,228.81
10/05/2012	1	119495	REMAX REAL ESTATE PROFESSIONALS	UB refund for account: 1507000003	\$	21.70
10/05/2012	1	119496	REPUBLIC SERVICES #237	OCTOBER 2012-REFUSE SERVICE	\$	412.35
10/05/2012	1	119497	S & K FARM & YARD	WTP-MOWER REPAIR	\$	738.62
10/05/2012	1	119498	SEIFERT CONCRETE	2012 SIDEWALK REPLACEMENT PROGRAM	\$	1,798.55
10/05/2012	1	119499	SHIAWASSEE COUNTY CENTRAL DISPATCH	OPD-LEIN FEES	\$	583.33
10/05/2012	1	119500	SHIAWASSEE DISTRICT LIBRARY	SATA PAYROLL SERVICES	\$	375.36
10/05/2012	1	119501	SMITH JANITORIAL SUPPLY	-CITY HALL-BOWL BLOCK	\$	1,019.35
10/05/2012	1	119502	STATE OF MICHIGAN	TRAFFIC SIGNAL ENERGY-10/1/11-3/31/12	\$	1,329.15
10/05/2012	1	119503	STECHSCHULTE GAS & OIL, INC.	FUEL-PE 9/30/12	\$	5,874.17
10/05/2012	1	119504	STEPHEN CHAPKO II	REIMBURSEMENT	\$	20.00
10/05/2012	1	119505	STONE DORENE	UB refund for account: 5570070003	\$	52.83
10/05/2012	1	119506	SUNBURST GARDENS, INC.	2012 TALL GRASS MOWING	\$	616.50
10/05/2012	1	119507	SWIM LLC	UTILITIES DIR SERVICES-9/16/12-9/29/12	\$	924.00
10/05/2012	1	119508	THE ARGUS PRESS	SEPT 2012-PRINTING OF LEGAL NOTICES	\$	123.13
10/05/2012	1	119509	THOMAS P HOLCOMB	OPD-MEAL	\$	7.08
10/05/2012	1	119510	THOMAS SCIENTIFIC	WWTP-ANNUAL LAB SUPPLIES	\$	678.14
10/05/2012	1	119511	TIMOTHY E HILL	REIMBURSEMENT	\$	15.00
10/05/2012	1	119512	TRACTOR SUPPLY COMPANY	STREETS-GRASS SEED	\$	58.27
10/05/2012	1	119513	UNITED PARCEL SERVICE	SHIPPING	\$	13.94
10/05/2012	1	119514	VALLEY LUMBER	PARKS-REPAIR TO DOOR AT HOPKINS	\$	1,448.79
10/05/2012	1	119515	WASTE MANAGEMENT OF MICHIGAN	DISPOSAL CHARGES-9/16/12-9/30/12	\$	2,212.09
10/05/2012	1	119516	WILLIAM J BROOKS	REIMBURSEMENT	\$	15.00
10/05/2012	1	119517	WIN'S ELECTRICAL SUPPLY	PARKS-LIGHTS ALONG RIVER	\$	696.24
10/05/2012	1	119518	XEROX CORPORATION	SEPTEMBER 2012-COLOR COPIER	\$	409.71
10/17/2012	1	119519	CALEDONIA CHARTER TOWNSHIP	PAYMENT PER CALEDONIA UTILITY FUND	\$	17,912.49
10/17/2012	1	119520	DAVID B BUTCHER	REIMBURSEMENT	\$	29.00
10/17/2012	1	119521	DOUGLAS B STANHOPE	REIMBURSEMENT	\$	750.00
10/17/2012	1	119522	DOUGLAS LEE MORRICE	REIMBURSEMENT	\$	10.00
10/17/2012	1	119523	ERES INTERNATIONAL INC	PAVEMENT CONDITION SURVEY & PAVEMENT MGT	\$	20,160.00
10/17/2012	1	119524	JAKE A DYE	REIMBURSEMENT	\$	40.00
10/17/2012	1	119525	JEFFERY L LUFT	REIMBURSEMENT	\$	60.00
10/17/2012	1	119526	KENNY ARNETT	REIMBURSEMENT	\$	30.00
10/17/2012	1	119527	LARRY D COOK	ASSESSING-TRAVEL REIMBURSEMENT	\$	152.47
10/17/2012	1	119528	MICHAEL MCCLOSKEY	REIMBURSEMENT	\$	85.00
10/17/2012	1	119529	MICHIGAN MUNICIPAL RISK MANAGEMENT	PROPERTY INSURANCE CONTRIBUTION-1ST PMT	\$	125,012.00
10/17/2012	1	119530	OWOSSO CHARTER TOWNSHIP	PAYMENT PER 2011 WATER AGREEMENT	\$	10,240.77
10/17/2012	1	119531	POSTMASTER	SNOW REMOVAL POLICY TO DOWNTOWN BUSINESS	\$	73.47
10/17/2012	1	119532	POSTMASTER	POSTAGE	\$	941.84
10/17/2012	1	119533	RONALD J TOBEY	TREAS-INK	\$	6.49
10/17/2012	1	119534	STEPHEN CHAPKO II	REIMBURSEMENT	\$	80.00
10/17/2012	1	119535	THE BANK OF NEW YORK MELLON TRUST C	2009 LTGO BONDS	\$	20,657.50
10/17/2012	1	119536	THOMAS LEE BROWN	REIMBURSEMENT	\$	807.63
10/17/2012	1	119537	THOMAS P HOLCOMB	OPD-MEAL REIMBURSEMENT	\$	8.03
10/17/2012	1	119538	TODD FOLLEN	REIMBURSEMENT	\$	1,500.00
10/19/2012	1	119539	ACCUMED BILLING INC	OFD-AMBULANCE BILLING SERVICES	\$	3,343.83
10/19/2012	1	119540	ADVANCED DRAINAGE SYSTEMS INC	FLEET-PARTS	\$	37.90
10/19/2012	1	119541	AFLAC	EMP DED-ALFAC PREMIUM	\$	944.34
10/19/2012	1	119542	ALFA LAVAL INC	WWTP-BEARING REPLACEMENT	\$	7,685.17
10/19/2012	1	119543	AMERICAN SPEEDY PRINTING CENTERS	LEAF BROCHURES (7900)	\$	861.90
10/19/2012	1	119544	BROWN & STEWART P C	PROFESSIONAL SERVICES	\$	8,870.68
10/19/2012	1	119545	C D W GOVERNMENT, INC.	ELECTION SUPPLIES	\$	179.94
10/19/2012	1	119546	CARQUEST AUTO PARTS STORE	FLEET-PARTS FOR 305	\$	173.00

10/19/2012	1	119547	CENTRON DATA SERVICES, INC.	TREAS-WINTER 2012 TAX BILLS-POSTAGE ADVA	\$	6,341.93
10/19/2012	1	119548	CITY OF CORUNNA	PUBLIC SAFETY-ADMIN SERVICES-SEPT 2012	\$	1,736.70
10/19/2012	1	119549	COLE-PARMER INSTRUMENT COMPANY	WWTP-SILICONE TUBING	\$	41.51
10/19/2012	1	119550	CONSUMERS ENERGY	SEPT 2012-1506 W SOUTH ST	\$	6,304.33
10/19/2012	1	119551	VOID		\$	-
			Void Reason: Created From Check Run Process			V
10/19/2012	1	119552	DALTON ELEVATOR	OFD-SEPT 2012-CYLINDER RENTAL	\$	342.71
10/19/2012	1	119553	DAYSTARR COMMUNICATIONS	IT-NOVEMBER 2012-DSL CONNECTION FEES	\$	416.00
10/19/2012	1	119554	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE PREMIUM	\$	4,341.17
10/19/2012	1	119555	EMPLOYEE BENEFIT CONCEPTS INC	OCTOBER 2012-ADMIN FEE FOR FSA	\$	100.00
10/19/2012	1	119556	FASTENAL COMPANY	FLEET-BULK SUPPLIES	\$	97.82
10/19/2012	1	119557	FELKER, RON	#200246-8/21/02/TRANS #1927	\$	50.00
10/19/2012	1	119558	FRONTIER	OCTOBER 2012-TRAFFIC SIGNALS	\$	104.99
10/19/2012	1	119559	FULLER, MAX	DUPLICATE PAYMENT	\$	130.97
10/19/2012	1	119560	GARY L PALMER	ROUGH FRAME INSPECTION	\$	1,000.00
10/19/2012	1	119561	GILBERT'S TRUE VALUE HARDWARE	DPW-SUPPLIES	\$	202.68
10/19/2012	1	119562	GLAESER DAWES CORP	6" DUCTILE IRON WATER MAIN	\$	6,415.20
10/19/2012	1	119563	GOYETTE MECHANICAL	PUBLIC SAFETY-REPAIR	\$	902.30
10/19/2012	1	119564	HALL'S SEWER & DRAIN	BD BOND REFUND-RECEIPT 253622	\$	50.00
10/19/2012	1	119565	HALL'S SEWER & DRAIN	BD BOND REFUND-RECEIPT 257834	\$	50.00
10/19/2012	1	119566	HALLIGAN ELECTRIC INC	WWTP-TROUBLESHOOTING	\$	118.50
10/19/2012	1	119567	HOSPITAL NETWORK HEALTHCARE SERVICE	OFD-MEDICAL WASTE DISPOSAL 9/7/12	\$	114.00
10/19/2012	1	119568	INDUSTRIAL SUPPLY OF OWOSSO INC	FLEET-STOCK ITEMS	\$	370.93
10/19/2012	1	119569	KEMIRA WATER SOLUTIONS INC	WWTP-FERRIC CHLORIDE-7/1/12	\$	3,523.01
10/19/2012	1	119570	KIM'S PIZZA	EMPLOYEE FUNDED	\$	131.54
10/19/2012	1	119571	KONECRANES INC	WWTP-TROUBLESHOOTING AND REPAIR OF OVERH	\$	1,447.50
10/19/2012	1	119572	LANDMARK SURVEYING, P.C.	STREETS-WORK FOR PROJECT ON HICKORY/GRAC	\$	1,500.00
10/19/2012	1	119573	LEGALSHIELD	EMP DED-PRE PAID LEGAL SERVICES	\$	25.90
10/19/2012	1	119574	LLOYD MILLER & SONS, INC	FLEET-PARTS FOR UNIT #075	\$	325.60
10/19/2012	1	119575	LOGICALIS INC	IT-SEPT 2012- NETWORK ENGINEERING SUPPOR	\$	7,616.00
10/19/2012	1	119576	LUDINGTON ELECTRIC, INC.	DPW-REPLACE BALLAST	\$	60.00
10/19/2012	1	119577	MERLE E WEST II	PLAN REVIEW	\$	950.00
10/19/2012	1	119578	METLIFE	EMP DED-MET LIFE PAYMENT	\$	26.84
10/19/2012	1	119579	MICHIGAN ELECTION RESOURCES	CLERK-ELECTION SUPPLIES	\$	84.49
10/19/2012	1	119580	MICHIGAN METER TECHNOLOGY GROUP INC	WATER INVENTORY ITEMS	\$	4,692.00
10/19/2012	1	119581	MICHIGAN MUNICIPAL LEAGUE	3RD QRT CONTRIBUTIONS	\$	11.15
10/19/2012	1	119582	MICHIGAN PAVING & MATERIALS CO	2012 STREET IMPROVEMENT PROJECT	\$	50,726.92
10/19/2012	1	119583	MID MICHIGAN MEDICAL CENTER-MIDLAND	OFD-SPECIALIST BRIDGE PROGRAM-ART HART	\$	700.00
10/19/2012	1	119584	MISDU	PAY DED-HART/KLEEMAN/KENNEDY/BREWBAKER	\$	1,001.73
10/19/2012	1	119585	MOBERG, ROBERT & DIANE	REFUND DEMO PERMIT NOT USED	\$	25.00
10/19/2012	1	119586	MUNICIPAL WEB SERVICES	IT-SEPTEMBER 2012-WEB SITE HOSTING	\$	130.00
10/19/2012	1	119587	MUTUAL EYE CLAIM AUDITS	VISION COVERAGE PREMIUM	\$	243.50
10/19/2012	1	119588	NEXTEL COMMUNICATIONS	SEPTEMBER 2012-CELL PHONE SERVICE/EQUIPM	\$	1,173.58
10/19/2012	1	119589	NORTH CENTRAL LABORATORIES OF WI IN	WWTP-LAB SUPPLIES	\$	88.56
10/19/2012	1	119590	NORTHERN LAKE SERVICE, INC.	WWTP-MERCURY ANALYSES	\$	195.00
10/19/2012	1	119591	OFFICE DEPOT	CITY HALL-OFFICE SUPPLIES	\$	844.63
10/19/2012	1	119592	OWOSSO READY MIX COMPANY	PARKS-CONCRETE FOR SIDEWALKS AT OAKWOOD	\$	294.00
10/19/2012	1	119593	OWOSSO-WATER FUND	WATER/SEWER BILLS	\$	7,038.87
10/19/2012	1	119594	PATRICIA KOHAGEN	ELECTION OFFICE HELP	\$	235.00
10/19/2012	1	119595	PHYSICIANS HEALTH PLAN OF MID-MICH	HEALTH INSURANCE PREMIUM	\$	73,833.44
10/19/2012	1	119596	Q2A ASSOCIATES LLC	FINANCE DIR SERVICES-9/16/12-9/29/12	\$	2,961.00
10/19/2012	1	119597	ROSENBAUER AERIALS LLC	OFD-LOADMINDER DISPLAY	\$	383.78
10/19/2012	1	119598	ROWE PROFESSIONAL SERVICES CO	PREPARE SAFETY GRANT APPLICATION FOR S W	\$	3,154.00
10/19/2012	1	119599	RUTHY'S LAUNDRY CENTER	OFD-SEPTEMBER 2012-DRY CLEANING	\$	316.62
10/19/2012	1	119600	SHIAWASSEE COUNTY MEDICAL GROUP	HR-PRE EMPLOYMENT PHYSICAL	\$	100.00
10/19/2012	1	119601	SHIAWASSEE FAMILY YMCA	PAY DED-MEMBERSHIPS	\$	189.75
10/19/2012	1	119602	SLOAN'S SEPTIC TANK SERVICE AND POR	PARKS-RENTAL UNITS FOR SEPTEMBER 2012	\$	340.00
10/19/2012	1	119603	SOUTHSIDE CAR WASH	OPD-SEPTEMBER 2012-CAR WASHES	\$	38.50
10/19/2012	1	119604	SPENCER TURBINE CO	WWTP-BEARINGS/PARTS	\$	1,961.03

DATE	DESCRIPTION	AMOUNT	CHECK #	AGENCY
10/19/2012	ST JOHNS ANSWERING SERVICE INC	119605	1	Bank 2 TRUST & AGENCY
10/19/2012	STAPLES CREDIT PLAN	119608	1	
10/19/2012	STATE OF MICHIGAN	119607	1	
10/19/2012	SWIM LLC	119608	1	
10/19/2012	TELFORD CONSTRUCTION	119609	1	
10/19/2012	THE SHERWIN-WILLIAMS CO.	119610	1	
10/19/2012	WASTE MANAGEMENT OF MICHIGAN	119611	1	
10/19/2012	WASTECORP PUMPS LLC	119612	1	
10/19/2012	WE PRINT EVERYTHING INC	119613	1	
10/19/2012	WHIPPS INC	119614	1	
10/19/2012	MUNICIPAL EMPLOYEES RETIREMENT SYST	55(5E)	1	
1 TOTALS:				
Total of 160 Disbursements: (1 Check Voided)				
567,917.47				
\$				
10 OWOSSO HISTORICAL FUND				
10/10/2012	CHARTER COMMUNICATIONS	4363	10	
10/10/2012	CONSUMERS ENERGY	4364	10	
10/10/2012	FRONTIER	4365	10	
10/10/2012	GILBERTS TRUE VALUE HARDWARE	4366	10	
10/10/2012	JESSE FARR	4367	10	
10/10/2012	OWOSSO-WATER FUND	4368	10	
10/10/2012	ROSEMARY MAGLEY	4369	10	
10/10/2012	THE SHERWIN-WILLIAMS CO.	4370	10	
10/10/2012	TIMOTHY WAYNE MOORE	4371	10	
10/10/2012	WIN'S ELECTRICAL SUPPLY	4372	10	
10/23/2012	CHARTER COMMUNICATIONS	4373	10	
10/23/2012	CONSUMERS ENERGY	4374	10	
10/23/2012	CUSACKS MASONRY RESTORATION, INC.	4375	10	
10/23/2012	KENDRA NICHOLS	4376	10	
10 TOTALS:				
Total of 14 Disbursements:				
2,704.15				
\$				
Bank 2 TRUST & AGENCY				
10/10/2012	DOWNTOWN DEVELOPMENT AUTHORITY	6186	2	
10/10/2012	SHIAWASSEE AREA TRANSPORTATION AGEN	6187	2	
10/10/2012	SHIAWASSEE COUNTY TREASURER	6188	2	
10/10/2012	STATE OF MICHIGAN	6189	2	
10/23/2012	OWOSSO THREE CINEMA INC.	6190	2	
10/23/2012	SHIAWASSEE AREA TRANSPORTATION AGEN	6191	2	
10/23/2012	SHIAWASSEE COUNTY TREASURER	6192	2	
2 TOTALS:				
Total of 7 Disbursements:				
35,327.93				
\$				
REPORT TOTALS:				
Total of 201 Disbursements: (1 Check Voided)				
605,946.55				
\$				
10/10/2012	COLLECTIONS	2,888.79		
10/10/2012	COLLECTIONS	330.30		
10/10/2012	COLLECTIONS	15,257.00		
10/10/2012	OPRA COLLECTIONS	91.49		
10/23/2012	PER TAX TRIBUNAL	4,635.40		
10/23/2012	COLLECTIONS	258.55		
10/23/2012	COLLECTIONS	11,866.40		
2,704.15				
\$				
10 OWOSSO HISTORICAL FUND				
10/10/2012	515 N WASHINGTON ST #3	108.35		
10/10/2012	SEPT 2012-515 N WASHINGTON ST	330.92		
10/10/2012	515 N WASHINGTON #3	41.94		
10/10/2012	PAINTING SUPPLIES-CURWOOD CASTLE	26.48		
10/10/2012	CURWOOD CASTLE WINDOW PAINTING	70.00		
10/10/2012	515 N WASHINGTON ST	109.20		
10/10/2012	CLEANING-CASTLE & GOULD HOUSE	100.00		
10/10/2012	PAINT FOR CASTLE WINDOWS	233.96		
10/10/2012	PEST CONTROL SERVICE	150.00		
10/10/2012	CASTLE LIGHT BULBS	15.72		
10/23/2012	515 N WASHINGTON ST #3	26.68		
10/23/2012	SEPT 2012-224 CURWOOD CASTLE DRIVE	112.90		
10/23/2012	CASTLE TURRET REPAIR	1,200.00		
10/23/2012	KENDRA NICHOLS	4376	10	
567,917.47				
\$				
SEPTEMBER 2012 CONTRIBUTIONS				
10/19/2012	NOVEMBER 2012 SERVICE	65.00		
10/19/2012	DPW-FAX MACHINE	138.99		
10/19/2012	STATE OF MI WITHHOLDING TAX	15,730.05		
10/19/2012	UTILITIES DIR SERVICES-#20/12-10/13/12	1,598.00		
10/19/2012	BD BOND REFUND-RECEIPT 280447	50.00		
10/19/2012	WTP-FLOOR PAINT	63.39		
10/19/2012	DISPOSAL CHARGES-10/11-12-10/15/12	2,595.45		
10/19/2012	WWT-PACKING SET (2)	688.45		
10/19/2012	CLERK-ELECTION INSPECTOR MANUALS	1,080.00		
10/19/2012	WWT-P SLIDE GATE	3,495.00		
10/19/2012	SEPTEMBER 2012 CONTRIBUTIONS	9,218.03		



MEMORANDUM

DATE: November 13, 2012

TO: City Council

FROM: Jessica B. Unangst, Director of HR & Administrative Services

RE: Publicly Funded Health Insurance Contribution Act (PA 152 of 2011)

At the December 5, 2011 meeting Councilperson Erfourth motioned to move to the hard cap option as described in PA 152 of 2011 after 2012 and it passed with 5 council members voting for it and two voting against it.

I have attached the PA 152 Decision Tree, with the revised hard cap numbers.

Background

To continue to contain escalating healthcare costs, Governor Snyder signed into law Michigan's Publicly Funded Health Insurance Contribution Act back in 2011. Owosso has been gradually moving toward more employee contributions toward health insurance, with all groups. With the Firefighter, Police Patrol and Police Command contracts settled, each of these particular groups are contributing five percent (5%) toward the annual medical benefits based on the coverage the employee is enrolled in (single, two person, family). All reimbursements (for these three groups) will be eliminated effective December 31, 2012; General City's reimbursements were eliminated on January 1, 2012. AFSCME will be the last group with reimbursements but their contract expires on June 30, 2013. The settlement agreements for the Firefighter, Police Patrol and Police Command contracts call for the hard cap beginning January 1, 2013.

Discussion

On September 22, 2009 City Council authorized the implementation of the 97.5/2.5 cost share plan for General City employees beginning on July 1, 2010 and a 95/5 cost share beginning on July 1, 2011 (at this time reimbursements from deductibles and co-pays were still in place). On January 31, 2011, City Council also authorized the implementation of fixed employee contributions (roughly 95/5 cost share plan) for AFSCME employees beginning immediately. The city paid the full premium cost of the healthcare plan for all other groups, including both police unions and the fire union. On January 1, 2012 General City employees contributed the five percent (5%) towards their health insurance and were no longer able to receive reimbursement for their deductibles, prescription drugs or co-pays. However, AFSCME has the reimbursements written into their contract, so they continue to receive

reimbursements for a portion of their deductibles (\$850/\$1750), \$15 for office visits and \$10 for urgent care visits until their contract expires in June, 2013.

During contract negotiations with the Firefighters, Police Patrol and Police Command unions, the healthcare taskforce was re-established and language was added to each contract. The first meeting of the taskforce took place on November 1, 2012. One representative from each bargaining unit (including AFSCME), a representative for General City employees and the third party administrator of our insurances all participated. The intent is to explore the various options in health, dental and vision and decide how to reduce city costs, but also provide meaningful benefits and options for covered employees. There was some discussion to offer two or three benefit packages: one that falls below the hard cap and a buy-up option that employee's would have to contribute to since it will be above the hard cap limit.

The second attachment "City of Owosso Health Insurance Info PA 152 of 2011" is a breakdown of the various options available. The "Current Annual Costs" lists the total amounts paid per year based on coverage. "Employee Contributions" are the amounts General City, Firefighters, Police Patrol and Police Command are currently contributing per year, again based on coverage. "Total City Cost" is the amount the City pays for each enrollee based on their coverage. It also lists the current PHP health insurance information including the deductible and co-pays. The "2013 Hard Caps" column lists the actual hard caps and calculates what the employee's contributions would be and what the total cost to the city would be for the year. The final column shows what happens if the city adopts 80/20. General City, Firefighters, Police Patrol and Police Command currently contribute five percent (5%) towards their insurance, regardless of what plan they are on. AFSCME employees contribute a fixed dollar amount that changes every July 1 (fiscal year) per their union contract.

Resource Impact

Eliminating reimbursements saves the city over \$10,000 between the Fire, Police Patrol and Police Command unions. By moving to the hard caps and eliminating the reimbursements for all groups, it is expected to save the city over \$116,000 when implemented for all groups (AFSCME will be the last group since their contract expires in 2013), based on today's policy and rates. Keep in mind the city receives insurance premium changes (historically increases) every April 1, this unknown increase will also affect employees' contributions beginning April 1. These changes impact how the city's insurance policies are structured and future contracts with the provider on deductibles, co-pays, prescriptions, etc. Plan changes will need to be evaluated over the next several years.

Implications

This recommendation, to move to the hard cap, would implement the provisions of PA 152, keeping Owosso in compliance for the EVIP program.

ATTACHMENTS:

- PA 152 Decision Tree
- City of Owosso Health Insurance Info PA 152 of 2011

RESOLUTION NO. ____

**ESTABLISHING LIMITS ON CONTRIBUTIONS TO
EMPLOYEES' MEDICAL BENEFIT PLAN
PURSUANT TO
THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT,
ACT 152 OF 2011**

WHEREAS, the State of Michigan has enacted the Publicly Funded Health Insurance Contribution Act, Act 152 of 2011, (the "Act"); and

WHEREAS, the Act provides for limits on the amount that a local unit of government may pay or contribute to a medical benefit plan for its employees; and

WHEREAS, the City desires to comply with the provisions of the Act and avoid penalties for non-compliance.

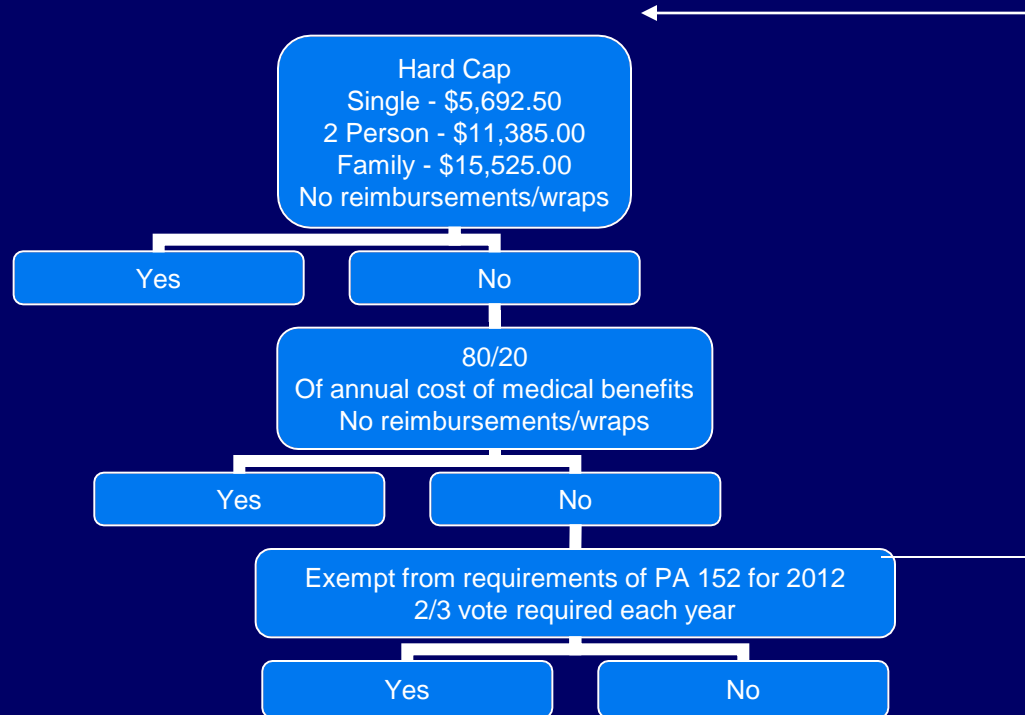
NOW THEREFORE BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that:

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to comply with the contribution limits contained in Section 3 ("hard cap") of the Act, subject to the limitations contained in Section 5 pertaining to collective bargaining agreements.
- SECOND: Pertinent city staff members are directed to implement the directive above beginning January 1, 2013.

**City of Owosso
Health Insurance Info
PA 152 of 2011**

	Current Annual Cost	2013 Hard Caps	80/20
Single	\$ 5,595.72	\$ 5,692.50	\$ 4,476.58
2 Person	\$ 13,429.68	\$ 11,385.00	\$ 10,743.74
Family	\$ 16,787.40	\$ 15,525.00	\$ 13,429.92
Employee Contributions	Single - \$279.79/year 2 Person - \$671.48/year Family - \$839.37/year	Single - \$0/year 2 Person - \$2,044.68/year Family - \$1,262.40/year	Single - \$1,119.14/year 2 Person - \$2,685.94/year Family - \$3,357.48/year
Total City Cost	Single - \$5,315.93/year 2 Person - \$12,758.20/year Family - \$15,948.03/year	Single - \$5,692.50/year 2 Person - \$11,385.00/year Family - \$15,525.00/year	Single - \$4,476.58/year 2 Person - \$10,743.74/year Family - \$13,429.92/year
Savings	\$49,998.83/year	\$95,478.96/year	\$205,700.42/year
Deductible	\$1,000/\$2,000	\$1,000/\$2,000	\$1,000/\$2,000
Co-pays	Rx \$10/\$25/\$40 Office \$30 Urgent \$30 ER \$50	Rx \$10/\$25/\$40 Office \$30 Urgent \$30 ER \$50	Rx \$10/\$25/\$40 Office \$30 Urgent \$30 ER \$50

PA 152 Decision Tree



CAPS ON PUBLIC EMPLOYER CONTRIBUTIONS
TO MEDICAL BENEFIT PLANS
“Hard Cap” or “80/20” Rule

[Senate Bill 7](#) (SB 7), the “Publicly Funded Health Insurance Contribution Act,” was approved by both the House and Senate on August 24, 2011. The law takes effect January 1, 2012 and applies to all public employers. However, any collective bargaining agreement or other contract executed on or after September 15, 2011 must comply.

SB 7 creates a “hard cap” on the amount a public employer may contribute to a medical benefit plan, which includes but is not limited to hospital and physician services, prescription drugs and related benefits. SB 7 provides an option to elect an 80% contribution cap rather than the hard cap, and it contains a provision to allow a local unit to opt-out entirely.

As of August 29, 2011, it is unclear how the penalties for non-compliance with this act will intersect with the requirements created by [EVIP](#) related to health care, and the penalties therein.

“Hard Cap”

For the medical benefit plan coverage year beginning on or after January 1, 2012, a public employer may not pay more of the annual costs for medical benefit plans than a total amount equal to:

- \$5,500 times the number of employees with single person coverage
- \$11,000 times the number of employees with individual and spouse coverage
- \$15,000 times the number of employees with family coverage

A public employer may allocate its payments among its employees and elected officials as it sees fit. These caps will be adjusted by October 1 each year, to apply to following calendar year, based on the change in the medical care component of the United States consumer price index (CPI) for the most recent 12-month period available from the United States Department of Labor, Bureau of Labor Statistics.

“80/20”

By a majority vote of its governing body, a public employer may opt-out of the hard cap and into an 80% cap option wherein the public employer may not pay more than 80% of the total annual costs of all the medical benefit plans it offers or contributes to for its employees and elected officials. See the next page for details on the option to opt-out entirely from these requirements.

The public employer may allocate employees’ share of total annual costs of medical benefit plan as the employer sees fit. However, *elected* public officials must pay 20% or more of the total annual costs of the medical benefit plan.

Complete Opt-Out

By a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of this act for the next year. An exemption is not effective for a city with a mayor who is both the chief executive and chief administrator, unless the mayor also approves the exemption.

Total Annual Costs

Both the hard cap and the 80% cap pertain to total annual costs of the medical benefit plan. These include the premium and all employer reimbursement of co-pays, deductibles, and payments into health savings accounts, flexible spending accounts or related accounts.

Collective Bargaining Agreements or Other Contracts

This law does not apply to existing collective bargaining agreements or other contracts until the agreements or contracts expire, are extended, or renewed. However, any collective bargaining agreement executed after September 15, 2011, must comply.

A public employer's expenditures for medical benefit plans under a collective bargaining agreement or other contract are to be excluded from the maximum payment formula under the hard cap provision.

Deductions

A public employer may deduct an employee's or elected official's portion of the costs of medical benefit plans from compensation due, and the employer may condition eligibility for the plan on the employee/elected official providing authorization to make such a deduction.

Penalties

Failure to comply with this act will result in the State Treasurer reducing each Economic Vitality Incentive Program payment by 10% ([EVIP](#), PA 63 of 2011) for the period of non-compliance. This penalty is separate and distinct from the health care component of the EVIP certification process. Action under this act does not certify or disqualify you for regular EVIP payments.



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

MEMORANDUM

DATE: November 15, 2012

TO: OWOSSO CITY COUNCIL

FROM: Adam Zettel, AICP

RE: **CDBG loan for 122 N. Washington Street**

The Community Development Block Grant revolving loan program has generated its first fundable project in many years. Before you is a request by James Civile to borrow \$50,000 from the fund to provide gap financing for the refurbishment of three residential units located above 122 N. Washington Street, better known as Owosso Eye Care.

This building's second and third floors are currently vacant. Mr. Civile desires to place three units in these spaces and has acquired \$105,000 of state grant funds to do so (thanks to our own Ms. Warran-Riley). Combined with owner equity cash contributions, the project still falls \$48,957 short of the contractor's low bid costs, as bid through the city. As such, Mr. Civile has petitioned the loan review committee, in accordance with the loan review guidelines, for funding.

The loan review committee met on October 11, 2012 and reviewed the case. Based upon project financials, the project outcomes, and the intent of the loan program, the committee made the following recommendation:

The loan committee, finding the application to meet or exceed the intent and criteria for a loan, recommends approval to the city council of a loan to James Civile, in the amount of \$48,957, (Note that the final request, as approved by the city finance director is for \$50,000 for practical reasons), for the refurbishment of three upper floor residential apartments at 122 N. Washington Street under the following conditions:

1. Review and approval by the city attorney and finance director
2. Collateral is to be assigned to the city for the full amount of the loan by listing the city as a first position holder of such collateral for 108 E. Exchange Street as well as a second position for 122 N. Washington Street (Note that these properties were found to have

liens that made them unsuitable for security. As such, another property owned by Mr. Civile was made available and found acceptable by the city finance director).

3. The terms of the loan shall include an interest rate that is to be fixed at 1% below prime, with an amortization period of 10 years with a five year, extendable balloon

There was a delay in providing all of the necessary documents as required. Because it was discovered that 108 E. Exchange Street is already encumbered in part by a commercial note, the petitioner has offered a better situated piece of real property as collateral security. This change, though acceptable by staff, required another round of title work that has since been completed.

This program is budgeted in excess of the amount requested and conforms completely with the intent of the loan guidelines and the draft master plan. Pending approval by the city finance director and city legal counsel, staff recommends approval of this loan request and directs the mayor and clerk to execute and record the legal instruments necessary to that end.

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF LOAN DOCUMENTS RELATED TO A
CDBG REVOLVING LOAN FUND LOAN TO JAMES CIVILLE FOR THE
REHABILITATION OF THREE RESIDENTIAL UNITS AT 122 N.
WASHINGTON STREET**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that occupation and reoccupation of residential units in the downtown serves an economic and public benefit to the community; and

WHEREAS, the city of Owosso operates a Community Development Block Grant loan program, with program guidelines, to fund such activities; and

WHEREAS, the loan review committee has recommended approval of this loan under specific conditions that the city council finds fulfilled.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to support upper floor residential rehabilitation in the downtown.
- SECOND: The mayor and city clerk are instructed and authorized to sign the loan documents substantially in the form attached to loan Mr. Civile \$50,000.
- THIRD: The accounts payable department, under the direction of the finance director, is authorized to release funds in the above amount immediately following the execution of all necessary loan documents.
- FOURTH: The above expenses shall be paid from the Community Development Block Grant Fund.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,
SHIAWASSEE COUNTY, MICHIGAN THIS 19TH DAY OF NOVEMBER, 2012.

AYES:
NAYS:
ABSTENTIONS:
ABSENT:

CITY OF OWOSSO

ATTEST:

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk

To: Owosso City Council
 From: Charles Rau, Building Official
 Date: 11/12/2012
 Subject: Building Department Report for October, 2012

Category	Estimated Cost	Permit Fee	Number of Permits
Churches-New & Alt	\$2,530	\$54.00	1
Demolition	\$0	\$25.00	1
Electrical	\$0	\$1,892.00	17
Fence - Residential	\$6,015	\$80.00	4
Mechanical	\$0	\$2,845.00	21
Non-Res. Add/Alter/Repair	\$360,235	\$3,214.00	5
Plumbing	\$1,000	\$654.00	6
Res. Add/Alter/Repair	\$216,769	\$2,308.00	33
Res. Utility Building	\$4,000	\$40.00	1
Sign	\$12,870	\$171.00	2
Totals	\$603,419	\$11,283.00	91

2011 COMPARISON TOTALS

		BUILDING PERMITS ONLY	-	44
OCTOBER, 2011 TOTALS	\$375,744	\$5,828.50		67

MMS
 11/12/2012

Enforcements By Category

11/12/12

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OCTOBER, 2012

ANIMALS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1088	1220 FREEMAN ST	REF TO POLICE	Resolved	10/16/12	10/31/12	N
Total Entries:				1		

AUTO REP/JUNK VEH

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1042	714 LINCOLN AV	REF TO POLICE	Resolved	10/01/12	10/26/12	Y
ENF 12-1051	643 N HICKORY ST	REF TO POLICE	Resolved	10/05/12	10/29/12	N
ENF 12-1053	1110 W SOUTH ST	REF TO POLICE	Resolved	10/05/12	10/23/12	N
ENF 12-1080	219 LAFAYETTE BL	REF TO POLICE	No Violation	10/12/12	10/29/12	N
ENF 12-1082	1623 W MAIN ST	REF TO POLICE	Resolved	10/15/12	11/01/12	N
ENF 12-1124	906 CORUNNA AV	N & O SENT	N & O Sent	10/28/12		N
ENF 12-1125	1299 S SHIAWASSEE ST	N & O SENT	N & O Sent	10/26/12		APT COMPL
Total Entries:				7		

BUILDING VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1026	1711 FREDERICK ST	REF TO RAU	REF TO RAU	10/02/12		VAC
ENF 12-1029	912 E KING ST	TALKED WITH OWNER	Resolved	10/02/12	10/15/12	N
ENF 12-1032	409 N SAGINAW ST	REF TO RAU	Resolved	10/02/12	10/30/12	Y
ENF 12-1033	523 N SAGINAW ST	REF TO RAU	Resolved	10/02/12	10/23/12	N
ENF 12-1046	210 N ELM ST	PERMIT ISSUED	Extension Granted	10/02/12		Y
ENF 12-1055	910 S LYON ST	REF TO RAU	REF TO RAU	10/04/12		Y
ENF 12-1056	714 E KING ST	NEEDS PERMITS	Resolved	10/08/12	10/17/12	VAC
ENF 12-1061	719 N WASHINGTON ST	REF TO RAU	Resolved	10/07/12	10/23/12	Y
ENF 12-1068	120 GOODHUE ST	CLOSED	Resolved	10/09/12	11/05/12	CHURCH
ENF 12-1084	211 N LANSING ST	REF TO RAU	REF TO RAU	10/16/12		Y

Enforcements By Category

11/12/12

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OCTOBER, 2012

ENF 12-1085	214 S CEDAR ST	REF TO RAU	Resolved	10/16/12	10/25/12	N
ENF 12-1090	300 W MAIN ST	REF TO WEST	INSPECTION PENDIN	10/17/12		COMM
ENF 12-1107	1422 CLEVELAND ST	VN SENT	Resolved	10/23/12	10/31/12	N
ENF 12-1108	1027 N CHIPMAN ST	LETTER SENT	Resolved	10/24/12	11/06/12	Y
ENF 12-1115	805 GRAND AV	VN SENT	Letter Sent	10/25/12		Y
ENF 12-1116	124 S CEDAR ST	REF TO RAU	Resolved	10/26/12	10/26/12	N
ENF 12-1117	221 W STEWART ST	VN SENT	Letter Sent	10/26/12		REPO

Total Entries: 17

FRONT YARD PARKING

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1030	809 E KING ST	REF TO RAU	Resolved	10/02/12	10/02/12	N
ENF 12-1031	728 N HICKORY ST	REF TO RAU	No Violation	10/02/12	10/23/12	N
ENF 12-1052	202 E OLIVER ST	REF TO POLICE	Resolved	10/05/12	10/06/12	Y
ENF 12-1083	1532 ALTURAS DR	REF TO POLICE	Resolved	10/15/12	10/20/12	N
ENF 12-1089	205 HOYT ST	REF TO POLICE	Resolved	10/17/12	10/20/12	N
ENF 12-1092	714 N WASHINGTON ST	REF TO POLICE	Resolved	10/18/12	10/20/12	Y

Total Entries: 6

GARBAGE & DEBRIS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1021	1319 W STEWART ST	REF TO POLICE	Resolved	10/01/12	10/11/12	N
ENF 12-1035	523 FLETCHER ST	REF TO POLICE	Resolved	10/01/12	10/20/12	N
ENF 12-1036	709 FLETCHER ST	REF TO POLICE	Resolved	10/01/12	10/20/12	Y
ENF 12-1037	821 FLETCHER ST	REF TO POLICE	Resolved	10/01/12	10/19/12	N
ENF 12-1038	607 FLETCHER ST	REF TO POLICE	Resolved	10/01/12	10/31/12	N
ENF 12-1039	519 FLETCHER ST	COMPLIED	Resolved	10/01/12	10/18/12	N
ENF 12-1040	513 FLETCHER ST	LETTER SENT	Letter Sent	10/01/12		Y

Enforcements By Category

11/12/12

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OCTOBER, 2012

ENF 12-1041	829 AMENT ST	REF TO POLICE	Resolved	10/01/12	10/18/12	Y
ENF 12-1044	211 N HOWELL ST	REF TO POLICE	Resolved	10/02/12	10/18/12	N
ENF 12-1045	626 E COMSTOCK ST	REF TO POLICE	Resolved	10/03/12	10/03/12	N
ENF 12-1049	308 S SHIAWASSEE ST	REF TO POLICE	Resolved	10/04/12	10/06/12	Y
ENF 12-1054	519 AMENT ST	REF TO POLICE	Resolved	10/04/12	10/29/12	Y
ENF 12-1057	222 N DEWEY ST	CI ISSUED	Civil Infrac Issued	10/05/12		Y
ENF 12-1058	602 FRAZER AV	REF TO POLICE	Resolved	10/05/12	10/23/12	Y
ENF 12-1059	556 RANDOLPH ST	REF TO POLICE	REF TO POLICE	10/05/12		N
ENF 12-1062	803 N WASHINGTON ST	REF TO POLICE	Resolved	10/07/12	10/24/12	N
ENF 12-1063	712 NAFUS ST	REF TO POLICE	Resolved	10/07/12	10/29/12	Y
ENF 12-1064	206 S SHIAWASSEE ST	REF TO POLICE	Resolved	10/07/12	10/24/12	Y
ENF 12-1065	212 CASS ST	REF TO POLICE	Resolved	10/02/12	10/24/12	Y
ENF 12-1066	908 S SHIAWASSEE ST	REF TO POLICE	Resolved	10/07/12	10/25/12	Y
ENF 12-1067	425 CASS ST	REF TO POLICE	Resolved	10/07/12	10/24/12	N
ENF 12-1070	1701 W STEWART ST	CLOSED PER COMPEAU	Resolved	10/10/12	10/26/12	N
ENF 12-1071	514 RIVER ST	REF TO POLICE	Resolved	10/11/12	11/02/12	N
ENF 12-1072	526 FLETCHER ST	VN SENT	REF TO RAU	10/10/12		N
ENF 12-1074	1239 PEARCE ST	REF TO POLICE	Resolved	10/10/12	11/02/12	N
ENF 12-1078	1104 PEARCE ST	REF TO POLICE	Resolved	10/10/12	10/27/12	N
ENF 12-1079	229 S CEDAR ST	REF TO POLICE	No Violation	10/15/12	10/15/12	VAC
ENF 12-1081	305 W OLIVER ST	REF TO POLICE	No Violation	10/15/12	10/16/12	Y
ENF 12-1086	625 E KING ST	REF TO POLICE	Resolved	10/09/12	10/31/12	N
ENF 12-1087	737 N HICKORY ST	REF TO POLICE	Resolved	10/09/12	10/31/12	Y
ENF 12-1091	915 W STEWART ST	REF TO POLICE	REF TO POLICE	10/17/12		N
ENF 12-1097	1433 HENRY ST	REF TO POLICE	REF TO POLICE	10/19/12		N
ENF 12-1101	300 ROBBINS ST	COMPLIED	Resolved	10/23/12	10/25/12	N
ENF 12-1102	1112 N WASHINGTON ST	DISMISSED	Resolved	10/23/12	11/08/12	N
ENF 12-1103	719 N WASHINGTON ST	REF TO POLICE	Resolved	10/15/12	11/08/12	Y

Enforcements By Category

11/12/12

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OCTOBER, 2012

ENF 12-1104	315 W RIDGE ST	REF TO POLICE	REF TO POLICE	10/15/12		Y
ENF 12-1105	614 N HICKORY ST	REF TO POLICE	Resolved	10/21/12	11/08/12	Y
ENF 12-1110	524 HARRISON AV	COMPLIED	Resolved	10/23/12	11/08/12	N
ENF 12-1113	530 HARRISON AV	LETTER SENT	Letter Sent	10/25/12		N
ENF 12-1119	832 BROADWAY AV	LETTER SENT	Letter Sent	10/29/12		Y
ENF 12-1120	330 GILBERT ST	REF TO POLICE	No Violation	10/29/12	10/31/12	Y
ENF 12-1123	408 N PARK ST	LETTER SENT	Letter Sent	10/24/12		Y
ENF 12-1128	211 N LANSING ST	LETTER SENT	Letter Sent	10/30/12		Y
ENF 12-1129	802 ADAMS ST	REF TO POLICE	No Violation	10/31/12	11/01/12	Y
ENF 12-1130	901 W MAIN ST	LETTER SENT	Letter Sent	10/20/12		Y
ENF 12-1131	420 S CEDAR ST	LETTER SENT	Letter Sent	10/30/12		N
ENF 12-1132	703 FLETCHER ST	LETTER SENT	Letter Sent	10/30/12		N

Total Entries: 47

LAWN MAINTENANCE

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1047	804 CENTER ST	GAVE TO CONTRACTOR	Resolved	10/04/12	10/22/12	VAC
ENF 12-1060	657 N WATER ST	LETTER SENT	Resolved	10/09/12	10/17/12	VAC
ENF 12-1069	221 W STEWART ST	GAVE TO CONTRACTOR	Resolved	10/10/12	10/29/12	VAC
ENF 12-1073	403 E OLIVER ST	LETTER SENT	Resolved	10/12/12	10/25/12	N
ENF 12-1077	115 STRATFORD DR	GAVE TO CONTRACTOR	Resolved	10/12/12	10/29/12	Y
ENF 12-1095	1200 ORCHARD ST	REF TO POLICE	Resolved	10/22/12	10/24/12	N
ENF 12-1118	719 BROADWAY AV	LETTER SENT	Resolved	10/29/12	11/12/12	Y
ENF 12-1126	303 E RIDGE ST	LETTER SENT	Letter Sent	10/25/12		N

Total Entries: 8

LIQUOR LICENSE

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
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Enforcements By Category

11/12/12

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OCTOBER, 2012

ENF 12-1024	200 S WASHINGTON ST	COMPLIED	INSPECTION PENDIN	10/02/12		COMM
ENF 12-1025	800 S CHIPMAN ST	NO VIOLATIONS	No Violation	10/02/12	10/02/12	COMM
ENF 12-1027	344 W MAIN ST	SCEDED INSPECT	COMPLIED	10/02/12	10/26/12	COMM
ENF 12-1028	213 S WASHINGTON ST	INSPECT SCHEDULED	No Violation	10/02/12	10/04/12	COMM
ENF 12-1050	524 S WASHINGTON ST	INSPECTION	No Violation	10/05/12	10/05/12	COMM

Total Entries: 5

MISC VEHICLE VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1121	419 CLINTON ST	LETTER SENT	Resolved	10/30/12	11/06/12	N
ENF 12-1122	414 GENESEE ST	LETTER SENT	Letter Sent	10/30/12		Y
ENF 12-1143	643 N HICKORY ST	COMPLIED	Resolved	10/29/12	10/29/12	N

Total Entries: 3

MISC.

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1048	1300 N HICKORY ST	REF TO RAU	Letter Sent	10/04/12		COMM
ENF 12-1127	708 N DEWEY ST	REF TO RAU	No Violation	10/31/12	10/31/12	N

Total Entries: 2

MULTIPLE VIOLATIONS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1023	602 N SHIAWASSEE ST	REF TO RAU	Letter Sent	10/01/12		Y
ENF 12-1043	214 N CEDAR ST	REF TO RAU	REF TO RAU	10/02/12		N
ENF 12-1098	1600 W STEWART ST	REF TO POLICE	REF TO POLICE	10/19/12		N
ENF 12-1114	302 S SHIAWASSEE ST	VN SENT	Letter Sent	10/25/12		N

Total Entries: 4

RENTAL UNIT VIOL

Enforcements By Category

11/12/12

6/7

OCTOBER, 2012

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1022	986 CORUNNA AV	REF TO RAU	REF TO RAU	10/01/12		Y
Total Entries:				1		

SIGN VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1106	616 S WASHINGTON ST	REF TO POLICE	Resolved	10/23/12	10/23/12	Y
ENF 12-1111	109 S OAK ST	COMPLIED	Resolved	10/24/12	10/23/12	N
ENF 12-1112	600 N WASHINGTON ST	REF TO POLICE	Resolved	10/23/12	10/23/12	Y
Total Entries:				3		

ZONING

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1099	1319 W STEWART ST	REF TO DPW	REF TO DPW	10/22/12		N
Total Entries:				1		

Total Records: 105

Enforcement.DateFiled in <Previous month> [10/01/12

Total Pages: 6

RENTAL COLUMN DEFINITIONS

- Y - Yes, it's a rental
- N - No, it's not a rental - owner occupied
- APTS - Apartment Building
- COMM - Commercial
- REPO - Repossession
- TRAIL - Trailer Park
- VAC - Vacant House
- VL - Vacant Lot

Enforcements By Category

OCTOBER, 2012

11/12/12

7/7



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

MEMORANDUM

DATE: November 2, 2012

TO: City Council

FROM: Michael Compeau
Director of Public Safety

RE: October Police Report

Attached are the statistics for the police department for October 2012. This report includes activity for the month of October and year to date statistics. Also attached is a list of field contacts. Field contacts are incidents that the police are dispatched to that require no further follow up than the police officers initial response.

There was one burning complaint in October and a citation was issued..



Case Assignment/Clearance Report For October, 2012

Month, Year: 10,2012

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
<i>PART I OFFENSES</i>					
ROBBERY	0	0	4	4	100 %
AGGRAVATED ASSAULT	1	1	16	13	81 %
BURGLARY	4	4	45	47	104 %
LARCENY	60	35	358	252	70 %
MOTOR VEHICLE THEFT	0	0	8	5	62 %
SIMPLE ASSAULT	7	4	79	52	65 %
ARSON	0	0	6	7	116 %
FORGERY & UTTERING	0	0	2	4	200 %
COUNTERFEITING	0	0	1	0	0 %
FRAUD	7	6	58	38	65 %
EMBEZZLEMENT	0	0	1	1	100 %
WEAPON CRIMES- CARRY, POSS,	1	3	7	13	185 %
PROSTITUTION	0	0	0	0	0 %
SEX OFFENSES 1/ UNDER AGE -	1	0	29	27	93 %
NARCOTICS VOLIATIONS	6	15	58	57	98 %
GAMBLING VIOLATIONS	0	0	0	0	0 %
VANDALISM-DAMAGE-DESTRUCTIO	0	0	0	0	0 %
HOMICIDE 1	0	0	0	0	0 %
HOMICIDE	0	0	0	0	0 %
RAPE / NON - FAMILY	1	0	2	1	50 %
SEX OFFENSES 2	1	0	29	27	93 %
PARENTAL KIDDNAP	0	0	0	0	0 %
KIDNAPPING	0	0	0	0	0 %
BURGLARY RESIDENTIAL	4	1	34	19	55 %
BURGLARY COMMERCIAL	0	1	3	2	66 %
RESISTING/OBSTRUCTING	0	0	4	4	100 %
<i>PART I OFFENSES</i>	93	70	744	573	77 %
<i>PART II OFFENSES</i>					
PAROLE/PROBATION VIOLATION	1	1	2	2	100 %
NATURAL DEATH	0	1	15	11	73 %
RETAIL FRAUD	0	0	15	10	66 %
RUNAWAY	4	3	65	39	60 %
VIOLATION PPO/ COURT ORDER	1	1	4	4	100 %

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
FAMILY NONSUPPORT	0	0	0	0	0 %
SUSPICIOUS DEATH	0	1	3	3	100 %
TRAFFIC OFFENSES OTHER	4	2	33	14	42 %
CRIMINAL CASE OTHER	1	1	2	2	100 %
WARRANT ARREST	17	16	173	139	80 %
SUSPICIOUS CIRCUMSTANCES	3	1	45	35	77 %
WARRANT ADVISED	0	0	0	0	0 %
MENTAL ORDER-ECO / TDO	8	6	72	59	81 %
DOMESTIC ASSAULT/SITUATION	18	9	170	106	62 %
ILLEGAL DUMPING	0	0	0	0	0 %
FOUND PROPERTY	12	12	99	140	141 %
RECOVERED PROPERTY	0	0	0	0	0 %
ANNOYING PHONE CALLS	0	0	2	2	100 %
TRESPASSING	1	0	17	9	52 %
DOA	0	0	0	0	0 %
ANIMAL COMPLAINTS	6	2	51	37	72 %
MISSING PERSON	0	0	7	3	42 %
WARRANT OBTAINED	0	0	0	0	0 %
PROPERTY-LOST	0	0	1	0	0 %
SAFEKEEPING OF WEAPON	0	0	0	0	0 %
SUICIDE AND ATTEMPTED SUICIDES	0	0	3	2	66 %
TRAFFIC - HIT & RUN	3	2	25	19	76 %
FIRES - NOT ARSON	0	0	5	3	60 %
LOST PROPERTY	0	0	0	0	0 %
NON-CRIMINAL CASE	16	8	179	123	68 %
CRIMES AGAINST FAMILY &	0	0	2	3	150 %
DRIVING WHILE IMPAIRED	4	11	37	42	113 %
LIQUOR LAW VIOLATIONS	9	2	43	15	34 %
DISORDERLY CONDUCT	2	2	52	36	69 %
OTHER CRIMES	18	13	214	170	79 %
IMPOUND / TOW FOLLOW-UP	0	0	1	1	100 %
FALSE ALARM	0	0	1	1	100 %
MOTOR VEHICLE CRASH	38	33	329	240	72 %
THREATS	0	0	0	0	0 %
PROPERTY CRIMES, POSS, SALE,	0	0	0	0	0 %
DAMAGE TO PROPERTY	13	12	142	123	86 %
<i>PART II OFFENSES</i>	<i>179</i>	<i>139</i>	<i>1,809</i>	<i>1,393</i>	<i>77 %</i>
Grand Totals:	272	209	2,553	1,966	77 %

Field Contact By Reason Summary Report

Date Range: 10/01/2012 - 10/31/2012, Agency: OWPD

Reason for Contact	Count
911 Hang Up	11
False Alarm Commercial	25
False Alarm Fire	1
False Alarm Residential	8
All Other Service Reports	17
Animal Complaints Other	23
Assist Ambulance	8
Assist To Other Dept	11
Assist Fire Dept	1
Attempt To Locate	25
Attempt Suicide	2
Barking Dog	9
Civil Dispute	29
Code Enforcement - Owosso	24
Deliver Emergency Message	3
Disturbance	17
Fight / No Assault	5
Found Property	2
Gun Permit/register	23
Harrassment	5
Investigate Vehicle	3
Lobby Walk-in	1
Loud Music	3
Loud Party	3
Damage To Property	1
Motorist Assist	4
Open Door	6
Ordinance Violation	5
Parking Problem	58
Pawn Ticket	218
Peace Officer	20
Prowler	3
Public Transport	1

Reason for Contact	Count
Reckless Driver	4
Road Hazard	8
Road Rage	1
Suspicious Person	28
Suspicious Situation	58
Suspicious Vehicle	18
Transport - Other	1
Trouble With Kids	24
Trouble With Neighbor	14
Trouble With Subject	67
Trespassing	1
Phone Harassment	2
Unwanted Subject	9
Vacation Check On Home	4
Welfare Check	19
Wire Down	2
Work Traffic	207

OPEN FIRES - CITATION ISSUED

October 2012

INCI_ID	DATE_REPT	STREET	STREET
201207536	10/25/2012 23:23:25	1051	S TRACY ST



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MEMORANDUM

DATE: November 2, 2012

TO: City Council

FROM: Michael Compeau
Director of Public Safety

RE: October Fire Report

During the month of October the Fire Department responded to 188 Ambulances calls.

- 124 were city residents
 - 11 in town transfers to other facilities or homes
 - 29 out of town transfers
 - 84 to local hospitals
- 18 were non-residents.
 - 6 out of town transfers
 - 12 to local hospitals
- 46 required no transport

During the month of October the Fire Department responded to 9 fire calls.

- 1 brush fire
- 3 good intent calls (resident smelled smoke called but nothing found)
- 2 auto accidents
- 1 stove fire
- 1 carbon monoxide
- 1 vehicle Fire

During the month of October the Fire Department completed the following:

- Fifteen rental inspections
- Thirty rental re-inspections

- Thirty blight reports submitted by the fire department
- Annual fire hydrant inspections were completed
- Six tours of the fire station by local organization
- Blood Pressure Checks were done at Shiawasee County Council for Aging
- Firefighters participated in two session of the Citizens Public Safety Academy

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
Oct. 3, 2012 – 7:30 am.

MEETING CALLED TO ORDER at 7:37 a.m. by Chairman Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton; Authority Members Dawn Gonyou, Lance Omer and Ben Frederick; Secretary Alaina Kraus; Vice-chairperson Barb Bucsi (arrived 7:39).

MEMBERS ABSENT: Authority Member Mistie Jordan and Bill Gilbert, Treasurer James Demis;

OTHERS PRESENT: Heather Rivard, DDA / Owosso Main Street Manager; Adam Zettel, Assistant City Manager and Director of Community Development; Deeann Biondi, OMS Volunteer/Accountant; Paul Heimnick, Homestead Street Photography/Organization Committee Member.

AGENDA:

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE AGENDA FOR OCT. 3, 2012.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE MINUTES FOR THE MEETING OF SEPT. 5, 2012 WITH ADDITION OF MISTIE JORDAN TO PRESENT AND DATE CHANGE FOR AGENDA ACCEPTANCE.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS: None

COMMITTEE UPDATES

1. Promotion – Chairmen Acton

Chairman Acton gave an overview of the FY12/13 Workplans.

2. Organization – Chairman Acton

Chairman Acton gave an overview of the FY12/13 Workplans. The Volunteer Party is set for May 9th at the Hot Spot.

3. Economic Restructuring – Authority Member Lance Omer

Authority Member Lance Omer gave an overview of the FY13 Workplans. Lorraine Weckwert has been meeting with sub-regional planning. Authority Member Demis

has raised half the funds for the Market Study and is working with the Chamber on financial tools.

4. Design – Authority Member Gilbert

No Report. Workplans are included in paperwork handed out to board at meeting.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

Check Date	Vendor Name	Description	Account Number	Alpha Tag	Amount	Check Number
9/5/2012	Aubrey Grant	Promotion - DOFM wages	296-696-818.000	DOFM	728.57	1628
9/6/2012	Great Harvest Bread	Promotion - DOFM subsidies	296-000-158.000		93.00	1629
9/6/2012	Great Harvest Bread	Promotion - DOFM subsidies	296-000-158.001		-	1629
9/6/2012	Great Harvest Bread	Promotion - DOFM subsidies	296-000-158.002		-	1629
9/6/2012	Nick Bird	Promotion - DOFM subsidies	296-000-158.000		23.00	1630
9/6/2012	Nick Bird	Promotion - DOFM subsidies	296-000-158.001		-	1630
9/6/2012	Nick Bird	Promotion - DOFM subsidies	296-000-158.002		38.00	1630
9/6/2012	Mary Borroum	Promotion - DOFM subsidies	296-000-158.000		36.00	1631
9/6/2012	Mary Borroum	Promotion - DOFM subsidies	296-000-158.001		-	1631
9/6/2012	Mary Borroum	Promotion - DOFM subsidies	296-000-158.002		104.00	1631
9/6/2012	Shawn Darling	Promotion - DOFM subsidies	296-000-158.000		4.00	1632
9/6/2012	Shawn Darling	Promotion - DOFM subsidies	296-000-158.001		-	1632
9/6/2012	Shawn Darling	Promotion - DOFM subsidies	296-000-158.002		16.00	1632
9/6/2012	Eric Davis	Promotion - DOFM subsidies	296-000-158.000		16.00	1633
9/6/2012	Eric Davis	Promotion - DOFM subsidies	296-000-158.001		-	1633
9/6/2012	Eric Davis	Promotion - DOFM subsidies	296-000-158.002		4.00	1633
9/6/2012	Mary Gibson	Promotion - DOFM subsidies	296-000-158.000		21.00	1634
9/6/2012	Mary Gibson	Promotion - DOFM subsidies	296-000-158.001		-	1634

9/6/2012	Mary Gibson	Promotion - DOFM subsidies	296-000- 158.002	4.00	1634
9/6/2012	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000- 158.000	28.00	1635
9/6/2012	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000- 158.001	-	1635
9/6/2012	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000- 158.002	64.00	1635
9/6/2012	VOID	Promotion - DOFM subsidies	296-000- 158.000		1636
9/6/2012	Joseph Jelinek	Promotion - DOFM subsidies	296-000- 158.000	64.00	1637
9/6/2012	Joseph Jelinek	Promotion - DOFM subsidies	296-000- 158.001	-	1637
9/6/2012	Joseph Jelinek	Promotion - DOFM subsidies	296-000- 158.002	108.00	1637
9/6/2012	Dean Jones	Promotion - DOFM subsidies	296-000- 158.000	7.00	1638
9/6/2012	Dean Jones	Promotion - DOFM subsidies	296-000- 158.001	-	1638
9/6/2012	Dean Jones	Promotion - DOFM subsidies	296-000- 158.002	-	1638
9/6/2012	Jim Sanchez	Promotion - DOFM subsidies	296-000- 158.000	-	1639
9/6/2012	Jim Sanchez	Promotion - DOFM subsidies	296-000- 158.001	-	1639
9/6/2012	Jim Sanchez	Promotion - DOFM subsidies	296-000- 158.002	6.00	1639
9/6/2012	Sue Treen	Promotion - DOFM subsidies	296-000- 158.000	28.00	1640
9/6/2012	Sue Treen	Promotion - DOFM subsidies	296-000- 158.001	-	1640
9/6/2012	Sue Treen	Promotion - DOFM subsidies	296-000- 158.002	-	1640
9/6/2012	Bill Wesenberg	Promotion - DOFM subsidies	296-000- 158.000	179.00	1641
9/6/2012	Bill Wesenberg	Promotion - DOFM subsidies	296-000- 158.001	-	1641
9/6/2012	Bill Wesenberg	Promotion - DOFM subsidies	296-000- 158.002	240.00	1641
9/6/2012	Forest Wolfrom	Promotion - DOFM subsidies	296-000- 158.000	9.00	1642
9/6/2012	Forest Wolfrom	Promotion - DOFM subsidies	296-000- 158.001	-	1642
9/6/2012	Forest Wolfrom	Promotion - DOFM subsidies	296-000- 158.002	14.00	1642

9/6/2012	Kelly's Refuse Service	Design - Maintenance Organization	296-697-831.000		562.50	1643
9/6/2012	City of Owosso	- copies + postage Organization	296-695-728.000		73.04	1644
9/6/2012	City of Owosso	- IT services Design - Flower	296-695-728.000		178.50	1644
9/6/2012	City of Owosso	watering gas Organization	296-697-818.000	FLOWERS	86.07	1644
9/6/2012	Stafford's Perry Hotel	- training Organization - Main Street Manager	296-695-860.000		181.56	1645
9/6/2012	Heather Rivard	wages Promotion - DOFM	296-695-999.101		1,384.61	1646
9/6/2012	Tracey Mercado	wages Organization - Main Street Manager	296-696-818.000	DOFM	728.57	1647
9/20/2012	Heather Rivard	wages	296-695-999.101		1,384.61	1648
	VOID					1649
9/20/2012	Pam Baese	Promotion - DOFM subsidies	296-000-158.000		75.00	1650
9/20/2012	Pam Baese	Promotion - DOFM subsidies	296-000-158.001		-	1650
9/20/2012	Pam Baese	Promotion - DOFM subsidies	296-000-158.002		-	1650
9/20/2012	Nick Bird	Promotion - DOFM subsidies	296-000-158.000		-	1651
9/20/2012	Nick Bird	Promotion - DOFM subsidies	296-000-158.001		-	1651
9/20/2012	Nick Bird	Promotion - DOFM subsidies	296-000-158.002		12.00	1651
9/20/2012	Mary Borroum	Promotion - DOFM subsidies	296-000-158.000		36.00	1652
9/20/2012	Mary Borroum	Promotion - DOFM subsidies	296-000-158.001		-	1652
9/20/2012	Mary Borroum	Promotion - DOFM subsidies	296-000-158.002		4.00	1652
9/20/2012	Mary Gibson	Promotion - DOFM subsidies	296-000-158.000		23.00	1653
9/20/2012	Mary Gibson	Promotion - DOFM subsidies	296-000-158.001		-	1653
9/20/2012	Mary Gibson	Promotion - DOFM subsidies	296-000-158.002		18.00	1653
9/20/2012	Great Harvest Bread	Promotion - DOFM subsidies	296-000-158.000		76.00	1654
9/20/2012	Great Harvest Bread	Promotion - DOFM subsidies	296-000-158.001		-	1654
9/20/2012	Great Harvest Bread	Promotion - DOFM subsidies	296-000-158.002		-	1654

9/20/2012	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000-158.000		23.00	1655
9/20/2012	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000-158.001		-	1655
9/20/2012	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000-158.002		36.00	1655
9/20/2012	Tammy Hart	Promotion - DOFM subsidies	296-000-158.000		40.00	1656
9/20/2012	Tammy Hart	Promotion - DOFM subsidies	296-000-158.001		-	1656
9/20/2012	Tammy Hart	Promotion - DOFM subsidies	296-000-158.002		2.00	1656
9/20/2012	Joseph Jelinek	Promotion - DOFM subsidies	296-000-158.000		89.00	1657
9/20/2012	Joseph Jelinek	Promotion - DOFM subsidies	296-000-158.001		-	1657
9/20/2012	Joseph Jelinek	Promotion - DOFM subsidies	296-000-158.002		136.00	1657
9/20/2012	Jim Sanchez	Promotion - DOFM subsidies	296-000-158.000		6.00	1658
9/20/2012	Jim Sanchez	Promotion - DOFM subsidies	296-000-158.001		-	1658
9/20/2012	Jim Sanchez	Promotion - DOFM subsidies	296-000-158.002		8.00	1658
9/20/2012	Bill Wesenberg	Promotion - DOFM subsidies	296-000-158.000		12.00	1659
9/20/2012	Bill Wesenberg	Promotion - DOFM subsidies	296-000-158.001		-	1659
9/20/2012	Bill Wesenberg	Promotion - DOFM subsidies	296-000-158.002		-	1659
9/20/2012	Forest Wolfrom	Promotion - DOFM subsidies	296-000-158.000		6.00	1660
9/20/2012	Forest Wolfrom	Promotion - DOFM subsidies	296-000-158.001		-	1660
9/20/2012	Forest Wolfrom	Promotion - DOFM subsidies	296-000-158.002		16.00	1660
9/20/2012	American Speedy Printing	Promotion - Cruise to the Castle printing	296-696-818.000	CRUISE2CAS	45.00	1661
9/20/2012	Gilbert's True Value	Design - Woodard Place	296-697-974.000-WOODARDPLC		15.49	1662
9/20/2012	The Independent Newspaper Group	Design - Farmers Market advertising	296-696-818.000	DOFM	27.00	1663
9/20/2012	City of Owosso	Interest payment on LTGO Bond	296-966-999-397		20,657.50	1664

MOTION BY VICE-CHAIRPERSON BUSCI, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE CHECK REGISTER FOR SEPTEMBER 2012 AS PRESENTED.

YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

Manager Rivard has been working with Volunteer Biondi to improve the budget report with the new system so that it is more easily read and tracked while not losing any important data.

3. AUGUST MONTHLY REPORT

Chairman Acton and Manager Rivard reviewed the process of putting together the monthly report including the involvement of committee chairs.

4. DESIGN COMMITTEE REQUEST FOR FUNDS

This request is to authorize the Design Committee to spend \$800 from capital funds for the purchase of 2 coffee tables from Woodard to complement two bench locations downtown – one in front of Treasures and one by the Bake Shop.

MOTION BY VICE-CHAIRPERSON BUSCI, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE AN \$800 ADDITION TO THE DESIGN COMMITTEE BUDGET FOR THE PURCHASE OF TWO TABLES USING FUNDS FROM THE LTGO CAPITAL IMPROVEMENT FUND.

YEAS ALL. MOTION CARRIED.

5. HEATHER RIVARD CONTRACT REVISION

Revision to remove signature of Don Crawford and change the heading from “ The City of Owosso” to “Downtown Development Authority” throughout.

MOTION BY VICE-CHAIRPERSON BUSCI, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE REVISIONS AS STATED TO THE BOARD.

YEAS ALL. MOTION CARRIED.

6. EXECUTIVE COMMITTEE MEETINGS

Request made by Chairperson Acton to have the treasurer, vice-chairperson, secretary, manager and chairperson consider a meeting on the alternate two week interval from the regular board meeting.

5. STATUE DONATION

The bee sculpture downtown at the corner of Exchange and Ball has been donated to the downtown through a fundraiser headed up by Sue Treen.

PUBLIC / BOARD / STAFF COMMENTS:

LANCE OMER: The Economic Restructuring Committee was asked to provide a recommendation in relation to the Trust Thermal development on the corner of Washington and Water. In light of the importance of the Washington Corridor and possible place-making study through M-DOT for the corridor, the recommendation is to not make a final decision until the Marketing Study is completed.

Authority Member Frederick asked about the time frame for that and the current timeline looks like 3-6 months. Staff Member Zettel commented that it may be brought to council before then.

MOTION BY VICE-CHAIRPERSON BUSCI, SUPPORTED BY AUTHORITY MEMBER GONYOU TO ADJOURN AT 8:25 AM.
YEAS ALL. MOTION CARRIED.

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
Nov. 7, 2012 – 7:30 am.

MEETING CALLED TO ORDER at 7:33 a.m. by Chairman Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton; Authority Members Dawn Gonyou, Lance Omer and Bill Gilbert; Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Mistie Jordan and Ben Frederick, Treasurer James Demis; Vice-chairperson Barb Bucsi.

OTHERS PRESENT: Heather Rivard, DDA / Owosso Main Street Manager; Jackie Leone, Press; Adam Zettel, Assistant City Manager and Director of Community Development.

AGENDA:

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE AGENDA AS AMENDED FOR NOV. 7, 2012.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE MINUTES FOR THE MEETING OF OCT. 3, 2012 WITH SEVERAL SPELLING/PHRASING ADJUSTMENTS.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS: None

COMMITTEE UPDATES

1. Design – Authority Member Gilbert

A new work plan will be presented concerning MEDC funds. A couple of benches and tables have been ordered from Woodard station for Washington St. Plans for window decorating are moving forward. The first wayfinding station was put up at Washington & Main St.

2. Promotion – Chairman Acton

The current focus is on GLOW including separate meetings. Chairman Acton also talked briefly about the upcoming Business Stewardship work plan working with schools. Art Walk is scheduled for May. Now that Farmer’s Market has concluded there will be a series of meetings about the future of the Farmer’s Market. For the 2013 year plans are to remain on Exchange St.

3. Organization – Chairman Acton

Individual memberships in the \$20-25 range with incentives of above \$25 are being discussed as a part of a current work plan.

4. Economic Restructuring – Authority Member Lance Omer

The committee discussed the Trust Thermal recommendation. There is a drawing that was done by Baker College which is being considered and waiting for committee approval before recommendation is made to the board.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

FY13 CHECK REGISTER - OWOSSO
MAIN STREET

Check Date	Vendor Name	Description	Account Number	Alpha Tag	Amount	Check Number	FY12	FY13
10/01/12	DayStarr Communication	Organization - Office Supplies, call forwarding + domain registrations	296-695-728.000		125.00	1666	x	
10/01/12	DayStarr Communication	Organization - Office Supplies, call forwarding + domain registrations	296-695-728.000		92.21	1666		x
10/01/12	Nick Bird	Promotion - DOFM subsidies	296-000-158.000		39.00	1667		x
10/01/12	Nick Bird	Promotion - DOFM subsidies	296-000-158.001		10.00	1667		x
10/01/12	Nick Bird	Promotion - DOFM subsidies	296-000-158.002		50.00	1667		x
10/01/12	Mary Borroum	Promotion - DOFM subsidies	296-000-158.000		15.00	1668		x
10/01/12	Mary Borroum	Promotion - DOFM subsidies	296-000-158.001		16.00	1668		x
10/01/12	Mary Borroum	Promotion - DOFM subsidies	296-000-158.002		18.00	1668		x
10/01/12	Shawn Darling	Promotion - DOFM subsidies	296-000-158.000		-	1669		x
10/01/12	Shawn Darling	Promotion - DOFM subsidies	296-000-158.001		4.00	1669		x
10/01/12	Shawn Darling	Promotion - DOFM subsidies	296-000-158.002		-	1669		x
10/01/12	Eric Davis	Promotion - DOFM subsidies	296-000-158.000		14.00	1670		x
10/01/12	Eric Davis	Promotion - DOFM subsidies	296-000-158.001			1670		x

		DOFM subsidies	158.001	-		
10/01/12	Eric Davis	Promotion - DOFM subsidies	296-000-158.002	2.00	1670	x
10/01/12	Mary Gibson	Promotion - DOFM subsidies	296-000-158.000	-	1671	x
10/01/12	Mary Gibson	Promotion - DOFM subsidies	296-000-158.001	8.00	1671	x
10/01/12	Mary Gibson	Promotion - DOFM subsidies	296-000-158.002	-	1671	x
10/01/12	Great Harvest	Promotion - DOFM subsidies	296-000-158.000	19.00	1672	x
10/01/12	Great Harvest	Promotion - DOFM subsidies	296-000-158.001	-	1672	x
10/01/12	Great Harvest	Promotion - DOFM subsidies	296-000-158.002	-	1672	x
10/01/12	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000-158.000	-	1673	x
10/01/12	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000-158.001	98.00	1673	x
10/01/12	Roger and Dawn Hall	Promotion - DOFM subsidies	296-000-158.002	32.00	1673	x
10/01/12	Tammy Hart	Promotion - DOFM subsidies	296-000-158.000	-	1674	x
10/01/12	Tammy Hart	Promotion - DOFM subsidies	296-000-158.001	-	1674	x
10/01/12	Tammy Hart	Promotion - DOFM subsidies	296-000-158.002	4.00	1674	x
10/01/12	Joe Jelinek	Promotion - DOFM subsidies	296-000-158.000	93.00	1675	x
10/01/12	Joe Jelinek	Promotion - DOFM subsidies	296-000-158.001	-	1675	x
10/01/12	Joe Jelinek	Promotion - DOFM subsidies	296-000-158.002	70.00	1675	x
10/01/12	Kanthe Farm	Promotion - DOFM subsidies	296-000-158.000	23.00	1676	x
10/01/12	Kanthe Farm	Promotion - DOFM subsidies	296-000-158.001	-	1676	x
10/01/12	Kanthe Farm	Promotion - DOFM subsidies	296-000-158.002	-	1676	x
10/01/12	Regina Miller	Promotion - DOFM subsidies	296-000-158.000	-	1677	x
10/01/12	Regina Miller	Promotion - DOFM subsidies	296-000-158.001	-	1677	x
10/01/12	Regina Miller	Promotion - DOFM subsidies	296-000-158.002	36.00	1677	x
10/01/12	Bill Wesenberg	Promotion - DOFM	296-000-158.000	113.00	1678	x

		subsidies					
10/01/12	Bill Wesenberg	Promotion - DOFM subsidies	296-000- 158.001		712.00	1678	x
10/01/12	Bill Wesenberg	Promotion - DOFM subsidies	296-000- 158.002		238.00	1678	x
10/01/12	Forest Wolfrom	Promotion - DOFM subsidies	296-000- 158.000		8.00	1679	x
10/01/12	Forest Wolfrom	Promotion - DOFM subsidies	296-000- 158.001		22.00	1679	x
10/01/12	Forest Wolfrom	Promotion - DOFM subsidies	296-000- 158.002		20.00	1679	x
10/01/12	Roger Wyrick	Promotion - DOFM subsidies	296-000- 158.000		41.00	1680	x
10/01/12	Roger Wyrick	Promotion - DOFM subsidies	296-000- 158.001		-	1680	x
10/01/12	Roger Wyrick	Promotion - DOFM subsidies	296-000- 158.002		58.00	1680	x
10/01/12	Kelly's Refuse Services	Design - Maintenance - Trash service	296-200- 831.000		562.50	1681	x
10/01/12	Tracey Mercado	Promotion - DOFM Master Wages	296-696- 818.000	DOFM	728.57	1682	x
10/01/12	Heather Rivard	Org - MSM Wages	296-200- 999.101		1,384.61	1683	x
10/01/12	Crooked Tree Nursery	Design - Woodard Place - gate repair	296-697- 974.000- WOODARDPLC		683.00	1684	x
10/01/12	Aubrey Grant	Promotion - DOFM Master Wages	296-696- 818.000	DOFM	728.57	1685	x
10/22/12	Lorraine Weckwert	Design - Woodard Place - smoker station	296-697- 974.000- WOODARDPLC		109.08	1686	x
10/22/12	Lorraine Weckwert	Design - Woodard Place - sign bracket	296-697- 974.000- WOODARDPLC		118.37	1686	x
10/22/12	Lorraine Weckwert	Design - Flowers - spring flowering bulbs	296-697- 818.000	FLOWERS	738.65	1686	x
10/22/12	Lorraine Weckwert	Design - Flowers - flowers and plants	296-697- 818.000	FLOWERS	130.46	1686	x
10/22/12	City of Owosso	Organization - Training + Education - Main Street Manager training in Petoskey travel costs	296-695- 860.000		43.46	1687	x

(gas)

VOID	VOID	VOID	VOID	VOID	VOID	1688	x
10/22/12	DayStarr Communication	Organization - call forwarding Design - Woodard Place - awnings Promotion -	296-695- 728.000		15.20	1689	x
10/22/12	Crooked Tree Nursery	296-697- 974.000- WOODARDPLC			850.00	1690	x
10/22/12	The Indepent Newsgroup	DOFM - advertising Design - Woodard Place - furniture Promotion -	296-696- 818.000	DOFM	48.00	1691	x
10/22/12	Woodard - CM	296-697- 974.000- WOODARDPLC			2,273.20	1692	x
10/22/12	Pam Baese	DOFM - subsidies Promotion - DOFM	296-000- 158.000		60.00	1693	x
10/22/12	Pam Baese	296-000- subsidies Promotion - DOFM	296-000- 158.001		-	1693	x
10/22/12	Pam Baese	296-000- subsidies Promotion - DOFM	296-000- 158.002		-	1693	x
10/22/12	Mary Borroum	296-000- subsidies Promotion - DOFM	296-000- 158.000		15.00	1694	x
10/22/12	Mary Borroum	296-000- subsidies Promotion - DOFM	296-000- 158.001		-	1694	x
10/22/12	Mary Borroum	296-000- subsidies Promotion - DOFM	296-000- 158.002		12.00	1694	x
10/22/12	Roger and Dawn Hall	DOFM - subsidies Promotion - DOFM	296-000- 158.000		23.00	1695	x
10/22/12	Roger and Dawn Hall	296-000- subsidies Promotion - DOFM	296-000- 158.001		-	1695	x
10/22/12	Roger and Dawn Hall	DOFM - subsidies Promotion - DOFM	296-000- 158.002		50.00	1695	x
10/22/12	Joe Jelinek	296-000- subsidies Promotion - DOFM	296-000- 158.000		100.00	1696	x
10/22/12	Joe Jelinek	296-000- subsidies Promotion - DOFM	296-000- 158.001		-	1696	x
10/22/12	Joe Jelinek	296-000- subsidies Promotion - DOFM	296-000- 158.002		80.00	1696	x
10/22/12	Kanthe Farm	296-000- subsidies Promotion - DOFM	296-000- 158.000		33.00	1697	x
10/22/12	Kanthe Farm	296-000- subsidies Promotion - DOFM	296-000- 158.001		-	1697	x
10/22/12	Kanthe Farm	296-000- subsidies Promotion - DOFM	296-000- 158.002		-	1697	x
10/22/12	Sandy Ridge Farms	DOFM - subsidies Promotion - DOFM	296-000- 158.000		59.00	1698	x
10/22/12	Sandy Ridge Farms	296-000- subsidies	296-000- 158.001		-	1698	x

10/22/12	Sandy Ridge Farms	Promotion - DOFM subsidies	296-000-158.002	10.00	1698	x
10/22/12	Forest Wolfrom	Promotion - DOFM subsidies	296-000-158.000	7.00	1699	x
10/22/12	Forest Wolfrom	Promotion - DOFM subsidies	296-000-158.001	-	1699	x
10/22/12	Forest Wolfrom	Promotion - DOFM subsidies	296-000-158.002	30.00	1699	x
10/22/12	Heather Rivard	Organization - MSM Wages	296-295-999.101	1,384.61	1700	

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE CHECK REGISTER FOR OCTOBER 2012 AS PRESENTED. YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

It has been discovered that the details that are desired for the budget are not possible with the current system in use, so a plan is being investigated and considered to move to a separate software specifically for the Main Street to use.

3. AUGUST MONTHLY REPORT

It was reiterated that these reports come from the whole of the Board and Committees, not just the Main Street Manager.

4. OPERATING BUDGET AS OF 11/7/12

One of two funds for Owosso Main Street. Updated budget sheets were distributed with the current budget line items both as budgeted and current spent. Each work plan was given a reference number for discussion purposes. The sheet will be updated each month

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE BUDGET SHEET TO BE INCLUDED WITH PURCHASE REQUESTS AS PRESENTED. YEAS ALL. MOTION CARRIED.

5. LTGO BUDGET AS OF 11/7/12

Combined with agenda item above.

6. WOODARD PLACE WORK PLAN MODIFICATION

There was an unintended consequence of water draining into the surrounding buildings that was fixed on an emergency basis to keep from happening in the future. Due to this the Design Committee is requesting an additional \$5,000 from the LTGO budget.

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE INCREASED ALLOCATION FOR THIS WORKPLAN FROM \$15000 to \$20000 IN THE BUDGET.
YEAS ALL. MOTION CARRIED.

7. NEW DESIGN WORKPLAN – ADAM ZETTEL & BILL GILBERT

Plans for façade work has been in progress and run into problems with getting the costs confirmed for the buildings by a professional architect. This will allow the submission of a grant application for up to 75% of the cost of the façade work, which would cover up to 8 addresses. The cost of the consult would be up to \$2000.

MOTION BY AUTHORITY MEMBER GONYOU, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE WORKPLAN AS PRESENTED AS AN ADDITION TO THE DESIGN COMMITTEE WORKPLANS.
YEAS ALL. MOTION CARRIED.

8. EPA BROWNFIELDS LETTER

A letter was presented to be sent concerning EPA Brownfields Site Assessment Grant Coalition.

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO SUPPORT A LETTER BE SENT CONCERNING EPA BROWNFIELDS.
YEAS ALL. MOTION CARRIED.

ALL OTHER AGENDA ITEMS WERE TABLED.

PUBLIC / BOARD / STAFF COMMENTS:
None

MOTION BY VICE-CHAIRPERSON GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYU TO ADJOURN AT 8:43 AM.
YEAS ALL. MOTION CARRIED.

Minutes of the **November 12, 2012**, regular meeting
of the **Owosso Historical Commission** held
at the Gould House, 7:00 p.m.

Members Present: City Treasurer Ronald Tobey, Chairman Michael Erfourth, and members Shaffer Fox, Paul Heimnick, Scott Newman, Lorraine Weckwert and Gary Wilson

Members Absent: Joni Forster, Don Schneider and Karen Stadler

Guests Present: none

The meeting was called to order at 7:09 p.m. by Chairman Erfourth.

Motion to adopt proposed agenda made by Newman, supported by Wilson and approved.

There were no citizen comments.

Motion by Fox nominating Erfourth to continue as Chair and Wilson as Vice-chair of the commission. Supported by Newman. Motion carried.

Motion by Newman to accept and place on file the minutes for the October 9, 2012, regular meeting. Supported by Heimnick and carried.

Motion by Fox to accept the September 2012 and October 2012 Treasurer's Reports. Support given by Heimnick. Approved with dissent by Weckwert.

Chairman Erfourth reviewed the phone situation, the spirea shrub removal at the castle and the progress on the Lexan installation at the cabin.

A summary presentation of ten years of historical commission revenue and expenditures was prepared and presented by Erfourth as a prelude to budget discussions.

Motion by Wilson to ask the city building inspector to inspect the historic properties under supervision of the commission and to give an appraisal report of items that need attention. Support by Weckwert. After discussion, motion carried with Newman dissenting.

Motion by Weckwert to request the city manager increase the weekly work hours of a castle docent to thirty as a project manager/director with an increase in pay, to assist the volunteer Historical Commission in achieving goals in reference to a job description. Support given by Newman and carried.

Motion by Weckwert to approve purchase of an outdoor in-ground open sign at a cost of \$200. Second provided by Newman and approved. Although unable as chair to vote, Erfourth expressed dissent.

Members by consensus agreed to continue the current hourly rental rates at the Castle and Gould House into 2013.

Wilson moved to authorize Weckwert to pull up a section of Castle carpet; and if floor condition is acceptable to remove the entire carpet. Fox supported and motion carried.

No action was taken regarding Castle interior wall repair due to lack of bid document.

Motion by Newman to dispose of non-working electric organ and display case at Curwood Castle. Supported by Weckwert and approved. Although unable as chair to vote, Erfourth expressed dissent.

All members in attendance informally indicated their ability to be present for a December 10 meeting.

Motion by Weckwert to purchase a postcard holder for \$129. Supported by Wilson and carried. Erfourth again expressed dissent, although not voting as chair.

Motion by Newman to adjourn at 9:00 p.m. Supported by Fox.

Respectfully submitted,
Ronald J. Tobey
Secretary/Treasurer