

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, JANUARY 02, 2018
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 DECEMBER 18, 2017:

ADDRESSING THE CITY COUNCIL

1. Your comments shall be made during times set aside for that purpose.
2. Stand or raise a hand to indicate that you wish to speak.
3. When recognized, give your name and address and direct your comments and/or questions to any City official in attendance.
4. Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to four (4) minutes duration during the first occasion for citizen comments and questions. Each person shall also be afforded one opportunity of up to three (3) minutes duration during the last occasion provided for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
5. In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

1. CDBG Grant Application. Conduct a public hearing to receive citizen comment regarding the proposal to apply for CDBG grant funding for the 2017-18 Façade Grant Project in the amount of \$442,907.00, designate the Mayor as the certifying officer, and commit the City to a \$12,500.00 match.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

1. Project Status Report

CONSENT AGENDA

1. OHM Contract Services Amendment – Stormwater geodatabase development
2. Adopt the 2015 International Property Maintenance Code replacing former editions.
3. Adopt 2015 International Fire Code replacing former editions.

ITEMS OF BUSINESS

1. Set Special Meeting. Set a special meeting for Saturday, January 20, 2018 at 10:00 a.m. for the purpose of conducting second interviews for the City Manager position.

COMMUNICATIONS

1. Historical Commission. Minutes of December 18, 2017.
2. Planning Commission. Minutes of December 11, 2017.
3. J. Steele-Elkins, Historical Commission. Letter of Resignation.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, January 15, 2018

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2019
Brownfield Redevelopment Authority/LDFA – term expires June 30, 2018
Building Board of Appeals - term expires June 30, 2019
Building Board of Appeals – Alternate - term expires June 30, 2018
Historical Commission – term expires December 31, 2019
Historical Commission – term expires December 31, 2020

ADJOURNMENT

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

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF DECEMBER 18, 2017
7:30 P.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: COUNCILMAN BURTON D. FOX

PLEDGE OF ALLEGIANCE: COUNCILMAN ROBERT J. TEICH, JR.

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

ABSENT: None.

APPROVE AGENDA

Motion by Councilmember Teich to approve the agenda as presented.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF DECEMBER 4, 2017

Motion by Councilmember Bailey to approve the Minutes of the Regular Meeting of December 4, 2017 as presented.

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

APPROVAL OF THE MINUTES OF SPECIAL MEETING OF DECEMBER 5, 2017

Motion by Councilmember Greenway to approve the Minutes of the Special Meeting of December 5, 2017 as presented.

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

APPROVAL OF THE MINUTES OF SPECIAL MEETING OF DECEMBER 6, 2017

Motion by Councilmember Fox to approve the Minutes of the Special Meeting of December 6, 2017 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

Curwood Festival Check Presentation

Curwood Festival President David Minarik was on hand to present the City with a \$1,000 donation for maintenance of Curwood Castle from the Curwood Festival.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

Tom Manke, 2910 W. Main Street, said he was upset about homeless camps being torn down by Owosso Police Officers outside the City limits. He said he had heard that the Public Safety Director had authorized their destruction and he wanted to know by what authority he had done so.

Albert Martenis, Wesener Building property manager, expressed his concerns with parking and snow removal issues as they relate to the Wesener property and its tenants. He felt there was a lack of communication and procedure on the part of the City. He asked that the City look at the issue again.

Carolyn Mitchem, 1204 Orchard Street, said she was very upset when she didn't see any salt trucks out on December 9th when the streets were icy. She went on to say that she felt her street does not receive enough attention when it comes to snow and ice removal. Mayor Eveleth asked that the DPW check her neighborhood to make sure it is free of snow and ice.

There was a lengthy discussion regarding downtown parking and snow removal in the alley behind the Wesener Building involving DDA Director Joshua Adams, Mr. Martenis, and the City Council. Mr. Adams agreed to meet with Mr. Martenis within the next week to further discuss the issues.

Mayor Eveleth announced that his mother had made chocolates for everyone at the meeting to enjoy.

CITY MANAGER REPORT

City Manager Donald D. Crawford said he had nothing to report at this time.

CONSENT AGENDA

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

Set Public Hearing - CDBG Grant Application. Set a public hearing for Tuesday, January 2, 2018 to receive citizen comment regarding the proposal to apply for CDBG grant funding for the 2017-18 Façade Grant Project in the amount of \$442,907.00, designate the Mayor as the certifying officer, and commit the City to a \$12,500.00 match as follows:

RESOLUTION NO. 172-2017

**SETTING THE PUBLIC HEARING TO
AUTHORIZE THE APPLICATION FOR A
COMMUNITY DEVELOPMENT BLOCK GRANT AND
DESIGNATION OF CERTIFYING OFFICER**

WHEREAS, the city of Owosso has been invited by the Michigan Strategic Fund to submit a CDBG application in the amount of Four Hundred Forty-Two Thousand, Nine Hundred Seven Dollars (\$442,907) for its 2017/18 Façade Project; and

WHEREAS, the total project cost of the project is \$898,314, with \$442,907 requested from the MEDC, \$442,907 expected to be supported by the said property owners, and \$12,500 to be provided by the City of Owosso as outlined in the grant application; and

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

WHEREAS, the city of Owosso desires to use the CDBG funds for the rehabilitation of the historic facades of five properties located in Owosso's downtown: 114 N. Washington; 115 N. Washington; 116 N. Washington; both front and rear facades of 216 & 218 W. Main; and 114 W. Main; and

WHEREAS, the beneficiaries of this project would include all residents in the community, and the city has been identified as being greater than 51% low and moderate income persons; and

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

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

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

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

FIRST: the Owosso City Council sets a public hearing for Tuesday, January 2, 2018 on or about 7:30 p.m. in council chambers at city hall for the purpose of hearing comments for residents or taxpayers within the city of Owosso; and

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

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

Name	Board/Commission	Term Expires
Mike Selleck*	Board of Review	12-31-2022
Jenelle Steele-Elkins*	Historical Commission	12-31-2020
Karen Marumoto*	Historical Commission	12-31-2020
Annie Ludington*	Historical Commission	12-31-2020

* indicates reappointment

New Year's Eve Block Party Permission. Approve request from Owosso Main Street for the closure of South Washington Street from Comstock Street to Jerome Avenue on Sunday, December 31, 2017 at 6:30 p.m. until Monday, January 1, 2018 at 1:00 a.m. for the New Year's Eve Block Party, waive the insurance requirement, and approve Traffic Control Order No. 1388 formalizing the request.

MDOT Performance Resolution. Authorize resolution outlining the City's responsibilities in relation to the granting of permits by MDOT to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and/or under a state highway right of way as follows:

RESOLUTION NO. 173-2017

MICHIGAN DEPARTMENT OF TRANSPORTATION PERFORMANCE RESOLUTION FOR GOVERNMENTAL UNITS

RESOLVED WHEREAS, the city of Owosso hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the

"DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

<u>Name</u>	<u>Title</u>
Mark Mitchell	DPW Supervisor
Glenn Chinavare	Director of Public Services
Randy Chesney	City Engineer
Debbie Hebert	Executive Secretary

Contract Amendment – Addendum No. 4 – SAW Grant Preparation Contract. Authorize Addendum No. 4 to the SAW Grant Preparation Contract with Capital Consultants, Inc. d/b/a C2ae for construction and design services for sludge thickener improvements at the WWTP in an amount not to exceed \$16,500.00, and further authorize payment to the contractor upon satisfactory completion of the work or portion thereof as detailed below:

RESOLUTION NO. 174-2017

**AUTHORIZING ADDENDUM NO. 4 TO THE AGREEMENT
BETWEEN THE CITY OF OWOSSO AND CAPITAL CONSULTANTS, INC. D/B/A C2AE
FOR ADDITIONAL ENGINEERING SPECIFICATION, DESIGN, AND CONSTRUCTION SERVICES
TO REPAIR AND REHABILITATE THE SLUDGE THICKENER PROCESS
AT THE WASTEWATER PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Wastewater Plant Replacement Fund for the repair and rehabilitation of the Sludge Thickener Process, and

WHEREAS, the existing Sludge Thickener drive mechanism, ventilation system, drainage piping, and other infrastructure components have exceeded their useful service life or are inoperable, and C2ae of Lansing, Michigan has provided a proposal for the necessary additional engineering services to guide the repair and rehabilitation of the Sludge Thickener Process, and

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal and verified the additional engineering services to repair and restore the Sludge Thickener Process to full operational capability, and recommends authorizing C2ae to provide the necessary specifications and engineering services in the amount of \$16,500.00.

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

FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Capital Consultants, Inc. d/b/a C2ae for design services to repair and rehabilitate the Sludge Thickener Process at the Wastewater Treatment Plant.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as, Addendum No. 4 to an Agreement for Professional Engineering Services with Capital Consultants, Inc. d/b/a C2AE, in the amount not to exceed \$16,500.

THIRD: The accounts payable department is authorized to submit payment to C2ae in the amount of \$248,775.00 for the previously authorized agreement and amendments, plus \$16,500.00 for Addendum No. 4 for a total amount of \$265,275.00.

FOURTH: The above expenses shall be paid from the Wastewater Plant Fund 599-901-977.000.

Contract Authorization – IT/Network Engineering Services. Authorize contract with Logicalis, Inc. for the provision of network administrator services for the 2018 calendar year in an amount not to exceed \$81,536.00, and further authorize payment to the vendor for services rendered up to the contract amount as detailed:

RESOLUTION NO. 175-2017

**ADOPTING THE LOGICALIS, INC. STAFFING STATEMENT OF WORK (SOW)
FOR JEFF KISH**

WHEREAS, the city of Owosso, a Michigan municipal corporation, utilizes a sophisticated network of computers to facilitate day to day operations; and

WHEREAS, said network requires the services of a skilled professional to continue to function properly; and

WHEREAS, the city contracts with Logicalis, Inc. for the provision of network administrator services; and

WHEREAS, the city council must adopt a resolution authorizing the terms of the contract for the calendar year effective January 1, 2018 through December 31, 2018.

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

FIRST: The City of Owosso has determined it is advisable, necessary and in the public interest to continue the contract with Logicalis, Inc. for network administrator services for the year beginning January 1, 2018.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Staffing Statement of Work between the City of Owosso and Logicalis, Inc.

THIRD: The accounts payable department is authorized to pay Logicalis, Inc. for work satisfactorily performed in an amount not to exceed \$81,536.00.

FOURTH: The above expenses shall be paid from Account No. 101-258-818000.

FIFTH: All prior resolutions and documents for the *Logicalis Network Administrator Services and/or Staffing SOW* are rescinded as of January 1, 2018.

Contract Authorization —CDBG Third Party Administrator. Approve contract with Emily J. Pantera for administrative services related to the City's management of the CDBG grant for the 2017-18 Façade Grant Project as follows:

RESOLUTION NO. 176-2017

**AUTHORIZING THE SELECTION OF
A CERTIFIED GRANT ADMINISTRATOR
FOR THE 2017/18 OWOSSO FAÇADE PROJECT USING
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

WHEREAS, the city of Owosso sought proposals from consultants for management and administrative services required by the City for administration/implementation of a proposed Community Development Block Grant (CDBG) if funded by the state; and

WHEREAS, the project for which funds will be requested consists of the rehabilitation of five historic buildings located in the downtown at 114 N. Washington; 115 N. Washington; 116 N. Washington; both front and rear facades of 216 & 218 W. Main; and 114 W. Main; and

WHEREAS, the city of Owosso posted a Request for Proposal (RFP) to the MEDC for posting on the their website for a certified grant administrator for the 2017/18 Owosso Façade Project; and

WHEREAS, the city received four responses from the RFP; and

WHEREAS, a list of those that responded and a copy of each consultants response was sent to the MEDC for review; and

WHEREAS, the city of Owosso used the scoring criteria from the RFP as well as taking into account the number of projected hours and hourly rate to select Emily J. Pantera to perform these services at a cost not to exceed \$25,000.00; and

WHEREAS, the entire cost for the certified grant administrator will be paid for by the MEDC as part of the grant.

NOW, THEREFORE, BE IT RESOLVED that the Owosso City Council, county of Shiawassee, state of Michigan:

FIRST: that the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Emily J. Pantera to provide administrative consulting services for the 2017/18 Owosso Façade Project; and

SECOND: that the mayor and city clerk of the city of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit A, Contract for Administrative Consulting Services with Emily J. Pantera.

Purchase Authorization – City Hall Carpeting. Authorize a purchase order for the purchase of approximately 6,000 square feet of Milliken carpeting for City Hall through the United States Government General Services Administration in an amount not to exceed \$40,000.00 as detailed below:

RESOLUTION NO. 177-2017

PURCHASE OF MILLIKEN CARPETING FOR CITY HALL THROUGH THE UNITED STATES GOVERNMENT GENERAL SERVICES ADMINISTRATION VENDOR

WHEREAS, the city has determined it necessary to replace approximately 6,000 square feet of carpeting in city hall; and

WHEREAS, the city received an estimate of \$40,000 to purchase the materials necessary; and

WHEREAS, the proposed cost was budgeted in the 2016-17 budget but was not spent and carried over as a fund balance;

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 the Milliken carpeting through the United States Government General Services Administration.

SECOND: The purchase contract will be in the form of a city purchase order with the General Services Administration vendor.

THIRD: The above expense shall be paid from the General Fund.

Warrant No. 553. Authorize Warrant No. 553 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal Risk Management Authority	Building and property insurance-3rd installment	Various	\$128,601.50
William C. Brown, PC	Professional services- November 3, 2017 – December 11, 2017	General	\$11,043.76

Check Register – November 2017. Affirm check disbursements totaling \$1,198,267.47 for November 2017.

Motion supported by Councilmember Fox.

Roll Call Vote.

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

NAYS: None.

ITEMS OF BUSINESS

Lot Split Authorization – 330 North Water Street

Motion by Councilmember Bailey to authorize the division of a City lot under Michigan Subdivision Control Act for platted lot at 330 North Water Street as follows:

Current Descriptions:

Address	Status	Parcel #
332 N Water St.	Before Split	050-470-013-003-00
Description: W 99' OF THEN 52.80' OF LOT 2 BLK 13 ORIGINAL PLAT EXCEPTING & RESERVING THE E 7' OF ABOVE DESCRIBED LANDS FOR A PUBLIC DRIVEWAY		

Address	Status	Parcel #
215 W. Williams St.	Before Split	050-470-013-004-00
Description: E 23' OF N 52.8' OF LOT 2 AND W 4' OF N 52' OF ALY BTWN LOTS 1 & 2 BLK 13 ORIGINAL PLAT		

Address	Status	Parcel #
330 N. Water St.	Before Split	050-470-013-005-00
Description: S 13.2 LOT 2 & N 36.3 LOT 3 BLK 13 (EXCEPT E 24') ORIGINAL PLAT		

Address	Status	Parcel #
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N. Water St. (VL-Parking)	Before Split	050-470-013-021-00
Description: E 24FT OF S 13.2FT OF LOT 2 BLK 13 AND E 24FT OF N 36.3FT OF LOT 3 BLK 13 ORIGINAL PLAT		

Descriptions After Split:

Address	Status	Parcel #
332 N Water St.	After Split	050-470-013-003-00
Description: W 99' OF THEN 52.80' OF LOT 2 BLK 13 ORIGINAL PLAT EXCEPT THEE 6', ALSO EXCEPTING & RESERVING THE E 1' OF ABOVE DESCRIBED LANDS FOR A PUBLIC DRIVEWAY		

Address	Status	Parcel #
215 W. Williams St.	After Split	050-470-013-004-00
Description: E 29' OF N 62.8' OF LOT 2 AND W 4' OF N 52' OF ALY BTWN LOTS 1 & 2 BLK 13 ORIGINAL PLAT		

Address	Status	Parcel #
330 N. Water St.	After Split	050-470-013-005-00
Description: PART OF LOT 2 & 3, BLK 13 ORIGINAL PLAT, DESC AS BEG AT PT 52.8' S OF NW COR LOT 2, THE E 93', S 10', E 5', S 39.5', W 98' TOW LN LOT 3, & E LN OF WATER ST, TH N 49.5' TO POB		

Address	Status	Parcel #
N. Water St. (VL-Parking)	After Split	050-470-013-021-00
Description: E 24FT OF S 3.2FT OF LOT 2 BLK 13 AND E 24FT OF N 36.3FT OF LOT 3 BLK 13 ORIGINAL PLAT		

Motion supported by Councilmember Greenway.

Roll Call Vote.

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

NAYS: None.

2017 Audit Acceptance

Motion by Councilmember Fox to approve the resolution accepting and placing on file the City of Owosso Financial Report for the Fiscal Year Ended June 30, 2017 as follows:

RESOLUTION NO. 178-2017

**RESOLUTION ACCEPTING AND PLACING ON FILE
THE CITY OF OWOSSO, MICHIGAN FINANCIAL REPORT
WITH ADDITIONAL INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

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

WHEREAS, the city of Owosso employed Rehmann Robson LLC, certified public accountants, to audit the financial records of the city of Owosso and such audit has been completed and is presented this date to the city council.

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

FIRST: The *City of Owosso, Michigan Financial Report with Additional Information for the Fiscal Year Ended June 30, 2017*, attached hereto and made a part hereof as Exhibit A, is hereby accepted and placed on file.

SECOND: A copy of the *City of Owosso, Michigan Financial Report with Additional Information for the Fiscal Year Ended June 30, 2017* will be maintained on file in the office of the city clerk for public examination, a copy will be placed in the Shiawassee District Library Owosso Branch for public examination, and copies will be sent to those required by law and agreement.

Motion supported by Councilmember Bailey.

Roll Call Vote.

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

NAYS: None.

Gute Drain Petition & Resolution

City Manager Crawford indicated that the Council had talked about the flooding in the South Saginaw Street area and the area near the cemetery in the past, and after speaking with the Drain Commissioner he was recommending the City petition the County Drain Commission to study the issue. Mr. Crawford noted that retention and detention facilities would probably need to be created to slow the flow of water from this area to the river. Any work performed as a result of the study would be specially assessed to those receiving a benefit.

Motion by Councilmember Fox to petition the Shiawassee County Drain Commissioner to lay out and establish a drainage district to include the drainage basin that flows through what is commonly known as the Gute Drain as detailed below:

RESOLUTION NO. 179-2017

RESOLUTION PETITIONING THE SHIAWASSEE COUNTY DRAIN COMMISSIONER TO LAY OUT AND ESTABLISH A DRAINAGE DISTRICT

WHEREAS, the city of Owosso hereby petitions the Shiawassee County Drain Commissioner to lay out and establish a drainage district in the city of Owosso under the provisions of Act No. 40 of the Public Acts of 1956, as amended. The location of the drain to be substantially as noted herein, and, as may be finally determined by you; and

WHEREAS, the city of Owosso hereby petitions the Shiawassee County Drain Commissioner to lay out and establish a drainage district, which will properly drain the lands in the district, under the provision of Act No. 40 of the Public Acts of 1956, as amended, including the drainage basin that flows through what is commonly known as the Gute Drain running from an area south of the city of Owosso eventually discharging into the Shiawassee River; and

WHEREAS, the city of Owosso acknowledges that it will be liable for a percentage of the total amount to be levied for the proposed work; and

WHEREAS, it has been determined necessary to proceed as soon as possible to accomplish the aforesaid improvements.

NOW THEREFORE BE IT RESOLVED, that the city of Owosso hereby petitions to the Shiawassee County Drain Commissioner to lay out and establish a drainage district, which will properly drain the lands in the district, under the provision of Act No. 40 of the Public Acts of 1956, as amended, including the drainage basin that flows through what is commonly known as the Gute Drain running from an area south of the city of Owosso eventually discharging into the Shiawassee River.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be attached to the petition.

BE IT FURTHER RESOLVED, that the mayor and city clerk be authorized to execute the petition on behalf of the city of Owosso.

Motion supported by Councilmember Bailey.

Roll Call Vote.

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

NAYS: None.

City Manager Candidate Deliberation

Human Resources Director Jessica B. Unangst distributed to Council the collective scores from the interviews as well as wage/salary data for comparable communities.

There was discussion among Council regarding whether or not to conduct a second interview for any candidates, allowing follow-up questions during the second interviews, adding other candidates to the pool, dissatisfaction with the initial interview process, and hiring an organization like the MML to assist with the search.

Motion by Councilmember Teich to invite the top two candidates back for a second interview at which point a determination will be made if the search needs to be expanded and/or a search firm employed to assist. HR Director Unangst will coordinate interview dates with the candidates and report back to Council if a special meeting is required.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmembers Bailey, Greenway, Law, Teich, and Mayor Eveleth.

NAYS: Mayor Pro-Tem Osika and Councilmember Fox.

City Attorney William C. Brown asked that it be noted for the record that there was no liability for asking follow-up questions. Mayor Eveleth acknowledged Mr. Brown's point saying that he recalled him stating there was no liability prior to the conduct of the interviews, but that it was his purview as the chair of the meeting and he decided not to allow follow-up questions during the first interviews.

COMMUNICATIONS

Karen K. Ruddy, Finance Director. November 2017 Financial Report.
N. Bradley Hissong, Building Official. November 2017 Building Department Report.
N. Bradley Hissong, Building Official. November 2017 Code Violations Report.
Kevin D. Lenkart, Public Safety Director. November 2017 Police Report.
Kevin D. Lenkart, Public Safety Director. November 2017 Fire Report.
Zoning Board of Appeals. Minutes of November 21, 2017.
Planning Commission. Minutes of November 27, 2017.
Parks & Recreation Commission. Minutes of November 29, 2017.

CITIZEN COMMENTS AND QUESTIONS

Tom Manke, 2910 W. Main Street, said the City may need to take another look at creating a parking structure in the downtown to accommodate the new residents.

Mayor Eveleth wished everyone a Merry Christmas and a Happy New Year.

Mayor Pro-Tem Osika invited everyone to the first ever New Year's Eve Block Party downtown. There will be lots of activities for the whole family. The party starts at 8:00 p.m.

NEXT MEETING

Tuesday, January 02, 2018

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2019
Brownfield Redevelopment Authority/LDFA – term expires June 30, 2018
Building Board of Appeals - term expires June 30, 2019
Building Board of Appeals – Alternate - term expires June 30, 2018
Historical Commission – term expires December 31, 2019

ADJOURNMENT

Motion by Councilmember Bailey for adjournment at 9:01 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk



MEMORANDUM

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

DATE: December 27, 2017

TO: City Council

FROM: Glenn M. Chinavare, Director of Public Services & Utilities

SUBJECT: Storm Water Geodatabase & Collection System Map

RECOMMENDATION:

Authorization and approval to enter into a professional service agreement with Orchard, Hiltz, and McClement (OHM) of Livonia, Michigan, for engineering services to develop a storm water geodatabase and collection system map.

BACKGROUND:

The city of Owosso is one of many communities in the State of Michigan that fell under the USEPA Clean Water Act of 1972, as a MS4 - Phase II separate storm water community, to be regulated under 40 Code of Federal Regulations (CFR) Part 122. The city of Owosso has a Storm Water NPDES Permit, which is monitored under the Wastewater NPDES Permit, and which has a Storm Water Pollution Prevention Plan (SWPPP) for compliance.

The existing storm water map is obsolete lacking reliable information, is not sufficient for effective regulatory compliance or effective maintenance management, and is not a reliable tool for assisting in street construction projects.

OHM Advisors has already developed a water and wastewater geodatabase and mapping system for the city of Owosso during 2016 and 2017. OHM is the most familiar with our utility collections systems, has provided a competitive proposal for these services as attached, and is ready to proceed using existing templates already developed, to create the next geodatabase and utility mapping system.

FISCAL IMPACTS:

Funds for this project will impact several budgetary accounts as follows: Local Streets 203-463-818.000, Major Streets 202-463-818.000, DPW 101-441-831.000, and Wastewater Collection 590-549-818.000, for a total of \$100,736.00. Funds are available in the FY2017/2018 budget.

Document originated by:

Glenn M. Chinavare, Utility Director

Attachments: (1) OHM Proposal
(2) Resolution

December 12, 2017

City of Owosso
301 West Main St.
Owosso, MI 48867

Attention: Mr. Glenn Chinavare, Utilities Director

Subject: Stormwater System GIS Proposal

Dear Mr. Chinavare:

We would like to thank you for the opportunity to submit a proposal for the creation of a Stormwater GIS Network. We have prepared the following project understanding and scope of services based on our understanding of the needs of the City of Owosso.

PROJECT UNDERSTANDING

The City of Owosso has contracted OHM Advisors to assess their sanitary sewer system and develop a Capital Improvement Plan through the MDEQ SAW Grant Program. OHM was also contracted to perform a water reliability study of the water distribution system. Through this programs, OHM Advisors has developed a GIS geodatabase for the City. The City is lacking a digital Stormwater GIS network in its system.

SCOPE OF SERVICE

Our scope of professional services includes the following tasks:

TASK 1: GPS Field Data Collection

- OHM Advisors will task a 2 person field crew to GPS locate and collect all Stormwater structures within the system using Trimble Catalyst unit. The Trimble Catalyst unit's maximum accuracy is 1cm horizontal & 2cm vertical.
 - Total cost for Task 1 = \$62,208

TASK 2: GIS Network Development

- Using the GPS data collected in Task 1, OHM Advisors' GIS team will develop a GIS network. This network will be geometrically-correct and meet current GIS standards. The network will be added to the existing City geodatabase which already includes sanitary sewer and water main information, where it will be in the ESRI Local Government Schema format.
 - Total cost for Task 2 = \$35,936

TASK 3: Map Development

- Once the stormwater system is established in the geodatabase, new system maps will be developed for the City.
 - Total cost for Task 3 = \$736

TASK 4: Other GIS Tasks

- Other GIS tasks include geodatabase updates, map updates and routine maintenance.
 - Total cost for Task 4 = \$1,856

Total Cost for Tasks 1-4 = \$100,736

OHM Advisors' will utilize City staff for advisement of system.

DELIVERABLES

Deliverables will be an updated GIS Geodatabase with a fully developed Stormwater network.

COMPENSATION

OHM proposes to provide the above outlined professional services for a total fee of \$100,736. Billing and invoicing terms shall be consistent with our current General Services Agreement with the City.

FURTHER CLARIFICATIONS AND ASSUMPTIONS

OHM can provide additional services not described in this proposal for an additional fee. No additional work shall proceed without receipt of written authorization from the City.

CONTRACT TERMS AND CONDITIONS

Terms and conditions shall be consistent with our current General Services Agreement with the City.

If you find this proposal acceptable, please sign below and return it to us as authorization to proceed. We appreciate the opportunity to provide you with this proposal. This proposal is good for 60 days from the date of this letter. Please feel free to contact us if you have any questions or need any additional information.

Very truly yours,

OHM Advisors



R. Michael Cousins, GISP
GIS Manager

C.C. Andrew VanWormer, PE

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____

RESOLUTION NO.

AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF OWOSSO AND ORCHARD, HILTZ & MCCLIMENT (OHM) ADVISORS OF SAGINAW, MI FOR DEVELOPMENT OF A STORMWATER GEODATABASE AND COLLECTION SYSTEM MAP

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has budgeted funds for the development of a Stormwater Geodatabase and Mapping System; and

WHEREAS, the existing stormwater collection system map is obsolete and insufficient for regulatory compliance and maintenance management use, and OHM Advisors has provided a proposal for the development of a stormwater geodatabase and collection system map at a cost of \$100,736.00, and

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal provided by OHM Advisors, and has determined that these services are necessary for regulatory compliance and collection system maintenance management, and recommends authorizing OHM Advisors to provide these database and mapping services in the amount of \$100,736.00.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to enter into an agreement with OHM Advisors for development of a stormwater geodatabase and collections system map.
- SECOND: The accounts payable department is authorized to submit payment to OHM Advisors in the amount of \$100,736.00, for these stormwater database development services.
- THIRD: The above expenses shall be paid from the following accounts:
202/203-463-818.000, 101-441-831.000 and 590-549-818.000.



MEMORANDUM

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

DATE: December 28, 2017

TO: City Council

FROM: City Manager, Donald Crawford

SUBJECT: Ordinances amending the International Property Maintenance Code and the International Fire Code.

RECOMMENDATION: Adopt the latest editions of the codes to replace former editions.

BACKGROUND: The city has previously adopted the International Property Maintenance Code 2009 edition which will be replaced by the 2015 edition and the International Fire Code, 2000 edition which will be replaced with the 2015 edition. Further, Sec. 13-7. - Flammable liquids regulations is long ago outdated as reference is made to 1955, regulations of the state fire marshal.

The new codes take into consideration new materials used in construction and hazards that were never thought of in 1955 such as self-service gasoline stations.

FISCAL IMPACTS: None

ORDINANCE NO. ____

**AN ORDINANCE ADOPTING
THE INTERNATIONAL PROPERTY MAINTENANCE CODE (2015)**

WHEREAS the city of Owosso, Michigan (city) desires to enhance the protection of life and property in the City by regulating the condition and maintenance of properties within the city by providing the standards and requirements for utilities, facilities and physical conditions essential to ensure that such structures are safe, sanitary and fit for occupation, and by providing for issuance of permits and collection of fees and permits as may be required; and

WHEREAS the *International Property Maintenance Code* (2015) is a comprehensive uniform code that provides standards and requirements for safe and sanitary conditions of residential structures; and

WHEREAS the city finds that the standards and requirements of *International Property Maintenance Code* are suitable for properties in the city; and

WHEREAS the *International Property Maintenance Code* (2015) coordinates well with existing codes applicable to the city, including the *Michigan Residential, Building, Plumbing, and Mechanical Code*, the *State Electrical Code*, and the *International Fire Code*, and is intended to be consistent with existing ordinances; and

WHEREAS the city desires to repeal all other ordinances or parts of ordinances conflicting with this ordinance.

NOW, THEREFORE, BE IT RESOLVED, by the city council of the city of Owosso, Michigan that ordains that Chapter 8, Article VI. Property Maintenance Code be amended as follows:

SECTION 1: That Sec. 8-141 shall be amended to replace *International Property Maintenance Code, 2009* with *International Property Maintenance Code, 2015*.

SECTION 2: That Sec. 8-142 shall be amended to replace *International Property Maintenance Code, 2009* with *International Property Maintenance Code, 2015*.

SECTION 3: Severability.

If any section, subsection, sentence, clause or phrase of this article is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this article. The city hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 4: Effective Date.

This ordinance shall take effect _____.

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 Councilmember _____.

Roll Call Vote.

AYES: Councilmembers _____.

NAYS: Councilmembers _____.

I hereby certify that the foregoing document is a true and complete copy of action taken by the Owosso City Council at the regular meeting of _____, 2018.

ORDINANCE NO. ____

AN ORDINANCE ADOPTING
THE INTERNATIONAL FIRE CODE (2015)

WHEREAS the city of Owosso, Michigan (city) desires to enhance the protection of life and property in the City by regulating the condition and maintenance of properties from fire and explosion within the city by providing the standards and requirements; and

WHEREAS the *International Fire Code* (2015) is a comprehensive uniform code that provides standards and requirements for the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises; and

WHEREAS the city finds that the standards and requirements of *International Fire Code* are suitable for properties in the city; and

WHEREAS the *International Fire* (2015) coordinates well with existing codes applicable to the city, including the *Michigan Residential, Building, Plumbing, and Mechanical Code*, the *State Electrical Code*, and the *International Property Maintenance Code*, and is intended to be consistent with existing ordinances; and

WHEREAS the city desires to repeal all other ordinances or parts of ordinances conflicting with this ordinance.

NOW, THEREFORE, BE IT RESOLVED, by the city council of the city of Owosso, Michigan that ordains that Chapter 13, Article II. Fire Prevention Code and Article I General be amended as follows:

SECTION 1: That Sec. 13-36 shall be amended to replace *International Fire Code, 2000 Edition* with *International Fire Code, 2015 Edition*.

SECTION 2: That Sec. 13-7 shall be amended to replace the phrase "Adopted November 29, 1955, effective February 15, 1956" with "The current rules and regulations issued by the Michigan Department of Licensing and Regulatory Affairs."

SECTION 3: Severability.

If any section, subsection, sentence, clause or phrase of this article is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this article. The city hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 3: Effective Date.

This ordinance shall take effect _____.

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 Councilmember _____.

Roll Call Vote.

AYES: Councilmembers _____.

NAYS: Councilmembers _____.

I hereby certify that the foregoing document is a true and complete copy of action taken by the Owosso City Council at the regular meeting of _____, 2018.

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
December 18, 2017, 7:00 PM Curwood Castle



- CALL TO ORDER:** CHAIRPERSON CAROL VAUGHN CALLED THE MEETING TO ORDER AT 7:00 PM.
- PRESENT:** CHAIRPERSON CAROL VAUGHN, VICE CHAIR TRACEY PELTIER, CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY, COMMISSIONER KAREN MARUMOTO, COMMISSIONER ROBERT BROCKWAY, COMMISSIONER SARAH ADAMS, AND COMMISSIONER JENELLE STEELE-ELKINS; ROBERT DORAN, DIRECTOR
- ABSENT:** COMMISSIONER ANNIE LUDINGTON, COMMISSIONER CAROLYN EBERT, COMMISSIONER HEATHER QUINN
- APPROVAL OF AGENDA:** COMMISSIONER KAREN MARUMOTO MOVED TO APPROVE THE AGENDA, SECONDED BY VICE CHAIR TRACEY PELTIER. AYES ALL, MOTION PASSED.
- CONSENT AGENDA:**
September 11 Minutes; Treasure's Report: OHC Revenues and Expenditures, Curwood Castle Admissions and Financials, Curwood Castle Gift Shop Sales, OHC Check Register and OHC Balance Sheet
- CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY MOVED TO APPROVE THE NOVEMBER 13 CONSENT AGENDA, COMMISSIONER SARA ADAMS SECONDED, AYES ALL. MOTION CARRIED WITH THE FOLLOWING STATEMENT: **ALTHOUGH THE COMMISSION APPROVED THE TREASURES REPORT AS IT PERTAINS TO RECENT FINANCIAL TRANSACTIONS, MEMBERS OF THE COMMISSION ARE STILL SEEKING A MEETING WITH THE FINANCIAL DIRECTOR AND THE CITY MANAGER TO DETERMINE THE FLOW OF MONEY AS IT PERTAINS TO THE PAYMENT FOR THE RESTORATION OF THE PAINTINGS FOR FISCAL YEARS 16/17 AND 17/18.**
- CITIZEN COMMENTS:** NONE
- COMMUNICATIONS:** NONE
- OLD BUSINESS:**
- **Review Holiday Party & Silent Auction Fundraiser** – The commission discussed the success of our annual Silent Auction Fundraiser, which this year netted \$4,599.82. The Commission wishes to thank our Corporate Sponsors: Gilbert's Hardware, Heidi O'Dea-Raymond James, Swartz Funeral Home and Woodworth Commercial. The Commission also wishes to thank the 57 business and individuals who generously donated items for the Silent Auction.
COMMISSIONER KAREN MARUMOTO MADE A MOTION TO REIMBURSE DIRECTOR ROBERT DORAN THE SUM OF \$770.87 FOR ALL EXPENSES RELATING TO THE EVENT, SECONDED BY COMMISSIONER JENELLE STEELE-ELKINS. AYES ALL, MOTION CARRIED.
 - **CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY LEFT THE MEETING AT 7:18 PM.**
- NEW BUSINESS:**
- **Presentation – The Value of Teamwork Approach.** Director Doran shared with the Commission a short educational presentation on the value of trust as it pertains to teamwork. The presentation was generously loaned to Director Doran by the Nonprofit Network through their partnership with the Cook Family Foundation.

- **Committee Reports** – Committee reports were postponed until the next regular meeting of the Commission.
 - Finance
 - Governance
 - Philanthropy and Giving
 - Exhibitions & Education
 - Facilities
 - Marketing, Advertising & Social Media
 - Archiving & Acquisitions
 - Volunteers
- **Review and update OHC Binders** – The Commission came to the consensus that they preferred “hard” copies of their binders over a copy in the “cloud.” Director Doran will upload the entire binder to a Google Docs folder while at the same time the Commission will retain and maintain hard copies.
- **COMMISSIONER ANNIE LUDINGTON JOINED THE MEETING AT APPROXIMATELY 8:00 PM.**
- **Winter schedule for Castle.** The Commission decided to retain our regular winter Castle hours, and remain closed for the entire month of January. The subject once again came up...what can we do to increase Castle attendance in the months of February, March, April and even May, as well as our other “winterized” museum, the Gould House.
- **Power thought of the day.** Based on our presentation The Value of Trust and Teamwork, each Commission member was asked to communicate a “power thought” for the day.

CITIZEN COMMENTS:

NONE

ADJOURN:

VICE CHAIR TRACEY PELTIER MOTIONED TO ADJOURN THE MEETING AT 8:25 PM, SECONDED BY CHAIR CAROL VAUGH. AYES ALL, MOTION CARRIED

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, DECEMBER 11, 2017 – 6:30 P.M.**

CALL TO ORDER: Chairman Wascher called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE: Recited.

ROLL CALL: Assistant City Manager Susan Montenegro

MEMBERS PRESENT: Chairman Wascher, Vice-Chair Livingston, Secretary Janae Fear (arrived at 6:32 p.m.), Commissioners Jake Adams, Michelle Collison, Tom Cook, Brad Kirkland (joined discussion after Site Plan approval) and Tom Taylor.

MEMBERS ABSENT: Commissioner Dan Law

OTHERS PRESENT: Assistant City Manager Susan Montenegro, Bill Brown, City Attorney, Michael Brogran of the Hathaway Group, Ron Mallory, Contractor representing Elite Early Learning Center and Kendra Nichols, Director of the Elite Early Learning Center, Justin Horvath, SEDP.

APPROVAL OF AGENDA:

MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR DECEMBER 11, 2017.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER COOK, SUPPORTED BY VICE-CHAIR LIVINGSTON TO APPROVE THE MINUTES FOR THE NOVEMBER 27, 2017 MEETING.

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum.
2. PC minutes from November 27, 2017.
3. Site Plan Review Application – 912 S. Washington
4. Draft ordinance for Medical Marihuana

COMMISSIONER/PUBLIC COMMENTS

Michael Brogran of the Hathaway Group spoke about the draft Medical Marihuana ordinance.

Vice-Chair Livingston asked about the property on W. Oliver St that was just rezoned. It appears as if they are removing the front drive. There is a dumpster in the back without a screen or fence. Ms. Montenegro stated that removing the front drive was part of the requirements. At this time, a site plan review is not required as they are not changing the foot print of the area. She will address the screening of the dumpster with the owners.

Chairman Wascher stated that the Stewart St construction has been suspended for the winter, but the stop signs and street signs have not been put back in place. Ms. Montenegro will bring this to the DPW's attention. Commissioner Fear read about the suspended work on Facebook but were notices mailed to area residents? Ms. Montenegro will check into it.

PUBLIC HEARING:

None

SITE PLAN REVIEW:

912 S. Washington

Ron Mallory, Mallory Builders, presented for Elite Early Learning Center. The Center is requesting to build an indoor playground for the kids to have year round ability to play, regardless of weather. 92 x 95 pre-engineered building, with additional parking. The existing playground equipment and outdoor play area is currently present. An outdoor play area will still exist. The drainage would tie into the existing storm drain on site. Floor elevation needs to be above existing grade. Commissioners questioned if there was any feedback from the neighbors. Site plan reviews do not require a mailing to surrounding residents. This language could be added to the Planning Commission By-Laws that would require notices mailed within 300' for Site Plan Reviews.

MOTION BY VICE-CHAIR LIVINGSTON AND SUPPORTED BY COMMISSION COLLISON TO APPROVE THE APPLICATION FOR SITE PLAN REVIEW FOR 912 S WASHINGTON STREET, PARCEL # 050-651-039-006-00 AS APPLIED AND ATTACHED HERETO IN PLANS DATED DECEMBER 1, 2017 BASED ON THE FOLLOWING CRITERIA: AS PRESENTED.

ROLL CALL VOTE:

AYES: COMMISSIONER ADAMS, COLLISON, COOK, FEAR, TAYLOR, VICE-CHAIR LIVINGSTON AND CHAIRMAN WASCHER.

NAYS: NONE

ABSENT: COMMISSIONERS KIRKLAND AND LAW

MOTION PASSED

At this time, newly appointed Commissioner Bradley Kirkland was introduced and joined the meeting discussion.

BUSINESS ITEMS:

None

ITEMS OF DISCUSSION:

1. Draft ordinance language for Medical Marihuana Facilities Licensing. Look at proposed ordinance language and discuss. This discussion covers the Police Power Ordinance Draft.
 - Ms. Montenegro presented a draft of the Police Power Ordinance. This draft comes from MSU and is much less involved as opposed to the previous draft presented at last meeting. This draft is only 10 pages as opposed to the other which was 27 pages.
 - The first draft included a great deal of language that is not necessary for the City of Owosso.

- This draft covers the types allowed, how many and appropriate locations.
- The State's Emergency Rules came out last week and covers certain areas such as co-location.
- Suggested Changes:
- Section 1003. Authorization of Facilities and Fees:
 - A. – Four locations of Provisioning Centers recommended. The other types of licenses would be open-ended, as zoning districts, the market, etc. would restrict the number.
 - Reminder - the draft goes to the City Council for final approval. They may make changes.
 - B. Add 3 years and add official review after 1 year by Planning Commission, then Council reviews after that.
- Section 1004. Requirements and Procedure for Issuing License:
 - A. Add wording including City issues and State issues as well.
 - B. Let staff determine.
 - Look at Liquor License application for sample.
 - F. Verify with Staff if 14 days is adequate or not.
- Section 1007. Penalties and Enforcement:
 - A. Remove wording for a municipal civil infraction and add Misdemeanor.
- Zoning Districts:
 - A. A grower would be allowed in I-1 districts.
 - B. Processor would be allowed in I-1 districts.
 - C. Provisioning centers would be allowed in I-1 districts
 - D. Secure transporter would be allowed in I-1 districts.
 - E. Safety compliance facility would be allowed in I-1 districts.
 - Additional discussion was held regarding whether to allow provisioning centers in the downtown business district.

Ms. Montenegro suggested that planning commission members take time to drive around town, looking at specific zoning areas looking at land use in the surrounding areas prior to the next meeting in January. Amendments to the above sections will be made and presented at the next meeting on January 22, 2018. Planning Commission will go over the remaining of the draft ordinance pages 6 to 10.

COMMISSIONER/PUBLIC COMMENT:

None

ADJOURNMENT:

**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO ADJOURN AT 8:25 P.M. UNTIL THE NEXT MEETING ON JANUARY 22, 2018.
YEAS ALL, MOTION CARRIED.**

Janae L. Fear, Secretary

December 19, 2017

Letter of Resignation

Owosso City Council, OHC Director Robert Doran-Brockway, Owosso City Manager Don Crawford and Owosso Mayor Chris Eveleth,

Effective December 31, 2017, I am resigning my position on the Owosso Historical Commission. My resignation is due to increasing family and work commitments and I do not believe it is in the best interest of the city for a seat on the commission to be occupied by someone who cannot give 100% to the job. I have enjoyed my term with OHC and the many people I have met as a result of serving. It is my sincere desire as an educator to continue to work with OHC as a volunteer on education initiatives or as an ex-officio member.

Sincerely,

Jenelle K. Steele-Elkins