

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, JUNE 19, 2017
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 JUNE 5, 2017:

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. SEDP Annual Report. Shiawassee Economic Development Partnership President/CEO Justin Horvath will present the 2016 SEDP Annual Report.

PUBLIC HEARINGS

1. Industrial Facilities Tax Exemption Certificate–705 McMillan Street. Conduct a public hearing to receive public comment on the application from Ruess Winchester, Inc. of Owosso for an Industrial Facilities Tax Exemption Certificate for real and personal property for their property at 705 McMillan Street.
2. Industrial Facilities Tax Exemption Certificate–745 McMillan Street. Conduct a public hearing to receive public comment on the application from Tri-Mer Corporation of Owosso for an Industrial Facilities Tax Exemption Certificate for real and personal property for their property at 745 McMillan Street.
3. Ordinance Amendment – Chapter 26, Signs. Conduct a public hearing to receive citizen comment regarding the proposal to repeal and replace Chapter 26, Signs, to create a content neutral ordinance that complies with a recent U.S. Supreme Court decision.

4. Special Assessment District No. 2017-09 – Resolution No. 3. Conduct a public hearing to receive citizen comment regarding Resolution No. 3 for proposed Special Assessment District No. 2017-09 for Chestnut Street from South Street to Stewart Street for street resurfacing.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

CONSENT AGENDA

1. First Reading & Set Public Hearing – Ordinance Amendment – Chapter 18, Nuisances. Conduct first reading and set a public hearing for Monday, July 3, 2017 to receive citizen comment on the proposal to amend Chapter 18, Nuisances, Article III, *Littering and distribution of handbills*, Section 18-58 of the Code of Ordinances of the City of Owosso to allow the placement of handbills on private property by City personnel, contractors employed by the City, and/or utility company personnel in the course of official business.
2. First Reading & Set Public Hearing – Ordinance Amendment – Chapter 2, Administration. Purchasing. Conduct first reading and set a public hearing for Monday, July 3, 2017 to receive citizen comment on the proposal to amend Chapter 2, Administration, Article VI, *Finance*, Division 3, Purchases, contracts and sales, of the Code of Ordinances of the City of Owosso to update the procedures for the purchase and sale of services, supplies, materials and equipment.
3. Purchase Authorization - Ferric Chloride. Authorize a purchase agreement with PVS Technologies for Ferric Chloride utilizing the Lansing Board of Water & Light's joint purchasing consortium Mid-Michigan Drinking Water Consortium Bulk Chemical Contract in the amount of \$150.86 per liquid ton, with an estimated annual contract of \$37,715.00, and authorize payment based on unit prices for actual quantities required for the fiscal year ending June 30, 2018.
4. Purchase Authorization - Sodium Hypochlorite. Authorize a purchase agreement with JCI Jones Chemicals, Inc. for Sodium Hypochlorite utilizing the Lansing Board of Water & Light's joint purchasing consortium Mid-Michigan Drinking Water Consortium Bulk Chemical Contract in the amount of \$120.28 per liquid ton, with an estimated annual contract of \$37,284.00 (including \$1,200.00 for delivery), and authorize payment based on unit prices for actual quantities required for the fiscal year ending June 30, 2018.
5. Purchase Authorization — Bulk Lime. Authorize a purchase agreement with Carmeuse Lime Inc. for the purchase of bulk lime for the Filtration Plant and Wastewater Plant, utilizing the Lansing Board of Water & Light's joint purchasing consortium Mid-Michigan Drinking Water Consortium Bulk Chemical Contract in the amount of \$123.99 per ton, with an estimated annual contract of \$99,192.00 and authorize payment based on unit prices for actual quantities required for the fiscal year ending June 30, 2018.
6. Bid Award – 2017 Sidewalk Replacement Program. Approve the low bid of Seifert Construction LLC for the 2017 Sidewalk Replacement Program in the amount of \$56,260.00 and authorize payment up to the contract amount upon satisfactory completion of the work or a portion thereof.
7. Bid Award – 2003 Ford Pickup #310. Approve bid award to Charlie Roberts for the sale of one 2003 Ford F350 pickup, VIN# 1FDSF34L83ED28234 (#310), in the amount of \$2,024.99 and authorize execution of paperwork to complete the sale.

8. Bid Award – 2005 Ford Pickup #322. Approve bid award to Donald Pease for the sale of one 2005 Ford F250 pickup, VIN# 1FTN20515EA33109 (#322), in the amount of \$1,050.00 and authorize execution of paperwork to complete the sale.
9. Warrant No. 544. Authorize Warrant No. 544 as follows:

Vendor	Description	Fund	Amount
William C. Brown, PC	Professional services- May 9, 2017-June 12, 2017	General	\$10,799.37
Michigan Municipal League Workers' Compensation Fund Inc.	Worker's Compensation Insurance- 1 of 4 for FY 17/18	Various	\$19,162.00
Safebuit, Inc.	Building department services- May 2017	General	\$9,846.67
Logicalis, Inc.	Network engineering- May 2017	General	\$7,056.00

10. Check Register – May 2017. Affirm check disbursements totaling \$1,019,456.22 for May 2017.

ITEMS OF BUSINESS

1. Lot Split Authorization – 439 E. Exchange Street. Consider authorization of the division of a City lot under Michigan Subdivision Control Act for platted lot at 439 E. Exchange Street.
2. SEDP Pledge. Consider authorizing an annual commitment to the Shiawassee Economic Development Partnership.
3. 2016-17 City Budget Amendment. Consider resolution amending the 2016-17 budget incorporating adjustments made during the fiscal year.
4. Authorization of Application for Transportation Economic Development Funds. Approve resolution supporting the application to seek Transportation Economic Development Fund- Category A funds for pavement improvements along McMillan Avenue, Monroe Street and Gould Street and authorize the obligation of City funds for the project per the terms of the TEDF-A Program match requirement.
5. 2017-18 Water & Sewer Rates. Approve the proposed water and sewer rates for the 2017-18 fiscal year.
6. Bonding Resolution. Consider a resolution authorizing the issuance and sale of Unlimited Tax General Obligation Street Bonds for street improvements in an amount not to exceed \$4,900,000.
7. Selection of Goal Setting Facilitator. Consider the selection of a goal setting facilitator from a selection of facilitators recommended by other Michigan municipalities.

COMMUNICATIONS

1. N. Bradley Hissong, Building Official. May 2017 Building Department Report.
2. N. Bradley Hissong Building Official. May 2017 Code Violations Report.
3. Planning Commission. Minutes of May 22, 2017.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, July 03, 2017

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2019
Building Board of Appeals - term expires June 30, 2019
Building Board of Appeals – Alternate - term expires June 30, 2018
Historical Commission – term expires December 31, 2019
Parks & Recreation Commission – 2 terms expiring June 30, 2017
Parks & Recreation Commission – term expires June 30, 2018

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, calling, or emailing the following: Owosso City Clerk's Office, 301 West Main Street, Owosso, MI 48867; Phone: (989) 725-0500; Email: city.clerk@ci.owosso.mi.us. The City of Owosso Website address is www.ci.owosso.mi.us.

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF JUNE 5, 2017
7:30 P.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: COUNCILMEMBER BURTON D. FOX

PLEDGE OF ALLEGIANCE: JUSTIN HORVATH, SEDP PRESIDENT/CEO

PRESENT: Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmembers Loreen F. Bailey (8:28 p.m.), Burton D. Fox, Elaine M. Greenway, Daniel A. Law, and Robert J. Teich, Jr.

ABSENT: None.

APPROVE AGENDA

Motion by Mayor Pro-Tem Osika to approve the agenda with the following changes:

Add Presentation 2. Circuit Court 2016 Year in Review
Remove Item of Business 1. Consumers Energy Easement.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF MAY 15, 2017

Motion by Councilmember Greenway to approve the Minutes of the Regular Meeting of May 15, 2017 as presented.

Motion supported by Councilmember Law and concurred in by unanimous vote.

PROCLAMATIONS / SPECIAL PRESENTATIONS

Owosso Community Airport Presentation

Representatives of the Owosso Community Airport delivered a presentation detailing their 2016 Annual Report.

35th Circuit Court Presentation (This item was added to the agenda.)

Circuit Court Judge Matthew Stewart delivered the 2016 Year in Review report to the Council.

PUBLIC HEARINGS

**Special Assessment District No. 2017-06 **Chipman Street
from Oliver Street to King Street****

A public hearing was conducted to receive citizen comment regarding Resolution No. 3 for proposed Special Assessment District No. 2017-06 for Chipman Street from Oliver Street to King Street for street resurfacing.

There were no citizen comments received prior to, or during the meeting.

Motion by Councilmember Fox to authorize the following resolution:

RESOLUTION NO. 71-2017

**ESTABLISHING SPECIAL ASSESSMENT DISTRICT NO. 2017-09
CHIPMAN STREET, FROM OLIVER STREET TO KING STREET
FOR STREET RESURFACING**

WHEREAS, the City Council, after due and legal notice, has met and there being no one to be heard regarding the proposed public improvement more particularly hereinafter described; and

WHEREAS, the City Council deems it advisable and necessary to proceed with said public improvement as more particularly hereinafter described.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines to make and proceed with the following described public improvement and to defray a part or the whole cost, as more particularly hereinafter provided, by special assessment upon the property specially benefited: N. Chipman Street, aPublic Street, from Oliver Street to King Street.
2. The City Council hereby approves the plans for the aforesaid public improvement as prepared and presented by the City Manager and determines the estimated cost of said public improvement to be \$72,348.00 and approves said estimated cost and determines that the estimated life of said public improvement is twenty (20) years.
3. The City Council determines that of said total estimated cost, the sum of \$28,939.20 be paid by special assessment upon the property specially benefited, as more particularly hereinafter described.
4. The City Council hereby designates the following described property as the special assessment district upon which the special assessment shall be levied: N. Chipman Street, a Public Street, from Oliver Street to King Street for street resurfacing.
5. The City Assessor shall prepare a special assessment roll including all lots and parcels of land within the special assessment district herein designated, and the Assessor shall assess to each such lot or parcel of land such relative portion of the whole sum to be levied against all lands in the special assessment district as the benefit to such lot or parcel of land bears to the total benefits to all lands in such district.

When the Assessor shall have completed the assessment roll, he shall file the special assessment roll with the City Clerk for presentation to the City Council.

Motion supported by Councilmember Fox.

Roll Call Vote.

AYES: Councilmembers Law, Greenway, Fox, Mayor Pro-Tem Osika, Councilmember Teich, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Bailey.

CDBG Grant Acceptance - The 344 Project

A public hearing was conducted to receive citizen comment regarding the proposal to accept CDBG grant funding for The 344 Project.

There were no comments received prior to, or during the meeting.

Motion by Councilmember Fox to approve the following resolution:

RESOLUTION NO. 72-2017

**AUTHORIZING THE APPLICATION FOR A
COMMUNITY DEVELOPMENT BLOCK GRANT AND
DESIGNATION OF CERTIFYING OFFICER**

WHEREAS, the city of Owosso has been invited by the Michigan Strategic Fund to submit a CDBG application in the amount of One Million One Hundred Sixty-Six Thousand Seven Hundred Thirty-Seven Dollars (\$1,166,737.00); and

WHEREAS, the city held a public hearing on June 5, 2017 as part of the process in accepting CDBG funds and to designate the mayor as the certifying officer, the person authorized to certify the Michigan CDBG Application, and the person authorized to sign the Grant Agreement and payment requests; and

WHEREAS, the city of Owosso desires to use the CDBG funds for the 344 Building; and

WHEREAS, the proposed project is consistent with the local community development plan as described in the Application; and

WHEREAS, the proposed project will clearly eliminate objectively determinable signs of blight and will be strictly limited to eliminating specific instances of blight outside a defined Slum or Blighted Area; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated and will not be obligated prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to incur costs from the Michigan Economic Development Corporation.

NOW, THEREFORE, BE IT RESOLVED that the Owosso City Council hereby designates the mayor of the city of Owosso as the Certifying Officer, the person authorized to certify the Michigan CDBG Application, and the person authorized to sign the Grant Agreement and payment requests.

Motion supported by Councilmember Greenway.

Roll Call Vote.

AYES: Councilmembers Fox, Teich, Law, Greenway, Mayor Pro-Tem Osika, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Bailey.

CITIZEN COMMENTS AND QUESTIONS

Eddie Urban, 601 Glenwood Avenue, commented on the Curwood Parade and his appreciation for the work Judge Matthew Stewart does for the community.

Councilmember Bailey arrives at 8:28 p.m.

Justin Horvath, SEDP president, indicated he hopes the Consumers Energy easement that was removed from the agenda can be quickly remedied. He also indicated he will be present for the next meeting for the IFT public hearings as well as for presentation of the annual report.

Mayor Eveleth thanked the community for another great Curwood Festival. He also noticed the great care the Public Safety Director and his wife provided when beautifying the Public Safety Building on Memorial Day.

Councilmember Greenway said she saw a great improvement in the quality of the vendors at the Curwood Festival this year.

Councilmember Fox said he would like to see some energy dedicated to getting the bike trail into town and on to Durand. He also relayed some complaints he has received regarding bikes on the sidewalk in the downtown. He asked for stepped up enforcement.

Councilmember Bailey said she was thankful for the opportunity to attend the recent MAPERS conference saying it was very interesting and she learned a lot.

CITY MANAGER REPORT

City Manager Donald D. Crawford detailed the latest Project Status Report.*

CONSENT AGENDA

Motion by Councilmember Bailey to approve the Consent Agenda as follows:

Set Public Hearing – Industrial Facilities Tax Exemption Certificate–705 McMillan Street. Set a public hearing for Monday, June 19, 2017 to receive public comment on the application from Ruess Winchester, Inc. of Owosso for an Industrial Facilities Tax Exemption Certificate for real and personal property for their property at 705 McMillan Street as follows:

RESOLUTION NO. 73-2017

SETTING PUBLIC HEARING TO CONSIDER APPLICATION FOR AN INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE RUESS WINCHESTER, INCORPORATED 705 McMILLAN AVENUE

WHEREAS, a tax abatement application was received May 16, 2017 from Ruess Winchester, Incorporated per the City of Owosso Tax Abatement Policy of June 7, 2010; and

WHEREAS, application was also received May 16, 2017 from Ruess Winchester, Incorporated for a Real Property and Personal Property Industrial Facilities Tax Exemption Certificate; and

WHEREAS, an Industrial Development District was established March 19, 1979 for property described as:

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

WHEREAS, the Industrial Facilities Tax Exemption certificate, being part of Act 198 of 1974, is available to the city of Owosso; and

WHEREAS, city of Owosso is a qualified local governmental unit and permits the city of Owosso to grant an Industrial Facilities Tax Exemption Certificate; and

WHEREAS, it was determined by city staff that the Industrial Facilities Exemption Certificate is within the guidelines of the City of Owosso Tax Abatement Policy of June 7, 2010; and

WHEREAS, notification will be sent to all taxing jurisdictions per the City of Owosso Tax Abatement Policy of June 7, 2010; and

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

FIRST: the Owosso City Council sets a public hearing for June 19, 2017 on or about 7:30 p.m. in the council chambers for the purpose hearing comments for those within the proposed district, governmental taxing jurisdictions and any other resident or taxpayer, of the city of Owosso; and

SECOND: the city clerk gives the notifications as required by law.

Set Public Hearing – Industrial Facilities Tax Exemption Certificate–745 McMillan Street. Set a public hearing for Monday, June 19, 2017 to receive public comment on the application from Tri-Mer Corporation of Owosso for an Industrial Facilities Tax Exemption Certificate for real and personal property for their property at 745 McMillan Street as detailed below:

RESOLUTION NO. 74-2017

**SETTING PUBLIC HEARING TO CONSIDER APPLICATION FOR
AN INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE
TRI-MER CORPORATION
1400 MONROE / McMILLAN AVENUE**

WHEREAS, a tax abatement application was received May 16, 2017 from TRI-MER Corporation per the City of Owosso Tax Abatement Policy of June 7, 2010; and

WHEREAS, an application was also received May 16, 2017 from TRI-MER Corporation for a Real and Personal Property Industrial Facilities Tax Exemption Certificate; and

WHEREAS, an Industrial Development District was established March 19, 1979 for property described as:

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

WHEREAS, the Industrial Facilities Tax Exemption certificate, being part of Act 198 of 1974, is available to the city of Owosso; and

WHEREAS, city of Owosso is a qualified local governmental unit and permits the city of Owosso to grant an Industrial Facilities Tax Exemption Certificate; and

WHEREAS, it was determined by city staff that the Industrial Facilities Exemption Certificate is within the guidelines of the City of Owosso Tax Abatement Policy of June 7, 2010; and

WHEREAS, notification will be sent to all taxing jurisdictions per the City of Owosso Tax Abatement Policy of June 7, 2010; and

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

FIRST: the Owosso City Council sets a public hearing for June 19, 2017 on or about 7:30 p.m. in the council chambers for the purpose hearing comments for those within the proposed district, governmental taxing jurisdictions and any other resident or taxpayer, of the city of Owosso; and

SECOND: the city clerk gives the notifications as required by law.

First Reading and Set Public Hearing – Ordinance Amendment – Chapter 26, Signs. Conduct first reading and set a public hearing for Monday, June 19, 2017 to receive citizen comment regarding the proposal to repeal and replace Chapter 26, Signs, to create a content neutral ordinance that complies with a recent U.S. Supreme Court decision as shown below:

RESOLUTION NO. 75-2017

RESOLUTION SETTING A PUBLIC HEARING TO REPEAL AND REPLACE CHAPTER 26, SIGNS, OF THE CODE OF THE CITY OF OWOSSO

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Planning Commission believe Chapter 26, Signs, of the Code of the City of Owosso, also known as the Sign ordinance, to be content based posing potential liability to the city of Owosso; and

WHEREAS, the planning commission held a public workshop at their May 22, 2017 regularly scheduled meeting regarding repealing and replacing Chapter 26, Signs; and in which no citizen comments were voiced or received; and

WHEREAS, the planning commission seeks the repeal and replacement of Chapter 26, Signs, in its entirety.

NOW THEREFORE BE IT RESOLVED, THAT THE CITY OF OWOSSO ORDAINS:

SECTION 1. REPEAL. That Chapter 26, Signs, is hereby repealed in its entirety.

SECTION 2. REPLACEMENT. That the new Chapter 26, Signs, shall read as follows:

Chapter 26 - SIGNS

ARTICLE I. – MICHIGAN BUILDING CODE

Sec. 26-1. - Adoption of Michigan Building Code.

The current edition of the Michigan Building Code shall be in full force and effect in the City as if set out fully herein. Complete printed copies of the code are available for public use and inspection at the office of the city clerk.

Secs. 26-2, 26-4. - Reserved.

ARTICLE II. - IN GENERAL

Sec. 26-5. – Short title.

This ordinance shall be known as and may be cited as the City of Owosso Sign Ordinance.

Sec. 26-6. - Purpose.

The purpose of this article is to regulate signs and to minimize outdoor advertising within the city so as to protect public safety, health and welfare; minimize abundance and size of signs to reduce visual clutter, motorist distraction, and loss of sight distance; promote public convenience; preserve property values; support and complement land use objectives as set forth in the City of Owosso Master Plan and this article; and enhance the aesthetic appearance and quality of life within the city. The standards contained herein are intended to be content neutral.

These objectives are accomplished by establishing the minimum amount of regulations necessary concerning the size, placement, construction, illumination, and other aspects of signs in the city so as to:

- a. Recognize that the proliferation of signs is unduly distracting to motorists and non-motorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for accidents.
- b. Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.
- c. Reduce visual pollution and physical obstructions caused by a proliferation of signs which would diminish the city's image, property values and quality of life.
- d. Recognize that the principal intent of commercial signs, to meet the purpose of these standards and serve the public interest, should be for identification of an establishment on the premises, and not for advertising special events, brand names, or off-premises activities; alternative channels of advertising communication and media are available for advertising which do not create visual blight and compromise traffic safety.
- e. Enable the public to locate goods, services and facilities without excessive difficulty and confusion by restricting the number and placement of signs.
- f. Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- g. Protect the public right to receive messages, especially noncommercial messages such as religious, political, economic, social, philosophical and other types of information protected by the First Amendment of the U.S. Constitution.
- h. The regulations and standards of this article are considered the minimum necessary to achieve a substantial government interest for public safety, aesthetics, protection of property values, and are intended to be content neutral.
- i. Prevent off-premises signs from conflicting with other allowed land uses.
- j. Maintain and improve the image of the city by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings.
- k. Prohibit portable commercial signs in recognition of their significant negative impact on traffic safety and aesthetics.
- l. Preserve and enhance the image of the city's Central Business District.

Sec. 26-7. - Applicability; effect and scope.

A sign may be erected, placed, established, painted, created, or maintained in the city only in conformance with the standards, procedures, exemptions, and other requirements of this chapter.

The effect of the chapter as more specifically set forth herein, is:

- a. To establish a permit system to allow a variety of types of signs in commercial and industrial zones, and a limited variety of signs in other zones, subject to the standards and the permit procedures of this chapter.
- b. To allow signs that are small unobtrusive, and incidental to the principal use of the respective lots on which they are located, subject to the substantive requirements of this chapter, but without a requirement for permits.
- c. To provide for temporary signs without commercial messages in limited circumstances in the public right-of-way.
- d. To prohibit all signs not expressly permitted by this chapter.
- e. To provide for the enforcement of the provisions of this chapter.

Sec. 26-8. - Reserved.

ARTICLE III. - DEFINITIONS

Sec. 26-9. - Sign definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning.

Abandoned sign. Any sign which is still on the premises six (6) months after a business ceases to operate or moves from the location.

Administrator. The building official or his designated representative within the building department.

Alteration. Any construction or repair which significantly changes a sign, including additions or deletions to the sign structure.

Accessory sign: A sign which pertains to the use of the premises on which it is located.

Animated sign: A sign which uses lights, moving parts, or other means to depict action, create an image of a living creature or person, or create a special effect or scene.

Awning or canopy sign: A non-rigid fabric marquee or awning-type structure which is attached to the building by supporting framework, which includes a business identification message, symbol and/or logo. See "wall sign."

Banner: A fabric, plastic or other sign made of non-rigid material without enclosing structural framework. National flags, state or municipal flags, or the official flag of any institution or business shall not be considered banner signs.

Billboard: A sign separate from a premises erected for the purpose of advertising a product, event, person, or subject not related to the premises on which the sign is located. Permitted off-premises directional signs shall not be considered billboards for the purpose of this article.

Building marker. Any sign indicating the name of a building and date and incidental information about its construction, which sign is cut into a masonry surface or made of bronze or other permanent material.

Business center: A grouping of two or more business establishments on one or more parcels of property which may share parking and access and are linked architecturally or otherwise present the appearance of a unified grouping of businesses. A business center shall be considered one use for the purposes of determining the maximum number of ground signs. An automobile or vehicle dealership shall be considered a business center regardless of the number or type of models

or makes available, however, used vehicle sales shall be considered a separate use in determining the maximum number of signs, provided that the used vehicle sales section of the lot includes at least 25 percent of the available sales area.

Changeable message sign: A sign on which the message is changed mechanically, electronically or manually, including time/temperature signs; also called menu board, reader board or bulletin board.

Combination sign. Any sign which combines the characteristics of two (2) or more signs.

Community special event sign: Signs and banners, including decorations and displays celebrating a traditionally-accepted patriotic or religious holiday, or special municipal, school or other non-profit activities.

Construction sign: A temporary sign identifying the name(s) of project owners, contractors, developers, realtors representing developers, architects, designers, engineers, landscape architects, and financiers of a project being constructed or improved; and not including any advertising of any product or announcement of availability of leasing space.

Directional sign: A sign which assists motorists in determining or confirming a correct route such as, enter, exit and parking signs. Business identification or logo on such a sign is considered and calculated as part of the allowable square footage for a ground sign.

Festoon: A string of ribbons, tinsel, small flags, pinwheels or lights, typically strung overhead in loops.

Flag. Any fabric, banner, or bunting containing distinctive colors, patterns, or symbols used as a symbol of a government, political subdivision, or other entity.

Flashing sign: A sign which contains an intermittent or sequential flashing light source.

Freestanding sign: A sign which is erected upon or supported by the ground, including "pole or pylon signs" and "ground signs."

Gasoline price sign: A sign which is used to advertise the price of gasoline. In the event that the brand identification sign is attached to or is a part of the sign advertising price, that portion of the sign used for advertising price shall be considered the gasoline price sign.

Ground or monument sign: A three-dimensional, self-supporting, base-mounted freestanding identification sign, consisting of two or more sides extending up from the base, and upon which a message, business, group of businesses or center name is affixed.

Identification sign. Also a "nameplate" sign or "information" sign with only name and address of occupant on the sign bearing no advertising message or logo.

Illegal sign: A sign which does not meet the requirements of this article and does not have legal nonconforming status.

Illuminated sign. Any sign that provides artificial light directly on or through any transparent or translucent material, from a source of light connected with such sign, or a sign illuminated by a light with a source so obscured and shielded that no direct rays from it are visible from a public right-of-way or from an abutting property.

Incidental sign: A small sign, emblem, or decal informing the public of goods, facilities, or services available on the premises. Examples of incidental signs include credit card signs, signs indicating the hours of business, no smoking signs, signs used to designate bathrooms, and signs providing information on credit cards and business affiliations.

Integral sign: A memorial sign or commemorative tablet which contains names of buildings, dates of erection, and monumental citations.

Luminous tube: See "neon" and "outline tubing sign."

Mansard: A sloped roof or roof-like façade. Signs mounted on the face of a mansard roof shall be considered wall signs.

Maintenance. For the purposes of this chapter, the cleaning, painting, repair or replacement of defective parts of a sign in a manner that does not alter the basic copy, design, or structure of the sign.

Marquee: A permanent roof-like structure or canopy, supported by and extending from the face of the building. A marquee sign is a sign attached to or supported by a marquee structure.

Menu board, reader board, or bulletin board: See "changeable message sign."

Moving sign: A sign in which the sign itself, or any portion of the sign, moves or revolves. A "rotating sign" is a type of moving sign. This definition does not include "changeable message signs."

Mural: A design or representation which is painted or drawn on the exterior surface of a structure and which does not advertise a business, product, service, or activity.

Nameplate: A nonelectric, on-premises identification sign giving only the name, address, and/or occupation of an occupant or group of occupants.

Neon sign: See "outline tubing sign."

Nonconforming sign: A sign that does not comply with the size, placement, construction or other standards or regulations of this article, but were lawfully established prior to its adoption. Signs for which the zoning board of appeals has granted a variance are exempt and shall not be defined as nonconforming.

Obsolete sign: A sign that advertises a product that is no longer made or that advertises a business that has closed.

Off-premises sign: A sign which identifies a use or advertises products and services not available on the site or parcel on which the sign is located; a sign which directs travelers or provides a message unrelated to the site on which the sign is located, e.g. billboards.

On-premises sign: A sign providing the address and name of owner of a parcel of land; a sign advertising a business, service or product sold or produced on the same site or parcel.

Outline tubing sign: A sign consisting of glass tubing, filled with a gas such as neon, which glows when electric current is sent through it. See "neon" and "luminous tube".

Owner. A person regarded as such on city tax records, or a tenant of the premises so designated by the administrator.

Parapet: The extension of a false front or wall above a roof line. Signs mounted on the face of a parapet shall be considered wall signs.

Pennant. Any lightweight plastic, fabric, or other material whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

Permanent sign: A sign designed to be installed permanently in the ground a minimum of 42 inches deep by use of a steel post, wood post or other appropriate materials.

Political sign: A temporary sign used in connection with local, state, or national elections or referendums.

Portable sign: A sign designed to be moved from place to place, whether or not it is permanently attached to the ground or structure. This includes hot-air and gas-filled balloons, banners, pennants, streamers, festoons, ribbons, tinsel, pinwheels, nongovernment flags, and searchlights; but excludes political signs, real estate signs, construction signs, permanent changeable message signs, and regulatory/government signs.

Poster panel sign: A type of temporary sign that is used to draw attention to matters that are temporary in nature, such as price changes or sales. "A" frame or sandwich signs are types of poster panel signs.

Premises. The contiguous land in the same ownership or control which is not divided by a public street.

Principal building. The building in which is conducted the principal use of the zone lot on which it is located. Zone lots with multiple principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.

Programmable display sign. An animated sign, including LED's, made up of a field of individual electronic elements or mechanical grids that, when programmed and activated, create still or moving images or words. The elements may be internally illuminated or may be illuminated by reflected light. The sign may be framed by permanent, nonmoving signage.

Projecting sign: A sign, other than a wall sign, that is affixed to any building or wall and whose leading edge extends more than 12 inches beyond such building or wall.

Public sign: A sign erected in the public interest by or upon orders from a city, state, or federal public official. Examples of public signs include: legal notices, safety signs, traffic signs, memorial plaques, signs of historical interest, and similar signs.

Pylon or pole sign: A sign supported on the ground by a pole, braces, or monument, and not attached to any building or other structure.

Real estate development sign: A sign that is designed to promote the sale or rental of lots, homes, or building space in a real estate development (such as a subdivision or shopping center) which is under construction on the parcel on which the sign is located.

Real estate open house sign: Temporary signs which advertise and direct the public to an open house for a building which is available for sale or lease, with the event held on a specific day.

Real estate sign: An on-premises temporary sign advertising the property or structure's availability for sale or lease.

Regulatory sign: A sign installed by a public agency to direct traffic flow, regulate traffic operations and provide information in conformance with the Michigan Manual of Uniform Traffic Control Devices.

Residential entranceway sign: A sign which marks the entrance to a subdivision, apartment complex, condominium development, or other residential development.

Roof line: The top edge of a roof or building parapet, whichever is higher, excluding cupolas, pylons, chimneys, or similar minor projections.

Roof sign: Any sign that extends above the roofline or is erected over the surface of the roof.

Rotating sign: See "moving sign."

Sign: Any device, structure, fixture, figure, symbol, banner, pennant, flag, balloon, logo, or placard consisting of written copy, symbols, logos and/or graphics, designed for the purpose of bringing attention to, identifying or advertising an establishment, product, goods, services, or other message to the general public. Unless otherwise indicated, the definition of "sign" includes interior and exterior signs which are visible from any public street, sidewalk, alley, park, or public property, but not signs which are primarily visible to and directed at persons within the premises upon which the sign is located.

Temporary sign: A sign not constructed or intended for long-term use. Examples of temporary signs include signs which announce a coming attraction, a new building under construction, a community or civic project, or other special events that occur for a limited period of time such as a garage or estate sale.

Time and temperature sign: Signs which display the current time and/or temperature.

Vehicle sign: Signs affixed to a parked vehicle or truck trailer which is being used principally for advertising purposes, rather than for transportation purposes.

Wall sign: A sign attached parallel to and extending not more than 12 inches from the wall of a building. Painted signs, signs which consist of individual letters, cabinet signs, and signs mounted on the face of a mansard roof shall be considered wall signs. Permanent signs, which are not affixed directly to a window or are positioned next to a window so that they are visible from the outside, shall also be considered wall signs.

Window sign: A sign located in or on a window which is intended to be viewed from the outside. Permanent window signs which are not affixed directly to a window or are positioned next to a window so that they are visible from the outside shall be considered wall signs.

Sec. 26-10. - Reserved.

ARTICLE IV. - GENERAL PROVISIONS

Sec. 26-11. – Permits required and fees.

It shall be unlawful for any person to erect, re-erect, make an alteration, or relocate any sign unless a permit shall have been first obtained from the administrator, and a permit fee paid in accordance with the schedule adopted by resolution of the city council. Electrical signs shall, in addition, require an electrical permit.

Sec. 26-12. – Sign erector qualifications.

The administrator shall evaluate, authorize or deny as a part of the permit the person assigned to the installing of, erecting, maintaining, repairing or altering a sign. The authorization of the erector shall be based on the administrator's evaluation of the direct experience of the person specified for the sign work. Notwithstanding the previous sentences, a person does not undergo evaluation to install a nonelectrical sign, provided the sign does not exceed an area of thirty-two (32) feet, a height of seven (7) feet above grade, has no illumination, and no remuneration, monetary or otherwise, is involved.

Sec. 26-13. - Application.

Applications for sign permits and the appropriate nonrefundable fee shall be made upon forms provided by the building department for this purpose and in accordance with application specifications published by the administrator. These specifications shall be as complete in form as necessary for evaluation of the sign in relationship to the requirements of this chapter.

Sec. 26-14. - Completeness.

Within ten (10) days of receiving an application for a sign permit, the administrator shall review it for completeness. If the administrator finds that it is complete, the application shall then be processed. If the administrator finds that it is incomplete, the administrator shall, within such ten (10) day period, send to the applicant a notice of the specific ways in which the application is deficient, with appropriate references to the applicable sections of this chapter. If it is discovered that the sign permit application contains any false information, the administrator may revoke the permit or deny the application, whichever is appropriate.

Sec. 26-15. - Issuance and denial.

The administrator shall issue a permit and permit sticker or tag for the erection, structural alteration, or relocation of a sign within ten (10) days of receipt of a valid application, provided that the sign complies with all applicable laws and regulations of the city. In all applications, where a matter of interpretation arises, the more specific definition or higher standard shall prevail.

When a permit is denied, the administrator shall within ten (10) days, give a written notice to the applicant along with a brief statement of the reasons for denial, citing code sections and interpretation of possible nonconformity.

Sec. 26-16. - Inspection.

A person conducting or performing work covered by a permit required by this chapter shall notify the administrator when such work has commenced. Unless otherwise indicated, no person shall conceal any portion of such work until it has been inspected and approved by the administrator. The administrator shall cause an inspection of the zone lot for which each permit for a new sign or for modification of an existing sign is issued during the sixth month or at such earlier date as the owner may request. If the construction is not substantially complete at the time of a six month inspection, the permit shall lapse and become void. If the construction is complete, the administrator shall issue a certificate of completion to the owner and the erector.

Sec. 26-17. - Signs exempt from regulation.

The following signs shall be exempt from regulation under this ordinance:

- a. Any sign of a governmental unit required by a valid and applicable federal, state, or local law, regulation, or ordinance.
- b. Holiday lights and decorations on residential zone lots with no commercial message.
- c. Works of art of a noncommercial nature.
- d. Flags of any country, state, or unit of local government not causing a vision obstruction at intersections or flown at the top of a pole over thirty-five (35) feet in height. Any flag not meeting these conditions shall be subject to regulation as such.

Sec. 26-18. - Prohibited signs.

The following signs are prohibited in all districts:

- a. Signs which obstruct free access or egress from any building, including those that obstruct any fire escape, required exit way, window, or door opening or that prevent free access to the roof by firefighters.
- b. Moving signs and signs having moving members or parts, excluding barber poles, and electronic poles.
- c. Signs using high intensity or flashing lights, festoons, spinners or other animated devices.
- d. Signs which in any way simulate or could be confused with the lighting of emergency vehicles or traffic signals; there shall be no flashing, oscillating or intermittent, or red, yellow, or green illumination on any sign located in the same line of vision as a traffic control system, nor interference with vision clearance along any highway, street, or road or at any intersection of two or more streets.
- e. Signs which obstruct or impair the vision of motorists or non-motorized travelers at any intersection, driveway, within a parking lot or loading area.
- f. Non-regulatory signs placed in any public right-of-way; attached to a utility pole; or affixed to a tree, street furniture, or waste receptacles.
- g. Roof signs unless specifically permitted elsewhere in this article.
- h. Portable signs, as defined, not provided for in this article.
- i. Pylon or pole signs not provided for in this article.
- j. Any sign or sign structure which:

1. Is structurally unsafe.
 2. Constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, or abandonment.
 3. Is capable of causing electric shock to person who come in contact with it.
 4. Is not kept in good repair, such that it has broken parts, missing letters, or nonoperational lights.
- k. Any sign which makes use of the words "stop", "look", or "danger", or any other words, phrases, symbols, or characters, in such a manner as to interfere with, mislead, or confuse traffic.

Sec. 26-19. - General standards for permitted signs.

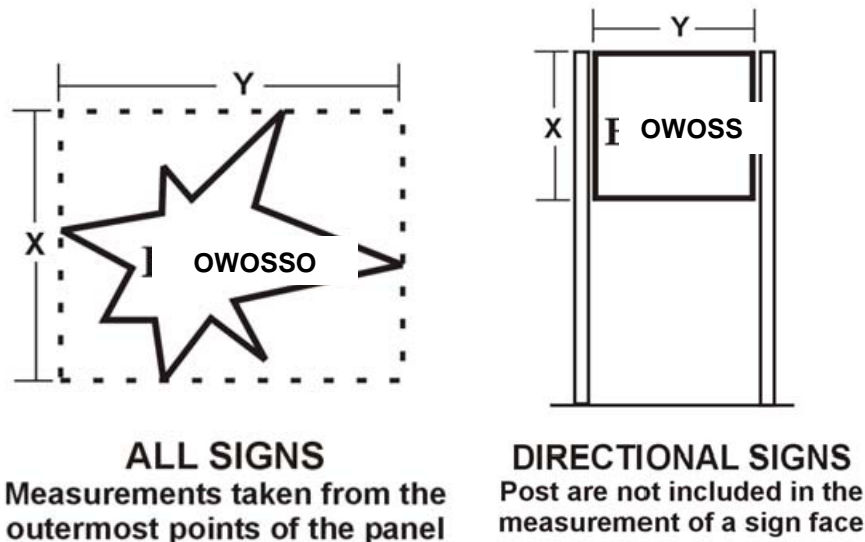
Signs which are permitted as accessory uses serving a commercial or informational purpose may be permitted subject to the requirements of this article; provided, that no such sign shall be erected or altered until approved by the building official/zoning administrator and until a sign permit has been issued pursuant to chapter 26 of the City of Owosso Code of Ordinances.

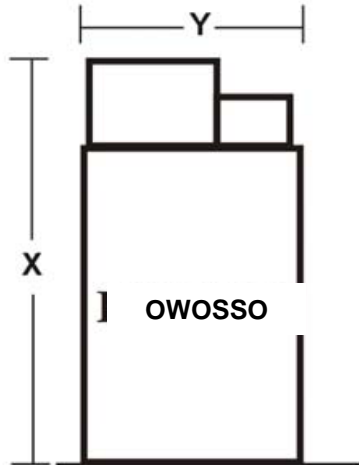
- a. Sign setbacks.
 1. All signs, unless otherwise provided for, shall be set back a minimum of ten feet from any public or private street right-of-way line or access drive in all districts. This distance shall be measured from the nearest edge of the sign, measured at a vertical line perpendicular to the ground to the right-of-way.
 2. Side yard setbacks for signs shall be the same as that required for the main structure or building, provided that all nonresidential signs shall be set back at least 100 feet from any residential district.
- b. Location. Sign location to assure adequate sight distance. In order to ensure adequate sight distance for motorists, bicyclists and pedestrians, a minimum clear vision area shall be maintained between a height of 24 inches and six feet within a triangular area measured 25 feet back from intersection of public right-of-way lines. Furthermore, signs shall not be permitted where they obstruct motorist vision of regulatory signs, traffic-control devices or street signs.
- c. Design and construction. Signs, as permitted in the various zoning districts, shall be designed to be compatible with the character of building materials and landscaping to promote an overall unified and aesthetic effect in accordance with the standards set forth herein. Signs shall not be constructed from materials that are remnants or manufactured for a different purpose. New box sign panels with a white or tan background must be blackened internally so only the letters show when illuminated.
- d. Illumination.
 1. Signs may be illuminated, but only by steady, stationary, shielded light sources directed solely at the sign or internal to it.
 2. Use of glaring undiffused lights, bare bulbs, or flames is prohibited.
 3. Lighting shall be shielded and/or pointed downward so as not to project onto adjoining properties or thoroughfares.
 4. Underground wiring shall be required for all illuminated signs not attached to a building.
- e. Maintenance and construction.
 1. Every sign shall be constructed and maintained in a manner consistent with the Michigan Building Code provisions and maintained in good structural condition at all times. All signs shall be kept neatly painted, stained, sealed or preserved including all metal, wood or other materials used for parts and supports.
 2. All signs erected, constructed, reconstructed, altered or moved shall be constructed in

such a manner and of such materials so that they shall be able to withstand wind pressure of at least 20 pounds per square foot or 75 mph.

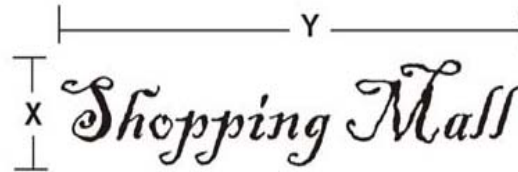
3. All signs, including any cables, guy wires, or supports shall have a minimum clearance of four feet from any electric fixture, street light, or other public utility pole or standard.
- f. Measurement. Measurement of allowable sign area (see Figure 26.1 Guidelines for Measuring Sign Face Square Footage below).
 1. The allowable area for signs shall be measured by calculating the square footage of the sign face and any frame or base of other material or color forming an integral part of the display or used to differentiate it from the background against which it is placed as measured by enclosing the most protruding points or edges of a sign within a parallelogram or rectangle.
 2. When a sign has two or more faces, the area of all faces shall be included in calculating the area of the sign except that where two such faces are placed back to back, only larger face shall be considered, provided that both faces are part of the same structure, contain the same message and are separated by no more than two feet.
 3. For purposes of calculating sign area allowed as a wall sign, the wall sign square footage shall be determined by measuring a parallelogram (box) which includes the portion of the canopy which contains a message, symbol and/or logo (examples are shown on the attached figures).
 4. When a sign consists solely of lettering or other sign elements printed, painted or mounted on a wall of a building without any distinguishing border, panel or background, the calculation for sign area shall be measured by enclosing the most protruding edges of the sign elements within a parallelogram or rectangle.

Guidelines for Measuring Sign Face Square Footage
Figure 26.1





GROUND SIGNS
Measurements taken from the
outermost points of the sign face



WALL, CANOPY, or PROJECTING SIGNS
Measurements taken from the
outermost points of the copy

Sec. 26-20. – Off-Premise Signs.

a. Off-Premise Advertising.

The regulation of off-premise signs is intended to enhance and protect community character and image by minimizing visual blight and pollution, and to minimize traffic safety hazards due to diversion of the driver's attention and blockage of sight distances. Off-premise sign regulations address the location, size, height and related characteristics of such signs.

1. Area and Height Limitations: No off-premise sign may be erected or maintained of a greater surface area than three hundred (300) square feet for each side of such sign. The top of the sign shall be no more than twenty-five (25) feet above the ground and the bottom of the sign shall be at least ten (10) feet above the ground. Double faced off-premise sign structures (i.e., structures having back-to-back faces) and V-type structures having only one face visible to traffic proceeding from any given direction on a street or highway shall be considered as one off-premise sign.
2. Location: Static and digital off-premise signs may be erected only in the Industrial District. No off-premise sign may be erected or maintained within fifty (50) feet of street lines at any street intersection and shall have a minimum setback from the front property line of twenty-five (25) feet. No off-premise sign shall be installed or placed on top of, cantilevered or otherwise suspended above the roof of any building.
3. Spacing: Off-premise signs shall be located no closer to one another than five hundred (500) feet.
4. Illumination: An off-premise sign may be illuminated, provided such illumination is concentrated on the surface of the sign and is so located as to avoid glare or reflection onto any portion of an adjacent street or highway, into the path of oncoming vehicles, or on any adjacent premises. In no event shall any off-premise sign have flashing or intermittent lights, nor shall the lights be permitted to rotate or oscillate.
5. Digital Off-Premise Signs:

- a) Rate of Change: The rate of change between static messages or images shall not exceed more than one (1) change per six (6) seconds. Each change shall be complete in one (1) second or less.
 - b) Luminance: The maximum daylight sign luminance level shall not exceed 62,000 candelas per meter squared at 40,000 lux illumination beginning ½ hour after sunrise and continuing until 1/2 hour before sunset and does not exceed 375 candelas per meter squared at 4 lux illumination at all other times.
 - c) Digital off-premise signs shall be configured to default to a static display in the event of mechanical failure.
6. An off-premise sign must be constructed in such a fashion that it will withstand all wind and vibration forces which can normally be expected to occur in the vicinity. An off-premise sign must be maintained so as to assure proper alignment of structure, continued structural soundness, and continued readability of the message(s).
 7. An off-premise sign established within an industrial area, as defined in the Highway Advertising Act of 1972 (1972 PA 106, as amended) bordering interstate highways, freeways or primary highways as defined in said Act shall, in addition to complying with the above conditions, also comply with all applicable provisions of said Act and the regulations promulgated thereunder.

b. Combination Off-Premise & On-Premise Electronic Message Boards.

Digital signs which are used to advertise both on-premise and off-premise establishments shall comply with the following regulations:

1. A permanent, static on-premise primary sign must be in existence totaling at least twenty-five (25) percent of the allowable sign size in the district. The balance of the total allowable sign area may consist of the Combination Off-Premise/On-Premise Sign.
2. The Combination Off-Premise/On-Premise Sign shall adhere to the regulations contained in.
3. Digital messages may advertise the on-premise establishment. The balance of the messages may advertise off-premise establishments under the same ownership and/or public service announcements.
4. Each message shall remain readable for at least six (6) seconds.
5. Combination Off-Premise & On-Premise Digital Signs shall be spaced at least five hundred (500) feet apart in all Districts.
6. Combination Off-Premise & On-Premise Digital Signs shall be allowed in the B-2, B-3, B-4, I-1 and I-2 Districts.
7. Combination Off-Premise/On-Premise Signs shall count toward the total sign area allowed for the property.

c. Off-Premise Directional Signs.

1. Private Off-Premise Directional Signs: Private off-premise directional signs which provide directions to a commercial or industrial establishment which is not located on a primary street within the city shall be allowed on private property provided there exists a written agreement between the property owner and the business/industry. Said agreement shall be filed with the city of Owosso.
 - a) Off-premise directional signs shall be no greater than twelve (12) square feet.
 - b) Sign lettering may display the off-premise business name, address, and an arrow indicating direction.

- c) Off-premise directional signs shall only be located on B-2, B-3, B-4, I-1, and I-2 Districts.
 - d) One (1) off-premise direction sign is permitted per industrial zoning lot.
2. Public Off-Premise Directional Signs: Public off-premise directional signs erected by the City, State of Michigan, or the Downtown Development Authority shall be permitted in the street right-of-way.

d. Off-Premise Private Signs In The Public Right-Of-Way.

Private A-frame signs may be allowed in the public right-of-way. The following regulations shall apply:

1. Signs shall be approved by the city council.
2. Signs shall be removed each night.
3. Maximum size 2' wide by 4' in total height for each panel with a maximum of 2 panels per sign. Maximum spread between the two panels at the base shall be 2'6".
4. The owner of the property abutting the right-of-way on which the sign is placed shall be notified, prior to city council approval, that the sign is being requested.

Sec. 26-21. - Specific sign standards.

The number, display area, and height of signs within the various zoning districts are provided in the sign dimensional standards and regulations table and its accompanying footnotes. Additional standards for specific types of signs are given below.

SIGN DIMENSIONAL STANDARDS AND REGULATIONS								
District	Wall, Canopy or Projecting Sign (c)		Ground Sign (c)			Temporary Signs (d)		
	Number Allowed	Max. Size	Number (b)	Max. Size Per Sign Face	Max. Height	Max. Size Per Sign	Total Area Per Parcel	Max. Height
R-1, R-2, RM-1, RM-2, R-T	-	10% of front façade for all uses other than single family homes, duplexes, and attached condominiums	1	24 square feet	6 feet	6 square feet	14 square feet	4 feet
Home Occupations as allowed and defined in Sec. 38-394	1	Not to exceed a size of 2' x 3' mounted flush to the building *	-	-	-	-	-	-
B1, B-2, B-3, B-4 PUD	1 per business (a)	10% of front façade or 100 square feet, whichever is less (a)	1	72 square feet	6 feet	24 square feet	48 square feet	6 square feet

I-1 and I-2	1 per business (a)	20% of front façade or 200 square feet, whichever is less (a)	1	72 square feet	6 feet	24 square feet	48 square feet	6 square feet
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* Illumination: home occupation sign may be illuminated, provided such illumination is concentrated on the surface of the sign and is so located as to avoid glare or reflection onto any portion of an adjacent street or highway, into the path of oncoming vehicles, or on any adjacent premises. In no event shall any home occupation sign have flashing or intermittent lights, nor shall the lights be permitted to rotate or oscillate.

Footnotes to the Sign Dimensional Standards and Regulations Table

(a) *One wall sign shall be allowed per business, in addition to any other allowed ground signs. Businesses located on a corner lot shall be allowed up to two wall signs, one for each front façade. The maximum wall sign area shall not exceed ten percent of the front façade of the building (any façade which faces a public or approved private street), per use or business establishment. However, for a commercial structure containing one use or business establishment, as determined by the planning commission, the size of the wall sign may be increased up to the maximum square footage as follows:*

<i>201 - 400 linear feet of building frontage facing a public street and having a public entrance</i>	<i>150 square feet</i>
<i>Greater than 400 linear feet of building frontage facing a public street and having a public entrance</i>	<i>200 square feet</i>

(b) *Only one ground sign is permitted per use, including uses which occupy more than one parcel and business centers containing more than one business or use, with additional signs permitted according to the following table, however, no site shall have more than two ground signs, regardless of the number of street frontages or the amount of frontage. Single uses on a single parcel do not qualify for this consideration:*

<i>Frontage along 2 or more rights-of-way</i>	<i>1 sign up to the maximum sign face area shall be allowed along 2 frontages</i>
<i>300 feet of frontage along 1 right-of-way</i>	<i>1 ground sign along that frontage</i>
<i>Greater than 300 feet of frontage along 1 right-of-way</i>	<i>2 ground signs</i>

(c) *Changeable message signs and gasoline price signs may be permitted as part of a monument sign in the Business Districts and Industrial Districts, and when associated with a commercial in accordance with the following:*

- (1) *One changeable message sign or one gasoline price sign shall be permitted per premises, but not both.*
- (2) *Message or gasoline price changes may occur electronically or manually.*
- (3) *The area of a changeable message sign or gasoline price sign shall not exceed one-third the total area of the sign.*
- (4) *Illumination shall be concentrated within the face of the sign to prevent glare upon adjoining properties and thoroughfares.*

- (5) *Electronic messages or gasoline prices shall not flash, fade in or out, or scroll.*
- (6) *Any voids or burned out bulb in an electronic display shall be replaced.*
- (7) *Electronic changeable message signs and gasoline price signs shall be at least 100 feet from any residential district or use, except as modified in subsection 10 below.*
- (8) *One gasoline price sign is permitted for an overhead gas pump canopy with an area not to exceed ten percent of the canopy façade and when this is the only changeable message sign on the property.*
- (9) *One electronic message sign, meeting the above requirements, may be approved by the planning commission for institutional uses, meaning a use by public or quasi- public institution such as a religious organization, church, nonprofit organization, academic institution, library or hospital, located in a residential district when meeting the following requirements:*
 - i. The institutional use is located on a minor arterial or collector road, as designated in the City of Owosso Master Plan;*
 - ii. That the sign will not create a nuisance for residential properties in the immediate vicinity of the sign, as determined by the planning commission and subject to any conditions;*
 - iii. The appropriate size of the sign shall be determined by the planning commission but shall be no greater than 50 square feet in area.*
- (d) *Signs for temporary uses.*
 - (1) *Temporary signs include, but are not limited to the following:*
 - i. For a single dwelling or building or vacant land: an on-site real estate sign, advertising the premises for sale, rent or lease.*
 - ii. An on-site sign advertising an on-going garage, estate or yard sale.*
 - iii. Noncommercial signs which contain noncommercial information or directional messages.*
 - iv. Political signs.*
 - v. Holiday or other seasonal signs.*
 - vi. Construction signs for buildings under construction.*
 - vii. All temporary signs must comply with the sign size and height standards as specified in the sign dimensional standards and regulations table.*
 - (2) *Location of temporary signs shall comply with the following:*
 - i. Temporary signs shall not be attached to any utility pole or be located within any public right-of-way.*
 - ii. Temporary signs shall not be located closer than 20 feet to the edge of the traveled portion of the roadway, nor shall they be located within any dedicated right-of-way.*
 - iii. Temporary signs shall not be erected in such a manner than they will or may reasonably be expected to interfere with, obstruct, confuse or mislead traffic.*
 - iv. Temporary signs cannot be placed or constructed so as to create a hazard of any kind.*
 - v. Temporary signs may not be posted on private property without first obtaining the permission of the property owner.*
 - vi. Signs shall not be located within any clear vision triangle, as described in section 38-388 Corner Clearance.*

(3) *Time limitations for temporary signs. Each temporary sign shall be removed within 60 days of placement. Furthermore, no sign may be erected on a single parcel for more than 60 calendar days out of every 120 calendar days.*

- a. Directional signs. No more than one directional sign shall be permitted for each approved driveway, with a maximum sign area of four square feet per sign, and a maximum height of four feet. Any directional sign which includes a business name, symbol or logo shall be calculated as part of the allowable sign square footage, as specified in the sign dimensional standards and regulations table.
- b. Projecting and canopy signs. Projecting signs and canopy signs may be used as an alternative to wall signs listed in the sign dimensional standards and regulations table, provided that they meet the following standards.
 1. Any sign area on a canopy shall be included in calculations of maximum wall sign square footage.
 2. Projecting or canopy signs in the central business district shall be set back at least two feet from any street curb-line, shall not extend more than six feet over the public right-of-way, and shall leave a minimum clearance of eight feet above the ground.
 3. Projecting or canopy signs, in the B-1, B-2, B-4, I-1 and I-2, districts shall have a minimum ground clearance of ten feet, shall be set back at least six feet from any adjacent public right-of-way, and shall not project over an alley or private access lane. A projecting sign shall not extend for more than two feet from the building to which it is attached.
 4. No wall, canopy or projecting sign shall extend above the roof or parapet of the structure to which it is attached by more than one foot.
 5. Wood posts or supporting arms shall not be used in conjunction with any projecting sign.
 6. Projecting signs shall not exceed sixteen square feet in area.
 7. Canopy signs shall not be internally illuminated.
- c. Downtown Historic District. Any signs within the Downtown Historic District shall meet all requirements of the Owosso Historic District Commission prior to installation of new signage or modification of existing signage.
- d. Entranceway signs. One permanent sign per vehicular entrance identifying developments such as subdivisions, apartment complexes, condominium communities, senior housing complexes, manufactured housing communities, office and industrial parks and similar uses, provided that the sign is set back a minimum of 15 feet from any property line or public right-of-way is permitted.
- e. Portable A-frame signs. Portable A-frame or sandwich board signs are permitted in the B-1, B-2, B-3, and B-4 districts at the public building entrances to businesses subject to the following requirements:
 1. One sign per customer entrance shall be permitted regardless of the number of tenants on the premises.
 2. The sign is permitted only during operating business hours and must be stored inside when the establishment is not open to the general public.
 3. Each sign shall not exceed an overall height of 42 inches and an overall width of 24 inches.
 4. No sign shall be located in such a manner as to interfere with vehicular or pedestrian traffic flow or visibility.
 5. All signs must be constructed of weather-proof, durable material and kept in good repair.

Sec. 26-22. - Nonconforming signs.

Nonconforming signs are those signs that do not comply with the size, placement, construction or other standards or regulations of this chapter, but were lawfully established prior to its adoption. Signs for which the board of appeals has granted a variance are exempt and shall not be defined as nonconforming. It is the intent of this article to encourage eventual elimination of nonconforming signs in a timely manner. This objective is considered as much a subject of public health, safety and welfare as the prohibition of new signs in violation of this article. Therefore, the purpose of this article is to remove illegal nonconforming signs while avoiding any unreasonable invasion of established private property rights. A nonconforming sign may be continued and shall be maintained in good condition as described elsewhere in this article, however, the following alterations are regulated:

- a. A nonconforming sign shall not be structurally altered or repaired so as to prolong its useful life or so as to change its shape, size, type or design unless such change shall make the sign conforming.
- b. A nonconforming sign shall not be replaced by another nonconforming sign.
- c. A nonconforming sign shall not be reestablished after abandonment as defined in section 26-23, dangerous, unsafe, abandoned, and illegally erected signs.
- d. A nonconforming sign must not be reestablished after damage or destruction if the estimated expense of reconstruction exceeds 50 percent of the appraised replacement cost as determined by the building official/zoning administrator or if 50 percent or more of the face of the sign is damaged or destroyed.

Sec. 26-23. - Dangerous, unsafe, abandoned, and illegally erected signs.

- a. Dangerous signs. Any sign constituting an immediate hazard to health or safety shall be deemed a nuisance and may be immediately removed by the city and the cost thereof charged against the owner of the property on which it was installed.
- b. Unsafe signs. Any sign that becomes insecure, in danger of falling, or otherwise unsafe but not considered an immediate danger by the building official/zoning administrator to the health or safety of the public shall be removed or repaired according to the process outline in paragraph e. below.
- c. Abandoned signs. Any sign that advertises a business that has been discontinued for at least 90 days or that advertises a product or service that is no longer offered shall be deemed abandoned. Permanent signs applicable to a business temporarily suspended by a change in ownership or management shall not be deemed abandoned unless the structure remains vacant for at least six months. An abandoned sign shall be removed by the owner or lessee of the premises. If the owner or lessee fails to remove the sign, the building official/zoning administrator shall initiate the process noted in paragraph e. below.
- d. Illegally erected signs. The building official/zoning administrator shall order the removal of any sign erected illegally in violation of this article, according to the process outlined in paragraph e. below.
- e. Process for enforcing violations of section 26-7, dangerous, unsafe, abandoned, and illegally signs. For violations of section 26-7 b. through d., the building official/zoning administrator shall notify the owner of the property on which the sign is located. Verbal notices or those sent by first class mail shall be sufficient notice. Where a sign erected in violation of this article is considered dangerous or unsafe, the notice shall inform the owner to remove said sign(s) immediately and property owners of other illegal signs on private property shall be granted a reasonable period of time within which to remove the sign, as determined by the building official/zoning administrator. Should the property owner fail to remove the sign(s) within the time specified, or if a sign is erected within any right-of-way or public property, the building official/zoning administrator, or their designee, shall have the authority to remove the sign, and the property owner shall be liable for the cost thereof.

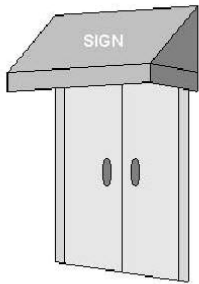
Sec. 26-23. - Changes to permitted signs.

No physical, structural or electrical changes can be made to existing permitted signs without first obtaining a new sign permit. Individual sign panels can be replaced on existing box signs but a permit must still be obtained.

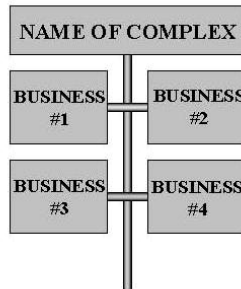
Sec. 26-24. - Administration and appeals of sign ordinance standards.

- a. Generally. The regulations of this article shall be administered and enforced by building official/zoning administrator.
- b. Violations. It shall be unlawful for any person to erect, construct, enlarge, alter, repair, move, use or maintain any sign in the city, or cause or permit the same to be done, contrary to or in violation of any of the standards and regulations of this article. Any such violation, including the failure to remove a sign when directed under the authority of this article, shall constitute a misdemeanor punishable in accordance with section 1-8 of the Owosso Code of Ordinances.

**SIGN DIAGRAMS
Figure 26.2**



Awning Sign



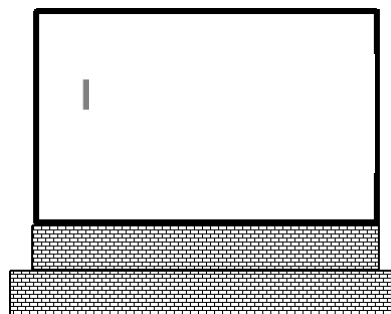
Business Center Sign



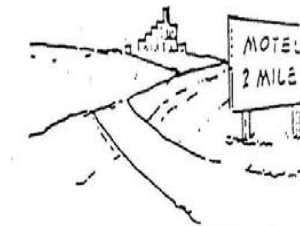
Free Standing Sign



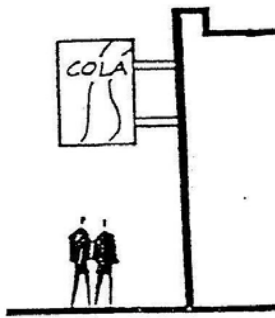
Message Board Sign



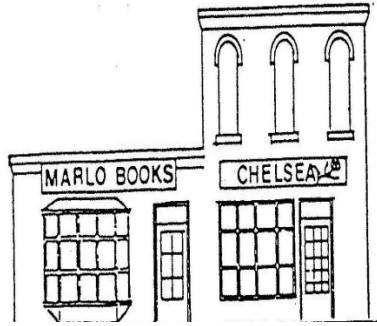
Monument Sign (Freestanding)



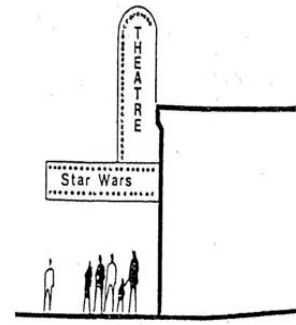
Off-Premise



Projecting Sign



Wall Sign



Marquee Sign

SECTION 3. PUBLIC HEARING. A public hearing is set for Monday, June 19, 2017 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed repeal and replacement of Chapter 26, Signs, of the Code of the City of Owosso.

SECTION 4. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 5. EFFECTIVE DATE. This amendment shall become effective 20 days after approval.

Special Assessment District No. 2017-09 – Resolution No. 1. Authorize Resolution No. 1 for Special Assessment District No. 2017-09 for Chestnut Street from South Street to Stewart Street for street resurfacing as follows:

RESOLUTION NO. 76-2017

WHEREAS, the City Council of the City of Owosso deems it necessary to acquire and construct the following described improvement:

**Chestnut Street from South Street to W. Stewart Street:
Street Resurfacing**

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The matter of making said public improvement is hereby referred to the City Manager, who shall prepare a report thereon, which shall include plans and detailed estimates of the cost thereof and a description of the special assessment district and such other pertinent information as will permit the City Council to decide the cost, extent and necessity of the public improvement and what proportion of the cost should be paid by the City at large.

The City Manager shall present said report to the City Council when same has been prepared.

Special Assessment District No. 2017-09 – Resolution No. 2. Authorize Resolution No. 2 setting a public hearing for Monday, June 19, 2017 for proposed Special Assessment District No. 2017-09 Chestnut Street from South Street to Stewart Street for street resurfacing as follows:

RESOLUTION NO. 77-2017

WHEREAS, the City Council has ordered the City Manager to prepare a report for public improvement, more particularly hereinafter described; and

Chestnut Street, Public Street, from South Street to Stewart Street; Resurfacing

WHEREAS, the City Manager prepared said report and the same has been filed with the City Council as required by the Special Assessment Ordinance of the City of Owosso and the Council has reviewed said report.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth may be necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be **\$144,702.00** and determines that \$57,880.80 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that \$86,821.20 of the cost thereof shall be paid by the City at large because of benefit to the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.
5. The City Council shall meet at the Owosso City Hall Council Chambers on **Monday, June 19, 2017** for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
7. The notice of said hearing to be published and mailed shall be in substantially the following form:

NOTICE OF SPECIAL ASSESSMENT HEARING
CITY OF OWOSSO, MICHIGAN

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

Chestnut Street, Public Street, from South Street to W. Stewart Street

TAKE NOTICE that the City Council intends to acquire and construct the following described public improvement: **Street Resurfacing.**

The City Council intends to defray apart or all of the cost of the above-described public improvement by special assessment against the above described property.

TAKE FURTHER NOTICE that City Council has caused plans and an estimate of the cost and report for the above described public improvement to be prepared and made by the City Manager and the same is on file with the City Clerk and available for public examination.

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at **7:30 o'clock p.m.** on **Monday, June 19, 2017** for the purpose of hearing any person to be affected by the proposed public improvement.

Boards and Commissions Appointment. Approve the following Mayoral Boards and Commissions appointment:

Name	Board/Commission	Term Expires
Karen Ruddy	Building Authority	06-30-2020
Sam McLaren*	Building Board of Appeals	06-30-2020
Carl Ludington*	Building Board of Appeals	06-30-2020
Barbara Baker-Omerod*	Council on Aging	06-30-2020
Lance Omer*	Main Street Board/Downtown Development Authority	06-30-2021
Kevin Wiles*	Main Street Board/Downtown Development Authority	06-30-2021
Gary Burk*	Mid-County Wastewater Treatment Plant Review Board	TBD
Daniel Law	Planning Commission	11-09-2020
Brent Smith*	Planning Commission	06-30-2020
Wilfred Farrell*	City of Owosso Employees' Retirement System Board of Trustees	06-30-2021
Chris Eveleth*	Zoning Board of Appeals	11-13-2018
Randy Horton*	Zoning Board of Appeals	06-30-2020

* Indicates reappointment

Open Streets Owosso Bicycle Route Permission. Approve request from Owosso Main Street for the closure of several streets in the downtown for the Open Street Owosso Bicycle Route event on Sunday, June 11, 2017 from 2:30 p.m. to 5:30 p.m., waive the insurance requirement, and authorize Traffic Control Order No. 1370 formalizing the action.

Cruise the Pits Car Show Permission. Approve request from Owosso Main Street for the closure of Washington Street from Main to Oliver, Washington Street from Oliver to Goodhue, Exchange Street from Washington to Park, and the lawn areas of the Gould House and Fayette Square for the Cruise the Pits Car Show on Saturday, July 29, 2017 from 7:00 a.m. to 4:00 p.m., waive the insurance requirement, and authorize Traffic Control Order No. 1371 formalizing the action.

Contract Amendment – SafeBuilt Michigan, LLC. Approve amendment to the professional services agreement with SafeBuilt Michigan, LLC decreasing the number of days per week building official services are provided from 5 to 4 and reducing the contract to \$104,000.00 annually as detailed below:

RESOLUTION NO. 78-2017

**AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1
TO THE AGREEMENT FOR PROFESSIONAL SERVICES
WITH SAFE BUILT MICHIGAN, LLC**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with SAFEbuilt Michigan, LLC on May 2, 2016 to provide a building official/building inspector five (5) days a week and plumbing/mechanical inspections and plan reviews as needed; and

WHEREAS, the city and utilities director desire to decrease the contract to four (4) days a week to reflect the actual number of days per week a building official is needed in the building department, and continue with the same services provided for plumbing/mechanical inspections and plan reviews as listed above.

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 amend the contract with SAFEbuilt Michigan, LLC approved by Resolution 44-2016 on May 2, 2016, to provide a building official four (4) days a week to the building department, to be known as Amendment No. 1.
- SECOND: Additional services for plumbing/mechanical remain the same and will be billed at the amounts listed in the contract.
- THIRD: The accounts payable department is authorized to submit payment to SAFEbuilt Michigan, LLC for professional services in the amount of \$8,666.67 per month for building official services, not to exceed \$104,000.00 annually.
- FOURTH Plumbing and mechanical inspections and plan review will remain an additional amount charged per month as detailed in the contract.
- THIRD: The above expenses shall be paid from the account 101-370-818.000.

Purchase Authorization – Police Records Management System. Authorize purchase of a records management system service from the Michigan State Police in the amount of \$200.00 per officer, per year as follows:

RESOLUTION NO. 79-2017

**AUTHORIZING APPROVAL OF A MEMORANDUM OF AGREEMENT BETWEEN
MICHIGAN STATE POLICE AND
OWOSSO POLICE DEPARTMENT**

WHEREAS, the city of Owosso, Michigan, Owosso Police Department (OPS) has deemed it necessary to have a Records Management System (RMS); and

WHEREAS, OPD currently uses Sungard Public Sector and would transition to the Statewide Records Management System (SRMS); and

WHEREAS, the SRMS is a competitive and competent software package for use by OPD; and

NOW THEREFORE BE IT RESOLVED by the city of Owosso, county of Shiawassee, state of Michigan:

- FIRST: that the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to authorize the Memorandum of Agreement (MOA) with MSP and the Addendum to the MOA.
- SECOND: that the cost of the SRMS will be \$200.00 per officer per year.
- THIRD: that the mayor and city clerk of the city of Owosso are hereby instructed and authorized to sign the MOA and the MOA addendum.
- FOURTH: the accounts payable department is authorized to pay the Michigan State Police \$200.00 for each officer connected to the system.

Bid Award – Architectural Study of Public Safety Building. Approve the bid of Partners in Architecture PLC for an architectural study of the Public Safety Building in the amount of \$18,850.00 and further approve payment to the vendor upon satisfactory receipt of deliverables as detailed:

RESOLUTION NO. 80-2017

**AUTHORIZING THE EXECUTION OF AGREEMENTS
FOR PROFESSIONAL ARCHITECTURAL SERVICES WITH
PARTNERS IN ARCHITECTURE, PLC**

WHEREAS, the city of Owosso, Michigan, has determined that it is advisable, necessary and in the public interest to secure professional architectural services for a study of the Owosso Public Safety building; and

WHEREAS, a quality based selection process was developed to select a qualified architectural firm; and

WHEREAS, the Partners in Architecture, PLC, and has been determined as most qualified to perform architectural services through this process.

NOW THEREFORE BE IT RESOLVED by the city of Owosso, county of Shiawassee, state of Michigan:

FIRST: that the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ the firm of Partners in Architecture PLC to provide professional architectural services for a study of the Owosso Public Safety building; and

SECOND: that the mayor and city clerk of the city of Owosso are hereby instructed and authorized to sign the document attached as; General Architectural Services Agreement; and

THIRD: Authorize payment to Partners in Architecture, PLC, in the amount of \$18,850.00.

Warrant No. 543. Authorize Warrant No. 543 as follows:

Vendor	Description	Fund	Amount
City of Corunna	2016/2017 River Trail contribution	General	\$6,873.23
Safebuilt Inc.	Building department services-April 2017	General	\$8,740.00

Motion supported by Councilmember Fox.

Roll Call Vote.

AYES: Mayor Pro-Tem Osika, Councilmembers Fox, Greenway, Bailey, Law, Teich, and Mayor Eveleth.

NAYS: None.

ITEMS OF BUSINESS

Consumers Energy Easement (This item was removed from the agenda.)

Advance Construct Program – Oliver Street, Phase 2

Motion by Councilmember Fox to designate phase 2 of the Oliver Street reconstruction project as an Advance Construct project and approve the terms of the Advance Construct program as follows:

RESOLUTION NO. 81-2017

**RESOLUTION AUTHORIZING ADVANCE CONSTRUCT PROCESS
FOR ROAD IMPROVEMENTS OF
OLIVER STREET, FROM OAK STREET TO GOULD STREET**

WHEREAS, Oliver Street, from Oak Street easterly to Gould Street is a part of the City's major classified street system; and

WHEREAS, the City is required to provide a safe and expedient road system for users which requires proper maintenance of the roadway; and

WHEREAS, this maintenance is costly and requires additional sources of funds beyond the state of Michigan's regular allocation of Public Act 51 funds; and

WHEREAS, the City has applied for, and is now approved to receive, Federal Surface Transportation Program Funds for FY2019 to assist in road improvements of said road; and

WHEREAS, after review, city staff recommends approval of MDOT's Advance Construct Process for the proposed hot mix asphalt paving work along Oliver Street from Oak Street easterly to Gould Street; including intersection improvements, storm drainage, concrete curb and gutter, concrete sidewalk and ramp, permanent signing, and pavement marking work; and all together with necessary related work (also referred to as 'project'); and

WHEREAS, the Michigan Department of Transportation requires the City of Owosso submit a letter indicating its willingness to participate in the Advance Construct Process of Oliver Street.

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 approve MDOT's Advance Construct Process for the proposed road improvements of Oliver Street from Oak Street easterly to Gould Street.
- SECOND: That the City Manager is authorized to submit a letter to MDOT indicating the city of Owosso's willingness to participate in the Advance Construct Process.
- THIRD: The City Council hereby directs staff to proceed with the Oliver Street project as an Advance Construct project and submit MDOT Cost Agreement when made available.

Motion supported by Councilmember Teich.

Roll Call Vote.

AYES: Councilmembers, Teich, Greenway, Law, Fox, Bailey, Mayor Pro-Tem Osika, and Mayor Eveleth.

NAYS: None.

Budget Amendment – SATA Millage

Motion by Councilmember Teich to amend the 2017-18 Budget to increase the SATA transit millage rate to the maximum levy amount as follows:

RESOLUTION NO. 82-2017

RESOLUTION AMENDING THE 2017-2018 BUDGET

WHEREAS, pursuant to Chapter 8, Section 5 of the Owosso City Charter and the Uniform Budgeting Act, the City Council adopted the General Appropriations Act Budget for 2017-2018 by Resolution, and

WHEREAS, MCL 141.437 states that the local legislative body of the local unit shall amend the general appropriations act as soon as it becomes apparent that a deviation from the original general appropriations act is necessary, and

WHEREAS, the City Council recognizes the need to review the Act to identify if an amendment is required, and

WHEREAS, the Finance Director has made recommendations that include proposals for measures necessary to provide revenues sufficient to meet expenditures, and

WHEREAS, the City Council has determined these changes in the 2017-2018 City of Owosso Budget (Act) is needed and necessary to monitor the financial operations of the City;

NOW THEREFORE BE IT RESOLVED that the Owosso City Council hereby adopts the amended millage rate and revenue yield listed below to be reflected in the 2017-2018 Amended Annual Budget (Act).

<u>SATA</u>	<u>Approved</u>	<u>Amended</u>
Millage	.1522	.3325
Estimated Revenue Yield	\$ 34,975	\$ 74,800

Motion supported by Councilmember Bailey.

Roll Call Vote.

AYES: Councilmembers Law, Bailey, Teich, Mayor Pro-Tem Osika, Councilmembers Fox, Greenway, and Mayor Eveleth.

NAYS: None.

Notice of Intent to Reimburse – Automatic Meter Reading System

Motion by Councilmember Teich to approve the following resolution of notice of intent to reimburse the city for any expenses incurred for the automatic meter reading system, approved by council on March 20th, from proceeds of an installment sales contract to be considered at a subsequent meeting:

RESOLUTION NO. 83-2017

REIMBURSEMENT RESOLUTION

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OWOSSO DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE TAX-EXEMPT FINANCINGS FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF CERTAIN CAPITAL IMPROVEMENTS

WHEREAS, the CITY OF OWOSSO (the "Issuer") is a political subdivision organized and existing under the laws of Michigan; and

WHEREAS, the Issuer has paid, beginning no earlier than 60 days prior to the date hereof and; and will pay, on and after the date hereof, certain expenditures (the "Expenditures") in connection with the capital project (the "Project"), as more fully described in Appendix A attached hereto; and

WHEREAS, the City Council of the Issuer (the "Board") has determined that the money previously advanced no more than 60 days prior to the date hereof and to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Issuer for the Expenditures from the proceeds of one or more issues of tax-exempt obligations (the "Obligations");

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

FIRST: The Board hereby declares the Issuer's intent to reimburse the Issuer with the proceeds of the Obligations for the Expenditures with respect to the Project made on and after April 7th, 2017, which date is no more than 60 days prior to the date hereof. The Issuer reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Obligations.

SECOND: Each Expenditure was and will be (a) of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditure) and (b) complies with all applicable Water Fund regulations.

THIRD: The maximum cost of the Project is expected to be \$ 1,900,000

FOURTH: The Issuer will make a reimbursement allocation, which is a written allocation by the Issuer that evidences the Issuer's use of proceeds of the Obligations to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Division recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

FIFTH: This resolution shall take effect immediately upon its passage.

Motion supported by Councilmember Bailey.

Roll Call Vote.

AYES: Councilmembers Law, Greenway, Bailey, Mayor Pro-Tem Osika Councilmembers Teich, Fox, and Mayor Eveleth.

NAYS: None.

Lease Agreement – Automatic Meter Reading System

Motion by Councilmember Bailey to approve a 15-year lease agreement with US Bancorp Government Leasing and Finance Corporation for the purchase of an automatic meter reading system at an effective interest rate of 2.626% as detailed below:

RESOLUTION NO. 84-2017

**AUTHORIZING 15-YEAR CAPITAL LEASE AGREEMENT WITH
U.S. BANCORP GOVERNMENT LEASING AND FINANCE, INC.
FOR AN AUTOMATIC METER READING SYSTEM
AT \$150,919.06 ANNUALLY**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, maintains a water and sanitary sewer systems which require a meter reading and billing system; and

WHEREAS, on March 20, 2017 the City Council authorized the purchase of a Fixed Network Administrator (FNA) Automatic Reading System (AMR) and replacement water meters; and

WHEREAS, an agreement has been negotiated with U.S. Bancorp Government Leasing and Finance, Inc. to finance this purchase.

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 lease a Fixed Network Administrator (FNA) Automatic Reading System (AMR) and replacement water meters from U.S. Bancorp Government Leasing and Finance, Inc. for a 15-year term.

SECOND: The contract shall be a Lease Agreement and the accounts payable department is authorized to submit the initial and subsequent annual payments to U.S. Bancorp Government Leasing and Finance, Inc. pursuant to the attached agreement up to \$1,900,000.

THIRD: The contract shall be amended and negotiated to the satisfaction of the City Attorney.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

AYES: Councilmembers Bailey, Teich, Greenway, Mayor Pro-Tem Osika, Councilmembers Fox, Law, and Mayor Eveleth.

NAYS: None.

City Manager Performance Review

There was discussion regarding the process for conducting a review of the City Manager's performance. The Council talked extensively about the format of the review and which parties should receive the results of the evaluation. Human Resources Director Jessica B. Unangst was on hand to provide information on the City Manager's last performance evaluation.

After significant discussion the Council agreed to the following:

Motion by Mayor Pro-Tem Osika to conduct a "360° review" of the City Manager's performance using the same form as that used in his last evaluation. Each department head and Councilmember will receive an evaluation form, the City Manager's job description, and the last set of goals established by the Council. Department heads will have two weeks to complete the evaluation, Councilmembers will have 4 weeks. Feedback from the evaluation forms will be compiled by the Human Resources Director and distributed to the City Manager and Councilmembers. A special meeting will be held Monday, July 31, 2017 to discuss the results and a facilitator will be sought to assist in the development of future goals for the Council and the City Manager.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmembers Teich, Fox, Bailey, Greenway, Law, Mayor Pro-Tem Osika, and Mayor Eveleth.

NAYS: None.

COMMUNICATIONS

- Downtown Historic District Commission. Minutes of April 26, 2017.
- Downtown Development Authority/Main Street. Minutes of May 3, 2017.
- Historical Commission. Minutes of May 8, 2017.
- Zoning Board of Appeals. Minutes of May 16, 2017.
- Planning Commission. Minutes of May 22, 2017.
- Parks & Recreation Commission. Minutes of May 23, 2017.

CITIZEN COMMENTS AND QUESTIONS

Eddie Urban, 601 Glenwood Avenue, commented that Friday is the best day to visit the Circuit Court as that is the day the judge hands down sentences.

Councilmember Bailey indicated that 60 cats will be spayed or neutered at the latest Community Cats event on Thursday. She also announced that Yappy Hour is this Thursday at Heavenly Scent Pet Spa with proceeds going to benefit Community Cats of Owosso.

NEXT MEETING

Monday, June 19, 2017

BOARDS AND COMMISSIONS OPENINGS

- Building Board of Appeals - term expires June 30, 2019
- Building Board of Appeals – Alternate - term expires June 30, 2018
- Historical Commission – term expires December 31, 2019
- Parks & Recreation Commission – 2 terms expiring June 30, 2017
- Parks & Recreation Commission – term expires June 30, 2018

ADJOURNMENT

Motion by Councilmember Fox for adjournment at 9:52 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk



Memo reprinted from
the meeting of
June 5, 2017

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

MEMORANDUM

DATE: May 18, 2017

TO: Mayor Christopher Eveleth, City Council, and Manager Don Crawford

FROM: Larry Cook, Assessor

RE: Tax Abatement Application – Ruess Winchester, Inc. 705 McMillan St.

On May 16, 2017, the city clerk received an application for a Tax Abatement along with an application for Real and Personal Property IFT, from R.W.I. Manufacturing. Initial Review indicates the applicant meets the requirements for tax abatement.

RWI was approved for an Industrial Facilities Tax Exemption in 2011 and 2013 for their current facility, but have again outgrown that current building space. They are proposing a 20,000 square foot addition at a cost of \$1,508,592. They are also proposing Personal Property valued at \$242,742. This expansion will retain 19 current employees and proposing an additional 5 full time employees with a pay scale exceeding \$15.00 per hour.

An Industrial Facilities Tax Exemption Certificate, Act 198 of 1974, is a tax abatement which reduces the tax burden by 50%. The applicant is applying for the IFT exemption on real and personal property. The IFT exemption may be granted for up to 12 years.

An Industrial Development District for that area was established 3-19-79. The next step in the process is to set a public hearing for June 19, 2017 for the purpose of hearing public comments on this Real and Personal Property IFT application. The city clerk has notified the taxing jurisdictions of this application as required under the city's abatement policy and as required under the act and will forward any responses to you

As always, if you have any further questions, please feel free to contact me at (989) 725-0530.

RESOLUTION APPROVING AN IFE APPLICATION
Ruess Winchester, Incorporated
705 McMillan Avenue

Minutes of a regular meeting of the City Council of the City of Owosso, held on June 19, 2017, at City Hall, 301 W. Main Street, Owosso, MI, 48867, at 7:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by:
and supported by:

Resolution Approving Application of Ruess Winchester, Incorporated for Industrial Facilities Exemption Certificates for Real Property and Personal Property

WHEREAS, pursuant to PA 198 of 1974, as amended, after a duly noticed public hearing held on March 19, 1979, this City Council, by resolution established an Industrial Development District; and

WHEREAS, Ruess Winchester, Incorporated has filed an application for Industrial Facilities Exemption Certificates with respect to real and personal property within the Industrial Development; and

WHEREAS, before acting on said application, the City of Owosso held a hearing on June 19, 2017, 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, construction of and/or acquisition of the real property had not begun earlier than six (6) months before May 16, 2017, the date application received for the Industrial Facilities Exemption Certificates; and

WHEREAS, construction of the real property is calculated to and will, at the time of issuance of the certificates, 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 certificates, 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 Certificate 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 Ruess Winchester, Incorporated for the Industrial Facilities Exemption Certificate, with respect to Real and Personal Property on the following described parcel of real property situated within the Industrial Development District, to wit:

Real Parcel

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

District

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

is hereby approved.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of City of Owosso, County of Shiawassee, Michigan, at a regular meeting held on June 19, 2017.

Clerk's Signature

RW1

Abatement Schedule

This schedule applies to Industrial or Commercial Property as defined in 211.34c of the General Property Tax Act

1. Capital investment	Years of tax abatement	Rehabilitated/restored
\$Up to \$100,000 \$100,001 to \$250,000 \$250,001 to \$500,000 \$500,001 to \$1,000,000 <u>\$1,000,001 to \$2,500,000</u> \$2,500,001 to \$5,000,000 \$5,000,001 and up	1 2 3 4 <u>5</u> 6 7	Rehabilitated/restored additional two years in any capital investment
2. Job creation <u>as Full Time Equivalent</u> <u>(40hrs. per week)</u> <u>1-10</u> (5) 11-25 26-50 51 and up	Years of tax abatement <u>2</u> 3 4 5	
3. Job wages <i>\$15.20 Hour</i> <u>Average wage > 1.5x minimum wage</u> <u>Average wage > 2x minimum wage</u> <u>Average</u> <u>wage > 3x minimum wage</u>	Years of tax abatement 2 <u>4</u> 6	
4. Number of years located in city of Owosso 2-10 <u>11-15</u> 2003 16 and up	Years of tax abatement 1 <u>2</u> 3	
5. Employees with city of Owosso residency <u>1-10</u> 11-25 (2) 26+	Years of tax abatement <u>1</u> 2 3	

14
12

Note: Total number of tax abatement years shall not exceed statutory limits.

**INDUSTRIAL FACILITIES EXEMPTION CERTIFICATES (“IFEC”)
LETTER OF AGREEMENT**

This agreement between **Ruess Winchester, Inc.** and **City of Owosso** is for the purpose of fulfilling the requirements of P.A. 198, as amended, in P.A. 224, Section 22. In consideration of approval of these exemption certificates, **Ruess Winchester, Inc.** understands that through its investment of \$1,751,334 and the **City of Owosso**, by its investment of the IFEC’s, are mutually investing in and benefiting from this economic development project, and, furthermore, agree to the following:

1. The company shall supply to the City of Owosso-within 60 days of its first year of IFEC eligibility-information regarding the processes taking place on the premises and of any metals, gas or liquids used in that processes or stored on the premises. In addition any changes in those processes, use of materials or storage shall be reported to the City as they occur for the entire term of the certificate.

2. The Company understands that at the end of the term of this agreement, the real and personal property within the application will return to the tax rolls under the full millage assessment applied by the taxing jurisdictions. This provision is to make clear that the inducement to provide tax forgiveness on the personal property is a limited privilege in return for new jobs and new investment in the Owosso area, and that the plan of this agreement is to return this tax abated property into full participation in the support of community services, infrastructure, and public education.

3. The Company agrees to submit to the City Assessor reports, personal property tax statements, and employment information in accordance with the provisions of the Addendum attached to this Agreement.

We swear and affirm by our signatures below that no payment of any kind in excess of the fee allowed by PA 198 of 1974, as amended by PA 323 of 1996, has been made or promised in exchange for favorable consideration of an exemption certification application.

This agreement is assignable and transferable by either party with advance written consent. The agreement may only be altered upon mutual consent of both parties.

Ruess Winchester, Inc. (Company”)

Date

Christopher T. Eveleth, Mayor
City of Owosso

Date

IFT AGREEMENT ADDENDUM

RESPONSIBILITIES OF THE COMPANY AFTER ISSUANCE OF AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE (IFEC)

1. *Report significant changes in the project to the local governing unit and the State Tax Commission as follows:*
 - a. Abandonment of Project: When a project for which an IFEC has been issued is abandoned, the company shall notify the local governing unit within 30 days of such abandonment. The local governing unit shall notify the State Tax Commission, in writing, within 10 days of receipt of the notification of such abandonment.
 - b. Delay of Project: When there is no construction progress for 180 days, the company shall notify the local governing unit within 210 days from the cessation of construction activity. The local governing unit shall notify the State Tax Commission, in writing, within 10 days of receipt of the notification of such delay.
 - c. Extension of Time: A request for an extension of time for completion of a project shall be filed with the local governing unit. The local governing unit must approve the extension by resolution. The company must then forward the extension request to the State Tax Commission with a copy of the local resolution of approval enclosed.
 - d. Change in Project Cost: If the final cost of a project exceeds the amount estimated in the application by more than 10%, the company shall request that the local governing unit approve the revised cost. The local governing unit must approve the revised cost by resolution. The company must then forward the request to exceed estimated cost to the State Tax Commission with a copy of the local resolution of approval enclosed.
2. *Report date of completion of the project to the local governing unit and the State Tax Commission within 30 days of completion.*
3. *Report final cost of project to local governing unit and the State Tax Commission within 90 days of completion.*
4. *Yearly property tax statements for the Industrial Facilities Tax must be submitted separately to the local assessor. The Industrial Facilities Tax must be paid on time and cannot become delinquent.*
5. *Certification for leased projects will be issued for the term of the real estate lease. Upon renewal of the lease, the company must notify the State Tax Commission in order for the State Tax Commission to extend the term of the certificate to the maximum number of years approved by the local governing unit.*
6. *If the company is sold, the new owner may qualify for a transfer of any existing IFEC. The new owner may notify the City of Owosso, or the State Tax Commission, to ascertain qualification for such a transfer. To obtain approval for the transfer, the new owner must submit a new IFEC application to the local governing unit as soon as possible.*

7. Reports to the local governing unit must be made by the company according to the following schedule:
- a. Immediately following the second year after the issuance date of the IFEC, and no later than the following January 10th of that second year, a report shall be submitted stating the following:
 - 1) Number of new jobs stated as expected in the IFEC application.
 - 2) If IFEC was granted on basis of job retention, number of employees stated in the application, and current number of employees.
 - 3) If job creation or retention is not reached or maintained as given in the application, give explanation.
 - 4) Give project cost as estimated in the application and the actual cost.
 - 5) If actual project cost differs more than 10% from estimated cost, give explanation.
 - b. Immediately following the sixth year after the issuance date of the IFEC, and no later than the following January 10th, a report shall be submitted stating the number of jobs expected as stated in the application and current number of employees. If employment has not been maintained at the expected level as stated in the IFEC application, give explanation.
 - c. Immediately following the completion of the term of the IFEC, the Company shall submit a final status report no later than the January 10th following that date. The report shall contain the expected number of employees stated in the original application; an explanation if the expected level of employment was not reached or maintained; and a brief statement of the current status of the Company, describing growth, if any, of the Company since issuance of the IFEC. If growth has not been experienced, provide explanation.

The City of Owosso will be happy to assist you with the foregoing requirements. The addresses of our department and the State Tax Commission are listed below.

Mr. Larry Cook, City Assessor
City of Owosso
301 W. Main Street
Owosso, MI 48867

_____, Manager
Exemption Program/Dept. of Treasury
State Tax Commission
4th Floor, Treasury Building
Lansing, Michigan

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>[Signature]</i>	Date received by Local Unit <i>05/16/17</i>
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <i>Ruess Winchester Inc</i>	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <i>33490</i>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <i>705 McMillan St Owosso</i>	1d. City/Township/Village (indicate which) <i>Owosso City</i>	1e. County <i>Shiawassee</i>
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))		3a. School District where facility is located <i>Owosso</i>
		3b. School Code
		4. Amount of years requested for exemption (1-12 Years) <i>12</i>

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

20,000 SQ Ft addition to better accommodate our growing contract manufacturing business

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	<i>1,508,592.00</i>
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	<i>242,742.00</i>
6c. Total Project Costs * Round Costs to Nearest Dollar	<i>1,751,334.00</i>
	Real Property Costs 229,300.00 Personal Property Costs 1,435,892.00 Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	<i>6/1/17</i>	<i>11/1/17</i>	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements	<i>6/1/17</i>	<i>11/1/17</i>	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No

9. No. of existing jobs at this facility that will be retained as a result of this project. <i>19</i>	10. No. of new jobs at this facility expected to create within 2 years of completion. <i>5</i>
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11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	_____
b. TV of Personal Property (excluding inventory)	_____
c. Total TV	_____

12a. Check the type of District the facility is located in: <input checked="" type="checkbox"/> Industrial Development District <input type="checkbox"/> Plant Rehabilitation District	
12b. Date district was established by local government unit (contact local unit) <i>March 19, 1979</i>	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <i>Lisa Carter</i>	13b. Telephone Number <i>989-725-5809</i>	13c. Fax Number <i>989-725-5970</i>	13d. E-mail Address <i>lisa@rw.mfg.com</i>
14a. Name of Contact Person <i>Lisa Carter</i>	14b. Telephone Number <i>989-725-5809</i>	14c. Fax Number <i>989-725-5970</i>	14d. E-mail Address <i>lisa@rw.mfg.com</i>
▶ 15a. Name of Company Officer (No Authorized Agents) <i>Bret Ruess</i>			
15b. Signature of Company Officer (No Authorized Agents) <i>[Signature]</i>		15c. Fax Number <i>989-725-5970</i>	15d. Date <i>5/10/17</i>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <i>PO Box 847 Owosso MI 48867</i>		15f. Telephone Number <i>989-725-5809</i>	15g. E-mail Address

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**State Tax Commission
Michigan Department of Treasury
P.O. Box 30471
Lansing, MI 48909-7971**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal



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

APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) Ruess Winchester Inc
Business Name (If Different) RWI Manufacturing
Address of Proposed Project 705 McMillan St.
Owosso MI 48867
Mailing Address (If Different) PO Box 847
Owosso MI 48867

Do you own the property? yes If no, what is your relationship? _____

Type of Abatement Requested (if known) _____

Total square footage of all current buildings on site 20,000 SQ Ft.

Description of proposed project including type of current business activity and product to be manufactured (if applicable), size of proposed structure and proposed activity and/or product.

20,000 SQ Ft addition to better accommodate our growing Contract manufacturing business

Give estimated cost of the following components applicable for the proposed project:

Land improvements (excluding land): _____
Building improvements: Size 20,000 sf \$ 1,508,592.00
Machinery & Equipment: 227,300.00
Furniture & Fixtures: _____

Time schedule for start and completion of construction and equipment installation (if applicable):

Building: Start Date 6/1/17 Completion Date 11/1/17
Equipment installation (if applicable): Start Date 6/1/17 Completion Date 11/1/17

Abatement Application

Page 2

Will project be owned or leased by applicant? Owned
Will machinery be owned or leased by applicant? Owned
How many employees do you currently employ? Full Time 19 Part Time 0
How many new employees do you estimate after project complete? Full Time 5
Part Time _____

When project is complete, how many will be:
Management/Professional 2 Wage level \$ 60,000.00
Skilled 15 Wage level \$ 20.00/hr
Semi-Skilled 4 Wage level \$ 15.00/hr
Un-Skilled _____ Wage level \$ _____

Name of Company Officer (contact person) Bret Ruess
Title President
Signature [Signature] Date 5/10/17
Phone Number 989-725-5809

For City Staff Use Only

Was the applicant given a copy of Tax Abatement Policy? Y N
Is an abatement district in place for this project? Y N

If no, legal description of proposed district. _____

If yes, type of district in place _____ Year established _____

Does the proposed project meet the guidelines for Tax Abatement under the policy? Y N
If no, explain _____

If yes, was notice given to taxing jurisdictions within the proposed project area? Y N

If yes, was notice given to applicant and proper state documents sent? Y N

Name of reviewer _____

Signature _____ Date _____

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MCMILLAN AVE.

33'	125'	10
33'	125'	9
011-001		8
33'	125'	7
		6
33'	125'	5
366.2'	125'	4
33'	125'	3
33'	125'	2
125'		1

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ABREY AVE.

60'	010-010-001	7
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33'	160.3'	5
33'	160.1'	4 10
33'	159.9'	3
33'	159.7'	2
33'	159.5'	1

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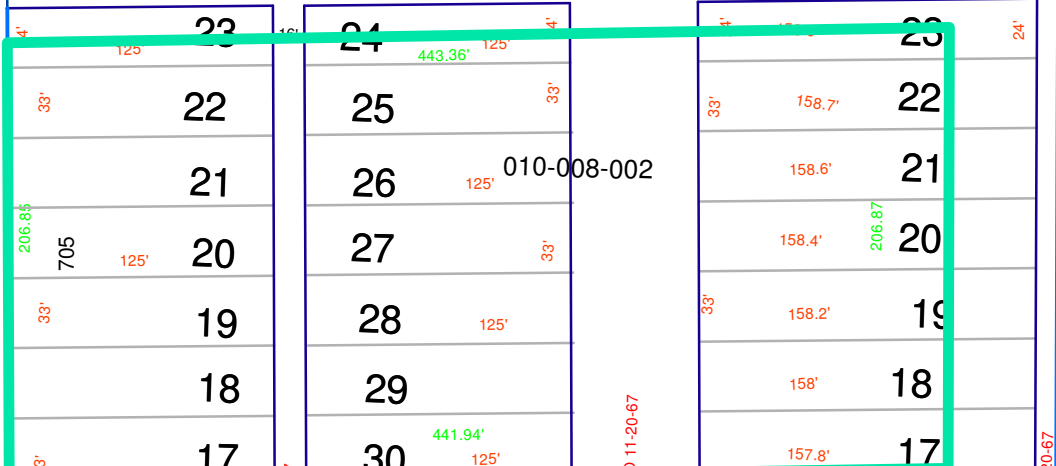
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CLOSED 12-5-66

485'

206.85'

705

443.36'

010-008-002

158.4'

206.87'

441.94'

CLOSED 11-20-67

157.8'

779.1'

CLOSED 11-20-67

CLOSED 11-20-67



Memo reprinted from
the meeting of
June 5, 2017

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

MEMORANDUM

DATE: May 19, 2017

TO: Mayor Christopher Eveleth, City Council, and Manager Don Crawford

FROM: Larry Cook, Assessor

RE: Tax Abatement Application – TRI-MER Corporation, 1400 Monroe / McMillan St.

On May 16, 2017, the city clerk received an application for a Tax Abatement along with an application for a Real and Personal Property IFT from TRI-MER Corporation. Initial Review indicates the applicant meets the requirements for tax abatement.

TRI-MER Corporation, specializing in environmental protection equipment internationally, has been a part of the City of Owosso for over 50 years. The continued growth of this company makes it necessary for them to build a 9600 square foot addition to a facility built in 2014 on McMillan Street. The IFT application indicates the cost of this facility to be \$952,000 with an additional investment of \$184,500 in personal property. This expansion will retain the 79 current employees with an additional 20 full time employees proposed at a pay rate exceeding \$15.00 per hour.

An Industrial Facilities Tax Exemption Certificate, Act 198 of 1974, is a tax abatement which reduces the tax burden by 50%. The IFT exemption may be granted for up to 12 years.

An Industrial Development District for that area was established 3-19-79. The next step is to set a public hearing for Monday, June 19, 2017 for the purpose of hearing public comments on this Real and Personal Property IFT application. The city clerk has notified the taxing jurisdictions of this application as required under the city's abatement policy and as required under the act and will forward any responses to you

As always, if you have any further questions, please feel free to contact me at (989) 725-0530.

**RESOLUTION APPROVING AN IFE APPLICATION
Tri-Mer, Corporation
1400 Monroe St. / McMillan Av.**

Minutes of a regular meeting of the City Council of the City of Owosso, held on June 19, 2017 at City Hall, 301 W. Main Street, Owosso, MI, 48867, at 7:30 p.m.

PRESENT:

ABSENT:

The following resolution was offered by:
and supported by:

Resolution Approving Application of Tri-Mer Corporation, for Industrial Facilities Exemption Certificates for Real Property and Personal Property

WHEREAS, pursuant to PA 198 of 1974, as amended, after a duly noticed public hearing held on March 19, 1979, this City Council, by resolution established an Industrial Development District;
and

WHEREAS, Tri-Mer Corporation, has filed an application for Industrial Facilities Exemption Certificates with respect to real and personal property within the Industrial Development District;
and

WHEREAS, before acting on said application, the City of Owosso held a hearing on June 19, 2017, 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, construction of and/or acquisition of the real property had not begun earlier than six (6) months before May 16, 2017, the date application received for the Industrial Facilities Exemption Certificates; and

WHEREAS, construction of the real property is calculated to and will, at the time of issuance of the certificates, 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 certificates, 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 Certificate 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 Tri-Mer Corporation, for the Industrial Facilities Exemption Certificate, with respect to Real Property and Personal Property on the following described parcel of real property situated within the Industrial Development District, to wit:

Real Parcel

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

District

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

is hereby approved.

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

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of City of Owosso, County of Shiawassee, Michigan, at a regular meeting held on June 19, 2017.

Clerk's Signature

Tri-MER

Abatement Schedule

This schedule applies to Industrial or Commercial Property as defined in 211.34c of the General Property Tax Act

1. Capital investment	Years of tax abatement	Rehabilitated/restored
\$Up to \$100,000 \$100,001 to \$250,000 \$250,001 to \$500,000 \$500,001 to \$1,000,000 <u>\$1,000,001 to \$2,500,000</u> \$2,500,001 to \$5,000,000 \$5,000,001 and up	1 2 3 4 <u>5</u> 6 7	Rehabilitated/restored additional two years in any capital investment
2. Job creation <u>as Full Time Equivalent</u> <u>(40hrs.per week)</u> 1-10 <u>11-25</u> <u>20</u> 26-50 51 and up	Years of tax abatement 2 <u>3</u> 4 5	
3. Job wages ^{15 - 20 Hour} Average wage > 1.5x minimum wage <u>Average wage > 2x minimum wage</u> Average wage > 3x minimum wage	Years of tax abatement 2 <u>4</u> 6	
4. Number of years located in city of Owosso 2-10 11-15 1960 <u>16 and up</u>	Years of tax abatement 1 2 <u>3</u>	
5. Employees with city of Owosso residency 1-10 <u>11-25</u> <u>19</u> 26+	Years of tax abatement 1 <u>2</u> 3	

17
12

Note: Total number of tax abatement years shall not exceed statutory limits.

**INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE (“IFEC”)
LETTER OF AGREEMENT**

This agreement between **Tri-Mer Corporation** and **City of Owosso** is for the purpose of fulfilling the requirements of P.A. 198, as amended, in P.A. 224, Section 22. In consideration of approval of this exemption certificate, **Tri-Mer Corporation** understands that through its investment of \$1,136,500 and the **City of Owosso**, by its investment of the IFEC, are mutually investing in and benefiting from this economic development project, and, furthermore, agree to the following:

1. The company shall supply to the City of Owosso-within 60 days of its first year of IFEC eligibility-information regarding the processes taking place on the premises and of any metals, gas or liquids used in that processes or stored on the premises. In addition any changes in those processes, use of materials or storage shall be reported to the City as they occur for the entire term of the certificate.

2. The Company understands that at the end of the term of this agreement, the real and personal property within the application will return to the tax rolls under the full millage assessment applied by the taxing jurisdictions. This provision is to make clear that the inducement to provide tax forgiveness on the real and personal property is a limited privilege in return for new jobs and new investment in the Owosso area, and that the plan of this agreement is to return this tax abated property into full participation in the support of community services, infrastructure, and public education.

3. The Company agrees to submit to the City Assessor reports, personal property tax statements, and employment information in accordance with the provisions of the Addendum attached to this Agreement.

We swear and affirm by our signatures below that no payment of any kind in excess of the fee allowed by PA 198 of 1974, as amended by PA 323 of 1996, has been made or promised in exchange for favorable consideration of an exemption certification application.

This agreement is assignable and transferable by either party with advance written consent. The agreement may only be altered upon mutual consent of both parties.

Tri-Mer Corporation (“Company”)

Date

Christopher T. Eveleth, Mayor
City of Owosso

Date

IFT AGREEMENT ADDENDUM

RESPONSIBILITIES OF THE COMPANY AFTER ISSUANCE OF AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE (IFEC)

1. Report significant changes in the project to the local governing unit and the State Tax Commission as follows:
 - a. Abandonment of Project: When a project for which an IFEC has been issued is abandoned, the company shall notify the local governing unit within 30 days of such abandonment. The local governing unit shall notify the State Tax Commission, in writing, within 10 days of receipt of the notification of such abandonment.
 - b. Delay of Project: When there is no construction progress for 180 days, the company shall notify the local governing unit within 210 days from the cessation of construction activity. The local governing unit shall notify the State Tax Commission, in writing, within 10 days of receipt of the notification of such delay.
 - c. Extension of Time: A request for an extension of time for completion of a project shall be filed with the local governing unit. The local governing unit must approve the extension by resolution. The company must then forward the extension request to the State Tax Commission with a copy of the local resolution of approval enclosed.
 - d. Change in Project Cost: If the final cost of a project exceeds the amount estimated in the application by more than 10%, the company shall request that the local governing unit approve the revised cost. The local governing unit must approve the revised cost by resolution. The company must then forward the request to exceed estimated cost to the State Tax Commission with a copy of the local resolution of approval enclosed.
2. Report date of completion of the project to the local governing unit and the State Tax Commission within 30 days of completion.
3. Report final cost of project to local governing unit and the State Tax Commission within 90 days of completion.
4. Yearly property tax statements for the Industrial Facilities Tax must be submitted separately to the local assessor. The Industrial Facilities Tax must be paid on time and cannot become delinquent.
5. Certification for leased projects will be issued for the term of the real estate lease. Upon renewal of the lease, the company must notify the State Tax Commission in order for the State Tax Commission to extend the term of the certificate to the maximum number of years approved by the local governing unit.
6. If the company is sold, the new owner may qualify for a transfer of any existing IFEC. The new owner may notify the City of Owosso, or the State Tax Commission, to ascertain qualification for such a transfer. To obtain approval for the transfer, the new owner must submit a new IFEC application to the local governing unit as soon as possible.

7. Reports to the local governing unit must be made by the company according to the following schedule:
- a. Immediately following the second year after the issuance date of the IFEC, and no later than the following January 10th of that second year, a report shall be submitted stating the following:
 - 1) Number of new jobs stated as expected in the IFEC application.
 - 2) If IFEC was granted on basis of job retention, number of employees stated in the application, and current number of employees.
 - 3) If job creation or retention is not reached or maintained as given in the application, give explanation.
 - 4) Give project cost as estimated in the application and the actual cost.
 - 5) If actual project cost differs more than 10% from estimated cost, give explanation.
 - b. Immediately following the sixth year after the issuance date of the IFEC, and no later than the following January 10th, a report shall be submitted stating the number of jobs expected as stated in the application and current number of employees. If employment has not been maintained at the expected level as stated in the IFEC application, give explanation.
 - c. Immediately following the completion of the term of the IFEC, the Company shall submit a final status report no later than the January 10th following that date. The report shall contain the expected number of employees stated in the original application; an explanation if the expected level of employment was not reached or maintained; and a brief statement of the current status of the Company, describing growth, if any, of the Company since issuance of the IFEC. If growth has not been experienced, provide explanation.

The City of Owosso will be happy to assist you with the foregoing requirements. The addresses of our department and the State Tax Commission are listed below.

Mr. Larry Cook, City Assessor
City of Owosso
301 W. Main Street
Owosso, MI 48867

_____, Manager
Exemption Program/Dept. of Treasury
State Tax Commission
4th Floor, Treasury Building
Lansing, Michigan

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filling is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	▶ Date Received by Local Unit
STC Use Only	
▶ Application Number	▶ Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

▶ 1a. Company Name (Applicant must be the occupant/operator of the facility) Tri-Mer Corporation		▶ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3999	
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 745 Mc Millian St., Owosso MI 48867		▶ 1d. City/Township/Village (Indicate which) City	▶ 1e. County Shiawassee
▶ 2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment		▶ 3a. School District where facility is located Owosso	▶ 3b. School Code
		4. Amount of years requested for exemption (1-12 Years) 12	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

80'x 120' x 49' Tall Pre-Engineered Building addition to better accomdate our grown manufacturing business.

6a. Cost of land and building improvements (excluding cost of land)	▶ \$952,000.00
* Attach list of improvements and associated costs.	
* Also attach a copy of building permit if project has already begun.	
6b. Cost of machinery, equipment, furniture and fixtures	▶ \$184,500.00
* Attach itemized listing with month, day and year of beginning of installation, plus total	
6c. Total Project Costs	▶ \$1,136,500.00
* Round Costs to Nearest Dollar	
Total of Real & Personal Costs	

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements ▶	5/8/17	1/3/18	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	2/1/18	3/1/18	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

▶ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No

▶ 9. No. of existing jobs at this facility that will be retained as a result of this project. **80** ▶ 10. No. of new jobs at this facility expected to create within 2 years of completion. **20**

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)

b. TV of Personal Property (excluding inventory)

c. Total TV

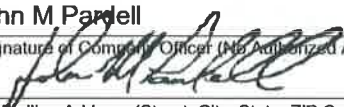
▶ 12a. Check the type of District the facility is located in:
 Industrial Development District Plant Rehabilitation District

▶ 12b. Date district was established by local government unit (contact local unit) ▶ 12c. Is this application for a speculative building (Sec. 3(8))?
 Yes No

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Charlene Hebekeuser	13b. Telephone Number 989-723-7838	13c. Fax Number 989-723-7844	13d. E-mail Address char@tri-mer.com
14a. Name of Contact Person Charlene Hebekeuser	14b. Telephone Number 989-723-7838	14c. Fax Number 989-723-7844	14d. E-mail Address char@tri-mer.com
▶ 15a. Name of Company Officer (No Authorized Agents) John M Pardell			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number 989-723-7844	15d. Date 5/12/17
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1400 E Monroe St., PO Box 730 Owosso MI 48867		15f. Telephone Number 989-723-7838	15g. E-mail Address pardell@tri-mer.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal



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

APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) Tri-Mer Corporation

Business Name (If Different) _____

Address of Proposed Project 745 Mc Millan St.

Mailing Address (If Different) PO Box 730

1400 E. Monroe St.

Do you own the property? Yes If no, what is your relationship? _____

Type of Abatement Requested (if known) _____

Total square footage of all current buildings on site 10,000 sf current with 10,000 sf addition

Description of proposed project including type of current business activity and product to be manufactured (if applicable), size of proposed structure and proposed activity and/or product.

80' x 120' x 49' Tall Pre-Engineered Building addition to better accommodate our growing manufacturing business.

Give estimated cost of the following components applicable for the proposed project:

Land improvements (excluding land): _____

Building improvements: Size 10,000sf \$ \$952,000.00

Machinery & Equipment: \$184,500.00

Furniture & Fixtures: _____

Time schedule for start and completion of construction and equipment installation (if applicable):

Building: _____ Equipment installation (if applicable): _____

Start Date 5/8/17 Start Date 2/1/18

Completion Date 1/3/18 Completion Date 3/1/18

Abatement Application

Page 2

Will project be owned or leased by applicant? Owned

Will machinery be owned or leased by applicant? Owned

How many employees do you currently employ? Full Time 79 Part Time 1

How many new employees do you estimate after project complete? Full Time 20

Part Time _____

When project is complete, how many will be:

Management/Professional 3 Wage level \$72,000.00

Skilled 9 Wage level \$44,000

Semi-Skilled 2 Wage level \$35,000

Un-Skilled 6 Wage level \$31,200

Name of Company Officer (contact person) Charlene Hebekeuser

Title CFO

Signature Charlene Hebekeuser, CFO Date 5/12/17

Phone Number 989-723-7838

For City Staff Use Only

Was the applicant given a copy of Tax Abatement Policy? **Y N**

Is an abatement district in place for this project? **Y N**

If no, legal description of proposed district. _____

If yes, type of district in place _____ Year established _____

Does the proposed project meet the guidelines for Tax Abatement under the policy? **Y N**

If no, explain _____

If yes, was notice given to taxing jurisdictions within the proposed project area? **Y N**

If yes, was notice given to applicant and proper state documents sent? **Y N**

Name of reviewer _____

Signature _____ Date _____

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60'

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21
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50'

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MCMILLAN AV.

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CLOSED 12-5-66

485'

50'

CLOSED 11-20-67

CLOSED 11-20-67

CLOSED 11-20-67

24'

60'

SOUTH ST.

60'

331.35'
1450

482'
4550



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 13, 2017

TO: Mayor Eveleth and the Owosso City Council

FROM: Planning Commission

SUBJECT: Setting a public hearing to repeal and replace Chapter 26, Signs, of the *Owosso Code of Ordinances*.

RECOMMENDATION:

The Planning Commission hereby recommends setting a public hearing on Monday, June 19, 2017 to repeal and replace Chapter 26, Signs, of the *Owosso Code of Ordinances*.

BACKGROUND:

A public workshop was held by the Owosso Planning Commission on Monday, May 22, 2017 at its regularly scheduled meeting to receive citizen comment regarding the proposal to repeal and replace Chapter 26, Signs, of the Code of the city of Owosso. The proposed ordinance is intended to replace Chapter 26 bringing the sign ordinance into compliance with the U.S. Supreme Court decision in *Reed et al. v. The Town of Gilbert, AZ*.

The current sign ordinance, which the planning commission recommends replacing, is content based rather than content neutral. The court decision referenced above makes repealing and replacing the current sign ordinance necessary and in the best interest of the city of Owosso.

FISCAL IMPACTS:

n/a

ORDINANCE NO.
TO REPEAL AND REPLACE
CHAPTER 26, SIGNS, OF THE CODE OF THE CITY OF OWOSSO

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Planning Commission believe Chapter 26, SIGNS, of the Code of the City of Owosso, also known as the Sign ordinance, to be content based posing potential liability to the city of Owosso; and

WHEREAS, the planning commission held a public workshop at their May 22, 2017 regularly scheduled meeting regarding repealing and replacing Chapter 26, SIGNS; and in which no citizen comments were voiced or received; and

WHEREAS, the planning commission recommends the repeal and replacement of Chapter 26, SIGNS, in its entirety; and

WHEREAS, the City Council held a public hearing on the proposed amendment at their meeting June 19, 2017 and there were no citizen comments made prior to, or during the hearing.

NOW THEREFORE BE IT RESOLVED, THAT THE CITY OF OWOSSO ORDAINS:

SECTION 1. REPEAL. That Chapter 26, SIGNS, is hereby repealed in its entirety.

SECTION 2. REPLACEMENT. That the new Chapter 26, SIGNS, shall read as follows:

Chapter 26 - SIGNS

ARTICLE I. – MICHIGAN BUILDING CODE

Sec. 26-1. - Adoption of Michigan Building Code.

The current edition of the Michigan Building Code shall be in full force and effect in the City as if set out fully herein. Complete printed copies of the code are available for public use and inspection at the office of the city clerk.

Secs. 26-2, 26-4. - Reserved.

ARTICLE II. - IN GENERAL

Sec. 26-5. – Short title.

This ordinance shall be known as and may be cited as the City of Owosso Sign Ordinance.

Sec. 26-6. - Purpose.

The purpose of this article is to regulate signs and to minimize outdoor advertising within the city so as to protect public safety, health and welfare; minimize abundance and size of signs to reduce visual clutter, motorist distraction, and loss of sight distance; promote public convenience; preserve property values; support and complement land use objectives as set forth in the City of Owosso Master Plan and this article; and enhance the aesthetic appearance and quality of life within the city. The standards contained herein are intended to be content neutral.

These objectives are accomplished by establishing the minimum amount of regulations necessary concerning the size, placement, construction, illumination, and other aspects of signs in the city so as to:

- a. Recognize that the proliferation of signs is unduly distracting to motorists and non-motorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for accidents.
- b. Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.
- c. Reduce visual pollution and physical obstructions caused by a proliferation of signs which would diminish the city's image, property values and quality of life.
- d. Recognize that the principal intent of commercial signs, to meet the purpose of these standards and serve the public interest, should be for identification of an establishment on the premises, and not for advertising special events, brand names, or off-premises activities; alternative channels of advertising communication and media are available for advertising which do not create visual blight and compromise traffic safety.
- e. Enable the public to locate goods, services and facilities without excessive difficulty and confusion by restricting the number and placement of signs.
- f. Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- g. Protect the public right to receive messages, especially noncommercial messages such as religious, political, economic, social, philosophical and other types of information protected by the First Amendment of the U.S. Constitution.
- h. The regulations and standards of this article are considered the minimum necessary to achieve a substantial government interest for public safety, aesthetics, protection of property values, and are intended to be content neutral.
- i. Prevent off-premises signs from conflicting with other allowed land uses.
- j. Maintain and improve the image of the city by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings.
- k. Prohibit portable commercial signs in recognition of their significant negative impact on traffic safety and aesthetics.
- l. Preserve and enhance the image of the city's Central Business District.

Sec. 26-7. - Applicability; effect and scope.

A sign may be erected, placed, established, painted, created, or maintained in the city only in conformance with the standards, procedures, exemptions, and other requirements of this chapter.

The effect of the chapter as more specifically set forth herein, is:

- a. To establish a permit system to allow a variety of types of signs in commercial and industrial zones, and a limited variety of signs in other zones, subject to the standards and the permit procedures of this chapter.
- b. To allow signs that are small unobtrusive, and incidental to the principal use of the respective lots on which they are located, subject to the substantive requirements of this chapter, but without a requirement for permits.
- c. To provide for temporary signs without commercial messages in limited circumstances in the public right-of-way.
- d. To prohibit all signs not expressly permitted by this chapter.
- e. To provide for the enforcement of the provisions of this chapter.

Sec. 26-8. - Reserved.

ARTICLE III. - DEFINITIONS

Sec. 26-9. - Sign definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning.

Abandoned sign. Any sign which is still on the premises six (6) months after a business ceases to operate or moves from the location.

Administrator. The building official or his designated representative within the building department.

Alteration. Any construction or repair which significantly changes a sign, including additions or deletions to the sign structure.

Accessory sign: A sign which pertains to the use of the premises on which it is located.

Animated sign: A sign which uses lights, moving parts, or other means to depict action, create an image of a living creature or person, or create a special effect or scene.

Awning or canopy sign: A non-rigid fabric marquee or awning-type structure which is attached to the building by supporting framework, which includes a business identification message, symbol and/or logo. See "wall sign."

Banner: A fabric, plastic or other sign made of non-rigid material without enclosing structural framework. National flags, state or municipal flags, or the official flag of any institution or business shall not be considered banner signs.

Billboard: A sign separate from a premises erected for the purpose of advertising a product, event, person, or subject not related to the premises on which the sign is located. Permitted off-premises directional signs shall not be considered billboards for the purpose of this article.

Building marker. Any sign indicating the name of a building and date and incidental information about its construction, which sign is cut into a masonry surface or made of bronze or other permanent material.

Business center: A grouping of two or more business establishments on one or more parcels of property which may share parking and access and are linked architecturally or otherwise present the appearance of a unified grouping of businesses. A business center shall be considered one use for the purposes of determining the maximum number of ground signs. An automobile or vehicle dealership shall be considered a business center regardless of the number or type of models or makes available, however, used vehicle sales shall be considered a separate use in determining the maximum number of signs, provided that the used vehicle sales section of the lot includes at least 25 percent of the available sales area.

Changeable message sign: A sign on which the message is changed mechanically, electronically or manually, including time/temperature signs; also called menu board, reader board or bulletin board.

Combination sign. Any sign which combines the characteristics of two (2) or more signs.

Community special event sign: Signs and banners, including decorations and displays celebrating a traditionally-accepted patriotic or religious holiday, or special municipal, school or other non-profit activities.

Construction sign: A temporary sign identifying the name(s) of project owners, contractors, developers, realtors representing developers, architects, designers, engineers, landscape architects, and financiers of a project being constructed or improved; and not including any advertising of any product or announcement of availability of leasing space.

Directional sign: A sign which assists motorists in determining or confirming a correct route

such as, enter, exit and parking signs. Business identification or logo on such a sign is considered and calculated as part of the allowable square footage for a ground sign.

Festoon: A string of ribbons, tinsel, small flags, pinwheels or lights, typically strung overhead in loops.

Flag. Any fabric, banner, or bunting containing distinctive colors, patterns, or symbols used as a symbol of a government, political subdivision, or other entity.

Flashing sign: A sign which contains an intermittent or sequential flashing light source.

Freestanding sign: A sign which is erected upon or supported by the ground, including "pole or pylon signs" and "ground signs."

Gasoline price sign: A sign which is used to advertise the price of gasoline. In the event that the brand identification sign is attached to or is a part of the sign advertising price, that portion of the sign used for advertising price shall be considered the gasoline price sign.

Ground or monument sign: A three-dimensional, self-supporting, base-mounted freestanding identification sign, consisting of two or more sides extending up from the base, and upon which a message, business, group of businesses or center name is affixed.

Identification sign. Also a "nameplate" sign or "information" sign with only name and address of occupant on the sign bearing no advertising message or logo.

Illegal sign: A sign which does not meet the requirements of this article and does not have legal nonconforming status.

Illuminated sign. Any sign that provides artificial light directly on or through any transparent or translucent material, from a source of light connected with such sign, or a sign illuminated by a light with a source so obscured and shielded that no direct rays from it are visible from a public right-of-way or from an abutting property.

Incidental sign: A small sign, emblem, or decal informing the public of goods, facilities, or services available on the premises. Examples of incidental signs include credit card signs, signs indicating the hours of business, no smoking signs, signs used to designate bathrooms, and signs providing information on credit cards and business affiliations.

Integral sign: A memorial sign or commemorative tablet which contains names of buildings, dates of erection, and monumental citations.

Luminous tube: See "neon" and "outline tubing sign."

Mansard: A sloped roof or roof-like façade. Signs mounted on the face of a mansard roof shall be considered wall signs.

Maintenance. For the purposes of this chapter, the cleaning, painting, repair or replacement of defective parts of a sign in a manner that does not alter the basic copy, design, or structure of the sign.

Marquee: A permanent roof-like structure or canopy, supported by and extending from the face of the building. A marquee sign is a sign attached to or supported by a marquee structure.

Menu board, reader board, or bulletin board: See "changeable message sign."

Moving sign: A sign in which the sign itself, or any portion of the sign, moves or revolves. A "rotating sign" is a type of moving sign. This definition does not include "changeable message signs."

Mural: A design or representation which is painted or drawn on the exterior surface of a structure and which does not advertise a business, product, service, or activity.

Nameplate: A nonelectric, on-premises identification sign giving only the name, address, and/or occupation of an occupant or group of occupants.

Neon sign: See "outline tubing sign."

Nonconforming sign: A sign that does not comply with the size, placement, construction or

other standards or regulations of this article, but were lawfully established prior to its adoption. Signs for which the zoning board of appeals has granted a variance are exempt and shall not be defined as nonconforming.

Obsolete sign: A sign that advertises a product that is no longer made or that advertises a business that has closed.

Off-premises sign: A sign which identifies a use or advertises products and services not available on the site or parcel on which the sign is located; a sign which directs travelers or provides a message unrelated to the site on which the sign is located, e.g. billboards.

On-premises sign: A sign providing the address and name of owner of a parcel of land; a sign advertising a business, service or product sold or produced on the same site or parcel.

Outline tubing sign: A sign consisting of glass tubing, filled with a gas such as neon, which glows when electric current is sent through it. See "neon" and "luminous tube".

Owner. A person regarded as such on city tax records, or a tenant of the premises so designated by the administrator.

Parapet: The extension of a false front or wall above a roof line. Signs mounted on the face of a parapet shall be considered wall signs.

Pennant. Any lightweight plastic, fabric, or other material whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

Permanent sign: A sign designed to be installed permanently in the ground a minimum of 42 inches deep by use of a steel post, wood post or other appropriate materials.

Political sign: A temporary sign used in connection with local, state, or national elections or referendums.

Portable sign: A sign designed to be moved from place to place, whether or not it is permanently attached to the ground or structure. This includes hot-air and gas-filled balloons, banners, pennants, streamers, festoons, ribbons, tinsel, pinwheels, nongovernment flags, and searchlights; but excludes political signs, real estate signs, construction signs, permanent changeable message signs, and regulatory/government signs.

Poster panel sign: A type of temporary sign that is used to draw attention to matters that are temporary in nature, such as price changes or sales. "A" frame or sandwich signs are types of poster panel signs.

Premises. The contiguous land in the same ownership or control which is not divided by a public street.

Principal building. The building in which is conducted the principal use of the zone lot on which it is located. Zone lots with multiple principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.

Programmable display sign. An animated sign, including LED's, made up of a field of individual electronic elements or mechanical grids that, when programmed and activated, create still or moving images or words. The elements may be internally illuminated or may be illuminated by reflected light. The sign may be framed by permanent, nonmoving signage.

Projecting sign: A sign, other than a wall sign, that is affixed to any building or wall and whose leading edge extends more than 12 inches beyond such building or wall.

Public sign: A sign erected in the public interest by or upon orders from a city, state, or federal public official. Examples of public signs include: legal notices, safety signs, traffic signs, memorial plaques, signs of historical interest, and similar signs.

Pylon or pole sign: A sign supported on the ground by a pole, braces, or monument, and not attached to any building or other structure.

Real estate development sign: A sign that is designed to promote the sale or rental of lots, homes, or building space in a real estate development (such as a subdivision or shopping center) which is under construction on the parcel on which the sign is located.

Real estate open house sign: Temporary signs which advertise and direct the public to an open house for a building which is available for sale or lease, with the event held on a specific day.

Real estate sign: An on-premises temporary sign advertising the property or structure's availability for sale or lease.

Regulatory sign: A sign installed by a public agency to direct traffic flow, regulate traffic operations and provide information in conformance with the Michigan Manual of Uniform Traffic Control Devices.

Residential entranceway sign: A sign which marks the entrance to a subdivision, apartment complex, condominium development, or other residential development.

Roof line: The top edge of a roof or building parapet, whichever is higher, excluding cupolas, pylons, chimneys, or similar minor projections.

Roof sign: Any sign that extends above the roofline or is erected over the surface of the roof.

Rotating sign: See "moving sign."

Sign: Any device, structure, fixture, figure, symbol, banner, pennant, flag, balloon, logo, or placard consisting of written copy, symbols, logos and/or graphics, designed for the purpose of bringing attention to, identifying or advertising an establishment, product, goods, services, or other message to the general public. Unless otherwise indicated, the definition of "sign" includes interior and exterior signs which are visible from any public street, sidewalk, alley, park, or public property, but not signs which are primarily visible to and directed at persons within the premises upon which the sign is located.

Temporary sign: A sign not constructed or intended for long-term use. Examples of temporary signs include signs which announce a coming attraction, a new building under construction, a community or civic project, or other special events that occur for a limited period of time such as a garage or estate sale.

Time and temperature sign: Signs which display the current time and/or temperature.

Vehicle sign: Signs affixed to a parked vehicle or truck trailer which is being used principally for advertising purposes, rather than for transportation purposes.

Wall sign: A sign attached parallel to and extending not more than 12 inches from the wall of a building. Painted signs, signs which consist of individual letters, cabinet signs, and signs mounted on the face of a mansard roof shall be considered wall signs. Permanent signs, which are not affixed directly to a window or are positioned next to a window so that they are visible from the outside, shall also be considered wall signs.

Window sign: A sign located in or on a window which is intended to be viewed from the outside. Permanent window signs which are not affixed directly to a window or are positioned next to a window so that they are visible from the outside shall be considered wall signs.

Sec. 26-10. - Reserved.

ARTICLE IV. - GENERAL PROVISIONS

Sec. 26-11. – Permits required and fees.

It shall be unlawful for any person to erect, re-erect, make an alteration, or relocate any sign unless a permit shall have been first obtained from the administrator, and a permit fee paid in accordance with the schedule adopted by resolution of the city council. Electrical signs shall, in addition, require an electrical permit.

Sec. 26-12. – Sign erector qualifications.

The administrator shall evaluate, authorize or deny as a part of the permit the person assigned to the installing of, erecting, maintaining, repairing or altering a sign. The authorization of the erector shall be based on the administrator's evaluation of the direct experience of the person specified for the sign work. Notwithstanding the previous sentences, a person does not undergo evaluation to install a nonelectrical sign, provided the sign does not exceed an area of thirty-two (32) fee, a height of seven (7) fee above grade, has no illumination, and no remuneration, monetary or otherwise, is involved.

Sec. 26-13. - Application.

Applications for sign permits and the appropriate nonrefundable fee shall be made upon forms provided by the building department for this purpose and in accordance with application specifications published by the administrator. These specifications shall be as complete in form as necessary for evaluation of the sign in relationship to the requirements of this chapter.

Sec. 26-14. - Completeness.

Within ten (10) days of receiving an application for a sign permit, the administrator shall review it for completeness. If the administrator finds that it is complete, the application shall then be processed. If the administrator finds that it is incomplete, the administrator shall, within such ten (10) day period, send to the applicant a notice of the specific ways in which the application is deficient, with appropriate references to the applicable sections of this chapter. If it is discovered that the sign permit application contains any false information, the administrator may revoke the permit or deny the application, whichever is appropriate.

Sec. 26-15. - Issuance and denial.

The administrator shall issue a permit and permit sticker or tag for the erection, structural alteration, or relocation of a sign within ten (10) days of receipt of a valid application, provided that the sign complies with all applicable laws and regulations of the city. In all applications, where a matter of interpretation arises, the more specific definition or higher standard shall prevail.

When a permit is denied, the administrator shall within ten (10) days, give a written notice to the applicant along with a brief statement of the reasons for denial, citing code sections and interpretation of possible nonconformity.

Sec. 26-16. - Inspection.

A person conducting or performing work covered by a permit required by this chapter shall notify the administrator when such work has commenced. Unless otherwise indicated, no person shall conceal any portion of such work until it has been inspected and approved by the administrator. The administrator shall cause an inspection of the zone lot for which each permit for a new sign or for modification of an existing sign is issued during the sixth month or at such earlier date as the owner may request. If the construction is not substantially complete at the time of a six month inspection, the permit shall lapse and become void. If the construction is complete, the administrator shall issue a certificate of completion to the owner and the erector.

Sec. 26-17. - Signs exempt from regulation.

The following signs shall be exempt from regulation under this ordinance:

- a. Any sign of a governmental unit required by a valid and applicable federal, state, or local law, regulation, or ordinance.
- b. Holiday lights and decorations on residential zone lots with no commercial message.

- c. Works of art of a noncommercial nature.
- d. Flags of any country, state, or unit of local government not causing a vision obstruction at intersections or flown at the top of a pole over thirty-five (35) feet in height. Any flag not meeting these conditions shall be subject to regulation as such.

Sec. 26-18. - Prohibited signs.

The following signs are prohibited in all districts:

- a. Signs which obstruct free access or egress from any building, including those that obstruct any fire escape, required exit way, window, or door opening or that prevent free access to the roof by firefighters.
- b. Moving signs and signs having moving members or parts, excluding barber poles, and electronic poles.
- c. Signs using high intensity or flashing lights, festoons, spinners or other animated devices.
- d. Signs which in any way simulate or could be confused with the lighting of emergency vehicles or traffic signals; there shall be no flashing, oscillating or intermittent, or red, yellow, or green illumination on any sign located in the same line of vision as a traffic control system, nor interference with vision clearance along any highway, street, or road or at any intersection of two or more streets.
- e. Signs which obstruct or impair the vision of motorists or non-motorized travelers at any intersection, driveway, within a parking lot or loading area.
- f. Non-regulatory signs placed in any public right-of-way; attached to a utility pole; or affixed to a tree, street furniture, or waste receptacles.
- g. Roof signs unless specifically permitted elsewhere in this article.
- h. Portable signs, as defined, not provided for in this article.
- i. Pylon or pole signs not provided for in this article.
- j. Any sign or sign structure which:
 - 1. Is structurally unsafe.
 - 2. Constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, or abandonment.
 - 3. Is capable of causing electric shock to person who come in contact with it.
 - 4. Is not kept in good repair, such that it has broken parts, missing letters, or nonoperational lights.
- k. Any sign which makes use of the words "stop", "look", or "danger", or any other words, phrases, symbols, or characters, in such a manner as to interfere with, mislead, or confuse traffic.

Sec. 26-19. - General standards for permitted signs.

Signs which are permitted as accessory uses serving a commercial or informational purpose may be permitted subject to the requirements of this article; provided, that no such sign shall be erected or altered until approved by the building official/zoning administrator and until a sign permit has been issued pursuant to chapter 26 of the City of Owosso Code of Ordinances.

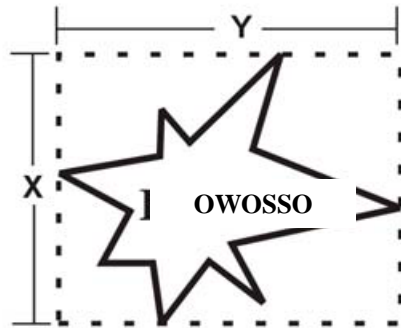
- a. Sign setbacks.
 - 1. All signs, unless otherwise provided for, shall be set back a minimum of ten feet from any public or private street right-of-way line or access drive in all districts. This distance shall be measured from the nearest edge of the sign, measured at a vertical line perpendicular

to the ground to the right-of-way.

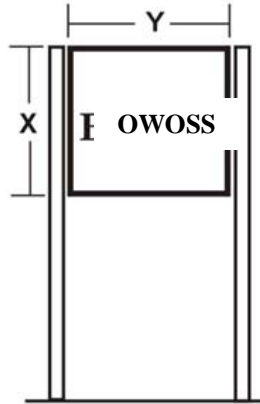
2. Side yard setbacks for signs shall be the same as that required for the main structure or building, provided that all nonresidential signs shall be set back at least 100 feet from any residential district.
- b. Location. Sign location to assure adequate sight distance. In order to ensure adequate sight distance for motorists, bicyclists and pedestrians, a minimum clear vision area shall be maintained between a height of 24 inches and six feet within a triangular area measured 25 feet back from intersection of public right-of-way lines. Furthermore, signs shall not be permitted where they obstruct motorist vision of regulatory signs, traffic-control devices or street signs.
 - c. Design and construction. Signs, as permitted in the various zoning districts, shall be designed to be compatible with the character of building materials and landscaping to promote an overall unified and aesthetic effect in accordance with the standards set forth herein. Signs shall not be constructed from materials that are remnants or manufactured for a different purpose. New box sign panels with a white or tan background must be blackened internally so only the letters show when illuminated.
 - d. Illumination.
 1. Signs may be illuminated, but only by steady, stationary, shielded light sources directed solely at the sign or internal to it.
 2. Use of glaring undiffused lights, bare bulbs, or flames is prohibited.
 3. Lighting shall be shielded and/or pointed downward so as not to project onto adjoining properties or thoroughfares.
 4. Underground wiring shall be required for all illuminated signs not attached to a building.
 - e. Maintenance and construction.
 1. Every sign shall be constructed and maintained in a manner consistent with the Michigan Building Code provisions and maintained in good structural condition at all times. All signs shall be kept neatly painted, stained, sealed or preserved including all metal, wood or other materials used for parts and supports.
 2. All signs erected, constructed, reconstructed, altered or moved shall be constructed in such a manner and of such materials so that they shall be able to withstand wind pressure of at least 20 pounds per square foot or 75 mph.
 3. All signs, including any cables, guy wires, or supports shall have a minimum clearance of four feet from any electric fixture, street light, or other public utility pole or standard.
 - f. Measurement. Measurement of allowable sign area (see Figure 26.1 Guidelines for Measuring Sign Face Square Footage below).
 1. The allowable area for signs shall be measured by calculating the square footage of the sign face and any frame or base of other material or color forming an integral part of the display or used to differentiate it from the background against which it is placed as measured by enclosing the most protruding points or edges of a sign within a parallelogram or rectangle.
 2. When a sign has two or more faces, the area of all faces shall be included in calculating the area of the sign except that where two such faces are placed back to back, only larger face shall be considered, provided that both faces are part of the same structure, contain the same message and are separated by no more than two feet.
 3. For purposes of calculating sign area allowed as a wall sign, the wall sign square footage shall be determined by measuring a parallelogram (box) which includes the portion of the canopy which contains a message, symbol and/or logo (examples are shown on the attached figures).

4. When a sign consists solely of lettering or other sign elements printed, painted or mounted on a wall of a building without any distinguishing border, panel or background, the calculation for sign area shall be measured by enclosing the most protruding edges of the sign elements within a parallelogram or rectangle.

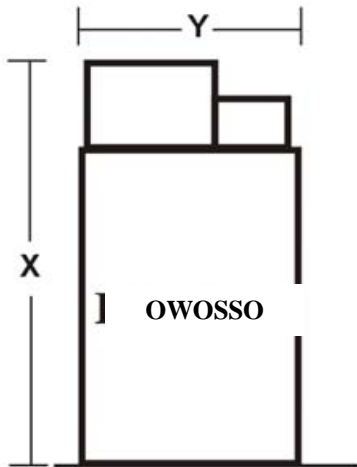
Guidelines for Measuring Sign Face Square Footage
Figure 26.1



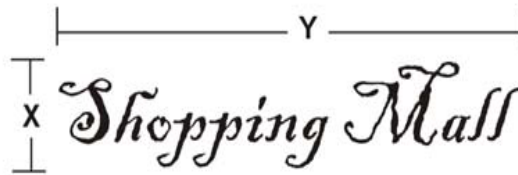
ALL SIGNS
 Measurements taken from the outermost points of the panel



DIRECTIONAL SIGNS
 Post are not included in the measurement of a sign face



GROUND SIGNS
 Measurements taken from the outermost points of the sign face



WALL, CANOPY, or PROJECTING SIGNS
 Measurements taken from the outermost points of the copy

Sec. 26-20. – Off-Premise Signs.

- a. Off-Premise Advertising.

The regulation of off-premise signs is intended to enhance and protect community character and image by minimizing visual blight and pollution, and to minimize traffic safety hazards due to diversion of the driver's attention and blockage of sight distances. Off-premise sign regulations address the location, size, height and related characteristics of such signs.

1. Area and Height Limitations: No off-premise sign may be erected or maintained of a greater surface area than three hundred (300) square feet for each side of such sign. The top of the sign shall be no more than twenty-five (25) feet above the ground and the bottom of the sign shall be at least ten (10) feet above the ground. Double faced off-premise sign structures (i.e., structures having back-to-back faces) and V-type structures having only one face visible to traffic proceeding from any given direction on a street or highway shall be considered as one off-premise sign.
2. Location: Static and digital off-premise signs may be erected only in the Industrial District. No off-premise sign may be erected or maintained within fifty (50) feet of street lines at any street intersection and shall have a minimum setback from the front property line of twenty-five (25) feet. No off-premise sign shall be installed or placed on top of, cantilevered or otherwise suspended above the roof of any building.
3. Spacing: Off-premise signs shall be located no closer to one another than five hundred (500) feet.
4. Illumination: An off-premise sign may be illuminated, provided such illumination is concentrated on the surface of the sign and is so located as to avoid glare or reflection onto any portion of an adjacent street or highway, into the path of oncoming vehicles, or on any adjacent premises. In no event shall any off-premise sign have flashing or intermittent lights, nor shall the lights be permitted to rotate or oscillate.
5. Digital Off-Premise Signs:
 - a) Rate of Change: The rate of change between static messages or images shall not exceed more than one (1) change per six (6) seconds. Each change shall be complete in one (1) second or less.
 - b) Luminance: The maximum daylight sign luminance level shall not exceed 62,000 candelas per meter squared at 40,000 lux illumination beginning ½ hour after sunrise and continuing until 1/2 hour before sunset and does not exceed 375 candelas per meter squared at 4 lux illumination at all other times.
 - c) Digital off-premise signs shall be configured to default to a static display in the event of mechanical failure.
6. An off-premise sign must be constructed in such a fashion that it will withstand all wind and vibration forces which can normally be expected to occur in the vicinity. An off-premise sign must be maintained so as to assure proper alignment of structure, continued structural soundness, and continued readability of the message(s).
7. An off-premise sign established within an industrial area, as defined in the Highway Advertising Act of 1972 (1972 PA 106, as amended) bordering interstate highways, freeways or primary highways as defined in said Act shall, in addition to complying with the above conditions, also comply with all applicable provisions of said Act and the regulations promulgated thereunder.

b. Combination Off-Premise & On-Premise Electronic Message Boards.

Digital signs which are used to advertise both on-premise and off-premise establishments shall comply with the following regulations:

1. A permanent, static on-premise primary sign must be in existence totaling at least twenty-five (25) percent of the allowable sign size in the district. The balance of the total allowable sign area may consist of the Combination Off-Premise/On-Premise Sign.
 2. The Combination Off-Premise/On-Premise Sign shall adhere to the regulations contained in.
 3. Digital messages may advertise the on-premise establishment. The balance of the messages may advertise off-premise establishments under the same ownership and/or public service announcements.
 4. Each message shall remain readable for at least six (6) seconds.
 5. Combination Off-Premise & On-Premise Digital Signs shall be spaced at least five hundred (500) feet apart in all Districts.
 6. Combination Off-Premise & On-Premise Digital Signs shall be allowed in the B-2, B-3, B-4, I-1 and I-2 Districts.
 7. Combination Off-Premise/On-Premise Signs shall count toward the total sign area allowed for the property.
- c. Off-Premise Directional Signs.
1. Private Off-Premise Directional Signs: Private off-premise directional signs which provide directions to a commercial or industrial establishment which is not located on a primary street within the city shall be allowed on private property provided there exists a written agreement between the property owner and the business/industry. Said agreement shall be filed with the city of Owosso.
 - a) Off-premise directional signs shall be no greater than twelve (12) square feet.
 - b) Sign lettering may display the off-premise business name, address, and an arrow indicating direction.
 - c) Off-premise directional signs shall only be located on B-2, B-3, B-4, I-1, and I-2 Districts.
 - d) One (1) off-premise direction sign is permitted per industrial zoning lot.
 2. Public Off-Premise Directional Signs: Public off-premise directional signs erected by the City, State of Michigan, or the Downtown Development Authority shall be permitted in the street right-of-way.
- d. Off-Premise Private Signs In The Public Right-Of-Way.

Private A-frame signs may be allowed in the public right-of-way. The following regulations shall apply:

1. Signs shall be approved by the city council.
2. Signs shall be removed each night.
3. Maximum size 2' wide by 4' in total height for each panel with a maximum of 2 panels per sign. Maximum spread between the two panels at the base shall be 2'6".
4. The owner of the property abutting the right-of-way on which the sign is placed shall be notified, prior to city council approval, that the sign is being requested.

Sec. 26-21. - Specific sign standards.

The number, display area, and height of signs within the various zoning districts are provided in the sign dimensional standards and regulations table and its accompanying footnotes. Additional standards for specific types of signs are given below.

SIGN DIMENSIONAL STANDARDS AND REGULATIONS								
	Wall, Canopy or Projecting Sign (c)		Ground Sign (c)			Temporary Signs (d)		
District	Number Allowed	Max. Size	Number (b)	Max. Size Per Sign Face	Max. Height	Max. Size Per Sign	Total Area Per Parcel	Max. Height
R-1, R-2, RM-1, RM-2, R-T	-	10% of front façade for all uses other than single family homes, duplexes, and attached condominiums	1	24 square feet	6 feet	6 square feet	14 square feet	4 feet
Home Occupations as allowed and defined in Sec. 38-394	1	Not to exceed a size of 2' x 3' mounted flush to the building *	-	-	-	-	-	-
B1, B-2, B-3, B-4 PUD	1 per business (a)	10% of front façade or 100 square feet, whichever is less (a)	1	72 square feet	6 feet	24 square feet	48 square feet	6 square feet
I-1 and I-2	1 per business (a)	20% of front façade or 200 square feet, whichever is less (a)	1	72 square feet	6 feet	24 square feet	48 square feet	6 square feet

* Illumination: home occupation sign may be illuminated, provided such illumination is concentrated on the surface of the sign and is so located as to avoid glare or reflection onto any portion of an adjacent street or highway, into the path of oncoming vehicles, or on any adjacent premises. In no event shall any home occupation sign have flashing or intermittent lights, nor shall the lights be permitted to rotate or oscillate.

Footnotes to the Sign Dimensional Standards and Regulations Table

(a) One wall sign shall be allowed per business, in addition to any other allowed ground signs. Businesses located on a corner lot shall be allowed up to two wall signs, one for each front façade. The maximum wall sign area shall not exceed ten percent of the front façade of the building (any façade which faces a public or approved private street), per use or business establishment. However, for a commercial structure containing one use or business establishment, as determined by the planning commission, the size of the wall sign may be increased up to the maximum square footage as follows:

<i>201 - 400 linear feet of building frontage facing a public street and having a public entrance</i>	<i>150 square feet</i>
<i>Greater than 400 linear feet of building frontage facing a public street and having a public entrance</i>	<i>200 square feet</i>

- (b) *Only one ground sign is permitted per use, including uses which occupy more than one parcel and business centers containing more than one business or use, with additional signs permitted according to the following table, however, no site shall have more than two ground signs, regardless of the number of street frontages or the amount of frontage. Single uses on a single parcel do not qualify for this consideration:*

<i>Frontage along 2 or more rights-of-way</i>	<i>1 sign up to the maximum sign face area shall be allowed along 2 frontages</i>
<i>300 feet of frontage along 1 right-of-way</i>	<i>1 ground sign along that frontage</i>
<i>Greater than 300 feet of frontage along 1 right-of-way</i>	<i>2 ground signs</i>

- (c) *Changeable message signs and gasoline price signs may be permitted as part of a monument sign in the Business Districts and Industrial Districts, and when associated with a commercial in accordance with the following:*

- (1) *One changeable message sign or one gasoline price sign shall be permitted per premises, but not both.*
- (2) *Message or gasoline price changes may occur electronically or manually.*
- (3) *The area of a changeable message sign or gasoline price sign shall not exceed one-third the total area of the sign.*
- (4) *Illumination shall be concentrated within the face of the sign to prevent glare upon adjoining properties and thoroughfares.*
- (5) *Electronic messages or gasoline prices shall not flash, fade in or out, or scroll.*
- (6) *Any voids or burned out bulb in an electronic display shall be replaced.*
- (7) *Electronic changeable message signs and gasoline price signs shall be at least 100 feet from any residential district or use, except as modified in subsection 10 below.*
- (8) *One gasoline price sign is permitted for an overhead gas pump canopy with an area not to exceed ten percent of the canopy façade and when this is the only changeable message sign on the property.*
- (9) *One electronic message sign, meeting the above requirements, may be approved by the planning commission for institutional uses, meaning a use by public or quasi-public institution such as a religious organization, church, nonprofit organization, academic institution, library or hospital, located in a residential district when meeting the following requirements:*
 - i. *The institutional use is located on a minor arterial or collector road, as designated in the City of Owosso Master Plan;*
 - ii. *That the sign will not create a nuisance for residential properties in the immediate vicinity of the sign, as determined by the planning commission and subject to any conditions;*

- iii. *The appropriate size of the sign shall be determined by the planning commission but shall be no greater than 50 square feet in area.*

(d) *Signs for temporary uses.*

(1) *Temporary signs include, but are not limited to the following:*

- i. *For a single dwelling or building or vacant land: an on-site real estate sign, advertising the premises for sale, rent or lease.*
- ii. *An on-site sign advertising an on-going garage, estate or yard sale.*
- iii. *Noncommercial signs which contain noncommercial information or directional messages.*
- iv. *Political signs.*
- v. *Holiday or other seasonal signs.*
- vi. *Construction signs for buildings under construction.*
- vii. *All temporary signs must comply with the sign size and height standards as specified in the sign dimensional standards and regulations table.*

(2) *Location of temporary signs shall comply with the following:*

- i. *Temporary signs shall not be attached to any utility pole or be located within any public right-of-way.*
- ii. *Temporary signs shall not be located closer than 20 feet to the edge of the traveled portion of the roadway, nor shall they be located within any dedicated right-of-way.*
- iii. *Temporary signs shall not be erected in such a manner than they will or may reasonably be expected to interfere with, obstruct, confuse or mislead traffic.*
- iv. *Temporary signs cannot be placed or constructed so as to create a hazard of any kind.*
- v. *Temporary signs may not be posted on private property without first obtaining the permission of the property owner.*
- vi. *Signs shall not be located within any clear vision triangle, as described in section 38-388 Corner Clearance.*

(3) *Time limitations for temporary signs. Each temporary sign shall be removed within 60 days of placement. Furthermore, no sign may be erected on a single parcel for more than 60 calendar days out of every 120 calendar days.*

- a. *Directional signs. No more than one directional sign shall be permitted for each approved driveway, with a maximum sign area of four square feet per sign, and a maximum height of four feet. Any directional sign which includes a business name, symbol or logo shall be calculated as part of the allowable sign square footage, as specified in the sign dimensional standards and regulations table.*
- b. *Projecting and canopy signs. Projecting signs and canopy signs may be used as an alternative to wall signs listed in the sign dimensional standards and regulations table, provided that they meet the following standards.*
 - 1. *Any sign area on a canopy shall be included in calculations of maximum wall sign square footage.*
 - 2. *Projecting or canopy signs in the central business district shall be set back at least two feet from any street curb-line, shall not extend more than six feet over the public right-of-way, and shall leave a minimum clearance of eight feet above the ground.*
 - 3. *Projecting or canopy signs, in the B-1, B-2, B-4, I-1 and I-2, districts shall have a*

minimum ground clearance of ten feet, shall be set back at least six feet from any adjacent public right-of-way, and shall not project over an alley or private access lane. A projecting sign shall not extend for more than two feet from the building to which it is attached.

4. No wall, canopy or projecting sign shall extend above the roof or parapet of the structure to which it is attached by more than one foot.
 5. Wood posts or supporting arms shall not be used in conjunction with any projecting sign.
 6. Projecting signs shall not exceed sixteen square feet in area.
 7. Canopy signs shall not be internally illuminated.
- c. Downtown Historic District. Any signs within the Downtown Historic District shall meet all requirements of the Owosso Historic District Commission prior to installation of new signage or modification of existing signage.
- d. Entranceway signs. One permanent sign per vehicular entrance identifying developments such as subdivisions, apartment complexes, condominium communities, senior housing complexes, manufactured housing communities, office and industrial parks and similar uses, provided that the sign is set back a minimum of 15 feet from any property line or public right-of-way is permitted.
- e. Portable A-frame signs. Portable A-frame or sandwich board signs are permitted in the B-1, B-2, B-3, and B-4 districts at the public building entrances to businesses subject to the following requirements:
1. One sign per customer entrance shall be permitted regardless of the number of tenants on the premises.
 2. The sign is permitted only during operating business hours and must be stored inside when the establishment is not open to the general public.
 3. Each sign shall not exceed an overall height of 42 inches and an overall width of 24 inches.
 4. No sign shall be located in such a manner as to interfere with vehicular or pedestrian traffic flow or visibility.
 5. All signs must be constructed of weather-proof, durable material and kept in good repair.

Sec. 26-22. - Nonconforming signs.

Nonconforming signs are those signs that do not comply with the size, placement, construction or other standards or regulations of this chapter, but were lawfully established prior to its adoption. Signs for which the board of appeals has granted a variance are exempt and shall not be defined as nonconforming. It is the intent of this article to encourage eventual elimination of nonconforming signs in a timely manner. This objective is considered as much a subject of public health, safety and welfare as the prohibition of new signs in violation of this article. Therefore, the purpose of this article is to remove illegal nonconforming signs while avoiding any unreasonable invasion of established private property rights. A nonconforming sign may be continued and shall be maintained in good condition as described elsewhere in this article, however, the following alterations are regulated:

- a. A nonconforming sign shall not be structurally altered or repaired so as to prolong its useful life or so as to change its shape, size, type or design unless such change shall make the sign conforming.
- b. A nonconforming sign shall not be replaced by another nonconforming sign.
- c. A nonconforming sign shall not be reestablished after abandonment as defined in section 26-23, dangerous, unsafe, abandoned, and illegally erected signs.
- d. A nonconforming sign must not be reestablished after damage or destruction if the estimated expense of reconstruction exceeds 50 percent of the appraised replacement cost as determined

by the building official/zoning administrator or if 50 percent or more of the face of the sign is damaged or destroyed.

Sec. 26-23. - Dangerous, unsafe, abandoned, and illegally erected signs.

- a. Dangerous signs. Any sign constituting an immediate hazard to health or safety shall be deemed a nuisance and may be immediately removed by the city and the cost thereof charged against the owner of the property on which it was installed.
- b. Unsafe signs. Any sign that becomes insecure, in danger of falling, or otherwise unsafe but not considered an immediate danger by the building official/zoning administrator to the health or safety of the public shall be removed or repaired according to the process outline in paragraph e. below.
- c. Abandoned signs. Any sign that advertises a business that has been discontinued for at least 90 days or that advertises a product or service that is no longer offered shall be deemed abandoned. Permanent signs applicable to a business temporarily suspended by a change in ownership or management shall not be deemed abandoned unless the structure remains vacant for at least six months. An abandoned sign shall be removed by the owner or lessee of the premises. If the owner or lessee fails to remove the sign, the building official/zoning administrator shall initiate the process noted in paragraph e. below.
- d. Illegally erected signs. The building official/zoning administrator shall order the removal of any sign erected illegally in violation of this article, according to the process outlined in paragraph e. below.
- e. Process for enforcing violations of section 26-7, dangerous, unsafe, abandoned, and illegally signs. For violations of section 26-7 b. through d., the building official/zoning administrator shall notify the owner of the property on which the sign is located. Verbal notices or those sent by first class mail shall be sufficient notice. Where a sign erected in violation of this article is considered dangerous or unsafe, the notice shall inform the owner to remove said sign(s) immediately and property owners of other illegal signs on private property shall be granted a reasonable period of time within which to remove the sign, as determined by the building official/zoning administrator. Should the property owner fail to remove the sign(s) within the time specified, or if a sign is erected within any right-of-way or public property, the building official/zoning administrator, or their designee, shall have the authority to remove the sign, and the property owner shall be liable for the cost thereof.

Sec. 26-23. - Changes to permitted signs.

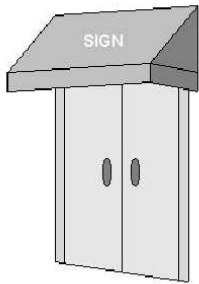
No physical, structural or electrical changes can be made to existing permitted signs without first obtaining a new sign permit. Individual sign panels can be replaced on existing box signs but a permit must still be obtained.

Sec. 26-24. - Administration and appeals of sign ordinance standards.

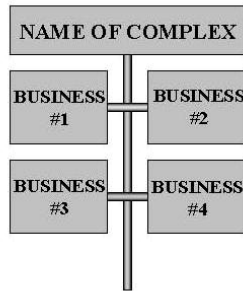
- a. Generally. The regulations of this article shall be administered and enforced by building official/zoning administrator.
- b. Violations. It shall be unlawful for any person to erect, construct, enlarge, alter, repair, move, use or maintain any sign in the city, or cause or permit the same to be done, contrary to or in violation of any of the standards and regulations of this article. Any such violation, including the failure to remove a sign when directed under the authority of this article, shall constitute a misdemeanor punishable in accordance with section 1-8 of the Owosso Code of Ordinances.

SIGN DIAGRAMS

Figure 26.2



Awning



Business Center



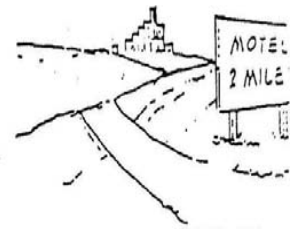
Free Standing Sign



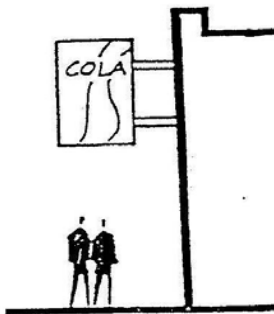
Message Board



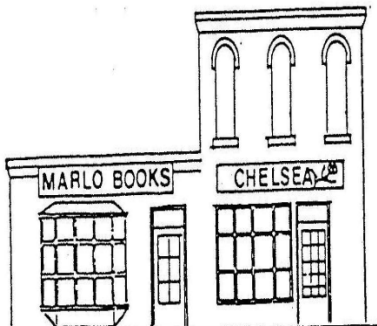
Monument Sign (Freestanding)



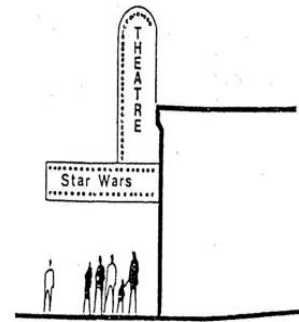
Off-Premise



Projecting Sign



Wall Sign



Marquee Sign

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

SECTION 4. EFFECTIVE DATE. This amendment shall become effective July 10, 2017.



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 19, 2017

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services

SUBJECT: S. Chestnut Street Resurfacing – Special Assessment Resolution No 3

When deemed necessary, the city conducts a street improvement program. Public streets are selected for inclusion in the program either by citizen initiated petition or by selection of the city. **Chestnut Street, from South Street to Stewart Street**, is proposed by the city for **street resurfacing**. Property owners are then specially assessed to cover the cost of the proposed improvement. Past practice has been to assess property owners along the street 40% of the proposed benefit and the remaining 60% to the community at large. Each property owner can pay an assessment in one lump sum or in installments over the multi-year period (the period being determined by the amount of the average assessment).

The special assessment process has five steps, each having its own purpose and accompanying resolution.

Step One/Resolution No. 1 identifies the special assessment district(s), directs the city manager to estimate project costs and the amounts to be specially assessed, and determines the life of the proposed improvements. Resolution No. 1 for the proposed improvement was approved by City Council at its **June 5, 2017** meeting.

Step Two/Resolution No. 2 sets the date for the hearing of necessity on the projects. It directs notices to be sent to each affected property owner detailing the proposed project, notifying them of the public hearing date, and the estimated amount of their assessment. Resolution No. 2 for the proposed improvement was approved by City Council at its **June 5, 2017** meeting.

Step Three/Resolution No. 3 documents the hearing of necessity. This hearing provides affected residents with the opportunity to comment on whether they feel the project is necessary and of the proper scale. After hearing citizen comment on the project the city council has three options: if they agree that the project should proceed as proposed, the district is established and staff is directed to go on with the next steps of the proposed project, including obtaining bids; if they feel the project should go forward, but with some adjustments they may direct staff to make those adjustments and proceed; if they feel the project is not warranted and should not proceed at all they would simply fail to act on Resolution No. 3, effectively stopping the process. City Council is asked to act upon Resolution No. 3 on **June 19, 2017** for the proposed improvement.

Step Four/Resolution No. 4 takes place after the bids are received. Estimated assessment amounts are adjusted if necessary to reflect the actual cost as dictated by the bids received. A second public hearing is set to allow property owners to comment on their particular assessment. Each property owner is sent a second notice containing the date and time of the public hearing and the amount of the proposed assessment for their property.

Step Five/Resolution No. 5 documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow

affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if they feel all the assessments are fair and equitable they may pass the resolution as written.

Tonight the council will be holding a public hearing to receive citizen comments regarding the necessity of the proposed project. At the conclusion of the hearing council will consider approval of Resolution No. 3 authorizing the project to proceed. Residents that would be affected by the project have been sent a notification for the public hearing, a description of the work being proposed, and an estimate of the special assessment for their property.

Staff recommends authorization of Resolution No. 3 for the following district:

Special Assessment District No. 2017-08
S. Chestnut Street, Public Street, from South Street to Stewart Street

Description of work proposed:

Plans are to crush, shape, and stabilize the existing road surface, then resurface with new asphalt pavement.

RESOLUTION NO.

**ESTABLISHING SPECIAL ASSESSMENT DISTRICT NO. 2017-08
CHESTNUT STREET, FROM SOUTH STREET TO STEWART STREET
FOR STREET RESURFACING**

WHEREAS, the City Council, after due and legal notice, has met and (there being no one to be heard regarding / having heard all persons to be affected by) the proposed public improvement more particularly hereinafter described; and

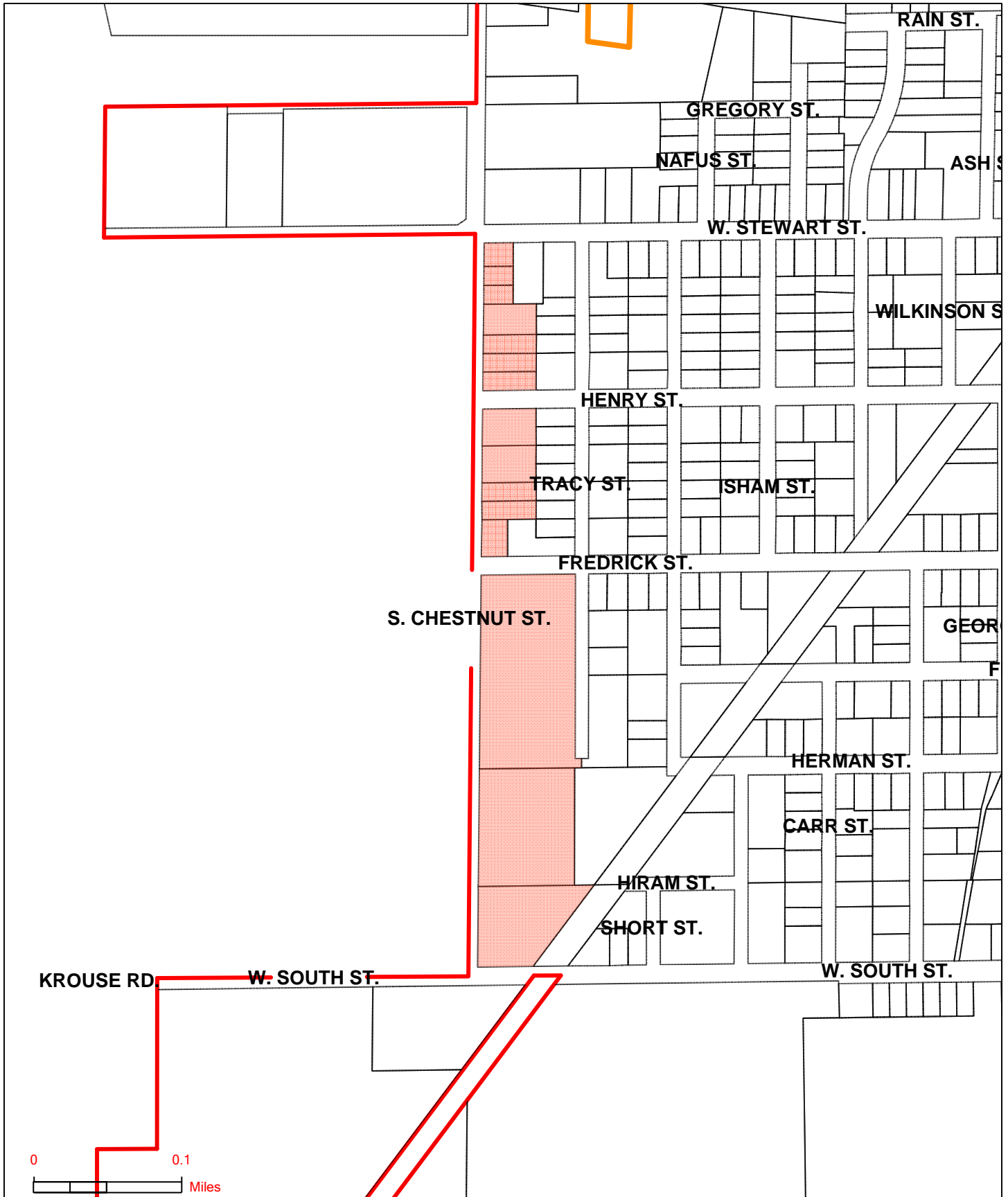
WHEREAS, the City Council deems it advisable and necessary to proceed with said public improvement as more particularly hereinafter described.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines to make and proceed with the following described public improvement and to defray a part or the whole cost, as more particularly hereinafter provided, by special assessment upon the property specially benefited: **Chestnut Street, Public Street, from South Street to Stewart Street**
2. The City Council hereby approves the plans for the aforesaid public improvement as prepared and presented by the City Manager and determines the estimated cost of said public improvement to be **\$144,702.00** and approves said estimated cost and determines that the estimated life of said public improvement is **ten (10) years**.
3. The City Council determines that of said total estimated cost, the sum of \$27,343.88 be paid by special assessment upon the property specially benefited, as more particularly hereinafter described.
4. The City Council hereby designates the following described property as the special assessment district upon which the special assessment shall be levied: **Chestnut Street, Public Street, from South Street to Stewart Street for street resurfacing**.
5. The City Assessor shall prepare a special assessment roll including all lots and parcels of land within the special assessment district herein designated, and the Assessor shall assess to each such lot or parcel of land such relative portion of the whole sum to be levied against all lands in the special assessment district as the benefit to such lot or parcel of land bears to the total benefits to all lands in such district.

When the Assessor shall have completed the assessment roll, he shall file the special assessment roll with the City Clerk for presentation to the City Council.

OWOSSO





MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 14, 2017
TO: City Council
FROM: Glenn M. Chinavare, Utility Director
SUBJECT: Ordinance Revision - Handbills

RECOMMENDATION:

Revision of Code of Ordinances Chapter 18, Article III, Sections 18.57 and 18.58 to authorize city of Owosso personnel and contractors representing the city of Owosso, to place handbills onto private property.

BACKGROUND:

From time to time city personnel are required to notify property owners of temporary interruptions in services, such as water, sanitary sewer, road closures, or other maintenance, construction, or installation activities that interfere with the public's normal daily routine. City personnel must often communicate these temporary interruptions and missed appointments for such services by placing handbills onto private property. (Handbills are small printed advertisements or other notices distributed by hand.)

Chapter 18 of the Code of Ordinances, specifically Article III, Section 18.58 Distribution of Handbills at Inhabited Private Premises, is proposed for revision to allow city personnel, contractors employed by the city, and employees of utility providers recognized by the city to post notices for official business other than solicitation.

FISCAL IMPACTS:

None

Attachments: (1) Resolution

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE REVISION OF CODE OF ORDINANCES
CHAPTER 18 SECTIONS 18.57 AND 18.58 DISTRIBUTION OF HANDBILLS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, have adopted ordinances to control the distribution of handbills; and

WHEREAS, the City of Owosso has reviewed the need to authorize city of Owosso personnel, contractors working for the city of Owosso, and other select individuals to post handbills on private property as a means of communication and information; and

WHEREAS, the City of Owosso does not intend to allow the posting of handbills for the purpose of solicitation.

NOW THEREFORE BE IT RESOLVED, THAT THE CITY OF OWOSSO ORDAINS:

SECTION 1. AMENDMENT. That Section 18-58 (b), Distributing handbills at inhabited private premises. Chapter 18, Nuisances, Article III, Littering and distribution of handbills, shall be amended to read as follows:

Sec. 18-58. - Distributing handbills at inhabited private premises.

- (a) No person shall throw, deposit or distribute any handbill in or upon private premises which are inhabited, except by handing or transmitting any such handbill directly to the owner, occupant, or other person ~~then~~ present in or upon such private premises.
- (b) The provisions of (a) shall not apply to the distribution of mail by the United States, nor to newspapers, except that newspapers shall be placed on private property in such a manner as to prevent their being carried or deposited by the elements upon any street, sidewalk, or other public place or upon private property. **Nor shall the provisions of (a) apply to the posting of notices by city personnel, contractors employed by the city, or employees of utility providers recognized by the city if said notices are for purposes other than solicitation.**
- (c) A non-profit organization may obtain a permit from the city clerk to distribute handbills at inhabited private premises without leaving such handbill with an owner, occupant or other person. The permit shall be valid for two (2) days and the non-profit organization may only apply for one (1) permit during an eleven-month period. Permits can only be issued for community service projects and cannot be issued for fundraising activities. The permit applicant shall fully describe activities and rationale for the permit. If the city receives complaints from residents that they do not want the handbills, the permit applicant shall retrieve the handbills from the resident in a timely fashion. The permit application shall provide contact information so that such complaints may be forwarded. The city clerk may reject a permit application if it does not meet the criteria in this subsection or upon evidence of past abuses of this policy.

SECTION 2. PUBLIC HEARING. A public hearing is set for Monday, July 3, 2017 at 7:30 p.m. for the purpose of gathering citizen comment regarding the proposed amendment.

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

SECTION 4. EFFECTIVE DATE. This amendment shall become effective twenty days after passage.



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 15, 2017

TO: City Council

FROM: Donald Crawford, city manager

SUBJECT: Purchasing ordinance

RECOMMENDATION:

Receive the proposed ordinance and schedule a public hearing at a future meeting.

BACKGROUND:

In all likelihood the city has had a purchasing ordinance since the city was established. The last time any major changes were made was over twenty years ago.

Recently, staff was reviewing purchase order and standard contract language to make sure that the contents protect the city. The discussion expanded to the purchasing ordinance and the unclear and obsolete provisions.

The proposed ordinance shows deletions as strikeouts and additions are bolded. Many commas were added, which were not included in the existing ordinance. These additions are not noted.

The major changes are as follows:

1. The dollar amounts are increased to more clearly reflect today's dollars vs 1995 dollars.
2. A section on cooperative purchasing has been added. Most bid postings are now through the Michigan Inter-governmental Trade Network (MITN), with approximately 200 Michigan local governments participating and thousands of vendors. We have encouraged our local vendors to participate and most have done so. Owosso also may take bids from other cooperative bidding groups.

In many cases, the city council is requested to waive the bidding process when actually the item was bid by another entity and Owosso is simply joining in that bid.

3. The section on sale of surplus property has been rewritten. The old section is clumsy. Most items that the city gets rid of are junk or near junk. Getting city council to approve the sale of a truck after bids have been received simply gives the bidder an opportunity to reconsider and backout. Most bidders on scrap are cash buyers or near cash buyers and want to take possession immediately. Considerable effort was put into writing this section to establish a process.

FISCAL IMPACTS: None

Document originated by: City manager

For clarity, deletions show as being stricken and additions are in blue bolded text. In final adopted form, the strikeouts will not appear and the bolding will be removed. Section numbers have been changed to include the new section on cooperative purchasing.

RESOLUTION NO.

SETTING A PUBLIC HEARING TO MODIFY THE CODE OF ORDINANCES CONCERNING PURCHASING, CONTRACTS AND SALES

WHEREAS, the *City of Owosso Code of Ordinances* contains provisions pertaining to purchasing, contracts and sales; and

WHEREAS, the sections of the ordinance are unclear and oftentimes obsolete so that the entire ordinance should be repealed and replaced;

NOW THEREFORE BE IT RESOLVED, THAT THE CITY OF OWOSSO ORDAINS:

SECTION 1. REPEAL. That Division 3, Purchases, contracts and sales, (Sec. 2-314 through Sec. 2-348) of the City of Owosso Code of Ordinances is hereby repealed in its entirety.

Section 2. REPLACEMENT. That the new Division 3, Purchases, contracts and sales, (Sec. 2-314 through Sec. 2-348) of the City of Owosso Code of Ordinances shall read as follows:

DIVISION 3. - PURCHASES, CONTRACTS AND SALES

Sec. 2-341. - Purchasing agent.

The city manager shall act as purchasing agent of the city, unless he or she shall designate another officer or employee of the city to act as purchasing agent. Any such designation, shall be in writing filed with the clerk. In the event of such designation every purchase order in excess of ~~one thousand dollars (\$1,000.00)~~ **two thousand dollars (\$2,000.00)** shall be approved by the manager before being issued.

Sec. 2-342. - Rules.

The city manager shall adopt any necessary rules respecting requisitions and purchase orders.

Sec. 2-343. - Purchases or contracts ~~\$1,000.00~~ **\$2,000.00** to ~~\$5,000.00~~ **\$10,000.00**.

Purchases of services, supplies, materials or equipment, the cost of which is equal to or greater than ~~one thousand dollars (\$1,000.00)~~ **two thousand dollars (\$2,000.00)** but not more than ~~five thousand dollars (\$5,000.00)~~ **ten thousand dollars (\$10,000)** may be made in the open market but such purchases shall, where practicable, be based on at least three (3) competitive bids and shall be awarded to the lowest qualified bidder. The purchasing agent may solicit bids verbally, in writing, or through other means. ~~Where bids are solicited by written communication, a request for such bids shall also be posted in the city hall.~~ A record shall be kept of all open market orders and the bids submitted thereon, which records shall be available for public inspection. Any or all bids may be rejected. Purchases made pursuant to this section may be made without prior approval of the council.

Sec. 2-344. - Purchases or contracts over ~~\$5,000.00~~ **\$10,000.00**.

Any expenditure for services, supplies, materials or equipment obligating the city, where the amount of the city's obligation is in excess of ~~five thousand dollars (\$5,000.00)~~ **ten thousand dollars (\$10,000.00)**, shall be governed by the provisions of this section, except as provided in section 2-345.

- (1) Such expenditure shall be made the subject of a written contract. A purchase order shall be a sufficient written contract only in cases where the expenditure is in the usual and ordinary course of the city's affairs and in no case shall it be sufficient for the construction of public works or the contracting for receipt of supplies or services over any period of time in excess of one (1) year or where the quality of the goods or materials or the scope of the services bargained for is not wholly standardized.

- (2) Notice inviting sealed competitive bids shall be published in a newspaper of general circulation in the city at least five (5) days before the final date for submitting bids thereon. Such notice shall give briefly the specifications of the services, supplies, materials or equipment or other matter to be contracted for and shall state the amount of security to be given with the bid and the amount of bond or other security to be given with the contract. The notice shall state the time limit, the place of filing and the time of opening bids and shall also state that the right is reserved to reject any or all bids. Any other conditions of award of the contract shall also be stated in general terms.
- (3) The purchasing agent shall also solicit bids from a reasonable number of such qualified prospective bidders as are known to him/~~her~~ by sending each a copy of the notice requesting bids and notice thereof shall be posted ~~in city hall~~ **on the city's website**.
- (4) Unless prescribed by the council, the purchasing agent shall prescribe the amount of any security to be deposited with any bid, which deposit shall be in ~~the form of~~ cash, certified or cashier's check or bond written by a surety company authorized to do business in the state. The amount of such security shall be expressed ~~in terms of~~ **as a** percentage of the bid submitted. Unless fixed by the council, the purchasing agent shall fix the amount of the performance bond and ~~in the case of~~ **for** construction contracts, the amount of the labor and material bond to be required of the successful bidders.
- (5) Bids shall be opened in public at the time and place designated in the notice requesting bids in the presence of the city clerk and at least one (1) other city official **or employee**, preferably the head of the department most closely concerned with the subject of the contract. The bids shall thereupon be carefully examined, ~~and~~ tabulated and reported to the council with the recommendation of the purchasing agent at the next council meeting. After tabulation, all bids may be inspected by the competing bidders. In lieu of the procedure for opening bids herein specified, the council may direct that bids be opened at a council meeting.
- (6) When such bids are submitted to the council, the contract to be executed, in a form approved by the city attorney, shall also be submitted. ~~and~~ If the council ~~shall~~ **finds** any of the bids ~~to be~~ satisfactory, it shall award the contract to the lowest qualified bidder and shall authorize the execution of the contract. Upon execution of the contract, ~~by the successful bidder~~ **shall file** ~~and the filing of~~ **any required** bonds, **which shall be approved by the city attorney as to form**. ~~which may have been required, which bonds shall first be approved by the city attorney as to form.~~ Such award may be by resolution or ordinance. The council shall have the right to reject any or all bids, ~~and~~ to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements.
- (7) **For projects exceeding \$50,000**. At the time the contract is executed, the contractor shall file a bond **to the city** executed by a surety company authorized to do business in the state, ~~to the city~~, conditioned upon the performance of said contract, and further conditioned to pay all laborers, mechanics, subcontractors and material suppliers as well as all just debts, dues and demands incurred in the performance of such work. The contractor shall also file evidence of public liability insurance **and workers compensation** in an amount satisfactory to the city attorney, and agree to ~~save~~ **hold** the city harmless from loss or damage caused to any person or property by reason of the contractor's negligence.
- (8) All bids and deposits of certified or cashier's checks may be retained until the contract is awarded and signed. If any successful bidder fails or refuses to enter into the contract awarded to him or her within ~~five (5)~~ **ten (10)** days after the same has been awarded, or file any bond required within the same time, the deposit accompanying his or her bid shall be forfeited to the city, and the council may, in its discretion, award the contract to the next ~~lower~~ **lowest** qualified bidder or the contract may be ~~re-advertised~~ readvertised.

Sec. 2-345- Cooperative purchasing authorized.

The city may participate in, sponsor, conduct, or administer cooperative purchasing agreements for the procurement of any supplies, services or construction with one or more other governmental bodies. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts of a governmental body or opened state and federal contracts which are made available to local governments. The city may also use the pre-existing bid of any other governmental body or public procurement unit for the procurement of any supplies, services, or construction, provided that such bid was derived through a competitive bidding process. In addition, the city may utilize bids or proposals obtained by a nonprofit entity that expressly solicits bids and proposals for governmental agencies, provided that such bids were derived through a competitive bidding process.

Sec. 2-346. - Exceptions to competitive bidding.

Subject to the approval of the council, competitive bidding shall not be required in the following cases:

- (1) Where the service, product or material contracted for is not competitive in nature, and the purchasing agent so certifies to the council in writing;
- (2) In the employment of professional services;
- (3) Where the council shall determine that the public interest will best be served by joint purchase with, or purchase from, another unit of government;
- (4) Where the council shall determine that, due to market conditions, price instability or other reasons, the best interest of the public will be served by using another method of bidding for the acquisition of any item or service. In such circumstances:
 - a. After complying with the notice requirements of section 2-344, a list of potential bidders may be established and ~~pre-qualified~~ **prequalified** by the council;
 - b. In conjunction with establishing the list of prequalified bidders, or at any other time, the council may direct the method to be used in obtaining bids; and
 - c. At the first regular council meeting after any purchase, the purchasing agent shall report to the council the method of obtaining the bids, the amounts bid, the quantity purchased and the price paid.
- (5) When an emergency requires an immediate purchase, **the purchasing agent**, at the first regular council meeting after any such purchase, ~~the purchasing agent~~ shall report to the council the nature of the emergency, the item, and quantity purchased and the price paid.

Sec. 2-347. - Inspection of materials.

The responsibility for the inspection and acceptance of all materials, supplies and equipment shall rest with the ordering department.

Sec. 2-348. - Sale of surplus material.

- (1) **A department head having charge of any surplus, obsolete or unused supplies, materials or equipment, which may include vehicles, may request that the property be disposed of according to the provision of this section.**
- (2) **The designee appointed by the city manager is authorized to sell the property in any form in the most advantageous manner. The designee may set a minimum sale price and may reject any formal or informal bid that, in his/her judgement, is not a fair sale price. Property may be disposed of in the following manner:**

- a. Sale by auction;
 - b. Sale by sealed bid;
 - c. Solicitation of offers to purchase the asset. Such solicitations shall be on the condition that no offer less than the expected sale price carried on the item, as approved by the city manager;
 - d. Sales based upon a negotiated agreement with a particular vendor, provided that such vendor must be selected according to an established written procedure which provides a mechanism for all interested parties to make proposals in a fair and even manner. Direct negotiations as provided in this subsection may only be used if deemed to be in the best interest of the city of Owosso and facts set forth as to why other means are less desirable;
 - e. Sales by a third party selected according to the city's standard procedures for selecting providers of services;
 - f. Transferred, with or without compensation, to any government entity, or other organization designated as a 501(c)(3) by the Internal Revenue Service; or
 - g. If the property has been designated in a nonusable state by the designee appointed by the city manager, it may be disposed of, consistent with the public interest, in any manner as deemed appropriate by the city.
- (3) Any compensation resulting from the disposal of surplus property belonging to the city of Owosso shall be transferred to the fund from which the property was acquired or most likely acquired.
- (4) The designee appointed by the city manager is authorized to act as the agent for the city in the collection, disposal, and execution of agreements for the disposal of surplus property as authorized by the city of Owosso or the city manager.
- (5) The designee shall forward any funds collected along with written information to allow the correct allocation of the funds and the removal from fixed assets or inventory.

Sec. 2-349. - "Lowest qualified bidder" defined.

The term "lowest qualified bidder," as used in this division, shall mean the lowest bidder having qualifications to perform the work which are satisfactory to the council. The lowest bidder shall be determined based on an adjusted bid tabulation which shall be prepared in the following manner:

- (1) To the bid of any bidder which is neither an **an city Owosso**-based business nor a county-based business shall be added an amount equal to six (6) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less.
- (2) To the bid of any bidder which is a county-based business shall be added an amount equal to three (3) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less; provided, however, that if no bid is received from **an city Owosso**-based business, no additional amount shall be added to the bid of a county-based business.
- (3) "Owosso-based business" shall be interpreted to mean a business registered with the county clerk or a corporation registered with the state having a business address within the city limits which pays real and/or personal property taxes levied by the city.

The term "county-based business" shall be interpreted to mean a business other than a city-based business registered with the county clerk or a corporation registered with the state having a business address within the county which pays real and/or personal property taxes levied by the county.

- (4) If twenty-five percent (25%) or more of a contract for construction or other services is to be subcontracted by **an city Owosso**-based business bidder to a non-city-based business or

businesses, or by a county-based business bidder to a non-county-based business or businesses, the adjusted bid shall be calculated by applying the provisions of sub-paragraphs (1) and (2) within this section separately to each portion of the contract based on the status of the contractor or subcontractor performing that portion of the contract as an city Owosso-based or county-based business.

SECTION 3. REPEAL CLAUSE. All ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this amendment for any reason is held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION 5. PUBLIC HEARING. A public hearing is set for Monday, July 3, 2017 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed amendments.

SECTION 6. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 7. EFFECTIVE DATE. This ordinance shall take effect twenty days after passage.



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 15, 2017
TO: City Council
FROM: Glenn M. Chinavare, Utility Director
SUBJECT: Joint Solicitation–Lansing Board of Water & Light (LBWL) Consortium for Bulk Chemicals

RECOMMENDATION:

Authorization to enter into a purchase agreement with PVS Technologies, JCI Jones Chemical, and Carmeuse Lime Incorporated, for bulk chemicals necessary for treatment of potable water and wastewater.

BACKGROUND:

The Lansing Board of Water & Light solicits bids each year for bulk chemicals for its own operations and many other surrounding communities. The following bulk chemicals are the lowest priced available for the 2017-2018 budget year:

Ferric Chloride (FeCl₃) is used at the Wastewater Treatment Works for removal of phosphorous and suspended solids. Of the two bids received by LBWL, PVS Technologies of Detroit, Michigan was the low responsible bidder at \$150.86/Liquid Ton of FeCl₃ ion.

Sodium Hypochlorite (NaOCl) is used at the Wastewater Treatment Works and the Water Filtration Facility for disinfection of process wastewater effluent, and potable drinking water. Of the five bids received by LBWL, Jones Chemical of Riverview, Michigan was the low responsible bidder at \$120.28/Liquid Ton.

CaCO₃ Lime (Pebble Quick Lime) is primarily used for the removal of carbonate hardness and iron from ground water, and also provides some disinfection properties for water and wastewater. Of the two bids received by LBWL, Carmeuse Lime Inc. of Pittsburgh, Pennsylvania was the low responsible bidder at \$123.99/Dry Ton.

FISCAL IMPACTS:

FeCl₃ usage estimated for FY2017-2018 is 250 ton @ \$150.86/Liquid Ton for total..... \$37,715.00
NaOCl usage estimated for FY2017-2018 is 300 ton @ \$120.28/Liquid Ton for total.....\$36,084.00
CaCO₃ usage estimated for FY2017-2018 is 800 ton @ \$123.99/Dry Ton for total.....\$99,192.00

Document originated by:

Glenn M. Chinavare, Utility Director

Attachments: (1) Bid Summaries
(2) Resolutions

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE EXECUTION OF A PURCHASE ORDER FOR
FERRIC CHLORIDE WITH FROM PVS TECHNOLOGIES, INCORPORATED
IN ACCORDANCE WITH THE LANSING BOARD OF WATER & LIGHT CONSORTIUM
COMPETITIVE BIDDING PROGRAM**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires Ferric Chloride (iron) in bulk deliveries for use in treating municipal wastewater; and

WHEREAS, the Lansing Board of Water & Light (LBWL) solicited competitive bids for ferric chloride; and it is hereby determined that PVS Technologies, Inc. is qualified to provide such product and that it has submitted the lowest responsible and responsive bid.

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to purchase Ferric Chloride from PVS Technologies Incorporated of Detroit, Michigan, at the price of \$150.86 per ton, for an estimated usage of 250 ton for FY 2017-2018.
- SECOND: The accounts payable department is authorized to submit payment to PVS Technologies, Incorporated in the amount of \$37,715.00 for FY2017-2018.
- THIRD: The above expenses shall be paid from the wastewater fund following delivery, and chargeable to account 599-548-743.100.

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE EXECUTION OF A PURCHASE ORDER FOR
LIME (PEBBLE QUICK LIME) WITH CARMEUSE LIME INCORPORATED
IN ACCORDANCE WITH THE LANSING BOARD OF WATER & LIGHT CONSORTIUM
COMPETITIVE BIDDING PROGRAM**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires Lime in bulk deliveries for use in treating municipal drinking water; and

WHEREAS, the Lansing Board of Water & Light (LBWL) solicited competitive bids for lime; and it is hereby determined that Carmeuse Lime Incorporated of Pittsburgh, Pennsylvania is qualified to provide such product and that it has submitted the lowest responsible and responsive bid.

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to purchase Lime from Carmeuse Lime Incorporated, at the price of \$123.99 per ton at an estimated usage of 800 ton for FY2017-2018.
- SECOND: The accounts payable department is authorized to submit payment to Carmeuse Lime Incorporated in the amount of \$99,192.00.
- THIRD: The above expenses shall be paid from the water fund following delivery, and chargeable to account 591-553-743.000.

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE EXECUTION OF A PURCHASE ORDER FOR
SODIUM HYPOCHLORITE WITH JCI JONES CHEMICAL
IN ACCORDANCE WITH THE LANSING BOARD OF WATER & LIGHT CONSORTIUM
COMPETITIVE BIDDING PROGRAM**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires sodium hypochlorite in bulk deliveries for use in treating municipal wastewater and drinking water; and

WHEREAS, the Lansing Board of Water & Light (LBWL) solicited competitive bids for sodium hypochlorite; and it is hereby determined that JCI Jones Chemical of Riverview, Michigan is qualified to provide such product and that it has submitted the lowest responsible and responsive bid.

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to purchase sodium hypochlorite from JCI Jones Chemical at the price of \$120.28 per ton at an estimated usage of 300 ton for FY2017-2018.
- SECOND: The accounts payable department is authorized to submit payment to JCI Jones Chemical in the amount of \$36,084.00, plus a split delivery charge of \$1,200.00, for total of \$37,284.00.
- THIRD: The above expenses shall be paid from the wastewater and water fund following delivery, and chargeable to account 599-548-743.300 in the amount of \$29,184.00 and to account 591-553-743.000 in the amount of \$8,100.00.

2017 Mid-Michigan Drinking Water Consortium Bulk Chemicals

Bid Due Date: 03/24/17

Sodium Hypochlorite

Company	Unit	Price	Demurrage
JCI Jones Chemical	ton (wet)	\$120.28	\$100.00 *first 4 hours fee
Olin Corp (KA Steel)	ton	\$122.95	\$80.00 *first 4 hours free
PVS Nolwood	ton	\$198.00	\$100.00 *first 2 hours free
Carus Corporation	ton	\$141.60	\$75.00 *first 4 hours fee
Rowell Chemical	ton	\$182.00	\$75.00*first 4 hours free

Hydrofluosilic Acid

Company	Unit	Price: 40,000 lbs. Shipment	30,000 lbs. Shipment	Split 40,000 lbs. Dye and Wise	Total Cost for Shipments	Demurrage
Control Chem Canada	ton	\$580.00	\$580.00	\$580.00	\$1,740.00	\$100.00 * first 4 hours free
Carus Corporation	ton	\$337.00	\$357.00	\$337.00	\$1,031.00	\$75.00 * first 4 hours free
PVS Nolwood	ton	\$385.00	\$410.00	\$395.00	\$2,771.00	\$100.00 *first 2 hours free
Mosaic	ton	\$382.00	\$391.00	\$399.00	\$1,172.00	N/A
Univar	ton	\$345.00	\$345.00	\$345.00	\$1,035.00	N/A
Solvay Flourides	ton	\$485.00	\$485.00	\$485.00	\$2,207.00	\$75.00 * first 4 hours free

Pebble Quick Lime

Company	Unit	Price	Demurrage
Carmeuse Lime	ton	\$123.99	\$65.00 *first 4 hours fee
Graymont Western Lime	ton	\$136.60	\$95.00 *first 4 hours fee

Ferric Chloride

Company	Unit	Dry Ton	Liquid Ton	Demurrage
Kemira Water Solutions	ton	\$417.00	\$167.00	\$150.00 *first 4 hours fee
PVS Technologies	ton	\$397.00	\$150.86	\$75.00 *first 4 hours fee



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 6, 2017
TO: City Council
FROM: Glenn M. Chinavare, Director of Public Services & Utilities
SUBJECT: 2017 Sidewalk Replacement Program Bid Award

RECOMMENDATION:

Award of sidewalk restoration services to Seifert Construction, LLC of Ashley, Michigan, for the 2017 Sidewalk Replacement Program.

BACKGROUND:

Bids were received on June 6, 2017 for the 2017 Sidewalk Restoration and Replacement Program. Three (3) bids were received as follows:

- Tri-Valley Construction of Saginaw, MI in the amount of \$99,260.00
- Rigid Pavement Construction of Brooklyn, MI in the amount of \$86,100.00
- Seifert Concrete of Ashley, MI in the amount of \$56,260.00

Seifert Concrete received the award for the 2016 season at \$51,275.00, and performed well.

FISCAL IMPACTS:

Funds for this work are to be charged to the Major and Local Street Maintenance Funds, Account Nos. 203-463-728-000 and 202-463-728-000 in the amount of \$56,260.00, plus additional restoration and replacement services required during the calendar year in the amount of \$15,000.00 for a total of \$71,260.00. .

Attachments: (1) Resolution
(2) Project Map
(3) Bid Tab

RESOLUTION NO.

AUTHORIZING THE AWARD OF THE 2017 SIDEWALK RESTORATION AND REPLACEMENT SERVICES PROGRAM TO SEIFERT CONSTRUCTION, LLC OF ASHLEY, MICHIGAN

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined sections of the sidewalk on various streets in the City have become misaligned, deteriorated, or damaged and that replacement is advisable, necessary and in the public interest; and

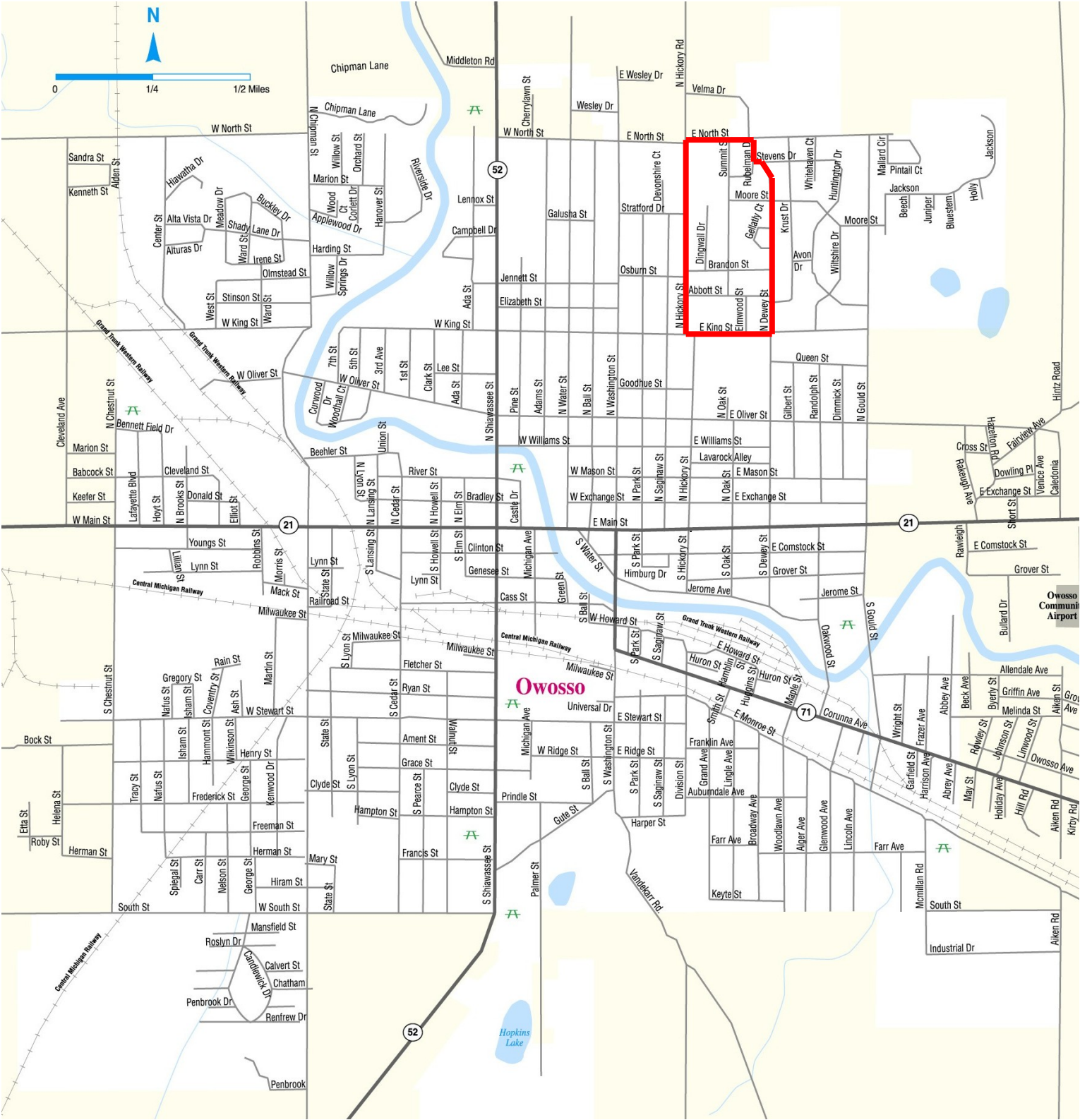
WHEREAS, the city of Owosso sought bids for the replacement of these sections of sidewalk as part of the 2017 Sidewalk Replacement Program, and the low responsive and responsible bid was received from Seifert Concrete LLC in the amount of \$56,260.00; and

WHEREAS, Seifert Construction, LLC is hereby determined to be qualified to provide such services, and has performed the same type services in 2016.

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 Seifert Construction, LLC for replacement of sections of damaged or misaligned sidewalk as part of the 2017 Sidewalk Replacement Program.
- SECOND: The mayor and city clerk are instructed and authorized to sign the necessary documents to execute the services contract with Seifert Concrete in the amount of \$56,260.00 plus additional restoration and replacement services required as contingency during the calendar year, in the amount of \$15,000.00 for a total of \$71,260.00.
- THIRD: The accounts payable department is authorized to pay Seifert Construction, LLC for work satisfactorily completed on the project up to the initial contact amount of \$56,260.00, plus contingency in the amount of \$15,000.00, for a total of \$71,260.00.
- FOURTH: The above expenses shall be paid from the Major and Local Street Maintenance Funds accounts 203-463-728-000 and 202-463-728-000.

CITY OF OWOSSO 2017 WORK AERA



CITY OF OWOSSO BID TABULATION SHEET

DATE 6/6/2017

DEPT. DPW

SUBJECT: 2017 SIDEWALK PROGRAM

		SEIFERT CONCRETE 608 W OAK ST ASHLEY, MI 48806 989-620-0158				RIGID PAVEMENT CONST. 179 GOLFVIEW DR BROOKLYN, MI 49230		TRI-VALLEY CONST. 2363 S MILLER RD. SAGINAW, MI 48609	
ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	4" SIDEWALK REMOVAL & REPLC	12,000	SF	\$ 4.00	\$ 48,000.00	5.00	\$ 60,000.00	\$ 6.20	\$ 74,400.00
2	6" SIDEWALK REMOVAL & REPLC	800	SF	\$ 4.50	\$ 3,600.00	6.00	\$ 4,800.00	\$ 6.90	\$ 5,520.00
3	LAWN RESTORATION	3,200	SF	\$ 0.80	\$ 2,560.00	5.50	\$ 17,600.00	\$ 1.80	\$ 5,760.00
4	SAW CUT	1,100	LF	\$ 1.00	\$ 1,100.00	2.00	\$ 2,200.00	\$ 7.80	\$ 8,580.00
5	CURB REMOVAL & REPLC	50	LF	\$ 20.00	\$ 1,000.00	30.00	\$ 1,500.00	\$ 100.00	\$ 5,000.00
TOTAL BID					\$ 56,260.00	\$ 86,100.00	\$ 99,260.00		

TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:

DEPT. HEAD: *Alan Y. Chinnice*
 PURCH. AGENT: *Kevin K. Rudy*
 STAFF REC.: Seifert Concrete

GENERAL LIABILITY INSURANCE
 EXPIRATION DATE: 7-14-17
 WORKERS COMPENSATION INSURANCE
 EXPIRATION DATE: 7-14-17
 SOLE PROPRIETORSHIP
 EXPIRATION DATE: -

AWARDED: _____
 COUNCIL APPROVED: _____
 PO NUMBER: _____



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 19, 2017

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services

SUBJECT: Sale of used vehicles

RECOMMENDATION:

I recommend approving the sale of two used (2) Ford pickup trucks in the amount of \$2,024.99 and \$1,050.00.

BACKGROUND:

On May 4, 2017 bids were solicited for a 2003 Ford F350, truck #310, VIN 1FDSF34L83ED28234. On May 25, 2017 bids were solicited for a 2005 Ford F250, truck #322, VIN 1FTN20515EA33109, which does not run and is missing parts.

Of the bids received for truck #310, Charlie Roberts from Howell, Michigan was the highest bidder at \$2,024.99, The single bid received for truck #322 was submitted by Donald Pease of Flint, Michigan for \$1,050.

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF SALE OF
TWO FORD PICK UP TRUCKS**

WHEREAS, the city of Owosso, Shiawassee County, Michigan established a purchasing cycle to maintain a healthy Public Works vehicle fleet; and

WHEREAS, as part of this cycle, older vehicles are retired and sold at auction; and

WHEREAS, bid solicitations were advertised and the most responsive bids received were from Charlie Roberts and Donald Pease.

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

FIRST: The city of Owosso has thereto determined that it is advisable, necessary and in the public interest to sell truck #310, a 2003 Ford F350 VIN# 1FDSF34L83ED28234, for \$2,024.99 and truck #322, a 2005 Ford F250 VIN# 1FTN20515EA33109, for \$1,050.00.

SECOND: The city clerk is instructed and authorized to complete the necessary paperwork to transfer ownership of these vehicles to Charlie Roberts and Donald Pease upon remittance of the above amounts.



Warrant 544 June 13, 2017

Vendor	Description	Fund	Amount
William C. Brown, PC	Professional services-May 9, 2017-June 12, 2017	General	\$10,799.37
Michigan Municipal League Workers' Compensation fund Inc	Worker's Compensation Insurance-1 of 4 for FY 17/18	Various	\$19,162.00
Safebuit, Inc.	Building department services-May 2017	General	\$9,846.67
Logicalis, Inc.	Network engineering-May 2017	General	\$7,056.00
		Total	\$46,864.04

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 05/01/2017 - 05/31/2017

Check Date	Bank	Check	Vendor Name	Description	Amount
GENERAL FUND (POOLED CASH)					
05/02/2017	1	128303	RICHARD BREWBAKER	OFD-HOTEL AND DINNER-SOARING EAGLE-4/22/17-4/23/17	\$ 178.40
05/02/2017	1	128304	NEWSOME FRANK	UB refund for account: 3303570006	\$ 35.34
05/02/2017	1	128305	REMAX JIM SPROULE	UB refund for account: 3716070002	\$ 71.06
05/02/2017	1	128306	PRICE D L C/O	UB refund for account: 3995570001	\$ -
			Void Reason: DECEASED REISSUED		
05/02/2017	1	128307	REMAX OF OWOSSO	UB refund for account: 1992000002	\$ 37.67
05/02/2017	1	128308	MESSMER KIRK D	UB refund for account: 2175540002	\$ 79.58
05/02/2017	1	128309	CISLO TITLE	SALE OF 415 BRADLEY STREET	\$ 271.00
05/02/2017	1	128310	JUDY ELAINE CRAIG	COURIER SERVICE	\$ 171.00
05/02/2017	1	128311	SCOTT D DAVIS	OPD-MEAL WHILE AT TRACE EVIDENCE TRAINING	\$ 10.47
05/02/2017	1	128312	MICHIGAN PUBLIC EMPLOYER LABOR RELATIONS	REGISTRATION FOR GLENN CHINAVARE	\$ 60.00
05/02/2017	1	128313	NORTHSIDE ANIMAL HOSPITAL	VET SERVICES-PAID BY DONATIONS	\$ 542.40
05/02/2017	1	128314	SHIAWASSEE COUNTY TREASURER	TRAILER FEES (137)	\$ 342.50
05/02/2017	1	128315	SPRINT COMMUNICATIONS	MARCH 2017-COMMUNICATION AND EQUIPMENT CHARGES	\$ 1,184.86
05/02/2017	1	128316	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION FEES	\$ 210.00
05/02/2017	1	128317	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-4/1/17-4/16/17	\$ 2,413.35
05/03/2017	1	2149(A)	J & B MEDICAL SUPPLY INC	OFD-AMBULANCE MEDICAL SUPPLIES	\$ 1,964.80
05/03/2017	1	2150(A)	NORTH ARROW TECHNOLOGIES INC	GIS 2017 PARCEL UPDATES	\$ 180.00
05/03/2017	1	2151(A)	BRYAN GLEN THOMAS	BUILDING-ELECTRICAL INSPECTIONS	\$ 600.00
05/11/2017	1	128318	H K ALLEN PAPER CO	SUPPLIES	\$ 578.50
05/11/2017	1	128319	AMERICAN SPEEDY PRINTING CENTERS	OPD-TWO HR PARKING VIOLATION STICKERS	\$ 63.00
05/11/2017	1	128320	THE ARGUS PRESS	PRINTING OF LEGAL NOTICES ETC	\$ 617.84
05/11/2017	1	128321	AXON ENTERPRISE INC	OFD-TASER CARTRIDGES	\$ 973.18
05/11/2017	1	128322	BLUMERICH COMMUNICATIONS SERVICE, INC	OPD-REMOTE SPEAKER MIC	\$ 935.00
05/11/2017	1	128323	CENTER FOR TECHNOLOGY & TRAINING	TRANSPORTATION ASSET MGT CONF-RANDY CHESNEY	\$ 65.00
05/11/2017	1	128324	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$ 40,128.82
05/11/2017	1	128325	D & D TRUCK & TRAILER PARTS	PARTS	\$ 519.22
05/11/2017	1	128326	FIRST CLASS TIRE SHREDDERS	DPW-DISPOSAL OF SCRAP TIRES	\$ 647.40
05/11/2017	1	128327	FIRST DUE FIRE SUPPLY	OFD-HOSE/HYDRANT STRAPS	\$ 216.65
05/11/2017	1	128328	H2O COMPLIANCE SERVICES INC	INSPECTION SERVICES FOR CROSS CONNECTION PROGRAM	\$ 698.75
05/11/2017	1	128329	HANKERD SPORTSWEAR	OPD-POLO SHIRTS	\$ 378.00
05/11/2017	1	128330	HOME DEPOT CREDIT SERVICES	SUPPLIES/MATERIALS/TOOLS	\$ 1,407.39
05/11/2017	1	128331	INDEPENDENT NEWSPAPERS	WWTP ATTENDANT AD	\$ 34.90
05/11/2017	1	128332	JAY'S SEPTIC TANK SERVICE	RENTAL UNITS-5/2/17-6/1/17	\$ 840.00
05/11/2017	1	128333	MEMORIAL MEDICAL ASSOCIATES	WWTP-HEP B VACCINES	\$ 183.00
05/11/2017	1	128334	MICHAEL TODD & COMPANY INC	DPW-SAFETY VESTS	\$ 306.16
05/11/2017	1	128335	MISDU	PAYROLL DEDUCTIONS	\$ 1,480.45
05/11/2017	1	128336	MARK A MITCHELL	REIMBURSEMENT-MEALS AT CONFERENCE	\$ 29.00
05/11/2017	1	128337	NEOFUNDS BY NEOPOST	FUNDS FOR POSTAGE MACHINE	\$ 2,000.00
05/11/2017	1	128338	NORTH AMERICAN OVERHEAD DOOR INC	OFD-DOOR REPAIR	\$ 549.13

05/11/2017	1	128339	OFFICE DEPOT	SUPPLIES	\$	352.99
05/11/2017	1	128340	OWOSSO BOLT & BRASS CO	PARTS	\$	480.03
05/11/2017	1	128341	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTION-UNION DUES	\$	854.25
05/11/2017	1	128342	PORTFOLIO RECOVERY ASSOCIATES LLC	PAYROLL DEDUCTION-GARNISHMENT	\$	192.58
05/11/2017	1	128343	SPRINT COMMUNICATIONS	COMMUNICATION CHARGES	\$	1,758.11
05/11/2017	1	128344	STAPLES CREDIT PLAN	SUPPLIES	\$	469.70
05/11/2017	1	128345	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION FEES	\$	240.00
05/11/2017	1	128346	THERMA-STOR	WTP-BLOWER	\$	603.00
05/11/2017	1	128347	TRACTOR SUPPLY COMPANY	TOOLS/SUPPLIES	\$	83.41
05/11/2017	1	128348	VALLEY LUMBER	MATERIALS/SUPPLIES	\$	326.70
05/11/2017	1	128349	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-4/16/17-4/30/17	\$	2,180.35
05/11/2017	1	128350	WIN'S ELECTRICAL SUPPLY OF OWOSSO	FLEET-PARTS FOR ARROW BOARD	\$	18.68
05/11/2017	1	2152(A)	MICHAEL LEVERE ASH	SCHOOL LIAISON OFFICER	\$	1,335.90
05/11/2017	1	2153(A)	BOUND TREE MEDICAL LLC	OFD-AMBULANCE PARTS	\$	171.98
05/11/2017	1	2154(A)	C D W GOVERNMENT, INC.	OPD-CANNON POWERSHOT AND ACCESSORIES (2)	\$	353.00
05/11/2017	1	2155(A)	CAPITAL CONSULTANTS	WWTP-DEVELOPMENT OF AN ASSET MGT PROGRAM	\$	6,053.70
05/11/2017	1	2156(A)	CENTRON DATA SERVICES, INC.	POSTAGE ADVANCE FOR WATER/SEWER BILLS	\$	2,400.00
05/11/2017	1	2157(A)	DALTON ELEVATOR LLC	CYLINDER RENT/SUPPLIES	\$	455.94
05/11/2017	1	2158(A)	DUPERON CORP	WWTP-MECHANICALLY CLEANED FINE BAR SCREEN	\$	173,420.00
05/11/2017	1	2159(A)	EMPLOYEE BENEFIT CONCEPTS INC	MAY 2017 ADMIN	\$	100.00
05/11/2017	1	2160(A)	ETNA SUPPLY COMPANY	METER AND FLANGE KIT FOR SHIA COUNTY MEDICAL CARE FACILITY	\$	6,595.00
05/11/2017	1	2161(A)	FASTENAL COMPANY	PARTS	\$	897.85
05/11/2017	1	2162(A)	FERGUSON ENTERPRISES INC	N CHIPMAN ST WATER MAIN IMPROVEMENTS COMPONENTS	\$	1,865.25
05/11/2017	1	2163(A)	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$	207.38
05/11/2017	1	2164(A)	H2A ARCHITECTS INC	FACADE DESIGN-114 W MAIN ST	\$	7,762.50
05/11/2017	1	2165(A)	HOSPITAL NETWORK HEALTHCARE SERVICE	OFD-MEDICAL WASTE DISPOSAL	\$	120.00
05/11/2017	1	2166(A)	J & H OIL COMPANY	FUEL PE 4/30/17	\$	4,507.55
05/11/2017	1	2167(A)	JCI JONES CHEMICALS, INC.	WWTP/WTP-SODIUM HYPOCHLORITE	\$	3,300.52
05/11/2017	1	2168(A)	KEMIRA WATER SOLUTIONS INC	WWTP-FERRIC CHLORIDE	\$	3,667.01
05/11/2017	1	2169(A)	AMY K KIRKLAND	REIMBURSEMENT FOR SHREDDER	\$	93.28
05/11/2017	1	2170(A)	LOGICALIS INC	APRIL 2017-NETWORK ENGINEERING	\$	3,920.00
05/11/2017	1	2171(A)	LYNN PEAVEY COMPANY	OPD-EVIDENCE COLLECTION SUPPLIES	\$	134.00
05/11/2017	1	2172(A)	MEMORIAL HEALTHCARE CENTER	PRE-EMPLOYMENT DRUG SCREEN	\$	50.00
05/11/2017	1	2173(A)	MUNICIPAL SUPPLY CO.	STREETS-6 VOLT BATTERIES (12)	\$	19.20
05/11/2017	1	2174(A)	1ST CHOICE AUTO PARTS INC	PARTS	\$	112.24
05/11/2017	1	2175(A)	O'REILLY AUTO PARTS	WTP-PARTS	\$	7.99
05/11/2017	1	2176(A)	ORCHARD HILTZ & MCCLIMENT INC	CONTRACTUAL SERVICES	\$	27,211.25
05/11/2017	1	2177(A)	ORCHARD HILTZ & MCCLIMENT INC	CONTRACTUAL SERVICES	\$	329,630.91
05/11/2017	1	2178(A)	PVS NOLWOOD CHEMICALS INC	WWTP-SODIUM METABISULFITE	\$	1,572.68
05/11/2017	1	2179(A)	REEVES WHEEL ALIGNMENT, INC	VHEICLE REPAIRS	\$	1,365.61
05/11/2017	1	2180(A)	REPUBLIC SERVICES #237	MAY 2017-REFUSE SERVICE	\$	386.77
05/11/2017	1	2181(A)	RUBOB'S INC	APRIL 2017-PUBLIC SAFETY-DRY CLEANING	\$	402.55
05/11/2017	1	2182(A)	S L H METALS INC	WWTP-DISCHARGE CHUTE FOR CENTRIFUGE	\$	900.00
05/11/2017	1	2183(A)	SAFEWAY TRANSPORT INC	SANITARY SEWER PIPE CLEANING	\$	34,384.09
05/11/2017	1	2184(A)	ST JOHNS ANSWERING SERVICE INC	JUNE 2017 ANSWERING SERVICE	\$	75.00
05/11/2017	1	2185(A)	WESTECH ENGINEERING INC	WTP-PROCESS EQUIPMENT INSPECTION	\$	3,225.00

05/11/2017	1	2186(A)	MICHAEL GENE WHEELER	SCHOOL LIAISON OFFICER	\$	1,290.15
05/17/2017	1	128351	KRAUSS, SCOTT	OVERPAYMENT	\$	57.76
05/17/2017	1	128352	B S & A SOFTWARE	ANNUAL SERVICE/SUPPORT 5/1/17-5/1/18-3 SYSTEMS	\$	8,175.00
05/17/2017	1	128353	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$	7,081.81
05/17/2017	1	128354	DURAND AUTO PARTS	FLEET-SUPPLIES	\$	76.44
05/17/2017	1	128355	FIRST DUE FIRE SUPPLY	OFD-FIRE GEAR	\$	2,072.98
05/17/2017	1	128356	FISHER CHIPPEWA REDI-MIX, INC.	CEMENT/SUPPLIES FOR VARIOUS REPAIRS	\$	1,033.00
05/17/2017	1	128357	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING DESIGN & CONSTRUCTION SERVICE	\$	13,375.00
05/17/2017	1	128358	BRIAN MATTHIES	HOTEL AT EMS EXPO-MACKINAC ISLAND	\$	445.44
05/17/2017	1	128359	MICHIGAN ASSOCIATION OF CPA'S	CONFERENCE-KAREN RUDDY	\$	205.00
05/17/2017	1	128360	OFFICE DEPOT	SUPPLIES	\$	135.63
05/17/2017	1	128361	OWOSSO COMMUNITY AIRPORT	FY 16/17 FINAL PAYMENT	\$	3,489.00
05/17/2017	1	128362	STATE OF MICHIGAN	DRINKING WATER LABORATORY CERTIFICATION	\$	2,610.56
05/17/2017	1	128363	UNITED PARCEL SERVICE	SHIPPING CHARGES	\$	13.57
05/17/2017	1	128364	US BANCORP GOVERNMENT LEASING & FINANCE INC	ANNUAL VACTOR PAYMENT	\$	68,095.97
05/17/2017	1	2187(A)	WILLIAM C BROWN, P C	PROFESSIONAL SERVICES	\$	9,011.54
05/17/2017	1	2188(A)	REVITALIZE LLC	RENTAL REHAB-114 N WASHINGTON ST	\$	6,600.00
05/17/2017	1	2189(A)	SAFEUILT MICHIGAN LLC	MARCH & APRIL 2017-BUILDING DEPARTMENT SERVICES	\$	19,680.00
05/17/2017	1	2190(A)	SLC METER LLC	WATER INVENTORY	\$	1,330.02
05/17/2017	1	2191(A)	SPICER GROUP, INC.	ENGINEERING SERVICES	\$	6,356.50
05/17/2017	1	2192(A)	THOMPSON CUSTOM CONSTRUCTION LLC	RENTAL REHAB-114 N WASHINGTON ST	\$	14,221.00
05/17/2017	1	2193(E)	MUNICIPAL EMPLOYEES RETIREMENT SYSTEM	APRIL 2017 MERS CONTRIBUTIONS	\$	13,722.48
05/25/2017	1	128365	BARTZ EXCAVATING	BD Bond Refund	\$	100.00
05/25/2017	1	128366	JOHNSON NICOLE	UB refund for account: 3917070014	\$	23.77
05/25/2017	1	128367	CAVANAUGH JAMES	UB refund for account: 4036040002	\$	75.00
05/25/2017	1	128368	DERRY NOEL	UB refund for account: 3947070002	\$	65.48
05/25/2017	1	128369	KINCAID FAE	UB refund for account: 1989000002	\$	55.28
05/25/2017	1	128370	WHALEN LOIS	UB refund for account: 2384790005	\$	10.93
05/25/2017	1	128371	BLANCHETT JOHN	UB refund for account: 2087340001	\$	478.87
05/25/2017	1	128372	DRAYTON MARK	UB refund for account: 1439500003	\$	11.42
05/25/2017	1	128373	PRICE LARRY	UB refund for account: 3753571802	\$	19.03
05/25/2017	1	128374	DRAHEIM RHONDA	UB refund for account: 2262390028	\$	11.93
05/25/2017	1	128375	ROWELL BRANDON	UB refund for account: 1378500016	\$	25.88
05/25/2017	1	128376	REEVES JAN	UB refund for account: 2335797003	\$	134.14
05/25/2017	1	128377	DASEN TED	UB refund for account: 5817570005	\$	50.11
05/25/2017	1	128378	BERRY BRIAN	UB refund for account: 2823090001	\$	91.57
05/25/2017	1	128379	ENGLE JASON	UB refund for account: 5112570002	\$	133.11
05/25/2017	1	128380	MYERS BOBBIJANE	UB refund for account: 3143570004	\$	16.16
05/25/2017	1	128381	STAMPER EMMA	UB refund for account: 2602140007	\$	54.23
05/25/2017	1	128382	HEMENWAY VICKI	UB refund for account: 1159000002	\$	45.02
05/25/2017	1	128383	MILLER DAVID	UB refund for account: 5571570004	\$	52.96
05/25/2017	1	128384	CHALKER SHIRLEY	UB refund for account: 1882500003	\$	46.88
05/25/2017	1	128385	COLLARD MASONRY	BD Bond Refund	\$	50.00
05/25/2017	1	128386	CORDIER EXCAVATING	BD Bond Refund	\$	1,000.00
05/25/2017	1	128387	DASEN, THEODORE	BD Bond Refund	\$	50.00
05/25/2017	1	128388	DEAN BIRCHMEIER WELL REPAIR	BD Bond Refund	\$	50.00

05/25/2017	1	128389	MICHAEL'S PLUMBING	BD Bond Refund	\$ 100.00
05/25/2017	1	128390	MILLER, STEPHANIE	BD Bond Refund	\$ 50.00
05/25/2017	1	128391	STEPHENS, DAVID L	BD Bond Refund	\$ 50.00
05/25/2017	1	2194(A)	MICHAEL LEVERE ASH	SCHOOL LIAISON OFFICER	\$ 1,317.60
05/25/2017	1	2195(A)	J & H OIL COMPANY	FUEL PE 5/15/17	\$ 4,329.61
05/25/2017	1	2196(A)	MICHAEL GENE WHEELER	SCHOOL LIAISON OFFICER	\$ 1,281.00
05/26/2017	1	128392	AFLAC	PAYROLL DEDUCTION-AFLAC PREMIUM	\$ 531.68
05/26/2017	1	128393	H K ALLEN PAPER CO	SUPPLIES	\$ 97.95
05/26/2017	1	128394	AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION	2017 ANNUAL MEETING --CRAWFORD/DORAN/MONTENEGRO	\$ 90.00
05/26/2017	1	128395	ERIC CHERRY	REIMBURSEMENT-AIF SUMMER CONFERENCE @ NOTRE DAME	\$ 294.66
05/26/2017	1	128396	CLIA LABORATORY PROGRAM	OFD-LAB CERTIFICATION FEE	\$ 150.00
05/26/2017	1	128397	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$ 2,068.29
05/26/2017	1	128398	DAYSTARR COMMUNICATIONS	JUNE 2017-PHONE/BROADBAND INTERNET	\$ 1,018.02
05/26/2017	1	128399	DELTA DENTAL PLAN OF MICHIGAN	JUNE 2017-DENTAL INSURANCE PREMIUM	\$ 3,692.43
05/26/2017	1	128400	ESTATE OF MARY HERRICK	REISSUE OF CHECK #128306	\$ 60.80
05/26/2017	1	128401	FEDEX	WWTP-SHIPPING CHARGES	\$ 12.26
05/26/2017	1	128402	FIRST DUE FIRE SUPPLY	OFD-HELMET SHIELD (2)	\$ 108.96
05/26/2017	1	128403	KAR LABORATORIES INC	WWTP-WASTEWATER ANALYSES	\$ 195.00
05/26/2017	1	128404	RUSTY LAMAY	REIMBURSEMENT-ATF SUMMER CONFERENCE # NOTRE DAME	\$ 233.59
05/26/2017	1	128405	LAMPHERE'S	REPAIRS	\$ 1,417.55
05/26/2017	1	128406	MARR'S	OFD-BOX SPRINGS	\$ 360.00
05/26/2017	1	128407	MEMORIAL HEALTHCARE CENTER	REFUND	\$ 58.50
05/26/2017	1	128408	MISDU	PAYROLL DEDUCTIONS	\$ 1,480.45
05/26/2017	1	128409	OWOSSO PUBLIC SCHOOLS	DEL PP COLLECTIONS	\$ 488.37
05/26/2017	1	128410	PORTFOLIO RECOVERY ASSOCIATES LLC	PAYROLL DEDUCTION-GARNISHMENT	\$ 192.58
05/26/2017	1	128411	PROFESSIONAL PUMP, INC.	WTP-PARTS	\$ 44.15
05/26/2017	1	128412	R & R FIRE TRUCK REPAIR INC	OFD-ANNUAL MAINTENANCE FOR AIR QUALITY INSPECTION	\$ 534.28
05/26/2017	1	128413	SAFETY-KLEEN SYSTEMS INC	WWTP-QUARTERLY SERVICE	\$ 275.00
05/26/2017	1	128414	SHIAWASSEE COUNTY TREASURER	TAX SETTLEMENT	\$ 906.94
05/26/2017	1	128415	SHIAWASSEE DISTRICT LIBRARY	DEL PP COLLECTIONS	\$ 67.62
05/26/2017	1	128416	SHIAWASSEE FAMILY YMCA	PAYROLL DEDUCTIONS-MEMBERSHIPS	\$ 219.00
05/26/2017	1	128417	STATE OF MICHIGAN	STATE OF MI WITHHOLDING	\$ 14,217.27
05/26/2017	1	128418	TRAMM TECH INC	WWTP/WTP-SCREW PUMP ROOM REPAIR	\$ 295.00
05/26/2017	1	128419	WASTE MANAGEMENT OF MICHIGAN INC	WWTP-LANDFILL DISPOSAL CHARGES-5/1/17-5/15/17	\$ 3,899.68
05/26/2017	1	128420	WM FLOYD CO	WWTP-LAWN RESTORATION	\$ 1,668.00
05/26/2017	1	2197(A)	ACLARA TECHNOLOGIES LLC	AUTOMATIC METER READING SYSTEM	\$ 12,641.50
05/26/2017	1	2198(A)	B & D ELEVATOR SERVICES INC	CITY HALL-MAINTENANCE-5/17/17	\$ 125.00
05/26/2017	1	2199(A)	BODMAN LLP	EMPLOYEE RELATIONS	\$ 1,115.95
05/26/2017	1	2200(A)	C D W GOVERNMENT, INC.	FINANCE-MS OFFICE PRO PLUS 2016 LICENSE	\$ 359.00
05/26/2017	1	2201(A)	GRAYMONT CAPITAL INC	WTP-PEBBLE QUICKLIME-46.94/TONS	\$ 6,172.61
05/26/2017	1	2202(A)	IDEXX DISTRIBUTION CORPORATION	WTP-LAB SUPPLIES	\$ 968.44
05/26/2017	1	2203(A)	KEMIRA WATER SOLUTIONS INC	WWTP-FERRIC CHLORIDE	\$ 3,814.76
05/26/2017	1	2204(A)	KENNEDY INDUSTRIES, INC.	WWTP-PARTS	\$ 747.63
05/26/2017	1	2205(A)	KODIAK EMERGENCY EQUIPMENT INC	OFD-REPAIRS TO MEDIC 3	\$ 433.04
05/26/2017	1	2206(A)	MICHIGAN BUSINESS & PROFESSIONAL ASSOCIATION	JUNE 2017-COBRA ADMIN FEE	\$ 50.00
05/26/2017	1	2207(A)	NATIONAL VISION ADMINISTRATORS LLC	JUNE 2017-VISION INSURANCE PREMIUM	\$ 469.20

05/26/2017	1	2208(A)	PHYSICIANS HEALTH PLAN OF MID-MICHIGAN	HEALTH INSURANCE PREMIUM	\$ 74,154.32
05/26/2017	1	2209(A)	SIGNATURE AUTO GROUP-OWOSSO MOTORS	WTP-OIL CHANGES	\$ 83.79
05/26/2017	1	2210(A)	UIS SCADA, INC.	BACK UP ALARMS TO PALMER ST LIFT STATION	\$ 5,540.00
05/26/2017	1	2211(A)	WEST SHORE FIRE, INC.	OFD-MASK STRAPS/FLASHLIGHTS	\$ 579.44

1 TOTALS:

(1 Check Voided)

il of 180 Disbursements:

\$ 1,016,059.31

OWOSSO HISTORICAL FUND

05/15/2017	10	4957	CHARTER COMMUNICATIONS	515 N WASHINGTON ST #3	\$ 8.77
05/15/2017	10	4958	CIRCLE MICHIGAN	MARKETING FEE-OWOSSO HISTORICAL COMMISSION	\$ 275.00
05/15/2017	10	4959	CITY OF OWOSSO	COPIES AND POSTAGE USAGE	\$ 16.50
05/15/2017	10	4960	CONSUMERS ENERGY	515 N WASHINGTON ST	\$ 203.36
05/15/2017	10	4961	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$ 42.39
05/15/2017	10	4962	SECURITY ALARM CO INC	224 CURWOOD DRIVE-6/1/17-8/31/17	\$ 60.00
05/15/2017	10	4963	SHIAWASSEE ARTS COUNCIL	PUZZLES (36) AND MAGNETS (60)	\$ 364.20
05/15/2017	10	4964	SPECIALTY SALVAGE LLC	515 N WASHINGTON ST	\$ 38.97
05/26/2017	10	4965	CONSUMERS ENERGY	224 CURWOOD CASTLE DR	\$ 253.36
05/26/2017	10	4966	DAYSTARR COMMUNICATIONS	JUNE 2017-CASTLE PHONE AND INTERNET	\$ 78.08
05/26/2017	10	4967	ROBERT V DORAN-BROCKWAY	REIMBURSEMENT-OHC WEBSITE HOSTING	\$ 216.91
05/26/2017	10	4968	SHIAWASSEE ARTS COUNCIL	CURWOOD CASTLE PARK VIDEO	\$ 495.00

10 TOTALS:

al of 12 Disbursements:

\$ 2,052.54

nk 2 TRUST & AGENCY

05/26/2017	2	6601	OWOSSO PUBLIC SCHOOLS	DEL PP COLLECTIONS	\$ 607.50
05/26/2017	2	6602	SHIAWASSEE COUNTY TREASURER	TAX SETTLEMENT	\$ 647.90
05/26/2017	2	6603	SHIAWASSEE DISTRICT LIBRARY	DEL PP COLLECTIONS	\$ 88.97

2 TOTALS:

tal of 3 Disbursements:

\$ 1,344.37

REPORT TOTALS:

(1 Check Voided)

il of 195 Disbursements:

\$ 1,019,456.22



MEMORANDUM

301 W MAIN • OWOSSO, MICHIGAN 48867-2958 •
WWW.CI.OWOSSO.MI.US

DATE: June 14, 2017
TO: Mayor Eveleth and the Owosso City Council
FROM: Brad Hissong, Building Official
SUBJECT: Lot Split Application – 439 E Exchange St

RECOMMENDATION:

I recommend approval of the application for lot split for 439 E Exchange St

BACKGROUND:

LEGAL DESCRIPTION:

LOT 7 (EX E 17' OF S 85' & E 27' OF N 47') OUTLOT 6 AL & BO WILLIAMS SUBDIV OUTLOT 6 & 7

The attached lot split request, received on May 18, 2017 from Leo & Kay Reynolds, has been reviewed by each department head within the City of Owosso. The proposed split will conform to present city ordinances.

Therefore, approval by the City Council for this lot split is recommended.

FISCAL IMPACTS:

N/A

CITY OF OWOSSO
LOT SPLIT / LOT COMBINATION
DEPARTMENTAL REVIEW

REVIEW APPLICANTS REQUEST TO HAVE PARCELS SPLIT/COMBINED FOR IMPACTS TO YOUR AREA OF RESPONSIBILITY.

PLEASE ROUTE THIS APPLICATION IN THE FOLLOWING SEQUENCE AND RETURN TO BUILDING DEPARTMENT ONCE COMPLETELY RECEIVED.

INITIAL REVIEW BY CITY ASSESSOR: LARRY COOK

Oh Larry Cook

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

COMMENTS

Descriptions attached -

***TREASURER: ANDREA SMITH

Andrea Smith

TAXES PAID TO DATE OR ANY SPECIAL ASSESSMENTS
RECOMMEND APPROVAL DENIAL ___

COMMENTS

None delinquent at this time

***BUILDING & ZONING: BRAD HISSONG

RECOMMEND APPROVAL DENIAL ___

COMMENTS

No issues with this Request

Brad Hissong

***ECONOMIC/COMMUNITY DEVELOPMENT: SUSAN MONTENEGRO

S Montenegro

RECOMMEND APPROVAL DENIAL ___

COMMENTS

No issues with this request. Received ZBA approval for setback requirements on 5-16-17.

***PUBLIC UTILITIES: GLEN CHINAVARE

RECOMMEND APPROVAL DENIAL ___

COMMENTS

NO WATER OR SEWER CONFLICTS

Glen Chinavare

***PUBLIC SERVICES: GLEN CHINAVARE

RECOMMEND APPROVAL DENIAL ___

COMMENTS

NO CONFLICTS

Glen Chinavare

RETURN ALL MATERIALS TO LARRY COOK

25⁰⁰ fee

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 439 E. Exchange Date 5-19-17

Name of applicant Leo C. + Kay D. Reynolds Phone (989) 723-4631

Address of applicant 213 N. Oak St.

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

Other (explain) Owner

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:

See Attached ZBA Variance Application

Split 39' x 32' Piece off and add to
213 N. Oak.

Signed _____

CITY STAFF TO COMPLETE BELOW

ZONING REVIEW: ZONING R2 RECOMMEND APPROVAL [] RECOMMEND DENIAL.

EXPLANATION OF RECOMMENDATION ZBA approved variance request on May 16, 2017. No issues with lot split request - S Montenegro

DATE SET FOR CITY COUNCIL REVIEW 6/19/17 NOTICE SENT TO APPLICANT 6/19/17

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

RESULTS SENT TO APPLICANT _____

Lot Split Form

Date: 05/17/17

For Tax Year: 2018

Original Parcel Owner(s): Reynolds, Leo & Kay

Original Parcel Address: 439 E. Exchange & 213 N. Oak

Original Parcel Number:

050-666-000-008-00 & 050-666-000-010-00

New Parcel Numbers: No Change - Same as Above

Current Description 050-666-000-008-00 (439 E. Exchange St.)

LOT 7 (EX E 17' OF S 85' & E 27' OF N 47') OUTLOT 6 AL & BO WILLIAMS SUBDIV
OUTLOT 6 & 7

Current Description 050-666-000-010-00 (213 N. Oak St.)

N 47' LOT 8 & N 47' OF E 27' LOT 7 OUT LOT 6 AL & BO WILLIAMS SUBDIV
OUTLOT 6 & 7

New Description After Split (439 E. Exchange St.) 050-666-000-008-00

LOT 7 (EX E 17' OF S 85' & E 27' OF N 47') (ALSO EX N 32' OF W 39'),
OUTLOT 6 AL & BO WILLIAMS SUBDIV OUTLOT 6 & 7

New Description After Combine (213 N. Oak St.) 050-666-000-010-00

N 47' LOT 8. ALSO, N 47' OF E 27' LOT 7 & N 32' OF W 39',
OUTLOT 6 AL & BO WILLIAMS SUBDIV OUTLOT 6 & 7

Original Assessed Value of Original Parcel: 666-000-008 -30,300 666-000-010 - 24,200

Original Taxable Value of Original Parcel: 666-000-008 -29,919 666-000-010 - 23,340

New Assessed Value of Original Parcel: 666-000-008 - 29,900 666-000-010 - 24,600

New Taxable Value of Original Parcel: 666-000-008 - 29,524 666-000-010 - 23,735

New Homestead Affidavit(s)?: Yes No

Owner's Signature: Leo C. Reynolds

Date: 5-19-17

Kay D. Reynolds AKA

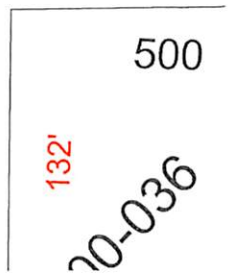
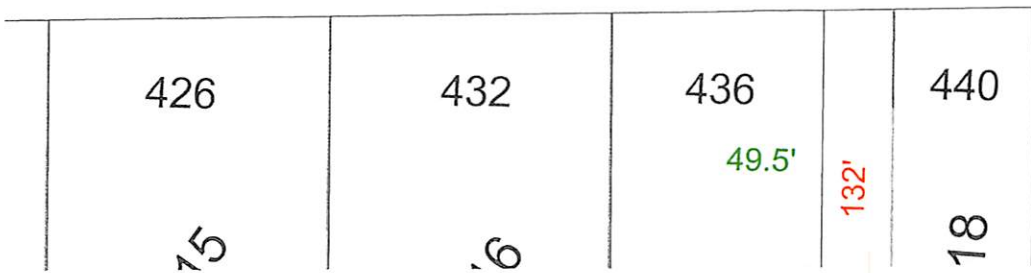
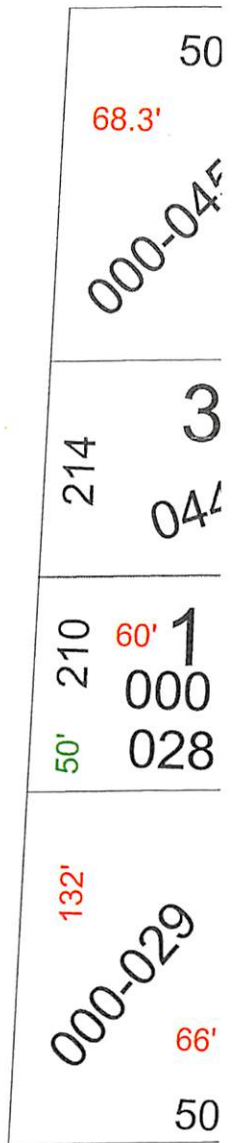
Date: 5-19-17

Assessor's Authorization: Tom J. Cook

Date: 5/24/17



66'



Kay Reynolds

723-4631

CITY OF OWOSSO
ZONING BOARD
REQUEST

4-13-17
Met w/ Sue:
She is to Contact
Mrs. Reynolds + visit,
look at her
property and work
with her. PC

by the 25th of the month v

the following month at 9:30 a.m.

representative of the applican

ing for action to be taken.

- 5. in order that this application may be processed, the applicant must complete Page 1 of this form and make payment of \$300.00 to the City Treasurer's Office to cover costs the City incurs. Checks are to made out to "City of Owosso".
- 4. Questions about this application may be directed to (989) 725-0540.

Request is hereby made to the City of Owosso for a hearing before the Zoning Board of Appeals for one or more of the following:

- Variance
- Administrative Interpretation
- Class A Non-Conforming Status or Expansion
- Appeal of Staff or "Board" Decision
- Exception/Special Approval

APPLICANT: Leo C. and Kay D. Reynolds

ADDRESS: 213 North Oak Street LOCATION OF APPEAL: 439 E. Exchange St.
Owosso Mich. 48867-3021 and 213 N. Oak St.

PHONE NO.: (989) 723-4631 DATE APPEAL FILED: _____

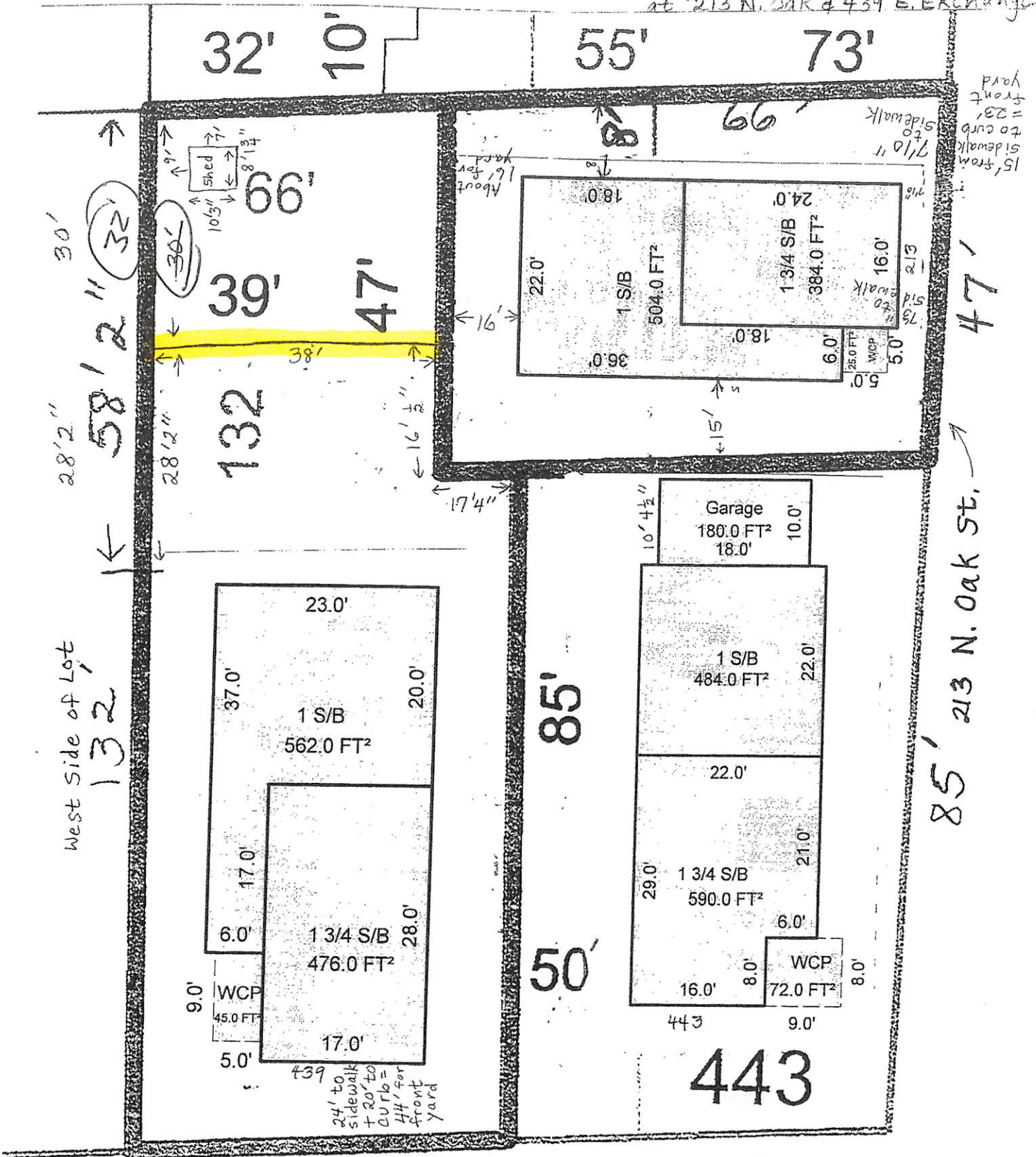
APPEAL: (Indicate all data pertinent to this case, both present and proposed.)
We own all three houses that were squeezed onto the northwest corner of N. Oak St. and E. Exchange St. The addresses are 213 N. Oak, 439 and 443 E. Exchange. We are requesting a division of the back yard at 439 E. Exchange St. in Owosso. We would like about half of the back yard to remain with 439 E. Exchange and the other half, 30'x39', attached to 213 N. Oak St.

If this is a variance request, indicate how the strict enforcement of the Zoning Ordinance would result in practical difficulty to the property owner, and how this difficulty is peculiar to the property.
 (Note: For a dimensional variance it is necessary to submit a site plan with this application.)
The kitchen and dining room windows at 213 N. Oak have a view of the back yard. There are no good views from 439 or 443 E. Exchange. We have lived at 213 N. Oak for 42 years and would greatly appreciate half of the back yard because our lot is very small on all sides: 8' on the north, 7 1/2' on the east, 15' on the south, and 16' on the west. If we should ever need to sell 439 E. Exchange, we would enjoy keeping half of the back yard. By the way, our great-grandparents moved into 443 E. Exchange in 1920 so it has been in the family for 97 years.

I hereby state that all above statements and any attached documents are true and correct to the best of my knowledge.

Kay D. Reynolds
 Signature of Applicant

Leo & Kay Reynolds 989-723-4631 Proposal for Back Yard at 213 N. Oak & 439 E. Exchange



439 & 443 E. Exchange St.



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 15, 2017

TO: City Council

FROM: City Manager

SUBJECT: Shiawassee Economic Development Partnership (SEDP) pledge

The city of Owosso is in the last year of a three-year pledge agreement with the Shiawassee Economic Development Partnership (SEDP). The current year pledge is \$2.00 per resident or \$31,426. A request is being made to renew the pledge.

Attached is information from the SEDP regarding the City's return on investment as well as the original agreement with the Chamber of Commerce.

The City of Owosso's Return on Investment in the Shiawassee Economic Development Partnership

The City of Owosso has been a formal partner with the Shiawassee Economic Development Partnership (SEDP) since our inception in 2002, providing funding support for our efforts (currently \$31,426 annually) as well as leadership on our board of directors (currently City Manager Don Crawford).

In that time, the SEDP has worked on numerous business attraction, retention and expansion projects in the city that have helped to create local jobs, investment and tax base that has strengthened not only Owosso but all of Shiawassee County. Some statistics that demonstrates our county's economic comeback:

- 4.0% unemployment rate – lowest since 2000
- 3,100+ more people employed than in January 2010 (auto industry bankruptcy)
- Labor force participation up 1,200 over last 19 months
- Median household income has risen over \$2,000 from 2013 to 2015 (latest year available)

Specifically for Owosso, some of our recent announced successes include:

- Electrical contractor Meyer Electric acquiring the 26,000 sq ft, former Mitchell Corporation building on Chipman St, and relocating their operations to the facility.
- Automotive supplier Sonoco receiving a \$155,000 grant from the Michigan Economic Development Corporation to bring 31 jobs and \$1.2 million investment here instead of another company plant in Ohio.
- Global agribusiness Cargill constructing a new 75,000 sq ft, \$19 million animal feed production facility on the old sugar beet site.
- Automotive supplier C.I.E. Newcor (formerly Machine Tool & Gear) hosting a successful on-site job fair at their Chestnut St facility, with nearly 400 people in attendance. The company plans to hire an additional 75-100 people in the coming year.
- The Woda Group under construction on converting Lincoln School into Lincoln House, a multi-million dollar 28-unit senior apartment complex.
- The Shiawassee Regional Chamber of Commerce is investing \$5 million in redeveloping the Armory building into space for Class A offices, a business incubator, and community events.
- Working with drainage pipe manufacturer Advanced Drainage Systems (located on Chestnut St) and State Representative Ben Frederick on legislation that will help ADS put safer, more efficient pipe-hauling vehicles on the road.

The SEDP is finalizing a new fundraising campaign that will include increased focus on business and talent development, and would request that the City Council consider an increase to your current funding amount for future budgets to help with these new initiatives. I will be present at the June 19th meeting to discuss this further.

Justin Horvath, President/CEO, Shiawassee Economic Development Partnership

AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES

THIS AGREEMENT is made this Fifth day of January, 2004, by and between the City of Owosso, 301 West Main Street, Owosso, Michigan 48867 ("City") and the Owosso-Corunna Area Chamber of Commerce (d/b/a Shiawassee Regional Chamber of Commerce), 215 North Water Street, Owosso, Michigan 48867 ("Chamber").

WHEREAS, Chamber has initiated a program of economic development activities for the purpose of enhancing the well-being of Shiawassee County residents through efforts directed at increasing employment opportunities and improving the incomes of those residents through activities such as marketing industrial sites, retention of existing economic base employers, and facilitating business expansion, among others; and

WHEREAS, in order to operate said program, Chamber has sought financial assistance from various public, private, and nonprofit organizations in Shiawassee County, including City; and

WHEREAS, City, by action of its City Council, has agreed to provide direct financial and in-kind assistance in support of said program;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. Throughout the term of this agreement and any extension thereof, Chamber shall provide a comprehensive program of economic development activities including marketing available industrial and major commercial sites to known prospects, making periodic calls on economic base employers for the purpose of assessing their current vitality and future needs, and assisting new economic base businesses in commencing activities in the community. It is understood that Chamber shall conduct such activities fairly on behalf of all Shiawassee County communities and that activities conducted within the Owosso corporate limits shall generally reflect the numbers of existing economic base businesses and available sites and buildings located within the corporate limits.
2. City shall pay to Chamber, or to one of its subsidiaries, for services rendered by Chamber as described above the amount of \$15,713 annually, said amount representing \$1 per capita based on the 2000 Census of Population. City shall pay this amount after having received an invoice from Chamber or from one of its subsidiaries.
3. City shall further provide in-kind services in the amount of \$15,713 annually in support of economic development activities. Such in-kind services shall include work performed by the Director of Community Development in the course of his employment by City which is oriented toward the support and development of


economic base activities, including, but not limited to, development and marketing of sites for economic base businesses, retention calls on economic base businesses, addressing inquiries from prospects and existing businesses, processing applications for tax abatements and conducting studies and preparing plans. The City may provide other in-kind contributions to Chamber subject to the approval of the City Manager and budget allowances therefor.

4. The term of this agreement shall be five (5) years from the date of this agreement. At the conclusion of the initial term, the agreement shall be extended automatically for additional one-year periods unless either party notifies the other within sixty (60) days of the end of the initial term or any extension thereof of its intent to terminate the agreement.
5. Other provisions of this agreement to the contrary notwithstanding, City shall have the right to terminate the agreement thirty (30) days after notifying Chamber that Chamber is in default of the terms of the agreement by reason of its having discontinued the provision of a comprehensive program of economic development activities in Shiawassee County. If City elects to terminate the agreement, Chamber shall refund to City a pro rata share of the payment made pursuant to paragraph 2.
6. It is expressly understood and agreed that Chamber is an independent contractor. The employees, servants and agents of Chamber shall in no way be deemed to be and shall not hold themselves out as the employees, servants or agents of City.
7. Chamber shall, at its own expense, protect, defend, indemnify and save harmless City and its elected and appointed officers, employees, servants and agents from any and all liability resulting from any acts, omissions or negligence of Chamber and Chamber's employees, servants and agents that might arise out of this agreement. Chamber's responsibilities to City as set forth in this section shall remain without regard to insurance coverage obtained by Chamber pursuant to the requirements of this agreement.

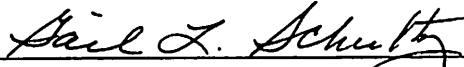
IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET THEIR HANDS THE DATE FIRST ABOVE WRITTEN.

CITY OF OWOSSO

SHIAWASSEE REGIONAL
CHAMBER OF COMMERCE



John C. M. Davis, Mayor



Gail L. Schultz, City Clerk



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0570 • FAX (989) 723-8854

MEMORANDUM

DATE: June 12, 2017

TO: Owosso City Council

FROM: Karen K. Ruddy, Finance Director

SUBJECT: 2016-2017 Final Budget Amendment

Attached is the final budget amendment for the fiscal year 2016-2017. The State of Michigan requires a budget amendment when it appears expenses will be greater than originally budgeted. Therefore, an estimate is prepared to insure no governmental funds will have expenses greater than budgeted.

No amendment is necessary or has been prepared for Enterprise Funds (water, sewer, waste water treatment and fleet) or funds where actual expenses will not exceed the budget.

The following is a list of funds that require an amendment and a brief explanation of the increase (decrease) to the original budget. Also I have attached a summary of changes to the General Fund by revenue source and departmental expense for your reference.

General Fund

Increase to budget \$138,648

Revenues: Any decreases in estimated revenues were offset by increases to Building Permit and Other Revenue. Other Revenue includes the sale of property at 1509 W. Oliver and a reimbursement from our general liability insurance company (this occurs most years but was not budgeted.) Since the increases were greater than the decreases, this allowed the city to reduce the amount of fund balance that had been budgeted by \$106,549.

Expense: Almost all of the departments spent under budget, with the exception of Transfers Out. This department had an increase of \$379,298 due to a transfer to the

Cargill brownfield project.

General Fund - Continued

Initially, it was thought that the Cargill project would be funded through bond debt. However, \$844,000 had been set aside in the past for capital projects. It was decided to use these funds, plus the some of the unused fund balance that had been budgeted to self-fund the Cargill project; for the immediate future. The city can expect a return four to six percent; which is comparable if not better than most of our investment returns.

Major Streets Fund

Increase to budget \$613,331

The major reason for this increase was to record the Gould Street and Oliver Street grant revenue and offsetting reimbursed expenses; these had not been budgeted originally. Also the Oliver street project will be approximately sixty percent complete by year end, and required amendments for expenses not covered by the grant. These additional expenses will be offset by bond proceeds from the voter approved debt millage.

Local Street Fund

Increase to budget \$509,587

The increase to this budget is for the grant revenue and offsetting reimbursed expenses. Neither this revenue nor these expenses were included in the original budget.

Brownfield OBRA District #3

Increase to budget \$322

The tax revenue was greater than budgeted; therefore the contractor payment will also be greater than budgeted. A budget amendment is necessary to increase the budgeted expense to actual.

Capital Projects Fund

Increase to budget \$844,628

This fund originally had no budget. However this money which was set aside for capital projects will be used for the Cargill project until the city decides whether to finance the project through borrowing. The city will be paid back over the life of the brownfield plan; including interest of four to six percent.

Capital Projects – Streets

Increase to budget \$438,870

Originally this fund had no budget. However the money in this fund is from the previous debt issue and is being transferred to both Major and Local Street funds to cover the cost of road projects that were not funded with grant money.

RECOMMENDATION:

Recommend approval of a 2016-2017 budget amendment resolution.

RESOLUTION NO.

RESOLUTION AMENDING THE 2016-2017 BUDGET

WHEREAS, pursuant to Chapter 8, Section 5 of the Owosso City Charter and the Uniform Budgeting Act, the City Council adopted the General Appropriations Act Budget for 2016-2017 by Resolution, and

WHEREAS, the operating budget for fiscal year 2016-17 was adopted at the fund level, authorizing administrators managerial control of line item and activity level; and

WHEREAS, MCL 141.437 states that the local legislative body of the local unit shall amend the general appropriations act as soon as it becomes apparent that a deviation from the original general appropriations act is necessary, and

WHEREAS, the City Council recognizes the need to review the Act to identify if an amendment is required, and

WHEREAS, the Finance Director has made recommendations that include proposals for measures necessary to provide revenues sufficient to meet expenditures, and

WHEREAS, the City Council has determined these changes in the 2016-2017 City of Owosso Budget (Act) is needed and necessary to monitor the financial operations of the City; and to ensure expenditure to not exceed available revenues or appropriations;

NOW THEREFORE BE IT RESOLVED that the Owosso City Council hereby adopts the amendments listed below to be reflected in the 2016-2017 Amended Annual Budget (Act).

	<u>Approved</u>	<u>Change in</u>	<u>Amended</u>
101-GENERAL FUND	7,723,050	138,648	7,861,698
202-MAJOR STREETS FUND	1,495,825	613,331	2,109,156
203-LOCAL STREETS FUND	474,500	509,587	984,087
283-OBRA FUND-DISTRICT 3	15,900	322	16,222
400-CAPITAL PROJECTS FUND	0	844,628	844,628
411-CAPITAL PROJECTS STREETS	850	438,870	439,720

GENERAL FUND - BUDGET AMENDMENT SUMMARY

	Original	Amended	Increase	
REVENUES	Budget	Budget	(Decrease)	
Property Taxes	3,318,875	3,316,744	(2,131)	
License and Permits	133,100	264,702	131,602	More permits issued than estimated
Intergovernmental Revenue	1,657,200	1,747,798	90,598	State reimb of PPT not budgeted
Charges for Services	1,244,050	1,192,217	(51,833)	Ambulance Adv Life Support down
Interest Income	35,000	10,546	(24,454)	Interest investment down
Other Revenue	22,000	176,027	154,027	Sale of lot and reimb from gen liab Insurance
Transfers In	712,825	660,213	(52,612)	WWTP transfer based on consumption - down
Other Financing Sources-Fund Balance	600,000	493,451	(106,549)	Increase in revenue less Fund Bal needed
	<u>7,723,050</u>	<u>7,861,698</u>	<u>138,648</u>	
EXPENSES				
Dept 101-CITY COUNCIL	4,300	4,300	-	No change
Dept 171-CITY MANAGER	136,900	136,900	-	No change
Dept 201-FINANCE	165,550	165,500	(50)	immaterial
Dept 209-ASSESSING	122,700	118,700	(4,000)	Supplies
Dept 210-CITY ATTORNEY	140,000	125,000	(15,000)	Cargill attorney costs allocated
Dept 215-CLERK	262,975	236,975	(26,000)	Contract services lower than estimated
Dept 226-HUMAN RESOURCES	222,425	207,425	(15,000)	Wages estimated too high
Dept 253-TREASURY	242,950	222,950	(20,000)	Budgeted based on retiree with higher pension
Dept 258-INFORMATION & TECHNOLOGY	193,900	138,900	(55,000)	Contract services lower than estimated
Dept 265-BUILDING & GROUNDS	106,650	105,650	(1,000)	immaterial
Dept 299-GENERAL ADMIN	309,750	309,750	-	No change
Dept 300-POLICE	2,042,150	1,979,150	(63,000)	Gas and Architect fees estimated high
Dept 335-FIRE	2,202,475	2,132,475	(70,000)	Health Ins, W/C and architect fees estimated high
Dept 370-BUILDING AND SAFETY	209,400	220,000	10,600	Building official contract higher than estimated
Dept 441-PUBLIC WORKS	566,900	616,900	50,000	Landfill liability not budgeted
Dept 528-LEAF AND BRUSH COLLECTION	261,000	241,000	(20,000)	Labor and equipment costs estimated high
Dept 585-PARKING	46,000	43,000	(3,000)	immaterial
Dept 728-COMMUNITY DEVELOPMENT	119,775	109,775	(10,000)	Wages and health ins estimated high
Dept 756-PARKS	189,850	190,650	800	immaterial
Dept 966-TRANSFERS OUT	177,400	556,698	379,298	Cargill brownfield financing
	<u>7,723,050</u>	<u>7,861,698</u>	<u>138,648</u>	



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 12, 2017

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Service Department

SUBJECT: Application for Transportation Economic Development Funds, Category A, for pavement improvements along McMillan Avenue, Monroe Street, and Gould Street.

RECOMMENDATION:

I recommend that Council approve the attached resolution supporting the proposed pavement and storm sewer improvements along McMillan Avenue, Monroe Street, and Gould Street; as the first step in seeking Transportation Economic Development, Category A funds (TEDF-A) for the project.

BACKGROUND:

The Michigan Department of Transportation has announced its call for applications for Transportation Economic Development, Category A funds (TEDF-A). This source of funds is for improving transportation needs in cooperation with economic development projects that create jobs for the community. City and SEDP staff met with local business representatives of the City's industrial park to discuss their transportation needs. Findings are that Tri-Mer Corporation is expanding its operations along McMillan Avenue and 2nd Chance Wood Company is scheduling a new development project along McMillan Avenue. Projected job creation of both development projects fits eligibility criteria for a TEDF-A grant with maximum amount set at \$750,000.00

City staff analyzed the street network that connects both businesses to the I-69 Transportation Network. Staff recommends the following transportation improvements:

- Resurface and cut-in ditch along McMillan Avenue, commencing from a point 450' south of Industrial Drive, then northerly to Monroe Street; Work will include crushing and stabilizing the existing road as a base, resurface with up to 4.5" new asphalt, and add ditches; altogether with related work.
- Reconstruct Monroe Street, from McMillan Avenue northwesterly to Gould Street. Work will include new pavement, new curb and gutter, and new storm sewer; altogether with related work.
- Resurface Gould Street, from Monroe Street northerly to M-71 (Corunna Ave.). Work will include cold milling and resurfacing up to 3.5" asphalt pavement, isolated curb and gutter repair, ADA sidewalk ramps, and storm sewer improvements; altogether with related work items.

The work is scheduled for the 2018 construction season as MDOT requires advance submittal of applications for TEDF-A funded projects. This work will improve pavement quality and traffic flow for vehicular traffic and provide system continuity for the city's secondary all-season commercial truck route system.

FISCAL IMPACTS:

The total estimated cost for this project is \$1,171,430.00, of which TEDF-A funds if approved by MDOT, will pay \$750,000.00. The City's share will be \$421,430.00 and funded by its 2016 Unlimited Tax General Obligation Bond proceeds. The City will be responsible for providing full design engineering and construction administration services for the project. Approval of the attached resolution will indicate Council's support for the project and the funding required of the City. MDOT requires the submission of such a resolution prior to

consideration of any application for funds.

In the event MDOT does not approve the project and/or the necessary TEDF-A funds, then this project will be delayed until sufficient funds become available.

This resolution is originated by: Director of Public Service.

ATTACHMENTS: City Resolution to apply for MDOT TEDF-A Funds

RESOLUTION NO. ____

**RESOLUTION AUTHORIZING APPLICATION FOR
TRANSPORTATION ECONOMIC DEVELOPMENT FUNDS, CATEGORY A
FOR PAVEMENT IMPROVEMENTS TO
MCMILLAN AVENUE, MONROE STREET , AND GOULD STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Public Service Department recommends pavement resurfacing ditches along McMillan Avenue from 450' south of Industrial Drive to Monroe Street, pavement reconstruction of Monroe Street from McMillan Avenue to Gould Street, and pavement resurfacing of Gould Street from Monroe Street to M-71 (Corunna Ave.); and

WHEREAS, the Michigan Department of Transportation offers special funding known as Transportation Economic Development Fund-Category A (TEDF-A) for roadway improvements that provide continuity with the secondary all-season commercial truck route system for economic development projects with intent to create additional jobs for the community; and

WHEREAS, the roadway proposed for improvement meets all of the requirements of the TEDF, Category A Program; and

WHEREAS, the City of Owosso proposes to procure TEDF-A funds for the purpose of providing up to 80% funding, with capped amount set as \$750,000.000 state match to the City's 2016 Unlimited Tax General Obligation Bond Proceeds and Public Act 51 Major Street funds as outlined in its application.

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 proceed with the proposed roadway improvements.
- SECOND: That the City of Owosso is actively seeking TEDF-A funds to partially fund the pavement resurfacing of McMillan Avenue from 450' south of Industrial Drive to Monroe Street, pavement reconstruction of Monroe Street from McMillan Avenue to Gould Street, and pavement resurfacing of Gould Street from Monroe Street to M-71 (Corunna Ave.) and is willing to participate in this program.
- THIRD: That the proper city officials are authorized to sign the application documents.
- FOURTH: Staff is hereby authorized to obligate combination of city of Owosso 2016 Unlimited Tax General Obligation Bond proceeds and Public Act 51 Major Street funds as its match of the project cost.



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: June 15, 2017
TO: City Council
FROM: Glenn M. Chinavare, Utility Director
SUBJECT: Proposed Water & Sewer Rate Schedule for FY 2017 - 2018

RECOMMENDATION:

Adoption of revised water and sewer rates per proposed resolution, and authorization to charge customers for said rates beginning the first quarter billing period for FY2017 - 2018.

BACKGROUND:

Attachment (1) is the proposed water and sewer rate schedule for the fiscal year beginning July 1, 2017. The proposed rate changes are in line with the projections previously approved by Council and included in the preparation of the water and sewer fund budgets for FY 2017-18.

The Water Main Capital (i.e. Replacement) Charge will increase \$3.00 (from \$13.00 to \$15.00 per quarter for residential customers - larger increases proportional to meter service size), which is intended to generate additional revenue for planned water main and lead service line replacements.

The in-town Water Demand Charge will increase \$2.00 (from \$32.00 to \$34.00 per quarter for residential customers - larger increases proportional to meter service size), which will generate the necessary funds for debt servicing.

The out-of-town Water Demand Charge will increase \$4.00 (from \$64.00 to \$68.00 per quarter for residential customers - larger increases proportional to meter service size), with 25% of the revenue received being returned to the townships.

The in-town Water Usage Charge would increase from \$1.90 to \$2.00 per meter unit (100 cubic feet or about 750 gallons). The out-of-town Water Usage Rate would increase from \$3.80 to \$4.00 per unit (with 25% of the revenue received being returned to the Townships). The wholesale rate to the City of Corunna would increase by the same percentages as the City and neighboring Townships. The City of Corunna usage/commodity rate will increase from \$2.79 per 1000 gallons to \$2.93 per 1,000 gallons.

The Sewer Usage Charge would increase from \$2.30 to \$2.40 per unit of metered water. This applies to City of Owosso customers only, as the Townships and Corunna separately bill their own customers. Costs for the Mid-County Wastewater Treatment Plant are shared on a wholesale basis between the 4 mid-County local units of government. The increase in the Sewer Usage Charge is necessary to cover the City share (about 70%) of the cost of the plant operation.

The changes to the Water & Sewer Rate Schedule are briefly described below in attachment (2). The changes would not apply to the June 30, 2016 billing, but would be in effect for the first quarterly billing for period July 1, 2017 through September 30, 2017.

FISCAL IMPACTS:

These above changes will result in an overall 6.3% increase in a typical residential water/sewer bill beginning with the first quarterly billing ending September 30, 2017. The increase keeps pace with the utility industry at a 4% to 5% growth rate, and addresses upcoming infrastructure needs. Existing and previous rate increases have kept pace with normal operating needs, with a small margin beyond that for capital replacement.

Document originated by:

Glenn M. Chinavare, Director of Public Services & Utilities

Attachment: (1) Resolution
(2) Annual Owosso Rate Comparisons

RESOLUTION NO. _____

**WATER AND SEWER RATE SCHEDULE
FOR THE CITY FISCAL YEAR BEGINNING JULY 1, 2017**

"Pursuant to Sections 34-248. Water Rates, and 34-249. Sewer Rates, of Article V, of Chapter 34, of the Owosso City Code, the City Council does hereby resolve that the following rate schedule for water and sewer service shall be in effect for the City fiscal year beginning July 1, 2017 and continuing thereafter until modified or replaced by further Council action. Bills issued with a nominal bill date of June 30, 2017 covering the quarter from April to June 2017 shall be billed under the previous rate schedule. All previous resolutions or parts thereof, insofar as the same may be in conflict herewith, are hereby repealed following the effective date of this schedule."

**CITY OF OWOSSO
WATER AND SEWER RATE SCHEDULE
FOR THE CITY FISCAL YEAR BEGINNING JULY 1, 2017**

I. QUARTERLY WATER AND SEWER RATES

In-town quarterly water service charges consist of: a demand charge based on water meter size (see table below), a capital charge dedicated for water main replacement, and a metered usage charge. One meter unit is equal to 100 cubic feet of water or about 750 gallons. Rates for retail out-of-town water service are double the in-town rate, except that the capital charge does not apply to out-of-town customers where the respective Township separately finances water main replacement. Twenty five percent of the out-of-town revenue is collected for and transferred to the respective Township for use in replacing and improving their water distribution system.

Quarterly sewer charges consist of a demand charge based on the water meter size (see table below) and a sewer usage charge based on metered water consumption. The City has no retail out-of-town sewer service.

Bills are issued on a quarterly basis and, if not paid by the due date as shown on the billing, a late payment charge of ten percent (10%) of the current amount due may be added for failure to make prompt payment.

QUARTERLY WATER SERVICE CHARGE:

- In-town: In-town Water Usage Charge of **\$2.00** per meter unit plus In-town Water Demand Charge plus Capital Charge from Table below.
- Out-of-town: Out-of-town Water Usage Charge of **\$4.00** per meter unit plus Out-of-town Water Demand Charge from Table below.

QUARTERLY SEWER SERVICE CHARGE:

Sewer Usage Charge of **\$2.40** per unit plus Sewer Demand Charge from Table below.

For residential customers without metered water service, the quarterly sewer charge shall be **\$85.60** per residential unit.

**WATER AND SEWER RATE SCHEDULE
FOR THE CITY FISCAL YEAR BEGINNING JULY 1, 2017
(page 2 of 3)**

QUARTERLY DEMAND CHARGE TABLES

A. Potable Water & Sewer Service

Water Meter Size	Water Demand	Water CAPITAL	Sewer Demand	Combined In-Town	Water Only (Out-of-town)
5/8"	\$34.00	\$ 15.00	\$ 28.00	\$ 77.00	\$ 68.00
3/4"	51.00	23.00	42.00	116.00	102.00
1"	85.00	38.00	70.00	193.00	170.00
1.5"	170.00	76.00	140.00	386.00	340.00
2"	272.00	122.00	224.00	618.00	544.00
3"	510.00	229.00	420.00	1,159.00	1,020.00
4"	850.00	382.00	700.00	1,932.00	1,700.00
6"	1,700.00	764.00	1,400.00	3,864.00	3,400.00

For a residential user with a second 5/8" meter on a single service line for water only irrigation service, the user shall be charged a single water demand and capital charge equivalent to a 3/4" metered service on a year round basis.

The demand charge for multiple residential units served by a single water meter shall be based on actual meter size provided the meter meets the minimum size requirement per the following table:

<u>Number of Apartments</u>	<u>Minimum Meter Size</u>
1 - 3	5/8"
4 - 7	3/4"
8 - 11	1"
12 - 15	1&1/2"
16 - 24	2"
24 - 48	3"
Over 48	4"

B. Fire Protection Service

<u>Riser Size</u>	<u>Quarterly Water Charge</u>		<u>Out-of-Town DEMAND</u>
	<u>In-Town DEMAND</u>	<u>CAPITAL</u>	
4 inch	\$ 51.00	\$ 23.00	\$ 102.00
6 inch	\$ 85.00	\$ 38.00	\$ 170.00
8 inch	\$ 170.00	\$ 76.00	\$ 340.00
10 inch	\$ 272.00	\$ 122.00	\$ 544.00

II. HYDRANT RENTAL CHARGES

Hydrants located outside the City of Owosso and private hydrants maintained by the City of Owosso shall be subject to an annual hydrant rental charge of \$160.00.

**WATER AND SEWER RATE SCHEDULE
FOR THE CITY FISCAL YEAR BEGINNING JULY 1, 2017
(page 3 of 3)**

III. BULK WATER CHARGES

For users with an active city water service connection, bulk water delivered by the city from hydrants or other approved outlets for such purposes as pool filling, shall be charged at the standard metered usage rate given in Section I. above along with actual labor and equipment costs with a minimum charge of \$50.00.

Other bulk water sales, such as filling tank trucks, shall be charged at the rate of \$10.00 per thousand gallons with a \$50.00 minimum charge, which includes up to 5,000 gallons, if during the normal workday at an established city delivery point. After hours bulk water sales and/or sales at other than established city delivery points, shall be charged at the rate of \$10.00 per thousand gallons plus actual labor and equipment costs.

For customers who do not prepay a \$10 service charge shall apply for invoicing.

(Note: These charges do not apply to water supplied for fire fighting).

IV. INCREMENTAL WATER AND SEWER USAGE CHARGES FOR BILLING
ADJUSTMENTS RELATED TO PLUMBING LEAKS

The incremental water and sewer usage charges shall be 50% of the normal usage charge. These incremental usage rates are for the purpose of making adjustments to significantly high bills attributable to plumbing leaks and may be applied in accordance with Guidelines separately approved by the Owosso City Council.

V. EXTRA STRENGTH WASTEWATER SURCHARGES

Extra strength wastewater surcharges shall apply to those users of the City wastewater treatment system approved for the discharge of extra strength wastewater in accordance with Section 34-170. of the Owosso City Code. The surcharge rate shall be applied to loadings in excess of the base or normal strength loading.

EXTRA STRENGTH WASTEWATER SURCHARGE SCHEDULE

<u>PARAMETER</u>	<u>BASE</u>	<u>SURCHARGE</u>
BOD-5	220 MG/L	\$0.11/pound in excess of base
TSS	300 MG/L	\$0.17/pound in excess of base
TP	10 MG/L	\$1.50/pound in excess of base
NH3-N	20 MG/L	\$0.80/pound in excess of base

(Note: BOD-5 = Biochemical Oxygen Demand; TSS = Total Suspended Solids; TP = Total Phosphorous; NH3-N = Ammonia Nitrogen; MG/L = Milligrams per Liter)."

Owosso Water & Sewer
Rate History & Projections
"Typical" 4 person Residential Customer
FY 2017-18
(Changing rates are in bold)

	Actual Sept 2005 to Mar 2010	Actual Apr 2010 to Jun 2011	Actual FY2010-11	Actual FY2011-12	Actual FY2012-13	Actual FY2013-14	Actual FY2014-15	Actual FY2015-16	Actual FY2016-17	Proposed FY2017-18
"Typical" family of four City Residential Customer										
Water Demand Charge per quarter	\$ 22.50	\$ 25.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 31.00	\$ 32.00	\$ 32.00	\$ 34.00
Water Main Replacement Charge (applied in City only)	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 13.00	\$ 15.00
Water Usage Rate per 100cf	\$ 1.20	\$ 1.30	\$ 1.40	\$ 1.40	\$ 1.50	\$ 1.60	\$ 1.70	\$ 1.80	\$ 1.90	\$ 2.00
Water Usage Charge for 24 units per quarter	\$ 28.80	\$ 31.20	\$ 33.60	\$ 33.60	\$ 36.00	\$ 38.40	\$ 40.80	\$ 43.20	\$ 45.60	\$ 48.00
Quarterly Water Charge	\$ 51.30	\$ 56.20	\$ 63.60	\$ 63.60	\$ 76.00	\$ 80.40	\$ 83.80	\$ 87.20	\$ 90.60	\$ 97.00
% increase	0.0%	9.6%	13.2%	0.0%	19.5%	5.8%	4.2%	4.1%	3.9%	7.1%
Sewer										
Sewer Demand Charge per quarter	\$ 22.50	\$ 22.50	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 26.00	\$ 26.00	\$ 26.00	\$ 28.00
Sewer Usage Rate per 100cf	\$ 1.70	\$ 1.70	\$ 1.80	\$ 1.80	\$ 1.90	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40
Sewer Usage Charge for 24 units per quarter	\$ 40.80	\$ 40.80	\$ 43.20	\$ 43.20	\$ 45.60	\$ 48.00	\$ 50.40	\$ 52.80	\$ 55.20	\$ 57.60
Quarterly Sewer Charge	\$ 63.30	\$ 63.30	\$ 68.20	\$ 68.20	\$ 70.60	\$ 73.00	\$ 76.40	\$ 78.80	\$ 81.20	\$ 85.60
% increase	0.0%	0.0%	7.7%	0.0%	3.5%	3.4%	4.7%	3.1%	3.0%	5.4%
Total In City Quarterly Water & Sewer	\$ 114.60	\$ 119.50	\$ 131.80	\$ 131.80	\$ 146.60	\$ 153.40	\$ 160.20	\$ 166.00	\$ 171.80	\$ 182.60
% increase	0.0%	4.3%	10.3%	0.0%	11.2%	4.6%	4.4%	3.6%	3.5%	6.3%
Out-of-Town Residential Customer (Water only)										
Water Demand Charge per quarter	\$ 45.00	\$ 50.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 62.00	\$ 64.00	\$ 64.00	\$ 68.00
Proposed Water Main Replacement Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Usage Rate per 100cf	\$ 2.40	\$ 2.60	\$ 2.80	\$ 2.80	\$ 3.00	\$ 3.20	\$ 3.40	\$ 3.60	\$ 3.80	\$ 4.00
Water Usage Charge for 24 units per quarter	\$ 57.60	\$ 62.40	\$ 67.20	\$ 67.20	\$ 72.00	\$ 76.80	\$ 81.60	\$ 86.40	\$ 91.20	\$ 96.00
Quarterly Water Charge	\$ 102.60	\$ 112.40	\$ 127.20	\$ 127.20	\$ 132.00	\$ 136.80	\$ 143.60	\$ 150.40	\$ 155.20	\$ 164.00
% increase	0.0%	9.6%	13.2%	0.0%	3.8%	3.6%	5.0%	4.7%	3.2%	5.7%



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0570 • FAX (989) 723-8854

MEMORANDUM

DATE: June 14, 2017
TO: Owosso City Council
FROM: Karen K. Ruddy, Finance Director
SUBJECT: 2017 UTGO Bond Issue

Please find attached the 2017 UTGO bond issue resolution. This bond issue is the first series a \$10 million dollar voter approved street financing. The bonds will be issued by June 30th so that issuance is eligible to be part of the 2017 tax levy for debt.

RECOMMENDATION:

Approval of the resolution for the sale of 2017 Unlimited Tax General Obligation bonds.

**City of Owosso
County of Shiawassee, State of Michigan**

**RESOLUTION AUTHORIZING ISSUANCE AND SALE OF
UNLIMITED TAX GENERAL OBLIGATION BONDS**

A RESOLUTION TO:

- Issue \$4,900,000 of Bonds as the first series approved by the voters in November 2016 for street improvements;
- Approve negotiated sale to CFC Capital, Inc., a subsidiary of Chemical Bank; and
- Authorize other matters necessary to prepare for sale and delivery of Bonds.

PREAMBLE

WHEREAS, the qualified electors of the City of Owosso, County of Shiawassee, Michigan (the “City”) at the general election held on November 8, 2016, did by more than the required majority of those voting approve the following proposal:

**CITY OF OWOSSO
BOND PROPOSAL FOR STREET IMPROVEMENTS**

Shall the City of Owosso, Shiawassee County, Michigan, borrow the principal sum of not to exceed Ten Million Dollars (\$10,000,000) and issue its general obligation unlimited tax bonds therefor in one or more series, payable in not to exceed twenty-five (25) years from the date of issue of each series, for the purpose of paying the costs to the City of acquiring and constructing local and major street improvements in the City consisting of paving, repaving, reconstructing and improving streets, sidewalks, parking areas, and all necessary appurtenances and attachments thereto for the use of the City? The estimated millage to be levied in 2017 is 1.6697 mills (\$1.6697 per \$1,000 of taxable value) and the estimated simple average annual millage rate required to retire the bonds is 1.7479 mills (\$1.7479 per \$1,000 of taxable value).

WHEREAS, in pursuance of the authority granted by Act 279, Public Acts of Michigan, 1909, as amended, the City Charter, and the approving vote of the electors of the City, it is the determination of the City Council that at this time the first series of the unlimited tax general obligation bonds described in the proposal shall be issued in the principal amount of Four Million Nine Hundred Thousand Dollars (\$4,900,000) designated as the 2017 Unlimited Tax General Obligation Bonds (the “Bonds”) in order to pay costs of Street Improvements as described in the proposal (the “Street Improvements”); and

WHEREAS, the City hereby determines that it is in the best interests of the City to negotiate the sale of the Bonds to a financial institution for the reason that the City will reduce costs of issuance without a significant increase in interest expense; and

WHEREAS, CFC Capital, Inc., a subsidiary of Chemical Bank has submitted its bid to purchase the Bonds attached as Exhibit A (the "CFC Bid"); and

WHEREAS, the City Council wishes to accept the CFC Bid and to authorize either the City Manager or the Finance Director (either, an "Authorized Officer") to deliver and receive payment for the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City shall issue its Bonds designated as the 2017 UNLIMITED TAX GENERAL OBLIGATION BONDS in the aggregate principal sum of Four Million Nine Hundred Thousand Dollars (\$4,900,000) for the purpose of paying costs of acquiring and constructing Street Improvements, including the costs incidental to the issuance, sale and delivery of the Bonds.

The Bonds shall be dated as of the date of delivery thereof and shall mature serially on the dates and in the amounts shown on the CFC Bid as attached hereto and made part hereof. The Bonds shall bear interest at the rates as shown on the CFC Bid, payable semi-annually on November 1 and May 1 commencing November 1, 2017, accruing from the date of delivery of the Bonds. The Bonds shall be subject to optional redemption prior to maturity on any date on or after May 1, 2018, at par plus accrued interest to the date fixed for redemption. The Bonds shall consist of bonds in fully-registered form of the denomination of \$5,000, or integral multiples thereof not exceeding for each maturity the maximum principal amount of that maturity, numbered as determined by the bank or trust company designated by an Authorized Officer to act as registrar, paying agent and transfer agent for the Bonds (the "Transfer Agent").

An Authorized Officer is hereby authorized to select a Transfer Agent and to execute one or more agreements with the Transfer Agent on behalf of the City. The City reserves the right to replace the Transfer Agent at any time, provided written notice of such replacement is given to the registered owners of record of the Bonds not less than sixty (60) days prior to an interest payment date.

The Bonds shall be issued in book-entry-only form through The Depository Trust Company in New York, New York ("DTC") and an Authorized Officer is authorized to execute such custodial or other agreement with DTC as may be necessary to accomplish the issuance of the Bonds in book-entry only form, and to make such changes in the form of the Bonds within the parameters of this Resolution as may be required to accomplish the foregoing.

Payment of the principal of and interest on the Bonds shall be made in the manner prescribed by DTC. In the event the book-entry-only system is discontinued, the principal of the Bonds shall be payable upon presentation and surrender of such Bonds to the Transfer Agent.

Interest on the Bonds shall be payable to the registered owner of record as of the 15th day of the month prior to the payment date for each interest payment. The record date of

determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the City to conform to market practice in the future. Interest shall be payable by check or draft drawn on the Transfer Agent mailed to the registered owner at the registered address, as shown on the registration books of the City maintained by the Transfer Agent.

The Transfer Agent shall keep the books of registration for this issue on behalf of the City. Any Bond may be transferred upon such registration books by the registered owner of record, in person or by the registered owner's duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the City shall execute and the Transfer Agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require the payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer.

If in the future the City calls bonds for redemption prior to maturity then official notice of redemption shall be given by the Transfer Agent on behalf of the City unless receipt of notice is waived by any registered owner of Bonds to be redeemed. Such notice shall be dated and shall contain at a minimum the following information: original issue date; maturity dates; interest rates; CUSIP numbers, if any; certificate numbers (and in the case of partial redemption) the called amounts of each certificate; the place where the Bonds called for redemption are to be surrendered for payment; and that interest on the Bonds or portions thereof called for redemption shall cease to accrue from and after the redemption date. In addition, further notice shall be given by the Transfer Agent in such manner as may be required or suggested by regulations or market practice at the applicable time, but no defect in such further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as prescribed herein.

2. The Bonds shall be executed in the name of the City with the manual or facsimile signatures of the Mayor and the City Clerk, and the corporate seal of the City shall be manually impressed or a facsimile thereof shall be printed on the Bonds. No Bond authorized under this resolution shall be valid until authenticated by an authorized representative of the Transfer Agent. The Bonds shall be delivered to the Transfer Agent for authentication and be delivered by the Transfer Agent to the purchaser or other person in accordance with instructions from an Authorized Officer.

3. The Finance Director or Treasurer is authorized and directed to open a separate depository or trust account with a bank or trust company to be designated as the 2017 UNLIMITED TAX GENERAL OBLIGATION BOND DEBT RETIREMENT FUND (the "Debt Retirement Fund"). The City hereby pledges its unlimited tax full faith and credit for the prompt payment of the Bonds. All proceeds from taxes levied for the Debt Retirement Fund shall be deposited into the Debt Retirement Fund as collected. Commencing with the year 2017 there shall be levied upon the tax rolls of the City for the purpose of the Debt Retirement Fund each year, in the manner required by the provisions of Act 34, Public Acts of Michigan, 2001, as amended, an amount sufficient so that the estimated collection therefrom will be sufficient to promptly pay, when due, the principal of and interest on the Bonds becoming due prior to the

next annual tax levy; provided, however, that if at the time of making any such annual tax levy there shall be other funds available or surplus moneys on hand in the Debt Retirement Fund for the payment of principal of and interest on the Bonds, then credit therefor may be taken against such annual levy for the Debt Retirement Fund. The action taken by the Authorized Officers to levy on July 1, 2017 for payment of principal of and interest on the Bonds is hereby ratified and confirmed. The moneys deposited in the Debt Retirement Fund shall be specifically earmarked and used solely for the purpose of paying the principal of and interest on the Bonds and, as may be necessary, to rebate arbitrage earnings, if any, to the United States Department of Treasury as required by the Internal Revenue Code of 1986, as amended. The accrued interest and premium, if any, received upon delivery of the Bonds shall also be deposited in the Debt Retirement Fund. The Debt Retirement Fund may be pooled or combined with other debt retirement funds for issues of bonds of like character as provided by Act 34 or other state law.

In the event a deposit of trust is made of cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional redemption, the principal of, premium, if any, and interest on the Bonds, this Resolution shall be defeased and the owners of the Bonds shall have no further rights under this Resolution except to receive payment of the principal of, premium, if any, and interest of the Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

4. The Finance Director or Treasurer is authorized and directed to open a separate depository account designated as the 2017 UNLIMITED TAX GENERAL OBLIGATION BOND CONSTRUCTION FUND (the "Construction Fund") with a bank or trust company (the "Depository Bank"). The Finance Director or Treasurer shall deposit the proceeds of the Bonds into the Construction Fund, less any costs of issuance of the Bonds specified by the Finance Director, including but not limited to fees payable to the Municipal Advisory Council of Michigan, transfer agent fees, bond counsel fees, State Treasury filing fees, and any other costs necessary to accomplish sale and delivery of the Bonds which may be wired by the purchaser of the bonds or the Depository Bank directly to the provider of services as authorized by the Finance Director. The moneys in the Construction Fund shall be used solely to pay the costs of the Street Improvements and to pay costs of issuance of the Bonds.

5. The Bonds shall be in substantially the following form with such revisions, additions and deletions as may be advisable or necessary to comply with the final terms of the Bonds established upon sale thereof:

[FORM OF BOND TO BE COMPLETED AFTER BOND SALE]

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF SHIAWASSEE

CITY OF OWOSSO
2017 UNLIMITED TAX GENERAL OBLIGATION BOND

<u>Interest Rate</u>	<u>Date of Maturity</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
----------------------	-------------------------	-----------------------------------	--------------

Registered Owner:

Principal Amount:

The CITY OF OWOSSO, County of Shiawassee, State of Michigan (the "City"), acknowledges itself to owe and for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Date of Maturity specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on November 1, 2017 and semiannually thereafter. Principal of this bond is payable at the corporate trust office of [Transfer Agent], or such other transfer agent as the City may hereafter designate by notice mailed to the registered owner hereof not less than sixty (60) days prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable by check or draft mailed by the Transfer Agent to the person or entity who or which is as of the fifteenth (15th) day of the month prior to each interest payment date, the registered owner, at the registered address.

This bond is one of a series of bonds of even Date of Original Issue aggregating the principal sum of \$4,900,000, issued for the purpose of paying costs of acquiring and constructing local and major street improvements throughout the City as the first series of bonds issued in pursuance of a vote of the qualified electors of the City voting thereon at the general election held on November 8, 2016.

For prompt payment of this bond, both principal and interest, the full faith, credit and resources of the City are hereby irrevocably pledged. This bond is payable out of the City's Debt Retirement Fund for this issue, and in order to make such payment, the City is required each year to levy taxes on all taxable property within the boundaries of the City for such payment, without limitation as to either rate or amount.

Bonds of this issue maturing on May 1, 2018 are not subject to redemption prior to maturity.

Bonds or portions of bonds of this issue in multiples of \$5,000 maturing on or after May 1, 2019 shall be subject to redemption prior to maturity at the option of the City, in such order as the City shall determine and within any maturity by lot, on any date on or after May 1, 2018 at par plus accrued interest to the date fixed for redemption.

In case less than the full amount of an outstanding bond is called for redemption, the Transfer Agent upon presentation of the bond called in part for redemption shall register, authenticate and deliver to the registered owner of record a new bond of the same maturity and in the principal amount of the portion of the original bond not called for redemption.

Notice of redemption shall be given by the Transfer Agent to each registered owner of bonds or portions thereof to be redeemed by mailing such notice not less than thirty (30) days prior to the date fixed for redemption to the registered owner of record at the address of the registered owner as shown on the registration books of the City kept by the Transfer Agent. Bonds shall be called for redemption in multiples of \$5,000, and bonds of denominations of more than \$5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the bonds by \$5,000, and such bonds may be redeemed in part. The notice of redemption for bonds redeemed in part shall state that, upon surrender of the bond to be redeemed, a new bond or bonds in the same aggregate principal amount equal to the unredeemed portion of the bonds surrendered shall be issued to the registered owner thereof with the same interest rate and maturity. No further interest on bonds or portions of bonds called for redemption shall accrue after the date fixed for redemption, whether the bonds have been presented for redemption or not, provided funds are on hand with the Transfer Agent to redeem the bonds or portion thereof.

Any bond may be transferred by the person in whose name it is registered, in person or by the registered owner's attorney or legal representative duly authorized in writing, upon surrender of the bond to the Transfer Agent for cancellation, together with a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any bond is surrendered for transfer, the Transfer Agent shall authenticate and deliver a new bond or bonds, in like aggregate principal amount, interest rate and maturity. The Transfer Agent shall require the bondholder requesting the transfer to pay any tax or other governmental charge required to be paid with respect to the transfer. The Transfer Agent shall not be required to issue, register the transfer of, or exchange any bond during a period beginning at the opening of business 15 days before the day of the mailing of a notice of redemption of bonds selected for redemption and ending at the close of business on the day of that mailing.

It is hereby certified and recited that all acts, conditions and things required by law to be done, exist and happen, precedent to and in the issuance of this bond and the series of bonds of which this is one, in order to make them valid and binding obligations of the City have been done, exist and have happened in regular and due form and time as provided by law, and that the total indebtedness of the City, including this bond and the series of bonds of which this is one, does not exceed any constitutional, statutory or charter debt limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the City of Owosso, County of Shiawassee, State of Michigan, by its City Council, has caused this bond to be signed in the name of the City by [the facsimile signatures of] its Mayor and Clerk, and a facsimile of its corporate seal to be [manually impressed/printed] hereon, all as of the Date of Original Issue.

CITY OF OWOSSO
County of Shiawassee, State of Michigan

By [Mayor to sign Bond]
Mayor

(City Seal)

Countersigned:

By [Clerk to sign Bond]
City Clerk

[INSERT STANDARD FORM OF
TRANSFER AGENT'S CERTIFICATE OF AUTHENTICATION]

[INSERT STANDARD FORM OF ASSIGNMENT]

6. The City hereby requests Miller, Canfield, Paddock and Stone, P.L.C. to continue as bond counsel to the City for the Bonds. Bond Counsel is not retained to provide financial consultant services. The City Council acknowledges that Miller, Canfield, Paddock and Stone, P.L.C. represents many municipal bond underwriters, banks, and financial institutions, including Chemical Bank, in connection with matters unrelated to issuance of the Bonds by the City. Bond Counsel will not represent Chemical Bank or any other party other than the City in connection with the issuance or sale of the Bonds.

7. The City shall not invest, reinvest or accumulate any moneys deemed to be proceeds of the Bonds pursuant to the Internal Revenue Code of 1986, as amended (the "Code"), in such a manner as to cause the Bonds to be "arbitrage bonds" within the meaning of the Code. The City hereby covenants that, to the extent permitted by law, it shall take all actions within its control and that it shall not fail to take any action necessary to maintain the exclusion of the interest on the Bonds from adjusted gross income for general federal income tax purposes under the Code, including, but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure of investment of Bond proceeds and moneys deemed to be Bond proceeds, all as more fully set forth in the Non-Arbitrage and Tax Compliance Certificate to be delivered by the City with respect to the Bonds.

8. The City hereby designates the Bonds as "qualified tax exempt obligations" for purposes of deduction of interest expense by financial institutions pursuant to the Code.

9. The estimated period of usefulness of the Street Improvements to be constructed and acquired with proceeds of the Bonds is hereby declared to be not less than 25 years.

10. The City hereby determines that it is in the best interests of the City to negotiate the sale of the Bonds to a financial institution for the reason that the City will reduce costs of issuance without a significant increase in interest expense.

11. CFC Capital, Inc., a subsidiary of Chemical Bank (the "Bank") has submitted the attached bid to purchase the Bonds at par. The City hereby accepts the CFC bid provided that the Bank. furnishes, prior to the delivery of the Bonds, a certificate in a form acceptable to bond counsel to the effect that the Bank is an investor with experience in the municipal bond market, and is capable of evaluating the merits and risks of investment in the Bonds.

11. The officers, administrators, agents and attorneys of the City are authorized and directed to take all other actions necessary and convenient to facilitate sale and delivery of the Bonds and expenditure of Bond proceeds, and to execute and deliver all other agreements, documents and certificates and to take all other actions necessary or convenient to complete the issuance, sale, and delivery of the Bonds and expenditure of Bond proceeds in accordance with this Resolution including payment of costs of issuance including Municipal Advisory Council fee, State Treasury filing fee, transfer agent fees, bond counsel fees, and any other costs necessary to accomplish sale and delivery of the Bonds.

12. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are hereby rescinded.

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Owosso, County of Shiawassee, State of Michigan, at a Regular meeting held on June 19, 2017 at 7:30 p.m., Eastern Time, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act 267.

I further certify that the following Members were present at said meeting: _____
_____ and that the following Members were absent:
_____.

I further certify that Member _____ moved for adoption of said resolution and that Member _____ supported said motion.

I further certify that the following Members voted for adoption of said resolution:
_____ and that the following Members voted against
adoption of said resolution: _____.

City Clerk



235 E. MAIN STREET | PO BOX 569 | MIDLAND, MI 48640
 T: 800.867.9757 | W: ChemicalBankMI.com

June 7, 2017

Karen Ruddy, Finance Director
 City of Owosso
 301 West Main Street
 Owosso, Michigan 48867

Dear Ms. Ruddy:

With respect to your Request for Proposals for \$4,900,000 – City of Owosso – County of Shiawassee – State of Michigan – 2017 Unlimited Tax General Obligation Capital Improvement Bonds please be advised as follows:

For the entire issue, as described in your Request for Proposals, we will bid par, plus accrued interest from the dated date to the date of delivery to us for the note maturing and bearing interest as follows:

5/1/2018	\$220,000	1.00%	5/1/2023	\$230,000	1.80%	5/1/2028	\$240,000	2.75%	5/1/2033	\$260,000	3.35%
5/1/2019	\$225,000	1.15%	5/1/2024	\$235,000	1.95%	5/1/2029	\$240,000	3.00%	5/1/2034	\$260,000	3.40%
5/1/2020	\$230,000	1.30%	5/1/2025	\$235,000	2.10%	5/1/2030	\$250,000	3.10%	5/1/2035	\$260,000	3.45%
5/1/2021	\$230,000	1.40%	5/1/2026	\$235,000	2.30%	5/1/2031	\$260,000	3.20%	5/1/2036	\$280,000	3.50%
5/1/2022	\$230,000	1.65%	5/1/2027	\$240,000	2.50%	5/1/2032	\$260,000	3.30%	5/1/2037	\$280,000	3.55%

This bid is subject to the following conditions:

- A. That the bonds be exempt from federal and state income tax and further be declared to be a “Qualified Tax Exempt Obligation” for the purpose of deduction of interest expense by financial institutions;
- B. That the note be a general obligation of the City of Owosso;
- C. That the bonds be structured in accordance with Michigan statutes pertaining to the authority of Cities to borrow;
- D. That the City provides note documents and a legal opinion acceptable to bank counsel; and
- E. That the issuer will provide a third party paying agent, CUSIP numbers will be provided at the expense of the Bank, and the issue will close via DTC.

The rate commitments stated above will expire 30 days from the date of this letter unless extended by the Bank in writing

Respectfully submitted,

L. Kyle Fahrner
 Vice President
 Portfolio Manager

The following is a computation of the true interest cost on the above bid from June 30, 2017. This computation is not to be considered part of this bid and is subject to verification:

Gross Interest Cost	\$1,573,857.67
Premium (Discount)	0.00
Net Interest Cost	<u>\$1,573,857.67</u>
Net Interest Rate	<u>2.99570%</u>



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MEMORANDUM

DATE: June 14, 2017
TO: City Council
FROM: Amy K. Kirkland, City Clerk
RE: Goal-setting facilitator

During the June 5th meeting Council expressed a desire to bring in a facilitator to assist the Council in developing a set of goals for the purpose of providing the City Manager with a proper set of guidelines by which his performance could be judged. As it happens, the City of Ludington recently posed a similar scenario on the City Manager's list serve looking for recommendations on facilitators. I have reached out to the recommended individuals and organizations asking for a summary of the services they offer as well as a price range for said services which I will forward on to you once they have responded.

Below is a list of the individuals/organizations that I have contacted as well as the municipality(s) that recommended them:

Name	Job Title	Recommended By
Lew Bender	Independent Government Administration Professional	Hillsdale; Marshall; Fenton; Boyne City; Coldwater
Al Vanderberg	Ottawa County Administrator	Grand Haven
Ryan Cotton	Holland City Manager	Grand Haven
Nancy Ohle	OD Consultant and Corporate Trainer	St. Charles; Coldwater
MSU Extension		Decatur; Boyne City
Lee Rouse	President/CEO Omni Tech International	Coldwater

To: Owosso City Council
 From: Brad Hissong, Building Official
 Date: 06/01/2017

Building Department Report MAY 2017

Category	Estimated Cost	Permit Fee	Number of Permits
Demolition	\$0	\$80	1
Electrical	\$0	\$4,275	34
Fence - Residential	\$8,700	\$480	6
Mechanical	\$0	\$4,820	31
Non-Res. Add/Alter/Repair	\$230,895	\$3,773	1
PLAN REVIEW	\$0	\$400	4
Plumbing	\$0	\$665	7
Pools	\$500	\$100	1
Res. Add/Alter/Repair	\$23,048	\$1,080	7
ROOF	\$101,921	\$2,580	16
ROW-SIDEWALK OCCUPA	\$0	\$0	2
ROW-UTILITY	\$0	\$160	8
SIDING	\$13,184	\$340	3
Sign	\$0	\$144	2
STEEL BUILDING, INDUST	\$1,600,000	\$18,188	1
VACANT PROPERTY REGI	\$0	\$800	8
WINDOWS	\$13,683	\$490	4
ZONING COMPLIANCE CE	\$0	\$250	5
Totals	\$1,991,931	\$38,625	141

2016 COMPARISON TOTALS

		BUILDING PERMITS ONLY	-	40
MAY 2016 Totals	\$536,068	\$14,779		93

Enforcements By Category

06/06/17

1 / 8

MAY 2017

AUTO REP/JUNK VEH

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0287	440 CORUNNA AV	LETTER SENT	Resolved	05/18/17	05/30/17	N
ENF 17-0239	311 DIMMICK ST	LETTER SENT	Resolved	05/08/17	05/23/17	Y
ENF 17-0274	927 FLETCHER ST	LETTER SENT	RE-INSPECT PENDING	05/17/17		N
ENF 17-0327	904 GLENWOOD AV	COMPLAINT LOGGED	LETTER SENT	05/31/17		N
ENF 17-0292	426 HAMBLIN ST	LETTER SENT	Resolved	05/22/17	05/30/17	N
ENF 17-0325	530 HAMPTON AV	COMPLAINT LOGGED	LETTER SENT	05/31/17		N
ENF 17-0316	1205 HANOVER ST	COMPLAINT LOGGED	Resolved	05/30/17	05/30/17	N
ENF 17-0273	614 N HICKORY ST	LETTER SENT	Resolved	05/16/17	06/01/17	Y
ENF 17-0283	E HOWARD ST	LETTER SENT	Resolved	05/17/17	05/31/17	VACANT PR
ENF 17-0247	706 JEROME AV	LETTER SENT	Resolved	05/10/17	05/30/17	N
ENF 17-0200	403 E KING ST	LETTER SENT	Resolved	05/01/17	05/10/17	Y
ENF 17-0322	833 LINGLE AV	LETTER SENT	RE-INSPECT PENDING	05/30/17		Y
ENF 17-0227	1435 W NORTH ST	LETTER SENT	Resolved	05/04/17	05/15/17	N
ENF 17-0300	311 PRINDLE ST	LETTER SENT	Extension Granted	05/24/17		N
ENF 17-0305	1007 S SHIAWASSEE ST	LETTER SENT	Extension Granted	05/25/17		N
ENF 17-0293	422 W WILLIAMS ST	LETTER SENT	Resolved	05/22/17	06/02/17	N
Total Entries:				16		

BUILDING VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0259	812 ADAMS ST	COMPLAINT LOGGED	REF TO BLDG OFFICE	05/12/17		Y
ENF 17-0301	121 S BROOKS ST	COMPLAINT LOGGED	LETTER SENT	05/24/17		N
ENF 17-0286	728 CORUNNA AV	COMPLAINT	LETTER SENT	05/18/17		N
ENF 17-0205	120 N DEWEY ST	LETTER SENT	RE-INSPECT PENDING	05/01/17		Y
ENF 17-0285	548 N DEWEY ST	COMPLAINT LOGGED	LETTER SENT	05/18/17		N
ENF 17-0240	311 DIMMICK ST	LETTER SENT	Resolved	05/08/17	05/23/17	Y

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ENF 17-0201	408 N HICKORY ST	LETTER SENT	RE-INSPECT PENDING	05/01/17		Y
ENF 17-0208	1223 MACK ST	COMPLAINT LOGGED	Resolved	05/01/17	05/02/17	N
ENF 17-0237	652 N PARK ST	FIRE	RED-TAGGED	05/08/17		
ENF 17-0222	332 PRINDLE ST	LETTER SENT	Resolved	05/03/17	05/24/17	Y
ENF 17-0307	515 RIVER ST	LETTER SENT	RE-INSPECT PENDING	05/25/17		N
ENF 17-0308	528 RIVER ST	LETTER SENT	RE-INSPECT PENDING	05/25/17		Y
ENF 17-0207	1125 N SHIAWASSEE ST	LETTER SENT	Resolved	05/01/17	05/08/17	N

Total Entries: 13

FRONT YARD PARKING

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0250	1245 N CHIPMAN ST	LETTER SENT	Resolved	05/10/17	05/15/17	Y
ENF 17-0289	111 E KING ST	LETTER SENT	Resolved	05/18/17	05/23/17	Y
ENF 17-0280	619 N SHIAWASSEE ST	LETTER SENT	Resolved	05/17/17	05/24/17	N
ENF 17-0281	1113 N SHIAWASSEE ST	LETTER SENT	Resolved	05/17/17	05/24/17	Y

Total Entries: 4

GARBAGE & DEBRIS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0228	626 ALGER AV	COMPLAINT LOGGED	LETTER SENT	05/04/17		Y
ENF 17-0220	822 AMENT ST	LETTER SENT	Resolved	05/03/17	05/25/17	Y
ENF 17-0214	121 S BROOKS ST	LETTER SENT	RE-INSPECT PENDING	05/03/17		
ENF 17-0314	817 E COMSTOCK ST	LETTER SENT	RE-INSPECT PENDING	05/30/17		Y
ENF 17-0315	819 E COMSTOCK ST	LETTER SENT	RE-INSPECT PENDING	05/30/17		Y
ENF 17-0221	322 S DEWEY ST	LETTER SENT	Resolved	05/03/17	05/11/17	N
ENF 17-0270	825 E EXCHANGE ST	LETTER SENT	Resolved	05/16/17	05/30/17	Y
ENF 17-0269	409 GROVER ST	LETTER SENT	Resolved	05/15/17	05/31/17	Y
ENF 17-0209	524 GROVER ST	LETTER SENT	Resolved	05/02/17	05/17/17	Y

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ENF 17-0225	415 E KING ST	LETTER SENT	Resolved	05/03/17	05/17/17	N
ENF 17-0309	827 LINGLE AV	LETTER SENT	RE-INSPECT PENDING	05/25/17		Y
ENF 17-0313	837 LINGLE AV	LETTER SENT	RE-INSPECT PENDING	05/26/17		N
ENF 17-0264	1307 MACK ST	LETTER SENT	Resolved	05/15/17	05/23/17	Y
ENF 17-0294	1110 W MAIN ST	LETTER SENT	Resolved	05/22/17	06/01/17	Y
ENF 17-0299	1437 W MAIN ST	LETTER SENT	Resolved	05/24/17	06/05/17	N
ENF 17-0233	727 E MASON ST	LETTER SENT	Resolved	05/05/17	05/08/17	Y
ENF 17-0224	924 MILWAUKEE ST	LETTER SENT	Resolved	05/03/17	05/11/17	Y
ENF 17-0238	652 N PARK ST	COMPLAINT LOGGED	LETTER SENT	05/08/17		Y
ENF 17-0297	308 S SHIAWASSEE ST	COMPLAINT LOGGED	Resolved	05/23/17	05/23/17	Y
ENF 17-0229	312 STATE ST	LETTER SENT	Resolved	05/04/17	05/09/17	N
ENF 17-0261	322 STATE ST	COMPLAINT LOGGED	Resolved	05/15/17	05/15/17	Y
ENF 17-0230	325 STATE ST	LETTER SENT	Resolved	05/04/17	05/11/17	Y
ENF 17-0246	221 W STEWART ST	LETTER SENT	Resolved	05/10/17	05/25/17	VACANT
ENF 17-0296	1318 W STEWART ST	LETTER SENT	RE-INSPECT PENDING	05/23/17		Y
ENF 17-0266	627 N WASHINGTON ST	COMPLAINT LOGGED	Resolved	05/15/17	05/31/17	Y
ENF 17-0311	614 N WATER ST	COMPLAINT LOGGED	REF TO BLDG OFFICE	05/26/17		N

Total Entries: 26

GARBAGE CANS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0243	705 LINGLE AV	LETTER SENT	Resolved	05/10/17	05/10/17	Y
ENF 17-0244	712 LINGLE AV	LETTER SENT	Resolved	05/10/17	05/10/17	N

Total Entries: 2

LAWN MAINTENANCE

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0235	1260 ADAMS ST	RESOLVED	Resolved	05/08/17	05/23/17	V

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ENF 17-0324	531 AMENT ST	LETTER SENT	LETTER SENT	05/30/17		Y
ENF 17-0236	222 CASS ST	CLOSED	Resolved	05/08/17	05/11/17	N
ENF 17-0326	202 N CEDAR ST	LETTER SENT	LETTER SENT	05/31/17		Y
ENF 17-0318	207 N CEDAR ST	RESOLVED	Dismissed	05/30/17	06/01/17	N
ENF 17-0319	208 N CEDAR ST	LETTER SENT	LETTER SENT	05/30/17		Y
ENF 17-0303	410 S CHIPMAN ST	WO SUBMITTED	WO Submitted	05/24/17		V
ENF 17-0320	817 E COMSTOCK ST	RESOLVED	Dismissed	05/30/17	06/01/17	N
ENF 17-0317	434 CURWOOD DR	LETTER SENT	LETTER SENT	05/30/17		N
ENF 17-0329	1033 N DEWEY ST	LETTER SENT	LETTER SENT	05/31/17		N
ENF 17-0253	326 S DEWEY ST	RESOLVED	Resolved	05/11/17	05/23/17	V
ENF 17-0282	921 DINGWALL DR	RESOLVED	Resolved	05/17/17	05/31/17	N
ENF 17-0249	1420 DONALD ST	RESOLVED	Resolved	05/10/17	05/22/17	N
ENF 17-0203	606 E EXCHANGE ST	RESOLVED	Resolved	05/01/17	05/11/17	Y
ENF 17-0268	526 FLETCHER ST	RESOLVED	Resolved	05/15/17	05/31/17	V
ENF 17-0328	904 GLENWOOD AV	LETTER SENT	LETTER SENT	05/31/17		N
ENF 17-0330	1401 N GOULD ST	LETTER SENT	LETTER SENT	05/31/17		N
ENF 17-0211	518 GROVER ST	RESOLVED	Resolved	05/02/17	05/11/17	VL
ENF 17-0210	524 GROVER ST	RESOLVED	Resolved	05/02/17	05/11/17	VL
ENF 17-0275	425 HAMBLIN ST	RESOLVED	Dismissed	05/17/17	05/18/17	?
ENF 17-0276	429 HAMBLIN ST	CLOSED	Dismissed	05/17/17	05/18/17	VL
ENF 17-0279	631 N HICKORY ST	RESOLVED	Resolved	05/17/17	05/31/17	V
ENF 17-0277	642 N HICKORY ST	RESOLVED	Resolved	05/17/17	05/26/17	N
ENF 17-0215	706 JEROME AV	RESOLVED	Resolved	05/03/17	05/23/17	N
ENF 17-0216	708 JEROME AV	RESOLVED	Resolved	05/03/17	05/23/17	VL
ENF 17-0217	930 JEROME AV	RESOLVED	Resolved	05/03/17	05/12/17	VL
ENF 17-0213	401 E KING ST	CLOSED	Resolved	05/02/17	05/11/17	N
ENF 17-0310	827 LINGLE AV	RESOLVED	Resolved	05/25/17	06/05/17	Y
ENF 17-0323	912 W MAIN ST	LETTER SENT	LETTER SENT	05/30/17		VL

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ENF 17-0295	1232 W MAIN ST	WO SUBMITTED	WO Submitted	05/22/17		VL
ENF 17-0218	501 W NORTH ST	WO SUBMITTED	WO Submitted	05/03/17		Y
ENF 17-0262	808 S PARK ST	RESOLVED	Resolved	05/15/17	05/31/17	N
ENF 17-0242	813 S PARK ST	RESOLVED	Resolved	05/09/17	05/25/17	VL
ENF 17-0241	1434 PEARCE ST	RESOLVED	Resolved	05/09/17	05/23/17	V
ENF 17-0302	311 PRINDLE ST	RESOLVED	Resolved	05/24/17	06/01/17	N
ENF 17-0212	300 ROBBINS ST	RESOLVED	Dismissed	05/02/17	05/03/17	V
ENF 17-0267	300 ROBBINS ST	RESOLVED	Resolved	05/15/17	05/24/17	V
ENF 17-0291	806 S SAGINAW ST	RESOLVED	Dismissed	05/22/17	05/23/17	N
ENF 17-0263	328 STATE ST	RESOLVED	Resolved	05/15/17	05/24/17	Y
ENF 17-0290	1026 SUMMIT ST	RESOLVED	Resolved	05/22/17	06/01/17	N
ENF 17-0312	614 N WATER ST	REF TO BLDG OFFICIAL	REF TO BLDG OFFICI	05/26/17		N
ENF 17-0251	621 WOODLAWN AV	LETTER SENT	LETTER SENT	05/10/17		N
ENF 17-0298	811 WOODLAWN AV	RESOLVED	Resolved	05/23/17	06/01/17	Y
ENF 17-0226	713 WRIGHT AV	RESOLVED	Resolved	05/03/17	05/12/17	Y
ENF 17-0272	1407 YOUNG ST	RESOLVED	Resolved	05/16/17	05/24/17	V
ENF 17-0271	1415 YOUNG ST	RESOLVED	Resolved	05/16/17	05/31/17	V

Total Entries: 46

MISC VEHICLE VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0204	1201 ORCHARD ST	LETTER SENT	Resolved	05/01/17	06/01/17	Y

Total Entries: 1

MISC.

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0265	721 JEROME AV	COMPLAINT LOGGED	No Violation	05/15/17	05/17/17	N
ENF 17-0199	505 E KING ST	COMPLAINT LOGGED	LETTER SENT	05/01/17		N

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ENF 17-0260	824 S PARK ST	LETTER SENT	Resolved	05/15/17	05/23/17	Y
ENF 17-0257	321 STATE ST	LETTER SENT	Resolved	05/11/17	05/25/17	Y

Total Entries: 4

MULTIPLE VIOLATIONS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0202	606 E EXCHANGE ST	COMPLAINT LOFFED	Resolved	05/01/17	05/03/17	N
ENF 17-0232	1434 PEARCE ST	REF TO MAC	REPO / TAX SALE	05/05/17	06/02/17	VACANT
ENF 17-0255	621 WOODLAWN AV	LETTER SENT	RE-INSPECT PENDING	05/11/17		N

Total Entries: 3

NO BUILDING PERMIT

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0248	1225 N CHIPMAN ST	LETTER SENT	Resolved	05/10/17	05/22/17	N
ENF 17-0321	417 HUGGINS ST	COMPLAINT LOGGED	LETTER SENT	05/30/17		N
ENF 17-0284	520 JENNETT ST	LETTER SENT	Resolved	05/17/17	05/24/17	N
ENF 17-0252	721 JEROME AV	REF TO BLDG OFFICIAL	Resolved	05/10/17	05/10/17	N
ENF 17-0331	213 S LANSING ST	REF TO MAC	Resolved	05/31/17	06/05/17	Y
ENF 17-0306	811 LINGLE AV	COMPLAINT LOGGED	Verbal Notice	05/25/17		N
ENF 17-0245	217 W STEWART ST	LETTER SENT	Resolved	05/10/17	05/15/17	VACANT

Total Entries: 7

RENTAL UNIT VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0288	921 DINGWALL DR			05/18/17		Y
ENF 17-0219	501 W NORTH ST			05/03/17		

Total Entries: 2

VACANT PROPERTY REG

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Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0256	755 BROADWAY AV		LETTER SENT	05/11/17		VACANT
ENF 17-0254	326 S DEWEY ST		LETTER SENT	05/11/17		VACANT
ENF 17-0278	631 N HICKORY ST		LETTER SENT	05/17/17		VACANT
Total Entries:				3		

VISIBILITY

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0304	1011 WALNUT ST	LETTER SENT	LETTER SENT	05/24/17		N
Total Entries:				1		

ZONING

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0223	603 BROADWAY AV	RESOLVED	Resolved	05/03/17	05/25/17	N
ENF 17-0206	1210 MACK ST	RESOLVED	Resolved	05/01/17	05/23/17	N
Total Entries:				2		

Total Records: 130

Total Pages: 7

RENTAL COLUMN DEFINITIONS

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

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*These are on-going complaints and will be resolved with compliance or possible court action.

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, MAY 22, 2017 – 6:30 P.M.**

CALL TO ORDER: Chairperson Bill Wascher called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE: Recited.

ROLL CALL: Tanya Buckelew, Recording Secretary.

MEMBERS PRESENT: Chairman Bill Wascher, Vice-Chair Craig Weaver, Secretary Janae Fear, Commissioners Tom Cook, Dan Law, Brent Smith.

MEMBERS ABSENT: Commissioners Michelle Collison, Frank Livingston, Tom Taylor

OTHERS PRESENT: Scott Perrin, Julie Wright (Perrin Construction), Susan Montenegro, Assistant City Manager/Director of Community Development, Lisa Cantu – RWI, Craig Rugnik – Spicer Group and Paul Cook – Wolverine Signs

APPROVAL OF AGENDA:
MOTION BY COMMISSIONER COOK, SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE AGENDA FOR MAY 22, 2017.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:
MOTION BY COMMISSIONER LAW SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE MINUTES FOR THE APRIL 24, 2017 MEETING.

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum.
2. PC minutes from April 24, 2017.
3. Site plan application and materials for 705 McMillan Street (RWI)
4. Sign Ordinance – revised language
5. Public Workshop notice to repeal and replace the current sign ordinance

COMMISSIONER/PUBLIC COMMENTS

None.

PUBLIC WORKSHOP:

1. Current sign ordinance repeal and replacement – No Public Comment
Home occupation signs were discussed regarding placement and lighting of the signs. Add the wording to the proposed sign ordinance on page 12, Sec. 26-21 – Specific sign standards, under Home Occupations “as allowed and defined in Section 38-394 of the Zoning Ordinance.”
Closed Public Workshop

SITE PLAN REVIEW:

1. 705 McMillan Street – RWI Parcel # 050-010-008-002-00
RWI applied to the Owosso Zoning Board of Appeals (ZBA) for a dimensional variance to reduce the required 30' side yard setback to 15' to allow for the expansion citing hardship due to the size of the lot. The variance was approved by the ZBA at their May 16, 2017 meeting.

Site Plan meets all requirements of the code for an I-2 district.

Building;

1. New reinforced concrete parking area to include (1) one Barrier Free Space at entry.
2. Site plan/building elevation drawings do not include information as to show how the roof water or foundation drain water is to be handled; most likely will be drained through means of underground drains with connection to underground storm. This information is needed at this time and should be shown on the site plan. And will be further necessary as part of the Building Permit Application.

Utilities & Engineering:

1. No new utility needs are identified; no comment.
2. Proposed internal storm sewer system is satisfactory
3. Observation: Proposed building drawing is simple; does not identify roof drains; if plans include roof drainage, then should be controlled and connected underground to the proposed storm sewer; final comment regarding need for roof drains are left with the building official.
4. Observation: The plans do not show foundation drains: again, final comment left with the building official.
5. Proposed driveway culvert is satisfactory for given situation. Any ditch cleanout necessary to accommodate this change should be done by the developer.

Perrin Construction was present to discuss the addition of a 20,000 square foot addition to the current location on the south end. This addition will be a pre-engineered steel building to match the present building, with 2 crane bays. Lighting will be on the exterior walls, not poles. Drainage would lead to underground drains leading to the retention pond.

Parking was discussed and shown on the plans; they are 19 short on parking spaces, as per the calculated floor space of the Zoning Ordinance. As this building is used more for storage, not additional office/employee space, the additional parking spaces would not be needed.

MOTION BY COMMISSIONER COOK, SUPPORTED BY VICE-CHAIR WEAVER TO APPROVE THE SITE PLAN AT 705 MCMILLAN STREET, PARCEL # 050-010-008-002-00 AS APPLIED AND ATTACHED HERETO IN PLANS DATED APRIL 27, 2017, WITH THE CONDITION ON THE PARKING REQUIREMENTS THAT IT IS APPROVED PENDING ZBA GRANTING A VARIANCE.

ROLL CALL VOTE:

AYES: COMMISSIONERS COOK, FEAR, LAW, SMITH, VICE-CHAIR WEAVER AND CHAIRPERSON WASCHER.

NAYS: NONE

MOTION PASSED

BUSINESS ITEMS:

1. Sign ordinance revisions. Determine is the proposed sign ordinance is complete in its revisions and is ready to go to city council. At this time, Commissioner Cook abstained from voting.

MOTION BY VICE-CHAIR WEAVER, SUPPORTED BY COMMISSIONER FEAR TO HEREBY APPROVE CHANGES REPEALING AND REPLACING CHAPTER 26, SIGNS, OF THE OWOSSO CODE OF ORDINANCE AND MOVES TO SEND THE ORDINANCE AMENDMENT RECOMMENDATION TO THE OWOSSO CITY COUNCIL.

ROLL CALL VOTE:

AYES: COMMISSIONERS FEAR, LAW, SMITH, VICE-CHAIR WEAVER AND CHAIRMAN WASCHER.

NAYS: NONE

MOTION PASSED.

Ms. Montenegro thanked the Board for their hard work and dedication to the time spent on the sing ordinance.

It was requested that storm drains and retention ponds be shown in the site plans.

ITEMS OF DISCUSSION:

There will be a webinar on Zoning and Planning Commissions on Wednesday May 24, 2017 from 1p – 230p.

COMMISSIONER/PUBLIC COMMENT:

ADJOURNMENT:

MOTION BY COMMISSIONER COOK, SUPPORTED BY COMMISSIONER SMITH TO ADJOURN AT 7:25 P.M. UNTIL THE NEXT MEETING ON JUNE 19, 2017.

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary

tsb