

CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, OCTOBER 3, 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 SEPTEMBER 19, 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. Amos Gould Outstanding Citizen Award. Presentation of the 1st annual Amos Gould Outstanding Citizen Award for 2010.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

CONSENT AGENDA

1. Set Public Hearing-Obsolete Property Rehabilitation Exemption. Set a Public Hearing for October 17, 2011 to receive citizen comments regarding application from John Hankerd for an Obsolete Property Rehabilitation Exemption Certificate for the property at 116 West Exchange Street.
2. COPS Grant Acceptance. Accept award of a COPS Grant covering the wages and benefits for one police for a period of 36 months.

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

Name	Board/Commission	Term Expires
Lance Omer	Downtown Development Authority/Main Street	06-30-2013

4. Change Order. Approve change to the purchase order with Perrin Construction Co. for additional miscellaneous curb replacement in the amount of \$1,047.70.
5. Payment Authorization. Authorize Payment to Perrin Construction Co. for work completed on the 2011 Miscellaneous Curb Replacement Program in the amount of \$11,907.70.
6. Repair Authorization. Authorize the overhaul of the in-line sludge grinder at the Waste Water Treatment Plant utilizing the Cutter Cartridge Exchange Program from JWC Environmental at a cost not to exceed \$8,190.00.
7. Payment Authorization. Authorize payment to Airport Lighting, LLC for the installation of an emergency generator at the Public Safety Building in the amount of \$36,900.00 (with reimbursement from a grant from Shiawassee Emergency Management and Homeland Security).
8. Purchase Authorization. Waive bid irregularities and authorize the purchase of salt for the 2011-2012 winter salt supply through the State of Michigan Road Salt Contract with Morton Salt for 1,800 tons of salt at \$54.39 per ton and approve payment up to that amount.
9. Bid Award. Waive bid irregularities and authorize bid award to Shaheen Chevrolet, Inc. for one Chevrolet Impala police vehicle in the amount of \$20,982.00 based on the State of Michigan Cooperative Contract.

ITEMS OF BUSINESS

1. City Manager Goals. Discuss setting goals for the City Manager for the 2011-2012 fiscal year.

COMMUNICATIONS

1. Michael T. Compeau, Public Safety Director. Emergency Services Activities outside the City.
2. Michael T. Compeau, Public Safety Director. Prescription Drug Give-Back Day.
3. Owosso Main Street/Downtown Development Authority. Minutes of Meeting of September 7, 2011.
4. Owosso Historical Commission. Minutes of the Meeting of September 20, 2011.
5. Owosso Parks & Recreation Commission. Minutes of the Meeting of September 26, 2011.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, October 17, 2011

BOARDS AND COMMISSIONS OPENINGS

Historical Commission, term expires 12-31-2011

ADJOURNMENT

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

OWOSSO CITY COUNCIL

SEPTEMBER 19, 2011

7:30 P.M.

PRESIDING OFFICER: MAYOR BENJAMIN R. FREDERICK
OPENING PRAYER: SHELVA CEBULSKI
PLEDGE OF ALLEGIANCE: LEROY WING
CLASS PRESIDENT, OWOSSO HIGH SCHOOL CLASS OF 1961
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, moving Consent Item 3. Owossopalooza Permission to Item of Business 3.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF SEPTEMBER 6, 2011

Motion by Councilperson Forster to approve the Minutes of the Regular Meeting of September 6, 2011 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

PERSONAL PROPERTY TAX EXEMPTION – MACHINE TOLL & GEAR, INC.

A public hearing was conducted to receive public comment on a New Personal Property Exemption for Machine Tool & Gear, Incorporated, Division of Newcor Machined Products Group, for property at 401 South Chestnut Street.

The following people commented in regard to the proposed tax exemption:

John Aldrich, General Manager, indicated the importance of the abatement to their expansion project saying it would help them double their manufacturing capabilities.

Justin Horvath, SEDP President/CEO, said Machine Tool & Gear is a great organization that has expanded its business on two other occasions so far this year.

Motion by Councilperson Eveleth to authorize the following resolution approving a new 12 year personal property tax exemption for Machine Tool & Gear, Inc.

RESOLUTION NO. 145-2011

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

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

WHEREAS, Machine Tool & Gear, Incorporated has filed an application for an Industrial Facilities Exemption Certificate with respect to new personal property within the Industrial Development; and

WHEREAS, before acting on said application, the City of Owosso held a hearing on September 19, 2011, in City Hall, at 301 W. Main Street, Owosso, MI, 48867, at 7:30 p.m. at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, acquisition of and/or construction for the new personal property had not begun earlier than six (6) months before August 15, 2011, the date application received for the Industrial Facilities Exemption Certificate; and

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

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

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

FIRST: The City Council finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under PA 198 of 1974, as amended and PA 225 of 1978, as amended shall not have the effect of substantially impeding the operation of the City of Owosso, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Owosso.

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

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

be and the same is hereby approved.

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

Motion supported by Councilperson Erfourth.

Roll Call Vote.

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

NAYS: None.

PERSONAL PROPERTY EXEMPTION – MACHINE TOOL & GEAR, INC., TRANSFER #1

A public hearing was conducted to receive public comments on the transfer of Personal Property Exemption 2005-353 for Machine Tool & Gear, Incorporated, Division of Newcor Machined Products Group, from the City of Corunna to their property at 401 South Chestnut Street, Owosso.

The following person addressed the Council regarding the proposed property tax abatement transfer:

John Aldrich, General Manager, indicated the company had worked with both the City of Corunna and the City of Owosso on the transfer of their 4 existing tax abatements. He went on to say the City of Corunna has agreed to forego back taxes after the transfer.

Motion by Councilperson Erfourth to authorize the following resolution approving the transfer of Personal Property Exemption 2005-353.

RESOLUTION NO. 146-2011

**APPROVING THE TRANSFER OF CERTIFICATE 2005-353
MACHINE TOOL & GEAR, INCORPORATED
A DIVISION OF NEWCOR MACHINED PRODUCTS GROUP
401 S. CHESTNUT STREET FROM CITY OF CORUNNA**

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

WHEREAS, Machine Tool & Gear, Incorporated has filed an application for an Industrial Facilities Exemption Certificate with respect to transfer personal property within the Industrial Development District; and

WHEREAS, before acting on said application, the City of Owosso held a hearing on September 19, 2011, in City Hall, at 301 W. Main Street, Owosso, MI, 48867, at 7:30 p.m. at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, transfer of and/or construction for the personal property had not begun earlier than six (6) months before August 15, 2011, the date application received for the Industrial Facilities Exemption Certificate; and

WHEREAS, transfer of the personal property is calculated to and will, at the time of issuance of the certificate, have the reasonable likelihood to retain, create or prevent the loss of employment in the City of Owosso; and

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

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

FIRST: The City Council finds and determines that granting the Transfer of Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under PA 198 of 1974, as amended and PA 225 of 1978, as amended shall not have the effect of substantially impeding the operation of the City of Owosso, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Owosso.

SECOND: The application from Machine Tool & Gear, Incorporated for Transfer of Industrial Facilities Exemption Certificate 2005-353 from City of Corunna, with respect to Personal Property on the following described parcel of real property situated within the Industrial Development District, to wit:

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

be and the same is hereby approved.

THIRD: The Industrial Facilities Exemption Certificate 2005-353 when transferred, shall be and remain in force until December 30, 2017, a remaining period of 6 years of original 12 years.

Motion supported by Councilperson Martenis.

Roll Call Vote.

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

NAYS: None.

PERSONAL PROPERTY EXEMPTION – MACHINE TOOL & GEAR, INC., TRANSFER #2

A public hearing was conducted to receive public comments on the transfer of Personal Property Exemption 2008-274 for Machine Tool & Gear, Incorporated, Division of Newcor Machined Products Group, from the City of Corunna to their property at 401 South Chestnut Street, Owosso.

There were no citizen comments.

Motion by Mayor Pro-Tem Popovitch o authorize the following resolution approving the transfer of Personal Property Exemption 2008-274.

RESOLUTION NO. 147-2011

**APPROVING TRANSFER OF CERTIFICATE 2008-274
MACHINE TOOL & GEAR, INCORPORATED
A DIVISION OF NEWCOR MACHINED PRODUCTS GROUP**

401 S. CHESTNUT STREET FROM CITY OF CORUNNA

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

WHEREAS, Machine Tool & Gear, Incorporated has filed an application for an Industrial Facilities Exemption Certificate with respect to transfer personal property within the Industrial Development District; and

WHEREAS, before acting on said application, the City of Owosso held a hearing on September 19, 2011, in City Hall, at 301 W. Main Street, Owosso, MI, 48867, at 7:30 p.m. at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, transfer of and/or construction for the personal property had not begun earlier than six (6) months before August 15, 2011, the date application received for the Industrial Facilities Exemption Certificate; and

WHEREAS, transfer of the personal property is calculated to and will, at the time of issuance of the certificate, have the reasonable likelihood to retain, create or prevent the loss of employment in the City of Owosso; and

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

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

FIRST: The City Council finds and determines that granting the Transfer of Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under PA 198 of 1974, as amended and PA 225 of 1978, as amended shall not have the effect of substantially impeding the operation of the City of Owosso, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Owosso.

SECOND: The application from Machine Tool & Gear, Incorporated for Transfer of Industrial Facilities Exemption Certificate 2008-274 from City of Corunna, with respect to Personal Property on the following described parcel of real property situated within the Industrial Development District, to wit:

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

be and the same is hereby approved.

THIRD: The Industrial Facilities Exemption Certificate 2008-274 when transferred, shall be and remain in force until December 30, 2020, a remaining period of 9 years of original 12 years.

Motion supported by Councilperson Erfourth.

Roll Call Vote.

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

NAYS: None.

PERSONAL PROPERTY EXEMPTION – MACHINE TOOL & GEAR, INC., TRANSFER #3

A public hearing was conducted to receive public comments on the transfer of Personal Property Exemption 2009-271 for Machine Tool & Gear, Incorporated, Division of Newcor Machined Products Group, from the City of Corunna to their property at 401 South Chestnut Street, Owosso.

There were no citizen comments.

Motion by Councilperson Cook to authorize the following resolution approving the transfer of Personal Property Exemption 2009-271.

RESOLUTION NO. 148-2011

**APPROVING TRANSFER OF CERTIFICATE 2009-271
MACHINE TOOL & GEAR, INCORPORATED
A DIVISION OF NEWCOR MACHINED PRODUCTS GROUP
401 S. CHESTNUT STREET FROM CITY OF CORUNNA**

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

WHEREAS, Machine Tool & Gear, Incorporated has filed an application for an Industrial Facilities Exemption Certificate with respect to transfer personal property within the Industrial Development District; and

WHEREAS, before acting on said application, the City of Owosso held a hearing on September 19, 2011, in City Hall, at 301 W. Main Street, Owosso, MI, 48867, at 7:30 p.m. at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, transfer of and/or construction for the personal property had not begun earlier than six (6) months before August 15, 2011, the date application received for the Industrial Facilities Exemption Certificate; and

WHEREAS, transfer of the personal property is calculated to and will, at the time of issuance of the certificate, have the reasonable likelihood to retain, create or prevent the loss of employment in the City of Owosso; and

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

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

FIRST: The City Council finds and determines that granting the Transfer of Industrial Facilities Exemption Certificate considered together with the aggregate amount

of certificates previously granted and currently in force under PA 198 of 1974, as amended and PA 225 of 1978, as amended shall not have the effect of substantially impeding the operation of the City of Owosso, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Owosso.

SECOND: The application from Machine Tool & Gear, Incorporated for Transfer of Industrial Facilities Exemption Certificate 2009-271 from City of Corunna, with respect to Personal Property on the following described parcel of real property situated within the Industrial Development District, to wit:

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

be and the same is hereby approved.

THIRD: The Industrial Facilities Exemption Certificate 2008-274 when transferred, shall be and remain in force until December 30, 2021, a remaining period of 10 years of original 12 years.

Motion supported by Councilperson Forster.

Roll Call Vote.

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

NAYS: None.

PERSONAL PROPERTY EXEMPTION – MACHINE TOOL & GEAR, INC., TRANSFER #4

A public hearing was conducted to receive public comments on the transfer of Personal Property Exemption 2010-379 for Machine Tool & Gear, Incorporated, Division of Newcor Machined Products Group, from the City of Corunna to their property at 401 South Chestnut Street, Owosso.

There were no citizen comments.

Motion by Councilperson Martenis to authorize the following resolution approving the transfer of Personal Property Exemption 2010-379.

RESOLUTION NO. 149-2011

**APPROVING TRANSFER OF CERTIFICATE 2010-379
MACHINE TOOL & GEAR, INCORPORATED
A DIVISION OF NEWCOR MACHINED PRODUCTS GROUP
401 S. CHESTNUT STREET FROM CITY OF CORUNNA**

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

WHEREAS, Machine Tool & Gear, Incorporated has filed an application for an Industrial Facilities Exemption Certificate with respect to transfer personal property within the Industrial Development District; and

WHEREAS, before acting on said application, the City of Owosso held a hearing on September 19, 2011, in City Hall, at 301 W. Main Street, Owosso, MI, 48867, at 7:30 p.m. at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, transfer of and/or construction for the personal property had not begun earlier than six (6) months before August 15, 2011, the date application received for the Industrial Facilities Exemption Certificate; and

WHEREAS, transfer of the personal property is calculated to and will, at the time of issuance of the certificate, have the reasonable likelihood to retain, create or prevent the loss of employment in the City of Owosso; and

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

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

FIRST: The City Council finds and determines that granting the Transfer of Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under PA 198 of 1974, as amended and PA 225 of 1978, as amended shall not have the effect of substantially impeding the operation of the City of Owosso, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Owosso.

SECOND: The application from Machine Tool & Gear, Incorporated for Transfer of Industrial Facilities Exemption Certificate 2010-379 from City of Corunna, with respect to Personal Property on the following described parcel of real property situated within the Industrial Development District, to wit:

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

be and the same is hereby approved.

THIRD: The Industrial Facilities Exemption Certificate 2010-379 when transferred, shall be and remain in force until December 30, 2022, a remaining period of 11 years of original 12 years.

Motion supported by Councilperson Erfourth.

Roll Call Vote.

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

NAYS: None.

ORDINANCE AMENDMENT – CHAPTER 14, FLOOD PROTECTION

A public hearing was conducted to receive public comment on the proposed amendment to Chapter 14, Flood Protection, of the Code of Ordinances of the City of Owosso, Michigan.

There were no citizen comments.

Motion by Councilperson Eveleth to authorize the following ordinance amendment:

ORDINANCE NO. 723

AN ORDINANCE ADOPTING A NEW CHAPTER 14, FLOOD PROTECTION, AND AGREEING TO COMPLY WITH THE REQUIREMENTS OF THE NATIONAL FLOOD INSURANCE ACT OF 1968, AS AMENDED AND REPEALING IN ITS ENTIRETY THE CURRENT CHAPTER 14, FLOOD PROTECTION

WHEREAS, the City of Owosso currently participates in the Federal Emergency Management Agency's (FEMAs) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, and reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community, and

WHEREAS, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions, which also apply for the purposes of this ordinance, and

WHEREAS, the *Stille-Derossett-Hale Single State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended*, along with its authorization of the state construction code composed of the *Michigan Residential Code* and the *Michigan Building Code* and its appendices, specifically Appendix G, contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas, as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3; and

WHEREAS, the city of Owosso has accepted the responsibility to administer, apply, and enforce the provisions of the construction code act and the state construction code, specifically the *Michigan Residential Code* and the *Michigan Building Code*, to all construction within its community boundaries appearing as Chapter 8, Buildings and Building Regulations of the *Code of Ordinances of the City of Owosso, Michigan*;

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Owosso, Michigan to maintain eligibility and continued participation in the NFIP adopts the following to be designated Chapter 14, Flood Protection:

THE CITY OF OWOSSO ORDAINS: that Chapter 14, Flood Protection, be amended as follows:

Section1: Secs. 14-1 through 14-4 will read as follows:

Sec. 14-1. Definitions.

Flood or Flooding means:

- a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
- b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of

erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph a.1) of this definition.

Flood insurance rate map (FIRM) means the official map, which the Federal Emergency Management Agency (FEMA) has delineated both the risk premium zones applicable to the community and the Special Flood Hazards Areas designated as Zone A, AE, AH, AO, AR, A99, V or VE.

Floodplain means any land area susceptible to being inundated by water from any source.

Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

Floodplain management regulations mean zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, such as a floodplain ordinance, and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.

Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

Sec. 14-2. Enforcement.

The City of Owosso directs its designated enforcing agent for the construction code act, the Code Enforcement Official, to administer, apply, and enforce the floodplain management regulations as contained in the *Michigan Building Code*, including Appendix G, and to be consistent with those regulations by:

- a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area and areas with potential flooding.
- b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Natural Resources and Environment under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.
- c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, the construction code act enforcing agent shall implement the following applicable codes according to their terms:
 - (1) Floodplain management regulation portions and referenced codes and standards of the current *Michigan Residential Code*.
 - (2) Floodplain management regulation portions and referenced codes and standards of the current *Michigan Building Code*.
 - (3) Appendix G of the current *Michigan Building Code*.
- d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.

- e. Assisting in the delineation of flood hazard areas, providing information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintaining floodproofing and lowest floor construction records, and cooperating with other officials, agencies, and persons for floodplain management.
- f. Advising FEMA of any changes in community boundaries, including appropriate maps.
- g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevations, to which structures have been flood proofed.

Sec. 14-3. Flood Insurance Rate Maps.

The city of Owosso assures the Federal Insurance Administrator that it intends to review, on an ongoing basis, all amended and revised Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to continue to participate in the program.

Sec. 14-4. Flood Insurance Studies.

The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) entitled "Flood Insurance Study - City of Owosso, Michigan, Shiawassee County," dated January 16, 2003 with accompanying "Flood Insurance Rate Map" dated January 16, 2003 and "Hydrologic & Hydraulic Analysis of Owosso Drain" dated March, 2011, are hereby adopted by reference and declared to be a part of this Ordinance for the purposes of administration of the *Michigan Construction Code*, and declared to be a part of Section 1612.3 of the *Michigan Building Code*, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the *Michigan Residential Code*, and also adopts the Base Flood Elevation that the Federal Emergency Management Agency has declared for the Shiawassee River, which is indicated on said Flood Insurance Rate Maps. Where applicable the Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled "Shiawassee County, Michigan (All Jurisdictions)" and dated 9/29/11 and the Flood Insurance Rate Map(s) (FIRMS) panel number(s) of 26155C; 0139C, 0143C, 0145C, 0227C, 0231C, and 0232C dated 9/19/11 are adopted by reference.

Section 2. Repeal Clause.

Chapter 14, Flood Protection, of the *Code of Ordinances of the City of Owosso* is hereby repealed and replaced by this ordinance and all other ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict.

Section 3. Severability.

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

Section 4. Effective Date.

This ordinance shall take effect October 9, 2011.

Section 5. Inspection.

This Ordinance may be purchased or inspected in the City Clerk's Office Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

Motion supported by Councilperson Cook.

Roll Call Vote.

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

NAYS: None.

CITIZEN COMMENTS AND QUESTIONS

Shelva Cebulski, 1243 Marion Street, announced a blood drive will be held Wednesday, September 21st from 12:00 to 5:45 p.m. at the Knights of Columbus hall.

County Commissioner Ronald Elder was on hand to detail recent discussions at the County level. He indicated he is again attempting to change the meeting time for the County Commission to a time that is more conducive to citizen participation. When asked, he also noted the Commission had turned down participation in the Sustainable Communities Grant, the City's participation in which is up for discussion tonight.

Tom Manke, business owner at 118 South Washington Street, thanked the City for putting on a great Art Walk event over the weekend. He encouraged Council to take a look at making Owosso known for such events.

Leroy Wing, president of the Owosso High School Class of 1961, spoke of the events of the class's 50th reunion over the weekend, saying all involved were impressed with the downtown and very much appreciated the tour and key to the City.

Burton Fox, 216 East Oliver Street, clarified his comments from the last Council meeting saying he supports our police department and the work they do. He also noted his enjoyment of the Art Walk. He said he would like to see more events like that on that weekends.

Councilperson Martenis echoed Mr. Wing's comments saying he sincerely appreciated Council's support for the improvements in the downtown. He went on to thank former City Manager Joe Fivas, the DDA and Lorraine Weckwert for all of their efforts.

Mayor Frederick expressed his pleasure with the Art Walk saying it was a great success. He also noted that sometimes we lose track of what we have accomplished because we are so focused on the next project. He encouraged people to enjoy the improvements that have already been accomplished.

Councilperson Cook inquired about the potential repeal of the personal property tax, an update on the library roof, disposal of the old pool materials and the timeline for the City Hall lawn.

CITY MANAGER REPORT

Assistant City Manager Zettel noted the City relies less on personal property tax than some other communities but we would stand to lose approximately \$250,000 should the law be repealed and the revenue not replaced. It was noted the Governor hopes any proposed legislation will be revenue neutral.

He went on to answer the rest of Councilperson Cook's questions. The City has a proposal for development of an RFP for the library roof in the amount of \$10,000. There is an effort to negotiate a better deal for this work, staff hopes to have more information at the October 3rd meeting.

The DNRE has been out to inspect the remains of the pool where they are stored behind Hopkins Lake. Their only concern was whether any lead based paint was present. Testing indicated there was not.

It is estimated the City Hall lawn will be restored in approximately 3 weeks time. City Manager Crawford has been able to secure an extraordinarily low estimate for the purchase and delivery of sod for the property. The new grass will be slow growing and drought resistant.

Mr. Zettel went on to briefly detail the fund balance policy amendment saying the proposed changes were routine in nature and were designed to keep the policy in line with changes in accounting standards. He also noted the significant savings that are anticipated with the hire of a new audit firm.

CONSENT AGENDA

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

Fund Balance Policy Amendment. Approve amendments to the Fund Balance Policy as follows:

RESOLUTION NO. 150-2011

RESOLUTION AUTHORIZING AMENDMENTS TO THE FUND BALANCE POLICY ADOPTED ON OCTOBER 21, 1996, AS AMENDED JUNE 20, 2005

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement 54, a new accounting principle for governmental fund balance reporting and fund type definitions effective for fiscal years 2011; and

WHEREAS, the Michigan Committee on Governmental Accounting and Auditing (MCGAA) has adopted Statement 15, providing guidance on the application of GASB Statement 54 for local units in Michigan; and

WHEREAS, the city of Owosso elects to implement GASB Statement 54 and MCGAA Statement 15 requirements, and to apply such requirements to financial statements beginning in fiscal year 2011;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN:

- FIRST: that the Fund Balance Policy amendments attached as Exhibit A are hereby adopted and applied to financial statements for the fiscal year ending June 30, 2011; and
- SECOND: that the City Council hereby affirms the previously adopted Fund Balance Policy not in contravention of the new accounting principle as committed; and
- THIRD: that the City Council delegates authority to the Finance Director to assign fund balance not already committed by the Fund Balance Policy

FUND BALANCE POLICY

Purpose – The following policy amendments are designed to specify the size and composition of the City’s fund balance and to identify requirements for classifying fund balance in accordance with Governmental Accounting Standards (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* and Michigan Committee on Governmental Accounting and Auditing Statement No. 15. All other aspects of the Fund Balance Policy adopted on October 21, 1996 as amended June 20, 2005 not in contravention are hereby ratified and confirmed.

Classifications:

Classification		Definition	Examples
Nonspendable		Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact	<ul style="list-style-type: none"> • Inventories • Prepaid Items • Long-term receivables • Permanent endowments
Restricted		Fund balance should be reported as restricted when constraints placed on the use of resources are either <ul style="list-style-type: none"> a. Externally imposed by creditors, grantors, contributors, laws or regulations of other governments; or b. Imposed by law through constitutional provisions or enabling legislation 	<ul style="list-style-type: none"> • Restricted by state statute • Unspent bond proceeds • Grants earned but not yet spent • Debt covenants • Taxes dedicated to a specific purpose • Revenue restricted by enabling legislation
Unrestricted	Committed	Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority	<ul style="list-style-type: none"> • Amounts City Council sets aside by resolution
	Assigned	Amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed	<ul style="list-style-type: none"> • City Council delegates the authority to assign fund balance to Finance Director
	Unassigned	This is the residual classification for the General Fund. Other governmental funds would report deficit fund balances as unassigned	

Fund Type Definitions:

General Fund – is used to account for all financial resources not accounted for in another fund.

Special Revenue Funds – are created to account for the proceeds from specific revenue sources that are legally restricted or committed for specific purposes other than debt service or capital projects funds. Examples are the Major and Local Street Funds to account for the expenditure of gas and weight taxes and the Housing Fund for the expenditure of grants. The specific revenue source should be expected to continue to comprise a substantial portion of the inflows reported in that fund.

Debt Service Funds – are used to account for all financial resources restricted, committed, or assigned to expenditure for principal and interest.

Capital Project Funds – are used to account for all financial resources restricted, committed, or assigned to expenditure for the acquisition or construction of capital assets.

Prioritization of Fund Balance Use:

When expenditures are contemplated for a specific purpose for which both restricted and unrestricted amounts are identified, it shall be the policy to consider restricted amounts to be reduced first. When incurring an expenditure for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

Implementation and Review:

Upon adoption of these amendments, the City Council authorizes the Finance Director to establish and standards and procedures necessary for its implementation.

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

Name	Board/Commission	Term Expires
Michael Espich	Parks & Recreation Commission	06-30-2012
General Grant	Brownfield Redevelopment Authority	Expiration of School Board Term

Payment Authorization. Authorize Progress Payment No. 2 to The Glaeser-Dawes Corporation for work completed on the water main replacement project through September 9, 2011 in the amount of \$96,007.58 as follows:

RESOLUTION NO. 151-2011
AUTHORIZING PAYMENT TO
GLAESER DAWES CORPORATION
FOR WORK COMPLETED ON THE
2011 WATER MAIN REPLACEMENT PROJECT

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into a unit price contract with Glaeser Dawes Corporation for the 2011 Water Main Replacement Project, and

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

WHEREAS, the City project manager recommends Pay Estimate 2011-2 in the amount of \$96,007.58 for work completed through September 9, 2011, and said unit quantities and amount agreed to by Glaeser Dawes Corporation.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to pay Glaeser Dawes Corporation for work completed on the 2011 Water Main Replacement Project.
- SECOND: The accounts payable department is authorized to submit payment to the Glaeser Dawes Corporation the amount of \$96,007.58 as detailed on the attached Payment Estimate 2011-2 as authorized by Council on September 19, 2011.
- THIRD: The above expenses shall be paid from the Water Fund.

Warrant No. 428. Accept Warrant No. 428 as follows:

Vendor	Description	Fund	Amount
Netarx	Network Engineering-August 2011	General	\$ 8,568.00

Brown & Stewart, PC	Professional Services-August 3, 2011 – September 7, 2011	General	\$10,472.80
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*Check Register. Received and approved the Check Register for August 2011.

*Revenue & Expenditure Report. Accepted the August 2011 Revenue & Expenditure Report.

Motion supported by Councilperson Martenis.

Roll Call Vote.

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

NAYS: None.

* Full text of these items is available in the Clerk's Office.

ITEMS OF BUSINESS

AUDIT BID AWARD

Motion by Councilperson Eveleth to authorize the following resolution approving the bid of Rehmann Accounting, LLC to perform the 2010-2011 audit in the amount of \$23,290, with a four year extension option totaling an additional \$99,200.

RESOLUTION NO. 152-2011

RESOLUTION AUTHORIZING THE EXECUTION OF A LETTER OF ENGAGEMENT WITH REHMANN ACCOUNTING, LLC, CERTIFIED PUBLIC ACCOUNTANTS, FOR AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2011

WHEREAS, the city of Owosso, Michigan is required by the state of Michigan to have an independent audit performed annually according to generally accepted auditing standards; and

WHEREAS, obtaining a certified public accountant to prepare the audit of the financial statements is necessary and it is hereby determined that Rehmann Accounting, LLC, certified public accountants, is qualified to provide such services; and

WHEREAS, the firm has offered the option of securing its services for an additional four years should the City be satisfied with its performance in the first year and find the anticipated costs acceptable.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN:

- FIRST: that the city of Owosso has heretofore determined that engaging Rehmann Accounting, LLC, certified public accountants, is advisable and necessary, to conduct and prepare an audit the basic financial statements and one Federal single audit for the city of Owosso, Michigan;
- SECOND: that the letter of engagement between the city of Owosso and Rehmann Accounting, LLC, attached as Exhibit A for a cost not to exceed \$23,290 in the first year is hereby approved; and
- THIRD: that the city manager of the city of Owosso is hereby instructed and authorized to sign the document attached as Exhibit A for the city of Owosso.

Motion supported by Councilperson Martenis.

Roll Call Vote.

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

NAYS: None.

SUSTAINABLE COMMUNITIES REGIONAL PLANNING GRANT PROGRAM

The Council was to consider participation in the Sustainable Communities Regional Planning Grant Program with the Genesee County Metropolitan Planning Commission, but in light of the fact the County Board of Commissioners chose not to participate the planned discussion was rendered moot as the participation of both the County and the City were required to move forward with the grant project.

It was noted the project had merit though it would have been difficult for the City to justify the cost given so little detail was given on the process and result.

OWOSSOPALOOZA PERMISSION

Councilperson Erfourth asked to abstain as his wife is the applicant of record.

Motion by Councilperson Eveleth to approve the application of Baker College of Owosso for use of Main Street Plaza, Town Square Park and three parking spaces in the 100 block of South Washington Street from 2:00 p.m. to 8:00 p.m. Thursday, October 6, 2011 for their annual Owossopalooza event, waive the insurance requirement and authorize Traffic Control Order No. 1259 formalizing the action.

Motion supported by Councilperson Martenis.

Roll Call Vote.

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

NAYS: None.

ABSTAIN: Councilperson Erfourth.

COMMUNICATIONS

Richard C. Williams, Finance Director. Cash Position Report – 4th Quarter 2011

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

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

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

Mayor Pro-Tem Popovitch inquired how the process works for code enforcement asking when a case is officially closed. There was a brief discussion regarding the format of the current code enforcement report and how code enforcement is approached.

CITIZEN COMMENTS AND QUESTIONS

Tom Manke, business owner at 118 South Washington Street, said he felt the City was dumping the pool remnants in a wetland environment that could potentially disturb nearby wells.

Burton Fox, 216 East Oliver Street, relayed comments from a Prindle Street resident that was pleased to see an eyesore on his street torn down.

Shelva Cebulski, 1243 Marion Street, said she had heard good things about the recent Bridge Walk and Art Walk and thanked the City for their continued cooperation with the City of Corunna.

Leroy Wing, president of the Owosso High School Class of 1961, mentioned that the two people that had bicycled from Texas to attend the class reunion were very impressed with the downtown.

Mayor Frederick pointed out the DNRE had conducted an investigation into the placement of the pool remnants on land near Hopkins Lake and had made a determination it was lawfully done and there was no violation by the City.

Councilperson Eveleth reported on recent discussions at the SATA board meeting saying the board had tabled discussions on a new funding model to allow time for external situations to work themselves out. He went on to note it would be revisited before the City's SATA millage expires next year.

Councilperson Erfourth asked if the area near Hopkins Lake was legally declared a wetland saying it was an important distinction to make before the item is reported in the media. He also noted he felt it would be misleading to think the wells at Hopkins Lake are the sole source of water for the City saying there are numerous other wells around the City. Lastly he noted his continued desire to see an alternate use developed for the pool as an alternative to tearing it out.

Mayor Frederick inquired about a recent dog attack on a local woman and her pet. In light of the attack he asked for more stringent enforcement of the leash law.

NEXT MEETING

October 3, 2011

BOARDS AND COMMISSIONS OPENINGS

Downtown Development Authority/Owosso Main Street, term expires 06-30-2013
Historical Commission, term expires 12-31-2011

ADJOURNMENT

Motion by Councilperson Eveleth for adjournment at 8:47 p.m.

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

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk



MEMORANDUM

DATE: September 21, 2011

TO: Mayor Benjamin Frederick, City Council, and Manager Don Crawford

FROM: Larry Cook, Assessor

RE: Obsolete Property Rehabilitation Exemption Certificate

On September 20, 2011, the City Clerk received an application for an Obsolete Property Rehabilitation Exemption Certificate from Mr. John Hankerd of Hankerd Sportswear, 116 W. Exchange Street. Council established an OPRA District, September 20, 2010. An application for tax abatement under the city's policy was filed on August 19, 2010. The project proposes to renovate the main floor and basement for the purposes of retail and production of sportswear. The restoration plan also calls for the upper two levels to be converted into residential living.

Within the Obsolete Property Rehabilitation Act (OPRA) rehabilitation is defined as:changes to obsolete commercial property as may be required to restore the property to an economically efficient condition. Rehabilitation includes major renovation and modification including but not necessarily limited to, improvement to floors, correction of deficient or excessive height, new or improved building equipment such as heating ventilation and lighting, improved roof structures and cover, improved wall placement, improved exterior and interior appearance of buildings and other physical changes.

For a rehab facility, the OPRA freezes the taxable value of the building at its value prior to the rehab, and 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.

Since there is a district in place, it is recommended that council hold a public hearing at their regular meeting on October 17, 2011 to hear comments relating to an Obsolete Property Rehabilitation Exemption Certificate.

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

**RESOLUTION SETTING PUBLIC HEARING TO CONSIDER APPLICATION FOR AN
OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE
JOHN HANKERD OF HANKERD SPORTSWEAR – 116 W. EXCHANGE STREET
DESCRIBED AS:
W 1/3 OF LOT 7 BLK 15 (EX N 12') ORIGINAL PLAT**

WHEREAS, the City of Owosso received application for an Obsolete Property Rehabilitation Exemption Certificate on September 20 2011; and

WHEREAS, the City of Owosso approved a request to establish a Obsolete Property Rehabilitation District, on September 20, 2010, described as W 1/3 OF LOT 7 BLK 15 (EX N 12') 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 October 17, 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 OCTOBER, 2011.

AYES: ___ NAYS: ___ ABSTAIN:___ ABSENT: ___

Amy K. Kirkland, City Clerk



Rec
8/19/10
9:45 A.M.
RL

725-2979

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

APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) HANKERD Sportswear
Business Name (If Different) _____
Address of Proposed Project 116 E. Exchange St.
Owosso, MI 48867
Mailing Address (If Different) _____

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

Type of Abatement Requested (if known) PA 146

Total square footage of all current buildings on site 2500

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.

Will include Retail space as well as product
production for both retail + wholesale distribution.
Upper 2 floors to be rehabed to residential
living.
We will do all work to follow as closely
as possible to early 1900 restorations

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

Land improvements (excluding land): _____
Building improvements: Size 2500 sf \$ 20,000
Machinery & Equipment: \$ 7000
Furniture & Fixtures: 3000

Time schedule for start and completion of construction and equipment installation (if applicable):
Building: Start Date 9-01-10 (ur water creation ur-)
Completion Date 10-01-10 OPRA)
Equipment installation (if applicable): Start Date 9-01-10
Completion Date 9-15-10
district

Abatement Application
Page 2

Will project be owned or leased by applicant? yes - owned
Will machinery be owned or leased by applicant? yes - owned

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

How many new employees do you estimate after project complete? Full Time 2
Part Time 3

When project is complete, how many will be:

Management/Professional 1 Wage level \$ 15.00 /hr
Skilled _____ Wage level \$ _____
Semi-Skilled 2 Wage level \$ 10.00 /hr
Un-Skilled 2 Wage level \$ 8.00 /hr

*Average wage is 10.20
(Min wage) 7.40*

Name of Company Officer (contact person) John Hankerd
Title Owner

Signature [Handwritten Signature] Date 8-6-10
Phone Number 989-725-2979

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. W X3 of Lot 7, BLK 15
(Ex N 12') Original Plat

If yes, type of district in place N/A Year established N/A

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 *Gave to John at Council meeting 9/20/10*
Name of reviewer Larry Cook

Signature [Handwritten Signature] Date 8/31/10

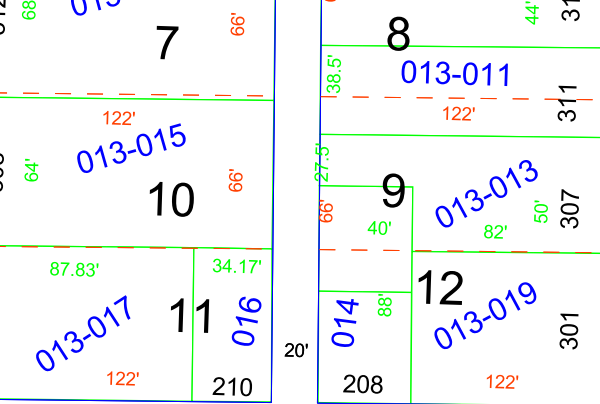
Abatement Schedule

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

<p>1. Capital investment \$ <i>20,000</i></p> <p>\$Up to \$100,000</p> <p>\$100,001 to \$250,000</p> <p>\$250,001 to \$500,000</p> <p>\$500,001 to \$1,000,000</p> <p>\$1,000,001 to \$2,500,000</p> <p>\$2,500,001 to \$5,000,000</p> <p>\$5,000,001 and up</p>	<p>Years of tax abatement</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p>	<p>Rehabilitated/restored</p> <p>additional two years in any capital investment</p>
<p>2. Job creation as Full Time Equivalent (40hrs.per week)</p> <p>1-10</p> <p>11-25</p> <p>26-50</p> <p>51 and up</p> <p style="text-align: center;"><i>3.5</i></p>	<p>Years of tax abatement</p> <p><i>2</i></p> <p>3</p> <p>4</p> <p>5</p>	<p><i>Average wage per application 10.20</i></p>
<p>3. Job wages</p> <p>Average wage > 1.5x minimum wage <i>11.10</i></p> <p>Average wage > 2x minimum wage <i>14.80</i></p> <p>Average wage > 3x minimum wage <i>22.20</i></p>	<p>Years of tax abatement</p> <p><i>2</i></p> <p><i>4</i></p> <p>6</p> <p style="text-align: center;"><i>2</i></p>	<p><i>M.r. wage \$7.40</i></p>
<p>4. Number of years located in city of Owosso</p> <p>2-10</p> <p>11-15</p> <p>16 and up</p>	<p>Years of tax abatement</p> <p><i>1</i></p> <p>2</p> <p>3</p>	
<p>5. Employees with city of Owosso residency</p> <p>1-10</p> <p>11-25</p> <p>26+</p>	<p>Years of tax abatement</p> <p>1</p> <p>2</p> <p>3</p>	

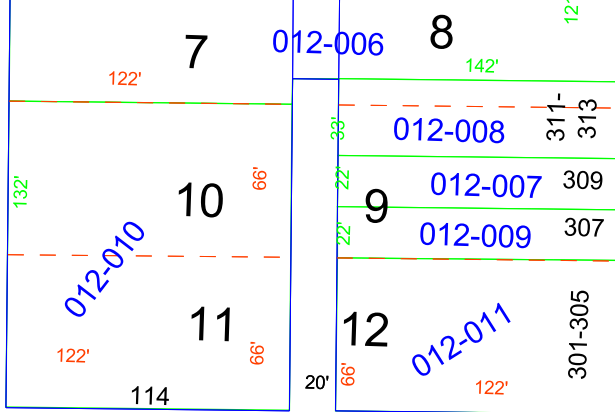
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Note: Total number of tax abatement years shall not exceed statutory limits.



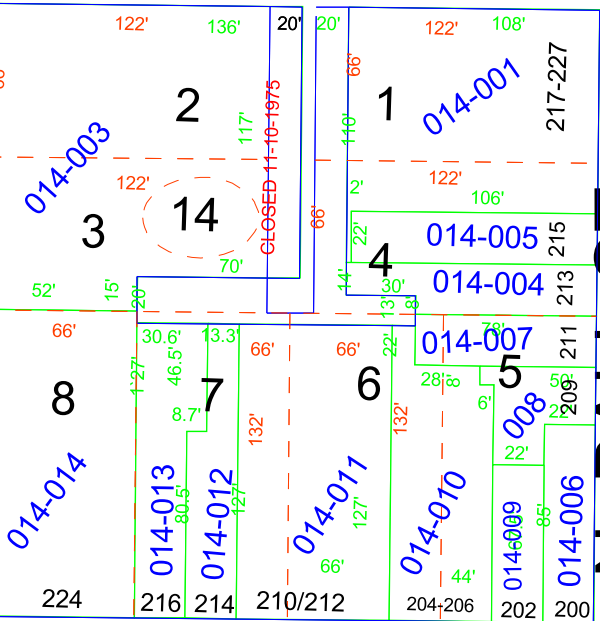
W. MASON ST.

66'

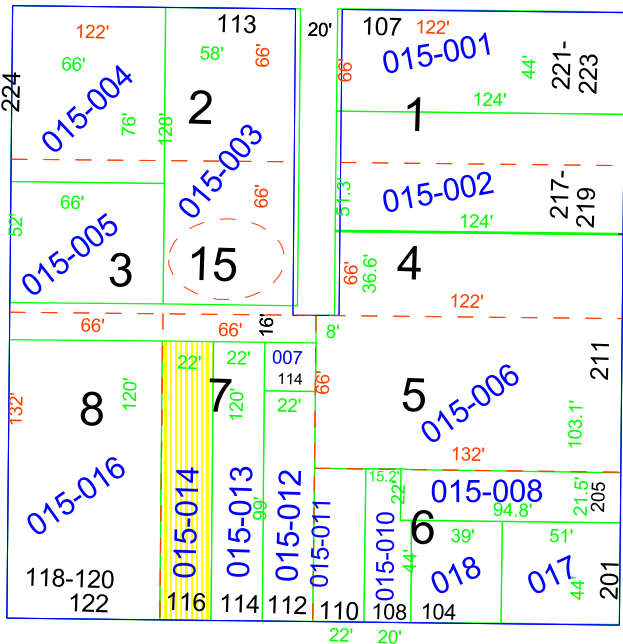


66'

99'



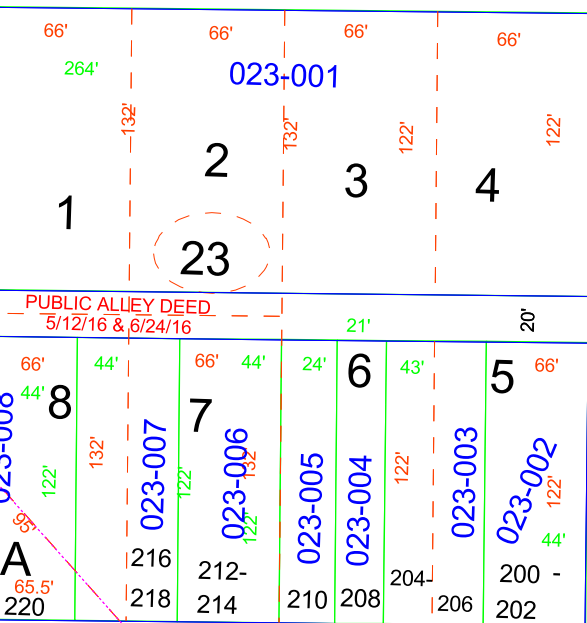
N. BALL ST.



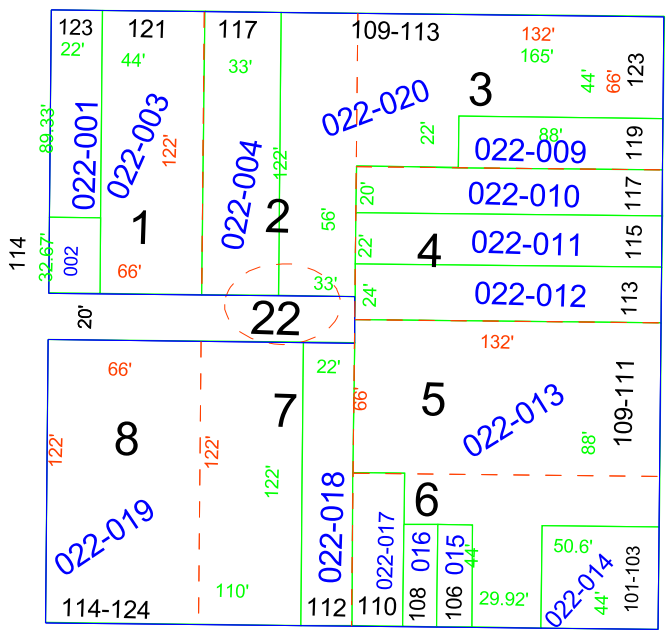
W. EXCHANGE ST.

99'

99'



66'



N. WASHINGTON ST.

99'



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

MEMORANDUM

DATE: September 29, 2011

TO: City Council

FROM: Michael Compeau
Director of Public Safety

RE: Acceptance of COPS Hiring Program Grant #20UMWX0091

In May 2011 a grant application was submitted to the U. S. Department of Justice requesting funds to hire a Community Policing Officer. On September 28, 2011 we were notified that we were awarded funds for the Community Policing Officer (attached memo). The grant awards the City of Owosso \$207,434.00 which will cover the wage and benefits for one police officer for 36-months. Grantees must retain the officer position awarded for a minimum of 12-months following the 36-month federal funding period.

The Owosso Police Department, in implementation of its Community Policing Program, recognizes the importance of partnering with civic/community groups, private agencies, non-profit organizations, elementary, junior high, high schools, colleges, business leaders and other governmental agencies. All will be informed and educated on our Community Policing Program. The Community Policing Program will become involved in related governmental initiatives and community initiatives with a goal of identifying local public safety problems and making organizational changes to support these efforts.

The Community Policing Program will establish strong ties with the local media and encourage press releases on accomplishments and activities of the Program.

Organizational transformation will be accomplished by identifying and selecting a qualified individual. The individual will organize our program, meeting with the aforementioned groups with the philosophy of identifying and resolving community problems and preventing crimes from occurring. Educating groups on diversity within our community, drugs, violence against women, child abuse and the need to protect our

vulnerable population. The officer will stress the importance of cooperation and describe the positive impact community policing can have on our city.

Other goals set forth in the grant that the police department will address over the 48 month grant period: 1) Aggressively enforce the city's code regarding blight, rental inspections and abandoned vehicles to improve the quality of life in the city's neighborhoods. 2) Heavily patrol city parks, bike paths and walking paths to reduce vandalism and graffiti and work with the Parks and Recreation Commission and volunteers to reduce and address these types of incidents. 3) The officer will work with citizens, community groups and neighborhood watch groups to improve the quality of life by educating and assisting in improving their properties.

Request council consider accepting this COPS Grant.

RESOLUTION _____

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR
THE HIRING OF ONE POLICE OFFICER UTILIZING
U. S. DEPARTMENT OF JUSTICE COPS GRANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a public safety department requiring police officers; and

WHEREAS, the City of Owosso submitted a grant application to U. S. Department of Justice seeking funding for additional officers to assist in the implementation of a community policing program; and

WHEREAS, as a result of the application the U. S. Department of Justice has awarded the City with a COPS grant, providing funding for wages and benefits for one police officer for a three year period;

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 an agreement with U. S. Department of Justice for the hiring of one police officer for community policing.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Agreement between the City of Owosso, Michigan and U. S. Department of Justice.
- THIRD: The above expenses shall be paid from the Police Division line item 101-300-702.100 with reimbursement from the U. S. Department of Justice in the amount of \$207,434.00 for the first 36-months of employment.
- FOURTH: The City of Owosso agrees to retain the officer for a minimum of 12-months following the 36-month federal funding period.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THIS 3rd DAY OF October, 2011.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

CITY OF OWOSSO

ATTEST:

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street, NE, Washington, D.C. 20530

COPS

September 28, 2011

Director of Public Safety Michael Compeau
Owosso City Police Department
202 South Water Street
NULL
Owosso, MI 48867

Re: COPS Hiring Program Grant #2011UMWX0091
ORI#: MI78645

Dear Director of Public Safety Compeau:

Congratulations! On behalf of Attorney General Eric Holder, I am pleased to inform you that the COPS Office has approved your agency for 1 officer position(s) under the 2011 COPS Hiring Program (CHP). The *estimated* amount of federal funds to be awarded to your jurisdiction over the three-year grant period is \$207,434.00. Your agency may use CHP grant funding to hire or rehire officers on or after the official grant award start date.

Within the next few weeks, we will send your agency an award package containing your official award document, a Financial Clearance Memorandum (FCM), and a Final Funding Memorandum (FFM). **To accept the grant, you must sign the award document and any applicable special conditions, and return all pages to the COPS Office within 90 days of the date on the letter accompanying the award package. The package will include detailed instructions for returning the signed award document by e-mail, fax or standard mail.**

The CHP grant award start date is September 1, 2011. Therefore, your agency can be reimbursed for expenditures made on or after this date. Please be advised that some of your requested items may not have been approved by the COPS Office during the budget review process. When you receive your award package, please carefully review your FCM to determine your approved budget, as grant funds may only be used for approved items. The FCM will specify the final award amount, and will also identify any disallowed costs. Also, a supplemental online award package for 2011 CHP grantees can be found at <http://cops.usdoj.gov/Default.asp?Item=2367>. We strongly encourage you to visit this site immediately to access a variety of important and helpful documents that will assist you with the implementation of your grant, including the 2011 CHP Grant Owner's Manual, which specifies the programmatic and financial terms, conditions, and requirements of your grant. A Frequently Asked Questions (FAQ) document can also be found at this website, which will assist you with many questions you may have about your new CHP award.

Please be aware that each 2011 CHP application was subject to a thorough review, and your agency may have been contacted to provide updated information from the original version submitted to COPS. Therefore, we strongly encourage you to access your application at <https://www.cops.usdoj.gov>, and print and maintain a final copy for your records. If you are unable to print a copy of your application, please contact the COPS Office at 800.421.6770. Please pay special attention to Section 14, which contains the final salary and fringe benefit amounts and categories for which your agency was approved. Your agency may be reimbursed only from within the cost categories that are documented within Section 14 of this final application. Similar information regarding your approved salary and benefits amounts will also be located on the FCM and FFM, which will be included in your award package.

As a reminder, all positions awarded under CHP (or an equal number of veteran officers) must initiate or enhance community policing in accordance with the community policing plan as described within Section 6 of your application. If, for any reason your agency finds that your community policing plans have significantly changed from those outlined in your application (e.g., because you received fewer officers than originally requested and thus must alter the scope of your community policing plans), please revise the plan accordingly and submit it to the COPS Office for review and approval. Similarly, you should also contact the COPS Office if, for any reason, you need to reallocate your awarded positions across the three primary hiring categories (i.e., new hires, rehires of officers laid off pre-application, and rehires of officers laid off or scheduled to be laid off post-application).

As part of the 2011 COPS Hiring Program, your agency will be required to submit quarterly Federal Financial Reports (SF-425) as well as quarterly program progress reports. CHP grantees should be prepared to track and report CHP funding separately from other funding sources (including other COPS and federal grants) to ensure accurate financial and programmatic reporting on a timely basis. Your agency should ensure that you have financial internal controls in place to monitor the use of CHP funding and ensure that its use is consistent with the grant terms and conditions.

Also, please remember that grantees must retain all sworn officer positions awarded under the 2011 CHP grant for a minimum of 12 months following the 36-month federal funding period. The retained CHP-funded position(s) should be added to your law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant. In your 2011 CHP grant application, your agency was required to affirm that it plans to retain the additional officer positions awarded following the expiration of the grant, and to identify the planned sources of retention funding. If, during the life of the grant, you have questions regarding the retention requirement or your retention funding sources, please contact the COPS Office for assistance.

We look forward to working with your agency in a productive partnership to further your community policing efforts. If you have any questions about your grant, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,



Bernard K. Melekian
Director



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

MEMORANDUM

DATE: October 3, 2011

TO: OWOSSO CITY COUNCIL

FROM: Ronald Baker, Director of Public Services

RE: Final Payment and Change Order No. 1 for 2011 Misc. Curb Replacement Program

Perrin Construction Co. has completed the replacement of more than 450 feet of small quantities of curb that had settled or raised and was holding significant amounts of water in the curb line and street on streets that have otherwise good curbs. By fixing these isolated sections of misaligned curbs, it eliminates areas of standing water in the street and prolongs the life of the street.

We have budgeted \$13,000 in the Major and Local Street funds for this work. The bid came in at \$10,860.00 so we added a couple of other areas of curb which resulted in a change order of \$1,047.70.

We are requesting the City Council approve change order No. 1 in the amount of \$1,047.70 and final payment of \$11,907.70.

RESOLUTION NO. _____

**AUTHORIZING CHANGE ORDER NO. 1
AND FINAL PAYMENT TO
PERRIN CONSTRUCTION CO.
FOR WORK RELATED TO
THE 2011 MISC. CURB AND GUTTER PROJECT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Perrin Construction Co. for the 2011 Misc. Curb and Gutter Program,

WHEREAS, the work on this project has been completed and Change Order No.1 in the amount of \$1,047.70 involving additional curb and gutter replacement costs has been done to take advantage of the low unit prices which brings the total work done to \$11,907.70.

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

FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to pay Perrin Construction Co for the additional curb and gutter replacement costs as shown in Change Order No. 1 and final payment of \$11,907.70 .

SECOND: The accounts payable department is authorized to submit payment to Perrin Construction Co. in the amount of \$11907.70 which includes change order no. 1.

THIRD: The above expenses shall be paid from the Local and Major Street Funds.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,
SHIAWASSEE COUNTY, MICHIGAN THIS 3rd DAY OF October, 2011.

Amy K. Kohagen, City Clerk



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

MEMORANDUM

DATE: For October 3, 2011 Council Agenda (Consent Item)

TO: Owosso City Council

FROM: Gary Burk, Utilities Director

RE: Wastewater Sludge Grinder Overhaul – Repair Authorization
JWC Environmental – Cost not to exceed \$8,190

Staff requests Council authorization to proceed with the overhaul of the in-line sludge grinder utilizing the “Cutter Cartridge” Exchange program from JWC Environmental, the equipment manufacturer, at a cost not to exceed \$8,190. The actual cost should be reduced by the refund of \$1,050 (less freight cost) following our return of the existing cutter cartridge.

This is a sole source purchase authorization as this equipment is only available through the original manufacturer. The only other options are sending the existing unit in for refurbishing at a similar cost but with much longer downtime, which is not acceptable, or purchase of a new grinder, which is estimated at twice the cost of the cutter cartridge exchange option. This is a heavy duty piece of equipment subject to wear by the nature of its function. This is a planned expense on a five year cycle (last serviced in 2006) and budgeted from the plant Replacement Fund.

GMB

Enc.

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE EXECUTION
OF A PURCHASE ORDER FOR
SLUDGE GRINDER CUTTER CARTRIDGE EXCHANGE
FOR THE WASTEWATER TREATMENT PLANT
WITH JWC ENVIRONMENTAL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires refurbishing of the Muffin Monster sludge grinder at its Wastewater Treatment Plant; and

WHEREAS, JWC Environmental is the original equipment supplier and sole source for the necessary equipment refurbishing; a quotation was received from JWC for a Cutter Cartridge Exchange as the most cost-effective means to refurbish the equipment while minimizing downtime; and it is hereby determined that JWC Environmental is qualified to provide such product;

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 refurbish the equipment through the Cutter Cartridge Exchange program from JWC Environmental in the amount of \$8,190. less refund of the core deposit.

SECOND: The purchase agreement between the City and JWC Environmental shall be in the form of a City Purchase Order.

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



JWC Environmental
 Southeast Service Center
 4485 Commerce Dr. Suite 109
 Buford, GA 30518-3473
 Phone: (770) 271-2106
 (800) 331-8783
 Fax: (770) 925-9406

Customer: City of Owosso

Quote Date: 7/20/11
 Terms: Net 30 Days
 Pricing: Valid 60 Days
 Freight Terms: FOB Buford, GA

Contact Name: Tim Guysky
 Ph: 989-725-0562
 Fax: 989-723-1170

Page 1 Of 1

Item #	Description	Qty	Unit Price	Extended Price	Delivery
1	Muffin Monster: 30004T-0012 Cutter Cartridge Exchange Cutters: 11cam Stack 1:1 8620 STL Buna Elastomers Replacing Grinder SN: 103366-1-1	1	\$6,840.00	\$6,840.00	4 to 6 Weeks ARO
2	Core Deposit - Refunded upon return of the replaced cutter cartridges minus any freight	1	\$1,050.00	\$1,050.00	
			Sub Total	\$7,890.00	
3	Freight - Pre Pay & Add	1	\$300.00	\$300.00	
			Total	\$8,190.00	

Notes:

- Exchange Program:** To minimize machine down time, Muffin Monster owners can order a factory reconditioned cutter cartridge in exchange for your unit requiring reconditioning.
- Once the exchange cutter cartridge is received, the original cartridge is to be returned to JWC Environmental (at the address indicated at the top of this page) so the core deposit credit can be processed minus freight.
- Please note the freight quoted in line 3 includes applicable discounts.
- This price does not include Controller, Motor, Reducer, Unibody, Tax or Installation
- JWCE's standard one year warranty and Free Labor is included.

Sincerely,
 Adam Barlow
 JWC Environmental
 Product Support Technician
adamb@jwce.com



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

MEMORANDUM

DATE: September 27, 2011

TO: City Council

FROM: Michael Compeau
Director of Public Safety

RE: Payment Authorization for Emergency Generator

Request authorization for payment to Airport Lighting LLC in the amount to \$36,900.00 for Emergency Generator to be installed at the Public Safety Building.

On August 1, 2011 after receiving sealed bids council authorized the City of Owosso to enter into a contract with Airport Lighting LLC for the purchase and installation of an Emergency Generator in the amount of \$36,900.00. The city received a grant from Shiawassee County Emergency Management and Homeland Security and will be reimbursed for this purchase.

Airport Lighting LLC will install the generator on October 6th or 7th 2011.

RESOLUTION _____

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR
GENERATOR WITH,
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 bid;

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to enter into a contract with Jr. Howell for the purchase and installation of a Generator.
- 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 Airport Lighting LLC.
- THIRD: The above expenses shall be paid from the Police Division line item 101-300-978.000 and Fire Division line item 101-335-978.000 with reimbursement from the Shiawassee County Emergency Management and Homeland Security.
- FOURTH: Authorize Payment to Airport Light LCC in the amount of \$36,900.00.

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

MEMORANDUM

DATE: October 3, 2011

TO: OWOSSO CITY COUNCIL

FROM: Ronald Baker, Director of Public Services

RE: Road Salt Bid Award

The State of Michigan has taken bids for road salt. Morton Salt of Chicago, Illinois is the low bidder. The City of Owosso's unit price using the State Salt Contract is \$54.39/ton for 1800 ton. Last year the unit price was \$52.05.

We are requesting Council approve a purchase order of \$97,902.00 for 1800 tons of road salt at \$54.39/ton.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE EXECUTION OF
A PURCHASE ORDER WITH
MORTON SALT, INC.
FOR THE WINTER SUPPLY OF ROAD SALT**

WHEREAS, the City of Owosso has a duty to keep its streets safe during the winter months;

WHEREAS, the most efficient way to remove ice from the streets is the application of road salt to the icy pavements

WHEREAS, it is in the best interest of the City of Owosso to utilize the state wide purchasing contract for purchasing road salt, and MORTON SALT, INC is the low bidder for this contract at \$54.39 per ton of salt.

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase 1800 tons of road salt from MORTON SALT, INC.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Purchase Between the City of Owosso, Michigan and Morton Salt, Inc. in the amount of \$97,902.00.

THIRD: The above expenses shall be paid from the Local and Major Street Fund.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,
SHIAWASSEE COUNTY, MICHIGAN THIS 3rd DAY OF OCTOBER, 2011.

ATTEST:

Amy K. Kohagen, City Clerk

STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

CONTRACT NO. 071B1300343
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR Morton Salt, Inc. 123 N. Wacker Drive Chicago, IL 60606-1743 Email: kharris@mortonsalt.com		TELEPHONE Kaye Harris (312) 807-2757 CONTRACTOR NUMBER/MAIL CODE BUYER/CA (517) 241-1145 Lymon C. Hunter, CPPB
Contract Compliance Inspector: Tim Croze (517) 322-3385 Salt, Bulk Rock, Seasonal Back Up – Michigan Department of Transportation		
CONTRACT PERIOD: 5 yrs. + 2 one-year options From: September 1, 2011 To: August 31, 2012		
TERMS	SHIPMENT	
N/A	Per the attached terms and conditions	
F.O.B.	SHIPPED FROM	
N/A	Various	
ALTERNATE PAYMENT OPTIONS: <input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other		
MINIMUM DELIVERY REQUIREMENTS N/A		
MISCELLANEOUS INFORMATION: THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT. The terms and conditions of this Contract are those of ITB #07111300054, this Contract Agreement and the vendor's quote dated May 18, 2011. In the event of any conflicts between the specifications, and terms and conditions, indicated by the State and those indicated by the vendor, those of the State take precedence. Estimated Contract Value: \$0.00		

THIS IS NOT AN ORDER: This Contract Agreement is awarded on the basis of our inquiry bearing the ITB No. 07111300054. Orders for delivery will be issued directly by the Department of Transportation through the issuance of a Purchase Order Form.

All terms and conditions of the invitation to bid are made a part hereof.

5205
2700



**LOCAL UNIT OF GOVERNMENT DROP POINTS:
UNIVERSITY REGION**

Bidder Name: **Morton Salt Company 2011/2012 Seasonal**

Item	County	Drop Point	Regular Salt	Price
1	Livingston	**DOC-Woodland Center Correctional Facility (734) 449-3126 9036 E-M-36 Whitmore Lake AGENCY REQUEST	50	\$55.55
2	Livingston	Brighton, City of, 420 S. 3rd Street, (810) 225-9282	2,400	\$55.55
3	Shiawassee	Durand, City of, 501 Kent St., (989) 288-3113 ext. 107	100	\$54.39
4	Shiawassee	Durand Area Schools 9573 Monroe Rd (989) 288-2681 ***LESS THAN 50 TON	20	\$54.39
5	Shiawassee	Owosso, City of, 522 Milwaukee, (989) 725-0556	1,800	\$54.39
6	Shiawassee	Laingsburg, City of 311 W. Grand River (517) 651-6101	100	\$54.39
7	Shiawassee	CRC, 1816 W. Lansing Rd. Perry (989) 743-2228	100	\$54.39
8	Shiawassee	CRC, 701 W. Corunna Ave. (989) 743-2228	1,000	\$54.39



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

MEMORANDUM

DATE: September 21, 2011
TO: City Council
FROM: Michael Compeau
Director of Public Safety
RE: New Police Vehicle Bid

Request council approve the purchase of one new police patrol vehicle.

Recommend council waive the competitive bid process.

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

Shaheen Chevrolet, Inc. was awarded the State of Michigan bid for police vehicles on October 1, 2010. This bid meets the definition of the aforementioned Section 2-345 (3) a joint purchase with another governmental unit. The State bid price from Shaheen Chevrolet, Inc. is \$20,982.00

Recommend council approve the bid from Shaheen Chevrolet, Inc.

RESOLUTION _____

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR
PURCHASE OF POLICE VEHICLE WITH SHAHEEN CHEVERLOT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a police department requiring the use of police vehicles; and

WHEREAS, the City of Owosso received the State of Michigan bid from Shaheen Chevrolet; and it is hereby determined that Shaheen Chevrolet is qualified to provide such vehicle and that it has submitted the responsible and responsive bid;

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to purchase a 2012 Chevrolet Impala Police Vehicle from Shaheen Chevrolet for a cost to the City of Owosso of \$20,982.00
- 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 Shaheen Chevrolet, Inc. up to the amount of \$20,982.00.
- THIRD: The above expenses shall be paid from the Police Division Capital Outlay fund 101-300-978.000.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THIS 3rd DAY OF OCTOBER, 2011.

AYES:
NAYS:
ABSTENTIONS:
ABSENT:

CITY OF OWOSSO

ATTEST:

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

CONTRACT NO. 071B1300008
 between
 THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR		TELEPHONE: Joe Tambarino (517) 272-6500
Shaheen Chevrolet 632 American Rd. Lansing, MI 48911 Email: jtamburino@shaheenchevrolet.com		CONTRACTOR NUMBER/MAIL CODE (2) 38-3445720 (001)
		BUYER/CA (517) 241-1647 Irene Pena
Contract Compliance Inspector: Irene Pena (517) 241-1647 Vehicles, Patrol and Passenger Vehicles, Trucks, Vans, Cab & Chassis		
CONTRACT PERIOD: 5 yrs. + 2 one-year options From: October 1, 2010 To: September 30, 2015		
TERMS Net 30 Days	SHIPMENT 90-120 Days from ARO	
F.O.B. MDOT - Delivered MIDEAL & Transit Agencies - Dealership	SHIPPED FROM Lansing, MI	
MINIMUM DELIVERY REQUIREMENTS N/A		
MISCELLANEOUS INFORMATION: THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT. (MIDEAL Members) and MDOT authorized transit agencies. The terms and conditions of this Contract are those of RFP #07110200131, this Contract Agreement and the vendor's quote. In the event of any conflicts between the specifications, and terms and conditions, indicated by the State and those indicated by the vendor, those of the State take precedence. Estimated Contract Value: \$0.00		

THIS IS NOT AN ORDER: Orders for delivery will be issued directly by the Department of Transportation, MIDEAL members, and authorized transit agencies through the issuance of a Purchase Order form.

All terms and conditions of the invitation to bid are made a part hereof

FOR THE CONTRACTOR:

Shaheen Chevrolet
 Firm Name
Joe Tambarino
 Authorized Agent Signature
Jason A. Cord's Joseph R. Tambarino
 Authorized Agent (Print or Type)
7-27-10 7-27-10
 Date

FOR THE STATE:

William C. Walsh
 Signature
William C. Walsh, Buyer Manager
 Name/Title
Commodities Division, Purchasing Operations
 Division
8/19/10
 Date

PATROL VEHICLES

Spec. #	Make	Model	W.B.	Eng. (L)	Eng. CYL	H.P.	MPG (Comb.)	Pt. of Assem.	Dealer Awarded	MIDEAL Price (Dest.)	Deliv. Fee / mile (\$2 max)	Exceptions to Spec.
3905-0009	Police Large 4-Door Sedan, Rear Wheel Drive											
	Chevrolet	Impala	110.5	3.9	6	240	20	Canada	Shaheen	\$19,997.00	\$1.50	Police rated see GM specs
3905-0010	Police Large 4-Door Sedan, Rear Wheel Drive (CVR) or FWD/AWD (NGPI)											
	Ford	Police Interceptor (E-85)	114.7	4.6	8	250	17	Canada	Gorno	\$20,726.00	\$2.00	
NO BID	Ford	Police NGPI FWD/AWD (E-85)	112.9	3.5	6	265	TBD	Illinois	0	\$0.00		
NO BID	Ford	Police NGPI (E-85) AWD	112.9	3.5	6	365	TBD	Illinois	0	\$0.00		
3905-0011	Police Large 4-Door Sedan, Rear Wheel Drive											
	Dodge	Charger LDDE48	120	3.6	6	290	22	Brampton, Ontario	Snethkamp	\$22,310.00	\$2.00	Body Side Moulding N/A Standard radio speakers only
	Dodge	Charger LDDE48 (E85)	120	3.6	6	290	22	Brampton, Ontario	Snethkamp	\$22,310.00	\$2.00	Body Side Moulding N/A Standard radio speakers only
	Dodge	Charger LDDE48	120	5.7	8	383	19	Brampton, Ontario	Snethkamp	\$23,605.00	\$2.00	Body Side Moulding N/A Standard radio speakers only
3905-0012	Police Large Rear Wheel Drive											
	Chevrolet	Caprice (E-85 Capable)	118.5	6.0	8	355	TBD	Australia	Shaheen	\$23,004.00	\$1.50	not available until April
3905-0013	Police Pursuit Large 4-Door Sport Utility, 2 Wheel Drive											
	Chevrolet	Police Tahoe (E-85) PPV	116	5.3	8	320	17	Arlington, TX	Shaheen	\$25,345.00	\$2.00	Police rated see GM specs
NO BID	Ford	NGPI Utility	112.9	3.5	6	265	TBD	Illinois	0	\$0.00		
3905-0014A	Police Special Services Vehicle Large 4-Door Sport Utility, All wheel, 2 Wheel Drive											
(Not pursuit-rated)	Chevrolet	Police Tahoe SSV (E-85)	116	5.3	8	320	17	Arlington, TX	Shaheen	\$26,878.00	\$2.00	Non police rated see specs
	Ford	Expedition (E-85)	119	5.4L	8	310	16	Kentucky	Gorno	\$23,645.00	\$2.00	
3905-0015A	Police Special Services Vehicle Large 4-Door Sport Utility, All wheel, 2 Wheel Drive											
(Not pursuit-rated)	Chevrolet	Police Tahoe SSV (E-85)	116	5.3	8	320	17	Arlington, TX	Shaheen	\$28,541.00	\$2.00	Non police rated see specs
	Ford	Expedition (E-85)	119	5.4L	8	310	14	Kentucky	Gorno	\$26,207.00	\$2.00	

632 American Road
Lansing, MI. 48911
PH. 517-272-6500
FAX. 517-272-6563
jtamburino@shaheenchevrolet.com

**SHAHEEN
CHEVROLET
FLEET COMMERCIAL**

Fax

To: Owosso PD **From:** Joe Tamburino
Fax: 989-725-0529 **Pages:** 2 including cover
Phone: 989-725-0519 **Date:** 9-20-11
Re: 2012 Police Impala **cc:**

Urgent For Review Please Comment Please Reply Please Recycle

• **Comments:**

Enclosed are the 2012 Police Impala specs. State Contract Pricing

\$19,852.00 Price

\$15.00 Title

\$1,115.00 Black and White two tone paint

\$20,982.00 Total



2012 Fleet/Non-Retail Chevrolet Impala Police 4dr Sdn Police 1WS19

WINDOW STICKER

2012 Chevrolet Impala Police 4dr Sdn Police		Interior: - Ebony
3.6L/217 CID * Gas/Ethanol V6		Exterior 1: - Black
* 6-Speed Automatic		Exterior 2: - No color has been selected.
CODE	MODEL	MSRP
1WS19	2012 Chevrolet Impala Police 4dr Sdn Police	
OPTIONS		
FE9	EMISSIONS, FEDERAL REQUIREMENTS	
LFX	ENGINE, 3.6L SIDI DOHC V6 VVT	
MX0	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROLLED WI	
3FL	PREFERRED EQUIPMENT GROUP	
9C1	POLICE PACKAGE	
41U	BLACK	
	STANDARD PAINT	
AR9	SEATS, FRONT BUCKET	
19G	EBONY, CLOTH SEAT TRIM	
U1C	AUDIO SYSTEM, AM/FM STEREO WITH CD PLAYER	
FHS	E85 FLEXFUEL CAPABLE	
RUF	WHEEL, FULL-SIZE SPARE, 17" (43.2 CM) STEEL	
9G8	HEADLAMPS, DAYTIME RUNNING LAMPS AND AUTOMATIC HEADLAMP CON	
7X7	SPOTLAMP, DRIVER-AND PASSENGER-SIDE	
VK3	LICENSE PLATE BRACKET, FRONT	
6A3	FLOOR COVERING, HEAVY-DUTY VINYL, FRONT AND REAR	
6N5	WINDOW SWITCHES, REAR-WINDOW INOPERATIVE	
6C7	LIGHTING, FRONT AUXILIARY DOME	
WX7	WIRING, AUXILIARY SPEAKER	
SUBTOTAL		

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 190.0, Data updated 9/13/2011 2:52:00 PM
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Customer File:

City Manager Goals

City Council members were asked to submit goals for the City Manager:

- Maintain a balanced budget while continuing to pursue organizational and service efficiencies.
- Maintain excellent follow-through with constituents and a high level of community visibility.
- Continue to both empower and delegate to staff in the pursuit of a nimble and adaptive organizational structure.
- Constantly refer back to council goals and mission in the development of action plans and prioritization.
- Perform a city structural review to find efficiencies, planning ahead for potential cuts from federal and state resources as well as declining property tax revenue.
- Return on Services – how much in actual services was returned to taxpayers in the following year as a percentage of overall tax dollars (i.e., roads, water, brush pick up, etc.)? How much was spent on a per capita basis?
- Taxpayer/Customer Satisfaction – did staff or do services provide for above average experiences to taxpayers when dealing with the city? Did the City's provided services do so in a cost effective manner and what could be done to enhance those services?
- Soundness – is the City financially sound for this year, the next 5 years and the next 10 years? What is the City Manger doing to accomplish this? What was done? What is going to be done in the future?
- Employees – are employees properly motivated to exceed expectations and deliver services effectively/efficiently? What is being done to ensure delivery of services on a professional and consistent basis?
- Accountability – did the City Manager accomplish or further the goals laid out per the City Council?
- Create and work toward implementation of a route to connect the CIS Rail Trail to the James Miner Trail. This should include plans for a trail head with trail rules and directional signs.
- Inventory and evaluation of all City parks with a plan for maintenance and upgrades.
- Upgrade and connect James Miner Trail from Washington St. to city limits. Work with other communities beyond our limits to make improvements also.
- Evaluate staffing needs to ensure efficiency throughout the organization.
- Website
- Fiscal – maintain or improve fiscal health of City through cost controls, program efficiency and enhanced revenues.
- Public Safety – improve efficiency in delivery of public safety programs through management and staff reorganizations, regional cooperation, and cost savings.
- Planning – complete master plan and work with partners and private sector on new development projects.
- Housing – use City tools to preserve housing stock, assist property owners, and provide affordable housing.
- Regionalism – work cooperatively with neighboring jurisdictions and community partners to develop and maintain parks, trails, and other recreational and cultural facilities.



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

MEMORANDUM

DATE: September 26, 2011

TO: City Council

FROM: Michael Compeau
Director of Public Safety

RE: Activities that may take employees and equipment outside of our Jurisdiction

Shiawassee County has a multi-jurisdictional Special Response Team. The Special Response Team is responsible for mitigating the hazards associated with Hazardous Material (HAZMAT), Trench Rescue, High Angle Rescue, and Confined Space Rescue. The Owosso Fire Department has 7 members assigned to the Special Response Team. The purpose of this team is to pool resources in the event of an incident. The team is funded by yearly dues from each fire department and Shiawassee County Emergency Management. The training is expensive, labor intensive and time consuming for all fire departments. Most Special Response Teams in the state are approached on a regional level.

The Special Response Team is organized by Shiawassee County Emergency Management and managed by its own Board of Directors and has developed its own Standard Operating Procedures.

Since Owosso Fire Department is the only full time fire department in the county it has been decided that all equipment associated with this team is housed at the Owosso Fire Department for the quickest possible response.

These types of incidents can be very expensive and manpower intensive. A cost recovery procedure has been established and has been successful in the past for these types of incidents.

The Owosso Fire Department has seven employees trained to the level of HAZMAT

Technicians, three trained to the Operation Level for high angle rescue and four trained in Operation level for confined space rescue. Response to these types of incidents is limited to the on-duty personnel; response by further personnel requires the authorization of the Deputy Chief.

The Owosso Fire Department and Perry Fire Department have been designated by the Fire Chiefs Association to be the first responder for water rescue incidents in the county.

The Owosso Fire Department has been trained by the United States Coast Guard; the department also has two cold water rescue suits and other equipment needed in the event of a water rescue.

The Water Rescue agreement is not part of the Special Response Team. There is not a mechanism in place at this time for cost recovery for these types of incidents. These types of incidents are limited to one or two per year.

I bring these activities to your attention so there is full disclosure of activities that the Fire Department is doing outside of our jurisdiction.



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

MEMORANDUM

DATE: September 26, 2011

TO: City Council

FROM: Michael Compeau
Director of Public Safety

RE: Prescription Drug Give-Back Day

Attached is a notice that was received from the U. S. Department of Justice regarding the Nationwide Prescription Drug Give-Back Day for the public.

The Owosso Police Department has registered to be a drop off site on October 29, 2011 from 10:00am to 2:00pm.

This is free and anonymous no questions asked.

There will be several media releases before this date to inform the public.

U. S. Department of Justice
Drug Enforcement Administration
www.dea.gov

NOTICE

Nationwide Prescription Drug Give-Back Day for the Public

The Drug Enforcement Administration (DEA) and government, community, public health, and law enforcement partners announced a nationwide prescription drug "Give-Back" initiative that seeks to prevent increased pill abuse and theft. DEA and participating agencies will be collecting potentially dangerous expired, unused, and unwanted prescription drugs for destruction at sites nationwide on Saturday, October 29, 2011, from 10:00 a.m. to 2:00 p.m. local time. The service is free and anonymous, no questions asked.

On October 12, 2010, the President signed the "Secure and Responsible Drug Disposal Act." This Act authorized DEA to promulgate new regulations which will allow ultimate users to deliver their unwanted potentially dangerous pharmaceutical controlled substances to appropriate entities for safe and effective disposal. The DEA is currently drafting these new regulations. As a Care Facility we are notifying you that you are encouraged to bring potentially dangerous expired, unused, and unwanted prescription drugs for destruction to a collection site located near your facility. We ask that the substances stay at the care facility until the day of the event and then transported, by one or more of your employees, to the collection site operated by law enforcement on Saturday, October 29, 2011.

This initiative addresses a vital public safety and public health issue. Many Americans are not aware that medicines that languish in home cabinets are highly susceptible to diversion, misuse, and abuse. Rates of prescription drug abuse in the U.S. are increasing at alarming rates, as are the number of accidental poisonings and overdoses due to these drugs. Studies show that a majority of abused prescription drugs are obtained from family and friends, including from the home medicine cabinet. In addition, many Americans do not know how to properly dispose of their unused medicine, often flushing them down the toilet or throwing them away – both potential safety and health hazards.

We are inviting all law enforcement agencies to register their agency as a participant. DEA will provide boxes with liners for disposal; the disposed medication will be picked up by DEA in the week that follows the event. Participating sites must be manned by law enforcement personnel for the four hours of the event; we ask that you collect *pills only*. Please encourage citizens to dispose of their unwanted or unused medication at a local collection site. Collection sites can be found by visiting www.dea.gov. This site will be continuously updated with new take-back locations.

Detroit Field Division
431 Howard Street
Detroit, MI 48226
313-234-4000

Robert Poikey
Law Enforcement Specialist
US Attorney's Office
Eastern District of Michigan
313-226-9120 (Office)

**REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
SEPTEMBER 7, 2011**

Meeting was called to order at 7:35 a.m. by Chairperson John Hankerd.

Roll Call was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairman John Hankerd, Authority Members Dave Acton, Ben Frederick, Bill Gilbert, Debbie Johnson, and Secretary Alaina Kraus.

MEMBERS ABSENT: Vice-Chairperson Barb Bucsi, James Demis, and vacancy.

OTHERS PRESENT: Adam Zettel, Assistant City Manager and Director of Community Development; City Manager Don Crawford; Planning Commissioner Burton Fox.

AGENDA:

**MOTION BY AUTHORITY MEMBER ACTON SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA FOR SEPTEMBER 7, 2011 WITH THE ADDITION OF ONE BUSINESS ITEM: # 1.2 THE STATE'S DOWNTOWN CONFERENCE
YEAS ALL. MOTION CARRIED.**

MINUTES:

**MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER ACTON TO APPROVE THE MINUTES OF THE REGULAR MEETING OF AUGUST 3, 2011.
YEAS ALL. MOTION CARRIED.**

COMMUNICATIONS:

- 1) Staff memorandum
- 2) Meeting minutes of August 3, 2011
- 3) August invoices
- 4) August budget report
- 5) OMS Manager posting

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

1. August Invoices

Invoices for DDA to be approved-September 7, 2011 meeting

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>
Adam Zettel	\$15.79	Reimbursement for supplies
American Speedy Printing	\$45.00	posters for Art Walk
Argus Press	\$198.00	Ads-July 2011
Aubrey Grant	\$400.00	Farmers Market Master Services-September 2011-4 events
Barb Bucsi	\$59.94	Reimbursement of web page fees
City of Owosso	\$394.68	copies/postage/cell phone/reimbursements
City of Owosso	\$47.78	Water for Downtown
Connectic Marketing	\$150.00	July and August 2011
Dan Hetfield	\$50.00	Artisan Market Salsa Contest Prize
David Pizzie	\$100.00	Artisan Market Master Services-September 1 ,2011-final event
DayStarr Communications	\$24.84	Phone Number Forwarding Service-September 2011
Donald L Helvie	\$200.00	Entertainment for Art Walk Event
Gilberts	\$135.94	Supplies
Kelly's Refuse Service	\$562.50	Downtown Trash-August 2011
Marlene Denn	\$35.00	Artisan Market Pie Contest Prize

Office Depot	\$37.12	Supplies
Tracy Mercado	\$400.00	Farmers Market Master Services-September 2011-4 events
Win's	\$139.50	Supplies
total	<u>\$2,996.09</u>	

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE PENDING INVOICES FOR PAYMENT BY THE DDA / MAIN STREET AS PRESENTED MAKING A TOTAL OF \$2,996.09. YEAS ALL. MOTION CARRIED.

1.2 State's Downtown Conference

The State Downtown Conference will be next week, Wednesday and Thursday on September 14 & 15. It was noted that Mr. Acton and Mr. Hankerd are going; possibly Mr. Zettel and someone from the city council. It costs \$175 per person.

MOTION BY BOARD MEMBER GILBERT SUPPORTED BY BOARD MEMBER KRAUS TO APPROVE THE COST OF UP TO FIVE PEOPLE ATTENDANCE TO THE STATE DOWNTOWN CONFERENCE. YEAS ALL. MOTION CARRIED.

2. Owosso Main Street Manager

Chairman Hankerd stated he has had a discussion with a couple of the board members for an interim manager position using several people. Board Member Action meet Tuesday – Thursday to do the state reports and to put out the newsletter. Board Member Gilbert thinks that is an excellent idea. That alleviates the stress of not having a manager and it will give the board a good feel of how the new manager is working out when he or she comes on board. Mr. Acton, Mr. Hankerd, Council Member Joni Forster and Ms. Nikki Harrington (on loan from Chemical Bank during the week) will be the four co-managers temporarily.

Mr. Zettel said the posting is for both DDA and OMS. City of Owosso Human Resource Department is taking the lead and will be starting to review the applications next week. We need to form an interview committee. Then there will be testing for the candidates. Chairman Hankerd asked for volunteers for the interview committee. It was mentioned that Jessica Unangst from Human Resources would be there. Dave Acton, Bill Gilbert, Barb Bucsi, and possibly John Hankerd may participate with the interview committee.

Mr. Zettel also noted that it was posted August 26, and that it has distributed to Michigan Main Street and the Michigan Municipal League. Laura from the MML may join the interview committee also. The DDA/OMS board would like to review all the applications.

Mr. Zettel suggested the second round of interviews occur the week of September 19 and possibly hire October 1. It depends on the board's decision. Mr. Acton suggested that the group decide a timeline at their first meeting. He also suggested that the new person may need some training with the interim group as they may hire someone not familiar with Main Street. Mayor / Board Member Frederick wants the applicants tested on historic district and outreach abilities, or willingness to get an education on those topics.

3. MMS Reports, Newsletter, Markets, etc.

The transition team did the report and did it on time. They did the newsletter and will get it distributed. Volunteers will distribute it by hand tomorrow (Thursday, September 8). They will plan to follow the format in the future. It will be on the Main Street website and will also be e-mailed out. Each committee needs to submit an article each month for the newsletter.

Chairman Hankerd commented that the markets are going well. The Farmers Market is doing great. Some are running out of products and the market is busting at the seams. The Artisan Market is done. The Artisan Market signs need to come down.

Mr. Zettel reminded everyone about the Michigan Main Street webinar today at noon regarding Historic Preservation to be held in the conference room at city hall.

Discussion about the Main Street Manager began with Chairman Hankerd reminding the board that they are the managers of the manager. Mr. Acton noted that the person could be an independent contractor with a 1099 or they could be a city employee. The city should voice an opinion of their desire. He would like to hear Mr. Zettel's or Mr. Crawford's opinions. Mr. Zettel stated that by being directly employed by the city they are entitled to fringe benefits like liability insurance; and they have a place to do business. OMS doesn't have enough money to pay for all the expenses. DDA is under the direction of the city.

8:13 am. Board Member Frederick left the meeting.

Mr. Zettel continued that it is financially beneficial for the DDA and the OMS to be under the city's accounting; audit services; "housekeeping matters"; and general oversight by council. Other than supervision, they are team partners, just to satisfy the role of how they function with the city. The city has more of a role this last year than what Main Street prefers. The board isn't as active as it should be. The four member interim management is a fantastic idea to get the members more involved. Discussion of OMS and DDA continued.

Chairman Hankerd noted that at Main Street training sessions there are always board members there except from Owosso. Other Main Streets are getting the training. He also noted that October 28 is the state's year end evaluation. They will meet with all of Owosso. That would be a great starting point for some changes.

COMMITTEE UPDATES:

1. ORGANIZATION

Board Member Kraus presented a work plan for a fundraiser to have a recipe book published. The outcome would be \$385 profit, possibly more. Chairman Hankerd stated the money goes into an overall fund and the board makes the decision on how to spend that extra money.

Mr. Zettel said that if we receive a donation specifically for a special donation, it does go to that particular item.

Main Street

**Committee:
Organization**

FY 2010/2011 Work Plan

Objective # : To raise dollars for the program

Project # : Put together a Recipe Book to sell for a profit

Project Manager: Sue Lynde

Project Tasks	Person Responsible	Start Date	End Date	Hours	Budget	Actual Cost	Comments
Contact vendors for pricing, options and styles	Sue	1-Aug-11	11-Aug-11	1		\$0	
Condense pricing for committee viewing	Sue	11-Aug-11	17-Aug-11	1		\$0	
Discuss with committee what format to use	Sue	17-Aug-11	17-Aug-11	0.5		\$0	
Prepare a form to gather recipes.	Sue	18-Aug-11	1-Sep-11	0.5		\$0	
Get Board approval	Alaina	7-Sep-11	7-Sep-11	0.25		\$0	

Distribute entry forms at the Farmers Market, Artisan Market and other events	Board & Committee	12-Sep-11	1-Jan-12	ongoing		\$0	
Gather recipe entry forms	Board & Committee	12-Sep-11	1-Jan-12	ongoing		\$0	
Set up the book format on line	Sue	1-Jan-12	1-Feb-12	3			
Order the required number of books(100)	Sue	2-Feb-12	2-Feb-12	0.5		\$615	Sales price \$10ea = \$385 profit
Submit payment for approval	Alaina	upon receipt	upon receipt	0.25			
Distribute the books and collect payment from those that preordered	Committee members	1-Mar-12	31-Mar-12	1			
Display books for sale at the markets and all events	Committee members	1-Mar-12	31-Dec-12	0			

Totals: **8** **\$0**

MOTION BY BOARD MEMBER ACTON SUPPORTED BY BOARD MEMBER JOHNSON TO ACCEPT THE WORK PLAN AS PRESENTED. YEAS ALL. MOTION CARRIED.

Ms. Kraus said they are still working on the communications policy and updating the website.

2. PROMOTIONS

Chairman Hankerd reported that the promotions subcommittee is working on the Art Walk. Beth Kuiper is working on it and it is coming together very well. It will be bigger than ever. The Market Messenger newsletter of August 25 - 27, 2011 has all his news.

3. ECONOMIC RESTRUCTURING

Authority Member Gilbert commented that they are in transition with a tentative new chairperson and possibly two or three members. Renita Mikolajczyk from The Shiawassee Regional Chamber of Commerce stated that she took the chair in August at a meeting at Board Member Demis's office. We need to start using the Downtown Diva software, she said. The committee recommends an intern.

City Manager Crawford said that city hall has BS&A software and if it will interface, that's available. Larry Cook, the Assessor and Marty Stinson can help. Maybe Baker College can help with an intern. Ms. Mikolajczyk stated there are no interns available.

4. DESIGN

Authority Member Acton reported that this committee is working on a 13 point work plan, but he was only going to mention six at this time.

1. Eaton Place – This will be an eating place in the alley between Community Pharmacy and the dentist office. There will be seats with integrated tables, and will be used for the Farmers Market also.
2. Way finding - Looking into the purchasing requirements. We have two suppliers that we're interested in.

3. Clean the Streets – “International Baccalaureate” students need 20 hours of volunteer time; and court service people could be assigned certain areas to maintain cleanliness. There will be a work plan.
4. Splash Park Plan – The new fountain is not made to be climbed in. There is a subcommittee looking and considering several locations. This may be in the 2012-13 budget for about \$75,000. Some possible sponsors have come forward.
5. Beautiful stoppers will be installed in the downtown parks to prevent skateboard damage.
6. Building Basics has a meeting today.

PUBLIC COMMENTS:

Burton Fox stated the flower baskets turned out great this summer. However, the one in front of Images Forever has died and needs to come down.

The bicycle racks have been a long time coming. Need to get the information out to the public why they are taking so long (Baker College is building them in their welding classes).

The Artisan Market did not have as many vendors this year. An invitation needs to be extended to the Farmers Market vendors or maybe extend it as long as the Farmers Market.

Board Member Acton said that some people don't like cars parking in front of their businesses during the Artisan Market.

Mr. Fox replied that we need more activities downtown.

BOARD COMMENTS:

Board Member Johnson said she still has customers coming in her store who comment about coming from the big train event a couple years ago.

Board Member Johnson said that some of the benches have been ruined from the skate boarders. It was mentioned that there are metal brackets that can be added that don't interfere with sitting on the benches.

Board Member Gilbert asked if there weren't signs downtown about not riding bikes on sidewalks. City Manager Crawford replied yes.

Board Member Johnson asked about a smoking policy at the tobacco store on Main Street. Why can't they go around the side of the building? Is there an ordinance? It looks bad. Mr. Fox suggest someone talking to the owner.

9:37 a.m. Board Member Kraus left the meeting.

ADJOURNMENT:

**MOTION BY AUTHORITY MEMBER JOHNSON, SUPPORTED BY AUTHORITY MEMBER ACTON TO
ADJOURN THE MEETING AT 9:40 A.M.
YEAS ALL. MOTION CARRIED.**

Alaina Kraus, Secretary

Minutes of the **September 20, 2011**, regular meeting
of the **Owosso Historical Commission** held
at the Gould House, 7:00 p.m.

Members Present: City Treasurer Ronald Tobey, Chairperson Piper Brewer, and members Shaffer Fox, Crystal Smith, Charles Wascher and Lorraine Weckwert.

Members Absent: Michael Erfourth, JoEllen Hartley, Gary Wilson and vacancy

Guests Present: David Shorter, Director, Steam Railroading Institute

The meeting was called to order at 7:01 p.m. by Chairperson Brewer.

There were no citizen comments.

David Shorter was introduced and made a presentation of the mission and plans for the Steam Railroading Institute. Members affiliated with the Historic District agreed to work with him regarding historical district designations and also Commission members for new signage options for the Institute.

Motion by Wascher to accept and place on file minutes of August 16, 2011. Supported by Fox and approved.

Motion by Weckwert to accept the August 2011 Treasurer's Report. Supported by Smith and approved.

Smith updated the commission on the trip to Massachusetts to obtain the Curwood book donations. A trailer will not have to be rented. Books will be unloaded September 26, at 8:30 a.m., and placed in the Castle on pallets. It was agreed to hold the October meeting at Curwood Castle to discuss a plan for processing the books and holding a fundraiser.

Brewer presented the check from the Curwood Festival for \$192.46 for our participation as a sponsor.

Brewer relayed that Erfourth is still planning the repainting of Gould House porches. The condition of the carpet on the Washington Street apartment entrances was noted and Erfourth will be asked to replace the runner at the time of painting.

A proposal to clear the drive and private sidewalks at the Gould House by Millennium Lawn and Snow Service for \$25 per occurrence was presented by Tobey. Motion by Fox to accept this proposal with support by Wascher. Motion carried. Tobey was asked to verify that the back door entrance can also be included.

Owosso Music Teachers Association has requested use of the Gould House next April. They asked that the provision for providing docents be dropped for their rental. Motion by Weckwert to charge OMTA a flat \$100.00 for a one time use of the Gould House. Support by Fox. Discussion. At the vote there were two in favor, one opposed and one abstention. Motion failed due to lack of majority. A use request by Musicale is also pending. Members chose to review the policy at the next meeting.

A request by the Garden Club to remove an overgrown shrub in the rear of the Gould House property was accepted by consensus.

Weckwert commented on the entrance signs placed by the Commission at the east and west entrances to the city. In April, members chose to delay replacement due to development of "way finding" designs by Main Street. Weckwert relayed that these decisions would not prohibit replacement of the current designs, but the condition of those signs warranted removal if not replacement. Motion by Weckwert to replace one sign, with support by Wascher. Tobey commented that the item was not on the agenda for discussion and that it had originally been decided to discuss in October's meeting. Members agreed to defer it to the October agenda.

Weckwert also commented regarding the storage of items in the Paymaster Building by the Main Street organization.

Chairman Brewer adjourned the meeting at 8:35 p.m.

Respectfully submitted,
Ronald J. Tobey, Secretary/Treasurer

Minutes
Regular Meeting of the Parks & Recreation Commission
Conference Room A, City Hall
September 26, 2011 – 6 p.m.

The meeting was called to order at 6:02 p.m. by Vice-Chairperson Hebekeuser.

Roll call was taken by Recording Secretary Marty Stinson.

Members Present: Commissioners Sherri Chavora, Michael Espich, Jeff Selbig, and Vice-Chairperson Jerry Hebekeuser.

Members Absent: Chairperson Marsha Ladd (excused).

Others Present: Adam Zettel, Assistant City Manager and Director of Community Development.

Vice-chairperson Hebekeuser introduced and welcomed the new member to the board, Michael Espich.

Approve Agenda for September 26, 2011:

A motion to approve the agenda as presented by Commissioner Chavora and supported by Commissioner Espich.

Ayes: all, motion carried

Approve Minutes from September 13, 2011 meeting:

A motion to approve the minutes from the September 13, 2011 meeting was made by Commissioner Chavora and supported by Commissioner Selbig.

Ayes: all, motion carried

Public Comments: None at this time.

Communications:

1. Staff memorandum
2. September 13, 2011 minutes
3. Fundraising report from September 19, 2011
4. Park plan narrative
5. Plan tables (park system, five year plan, six year and beyond plan)

Business:

1. Park Plan Updates

Commissioner Selbig commented on drinking water for Collamer Park.

Mr. Zettel, Assistant City Manager and Director of Community Development, presented information about a grant application for the Bentley Park. It has not been awarded yet. It was expected at the end of September. This was good news as it may indicate they are still in the running; possibly for a second round application. This may be to our advantage as the Bentley Park project is much farther along with donations now being received and a possible water feature being added.

There was further discussion about watering the community gardens at Collamer Park from Hopkins Lake with a hand pump, and maybe installing a water connection for a drinking fountain and the dog park.

The next step for the Parks and Recreation Plan according to Mr. Zettel would be to insert the photos and

bind the copies. Then the plan will be sent to the Council in late October or early November if we don't get public comments.

Commissioner Chavora would like a statement added that the plan has some dated material included. Mr. Zettel commented that something could be added along the lines of "It is the intent of the Parks and Recreation Commission to update information in years to come after further considerations."

Motion by Commissioner Chavora, supported by Commissioner Selbig to accept the Parks and Recreation Plan with changes for a potable water supply at Collamer Park and the inclusion of a disclaimer on the need to update demographic data when the plan is next reviewed; for distribution and circulation of the plan for not less than one month; for subsequent review by the Owosso City Council at a public hearing to follow the review period; for recommendation of approval of the plan to the Owosso City Council pending public comment.

Ayes: all, motion carried

2. Fundraising update / Bentley Park

Commissioner Chavora discussed the Scarecrows in the Park event to be held on October 22 from 2 to 4 p.m. Flyers will be distributed to students tomorrow and Wednesday. They have five scarecrows registered already. There are businesses that may sponsor a classroom. Banners will hang on the tennis courts. There are postcards that will be mailed. There will be a band, a pumpkin decorating contest, coloring contest, prizes, a bounce house, a moon walk, and more.

Mr. Zettel reviewed the reports. He stated there is \$61,000 committed or collected so far for the Bentley Park. He also noted that we need to start thinking about organizing a "to do" list for the projects.

Commissioner Comments:

Vice-Chairperson Hebekeuser gave an update on the ball park: the footings are done and they are ready for the poured walls pending the weather.

Commissioner Chavora asked about the top of the snow hill. Mr. Zettel stated the DPW is not able to change it yet, but he will check on that again.

Commissioner Chavora asked how the Holman Pool was coming along. Mr. Zettel said they are working on the demolition in their spare time which is not much. It may not get done soon as they have the leaf program coming up soon.

Commissioner Chavora asked about a skating rink. Mr. Zettel said there is nothing new to report. It may be in a long term budget to make one possible where the pool was. Mr. Zettel will follow up on that also. Ms. Chavora noted that if we have a rink, we'll need lighting as in the winter it's dark by 5:30. Mr. Zettel will do some homework and bring back some information to the October meeting.

Commissioner Selbig reported on the disc golf and some possible property use. Some is city property also. There may also be a possible trail installed that goes from Collamer Park to Rosevear Park.

Adjournment:

A motion to adjourn the meeting was made by Commissioner Espich and was supported by Commissioner Selbig. The meeting adjourned at 6:55 p.m.

Ayes: all, motion carried

Marty Stinson, Recording Secretary