

**CITY OF OWOSSO**  
**REGULAR MEETING OF THE CITY COUNCIL**  
**MONDAY, AUGUST 1, 2011**  
**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 JULY 18, 2011:**

**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 two (2) 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. Lupus Awareness Day. A Mayoral Proclamation declaring August 6, 2011 as Lupus Awareness Day in the City of Owosso.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**

Project Status Report

M-21/M-52 Resurfacing Report

**CONSENT AGENDA**

1. Set Public Hearing-Alley Closure. Set a public hearing for August 15, 2011 to receive citizen comment regarding request to close Public alley south of the south line of Grace Street, east of Lots 1-8 and west of Lots 83-90, Grand View Addition, City of Owosso, Shiawassee County, Michigan. (alley south of Grace Street between Cedar Street and Pearce Street)

2. Set Public Hearing-Obsolete Property Rehabilitation Exemption. Set a Public Hearing for August 15, 2011 to receive citizen comments regarding application from Wesener, LLC for an Obsolete Property Rehabilitation Exemption Certificate for their property at 104-108 North Washington Street.
3. Making Strides Against Breast Cancer Permission. Consider application of the American Cancer Society for use of a portion of the Comstock Parking Lot (Lot #10), and portions of Jerome Avenue, Washington, Dewey, Main, King, Pine, and Williams Streets from 2:00 p.m. Friday, October 7, 2010 until 12:00 pm on Saturday, October 8, 2010 and authorize Traffic Control Order No. 1255 formalizing the request.
4. Bike Fest Permission. Consider application of the Westown Corridor Improvement Authority for use of the City parking lot north of the 800 block of West Main Street (Lot #11) from 8:00 a.m. until 5:00 pm on Sunday August 14, 2011 and authorize Traffic Control Order No. 1256 formalizing the request.
5. Bid Award. Waive competitive bidding requirements and authorize bid award to Blumerich Communication Services Inc. for the purchase of one in-car computer for a police vehicle in the amount of \$6,159.00.
6. Bid Award. Waive competitive bidding requirements and authorize bid award to Ruthy's Cleaners for dry cleaning of the Police/Fire Division uniforms for the time period from July 1, 2011 through June 30, 2013.
7. Bid Award. Authorize bid award to J.R. Howell; Airport Lighting, LLC for the purchase of one Generator to fully supply the Public Safety Building with electricity in the event of an outage in the amount of \$36,900.00 to be reimbursed by a grant from Shiawassee County Emergency Management and Homeland Security.

### **ITEMS OF BUSINESS**

1. Brownfield Redevelopment District #13 Amendment #2. Consider amendment #2 to Brownfield Redevelopment District #13, Wesener Building.
2. Downtown Rental Rehabilitation Program 3<sup>rd</sup> Party Administrative Agreement. Consider approval of the third party administrative agreement for the Downtown Rental Rehabilitation Program as required by MSHDA.
3. City Manager Evaluation Discussion. Discuss format and potential dates for the City Manager's performance review.

### **COMMUNICATIONS**

1. Zoning Board of Appeals. Minutes of Meeting of July 19, 2011.
2. Downtown Historic District Commission. Minutes of Meeting of July 20, 2011.
3. Owosso Planning Commission. Minutes of Meeting of July 25, 2011.

### **CITIZEN COMMENTS AND QUESTIONS**

### **NEXT MEETING**

Monday, August 15, 2011

### **BOARDS AND COMMISSIONS OPENINGS**

Downtown Development Authority/Owosso Main Street, term expires 06-30-2013

## **ADJOURNMENT**

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

**OWOSSO CITY COUNCIL**

**JULY 18, 2011**

**7:30 P.M.**

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

**OPENING PRAYER:** REVEREND SUSAN KINGSLEY  
TRINITY UNITED METHODIST CHURCH

**PLEDGE OF ALLEGIANCE:** LARRY ALPERT  
SHIAWASSEE AREA TRANSPORTATION AGENCY DIRECTOR

**PRESENT:** Mayor Benjamin R. Frederick, Mayor Pro-Tem Cindy S. Popovitch,  
Councilpersons Thomas B. Cook, Michael J. Erfourth, Christopher T.  
Eveleth, Joni M. Forster, and Gary W. Martenis.

**ABSENT:** None.

**APPROVE AGENDA**

Motion by Councilperson Eveleth to approve the agenda as presented.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF JULY 5, 2011**

Motion by Councilperson Forster to approve the Minutes of the Regular Meeting of July 5, 2011 as presented, noting the absence of Mayor Pro-Tem Popovitch in the roll call.

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

**SPECIAL PRESENTATIONS**

**SATA FUNDING**

SATA Director Larry Alpert presented an update on SATA including information on possible changes to their funding formula.

**PUBLIC HEARINGS**

**SPECIAL ASSESSMENT DISTRICT NO. 2011-10**

The public hearing was conducted to receive citizen comment regarding Resolution No. 5 for Special Assessment District No. 2011-10 for the alley bounded by Main Street, Saginaw Street, Exchange Street and Hickory Street for alley improvements.

The following citizen commented in favor of the improvements: Carl Rossman.

The following preamble and resolution were offered by Councilperson Eveleth and supported by Councilperson Erfourth:

**RESOLUTION NO. 118-2011**

**DISTRICT NO. 2011-10  
ALLEY BOUNDED BY MAIN, HICKORY, EXCHANGE, AND SAGINAW STREETS  
SPECIAL ASSESSMENT RESOLUTION NO. 5**

WHEREAS, the City Council has met, after due and legal notice, and reviewed the special assessment roll prepared for the purpose of defraying the special assessment district's share of the following described public improvement: Alley pavement improvements for the alley bounded by Main, Hickory, Exchange and Saginaw Streets and

WHEREAS, there being all interested parties were heard and after carefully reviewing said special assessment roll the Council deems said special assessment roll to be fair, just and equitable and that each of the assessments contained thereon results in the special assessment being in accordance with the benefits to be derived by the parcel of land assessed.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll as prepared by the City Assessor in the amount of \$2,244.00 is hereby confirmed and shall be known as Special Assessment Roll No. 2011-10.
2. Said special assessment roll shall be divided into five (5) equal annual installments, the first of which shall be due and payable on September 1, 2011, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by December 1, 2011.
3. The installments of the special assessment rolls shall bear interest at the rate of % per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2011 and shall be paid annually on each installment due date.
4. Said special assessment roll shall be placed on file in the office of the City Clerk who shall attach her warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

Roll Call Vote.

AYES: Councilpersons Forster, Martenis, Cook, Mayor Pro-Tem Popovitch, Councilpersons Eveleth, Erfourth, and Mayor Frederick.

NAYS: None.

### **CITIZEN COMMENTS AND QUESTIONS**

Arnold Dunchock, 909 Marguerite Drive, indicated he had been granted the deed for the property at 328 Prindle Street and was in the process of determining what to do with the property. He went on to say he felt it may not be in the City's best financial interest to demolish the property as any associated charges assessed to the property had little chance of being paid as there were multiple liens in front of the City's.

Tracey Peltier, Co-Master of the Downtown Owosso Farmers Market, indicated the Market will be hosting a free kids day Saturday July 30<sup>th</sup>. She also indicated the Market is seeking sponsorships.

Mayor Pro-Tem Popovitch indicated she would like some information on the proposed limestone path connecting the parking lot to the trail head at Collamer Park.

Councilperson Erfourth inquired about the activities during the free kids' day at the Market. He also noted he and Councilperson Forster are organizing a potential painting weekend tentatively set for August 12-14. Interested parties should contact either Councilperson.

Councilperson Cook noted the University of Michigan solar car team will be passing through Owosso on Wednesday morning. He also noted the river clean-up is set for August 6<sup>th</sup> and the Sub-Regional Planning meeting coordinated by the Chamber of Commerce on August 10<sup>th</sup>.

Councilperson Forster asked for an update on the construction of the BMX track. She also asked if the City had a mechanism to prohibit burning on dry hot days. It was noted the burning ordinance gives discretion to any officer attending to a burning complaint to require a fire to be extinguished based on their feeling the conditions are dangerous.

Councilperson Eveleth asked that the pick up schedule for rubbish collection be adjusted for the area around the Farmers Market saying the trash bins always seem to be full before the market opens. It was noted there is suspected people were dumping trash into the bins in the area instead of paying for rubbish service. It was also suggested the City purchase some of the cardboard trash receptacles used at sporting events and the like.

### **CITY MANAGER REPORT**

City Manager Crawford distributed and reviewed the brush collection report for the last 11 months. Council asked the numbers be further filtered to include strictly the costs for the brush pick up program. There was also discussion regarding limiting the brush pick up program to a select few months to maximize efficiency.

City Manager Crawford also noted the hard work of a group of volunteers that are constructing and marking mountain bike trails in Collamer Park. It is anticipated they will have 3 different trails and signage completed within the next few weeks. Council asked that the project be brought to the attention of the Parks & Recreation Commission for their input as well. It was further noted a path to connect the parking lot to the trail head was being discussed and worked into the plan.

City Engineer Baker addressed the inquiry about the BMX track saying dirt had been placed in the requested locations. A team of volunteers will be working to do the final shaping and molding. The City will make equipment and manpower available to finish the project based on the schedule of the volunteers.

Councilperson Erfourth thanked the DPW for working on remarking cross walks.

Mayor Pro-Tem Popovitch inquired about the deterioration of West King Street near the hospital. City Engineer Baker indicated he would look into the issue.

### **CONSENT AGENDA**

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

Boards and Commissions Appointments. Approve the following Mayoral boards and commissions appointments:

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Donald Levi	Downtown Loan Committee	06-30-2013
Nicholas Reeser	Downtown Loan Committee	06-30-2013
Benjamin Frederick	Downtown Loan Committee	11-14-2011

Donation Refund. Approve the refund of \$7,929.81 from the Historical Commission fund to Preservation Owosso returning funds donated in 2007 for the reconstruction of the Gould House garage as follows:

### **RESOLUTION NO. 119-2011**

### **AUTHORIZING A REFUND TO PRESERVATION OWOSSO**

WHEREAS, the City of Owosso Historical Commission and Preservation Owosso joined together to hold a 2007 Home Tour fundraiser, agreeing to split the proceeds.

WHEREAS, Preservation Owosso left its share of the proceeds, \$7,929.81 with the City of Owosso Historical Commission to use toward the rebuild of the Gould House garage.

WHEREAS, the garage has not been rebuilt and Preservation Owosso has requested a return of funds previously designated toward this project; and the City of Owosso Historical Commission at its June 17, 2011, meeting has agreed to this refund;

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

The City of Owosso Historical Commission is authorized to refund \$7,929.81 to Preservation Owosso from funds set aside from the 2007 Home Tour.

Payment Authorization. Authorize Progress Payment No. 1 to the Michigan Department of Transportation for the City's share of work completed on the reconstruction of Oliver Street and Stewart Street in the amount of \$26,318.34 as follows:

**RESOLUTION NO. 120-2011**  
**AUTHORIZING PAYMENT TO**  
**THE MICHIGAN DEPARTMENT OF TRANSPORTATION**  
**FOR WORK COMPLETED ON**  
**THE OLIVER ST. AND STEWART STREET RECONSTRUCTION PROJECT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has received a Michigan Department of Transportation Small Cities Grant; and

WHEREAS, using these funds in concert with monies from Street Special Assessment and the Street Bond Fund, the City has undertaken a project to reconstruct Oliver St. from M-52 to Washington St. and Stewart St. from Chipman St. to Cedar St, replacing deteriorated curbs and pavement to improve the street infrastructure on these two streets and

WHEREAS, a portion of the work on this project has been completed and is now eligible for payment; and

WHEREAS, the Michigan Department of Transportation has requested reimbursement for the City's share of the work completed to date.

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 reimburse the Michigan Department of Transportation for eligible funds spent in the course of reconstructing portions of Oliver St. and Stewart Street.
- SECOND: The accounts payable department is authorized to submit payment to the Michigan Department of Transportation in the amount of \$26,318.34 as detailed on the attached Payment Request #1 as authorized by Council on July 18, 2011.
- THIRD: The above expenses shall be paid from the Street Bond Fund and Special Assessments

Warrant No. 426. Accept Warrant No. 426 as follows:

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Caledonia Charter Township	Caledonia Utility Fund Payment April 2011 – June 2011	Water	\$16,180.55
B S & A Software	Third/Final Installment of Software Applications	General Water Sewer	\$20,430.00
Brown & Stewart, PC	Professional Services June 9, 2011 – July 6, 2011	General	\$10,421.80
Netarx, LLC	Network Engineering - June 2011	General	\$ 7,616.00

\*Check Register. Receive and approve the Check Register for June 2011.

\*Revenue & Expenditure Report. Accept the June 2011 Revenue & Expenditure Report.

Motion supported by Councilperson Erfourth.

Roll Call Vote.

AYES: Councilpersons Erfourth, Cook, Martenis, Forster, Eveleth, Mayor Pro-Tem Popovitch, and Mayor Frederick.

NAYS: None.

\* Full text of the Check Register and the Revenue & Expenditure Report are available in the Clerk's Office.

## **ITEMS OF BUSINESS**

### **328 PRINDLE DEMOLITION**

There was discussion regarding the process the City has gone through in reaching this point. It was noted that while Mr. Dunchock had expressed interest in the property on a number of occasions, as he did during the Citizen Comments and Questions period, he was not present for the court hearing on the matter. Several neighbors were in attendance at the hearing and supported the idea of demolishing the structures on the property.

Motion by Councilperson Eveleth to authorize the demolition of the structures at 328 Prindle Street, approve bid award to Fisher Gravel for the demolition in the amount of \$6,000.00, and establish a lien on the property for the costs incurred as follows:

#### **RESOLUTION NO. 121-2011**

#### **RESOLUTION AUTHORIZING DEMOLITION OF THE STRUCTURE AT 328 PRINDLE, A CONTRACT WITH FISHER GRAVEL, AND ESTABLISHMENT OF A LIEN FOR SAID PROPERTY**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that a building located at 328 Prindle Street has deteriorated to a condition that it is unusable and has a blighting effect upon the neighborhood and community at large; and

WHEREAS, the International Property Maintenance Code Section 110.2 establishes that should the cost of repairs exceed 100% of the current value of the structure such repairs are presumed unreasonable and



the structure is presumed to be a public nuisance which shall be ordered razed without option on the part of the owner to repair; and

WHEREAS, the City has been determined the cost of repairs to the structure would exceed 100% of the current value of the structure and is prepared to proceed with the demolition should it be authorized by Council; and

WHEREAS, the 66<sup>th</sup> District Court has confirmed the structure is a public nuisance under International Property Maintenance Code Section 110.2 and has authorized the City to proceed with demolition of the structure without further discussion; and

WHEREAS, proposals for the demolition of the structure were sought and received; and

WHEREAS, Fisher Gravel submitted a bid in the amount of \$6,000.00;

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 Fisher Gravel to demolish a structure at 328 Prindle Street.
- SECOND: The mayor and city clerk of the city of Owosso are instructed and authorized to sign the document substantially in the form attached, contract for services between the City of Owosso, Michigan and Fisher Gravel at a total cost of \$6,000.00.
- THIRD: The city manager is authorized to execute any required permits to proceed with the demolition.
- FOURTH: The costs of said demolition shall be charged against the premises and the owner thereof in accordance with the provisions of Section 10.7 of the City Charter.

Motion supported by Councilperson Forster.

Roll Call Vote.

AYES: Councilperson Martenis, Mayor Pro-Tem Popovitch, Councilpersons Cook, Forster, Eveleth, Erfourth, and Mayor Frederick.

NAYS: None.

Mayor Frederick noted the need to revisit the idea of what to do with similar properties.

### **CITY MANAGER EVALUATION DISCUSSION**

There was discussion regarding drafting an evaluation form incorporating the 2010 goals, changes to the draft City Manager job description, and editing the general evaluation form to make it gender neutral and note that questions under each specific heading are there only as suggestions.

Council noted the City Manager's evaluation would also be an opportunity to evaluate their own performance as well.

There was concern with the development of a job description for the position that moves beyond what is noted in the Charter. City Attorney William C. Brown noted a job description could be developed to further define the expectations of the City Manager, so long as those expectations do not conflict with the Charter.

Council asked staff to return to the August 1<sup>st</sup> meeting with edited copies of the evaluation forms and job description as noted above.

**COMMUNICATIONS**

Gary Palmer, Building Official. June 2011 Building Department Report.

Gary Palmer, Building Official. June 2011 Code Violations Report.

Michael T. Compeau, Public Safety Director. June 2011 Police Department Report.

Michael T. Compeau, Public Safety Director. June 2011 Fire Department Report.

Owosso Historical Commission. Minutes of the Meeting of June 21, 2011.

Owosso Main Street/Downtown Development Authority. Minutes of Meeting of July 6, 2011.

Mayor Frederick asked if repeat offenders of the burning ordinance were being given more severe fines. It was noted they were.

**CITIZEN COMMENTS AND QUESTIONS**

There were no citizen comments.

There were no Council comments.

**NEXT MEETING**

Monday, August 1, 2011

**BOARDS AND COMMISSIONS OPENINGS**

Downtown Development Authority/Owosso Main Street, term expires 06-30-2013

**ADJOURNMENT**

Motion by Councilperson Eveleth for adjournment at 9:54 p.m.

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

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Benjamin R. Frederick, Mayor

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Amy K. Kirkland, City Clerk

**CITY OF OWOSSO JULY 27, 2011 PROJECT STATUS REPORT**

	<b>PROJECT TITLE</b>	<b>PROJECT DESCRIPTION</b>	<b>PROJECT STATUS --1 new project, 2 updated project, 3 no change in project</b>
1	William and Stewart failures	Oil came to the top when hot weather arrived, and vehicles left holes in the street.	Determined that failure was the result of materials supplied to the contractor. Supplier paid to have a slurry seal placed on the streets, which was completed July 27.
1	Street marking	Painting of crosswalks and stop lines in the business districts and routes to schools and painting of lines designating parking spaces on streets and in parking lots.	Work was started in July and will continue throughout August.
1	Street crack sealing	The street maintenance program includes sealing expansion joints and cracks to prevent water from getting under the pavement and causing premature deterioration.	During July and August the cracks in most streets in the NE quadrant of the city are being sealed.
1	Street cut patching	Where utility cuts have been made during the past year, the temporary patches are removed and replaced with a permanent patch.	During July and early August this work has been done or will soon be done.
1	City hall lawn refurbishment	The city hall lawn needs refurbishing by killing existing grass and weeds and preparing soil for reseeding with the appropriate turf grass.	Working with Michigan State University turf grass science program to design a project which will comply with the environmental stewardship program. The goal is to have an attractive turf requiring minimal maintenance.
1	City council election	City general election will be held November 8. City clerk must receive and verify petitions, forward information to county clerk for ballot, register absent voter ballots, publish notices, conduct accuracy tests, oversee election day activities and tabulate ballots.	City clerk is currently receiving petitions for persons running for four council positions.
1	Downtown refuse collection	The Main Street Program and the city is seeking bids for removal of trash from approximately 30 32-gallon trash receptacles and 16 pole-mounted hanging containers.	Bids were received July 12 and are currently being reviewed.
1	Owosso Youth Baseball concession stand	A new concession stand is planned for the ball fields.	Owosso Youth Baseball has completed plans, approvals have been received and sufficient money has been raised to match the \$15,000 city contribution. The project is ready to proceed.
1	Water plant aerator cleaning	Periodically the aerator at the water treatment plant requires cleaning and preventative maintenance.	The aerator was overhauled during June.
1	Unsafe property demolition	A single-family dwelling at 328 Prindle Street was declared unsafe and a blight on the neighborhood.	Bids were taken and demolition is scheduled for early August.
1	Public safety building emergency generator	The city was awarded a grant for an emergency generator for the public safety building.	Bids have been received for the purchase and installation, with the award scheduled for August 1.
2	2011 Small City Street Grant	Prepare plans and specifications for improving Oliver Street between M-52 and Washington Street and Stewart Street between Chipman Street and Cedar Street.	Both Oliver and Stewart streets have been completed.

2	2011 street maintenance program	Annual resurfacing and other improvements to various streets.	<p>1. Cass from Ball to Washington, Cass from M-52 to Ball, Clinton from M-52 to Michigan, and Genesee from M-52 to Michigan. Water main and service work is complete and contractor will be starting curb work August 1.</p> <p>2. Cedar from Bradley to Beehler, Howell from Bradley to River, and Bradley from Lansing to Howell. The water main work has been completed and water service work is underway. The contractor will start work August 1 and is scheduled for completion by mid August.</p> <p>3. The Osburn Lakes streets were completed in June.</p>
2	Water feature construction	Construct water feature in Exchange Plaza.	The fountain was completed during June and is operational. The fountain has become a highlight of the community for residents who gather around the fountain until late at night.
2	Downtown bicycle racks	Bicycle racks are being constructed and will be installed throughout the downtown.	Baker College is constructing some unique bicycle racks and the first rack has been installed on Washington Street in front of J.C. Penney. Others will be installed as they are built.
2	Wayfinding signs	Install signs at key locations throughout the community to give directions to points of interest	The Main Street design committee has taken on the task of coming up with a design and setting priorities for installation, based upon available budgets. Several meetings have been held, and a request for proposals for design services has been issued.
2	Downtown plantings and flowers	Select and install plantings in gardens and planters throughout the downtown.	Planting is completed. Flowers and weeds are growing. Volunteers will be maintaining the planters throughout the summer. Additional volunteers are needed. Watering of ground plantings has been an issue as to who waters and how much water is needed.
2	Connection to bike trail west of city	Prepare a plan and work toward connecting various areas of the city with the Owosso-to-St. Johns bicycle trail, which currently ends at the M-21 s curve.	Committee continues to determine routing and where easements must be obtained. Plans are being examined and funding plans being developed. The city council adopted a Complete Streets resolution requiring MDOT to consider bicycle lanes/trails in future city plans. This was addressed with MDOT July 13. Consideration will be given to designing the resurfacing of the roadway to make it safe for bicycles, especially with respect to sewer grates. Current design plans have no provision for bicycle lanes, which is difficult to address under a resurfacing project with no change in roadway width.
2	James Miner River Trail--Washington to Gould	There are maintenance issues and improvements.	A bench has been installed alongside the Washington Street ramp. The Friends of the Shiawassee has a project of removing the invasive species growing along the south side of the river.
2	Ambulance telemetry equipment acquisition	Obtain defibrillator monitors for three ambulances to allow patient information to be monitored by the hospital.	A \$63,000 grant was obtained to acquire and install the equipment. Because of the end of the fiscal year, the project was delayed until after July 1 which allows all accounting to occur within one fiscal year.
2	Brush pickup program	Establish a brush pickup program.	Collections continue, with over 170 pickups in July requiring four workers three days.
2	Property improvement program	Provide home ownership loans to those with annual household incomes below \$74,500.	The program is operational, with the Michigan State Housing Development Authority and local banks participating. The city continues to have difficulty finding qualified applicants. Currently one application is being processed. One \$1,400 loan has been approved. Publicity following last report generated approximately 30 inquiries, most were unqualified. Ten applications were mailed to potential applicants; to date none have been returned.

2	Shiawassee County Housing Rehabilitation Program		Assume responsibility for administration of the county program.	All records have been transferred to the city and the city has assumed responsibility for the program. Audit work has been completed. Three projects are out for bid. Revised program guidelines are scheduled for adoption by the city council in July.
2	Website update		Update the city of Owosso website to provide more information and to make it more user friendly.	Staff has received training for in-house addition and modification of data, and work has started. Staff is preparing additional materials, including pictures, to be added to the website. The website provider will appear at the August 29 fifth Monday meeting to discuss additional services and upgrades which can be provided.
2	Farmers' market		Operate the Downtown Owosso Farmers' Market on Saturdays from May thru October.	The market opened May 7. There are approximately 45 paid annual vendors. The market is improving with locally grown produce becoming available. The market is participating in Senior Fresh, Market Fresh and EBT programs..
2	Record retention/destruction project		Review records to determine what must be retained, select format for retention, and index for retrieval. Destroy records which have no future value or are duplicated elsewhere.	The city clerk is responsible for record retention and destruction. Records are scattered and stored throughout the city. The clerk has been busy going through records spending 15 to 30 hours a week on this ongoing project.
2	Sanitary sewer cleaning		Clean sanitary sewers in preparation for televising.	The process of televising sanitary sewers to remove sediment, debris and roots is an ongoing process. Most of the work during the past month has been in conjunction with street improvement projects..
2	SEDP site selector excursion		SEDP will provide an opportunity for city property owners to showcase properties to potential developers.	The city presented four properties--Armory, Matthews Building, Washington Business Park, and the former Vaungarde site.
2	Woodland Trails Condominium Association issues		Resolve issues concerning the streets, sanitary sewer installation and walking trail that serve the project.	Staff prepared a report with recommendations; this was presented to the city council November 29, 2010. Staff is working on a number of issues, with further council action planned in September.
3	CDBG housing grant		An application was made for funds to refurbish five homes.	A \$183,000 grant has been approved. The first project has been completed, the second project is underway, and the third and fourth projects are out to bid.
3	Downtown rental program		Assist building owners to convert unused upper floors of buildings into apartments.	Funds were released on July 1 and the owner of the first two-unit project at the southeast corner of Exchange and Washington streets and one unit on Main Street is ready to proceed. The owner of a project at Comstock and Hickory is in the planning stage.
3	Shiawassee River erosion project		Control and repair bank erosion where the Abrey drain connects with the river.	Participating with the soil and water conservation district, erosion control measures are being taken, including bank restoration. Detention facilities are being constructed to limit downstream erosion and control of pollutants such as suspended solids.
3	2011-12 budget		Prepare and adopt the budget for the fiscal year beginning July 1, 2011.	The 2010-11 fiscal year has been closed out and the new fiscal year began July 1.
3	Audience chairs for council chamber		Obtain new audience seating in the city council chamber to replace the 1960s folding chairs.	Materials obtained from vendors. Examining alternatives.
3	Bentley Park		Perform repair and maintenance work on restrooms, pavilion and gazebo.	Most of the work has been postponed in hope of receiving a \$30,000 Recreation Passport grant from the state of Michigan. The application has been submitted, and grants are scheduled to be announced in September.
3	BMX track		Prepare a plan for construction of a BMX track at an acceptable location.	A site at Gould and Allendale was selected and approved by the city council. Soil has been taken to the site and grading will soon be taking place to finalize the tract.

3	Catch basin cleaning	Clear catch basins of debris and make minor repairs to catch basins.	The ongoing process of cleaning and repairing catch basins with city workers continues. During the past month, considerable time was spent dealing with flooding issues.
3	Channel 95	Provide a schedule of programming for viewers.	A schedule of programming is now online and is being made available to the news media. New programming is being provided. Work is underway to connect the system to a fiber optic cable, which will increase bandwidth and improve picture quality.
3	Citizen's guide to finances	To receive statutory revenue sharing the city must prepare a citizen's guide to finances and make it available for public viewing in the city clerk's office or posted on the city's internet site.	The performance dashboard is being prepared and should be available sometime in August and no later than October 1.
3	City hall exterior steps	The exterior steps at city hall have been found to be non-ADA compliant.	Treads are being purchased for front and side steps and a handrail designed for the back entry.
3	Community garden project	Construct a community garden in Collamer Park.	Approval has been given by the city council, but issues remain over the agreement and assumption of liability. The garden has been opened and items added without approval.
3	Curb repairs	Repair curbs which were damaged by snow removal equipment.	Curbs will be checked and decisions made on what action is required--removal, repair or replacement.
3	Downtown streetlights	The possibility of converting streetlights to LED fixtures	A grant opportunity has arisen and the previous project was brought back, updated and a grant application submitted. Grants will be awarded in September.
3	Fee and license resolution	Prepare a comprehensive ordinance covering all fees and ordinances imposed by the city which can be updated annually as part of the budget process.	The council held an initial review and a new draft is being prepared.
3	Flood plain	Analyze a proposal to modify the area designated as a flood plain in southwest Owosso.	FEMA has submitted information for the city's review, and field surveys are being made to determine whether issues remain.
3	Labor contracts	Labor contracts with two police units and the firefighter unit will expire June 30, 2011.	Negotiations are underway with the firefighters.
3	Lebowsky Center grant	Obtain and administer a grant for reconstruction of the theater.	The project has been completed. The state of Michigan is planning an audit and closeout of the project. Final paperwork for the closeout was submitted March 28. Additional materials have been submitted for the closeout.
3	Library agreement	Negotiate a new agreement with the library district to replace the expired agreement.	The agreement expired December 31, 2000. Nothing currently scheduled.
3	Master plan	Prepare a master plan for the city.	The planning commission is proceeding with development of the detailed plan.
3	Paid-on-call firefighter recruitment	Use a \$44,500 federal grant to train and equip 15 paid-on-call firefighters.	Seventeen applicants passed the initial screening, fitness testing was completed in May. Psychological testing is being scheduled. Final selections will be made. Local industries are being encouraged to participate by allowing employees time to respond when necessary.
3	Park Street parking lot resurfacing	Resurface the Park Street parking lot.	The project was completed during June..
3	Performance dashboard	To receive statutory revenue sharing the city must prepare a performance dashboard and make it available for public viewing in the city clerk's office or posted on the city's internet site.	The performance dashboard is being prepared and should be available sometime in August and no later than October 1.

3	Playscape(s)	Prepare a plan for construction of a playscape in Bentley Park.	The parks and recreation commission has moved to the design stage for a playscape. A design was agreed upon by the parks and recreation commission March 28. Fundraising is underway along with the submission of several grant applications has occurred.
3	Rental property inspections	Inspect all rental properties within the city.	The program continues, with most properties being approved with only minor improvements required. A few properties have problems which require major improvements; in those cases, the city is working with the property owner to prepare corrective plans.
3	Resurface Ball and Mason parking lot	Resurface the parking lot behind the buildings on northwest corner of Washington and Exchange Streets.	Work was completed in June 2010. A property issue remains to be solved through a parcel purchase.
3	Sewer separation program	Prepare for adoption a program to remove storm and ground water from the sanitary sewer system	Work has begun on drafting a program.
3	Street light study	Inventory all street lights and convert mercury vapor lights to high pressure sodium, metal halide, or LED.	Consumers Energy will be surveying all lights and will be working with the city once the results are in to determine what changes are to be made regarding type of lighting and fixtures. All mercury vapor lights must be replaced.
3	Tax abatement policy	Develop a policy for granting tax abatements.	A tax abatement policy was prepared and has been approved by the city council. Additional work must be done to establish a monitoring system to determine whether an applicant meets requirements after an abatement is awarded.
3	Telephone system issues	Address problems with the city telephone system, which is no longer being serviced by the manufacturer and is experiencing problems.	Alternatives to replacement of the system are being examined.
3	Tennis court resurfacing	Resurface the Bentley Park tennis courts.	The project was expanded to include an analysis of all renovation and maintenance needed for the park. The analysis has been completed, and costs are being examined. Once decisions are made on what to do, costs will be refined and necessary funds included in the 2011-12 budget in those cases where money has not already been budgeted.
3	Wastewater treatment plant assessment	Determine what needs to be done to the wastewater treatment plant to meet the future needs of the city.	The process is underway to select an engineering firm to make the assessment. The process has been slowed in an attempt to secure some grant funding. Selection of an engineering firm will be made following interviews and negotiation of a contract in 2011.
3	Wind energy ordinance	Consider an ordinance regulating windmills and other wind energy devices.	The proposed ordinance was rejected, and a redrafting is underway. In the meantime, many of the issues are being addressed nationwide with a proposed amendment to the building code called the International Green Code and Wind Turbine Code.

**Scope Verification Meeting  
M-52 from M-21 to Ardelean  
M-21 from Chestnut to M-52  
CS 76012/76061, JN 85541C**

A scope verification meeting was held on July 13, 2011 at the MDOT Lansing TSC. The attendance sheet is attached.

#### Project Description

The project includes the following elements:

- Design of roadway cold milling and 2 course HMA resurfacing.
- Concrete pavement restoration on the outside lanes of M-52 from North St to Ardelean St.
- Intermittent curb & gutter replacement.
- Minor drainage improvements,
- Box culvert replacement at the HurreH/Kelly Drain
- ADA compliant sidewalk ramp upgrades.
- Pavement marking plans.
- Permanent non-freeway sign replacement.
- Traffic signal improvements

#### *General Information*

- M-52 currently varies from 4 to 5 lanes with 11 to 12 ft width. M-21 within the project limits includes 3, 4 and 5 lane sections with lane widths varying from 11 to 22 ft along with a 7 ft concrete parking lane in some areas.
- a The programmed construction cost is \$6,181,818 and \$100,000 has been programmed for right of way.
- This project will have State oversight.
- I The project will be consultant designed. Tetra Tech is the prime consultant.
- Context sensitive issues include ADA ramp upgrades, possible four to three lane conversion on M-52, and the potential addition of right turn lanes at King Street and Oliver Street on M-52.
- The project is included on the STIP/TIP.
- No other projects are planned to be packaged with this work at this time.

#### *Anticipated Schedule*

- Preliminary Plan Submittal: 1/10/2012
- Plan Review Meeting: 2/7/2012
- Plan Completion: 5/4/2012
- OEC Plan Review: 5/18/12
- Plan Turn In: 9/11/12
- Letting: 11/2/12

#### Project Issues and Discussion

##### *Pavement Design*

- Milling 3 ½ inches (or to existing concrete whichever is less) and resurfacing with 1 1/2" of SE3 and 2" of 4E3 is proposed. Region C&T is concerned with concrete milling. Edge concrete milling may be a possibility, but this will need to be reviewed closely. A recent project with concrete milling encountered a significant amount of high steel.





- All intersections as applicable                      Replace loops from milling, upgrade pedestrian signals to countdown, modify/add push buttons for ADA compliance and/or timing issues/changes.

A temporary signal may be needed for the Hurrell/Keliy Drain construction.

Signal staging will be necessary at all intersections.

Diagonal spans will remain since the equipment is relatively new.

- Access management will be reviewed as part of the design and incorporated where feasible. The improvements could include driveway closures, width reductions, and/or consolidation.

### *Survey*

- On M-52, photogrammetric sunrey was performed with supplemental hard surface pavement shots from back of curb to back of curb. Additional shots will be needed back of curb to beyond the ilght of way for ADA improvements at intersections and to account for potential driveway/sidewalk modifications for pavement elevation changes and curb replacement as needed. The legal alignment and right of way has been we1 I established from the previous survey.
- On M-21 , conventional mapping was performed. Additional shots and mapping will be performed at Intersection quadrants to establish sidewalk tie in points. A legal alignment and right of way will need to be established for this corridor.
- A hydraulic survey will be necessary for the Hurrell/Kelly Drain replacement since It is over 2 square miles. The TSC will check with the hydraulic group for input on survey limits.
- MDOT Right of Way requested that plats and drain easements be shown on the plans.
- MDOT will send out requests for utility information following completion of base plans.
- Right of way is anticipated for possible ADA work and intersection widening. Drive permits may be necessary if the elevation of the pavement is raised.

### *Drainage*

- The existing drainage ls enclosed. Additional drainage structures may be needed due to flat grades and ponding.
- MDOT maintenance requested replacement of all catch basins; however, this may not be possible due to funding constraints.
- MDOT will videotape existing sewers that may need to be replaced based on known problems and surface evidence.
- An old drain crowing/repair area on M-21 between Chipman and the railroad crossing was mentioned.
- Known surface drainage concerns include M-21 at Chipman Street and M-52 at Jennett Street.

- Drainage structure covers may need to consider potential bike traffic is if a dedicated lane is designated.
- There are 2 existing box culverts. The Owosso/Caledonia Drain culvert will remain and the Hurrell/Kelly drain will be replaced as part of the project.
- In general, sewer will be replaced based on condition issues. New sewer may be needed to tie in to new/relocated catch basins.

#### *Maintaining Traffic*

- Plans will be prepared to show necessary intersection details, culvert staging, shifts and lead-in Signing/transitions. Full MOT plans with plan sheets in all areas will not otherwise be provided.
- Part width construction is proposed maintaining a minimum of one lane in each direction,
- Where left turn bays cannot be provided, split phasing or turn prohibition will be necessary at signalized intersections.
- Traffic shifts will likely be necessary at the drain reconstruction. A temporary signal may be necessary.
- Wood planks can be used for temporary pedestrian access,
- Segment construction will be considered when developing MOT concepts. M-52 and M-21 will not be under construction simultaneously.
- Local City events and noise ordinances will need to be considered in the restrictions established for the projects.
- Pedestrian detours to parallel routes on adjacent City streets will be reviewed.
- Approximately 4 trains per day cross M-21. A diagnostic review for the construction scenario may be needed to ensure adequate sight distance to crossing signals and signage.
- The consultant will prepare the TMP. MDOT will organize and conduct the public involvement with graphics and project summary material provided by the consultant.
- A CPN will be prepared by the consultant team based on the selected MOT concept.

#### *Geotechnical*

- Additional cores and soils borings will be needed for the project. The consultant team will perform this work.
- Borings will be needed for culvert work, signal poles, temporary widening, and permanent intersection widening.
- Cores will be needed to supplement previously performed work to better define HMA thickness throughout the project.

#### *Environmental*

- Parks are within the project limits. Grading within park limits will require use of the 4(f) process.
- Historic structures are present. Potential widening at Oliver and King will require SHPO

clearance. Sketches can be used for submittal to SHPO. Tree removal, if any, may require clearance from SHPO.

- Archeological concerns are present on M-52 in the vicinity of the Shiawassee River. MDOT will provide provisions to be included in the project if remains are found during construction
- MDOT will provide the PACS.
- A determination of the proposed laneage on M-52 will be required to classify the project.
- MDOT will provide fish date restrictions for work in the Hurrell/Kelly Drain. Some records indicate this as the Wilkinson Drain.

#### *Local Concerns*

- MDOT requested a resolution regarding the 4 to 3 lane conversion on M-52. City representatives will discuss this with their City Council
- Whether the shoulder would be designated as a bike lane was discussed. Merging, intersection location, and intermittent availability of the lane were issues discussed. MDOT encourages an overall bicycle master plan prior to designating routes.
- The City indicated concern about crashes at North *Street* and lighting at the intersection.
- SB M-52 access to the hospital was questioned.
- The need for guardrail at the northwest intersection of M-52 and Oliver Street was questioned.
- The City may prefer left turn lanes at Oliver instead of right turn lanes.
- Push buttons exist to cross M-21 at M-52. The City indicated that the signals for the M-52 crossing never display a walk indication. MDOT will review this and the need for push buttons crossing M-52 that could be incorporated into the project.
- Consumers Power has had some breaks in the area.
- The City is considering replacement of some existing 4 inch water main within the project limits.
- Sanitary casting adjustments within the pavement limits will be necessary. A tight seal is necessary to prevent infiltration.
- The City will televise sanitary sewer within the project limits.

Submitted By,  
Jayson H. Nault, P.E.  
Tetra Tech



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# ***MEMORANDUM***

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DATE: July 26, 2011  
TO: OWOSSO CITY COUNCIL  
FROM: Adam Zettel, AICP  
RE: Alley abandonment

---

The Owosso Planning Commission received a petition to abandon the alley south of Grace Street. between South Cedar Street and Pearce Street. This alley has already been partially abandoned, with ten residential parcels remaining that have access. The planning commission held a public hearing on July 25, 2011 that included direct mailings to the property owners. At this public hearing, a single comment in support of the abandonment was received.

The city engineering department, fire department, utility department, and planning departments found no adverse impacts from abandonment of the alley. A staff recommendation was made to approve the petition. With similar findings, the planning commission resolved to recommend that the city council, subject to an additional public hearing as required by city ordinance, approve the petition and abandon the alley.

Staff recommends setting a public hearing for the August 15, 2011 regular city council meeting to hear comment related to this issue in accordance with the city code section 29-154.

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

**SET PUBLIC HEARING  
ALLEY ABANDONMENT**

WHEREAS, the City of Owosso received a petition, Alley Closing – 2011-02, to abandon an alley located south of Grace Street, between South Cedar Street and Pearce Street; and

WHEREAS, the city staff find no issues with the petition and have recommended approval of the alley abandonment; and

WHEREAS, the planning commission held a public hearing on July 25, 2011 and subsequently recommended abandonment of the alley; and

WHEREAS, a public hearing is required by the Owosso City Council in accordance with city ordinance Section 29-154.

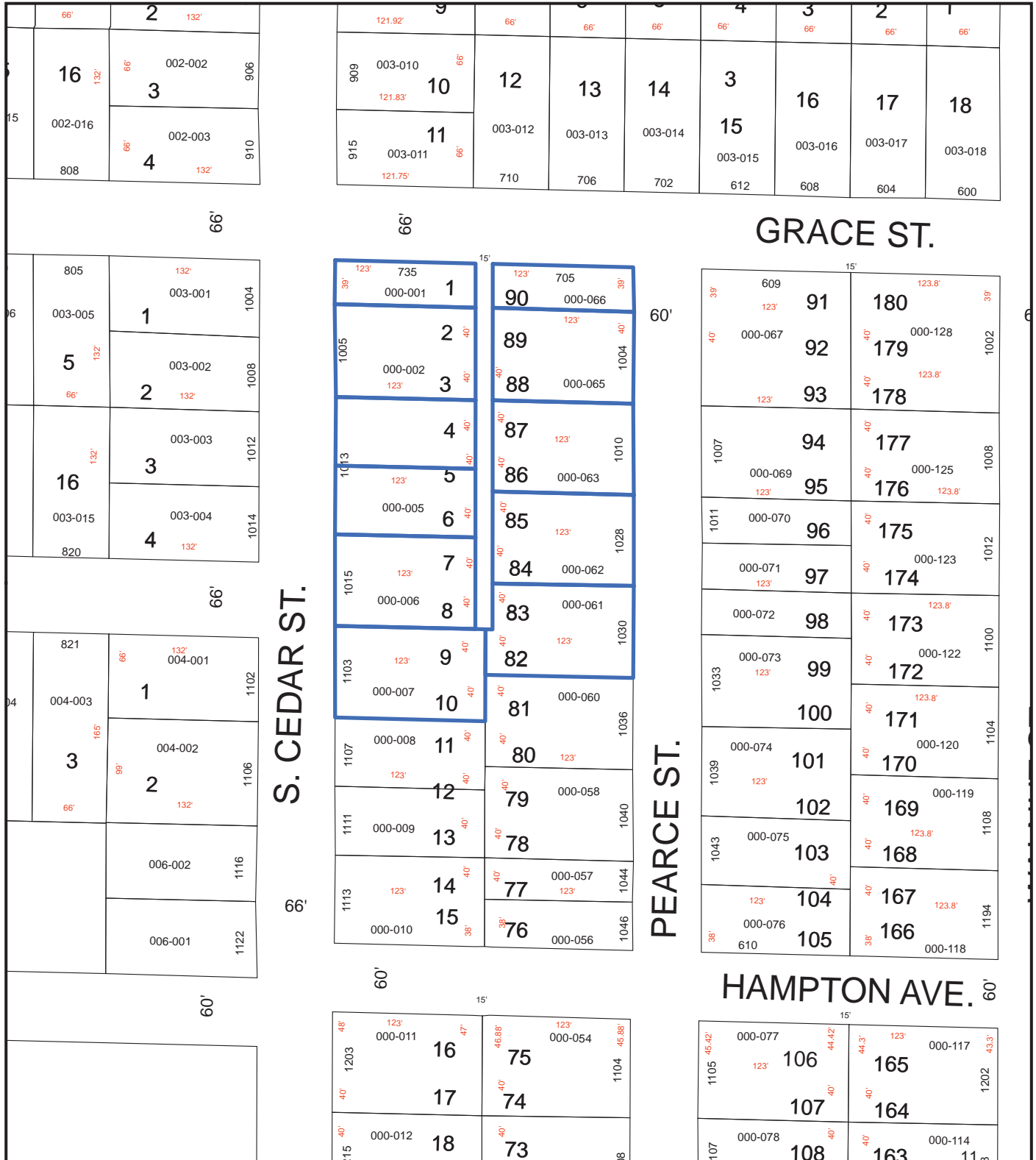
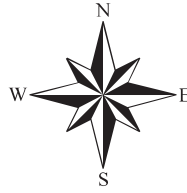
BE IT RESOLVED THAT City of Owosso City Council, County of Shiawassee, State of Michigan, hereby sets a public hearing for 7:30 p.m. August 15<sup>th</sup>, 2011 in the city council chambers within city hall, 301 West Main Street, Owosso, MI 48867 to hear all interested parties in relation to the abandonment of said portions of said alley being more particularly described as follows, to wit:

ALL THAT PART OF ALLEY IN GRAND VIEW ADDITION TO THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN, RECORDED JUNE 8, 1910 IN LIBER OF PLATS ON PAGE 59 DESCRIBED AS LYING SOUTH OF THE SOUTH LINE OF GRACE STREET, AND EAST OF LOTS 01-08 AND WEST OF LOTS 83-90.

# City of Owosso

## Alley Abandonment Petition

July 18, 2011



PETITION

Date Issued: 3/12/01

10

Petition No.: 2011-01

TO THE COUNCIL OF THE CITY OF OWOSSO:

We, the undersigned property owners, hereby petition your Honorable Body to close the remainder of the alley between Grace & Hamton and Cedar & Pearce.

SIGNATURE	PRINTED NAME	STREET ADDRESS	FOR OFFICE USE ONLY	DATE OF SIGNING		
				MONTH	DAY	YEAR
<i>Sally A. Bishop</i>	SALLY A. Bishop	1028 PEARCE ST.		6	3	2011
<i>[Signature]</i>	Richard Palmer	1030 Pearce St.		6	3	2011
<i>Amey Louth</i>	Amey Louth	705 Grace St		6	3	2011
<i>Erica Tompe</i>	<i>[Signature]</i>	735 Grace St.		6	3	2011
<i>Sally I. Dardell</i>	Anthony D Burdette	1013 S Cedar St		6	3	2011
<i>Jake Hansen</i>	JAKE Dennis	1015 S Cedar		6	3	2011
<i>Shirley S Kidd</i>	Shirley Kidd	1005 S cedar		6	3	2011
<i>[Signature]</i>	KEVIN W PARKER	1004 Pearce St		6	7	2011
<i>Allen R. Holzhausen</i>	ALLEN R. HOLZHAUSEN	1010 S. PEARCE ST		6	8	2011
<i>power of attorney by</i>	CHARLOTTE J ZELLERBROCK					

Petition Circulated By: *Sally Bishop*

This petition must be returned by 9/1/2011 in order to have the improvement considered for construction in the following year.

Date Received: \_\_\_\_\_  
 Approximate front foot cost is \_\_\_\_\_





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# *MEMORANDUM*

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DATE: July 28, 2011  
TO: Mayor Benjamin Frederick, City Council, and Manager Don Crawford  
FROM: Larry Cook, Assessor  
RE: Obsolete Property Rehabilitation Application

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On July 26, 2011, the City of Owosso received an application for tax abatement and on July 27, 2011, the city also received an application for an Obsolete Property Rehabilitation Certificate. Both applications are from Mr. Dave Acton of Wesener, LLC, for their property at 104-108 N. Washington Street. The Obsolete Property Rehabilitation Exemption Certificate allows for improvements and restoration of their facility. (Old Wesener Building). An OPRA District was already established by council on March 1, 2004.

The description of the district that covers application:

***S 2/3 OF LOT 5 & N 1/3 OF LOT 6 (EX E 22' OF LOT 6) BLK 21 ORIGINAL PLAT***

For a rehab facility, the OPRA freezes the taxable value of the building at its current value. The frozen value and the rehab values are taxed at an adjusted tax rate. Land and personal property cannot be abated under this act and the exemption certificate cannot exceed 12 years. If a certificate is approved by the local unit, the State Tax Commission has 60 days to approve or disapprove the application.

The purpose of this memo is to recommend council set a public hearing for the purpose of hearing comments for or against approval of said OPRA Certificate. If approved, the council will also have to determine the applicable number of years for the abatement as set forth in the City of Owosso Tax Abatement Policy.

If there are any questions, please feel free to contact me at (989) 725-0530.

RESOLUTION NO. \_\_\_\_

**RESOLUTION SETTING PUBLIC HEARING TO CONSIDER APPLICATION FOR AN OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE DESCRIBED AS: S 2/3 OF LOT 5 & N 1/3 OF LOT 6 (EX E 22' OF LOT 6) BLK 21 ORIGINAL PLAT**

WHEREAS, the City of Owosso received application for an Obsolete Property Rehabilitation Exemption Certificate on July 27, 2011; and

WHEREAS, the City of Owosso approved a request to establish a Obsolete Property Rehabilitation District, on March 1, 2004, described as: S 2/3 OF LOT 5 & N 1/3 OF LOT 6 (EX E 22' OF LOT 6) BLK 21 ORIGINAL PLAT; and

WHEREAS, it must be determined that approval of the Obsolete Property Rehabilitation Certificate would be beneficial to the city of Owosso, as well as local and regional economy;

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

FIRST: the Owosso City Council sets public hearing for August 15, 2011 on or about 7:30 p.m. in the council chambers for the purpose of hearing comments for those within the district, and any other resident or taxpayer, of the city of Owosso; and

SECOND: the city clerk gives the notifications as required by law; and

THIRD: the city staff is directed to investigate and determine if the qualifications of the act are satisfied and report findings at the hearing.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THIS \_\_\_\_ DAY OF AUGUST, 2011.

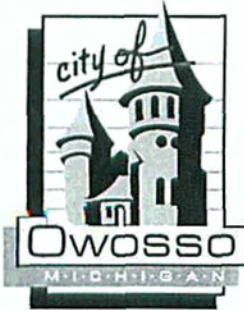
AYES: \_\_ NAYS: \_\_ ABSTAIN: \_\_ ABSENT: \_\_

ATTESTED:

\_\_\_\_\_

\_\_\_\_\_

Wesener public hearing 8-01-11



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### APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) WESENER LLC

Business Name (If Different) \_\_\_\_\_

Address of Proposed Project 104-108 N. WASHINGTON ST, OWOSSO

Mailing Address (If Different) 4941 CHIPPEWA COURT OWOSSO, MI 48867

Do you own the property? YES If no, what is your relationship? \_\_\_\_\_

Type of Abatement Requested (if known) OBSELETE PROPERTY REHABILITATION

Total square footage of all current buildings on site ± 18,000

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.

• THIS VACANT AND BLIGHTED STRUCTURE WILL BE REHABILITATED TO ITS 1886 CONOMION AND OCCUPIED BY MIXED USES OF RETAIL, LIVE-WORK UNITS AND CONDOMINIUM HOUSING.

• THE GROUND FLOOR RETAIL WILL INCLUDE EQUIPMENT INSTALLATION BYT UNDER SEPARATE OWNORSHIP ON THE TENANTS.

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

Land improvements (excluding land): \_\_\_\_\_

Building improvements: Size 18000 sf \$ 1,800,000

Machinery & Equipment: \_\_\_\_\_

Furniture & Fixtures: \_\_\_\_\_

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

Building: \_\_\_\_\_ Equipment installation (if applicable): \_\_\_\_\_

Start Date 9-15-2011 Start Date \_\_\_\_\_

Completion Date 9-15-2012 Completion Date \_\_\_\_\_

Abatement Application

Page 2

Will project be owned or leased by applicant? OWNED

Will machinery be owned or leased by applicant? N/A

How many employees do you currently employ? Full Time 0 Part Time 0

How many new employees do you estimate after project complete? Full Time 10 (FTE'S)  
Part Time \_\_\_\_\_

When project is complete, how many will be:

Management/Professional 2 Wage level \$ 60,000

Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_

Semi-Skilled 2 Wage level \$ 40,000

Un-Skilled 6 Wage level \$ 24,000

Name of Company Officer (contact person) DAVE ACTON

Title PRESIDENT

Signature David L. Acton Date 7-25-2011

Phone Number 989-413-0469

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

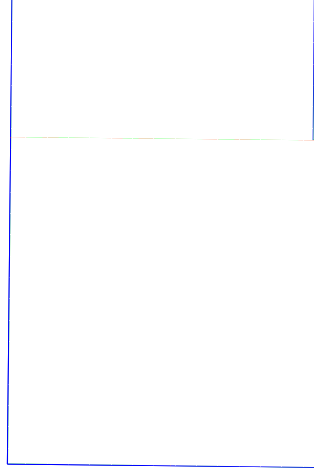
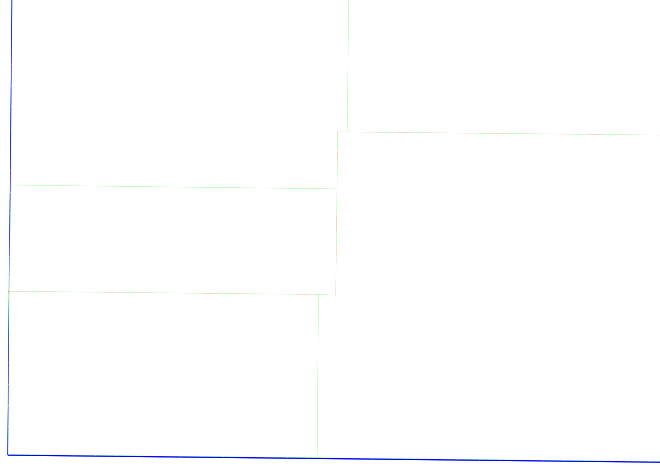
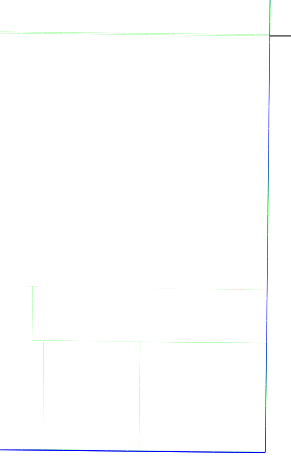
If no, explain \_\_\_\_\_  
\_\_\_\_\_

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

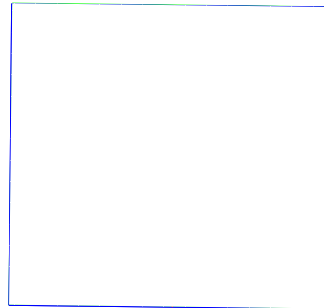
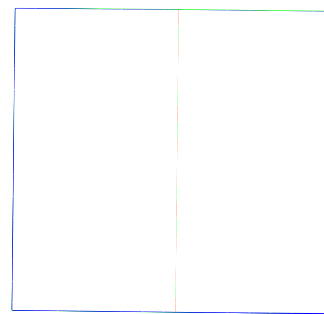
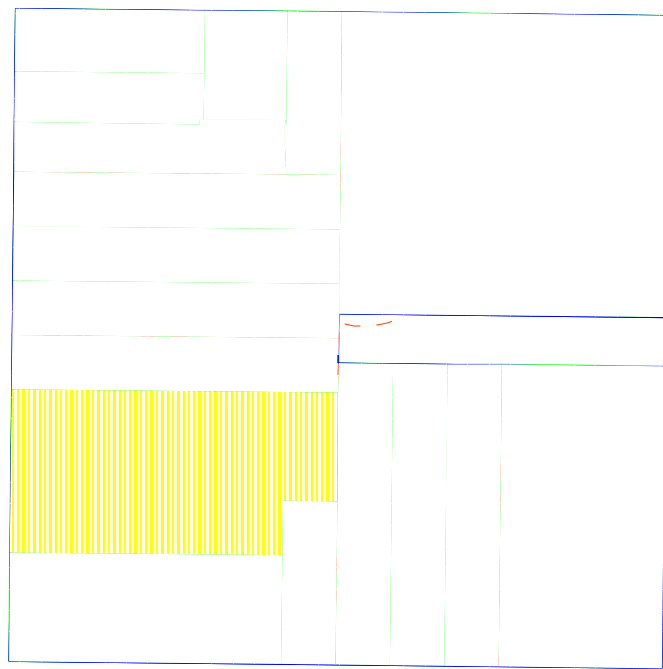
If yes, was notice given to applicant and proper state documents sent? Y N

Name of reviewer \_\_\_\_\_

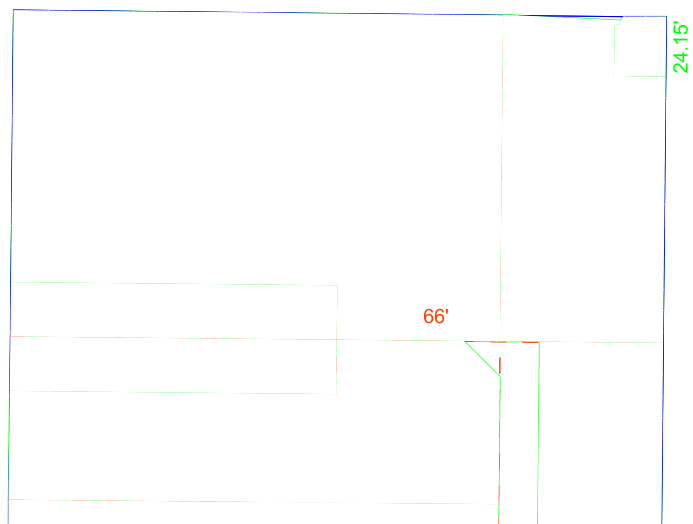
Signature \_\_\_\_\_ Date \_\_\_\_\_



E. EXC



E. MA





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# ***MEMORANDUM***

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DATE: July 19, 2011

TO: City Council

FROM: Michael Compeau  
Director of Public Safety

RE: Traffic Control Order # 1255

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The American Cancer Society proposes the use of a portion of the Comstock Parking Lot on October 7, 2011 from 2:00pm until October 8, 2011 12:00pm. The American Cancer Society will be hosting a 5K benefit walk for Making Strides against Breast Cancer. The parking lot will be their staging area with tents and the start and finish of the 5K walk. They also purpose the use of certain city streets (listed on Traffic Control Order No #1255).

The police department and the CRW volunteer group will coordinate traffic along the route of the 5K walk.

The American Cancer Society has complied with all rules for the use of city streets and parking lots.

The Public Safety Department has issued Traffic Control Order No# 1255 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

---

ORDER NO.	DATE	TIME
1255	7/19/11	1:30 PM

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**REQUESTED BY**  
Ron Baker - City Engineer  
Michael Compeau – Director of Public Safety

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**TYPE OF CONTROL**  
Closure of a portion of the Comstock Parking Lot and a portion of the following streets:  
Jerome Avenue, Washington, Dewey, East Main, East King, Pine, and West Williams on  
October 7, 2011 from 2:00 pm until October 8, 2011 12:00 pm

---

**LOCATION OF CONTROL**  
Comstock Parking lot, Jerome Avenue, Washington, Dewey, East Main, East King, Pine,  
and West Williams.

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APPROVED BY COUNCIL \_\_\_\_\_ 20 \_\_\_\_\_

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**REMARKS**

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

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

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

Name of individual or group: American Cancer Society Date: October 8, 2011
Primary Contact Person Name: Sarah Pooler
Title: Community Representative
Address: 2413 S. Linden Rd Suite A Flint, MI 48532
Phone: 810-733-3703

Requested Date(s): Fri Oct 7 - set up Sat: October 8 event Requested Hours: Friday 10/7 starting @ 2p to set up?
Area Requested (Parking Lot - Parade Route): Comstock Lot and Walk Route

Detailed description of the use for which the request is made: 5K walk through Downtown
Area - same route as last year. Event begins @ 7:30 am - Done by noon

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

Do Not Write Below This Line - For Officials Use Only

Approved [ ] Not Approved [ ] Date: Traffic Control Order Number 1255
Cc: DDA - Director WCIA - Chairperson





139199

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/18/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Commercial Lines - (404) 923-3700 Wells Fargo Insurance Services USA, Inc. 3475 Piedmont Road NE, Suite 800 Atlanta, GA 30305-2886	CONTACT NAME:	
	PHONE (A/C No. Ext):	FAX (A/C No.):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Federal Insurance Company	NAIC # 20281
	INSURER B: Pacific Indemnity Company	20348
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED  
American Cancer Society, Great Lakes Division, Inc.  
1755 Abbey Road  
East Lansing, MI 48823

**COVERAGES**

CERTIFICATE NUMBER: 3025030

REVISION NUMBER: See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (INSR) WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		35943463	09/01/2010	09/01/2011	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 2,500 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 25,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	71741355	9/1/2010	9/1/2011	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Event: Making Strides Against Breast Cancer of Owosso, Comstock Lot, Downtown Owosso, Saturday, October 8, 2011.

**CERTIFICATE HOLDER**City of Owosso  
301 W. Main St  
Owosso, MI 48867**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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

---

# ***MEMORANDUM***

---

DATE: July 21, 2011

TO: City Council

FROM: Michael Compeau  
Director of Public Safety

RE: Traffic Control Order # 1256

---

The Westtown Corridor Improvement Authority proposes the use of the city parking lot in the 800 block of W. Main St. on August 14, 2011 from 8:00am to 5:00pm. The use of the lot is for Bike Fest and related activities.

The Westtown Corridor Improvement Authority has complied with all rules for the use of city streets and parking lots.

The Public Safety Department has issued Traffic Control Order No# 1256 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

---

ORDER NO.	DATE	TIME
1256	7/21/11	1:00 PM

---

REQUESTED BY  
Ron Baker - City Engineer  
Michael Compeau – Director of Public Safety

---

TYPE OF CONTROL  
Closure of the city parking lot in the 800 block of W. Main on August 14, 2011 from 8:00 am to 5:00 pm

---

LOCATION OF CONTROL  
City parking lot in the 800 block of W. Main

---

APPROVED BY COUNCIL \_\_\_\_\_ 20 \_\_\_\_\_

---

REMARKS



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

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

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

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

Name of individual or group: Westown CIA Date: 7.20.11

Primary Contact Person Name: Rick Morris

Title: Board Member

Address: 814 W. MAIN

Phone: 725.8373

Requested Date(s): 8.14.11 Requested Hours: 8AM - 5PM

Area Requested (Parking Lot - Parade Route): PARKING lot of 800 block of west MAIN St.

Detailed description of the use for which the request is made: BICYCLE SHOW

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

Do Not Write Below This Line - For Officials Use Only

Approved Not Approved Date: Traffic Control Order Number

Cc: DDA - Director WCIA - Chairperson

All riders must sign the release. A parent's signature is required for applicants under 18. Riders under 16 must be accompanied by an adult. #

X \_\_\_\_\_  
LAST NAME PRINTED FIRST NAME SIGNATURE DATE

X \_\_\_\_\_  
GUARDIAN SIGNATURE

I AGREE THAT THE HOUSE OF WHEELS INC. AND ANYONE ASSOCIATED WITH THEM WILL NOT BE LIABLE FOR ANY LOSS, INJURY OR DEATH RELATED TO THE OGDOSSE BIKE FEST OR ACTIVITIES ASSOCIATED WITH IT. I KNOW THAT THERE ARE RISKS ASSOCIATED WITH THESE ACTIVITIES AND I ~~WILLINGLY~~ <sup>WILLINGLY</sup> ACCEPT THESE RISKS. I KNOW THAT THE RIDE ORGANIZER'S SOLE FUNCTION IS PLANNING THE RIDE AND THAT IT IS MY RESPONSIBILITY TO KNOW AND OBEY ALL LAWS AND ENSURE MY OWN SAFETY. I AM PHYSICALLY FIT AND ABLE TO PARTICIPATE.



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

---

# *MEMORANDUM*

---

DATE: July 20, 2011  
TO: City Council  
FROM: Michael Compeau  
Director of Public Safety  
RE: Computer-Police Department

---

Attached is the bid proposal from Blumerich Communication Services Inc. in the amount of \$6,159.00 for an in-car police computer.

In the best interest of the city it is recommended the council waive the sealed competitive bid requirement and purchase one (1) computer from Blumerich Communication Services Inc. for \$6.159.00

**Owosso City Code Sec. 2-345 (3) Exception to competitive bidding** states-Where the council shall determine that the public interest will be best served by joint purchase with, or purchase from, another unit of government.

Blumerich Communications Service, Inc has the state contract bid for Motorola (No# 071B9200262) which is a joint purchase with another government unit as allowed by the aforementioned exception to competitive bidding.

Funds were budgeted in the Capital Out-lay line item 101-300-978100 for the 2011-12 fiscal year.

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

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR  
AN IN CAR POLICE COMPUTER  
BLUMERICH COMMUNICATION SERVICES INC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has police department requiring the use of in-car police computers; and

WHEREAS, Blumerich Communication Services, Inc. has secured a contract with the State of Michigan to provide such computers at a reasonable cost; and

WHEREAS, it has been determined that in this instance the public interest will be best served by a joint purchase with another unit of government.

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 waive competitive bidding requirements for the purchase of one in-car police computer from Blumerich Communication Services, Inc.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Contract for Services between the City of Owosso, Michigan and Blumerich Communication Services Inc. up to the amount of \$6,159.00.
- THIRD: The above expenses shall be paid from the Police Division Capital Outlay fund 101-300-978100.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THIS 1ST DAY OF AUGUST 1, 2011.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

CITY OF OWOSSO

ATTEST:

\_\_\_\_\_  
Benjamin R. Frederick, Mayor

\_\_\_\_\_  
Amy K. Kirkland, City Clerk



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

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# ***MEMORANDUM***

---

DATE: July 21, 2011

TO: City Council

FROM: Michael Compeau  
Director of Public Safety

RE: Dry Cleaning Bid for Police and Fire

---

Sealed bids were solicited for Dry Cleaning for the Public Safety Department. The city did not receive any response to the bid letting for the dry cleaning, although Ruthy's Cleaners submitted a bid after the due date.

Because this is a service and not goods the city is not obligated to re-let the bid and therefore have the option of accepting the bid from Ruthy's Cleaners.

Recommend council waive bid irregularity and accept bid from Ruthy's Cleaners for this service. This bid covers the time period of July 1, 2011 thru June 30, 2013. See attached bid tabulation sheet for break down of prices.



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

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR  
DRY CLEANING SERVICE WITH,  
RUTHY'S CLEANERS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a public safety department requiring the use of a dry cleaning service for uniforms; and

WHEREAS, the City of Owosso requested bids for this service but received none in a timely manner; and

WHEREAS, it is in the best interest of the city to waive bid irregularities and accept the only bid received.

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 enter into a contract with Ruthy's Cleaner for dry cleaning services during the 2011-12 and 2012-13 fiscal years.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Contract for Services between the City of Owosso, Michigan and Ruthy's Cleaners.
- THIRD: The above expenses shall be paid from the Police Division line item 101-300-741000 and Fire Division line item 101-335-741000.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THIS 1ST DAY OF AUGUST 1, 2011.

AYES:  
NAYS:  
ABSTENTIONS:  
ABSENT:

CITY OF OWOSSO

ATTEST:

\_\_\_\_\_  
Benjamin R. Frederick, Mayor

\_\_\_\_\_  
Amy K. Kirkland, City Clerk

**OFFER  
DRY CLEANING BID**

TO: THE CITY COUNCIL (HEREINAFTER CALLED THE "OWNER")

Bidder must provide pricing for each item listed. If additional pricing elements are being offered by the bidder add these items under Other Services/Items Offered.

The undersigned, having examined the proposal forms and specifications, does hereby offer to furnish cleaning, pressing and repairs to clothing for police and fire departments **July 1, 2011 through June 30, 2013** listed below at the following prices to wit:

ITEM	EST. ANNUAL QUANTITY	UNIT	DESCRIPTION	7/1/2011 thru 6/30/2012 UNIT PRICE	7/1/2012 thru 6/30/2013 UNIT PRICE
1	2100	EA	Laundry & Press Long & Short Sleeved Shirts	1.85	1.95
2	1800	EA	Laundry & Press Pants	3.10	3.20
3	30	EA	Dry Clean Ties	1.00	1.25
4	60	EA	Sweaters	2.60	2.70
5	20	EA	Laundry Blankets	5.25	5.35
6	250	LBS.	Laundry Bed Linens	1.25 lb	1.35 lb
7	As Needed	EA	Alterations	11.00	
8	As Needed	EA	Repairs	1.00 - 10.00	depending on piece
9	As Needed	EA	Sew Patches/Badges on Shirts, Overcoats, Caps	3.00	
10	Other Services or Items Offered				
11	52	EA	Pick Up & Drop off service once a week at Public Safety Building		

The undersigned acknowledges that this proposal is subject to the general specifications included in the contract documents. In responding to this bid, it is understood that the right is reserved by the Owner to reject any and all offers, and waive any irregularities in the bidding process. The Owner may award this contract based on any combination of the total bid and/or alternatives.

*7/20/11  
Further Receipt  
will still know bid*

The City of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: A business located within the city limits and paying real or personal property taxes to the City of Owosso will be granted a 6% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the County will be granted a 3% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing 25% or more of the work of a general contract.

The following affidavit should be completed for a bidder located within Shiawassee County or intends to sub-contract more than twenty-five percent (25%) to a Shiawassee County based business:

**AFFIDAVIT**

In accordance with Section 2-348 of the Owosso City Code the bid from a business located in the City of Owosso or Shiawassee County shall be adjusted to reflect a preference. In order for the City to calculate the adjustment, the bidder hereby deposes and states that their business address is registered, and are currently paying real and/or personal property taxes in Shiawassee County at the following address:

215 W MAIN OWOSSO, MI 48867  
Business Address

The affiant further deposes and states that a sub-contract with a business registered, and paying real and/or personal property taxes in Shiawassee County will be executed for a percentage equal to or greater than twenty-five percent (25%) as stated below:

\_\_\_\_\_  
Business Address of Sub-Contractor

\_\_\_\_\_  
Percentage of Contract

Ruth A Marks  
Authorized Signature

Secretary / President  
Title

\_\_\_\_\_  
Date

Rubob Inc / dba Ruthy's Laundry Center  
Company Name

723-8831

LEGAL STATUS OF THE BIDDER

The Bidder shall fill out the appropriate form and strike out the other.

1. A corporation duly organized and doing business under the laws of the State of Michigan for whom Ruth Marks bearing official title of Secretary/President whose signature is affixed to this proposal, is duly authorized to execute contracts.

2. A partnership, all of the members of which, with address are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. An individual whose signature is affixed to this proposal.

Dated and signed at \_\_\_\_\_ State of \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Witness

Rubob Inc / Ruthy's Laundry Center  
Bidder  
215 W MAIN OWOSSO MI 48867  
Business Address  
989 666-2529 989 725-5990  
Telephone Number  
Ruth A Marks  
Signature  
President / Secretary  
Title

**GENERAL SPECIFICATIONS**

**LAUNDER, PRESSING & DRY CLEANING  
CLOTHES, LINENS, & BLANKETS**

<b>SPECIFICATIONS</b>	<b>COMPLY</b>	<b>EXCEPTION</b>
Launder & Press With Starch Long & Short Sleeved Shirts; approximately 2100 shirts per year	X	
Launder & Press Pants; approximately 1800 pants per year	X	
Launder bed linens in hot water of minimum temperature of 140°; approximately 250 lbs per year	X	
Launder blankets in hot water of minimum temperature of 140°; approximately 20 blankets per year	X	
Dry clean long sleeved sweaters; approximately 60 sweaters per year	X	
Dry clean ties; approximately 30 per year	X	
Perform alterations to shirts & pants as needed	X	
Perform repairs to torn shirts or pants as needed	X	
Sew on patches/badges to shirts, sweaters, overcoats, or winter caps as needed	X	
Clothing, linens & blankets could be exposed to blood borne pathogens on occasion. Bidder accepts full responsibility for following relevant federal and state guidelines	X	
Pick up and drop off all bid items at the Public Safety building once per week		

EXCEPTIONS:

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Department of Public Safety  
Police - Fire - EMS

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202 S. Water Street. Owosso, Michigan 48867 · (989) 725-0580 · Fax (989) 725-0528

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# *MEMORANDUM*

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Date: Jul 25, 2011

To: City Council

From: Michael Compeau  
Director of Public Safety

Subject: Bid for Public Safety Building Generator

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The Owosso Public Safety Department has received a grant thru the State of Michigan via the Shiawassee County Emergency Management and Homeland Security. The grant is for the purchase and installation of a Generator for the Public Safety Building. In the event of a power outage the Public Safety Building will be able to fully function. Currently we have a small generator that supplies power to limited areas of the building.

Sealed bids have been solicited for the Generator. Recommend accepting the low bid from J.R. Howell; Airport Lighting, LLC from Luther, Michigan in the amount of \$36,900.00.

Council may recall that a grant was received in 2010 that allowed the installation of a transfer switch needed to make this generator operational. This generator will operate off natural gas. In the future a grant application will be submitted for a propane tank that will make this generator functional in the event that electric and gas are both lost.

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

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR  
GENERATOR WITH  
J.R. HOWELL; AIRPORT LIGHTING, LLC**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has public safety department requiring a Generator in the event of a power loss; and

WHEREAS, the City of Owosso solicited sealed bids and a responsive bid was received from J.R. Howell; Airport Lighting, LLC.

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 enter into a contract with J.R. Howell; Airport Lighting, LLC for the purchase and installation of a Generator in the amount of \$36,900.00.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Contract for Services between the City of Owosso, Michigan and J.R. Howell; Airport Lighting, LLC
- THIRD: The above expenses shall be paid from the Police Division line item 101-300-978000 and Fire Division line item 101-335-978000 with reimbursement from the Shiawassee County Emergency Management and Homeland Security.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THIS 1ST DAY OF AUGUST 1, 2011.

AYES:  
NAYS:  
ABSTENTIONS:  
ABSENT:

CITY OF OWOSSO

ATTEST:

\_\_\_\_\_  
Benjamin R. Frederick, Mayor

\_\_\_\_\_  
Amy K. Kirkland, City Clerk

CITY OF OWOSSO BID TABULATION SHEET

DATE 7/12/2011

DEPT. Public Safety

Page 1 of 2

SUBJECT: Purchase & Installation of Generator Bid

ITEM #	DESCRIPTION	EST. QTY	UNIT	JR HOWELL LUTHER MI		COFFMAN ELECTRICAL GRAND RAPIDS MI		ATHERTON ROAD SALES BURTON MI	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Kohler (or compatible) Generator	1	EA	\$ 36,900.000	\$ 36,900.00	\$ 39,971.000	\$ 39,971.00	\$ 43,510.000	\$ 43,510.00
LOCAL PREFERENCE DOES NOT AFFECT BID OUTCOME									
<b>TOTAL BID</b>					\$ 36,900.00		\$ 39,971.00		\$ 43,510.00

TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:

DEPT. HEAD: *[Signature]*

PURCH. AGENT: \_\_\_\_\_

STAFF REC.: JR Howell

GENERAL LIABILITY INSURANCE  
EXPIRATION DATE: \_\_\_\_\_

WORKERS COMPENSATION INSURANCE  
EXPIRATION DATE: \_\_\_\_\_

SOLE PROPRIETORSHIP  
EXPIRATION DATE: \_\_\_\_\_

AWARDED: JR Howell

COUNCIL APPROVED: \_\_\_\_\_

PO NUMBER: \_\_\_\_\_



CITY OF OWOSSO BID TABULATION SHEET

DATE 7/12/2011

DEPT. Public Safety

Page 2 of 2

SUBJECT: Purchase Generator Bid

				GEN POWER WIXOM MI					
ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Kohler (or compatible) Generator	1	EA	\$ 28,298.000	\$ 28,298.00				
				BID DOES NOT INCLUDE INSTALLATION					
			TOTAL BID						



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# ***MEMORANDUM***

---

DATE: July 26, 2011

TO: OWOSSO CITY COUNCIL

FROM: Adam Zettel, AICP

RE: Brownfield Plan #13 Amendment #2: Wesener Building

---

The Owosso Brownfield Redevelopment Authority (BRA) reviewed and approved the proposed amendment to Brownfield District #13 (Wesener Building) at its meeting on July 21, 2011.

The public hearing for this amendment was held at the BRA meeting on July 21, 2011. Draft minutes of this meeting are attached. All notification requirements have been met, and city staff has reviewed the proposal.

Changes to the plan are mostly related to new eligible expenses resulting from environmental investigations and resulting work that has taken place since the plan was last approved in November 2010. The plan also takes into account new ownership, the DDA agreement that was approved last November, and other potential funding sources.

Representatives of this project shall be available at the city council meeting. I recommend approval of this amendment as proposed. Contact me if you have any comments or questions on this matter.

RESOLUTION NO. \_\_\_\_  
CITY OF OWOSSO

RESOLUTION APPROVING A BROWNFIELD PLAN—  
“District #13 Plan Amendment, Wesener Building”,  
FOR THE CITY OF OWOSSO PURSUANT TO AND  
IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE  
PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED

At the regular meeting of the City Council of the City of Owosso, Shiawassee County, Michigan, held in the Council Chambers in City Hall of said city on the 1st day of August, 2011, at 7:30 p.m.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

WHEREAS, the Brownfield Redevelopment Authority (the “Authority”) of the City of Owosso, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the “Act”), has prepared and recommended for approval by the City of Owosso Council an amendment to the Brownfield Plan entitled “District #13, Wesener Building” (the “Plan”), pursuant to and in accordance with Section 13 of the Act; and

WHEREAS, the Authority has, at least ten (10) days before the meeting of the Authority at which this resolution has first been considered, provided notice to and fully informed all taxing jurisdictions which are affected by the Financing Plan (the “Taxing Jurisdictions”) about the fiscal and economic implications of the proposed Financing Plan, and the Authority has previously provided to the Taxing Jurisdictions a reasonable opportunity to express their views and recommendations regarding the Financing Plan and in accordance with Sections 13 (10) and 14 (1) of the Act; and

WHEREAS, the Authority has conducted the required public hearing on July 21, 2011 and the City Council recognizes and designates the public hearing process to the Authority and has been provided the minutes of the hearing including all public comments or communications that may have been made at said hearing; and

WHEREAS, the Council has made the following determinations and findings:

- A. The amended Plan constitutes a public purpose under the Act;
- B. The Plan meets all of the requirements for a Brownfield Plan set forth in Section 13 of the Act;
- C. The proposed method of financing the costs of the eligible activities, as described in the Plan is feasible and the Authority has the ability to arrange the financing;
- D. The costs of the eligible activities proposed in the Plan amendment are reasonable and necessary to carry out the purposes of the Act;
- E. The amount of captured taxable value estimated to result from the adoption of the Plan amendment is reasonable; and



**MINUTES**  
**OWOSSO BROWNFIELD REDEVELOPMENT AUTHORITY**  
**MEETING OF JULY 21, 2011**

Meeting was called to order at 9:05 a.m. by Chairman John Hagel.

Roll Call.

*Members Present:* Larry Cook, Tom Cook, John Hagel, David Vaughn, Rick Williams.  
*Members Absent:* Mike Bazelides, Joni Forster, Dan Stewart, Vacancy  
*Others Present:* Adam Zettel, Assistant City Manager and Director of Community Development; David Acton, owner of the Wesener Building, 104-108 N. Washington; Phil Hathaway, Town Plans, LLC, representative for Mr. Acton.

AGENDA:

It was moved by Authority Member Vaughn and supported by Authority Member Williams to approve the agenda for the Owosso Brownfield Redevelopment Authority for July 21, 2011. Yeas all. Motion passed.

MINUTES:

It was moved by Authority Member Williams and supported by Authority Member Forster to approve the minutes of the meeting from November 17, 2010. Yeas all. Motion passed.

COMMUNICATIONS:

- 1) Resolutions (Reference)
- 2) Staff memorandum (Reference)
- 3) Regular meeting minutes of November 17, 2010 (Resolution)
- 4) Revised Wesener Brownfield plan

PUBLIC COMMENTS: None

PUBLIC HEARING: Owosso Brownfield Redevelopment District # 13  
Wesener Building, 104 – 108 N. Washington St.

Mr. Adam Zettel, Assistant City Manager and Director of Community Development, stated this would be another amendment to the Brownfield Redevelopment for the Wesener Building.

Mr. Phil Hathaway, Town Plans, LLC, representative for Mr. David Acton, noted that Mr. Acton is now the owner of the Wesener Building at 104-108 N. Washington Street and presented the following document:

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**Owosso Brownfield Redevelopment Authority**  
July 21, 2011  
**Amendment #2 – District #13 – “Wesener Multi-Use Building”**

- 1) Why the original plan was adopted prior to site investigations:
  - a. Brownfield Tax Credits were disappearing and plan had to be submitted prior to 12/31/2010.
  - b. Low probability of environmental findings with blight being sufficient.

- c. Property ownership not required, only a purchase agreement
- 2) Purpose/Need for a Plan Amendment:
- a. Ownership is established
  - b. The Site is now a facility—lead in the groundwater at 22' depth; mercury in the subsurface basement soils—no clean-up requirement, just due care
  - c. Underground storage tank found-not a release site
  - d. Financial implications
    - i. Add updated Phase I and Phase II Site Investigation costs at \$6,480
    - ii. Baseline Environmental Assessment and Due Care Plan at \$3,600
    - iii. Underground storage tank registration, site investigation and removal at \$10,000.
    - iv. Possibility for an Obsolete Property Rehabilitation Act application that would change the payback projections for eligible costs yet within the current term of the plan.
    - v. Revolving Loan Fund method of financing \$10,000 in early site investigation costs and the sequence of this reimbursement behind the city's administrative charge and the DDA's reimbursement for the \$50,000 advance.
- 3) Requested actions:
- a. Amendment approval for the above and all the relevant sections of the brownfield plan.
  - b. Reference the OPRA option and without the necessity of another amendment.

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Mr. David Acton presented his four pillars for this building.

1. Bring the building back to its original appearance and bring it to a super efficiency energy rating.
2. Be involved with Place Making. There are two 15,000 square foot market places in this building that can help bring in other people to Owosso.
3. To have really great living spaces with new economy thinking. The interior walls will be moveable so if a larger conference room is needed, it can be created.
4. They are going to try to make it a catalyst for additional development. Either they may use this process on other local buildings, or they may assist or guide other building owners in the future.

ITEMS OF BUSINESS:

- 1) Selection of a Chairperson

July 21, 2011

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Authority Member Larry Cook nominated Authority Member Tom Cook for Chairperson.  
Supported by Authority Member Vaughn.  
Yeas all. Motion passed.

2) Selection of a Vice-Chairperson

Authority Member Larry Cook nominated Authority Member Hagel for Vice-Chairperson.  
Supported by Authority Member Tom Cook.  
Yeas all. Motion passed.

3) Selection of a Secretary/Treasurer

Authority Member Larry Cook nominated Authority Member Vaughn for Secretary/Treasurer.  
Supported by Authority Member Tom Cook.  
Yeas all. Motion passed.

4) Wesener Amendment #2

Motion by Authority Member Tom Cook, supported by Authority Member Vaughn to adopt the following with additional special financial and other items as presented.

WHEREAS, the Brownfield Redevelopment Authority (the "Authority") of the City of Owosso, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), has prepared and recommended for approval by the Authority a Brownfield Plan Amendment entitled "District #13, Wesener Multi-Use Building" (the "Plan"), pursuant to and in accordance with Section 13 of the Act; and

WHEREAS, the Authority has, at least ten (10) days but not more than forty (40) days before the meeting of the Authority at which this resolution has been considered, provided notice to and fully informed all taxing jurisdictions which are affected by the Financing Plan (the "Taxing Jurisdictions") about the fiscal and economic implications of the proposed Financing Plan, and the Authority has previously provided to the Taxing Jurisdictions a reasonable opportunity to express their views and recommendations regarding the Financing Plan and in accordance with Sections 13 (10) and 14 (1) of the Act; and

WHEREAS, the Authority has made the following determinations and findings:

- A. The Plan constitutes a public purpose under the Act;
- B. The Plan meets all of the requirements for a Brownfield Plan set forth in Section 13 of the Act;
- C. The proposed method of financing the costs of the eligible activities, as described in the Plan is feasible and the Authority has the ability to arrange the financing;
- D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act;
- E. The amount of captured taxable value estimated to result from the adoption of the Plan is reasonable; and
- F. The square footage of the building is 17,500 square feet

July 21, 2011

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- G. Line item cost details
- H. Local redevelopment area details.
- I. Summary statement on November 1<sup>st</sup> with environmental

WHEREAS, as a result of its review of the Plan and upon consideration of their views and recommendations of the Taxing Jurisdictions, the Authority desires to proceed with approval of the Amended Plan and to forward the Plan to the City Council of the City of Owosso for adoption.

**NOW THEREFORE, BE IT RESOLVED THAT:**

1. **Plan Approved.** Pursuant to the authority vested in the Authority by the Act, and pursuant to and in accordance with the provisions of Section 14 of the Act, the Amended Plan is hereby approved in the form considered by the Authority on July 21, 2011, and maintained on file in the office of the City Clerk.
2. **Severability.** Should any section, clause or phrase of this Resolution be declared by the Courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.
3. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

PUBLIC COMMENTS:

Mr. Hathaway commented that the contamination information will be in an appendix for the amendment for the Wesener Building.

Mr. Acton answered Board Member Tom Cook's question that the construction is expected to begin around September 1, 2011.

BOARD COMMENTS: none

**ADJOURNMENT:**

It was moved by Authority Member Vaughn, and supported by Authority Member Williams to adjourn at 9:52 a.m.

Yeas all. Motion carried.

---

David Vaughn, Secretary/Treasurer.

mms



**City of Owosso**  
**Brownfield Redevelopment Authority**  
**District #13 Brownfield Redevelopment Plan Amendment**  
**“Wesener Multi-Use Building”**

Prepared by:  
Town Plans, LLC  
Owosso, Michigan 48867

With the assistance of:

- The Owosso Brownfield Redevelopment Authority, and
- Guy Bazzani & Associates



Date of Authority’s Plan Adoption:	<u>August 15, 2010</u>
Date of City Council’s Plan Adoption:	<u>September 17, 2010</u>
Date of Authority’s Plan <b><u>Amendment</u></b> Adoption:	_____
Date of City Council’s Plan <b><u>Amendment</u></b> Adoption:	<u>November 1, 2010</u>

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**Owosso Brownfield Authority District #13**  
**Brownfield Redevelopment Plan Amendment**  
**“Wesener Multi-Use Building”**

**I. INTRODUCTION, PURPOSE AND PROJECT SUMMARY**

The City of Owosso is an aging industrial community with a significant population decline, below average household income and attendant high unemployment rates. To combat these influences, the City has identified 20 brownfield sites and completed 13 plans since 1996 and had redeveloped five brownfield sites prior to that year. Brownfield redevelopment is essential to Owosso’s transition to the new economy and to the recruitment and retention of residents. To assist in that endeavor, the City is an eligible distressed area for the broadened benefits of brownfield redevelopment.

The purpose of this plan, to be implemented by the Authority, is to satisfy the requirements for a Brownfield Plan as specified in Act No. 381 of the Public Acts of 1996, MCLA 125.2651 et.seq., which is known as the “Brownfield Redevelopment Financing Act” . There are 14 mandated requirements of the plan, each to be addressed in this plan. The principal purpose of the plan is to define eligible property, to define a tax increment plan for funding eligible activities, and to establish eligibility for developer Michigan Business Tax credits. The subject of the plan is a multi-story downtown building that was arsoned in 2007.

Wesener Building LLC (“Wesener”) proposes to completely restore the 1885 structure located at 104-108 N. Washington Street in Owosso, Michigan (the “Property”) into a combined residential, retail and office facility. The project will involve demolition of damaged sections, restoration, and renovation under the newly established Owosso Historic Commission standards and a LEED level certification. The effort will create both temporary construction jobs and new permanent jobs. The community will benefit from the preservation and reuse of a vacant 18,000 square foot building, a long-term increase to the City’s tax base and an essential boost to street life in the downtown.

**II. DEFINITIONS FROM ACT 381 OF 1996 AS AMENDED AND AS USED IN THIS PLAN (MCL 125.2152, Section 2):**

(a) "Advance" means a transfer of funds made by a municipality to an authority or to another person on behalf of the authority in anticipation of repayment by the authority. Evidence of the intent to repay an advance may include, but is not limited to, an executed agreement to repay, provisions contained in a tax increment financing plan approved prior to the advance, or a resolution of the authority or the municipality.

(b) "Alternative energy technology" means equipment, component parts, materials, electronic devices, testing equipment, and related systems that are specifically designed, specifically fabricated, and used primarily for 1 or more of the following:

(i) The storage, generation, reformation, or distribution of clean fuels integrated within an alternative energy system or alternative energy vehicle, not including an anaerobic digester energy system or a hydroelectric energy system, for use within the alternative energy system or alternative energy vehicle.

(ii) The process of generating and putting into a usable form the energy generated by an alternative energy system. Alternative energy technology does not include those component parts of an alternative energy system that are required regardless of the energy source.

(iii) Research and development of an alternative energy vehicle.

(iv) Research, development, and manufacturing of an alternative energy system.

(v) Research, development, and manufacturing of an anaerobic digester energy system.

(vi) Research, development, and manufacturing of a hydroelectric energy system.

(c) "Alternative energy technology business" means a business engaged in the research, development, or manufacturing of alternative energy technology.

(d) "Assessed value" means 1 of the following:

(i) For valuations made before January 1, 1995, the state equalized valuation as determined under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155.

(ii) For valuations made after December 31, 1994, the taxable value as determined under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.

(e) "Authority" means a local development finance authority created pursuant to this act.

(f) "Authority district" means an area or areas within which an authority exercises its powers.

(g) "Board" means the governing body of an authority.

(h) "Business development area" means an area designated as a certified industrial park under this act prior to the effective date of the amendatory act that added this subdivision, or an area designated in the tax increment financing plan that meets all of the following requirements:

(i) The area is zoned to allow its use for eligible property.

(ii) The area has a site plan or plat approved by the city, village, or township in which the area is located.

(i) "Business incubator" means real and personal property that meets all of the following requirements:

(i) Is located in a certified technology park or a certified alternative energy park.

- (ii) Is subject to an agreement under section 12a or 12c.
- (iii) Is developed for the primary purpose of attracting 1 or more owners or tenants who will engage in activities that would each separately qualify the property as eligible property under subdivision (s)(iii).
- (j) "Captured assessed value" means the amount in any 1 year by which the current assessed value of the eligible property identified in the tax increment financing plan or, for a certified technology park, the real and personal property included in the tax increment financing plan, including the current assessed value of property for which specific local taxes are paid in lieu of property taxes as determined pursuant to subdivision (ff), exceeds the initial assessed value. The state tax commission shall prescribe the method for calculating captured assessed value.
- (k) "Certified alternative energy park" means that portion of an authority district designated by a written agreement entered into pursuant to section 12c between the authority, the municipality or municipalities, and the Michigan economic development corporation.
- (l) "Certified business park" means a business development area that has been designated by the Michigan economic development corporation as meeting criteria established by the Michigan economic development corporation. The criteria shall establish standards for business development areas including, but not limited to, use, types of building materials, landscaping, setbacks, parking, storage areas, and management.
- (m) "Certified technology park" means that portion of the authority district designated by a written agreement entered into pursuant to section 12a between the authority, the municipality, and the Michigan economic development corporation.
- (n) "Chief executive officer" means the mayor or city manager of a city, the president of a village, or, for other local units of government or school districts, the person charged by law with the supervision of the functions of the local unit of government or school district.
- (o) "Development plan" means that information and those requirements for a development set forth in section 15.
- (p) "Development program" means the implementation of a development plan.
- (q) "Eligible advance" means an advance made before August 19, 1993.
- (r) "Eligible obligation" means an obligation issued or incurred by an authority or by a municipality on behalf of an authority before August 19, 1993 and its subsequent refunding by a qualified refunding obligation. Eligible obligation includes an authority's written agreement entered into before August 19, 1993 to pay an obligation issued after August 18, 1993 and before December 31, 1996 by another entity on behalf of the authority.
- (s) "Eligible property" means land improvements, buildings, structures, and other real property, and machinery, equipment, furniture, and fixtures, or any part or accessory thereof whether completed or in the process of construction comprising an integrated whole, located within an authority district, of which the primary purpose and use is or will be 1 of the following:

(i) The manufacture of goods or materials or the processing of goods or materials by physical or chemical change.

(ii) Agricultural processing.

(iii) A high technology activity.

(iv) The production of energy by the processing of goods or materials by physical or chemical change by a small power production facility as defined by the federal energy regulatory commission pursuant to the public utility regulatory policies act of 1978, Public Law 95-617, which facility is fueled primarily by biomass or wood waste. This act does not affect a person's rights or liabilities under law with respect to groundwater contamination described in this subparagraph. This subparagraph applies only if all of the following requirements are met:

(A) Tax increment revenues captured from the eligible property will be used to finance, or will be pledged for debt service on tax increment bonds used to finance, a public facility in or near the authority district designed to reduce, eliminate, or prevent the spread of identified soil and groundwater contamination, pursuant to law.

(B) The board of the authority exercising powers within the authority district where the eligible property is located adopted an initial tax increment financing plan between January 1, 1991 and May 1, 1991.

(C) The municipality that created the authority establishes a special assessment district whereby not less than 50% of the operating expenses of the public facility described in this subparagraph will be paid for by special assessments. Not less than 50% of the amount specially assessed against all parcels in the special assessment district shall be assessed against parcels owned by parties potentially responsible for the identified groundwater contamination pursuant to law.

(v) A business incubator.

(vi) An alternative energy technology business.

(t) "Fiscal year" means the fiscal year of the authority.

(u) "Governing body" means the elected body having legislative powers of a municipality creating an authority under this act.

(v) "High technology activity" means that term as defined in section 3 of the Michigan economic growth authority act, 1995 PA 24, MCL 207.803.

(w) "Initial assessed value" means the assessed value of the eligible property identified in the tax increment financing plan or, for a certified technology park, the assessed value of any real and personal property included in the tax increment financing plan, at the time the resolution establishing the tax increment financing plan is approved as shown by the most recent assessment roll for which equalization has been completed at the time the resolution is adopted or, for property that becomes eligible property in other than a certified technology park after the date the plan is approved, at the time the property becomes eligible property. Property exempt from taxation at the time of the determination of the

initial assessed value shall be included as zero. Property for which a specific local tax is paid in lieu of property tax shall not be considered exempt from taxation. The initial assessed value of property for which a specific local tax was paid in lieu of property tax shall be determined as provided in subdivision (ff).

(x) "Michigan economic development corporation" means the public body corporate created under section 28 of article VII of the state constitution of 1963 and the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, by a contractual interlocal agreement effective April 5, 1999 between local participating economic development corporations formed under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636, and the Michigan strategic fund. If the Michigan economic development corporation is unable for any reason to perform its duties under this act, those duties may be exercised by the Michigan strategic fund.

(y) "Michigan strategic fund" means the Michigan strategic fund as described in the Michigan strategic fund act, 1984 PA 270, MCL 125.2001 to 125.2094.

(z) "Municipality" means a city, village, or urban township. However, for purposes of creating and operating a certified alternative energy park, municipality includes townships that are not urban townships.

(aa) "Obligation" means a written promise to pay, whether evidenced by a contract, agreement, lease, sublease, bond, or note, or a requirement to pay imposed by law. An obligation does not include a payment required solely because of default upon an obligation, employee salaries, or consideration paid for the use of municipal offices. An obligation does not include those bonds that have been economically defeased by refunding bonds issued under this act. Obligation includes, but is not limited to, the following:

(i) A requirement to pay proceeds derived from ad valorem property taxes or taxes levied in lieu of ad valorem property taxes.

(ii) A management contract or a contract for professional services.

(iii) A payment required on a contract, agreement, bond, or note if the requirement to make or assume the payment arose before August 19, 1993.

(iv) A requirement to pay or reimburse a person for the cost of insurance for, or to maintain, property subject to a lease, land contract, purchase agreement, or other agreement.

(v) A letter of credit, paying agent, transfer agent, bond registrar, or trustee fee associated with a contract, agreement, bond, or note.

(bb) "On behalf of an authority", in relation to an eligible advance made by a municipality or an eligible obligation or other protected obligation issued or incurred by a municipality, means in anticipation that an authority would transfer tax increment revenues or reimburse the municipality from tax increment revenues in an amount sufficient to fully make payment required by the eligible advance made by a municipality, or eligible obligation or other protected obligation issued or incurred by the municipality, if the anticipation of the transfer or receipt of tax increment revenues from the authority is pursuant to or evidenced by 1 or more of the following:

- (i) A reimbursement agreement between the municipality and an authority it established.
- (ii) A requirement imposed by law that the authority transfer tax increment revenues to the municipality.
- (iii) A resolution of the authority agreeing to make payments to the incorporating unit.
- (iv) Provisions in a tax increment financing plan describing the project for which the obligation was incurred.

(cc) "Other protected obligation" means:

(i) A qualified refunding obligation issued to refund an obligation described in subparagraph (ii) or (iii), an obligation that is not a qualified refunding obligation that is issued to refund an eligible obligation, or a qualified refunding obligation issued to refund an obligation described in this subparagraph.

(ii) An obligation issued or incurred by an authority or by a municipality on behalf of an authority after August 19, 1993, but before December 31, 1994, to finance a project described in a tax increment finance plan approved by the municipality in accordance with this act before August 19, 1993, for which a contract for final design is entered into by the municipality or authority before March 1, 1994.

(iii) An obligation incurred by an authority or municipality after August 19, 1993, to reimburse a party to a development agreement entered into by a municipality or authority before August 19, 1993, for a project described in a tax increment financing plan approved in accordance with this act before August 19, 1993, and undertaken and installed by that party in accordance with the development agreement.

(iv) An ongoing management or professional services contract with the governing body of a county that was entered into before March 1, 1994 and that was preceded by a series of limited term management or professional services contracts with the governing body of the county, the last of which was entered into before August 19, 1993.

(dd) "Public facility" means 1 or more of the following:

(i) A street, road, bridge, storm water or sanitary sewer, sewage treatment facility, facility designed to reduce, eliminate, or prevent the spread of identified soil or groundwater contamination, drainage system, retention basin, pretreatment facility, waterway, waterline, water storage facility, rail line, electric, gas, telephone or other communications, or any other type of utility line or pipeline, or other similar or related structure or improvement, together with necessary easements for the structure or improvement. Except for rail lines, utility lines, or pipelines, the structures or improvements described in this subparagraph shall be either owned or used by a public agency, functionally connected to similar or supporting facilities owned or used by a public agency, or designed and dedicated to use by, for the benefit of, or for the protection of the health, welfare, or safety of the public generally, whether or not used by a single business entity. Any road, street, or bridge shall be continuously open to public access. A public facility shall be located on public property or in a public, utility, or transportation easement or right-of-way.



(ii) The acquisition and disposal of land that is proposed or intended to be used in the development of eligible property or an interest in that land, demolition of structures, site preparation, and relocation costs.

(iii) All administrative and real and personal property acquisition and disposal costs related to a public facility described in subparagraphs (i) and (iv), including, but not limited to, architect's, engineer's, legal, and accounting fees as permitted by the district's development plan.

(iv) An improvement to a facility used by the public or a public facility as those terms are defined in section 1 of 1966 PA 1, MCL 125.1351, which improvement is made to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

(v) All of the following costs approved by the Michigan economic development corporation:

(A) Operational costs and the costs related to the acquisition, improvement, preparation, demolition, disposal, construction, reconstruction, remediation, rehabilitation, restoration, preservation, maintenance, repair, furnishing, and equipping of land and other assets that are or may become eligible for depreciation under the internal revenue code of 1986 for a business incubator located in a certified technology park or certified alternative energy park.

(B) Costs related to the acquisition, improvement, preparation, demolition, disposal, construction, reconstruction, remediation, rehabilitation, restoration, preservation, maintenance, repair, furnishing, and equipping of land and other assets that, if privately owned, would be eligible for depreciation under the internal revenue code of 1986 for laboratory facilities, research and development facilities, conference facilities, teleconference facilities, testing, training facilities, and quality control facilities that are or that support eligible property under subdivision (s)(iii), that are owned by a public entity, and that are located within a certified technology park.

(C) Costs related to the acquisition, improvement, preparation, demolition, disposal, construction, reconstruction, remediation, rehabilitation, restoration, preservation, maintenance, repair, furnishing, and equipping of land and other assets that, if privately owned, would be eligible for depreciation under the internal revenue code of 1986 for facilities that are or that will support eligible property under subdivision (s)(vi), that have been or will be owned by a public entity at the time such costs are incurred, that are located within a certified alternative energy park, and that have been or will be conveyed, by gift or sale, by such public entity to an alternative energy technology business.

(vi) Operating and planning costs included in a plan pursuant to section 12(1)(f), including costs of marketing property within the district and attracting development of eligible property within the district.

(ee) "Qualified refunding obligation" means an obligation issued or incurred by an authority or by a municipality on behalf of an authority to refund an obligation if the refunding obligation meets both of the following:

(i) The net present value of the principal and interest to be paid on the refunding obligation, including the cost of issuance, will be less than the net present value of the principal and

interest to be paid on the obligation being refunded, as calculated using a method approved by the department of treasury.

(ii) The net present value of the sum of the tax increment revenues described in subdivision (hh)(ii) and the distributions under section 11a to repay the refunding obligation will not be greater than the net present value of the sum of the tax increment revenues described in subdivision (hh)(ii) and the distributions under section 11a to repay the obligation being refunded, as calculated using a method approved by the department of treasury.

(ff) "Specific local taxes" means a tax levied under 1974 PA 198, MCL 207.551 to 207.572, the obsolete property rehabilitation act, 2000 PA 146, MCL 125.2781 to 125.2797, the commercial redevelopment act, 1978 PA 255, MCL 207.651 to 207.668, the enterprise zone act, 1985 PA 224, MCL 125.2101 to 125.2123, 1953 PA 189, MCL 211.181 to 211.182, and the technology park development act, 1984 PA 385, MCL 207.701 to 207.718. The initial assessed value or current assessed value of property subject to a specific local tax is the quotient of the specific local tax paid divided by the ad valorem millage rate. However, after 1993, the state tax commission shall prescribe the method for calculating the initial assessed value and current assessed value of property for which a specific local tax was paid in lieu of a property tax.

(gg) "State fiscal year" means the annual period commencing October 1 of each year.

(hh) "Tax increment revenues" means the amount of ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions upon the captured assessed value of eligible property within the district or, for purposes of a certified technology park or a certified alternative energy park, real or personal property that is located within the certified technology park and included within the tax increment financing plan, subject to the following requirements:

(i) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions, other than the state pursuant to the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local or intermediate school districts, upon the captured assessed value of real and personal property in the development area for any purpose authorized by this act.

(ii) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the application of the levy of the state pursuant to the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local or intermediate school districts upon the captured assessed value of real and personal property in the development area in an amount equal to the amount necessary, without regard to subparagraph (i), for the following purposes:

(A) To repay eligible advances, eligible obligations, and other protected obligations.

(B) To fund or to repay an advance or obligation issued by or on behalf of an authority to fund the cost of public facilities related to or for the benefit of eligible property located within a certified technology park or a certified alternative energy park to the extent the public facilities have been included in an agreement under section 12a(3), not to exceed 50%, as determined by the state treasurer, of the amounts levied by the state pursuant to the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local and intermediate school districts for a period not to exceed 15 years, as determined by the state treasurer, if the state treasurer determines that the capture under this subparagraph is

necessary to reduce unemployment, promote economic growth, and increase capital investment in the municipality.

(iii) Tax increment revenues do not include any of the following:

(A) Ad valorem property taxes or specific local taxes that are excluded from and not made part of the tax increment financing plan.

(B) Ad valorem property taxes and specific local taxes attributable to ad valorem property taxes excluded by the tax increment financing plan of the authority from the determination of the amount of tax increment revenues to be transmitted to the authority.

(C) Ad valorem property taxes exempted from capture under section 4(3) or specific local taxes attributable to such ad valorem property taxes.

(D) Ad valorem property taxes specifically levied for the payment of principal and interest of obligations approved by the electors or obligations pledging the unlimited taxing power of the local governmental unit or specific local taxes attributable to such ad valorem property taxes.

(E) The amount of ad valorem property taxes or specific taxes captured by a downtown development authority under 1975 PA 197, MCL 125.1651 to 125.1681, tax increment financing authority under the tax increment finance authority act, 1980 PA 450, MCL 125.1801 to 125.1830, or brownfield redevelopment authority under the brownfield redevelopment financing act, 1996 PA 381, MCL 125.2651 to 125.2672, if those taxes were captured by these other authorities on the date that the initial assessed value of a parcel of property was established under this act.

(iv) The amount of tax increment revenues authorized to be included under subparagraph (ii), and required to be transmitted to the authority under section 13(1), from ad valorem property taxes and specific local taxes attributable to the application of the levy of the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, or a local school district or an intermediate school district upon the captured assessed value of real and personal property in a development area shall be determined separately for the levy by the state, each school district, and each intermediate school district as the product of sub-subparagraphs (A) and (B):

(A) The percentage that the total ad valorem taxes and specific local taxes available for distribution by law to the state, local school district, or intermediate school district, respectively, bears to the aggregate amount of ad valorem millage taxes and specific taxes available for distribution by law to the state, each local school district, and each intermediate school district.

(B) The maximum amount of ad valorem property taxes and specific local taxes considered tax increment revenues under subparagraph (ii).

(ii) "Urban township" means a township that meets 1 or more of the following:

(i) Meets all of the following requirements:

(A) Has a population of 20,000 or more, or has a population of 10,000 or more but is located in a county with a population of 400,000 or more.

(B) Adopted a master zoning plan before February 1, 1987.

(C) Provides sewer, water, and other public services to all or a part of the township.

(ii) Meets all of the following requirements:

(A) Has a population of less than 20,000.

(B) Is located in a county with a population of 250,000 or more but less than 400,000, and that county is located in a metropolitan statistical area.

(C) Has within its boundaries a parcel of property under common ownership that is 800 acres or larger and is capable of being served by a railroad, and located within 3 miles of a limited access highway.

(D) Establishes an authority before December 31, 1998.

(iii) Meets all of the following requirements:

(A) Has a population of less than 20,000.

(B) Has a state equalized valuation for all real and personal property located in the township of more than \$200,000,000.00.

(C) Adopted a master zoning plan before February 1, 1987.

(D) Is a charter township under the charter township act, 1947 PA 359, MCL 42.1 to 42.34.

(E) Has within its boundaries a combination of parcels under common ownership that is 800 acres or larger, is immediately adjacent to a limited access highway, is capable of being served by a railroad, and is immediately adjacent to an existing sewer line.

(F) Establishes an authority before March 1, 1999.

(iv) Meets all of the following requirements:

(A) Has a population of 13,000 or more.

(B) Is located in a county with a population of 150,000 or more.

(C) Adopted a master zoning plan before February 1, 1987.

(v) Meets all of the following requirements:

(A) Is located in a county with a population of 1,000,000 or more.

(B) Has a written agreement with an adjoining township to develop 1 or more public facilities on contiguous property located in both townships.

(C) Has a master plan in effect.

(vi) Meets all of the following requirements:

(A) Has a population of less than 10,000.

(B) Has a state equalized valuation for all real and personal property located in the township of more than \$280,000,000.00.

(C) Adopted a master zoning plan before February 1, 1987.

(D) Has within its boundaries a combination of parcels under common ownership that is 199 acres or larger, is located within 1 mile of a limited access highway, and is located within 1 mile of an existing sewer line.

(E) Has rail service.

(F) Establishes an authority before May 7, 2009.

(vii) Has joined an authority under section 3(2) which is seeking or has entered into an agreement for a certified alternative energy park.

**History:** 1986, Act 281, Eff. Feb. 1, 1987 ;-- Am. 1991, Act 101, Imd. Eff. Aug. 21, 1991 ;-- Am. 1992, Act 287, Imd. Eff. Dec. 18, 1992 ;-- Am. 1993, Act 333, Eff. Mar. 15, 1994 ;-- Am. 1994, Act 282, Imd. Eff. July 11, 1994 ;-- Am. 1994, Act 331, Imd. Eff. Oct. 14, 1994 ;-- Am. 1996, Act 270, Imd. Eff. June 12, 1996 ;-- Am. 1998, Act 1, Imd. Eff. Jan. 30, 1998 ;-- Am. 1998, Act 92, Imd. Eff. May 14, 1998 ;-- Am. 2000, Act 248, Imd. Eff. June 29, 2000 ;-- Am. 2003, Act 20, Imd. Eff. June 20, 2003 ;-- Am. 2004, Act 17, Imd. Eff. Mar. 4, 2004 ;-- Am. 2007, Act 200, Imd. Eff. Dec. 27, 2007 ;-- Am. 2009, Act 162, Imd. Eff. Dec. 14, 2009

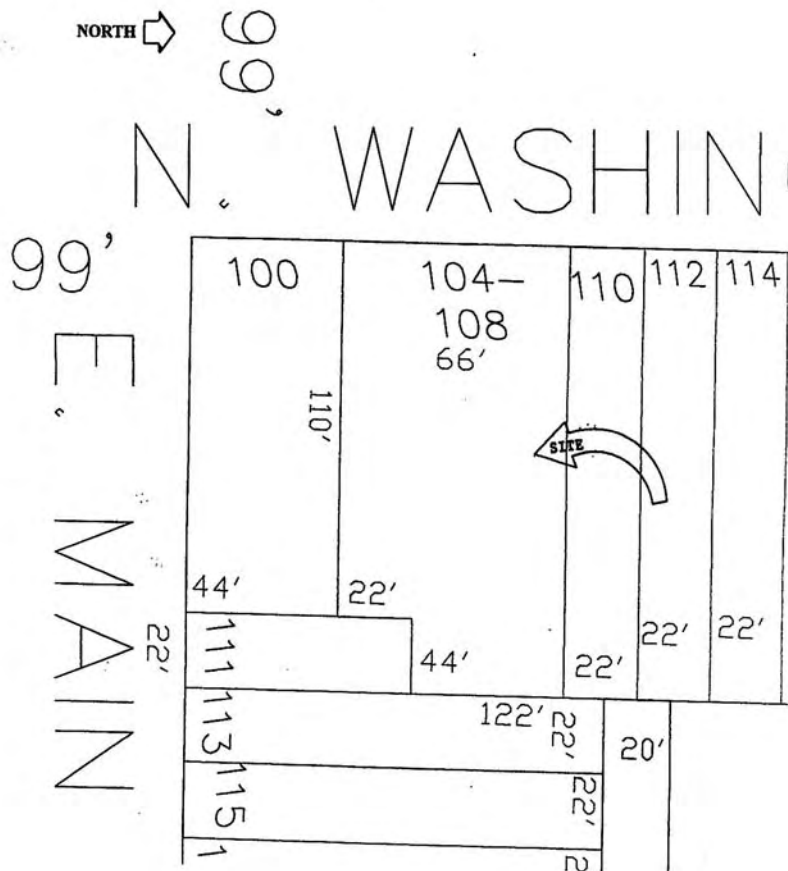
III. **THE BROWNFIELD PLAN—“WESENER MULTI-USE BUILDING”  
AMENDMENT.**

**PART A: Description of Eligible Property.**

The eligible property owned by Rock Solid, LLC and under a purchase agreement with Wesener, LLC, is that area incorporating tax roll parcel #78-050-470-021-012-00 with the following legal description:

The South 2/3 OF LOT 5 and the North 1/3 OF LOT 6 (EXCEPT THE EAST 22' OF LOT 6)  
BLOCK 21, ORIGINAL PLAT OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY,  
MICHIGAN.

The property map below shows the subject property and vicinity.



**Narrative Property Description.** The land area of the site is 5,808 square feet with 13,200 square feet of building area in a three-story historic structure. The basement is unfinished and is intended to be made usable for a total redevelopment area of 17,600 square feet. The property has frontage on North Washington Street and is the most impressive structure of a grand historic street wall in a block that was mostly constructed in the late 1800's. There is a private alley at the rear and the property includes four private parking spaces on the east side of the alley. The fire destroyed the roof and the flooring and interior partitions of all three floors. The elevator shaft is destroyed and parts of the elevator system were lost. The walls and floor beams throughout remain structurally sound but the building is severely blighted. To illustrate existing conditions, see the cover page photo of the Plan.

The plan will be supplemented with a request to the Michigan Economic Growth Authority (MEGA) to designate the project as an urban development area. This designation entitles the project if approved before December 31, 2010 to consideration of a 20% Michigan Business Tax Credit. The criteria that qualify the project as an urban development area are:

- 1) If the project increases the density of the area by promoting multistory development. *(the project involves a four story downtown building)*
- 2) If the project promotes mixed-use development and walkable communities. *(the project involves office, retail and residential land uses all approachable on the city sidewalk system including a 2010 Vibrant Cities pedestrian improvement investment throughout the downtown)*
- 3) If the project promotes sustainable development *(the project uses existing infrastructure with excess capacity, it will seek LEED certification for use of Michigan made building materials and green technology applications to construction)*
- 4) If the project addresses areawide redevelopment and markets of commerce. *(a key tenant component is the second floor innovation/entrepreneurial center for the region where ventures are spawned with a supportive services environment)*
- 5) If the project addresses underserved markets of commerce. *(the entrepreneurial component does not exist anywhere else in the region—a significant underserved market of the type of commerce that is needed for the area's transition to New Economy applications)*
- 6) Any other criteria determined by the MEGA or the chairperson of MEGA. *(this project is a key community recovery project for a site that was arsoned on July 4, 2007—it will assist other downtown locations and build confidence in the community. The exterior will be restored to its historic 1885 condition)*

## **PART B: Determination of Eligibility.**

The district is considered an “eligible property” because it is “blighted” as determined by the City Assessor’s letter at Attachment 3. There is no environmental contamination at the site as has been determined by a Phase I Baseline Environmental Assessment conducted on \_\_\_\_\_ with the summary narrative included in this plan at Attachment 4. There are no due care obligations.

Subject to Michigan Economic Development Corporation review, this plan also recognizes the developer’s eligibility to pursue Michigan Business Tax Credits to help justify the redevelopment of a brownfield site as proposed in the project plan.

**PART C: Responses to the Required Elements of a Brownfield Plan.**

- 1. Description of Costs to Be Paid for With Tax Increment Revenues and**
- 2. Summary of Eligible Activities.**

The costs are attributable to the public support required for a restored building at 104-108 N. Washington Street in downtown Owosso. The development area consists of a blighted fire damage site awaiting cleanup. After clean-up a restored structure will cover the site. Public support through the Brownfield Plan involves a baseline environmental assessment, partial demolition and clean-up, and infrastructure upgrades. Eligible activity costs involve:

a) Administrative Costs.	
i) Phase I Environmental Assessment	\$ 3,000
ii) Brownfield Plan Prep – Developer’s Consultant	\$ 3,000
iii) MBT Part I Developer’s Filing Fee	\$ 2,500
iv) LEED certification fee	\$ 9,800
v) City’s Plan Monitoring and Reporting Thru 2038	<u>\$ 7,000</u>
<i>Sub-Total</i>	\$ 25,300
b) DDA Advances.	
i) Blight, Demolition and Site Security Actions in 2007	\$ 50,000
ii) Interest on \$50,000 advance	<u>\$ 47,775</u>
<i>Sub-Total:</i>	\$ 97,775
c) Eligible Developer Activities.	
i) Partial Demolition of Blighted/Fire Damaged Structure and basement excavation—new construction activity	\$ 50,000
iii) Infrastructure Costs – Temp Lighting, Relocation of Electrical Service Hindrance, and Site Security	<u>\$ 30,000</u>
<i>Sub-Total</i>	\$ 80,000
d) Interest Costs on Developer advances @6.5%	<u>\$ 51,387</u>
 <i>Total Estimated Plan Costs of a, b &amp; c:</i>	
\$ Developer Reimbursements	\$ 149,687
\$ City Reimbursements	\$ 7,000
\$ DDA Loan Reimbursement	<u>\$ 97,775</u>
<i>Total Plan Costs:</i>	\$ 254,462



### **3. Estimate of Captured Taxable Value and Tax Increment Revenues.**

The estimated cost of the restoration is \$2,000,000. The building's restoration to the point of it being a debris and blight-free and weather-proofed shell cost \$50,000 of that amount. The balance is electrical, mechanical, plumbing, historic façade restoration and interior finishing. Taxable leasehold improvements and personal property acquisition and site placement are also figured into estimated cost of the project.

This site's initial tax capture value will be based on the condition the blighted building on December 31, 2008 or \$32,600 as indicated in the City Assessor's records. As provided for in the Act, the date is advanced a year from the date of the initial plan adoption in 2007 to account for the reduced Taxable Value after the fire on July 4, 2007. The completed project captured taxable value is estimated at \$800,000. Note that the phased project will not be complete until 2014; therefore, the illustrations of captured taxes will reflect lower values in the early years of the plan. See Schedule 2 for a yearly accounting of probable captured assessed values.

The plan will not capture Owosso School millage and the State Education Tax millage. Beginning in 2022, well past project build-out and at the end of the OPRA abatement, the annual tax increment revenues are projected to average \$20,000 per year. The potential for total collections are estimated at covering a span of 20 captured tax years beginning in 2022. With interest at 6.5%, the developer reimbursement amounts to \$149,687 over the duration of the plan. That is subject to change by factors such as actual developer costs, property valuation and local millage variations.

To illustrate Year 2022 of the tax capture schedule against a captured taxable value of \$675,000, the basis for this projection is a calculation from the following millage rates of the applicable local taxing jurisdictions:

#### **Sample Tax Capture Totals in the Year 2022—Taxable Value of \$675,000**

<u>Applicable Taxing Entity</u>	<u>Tax Increment 2010 Millage</u>	<u>Revenue</u>
City of Owosso	14.0370	\$ 9,475
DDA	1.9484	\$ 1,316
SATA	.2102	\$ 142
Shiawassee County	7.4146	\$ 5,005
Regional Educ. Service Dist.	3.9040	\$ 2,635
District Library	<u>1.2031</u>	<u>\$ 812</u>
<i>Total</i>	28.7173	\$ 19,385

Schedule 3 contains the detail of the 20-year span of captured taxable value and tax increment revenues according to all local taxing jurisdictions.

The local taxing jurisdictions will continue to collect taxes on the basis of taxable values that exist on the date of plan adoption. To illustrate, the initial taxable value is \$32,600. The

revenues to the local taxing jurisdictions throughout the duration of the plan (subject to varying millage rates over time) are as follows:

<u>Taxing Entity</u>	<u>2007 Millage</u>	<u>Revenue</u>
City of Owosso	14.0370	\$ 458
DDA	1.9484	\$ 64
SATA	.2102	\$ 7
Shiawassee County	7.4146	\$ 242
Regional Educ. Service Dist.	3.9040	\$ 127
<u>District Library</u>	<u>1.2031</u>	<u>\$ 39</u>
<i>Total Ongoing Revenues:</i>	25.3972	\$ 937

**4. Method of Financing and Description of Advances by the Municipality (DDA).**

In 2007, the DDA advanced \$50,000 of the eligible costs with repayment and interest to begin in 2014. There are two financing tools in the Plan:

- 1) Through an agreement between OBRA and the DDA, it is the intent of this plan for the Brownfield Redevelopment Authority to reimburse the DDA at an interest rate of 6% over a 25 year term.
- 2) For Developer administrative advances of \$17,400 and project expenses of \$130,000, the Developer will be reimbursed annually at a 6.5% annual increase adjustment.

The DDA already has a tax increment plan in place; therefore the method of financing this Brownfield Plan is through an agreement between OBRA and DDA to effect the DDA transfer of tax increment funds earned on the project site to OBRA for the duration of the plan or for the time it takes to completely reimburse the Developer whichever time period is less. The details of the agreement is at Attachment 7.

There is no City financing on the project. There is an annual \$250 administration fee for managing the plan.

Schedule 3 demonstrates the influence of interest in the financing plan for the DDA and Schedule 4 demonstrates the influence of interest in the financing plan for the Developer. The DDA and Developer agreements will establish the sequential order of reimbursement to be:

- 1) The City for its administrative oversight of the plan (\$250) per year;
- 2) The DDA for its annual principal and interest payment on the \$50,000 advance, and;
- 3) Developer reimbursement for eligible project costs.

**5. Maximum Amount of Note or Bonded Indebtedness.**

There will be no Bonded Indebtedness. There is a loan agreement between the DDA and OBRA for the \$50,000 DDA advance on the 2007 demolition, blight removal and site security actions.

## **6. Duration of the Brownfield Plan.**

The duration of the plan is based upon the estimated number of years it will take for the repayment to the Developer and Owosso DDA for the eligible costs. The tax capture years begin in 2011 and continue for 28 years until 2038. Reimbursements to the Developer and DDA are detailed in Schedules 3 and 4. The terms of the OBRA proposed reimbursement agreement with the DDA are provided in Attachment 5. The Developer shall assume the risk of project cost overruns, insufficient taxable value, or changing tax structure if eligible Developer reimbursements are not adequately reimbursed from tax increments during the term of the plan.

## **7. Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions.**

The site will generate taxes to the local jurisdictions at the current level of development on the property that had a December 31, 2008 taxable value of \$32,600. The new tax revenues will be available to the taxing jurisdictions beginning in 2039 or earlier if the actual collections are greater than anticipated. Because the city has excess capacity in its utility system, adequate emergency services, and the absence of traffic congestion on its streets or parking shortages, the development will not impact the service level obligations of the local taxing jurisdictions. The chart on Page 17 details the tax capture implications to each of the local taxing jurisdictions and another chart on Page 18 demonstrates the level of current tax collections that will persist throughout the term of the plan.

## **8. Legal Description, Property Map and Personal Property.**

The legal description and property map of the eligible properties are provided on Page 8 and Page 8a.

A list of real and personal property improvements subject to property tax at the site is listed in Attachment 1.

## **9. Estimates of Residents and Displacement of Families.**

No residents or families will be displaced by the project. There are no families or persons residing on the premises.

**10. Plan for Relocation of Displaced Persons.** This section is not applicable to the plan.

**11. Provisions for Relocation Costs.** This section is not applicable to the plan.

**12. Strategy for Compliance with Michigan's Relocation Assistance Law.** This section is not applicable to the plan.

### **13. Description of Proposed Use of Local Site Remediation Revolving Fund.**

Because of the length of time it will take to pay the advances, it is not the intent of this plan to capture taxes for a Local Site Remediation Revolving Fund. This site will not rely on revenues from other brownfield redevelopment plans in other project sites of the City.

### **14. Other Material the Authority Considers Pertinent.**

After adopting a notice of intent in March, of 1997, the City Council of the City of Owosso established the Brownfield Authority on April 21, 1997. The entire city was designated a Brownfield Zone with the expectation of individual “districts” having their own brownfield plans. The Authority was filed with Michigan’s Secretary of State on April 29, 1997. As provided for in the Act, the City Council designated the city’s Local Development Finance Authority to perform as the city’s Brownfield Redevelopment Authority. See the current membership list at Attachment 2.

## **ATTACHMENTS**

- Attachment 1: List of Real and Personal Property Improvements at the Site
- Attachment 2: List of Brownfield Redevelopment Authority Board Members.
- Attachment 3: Assessor's Letter on Finding of Blighted Conditions
- Attachment 4: Summary Narrative of Phase I Environmental Site Assessment
- Attachment 5: Reimbursement Agreement between DDA and OBRA
- Attachment 6: Reimbursement Agreement between OBRA and Developer
- Attachment 7: Tax Increment Transfer Agreement between DDA and OBRA
- Attachment 8: Developer's Purchase Agreement with Current Owner

## **LIST OF SCHEDULES**

- |            |   |
|------------|---|
| SCHEDULE 1 | Detail of Projected Eligible Project Costs                                    |
| SCHEDULE 2 | Estimated Captured Assessed Values  |
| SCHEDULE 3 | Revenues from Captured Assessed Value by Local Jurisdiction--<br>Illustration |
| SCHEDULE 4 | Reimbursement Schedule for City, DDA and Developer—<br>Illustration           |

## Attachment 1

### LIST OF REAL AND PERSONAL PROPERTY IMPROVEMENTS AT THE SITE

The property will consist of first and second floor commercial and third floor residential land uses. This list serves multiple purposes: a) to improve understanding of the basis for captured taxable value; b) to illustrate the level of private investment, and; c) to demonstrate response to the community policies and desire for reinvestment in historic structures.

#### **PRIVATE INVESTMENT:**

I.	Real Property Improvements—Developer (contingencies in the numbers)	
	A. Upgrade roof system	\$ 80,000
	B. Mechanical, Electrical, Flooring, Plumbing—Rough @ \$55/sq.ft. (13,200 square foot structure)	\$ 730,000
	C. Finishings—Walls, Ceilings, Flooring, Electrical, Plumbing Fixtures @\$45/sq. ft.on 13,200 sq. ft.	\$ 600,000
	D. Usable Basement demolition/walls/floors/infrastructure (\$50 for 4,400 sq. ft.	\$ 220,000
	D. “GREEN”/LEED Surcharges on materials	\$ 60,000
	D. Elevator	\$ 125,000
	E. Sprinkler System	\$ 20,000
	F. Façade Restoration (Developer Costs)	<u>\$ 15,000</u>
	Sub-Total:	\$1,850,000
II.	Leasehold Improvements—Commercial Tenants--@\$4/sq/ft For 10,000 sq.ft. (counters/shelves/lighting/flooring/signs)	\$ 40,000
III.	Architecture/Engineering	\$ 100,000
III.	Personal Property. Downtown commercial property typically has smaller values for personal property and the calculation of tax increments. Furniture, cash registers, computers, etc are estimated at.....	<u>\$ 10,000</u>
IV.	Total Private Investment (I+II+III)	\$2,000,000

**Attachment 2**  
**List of Brownfield Authority Members**

	<b>Most Recent Appt:</b>	<b>Term Expires:</b>
MIKE BAZELIDES 109 E COMSTOCK ST OWOSSO, MI 48867	7-06-2010	6-30-2014
DAN STEWART SCHOOL REP	7-07-2008	06-30-2008
CITY LARRY COOK ASSESSOR	7-02-2207	6-30-2011
TOM COOK 1201 N. WASH. ST	12-19-05	Term of Office
W. GREGORY COBB 526 N DEWEY ST SCHOOL REP	10-06-03	Indefinite
JOHN HAGEL, SUP'T SHIAWASSEE RESD 1025 N SHIAWASSEE CORUNNA, MI 48817	6-16-2008	6-30-2012
JONI FORSTER 1221 N. ADAMS ST.	9-21-2009	6-30-2011
DAVID VAUGHN 1210 W OLIVER ST OWOSSO, MI 48867	7-16-2007	6-30-2011
RICHARD WILLIAMS FINANCE DIRECTOR	6-16-2008	6-30-2012

**ATTACHMENT 3**  
**ASSESSOR'S FINDING OF BLIGHTED CONDITIONS**



301 WEST MAIN STREET • OWOSSO, MICHIGAN 48867-2958

September 23, 2010

Owosso Brownfield Redevelopment Authority  
301 W. Main Street  
Owosso, MI 48867

Re: Functional Obsolescence/Blighted Property  
Parcels 050-470-021-012-00 – 104 N. Washington Street

To Whom It May Concern:

The parcel at 104 N. Washington Street has a restricted use and loss of utilities due to fire of 2007. It is my opinion the “functional obsolescence” and “blight” of this parcel has caused a reduction in value since that time. The curable or cost to cure is out weighed by the incurable aspects of the facility. In any case, it is the perception of a loss in utility.

Functional obsolescence is *loss in value due to inability of the property to perform adequately the function for which it is used*. This may be a result from changes in demand, design and even take form of deficiency do to prior occupancy.

Functionally obsolete is also defined under P.A 328 of 1998 to mean that the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or superadequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property. (See MCL 125.2652).

The parcel also meets the definition of “blighted”, as defined in part under Act 381 of 1996, to be a public nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance. It is also an attractive nuisance to children because of physical condition, use, or occupancy. And further has had the utilities, plumbing, heating, or sewerage permanently disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use.

If you have any further questions, please feel free to contact me.

Respectfully,

Larry D. Cook  
Assessor, CMAE III



**ATTACHMENT 4  
SUMMARY NARRATIVE OF PHASE I ESA**

[to be completed by 11/01/10]

## ATTACHMENT 5

### REIMBURSEMENT AGREEMENT – DDA and OBRA

**THE AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2010 by the Owosso Downtown Development Authority with business offices at 301 W. Main Street, Owosso, Michigan 48867 as “Developer” and the City of Owosso Brownfield Redevelopment Authority, (a Michigan municipal corporation) at 301 West Main Street, Owosso, Michigan as “Authority,”

**WHEREAS**, Developer has received a copy of the contents of a Brownfield Redevelopment Plan and received notice of a public hearing prior to the City Council’s adoption of the plan on September 17, 2007 and the amended plan adopted on \_\_\_\_\_; and

**WHEREAS**, Developer will advance funds for eligible activities to assist in the redevelopment of 104-108 N. Washington Street in downtown Owosso; **NOW THEREFORE**,

#### **IT SHALL BE AGREED AS FOLLOWS:**

1. That Developer shall receive an annual reimbursement from local property taxes paid on the development of the Wesener Building at 104-108 N. Washington Street, a site that is more specifically described on Page 8 of the Brownfield Redevelopment Plan. The reimbursement is for Developer’s cash advances on actual site investigation expenses, blight removal, façade restoration and eligible site preparation costs. The City will be reimbursed for its eligible brownfield plan preparation and administration expenses at a rate of \$250 per year before the reimbursement amount owed to the Developer is paid.
2. The reimbursement shall be based on the real and personal property taxes paid to the local taxing jurisdictions.
3. Schedule 3 of the Plan shows the method of calculation for reimbursement. The schedule shall be amended annually to reflect an original principal of Developer’s actual eligible expenses with the unpaid balance calculated at 6% for each successive year of actual tax capture and reimbursement
4. The Authority is not responsible for any cause that may invalidate the Brownfield Redevelopment Plan and thereby result in a shortfall of any amount of the planned reimbursement.
5. Prior to the initial reimbursement, Developer shall conduct the site assessments, demolition activity and site preparation costs and supply evidence of costs and expenditures to the Authority. The Authority retains the right to assess the costs of said site work and apply the market rate for like services conducted on city-owned parcels on other brownfield sites to determine the actual reimbursement level.
6. The annual reimbursement will be made within seventy-five (75) days after the December tax payment is made each year. If in any year there is a tax delinquency of any amount, the Authority shall not make any reimbursement until the delinquency is paid.

IN WITNESS WHEREOF, the parties have executed the Reimbursement Agreement as of the date set forth above.

CITY:

WITNESS:

THE OWOSSO DOWNTOWN  
DEVELOPMENT AUTHORITY:

\_\_\_\_\_

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

\_\_\_\_\_

Its: \_\_\_\_\_

THE OWOSSO BROWNFIELD  
REDEVELOPMENT AUTHORITY:

\_\_\_\_\_

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

\_\_\_\_\_

Its: \_\_\_\_\_

**ATTACHMENT 6**

**REIMBURSEMENT AGREEMENT – OBRA AND WESENER, LLC**

**THE AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2010 by WESENER, LLC with business offices at 317 South Elm Street, Owosso, Michigan 48867 as “Developer” and the City of Owosso Brownfield Redevelopment Authority, (a Michigan municipal corporation) at 301 West Main Street, Owosso, Michigan as “Authority,”

**WHEREAS**, Developer has received a copy of the contents of a Brownfield Redevelopment Plan (“the plan”) for 104-108 N. Washington Street, Owosso, Michigan, and received notice of a the Authority’s public hearing prior to the Owosso City Council’s adoption of the plan on November 1, 2010; and

**WHEREAS**, the Brownfield Redevelopment Financing Act, MCL 125.2651 et seq., allows an Authority to reimburse a developer for eligible activities as defined in the Act through captured tax revenues;

**IT SHALL BE AGREED AS FOLLOWS:**

- 1 That Developer shall receive an annual reimbursement from local property taxes paid on the development of the site at 104-108 N. Washington Street, a city site that is more specifically described on Page 14 of the Wesener, LLC Brownfield Redevelopment Plan, District #13. The reimbursement is for Developer’s cash advances of administrative costs and the eligible investments for the restoration of the Wesener Building. The City will be reimbursed first for its eligible administrative plan oversight expenses at \$250 per year. Next in order, the Owosso Downtown Development Authority will be paid for advances made in 2007 on site demolition, blight removal and site security measures. Those payments are based on an amortization schedule reflected in Schedule 3 of the Plan. Thereafter, Developer is paid the balance of tax increments available in any one year..
7. The reimbursement shall be based on the captured real and personal property taxes paid to the local taxing jurisdictions.
8. Schedule 4 of the plan shows the method of calculation for reimbursement. The schedule shall be amended annually to reflect an original principal of Developer’s actual site investigation expenses with the unpaid balance calculated at 6.5% for each successive year of actual tax capture and reimbursement.
9. The Authority is not responsible for any third party cause that may invalidate the Brownfield Redevelopment Plan and thereby result in a shortfall of any amount of the planned reimbursement. The Authority is not responsible for shortfalls in tax increments resulting from any condition in any one year or for the duration of the plan. Developer understands that reimbursements are ended in 2038, the plan’s duration, even if the Developer has not received complete reimbursement for the project costs.
10. Prior to the initial reimbursement, Developer shall conduct Developer’s eligible activities and supply evidence of costs and expenditures to the Authority. The Authority retains the right

to assess the costs of said site work and apply the market rate for like services conducted on city-owned parcels on other brownfield sites to determine the actual reimbursement level. The parties may agree in advance to the unit costs.

11. The annual reimbursement will be made within ninety (90) days after the Developer's December tax payment is made each year. If in any year there is a tax delinquency at the site of any amount, the Authority shall not make any reimbursement until the delinquency is paid.
12. As a condition of reimbursement, Developer's project area shall remain in compliance with local, state and federal laws. No outstanding reimbursements shall be made until the violations are resolved to the satisfaction of the controlling agency.

IN WITNESS WHEREOF, the parties have executed the Reimbursement Agreement as of the date set forth above.

WITNESSES:

CITY:  
OWOSSO BROWNFIELD REDEVELOPMENT  
AUTHORITY

\_\_\_\_\_

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

\_\_\_\_\_

Its: \_\_\_\_\_

DEVELOPER:  
WESENER, LLC

\_\_\_\_\_

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

\_\_\_\_\_

Its: \_\_\_\_\_

**CAPTURED TAXES TRANSFER AGREEMENT – DDA AND OBRA**

**THE AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2010 by the Owosso Downtown Development Authority, a Michigan municipal corporation, with business offices at 301 W. Main Street, Owosso, Michigan 48867 as “DDA” and the City of Owosso Brownfield Redevelopment Authority, a Michigan municipal corporation, at 301 West Main Street, Owosso, Michigan as “OBRA,”

**WHEREAS**, OBRA has completed an adopted Brownfield Redevelopment Plan in compliance with P.A 381 of 1996 as amended for the parcel at 104-108 N. Washington Street (“Site”) in downtown Owosso, with said parcel lying within the boundary of the DDA, and

**WHEREAS**, the OBRA Redevelopment Plan details eligible project costs for the DDA, City and Developer, with said costs eligible for reimbursement from tax increment financing, and

**WHEREAS**, the DDA has an existing tax increment financing plan on the site through the year 2028 that captures local taxes, except for the Regional Education Service District tax revenues, and desires to transfer captured tax revenues from the valuation on the Site to OBRA for the purpose of reimbursement to the City and Developer, and

**WHEREAS**, the DDA elects to retain tax increment revenues from the Site to reimburse its 2007 investment in site stabilization, **NOW THEREFORE**,

**IT SHAL BE AGREED AS FOLLOWS:**

1. In each year of the OBRA Plan, OBRA shall submit to the DDA its annual report on the site showing the amount of tax increments owing to the city and Developer. DDA shall authorize the City Treasurer to transfer DDA’s tax increments on the site to OBRA.
2. The amount of DDA tax increments on the site shall be deducted to reflect the amount owing the DDA for its \$50,000 investment on the site following an arson fire on July 4, 2007.
3. The amount of DDA tax increment from Paragraph 2 to be retained by the DDA shall be calculated on the basis of a 25-year amortization of \$50,000 at 6% per annum on the balance owed each year beginning in 2014. This calculation is demonstrated in Schedule 3 of OBRA’s Brownfield Redevelopment Plan for the Site (District #13, as amended).
4. If the taxable value on the site is less than the annual DDA retention from the schedule in Paragraph 3, OBRA shall not be obligated to repay the DDA the balance due. In lieu of an OBRA payment the amortization schedule shall be amended to reflect the balance owed from any year’s retention shortfall.
5. This agreement shall terminate in 2028 at the end of the DDA’s Development and Financing Plan unless amended. If that plan is amended to extend the date the terms of this agreement shall be extended in full force and effect through the term of the Brownfield Redevelopment Plan that ends in 2038.

IN WITNESS WHEREOF, the parties have executed the Transfer Agreement as of the date set forth above.

WITNESSES:

OWOSSO BROWNFIELD REDEVELOPMENT  
AUTHORITY

\_\_\_\_\_

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

\_\_\_\_\_

Its: \_\_\_\_\_

OWOSSO DOWNTOWN DEVELOPMENT  
AUTHORITY

\_\_\_\_\_

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

\_\_\_\_\_

Its: \_\_\_\_\_

**DISCLOSURE LETTER-- DEVELOPER'S PURCHASE AGREEMENT WITH  
CURRENT OWNER**

Industrial - Commercial - Residential  
"Team Work" - Gets the job done!



October 6, 2010



211 N. Washington • P.O. Box 1110  
Owosso, Michigan 48867

Mr. John Hegel, Chairperson  
Owosso Brownfield Redevelopment Authority  
301 W. Main Street  
Owosso, Michigan 48867

Dear Mr. Hegel:

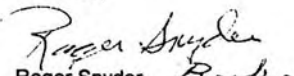
It is my understanding that Dave Acton of Wesener, LLC requires an interest in the parcel at 104-108 N. Washington Street to be eligible for consideration of a pending Brownfield Redevelopment Plan. Having an interest in the property is also a requirement for consideration of a Michigan Business Tax credit through the Michigan Economic Growth Authority.

This letter attests that my client, Rock Solid LLC, has a purchase agreement with Wesener, LLC for the acquisition of the real property at 104-108 N. Washington Street, Owosso, Michigan. The purchase agreement is exclusive to Wesener, LLC with an indefinite term unless Wesener, LLC exercises its option to withdraw the offer.

The purchase price is \$85,000 and, with the passage of the Brownfield Redevelopment Plan for the site, there will be no other terms or conditions that affect the price. The seller will provide a clear title for buyer's intent to gain financing for the restoration of the building. Under the terms of the agreement, Buyer will conduct an environmental assessment within the prescribed 45 days after closing.

If you should have any other questions about this transaction or should require a copy of the purchase agreement, please feel free to contact this office.

Sincerely,

  
Roger Snyder *Broker*

(title, firm name) *Northside Realty LLC*

cc: Dave Miller, Rock Solid LLC  
Dave Action, Wesener, LLC



## SCHEDULE 1- “DETAIL OF PROJECT COSTS”

### “WESENER BUILDING—Brownfield District #13” -- ELIGIBLE AMENDED COSTS

#### 1. PROJECT COSTS

##### a) Administrative Costs.

i) Phase I Environmental Site Assessment – DDA	\$ 3,000
ii) Brownfield Plan Prep – Developer’s Consultants	\$ 3,000
iii) MBT Filing Fee to State of Michigan	\$ 2,500
iv) LEED Certification Fee	\$ 9,800
v) Plan Monitoring and Reporting – City @\$250/yr	<u>\$ 7,000</u>
SUB-TOTAL	\$ 25,300

##### b) Eligible Activities—DDA advances

i) Partial Demolition of Blighted/Fire Damaged Structure—actual 2007 costs	\$ 50,000
--	-----------

##### c) Eligible Activities—Developer Site Redevelopment Costs

i) Excavation of basement (site preparation) and site demolition/sand blasting of charred building elements	\$ 50,000
ii) Site security during construction phases	\$ 2,000
iii) Temporary Lighting	\$ 3,000
iv) Relocation of hazardous overhead electrical service	<u>\$ 25,000</u>

SUB-TOTAL \$ 30,000

TOTAL PROJECT COSTS \$ 105,300

#### 2. INTEREST COSTS – LOCAL TAX CAPTURE ONLY

i) Interest to City of Owosso DDA	\$ 47,775
ii) Interest to Developer	<u>\$ 51,387</u>
TOTAL INTEREST COSTS	\$ 99,162

#### 3. TOTAL REIMBURSEMENTS

i) Developer (Interest and Eligible Activities)	\$ 149,687
ii) City administration of the plan	\$ 7,000
ii) DDA Project Advances with Interest	<u>\$ 97,775</u>
TOTAL BROWNFIELD PLAN COSTS	\$ 254,462

**“WESENER BUILDING--DISTRICT #13 AMENDMENT”**  
**Calculation of Estimated Captured Assessed Value**

**SCHEDULE 2**

**Capital Bowl Captured Assessed Value Calculation--Illustration**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
YEAR	INITIAL TAXABLE VAL.	NEW REAL	NEW PERS.	TOTAL NEW	CAPT'D VALUE
	(\$'s)	(\$'s)	(\$'s)	(\$'s)	(\$'s) (D-A)
2008	32,600	0	0	0	0
2009	32,600	0	0	0	0
2010	32,600	0	0	0	0
2011	32,600	222,600	10,000	232,600	200,000
2012	32,600	322,600	10,000	332,600	300,000
2013	32,600	422,600	10,000	432,600	400,000
2014	32,600	622,600	10,000	632,600	600,000
2015	32,600	631,600	10,000	641,600	609,000
2016	32,600	640,735	10,000	650,735	618,135
2017	32,600	650,007	10,000	660,007	627,407
2018	32,600	659,418	10,000	669,418	636,818
2019	32,600	668,970	10,000	678,970	646,370
2020	32,600	678,666	10,000	688,666	656,066
2021	32,600	688,507	10,000	698,507	665,907
2022	32,600	698,496	10,000	708,496	675,896
2023	32,600	708,634	10,000	718,634	686,034
2024	32,600	718,924	10,000	728,924	696,324
2025	32,600	729,369	10,000	739,369	706,769
2026	32,600	739,971	10,000	749,971	717,371
2027	32,600	750,731	10,000	760,731	728,131
2028	32,600	761,653	10,000	771,653	739,053
2029	32,600	772,739	10,000	782,739	750,139
2030	32,600	783,991	10,000	793,991	761,391
2031	32,600	795,412	10,000	805,412	772,812
2032	32,600	807,004	10,000	817,004	784,404
2033	32,600	818,770	10,000	828,770	796,170
2034	32,600	822,600	10,000	832,600	800,000
2035	32,600	822,600	10,000	832,600	800,000
2036	32,600	822,600	10,000	832,600	800,000
2037	32,600	822,600	10,000	832,600	800,000
2038	32,600	822,600	10,000	832,600	800,000

Note: Personal Property is assumed to be depreciated and to be replaced.

**SCHEDULE 3 --ILLUSTRATION**  
**Reimbursements Available to Developer, City and DDA**

A	B	C	D	E	F	G
Year	Estimated Captured Tax. Value	Local Millage Rate-2010	Tax Increment	Annual City Reimb't for Admin	DDA Eligible Reimb't on \$50K Advance*	Net Available Dev'r Reimb. D-(E+F)
2008	\$0	0.0287173	\$0	\$0	\$0	\$0
2009	0	0.0287173	\$0	\$0	\$0	\$0
2010	0	0.0287173	\$0	\$0	\$0	\$0
2011	200,000	0.0287173	\$5,743	\$250	\$0	\$5,493
2012	300,000	0.0287173	\$8,615	\$250	\$0	\$8,365
2013	400,000	0.0287173	\$11,487	\$250	\$0	\$11,237
2014	600,000	0.0287173	\$17,230	\$250	\$3,911	\$13,069
2015	609,000	0.0287173	\$17,489	\$250	\$3,911	\$13,328
2016**	618,135	0.0287173	\$17,751	\$250	\$3,911	\$13,590
2017	627,407	0.0287173	\$18,017	\$250	\$3,911	\$13,856
2018	636,818	0.0287173	\$18,288	\$250	\$3,911	\$14,127
2019	646,370	0.0287173	\$18,562	\$250	\$3,911	\$14,401
2020	656,066	0.0287173	\$18,840	\$250	\$3,911	\$14,679
2021	665,907	0.0287173	\$19,123	\$250	\$3,911	\$14,962
2022	675,896	0.0287173	\$19,410	\$250	\$3,911	\$15,249
2023	686,034	0.0287173	\$19,701	\$250	\$3,911	\$15,540
2024	696,324	0.0287173	\$19,997	\$250	\$3,911	\$15,836
2025	706,769	0.0287173	\$20,297	\$250	\$3,911	\$16,136
2026	717,371	0.0287173	\$20,601	\$250	\$3,911	\$16,440
2027	728,131	0.0287173	\$20,910	\$250	\$3,911	\$16,749
2028	739,053	0.0287173	\$21,224	\$250	\$3,911	\$17,063
2029	750,139	0.0287173	\$21,542	\$250	\$3,911	\$17,381
2030	761,391	0.0287173	\$21,865	\$250	\$3,911	\$17,704
2031	772,812	0.0287173	\$22,193	\$250	\$3,911	\$18,032
2032	784,404	0.0287173	\$22,526	\$250	\$3,911	\$18,365
2033	796,170	0.0287173	\$22,864	\$250	\$3,911	\$18,703
2034	800,000	0.0287173	\$22,974	\$250	\$3,911	\$18,813
2035	800,000	0.0287173	\$22,974	\$250	\$3,911	\$18,813
2036	800,000	0.0287173	\$22,974	\$250	\$3,911	\$18,813
2037	800,000	0.0287173	\$22,974	\$250	\$3,911	\$18,813
2038	800,000	0.0287173	\$22,974	\$250	\$3,911	\$18,813
Pertinent Totals:			\$539,144	\$7,000	\$97,775	\$297,261

\*The DDA advance is converted to a 25 year loan to OBRA at 6%.

\*\*Beginning in 2016 property value is assumed to grow by a rate of 1.5% until it levels off in 2024.

**SCHEDULE 4 -- ILLUSTRATION -- Developer Reimbursements**

A	B	C	D	E	F	G
Year	Balance Owed	With 6.5% Interest	Total Owed (B+C+)	Reimbursement From Sch 4	Project Costs	Balance Owed (C-D)*
2008	\$0	\$0		\$0	\$0	\$0
2009	\$0	\$0		\$0	\$0	\$0
2010	\$0	\$0		\$0	\$0	\$0
2011	\$98,300	\$0	\$98,300	\$5,493	\$98,300	\$92,807
2012	\$98,177	\$6,382	\$104,559	\$8,365	\$0	\$96,194
2013	\$99,924	\$6,495	\$106,419	\$11,237	\$0	\$95,182
2014	\$98,912	\$6,429	\$105,341	\$13,069	\$0	\$92,272
2015	\$92,091	\$5,986	\$98,077	\$13,328	\$0	\$84,749
2016	\$84,568	\$5,497	\$90,065	\$13,590	\$0	\$76,475
2017	\$76,475	\$4,971	\$81,446	\$13,856	\$0	\$67,590
2018	\$67,590	\$4,393	\$71,983	\$14,127	\$0	\$57,856
2019	\$57,856	\$3,761	\$61,617	\$14,401	\$0	\$47,216
2020	\$47,216	\$3,069	\$50,285	\$14,679	\$0	\$35,606
2021	\$35,606	\$2,314	\$37,920	\$14,962	\$0	\$22,958
2022	\$22,958	\$1,492	\$24,450	\$15,249	\$0	\$9,201
2023	\$9,201	\$598	\$9,800	\$15,540	\$0	-\$5,740
2024	\$0	\$0	\$0	\$0	\$0	\$0
to	\$0	\$0	\$0	\$0	\$0	\$0
2038	\$0	\$0	\$0	\$0	\$0	\$0
Total:		\$51,387		\$167,896	\$98,300	

Note: In this Illustration, the Developer is fully compensated in 2023. Afterwards the DDA is paid the balance of tax increments until the balance is paid.

\*The Balance owed can extend through 2038 if any year or number of years the projected taxable value, millage changes do not amount to the projected amounts in this illustration. Project costs may be higher than projected and can extend the reimbursement schedule to the full term as well.



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

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# ***MEMORANDUM***

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DATE: July 28, 2011

TO: City Council

FROM: Sarah Warren-Riley, Housing Program Manager

RE: Contract for Third Party Administrator  
(MSHDA Downtown Rental Rehab Grant)

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Due to the fact that the city has not previously had a grant through MSHDA for Downtown Rental Rehabilitation we were required to use an experienced Third Party Administrator for our first grant under the program. MSHDA required the city to identify this Third Party Administrator at the time of application for these grant funds and it is a stipulation of receiving these funds that we use one due to the unique complexities and compliance issues of this program. The Third Party Administrator that was selected, Bruce Johnston, came on recommendation from both MSHDA and other communities. Mr. Johnston has provided third party administration for downtown rental rehabilitation programs throughout the state. I have been and will continue to work closely with him in order to learn the necessary components to administer the program for the city in the future.

The contract that I am seeking approval of simply spells out the obligations of the city and Mr. Johnston for the duration of the grant term. There is no set dollar amount due to the fact that the amount of payment for services is simply the administrative fees received from MSHDA for the Downtown Rental Rehabilitation grant. The number of projects completed and the actual costs of each project will ultimately determine the amount of payment he receives.

**RESOLUTION NO.**

**AUTHORIZING EXECUTION OF A CONTRACT FOR SERVICES BETWEEN THE  
CITY OF OWOSSO DOWNTOWN RENTAL REHABILITATION PROGRAM AND  
BRUCE JOHNSTON ENTERPRISE  
FOR ADMINISTRATIVE SUPPORT SERVICES  
FOR THE DOWNTOWN RENTAL REHABILITATION PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that a robust and active housing program is essential to maintaining quality neighborhoods for residents of the city; and

WHEREAS, the city of Owosso, in cooperation with the Michigan State Housing Development Authority has created a Downtown Rental Rehabilitation Program to assist in the rehabilitation of rental properties located in the downtown; and

WHEREAS, MSHDA requires an agreement for third party administrative services of the program due to the fact the City has not had prior experience with the program; and

WHEREAS, the city of Owosso desires to secure the services of Bruce Johnston Enterprise to fulfill this requirement.

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 award the third party administrative services contract for the Downtown Rental Rehabilitation Program to Bruce Johnston Enterprise.

SECOND: The mayor and the city clerk of the city of Owosso are instructed and authorized to sign the document substantially in the form attached to formalize this arrangement.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,  
SHIAWASSEE COUNTY, MICHIGAN THIS 1<sup>st</sup> DAY OF AUGUST, 2011.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

ATTEST:

---

Amy K. Kirkland, city clerk

## **CONTRACT FOR SERVICES**

This agreement to provide administrative support services for the City of Owosso's Downtown Rental Rehabilitation Program is made between Bruce Johnston Enterprise, 443 W. South St., Mason, MI 48854 hereafter referred to as "the Contractor" and the City of Owosso, 301 W. Main St., Owosso, MI 48867 hereafter referred to as "the City".

### **PREAMBLE**

The City wishes to engage the service of the Contractor to operate a Downtown Rental Rehabilitation Program, for the property owners in the Downtown designated area. The Downtown Rental Rehabilitation Program, hereafter referred to as the "program", will be funded by and operated in accordance with a grant (MSC-2010-0037-HO) from the Michigan State Housing Development Authority, hereafter to as "MSHDA".

Effective date: December 1<sup>st</sup>, 2010 through, December 31<sup>st</sup>, 2012.

**WITNESSETH THAT**, The City and Contractor do mutually agree as follows:

#### Article I. The Contractor Responsibility:

1. Administer the program in accordance with procedures and guidance set forth by MSHDA to include compliance with lead based paint requirements. Comply with any Federal, State and Local Statutes.
2. Assistance with Administrative responsibilities requested and/or required by MSHDA.
3. Liaison between the City and MSHDA.
4. Determine the eligibility of property owners through a local application process according to grant program guidelines. Contractor personnel will be available in the City to process applications for this program.
5. Keep complete and accurate documentation of required program records including the filing of all MSHDA reporting requirements. Forward data for said reports and financial draws to the City of Owosso c/o Sarah Warren-Riley, Housing Program Manager, for the City to review and submit to MSHDA.
6. Preparation of necessary documents for the individual rental rehabilitation projects during the contract period.
7. Oversight and implementation of the bid process as detailed in the program guidelines.
8. Oversight of the loan closing and construction phase.
9. Verification of tenant eligibility.
10. Assistance with MATT tracking.

Article II. The City Responsibility:

1. Forward all written material related to the program received from MSHDA to the Contractor.
2. Consult with the Contractor prior to requesting a grant amendment from MSHDA.
3. Provide the Contractor with authorization to access the MATT/OPAL on-line grant management system for MSHDA required data entry.
4. Establish a financial management system for the deposit and disbursement of funds according to the program guidelines.

Article III. Compensation:

1. For the services to be performed by the Contractor, as specified by this Agreement, the Contractor will be paid any administration/ soft cost dollars allowable through the grant with no additional funds to be paid by the City.
2. Payment of the above said amount shall be contingent on the amount of rental rehabilitation work completed per MSHDA guidelines contained in the Grant Agreement.
3. It is mutually understood that the Contractor is an independent contractor and as such shall provide worker's compensation insurance where required and shall accept full responsibility for payment of unemployment insurance premiums, worker's compensation, and social security as well as income tax deductions and any other taxes or payroll deductions required by law for its employees who are performing services by this agreement. It is further understood that the Contractor's employees will not be entitled to any benefits accorded an employee of the City. The Contractor shall not be responsible for the failure of any provider (general contractor) providing labor or materials for work under the program.

Article IV. Construction and Severability:

1. This Agreement shall be construed, interpreted and in the rights of the parties determined in accordance with the laws of the State of Michigan. In the event that any provision of the Agreement conflicts with any applicable Federal, State or Local law or regulation, such law or regulation shall prevail.
2. The invalidity or unenforceability of any provision of this contract shall not affect or impair the validity of any other provision.

Article V. Suspension and Termination:

1. Either party shall have the right, upon sixty (60) calendar day's prior written notice to the other party, to terminate this contract. In the event this contract is terminated,



compensation shall cease at the end of the calendar month during which the termination is effective.

## Article VI.

1. Conflict of Interest: The Contractor agrees, during the term of this contract or any extended term in which this contract remains in effect, to avoid both actual and the appearance of conflicts of interest.
2. Nondiscrimination: The Contractor, as required by law, shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this contract.
3. Assignability: The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without prior written consent of the City.
4. Amendments: This contract constitutes the entire agreement between the parties, and no subsequent authorizations of amendments to this contract shall be binding upon the parties unless and until reduced in writing and signed by both the Contractor and the City or their authorized agents.
5. Hold Harmless: The Contractor shall, at its own expense, indemnify, save and hold harmless the City, and its elected and appointed officials/officers, employees and agents, from all claims, damages, costs, lawsuits and expenses, including, but not limited to, all costs from administrative proceedings, court costs and attorney fees, that they may incur as a result of any acts, omissions or negligence of the Contractor or any of its employees or agents which may arise out of this agreement. The Contractor's indemnification responsibilities under this section shall include the sum of damages, costs and expenses which are in excess of the sum paid out on behalf of or reimbursed to the City, its officials/officers, employees and agents by the insurance coverage obtained and/or maintained by the Contractor pursuant to the requirements of this agreement.

**IN WITNESS WHEREOF**, The City and Contractor have caused this agreement to be executed by their respective officers duly authorized to do so on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

---

**Benjamin Frederick, Mayor**  
**City of Owosso**

**WITNESS BY:**

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**Bruce E. Johnston**  
**Bruce Johnston Enterprise**

**WITNESS BY:**

---

## CITY MANAGER

**GENERAL DESCRIPTION OF THE POSITION:** To administer a city government which serves the best interests of the entire Owosso community. Serves as the administrative agent of the City Council. The duties of the City Manager are described in the Owosso City Charter. This document should be considered a supplement to the Owosso City Charter. If this document conflicts with the Owosso City Charter, the Charter shall prevail.

**SUPERVISION RECEIVED:** Work is performed under the direction of the City Council.

### **ESSENTIAL FUNCTIONS:**

The City Manager shall serve effectively as Chief Administrative Officer of the City of Owosso.

- Keep informed and report to the Council concerning city affairs and the work of the departments of the city. Secure from the officers, department managers, and professional personnel of the city such information and periodical or special reports as deemed necessary.
- Attend all meetings of the Council, with the right to be heard in all Council proceedings, but without the right to vote.
- Recommend to the Council from time to time, such measures as deemed necessary or appropriate for the improvement of the city, its administration, or its services.
- Possess such further powers and performs such additional duties as may be granted to or required by the Council.
- Facilitate Council actions, including adoption of measures and ordinances by coordinating agenda preparation and necessary information and background required by the City Council.
- Keep Council members well informed on issues that might become matters for community concern.
- Establish any rules necessary to carry out any of the duties listed above.

The City Manager shall effectively and efficiently administer the city internally, its departments, programs, personnel, and other resources.

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- Supervise and coordinate the work of the administrative officers and departments of the city.
- Employ or be responsible for the employment of all city employees, and supervise and coordinate the personnel policies and practices of the city.
- Resolve the conflict or supply the necessary authority, consistent with law and ordinance, in case of conflict of authority between officers and administrative departments or, in case of absence of administrative authority occasioned by inadequacy of charter or ordinance

provisions, and direct the necessary action to be taken in conformance; making a full report promptly to the Council.

- Prepare the annual budget proposals of the city, together with supporting information.
- Establish and maintain a central purchasing service for the city.

○ ~~Implement Council-adopted goals and policies and be responsible for adopting and keeping current the city's Master Plan.~~

Deleted: Council Policy shall be the basis for operating the City

○ Fairly administer the charter, laws and ordinances of the City of Owosso and recommend amendments to ordinances or policies that have proven to be impracticable or in need of change.

○ Administer city programs effectively and efficiently with progress and status reports ongoing to the City Council.

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○ Propose for City Council adoption, a work program for improvements in the City of Owosso, incorporating City Councils and Manager's goals and objectives.

○ Supervise city employees effectively and fairly, including the appointment and removal from office when necessary of department heads, division chiefs and other employees.

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○ ~~Provide leadership to maximize talents and skills of all city employees by continuing to implement results oriented policies.~~

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○ Administer financial resources effectively with particular emphasis on providing adequate fiscal controls on spending, revenue handling, and investing; presenting a clear balanced budget which meets the needs of the community within resources available; keeping Council clearly advised on a monthly basis of financial conditions and needs of the city.

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○ Present budget per requirements of the City Charter and administer in accord with the required Charter provisions.

○ Maintain an inventory of city-owned property.

The City Manager shall effectively maintain city relationships with the community, other levels of government, and other appropriate entities.

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○ Shall present Council policy within the framework of directives or adopted policy when dealing with the public or media even when the direction is contrary to the City Manager's personal opinion.

○ Represent the interests of Owosso at other levels of government.

- Maintain contacts with Federal, State, County and other governmental units.
- Maintain effective relationships with the various segments of the community.

○ Represent the city to businesses and developers to promote economic development while protecting the best interest of the city and its residents.

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The City Manager shall demonstrate personal characteristics that facilitate goal achievement.

○ Manage the city with complete integrity and decisiveness.

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○ Observe professional code of ethics applicable to this position.

○ Manifest a personal sense of responsibility to the city.

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○ Be personally available to run the city and see that authority is properly delegated so that the city will continue to operate effectively.

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○ Use professional knowledge and skills to manage and continually improve the operations of the city. Be creative and open to new ideas and approaches.

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## **JOB REQUIREMENTS:**

Education and experience:

- Preferred executive municipal management experience.
- Graduation from an accredited four-year college or university.
- A Master's Degree is preferred.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of municipal government.
- Working knowledge of state and federal requirements.
- Proven ability for innovation and follow-up to desirable accomplishments.
- Ability to work effectively with city officials, other governmental authorities, employees, and the general public.
- Demonstrated competence in the use of office equipment, including computers and in the operation of computer software.

# DRAFT

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually quiet in the office and moderately noisy in the field.

Revised ~~July, 2011~~

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### **Section 7.3. The City Manager.**

(a) The City Manager shall be chosen solely on the basis of his executive and administrative qualifications, with special emphasis upon his training and actual experience in municipal administration.

(b) The City Manager shall be the administrative agent of the Council; shall in such capacity be vested with all administrative powers of the city not inconsistent with the provisions of this charter; and shall perform the duties of his office under the authority of and be accountable to the Council.

(c) It shall be the duty of the City Manager to:

- (1) Supervise and coordinate the work of the administrative officers and departments of the city, except the Clerk so far as his work is that required of him by Section 7.4(a) hereof, and as otherwise provided in this charter and;
- (2) Prepare the annual budget proposals of the city, together with supporting information in explanation thereof;
- (3) Establish and maintain a central purchasing service for the city;
- (4) Employ or be responsible, subject to the Civil Service ordinance of the city, for the employment of all city employees, and supervise and coordinate the personnel policies and practices of the city;
- (5) Maintain an inventory of city-owned property;
- (6) Keep informed and report to the Council concerning city affairs and the work of the several offices and departments of the city and, to that end, he may secure from the officers, heads of all administrative departments, and professional personnel of the city such information and periodical or special reports as he or the Council shall deem necessary;
- (7) Resolve the conflict or supply the necessary authority, so far as may be consistent with law and the ordinances of the city, in case of conflict of authority between officers and administrative departments or, in case of absence of administrative authority occasioned by inadequacy of charter or ordinance provisions, and direct the necessary action to be taken in conformance therewith; making a full report promptly to the Council;
- (8) Attend all meetings of the Council, with the right to be heard in all Council proceedings, but without the right to vote;
- (9) Recommend to the Council from time to time, such measures as he deems

necessary or appropriate for the improvement of the city, its administration, or its services;

- (10) Possess such further powers and perform such additional duties as may be granted to or required of him, from time to time, by the Council;
- (11) Establish any rules necessary to carry out any of the foregoing duties.



# City Manager Evaluation

Please rate the City Manager using the following scale:

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Conditional - Requires improvement
3	Satisfactory - Meets city council expectations
4	Exceptional - Generally exceeds city council's expectations
5	Outstanding - Substantially exceeds city council's expectations

Please return your evaluation form to the HR Director by August 29, 2011.

Supervision		
	Rating	Comments:

Leadership		
	Rating	Comments:

Execution of Policy		
	Rating	Comments:

Community Relations		
	Rating	Comments:

Administrative Duties		
	Rating	Comments:

Economic Development		
	Rating	Comments:

Intergovernmental Relations		
	Rating	Comments:

City Council Relations		
	Rating	Comments:

Planning		
	Rating	Comments:

Financial Management / Budget		
	Rating	Comments:

Additional comments

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## 2010 Goals Evaluation

**Public Services.** Fiscal soundness and growing revenue sources are required to provide quality services and maintain our infrastructure.

<ul style="list-style-type: none"> <li>• Budget</li> <li>• Public Safety</li> <li>• Water Utilities</li> <li>• Wastewater Utilities</li> <li>• Fees</li> </ul>	Rating	Comments:
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**Economic Development.** Provide leadership and effective policies to encourage the diversification and continued growth of our local economy. We will actively collaborate with our community partners to produce economic benefit to all citizens.

<ul style="list-style-type: none"> <li>• Industrial Development</li> <li>• Planning Commission</li> <li>• Business Growth</li> <li>• City-wide Master Plan</li> </ul>	Rating	Comments:
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**Neighborhoods and Housing.** Promote comprehensive neighborhood planning and active housing programs to ensure vibrant housing markets, a diversity of housing opportunities, and safe and healthy residential environments.

<ul style="list-style-type: none"> <li>• Neighborhood Streets</li> <li>• Rental Housing</li> <li>• Public Safety</li> <li>• Homeownership</li> <li>• Blight Ordinance</li> </ul>	Rating	Comments:
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**Parks, Recreation and Culture.** Promote and maintain a high quality of life by providing diverse opportunities for recreation, entertainment, and physical health. Establish public/private partnerships to develop key facilities for residents and visitors of all ages and abilities.

<ul style="list-style-type: none"> <li>• Parks &amp; Rec Commission</li> <li>• Holman Pool</li> <li>• Shiawassee Performing Arts Center</li> <li>• Regional Cooperation</li> </ul>	Rating	Comments:
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**Downtown.** Create a sense of place in our community that attracts visitors, new residents, and additional investment to the center of Owosso.

<ul style="list-style-type: none"> <li>• Main Street Program</li> <li>• Historic District Study Committee</li> </ul>	Rating	Comments:
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**Green Owosso. Promote a sustainable community, conserve natural resources and enhance the Shiawassee River and other natural assets.**

<ul style="list-style-type: none"><li>• Yard Waste</li><li>• WECS Ordinance</li><li>• MML Going Green</li><li>• Household Waste</li><li>• Shiawassee River</li></ul>	<b>Rating</b>	<b>Comments:</b>
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**Communications and Marketing. Utilizing a variety of media and technology, strive to market our services, communicate our mission and values, and engage citizens in the decisions of city government.**

<ul style="list-style-type: none"><li>• Public Access TV</li><li>• Web-Site</li></ul>	<b>Rating</b>	<b>Comments:</b>
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Additional comments

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Name of Rater: \_\_\_\_\_

Date: \_\_\_\_\_

## **2010 GOALS**

### **CORE VALUES**

The health, safety, and general well being of the community  
Excellence in customer service from City employees  
Fiscal responsibility  
Involvement and participation of the citizens  
Collaboration and cooperation among City departments  
Regionalism: be an active member of the Shiawassee community  
Active community participation that fosters municipal empowerment  
Well-equipped, clean, safe community parks and green space  
Community accessibility via a variety of means of transportation

### **ORGANIZATIONAL VALUES**

One City, One Team  
Respect everyone  
Deliver excellent service  
Initiate, Create, Innovate  
Personal responsibility  
Do the right thing  
Act with integrity and honesty  
Have fun

### **OWOSSO CITY COUNCIL 2010 GOALS**

1. Public Services. Fiscal soundness and growing revenue sources are required to provide quality services and maintain our infrastructure.
  - Budget: with public input, develop and adopt a budget for FY 2010-11
  - Public safety: Explore alternative delivery approaches for public safety services. Work toward a solution to realize monetary savings within the next budget.
  - Water Utilities: review status of sinking fund and take steps to ensure financial sustainability
  - Wastewater Utilities: review options for replacements to wastewater treatment plant
  - Budget: mid-year budget update; review options for revenue enhancement
  - Fees: review fee structure and make changes where appropriate
  
2. Economic Development. Provide leadership and effective policies to encourage the diversification and continued growth of our local economy. We will actively collaborate with our community partners to produce economic benefit to all citizens.
  - Industrial Development: adopt tax abatement policy
  - Planning Commission: work with SEDP to identify and market top six sites for economic development
  - Business Growth: review opportunities for establishment and on-going support of business incubator(s)
  - Planning Commission: Begin work on a new city-wide Master Plan; under the direction of new City Manager, engage all city departments and public in plan and bring to Council for adoption in 2011
  
3. Neighborhoods and Housing. Promote comprehensive neighborhood planning and active housing programs to ensure vibrant housing markets, a diversity of housing opportunities, and safe and healthy residential environments.

- Neighborhood Streets: identify streets to be resurfaced; investigate additional funding and emphasis on street maintenance and road striping.
  - Rental Housing: complete inventory; in conjunction with code enforcement seek the reversion of illegally refitted properties and/or registration of properties as appropriate.
  - Public Safety: establish a neighborhood watch program
  - Homeownership: research, review, and adopt a plan with specific programs to promote homeownership, prevent foreclosures, provide for rehabilitation assistance and ensure the stability of owner-occupied housing.
  - Blight Ordinance: Create a consistent ordinance on the external upkeep and appearance of all property in Owosso. Identify funding sources to help residents without the means to improve their properties. Utilize volunteer force as well to help with cleanup of these and vacant properties
4. Parks, Recreation and Culture. Promote and maintain a high quality of life by providing diverse opportunities for recreation, entertainment, and physical health. Establish public/private partnerships to develop key facilities for residents and visitors of all ages and abilities.
- Parks and Recreation Commission: Identify 3 visible park improvements for completion in the year; include in budget.
  - Holman Pool: update on status of pool and discussion of options; adopt plan of action for development of water recreation facilities.
  - Parks and Recreation Commission: begin park plan update in conjunction with master plan revision. Review and revise 5-year park plan consistent with new Master Plan
  - Shiawassee Performing Arts Center: update on reconstruction of Lebowsky Center; review options for City support of next phase.
  - Regional Cooperation: investigate options for creation of a regional park authority.
5. Downtown. Create a sense of place in our community that attracts visitors, new residents, and additional investment to the center of Owosso.
- Main Street Program: approve 2010-11 budget and work plans
  - Historic District Study Committee: monitor work and adopt Historic District upon recommendation of committee and Planning Commission; seek additional ways to support private redevelopment of historic downtown properties
6. Green Owosso. Promote a sustainable community, conserve natural resources and enhance the Shiawassee River and other natural assets.
- Yard Waste: review options for curbside yard-waste pick up; identify benefits, costs and budget implications.
  - WECS ordinance: review ordinance to promote and appropriately site wind energy conversion systems.
  - MML Going Green: review opportunity to participate in Michigan Municipal League program to promote sustainable communities.
  - Household Waste: identify options and opportunities for community-wide recycling and waste disposal reforms
  - Develop a plan and funding strategy for enhancement of the Shiawassee River as an environmental and recreational asset for the community
  - River Beautification: review options and funding opportunities for enhancement of the Shiawassee River as an environmental and recreational asset for the community; coordinate with new City Master Plan, Parks and Recreation Plan, and Main Street efforts.

7. Communications and Marketing. Utilizing a variety of media and technology, strive to market our services, communicate our mission and values, and engage citizens in the decisions of city government.
  - Public Access TV: identify options and institute plan to provide for City and community presence on cable television channels
  - Web-Site: redesign City website to reflect city vision and goals

**MINUTES  
REGULAR MEETING OF THE OWOSSO ZONING BOARD OF APPEALS  
CITY OF OWOSSO  
JULY 19, 2011**

The meeting was called to order by Chairman Randy Horton at 9:30 a.m.

Roll call was taken by Recording Secretary, Marty Stinson.

**MEMBERS PRESENT:** Chairperson Randy Horton, Board Members Christopher Eveleth, Daniel Jozwiak, Kent Telesz, and Alternate Matthew Grubb.

**MEMBERS ABSENT:** Elizabeth Frasier (alternate and excused).

**OTHERS PRESENT:** Adam Zettel, Assistant City Manager and Director of Community Development; Josh Jones, owner of 731 W. Main; Terry Ott, owner of 307 Corunna Avenue; Mark Hanna, representative for Terry Ott.

**AGENDA:** It was moved by Board Member Telesz and supported by Board Member Jozwiak to approve the agenda for July 19, 2011 as presented.

**AYES:** All. Motion carried.

**NAYS:** None.

**MINUTES:** It was moved by Board Member Grubb and supported by Board Member Telesz to approve the minutes of the meeting of January 18, 2011.

**AYES:** All. Motion carried.

**NAYS:** None.

**ELECTION OF OFFICERS:**

Board Member Telesz nominated the slate of Board Member Horton for Chairperson; Board Member Eveleth for Vice-Chairperson; and Board Member Jozwiak as Secretary.

There were no other nominations.

**The Owosso Zoning Board of Appeals hereby selects Board Member Horton to serve as the Chairperson; Board Member Eveleth to serve as Vice-Chairperson; and Board Member Jozwiak to serve as Secretary of the ZBA for the remainder of the current term, set to end on June 30, 2012.**

**AYES:** All. Motion carried.

**NAYS:** None.

**COMMUNICATIONS:**

1. Staff memorandum
2. ZBA minutes from January 18, 2011
3. Applicable code sections
4. Variance request materials – 731 W. Main
5. Variance request materials – 307 Corunna Ave.
6. ZBA by laws

**COMMISSIONER/PUBLIC COMMENTS:** None.

**PUBLIC HEARINGS:**

**1. Class A, Non-Conforming Request – 731 W. Main; #2011-01**

Mr. Josh Jones, owner of Owosso Auto Mall at 731 W. Main reviewed his plans to build a second story on the building. He has four bays of which three are being used for tool storage. He wants to expand his business.

Mr. Adam Zettel, Assistant City Manager and Director of Community Development, stated this Class A, non-conforming use has two questions.

1. Auto repairs should be in industrial zoning, not in the B-4 zoning.



2. Setbacks for this structure are not appropriate.

Chairperson Horton noted there was no one in attendance to state approval or objections.

Mr. Jones was questioned if he did sales or repairs. He stated it was about 50/50.

**Motion by Board Member Eveleth, supported by Board Member Grubb that the continuance of the use would not be contrary to the public health, safety or welfare; that there were no objections from surrounding property owners that this would significantly decrease the value of nearby properties; and that the structure was lawful at the time of its inception; and finds the structure to be Class A Non-Conforming.**

**AYES: All. Motion carried.**

**NAYS: None.**

**Variance Request 2011-01 – 731 W. Main Street**

Mr. Zettel commented that staff has no reason to disqualify this request. This won't resolve the setbacks, but the building owner is only requesting to build up, so it's not a new setback violation.

Mr. Mark Hanna, representative for another case pending, commented that this is a great opportunity to add value to the area, and this is a pretty well laid out parcel.

Ms. Marty Stinson, 208 S. Cedar Street, lives within the 300 ft. radius of the variance request. She reported that there have not been odors or excessive noise from this property. She is in favor of Mr. Jones increasing his business.

**Motion by Board Member Eveleth, supported by Board Member Telesz to approve the petition for 731 W. Main Street to enlarge the existing Class A Non-Conforming use in accordance with 38-378(e)3 because it is not incompatible with surrounding land uses; it would not be inconsistent with the zoning chapter; and to approve the resolution granting structural changes.**

**AYES: All. Motion carried.**

**NAYS: None.**

**2. Class A, Non-Conforming Request – 307 Corunna Avenue; #2011-02**

Petitioner Terry Ott stated that 307 Corunna Avenue was once a seven apartment building. In the early 1990's there was a fire and then the building set vacant for years. He now wants to remodel it into a six unit apartment. It is not habitable right now, but it will be brand new upon completion.

Mr. Zettel commented that the use was abandoned for a long time. Technically it is not supposed to be rebuilt. Staff does not report any red flags. In fact, he reports there are several other rentals in the immediate B-4 zoning area/ corridor. There doesn't appear to be any higher use for this property. Mr. Zettel reviewed the parking areas owned by Mr. Ott. There is a common ownership with adjacent properties.

Mr. Mark Hanna, representative for Mr. Ott, offered that a legal document could be written allowing access rather than combining the lots.

It was noted that no one was present to express approval or disapproval for this petition. No phone calls or letters were received in the office either.

**Motion by Board Member Eveleth, supported by Board Member Jozwiak to grant Class A Non-Conforming status to 307 Corunna Avenue.**

**AYES: All. Motion carried.**

**NAYS: None.**

**Variance Request – 307 Corunna Avenue; #2011-02**

**Motion by Board Member Grubb, supported by Board Member Eveleth that the Owosso Zoning Board of Appeals hereby approves the petition for 307 Corunna Avenue, parcel number 050-651-018-006-00, finding the multiple family use was not intentionally abandoned under code section 38-378-(i), to permit the reconstruction of six apartment units within the structure, in accordance with section 38-378(e)2, as illustrated in the accompanying site drawings with the following conditions:**

- 1. A reciprocal easement for access between this parcel and the adjacent be executed.**
- 2. Ensuring that there is not any expansion of the existing structure to accommodate the six proposed units under the modern building code.**

**AYES: All. Motion carried.**

**NAYS: None.**

**BUSINESS ITEMS:** See above under Public Hearings

**ADJOURNMENT:**

**Motion by Jozwiak, supported by Board Member Telesz to adjourn at 10:13 a.m.**

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Dan Jozwiak, Secretary

m.m.s.

MINUTES FOR  
REGULAR MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**  
JULY 20, 2011 at 6:00 p.m.  
COUNCIL CHAMBERS / CITY HALL

**MEETING WAS CALLED TO ORDER** at 6:05 p.m. by Chairperson Scott Newman.

**ROLL CALL** was taken by Recording Secretary Marty Stinson.

**MEMBERS PRESENT:** Chairperson Scott Newman, Commissioners Philip Hathaway, Lance Omer, Matthew Van Epps, and Gary Wilson.

**MEMBERS ABSENT:** Vice-Chairperson Gonyou and vacancy.

**OTHERS PRESENT:** Adam Zettel, Assistant City Manager and Director of Community Development; Sarah Warren-Riley, Housing Program Manager; Deb Johnson, Avon Store; David Acton, Wesener Building; Guy Bazzani, Bazzani Building Co for Mr. Acton.

**AGENDA APPROVAL: Motion by Commissioner Van Epps and supported by Commissioner Wilson to approve the agenda for July 20, 2011.**

**Yeas: All. Motion was passed.**

**MINUTES APPROVAL: Motion by Commissioner Hathaway and supported by Commissioner Omer to approve the minutes of the meeting for June 1, 2011, except to add Commissioner Gonyou's name to the Members Absent list.**

**Yeas: All. Motion was passed.**

**COMMUNICATIONS:**

- 1) Staff memorandum
- 2) Meeting minutes of June 1, 2011
- 3) Application materials for 205 W. Main St.
- 4) Application materials for 104-108 N. Washington St.

**PUBLIC COMMENTS:** None.

**COMMITTEE REPORTS:** None.

**PUBLIC HEARINGS:** None.

**ITEMS OF BUSINESS:**

**1) 205 W. Main St. (Sign)**

Ms. Deb Johnson stated that the sign is being moved from her current Avon store in Caledonia Township to the new location at 205 W. Main Street. It will be a ten foot sign going on a 14 foot track. The letters are one foot high. This is the old Hankerd Store and the Mary B's Building. Eventually she would like to redo both stores. For now, she is only working on the front of 205 W. Main. This will have LED lights on a timer.

Commissioner Wilson noted this is a non-contributing historic building.

**Motion by Commissioner Van Epps, supported by Commissioner Omer that the Owosso Downtown Historic District Commission, finds that the sign request for 205 W. Main Street**

**meets all the Secretary of the Interiors Standards, as well as local standards for a non-contributing building, noting that the sign should not further detract from the structure or the street block, hereby directs staff to issue notice to proceed and building permit application as applied for.**

**Yeas: All. Motion was passed.**

**2) 104-108 N. Washington St.**

This building is owned by David and Diane Acton. Commissioner Hathaway removed himself from the meeting at 6:20 p.m. and left the room. He is working with the owners on another aspect of this building.

Mr. David Acton stated that he wants to bring this building back to its historic appearance, but with some modern substance.

Mr. Guy Bazzani, Bazzani Building Company, is the builder for Mr. Acton. He stated the store front will be historically correct, yet energy efficient. The signage will be on the glass primarily. Face lit rather than internal. The center entry will be recessed. He further described the windows and their function.

Commissioner Omer asked about the bricks at the back of building. They are in poor shape. Mr. Bazzani stated they are probably going to cover with sheet metal. The plan is to eliminate the drainage on the back of the building.

Chairperson Newman stated he doesn't think the metal meets with the Secretary of the Interior's Standards guidelines for crumbling masonry. Mr. Bazzani has concerns about the brick because they hold moisture. It has previously been approved on other projects. He's concerned about a gigantic mess. Chairperson Newman is very excited about the project, but is not comfortable with the metal sheeting.

Commissioner Omer asked about the texture of the sheet metal. Mr. Bazzani replied that it's corrugated, but nice. There will be balconies also. If the Secretary of Interior pushes back, we'll have to do something different. The brick would cost \$75 – 100,000 to replace. The metal will be about \$20,000. The brick is very soft, but the metal could cover the brick.

**Commissioner Hathaway had removed himself from the room earlier as he is a representative for Mr. David Acton and did not vote on this motion. Quorum still remained after he left the room.**

**Motion by Commissioner Omer, supported by Commissioner Wilson that the Owosso Downtown Historic District Commission, finds that the exterior improvements at 104-108 N. Washington meet all the Secretary of the Interiors Standards, as well as local standards, hereby directs staff to issue a certificate of appropriateness for the work and building permit application as applied for and illustrated.**

**Yeas: All. Motion was passed.**

Mr. Acton stated they are hoping to start in the fall. Mr. Bazzani commented they will be cautious about keeping the brick, if possible.

6:47 p.m. Commissioner Hathaway returned to the Board.

**ELECTION OF SECRETARY:**

**Motion by Commissioner Wilson, supported by Commissioner Van Epps to nominate Commissioner Hathaway as Secretary to complete the current term due to expire on September 30, 2011.**

**PUBLIC COMMENTS:** None

**COMMISSIONER COMMENTS:**  
Discussion regarding vacant position.

**ADJOURNMENT:**  
Chairman Newman adjourned the meeting at 6:58 p.m.

mms

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Phil Hathaway, Secretary

**REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION**  
**Council Chambers, City Hall**  
July 25, 2011 – 7 pm

Meeting was called to order at 7:02 p.m. by Chairman Burton Fox.

The Pledge of Allegiance was recited by all in attendance.

Roll Call was taken by Recording Secretary Marty Stinson.

**MEMBERS PRESENT:** Chairman Burton Fox, Commissioners Francis Livingston, Cindy Popovitch, Melvin Renfrow, Brent Smith, Thomas Taylor, and William Wascher.

**MEMBERS ABSENT:** Commissioner David Bandkau (excused) and vacancy.

**OTHERS PRESENT:** Adam Zettel, Assistant City Manager and Director of Community Development; Sally Bishop, 1028 Pearce Street; Justin Horvath, President and CEO of the Shiawassee Economic Partnership Development (SEDP); Brent Jones, Project Specialist for SEDP; Renita Mikolajczyk, President and CEO of the Shiawassee Regional Chamber of Commerce; and Kim Springsdorf, Director of the Convention and Visitors Bureau (CVB).

**AGENDA APPROVAL:**

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER POPOVITCH TO APPROVE THE AGENDA FOR JULY 25, 2011 AS PRESENTED.**  
**YEAS ALL. MOTION CARRIED.**

**MINUTES APPROVAL:**

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES OF THE MEETING OF JULY 11, 2011.**  
**YEAS ALL. MOTION CARRIED.**

**COMMUNICATIONS:**

1. Staff memorandum
2. PC minutes from July 11, 2011
3. Alley memo, petition, & maps

**ELECTION OF OFFICERS:**

Chairman Burton Fox turned the meeting over to Recording Secretary Marty Stinson.

**MOTION BY CHAIRMAN FOX, SUPPORTED BY BOARD MEMBER POPOVITCH TO SELECT BOARD MEMBER WASCHER TO SERVE AS THE CHAIRMAN OF THE PLANNING COMMISSION FOR THE NEXT YEAR, A TERM SET TO END ON JUNE 30, 2012.**  
**YEAS ALL. MOTION CARRIED.**

Chairman Wascher assumed the chair and then continued with the elections.

**MOTION BY BOARD MEMBER TAYLOR, SUPPORTED BY BOARD MEMBER FOX TO SELECT BOARD MEMBER LIVINGSTON TO SERVE AS THE VICE-CHAIRMAN FOR THE NEXT YEAR, A TERM SET TO END ON JUNE 30, 2012.**  
**YEAS ALL. MOTION CARRIED.**

**MOTION BY VICE-CHAIRMAN LIVINGSTON, SUPPORTED BY BOARD MEMBER TAYLOR TO SELECT BOARD MEMBER RENFROW TO SERVE AS THE SECRETARY FOR THE NEXT YEAR, A TERM SET TO END ON JUNE 30, 2012.**  
**YEAS ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** None

**COMMISSIONER COMMENTS:**

Commissioner Fox asked about Premier Waste. Mr. Adam Zettel, Assistant City Manager and Director of Community Development, stated they have moved some dirt and will come into city hall in about 30 days for their building permit.

**PUBLIC HEARING: Alley Abandonment Petition – S. Cedar and Pearce with Grace Street Access.**

Mr. Zettel stated the alley is about a half block long between S. Cedar and Pearce with access off of Grace Street. The use is unimproved and minimal. There are no problems with closing the alley foreseen by city staff.

Ms. Sally Bishop, 1028 Pearce Street, started the petition for the alley closing. The only neighbor with property adjoining the alley who did not sign the petition owns a vacant lot. The homeowners have maintained the alley – it is all grass and seldom used.

**MOTION BY COMMISSIONER FOX, SUPPORTED BY VICE-CHAIRMAN LIVINGSTON THAT THE OWOSSO PLANNING COMMISSION RECOMMENDS APPROVAL OF THE ALLEY ABANDONMENT FOR THE ALLEY BETWEEN S. CEDAR STREET AND PEARCE STREET WITH ACCESS OFF OF GRACE STREET, AS PETITIONED, TO THE CITY COUNCIL, SAID ABANDONMENT TO OCCUR ONLY AFTER ANOTHER PUBLIC HEARING BY THE CITY COUNCIL IN ACCORDANCE WITH THE CITY ORDINANCE SEC. 29-154.  
YEAS ALL. MOTION CARRIED.**

**SITE PLAN REVIEW:** None

**BUSINESS ITEMS:** None

**ITEMS OF DISCUSSION: MASTER PLAN**

Mr. Zettel stated the discussion tonight would be on the Socio-Economic Profile. He introduced Renita Mikolajczyk, President and CEO of the Shiawassee Regional Chamber of Commerce and Certified Small Business Consultant; Kim Springsdorf, Director of the Convention and Visitors Bureau (CVB); Justin Horvath, President and CEO of the Shiawassee Economic Development Partnership (SEDP); and Brent Jones, Project Specialist for SEDP.

Mr. Horvath started his discussion with an explanation that the city donated dollars for expansion and retention of businesses. That money is used for marketing software, green technologies and to promote Shiawassee County among other endeavors. We're all committed to economic development.

Mr. Zettel stated that some of the things to review tonight would be Vision, Initiatives, Objectives, and Implementation Steps. He would like to go through the items and see if there are things to be added.

Vice-Chairman Livingston asked Mr. Horvath, in trying to expand Owosso, have you run into anything that holds us back? Mr. Horvath stated real estate boundaries. The city is already quite developed. There is not much green field available. Companies are looking for vacant buildings. There are not many industrial vacancies. We need to repurpose buildings and engage redevelopers.

Ms. Mikolajczyk stated we have a lack of Class A office and Class A handicap office spaces.

Commissioner Popovitch asked if there were any suggestions to rehab. What about our retail spaces downtown? What can we do?

Ms. Mikolajczyk has shown a local restaurant five times. Because of the condition of the building, people are afraid of the investment needed. Some buildings are for lease only – not for sale.

Mr. Horvath suggested that for local business, properties like the armory may want to engage an outside developer for a mixed use. For downtown, some businesses have a small footprint. We need to focus on targeted areas, possibly Corunna Avenue, West M-21 or M-52, and have them properly zoned. Give developers knowledge and make it seamless for buyers. The more ground work now with this plan, the easier for the future.

Commissioner Popovitch suggested that we need to think outside the “Big Box”; strategic parking; Mom and Pop businesses.

Ms. Mikolajczyk stated that the city’s loan fund is great. Mom and Pops need that capital access. A building with retail incubator would be a great solution. Another challenge is how late the downtown is open.

Mr. Horvath said you really need a consultant to connect with the retails.

Mr. Zettel commented that there has been some discussion about Tourist Destination. Maybe this or exporting services could be discussed with our guests.

Ms. Springsdorf stated we are disadvantaged by not being on the great lakes, but our downtown is very strong and we have the railroad, the arts council and the castle. Anything we can increase... People love the five and dime store and our little stores in downtown with chocolate, etc.

Mr. Zettel said the city can offer incentives. Ms. Mikolajczyk said we need to encourage thinking about the whole county. An example is the Durand Quilt show which expanded to Vernon. Now how can Owosso piggy back with that event.

Mr. Horvath noted that businesses like the I-69 connection. As Perry succeeds, Owosso could bring residents here. Ms. Mikolajczyk said that grants are available and we need to look into how to benefit the whole of Shiawassee County.

Commissioner Fox stated that we have a lot of shortcomings in the Parks and Recreation with the Holman Pool. He e-mailed the newspapers an article to get people talking about regional recreation opportunities.

Ms., Springsdorf said that kids really drive a lot of sports and entertainment activities if you can go in that direction.

Mr. Horvath shared his thoughts about the Middle School making a great senior housing structure.

Mr. Zettel said the enforcement of property codes would have impact of forcing improvement of a property or maybe having someone move on... He spoke with one representative of a building owner. Some owners don’t want to invest or enter an agreement with a lessee. Some tenants/lessees aren’t going to invest in a building they don’t own.

Ms. Mikolajczyk said there are a lot of non-profits looking into buildings downtown. She’s not sure that is something that the downtown wants. Maybe you want to save the downtown for “retail” instead of “institutional” use.

Commissioner Smith asked about financing other than banks. Mr. Horvath said brownfields are not just contaminated properties. The city now has a loan program. Some programs are underused. They hold seminars at the chamber about them. Lenders need to be knowledgeable about other opportunities from



other sources. Place Making is a vibrant place to attract people—doing things to impact business such as friendly people and business environment.

Ms. Popovitch suggested downtown restrooms. Mr. Fox suggested the downtown block where the old hotel was as a good location to add restrooms.

Ms. Springsdorf mentioned there are some people talking about an ice festival in Owosso. Ms. Mikolajczyk stated there is an events calendar at the chamber which is not being used enough to prevent conflicting events being scheduled at the same time.

Mr. Zettel noted that under Public Services he was going to combine public areas Section 2.4 and 2.6 as there were repetitions. There was discussion on bullet points.

**COMMISSIONER COMMENTS:**

Chairman Wascher thanked the guests for their input this evening. Commissioner Smith concurred with Mr. Horvath – we need to make things as efficient as possible for investors and developers.

**ADJOURNMENT:**

**MOTION BY COMMISSIONER FOX, SUPPORTED BY COMMISSIONER TAYLOR TO ADJOURN AT 8:50 P.M.**

**YEAS ALL. MOTION CARRIED.**

m.m.s.

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Melvin Renfrow, Secretary