

CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, NOVEMBER 03, 2014
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 OCTOBER 20, 2014:

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. Curwood Festival. Presentation of \$1000 donation for maintenance of Curwood Castle from the Curwood Festival.
2. GLO-BUS Award Winner. A proclamation honoring Baker College of Owosso Graduate Trevor Kryza as the Global Business Strategy Simulation Competition Award Winner.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

1. Project Status Report
2. Osburn Lakes Brokerage Report
3. 111 South Lansing St House

CONSENT AGENDA

1. Owosso Glow Events. Request from Owosso Main Street for use of various downtown streets and a parking lot at various times on November 28th, 2014 for Owosso Glow events and approve Traffic Control Order No. 1324 formalizing the request.
2. Boards and Commissions Appointments. Confirm the Mayoral Historical Commission appointment of Brian Mahoney to fill the unexpired term of James Gutting ending December 31, 2014 and Robert Brockway to fill the unexpired term of Kerry Baker ending December 31, 2015.
3. Bid Award – Well Cleaning and Pump Repair. Authorize contract with Peerless-Midwest Inc. for well cleaning and pump repair for Palmer Well #2 in the amount of \$25,715.
4. Bid Award – Diesel Sewage Pump. Approve the purchase of one Godwin Model #CD225 trailer mounted, diesel engine sewage pump in the amount of \$52,067.60.
5. Professional Services Agreement. Authorize Professional Services Agreement with Capital Consultants Inc. (dba C2AE) for development of an Asset Management Program for the Wastewater Treatment Plant in the amount of \$181,975.
6. Warrant No. 491. Approve Warrant No. 489 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal Risk Management Authority	Building and property insurance	General	\$53,586.50
Key Government Finance Inc	Annual phone system payment-3 rd installment	General	\$26,248.57
Waste Management	Disposal charges – 10/1/14 – 10/15/14	Streets/WW TP	\$5,751.24
Waste Management	Disposal charges – 10/16/14	Streets/WW TP	\$7,393.73
Michigan Municipal League Workers' Compensation Fund	Workers' compensation insurance	Various	\$25,749.00

TOTAL 118,728.84

ITEMS OF BUSINESS

1. Lot Split Authorization – 109 North Washington Street. Authorize the division of City lot under Michigan Subdivision Control Act for platted lot commonly known as 109 North Washington Street, parcel # 050-470-022-013-00. (This item was postponed from the meeting of October 6, 2014.)
2. Downtown Parking Regulations Amendments. Consider the recommendations of the DDA/OMS Board regarding changes to the regulations governing use of downtown parking lots, involving Traffic Control Order Nos. 1167-1173 and 1175-1176. (this may be a series of consent items)

COMMUNICATIONS

1. Downtown Development Authority/Main Street. Minutes of October 1, 2014.
2. Planning Commission. Minutes of October 27, 2014.
3. Zoning Board of Appeals. Minutes October 21, 2014.
4. Parks & Recreation Commission. Minutes of October 13, 2014.
5. Historical Commission. Minutes of October 13, 2014.
6. Historical Commission. Letters of resignation.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, November 17, 2014

BOARDS AND COMMISSIONS OPENINGS

Shiawassee Council on Aging Board of Directors, term expiring June 30, 2017

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

OCTOBER 20, 2014

7:30 P.M.

PRESIDING OFFICER: MAYOR BENJAMIN R. FREDERICK

A moment of silence was held in memory of Owosso Department of Public Works employee Ian McKenna. Mr. McKenna passed away suddenly October 7, 2014 at the age of 44.

OPENING PRAYER: EDWARD HORSKI, PASTORAL MINISTER
ST. PAUL CATHOLIC CHURCH

PLEDGE OF ALLEGIANCE: LOCAL VETERAN SERVICE ORGANIZATION REPRESENTATIVES

PRESENT: Mayor Benjamin R. Frederick, Mayor Pro-Tem Christopher T. Eveleth, Councilpersons Loreen F. Bailey, David B. Bandkau, Burton D. Fox, Elaine M. Greenway, and Robert J. Teich, Jr.

ABSENT: None.

APPROVE AGENDA

Motion by Mayor Pro-Tem Eveleth to approve the agenda as presented.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF OCTOBER 6, 2014

Motion by Councilperson Fox to approve the Minutes of the Regular Meeting of October 6, 2014 as presented.

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

STUDENT REPRESENTATIVE REPORT

LINCOLN HIGH SCHOOL STUDENT REPRESENTATIVE REPORT

Lincoln High School senior Hunter Chant gave an update on activities at the Owosso Public Schools, including Lincoln High School, noting that student government would be kicking off soon and several of their student leaders were recently recognized in Lansing.

PROCLAMATIONS / SPECIAL PRESENTATIONS

VETERANS DAY CELEBRATIONS

Mayor Frederick presented certificates of recognition to several area Veterans Service Organizations thanking them for their support in the seven-year project to restore and improve the Veteran's Memorial Circle in Fayette Square, saying that without their support and action the City would not have such a proud site to remember those that have sacrificed for our country. The following organizations were recognized:

- VFW Post 9455
- VFW Post 9455 Ladies Auxiliary
- American Legion Post 57 & Ladies Auxiliary
- Disabled American Veterans
- Chapter 1970 of the Military Order of the Purple Heart

Shiawassee County Veterans Affairs Office
Marine Corp. League Harold R. Cooley Detachment

The Mayor also extended a personal thank you to Marine Corp League member and former County Commissioner Ron Elder for his personal efforts in seeing the project through.

He also reminded all present that the City of Owosso will be hosting the upcoming Veterans Day celebrations, with a ceremony at 6:00 p.m. and a parade at 7:00 p.m.

FIRE DEPARTMENT THANK YOU

Salvation Army Lieutenant Cassie Gray and Major Henry Tempel were on hand to present a certificate of appreciation on behalf of the City Council to Abate of Michigan- Region 20 as a thank you for the Bikin' for Burns event held to benefit fire safety education programs, resulting in a donation of \$5,600 to the City of Owosso Fire Department.

Region 20 Coordinator Bryan Fitch was on hand to present the donation to Public Safety Director Kevin D. Lenkart.

COUNTY PUBLIC SAFETY MILLAGE

County Commission Chairman Jeff Bartz gave a presentation regarding the county public safety millage question on the November 4th ballot. Commissioner Bartz explained that the County is in dire straits financially and as such the Commission had decided to place a millage question before the voters. He said the County would not be able to continue providing the services it currently provides if the millage does not pass.

Mayor Frederick questioned the amount of the actual deficit saying he had heard several different numbers. He also questioned whether the millage levy would be distributed to other departments as well as the Sheriff's Office.

Councilperson Fox inquired what action the Commission has taken to reduce their own salaries and benefits in light of the fact that they have made steep cuts to County personnel and are now asking citizens to pay more for services.

Councilperson Teich asked what the County's deficit was last year and what the County had done to fill it.

PUBLIC HEARINGS

IFT/NEW PERSONAL PROPERTY TAX EXEMPTION – MACHINE TOOL & GEAR, INC.

City Assessor Larry D. Cook gave a brief overview of the application saying the company was continuing its history of aggressive growth and they more than fit the requirements for a 12-year abatement.

A public hearing was conducted to receive public comment on the application from Machine Tool & Gear, Inc., 401 South Chestnut Street, for an IFT/New Personal Property Exemption for \$1,318,900 in new equipment.

The following people commented regarding the potential tax abatement:

John Aldrich, General Manager for the Owosso & Corunna plants, said he felt the solution to adequate government financing is through business growth and economic development. He noted that over 105 City residents are currently employed by the firm and they will be looking at hiring an additional 6 employees with this expansion. He said the company continues to get commitments from parts suppliers and auto manufacturers and he appreciated the City's support over the years.

Brent Jones, Vice President of the Shiawassee Economic Development Partnership, indicated his organization's full support for the abatement saying they are the largest manufacturer in the county by employment and they continue to grow their business.

After the closing of the hearing Councilperson Fox inquired how the new state law regarding personal property tax would affect any potential abatements granted this evening. City Manager Crawford noted the law prescribes a gradual phase in period for the new law but it was unclear just how that would happen and any abatement granted after the August 5, 2014 election would be effective until the new law is phased in. He also noted his feeling that the personal property tax is detrimental to business.

Mayor Frederick congratulated Machine Tool & Gear, Inc. on their continued growth.

Motion by Mayor Pro-Tem Eveleth to approve the following resolution authorizing a new Industrial Facilities Tax Exemption as it relates to new personal property for Machine Tool & Gear, Inc. for a period of 12 years:

RESOLUTION NO. 154-2014

**APPROVING AN IFE APPLICATION
MACHINE TOOL & GEAR, INCORPORATED
A DIVISION OF NEWCOR MACHINED PRODUCTS GROUP
401 S. CHESTNUT STREET**

WHEREAS, pursuant to PA 198 of 1974, as amended, after a duly noticed public hearing held on April 18, 1977, this City Council, by resolution established an Industrial Development District, commonly called the Owosso Industrial Site No. 1, and on October 9, 1978, this City Council, by resolution amended said Industrial Development District property occupied by 401 S. Chestnut; and

WHEREAS, Machine Tool & Gear, Incorporated has filed an application for an Industrial Facilities Exemption Certificates with respect to New Personal Property within the Industrial Development District; and

WHEREAS, before acting on said application, the City of Owosso held a hearing on October 20, 2014, 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 acquisition of the New Personal Property had not begun earlier than six (6) months before September 29, 2014, the date application received for the Industrial Facilities Exemption Certificates; and

WHEREAS, acquisition of the New Personal Property is calculated to and will, at the time of issuance of the certificate, have the reasonable likelihood to retain, create or prevent the loss of employment in the City of Owosso; and

WHEREAS, the aggregate SEV of property exempt from ad valorem taxes within the City of Owosso, after granting this certificate, 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:

1. The City Council finds and determines that the granting of the Industrial Facilities Exemption Certificates 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.

2. The application from Machine Tool & Gear, Incorporated for Industrial Facilities Exemption Certificates, with respect to New Personal Property on the following described parcel of real property situated within the Industrial Development District, to wit:

COMMENCING AT INTERSECTION OF EAST LINE CHESTNUT ST & SOUTHERLY RIGHT OF WAY LINE OF GRAND TRUNK RAILROAD; TH S 80°38'50" E 1317.01' TH S 02° 2'25" W 858.19' TH N 80°38'50" W 598.20' TH N 07°18'07" E 424.29' TH N 80°38'50" W 751.92' TH N 01°14'05" E 431.51' TO POB PART OF NE 1/4 SEC 23 T7N R2E 18.83 A M/L; and

be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificates for New Personal Property, when issued, shall be and remain in force for a period of 12 years.

Motion supported by Councilperson Teich.

Roll Call Vote.

AYES: Councilpersons Greenway, Bandkau, Mayor Pro-Tem Eveleth, Councilpersons Bailey, Fox, Teich, and Mayor Frederick.

NAYS: None.

NEW PERSONAL PROPERTY TAX EXEMPTION – TIAL PRODUCTS, INC.

City Assessor Cook gave a brief overview of the application saying the law governing the abatement has no cap and the maximum number of years granted by previous Councils has been 15. He went on to say that the Personal Property Tax will start to phase out in 2016 but the fact that the details of exactly how it will be phased out makes such an abatement a good idea. Lastly, he noted that TiAl has been a pleasure to work with over the years and continues its history of calculated growth.

A public hearing was conducted to receive public comment on the application from TiAl Products, Inc., 450 South Shiawassee Street, for a New Personal Property Exemption for \$2,100,000 in new equipment.

The following people commented regarding the potential tax abatement:

Gregg Jones, President of TiAl Products, Inc., briefly described their latest expansion project as the installation of a foundry that will allow them to complete work in-house that they currently sub-contract for.

Brent Jones, VP of the SEDP, said the firm has a good track record of job growth, service in the community, and provides great jobs for local workers. He indicated the SEDP was in full support of the abatement application.

After the closing of the hearing Mayor Pro-Tem Eveleth noted his appreciation for the company, specifically pointing out their immaculate factory and grounds.

Mayor Frederick offered his congratulations to the firm for their continued success.

Motion by Mayor Pro-Tem Eveleth to approve the following resolution authorizing a New Personal Property Tax Exemption Certificate as it relates to new personal property for TiAl Products, Inc. for a period of 15 years:

RESOLUTION NO. 155-2014

**TO APPROVE A
NEW PERSONAL PROPERTY EXEMPTION APPLICATION
P.A. 328 OF 1998, AS AMENDED
TIAL PRODUCTS, INCORPORATED
450 S. SHIAWASSEE STREET**

WHEREAS, pursuant to P.A. 328 of 1998, as amended, after a duly noticed public hearing held on October 1, 2001, the City Council of the City of Owosso, an eligible distressed area as defined in Section 11 of the State Housing Development Authority Act of P.A. 346 of 1966, by Resolution, established a Industrial Development District; and

WHEREAS, the applicant TIAL Products, Incorporated, a manufacturing eligible business, has filed an application for Exemption of New Personal Property; and

WHEREAS, before acting on said application, the City Council of the City of Owosso, held a public hearing held on October 20, 2014 at City Hall, 301 W. Main Street, Owosso, MI, 48867 at 7:30 p.m., at which the Applicant, the City Assessor, and a representative of the effected taxing units were given written notice and were afforded an opportunity to be heard on said Application.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Owosso finds and determines that the granting of the Exemption of New Personal Property currently in force under P.A. 328 of 1998, as amended, shall not have the effect of substantially impeding the operation, or impairing the financial soundness of the taxing unit which levies ad valorem property taxes in the City of Owosso; and

BE IT RESOLVED the New Personal Property Exemption when issued shall be, and remain in force and effective for a period of 15 years, beginning October 20, 2014, and ending December 30, 2029; and

BE IT RESOLVED that for the exemption to maintain its eligibility each year, the company shall submit two personal property statements annually to the City Assessor, one for the new personal property and another for all other personal property, And payment for real and personal property taxes must be current; and

BE IT RESOLVED the Application submitted by TIAL Products, Incorporated, is for an Exemption of New Personal Property that will be located in an Industrial Development District described as:

A L & B O WILLIAMS ADDITION LOTS 2, 3, 4, 5, 6, 9, 10, 13, 14, 15 & SOUTH 1/2 LOTS 7, 8, 11 BLOCK 28, ALSO LOTS 2, 3, 4, 5, 6, 7, 8, 9 BLOCK 27, ALSO LOT 11 & WEST 132' LOTS 7, 8, 9, 10 BLOCK 26, ALSO A STRIP OF LAND OFF SOUTH SIDE LOT 6 & EAST 43 1/2' OFF SOUTH SIDE LOT 7 BLOCK 26 BEING 20' WIDE ON WEST END & 24' WIDE ON EAST END, ALSO A STRIP OF LAND LYING BETWEEN LOTS 7, 8, 9, 10, 11 BLOCK 26 & LOTS 2, 3, 4, 5 BLOCK 27, ALSO A STRIP OF LAND LYING BETWEEN LOTS 6, 7, 8, 9 BLOCK 27 & LOTS 2, 3, 4, 5 BLOCK 28.

ALSO, LOTS 2, 3, 4, 5, 6 & EAST 43 1/2' OF LOTS 7, 8, 9, 10 & SOUTH 1/2 LOT 13 BLOCK 26 A L & B O WILLIAMS ADDITION (EXCEPT SOUTH 20' LOT 7 & SOUTH 24' LOT 6 & RAILROAD RIGHT-OF-WAY LOT 2).

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Councilpersons Teich, Bandkau, Fox, Mayor Pro-Tem Eveleth, Councilpersons Bailey, Greenway, and Mayor Frederick.

NAYS: None.

CITIZEN COMMENTS AND QUESTIONS

Eddie Urban, 601 Glenwood Avenue, encouraged everyone to support the Veteran's Operating millage on the November ballot.

Councilperson Bailey wished Eddie a happy birthday and indicated she had made cookies for the occasion.

Councilperson Fox said he was getting excited about all the activities going on downtown with Oktoberfest, the redevelopment of the Matthews Building, and the salon that will be moving into Mootzie's former location.

Councilperson Teich gave an update on the property at 111 South Lansing Street, saying they may miss their original deadline to move the house but options were being explored. He asked that the item be placed on the November 3rd agenda so that a decision could be made as to which option to pursue.

Councilperson Teich also inquired about the status of the vacant lots in Osburn Lakes. It was noted that staff anticipates putting out an RFP for marketing the lots shortly. Mayor Frederick reminded Council he is looking for reps for the Osburn Lakes liaison committee.

Councilperson Bailey encouraged support for the Vet's millage as well and thanked Jerilyn Strein for her extraordinary efforts to help veterans. She went on to give an update on the Trap/Neuter/ Release program saying that numerous people attended the educational meeting yesterday to learn about the program and how they can deter cats from hanging around their property. She also indicated the TNR clinic for November is full and 60 cats will be taken for spaying/neutering on November 13th. She is taking reservations for the next clinic scheduled for December 11th. Lastly she thanked City staff for their help in this project and she thanked The Independent for advertising the cause in the paper.

CITY MANAGER REPORT

City Manager Crawford noted that the leaf pickup program will start soon.

CONSENT AGENDA

Motion by Mayor Pro-Tem Eveleth to approve the Consent Agenda as follows:

Flexible Spending Account Terms Adoption. Authorize acceptance of the terms governing the Flexible Spending Accounts available to City employees effective January 1, 2015 – December 31, 2015 as follows:

RESOLUTION NO. 156-2014

ADOPTING THE CITY OF OWOSSO FLEXIBLE SPENDING PLAN

WHEREAS, the city of Owosso, a Michigan municipal corporation, provides a cafeteria plan for its employees; and

WHEREAS, under the tax laws of the United States of America the city council must adopt a resolution for the calendar year effective January 1, 2015 and subsequent years.

NOW THEREFORE, the city council of the city of Owosso, Michigan (the employer) resolves:

- FIRST: that the form of Cafeteria Plan including a Dependent Care Flexible Spending Account and Health Flexible Spending Account effective January 1, 2015 presented and attached is approved and adopted and that the duly authorized agents of the city are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.
- SECOND: that the Administrator is instructed to take such actions that they deem necessary and proper to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.
- THIRD: that the duly authorized agent of the employer (the human resources director) shall act as soon as possible to notify city employees of the Cafeteria Plan's adoption by delivering to each employee a copy of the attached Summary Plan Description, which is hereby approved.
- FOURTH: the undersigned certifies that attached as Exhibits A and B, respectively, are true copies of the City of Owosso Flexible Spending Plan and the Summary Plan Description approved and adopted in this resolution.
- FIFTH: that all prior resolutions and documents for the City of Owosso Flexible Spending Plan are rescinded as of January 1, 2015.

Warrant No. 490. Authorize Warrant No. 490 as follows:

Vendor	Description	Fund	Amount
Shiawassee Economic Development Partnership	Annual investment for fy 14/15	General	\$31,426.00
Logicalis, Inc	Network engineering-September 2014	General	\$ 8,568.00
Caledonia Charter Township	Caledonia utility fund payment- July – September 2014	Water	\$21,338.99
Owosso Charter Township	Owosso charter township 2011 water agreement payment- July – September 2014	Water	\$ 9,828.73
Brown & Stewart PC	Professional services- September 9, 2014 – October 13, 2014	General	\$11,047.52

*Check Register–September 2014. Affirm check disbursements totaling \$1,934,984.61 for the month of September 2014.

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Councilperson Bandkau, Mayor Pro-Tem Eveleth, Councilpersons Teich, Fox, Greenway, Bailey, and Mayor Frederick.

NAYS: None.

*Due to length, full text of items marked with an asterisk are not included in the minutes. Complete copies of said documents are on file in the Clerk's Office.

ITEMS OF BUSINESS

GOULD STREET PROPERTY DONATION

City Manager Crawford indicated the City had been approached by the owner of the property in question about donating the land to the City.

City Attorney William C. Brown pointed out that an appraisal of the property had not been conducted and, should the donating party agree, the Council may want to consider using the Assessor’s True Cash Value determination to establish a value for the property.

Dan Brazil, first cousin on the potential donor, was allowed to speak and gave a history of the property saying his cousin lives in North Carolina and has no use for the property. It has been up for sale before with no takers. It has also been marketed to adjoining property owners with no resulting expression of interest. The owner is tired of maintaining the lot and now wishes to donate it.

Councilperson Fox inquired whether the property in question butts up to the proposed propane facility that may be going in on the corner of Corunna Avenue and Gould Street. It was noted it was not an adjoining parcel.

City Manager Crawford noted the parcel would add further buffer for the water plant.

Councilperson Bandkau inquired whether the delinquent taxes were the only costs to be incurred for the property. The City Manager indicated some environmental testing would need to be done prior to closing to protect the City from any future findings of contamination. Such tests could cost from \$1,500 to \$5,000 depending on how much testing is warranted. He further indicated funds for testing would come from the Water Fund due to the property’s proximity to the Water Filtration Plant.

Motion by Councilperson Fox to approve acceptance of the donation of property on South Gould Street from JoAnne Prendergast, with a value to be placed in paragraph 2 as established by the City Assessor, as follows:

RESOLUTION NO. 157-2014

**RESOLUTION AUTHORIZING ACCEPTING A DONATION OF REAL PROPERTY
ALSO KNOWN AS PARCEL 050-010-034-025-00**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Community Development department;
and

WHEREAS, the City of Owosso wishes to accept the donation of real property from JoAnne Prendergast on Gould Street also known as parcel 050-010-034-025-00; and

WHEREAS, title insurance shall be purchased prior to the acceptance of this parcel; and

WHEREAS, there is a recommendation to perform a Baseline Environmental Assessment.

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to accept the donation of real property known as parcel 050-010-034-025-00 from JoAnne Prendergast for a cost to the City of Owosso of \$85.23, plus environmental testing.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Contract for Donation of Property between the City of Owosso, Michigan and JoAnne Prendergast up to the amount of the True Cash Value as

determined by the City Assessor.

THIRD: The above expenses shall be paid from the water fund, account # 591-553-856.000.

Motion supported by Councilperson Teich.

Roll Call Vote.

AYES: Mayor Pro-Tem Eveleth, Councilpersons Teich, Greenway, Fox, Bandkau, Bailey, and Mayor Frederick.

NAYS: None.

COMMUNICATIONS

Charles P. Rau, Building Official. September 2014 Building Department Report.

Charles P. Rau, Building Official. September 2014 Code Violations Report.

Kevin D. Lenkart, Public Safety Director. September 2014 Police Report.

Kevin D. Lenkart, Public Safety Director. September 2014 Fire Report.

Downtown Development Authority/Main Street. Minutes of October 1, 2014.

CITIZEN COMMENTS AND QUESTIONS

County Commission Les Schneider, representing the Disabled American Veterans, indicated the flag and flag pole at Oak Grove cemetery needed to be replaced and the DAV would help with that endeavor. Mayor Frederick indicated he would get Mr. Schneider the information to contact the Owosso Township Supervisor. Mr. Schneider also noted for the audience that he has not taken anything but base pay since his tenure started on the Commission. He said he was aware that some other Commissioners are foregoing some benefits as well.

Eddie Urban, 601 Glenwood Avenue, said he felt that Commissioner Bartz did not answer Councilperson Fox's question regarding benefits. He also briefly explained the TNR process and its benefits on the mouse population.

Anthony Karhoff, Shiawassee Township Supervisor, said his singular goal as an elected official is to improve the communication with other local jurisdictions. He said he appreciated the questions the local mayors had proposed but was also concerned with the potential consequences should the millage be defeated. He said he felt the County Commission should have approached the local communities before placing the question on the ballot. He said communities in the county depend on one another and have to work together to succeed.

Councilperson Bailey encouraged everyone to enjoy the birthday cookies she baked in honor of Eddie Urban's birthday. Many people in attendance voiced their birthday wishes for Mr. Urban.

NEXT MEETING

Monday, November 03, 2014

BOARDS AND COMMISSIONS OPENINGS

Shiawassee Council on Aging Board of Directors, term expiring June 30, 2017

ADJOURNMENT

Motion by Mayor Pro-Tem Eveleth for adjournment at 8:43 p.m.

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

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk

Date: October 28, 2014
To: Shiawassee County Real Estate Brokers
From: City of Owosso, Donald Crawford, city manager
Re: Request for proposal for brokerage services

The city of Owosso is owner of approximately thirty (30) vacant lots in a single-family residential condominium development in the northeast quadrant of the city east of Gould Street and wants to engage professionals experienced with residential real estate brokerage services to help in the sale of these remaining lots.

Proposal must be submitted in a sealed envelope marked "Real Estate Broker Services" to the City Clerk's office, 301 W. Main Street, Owosso, Michigan 48867 on or before 3:00 p.m. on November 25, 2014, at which time they will be publicly opened and read in the city council chambers.

If you or your firm is interested please notify me in the event that further information is provided (donald.crawford@ci.owosso.mi.us) or by calling (989) 725-0568. Substantive questions and answers will be documented in letter form and will be sent by electronic mail to all those who have indicated an interest.

REQUEST FOR PROPOSALS FOR REAL ESTATE BROKERAGE SERVICES
FOR THE CITY OF OWOSSO OSBURN LAKES DEVELOPMENT

Section I - Instructions and General Information

A. Purpose – The city of Owosso, Michigan, a public body, politic and corporate is owner of approximately thirty (30) remaining vacant lots in a single family residential condominium development in the northeast quadrant of the city east of Gould Street. An aerial map is attached as an exhibit.

The lots have full underground utility services available including natural gas, electricity, cable, and telephone at the lot line. The streets in the development are public, maintained by the city, and are curbed and paved. Common areas are maintained by the condominium association and included in the annual fees to the members. Lot maintenance is the responsibility of the owner. For more information on the responsibilities of the parties, the master deed, bylaws, etc. go to <http://www.osburnlakes.com/bylaws/> .

The city wants to engage professionals experienced with residential real estate brokerage services to help in the sale of these remaining lots. Any broker selected pursuant to this RFP shall serve at the pleasure of the city and the services may be terminated at the sole discretion of the city upon delivery of written termination notice. The city also reserves the right to select a pool of brokers to handle sale of the properties on a rotating basis.

B. Submission of Proposals – The proposal must be submitted in a sealed envelope marked "Real Estate Broker Services" to the City Clerk's office, 301 W. Main Street, Owosso, Michigan 48867 on or before 3:00 p.m. on November 25, 2014, at which time they will be publically opened and read in the city council chambers.

C. Additional Information – It is the responsibility of the proposer to inquire about and clarify any aspect of the RFP. Questions should be directed to Mr. Donald Crawford, city manager, by e-mail (donald.crawford@ci.owosso.mi.us) or postal service at the above addresses or by calling (989) 725-0568. Substantive questions and answers will be documented in letter form and will be sent by electronic mail if an e-mail address is provided and made available to other known parties considering making a proposal.

D. Property of the City – Any information or materials submitted as a response to the RFP shall become the property of the city and will not be returned. All submitted materials will be available for public review.

E. Response to Request for Proposal – Real estate brokers wishing to respond to this RFP may contact Mr. Donald Crawford, city manager. No contact with a city council member or other city staff is allowed and any such contact will be grounds for immediate rejection of a firm's proposal.

F. Timetable – The following is the anticipated time schedule. The timetable may be modified as the process proceeds.

October 24, 2014	RFP issued
November 25, 2014	Proposals due 3:00 PM EST
TBD	Oral interviews
January 5, 2015	Selection

G. Selection Process – The selection committee will consist of the finance director, one councilmember, and the president of the Osborn Lakes Condominium Association. The committee will review the submitted proposals. Proposals will be evaluated based on (1) responses to specifics outlined in this RFP and (2) the selection criteria. Proposals which omit any items may be rejected as non responsive. From this review, a group of firms may be chosen for oral presentations to the committee. All proposing firms will be advised of the firms selected for oral interviews. After conducting oral interviews, if necessary, the committee will make a selection for recommendation to the city council at a regularly scheduled meeting. The final selection will be made by a vote of the city council members.

The city may anytime before the selection of a firm reject any and all proposals and cancel this RFP, without liability therefore, upon finding that there is good cause for canceling the solicitation. The city of Owosso shall under no circumstances be responsible for any proposer costs and expenses incurred in submitting a response to this RFP. This RFP in no way obligates the city of Owosso to select a firm.

H. Selection Criteria –The committee will generally use the following criteria to evaluate all acceptable proposals and to develop a recommendation to be presented to the city council. The committee reserves the right to evaluate proposals based upon factors beyond the following listed criteria:

- Experience selling residential real estate in the mid-county region
- Qualifications of staff to be assigned
- Responsiveness of written proposal to the purpose and scope of services to be performed
- Response to Shiawassee County presence including relevance to broker services in area for residential purposes
- Responsiveness and reasonableness of proposed brokerage fees

Section II – Scope of Services and Requirements

The firm selected as residential real estate broker will provide the following services including but not limited to:

1. Advise the city of Owosso on expected selling price range and listing prices.
2. Advise the city of Owosso concerning market conditions and expected time to sell.
3. Develop a sale strategy and marketing plan for the vacant lots.
4. Provide and review documents related to sale and assist in the closing of sales.
5. Advise the city of Owosso on the combining of adjoining vacant lots.
6. Advise the city of Owosso on modifying covenants.
7. Seeking a builder or builders to construct dwellings individually or as a developer.

Section III – Proposal Format

The following information is required and must accompany your proposal:

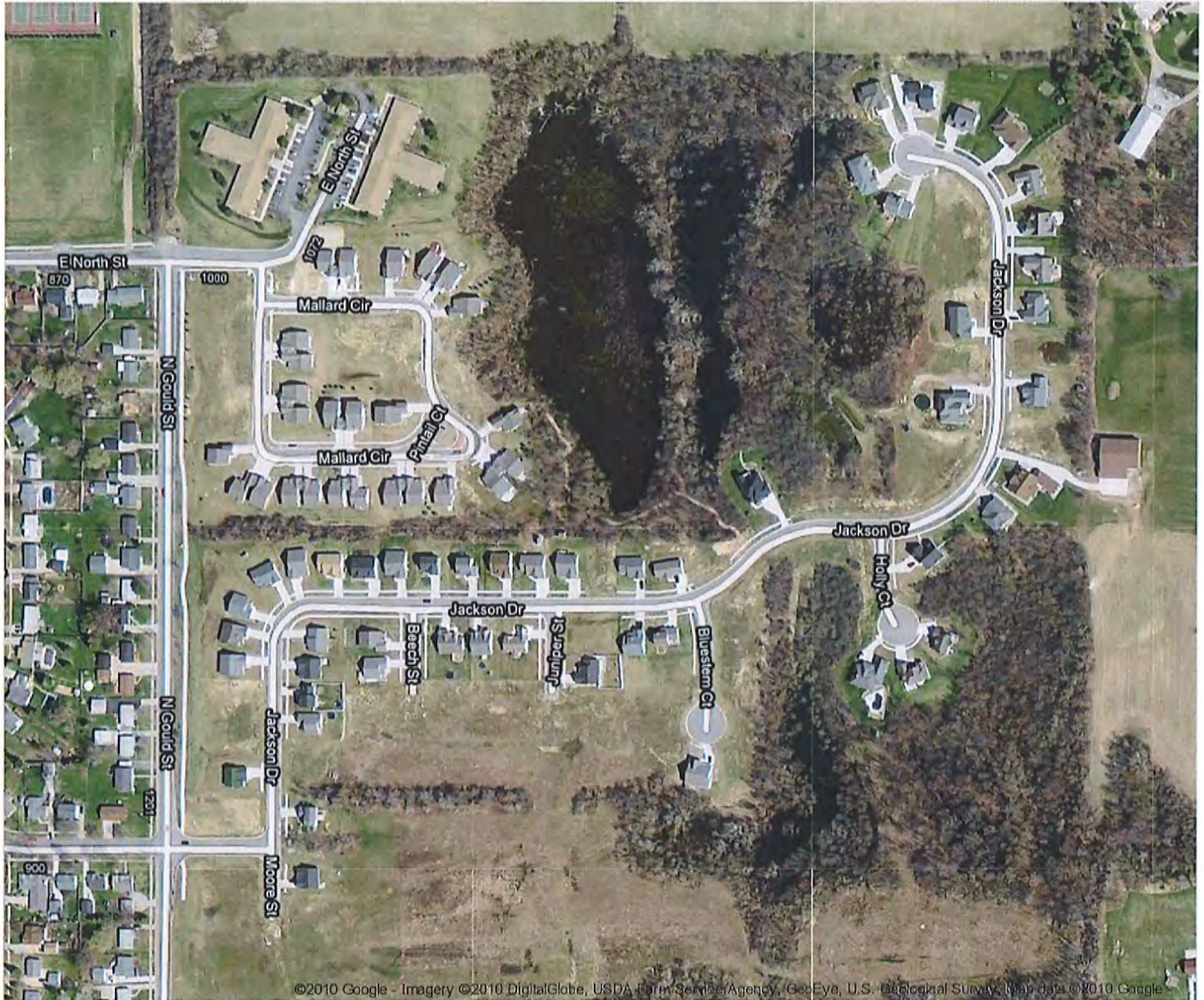
1. Cover letter – Provide a cover letter indicating your interest in serving as the city's real estate agent/firm to sell land in the city of Owosso.
2. Background information – For example, list years in business with a description of your firm including size of firm, location, number and nature of the professional staff to be assigned to this contract, with a brief resume for each key person listed. Identify the individual who will manage the marketing of the properties on a day-to-day basis. Show the degree to which that person can commit the firm's resources to the city of Owosso and their availability.

3. Experience summary – Describe your firm’s pertinent real estate experience with proven effectiveness. Explain the sale of experience in selling undeveloped lots.
4. Marketing methods – Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting the properties to the Shiawassee County and regional marketplace.
5. Additional services – Describe additional relevant/unique services offered through your firm.
6. Fee schedule –
 - a. State your commission rate for listing and selling of properties.
 - b. State your proposed method of compensation for representing the city of Owosso in negotiations for purchasing properties.
 - c. State any other costs the city of Owosso should anticipate relating to the real estate services to be provided.
 - d. State any required ‘carry-over compensation’ for your firm--meaning, compensation after real estate service agreement expires.
7. References – Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.
8. Conflict of interest – In order to avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of the city of Owosso. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for the city of Owosso.
9. Good standing – Your firm must be in compliance with federal, state, county and local units of government; which specifically includes good tax payment status and good corporate registration status. Please indicate the payment status of taxes applicable to your firm. Additionally, please provide your firm’s legal corporate name and Tax ID number, and real estate broker’s information as reflected by state of Michigan.



[Get Directions](#) [My Maps](#)

[Print](#) [Send](#) [Link](#)



RESOLUTION NO. ____

RESOLUTION ESTABLISHING SALE PRICES FOR LOTS IN THE OSBURN LAKES SUBDIVISION

WHEREAS, the city of Owosso, Shiawassee County, Michigan, previously determined that it was advisable, necessary and in the public interest to develop the Osburn Lakes Subdivision;

WHEREAS, the city of Owosso retains ownership of 30 lots which the city intends to sell;

WHEREAS, the development agreement provided a price schedule designed to allow the city to recoup development costs and other provisions pertaining to the sale of each lot; and

WHEREAS, the prices established are no longer reasonable in today's market following the real estate market collapse, a new schedule has been proposed;

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 establish the sale price of lots in the Osburn Lakes Subdivision as follows:

Area	Description	Lots	Initial price	New price*
A	60 foot frontage lots with 120-130' depth	16	\$14,600	\$10,040
B-1	Small corner lots and 68 and 69	5	\$15,310	\$10,525
B-2	Large corner lots	5	\$16,100	\$11,070
C-1	Small privacy lots north side of Jackson Drive	8	\$17,500	\$12,030
C-2	Larger privacy lots north side of Jackson Drive	6	\$19,400	\$13,340
D	Walk-out lots/small lots	6	\$22,700	\$15,600
E	Walk-out large privacy lots	11	\$23,250	\$15,980
F	Large basement window	14	\$24,000	\$16,500
G	Walk-out large lots	12	\$25,500	\$17,530

*if sidewalks were installed prior to sale the cost of installation will be added to the price of the lot

SECOND: the city of Owosso will maintain all other sale conditions including but not limited to those requiring that construction begin within one year and that lots shall not be combined;

Date: October 31, 2014
To: City Council
From: City Manager
RE: 111 South Lansing Street

At the last meeting we discussed the selling and moving of the house, demolition of the house and the possible moving and the city moving, renovating and selling the house.

Specifications for selling and moving have been prepared with the buyer either locating upon buyer's property or moving to 219 N. Cedar. The city would be left with the task of removing and filling the basement as part of the parking lot construction. There may be some interest.

Using the city's standard demolition RFP and agreement one has been prepared for the property.

The third idea was the city taking on the task of moving, renovating and selling the house. This becomes quite complex and would require the city to employ someone to prepare the specifications for either a foundation or basement at the proposed location and specifications for renovating the house. The next task would be to seek proposals for a general contractor to assume the project so that it would not be necessary for the city to bid each responsibility--environmental, carpentry, painting, plumbing and electrical.

Request for Proposals
Purchase, Relocation, and Reestablishment of 111 South Lansing Street House

I. Project Overview

The city of Owosso is requesting proposals from interested parties seeking to purchase the structure that is located at 111 South Lansing Street, generally described as follows:

- 111 South Lansing Street – This house was constructed in approximately 1940. The structure is a one-story, two-bedroom, one-bath, wood-framed house with a basement. The structure has approximately 988 +/- square feet.

The house is being offered “as is” and without warranty of any kind. It may contain asbestos, lead paint, or other hazardous material. Buyer will be required to improve building in accordance with the Michigan building codes.

II. Submission Requirements

The response shall include the following:

- A price proposal for purchasing the property
- Location of where the structure shall be placed
- Relocation plan to move the structure to a new foundation, which shall include a time frame for relocation
- The structure shall be purchased in its entirety. Proposals for less than the entire structure will not be accepted by the city of Owosso. All proposals shall be firm for 60 days.

Alternative 1--The city of Owosso will make available for \$1 a lot at 219 North Cedar Street described as follows:

An alternate bid will be accepted if the bidder proposes to relocate the house to this location.

III. Process

The city of Owosso is under no obligation to pay for any process to reestablish the structure offsite. The new owner will be responsible to reestablish the structure offsite, which involves paying for the physical moving of the structure from its current lot to the new lot that is identified. The new owner will also be responsible for all of the following:

- Permits
- All associated costs for relocating the structure, which shall include but not limited to:
 1. All private and public utility disconnections
 2. All private and public utility connections to the newly-defined lot
 3. All house moving costs
 4. All associated costs for securing a responsible house moving company
 5. All associated costs to comply with the *City of Owosso Code of Ordinances*, particularly as it pertains to moving of buildings and structures and building codes.

The new owner of the structure shall also be responsible for purchasing a new lot for the structure, if one is not already available, and if necessary, all site preparation which shall include foundation construction. All applicable building permits, moving permits, and utility hookups shall be the responsibility of the new owner of the structure. The new owner must be able to have the structure completely relocated and placed upon the new foundation on the new lot by _____.

After review of the proposals, the city administration will recommend the best proposal for award and notify the winning proposer. If no proposals are submitted for the structure, the recommendation will then be to proceed with demolition of the structure.

All persons awarded and/or entering into contracts with the city of Owosso shall be subject to and required to comply with all applicable city, state and federal provisions pertaining to nondiscrimination, equal employment opportunity and affirmative action, and comply with all *City of Owosso Code of Ordinances*.

All persons awarded shall be subject to and required to enter into an agreement to carry out the work that is described in this Request for Proposal.

The award will include the financial capacity of the bidder to perform the project, as described. Proof of financial capacity may include a certified financial statement, provision of approval for project financing from a financial institution, a designation of cash reserves for the project in an amount satisfactory for completion, or other means. Plans which indicate a more substantial investment in rehabilitation of the structure will receive a more favorable review.

The city of Owosso reserves the right to reject any or all proposals, to waive any irregularities therein, and to determine which is the lowest responsible and responsive proposal most suitable to the city of Owosso, Michigan.

The interested party must enter into a purchase agreement in a form approved by the city attorney incorporating all provisions determined reasonably necessary to allow the project to proceed, including but not limited to insurance, site cleanup requirements, acceptance of building "as is" and without warranty, and an acknowledgment of the city of Owosso's right to demolish the building if it is not relocated by the scheduled deadline.

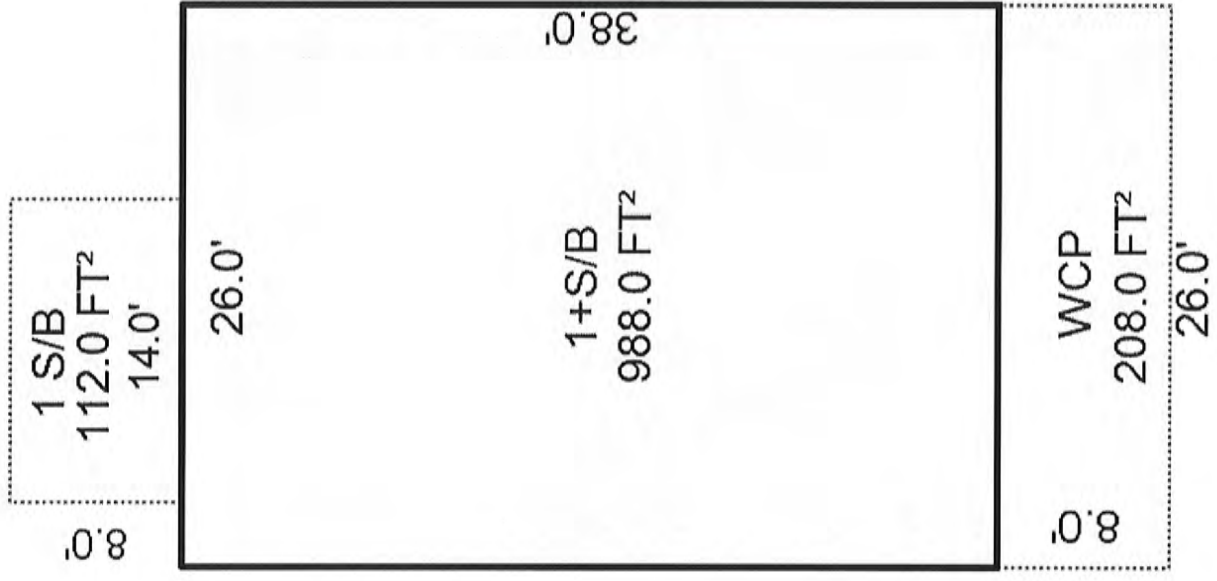
IV. Directions for Submission

One copy of the submission must arrive in a sealed envelope no later than 3:00 p.m., _____, 2014. Proposals shall be clearly labeled "111 South Lansing Street House Purchase and Relocation Proposal". Proposals should be mailed or delivered to the following address:

City Clerk's Office
City of Owosso
301 W. Main Street
Owosso, Michigan 48867

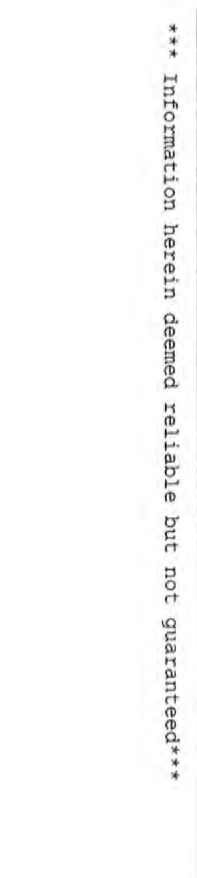
Please direct all questions to Mark Sedlak, Public Works Director, at (989) 725-0551 or by email at mark.sedlak@ci.owosso.mi.us.

Parties who are interested in viewing the house are encouraged to set up a time with Mr. Sedlak.



Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Libr & Page	Verified By	Prct. Trans.	
Property Address									
111 S LANSING ST									
Owner's Name/Address									
BACK, RUSSELL W 111 S LANSING ST OMOSSO MI 48867									
Taxpayer's Name/Address									
BACK, RUSSELL W 111 S LANSING ST OMOSSO MI 48867									
Tax Description									
LOT 30 ERASTUS BARNES ADDN EXC E 24'									
Comments/Influences									
PORTION OF THIS PARCEL SPLIT TO 050-000-005 1998 ROLL									
Topography of Site									
X Level									
X Rolling									
X Low									
X High									
X Landscaped									
X Swamp									
X Wooded									
X Pond									
X Waterfront									
X Ravine									
X Wetland									
X Flood Plain									
Who	When	What	Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
LDC	05/17/2002	DATA ENTER	2011	3,600	26,700	29,000			22,548C
AW	05/31/2001	INSPECTED	2010	5,300	27,000	30,300			21,956C
DW	09/05/1985	INSPECTED	2009	7,400	28,400	32,300			21,589C
						35,800			21,654C

*** Information herein deemed reliable but not guaranteed***



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Building Type	(3) Roof (cont.)	(11) Heating/Cooling	(15) Built-ins	(15) Fireplaces	(16) Porches/Decks	(17) Garage
X Single Family Mobile Home Town Home Duplex A-Frame	X Eavestrough Insulation 0 Front Overhang 0 Other Overhang	X Gas Wood Oil Coal Elec. Steam	Appliance Allow. Cook Top Dishwasher Garbage Disposal Bath Heater Vent Fan Hot Tub Unvented Hood Vented Hood Intercom Jacuzzi Tub Jacuzzi repl. Tub Oven Microwave Standard Range Self Clean Range Sauna Trash Compactor Central Vacuum Security System	Interior 1 Story Interior 2 Story 2nd/Same Stack Two Sided Exterior 1 Story Exterior 2 Story Prefab 1 Story Prefab 2 Story Heat Circulator Heat Raiser Wood Stove Direct-Vented Ga	Area Type 208 WCP (1 Story)	Year Built: Car Capacity: Class: Exterior: Brick Ven.: Stone Ven.: Common Wall: Foundation: Finished ?: Auto. Doors: Mech. Doors: Area: & Good: Storage Area: No Conc. Floor: Bsmnt Garage: Carpport Area: Roof:
X Wood Frame	(4) Interior Drywall X Plaster Paneled Wood T&G	Forced Air w/o Ducts Forced Air w/ Ducts Forced Hot Water Electric Baseboard Elec. Ceil. Radiant Radiant (In-Floor) Electric Wall Heat Space Heater Wall/Floor Furnace Forced Heat & Cool Heat Pump No Heating/Cooling	Class: C Effec. Age: 43 Floor Area: 1100 Total Base Cost: 80,469 Total Base New : 102,195 Total Depr Cost: 58,251 Estimated T.C.V : 52,426	Class: Effec. Age: Floor Area: Total Base Cost: Total Base New : Total Depr Cost: Estimated T.C.V :	Rate Bsmnt-Adj 69.47 0.00 66.07 0.00 21.31	Heat-Adj 0.00 0.00 0.900
Building Style: 0 Yr Built Remodeled 1920 0	Trim & Decoration Ex X Ord Size of Closets Lg X Ord Ig X Ord Doors Solid X H.C.	Central Air Wood Furnace (12) Electric 0 Amps Service	Stories Exterior 1+ Story Siding 1 Story Siding Other Additions/Adjustments (16) Porches WCP (1 Story), Standard Phy/Ab. Phy/Func/Econ/Comb. %Good= 57/100/100/100/57.0, ECF (CENTRAL CITY)	Foundation Basement Basement Basement	Rate 69.47 66.07 21.31	Heat-Adj 0.00 0.00 0.900
Condition for Age: Good	(5) Floors Kitchen: Linoleum Other: Carpeted Other:	No./Qual. of Fixtures X Ex. Ord. Min No. of Elec. Outlets Many X Ave. Few	Rate 69.47 66.07 21.31	Foundation Basement Basement Basement	Rate 69.47 66.07 21.31	Heat-Adj 0.00 0.00 0.900
Room List 1 Basement 5 1st Floor 2nd Floor 2 Bedrooms	(6) Ceilings	(7) Excavation Basement: 1100 S.F. Crawl: 0 S.F. Slab: 0 S.F. Height to Joists: 0.0	Rate 69.47 66.07 21.31	Foundation Basement Basement Basement	Rate 69.47 66.07 21.31	Heat-Adj 0.00 0.00 0.900
(1) Exterior Wood/Shingle X Aluminum/Vinyl Brick	(8) Basement Conc. Block Poured Conc. Stone Treated Wood Concrete Floor	(9) Plumbing Average Fixture(s) 1 3 Fixture Bath 2 Fixture Bath Softener, Auto Softener, Manual Solar Water Heat No Plumbing Extra Toilet Extra Sink Separate Shower Ceramic Tile Floor Ceramic Tile Mains Ceramic Tub Alcove Vent Fan	Rate 69.47 66.07 21.31	Foundation Basement Basement Basement	Rate 69.47 66.07 21.31	Heat-Adj 0.00 0.00 0.900
X Insulation	(9) Basement Finish Recreation SF Living SF Walkout Doors SF No Floor SF	(10) Water/Sewer Public Water Public Sewer Water Well 1000 Gal Septic 2000 Gal Septic Lump Sum Items:	Rate 69.47 66.07 21.31	Foundation Basement Basement Basement	Rate 69.47 66.07 21.31	Heat-Adj 0.00 0.00 0.900
(2) Windows Many X Avg. Large Few Small	(10) Floor Support Joists: Unsupported Len: Cntr. Sup:	(14) Water/Sewer Public Water Public Sewer Water Well 1000 Gal Septic 2000 Gal Septic Lump Sum Items:	Rate 69.47 66.07 21.31	Foundation Basement Basement Basement	Rate 69.47 66.07 21.31	Heat-Adj 0.00 0.00 0.900
X Wood Sash Metal Sash Vinyl Sash Double Hung Horiz. Slide Casement Double Glass Patio Doors Storms & Screens	(11) Floor Support Joists: Unsupported Len: Cntr. Sup:	(14) Water/Sewer Public Water Public Sewer Water Well 1000 Gal Septic 2000 Gal Septic Lump Sum Items:	Rate 69.47 66.07 21.31	Foundation Basement Basement Basement	Rate 69.47 66.07 21.31	Heat-Adj 0.00 0.00 0.900
(3) Roof Gable X Gambrel Hip Mansard Flat Shed X Asphalt Shingle Chimney: Brick	(10) Floor Support Joists: Unsupported Len: Cntr. Sup:	(14) Water/Sewer Public Water Public Sewer Water Well 1000 Gal Septic 2000 Gal Septic Lump Sum Items:	Rate 69.47 66.07 21.31	Foundation Basement Basement Basement	Rate 69.47 66.07 21.31	Heat-Adj 0.00 0.00 0.900

*** Information herein deemed reliable but not guaranteed***



010-006 820	66'	4 010-005 806	010-004 303
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66'

RIVER ST.

N. LANSING ST.

216	011-011 132'	8	62'	809	011-002 66'	1	103'	011-001 132'	219
214	011-010		33'	66'		011-003		213	
212	011-009		7	33'	11		2	213	
208	75'	011-008		97'	66'	3	92'	011-004 92' 132'	207
011-007 66'		9'	5	011-006 812 108'	66'	4	132'	011-005 92'	203

66'

BRADLEY ST.

118	66'	815	813	81'	121
014-015	66'	014-014 16	51'	014-002 1	014-001
132'	014-003		264'	132'	00
17	36'	14			

AR ST.

**GENERAL SPECIFICATIONS
DEMOLITION OF STRUCTURE & DETACHED SHED
111 SOUTH LANSING STREET, CITY OF OWOSSO**

1. DESCRIPTION OF WORK

The work to be done under these specifications shall include all labor, materials, equipment and services necessary to complete the demolition of single family structure at 111 South Lansing Street, Owosso, Michigan.

- A. A utility abandonment sign-off sheet must be submitted to the Building Department in order to obtain a demolition permit prior to starting the demolition.
- B. Secure all necessary permits (demolition, water/sewer cut off, soil erosion, etc.).
- C. Contractor to properly abate all hazardous material from the structure.
- D. Proof of Liability and Worker's Compensation insurance with the city of Owosso named as additional insured must be filed with the city prior to obtaining utility abandonment sheet.
- E. This removal will include all basement walls, basement floors, and foundation footings. The sanitary sewer will be plugged with concrete. Also, all patio/porch slabs, concrete walkways, miscellaneous shrubbery, fences, steps, etc. will be included in the removal costs of demolition.
- F. Once all materials are removed and prior to backfill, contact the City of Owosso Building Official for an onsite inspection and approval to backfill.
- G. The backfill will be of clay soil or class II sand compacted to a density of 90% T-99 designation. The contractor will have an independent testing agency test the backfill. A minimum of two passing test at various depth will be taken and furnished the owner. The cost of testing will be incidental to the cost of the backfill. Site restoration shall consist of fine grading the site to ensure positive drainage and conform to the surrounding sites. Apply four inches of topsoil and hydro seed all bare earth areas.
- H. The contractor shall take whatever steps necessary to control dust during demolition and removal. The contractor will monitor the traffic route to the landfill for related construction debris and tracking of dirt on the roadway and be responsible for clean-up.
- I. All construction debris will be taken to a State licensed landfill licensed to accept hazardous wastes with all load tare sheets being supplied to the city of Owosso indicating receipt and acceptance of hazardous waste. All non-hazardous recyclable material will be removed to a proper processing plant.

2. PROTECTION OF EXISTING FACILITIES

The contractor, as soon as he receives a Notice to Proceed with the work, shall enter upon the premises and do any and all things necessary to protect the premises from damage by unauthorized persons. All roofs and walls affected by demolition work and to remain shall be kept weather-tight.

The contractor shall protect all existing equipment, pavements, tracks, poles, pipes, utilities, etc, which are not affected by demolition work. The contractor shall provide all shoring, bracing, tarps, temporary partitions, barricades, and/or other safety devices deemed necessary by the engineer for the protection of existing facilities.

3. OWNERSHIP OF PROPERTY

No right, title property or interest of any kind whatsoever in or to the land or premises upon which such buildings or structures stand, is created, assigned, conveyed, granted, or transferred to the contractor, or any other person or persons, except only the license and right of entry to remove such buildings and structures in strict accordance with the contract.

Only such property may be salvaged by the contractor as is owned by the city of Owosso, and in the event of any doubt with respect to the ownership of any particular property, the contractor shall request from the city of Owosso a written statement respecting its ownership.

All approved salvage becomes the property of the contractor, but storage of such materials and equipment of the project area will not be permitted except for the duration of the contract. Personal property of third persons or of occupants of building on the site shall not become the property of the contractor.

4. RODENT EXTERMINATION

It shall be the responsibility of the contractor to secure the services of an exterminator for the purpose of rodent extermination of the subject property prior to the commencement of any demolition under this contract. Contractor shall submit proof of such extermination satisfactory to the city of Owosso.

5. DEMOLITION REQUIREMENTS:

A. The work under this contract shall consist of the following:

1. Demolition and removal of all structures on the site.
2. Removal of all exterior foundation walls.
3. Removal of all other walls, partition walls, columns, piers, beams, or other projections, basement floors, and all footings.
4. Proper abandonment of all utilities
5. Proper abatement of all hazardous materials from the structure.

B. Seal storm or sanitary sewer lines leading from the buildings being demolished.

C. The city of Owosso, at no cost to the contractor, will shut off water at the curb box and remove water meters from the buildings upon receipt of notification from the contractor that the building or buildings have been vacated.

1. Gas services shall be turned off at existing valves by and under the supervision of the utility company owning the service. Notification of termination of gas service shall be made to the appropriate division of Consumers. Gas will be shut off at the gas main in the street and all gas meters will be removed by the utility company.
2. Disconnect electric wires as per Energy Code. The contractor will notify the electric utility company for proper abandonment of any overhead wires or poles leading to the meter socket. Any equipment or wires left by the utility company within the building to be demolished, after adequate notice to them, will be intentional on their part and will be up to the contractor to remove.

3. Disconnect telephone wires as per rules and regulations of authorities having jurisdiction. The telephone company will remove poles and overhead wires, at no cost to the contractor. Any equipment or wires left by the telephone company within the building to be demolished, after adequate notice them, will be intentional on their part and will be up to the contractor to remove.
 4. Removal of any other wires shall be arranged by the contractor.
 5. Maintain and preserve utilities traversing premises as long as same are required.
- D. Removal from the basement of all piping, boilers, or other fixtures, and all wood, furniture, rubbish, or other debris.
 - E. Removal of all concrete basement floors.
 - F. Remove all foundation walls, partition walls, footings, columns, piers, beams, or other projections from basements, cellars, in-ground pools and other excavation.
 - G. All basements and where applicable, in-ground pools, indicated shall be filled. Where excavations remain open for more than 24 hours, the contractor will be required to encircle the open area by a standard snow fence, or equal type of fencing, for safety reasons.
 - H. Performance of all other incidental work necessary to fully complete the contract.
 - I. No wall over ten feet high, without adequate lateral support, of any width or length shall remain standing after working hours.
 - J. Upon completion of demolition, sufficient filling and grading shall be done to bring the area up to a level as specified in the contract proposal.
 - K. Site restoration shall consist of fine grading the site to ensure positive drainage and conform to the surrounding sites. Apply four inches of topsoil and hydro seed all bare earth areas.
 - L. All rubbish, non-reusable fill, debris, equipment, etc., resulting from demolition work shall be removed from the premises during and/or upon the completion of work, leaving the site area acceptable to the satisfaction of the City Building Inspector.
 - M. All work to be completed within 60 days of the contract signing date.
 - N. A single payment will be made upon satisfactory completion of the work.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1324	10/29/14	9:00 am

REQUESTED BY
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

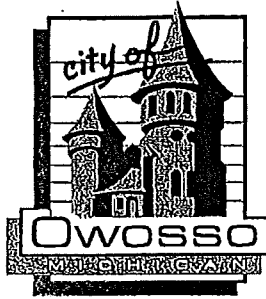
1. Main St Plaza 3:00 pm to 9:00 pm for Glow Owosso Tree Lighting Ceremonies.
2. East Oliver St from Dewey St to N. Washington St; N. Washington St. to Jerome St. Request is for annual Owosso Glow parade. This request is from 5:30 pm to 8:00 pm.
3. Mason St. from Water to Washington St.; Washington St. from Mason to North St. North St., east to the entrance to Owosso High School. This request is for the 5k run that begins at 5:30 pm and ends at 8:00 pm. Exchange Street from Water to Dewey from 5:30 pm to 7:00 pm, Oliver Street from Dewey to Washington, and Washington Street from Oliver to Comstock from 6:30 pm to 7:30 pm on November 29, 2013 for the Glow Parade and 5K Run. The 5K run is expected to have less than 100 runners so a compromise was reached with the organizers to block off Exchange St., the starting area, and finishing area rather than closing large sections of major streets as listed on the application. Volunteers from the Glow Committee, CRW and Public Safety personnel will be on the course to ensure the safety of the runners. Main Street has further requested a waiver of the insurance requirement. The Public Safety Department has issued Traffic Control Order No. 1303 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.

LOCATION OF CONTROL

1. Main St Plaza 3:00 pm to 9:00 pm
2. East Oliver St. from Dewey St to N. Washington St. N. Washington St to Jerome St. 5:30 pm to 8:00 pm
3. Mason St. from Water to Washington St.; Washington St. from Mason to North St. North St., east to the entrance to Owosso High School
Exchange Street from Water to Dewey from 5:30 pm to 7:00 pm, Oliver St. from Dewey to Washington, and Washington St. from Oliver to Comstock from 6:30 pm to 7:30 pm on November 29, 2013 for the Glow Parade and 5K Run.

APPROVED BY COUNCIL _____ 20 _____

REMARKS



APPLICATION FOR USE OF PARKING LOTS, PARADES, OR SIMILAR EVENTS

301 W. MAIN OWOSSO, MICHIGAN 48867-2958 • (989) 725-0550 • FAX 725-0526

The request for use of the parking lots, parade, or similar event shall be submitted to the Director of Public Safety not less than 14 days nor more than 120 days before the date for which the use is requested.

The submission of a request by an individual or organization for a traffic control order pursuant to these rules and regulations shall constitute an agreement to indemnify and hold the City and its officers and employees harmless from any and all liability arising from the event or activities for which the request is made.

Name of individual or group: Owosso Main Street = Glow Parade Date: 10/7/14

Primary Contact Person
Name: Susan Trean
Title: Event Manager
Address: 207 N. Washington St.
Owosso, MI 48867
Phone: 989. 729. 2253

Requested Date(s): Friday, November 28th Requested Hours: 5:30pm to 8:00pm

Area Requested (Parking Lot ~~Parade Route~~): E. Oliver, from N. Dewey St. to N. Washington St.
+ N. Washington St., from E. Oliver to Jerome Ave.

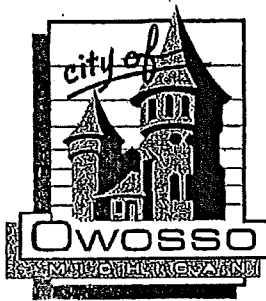
Detailed description of the use for which the request is made: This request is for Owosso
Main Street's annual Glow Parade

- Attach copies of any rules or policies applicable to persons participating in the event.
- Evidence to the City of insurance coverage applicable to the event or activity naming the City as an additional insured in an amount of not less than \$500,000 combined single limit.
- or
- The City Council may waive such insurance requirement if it determines that insurance coverage is unavailable or cannot be obtained at a reasonable cost and the event or activity is in the public interest or fulfills a legitimate and recognized public purpose.

Do Not Write Below This Line - For Officials Use Only

Approved Not Approved Date: _____ Traffic Control Order Number _____

Cc: DDA - Director
WCIA - Chairperson



APPLICATION FOR USE OF
PARKING LOTS, PARADES, OR SIMILAR EVENTS

301 W. MAIN OWOSSO, MICHIGAN 48867-2958 • (989) 725-0550 • FAX 725-0526

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Name of individual or group: Owosso Main Street = Glow Owosso Date: 10/2/14

Primary Contact Person
Name: John Hankerd

Title: Event Manager

Address: 116 W. Exchange St.
Owosso, MI 48867

Phone: 989. 725. 2979

Requested Date(s): Friday, November 28th Requested Hours: 3pm to 9pm

Area Requested (Parking Lot - Parade Route): Main Street Plaza

Detailed description of the use for which the request is made: Glow Owosso Tree

Lighting + Ceremonies.

- Attach copies of any rules or policies applicable to persons participating in the event.
- Evidence to the City of insurance coverage applicable to the event or activity naming the City as an additional insured in an amount of not less than \$500,000 combined single limit.
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Name of individual or group: Owosso Main Street - Glow 5K Run Date: 10/7/14

Primary Contact Person
Name: Josh Adams
Title: Main Street Manager
Address: 301 W. Main St.
Owosso, MI 48867
Phone: 989. 494. 3344

Requested Date(s): Friday, November 28th Requested Hours: 2:00pm to 7:00pm

Area Requested (Parking Lot - Parade Route): 5K Run Route
See Attached Map for Run Route

Detailed description of the use for which the request is made: This request is for Owosso
Main Street's 5K Run (Glow 5K Run/Walk).

- Attach copies of any rules or policies applicable to persons participating in the event.
- Evidence to the City of insurance coverage applicable to the event or activity naming the City as an additional insured in an amount of not less than \$500,000 combined single limit.
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WCIA - Chairperson



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

MEMORANDUM

DATE: October 29, 2014

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1324

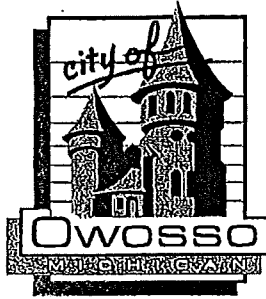
Owosso Main Street proposes the use of the following for the Owosso Glow events being held on November 28th 2014.

1. Main Street Plaza from 3:00 pm to 9:00 pm, for Glow Owosso Tree Lighting Ceremonies.
2. East Oliver St, from Dewey St to N. Washington St. N. Washington St, to Jerome St. Request is for the annual Owosso Glow parade. This request is from 5:30 pm to 8:00 pm.
3. Mason St, from Water to Washington St. Washington St from Mason to North St. North St, east to the entrance to Owosso High School. This request is for the 5K run That begins at 5:30 pm and ends at 8:00 pm.

The 5K run is expected to have less than 200 runners and will be finished prior to the beginning of the parade. Volunteers from the Glow committee, CRW and Public Safety personnel will be on the course to ensure the safety of the runners.

Main Street has further requested a waiver of the insurance requirement.

The Public Safety Department has issued Traffic Control Order No. 1324 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.



APPLICATION FOR USE OF PARKING LOTS, PARADES, OR SIMILAR EVENTS

301 W. MAIN OWOSSO, MICHIGAN 48867-2958 • (989) 725-0550 • FAX 725-0526

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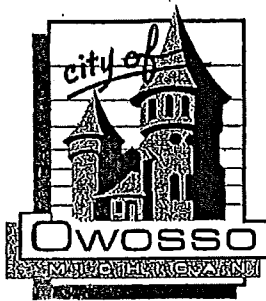
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WCIA - Chairperson



APPLICATION FOR USE OF
PARKING LOTS, PARADES, OR SIMILAR EVENTS

301 W. MAIN OWOSSO, MICHIGAN 48867-2958 • (989) 725-0550 • FAX 725-0526

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Phone: 989. 725. 2979

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Lighting + Ceremonies.

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Primary Contact Person

Name:

Josh Adams

Title:

Main Street Manager

Address:

301 W. Main St.

Owosso, MI 48867

Phone:

989. 494. 3344

Requested Date(s): Friday, November 28th Requested Hours: 2:00pm to 7:00pm

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Approved Not Approved

Date: _____

Traffic Control Order Number _____

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

MEMORANDUM

DATE: October 29, 2014

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1324

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

MEMORANDUM

DATE: For November 3, 2014 Council Agenda (Consent Item)

TO: Owosso City Council

FROM: Gary Burk, Utilities Director

RE: Palmer Well # 2 – Well Cleaning and Pump Repair
Peerless-Midwest Inc. – \$25,715

Staff requests Council authorization to proceed with well cleaning and pump repair for the Palmer Well # 2 on a professional services basis with Peerless Midwest, Inc. at a cost of \$25,715.

Palmer Well # 2 is one of six groundwater wells supplying our water system. We annually budget (\$30,000) for service to one of the six wells. Recent well pumping tests on all 6 wells indicated Palmer # 2 was definitely the next in line for rehab. The pump test showed both a loss of pump capacity and a reduction in well capacity approaching 50% of the 700 gallon per minute normal operating output. Palmer Well #2 was last serviced in 1992. The extended operating cycle was possible since this well has fewer operating hours than other primary wells due to its harder water quality and higher cost of treatment.

From 3 pre-qualified municipal well service companies (Peerless Midwest, Layne Christensen, and Northern Well & Pump) we selected Peerless Midwest to pull and inspect the vertical turbine pump and to do a TV inspection of the well casing and screen (cost of \$2,890). That selection was based on our most recent experience with the three companies, their crew availability, and firm price quotation for the initial work to pull the pump and service. We have inspected the pump on its removal and negotiated the scope of the pump rehab and cost from Peerless in the amount of \$13,015. We further concur with their recommended scope of well cleaning and follow-up inspection and testing to restore the well specific capacity at a cost of \$12,700 as detailed in the attached Quotation from Peerless.

We have separately tested the motor and find that is in need of rewinding or replacement, which we are handling directly with a motor service or supply company.

GMB
Enc.

RESOLUTION NO. _____

AUTHORIZING SERVICE CONTRACT AND PAYMENT TO
PEERLESS-MIDWEST INC.
FOR PALMER WELL # 2 CLEANING AND PUMP REPAIR

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Water Fund for service to one of the six wells supplying the City's Water System, and

WHEREAS, pump tests indicated the need for service to Palmer Well # 2, and

WHEREAS, the pump has been pulled and inspected and the well also inspected by underwater TV by Peerless-Midwest Inc., a pre-qualified municipal well service company, and

WHEREAS, Peerless-Midwest Inc. has provided a detailed quotation for pump repair and well cleaning and testing at a cost of \$25,715, and

WHEREAS, City staff has reviewed and concur in the scope of work and find the price quotation to be reasonable, within budget and in line with other previous well service work of a similar scope.

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 Peerless-Midwest Inc. for the rehabilitation of Palmer Well # 2 and the pump well as detailed in their October 10, 2014 quotation.

SECOND: The accounts payable department is authorized to submit payment to the Peerless-Midwest Inc. in the amount of \$25,715 upon satisfactory completion of the work in accordance with their October 10, 2014 quotation as authorized by Council this 3rd day of November, 2014.

THIRD: The above expenses shall be paid from the Water Fund.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,
SHIAWASSEE COUNTY, MICHIGAN THIS 3rd DAY OF NOVEMBER, 2014.

Amy K. Kirkland, City Clerk



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

MEMORANDUM

DATE: For November 3, 2014 Council Agenda (Consent Item)

TO: Owosso City Council

FROM: Gary Burk, Utilities Director

RE: Wastewater Plant – 8” trailer mounted, diesel sewage pump
Xylem Dewatering Solutions, Inc. - **\$52,067.60 plus freight**

Staff requests Council authorization to proceed with the purchase of one Godwin Model # CD225 trailer mounted, diesel engine sewage pump from Xylem Dewatering Solutions, d/b/a Godwin Pumps of America, Inc. at a price of \$52,067.60 plus delivery freight (estimated at \$600.) Council authorization would approve the purchase price pursuant to GSA (Government Services Administration) Contract Number GS-07F-9491G and waive any further competitive bidding.

This is a budgeted item for the Wastewater Treatment Plant and will replace an old (1970 vintage) trailer mounted emergency, 10-inch sewage pump, which no longer can provide reliable service. The pump has a variable capacity of up to 3,500 gallons per minute and will serve a variety of purposes for the wastewater system such as for emergency pumping during power outages, bypass pumping for plant influent pump repairs, bypass pumping for grit chamber cleaning, bypass pumping for main sewer line repairs, pumping to retention under high flow conditions, etc. The Godwin pump is self-priming with a 100 HP diesel engine and 100 gallon fuel tank which allows up to 24 hours operation between refueling. We have had experience with a smaller Godwin pump owned by the City of Corunna and find the Godwin pumps to be well built, reliable with good performance and low maintenance. The GSA contract pricing is essentially 20% lower than list pricing. Further, we recommend proceeding at this time since pending EPA diesel engine emission regulations will result in an estimated 20% cost increase in the near future.

GMB

RESOLUTION NO. _____

AUTHORIZING PURCHASE AND PAYMENT TO
XYLEM DEWATERING SOLUTIONS INC,
D/B/A GODWIN PUMPS OF AMERICA, INC
FOR ONE GODWIN MODEL # CD225 TRAILER MOUNTED,
DIESEL ENGINE SEWAGE PUMP
IN THE AMOUNT OF \$52,067.60 PLUS FREIGHT
FOR THE WASTEWATER TREATMENT PLANT

WHEREAS, it is necessary to replace an outdated, 1970 vintage portable sewage pump for the reliable and efficient operation and repair of the Owosso Wastewater Treatment Plant, Shiawassee County, Michigan, and

WHEREAS, this is a budgeted item from the Plant Improvement Fund, and

WHEREAS, the Godwin pump is available at competitive pricing through the Federal Government Services Administration Contract Number GS-07F-9491G.

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 purchase one Godwin Model CD225 trailer mounted, diesel engine sewage pump from Godwin Pumps in the amount of \$52,067.60 plus freight pursuant to GSA Contract # GS-07F-9491G.
- SECOND: The purchase contract shall be in the form of a city purchase order and the accounts payable department is authorized to submit payment to Xylem Dewatering Solutions, Inc., d/b/a Godwin Pumps of America Inc., in the amount of \$52,067.60 plus freight upon satisfactory City receipt of the pump.
- THIRD: The above expenses shall be paid from the Wastewater Plant Improvement Fund.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,
SHIAWASSEE COUNTY, MICHIGAN THIS 3rd DAY OF NOVEMBER, 2014.

Amy K. Kirkland, City Clerk



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <https://www.gsaadvantage.gov/>

Federal Supply Schedule 084 – Total Solutions for Law Enforcement, Security Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response
Firefighting and Rescue Equipment
FSC Class: 42

Contract Number: **GS-07F-9491G**

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Contract Period: **05/01/07 through 03/31/17**

Modification: P0-0021 Modified 10/16/12

CONTRACTOR: **Xylem Dewatering Solutions, Inc.** Business Size: **Large/Mfg**
d/b/a Godwin Pumps of America, Inc.
22 Floodgate Rd
Bridgeport, NJ 08014
Ph: 856-467-3636 Contract Administrator: **Robin Helmandollar**
Fax: 856-467-4428

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

465-11 Fire Extinguishing/Suppressing Products, Retardant, Foams & Equipment

1b. Lowest Priced Model Number for each Awarded Special Item Number(s)

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. Not applicable

2. MAXIMUM ORDER GUIDELINE: \$100,000 per SIN/per Order

This maximum order is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: 1) Offer a new lower price, 2) Offer the lowest price available under the contract, or 3) Decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even though it exceeds the maximum order.

3. MINIMUM ORDER LIMITATION: \$100.00

4. GEOGRAPHIC COVERAGE: 50 United States and Washington DC, and U.S. Territories

5. POINTS OF PRODUCTION: All Godwin Pumps manufacturing in United States at the Bridgeport, NJ factory

6. BASIC DISCOUNT: The customer deducts a 20% basic discount from the approved price list, and then adds the prevailing IFF rate to the discounted price. Currently the IFF rate is .75%.

7. **QUANTITY DISCOUNT:** Additional 5% off orders of \$300,000.00.
8. **PROMPT PAYMENT TERMS:** Net 30 Days.
- 9 a. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED.**
- 9b. **NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICROPURCHASE THRESHOLD:** Yes
10. **FOREIGN ITEMS:** All pumps manufactured in the United States, fittings are manufactured in Austria
- 11a. **TIME OF DELIVERY:** 30 – 45 Days; ARO
- 11b. **EXPEDITED DELIVERY:** 7 days; ARO. Contact contractor for availability
- 11c. **OVERNIGHT/2-DAY DELIVERY:** Consult with Contractor
- 11d. **URGENT REQUIREMENTS:** Consult with Contractor
12. **FOB POINT:** FOB Destination for all areas except Alaska, Hawaii, Puerto Rico, and U.S. Territories. These locations are FOB inland carrier, port of exportation.
- 13a. **ORDERING ADDRESS:** Same as contractor's address
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedules Homepage – www.fss.gsa.gov/schedules.
14. **PAYMENT ADDRESS:** Same as ordering address
15. **WARRANTY PROVISIONS:** Standard Commercial Warranty
16. **EXPORT PACKING CHARGES, IF APPLICABLE:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** None
18. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICROPURCHASE LEVEL):** None
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** None
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE):** None
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** See Attached List
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** None
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** None
- 24a. **ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS):** None
- 24b. **SECTION 508 ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) STANDARDS CAN BE FOUND AT: www.Section508.gov. IF APPLICABLE, CONTRACTOR SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON EIT SUPPLIES AND SERVICES AT THE FOLLOWING LOCATION:** Not Applicable.
25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 083244269
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Registered

Open Diesel Dri-Prime® Pumps

CD Series OPEN Diesel Engine Dri-Prime® Pumps								
Size	Model	Diesel Engine	Tier	PrimeGuard	Fuel Tank (Gallons)	Mounting	Item Code	GSA Price
2" / 3"	CD75MA5	Kubota D722E	IT4	Not Available	5	Site Trolley	PMCD020DAN102	\$16,120.00
					10	Trailer	PMCD020DAN101	\$16,361.80
2" / 3"	CD75MA5 Stainless Steel	Kubota D722E	IT4	Not Available	5	Site Trolley	PMCD020DSN101	\$22,568.00
					10	Trailer	PMCD020DSN100	\$22,971.00
3" x 3"	CD80D	Yanmar 3TNV70DASA	IT4	Optional	30	Skid	PMCD030DCN102	\$19,424.60
						Trailer	PMCD030DCN100	\$20,956.00
3" x 3"	CD80M	Yanmar 3TNV76CSA	IT4	Optional	30	Skid	PMCD030DCN111	\$20,553.00
						Trailer	PMCD030DCN109	\$22,245.60
4" x 4"	CD100M	Yanmar 3TNV88BDSA	IT4	Optional	30	Skid	PMCD040DCN102	\$20,956.00
		Caterpillar C1.5T				Trailer	PMCD040DCN100	\$22,326.20
		Quiet Vandal Pac for CD100M				Skid	PMCD040DCN105	\$21,923.20
		Enter as separate line item				Trailer	PMCD040DCN103	\$22,971.00
						N326984	\$4,030.00	
4" x 4"	CD100M Stainless Steel	Yanmar 3TNV88BDSA	IT4	Optional	30	Skid	PMCD040DSN102	\$31,595.20
		Caterpillar C1.5T				Trailer	PMCD040DSN100	\$33,207.20
		Quiet Vandal Pac for CD100M				Skid	PMCD040DSN105	\$33,287.80
		Enter as separate line item				Trailer	PMCD040DSN103	\$34,093.80
						N326984	\$4,030.00	
4" x 4"	CD103M	John Deere 4024T281	IT4	Optional	60	Skid	PMCD040DCN123	\$24,905.40
		Caterpillar C2.2T				Trailer	PMCD040DCN122	\$26,517.40
		Quiet Vandal Pac for CD103M				Skid	PMCD040DCN119	\$24,986.00
		Enter as separate line item				Trailer	PMCD040DCN118	\$26,598.00
						N329044	\$4,513.60	
4" x 4"	CD103M Stainless Steel	John Deere 4024T281	IT4	Optional	60	Skid	PMCD040DSN109	\$40,783.60
		Caterpillar C2.2T				Trailer	PMCD040DSN108	\$41,912.00
		Quiet Vandal Pac for CD103M				Skid	PMCD040DSN107	\$40,864.20
		Enter as separate line item				Trailer	PMCD040DSN106	\$41,992.60
						N329044	\$4,513.60	
4" x 4"	CD140M	John Deere 4045HC92	IT4	Included	100	Skid	PMCD040DCN184	\$50,133.20
						Trailer	PMCD040DCN185	\$51,987.00
						Add for Trailer	TRGL06000000	\$4,271.80
6" x 6"	CD150M	Mitsubishi S4Q2VSC 265mm Trim Impeller	IT4	Optional	60	Skid	PMCD060DCN174	\$25,630.80
		John Deere 4045T290				Trailer	PMCD060DCN155	\$27,081.60
		Quiet Vandal Pac for CD150M	Skid			PMCD060DCN177	\$28,774.20	
		Enter as separate line item	Trailer			PMCD060DCN175	\$29,902.60	
						N329043	\$4,513.60	
6" x 6"	CD150M Stainless Steel	Mitsubishi S4Q2VSC 265mm Trim Impeller	IT4	Optional	60	Skid	PMCD060DSN108	\$40,703.00
		John Deere 4045T290				Trailer	PMCD060DSN109	\$41,750.80
		Quiet Vandal Pac for CD150M	Skid			PMCD060DSN107	\$44,571.80	
		Enter as separate line item	Trailer			PMCD060DSN106	\$45,619.60	
6" x 6"	CD160M	John Deere 6068HC93	IT4	Included	175	Skid	PMCD060DCN178	\$71,008.60
					150	Trailer	PMCD060DCN179	\$74,555.00
8" x 6"	CD180M	John Deere 6068HC93	IT4	Included	150	Skid	PMCD080DCN152	\$71,169.80
						Trailer	PMCD080DCN154	\$74,716.20
8" x 8"	CD200M	John Deere 4045T290	IT4	Optional	60	Skid	PMCD080DCN156	\$29,983.20
						Trailer	PMCD080DCN157	\$31,111.60
						Quiet Vandal Pac for CD200M	Enter as separate line item	N329091
8" x 8"	CD225M	John Deere 4045HC92	IT4	Included	100	Skid	PMCD080DCN160	\$49,649.60
						Trailer	PMCD080DCN161	\$52,067.60
8" x 8"	CD225M Stainless Steel	John Deere 4045HC92	IT4	Included	100	Skid	PMCD080DSN104	\$62,948.60
						Trailer	PMCD080DSN105	\$65,366.60
10" x 10"	CD250M	John Deere 6068HC93	IT4	Included	150	Skid	PMCD100DCN113	\$65,124.80
						Trailer	PMCD100DCN114	\$68,026.40
10" x 10"	CD250M Stainless Steel	John Deere 6068HC93	IT4	Included	150	Skid	PMCD100DSN104	\$86,322.60
						Trailer	PMCD100DSN105	\$89,304.80



MEMORANDUM

DATE: For November 3, 2014 Council Agenda

TO: Owosso City Council

FROM: Gary Burk, Utilities Director

RE: Amendment # 1 to Professional Services Agreement with Capital Consultants, Inc. (dba C2AE) for development of an Asset Management Program for the Wastewater Treatment Plant
Approve Amendment # 1 and authorize Phase II services on a cost basis not to exceed \$181,975 (Total contract not to exceed \$186,975).

In October 2013 Council approved a Professional Services Agreement with C2AE for preparation of a "SAW" grant application for the development of an asset management program for the Wastewater Treatment Plant and authorized Phase I services in an amount not to exceed \$5,000. Phase I included preparing the grant application, a major portion of which involved developing the scope and cost estimate for services to actually prepare and begin implementation of an asset management program over a period of 3 years. In November 2013 Council approved a resolution for submittal of the SAW grant application for a total project cost of \$230,120. Grant applications exceeded the available state budget allocation and we did not qualify for the grant funding last year. Our grant has been recently approved for funding out of this year's state budget allocation. The grant was approved with 75% grant funding in the amount of \$172,590, leaving a local match of \$57,530. The grant agreement has been recently signed and we are ready to proceed with the asset management development program pursuant to the grant agreement. (Note that a separate grant for our wastewater collection system asset management program has also been approved and a separate engineering services agreement with Orchard, Hiltz and McCliment will be addressed at a later date.)

Attached is the proposed Amendment No. 1 to our engineering services agreement with C2AE to provide professional engineering services for the program development over the next three years. The amendment would authorize payment to C2AE on a cost basis not to exceed \$181,975 for the grant term, which extends to October 2017. This would be in addition to the \$5,000 previously authorized for preparation of the grant application bringing the total engineering contract to a not to exceed amount of \$186,975. The grant will cover the majority of the contract services. The remaining "local match" will

be in the form of City force account (plant O&M budget) or paid from the Plant Improvement Fund. Utilization of Plant Improvement Fund reserves for this program, which includes development of both near term and long term (i.e. 5 year and 20 year) capital improvement plans and budgets, has been approved by the Mid-County Treatment Plant Review Board.

The scope and cost of engineering services follows directly from the grant application and is as reflected in the signed grant agreement. That scope of services is detailed in the attached proposed Amendment No. 1.

Staff recommends Council approval of the following resolution to approve Amendment No 1 to the original 2013 engineering services between the City and C2AE and authorization to pay C2AE for those services on a cost basis not to exceed a total contract amount of \$186,975 (Phase I \$5,000 plus \$181,975 for Amendment No. 1).

GMB

Enc.

RESOLUTION _____

RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO THE OCTOBER 21, 2013 CONTRACT, BETWEEN THE CITY OF OWOSSO AND CAPITAL CONSULTANTS, INC. D/B/A C2AE, FOR ASSET MANAGEMENT PROGRAM DEVELOPMENT FOR THE OWOSSO MID-COUNTY WASTEWATER TREATMENT PLANT

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that it is necessary to develop an Asset Management Program for the Wastewater Treatment Plant in order to meet state regulatory requirements and to better provide for optimal long term operation and replacement of plant assets; and

WHEREAS, the City has been awarded a MDEQ "SAW" grant that will provide 75% funding for the program development; and

WHEREAS, the City previously selected Capital Consultants, Inc. d/b/a C2AE for professional engineering services on the Plant Asset Management Program Development and entered an October 21, 2013 agreement with C2AE to determine the program scope of services as required to complete the grant application; and

WHEREAS, the engineer desires to contract with the owner for rendering professional services for the project as described in detail in their October 21, 2014 proposed Amendment No. 1.

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 Capital Consultants, Inc. d/b/a C2AE to provide the professional services needed to complete the Asset Management Program requirements pursuant to state regulations and the SAW grant agreement between the City of Owosso and the Michigan Department of Environmental Quality.

SECOND The mayor and city clerk are instructed and authorized to sign the Amendment No. 1 document substantially in the form attached. A, Agreement for Preparation of a Grant Application for a Stormwater, Asset Management, Wastewater (Saw) Grant With Capital Consultants d/b/a C2AE in the total contract amount not to exceed \$186,975 over a period extending to October 2017.

THIRD: The above expenses shall be paid on a monthly cost basis following staff review not to exceed the total cumulative contract amount of \$186,975 from the wastewater fund with partial reimbursement from the MDEQ "SAW" grant # 1501-01.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THIS ___TH DAY OF NVEMBER, 2014.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

ATTEST:

Amy K. Kohagen, city clerk



October 21, 2014

Mr. Gary Burk, Utilities Director
City of Owosso
301 West Main Street
Owosso, MI. 48867

Re: Amendment No. 1 to the SAW Grant Contract for Services
Resolution 115-2013 and Associated Attachments
SAW Funded Asset Management Plan— Scope of Services

Dear Mr. Burk:

We are pleased to offer our services with the implementation of your asset management plan for the Owosso Wastewater Treatment Facility (WWTF) with the ultimate goal of having these efforts reimbursed through the recent application of a SAW Grant. We have worked with the City personnel to itemize the components necessary under the program and to quantify their cost. Pursuant to Paragraph 3.1.1 of the SAW Grant Preparation contract, this document is to serve as the required written instrument needed for a change to the contract and initiate the asset management plan process for the Wastewater Treatment Facility. Services will be performed in accordance with the terms and conditions of the existing contract.

Statement of Understanding

The City of Owosso has received SAW Grant awards from the MDEQ for the preparation of asset management plans for its wastewater system (WAMP). Two SAW Grants are being pursued; one for the Owosso sanitary sewer collection system and one for the Wastewater Treatment Facility. C2AE has been selected to provide professional engineering services associated with the Wastewater Treatment Facility asset management plan.

It is understood that the City will provide force account work to assist the engineer in the field especially during the preparation asset inventory functions and criticality assessment.

The items of work shall meet the requirements of the SAW grant asset management plans documentation found in Appendix C of the application. These include the work necessary for:

1. Asset Inventory and Condition Assessment throughout the facility
2. Level of Service of the Assets
3. Criticality of Assets
4. Operation and Maintenance (O&M) Strategies/Revenue Structure
5. Long-term Funding/Capital Improvement Planning



Scope of Services

Our services shall include the following in developing and implementing your Asset Management Plan (AMP) for the WWTF. The approach for this work will be conducted as a phased approach over the three year grant period.

General

1. Kickoff Meeting: Meet with the City to review the project requirements, including the scope of services and schedule; also discuss the duties/responsibilities of the City staff for the force account work.
2. Progress Meetings: Schedule/conduct progress meetings with the City, as required, to review the project status; prepare minutes summarizing the discussions and distribute to the City.
3. Monthly Progress Reports: Prepare/submit monthly progress reports, which include work accomplished during the month, anticipated work elements for next month, input required from the City, City decisions/directives, and budget and schedule status.

Asset Inventory and Condition assessment

It is intended to use MDEQ's basic asset management spreadsheet to organize the information and produce the Capital Improvement plan and budget input data.

The City should plan staff hours to assist the engineer on these work tasks.

1. The first step is to break the process train into components. For your particular plant, we have developed the following general categories/components.
 - a. Headwork's (including plant electrical feeds; primary and backup)
 - b. Grit Chamber
 - c. Primary Clarifiers & Sludge Thickener Pumping Equipment
 - d. Roughing Tower
 - e. Intermediate Clarifiers
 - f. Pressure Filters
 - g. Nitrification/Oxidation Towers
 - h. Final Holding Tanks
 - i. Disinfection
 - j. Sludge Handling
 - k. Chemical Storage and Feed Systems
 - l. Plant Structures and Administration Building
2. The next step is to break the assets down within each process component to real assets (buildings) lasting over 25 years; and operating components lasting less than 25 years. Once this is completed, the field effort is required to collect the data.
 - a. Assess condition of real assets by visual inspection and interviews with staff



- b. Create a list of major operating components for each process area. Items such as:
 - Pumps
 - Valves
 - Motor Controls/VFD's
 - Aerators
 - Major Equipment
 - Samplers
 - U V Disinfection
3. Also for each process group make a list of:
 - a. Major electrical components
 - b. Major instrumentation and SCADA needs
 - c. Safety equipment
4. For each building or process area as well as laboratory facilities a list of:
 - a. Major HVAC components
 - b. System control/SCADA
 - c. Laboratory/analysis equipment
 - d. Office needs
5. Collect operating manuals and name tag data
6. Assess component condition –visual inspection
7. Interview operating staff

The asset management data base is thus constructed. The data documenting the condition and remaining useful life will be incorporated in the spreadsheet for all components in the system. Once this information is complete, the next steps for organizing the data can be completed.

Level of Service

We shall participate as the City creates whatever type of asset management team the utility sees fit to implement, and participate in the creation of the mission statement as recommended for an approvable asset management plan. We shall also, if requested, work with the team as that group works through its limits of service versus cost.

The City may want to consider a couple of public meetings to get input from the public about the level of service the system users' desire. Obviously, these meetings would consider both the collection and treatment, as the public generally has more day-to-day interaction with the collection system. However, some aspects of the plant may be of interest such as odor control, overflow issues and overall plant process.



Assessment of Criticality

This step will utilize a numeric numbering system to rate the level of service and calculate the criticality of a component. Inputs to make this determination shall include consideration of a component's current condition, redundancy, and likeliness of failure. Criticality is important as the system prioritizes the needed financial attention.

Our services related to the criticality assessment of the Wastewater Treatment Plant will include an evaluation of the process components and recommendations as to improvements that should be anticipated in capital planning in the future, which we shall call the systems condition and efficiency evaluation. Process items shall be reviewed as to their current effectiveness and efficiency. Consideration shall be given to the ability to meet future NPDES requirements. A report of the finding shall be completed for inclusion in the WAMP to document needs for capital improvements planning.

Note: The above assumes ADA evaluation will not be necessary because the facility is not normally used by the public.

Specialized vendors may be contracted for some assessments (e.g. licensed electrician) by the Owner to establish the condition and remaining usable life for components.

Operations and Maintenance Strategies

The asset list and prioritization shall guide the creation of a matrix containing asset major maintenance and replacement needs by year. An attempt will be made to identify these annual costs. To complete this, the following steps will be taken:

1. Determine remaining useful life
2. Determine year and cost of replacement or major upgrade
3. Determine which of these costs should be capitalized
4. Determine by straight line methods how much should be set aside annually

This information, once gathered, is critical to the creation of the equipment replacement list, which will be used to determine the funding of the equipment replacement account.

As part of this process, we will work to identify potential treatment process alternatives versus in-kind replacement of existing equipment. Evaluation of system integration and the cost-effectiveness of a change in technology will also be conducted. Specific items to be considered will be:

1. Conversion to secondary clarifiers or membrane options
2. Elimination of chemical disinfection and potential for ultraviolet light applications
3. Possible additional treatment components, which may generate additional/new revenue (e.g. septage receiving facilities)



4. Biosolids treatment for improved quality and expansion of disposal options including potential revenue
5. Evaluation of peak treatment needs/capacity and retention options.

Long Term Capital Plan

Once the WAMP information is complete, a Capital Improvement Plan can be completed for both short and long term planning. The concept of this plan is to attempt to forecast major capital improvement projects in the future, and begin to plan for the method of payment for these improvement projects.

It is anticipated that most capital improvement projects will be financed, but there may be components to be covered by the operating budget, and these expenses can then be worked into the operating budget to determine revenue needs. The impact on rates is then determined and rate adjustment for the short term improvements can be implemented.

Operations, Maintenance Costs and Revenue Structure – Financial Plan

The last step is reviewing the existing plant rate structure for comparison against planned improvements and projects. Adequate revenue or implementation of the rate adjustment is a required step for grant compliance.

SCHEDULE

We intend to initiate our SAW Grant work upon the City’s notice to proceed. We will work with the City to develop a schedule for the effort, with consideration of plant staff availability, and minimize disruptions to day-to-day operations.

OVERALL COMPENSATION

The following are our engineering costs to perform the scope of work discussed above:

Grant application, kickoff, and progress meetings	\$ 14,100
Review of existing plant documentation	\$ 22,800
Asset inventory, identification, log & services life	\$ 15,300
Equipment Assessment	\$ 66,525
Criticality assessment/Replacement cost evaluation	\$ 25,750
Asset Management Report/Capital Improvement Plan	\$ 25,500
Project Management	<u>\$ 12,000</u>
TOTAL:	\$181,975



ORDER OF PROGRESSION

While the entire plant will be reviewed during this process, we've established a basic breakdown of area to be evaluated based on process operations. Below is outlined the anticipated breakdown with Step 1 constituting the SAW Grant application. Subsequent phases are conceptual only, and may be adjusted as necessary to meet the City's needs. Scheduling of each step will be established with City staff in consideration of personnel availability etc.

STEP 2 – Headworks, Grit Chamber, and Primary Clarifiers/Sludge Pumps, Roughing Tower and Intermediate Clarifiers

STEP 3 – Pressure Filters, Chlorination/Dechlorination, Nitrification Towers, Final Holding Tanks, Centrifuge/Sludge Handling and Site Piping

STEP 4 – Site Improvements, Administration/Lab Building, Trucks, and Miscellaneous Equipment, Treatment Building/HVAC/Odor Control

STEP 5 – Wholesale Cost Evaluation, Finalize Asset Management Report/Capital Improvement Plan

C2AE services will be performed in accordance with the general terms and conditions developed as part of the SAW grant application services.

We are pleased to have this opportunity to work with the City on this project.

Sincerely,

Accepted: City of Owosso

C2AE

James J. Minster, PE
Senior Project Manager

By: _____

Date: _____

JJM/jnb



WARRANT 491
October 28, 2014

Vendor	Description	Fund	Amount
Michigan Municipal Risk Management Authority	Building and property insurance	General	\$ 53,586.50
Key Government Finance Inc	Annual phone system payment-3 rd installment	General	\$ 26,248.57
Waste Management	Disposal charges - 10/1/14 - 10/15/14	Streets/ WWTP	\$ 5,751.24
Waste Management	Disposal charges – 10/16/14 - 10/31/14-estimated	Streets/ WWTP	\$ 7,393.73
Michigan Municipal League Workers' Compensation Fund	Workers' compensation insurance	Various	\$ 25,749.00
		TOTAL	\$118,728.84



MEMORANDUM

DATE: SEPTEMBER 12, 2014
TO: CITY COUNCIL MEMBERS
FROM: CHARLES P. RAU, BUILDING OFFICIAL
SUBJECT: LOT SPLIT APPLICATION – 111 N. WASHINGTON STREET

LEGAL DESCRIPTION: LOT 5 & E 110' OF N 1/3 LOT 6 ALSO W 29'11" OF E 80' 5" OF S 2/3
LOT 6 BLK 22 ORIGINAL PLAT

PARCEL ID # 050-470-022-013-00

The attached lot split request, received on August 25, 2014 from David Lazar / Mike Selleck has been reviewed by each department head within the City of Owosso. The proposed split will not conform to present Michigan Building Code 2009, Section 706.

Therefore, approval by the City Council for this lot split is not recommended.

9/12/14
Ran Phoned
10/17/14
Jellison

**CITY OF OWOSSO
DIVISION OF PLATTED CITY LOTS
DEPARTMENTAL REVIEW**

PLEASE ROUTE THIS APPLICATION IN THE FOLLOWING SEQUENCE AND RETURN TO THE BUILDING DEPARTMENT AS SOON AS POSSIBLE.

INITIAL REVIEW BY BUILDING OFFICIAL CHARLES P. RAU

COMMENTS This will not meet the building code if the lot lines are changed. A Fire wall (see 706) is required for the party walls located on a lot line between buildings.

***ASSESSING: LARRY COOK

RECOMMEND APPROVAL DENIAL
WRITE NEW DESCRIPTIONS
AT THE END OF YEAR, CHECK WITH COUNTY FOR
DELINQUENT TAXES: PAID UNPAID

COMMENTS Description written, but recommend review & approval by Surveyor prior to transfer of ownership.

***COMMUNITY DEVELOPMENT

RECOMMEND APPROVAL DENIAL

COMMENTS How can a lot split be done on a building with shared roof and basement?

***PUBLIC UTILITIES: GARY BURK

RECOMMEND APPROVAL CONDITIONAL DENIAL

COMMENTS NEEDS A SEPARATE WATER SERVICE AND POSSIBLE AGREEMENT ON BUILDING SEWER IF SHARED

***ENGINEERING:

RECOMMEND APPROVAL DENIAL

COMMENTS Approved as to Form.

RETURN TO BUILDING OFFICIAL FOR WRITTEN RECOMMENDATION OR DENIAL

RETURN ALL MATERIALS TO MARTY STINSON

SEND COPY OF APPLICATION TO APPLICANT WITH DATE OF COUNCIL MEETING

PREPARE MEMO AND COPY (15) FOR COUNCIL MEETING; SUBMIT TO CLERK'S OFFICE

AFTER COUNCIL APPROVAL OR DENIAL, NOTIFY APPLICANT WITH COPY OF COMPLETED APPLICATION.

AFTER COUNCIL APPROVAL OR DENIAL, NOTIFY ASSESSOR WITH ORIGINAL OF COMPLETED APPLICATION.

AFTER COUNCIL APPROVAL OR DENIAL, COPY TO BLDG FILE

25.20 Feb

PARCEL ID # 78-050-470-022-01

CITY OF OWOSSO
APPLICATION TO DIVIDE
PLATTED CITY LOTS

The State of Michigan Land Division Act and City of Owosso Subdivision Regulations prohibit the division of platted City lots without prior approval of the City Council. Attached to this application you should find a copy of Section 30-5 of the Owosso City Code describing the conditions that must be met to have division of platted lots permitted. If a copy of the Section 30-5 does not accompany this application, please request one from the office of the City Clerk or Building Department, phone 989-725-0540.

INSTRUCTIONS

PLEASE FILL OUT THIS APPLICATION COMPLETELY (EXCEPT FOR CITY STAFF PORTION AT BOTTOM) AND ATTACH ALL DOCUMENTATION REQUESTED ON THIS APPLICATION TO AVOID DELAY IN HAVING THE CITY COUNCIL REVIEW YOUR REQUEST.

ATTACH THE RESULTING DESCRIPTIONS OF ALL PROPERTIES AFFECTED BY THIS DIVISION.

ATTACH THE RESULTING PLOT PLAN OF ALL PROPERTIES AFFECTED BY THIS DIVISION. INCLUDE DIMENSIONS OF RESULTING LOTS, LOCATION OF ALL PUBLIC RIGHT-OF-WAYS, LOCATION OF ALL EASEMENTS, LOCATION OF ALL BUILDINGS ON THE PROPERTIES AND THE BUILDING DISTANCES FROM PROPERTY LINES. YOU MAY BE REQUIRED TO PROVIDE A PROFESSIONAL SURVEY OF THE RESULTING LOTS IF DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.

ALL DELINQUENT TAXES MUST BE PAID ON ANY PARCEL BEFORE THE DESCRIPTION OF THE PARCEL CAN BE CHANGED.

Address of lot to be split 111 N. Washington Date 2/25/14

Name of applicant Dave Lazar Phone () 729-1959

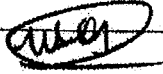
Address of applicant _____

Applicant's relationship to property: Buyer Seller Representing buyer or seller

Other (explain) _____

I (We) hereby request that the Owosso City Council approve the division of the platted lot(s) as specified in the description(s) attached hereto. The division of this lot(s) is proposed for the following reasons:

So the owners of HealthFirst Pharmacy
the Brown Family may purchase.

Signed D. Lazar 

CITY STAFF TO COMPLETE BELOW

ZONING REVIEW: ZONING B-3 RECOMMEND APPROVAL RECOMMEND DENIAL

EXPLANATION OF RECOMMENDATION will not conform to present Mich.
Bldg Code 2009, Section 706

DATE SET FOR CITY COUNCIL REVIEW 10-6-14 NOTICE SENT TO APPLICANT David Lazar; Mike Selles

CITY COUNCIL ACTION: APPROVED AS SUBMITTED DENIED APPROVED WITH ATTACHED CONDITIONS

RESULTS SENT TO APPLICANT _____

Land Division of Platted Lots

RAPKA, LLC
109 & 111 N. Washington Street
050-470-022-013-00

Current Description Entire Parcel

LOT 5 & E 110' OF N 1/3 LOT 6 ALSO W 29'11" OF E 80' 5" OF S 2/3 LOT 6 BLK 22 ORIGINAL PLAT

New Description After Split, (109 N. Washington St.) 050-470-022-013-00

LOT 5 & E 110' OF N 1/3 LOT 6 ALSO W 29'11" OF E 80' 5" OF S 2/3 LOT 6 BLK 22 ORIGINAL PLAT (EXCEPT, PART OF LOT 5, BLOCK 22, ORIGINAL PLAT, COM AT NE COR LOT 5, TH SOUTH ALNG EAST LN LOT 5 AND WEST LN WASHINGTON ST, 45.1 FT TO SHARED PARTITION WALL, TH WEST ALG SAID PARTITION WALL PRL W NORTH LN LOT 5, 70.2 FT, TH NW 19.9 FT (M/L), TH N 8.7 FT, W 3.7 FT, N 3.1 FT, W 12.1 FT, NW 4.2 FT (M/L), N PRL TO THE WEST LN LOT 5 11 FT TO INTERIOR STAIRWAY, TH EAST ALNG SAID STAIRWAY & PRL W NORTH LN LOT 5 11.3 FT, TH NORTH 6.9 FT TO NORTH LN LOT 5, TH EAST ALNG SAID N LN 93.2 FT TO POB. ALSO INCL ½ SHARED PARTITION WALL.)

Description of Split Parcel, (111 N. Washington Street – Pharmacy)

PART OF LOT 5, BLOCK 22, ORIGINAL PLAT, COM AT NE COR LOT 5, TH SOUTH ALNG EAST LN LOT 5, 45.1 FT TO SHARED PARTITION WALL, TH WEST ALG SAID PARTITION WALL PRL W NORTH LN LOT 5, 70.2 FT, TH NW 19.9 FT (M/L), TH N 8.7 FT, W 3.7 FT, N 3.1 FT, W 12.1 FT, NW 4.2 FT (M/L), N PRL TO THE WEST LN LOT 5, 11 FT TO INTERIOR STAIRWAY, TH EAST ALNG SAID STAIRWAY & PRL W NORTH LN LOT 5 11.3 FT, TH NORTH 6.9 FT TO NORTH LN LOT 5, TH EAST ALNG SAID N LN 93.2 FT TO POB. ALSO INCL ½ SHARED PARTITION WALL.

THIS DESCRIPTION BY ASSESSING OFFICE IS BASED ON MEASUREMENTS SUPPLIED BY OWNER AS PREPARED BY LANDMARK SURVEYING AND USED FOR LOT SPLIT APPLICATION. IT IS NOT RECOMMENDED BY ASSESSING OFFICE FOR DESCRIPTION TO BE USED FOR TRANSFER OF OWNERSHIP AND/OR RECORDING PURPOSES WITHOUT REVIEW AND APPROVAL OF SURVEYOR.

SKETCH/AREA TABLE ADDENDUM

Parcel No 050-470-022-013-00

Property Address 109 N WASHINGTON ST

City OWOSSO

County SHIAWASSEE

State MI

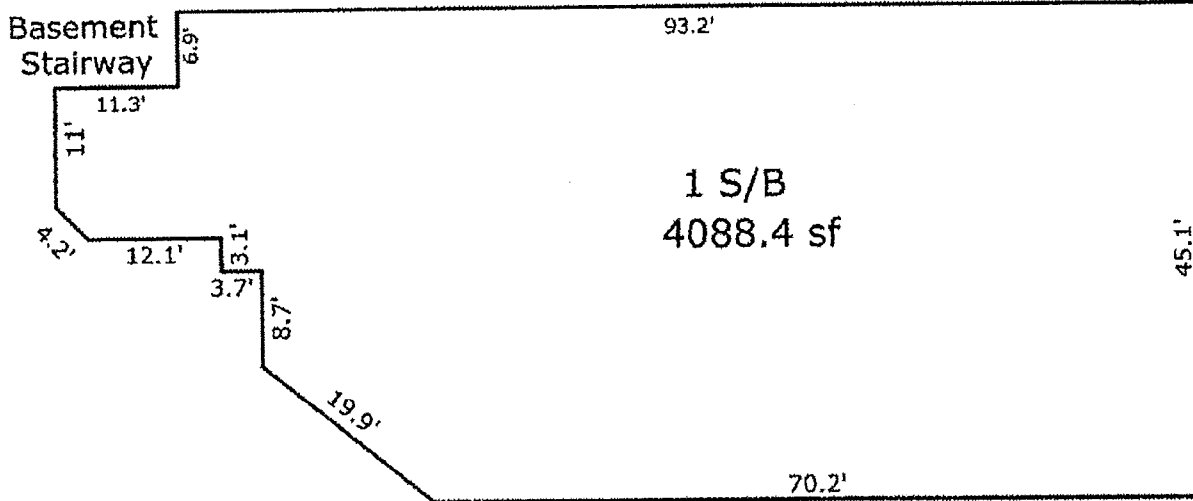
Zip 48867

Owner RAPKA, LLC

Client

Appraiser Name

N. Line Lot 5, Block 22



Scale: 1" = 20'

AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals
GLA1	1 S/B	1.00	4088.39	289.4	4088.39
Net LIVABLE Area (rounded w/ factors)					4088

Comment Table 1	
Comment Table 2	Comment Table 3

SUBJECT IMPROVEMENTS SKETCH

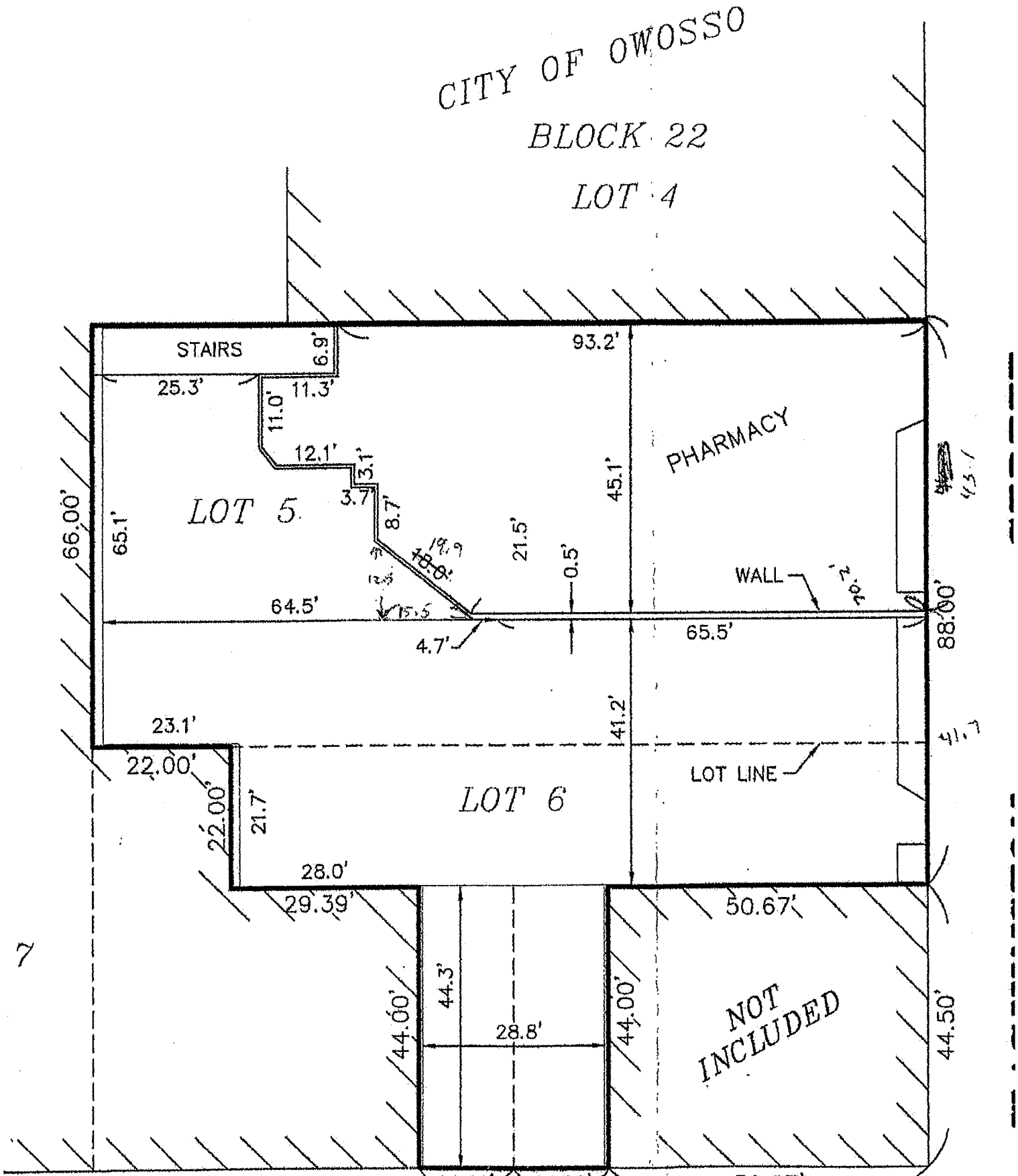
AREA CALCULATIONS

MAIN FLOOR VIEW

CITY OF OWOSSO

BLOCK 22

LOT 4



7



202 S. WATER • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 •

MEMORANDUM

DATE: October 26, 2014

TO: Owosso City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order

RECOMMENDATION: Recommend approval of the applications of the Owosso Main Street Recommendations and authorization of revisions made to Traffic Control Order #s 1167, 1168, 1169, 1170, 1171, 1172, 1173, 1175, and 1176.

BACKGROUND: During the June 2014 Owosso Main Street/DDA (OMS) Board Meeting, a decision was made to form a Parking Sub-Committee (under the Design Committee) to address several concerns associated with downtown parking. A sub-committee of eight (8) downtown stakeholders (business owners, property owners, residents, & city staff) was then formed and held 3 meetings (June 26th, July 10th, & July 31st) to discuss ways in which downtown parking could be improved.

As a result of the three meetings, the sub-committee developed a list of recommendations for the OMS Board and City Council to consider.

The sub-committee looked at the downtown parking ordinance (Code of Ordinances: Part II, Chapter 33, Article II, Division 1) and all traffic orders associated with downtown parking lots as source documents to form their recommendations.

Upon review of all associated documentation, the subcommittee recommends the following

Parking Ordinance Recommendations

The sub-committee recommends that the parking ordinance stay the same except for the following:

Downtown Parking Lots – Traffic Orders

Each downtown parking lot is regulated via its specific traffic order (Order #s 1167 through 1176 & 1208). The sub-committee has developed a list of recommendations for each parking lot located with the downtown district (with the exception of #1174 and #1208, as they will remain the same). Please see the attached traffic control order documentation for a detailed listing of those recommendations (per Lot Number), as well as a map showing the locations of each Lot.

On August 6, 2014, during their monthly board meeting the OMS Board approved the Parking Sub-Committee's recommendations for submission to City Council.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.:	DATE:	TIME:
1167- Amended	10/26/2014	3:30 PM

REQUESTED BY:
Joshua Adams – Executive Director of Owosso Main Street/DDA

TYPE OF CONTROL = Parking: See Below

LOCATION OF CONTROL:
Lot #1 – Parking lot bound by city streets Park, Mason, and Williams

APPROVED BY COUNCIL: _____ 20 _____

REMARKS:
(Section R28.1127 Uniform Traffic Code)

Lot 1 has 152 spaces:

- a) Lot # 1 will have a seventy-two (72)-hour parking time limit
- b) Six (6) spaces designated “Handicap Parking”
 - i. “Handicap Parking Spaces” are clearly marked by signage

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.:	DATE:	TIME:
1168- Amended	10/26/2014	3:45 PM

REQUESTED BY:
Joshua Adams – Executive Director of Owosso Main Street/DDA

TYPE OF CONTROL = Parking: See Below

LOCATION OF CONTROL:
Lot #2 – Parking lot at the southeast corner of Ball and Mason Streets

APPROVED BY COUNCIL: _____ 20 _____

REMARKS:
(Section R28.1127 Uniform Traffic Code)

Lot 2 has 35 spaces:

- a) There shall be a four (4) hour limit for customer parking.
- b) Ten (10) parking spaces are designated “Lease Permit Parking Monday-Friday 8am-5pm”
 - i. Lease Permit Parking” is clearly marked by signage.
- c) One (1) space designated “Handicap Parking”
 - i. “Handicap Parking Spaces” are clearly marked by signage
- d) Four (4) parking spaces are designated “Reserved for Private Parking Monday-Friday”
 - i. “Reserved Private Parking Monday-Friday” is clearly marked by signage.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.:	DATE:	TIME:
1169- Amended	10/26/2014	3:55 PM

REQUESTED BY:
Joshua Adams – Executive Director of Owosso Main Street/DDA

TYPE OF CONTROL = Parking: See Below

LOCATION OF CONTROL:
Lot #3 – Parking lot on the north side of Main Street and Michigan Avenue

APPROVED BY COUNCIL: _____ 20 _____

REMARKS:
(Section R28.1127 Uniform Traffic Code)

Lot 3 has 14 spaces:

- a) There shall be a seventy-two (72) hour parking limit.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.:	DATE:	TIME:
1170- Amended	10/26/2014	4:00 PM

REQUESTED BY:
Joshua Adams – Executive Director of Owosso Main Street/DDA

TYPE OF CONTROL = Parking: See Below

LOCATION OF CONTROL:
Lot #4 – Parking lot on the west side of N. Water between Main and Exchange Streets

APPROVED BY COUNCIL: _____ 20 _____

REMARKS:
(Section R28.1127 Uniform Traffic Code)

Lot 4 has 74 spaces:

- a) There shall be a seventy-two (72) hour parking limit.
- b) Four (4) spaces are designated “Handicap Parking”
 - i. “Handicap Parking Spaces” are clearly marked by signage.
- c) The north opening to the parking lot is “One Way” to the west.
- d) The south opening to the parking lot is “One Way” to the east.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.:	DATE:	TIME:
1171- Amended	10/26/2014	4:10 PM

REQUESTED BY:
Joshua Adams – Executive Director of Owosso Main Street/DDA

TYPE OF CONTROL = Parking: See Below

LOCATION OF CONTROL:
Lot #5 – Parking lot bound by Ball, Exchange, and Water Streets and the businesses in the 200 block of W. Main Street.

APPROVED BY COUNCIL: _____ 20 _____

REMARKS:
(Section R28.1127 Uniform Traffic Code)

Lot 5 has 60 spaces:

- a) There shall be a four (4) hour parking limit.
- b) Four (4) spaces are designated “Handicap Parking”
 - i. “Handicap Parking Spaces” are clearly marked by signage.
- c) Sixteen (16) parking spaces are designated “Lease Permit Parking Monday-Friday 8am-5pm”
 - i. “Lease Permit Parking” is clearly marked by signage.
- d) There shall be no parking in the alley behind the businesses in the 200 block of W. Main Street. This is designated as a “Loading Zone”.
- e) The alley behind the businesses in the 200 block of W. Main Street shall be “One Way” traveling east.
- f) The south drive shall be “One Way” traveling west.
- g) The north drive shall be “One Way” traveling east.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.:	DATE:	TIME:
1172- Amended	10/26/2014	10:10 AM

REQUESTED BY:
Joshua Adams – Executive Director of Owosso Main Street/DDA

TYPE OF CONTROL = Parking: See Below

LOCATION OF CONTROL:
Lot #6 – Parking lot on the northwest corner of Park and Exchange Streets

APPROVED BY COUNCIL: _____ 20 _____

REMARKS:
(Section R28.1127 Uniform Traffic Code)

Lot 6 has 47 spaces:

- a) There shall be a four (4) hour parking limit.
- b) Four (4) spaces are designated “Handicap Parking”
 - i. “Handicap Parking Spaces” are clearly marked by signage.
- c) Twenty (20) parking spaces are designated “Lease Permit Parking Monday-Friday 8am-5pm”
 - i. “Lease Permit Parking” is clearly marked by signage.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.:	DATE:	TIME:
1173- Amended	10/13/2014	10:20 AM

REQUESTED BY:
Joshua Adams – Executive Director of Owosso Main Street/DDA

TYPE OF CONTROL = Parking: See Below

LOCATION OF CONTROL:
Lot #7 – Parking lot on the northwest corner of Main and Park Streets

APPROVED BY COUNCIL: _____ 20 _____

REMARKS:
(Section R28.1127 Uniform Traffic Code)

Lot 7 has 24 spaces:

- a) There shall be a two (2) hour parking limit.
- b) One (1) space is designated “Handicap Parking”
 - i. “Handicap Parking Spaces” are clearly marked by signage.
- c) Six (6) parking spaces are designated “Lease Permit Parking Monday-Friday 8am-5pm”
 - i. “Lease Permit Parking” is clearly marked by signage.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.:	DATE:	TIME:
1175- Amended	10/26/2014	10:35 AM

REQUESTED BY:
Joshua Adams – Executive Director of Owosso Main Street/DDA

TYPE OF CONTROL = Parking: See Below

LOCATION OF CONTROL:
Lot #9 – Parking lot at the northeast corner of Ball and Comstock Streets

APPROVED BY COUNCIL: _____ 20 _____

REMARKS:
(Section R28.1127 Uniform Traffic Code)

Lot 9 has 56 spaces:

- a) There shall be a four (4) hour parking limit.
- b) Two (2) spaces are designated “Handicap Parking”
 - i. “Handicap Parking Spaces” are clearly marked by signage.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.:	DATE:	TIME:
1176- Amended	10/29/2014	10:50 AM

REQUESTED BY:
Joshua Adams – Executive Director of Owosso Main Street/DDA

TYPE OF CONTROL = Parking: See Below

LOCATION OF CONTROL:
Lot #10 – Parking lot bound by Jerome Street to the south, Washington Street to the west, Comstock Street to the north, and Hickory Street to the east.

APPROVED BY COUNCIL: _____ 20 _____

REMARKS:
(Section R28.1127 Uniform Traffic Code)

- Lot 10 has 452 spaces:
- a) There shall be a twelve (72) hour parking limit.
 - b) There shall be no parking 3am to 6am
 - c) Nineteen (19) spaces are designated “Handicap Parking”
 - i. “Handicap Parking Spaces” are clearly marked by signage.
 - d) One (1) parking space is designated as “Loading Zone”
 - i. “Loading Zone” is clearly marked by signage.
 - e) Himburg Drive shall be “One Way” to the west
 - f) There shall be “No Stopping, Standing, or Parking” on Himburg Drive
 - g) One (1) parking space is designated for a delivery person near the bowling alley.



Owosso Main Street *Memorandum* Parking Sub-Committee Recommendations

October 29, 2014,

During the June 2014 Owosso Main Street (OMS) Board Meeting, a decision was made to form a Parking Sub-Committee (under the Design Committee) to address several concerns associated with downtown parking.

A sub-committee of eight (8) downtown stakeholders (business owners, property owners, residents, & city staff) was then formed and held 3 meetings (June 26th, July 10th, & July 31st) to discuss ways in which downtown parking could be improved.

As a result of the three meetings, the sub-committee developed a list of recommendations for the OMS Board and City Council to consider.

The sub-committee looked at the downtown parking ordinance (Code of Ordinances: Part II, Chapter 33, Article II, Division 1) and all traffic orders associated with downtown parking lots as source documents to form their recommendations.

Upon review of all associated documentation, the subcommittee recommends the following:

Parking Ordinance Recommendations

The sub-committee recommends that the parking ordinance stay the same except for the following:

- Create an exemption within the ordinance that removes the 3am-6am parking restrictions for "*customers or patrons*" only of any downtown establishment that has operating hours during that timeframe. (NOTE: This portion of the recommendation has yet to be presented to City Council)

Downtown Parking Lots – Traffic Orders

Each downtown parking lot is regulated via its specific traffic order (Order #s 1167 through 1176 & 1208). The sub-committee has developed a list of recommendations for each parking lot located within the downtown district. Please see the attached documentation for a detailed listing of those recommendations list per Lot Number, as well as a map showing the locations of each Lot.

Owosso Main Street/DDA Board Approval

During the August OMS/DDA regular board meeting (August 6, 2014) all sub-committee recommendations were approved by the OMS/DDA Board.

Traffic Order Recommendations
By Lot Number



Lot #1 - Traffic Control Order Changes

Current Order #: 1167

Location: Parking lot bound by city streets Park, Mason, and Williams

Number of Spaces: North Section = 75; South Section = 77; Total = 152

Current Controls	Proposed Controls
<i>North Section</i>	
No parking 3am-6am	72-hour parking limit (entire lot)
Customer Parking between 8pm and 3am	6-Handcap parking spaces
2 designated handicap parking spaces	Remove "3am-6am" & "8pm-3am" designations
<i>South Section</i>	
No parking 3am-6am	
Customer Parking between 8pm and 3am	
54 = 2-hour parking spaces	
4 designated handicap parking spaces	

Lot #5 - Traffic Control Order Changes

Current Order #: 1171

Location: Parking lot bound by Ball, Exchange, and Water Streets and the businesses in the 200 block of W. Main Street

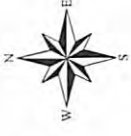
Number of Spaces: 60

Current Controls	Proposed Controls
No parking 3am-6am	4-hour parking limit
2-hour parking limit	Provide the required # of handicap spaces
4 spaces designated for handicap parking	Remove "3am-6am" designation
16 spaces designated for "Lease Permit Parking"	Keep "One Way" designations
The south drive shall be "One Way" traveling west	No parking in alley south of the lot
The north drive shall be "One Way" traveling east	Keep "Loading Zone" designation in alley
No parking in the ally located south of the lot	Keep all permit, & reserved parking as is.
Alley south of the lot is to be "One Way" traveling east	
Alley is designated as a "Loading Zone"	

Lot Location Map



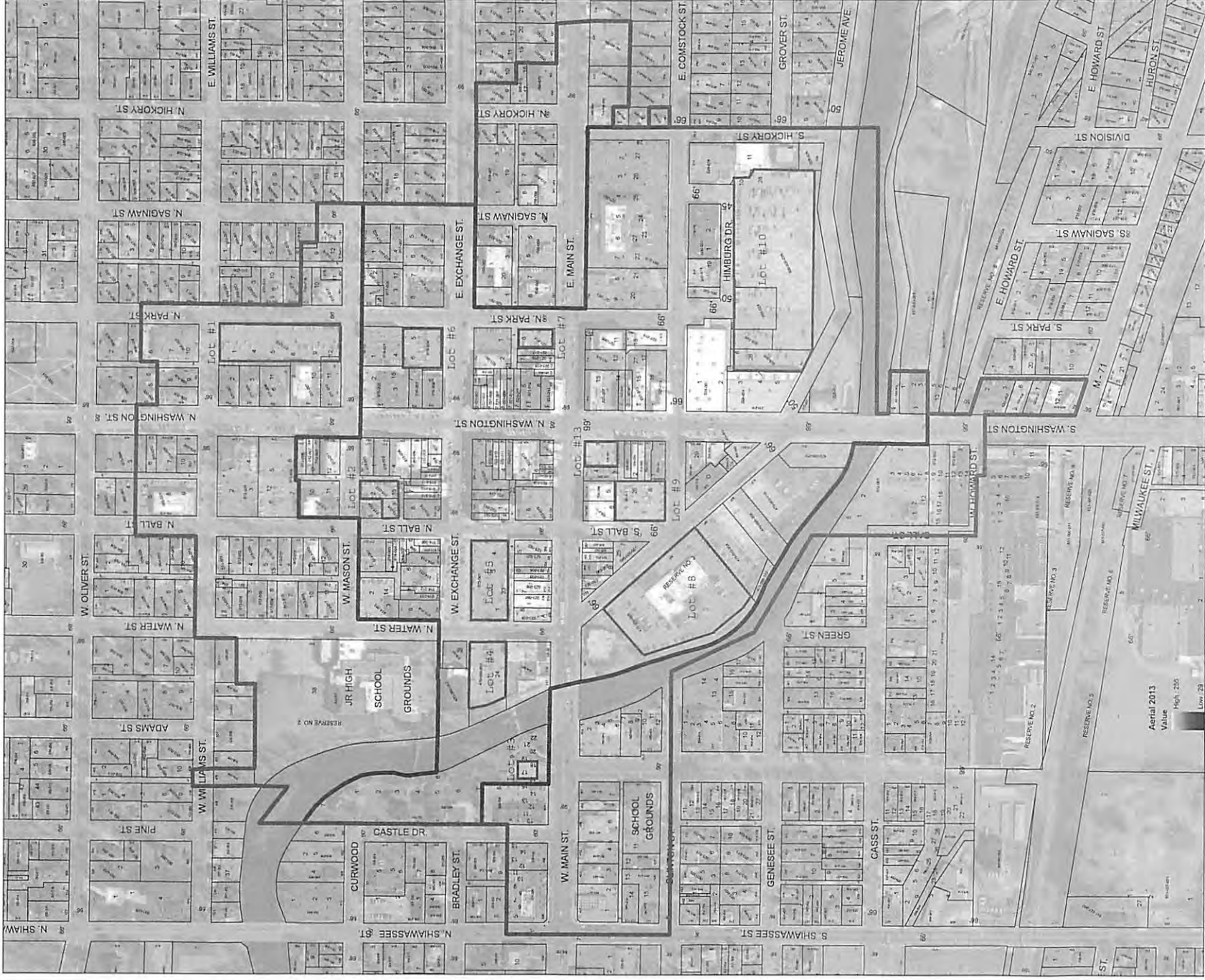
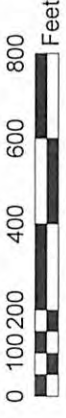
City of Owosso DDA/OMS Boundaries



August 5, 2013

— DDA

— OMS



Aerial 2013
Value
High 255
Low 28

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
October 1, 2014 – 7:30 am.

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER
FREDERICK TO APPOINT KEN CUSHMAN TEMPORARY CHAIR FOR THE OCTOBER
1, 2014, BOARD MEETING.
YEAS ALL. MOTION CARRIED.

MEETING CALLED TO ORDER at 7:45 a.m. by Ken Cushman.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Authority Members Benjamin Frederick, Dawn Gonyou, Ken
Cushman, Secretary Alaina Kraus, and Treasurer James Demis

MEMBERS ABSENT: Chairman Dave Acton, Authority Members Bill Gilbert, Lance
Omer and Meredith Landino.

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan
Montenegro, City of Owosso; Kevin Lenkart, Public Safety

AGENDA:

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER
FREDERICK TO APPROVE THE AGENDA FOR OCTOBER 1, 2014.
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GONYOU, SUPPORTED BY AUTHORITY MEMBER
DEMIS TO APPROVE THE MINUTES FOR THE MEETING OF SEPTEMBER 3, 2014.
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1. Design – Manager Adams

Wrapping up the flower program, baskets should be coming down soon. Working on
ways to fundraise for downtown signage. With the success of the drinking glasses, a
second round is in consideration. Not only are there wayfinding signs, but also the
potential of special parking signs specific to downtown Owosso instead of DOT
signs.

2. Economic Restructuring – Manager Adams

Next Monday is the Retail Merchandising Workshop which is a split between one on ones with 8 businesses and then a 6pm workshop at the Comstock. 150 invites have been sent out along with flyers in stores.

The ER committee also talked about welcome packets, business visitations, meet-ups with city staff to become more familiar with DDA incentives.

3. Organization – Manager Adams

Org did not meet last month, but are investigating doing a summer festival to bring in more funds. November 1st is the Decorate Downtown event to hang lights and such. Refreshments and lunch will be provided.

4. Promotion – Manager Adams

GLOW is under way. The Art Walk has been wrapped up. The event had 300-400 people show up before the rain came in. There were over 80,000 views on social media. Owosso Books & More and Apple Tree Lane doubled their sales, Market on Main had a record day, and Abiding in the Vine had over \$1,000 in sales in 4 hours. The passport was removed this year in hopes of these types of results.

This past Monday there was a meeting with 8 downtown businesses to plan late night shopping. These dates are planned a year out including themed sales. There will be 3 late night events in November and 1-2 in December with monthly events following.

Demis mentioned that The Home Tour was last Saturday. Several buildings were in the tour and included a number of our of town visitors. Gonyou mentioned that part of that was due to Homecoming and Frederick said there were two other large home tours going on.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

Nothing unusual to report.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER GONYOU, SUPPORTED BY AUTHORITY MEMBER FREDERICK TO APPROVE THE CHECK REGISTER FOR SEPTEMBER 2014 AS PRESENTED.

YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT.

Demis pointed out that most of our money comes in in large amounts throughout the year. The same is true of large amounts going out with events like GLOW, so it is not a consistent income/spending throughout the year. Adams has spoken with

Williams about not dividing the bond payment into two payments, but making one once the funds are deposited so that it doesn't have to go to City Council for a delay every year due to cash flow.

3. DIG UPDATE (JOSH A & SUSAN M).

The DIG is no more. Montenegro shared that she hopes that we will be able to apply for future grants to help get this work accomplished. A TAP grant is being worked on through MDOT for the retaining wall.

4. MMS MERCHANDISING WORKSHOP (JOSH A).

Covered in the Committee updates

5. YEAR END ACCREDITATION (JOSH A).

This will be occurring next week. Norma will be back with along with Michigan Main Street. Meetings will be held throughout the morning. Committee members will be meeting at the Comstock at 10am. The Board will be meeting at 11am at City Hall.

PUBLIC / BOARD / STAFF COMMENTS:

None

MOTION MADE BY KRAUS, SUPPORTED BY AUTHORITY MEMBER FREDERICK TO
ADJOURN AT 8:07 AM.

YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary

MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
Council Chambers, City Hall
October 27, 2014 – 7:00 pm

CALL TO ORDER: Meeting was called to order at 7:00 p.m. by Chairman William Wascher.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited by all in attendance.

ROLL CALL: Roll Call was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairman William Wascher, Secretary Tom Kurtz, Commissioners David Bandkau, Mike O'Leary, Brent Smith, Thomas Taylor, Craig Weaver, and Randy Woodworth.

MEMBERS ABSENT: Vice-Chairman Frank Livingston.

OTHERS PRESENT: Susan Montenegro, Assistant City Manager and Director of Community Development,

AGENDA APPROVAL:
MOTION BY COMMISSIONER BANDKAU, SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE AGENDA FOR OCTOBER 27, 2014.
YEAS ALL. MOTION CARRIED.

MINUTES APPROVAL:
MOTION BY COMMISSIONER WEAVER, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES FOR THE MEETING FOR SEPTEMBER 22, 2014.
YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum.
2. PC minutes from September 22, 2014.
3. 400-900 block of Corunna Avenue
4. M-71 Map

COMMISSIONER / PUBLIC COMMENTS:

Commissioner Bandkau commented that the Treasurers is still investigating on how to split the building which is one structure with two businesses. Could it be with a partition wall? The basement is wide open to both businesses. Discussion followed with the board members. It would need a firewall in the basement. Restaurant and pharmacy are on the main level. It would need a parapet between the two. Commissioner Woodworth stated they are going to have to spend money to accomplish a division of the building.

PUBLIC HEARING: None

SITE PLAN REVIEW: None

BUSINESS ITEMS:

1. Discuss future land use and potential rezoning in the 400-900 blocks of Corunna Avenue.

Ms. Sue Montenegro reviewed current zoning on a map and presented suggested zonings. The planning Commission discussed various zoning changes for the following properties:

Parcel Address	Current Zoning	Proposed Zoning
424Maple	R-2	R-1
416 Maple	R-2	R-1
406 Maple	R-2	R-1
637 Corunna Ave	R-2	R-1
633 Corunna Ave	R-2	R-1
625 Huron	I-2	I-1
638 Corunna Ave	B-4	I-1
634 Corunna Ave	B-4	I-1
460 E. Howard	R-2	I-1
452 E. Howard	R-2	I-1
446 E. Howard	R-2	I-1
440 E. Howard	R-2	I-1
429 E. Howard	R-2	I-1
501 W. North St	R-1	I-1
401 E. Howard	I-2	I-1

ITEMS OF DISCUSSION:

1. Consider dates for a public workshop to discuss potential zoning changes. The board is not ready to for a public workshop yet on the zoning changes.

COMMISSIONER / PUBLIC COMMENTS:

Ms. Montenegro received a phone call regarding a hookah lounge for smoking flavored tobacco. Currently the city has no restrictions. State law can't block tobacco specialty shops per Michigan government web site. Ms. Montenegro read some regulations from state web site. She suggested that the Planning Commission may want to consider putting some regulations in our zoning ordinances.

Commissioner Bandkau suggested that if we have the leeway, to fashion it after the marijuana ordinances – not to locate near schools or churches. Ms. Montenegro will be willing to look at regulations from other jurisdictions and bring possible ordinances to the commission. Commissioner Bandkau prefers reasonable restrictions to prevent becoming a lightning rod community. It was suggested that it be restricted to separate structure versus connected buildings.

ADJOURNMENT:

**MOTION BY COMMISSIONER KURTZ, SUPPORTED BY COMMISSIONER WOODWORTH TO
ADJOURN AT 7:59 P.M.
YEAS ALL. MOTION CARRIED.**

Tom Kurtz, Secretary

mms

MINUTES
REGULAR MEETING OF THE OWOSSO ZONING BOARD OF APPEALS
CITY OF OWOSSO
OCTOBER 21, 2014 at 9:30 AM
CITY COUNCIL CHAMBERS

The meeting was called to order by Chairman Randy Horton at 9:31 a.m.

Roll call was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairman Randy Horton, Board Member William Wascher, and Alternate John Horvath.

MEMBERS ABSENT: Vice-Chairman Christopher Eveleth, Secretary Daniel Jozwiak, and Board Member Kent Telesz, Alternate Matt Grubb.

OTHERS PRESENT: Ms. Susan Montenegro, Assistant City Manager and Director of Community Development; Mrs. Laura Strachan, Mr. David Strachan, owners of 1000 N. Chipman St.

AGENDA: IT WAS MOVED BY BOARD MEMBER HORVATH, AND SUPPORTED BY BOARD MEMBER WASCHER TO APPROVE THE AGENDA OF THE MEETING OF OCTOBER 21, 2014. YEAS: ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum
2. Variance request application & materials – 1000 N. Chipman Street
3. Correspondence
4. Affidavit of notice

COMMISSIONER/PUBLIC COMMENTS: None.

PUBLIC HEARINGS: VARIANCE REQUEST – 1000 N. Chipman, # 2014-03

Public hearing began at 9:34 a.m.

Applicant Mrs. Laura Strachan of 1000 N Chipman spoke regarding their desire to install a fence to contain their dogs. She showed the board members pictures of the area where she wanted the fence installed which would be ten feet into the 25 foot front yard setback. She didn't know she had two front yards on her corner property. This variance will be located on the side of the house that abuts Harding Street. Mrs. Strachan stated that anyone who came to house loved the idea and said it was a nice looking fence. They want to contain their dogs and keep them from running the neighborhood. They staked the yard to demonstrate where the fence would go.

Public hearing ended at 9:42

Ms. Susan Montenegro, Assistant City Manager and Director of Community Development, received four letters / e-mails in support of this variance. No negative comments were received at city hall.

Board Member Wascher commented that this variance could set a precedent – the planning commission won't want to do this. This is not a good idea. There are a lot of corner lots where this is not a good idea.

Discussion about this being an extra-large lot; this area for the variance is the farthest from the corner; and this has the neighbors' consent.

MOTION BY BOARD MEMBER WASCHER, SUPPORTED BY BOARD MEMBER HORVATH THAT AFTER REVIEWING THE CASE FOR 1000 N. CHIPMAN STREET, PARCEL NUMBER 050-590-000-012-00, HEREBY MAKES THE FOLLOWING FINDINGS:

- 1 THIS IS A UNIQUE SITUATION**
- 2 THIS AREA OF VARIANCE IS SET FAR ENOUGH BACK FROM THE CORNER**

- 3 THIS FENCE CAN'T BE HIGHER THAN 4 FEET
- 4 THE ORDINANCE FOR AT LEAST 50% SEE THROUGH FENCE IS WAIVED,
- 5 THIS VARIANCE WILL INCLUDE THE PREVIOUSLY INSTALLED FENCE FACING HARDING STREET AROUND THE PATIO.

BASED UPON THESE FINDINGS, THE OWOSSO ZBA HEREBY APPROVES THE PETITION TO PERMIT THE TEN FOOT SETBACK VARIANCE.

**AYES: ALL
NAYS: NONE
MOTION CARRIED.**

Chairman Horton was pleased that the neighbors were interested in the project and expressed their positive support of the fence.

COMMISSIONER/PUBLIC COMMENTS:

Ms. Montenegro asked if the board wanted to bring this to planning commission. Board Member Wascher prefers to leave it alone. Chairman Horton prefers to look to each individual case as they come along. Ms. Montenegro wonders about a certain size corner lot. Mr. Wascher talked about houses facing one way and addressed or drives being on a different street. Consumers Energy addresses another direction. It would be difficult to set up a standard.

ADJOURNMENT:

MOTION BY BOARD MEMBER HORVATH, SUPPORTED BY BOARD MEMBER WASCHER TO ADJOURN AT 10:10 A.M.

YEAS: ALL. MOTION CARRIED.

Dan Jozwiak, Secretary

m.m.s

Minutes
Special Meeting of the Parks & Recreation Commission
Bentley Park Pavilion
October 13, 2014 – 6 p.m.

- Call to order:** The meeting was called to order at 6:08 p.m. by Chairman Espich.
- Roll Call:** Roll call was taken by Recording Secretary Marty Stinson.
- Members Present:** Chairman Michael Espich; Commissioners Tim Alderman, Shane Nelson, and Kristen Woodbury.
- Members Absent:** Vice-Chairman Jeff Selbig.
- Others Present:** Ms. Susan Montenegro, Assistant City Manager and Director of Community Development.

Business:

1. Pride in the Parks / Security

Discussion began with recommendation of specific park hours upon recommendation of police chief so patrol vehicles would have definite times to clear the parks. The board preferred a closing time of 11 p.m. Hopkins Lake should be available for fishing 24 hours. Ms. Susan Montenegro, Assistant City Manager and Director of Community Development will write an ordinance; present it to this commission. Upon their approval it will then go to city council for a public hearing.

Motion by Woodbury, supported by Alderman to write up an ordinance for the park hours.

Yeas all. Motion carried.

Ms. Montenegro will look at other community ordinances and compare their ordinances while writing one for Owosso.

Discussion continued about damage done to the Bentley Park and unaccompanied children. Commissioner Alderman suggested a guest speaker talk to the commission about today's attitude of children so the board could better understand why they behave the way they do and damage park facilities. He also wants to investigate a community watch. Alderman also noted that while researching security measures for his own business with the sheriff's department he was advised not to bother with cameras and to keep his business well lighted with LED's.

Dialogue continued with possibility of flyers distributed to houses around the parks, schools, YMCA, and the Chamber of Commerce to bring about more public awareness. Signs at the parks with a text number that go to police to make them aware of vandals, etc.

The skate rink is to be installed when the weather is cold enough to freeze the water. Conversation about lighting the pavilion and possibly installing a fireplace in the center brick area. Maybe the addition of a pathway from the rink to the pavilion in a year or two. Chairman Espich asked about keeping one of the port-a-jons during the winter months for availability near the skate rink.

The board toured the splash pad, gazebo, and examined a damaged sign.

Adjournment:

A motion to adjourn the meeting was made by Commissioner Nelson and was supported by Commissioner Alderman. The meeting adjourned at 7:03 p.m.

Ayes: all. Motion carried.

mms

Susan Montenegro, Secretary

OWOSSO HISTORICAL COMMISSION

Regular Meeting Notice
Monday, October 13, 2014, 7:00 P.M. Gould House

AGENDA

Call to order - a quorum as established.

Roll Call: Present: Elaine Greenway, Sue Osika, Jennifer Mahoney, Sue Luddington, and Erin Powell.
Robert Doran, Director

Absent: Kerry Baker, James Gutting, and Lorraine Weckwert. **(NOTE: Heather Deason, who appeared in the September meeting minutes as an absent commission member, was never officially sworn in.)**

Approval of Agenda: A motion was made by Sue Luddington to accept the agenda. Motion passed unanimously.

Treasures Report: Motion was made by Sue Luddington to accept Treasures Report from Director Robert Doran. Motion passed unanimously.

Citizen Comments: Gordon Pennington spoke about the importance of history in Owosso, both for future generations, and the youth of today. Indicated the need to engage younger people in the "process of history," and was impressed by the Historical Commission's agenda. He was especially interested in the new marketing, advertising, internet, PR and social media strategies that the OHC commission is reviewing.

Communications

Director's Report: Directors Report was moved to New Business. Michigan Museum Association Conference Report was moved to November, 2014 OHC meeting.

Minutes of meeting, September, 2014

A motion was made by Sue Osika to change the September, 2014 minutes to reflect that a motion that was approved for Jennifer Mahoney to use a \$500 donation to purchase, design and plant a perennial garden on the east side of Gould House, using perennials from Crooked Tree as vendor. The September motion passed; Lorraine Weckert was the dissenting vote.

Old Business:

Flowers purchased and planted in Gould House east garden by Jennifer completed.

A motion was made by Sue Luddington to pay the \$500 in grant funds to Crooked Tree for perennials for the east garden of Gould House planted by Jennifer Mahoney. Motion passed unanimously.

2014 Home Tour Report presented by Elaine Greenway.

New Business:

Election of Owosso Historical Commission Officers – Chair and Vice Chair

Elections: Sue Luddington made a motion that Elaine Greenway be elected for a one year term as Committee Chair. Motion passed unanimously.

A motion was made by Sue Osika that Jennifer Mahoney be elected as Vice-Chair for a one year term. Motion passed unanimously.

Director's Report

A motion was made by Sue Luddington for all OHC Committee members to spend at least one hour per week with Director Robert Doran working at one of the Historical Facilities. Motion passed unanimously.

A motion was made by Jenifer Mahoney to temporarily dissolve all current committees and committee chairs in order to “pull in” to firmly establish vision, mission, long and short term goals, policies and procedures, etc. Motion passed unanimously.

A motion was made by Sue Luddington to establish “The Ivan Conger Archive Room” at Gould House to honor his lifelong passion and dedication to the community by assembling the comprehensive *James Oliver Curwood Collection* we recently acquired via Baker College. Motion passed unanimously.

A motion was made by Erin Powell that we purchase a printer/scanner for Gould House; price to be determined. Motion passed unanimously.

A motion was made by Sue Osika to raise suggested admission of Curwood Castle from \$2/1 to \$5/\$2; to raise the rental fee at Curwood Castle from \$150 for the first hour to \$250 – with a refundable \$50 deposit – and from \$25 to \$55 for each additional hour; the same for Gould House. Request will be forwarded to City Council for approval. Motion passed unanimously.

A motion was made by Jenifer Mahoney that Curwood Castle close for the month of January. Also to change winter hours – February, March thru mid-April – to Wednesday through Sunday, 1:00 pm to 5:00 pm. Motion passed unanimously.

A motion was made by Sue Luddington to connect surveillance wires that were cut at Curwood Castle when the desk was moved and to purchase a new surveillance monitor. Motion passed unanimously.

A motion was made by Jenifer Mahoney to purchase five museum grade informative plaques for Curwood Castle which are critical in order to create a world class museum experience; price to be determined. Motion passed unanimously.

A motion was made by Sue Luddington to raise money and to simultaneously engage the city to find money to clean, repair and restore the paintings at Curwood Castle. Motion passed unanimously.

A motion was made by Sue Luddington regarding Denice Grace that along with Director Robert Doran, she:

- Expand her role.
- Help to implement and manage expanded Docent and Volunteer Program.
- Help to implement and manage Intern Program.

- Work with local organizations to create a “people at risk” volunteer program.
- Work with local school districts to create curriculum that to foots to local history/ writing/ architecture/ and conservation. This can then be put on our web site for teachers to use all over the state.
- Help to implement and conduct Docent and Volunteer orientation and training.
- Assist with archiving Curwood Castle collection.
- Attend all future OHC Committee meetings unless otherwise notified.
- City Clerk Amy Kirkland has offered a city laptop (used only during election time) that OHC can use at the Castle.
- Assist with creation and implementation of Curwood Castle Exhibitions.
- Take on the role of cleaning the Castle and Gould house. Use cleaning funds to offer her incremental reviews and pay raises commensurate with her duties and performance.

Motion passed unanimously.

A motion was made by Sue Luddington that all contracts, proposals and acquisitions are to be negotiated with Director Robert Doran along with OHC committee consensus. Motion passed unanimously.

A motion was made by Jenifer Mahoney that all OHC committee members need to establish committee consensus before removing, moving, exhibiting or changing anything at the four historical structures. Motion passed unanimously.

A motion was made by Jenifer Mahoney to create new budgets that reflect the short and long term goals of OHC. Use projects and initiatives laid out during October OHC meeting via Director Robert Doran’s report as a road map for creating a budget first draft to be delivered at November 2014 OHC meeting. Motion passed unanimously.

A motion was made by Jenifer Mahoney to get bids on purchasing a significantly larger television to screen movies at Curwood Castle; price to be determined. Motion passed unanimously.

A motion was made by Sue Osika to hold off on purchasing new furnaces for Gould House. Motion passed unanimously.

A motion was made by Sue Luddington to have the city inspectors’ conduct in in-depth interior & exterior assessment of Gould House in order to inform further structural work. Motion passed unanimously.

A motion was made by Sue Osika to alarm Gould House. Motion passed unanimously.

A motion was made by Jenifer Mahoney to have Lance Omer conduct a professional evaluation of the two second floor apartments to help guide the OHC in determining if rents reflect current market value. This will inform our decision as to whether we change leases to have tenants pay their own gas and electric. New leases will also reflect that phones will no longer be included. Motion passed unanimously.

A motion was made by Sue Osika to determine feasibility of establishing availability for rental functions at Gould House i.e. parties, showers, small weddings, and various other small events. What would that kind of scheduling look like? ...who would manage? / roll the price of a function manager into each event. What would we need to add in order to provide these services? Motion passed unanimously.

A motion was made by Jenifer Mahoney to determine history and value of Gould House furnishings. OHC will then discuss the possibility of liquidating some of the lesser furnishings to make room for more donations, functions, exhibitions, etc. Motion passed unanimously.

A motion was made by Sue Luddington to cut down two overgrown bushes in the center of the U driveway; and to submit a request proposal for cutting down the large pine tree that is leaning into our electrical wires. Motion passed unanimously.

A motion was made by Jenifer Mahoney to move forward with exploring the feasibility of turning Gould House in a Historical Exhibition space. The following was included in the motion:

- Need to find \$\$\$ to buy or create exhibition panels.
- Establish Gould House as an exhibit space to showcase the OHC collections and assets, as well as the collections of other local and regional historic organizations.
- Exhibitions will include a comprehensive catalog explaining the historic position and idea behind the collection and organization of items shown. Will also include forwards written by collaborators, local and regional scholars, etc.
- Exhibitions will be tied into our long and short term goals and Marketing and PR strategies. Will include an opening night reception/fund raiser, etc.
- Exhibitions will remain in place for 6+weeks and have a regular schedule open to the public.
- Find local, state and federal \$\$\$ to underwrite each exhibit
- **Spring Show:** "Bringing the Past to Life – Photographs from the Owosso Historical Committee and the Shiawassee Historical Society Collections" in partnership with the Shiawassee Historical Society. To include a one day art fair on Gould House Lawn, street and Fayette Park
- **Summer Show:** "Owosso goes Hollywood – The Movie Posters and Correspondence of James Oliver Curwood" in partnership with Ivan Conger. Curwood Film Festival in Castle and on the Castle Lawn.
- **Fall Show:** "Woodard – Commemorating their 150th Anniversary." In partnership with Owosso Main Street. Indoor Woodard furnishings in Gould House and outdoor furnishings on front lawn. Will also include an Antique Car show on Washington Street in front of Gould House, and an antique furniture show in Fayette Park or Market Square. Engage community and Woodard to borrow important indoor and outdoor furniture. Motion passed unanimously.

Further, it was discussed and unanimously agreed:

- To establish and collaboratively assemble a prototype "Workbook" for all projects and initiatives – includes participants, budget, time frame, communication, accordance with mission and vision, benefit to the community and OHC; and finally an evaluation and measure of success.
- To establish an Honorary Board of Directors comprised of community leaders, artists, professionals and entrepreneurs to serve as a mechanism for fundraising and a means of attracting talent, donations, and local, regional and state awareness.

- That Director Robert Doran use Gould House as office, and to house, archive and display the OHC Collection.
Approved purchase of shelving units@ \$420.
Thank city for donating new laptop and software.
Agree to share Internet access with tenant @ \$28 per month.
- Have Gould House open to public whenever Director Robert Doran present and available. Put up sign and use Washington Street door which currently has a functioning front door bell.
- Move forward by establishing an Accredited Intern Program – high school and or college – to be implemented this summer.
- When computer arrives and software is loaded, begin ongoing archiving process.
- Call the DPW only in the event of an emergency. We’re currently paying \$20 an hour every time they are called.
- Reviewed city policies and procedures concerning PO’s, requisitions and purchasing. After prior commission approval, ALL purchases need to have PO generated with the vendor, through Director Robert Doran.
- Currently our budgeting process – especially Gould House OHC money – is like a “square peg in round hole” because of city policies and other constraints. As new budget develops, move to changing framework that speaks to our unique organizational structure.
- An integral part of all new initiatives, projects and acquisitions will be the research and then OHC consensus necessary to determine financial viability, and then assess as to whether they fit into our overall strategy, mission and vision, short and long term goals, etc.
- A document was distributed explaining the difference between a Vision and a Mission Statement. It was agreed that the commission would meet once informally to engage in an M&A “strategic planning session” to then come back to the November, 2104 meeting with a road map for a 2015/16 M&A plan. The “strategic planning session” would include:
 - Develop new web site that includes all components of the OHC, not just the Home Tour.
 - Rebrand OHC using Curwood Castle Architecture Plans.
 - What is currently is the “face” of the OHC, our historic structures and our collections.
 - Once we determine OHC brand, define an overall name that clearly explains marketing strategy for the entire OHC collection. The octopus has many arms, but what should we call the head?
Example: ***The Owosso Curwood Collection*** which includes Curwood Castle, Gould House, Comstock Cabin, and Paymaster House; Gould House Owosso Historical Archives and The Ivan Conger James Oliver Curwood Collection; all under the care and leadership of the Owosso Historic Commission.

Thorough strategic planning session, all of the above will then become the architecture and road map for our new web site.

- By December 15th put together 2015/16 Marketing initiatives and budgets so we can start developing a comprehensive M&A plan to support those initiatives. It’s rather late in the game but we can do our best.
- Establish an overall Marketing budget for the entire fiscal year, looking towards 2/3/4/5/10 year(s) plans
- Establish an ongoing schedule for press releases – immediately submit press release for Curwood Castle renovation and recent acquisitions, and new Director Robert Doran hire, where we can roll out Owosso Historical Committee Vision and upcoming schedule of events.
- Social Media – Face Book & Twitter. Need Owosso Historical Committee’s help to implement and manage.

- Acquisitions –stressed preauthorization based on firmly established city financial rules and protocol. Director Robert Doran has the flexibility to spend \$500 without committee authorization. If we (collectively or individually) see something unique or time sensitive, he can immediately negotiate with Committee Chair for quick approval.
- Develop and establish adjudicated Curwood Short Story Prize – find \$\$\$ for purse.
- **Work to significantly raise awareness of Curwood as a Pioneer Conservationist.**
- Museum shop – order souvenirs that foot to our new branding initiative; better use of current souvenir space.
- Based on our new budget and full OHC continue consensus, seek out, through donations and acquisitions, pieces that were either original to the Castle or closely match what is pictured in the photograph from Curwood’s time.

Curwood Exhibitions:

- Rotate out the “basement” exhibitions at least 3X a year.
- Have 2nd and 3rd floor turrets focus on conservation.
- Implement and market ongoing Curwood “Film Festival” to showcase his films.
- Summer Event: Conservation initiative – work with local and state conservation clubs and organizations.

Director Robert Doran passed out the BYLAWS of the Owosso Historical Commission to review proposed changes to be discussed at November, 2014 meeting.

Citizen Comments

Adjourn – Sue Luddington made a motion to adjourn. Motion passed unanimously.

In July, my mother had a stroke. Since that time, I have become her primary caregiver. Unfortunately, I have found that the demands on my time have increased to such a degree that I am unable to fulfill my role as a member of OHC.

My term expires in December and I think it best that the new director have time to reorganize, so I must submit my resignation.

I have spoken with Mr. Doran and will continue to aid him in various projects.

I hope that at a later time, I might rejoin the commission as I have greatly enjoyed its work.

JLG

James L. Gutting

October 27, 2014

To: Mayor Ben Frederick
City of Owosso

Although I have thoroughly enjoyed volunteering on the Owosso Historical Commission, I want to let you know that I do not plan on finishing out my term. Effectively immediately, I will not be attending any further OHC meetings as an active member.

Due to the recent and numerous changes that have been made within the OHC, I feel I can no longer be a part of the Commission. Also, I am not able to commit to the necessary hours that are now being required of the Commission Members. My inability to do so will make it impossible for me to make a worthy contribution to the mission of the OHC.

I feel privileged to have been appointed to the OHC. I have made many new friends and have worked alongside extremely knowledgeable individuals. There is so much history within the city of Owosso, and the city should be proud of the Owosso Historical Commission and those that are volunteering and serving on the Commission. Thank you for giving me the opportunity to have served on the OHC. My wish is for a positive future for the OHC in all of their endeavors.

Sincerely,



Kerry Baker