

**CITY OF OWOSSO**  
**REGULAR MEETING OF THE CITY COUNCIL**  
**MONDAY, MARCH 18, 2013**  
**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 MARCH 4, 2013:**

**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**

None.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**

**CONSENT AGENDA**

1. Recreation Service Agreement. Approve Recreation Service Agreement with the Shiawassee Family YMCA for use of the Hugh Parker Soccer Complex for youth soccer and tee-ball for a period expiring December 31, 2018.
2. Repair Authorization. Waive competitive bidding procedures and authorize repair contract with Northern Pump & Well for rehabilitation of one of the vertical turbine pumps at the WWTP on a cost basis not to exceed \$15,000.00.

3. Warrant No. 460. Accept Warrant No. 460 as follows:

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Brown & Stewart, PC	Professional Services - Feb 12, 2013 – March 11, 2013	General	\$ 8,769.24

4. Check Register – February 2013. Affirm check disbursements totaling \$2,378,165.55 for the month of February 2013.

### **ITEMS OF BUSINESS**

1. Executive Session. Consider holding executive session at the conclusion of the second session of Citizen Comments and Questions for the purpose of discussing collective bargaining and consider the purchase of real property.

### **COMMUNICATIONS**

1. Charles P. Rau, Building Official. February 2013 Building Department Report.
2. Charles P. Rau, Building Official. February 2013 Code Violations Report.
3. Kevin D. Lenkart, Public Safety Director. February 2013 Public Safety Department Report.
4. Downtown Development Authority/Main Street. Minutes of February 6, 2013.
5. Downtown Development Authority/Main Street. Minutes of March 6, 2013.

### **CITIZEN COMMENTS AND QUESTIONS**

### **NEXT MEETING**

Monday, April 01, 2013

### **BOARDS AND COMMISSIONS OPENINGS**

Building Board of Appeals – 2 Alternates, terms expire 06-30-2015 (candidates must possess construction knowledge)

### **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](http://www.ci.owosso.mi.us).

**OWOSSO CITY COUNCIL**

**MARCH 4, 2013**

**7:30 P.M.**

**PRESIDING OFFICER:** MAYOR BENJAMIN R. FREDERICK

**OPENING PRAYER:** FATHER LES HARDING  
CHRIST EPISCOPAL CHURCH

**PLEDGE OF ALLEGIANCE:** MAYOR BENJAMIN R. FREDERICK

**PRESENT:** Mayor Benjamin R. Frederick, Mayor Pro-Tem Cindy S. Popovitch,  
Councilpersons Loreen F. Bailey, Michael J. Erfourth, Christopher T.  
Eveleth and Burton D. Fox.

**ABSENT:** Councilperson Thomas B. Cook.

**APPROVE AGENDA**

Motion by Councilperson Eveleth to approve the agenda as presented.

Motion supported by Mayor Pro-Tem Popovitch and concurred in by unanimous vote.

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF FEBRUARY 19, 2013**

Motion by Mayor Pro-Tem Popovitch to approve the Minutes of the Regular Meeting of February 19, 2013 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

**FOSTER FAMILIES CERTIFICATE OF APPRECIATION**

Mayor Frederick read aloud the following Certificate of Appreciation of the Mayor's Office honoring foster families and foster advocates, presenting the certificate to Tonya Allard and other representatives of the Department of Human Services.

**A CERTIFICATE OF APPRECIATION FROM  
THE MAYOR'S OFFICE OF THE CITY OF OWOSSO  
RECOGNIZING THE EFFORTS OF FOSTER FAMILIES AND FOSTER ADVOCATES**

WHEREAS, families serve as the primary source of love, identity, self-esteem and support, and are the very foundation of our communities and our State, and

WHEREAS, we are all too often confronted with families that are broken and unable to be that essential source of love, identity, self-esteem and support, and

WHEREAS, foster families step up to provide for the needs of those children that cannot remain with their natural families, and

WHEREAS, in the State of Michigan there are approximately 14,000 children and youth in foster care being provided with safe, secure and stable homes through a foster family, and

WHEREAS, foster, kinship and adoptive families, who open their homes and hearts and support children whose families are in crisis, play a vital role in helping children and families heal and reconnect, and have a direct role in the development of healthy, happy, well-adjusted members of society, and

WHEREAS, in addition to the enduring and invaluable contribution of foster families there are numerous individuals and public and private organizations who work to increase public awareness of the needs of children in and leaving foster care that also deserve recognition for their efforts.

NOW, THEREFORE, I, Benjamin R. Frederick, Mayor of the City of Owosso, on behalf of City Council and all local residents, do hereby acknowledge and thank foster families and foster advocates everywhere, past and present, for their invaluable contributions to the foster system and the greater community and urge all citizens to come forward and do something positive that will help *change a lifetime* for children and youth in foster care.

Issued this 3<sup>rd</sup> day of March, 2013.

## **PUBLIC HEARINGS**

### **ORDINANCE AMENDMENT – CHAPTER 38, ZONING – TEMPORARY STRUCTURES & OUTDOOR DISPLAYS**

The proposed amendment would further define and provide clear regulation regarding temporary uses, temporary structures, and outdoor displays. Staff explained the intent of the ordinance was to establish parameters for businesses to conduct business outside of their primary structure as the current code was lacking such parameters.

A public hearing was conducted to receive citizen comment regarding the proposed amendment to Chapter 38, Zoning, Sections 38-399, Temporary structures and uses, and 38-504(4)(a), Temporary permits, of the Code of the City of Owosso.

The following person commented regarding the proposed amendment:

Tom Manke, business owner at 118 South Washington Street, expressed his feeling the new rules were unnecessary. He asked if the DDA or the Chamber of Commerce had been consulted during the formation of the rules. He said he felt the Council was driving the suggested changes and they were out of touch with the concerns of downtown business owners.

Mr. Manke's comments concluded the citizen comment portion of the hearing.

The City Manager noted some concern with the structure of the proposed ordinance as well as the clarity of some definitions. Planning Commission member Mayor Pro-Tem Popovitch explained this was the Commission's first attempt at amending the zoning ordinance to reflect the newly adopted Master Plan and as such it was a learning process and all the changes proposed were made in good faith. She also noted that while the Planning Commission had discussed the proposed changes and held a public hearing to vet the changes very little comment was received

Council held a lengthy discussion regarding the input they had received from citizens in the last two weeks as well as their own questions and reservations about the proposed ordinance.

Whereas, the Council, after due and legal notice, has met and having heard all interested parties, motion by Councilperson Eveleth to remand the proposed ordinance back to the Planning Commission for review and restructuring.

Motion supported by Councilperson Fox.

Roll Call Vote.

AYES: Councilpersons Bailey, Erfourth, Mayor Pro-Tem Popovitch, Councilpersons Eveleth, Fox, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Cook.

### **ORDINANCE AMENDMENT – CHAPTER 38, ZONING – FENCES & DESIGN STANDARDS**

The proposed amendment would further define regulations pertaining to fences and hedges and to modernize the code through the incorporation of new design standards for commercial properties and new residential properties.

Assistant City Manager Adam H. Zettel introduced the proposed amendment by giving a brief summary of the intent of the ordinance in regard fences, residential design requirements, and commercial design standards. He indicated he had received a number of comments on the proposed ordinance in the past two weeks and in light of those comments he was recommending the ordinance be remanded to the Planning Commission for further review.

A public hearing was conducted to receive citizen comment regarding the proposed amendment to Chapter 38, Zoning, Sections 38-393 and 38-396 through 38-398 of the Code of the City of Owosso.

#### [The following people commented regarding the proposed amendment:](#)

Tom Manke, business owner at 118 South Washington Street, said he felt the proposed ordinance was far too restrictive and that many people would not be able to afford the things required by the proposed design standards. He went on to say that he felt 85% of the population of the City would be negatively affected by the ordinance should it pass.

Greg Weinert, 530 Martin Street, said he was concerned with the proposed regulations on hedges saying he appreciates the privacy afforded by hedges and doesn't think the City should be able to tell property owners what to do on their private property.

Kathy Knerr, 1423 West King Street, said she was in favor of regulations governing the height of hedges as she has two neighbors with large hedges that caused problems for her when heavy snows caused the hedges to split and fall on her property. She felt that the likelihood of them splitting would be reduced if they were shorter. She also inquired whether the new ordinance would apply to existing hedges or only new hedges.

Kori Shook, 1409 North Gould Street, indicated she had a number of concerns with the proposed ordinance specifically the prohibition on tall grasses. She also had concerns with the design standards saying they were cost prohibitive and could discourage residents, commercial property owners, and potential investors. She said she felt that such standards have a place in restricted developments like Osburn Lakes but not in the City at large.

Mike Espich, 1124 Ada Street, said he was concerned with the propose regulations for hedges. He felt that should the ordinance pass the standards set would require the removal of shrubs he has surrounding his entire property. He said he appreciated the intent of the proposed standards but they were a bit too heavy handed.

Eddie Urban, 601 Glenwood Avenue, suggested requiring a setback for large shrubs and hedges to avoid blocking the view of vehicles.

Kathy Michalec, 1435 West King Street, said her neighbor's hedges block her view when backing out of her driveway creating a dangerous scenario for pedestrians. She agreed that large shrubs and hedges should have a setback requirement.

This concluded the citizen comment portion of the hearing.

Various Council members shared their concerns with the proposed ordinance, with the Mayor presenting a long list of changes and concerns.

Whereas, the Council, after due and legal notice, has met and there being no one to be heard, motion by Councilperson Eveleth that the proposed ordinance be remanded to the Planning Commission for further review and revision.

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Councilpersons Fox, Erfourth, Eveleth, Mayor Pro-Tem Popovitch, Councilperson Bailey, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Cook.

Mayor Frederick noted that all meetings of the Planning Commission are open to the public and he encouraged continued participation.

**IFT EXEMPTION AMENDMENT – RUESS WINCHESTER, INC.**

A public hearing was conducted to gather citizen comment on the application from Ruess Winchester, Inc., 705 McMillan Avenue, to amend the Industrial Facilities Tax Exemption Certificate originally approved in October 2011 to add an additional \$113,512.98 in new eligible personal property.

The following person addressed the Council regarding the proposed amendment:

Justin Horvath, SEDP president/CEO, expressed his support for the request saying RWI is a valuable member of the business community.

Motion by Councilperson Eveleth to approve amendment to Industrial Facilities Tax Exemption Certificate No. 2011-493 to include an additional \$113,512.98 in new personal property as follows:

**RESOLUTION NO. 20-2013**

**APPROVING AN IFE APPLICATION  
TO AMEND CERTIFICATE NO. 2011-493  
TO ADD ADDITIONAL PERSONAL PROPERTY TO THE EXISTING ABATEMENT FOR  
RUESS WINCHESTER, INCORPORATED  
705 MCMILLAN AVENUE**

WHEREAS, pursuant to PA 198 of 1974, as amended, after a duly noticed public hearing held on March 19, 1979, the Owosso City Council, by resolution established an Industrial Development District that includes the property located at 705 McMillan Avenue; and

WHEREAS, utilizing the above district Ruess Winchester, Incorporated was approved for an Industrial Facilities Exemption Certificates with respect to real valued property valued at \$1,000,000 and personal property valued at \$388,800 on October 17, 2011; and

WHEREAS, since that time the acquisition of additional personal property, valued at \$113,512.98, was needed due to growth beyond original business projections; and

WHEREAS, acquisition of the additional personal property has created jobs and prevented loss of employment since the issuance of Certificate No. 2011-493; and

WHEREAS, Ruess Winchester, Incorporated wishes to amend their application for tax abatement to include the additional new personal property; and

WHEREAS, the law allows an application for tax abatement to be amended for a period of two years after the Certificate is granted; and

WHEREAS, before acting on said application to amend certificate number 2011-493, the City of Owosso held a hearing on March 4, 2013, in City Hall, at 301 W. Main Street, Owosso, MI, 48867, at 7:30 p.m. at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, the amended total value of personal property for Certificate No. 2011-493 would be \$502,312.98, and

WHEREAS, the aggregate SEV of property exempt from ad valorem taxes within the City of Owosso, after granting this amendment to certificate number 2011-493, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of property thus exempted.

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of Owosso that:

FIRST: The City Council finds and determines that the granting of the amendment to Industrial Facilities Exemption Certificate No. 2011-493, considered together with the aggregate amount of certificates previously granted and currently in force under PA 198 of 1974, as amended and PA 225 of 1978, as amended, shall not have the effect of substantially impeding the operation of the City of Owosso, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Owosso.

SECOND: The application from Ruess Winchester, Incorporated for the Industrial Facilities Exemption Certificate amendment, with respect to Real and Personal Property on the following described parcel of real property situated within the Industrial Development District, to wit:

Real Parcel

PART OF BLKS 8 & 9, GEO T ABREYS WOODLAWN PARK ADD DESC AS BEG AT A POINT N00°42'06"E ALONG THE W LN OF BLK 8 AND E LN OF MCMILLAN 528.55' FROM SW COR OF SAID BLK 8 TO POB, TH CONT N00°42'06"E ALONG SAID W LN OF BLK 8 AND E LN OF MCMILLAN AV 206.85', TH S89°58'12"E 443.36', S01°05'45"W 206.87', N89°58'12"W 441.94' TO W LN BLK 8 AND POB.

District

BLOCKS 8 & 9 ALSO BEG SW COR LOT 1, BLK 11 TH N 03°39', E 366.24', TH S 62°27', E 556.27' TH S 01°05', W 118.70' TH W TO POB INCLUDING VACATED ABREY AVE. & ALLEYS ADJACENT AND WITHIN SAID BLOCKS. GEO. T. ABREY'S WOODLAWN PARK ADDN.; and

is hereby approved.

THIRD: The Industrial Facilities Exemption Certificate Amendment, when issued, shall be and remain in force for the remainder of years approved under Certificate No. 2011-493.

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Councilpersons Eveleth, Bailey, Erfourth, Fox, Mayor Pro-Tem Popovitch, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Cook.

### **CITIZEN COMMENTS AND QUESTIONS**

Justin Horvath, SEDP president/CEO, distributed copies of the SEDP's Annual Report and gave a brief detail of its contents, including the new strategic plan. He indicated the SEDP has done very well in its efforts to help maintain and attract jobs to the area, so much so that they have plans to move the organization to the next level by adding new services and initiatives. He went on to thank the City for its generous financial support.

Kathy Knerr, 1423 West King Street, expressed her hope that some thought would be given to creating setbacks for large hedges and bushes to prevent them creeping over property lines and/or sidewalks.

Kathy Michalec, 1435 West King Street, inquired whether goats were allowed in the City. She indicated a neighbor had a potbellied pig and she was wondering how this was possible given the City's ordinance regarding animals. She also expressed her support for establishing setbacks for large hedges and shrubs.

Tom Manke, business owner at 118 South Washington Street, thanked the Council for remanding both of the proposed ordinances back to the Planning Commission. He also inquired whether chickens were allowed in town.

Eddie Urban, 601 Glenwood Avenue, said he had attended the Home & Garden show the previous weekend and recorded the event for playback on channel 95. He also spoke about emergency preparedness efforts and said he would leave some information on emergency preparedness for anyone interested.

Greg Weinert, 530 Martin Street, commended the Council for the job they do saying he felt they had the public's best interest at heart.

Mayor Pro-Tem Popovitch relayed a conversation she had with a local tree trimmer saying that as a commercial tree trimmer the man was prohibited from placing brush and trimmings out for pick-up at his rental properties and she felt this was unfair. She also noted that the same man had been turned away from the drop off site when he tried to take the said brush to the dump in his company truck. It was noted he should have no problem requesting brush pick up for his rental properties, the only prohibition applies to commercial companies hired to trim on private property. Councilperson Fox suggested a form be developed that verifies that trimmings came from a property within the City and as such should be able to be dumped at the drop off site. Councilperson Crawford noted that the DEQ regulates commercial vehicle traffic at the drop off site.

Councilperson Bailey asked that the evergreens be taken out of the baskets on the bridge as they were looking bad.

Mayor Pro-Tem Popovitch complimented the Schools on their sponsorship of the Alma College Percussion Ensemble saying it was a great performance.



**CITY MANAGER REPORT**

City Manager Crawford briefly detailed the project status report.

There was a brief discussion regarding park funding and whether any progress had been made on DEQ approval of the splash pad. (It was noted a meeting with the DEQ was scheduled for the following week.)

**CONSENT AGENDA**

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

Mid-Michigan Custom Car Show Permission. Consider application of Andy Genovese on behalf of the Mid-Michigan Custom Car Show for use of Washington Street from Main Street to Mason Street and Exchange Street from Water Street to Park Street from 8:00am to 6:00pm on Sunday, May 19, 2013 for the Mid-Michigan Custom Car Show and authorize Traffic Control Order No. 1283 formalizing the request.

Warrant No. 459. Accept Warrant No. 459 as follows:

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Logicalis, Inc	Network Engineering Support- January 2013	General	\$8,568.00

Motion supported by Councilperson Fox.

Roll Call Vote.

AYES: Mayor Pro-Tem Popovitch, Councilpersons Bailey, Erfourth, Eveleth, Fox, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Cook.

**ITEMS OF BUSINESS**

**DDA TAX ANTICIPATION LOAN**

City Manager Donald D. Crawford noted that the DDA would be experiencing a cash crunch just before taxes are due to be collected. They had considered issuing a tax anticipation note to cover the gap but the cost was prohibitive and there were timing issues as well. It was felt the risk was low in that the funds would be paid back by the upcoming tax collection.

Motion by Councilperson Eveleth to authorize lending \$10,000 to the Downtown Development Authority/Owosso Main Street to fund operations in anticipation of taxes to be received with the 2013 tax collection as follows:

**RESOLUTION NO. 21-2013**

**LENDING THE OWOSSO DOWNTOWN DEVELOPMENT AUTHORITY \$10,000**

WHEREAS, the city of Owosso Downtown Development Authority is a quasi-independent entity of the city of Owosso; and

WHEREAS, Owosso Downtown Development Authority according to PA 197 of 1975 levies an ad valorem tax on the real property not exempt by law and as finally equalized in the downtown district. The city of Owosso collects the tax at the same time and in the same manner as it collects its other ad valorem taxes and is credited to the general fund of the Authority for purposes of financing only the operations of the Authority; and

WHEREAS, the City may at the request of the Authority borrow money and issue its notes therefore pursuant to Act 34 of the Public Acts of 2001, as amended, being sections 141.2409 of the *Michigan Compiled Law*, in anticipation of collection of the ad valorem tax; and

WHEREAS, the Owosso Downtown Development Authority has determined that a need exists for \$10,000 in anticipation of collection and payment of the ad valorem tax and that for the Authority borrow money and issue its notes therefore pursuant to Act 34 of the Public Acts of 2001 would be costly and time consuming; and

WHEREAS, a financially prudent measure is for the city of Owosso to lend the Owosso Downtown Development Authority \$10,000 with an annualized interest rate of three percent (3%) until the ad valorem taxes are credited to the general fund of the Authority.

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF OWOSSO DIRECTS that the city of Owosso lend the Owosso Downtown Development Authority \$10,000 with an annualized interest rate of three percent (3%) until the ad valorem tax next due is credited to the general fund of the Authority.

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Councilpersons Eveleth, Bailey, Mayor Pro-Tem Popovitch, and Mayor Frederick.

NAYS: Councilpersons Erfourth and Fox.

ABSENT: Councilperson Cook.

### **COMMUNICATIONS**

Heather Rivard, DDA/OMS Director. Communication detailing new street closure policy for entities wishing to partner with the DDA/OMS for events downtown.

Historical Commission. Minutes of February 11, 2013.

Downtown Historic District Commission. Minutes of February 20, 2013.

Parks & Recreation Commission. Minutes of February 25, 2013.

### **CITIZEN COMMENTS AND QUESTIONS**

There were no citizen comments.

Councilperson Fox said he had spoken with the Homebuilders Association recently to inquire about progress on the house at 1409 West Main Street. While the cost to repair the home have proceeded higher than expected they anticipated work being completed by the end of April. Mr. Fox also went on to commend the DPW for their efforts in keeping the streets clear of snow and ice.

### **NEXT MEETING**

Monday, March 18, 2013

### **BOARDS AND COMMISSIONS OPENINGS**

Building Board of Appeals, term expires 06-30-2015 (candidate must possess construction knowledge)

**ADJOURNMENT**

Motion by Councilperson Eveleth for adjournment at 9:25 p.m.

Motion supported by Mayor Pro-Tem Popovitch and concurred in by unanimous vote.

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Benjamin R. Frederick, Mayor

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Amy K. Kirkland, City Clerk



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

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# *MEMORANDUM*

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DATE: March 14, 2013

TO: City Council

FROM: Amy K. Kirkland  
City Clerk

RE: YMCA Recreation Service Agreement

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For many years now the Shiawassee Family YMCA has conducted a youth soccer league utilizing the Hugh Parker Soccer Complex to hold games. The City granted first right of use for the fields to the Y in exchange for the Y organizing and overseeing all use of the fields, including that by other persons and groups. The previous agreement with the Y for use of the fields expired some time ago and the City was recently approached by new YMCA CEO Shane Nelson about once again formalizing this agreement. This opportunity was seized to incorporate into the agreement the Y's desire to use the fields for tee-ball as well.

Attached you will find a 5 year agreement allowing the Y first priority for use of the fields in exchange for their management of the use of the fields and a \$2.00 fee per player to help offset the costs of maintaining the fields.

Staff recommends approval of this agreement as it stands in line with the #1 goal of the 2011 Parks & Recreation Plan "To recognize the many benefits of parks and recreation to promote healthy life styles, relieve environmental stress, attract tourists, offer recreational outlets for youth, attract retirees, enhance property values, and help preserve the natural environment."

**RESOLUTION NO. \_\_\_\_**

**AUTHORIZING EXECUTION OF A CONTRACT FOR RECREATION SERVICES  
BETWEEN THE CITY OF OWOSSO, MICHIGAN AND SHIAWASSEE FAMILY YMCA  
FOR THE USE OF HUGH PARKER SOCCER COMPLEX AND  
THE ADMINISTRATION OF A YOUTH SOCCER LEAGUE**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that recreation opportunities for area youth are important not only to the youth but to the community as a whole; and

WHEREAS, the Shiawassee Family YMCA has dedicated itself to providing exercise and recreation opportunities for all community members and sponsors a youth soccer league each year; and

WHEREAS, the city wishes to contribute to youth soccer by allowing the use of the Hugh Parker Soccer Complex for the youth soccer league; and

WHEREAS, the YMCA has agreed to administer the youth soccer program and coordinate all use of the fields.

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 the Shiawassee Family YMCA to provide recreation services in the form of a youth soccer league.

SECOND: The mayor and the city clerk of the city of Owosso are instructed and authorized to sign the document substantially in the form attached memorializing use of the Hugh Parker Soccer Complex and the responsibilities of the city and the YMCA.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THIS 18<sup>th</sup> DAY OF MARCH, 2013.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

ATTEST:

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Amy K. Kohagen, city clerk

## RECREATION SERVICE AGREEMENT

This Recreation Service Agreement is made the \_\_\_\_ day of \_\_\_\_\_, 2013, between the City of Owosso, a Michigan municipal corporation ("City") and the Shiawassee Family YMCA ("YMCA"), a non-profit community service organization which conducts youth recreation programs. This agreement shall run until December 31, 2018 unless terminated by either party upon written notice by December 31 of any year.

1. This agreement allows the YMCA to use the property commonly known as the Hugh Parker Soccer Complex for youth soccer leagues and tee-ball leagues. The City will receive Thirty (\$30.00) upon execution of this agreement and will receive the annual participation fee provided for in Paragraph 4 Section C.
2. This agreement does not grant YMCA the exclusive use of the property. YMCA shall permit other individuals and entities to use the premises when such use does not conflict with YMCA's activities. The YMCA will manage and control the use of the premises by other individuals and entities through scheduling.
3. The YMCA agrees to defend, indemnify and hold City harmless from any claim, loss, expense or damage to any person or property in or upon the said premises or any area allocated to the YMCA, arising out of the YMCA's use or occupancy of said premises, or any act or neglect of YMCA or its servants, employees or agents, or any change, alteration or improvement in the premises made by the YMCA.
4. City and YMCA agree to allocate duties and responsibilities for maintaining the premises as follows:
  - A. The City will be responsible for all major maintenance responsibilities associated with maintaining the physical facilities which are a part of the soccer complex including: (a) mowing; (b) repairing fields; (c) seeding and fertilizing fields; (d) landscaping; (e) repairing fences, signs, picnic tables, etc.; (f) structural repairs and modifications to the concession stand; and (g) irrigation.
  - B. The YMCA will be responsible for all minor maintenance responsibilities associated with use of the facilities for soccer and tee-ball play including: (a) lining fields; (b) installing and repairing goals and nets; (c) litter pickup; (d) trash collection; (e) cleaning of concession stand; and (f) utilities (except water for irrigation).
  - C. To reimburse the City for costs associated with its maintenance of the soccer complex, the YMCA shall pay to the City on or before June 30 of each year a fee of \$2.00 per soccer and tee-ball participant. This fee is based on the number of soccer and tee-ball participants the Owosso YMCA records as having paid registration fees for each spring and fall season.
5. YMCA shall not make permanent improvements or construct or install any structures on the premises without prior written approval of the City. If permanent improvements or structures are installed, they become part of the premises and remain thereon upon this agreement's termination.
6. The YMCA shall not assign this agreement.

7. The YMCA shall maintain, at its expense, insurance on the premises throughout the term of this agreement with the City as an additional insured. The insurance shall be with such companies, in such amounts and with such coverage as approved by the City.

IN WITNESS WHEREOF, we have set our hands and seals that day and year first above written:

For the YMCA:

For the City:

SHIAWASSEE FAMILY YMCA

CITY OF OWOSSO

By: \_\_\_\_\_

\_\_\_\_\_  
Benjamin R. Frederick  
Its: Mayor

By: \_\_\_\_\_

\_\_\_\_\_  
Amy K. Kirkland  
Its: City Clerk

Approved as to substance:

\_\_\_\_\_  
Donald D. Crawford, City Manager

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
William C. Brown, City Attorney

\_\_\_\_\_  
Date

Approved by City Council: March 18, 2013



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

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# ***MEMORANDUM***

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DATE: For March 18, 2013 Council Agenda (Consent Item)

TO: Owosso City Council

FROM: Gary Burk, Utilities Director

RE: Wastewater Pump RT(West) - Repair Authorization  
Northern Pump & Well – Cost not to exceed \$15,000

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**Staff requests Council authorization to proceed with the overhaul of one of our vertical turbine pumps at the Wastewater treatment Plant by Northern Pump & Well on a cost basis not to exceed our budget of \$15,000.**

The plant has 2 - 100 HP (horsepower) vertical turbine pumps, each with a design capacity in excess of 3,500 gallons per minute delivering water to our roughing tower treatment stage. Due to hours of service since the last overhaul and the harsh operating environment these two pumps were pulled for inspection. First, the east pump was inspected and cleaned. It did not require any significant repairs or maintenance. However, the west pump had significant wear and deterioration on the suction muzzle, shafting and pump column pipe. It requires significant repair and part replacement. This is anticipated work and a budgeted expense from the Plant Replacement Fund.

The nature of this type of pump repair does not lend itself to competitive bidding – other than for the initial pump pulling and inspection. The scope of the work cannot be reasonably determined until the pump is removed from service, cleaned and inspected. The cleaning and inspection is off site at the pump service company facility. Once the pump is removed from service, it is imperative to minimize the time for repair and return to service for operational reliability considerations. We have thus treated this work as a professional service and sought cost control by utilizing a pre-qualified pump service companies for various pump service work over the years to determine their service work quality and cost controls. There are 5 such pumps at the Wastewater Plant and we typically budget for and overhaul one per year.



We have most recently used Layne Northern and Peerless Midwest for this heavy duty pump service work. A new company – Northern Pump and Well – was recently established by former Layne Northern professionals. Though a new company, the key individuals have significant expertise and experience with this type of pump work. They are also not saddled with the Layne Northern corporate structure and labor contracts. Northern Pump was able to quote a lower price for the initial pump removal and inspection service. We have reviewed their detailed proposal for part replacement and repair work to return this pump to full performance. A copy of the proposal estimate in the amount of \$11,163 for the repair work is enclosed. Together with the quoted price of \$2,250 to pull, clean, inspect and re-install the pump brings the initial total estimated amount to \$13, 413.

We are continuing to investigate possible additional or alternate coatings or parts to better protect the pump and shafting from the harsh service conditions and to potentially extend the service life of the pump. We are asking Council authorization to allow a \$1,587 contingency for such additional work by authorizing a not to exceed amount of \$15,000 for the overall contract work on this pump. If such alternate coating or parts are determined by City staff not to be cost-effective over the pumps service life, then we will not utilize the contingency amount.

GMB  
Enc.

RESOLUTION NO. \_\_\_\_\_

AUTHORIZING SERVICE CONTRACT AND PAYMENT TO  
NORTHERN PUMP AND WELL COMPANY  
FOR REHABILITATION OF RT(West) VERTICAL TURBINE PUMP  
AT THE WASTEWATER TREATMENT PLANT

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Wastewater Plant Replacement Fund for the rehabilitation of a 100 HP vertical turbine pump in line with the plant's preventive maintenance program, and

WHEREAS, the pump has been pulled and inspected at a cost of \$2,250, which also includes re-installation, and determined to need replacement parts and rehabilitation as detailed on the March 7-8, 2013 proposal from Northern Pump and Well Company in the estimated amount of \$11,163.05 for a total estimated cost of \$13,413.05; and

WHEREAS, the City Utility Director has reviewed the proposal from Northern Pump and Well and verified the parts and work needed to restore the pump to full capacity, and recommends authorizing Northern Pump and Well to perform the work with payment based on actual cost but not to exceed the budget allocation of \$15,000 upon satisfactory completion.

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 contract with Northern Pump and Well Company for the rehabilitation and resetting of the RT(West) vertical turbine pump at the Wastewater Treatment Plant.
- SECOND: The accounts payable department is authorized to submit payment to the Northern Pump and Well Company in the amount of actual cost but not to exceed \$15,000 upon satisfactory completion of the work in accordance with their proposal dated March 7-8, 2013 as authorized by Council this 18<sup>th</sup> day of March, 2013.
- THIRD: The above expenses shall be paid from the Wastewater Plant Replacement Fund.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,  
SHIAWASSEE COUNTY, MICHIGAN THIS 18<sup>th</sup> DAY OF MARCH, 2013.

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Amy K. Kirkland, City Clerk



March 8, 2013

Mr. Tim Guysky,  
WWTP Superintendent  
1410 Chippewa Trail  
Owosso, Michigan 48867

Re: WWTP Northwest Pump Repairs  
Recommendations and Price Quote

Dear Mr. Guysky:

After tearing down and inspecting the Northwest pump at the water treatment plant it was determined that many of the pump parts were in sufficient condition to require either replacement or rehabilitation. Most of these items were detailed in the photo report that I provided to you on February 22, 2013. The main items of note were the pump column, bowl shaft, shafting, and pump bowl suction nozzle. The other items were typical wearing type parts that we fully anticipated would require replacement as they normally do. These would be mechanical seal, spider bearings, etc....

All the items we discussed in the report and through subsequent emails and telephone conversations have been included in the attached quote form. This would include the replacement of the pitted column pipe, shafting and epoxy coating the column pipe inside and out with a two coat epoxy paint system. The bowls would also receive the epoxy coating system to protect the metal and to extend their service life. I have also swapped out two of the 5 ft. column sections with a new 10 ft. column section which should help reduce the problem areas were rags build up and damage the pump. I am also planning on adding an additional shaft sleeve at each spider. I hope this will help protect the shaft and prevent it from being damaged and allowing for longer service cycles.

Also included in the quote is the repair to the corroded suction nozzle. As we discussed replacement of the suction nozzle with new or replacing the entire pump bowl assembly would cost approximately \$4k to \$5k more than repairing it. If the pump environment was such that it could remain in service for an extended period of time I might recommend one of the later replacements, but since it requires servicing on a much more frequent schedule, I recommend the more economical approach that might allow for 2-3 more runs before replacement. This would allow the other bowl sections to "catch up" with it with respect to wear and corrosion condition.

If you have any questions regarding the parts quote please do not hesitate to contact me. I would be more than happy to discuss with you. And sorry it took longer than normal to get the pricing to you. As you are aware, we were trying to get a copy of the original pump information so we could identify what pump nozzle would be required if we replaced it. Considering the price differential and savings, I am glad we took our time and did it right.

If the parts quote is satisfactory and you want us to proceed, please sign it and forward back to me. Also let me know that you are sending it back to me considering I didn't receive in the normal way the email you and/or Gary sent to me a week ago.

Sincerely,

Mike Tracy, P.E.  
Northern Pump and Well Company

Attachment: Parts Quote



7300 Millett Hwy  
Lansing, MI 48917

City of Owosso  
301 W. Main Street  
Owosso MI 48867

## Proposal

Date	Proposal #
3/7/2013	13-Q216A

Description	Qty	Rate	Total
<p>Thank you for the opportunity to present you with this proposal for the repair of your #2 WWTP pumps</p> <p>Scope of work:</p> <p>Repairs needed on Pump #2</p>			
Pump suction nozzle repair	1	2,797.75	2,797.75
Stuffing box repair bushing and seal repair	1	1,072.50	1,072.50
Bowl repair, New 2 7/16 x 42 SST shaft spider inserts, w/rubber bearings	1	790.50	790.50
Bowl bushings	3	238.70	716.10
12 inch column (12x14 head piece) fabricated	3	77.00	231.00
12 inch column intermediate 10ft w/coupling	1	914.50	914.50
12 inch column Bottom 5ft w/coupling	1	902.10	902.10
Tnemec paint; 12 inch Column Pipe, sand blast inside and out, painted two part	1	658.75	658.75
Epoxy coating - pump bowl out side only	1	1,976.25	1,976.25
1-1/2" x 5' SST Shaft head shaft	1	313.10	313.10
1-1/2" x 10' SST Intermediate Shaft w/sleeve	1	415.40	415.40
1-1/2" x 5' SST Shaft w/sleeve	1	375.10	375.10
<p>New replacement suction nozzle \$8187.70 Plus freight</p> <p>New pump bowl replacement \$7062.93 Plus freight</p> <p>NOTE: Should conditions change and/or any additional work be required, beyond the original scope of this project, our standard hourly rates will apply. Northern Pump &amp; Well will consult with you prior to the additional work being performed.</p> <p>Signature: _____ Date: _____</p> <p>Purchase Order No. (if required): _____</p> <p>* If this proposal meets your approval, please sign / date and return to fax number: 1-517-322-0135</p>			
<p>If you have any questions please feel free to call: 877-477-1757 or 517-242-8949</p>		<b>Total</b>	\$11,163.05



WARRANT 460  
March 12, 2013

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Brown & Stewart, PC	Professional Services - February 12, 2013 – March 11, 2013	General	\$ 8,769.24
		<b>Total</b>	<b>\$ 8,769.24</b>

CHECK REGISTER FOR CITY OF OWOSSO  
CHECK DATE FROM 02/01/2013 - 02/28/2013

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
02/08/2013	1	120310	HAROLD GUTE	OVERPAYMENT	\$ 15.22
02/08/2013	1	120311	123.NET	IT-JANUARY 2013 SERVICE	\$ 32.00
02/08/2013	1	120312	ACCUMED BILLING INC	AMBULANCE BILLING SERVICES	\$ 4,636.21
02/08/2013	1	120313	ADVANCED TECHNICAL SOLUTIONS	WWTP-PARTS	\$ 516.81
02/08/2013	1	120314	AFLAC	PAYROLL DED-AFLAC PMT	\$ 944.34
02/08/2013	1	120315	H K ALLEN PAPER CO	OFD-BLOCKS	\$ 10.50
02/08/2013	1	120316	ALS LABORATORY GROUP	WWTP-WASTEWATER ANALYSES	\$ 135.00
02/08/2013	1	120317	THE ARGUS PRESS	PRINTING OF LEGAL NOTICES ETC-JAN 2013	\$ 282.75
02/08/2013	1	120318	BRUCE JOHNSON ENTERPRISE	HOUSING-THIRD PARTY ADMIN SERVICES	\$ 3,000.00
02/08/2013	1	120319	C D W GOVERNMENT, INC.	WTP/WWTP-BATTERY BACKUPS	\$ 392.46
02/08/2013	1	120320	RANDY RAY CARLTON	TREE REMOVAL PER PROPOSAL	\$ 9,697.50
02/08/2013	1	120321	COMPEAU LLC	PROFESSIONAL SERVICES-1/1/13-1/31/13	\$ 4,368.84
02/08/2013	1	120322	CONSUMERS ENERGY	JAN 2013-1412 CHIPPEWA TRAIL	\$ 24,368.84
02/08/2013	1	120323	JUDY ELAINE CRAIG	COURIER SERVICE	\$ 189.00
02/08/2013	1	120324	D & D TRUCK & TRAILER PARTS	OFD-TIRE DISPOSAL FROM INV 233871	\$ 433.85
02/08/2013	1	120325	DALTON ELEVATOR	USED INVERTEC 300 WELDER AND ACCESSORIES	\$ 1,712.34
02/08/2013	1	120326	DELTA COLLEGE	TRAFFIC ENFORCEMENT SEMINAR-FRAY/PETTIGR	\$ 500.00
02/08/2013	1	120327	DIESEL TRUCK SALES, INC.	FLEET-PARTS FOR #427	\$ 684.71
02/08/2013	1	120328	EMPLOYEE BENEFIT CONCEPTS INC	PAYROLL-ADMIN FEE-FEBRUARY 2013	\$ 100.00
02/08/2013	1	120329	MICHAEL J ERFOURTH	REISSUE-COUNCIL SALARY	\$ 150.00
02/08/2013	1	120330	ETNA SUPPLY COMPANY	WATER DEPT SUPPLIES	\$ 4,143.75
02/08/2013	1	120331	FASTENAL COMPANY	FLEET-PARTS FOR #40	\$ 291.17
02/08/2013	1	120332	FIBER.COM	WWTP-FIBER OPTIC CABLE FOR PHONE SYSTEM	\$ 512.48
02/08/2013	1	120333	FRONTIER	JANUARY 2013-PHONE SERVICE	\$ 1,965.04
02/08/2013	1	120334	GENERAL CODE	LASER FICHE SYSTEM SOFTWARE	\$ 8,543.00
02/08/2013	1	120335	GILBERT'S DO IT BEST HARDWARE & APP	WWTP-JACK OIL	\$ 242.45
02/08/2013	1	120336	GRAINGER, INC.	WWTP-SUPPLIES	\$ 225.83
02/08/2013	1	120337	GRAYMONT CAPITAL INC	WTP-QUICKLIME/44.01-TONS	\$ 5,985.36
02/08/2013	1	120338	TIMOTHY E HILL	REIMBURSEMENT	\$ 67.53
02/08/2013	1	120339	HOME DEPOT CREDIT SERVICES	WWTP-SUPPLIES	\$ 10.97
02/08/2013	1	120340	J & B MEDICAL SUPPLY INC	OFD-AMBULANCE SUPPLIES	\$ 316.00
02/08/2013	1	120341	JCI JONES CHEMICALS, INC.	WWTP-SODIUM HYPOCHLORITE	\$ 3,422.24
02/08/2013	1	120342	KEMIRA WATER SOLUTIONS INC	WWTP-FERRIC CHLORIDE	\$ 2,466.94
02/08/2013	1	120343	LAMPHERE'S	OFD-FURNACE REPAIR	\$ 160.00
02/08/2013	1	120344	LANDAUER, INC.	MONITORING-2 BADGES 7/11-6/12	\$ 499.12
02/08/2013	1	120345	LUDINGTON ELECTRIC, INC.	WWTP-INSTALL GIF FOR PHONE SYSTEM	\$ 103.37
02/08/2013	1	120346	MICHAEL MCCLOSKEY	REIMBURSEMENT	\$ 1,172.25
02/08/2013	1	120347	MCLAREN HEALTH PLAN	OVERPAYMENT	\$ 10.00
02/08/2013	1	120348	MCMaster-CARR SUPPLY CO	WWTP-NEOPRENE RUBBER	\$ 447.04
02/08/2013	1	120349	R H MEIHLS & ASSOCIATES	ANNUAL LETTERHEAD AND ENVELOPE ORDER	\$ 1,900.00
02/08/2013	1	120350	MEMORIAL HEALTHCARE CENTER	OPD-LAB	\$ 17.00
02/08/2013	1	120351	MICHIGAN GOVERNMENT FINANCE	SPRING SEMINAR 2013-PAT SKUTT	\$ 124.00

02/08/2013	1	120352	MICHIGAN HR	HR DAY-JESSICA UNANGST	\$	35.00
02/08/2013	1	120353	MICHIGAN MUNICIPAL LEAGUE WORKERS'	WORKERS COM-FINAL PMT FY 12/13	\$	23,196.00
02/08/2013	1	120354	MICHIGAN RURAL WATER ASSOCIATION	REGISTRATION-J LUFT-LIFT STATION PREVENT	\$	115.00
02/08/2013	1	120355	MISDU	PAYROLL DED-SUPPORT	\$	958.97
02/08/2013	1	120356	NAPA AUTO PARTS	FLEET-PARTS FOR #305	\$	688.91
02/08/2013	1	120357	NATIONAL FIRE PROTECTION ASSOCIATION	MANUAL	\$	61.45
02/08/2013	1	120358	NORTH AMERICAN OVERHEAD DOOR INC	DPW-SUPPLIES	\$	390.44
02/08/2013	1	120359	NORTHERN LAKE SERVICE, INC.	WWTP-MERCURY ANALYSES	\$	258.00
02/08/2013	1	120360	OAKLAND COMMUNITY COLLEGE	OFD-NFPA FIRE INSP 1-RICHARD BREWBAKER	\$	875.00
02/08/2013	1	120361	OFFICE DEPOT	CHAIR MAT/DUSTER	\$	411.19
02/08/2013	1	120362	OWOSSO BOLT & BRASS CO	WWTP-PARTS	\$	130.89
02/08/2013	1	120363	POLICE OFFICERS LABOR COUNCIL	PAYROLL DED-UNION DUES	\$	790.50
02/08/2013	1	120364	POLLARDWATER.COM	PARTS FOR TAPPING MACHINE	\$	1,019.98
02/08/2013	1	120365	Q2A ASSOCIATES LLC	PROFESSIONAL SERVICES-1/20/13-2/2/13	\$	3,276.00
02/08/2013	1	120366	RATHCO SAFETY SUPPLY, INC.	INVENTORY-ST NAME BRACKETS (16)	\$	86.58
02/08/2013	1	120367	CHARLES RAU	REIMBURSEMENT-MEALS	\$	19.07
02/08/2013	1	120368	REEVES WHEEL ALIGNMENT, INC.	OPD-#73-REPAIRS	\$	3,994.19
02/08/2013	1	120369	REHMANN ROBSON	FINAL BILLING-AUDIT OF YR ENDING 6/30/12	\$	5,000.00
02/08/2013	1	120370	REPUBLIC SERVICES #237	REFUSE SERVICE-FEB 2013	\$	369.02
02/08/2013	1	120371	ROWE PROFESSIONAL SERVICES CO	ENGINEERING SERVICES FOR BENTLEY PARK	\$	685.00
02/08/2013	1	120372	RUTHY'S LAUNDRY CENTER	OFD-DRY CLEANING-JAN 2013	\$	440.77
02/08/2013	1	120373	S L C METER SERVICE, INC.	INVENTORY-REPAIR CLAMPS	\$	585.16
02/08/2013	1	120374	SHIAWASSEE COUNTY MEDICAL GROUP	HR-PRE-EMPLOYMENT PHYSICAL	\$	110.00
02/08/2013	1	120375	SHIAWASSEE REGIONAL CHAMBER OF COMM	2013 ANNUAL DINNER & AWARDS NIGHT	\$	225.00
02/08/2013	1	120376	SMITH JANITORIAL SUPPLY	OFD-STRIP PAD	\$	1,202.63
02/08/2013	1	120377	SOUTHSIDE CAR WASH	OPD-JAN 2013 CAR WASHES	\$	30.20
02/08/2013	1	120378	STATE OF MICHIGAN	OPD-2 PAIRS OF TRUCK SCALES	\$	800.00
02/08/2013	1	120379	STECHSCHULTE GAS & OIL, INC.	FUEL PE 1/31/13	\$	5,693.49
02/08/2013	1	120380	THOMAS SCIENTIFIC	WWTP-AUTOCLAVE BAGS	\$	116.08
02/08/2013	1	120381	VALLEY LUMBER	WWTP-PHONE MATERIALS	\$	170.21
02/08/2013	1	120382	WASTE MANAGEMENT OF MICHIGAN	DISPOSAL CHARGES-1/16/13-1/31/13	\$	3,359.80
02/08/2013	1	120383	WIN'S ELECTRICAL SUPPLY	DPW-PULL LINE	\$	139.95
02/08/2013	1	120384	WONSEY TREE SERVICE, INC.	STUMP REMOVAL	\$	7,051.50
02/11/2013	1	120385	ANN ARBOR CREDIT BUREAU	BAD DEBT COLLECTION	\$	21.36
02/11/2013	1	120386	APOSTLE, RONALD	050-750-000-026-00	\$	306.60
02/11/2013	1	120387	CANON FINANCIAL SERVICES INC	050-900-610-803-84	\$	16.38
02/11/2013	1	120388	DONALD D CRAWFORD	REIMBURSEMENT-EXPENSES	\$	376.59
02/11/2013	1	120389	D B E CONSTRUCTION	PROJECT #002-RR-OWOSSO-11	\$	12,526.01
02/11/2013	1	120390	D B E CONSTRUCTION	PROJECT #002-RR-OWOSSO-11	\$	4,673.47
02/11/2013	1	120391	DELTA FAMILY CLINIC SOUTH PC	TESTING-K MCKONE	\$	700.00
02/11/2013	1	120392	FIRST DUE FIRE SUPPLY	OFD-HELMET	\$	563.00
02/11/2013	1	120393	GREAT LAKES CENTRAL RAILWAY INC	SIGNAL DEVICES MAINTENANCE-2012	\$	1,590.00
02/11/2013	1	120394	TIMOTHY E HILL	ON LINE COURSE	\$	89.95
02/11/2013	1	120395	MEMORIAL HEALTHCARE CENTER	NEW HIRE DRUG SCREEN	\$	83.00
02/11/2013	1	120396	MUTUAL EYE CLAIM AUDITS	VISION COVERAGE PREMIUM	\$	601.95
02/11/2013	1	120397	NEXTEL COMMUNICATIONS	MONTHLY COMMUNICATION & EQUIPMENT CHARGE	\$	1,189.43
02/11/2013	1	120398	OWOSSO-WATER FUND	501 OAKWOOD AVE	\$	663.79
02/11/2013	1	120399	SCOTT FREDERICKSON CONSTRUCTION CORP	PROJECT #HO-0037-77867	\$	690.00



02/11/2013	1	120400	SECURITY ALARM CO INC	CASTLE-3/1/13-5/31/13	\$	60.00
02/11/2013	1	120401	STATE OF MICHIGAN	FY 2013 STORM WATER PERMIT FEE-MI0023752	\$	260.00
02/11/2013	1	120402	JESSICA UNANGST	EDUCATION VERIFICATION	\$	9.95
02/19/2013	1	120403	CONSUMERS ENERGY	JAN 2013-STREETLIGHTS	\$	18,133.09
02/19/2013	1	120404	REMAX OF OWOSSO	1155 VANDEKARR RD	\$	1,000.00
02/22/2013	1	120405	HJ ENTERPRISE	UB REFUND FOR ACCOUNT 1367500005	\$	67.93
02/22/2013	1	120406	ADVANCED TECHNICAL SOLUTIONS	WWTP-PARTS	\$	502.56
02/22/2013	1	120407	BLUMERICH COMMUNICATIONS SERVICE, INC	OPD-RADIO REPAIR	\$	489.00
02/22/2013	1	120408	BROWN & STEWART P C	PROFESSIONAL SERVICES	\$	8,398.20
02/22/2013	1	120409	C D W GOVERNMENT, INC.	ELECTRONIC RECORDS MANAGEMENT SERVER	\$	4,837.23
02/22/2013	1	120410	CITY OF CORUNNA	OPD-ADMINISTRATIVE SERVICES-NOV 2012	\$	2,103.49
02/22/2013	1	120411	COMPEAU LLC	PROFESSIONAL SERVICES-2/1/13-2/22/13	\$	3,062.22
02/22/2013	1	120412	CONSUMERS ENERGY	JAN 2013-625 S SHIAWASSEE ST	\$	23,536.54
02/22/2013	1	120413	VOID		\$	-
			Void Reason: Created From Check Run Process			
02/22/2013	1	120414	D & G EQUIPMENT INC	FLEET-PARTS FOR SAW #194	\$	447.77
02/22/2013	1	120415	D3W INDUSTRIES	WWTP-PLANET BREEZE ODOR CONTROL ADDITIVE	\$	220.95
02/22/2013	1	120416	DAYSTARR COMMUNICATIONS	FEBRUARY 2013-BROADBAND INTERNET	\$	990.00
02/22/2013	1	120417	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE PREMIUM	\$	4,362.23
02/22/2013	1	120418	DETROIT SALT COMPANY LLC	ROCK SALT-149.17/TONS	\$	20,767.14
02/22/2013	1	120419	SANDY W DUFFIELD	REIMBURSEMENT	\$	41.52
02/22/2013	1	120420	FASTENAL COMPANY	SUPPLIES	\$	173.98
02/22/2013	1	120421	FIRST CONTRACTING INC	PROJECT #004-RR-OWOSSO-11	\$	30,173.80
02/22/2013	1	120422	FIRST CONTRACTING INC	PROJECT #001-RR-OWOSSO-11	\$	27,690.30
02/22/2013	1	120423	FRONTIER	TRAFFIC SIGNALS	\$	104.85
02/22/2013	1	120424	GENESEE COUNTY BUILDING OFFICIALS ASSO	PLAN REVIEW COURSE-C RAU	\$	-
			Void Reason: SCHEDULE CONFLICT			
02/22/2013	1	120425	GRAINGER, INC.	WWTP-MECHANICAL SEAL	\$	216.50
02/22/2013	1	120426	GRAYMONT CAPITAL INC	WTP-QUICKLIME-46.31/TONS	\$	6,298.16
02/22/2013	1	120427	GREAT LAKES ELECTRONICS CORPORATION	HARDWARE RECYCLING	\$	442.81
02/22/2013	1	120428	HI QUALITY GLASS, INC	FLEET-MIRRORS	\$	90.00
02/22/2013	1	120429	DANIEL L HUMPHREYS	REIMBURSEMENT	\$	498.18
02/22/2013	1	120430	INDUSTRIAL SUPPLY OF OWOSSO INC	FLEET-PARTS	\$	373.00
02/22/2013	1	120431	JOHNSON CONTROLS, INC.	PLANNED SERVICE AGREEMENT-2/1/13-7/31/13	\$	11,641.00
02/22/2013	1	120432	JPC PLASTER & DRYWALL	CURWOOD CASTLE PLASTER REPAIRS	\$	3,700.00
02/22/2013	1	120433	LAMPHERE'S	DPW-REPAIR HEATER IN GARAGE	\$	389.36
02/22/2013	1	120434	LEGALSHIELD	PAYROLL DEDUCTION	\$	25.90
02/22/2013	1	120435	LUDINGTON ELECTRIC, INC.	DOWNTOWN LIGHT REPAIRS	\$	150.00
02/22/2013	1	120436	MICHIGAN METER TECHNOLOGY GROUP INC	5/8 X 5/8 WATER METERS ECODER REGISTERS	\$	4,980.00
02/22/2013	1	120437	MISDU	PAYROLL DED-SUPPORT	\$	706.90
02/22/2013	1	120438	DOUGLAS LEE MORRICE	REIMBURSEMENT	\$	10.00
02/22/2013	1	120439	J M MOTSCHALL	PUBLIC SAFETY DIRECTOR	\$	550.00
02/22/2013	1	120440	MUNICIPAL WEB SERVICES	WEBSITE HOSTING-DEC 2012	\$	130.00
02/22/2013	1	120441	OFFICE DEPOT	PUBLIC SAFETY-OFFICE SUPPLIES	\$	603.75
02/22/2013	1	120442	OFFICE SOURCE	CLERK-SUPPLIES	\$	314.71
02/22/2013	1	120443	GARY L PALMER	ELECTRICAL INSPECTION SERVICES	\$	500.00
02/22/2013	1	120444	PAT SELLECK WELL & SEPTIC INSPECTION	WATER SAMPLING/WELL INSPECTION SERVICES	\$	525.00
02/22/2013	1	120445	PHYSICIANS HEALTH PLAN OF MID-MICH	HEALTH INSURANCE PREMIUM	\$	76,020.26

02/22/2013	1	120446	PRINTING SYSTEMS, INC.	QVF MASTER CARDS	\$	612.29
02/22/2013	1	120447	PVS NOLWOOD CHEMICALS INC	WWTP-SODIUM METABISULFITE	\$	1,550.63
02/22/2013	1	120448	Q2A ASSOCIATES LLC	PROFESSIONAL SERVICES 2/3/13-2/16/13	\$	3,444.00
02/22/2013	1	120449	S L H METALS INC	WATER-FABRICATION	\$	100.00
02/22/2013	1	120450	SHIAWASSEE COUNTY MEDICAL GROUP	JAMIE HOCKEMEYER	\$	100.00
02/22/2013	1	120451	SHIAWASSEE FAMILY YMCA	PAYROLL DED-MEMBERSHIP	\$	199.75
02/22/2013	1	120452	SHULTS EQUIPMENT, INC.	FLEET-VALVE FOR #427	\$	413.22
02/22/2013	1	120453	ST JOHNS ANSWERING SERVICE INC	MARCH 2013 SERVICE	\$	65.00
02/22/2013	1	120454	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE PREMIUM	\$	2,423.55
02/22/2013	1	120455	STATE OF MICHIGAN	WTP/WWTP ADAM ZETTEL-ASSET MGT SEMINAR	\$	70.00
02/22/2013	1	120456	STATE OF MICHIGAN	STATE OF MICHIGAN WITHHOLDING TAX	\$	10,941.20
02/22/2013	1	120457	STECHSCHULTE GAS & OIL, INC.	FUEL PE 2/15/13	\$	6,378.24
02/22/2013	1	120458	SUNNYSIDE FLORIST	FUNERAL PLANT-W BURK-FROM EMP FUND	\$	40.00
02/22/2013	1	120459	TRI-COUNTY ASSESSOR'S ASSOCIATION	LARRY COOK	\$	10.00
02/22/2013	1	120460	UNITED PARCEL SERVICE	OFD-SHIPPING	\$	13.92
02/22/2013	1	120461	WASTE MANAGEMENT OF MICHIGAN	DISPOSAL CHARGES-2/1/13-2/15/13	\$	2,972.63
02/22/2013	1	120462	MERLE E WEST II	PLUMBING/MECHANICAL INSPECTION SERVICES	\$	600.00
02/22/2013	1	120463	ADAM ZETTEL	2013 APA NATIONAL CONFERENCE	\$	695.00
02/28/2013	1	120464	SEAMON STEVEN	UB refund for account: 2276790006	\$	30.98
02/28/2013	1	120465	WRIGHT JESSIE	UB refund for account: 1126000005	\$	23.04
02/28/2013	1	120466	SUNBURST GARDENS INC	UB refund for account: 4651640001	\$	47.00
02/28/2013	1	120467	PARKER LORIN	UB refund for account: 2241690001	\$	26.65
02/28/2013	1	120468	TAYLOR LISA	UB refund for account: 3997570008	\$	22.74
02/28/2013	1	120469	GINSBERG MICHAEL	UB refund for account: 2262390017	\$	16.27
02/28/2013	1	120470	STROBRIDGE ELLAURA	UB refund for account: 3076070006	\$	31.28
02/28/2013	1	120471	BROOKS WILLIAM J II	UB refund for account: 3343270006	\$	26.37
02/28/2013	1	120472	SETA KIMBERLY	UB refund for account: 3032070014	\$	41.78
02/28/2013	1	120473	REO UTILITIES	UB refund for account: 3369570003	\$	72.84
02/28/2013	1	120474	TUTTLE BRANDY	UB refund for account: 1906500008	\$	33.95
02/28/2013	1	120475	BRET RUESS REAL ESTATE	UB refund for account: 2186340003	\$	39.82
02/28/2013	1	120476	RANDY RAY CARLTON	TREE REMOVAL	\$	13,747.50
02/28/2013	1	120477	CITY OF OWOSSO	1155 VANDEKARR RD	\$	179,018.00
02/28/2013	1	120478	LANSING UNIFORM CO.	POINT BLANK BULLET PROOF VESTS	\$	1,800.00
02/28/2013	1	120479	GARY L PALMER	24 OVER CONTRACTED NUMBER	\$	840.00
02/28/2013	1	120480	MERLE E WEST II	FIRE SUPPRESSION PLAN REVIEW	\$	2,140.00
02/20/2013	1	59(E)	MUNICIPAL EMPLOYEES RETIREMENT SYSTEM	JANUARY 2013-CONTRIBUTIONS	\$	7,318.97

1 TOTALS:

(2 Checks Voided)

Total of 170 Disbursements:

\$ 662,678.32

Bank 10 OWOSSO HISTORICAL FUND

02/14/2013	10	4407	CARR, DEBORAH	CURWOOD CASTLE RENTAL-CANCELLATION	\$	200.00
02/14/2013	10	4408	CONSUMERS ENERGY	JAN 2013-515 N WASHINGTON ST	\$	600.08
02/14/2013	10	4409	FRONTIER	515 N WASHINGTON ST #3	\$	41.69
02/28/2013	10	4410	CHARTER COMMUNICATIONS	515 N WASHINGTON ST #3	\$	108.23
02/28/2013	10	4411	ROSEMARY MAGLEY	CLEANING SERVICES	\$	150.00

10 TOTALS:

Total of 5 Disbursements: \$ 1,100.00

Bank 2 TRUST & AGENCY

02/11/2013	2	6221	DOWNTOWN DEVELOPMENT AUTHORITY	COLLECTIONS	\$ 64.31
02/11/2013	2	6222	OWOSSO PUBLIC SCHOOLS	REAL/PP COLLECTIONS	\$ 200,872.17
02/11/2013	2	6223	SHIAWASSEE AREA TRANSPORTATION AGENCY	REAL/PP COLLECTIONS	\$ 294.21
02/11/2013	2	6224	SHIAWASSEE COUNTY TREASURER	REAL/PP COLLECTIONS	\$ 62,186.45
02/11/2013	2	6225	SHIAWASSEE COUNTY TREASURER	TRAILER FEES	\$ 370.00
02/11/2013	2	6226	SHIAWASSEE DISTRICT LIBRARY	REAL/PP COLLECTIONS	\$ 19,150.86
02/11/2013	2	6227	SHIAWASSEE REGIONAL EDUCATION SERVICE	REAL/PP COLLECTIONS	\$ 72,431.33
02/25/2013	2	6228	OWOSSO PUBLIC SCHOOLS	COLLECTIONS	\$ 812,006.88
02/25/2013	2	6229	SHIAWASSEE COUNTY TREASURER	COLLECTIONS	\$ 193,892.44
02/25/2013	2	6230	SHIAWASSEE DISTRICT LIBRARY	COLLECTIONS	\$ 85,272.13
02/25/2013	2	6231	SHIAWASSEE REGIONAL EDUCATION SERVICE	REAL/PP COLLECTIONS	\$ 261,109.09
02/25/2013	2	6232	STATE OF MICHIGAN	COLLECTIONS	\$ 6,211.92
02/25/2013	2	6233	SHIAWASSEE AREA TRANSPORTATION AGENCY	REAL/PP COLLECTIONS	\$ 525.44

2 TOTALS:

Total of 13 Disbursements: \$ 1,714,387.23

REPORT TOTALS:

(2 Checks Voided)

Total of 188 Disbursements: \$ 2,378,165.55

To: Owosso City Council  
 From: Charles Rau, Building Official  
 Date: 03/06/2013  
 Subject: Building Department Report for February, 2013

Category	Estimated Cost	Permit Fee	Number of Permits
Electrical	\$0	\$751.00	4
Mechanical	\$0	\$6,230.00	18
Non-Res. Add/Alter/Repair	\$2,089,679	\$8,436.00	3
Plumbing	\$0	\$490.00	3
Res. Add/Alter/Repair	\$7,900	\$293.00	5
<b>Totals</b>	<b>\$2,097,579</b>	<b>\$16,200.00</b>	<b>33</b>

**2012 COMPARISON TOTALS**

		BUILDING PERMITS ONLY	-	18
FEBRUARY, 2012 TOTALS	\$199,395	\$4,546.00		37

FEBRUARY, 2013 - MEMORIAL  
 HEALTHCARE PERMITS FOR  
 FOURTH FLOOR RENOVATION.

MMS

03/06/2013

# Enforcements By Category

03/05/13

1 / 4

FEBRUARY, 2013

## ANIMALS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0091	1165 HANOVER ST	CLOSED	Resolved	02/13/13	02/27/13	N
<b>Total Entries:</b>				<b>1</b>		

## AUTO REP/JUNK VEH

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0068	409 N SAGINAW ST	REF TO POLICE	REF TO POLICE	02/04/13		Y
ENF 13-0074	1320 CARR ST	REF TO POLICE	REF TO POLICE	02/05/13		Y
ENF 13-0085	839 WOODLAWN AV	REF TO POLICE	REF TO POLICE	02/06/13		N
ENF 13-0088	614 ALGER AV	COMPLIED	Resolved	02/12/13	02/27/13	N
ENF 13-0095	626 GRAND AV	REF TO POLICE	REF TO POLICE	02/17/13		N
<b>Total Entries:</b>				<b>5</b>		

## BUILDING VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0065	119 W MAIN ST	REF TO MERLE	REF TO MECH INSPE	02/01/13		Y
ENF 13-0078	801 QUEEN ST	CLOSED.	Resolved	02/07/13	02/21/13	N
ENF 13-0082	421 HURON ST	EXTEN GRANTED	Resolved	02/12/13	02/13/13	N
ENF 13-0092	1127 S SHIAWASSEE ST	VN SENT	Letter Sent	02/15/13		Y
ENF 13-0093	1108 RYAN ST	VN SENT	Letter Sent	02/15/13		N
ENF 13-0094	302 S SHIAWASSEE ST	PARTIAL COMPLIANCE	Extension Granted	02/15/13		BURNED
ENF 13-0113	300 W MAIN ST	EXTENSION GRANTED	Extension Granted	02/27/13		COMM
ENF 13-0115	101 N WASHINGTON ST	INSPECTON	REF TO RAU	02/28/13		COMM
<b>Total Entries:</b>				<b>8</b>		

## FRONT YARD PARKING

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0084	118 N ELM ST	REF TO POLICE	No Violation	02/12/13	02/15/13	N

# *Enforcements By Category*

03/05/13

2 / 4

FEBRUARY, 2013

**Total Entries:** 1

## **GARBAGE & DEBRIS**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0064	1311 MACK ST	REF TO POLICE	REF TO POLICE	02/01/13		N
ENF 13-0069	611 ADAMS ST	REF TO POLICE	REF TO POLICE	02/05/13		Y
ENF 13-0070	1229 MILWAUKEE ST	REF TO POLICE	REF TO POLICE	02/03/13		Y
ENF 13-0071	523 MARTIN ST	REF TO POLICE	REF TO POLICE	02/03/13		Y
ENF 13-0072	530 HAMPTON AV	REF TO POLICE	REF TO POLICE	02/05/13		N
ENF 13-0073	134 S CHIPMAN ST	REF TO POLICE	REF TO POLICE	02/03/13		N
ENF 13-0075	1218 W SOUTH ST	COMPLIED	Resolved	02/05/13	02/23/13	Y
ENF 13-0081	634 E COMSTOCK ST	OWNER CLEANED IT UP	Resolved	02/11/13	02/11/13	Y
ENF 13-0086	1410 ROSLYN 43	RESOLVED	Resolved	02/07/13	02/27/13	TRAILER PA
ENF 13-0087	1419 RENFREW 210	COMPLIED	Resolved	02/07/13	02/27/13	TRAILER PA
ENF 13-0089	1301 W MAIN ST	REF TO POLICE	No Violation	02/13/13	02/14/13	COMM
ENF 13-0096	626 ALGER AV	REF TO POLICE	REF TO POLICE	02/15/13		Y
ENF 13-0097	415 N HICKORY ST	REF TO POLICE	REF TO POLICE	02/11/13		VAC
ENF 13-0098	614 ALGER AV	REF TO POLICE	REF TO POLICE	02/12/13		N
ENF 13-0101	612 BROADWAY AV	LETTER SENT	Letter Sent	02/21/13		Y
ENF 13-0102	831 NAFUS ST	LETTER SENT	Letter Sent	02/21/13		N
ENF 13-0103	1418 HENRY ST	LETTER SENT	Letter Sent	02/21/13		N
ENF 13-0104	622 PINE ST	LETTER SENT	Letter Sent	02/21/13		Y
ENF 13-0105	611 N BALL ST	LETTER SENT	Letter Sent	02/21/13		N
ENF 13-0106	621 N SAGINAW ST	REF TO POLICE	REF TO POLICE	02/21/13		N
ENF 13-0107	709 N WASHINGTON ST	LETTER SENT	Letter Sent	02/22/13		Y
ENF 13-0110	101 N WASHINGTON ST	REF TO POLICE	REF TO POLICE	02/26/13		COMM
ENF 13-0111	115 E MAIN ST	LETTER SENT	Letter Sent	02/27/13		Y
ENF 13-0114	1104 N DEWEY ST	LETTER SENT	Letter Sent	02/21/13		N

# Enforcements By Category

03/05/13

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FEBRUARY, 2013

ENF 13-0116	416 N HICKORY ST	LETTER SENT	Letter Sent	02/25/13		N
ENF 13-0117	1410 YOUNG ST	REF TO POLICE	REF TO POLICE	02/28/13		N

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**Total Entries:** 26

## MISC.

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0112	222 S ELM ST		COMPLIED	02/27/13	02/28/13	IND

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**Total Entries:** 1

## MULTIPLE VIOLATIONS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0076	1112 N CHIPMAN ST	REF TO POLICE	REF TO POLICE	02/06/13		N
ENF 13-0080	421 HURON ST	REF TO POLICE	REF TO POLICE	02/11/13		N
ENF 13-0090	748 WOODLAWN AV	REF TO RAU	No Violation	02/13/13	02/14/13	N
ENF 13-0109	1433 HENRY ST	REF TO POLICE	REF TO POLICE	02/25/13		N

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**Total Entries:** 4

## RENTAL UNIT VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 13-0066	621 DIVISION ST	CLOSED PER RAU	Resolved	02/04/13	02/25/13	Y
ENF 13-0067	315 N OAK ST	REF TO RA	Resolved	02/04/13	02/07/13	Y

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**Total Entries:** 2

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**Total Records: 48**

Total Pages: 3

# *Enforcements By Category*

03/05/13

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FEBRUARY, 2013

## 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

IND - Industrial





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# ***MEMORANDUM***

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DATE: March 11, 2013

TO: City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: February Public Safety Report

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Attached are the statistics for the Police and Fire Department for February 2013. This report includes activity for the month of February 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.



## Case Assignment/Clearance Report For February, 2013

Month, Year: February 2013

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
<i>PART I OFFENSES</i>					
ROBBERY	0	1	0	3	0 %
AGGRAVATED ASSAULT	2	1	4	3	75 %
BURGLARY	5	8	9	9	100 %
LARCENY	23	20	40	31	77 %
MOTOR VEHICLE THEFT	0	0	0	0	0 %
SIMPLE ASSAULT	5	4	10	8	80 %
ARSON	0	0	0	0	0 %
FORGERY & UTTERING	0	0	0	0	0 %
COUNTERFEITING	0	0	0	0	0 %
FRAUD	9	4	15	5	33 %
EMBEZZLEMENT	0	0	0	0	0 %
WEAPON CRIMES- CARRY, POSS,	2	3	3	3	100 %
PROSTITUTION	0	0	0	0	0 %
SEX OFFENSES 1/ UNDER AGE -	4	4	4	4	100 %
NARCOTICS VOLIATIONS	8	3	16	11	68 %
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	0	0	0	0	0 %
SEX OFFENSES 2	4	4	4	4	100 %
PARENTAL KIDDNAP	0	0	0	0	0 %
KIDNAPPING	0	0	0	0	0 %
BURGLARY RESIDENTIAL	3	0	6	1	16 %
BURGLARY COMMERCIAL	0	1	1	1	100 %
RESISTING/OBSTRUCTING	0	1	1	2	200 %
<i>PART I OFFENSES</i>	65	54	113	85	75 %
<i>PART II OFFENSES</i>					
PAROLE/PROBATION VIOLATION	0	0	0	0	0 %
NATURAL DEATH	3	2	6	3	50 %
RETAIL FRAUD	0	0	1	1	100 %
RUNAWAY	3	2	3	2	66 %
VIOLATION PPO/ COURT ORDER	0	0	0	0	0 %

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
FAMILY NONSUPPORT	0	0	0	0	0 %
SUSPICIOUS DEATH	1	1	1	1	100 %
TRAFFIC OFFENSES OTHER	4	1	10	4	40 %
CRIMINAL CASE OTHER	0	0	0	0	0 %
WARRANT ARREST	13	11	28	26	92 %
SUSPICIOUS CIRCUMSTANCES	1	0	5	4	80 %
WARRANT ADVISED	0	0	0	0	0 %
MENTAL ORDER-ECO / TDO	5	6	9	9	100 %
DOMESTIC ASSAULT/SITUATION	7	7	27	18	66 %
ILLEGAL DUMPING	0	0	0	0	0 %
FOUND PROPERTY	1	5	6	9	150 %
RECOVERED PROPERTY	0	0	0	0	0 %
ANNOYING PHONE CALLS	0	0	0	0	0 %
TRESPASSING	0	0	1	1	100 %
DOA	0	0	0	0	0 %
ANIMAL COMPLAINTS	3	1	3	1	33 %
MISSING PERSON	0	0	2	2	100 %
WARRANT OBTAINED	0	0	0	0	0 %
PROPERTY-LOST	0	0	0	0	0 %
SAFEKEEPING OF WEAPON	0	0	0	0	0 %
SUICIDE AND ATTEMPTED SUICIDES	0	0	0	0	0 %
TRAFFIC - HIT & RUN	4	2	5	2	40 %
FIRES - NOT ARSON	0	0	1	1	100 %
LOST PROPERTY	1	1	2	2	100 %
NON-CRIMINAL CASE	11	9	18	14	77 %
CRIMES AGAINST FAMILY &	2	0	2	0	0 %
DRIVING WHILE IMPAIRED	6	7	10	11	110 %
LIQUOR LAW VIOLATIONS	0	1	1	1	100 %
DISORDERLY CONDUCT	2	2	4	4	100 %
OTHER CRIMES	14	11	24	17	70 %
IMPOUND / TOW FOLLOW-UP	0	0	3	1	33 %
FALSE ALARM	0	0	1	1	100 %
MOTOR VEHICLE CRASH	20	18	67	55	82 %
THREATS	0	0	0	0	0 %
PROPERTY CRIMES, POSS, SALE,	0	0	0	0	0 %
DAMAGE TO PROPERTY	7	7	16	13	81 %
<b>PART II OFFENSES</b>	<b>108</b>	<b>94</b>	<b>256</b>	<b>203</b>	<b>79 %</b>
<b>Grand Totals:</b>	<b>173</b>	<b>148</b>	<b>369</b>	<b>288</b>	<b>78 %</b>

**Field Contact By Reason Summary Report**

Date Range: 02/01/2013 - 02/28/2013, Agency: OWPD

<b>Reason for Contact</b>	<b>Count</b>
911 Hang Up	13
False Alarm Commercial	13
False Alarm Residential	2
All Other Service Reports	13
Animal Complaints Other	18
Assist Ambulance	4
Assist To Other Dept	5
Assist Fire Dept	2
Assist Officer	1
Attempt To Locate	9
Barking Dog	4
Burning Ordinance	1
Civil Dispute	6
Code Enforcement - Owosso	11
Deliver Emergency Message	1
Disturbance	7
Fight / No Assault	2
Fireworks	1
Gun Permit/register	61
Harrassment	3
Investigate Vehicle	1
Liquor Inspections	9
Loud Music	2
Loud Party	3
Mental Pickup/transport	1
Motorist Assist	6
Open Door	4
Ordinance Violation	4
Parking Problem	46
Pawn Ticket	89
Peace Officer	15
Road Hazard	4
Suspicious Person	8

<b>Reason for Contact</b>	<b>Count</b>
Suspicious Situation	27
Suspicious Vehicle	15
Trouble With Kids	14
Trouble With Neighbor	7
Trouble With Subject	48
Trespassing	1
Phone Harassment	10
Unwanted Subject	3
Vacation Check On Home	3
Vehicle In Ditch	1
Welfare Check	19
Wire Down	5
Work Traffic	98

**OPEN FIRES - CITATION ISSUED**

February 2013

INCI_ID	DATE_REPT	STREET	STREET	STREET
201300629	02/03/2013 00:51:10	210		E WILLIAMS ST



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The following is a list of the activities handled by the Fire Department in the month of February, 2013:

154 Ambulance Runs

7 Fire Runs

Of the Ambulance Runs, 111 were residents, 18 were non-residents, and 25 were No Transports. There were 5 additional no transports from combine runs. The ambulance runs include 28 transfers. Of the 28 transfers, 24 were residents and 4 were non-residents. Of the transfers, 1 was an in town transfer. There was also 1 in-facility transport.

There were 44 rental inspections and 36 re-inspections in February.

REGULAR MEETING MINUTES  
OWOSSO DDA / MAIN STREET  
Council Chambers, City Hall  
Feb 6, 2013 – 7:30 am.

MEETING CALLED TO ORDER at 7:32 a.m. by Chairman Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton; Authority Members Dawn Gonyou, Bill Gilbert, Lance Omer (arrived 7:38 am), and Ben Frederick (arrived 7:40 am); Secretary Alaina Kraus; Treasurer James Demis

MEMBERS ABSENT: Authority Member Mistie Jordan

OTHERS PRESENT: Heather Rivard, DDA / Owosso Main Street Manager; Jackie Leone, Press; Tom Manke, business owner/Friends and Community Owosso; Adam Zettel, DDA Director.

AGENDA:

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE AGENDA FOR FEB. 6, 2013.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE MINUTES FOR THE MEETING OF JAN. 2, 2013.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

Tom Manke: As a business member and head of Friends & Community Owosso, he is concerned about not receiving news and information about what Main Street is doing in the community.

COMMITTEE UPDATES

1. Design – Authority Member Bill Gilbert

Sub-committees have been meeting on work plans for 2013/2014.

Work plans to include:

- Wayfinding
- Flower Baskets
- Business stewardship
- Window Decorating
- Year round downtown decorations
- Bicentennial Park
- Self-guided walking tour
- Facades



## 2. Promotion – Chairman Acton

Committee went through all of the projects and decided what is staying and what is not to be repeated.

Work plans to include:

- Art Walk (September)
- GLOW
- Farmer's Market
- Cruise to the Castle Car Show
- Owosopalooza
- Sidewalk Sales (new work plan)
- Monthly Car Cruises

Artisan Market will not be continued due to lack of volunteer workplan leadership. This may change in the coming weeks. Concern was raised that this was intended originally to be a part of the market master contract for Farmer's Market. This is to be discussed further with a review of the original market master contract, especially considering the equity in the project.

## 3. Organization – Chairman Acton

Work plans to include:

- Monthly Newsletter
- Volunteer Database
- Business Inventory Database
- Under the Radar/Television publicity
- Business Stewardship – community service hours (new)
- Membership
- Website
- Volunteer Party
- Main Street/DDA info booth at Farmer's Market (new)
- Photo archive

We have enough swag for 2013/2014 so that is not carrying over, nor is Year of the Volunteer.

## 4. Economic Restructuring – Authority Member Lance Omer

Work plans to include:

- Business Recruitment
- Market Study – Sharon Wood will be visiting this month to clarify categories
- Financial tools
- Cross-business promotions

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

A question was raised concerning Tom Roberts Architect, LLC. This check was to give an estimate for work for the façade grant, which include six business owners and seven addresses.

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
1771	01/11/2013	Kelly's Refuse	Owosso Main Street Checking	
1771	01/11/2013		296-697-831.000 MAINTENANCE	<u>-562.50</u>
TOTAL				-562.50
1772	01/11/2013	DayStarr Communication	Owosso Main Street Checking	
1772	01/11/2013		296-695-728.000 OPER SUPPLIES	<u>-15.70</u>
TOTAL				-15.70
1773	01/11/2013	Crooked Tree Nursery	Owosso Main Street Checking	
1773	01/11/2013		296-697-974.000- WOODARDPLC	<u>-455.74</u>
TOTAL				-455.74
1774	01/11/2013	Heather Rivard	Owosso Main Street Checking	
1774	01/11/2013		296-695-999.101 MANAGER WAGES	<u>1,384.61</u>
TOTAL				1,384.61
1775	01/29/2013	Fair Food Network	Owosso Main Street Checking	
1775	01/29/2013		296-000-158.200 CLEARING - 2X	<u>1,242.00</u>
TOTAL				1,242.00

	1776	01/29/2013	American Speedy Printing	Owosso Main Street Checking	
	1776	01/29/2013		296-695-728.000 OPER SUPPLIES	<u>-185.00</u>
TOTAL					-185.00
	1777	01/29/2013	DayStarr Communication	Owosso Main Street Checking	
	1777	01/29/2013		296-695-728.000 OPER SUPPLIES	<u>-36.24</u>
TOTAL					-36.24
	1778	01/29/2013	City of Owosso	Owosso Main Street Checking	
TOTAL					0.00
	1779	01/29/2013	Heather Rivard	Owosso Main Street Checking	
	1779	01/29/2013		296-695-999.101 MANAGER WAGES	<u>1,384.61</u>
TOTAL					1,384.61
	1780	01/29/2013	City of Owosso	Owosso Main Street Checking	
	1780	01/29/2013		296-697-831.000 MAINTENANCE	<u>-694.17</u>
TOTAL					-694.17
	1781	01/29/2013	City of Owosso	Owosso Main Street Checking	

1781	01/29/2013	296-695-728.000 OPER SUPPLIES	-70.89
		296-697-831.000 MAINTENANCE	<u>-218.15</u>
TOTAL			-289.04

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE CHECK REGISTER FOR JANUARY 2013 AS PRESENTED. YEAS ALL. MOTION CARRIED.

## 2. BUDGET REPORT.

This and the check register are now generated by Quickbooks. This has been accomplished with the help of Deann Biondi. The new budget is broken into income and expense with columns for what has been spent to date, what is budgeted and the difference between the spending and budget. Expenses are now broken down by committee and work plan.

## 3. STREET PERMIT POLICY REVISION

Timing was added to the protocol with a once a year meeting for Owosso Main Street related street closures.

Authority Member Frederick thanked the board for the policy on behalf of the City Council and requested that it be noted that at least one public meeting outside of business hours.

Authority Member Gilbert requested that a reference to the original plan be added to the revision for circumstances where a work plan including street plan may arise later in the year. Manager Rivard suggested that this be worked into the work plan approval process.

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GILBERT ADOPTING THE POLICY PROVIDING FOR A PATH FOR NEW WORKPLAN APPROVAL AND EARLIER MENTIONED PHRASING CHANGES. YEAS ALL. MOTION CARRIED.

## 4. DDA DIRECTOR JOB DESCRIPTION

In previous hiring of a manager, the Main Street Manager has also been the DDA Director, but in actuality much of this work has been done by Adam Zettel. The recommendation is being made that Zettel officially take on the role and work of DDA Director as a part of his work for the city.

Zettel pointed out that often the skills being looked for in an OMS Manager are different than what is needed in a DDA Director. This is not to cause separation of Main Street from the city but to build a partnership between the two. Authority Member Frederick pointed out that this is a symbiotic relationship and that

previous attempts to provide distinction between the two have not worked out well so formalizing the partnership between Main Street and the City of Owosso is in our favor.

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYOU TO ACCEPT ADAM ZETTEL IN THE ROLE OF DDA DIRECTOR.  
YEAS ALL. MOTION CARRIED.

#### 5. MAIN STREET MANAGER RECRUITMENT

The selection committee will consist of Dave Acton, Adam Zettel, Jessica Unangst, Dawn Gonyou and Bill Gilbert.

#### 6. NATIONAL MAIN STREET CONFERENCE

Michigan Main Street will pay for one registration for an official representative for our Main Street instead of the manager since there will be a new manager coming in. There is a budget line of \$1000-1100 set aside for funding for sending volunteers to this conference.

The conference is set for April 14-16 in New Orleans.

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE UP TO \$1000 FOR UP TO TWO VOLUNTEERS TO ATTEND THE NATIONAL MAIN STREET CONFERENCE IN NEW ORLEANS IN 2013.  
YEAS ALL. MOTION CARRIED.

#### 7. AUDIT PRESENTATION

Authority member Demis worked closely with the Rehmann group on the audit of the 2011/2012 fiscal year. This was due by Dec. 31<sup>st</sup> of 2012, but there are no repercussions for the delay. The conclusion of the report is that we are financially.

This document is available in the Main Street office, through the city and will be posted online.

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYOU TO ACCEPT THE AUDIT REPORT.  
YEAS ALL. MOTION CARRIED.

#### 8. LETTER OF SUPPORT POLICY

A recommendation was made that any requests for a letter of support be sent out to the board and if any one board member raises an objection it will go to the board meeting for discussion. Otherwise that letter of support can be presented in a shorter period of time.

A policy will be written up and presented to the board.

ALL OTHER AGENDA ITEMS WERE TABLED.

PUBLIC / BOARD / STAFF COMMENTS:

Tom Manke presented a recommendation to the board that a board member be at every city council meeting to represent the downtown and small business owners. He feels open communication is lacking between Owosso Main Street and the City of Owosso.

Authority Member Frederick brought up the idea of exploring a less frequent Artisan Market event as there is not the weekly need for a market, as there is for fresh produce at the Farmer's Market. He also commented that the particular topic that was used as an example of the disconnect between downtown and the City Council was a difficult topic and not representative of all communication between the two, though he always welcomes more participation.

Authority Member Demis commented that we do have two city members at the Main Street Board meeting to facilitate communication between the two bodies. He also brought up the idea of having Mark Sedlak come and present to the board on city improvements that are and need to be accomplished. Authority Member Gilbert shared that the breakdown of responsibilities between the DDA and the City in terms of downtown care were presented at the November meeting, but there are some items that are not completely clear. Demis shared that specific concerns include street lights and sidewalks in addition to more regular updates.

Authority Member Gilbert will act as the interface between Sedlak and Main Street. Specific concerns will be checked on the list of improvement and repair responsibilities.

MOTION MADE BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO ADJOURN AT 8:58 AM.  
YEAS ALL. MOTION CARRIED.

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Alaina Kraus, Secretary

REGULAR MEETING MINUTES  
OWOSSO DDA / MAIN STREET  
Council Chambers, City Hall  
Mar 6, 2013 – 7:30 am.

MEETING CALLED TO ORDER at 7:30 a.m. by Chairman Dave Acton.

ROLL CALL was taken by Main Street Manger Heather Rivard.

MEMBERS PRESENT: Chairman Dave Acton; Authority Members Dawn Gonyou, Bill Gilbert (arrived 7:38 am), Lance Omer, and Ben Frederick (arrived 7:40 am); Treasurer James Demis

MEMBERS ABSENT: Secretary Alaina Kraus;

OTHERS PRESENT: Heather Rivard, Owosso Main Street Manager; Jackie Leone, Press; Adam Zettel, DDA Director.

AGENDA:

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE AGENDA FOR MAR. 6, 2013.  
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPROVE THE AGENDA FOR MAR. 6, 2013.  
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

Chairman Acton acknowledged the presence of two volunteers, who introduced themselves: Bill Young and Les (last name not stated).

COMMITTEE UPDATES

Committee chairs each presented a list of recommended work plans for the 2013/2014 fiscal year. Estimated net budgets are also presented. Final budget decisions will be made at the April meeting.

1. Promotion – Chairman Acton

Sub-committees have been meeting on work plans for 2013/2014.

Art Walk	\$1000
Glow	\$6000
DOFM	\$5000
Owossopalooza	\$0
Cruise to the Castle	\$0
Car Cruise Series	\$0
Sidewalk Sales	\$0

2. Organization – Chairman Acton

Monthly Newsletter	\$0
Volunteer Database	\$0
Business Inventory Database	\$0
Under the Radar/TV publicity	\$0
Business Stewardship/IB service hours	\$0
Membership	\$500
Website	\$0
Volunteer Party	\$1000
Photo archive	\$0

3. Design – Authority Member Gilbert

Wayfinding	\$na
Hanging Baskets	\$4800
Watering	\$4000
Flower Beds	\$6000
Walking Garden Tour	\$3000
Christmas Design	\$3000
Bike Racks	\$2000-\$3000
Sponsorship/Fundraising	(\$15,000-\$20,000)
Façade	\$0
Business Stewardship	\$0

4. Economic Restructuring – Authority Member Lance Omer

Business Recruitment	\$0
Market Study	\$0-\$7500 (\$15000 total, \$7500 raised)
Financial tools	\$0
Cross-Business Promotions	\$0

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
1782	02/06/2013	Kelly's Refuse	Owosso Main Street Checking	
1782	02/06/2013		296-697-831.000 MAINTENANCE	-562.50
TOTAL				-562.50
1783	02/06/2013	Heather Rivard	Owosso Main Street Checking	
1783	02/06/2013		296-695-999.101 MANAGER	-1,384.61



				WAGES	
TOTAL					<u>-1,384.61</u>
	<b>1784</b>	<b>02/06/2013</b>	<b>DeeAnn Biondi</b>	<b>Owosso Main Street Checking</b>	
	1784	02/06/2013		296-695-728.000 OPER SUPPLIES	<u>-55.00</u>
TOTAL					-55.00
	<b>1785</b>	<b>02/06/2013</b>	<b>Charter Media</b>	<b>Owosso Main Street Checking</b>	
	1785	02/06/2013		296-696-818.000-GLOW	<u>-1,148.75</u>
TOTAL					-1,148.75
	<b>1786</b>	<b>02/06/2013</b>	<b>Gilbert's Do It Best</b>	<b>Owosso Main Street Checking</b>	
	1786	02/06/2013		296-696-818.000-GLOW	<u>-112.49</u>
TOTAL					-112.49
	<b>1787</b>	<b>02/13/2013</b>	<b>Nick Bird</b>	<b>Owosso Main Street Checking</b>	
	1749	12/02/2012		296-000-158.100 CLEARING - WIC	<u>-32.00</u>
TOTAL					-32.00

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE CHECK REGISTER FOR JANUARY 2013 AS PRESENTED. YEAS ALL. MOTION CARRIED.

## 2. BUDGET REPORT.

The budget was presented by the Main Street Manager, Heather Rivard. Manager Rivard pointed out that the line item for operating supplies is over budget. All other items are within budget. Authority Member Demis mentioned that he has two employees in his practice that are competent in QuickBooks and are available to train Main Street staff.

## 3. CITY OF OWOSSO \$10,000 LOAN

Manager Rivard explained that the separation of the Owosso DDA check account from the City of Owosso's common bank account has caused a cash flow problem for Owosso DDA. The DDA does not have the cash it needs to pay bills during the month of March, due to the delay in tax payment transfers from the City of Owosso caused by necessary paperwork. Treasurer Demis and Chairman Acton further discussed

the situation, clarifying that this is not a budget problem, nor any indication of fiscal irresponsibility. This is a regular, routine, and responsible action.

Chairman Acton asked for input from DDA Director Zettel.

DDA Director Zettel offered the insight that the DDA could avoid this by intentionally developing its fund balance to %60-%70 of its annual budget.

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE ACCEPT THE LOAN FROM THE CITY OF OWOSSO, AS STIPULATED BY THE CITY OF OWOSSO RESOLUTION PASSED MARCH 5<sup>TH</sup>, 2013. YEAS: Chairman Dave Acton; Authority Members Dawn Gonyou, Lance Omer, and Ben Frederick; Treasurer James Demis. NAYS: AUTHORITY MEMBER GILBERT MOTION CARRIED.

#### 4. MAY TRAININGS

Manager Rivard updated the board on Michigan Main Street services, which are now being restructured as "Specialist Days". Manager Rivard stated her intention to schedule Specialist Days in May for each committee.

#### 5. RESOURCE TEAM VISIT

Manger Rivard updated the board that Michigan Main Street is restructuring the end of the year accreditation visit. The visit will take place over three days from July 30<sup>th</sup>-August 1<sup>st</sup> 2013. There will now be a National Main Street representative present at the meeting and an accreditation decision will be made on site at the end of the meetings.

#### 6. AUTHORITY MEMBER JORDAN RESIGNATION

The Owosso DDA accepted the resignation of Authority Member Jordan.

#### 7. CONSIDERATION OF NEW WORK PLAN: PROMOTION TRAILER

Chairman Acton, acting as Promotion Committee Chair, presented a new wrok plan for the current fiscal year. The work plan is to complete work on a work plan from last fiscal year. The earlier work plan left the trailer unlicensed and with a flat tire, rendering it useless to the Owosso DDA. A \$500 work plan was proposed to complete the trailer and get it in working order.

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE A NEW PROMOTION COMMITTEE WORK PLAN NAMED "PROMOTION TRAILER" WITH A BUDGET OF \$500. YEAS ALL. MOTION CARRIED.

#### 7. CONSIDERATION OF NEW WORK PLAN: MONTHLY CAR CRUISE EVENT

Chairman Acton, acting as Promotion Committee Chair, presented a new work plan for the current fiscal year. This work plan has a proposed net budget of \$0. It is to

plan a series of monthly car cruise events on Exchange Street this summer, starting in May.

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE A NEW PROMOTION COMMITTEE WORK PLAN NAMED "MONTHLY CAR CRUISE SERIES" WITH A BUDGET OF \$0. YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

Chairman Acton offered his opinion that decision that the board makes, even if contested internally, should be upheld and supported by the board publicly after a decision has been reached. The board agreed that this is a sound informal policy to be upheld.

The decision to contract a Markey Study instead of using the service provided by Michigan Main Street was discussed. DDA Director Zettel offered his observation that the Michigan Main Street is inflexible. It will not allow the City of Owosso to add auxiliary components to the study. Their study also only analyzed the downtown area, which often excluded the reality of nearby strip developments that have a significant impact on the economic profile of downtown. Zettel suggested that the \$35000 spend by Michigan Main Street on the study could be better managed as a grant to the Owosso DDA to design their own study.

Authority Member Frederick suggested that Owosso DDA start an official correspondence with Michigan Main Street describing the unworkable situation and requesting a revision of the policy. Chairman Acton accepted the action item, to be completed in partnership with Manager Rivard.

Board members discussed an alternative date for the schedule April meeting, as it is during spring break and many members will not be present. It was agreed to move the meeting to March 27<sup>th</sup>.

MOTION MADE BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:48 AM. YEAS ALL. MOTION CARRIED.

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Alaina Kraus, Secretary