

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, SEPTEMBER 08, 2015
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 AUGUST 17, 2015:

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.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT



1. Project Status Report

CONSENT AGENDA

1. Owossopalooza Permission. Approve the application of Owosso Main Street/DDA for use of Main Street Plaza, Town Square Park, and Comstock Street from Washington Street to the entrance to the Gilbert's parking lot from 4:00 p.m. to 8:00 p.m. Thursday, October 1, 2015 for the annual Owossopalooza event, waive the insurance requirement, and authorize Traffic Control Order No. 1335 formalizing the action.
2. Art Walk Permission. Approve the application of Owosso Main Street/DDA for use of Main Street Plaza September 11, 2015 from 9:00am to 10:00pm and Exchange Street from Water Street to Ball Street from 1:00pm to 10:00pm for the Art Walk event, waive the insurance requirement, and authorize Traffic Control Order No. 1336 formalizing the action.

3. Party in the Plaza Permission. Approve the application of Owosso Main Street/DDA for use of Main Street Plaza September 14, 2015 from 5:30pm to 8:30pm for the Party in the Plaza event, waive the insurance requirement, and authorize Traffic Control Order No. 1337 formalizing the action.
4. Bid Award - Lime Residuals Removal/Reuse. Authorize three-year contract with Prolime for the removal/re-use of Water Treatment Plant lime residuals at \$14.00 per cubic yard in an amount not to exceed \$197,000.00 and further authorize payment upon successful completion of the work or a portion thereof.
5. Warrant No. 508. Authorize Warrant No. 508 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal League Workers' Compensation Fund	Workers' Compensation Insurance	Various	\$19,823.00

ITEMS OF BUSINESS

1. Fire Fighter Contract. Consider approval of contract with the International Association of Fire Fighters, Local 504 for a three year contract beginning July 1, 2015 and ending June 30, 2018.
2. Property Sale – South 20' of 415 Bradley Street. Consider sale of the south 20' of the city owned parcel located at 415 Bradley Street to Elaine Greenway for \$4,710.00.
3. Property Lease – North 46' of 415 Bradley Street. Consider lease of the north 46' of the city owned parcel located at 415 Bradley Street to Elaine Greenway on a month to month basis in exchange for routine property maintenance.

COMMUNICATIONS

1. Revenue & Expenditure Report. August 2015.
2. Historical Commission. Minutes of July 13, 2015.
3. Downtown Development Authority/Main Street. Minutes of July 29, 2015.
4. Downtown Development Authority/Main Street. Minutes of August 5, 2015.
5. Historical Commission. Minutes of August 10, 2015.
6. Downtown Historic District Commission. Minutes of August 12, 2015.
7. Zoning Board of Appeals. Minutes of August 18, 2015.
8. Downtown Historic District Commission. Minutes of August 19, 2015.
9. Parks & Recreation Commission. Minutes of August 24, 2015.
10. Planning Commission. Minutes of August 24, 2015.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, September 21, 2015

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate (2), both terms expire June 30, 2018
 Historical Commission, term expires December 31, 2017
 Planning Commission (2), both terms expire June 30, 2016

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.

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF AUGUST 17, 2015
7:30 P.M.**

PRESIDING OFFICER: MAYOR BENJAMIN R. FREDERICK

OPENING PRAYER: MAYOR BENJAMIN R. FREDERICK

PLEDGE OF ALLEGIANCE: MARTHA STINSON, CITY RETIREE

PRESENT: Mayor Benjamin R. Frederick, Mayor Pro-Tem Christopher T. Eveleth, Councilpersons Burton D. Fox, Elaine M. Greenway, Michael J. O’Leary, and Robert J. Teich, Jr.

ABSENT: Councilperson Loreen F. Bailey.

APPROVE AGENDA

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

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF AUGUST 3, 2015

Motion by Councilperson Fox to approve the Minutes of the Regular Meeting of August 3, 2015 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

Proclamation - Martha Stinson

Mayor Frederick read aloud the following Mayoral Proclamation recognizing Building Department Executive Secretary Martha Stinson for her years of service to the City of Owosso on the occasion of her retirement:

**A Proclamation of the Mayor’s Office of the City of Owosso, Michigan
Recognizing the Distinguished Public Service of**

Martha M. Stinson

WHEREAS, Martha “Marty” Stinson began her service to the City of Owosso as an account clerk in the Water Department on July 16, 1990; and

WHEREAS, Marty transferred to the Secretary position in the Community Development/Building Department in 1993 and began a steady progression of education and promotion, culminating in the receipt of her associate degree in Business and her promotion to Executive Secretary; and

WHEREAS, Marty was a conscientious, knowledgeable, and organized employee, simultaneously juggling responsibilities for multiple supervisors, departments, customers, and boards; and

WHEREAS, Marty was a sincere, dedicated employee that truly enjoyed helping people; she displayed great patience and grace as the employee responsible for receiving and routing code enforcement complaints and she assisted countless contractors and homeowners navigate the building permit process; and

WHEREAS, Marty was reliable and consistent, her work in the Building/ Community Development Office becoming a cornerstone in the operation of City Hall; and

WHEREAS, the nature of Marty's position with the City offered little in public accolades as much of her work was done behind the scenes but her presence will be sorely missed; and

WHEREAS, it is fitting that such service be honored and it is the intent of this Office that Marty's Dedicated and Distinguished Public Service be recognized.

NOW, THEREFORE, BE IT PROCLAIMED that I, Benjamin R. Frederick, Mayor of the City of Owosso, on behalf of the citizens of Owosso, hereby recognize and thank Marty for over 25 years of dedicated service to the Owosso community and further express our sincere wishes to Marty for a long, healthy and happy retirement.

Proclaimed this 17th day of August, 2015.

PUBLIC HEARINGS

Ordinance Amendment - Numbering of Buildings

The proposed amendment would bring the code regarding the numbering of buildings in line with the International Property Maintenance Code (2009).

A public hearing was conducted to receive citizen comment regarding the proposed ordinance amendment to Chapter 8, Buildings and Building Regulations, Article IX, *Numbering of Buildings*.

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

Councilperson Fox mentioned the importance of having clear easy to read house numbers for emergency responders.

Whereas, the Council, after due and legal notice, has met and there being no one to be heard, motion by Councilperson Fox that the following ordinance be adopted:

ORDINANCE NO. 769

AN ORDINANCE AMENDING CHAPTER 8, BUILDINGS AND BUILDING REGULATIONS, ARTICLE IX, NUMBERING OF BUILDINGS OF THE CITY OF OWOSSO CODE

WHEREAS, the City of Owosso adopted the International Property Maintenance Code (IPMC) as the standard for property maintenance in the City limits; and

WHEREAS, a discrepancy regarding the numbering of buildings exists between the City of Owosso Code and the IPMC and must be resolved.

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

SECTION 1. AMENDMENT. That existing Article IX, *Numbering of Buildings*, of Chapter 8, Buildings and Building Regulations, be amended to read:

ARTICLE IX. - NUMBERING OF BUILDINGS

Sec. 8-190. - Required.

All buildings in the city shall bear a distinctive street number in accordance with and as designated upon the street plan map on file in the office of the city engineer.

Sec. 8-191. - Specifications.

The owners and occupants of all buildings in the city shall cause the correct numbers to be placed thereon in accordance with the street plan map. Such numbers and letters shall comply with the specifications of the International Property Maintenance Code as to size and placement.

Secs. 8-192—8-199. - Reserved.

SECTION 2. AVAILABILITY. This ordinance may be purchased or inspected in the City Clerk's Office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 3. EFFECTIVE DATE. This amendment shall become effective September 7, 2015.

Motion supported by Mayor Pro-Tem Eveleth.

Roll Call Vote.

AYES: Councilpersons O'Leary, Greenway, Fox, Mayor Pro-Tem Eveleth, Councilperson Teich, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Bailey.

Rezoning - Corunna Avenue Corridor

A public hearing was conducted to receive citizen comment regarding the proposal to rezone several properties along the Corunna Avenue corridor to reduce spot zoning and bring the land use in line with the 2012 Master Plan.

The following people commented regarding the proposed rezoning:

Amy Gray, 405 Huron Street, said Selleck has a mess directly behind her house and she did not understand how the City could suggest rezoning the property for someone that does not comply with local laws.

Yvonne McCarrick, 405 Corunna Avenue, agreed that Mr. Selleck has created a mess of the entire area. She noted that she has had repeated trouble leaving her own driveway because semis affiliated with Mr. Selleck's business are continually blocking the road. She said the whole situation was sad.

Alberta Phillips, 401 Corunna Avenue, said the view from her back yard consists of Mr. Selleck's racks. She asked that the City not reward him for his failure to comply by rezoning his parcels, especially because the neighbors do not support the rezoning. She said that she too had been trapped in her home because semis were double parked on the street. She said she did not see how the proposed rezoning would do anything to improve the City.

There was significant discussion among Council members regarding the absolute mess that has plagued the neighborhood, the lack of enforcement to get the area cleaned up, property owners taking advantage of the City, removing the offending parcel from the list of properties to be rezoned, and the idea that Council would like to see some progress toward compliance before rezoning any of Mr. Selleck's parcels.

Motion by Mayor Pro-Tem Eveleth to approve the rezoning of all listed properties as proposed, with the removal of the Division Street property from the list.

City Manager Crawford noted that he thought there would have been significant progress on the situation within 90 days, that the overflow of racks was temporary. He took the approach that assisting Mr. Selleck to secure another property to accommodate the racks would be less likely to cause him to cease business all-together while resolving the code enforcement issues. He said that Mr. Selleck is currently in the process of preparing the property he purchased for occupancy.

Council made it clear they desired action on Mr. Selleck's part before they would consider rezoning his properties.

The motion by Mayor Pro-Tem Eveleth was withdrawn.

Motion by Councilperson Teich to direct City staff to re-start the code enforcement process for the properties owned by Robert Selleck that are not in compliance with the code.

Motion supported by Councilperson Teich.

Motion by Councilperson O'Leary to amend the motion to further direct the City Attorney to prepare a Circuit Court action to enforce compliance for said properties.

Motion to amend supported by Councilperson Teich.

Roll Call Vote on motion to amend.

AYES: Councilpersons Teich, Greenway, Fox, Mayor Pro-Tem Eveleth, Councilperson O'Leary, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Bailey.

Roll Call Vote on main motion, including the amendment.

AYES: Councilpersons Teich, Fox, Mayor Pro-Tem Eveleth, Councilpersons Greenway, O'Leary, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Bailey.

CITIZEN COMMENTS AND QUESTIONS

Tom Manke, 2910 West M21, spoke of the perceived notion that the City does not treat all residents equally, as evidenced by the enforcement issue in the Howard Street area.

Mayor Frederick noted that poverty exists in all corners of the City and is not limited to one area or another. He encouraged residents to unite and work together as a city instead of enforcing the perceived division.

Councilperson Fox noted that when Council recently asked for a millage for street repairs they took deliberate steps to ensure any revenue received from the new tax would be spread out equally among all quadrants of the City.

CITY MANAGER REPORT

The City Manager had nothing to report at the current time.

CONSENT AGENDA

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

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

Name	Board/Commission	Term Expires
William Wascher*	Planning Commission	06-30-2018
Ed Van Strate*	Building Board of Appeals	06-30-2018

* Indicates reappointment

Bid Award – 2015 Street Patches Program. Authorize bid award to Bibi, Inc. aka Black Jack Asphalt for the 2015 Street Patches Program in the amount of \$32,264.80 and further authorize payment up to the contract amount upon satisfactory completion of the work or a portion thereof as follows:

RESOLUTION NO. 77-2015

**AUTHORIZING THE EXECUTION OF A CONTRACT FOR
THE 2015 STREET PATCHES PROGRAM
WITH BIBI, INC. AKA BLACK JACK ASPHALT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that the street patches in many of the streets in the city need to be permanently repaired with a hot mixed asphalt to prevent water from getting into the sub base of the street, accelerating the deterioration of the street pavement, and that this pavement maintenance is advisable, necessary and in the public interest; and

WHEREAS, the city of Owosso sought bids to permanently patch said areas; a bid was received from Bibi, Inc. aka Black Jack Asphalt; and it is hereby determined that Bibi, Inc. aka Black Jack Asphalt is qualified to provide such services and that it has submitted the lowest responsible and responsive bid;

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Bibi, Inc. aka Black Jack Asphalt for pavement patching as part of the 2015 Street Patches Program.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A*, Contract for Services Between the city of Owosso, Michigan and Bibi, Inc. aka Black Jack Asphalt in the amount of \$32,264.80.
- THIRD: The accounts payable department is authorized to pay Bibi, Inc. aka Black Jack Asphalt for work satisfactorily completed on the project up to the bid amount.
- FOURTH: The above expenses shall be paid from account 591-552-833.300 and 591-552-833.200

Water Maintenance Fund.

Warrant No. 507. Authorize Warrant No. 507 as follows:

Vendor	Description	Fund	Amount
B S & A Software	Annual service/support fees 8/1/15 - 8/1/16	General Water Sewer	\$ 11,672.00
Dickinson Wright PLLC	Fifth Shiawassee landfill PLP group assessment payment	General	\$ 89,715.55
Logicalis, Inc.	Network engineering support- July 2015	General Water Wastewater	\$ 7,056.00
William C. Brown PC	Professional services – July 14, 2015 – August 10, 2015	General	\$ 8,091.20

Check Register - July 2015. * Affirm check disbursements totaling \$ 832,733.15 for the month of July 2015.

Motion supported by Councilperson Teich.

Roll Call Vote.

AYES: Councilperson Greenway, Mayor Pro-Tem Eveleth, Councilpersons O'Leary, Teich, Fox, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Bailey.

ITEMS OF BUSINESS

Lot Split Authorization – 535 Harrison Avenue

Motion by Mayor Pro-Tem Eveleth to authorize the division of City lot under the Michigan Subdivision Control Act for platted lot commonly known as 535 Harrison Avenue, parcel # 050-010-025-024-00 as follows:

LOT SPLIT & COMBINATION OF PLATTED LOTS

Current Description:

Address	Status	Parcel #	Description
535 Harrison	To be split	050-010-025-024-00	LOT 28, BLOCK 25, GEORGE T. ABREY'S WOODLAWN PARK ADDITION, INCL 1/2 CLSD ALLEY

New Descriptions After Split:

Address	Status	Parcel #	Description
535 Harrison - A	Split parcel	TBD	N 1/2 LOT 28, BLOCK 25, GEORGE T. ABREY'S WOODLAWN PARK ADDITION, INCL 1/2 CLSD ALLEY
535 Harrison - B	Split parcel	050-010-025-024-00	S 1/2 LOT 28, BLOCK 25, GEORGE T.

			ABREY'S WOODLAWN PARK ADDITION, INCL 1/2 CLSD ALLEY
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Motion supported by Councilperson Teich.

Roll Call Vote.

AYES: Councilperson Greenway, Mayor Pro-Tem Eveleth, Councilpersons Teich, Fox, O'Leary, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Bailey.

Appeal of Property Return/Refund – 1281 Holly Court

Consider appeal filed by Jack and Judith Rappuhn for reconsideration of the return/refund for their property at 1281 Holly Court, originally addressed by Council July 20, 2015.

The Council acknowledged receipt of additional information regarding this item from the realtor for the development Kori Shook.

Mayor Frederick acknowledged the presence of the City's realtor Ms. Shook, the Rappuhn's realtor Michael Rhode, and members of the Osburn Lakes HOA.

Councilperson Fox said he had requested reconsideration of this item because he felt the City was responsible for flagging the wetlands on each property and since this was not done the City should take the property back and refund Mr. and Mrs. Rappuhn's money.

Motion by Councilperson Fox to rescind the action to deny the return/refund of the property at 1281 Holly Court, originally made July 20, 2015.

There was significant discussion regarding whether the City, as the developer, had fulfilled its duty in disclosing the wetlands on the property in question, when personal responsibility and due diligence come into play in a transaction, and whether all other options for the current property owners had been explored, including trading lots, securing a variance, or trading wetlands. Councilperson Teich summed up the conversation saying that while he felt the Master Deed was poorly worded regarding the installation of wetlands markers the purchasers of the property signed numerous documents indicating it was the buyer's responsibility to have the property inspected prior to purchase and the purchaser was afforded significant opportunity to do so.

The motion to rescind dies for lack of support.

COMMUNICATIONS

- Charles P. Rau, Building Official. July 2015 Building Department Report.
- Charles P. Rau, Building Official. July 2015 Code Violations Report.
- Kevin D. Lenkart, Public Safety Director. July 2015 Police Report.
- Kevin D. Lenkart, Public Safety Director. July 2015 Fire Report.
- Historical Commission. Minutes of April 24, 2015.
- Historical Commission. Minutes of June 8, 2015.
- Parks & Recreation Commission. Minutes of July 27, 2015.
- Planning Commission. Minutes of July 27, 2015.

CITIZEN COMMENTS AND QUESTIONS

Tom Manke, 2910 West M21, noted that everyone currently on Council lives on the north side of town and was further evidence that those living on the south side were being treated differently. He said he thought the City should go back to a ward system where each physical area was directly represented on the Council.

Mayor Frederick noted that each community needs to decide between a city-wide system of election or a ward system, based on what is best for them. He further noted that people are free to run for City Council no matter where they live in the City and it should be recognized that those seated on the Council now had received the vote of citizens from all precincts in order to be seated at the table.

Councilperson Fox noted that he was part of an initiative to bring back the ward system many years ago but it failed. He encouraged interested parties to take up the initiative again if they felt it was the best thing for the City. He went on to note that residents in all precincts can make their feelings known at the ballot box and he personally tries his best to follow-up on all issues reported to him regardless of where they are in town.

NEXT MEETING

Tuesday, September 08, 2015

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate (2), both terms expire June 30, 2018
Historical Commission, term expires December 31, 2017
Planning Commission (2), both terms expire June 30, 2016

ADJOURNMENT

Motion by Mayor Pro-Tem Eveleth for adjournment at 8:46 p.m.

Motion supported by Councilperson O'Leary and concurred in by unanimous vote.

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk

*Due to their length marked items are not included in the minutes. Complete copies of these items are on file in the Clerk's Office.



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

MEMORANDUM

DATE: August 17, 2015

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1335

Josh Adams, Owosso Main Street Executive Director, proposes the use of Main Street Plaza, Towne Square Plaza and Comstock Street between Washington and the entrance into Gilbert's lot for Owossopalooza 2015.

Requested date and time:

Owossopalooza 2015
Thursday, October 1, 2015
4:00 pm – 8:00 pm

The Public Safety Department has issued Traffic Control Order No. 1335 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval, waiver of the insurance requirement, and further authorization of a traffic control order formalizing the action.

CITY OF OWOSSO
TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1335	8/17/15	10:40 am

REQUESTED BY
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL
Street and Parking Lot Closure

LOCATION OF CONTROL
Main Street Plaza, Towne Square Plaza and Comstock Street between Washington Street and the entrance into Gilbert’s lot.

EVENT
Owossopalooza 2015 10/1/15 4 pm- 8 pm

APPROVED BY COUNCIL
_____, 20 ____

REMARKS



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

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

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

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

Name of individual or group: Owosso Main Street Date: 8/14/15

Primary Contact Person Name: Josh Adams

Title: Executive Director

Address: 301 W. Main St
Owosso, MI 48867

Phone: 989.277.1553

Requested Date(s): 10/1/15 Requested Hours: 4pm - 8pm

Area Requested (Parking Lot - Parade Route): Main Street Plaza; Towne Square Plaza, & Constock St between Washington & the entrance into Gilbert's lot.

Detailed description of the use for which the request is made: Owosso parade 2015

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

Do Not Write Below This Line - For Officials Use Only

Approved Not Approved Date: _____ Traffic Control Order Number _____

Cc: DDA - Director
WCIA - Chairperson



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

MEMORANDUM

DATE: September 2, 2015

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1336

Owosso Main Street proposes the use of Main Street Plaza on September 11, 2015, from 9:00 a.m. to 10:00 p.m., as well as the use of Exchange Street from Water Street to Ball Street from 1:00 p.m. to 10:00 p.m. for the Art Walk.

The Public Safety Department has issued Traffic Control Order No. 1336 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval of the request, waiver of the insurance requirement, and further authorization of a traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1336	9/2/15	1:15 pm

REQUESTED BY
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL
Street and Plaza Closure

LOCATION OF CONTROL
Main Street Plaza from 9:00 am to 10:00 pm
Exchange St. from Water St. to Ball St. from 1:00 pm to 10:00 pm.

EVENT
Art Walk 2015
Friday, September 11, 2015

APPROVED BY COUNCIL
_____, 20____

REMARKS



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

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

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

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

Name of individual or group: Owosso Main Street Date: 9/2/15

Primary Contact Person
Name: Josh Adams
Title: Main Street Manager
Address: 301 W. Main Street
Owosso, MI 48867
Phone: 989.277.1553

Requested Date(s): 9/11/15 Requested Hours: 9am - 10pm

Area Requested (Parking Lot - Parade Route): Main Street Plaza (9am - 10pm)
Exchange Street from Water to Ball St. (1pm - 10pm)

Detailed description of the use for which the request is made: Artwalk 2015

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

Do Not Write Below This Line - For Officials Use Only

Approved Not Approved Date: _____ Traffic Control Order Number _____

Cc: DDA - Director
WCIA - Chairperson



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

MEMORANDUM

DATE: September 2, 2015

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1337

Owosso Main Street proposes the use of Main Street Plaza on September 14, 2015, from 5:30 p.m. to 8:30 p.m. for the Party in the Plaza event held in appreciation for Main Street business owners, volunteers, and supporters.

The Public Safety Department has issued Traffic Control Order No. 1337 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval of the request, waiver of the insurance requirement, and further authorization of a traffic control order formalizing the action.

CITY OF OWOSSO
TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1337	9/2/15	1:15 pm

REQUESTED BY
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL
Main Street Plaza Closure

LOCATION OF CONTROL
Main Street Plaza

EVENT
Party in the Plaza Volunteer Party
Monday, September 14, 2015 5:30 pm – 8:30 pm

APPROVED BY COUNCIL
_____, 20____

REMARKS



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

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

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

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

Name of individual or group: Owosso Main Street Date: 9/2/15

Primary Contact Person Name: Josh Adams

Title: Main Street Manager

Address: 301 W. Main St. Owosso, MI 48867

Phone: 989.277.1553

Requested Date(s): 9/14/15 Requested Hours: 5:30pm - 8:30pm

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

Detailed description of the use for which the request is made: Volunteer Party - Party-in-the-Plaza

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

Do Not Write Below This Line - For Officials Use Only

Approved Not Approved Date: Traffic Control Order Number

Cc: DDA - Director
WCLA - Chairperson



MEMORANDUM

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

DATE: September 3, 2015

TO: City Council

FROM: Gary M. Burk, Utilities Director

SUBJECT: Authorizing bid award to Prolime Corporation for Removal of Lime Residual Material at the Water Treatment Plant

RECOMMENDATION:

Approve a three-year contract with Prolime Corporation for removal of lime residuals from the water treatment plant drying beds.

BACKGROUND:

This three year contract is for removal and reuse of the lime softening residuals from our water treatment process. This work includes the removal of spent lime residuals and cleanout of holding lagoons 3 & 4. The lime residual is used as an alternate agricultural liming product.

The residual lime is to be removed from lagoon #3 and water plant site, and the lagoon ready to be returned to service no later than August 1, 2016. The residual lime is to be removed from lagoon #4 and water plant site, and the lagoon ready to be returned to service no later than June 30, 2018. It is preferred that any land application of the material as an agricultural liming product be conducted by the contractor as the material is hauled this fall and that there be no over winter field storage or stockpiling of the material. If stockpiling is necessary due to weather or field conditions, the land application of the residual lime shall be completed as soon as conditions permit but no later than one calendar year. All contract work, including the land application of the material, shall be completed prior to final contract payment.

Prolime Corporation has performed this work for the City in past years without issue. It is anticipated work will start by October 1, 2015.

FISCAL IMPACTS:

The bid from Prolime Corporation came in significantly lower than the single other bid received at \$14.00/CY. The approximate quantity of lime residuals to be removed is 14,070 cubic yards, bringing the total contract to \$197,000.00.

Document originated by: Amy K. Kirkland

CITY OF OWOSSO BID TABULATION SHEET

DATE 9/1/2015
DEPT. WATER

SUBJECT: LIME SOFTENING RESIDUALS REMOVAL

				BIOTECH AGRONOMICS, INC			PROLIME CORPORATION		
ITEM #	DESCRIPTION	APPROX QUANTITY	UNIT	2015/2016 UNIT PRICE	2016/2017 UNIT PRICE	2017/2018 UNIT PRICE	2015/2016 UNIT PRICE	2016/2017 UNIT PRICE	2017/2018 UNIT PRICE
1	RESIDUAL LIME REMOVAL	14,070	CY	\$27.75	\$28.52	\$ 29.370	\$ 14.000	\$ 14.00	\$ 14.000
ALTERNATE: REMOVAL OF RESIDUALS FROM BOTH LAGOON #3 AND #4 WITHIN THE FIRST YEAR AT THE SAME PRICE OF \$14.00 PER CY.									
TOTALS									

TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:

DEPT. _____
HEAD: _____

PURCH. AGENT: _____

STAFF REC.: _____

GENERAL LIABILITY INSURANCE
EXPIRATION DATE: _____

WORKERS COMPENSATION INSURANCE
EXPIRATION DATE: _____

SOLE PROPRIETORSHIP
EXPIRATION DATE: _____

AWARDED: _____

COUNCIL APPROVED: _____

PO NUMBER: _____

RESOLUTION NO.

**AUTHORIZING CONTRACT WITH
PROLIME CORPORATION
FOR REMOVAL OF LIME RESIDUAL MATERIAL AT THE WATER TREATMENT PLANT**

WHEREAS, the city has determined it necessary remove lime residual material at its water treatment plant lagoons to gain lagoon capacity; and

WHEREAS, the city of Owosso sought bids for the removal of lime residuals at the water treatment plant; a bid was received from Prolime Corporation; and it is hereby determined that Prolime Corporation is qualified to provide such services and that it has submitted the lowest responsible and responsive bid; and

WHEREAS, the proposed cost is within the current Water Fund budget.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Prolime Corporation to remove approximately 14,070 cubic yards of lime residuals at the water treatment plant at a cost of \$14.00 per yard.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the city of Owosso, Michigan and Prolime Corporation in the amount of \$197,000.00 covering the period of September 1, 2015 through June 30, 2018.
- THIRD: The accounts payable department is authorized to pay Prolime Corporation according to unit prices up to the contract amount for work satisfactorily completed and certified correct by the city utilities director or his designee.
- FOURTH: The above expenses shall be paid from the Water Fund.

EXHIBIT A

Contract for Services Between

The City of Owosso

and

Prolime Corporation

Lime Softening Residuals Removal/Reuse

September 2015

CONTRACT

THIS AGREEMENT is made on September ____, 2015 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and PROLIME CORPORATION ("contractor"), a Michigan company, whose address is 58610 VanDyke, Washington, Michigan 48094.

Based upon the mutual promises below, the contractor and the city agree as follows:

ARTICLE I - Scope of work

The contractor agrees to provide the services listed in the proposal entitled "**Lime Softening Residuals Removal/Reuse**", as attached, including all written modifications incorporated into any of the documents, which are incorporated as part of this contract:

- Bid forms
- Bid pages
- Proposals/Quotations
- Contract and exhibits
- Bonds
- General conditions
- Standard specifications
- Detailed specifications

ARTICLE II - The Contract Sum

(A) The city shall pay to the contractor for the performance of the contract, in the unit prices as given in the proposal not to exceed one hundred ninety seven thousand dollars (\$197,000.00) for the contract years 2015-18 as detailed in the bid documents. No additional work shall be performed unless a change order is issued by the city.

(B) The amount paid shall be equitably adjusted to cover changes in the work ordered by the city but not required by the contract documents where there is a written change order.

ARTICLE III – Assignment

This contract may not be assigned or subcontracted without the written consent of the city.

ARTICLE IV - Choice of law

This contract shall be construed, governed, and enforced in accordance with the laws of the state of Michigan. By executing this agreement, the contractor and the city agree to a venue in a court of appropriate jurisdiction sitting within Shiawassee County for purposes of any action arising under this contract.

Whenever possible, each provision of the contract will be interpreted in a manner as to be effective and valid under applicable law. The prohibition or invalidity, under applicable law, of any provision will not invalidate the remainder of the contract.

ARTICLE V - Relationship of the parties

The parties of the contract agree that it is not a contract of employment but is a contract to accomplish a specific result. Contractor is an independent contractor performing services for the city. Nothing contained in this contract shall be deemed to constitute any other relationship between the city and the contractor.

Contractor certifies that it has no personal or financial interest in the project other than the compensation it is to receive under the contract. Contractor certifies that it is not, and shall not become, overdue or in default to the city for any contract, debt, or any other obligation to the city including real or personal property taxes. City shall have the right to set off any such debt against compensation awarded for services under this agreement.

ARTICLE VI – Notice

All notices given under this contract shall be in writing, and shall be by personal delivery or by certified mail with return receipt requested to the parties at their respective addresses as specified in the contract documents or other address the contractor may specify in writing.

ARTICLE VII - Indemnification

To the fullest extent permitted by law, for any loss not covered by insurance under this contract; contractor shall indemnify, defend and hold harmless the city, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney’s fees resulting or alleged to result, in whole or in part, from any act or omission, which is in any way connected or associated with this contract, by the contractor or anyone acting on the contractor’s behalf under this contract. Contractor shall not be responsible to indemnify the city for losses or damages caused by or resulting from the city’s sole negligence.

ARTICLE VIII - Entire agreement

This contract represents the entire understanding between the city and the contractor and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations in entering into this contract. This contract may be altered, amended or modified only by written amendment signed by the city and the contractor.

FOR CONTRACTOR

By _____

Its: _____

Date: _____

THE CITY OF OWOSSO

By _____

Its: Benjamin R. Frederick, Mayor

Date: _____

By _____

Its: Amy K. Kirkland, City Clerk

Date: _____



WARRANT 508
September 3, 2015

Vendor	Description	Fund	Amount
Michigan Municipal League Workers' Compensation Fund	Workers' Compensation Insurance	Various	\$19,823.00
		TOTAL	\$19,823.00



MEMORANDUM

DATE: September 2, 2015

TO: City Council

FROM: Jessica B. Unangst, Director of HR & Administrative Services

RE: International Association of Fire Fighters (IAFF) Contract

Over the last five months the city has been in negotiations with the IAFF union. The union members ratified the settlement agreement this week. I am now bringing the settlement agreement for council approval. It is a three-year contract starting July 1, 2015 through June 30, 2018.

The tentative settlement agreement includes:

1. Changed the effective date of the contract (July 1, 2015 through June 30, 2018).
2. Increased paramedic license bonus by \$150 each year.
3. Increasing holidays from five to seven, by adding Easter Sunday and Martin Luther King, Jr. Day.
4. Striking language requiring the employee to take at least three consecutive vacation days in a row.
5. Defined retirement language addressing when an employee can begin to draw from the pension. Increased pension contributions from 7%, to 7.5% for fiscal year (FY) 2016-17 and 8.0% for FY 2017-18.
6. Updated promotion language, added seniority points and gave discretion to the Director of Public Safety to promote from the top three candidates in no particular order. Added certification language for specialized positions (fire inspection coordinator and mechanic).
7. Cleaned up language under Sick Leave and added requirements for light duty work.
8. Cleaned up language under medical and vision insurances. Increased life insurance amounts.
9. Removed the residency requirement.
10. Added language referencing the city's drug/alcohol policy.

11. Wage increase of 2.5% effective July 1, 2015; 2% effective July 1, 2016; and 2% effective July 1, 2017
12. Added language for the appointment of a financial manager as required under section 15(7) of the Public Employment Relations Act.

The estimated costs for implementation the first year is \$64,850 (see the spreadsheet below analyzing costs). The second and third year of the contract are estimates and unknown given the increase in pension contributions. It is without hesitation that I recommend approval of the IAFF settlement agreement.

Number	Change	Cost to City 1st year	Cost to City 2nd year	Cost to City 3rd year
1	Date change	\$ -	\$ -	\$ -
2	Increase Paramedic bonuses	\$ 2,100.00	\$ 4,200.00	\$ 6,300.00
3	Added two additional holidays	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
4	Vacations - removed requirement of taking 3 consecutive days	\$ -	\$ -	\$ -
5	Pensions - defined & employee contributions	\$ -	\$ (4,264.65)	Unknown
6	Promotion language & added certifications	\$ -	\$ -	\$ -
7	Sick Leave - removed language - clean up contract	\$ -	\$ -	\$ -
8	Life insurance - increasing amounts	\$ -	\$ -	\$ -
9	Residency - removed	\$ -	\$ -	\$ -
10	Added language referencing drug/alcohol policy	\$ -	\$ -	\$ -
11	Wage increase & converted rates to hourly	\$ 64,849.12	\$ 17,058.61	\$ 17,399.78
12	Appointment of Financial Manager language added	\$ -	\$ -	\$ -
		\$ 64,849.12	\$ 12,793.96	\$ 17,399.78



MEMORANDUM

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

DATE: September 3, 2015
TO: City Council
FROM: Donald D. Crawford, city manager
SUBJECT: Sale and lease of property at southwest corner of Bradley and Curwood Castle Drive.

RECOMMENDATION:

Consider whether to sell a 20 foot by 122 foot parcel of property to Elaine M. Greenway. If the decision is to sell, the 21-day required posting would be made.

BACKGROUND:

The city of Owosso purchased Lot 3 of Block 9 of Lucy L. Comstock's Addition containing a dwelling in 1989 along with other properties. The acquisition costs were paid off through rents and land contracts. The remaining dwelling on this lot was demolished in 2011 at a cost of \$5,300. The lot is zoned B-1.

The property has been leased on a month-to-month basis to John and Elaine Greenway in return for maintenance.

Elaine Greenway approached the city about purchasing all or part of the property which would then become part of her adjacent property. Upon examination, selling a portion or the entire lot would have an impact upon the 2014 parking lot proposal. Selling 20 feet along the southern border would eliminate 11 potential parking spaces, which under the 2014 plan would have been grassed overflow parking. The sale of the entire lot would eliminate the potential for 29 parking spaces and would make the remainder of the lot unbuildable by itself.

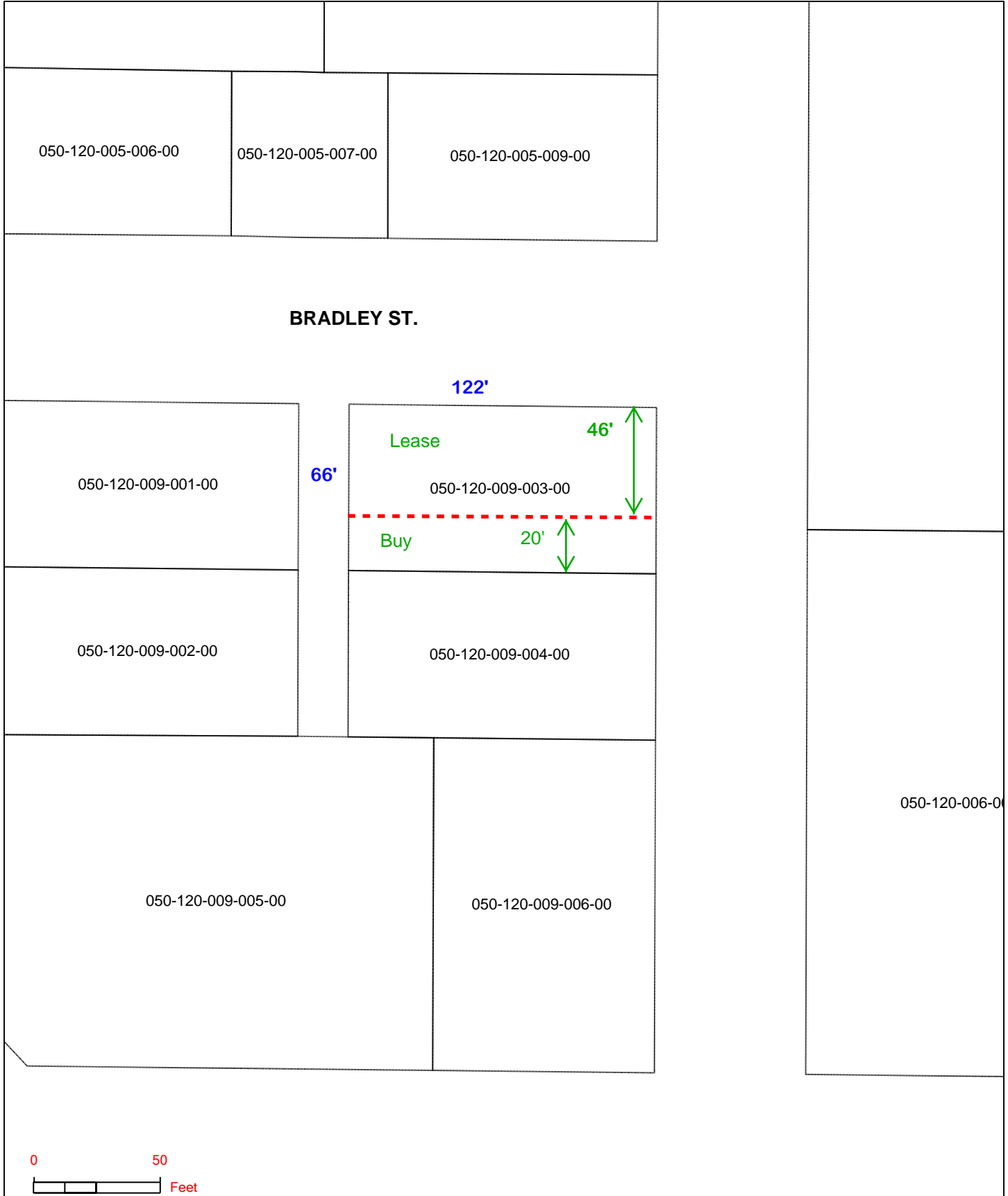
The sale of 20 feet would likely never be included in a future parking lot. Based upon the current zoning the city assessor places the value at \$4,710. For a parcel measuring 20 feet by 122 feet (2,440 square feet) the assessment is based upon \$1.93 a square foot.

The remainder of the lot which would likely be part of a future parking lot could continue to be leased on a month-to-month or even a longer term under which the leasing party would be responsible for maintaining the lot (mowing, snow removal from sidewalks, picking up trash, etc.) thus relieving the city of the responsibility.

FISCAL IMPACTS:

If the 20' section of property is sold the city would receive \$4,710 less closing costs and the property would be placed on the tax roll. If both the 20' section is sold and the remainder of the property leased, the city would be relieved of maintenance costs as well.

OWOSSO



RESOLUTION NO.

**AUTHORIZING THE SALE OF
A PORTION OF THE CITY-OWNED PARCEL AT 415 BRADLEY STREET**

WHEREAS, the City owns the vacant parcel commonly known as 415 Bradley Street and described as follows;

LOT 3, BLOCK 9 OF LUCY L. COMSTOCK'S ADDITION; and

WHEREAS, the parcel is vacant and serves no named purpose at this time; and

WHEREAS, the land is strategically placed and could be developed as a parking resource in the future; and

WHEREAS, the neighbor adjacent to the property, Elaine M. Greenway, has approached the City offering to purchase a portion of the parcel, described as follows, for a reasonable price to provide a buffer between her home and any future parking resource:

THE SOUTH 20' OF LOT 3, BLOCK 9 OF LUCY L. COMSTOCK'S ADDITION; and

WHEREAS, the value of the land in question has been determined according to the city's Property Sale Policy; and

WHEREAS, the City Council authorized a 21-day posting period for the proposed sale at the meeting of August 3, 2015; and

WHEREAS, no citizen comments or other offers for the property were received during the posting period.

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

FIRST: the property be sold to Elaine Greenway for the price of \$4,710.00 in accordance with the terms included in the attached purchase agreement.

SECOND: the Mayor and City Clerk are instructed and authorized to execute appropriate documents to execute the sale.

AGREEMENT FOR PURCHASE OF REAL ESTATE

THE PURCHASER, Elaine M. Greenway, hereby offers and agrees to purchase, and the SELLER, the City of Owosso, a Michigan Municipal Corporation, hereby agrees to sell, land situated in the City of Owosso, Shiawassee County, Michigan upon the following terms and conditions.

WHEREAS Purchaser offered and wishes to purchase certain property from Seller and Seller wishes to sell the same:

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **PROPERTY DESCRIPTION:** A parcel of land, together with all buildings, structures, rights, easements and appurtenances pertaining thereto and all improvements, trees, bushes, landscaping and foliage thereon, (the "Property"). The legal description of the parcel is as follows:

THE SOUTH 20' OF LOT 3 BLOCK 9 OF LUCY L. COMSTOCK'S ADDITION

2. **PURCHASE PRICE:** Purchaser shall pay therefore the sum of Four Thousand Seven Hundred Ten and No/100 (\$4,710.00) Dollars (the "Purchase Price").

3. **DEPOSIT:** Purchaser herewith deposits with Seller the sum of Four Hundred Seventy and No/ 100 (\$470.00) Dollars, as a deposit which shall be applied to the purchase price at closing.

4. **METHOD OF CLOSING:** The sale shall be consummated by the delivery of a Warranty Deed conveying fee simple marketable title with the balance of the purchase price to be paid in cash or by certified check at the time of closing. Consummation of this Agreement is subject to the approval of the Owosso City Council.

5. **TAXES:** All taxes and assessments due as of the closing date, including but not limited to any and all special assessments, even if payable in installments after closing, which have become a lien upon the land, whether recorded or unrecorded, at the date of this agreement shall be paid by the Seller. Purchaser shall pay all taxes and special assessments assessed after the closing date.

6. **CLOSING FEES:** Any closing fees charged for services rendered by an escrow company shall be divided equally between Purchaser and Seller except where the payment of same shall be prohibited by law.

7. **CONDITIONS PRECEDENT.** Purchaser's and Seller's obligations under this Agreement are conditioned upon the satisfaction of each of the following conditions:

- (i) Purchaser, in Purchaser's sole discretion, obtaining a Survey, surveyor's report and surveyor's certificate.
- (ii) Purchaser is buying the property on an "as is" basis.
- (iii) Approval of the purchase by the Owosso City Council.

The above duties and terms shall survive the closing.

- (iv) If Purchaser and Seller fail to satisfy or be satisfied with any one or more of the contingencies set forth above, or if Purchaser determines, at Purchaser's sole and absolute discretion, or for any reason whatsoever, to terminate this Agreement, within the inspection and approval period as defined in paragraph 9, below, then Purchaser may, on or before expiration of the inspection and approval period, as defined in paragraph 9, below, terminate this Agreement by giving written notice thereof to Seller, and this Agreement shall be deemed to be null and void and of no further force or effect, and Purchaser and Seller shall have no further rights, obligations, or liabilities under this Agreement.

8. **INSPECTION:** Purchaser and their employees, agents, and representatives shall at all times before Closing, have the privilege, opportunity, and right to enter upon the Property to inspect, examine, and perform surveys, soil tests, borings, structural analysis and tests, and any other tests needed to determine structural surface, subsurface, and topographic conditions of the Property, or for any other reasons deemed necessary by Purchaser for the satisfaction of the conditions set forth in paragraph 7, above. Provided, however, that Purchaser, their employees, agents and representatives shall indemnify and defend Seller from any claims arising from their activities on the property relating to this right of inspection and shall return the property to its original condition.

9. **INSPECTION AND APPROVAL PERIOD:** From the Effective Date, Purchaser shall have until the closing date (the "Inspection and Approval Period") to inspect the Property in the manner set forth in paragraph 8 above; and to obtain such other studies, tests, determinations, assessments and approvals, including but not limited to structural testing and inspection, site plan approval, easements, licenses, variances, curb cuts, and as otherwise set forth in paragraph 7, above, and any other determinations, assessments and approvals that are necessary to permit Purchaser's intended use of the Property, as deemed in Purchaser's sole discretion. Any delay by Seller in performing its obligations pursuant to this Agreement shall result in an extension of the Inspection and Approval Period equal to the length of the delay.

10. **CLOSING:** The consummation of the purchase and sale of the Property pursuant to this Agreement (the "Closing") shall be held no later than 60 days from the last date of the signatures below. Closing shall take place at the title company, or such other location, as the Seller and Purchaser may mutually agree in writing. Purchaser shall take possession at closing.

11. **TITLE INSURANCE:** As evidence of title, Seller shall obtain, at Seller's sole cost and expense, a commitment for title insurance issued by a title company for a policy of title insurance from an underwriter acceptable to Purchaser, insuring title with standard exceptions.

12. **OBJECTIONS TO CONDITION OF TITLE:** If objection to the title is made by the Purchaser, then Seller may terminate this Agreement, or at its discretion, cure the objectionable defect. If this Agreement is terminated by Seller due to an objection to title, the deposit shall be returned to Purchaser.

13. **SELLER'S REPRESENTATIONS, WARRANTIES AND COVENANTS.** Seller represents, warrants and covenants to Purchaser that:

- (a) Seller (i) has complete and full authority to execute this Agreement, (ii) will execute and deliver any documents, instruments, and agreements including, but not limited to, affidavits and certificates necessary to consummate the transaction contemplated herein, and (iii) will take all additional action that is reasonably necessary or appropriate to effect and facilitate the consummation of the sale and purchase transaction contemplated herein, as may be required by the Title Company.
- (b) Seller will not further sell, encumber, convey, or assign, or contract to sell, encumber, convey, assign, pledge, or lease all or any part of the Property or restrict the use of all or any part of the Property or take or cause to be taken any action in conflict with this Agreement at any time between the Seller's acceptance hereof and (i) Closing or (ii) the earlier termination of this Agreement pursuant to its terms.
- (c) Neither the entering into of this Agreement nor the consummation of the transaction contemplated hereby will constitute or result in a violation or breach by Seller of any judgment, order, writ, injunction, or decree issued against or imposed upon it or contract to which it is a party or will result in a violation by Seller of any applicable law, order, rule, or regulation of any governmental authority. There is no action, suit, proceeding or investigation pending which would become a cloud on the title to the Property or any portion thereof or which questions the validity or enforceability of the transaction contemplated by this Agreement or any action taken pursuant hereto in any court or before or by any federal, district, county, or municipal department, commission, board, bureau, agency or other governmental instrumentality, nor does Seller have any knowledge that any such action, suit, proceeding or investigation is threatened.
- (d) Seller is not a "foreign person" as that term is defined in the Internal Revenue Code, Section 1445(F)(3) and the sale of the Property is not subject to any withholding requirements imposed by the Internal Revenue Code, including, without limitation, Section 1445(F)(3).
- (e) Seller is not a party to or bound by any contract or agreement of any kind or whatsoever, written or verbal, which might affect the Property.

14. MISCELLANEOUS:

- (a) **Governing Law:** This purchase agreement shall be governed by, construed and enforced in accordance with the laws of the State of Michigan.
- (b) **Entire Agreement:** This Agreement constitutes the entire, integrated agreement between the parties, and supersedes all prior written and unwritten negotiations, agreements, proposals and understandings. This Agreement shall not be orally amended, modified, superseded, or canceled, it being specifically understood that any of the terms, covenants, representations and conditions contained herein may be amended only by written instrument executed by all parties.
- (c) **Binding Effect:** The covenants and conditions herein shall bind and inure to the benefits of the executors, administrators, successors and assigns of the respective parties. If the parties herein be more than one or if they be of the feminine sex, or a corporation or other business entity, such words and pronouns and other relative words shall be read as if written in the plural, feminine, and neuter, respectively.
- (d) **Assignment:** This Agreement may be assigned or transferred only by written consent of the non-assigning party.
- (e) **Counterparts:** This Agreement may be executed in counterparts each of which may be deemed an original, and all such counterparts together shall be deemed one and the same agreement.
- (f) **Survival:** All warranties, covenants, duties and representations made herein shall survive closing.

15. **BROKERS:** If either party has used a broker, it shall be that party's responsibility to compensate its broker.

16. **EFFECTIVE DATE:** If this Agreement is not signed simultaneously by Seller and Purchaser it shall be considered to be an offer made by the party first executing it to the other party. In this event, that offer shall expire at midnight on the tenth (10th) calendar day following signature by the offering party. Effective date shall mean the date upon which this Agreement is accepted by the parties to whom the offer is made. Acceptance shall be deemed to have been made on the date the fully executed Agreement is received by the party first executing the Agreement.

17. **NOTICES:** All notices, requests, demands or other communications hereunder shall be in writing and deemed given (a) when delivered personally or (b) on the day said communication is deposited in the U.S. mail, by registered or certified mail, return receipt requested, postage prepaid, or (c) on the next business day after notice is sent by facsimile or (d) on the day said communication is deposited with a nationally recognized overnight courier service, addressed and/or sent by facsimile, as the case may be, as follows:

If to Seller:
City of Owosso
301 West Main Street
Owosso, Michigan 48867

If to Purchaser:
Elaine M. Greenway
115 Curwood Castle Drive
Owosso, Michigan 48867

ATTENTION:

ATTENTION:

The parties executed this Agreement for Purchase of Real Estate as of the date set forth below.

DATED: _____, 2015

DATED: _____, 2015

SELLER: City of Owosso

PURCHASER: Elaine M. Greenway

BY: _____
Benjamin R. Frederick
ITS: Mayor

BY: _____
Elaine M. Greenway
ITS:

ATTEST:

Amy K. Kirkland, City Clerk

RESOLUTION NO.

**AUTHORIZING A MONTH-TO-MONTH
LEASE AGREEMENT FOR USE OF CITY PROPERTY
WITH ELAINE M. GREENWAY**

WHEREAS, the City of Owosso, Michigan ("City") is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Owosso City Charter adopted April 6, 1964, as amended ("Charter"); and

WHEREAS, the City owns the vacant parcel commonly known as 415 Bradley Street and described as follows;

LOT 3, BLOCK 9 OF LUCY L. COMSTOCK'S ADDITION; and

WHEREAS, the parcel is vacant and serves no named purpose at this time; and

WHEREAS, the land is strategically placed and could be developed as a parking resource in the future; and

WHEREAS, adjacent property owner Elaine M. Greenway has approached the City offering to purchase a portion of the parcel, described as follows, for a reasonable price; and

WHEREAS, Elaine M. Greenway has also expressed an interest in leasing the remaining portion of the parcel on a month to month basis in exchange for routine property maintenance; and

WHEREAS, the remaining portion of the parcel is described as follows:

THE NORTH 46' OF LOT 3, BLOCK 9 OF LUCY L. COMSTOCK'S ADDITION; and

WHEREAS, the City Council authorized a 21-day posting period for the proposed lease at the meeting of August 3, 2015; and

WHEREAS, no citizen comments or other offers for the property were received during the posting period.

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

FIRST: the lease agreement with Elaine M. Greenway for the above described property is hereby approved subject to termination providing 30-days notice.

SECOND: the Mayor and City Clerk are hereby instructed and authorized to sign the document attached as Exhibit A, Property Use Agreement, on behalf of the City of Owosso.

PROPERTY USE AGREEMENT

The city of Owosso will allow Elaine M. Greenway, residing at 115 Curwood Castle Drive, Owosso, Michigan to use and place upon the north 46' of Lot 3 of Block 9 of Lucy L Comstock's addition to the city of Owosso, Shiawassee County, Michigan (commonly known as 415 Bradley Street) landscaping including gardens, plants and decorative structures according to the following provisions:

1. Elaine M. Greenway shall maintain said lot including the mowing of grass, trimming of shrubbery, removal of debris, and snow removal from sidewalks.
2. Elaine M. Greenway shall release and hold harmless the city of Owosso of any claims prior to this date. Further, Elaine M. Greenway, tenants or visitors to her home during the period of any type of occupancy or trespass upon the north 46' of Lot 3 of Block 9 of Lucy L. Comstock's addition to the city of Owosso, Shiawassee County, Michigan shall release and hold harmless the city of Owosso of any claims including any claims of adverse possession or encroachment.
3. The city of Owosso may at any time direct that Elaine N. Greenway remove any gardens, plants and decorative structures placed on or under the property.
4. The city of Owosso has the right to terminate this agreement at any time upon 30-days notice and to remove any items placed upon or underneath the property.
5. This agreement is not transferable or assignable.

Date: _____

Date: _____

Elaine Greenway
115 Curwood Castle Drive
Owosso, MI 48867

Benjamin R. Frederick
Mayor
City of Owosso

Amy K. Kirkland
City Clerk
City of Owosso

Date: September 3, 2013
To: City Council
From: City Manager
Re: Revenue and Expenditure Report for August 31, 2015.

Attached is the Revenue and Expenditure Report for August 31, 2015. We have now completed two months or 16.94% of the year. Since revenues do not come in at the rate of 1/12th per month and expenditures are not 1/12th per month, we must understand what is actually occurring. In looking at the revenue report one must note that 53.27% of the annual projected general revenues have come in, mostly from property taxes billed, not collected. There will be adjustments as we go through the year. Building permit revenues are greater than 16.94% because July and August are major construction months, and may be also be skewed by a big project.

Ambulance revenues show zero because they are booked when received from the collection contractor, about September 8. Utility revenues are shown when the billings take place which will be in September.

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 08/31/2015

% Fiscal Year Completed: 16.94

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR MONTH 08/31/2015 (DECREASE)	YTD BALANCE		AVAILABLE		% BDTG USED
		AMENDED BUDGET	INCREASE		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND									
Revenues									
101-000-401.403	GENERAL PROPERTY TAX	3,225,500.00		0.00	3,455,371.41		(229,871.41)		107.13
101-000-401.424	TRAILER PARK TAXES	850.00		71.50	143.00		707.00		16.82
101-000-401.430	INDUSTRIAL/COMMERCIAL FACILITIES TAX	10,350.00		0.00	33,493.25		(23,143.25)		323.61
101-000-401.431	OBSOLETE PROPERTY REHAB TAXES(OPRA)	1,875.00		0.00	1,946.83		(71.83)		103.83
101-000-401.432	NEIGHBORHOOD ENTERPRISE ZONE REHAB TAXES	0.00		0.00	7,719.04		(7,719.04)		100.00
101-000-401.443	ADMINISTRATION FEES	68,000.00		18,058.81	22,600.73		45,399.27		33.24
101-000-401.445	COLLECTION & INTEREST ON TAXES	19,000.00		0.00	20.73		18,979.27		0.11
101-000-450.452	PERMITS-BUILDING	65,000.00		4,783.00	12,070.00		52,930.00		18.57
101-000-450.453	LIQUOR LICENSES	9,600.00		0.00	0.00		9,600.00		0.00
101-000-450.454	PERMITS-ELECTRICAL	16,700.00		1,030.00	4,050.00		12,650.00		24.25
101-000-450.455	PERMITS-PLUMBING & MECHANICAL	26,500.00		4,025.00	9,895.00		16,605.00		37.34
101-000-450.460	MISCELLANEOUS LICENSES	1,600.00		150.00	850.00		750.00		53.13
101-000-450.477	PERMITS-HANDGUNS	250.00		90.00	150.00		100.00		60.00
101-000-450.478	DOG LICENSES	75.00		0.00	0.00		75.00		0.00
101-000-539.575	REVENUE SHARING-CONSTITUTIONAL	1,604,000.00		0.00	0.00		1,604,000.00		0.00
101-000-600.625	VACANT PROPERTY REGISTRATION/INSPECTION	10,000.00		700.00	1,700.00		8,300.00		17.00
101-000-600.626	CHARGE FOR SERVICES RENDERED	62,400.00		2,545.72	4,466.60		57,933.40		7.16
101-000-600.627	DUPLICATING SERVICES	6,900.00		14.50	462.15		6,437.85		6.70
101-000-600.628	RENTAL REGISTRATION	1,100.00		75.00	400.00		700.00		36.36
101-000-600.629	AMBULANCE CHARGES	189,400.00		0.00	0.00		189,400.00		0.00
101-000-600.630	AMBULANCE MILEAGE CHARGES	215,000.00		0.00	0.00		215,000.00		0.00
101-000-600.631	AMBULANCE/ ADVANCED LIFE SUPPORT CHARGES	374,000.00		0.00	0.00		374,000.00		0.00
101-000-600.633	FIRE SERVICES	1,000.00		0.00	0.00		1,000.00		0.00
101-000-600.642	CHARGE FOR SERVICES - SALES	6,200.00		420.00	1,222.72		4,977.28		19.72
101-000-600.647	CABLE TELEVISION FRANCHISE FEES	116,000.00		0.00	0.00		116,000.00		0.00
101-000-600.648	TREE PLANTING	1,500.00		0.00	0.00		1,500.00		0.00
101-000-600.651	RECREATION	0.00		598.00	598.00		(598.00)		100.00
101-000-655.655	PARKING VIOLATIONS	9,800.00		835.00	1,216.00		8,584.00		12.41
101-000-655.659	PARKING LEASE INCOME	15,300.00		430.00	1,010.00		14,290.00		6.60
101-000-655.660	ORDINANCE FINES & COSTS	38,700.00		2,403.25	5,222.91		33,477.09		13.50
101-000-664.664	INTEREST INCOME	35,000.00		0.00	311.36		34,688.64		0.89
101-000-664.665	INTEREST INCOME-RESTRICTED ASSETS	0.00		0.00	0.24		(0.24)		100.00
101-000-664.668	RENTAL INCOME	1,500.00		30.00	120.00		1,380.00		8.00
101-000-671.673	SALE OF FIXED ASSETS	5,000.00		0.00	0.00		5,000.00		0.00
101-000-671.675	DONATIONS-PRIVATE	0.00		3,358.09	1,851.09		(1,851.09)		100.00
101-000-671.692	RECOVERY OF BAD DEBTS	4,500.00		241.85	840.93		3,659.07		18.69
101-000-671.694	MISCELLANEOUS	2,500.00		(8.00)	342.00		2,158.00		13.68
101-000-695.676	WASTEWATER UTIL. ADMIN REIMB	171,700.00		0.00	9,208.40		162,491.60		5.36
101-000-695.677	CITY UTILITIES ADMIN REIMB	270,000.00		22,375.00	44,750.00		225,250.00		16.57
101-000-695.678	DDA/OBRA REIMBURSEMENT	10,200.00		0.00	0.00		10,200.00		0.00
101-000-695.695	ACT 51 ADMIN REIMBURSEMENT	102,300.00		8,525.00	18,221.23		84,078.77		17.81
101-000-695.698	OTHER FINANCING SOURCES	133,900.00		0.00	0.00		133,900.00		0.00
TOTAL Revenues		6,833,200.00		70,751.72	3,640,253.62		3,192,946.38		53.27

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 08/31/2015

% Fiscal Year Completed: 16.94

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR MONTH 08/31/2015 (DECREASE)	YTD BALANCE		AVAILABLE		% BDGT USED
		AMENDED BUDGET	INCREASE		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND									
Expenditures									
101	CITY COUNCIL	4,300.00		53.60	53.60		4,246.40		1.25
171	CITY MANAGER	135,425.00		8,976.12	14,920.21		120,504.79		11.02
201	FINANCE	157,250.00		9,536.69	13,734.50		143,515.50		8.73
209	ASSESSING	117,550.00		8,962.17	14,811.19		102,738.81		12.60
210	CITY ATTORNEY	139,000.00		8,091.20	18,189.04		120,810.96		13.09
215	CLERK	216,950.00		13,639.46	24,866.19		192,083.81		11.46
226	HUMAN RESOURCES	191,300.00		15,390.68	26,121.69		165,178.31		13.65
253	TREASURY	232,425.00		16,904.36	31,057.11		201,367.89		13.36
258	INFORMATION & TECHNOLOGY	169,775.00		6,615.00	7,022.00		162,753.00		4.14
265	BUILDING & GROUNDS	117,900.00		6,307.34	9,687.77		108,212.23		8.22
285	CABLE COMMISSION	1,800.00		0.00	0.00		1,800.00		0.00
299	GENERAL ADMIN	301,650.00		3,921.49	4,962.14		296,687.86		1.64
300	POLICE	1,700,250.00		122,976.74	255,363.52		1,444,886.48		15.02
335	FIRE	1,896,425.00		117,145.41	214,565.51		1,681,859.49		11.31
370	BUILDING AND SAFETY	162,050.00		19,525.42	29,749.12		132,300.88		18.36
441	PUBLIC WORKS	504,325.00		68,772.92	101,327.11		402,997.89		20.09
528	LEAF AND BRUSH COLLECTION	275,600.00		0.00	877.71		274,722.29		0.32
585	PARKING	36,200.00		882.99	1,949.64		34,250.36		5.39
728	COMMUNITY DEVELOPMENT	115,325.00		9,293.02	18,750.70		96,574.30		16.26
756	PARKS	228,400.00		10,009.08	28,939.78		199,460.22		12.67
966	TRANSFERS OUT	129,300.00		3,654.00	7,310.00		121,990.00		5.65
TOTAL Expenditures		6,833,200.00		450,657.69	824,258.53		6,008,941.47		12.06
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		6,833,200.00		70,751.72	3,640,253.62		3,192,946.38		53.27
TOTAL EXPENDITURES		6,833,200.00		450,657.69	824,258.53		6,008,941.47		12.06
NET OF REVENUES & EXPENDITURES		0.00		(379,905.97)	2,815,995.09		(2,815,995.09)		100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 08/31/2015

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GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR		YTD BALANCE		AVAILABLE		% BDGT USED
		AMENDED BUDGET	INCREASE	MONTH 08/31/2015	(DECREASE)	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 202 - MAJOR STREET FUND										
Revenues										
202-000-539.529	STATE SOURCES	33,500.00		29,631.58		29,631.58		3,868.42		88.45
202-000-539.546	TRUNKLINE MAINTENANCE	59,000.00		0.00		3,251.36		55,748.64		5.51
202-000-539.569	GAS & WEIGHT TAX	750,500.00		0.00		0.00		750,500.00		0.00
202-000-695.672	SPECIAL ASSESSMENT	17,550.00		0.00		0.00		17,550.00		0.00
TOTAL Revenues		860,550.00		29,631.58		32,882.94		827,667.06		3.82
Expenditures										
463	STREET MAINTENANCE	268,800.00		8,578.75		12,916.51		255,883.49		4.81
473	BRIDGE MAINTENANCE	3,100.00		0.00		0.00		3,100.00		0.00
474	TRAFFIC SERVICES-MAINTENANCE	30,250.00		(12.66)		30.90		30,219.10		0.10
478	SNOW & ICE CONTROL	148,400.00		0.00		0.00		148,400.00		0.00
480	TREE TRIMMING	21,050.00		0.00		4,024.84		17,025.16		19.12
482	ADMINISTRATION & ENGINEERING	151,300.00		10,756.17		20,952.41		130,347.59		13.85
484	TRUNKLINE SUPERVISOR	5,400.00		0.00		275.29		5,124.71		5.10
485	LOCAL STREET TRANSFER	167,800.00		0.00		0.00		167,800.00		0.00
486	TRUNKLINE SURFACE MAINTENANCE	5,200.00		0.00		0.00		5,200.00		0.00
488	TRUNKLINE SWEEPING & FLUSHING	3,200.00		0.00		681.24		2,518.76		21.29
491	TRUNKLINE STORM DRAIN, CURBS	1,350.00		0.00		0.00		1,350.00		0.00
492	TRUNKLINE ROADSIDE CLEANUP	300.00		0.00		0.00		300.00		0.00
494	TRUNKLINE TRAFFIC SIGNS	250.00		0.00		0.00		250.00		0.00
496	TRUNKLINE TRAFFIC SIGNALS	1,550.00		105.41		239.31		1,310.69		15.44
497	TRUNKLINE SNOW & ICE CONTROL	40,100.00		0.00		0.00		40,100.00		0.00
502	TRUNKLINE LEAVE & INS BENEFITS	12,500.00		0.00		895.94		11,604.06		7.17
TOTAL Expenditures		860,550.00		19,427.67		40,016.44		820,533.56		4.65
Fund 202 - MAJOR STREET FUND:										
TOTAL REVENUES		860,550.00		29,631.58		32,882.94		827,667.06		3.82
TOTAL EXPENDITURES		860,550.00		19,427.67		40,016.44		820,533.56		4.65
NET OF REVENUES & EXPENDITURES		0.00		10,203.91		(7,133.50)		7,133.50		100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR MONTH 08/31/2015 (DECREASE)	YTD BALANCE		AVAILABLE		% BDGT USED
		AMENDED BUDGET	INCREASE		NORMAL	(ABNORMAL) 08/31/2015	NORMAL	(ABNORMAL) BALANCE	
Fund 203 - LOCAL STREET FUND									
Revenues									
203-000-539.529	STATE SOURCES	11,800.00		10,411.09	10,411.09		1,388.91		88.23
203-000-539.569	GAS & WEIGHT TAX	273,725.00		0.00	0.00		273,725.00		0.00
203-000-695.202	MAJOR STREET TRANSFER	167,800.00		0.00	0.00		167,800.00		0.00
203-000-695.411	TRANSFER FROM CAPITAL PROJECTS	37,600.00		0.00	0.00		37,600.00		0.00
203-000-695.672	SPECIAL ASSESSMENT	51,650.00		0.00	0.00		51,650.00		0.00
TOTAL Revenues		542,575.00		10,411.09	10,411.09		532,163.91		1.92
Expenditures									
451	CONSTRUCTION	37,600.00		0.00	0.00		37,600.00		0.00
463	STREET MAINTENANCE	245,700.00		1,334.08	15,697.25		230,002.75		6.39
474	TRAFFIC SERVICES-MAINTENANCE	5,600.00		0.00	28.49		5,571.51		0.51
478	SNOW & ICE CONTROL	75,400.00		0.00	0.00		75,400.00		0.00
480	TREE TRIMMING	36,200.00		0.00	7,534.19		28,665.81		20.81
482	ADMINISTRATION & ENGINEERING	142,075.00		8,016.86	15,214.03		126,860.97		10.71
TOTAL Expenditures		542,575.00		9,350.94	38,473.96		504,101.04		7.09
Fund 203 - LOCAL STREET FUND:									
TOTAL REVENUES		542,575.00		10,411.09	10,411.09		532,163.91		1.92
TOTAL EXPENDITURES		542,575.00		9,350.94	38,473.96		504,101.04		7.09
NET OF REVENUES & EXPENDITURES		0.00		1,060.15	(28,062.87)		28,062.87		100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 08/31/2015

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GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR		YTD BALANCE		AVAILABLE		% BGDG USED
		AMENDED BUDGET	INCREASE	MONTH 08/31/2015 (DECREASE)	NORMAL (ABNORMAL) 08/31/2015	NORMAL (ABNORMAL) BALANCE	NORMAL (ABNORMAL) BALANCE			
Fund 297 - HISTORICAL FUND										
Revenues										
297-000-600.600	SALES	3,000.00		451.50		674.00		2,326.00		22.47
297-000-664.664	INTEREST INCOME	50.00		0.00		(56.11)		106.11		(112.22)
297-000-664.667	RENTS & DEPOSITS	600.00		1,183.50		1,183.50		(583.50)		197.25
297-000-664.668	RENTAL INCOME	15,200.00		850.00		1,450.00		13,750.00		9.54
297-000-671.675	DONATIONS-PRIVATE	0.00		1,444.00		2,671.00		(2,671.00)		100.00
297-000-671.678	FUNDRAISER/MEMBERSHIPS	500.00		0.00		0.00		500.00		0.00
297-000-671.679	DONATIONS:HOME TOUR	5,000.00		225.00		225.00		4,775.00		4.50
297-000-695.101	GENERAL FUND TRANSFER	43,850.00		3,654.00		7,310.00		36,540.00		16.67
TOTAL Revenues		68,200.00		7,808.00		13,457.39		54,742.61		19.73
Expenditures										
797	HISTORICAL COMMISSION	8,800.00		351.76		509.26		8,290.74		5.79
798	CASTLE	45,450.00		3,064.72		5,228.64		40,221.36		11.50
799	GOULD HOUSE	13,950.00		1,191.22		1,724.57		12,225.43		12.36
TOTAL Expenditures		68,200.00		4,607.70		7,462.47		60,737.53		10.94
Fund 297 - HISTORICAL FUND:										
TOTAL REVENUES		68,200.00		7,808.00		13,457.39		54,742.61		19.73
TOTAL EXPENDITURES		68,200.00		4,607.70		7,462.47		60,737.53		10.94
NET OF REVENUES & EXPENDITURES		0.00		3,200.30		5,994.92		(5,994.92)		100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
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GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR		YTD BALANCE		AVAILABLE		% BDGT USED
		AMENDED BUDGET	INCREASE	MONTH 08/31/2015 (DECREASE)	08/31/2015 NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)			
Fund 590 - SEWER FUND										
Revenues										
590-000-401.446	PENALTIES - LATE CHARGES	30,000.00		7,101.39		7,101.39		22,898.61		23.67
590-000-450.477	SWR:PERMITS/INSPECTION FEE	1,000.00		50.00		(840.00)		1,840.00		(84.00)
590-000-600.601	METERED SALES	1,582,400.00		202.02		710.02		1,581,689.98		0.04
590-000-664.664	INTEREST INCOME	7,000.00		0.00		6,308.83		691.17		90.13
TOTAL Revenues		1,620,400.00		7,353.41		13,280.24		1,607,119.76		0.82
Expenditures										
200	GEN SERVICES	1,204,700.00		3,332.54		86,158.21		1,118,541.79		7.15
549	SEWER OPERATIONS	305,880.00		25,291.67		34,577.18		271,302.82		11.30
901	CAPITAL OUTLAY	100,000.00		0.00		0.00		100,000.00		0.00
905	DEBT SERVICE	49,420.00		0.00		0.00		49,420.00		0.00
TOTAL Expenditures		1,660,000.00		28,624.21		120,735.39		1,539,264.61		7.27
Fund 590 - SEWER FUND:										
TOTAL REVENUES		1,620,400.00		7,353.41		13,280.24		1,607,119.76		0.82
TOTAL EXPENDITURES		1,660,000.00		28,624.21		120,735.39		1,539,264.61		7.27
NET OF REVENUES & EXPENDITURES		(39,600.00)		(21,270.80)		(107,455.15)		67,855.15		271.35

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 08/31/2015

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GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR MONTH 08/31/2015 (DECREASE)	YTD BALANCE 08/31/2015		AVAILABLE BALANCE		% BDGT USED
		AMENDED BUDGET	INCREASE		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND									
Revenues									
591-000-401.446	PENALTIES - LATE CHARGES	43,000.00		10,012.64	10,012.64		32,987.36		23.29
591-000-450.477	WTR:PERMITS/INSPECTION FEE	20,000.00		150.00	2,330.00		17,670.00		11.65
591-000-600.601	METERED SALES	2,060,000.00		1,527.12	2,320.58		2,057,679.42		0.11
591-000-600.602	METERED SALES-WHOLESALE-USAGE	215,000.00		21,053.60	41,055.05		173,944.95		19.10
591-000-600.603	METERED SALES-WHOLESALE-DEBT	43,888.00		0.00	0.00		43,888.00		0.00
591-000-600.604	WATER MAIN REPLACEMENT CHARGE	320,000.00		290.99	412.74		319,587.26		0.13
591-000-600.640	MATERIAL & SERVICE	10,000.00		0.00	850.00		9,150.00		8.50
591-000-600.642	CHARGE FOR SERVICES - SALES	0.00		0.00	209.70		(209.70)		100.00
591-000-664.664	INTEREST INCOME	6,000.00		0.00	70.89		5,929.11		1.18
591-000-671.688	HYDRANT RENTAL	16,500.00		0.00	0.00		16,500.00		0.00
591-000-671.694	MISCELLANEOUS	4,112.00		402.55	512.55		3,599.45		12.46
591-000-671.695	MISCELLANEOUS WATER CHARGES	12,000.00		77.50	287.50		11,712.50		2.40
TOTAL Revenues		2,750,500.00		33,514.40	58,061.65		2,692,438.35		2.11
Expenditures									
200	GEN SERVICES	105,000.00		6,213.56	9,283.43		95,716.57		8.84
552	WATER UNDERGROUND	928,400.00		32,306.80	66,939.59		861,460.41		7.21
553	WATER FILTRATION	1,108,100.00		60,296.02	92,093.28		1,016,006.72		8.31
901	CAPITAL OUTLAY	750,000.00		0.00	0.00		750,000.00		0.00
905	DEBT SERVICE	394,500.00		0.00	0.00		394,500.00		0.00
TOTAL Expenditures		3,286,000.00		98,816.38	168,316.30		3,117,683.70		5.12
Fund 591 - WATER FUND:									
TOTAL REVENUES		2,750,500.00		33,514.40	58,061.65		2,692,438.35		2.11
TOTAL EXPENDITURES		3,286,000.00		98,816.38	168,316.30		3,117,683.70		5.12
NET OF REVENUES & EXPENDITURES		(535,500.00)		(65,301.98)	(110,254.65)		(425,245.35)		20.59

09/03/2015 11:10 AM

User: DDCrawford

DB: Owosso

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 08/31/2015

% Fiscal Year Completed: 16.94

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2015-16		ACTIVITY FOR		YTD BALANCE		AVAILABLE		% BDGT USED
		AMENDED BUDGET	INCREASE	MONTH 08/31/2015	(DECREASE)	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 599 - WASTEWATER FUND										
Revenues										
599-000-602.100	OP & MAINT CHRG - OWOSSO	975,000.00		0.00		80,936.94		894,063.06		8.30
599-000-602.200	OP & MAINT CHRG - OWOSSO TWP	142,000.00		6,534.42		14,512.39		127,487.61		10.22
599-000-602.300	OP & MAINT CHRG - CALEDONIA TWSP	98,000.00		14,013.85		25,943.23		72,056.77		26.47
599-000-602.400	OP & MAINT CHRG - CORUNNA	177,000.00		15,372.62		30,528.32		146,471.68		17.25
599-000-603.100	REPLACEMENT CHRG - OWOSSO	141,100.00		0.00		0.00		141,100.00		0.00
599-000-603.200	REPLACEMENT CHRG - OWOSSO TWP	34,500.00		0.00		0.00		34,500.00		0.00
599-000-603.300	REPLACEMENT CHRG - CALEDONIA TWSP	25,200.00		0.00		0.00		25,200.00		0.00
599-000-603.400	REPLACEMENT CHRG - CORUNNA	25,200.00		0.00		0.00		25,200.00		0.00
599-000-664.664	INTEREST INCOME	5,000.00		0.00		6,369.52		(1,369.52)		127.39
599-000-671.694	MISCELLANEOUS	3,000.00		181.50		181.50		2,818.50		6.05
TOTAL Revenues		1,626,000.00		36,102.39		158,471.90		1,467,528.10		9.75
Expenditures										
548	WASTEWATER OPERATIONS	1,215,225.00		86,510.37		138,126.42		1,077,098.58		11.37
901	CAPITAL OUTLAY	655,000.00		0.00		0.00		655,000.00		0.00
TOTAL Expenditures		1,870,225.00		86,510.37		138,126.42		1,732,098.58		7.39
Fund 599 - WASTEWATER FUND:										
TOTAL REVENUES		1,626,000.00		36,102.39		158,471.90		1,467,528.10		9.75
TOTAL EXPENDITURES		1,870,225.00		86,510.37		138,126.42		1,732,098.58		7.39
NET OF REVENUES & EXPENDITURES		(244,225.00)		(50,407.98)		20,345.48		(264,570.48)		8.33
TOTAL REVENUES - ALL FUNDS										
		14,301,425.00		195,572.59		3,926,818.83		10,374,606.17		27.46
TOTAL EXPENDITURES - ALL FUNDS										
		15,120,750.00		697,994.96		1,337,389.51		13,783,360.49		8.84
NET OF REVENUES & EXPENDITURES		(819,325.00)		(502,422.37)		2,589,429.32		(3,408,754.32)		316.04

OWOSSO HISTORICAL COMMISSION

Monday, July 13, 2015, 7:00PM Curwood Castle

MINUTES

- CALL TO ORDER:** Chairperson Greenway called the meeting to order at 7:00 p.m.
- PRESENT:** Elaine Greenway, Chair; Jennifer Mahoney, Vice Chair; Members Robert Brockway; Dean Ebert; Dennis Mahoney
- ABSENT:** Members Adrian Montague, Nick Pidek, Tracey Peltier
- APPROVAL OF AGENDA:** Chairperson Greenway moved to approve agenda as presented. Member D. Mahoney supported. Motion passed unanimously.
- TREASURER'S REPORT:** Member D. Mahoney questioned the treasurer's report – specifically General Fund Transfer and year end. Mr. Mahoney indicated that Castle Maintenance should match the General Fund Transfer.
- Member J. Mahoney motioned to approve the treasurer's report as presented. Member D. Mahoney supported. Motion passed unanimously.
- APPROVAL OF JUNE MINUTES:** Member D. Mahoney motioned to accept the June 8, 2015 minutes, Member J. Mahoney supported. Motion passed unanimously.
- APPROVAL OF JUNE SPECIAL MEETING MINUTES:** Member D. Mahoney motioned to accept the Special June 22, 2015 minutes, Member J. Mahoney supported. Motion passed unanimously.
- CITIZEN COMMENTS:** Gordon Pennington introduced his friend, Peter Stropol. Mr. Stropol has made a lifestyle of connecting people, and he has gotten the Owosso bug. He is fighting for the Shire! Mr. Pennington said he was glad Mr. Stropol is willing to attend the meeting and hear what we are doing with our historical assets. He is especially interested in the Home Tour, and committing resources and time and energy to helping out the Commission. Mr. Pennington said he sees great leadership and energy in the group and is really excited and proud of us. Especially in light of the challenges presented with the collapse of the ceiling at the Gould House. He stressed that there are significant amounts of institutional resources that go unallocated each year and the Commission does virtually no grant writing. He felt that unless the Commission gets grant writing going, we won't be able to move forward as a group.
- Peter Stropol then spoke saying he loves small towns and he understands the significance and validation of the board...he just loves helping out.
- Mr. Stropol then interjected that if the Commission has challenges with the budget, they should not approve it. He was adamant that no one should put their name to an official document, especially a financial one, not knowing for certain where and how the money flows.
- Member J. Mahoney suggested that we revisit and not approve the treasurer's report, indicating that in its current state it is unacceptable.
- Member J. Mahoney made a motion that the Commission reconsider the treasurer's report. Member D. Mahoney supported. Motion passed unanimously.**

REVISIT TREASURER'S REPORT: Jennifer Mahoney made a motion to accept the report as presented.

Roll Call Vote.

AYES: None.

NAYS: Members D. Mahoney, Brockway, Chairperson Greenway, Members Ebert, and J. Mahoney.

The Treasure's Report was not accepted.

Chairperson Greenway suggested that Member D. Mahoney and Director Doran go to City Hall together to discuss the Budget with City staff. Member J. Mahoney suggested that we utilize Member D. Mahoney's previous board and financial experience to the Commission's advantage..

Member Ebert made a motion to send Member D. Mahoney and Director Doran to City Hall to discuss the budget with City staff. Member Brockway supported. Motion passed unanimously.

COMMUNICATIONS: None.

DIRECTOR'S REPORT: Defer to old and new business.

Mr. Pennington then requested that the Commission move the last Citizens Comments so that he could attend a prior engagement. Although a motion was not made, entire Commission agreed.

**CITIZEN COMMENTS:
(out of order)**

Mr. Pennington discussed the advertising and media plan for 2015 Home Tour. He believes that this is the singular event for the OHC. We are only nine weeks away, and he would like to come back with specific advertising team. He would include for example, automobile clubs. He will be meeting with Comcast, advertising buy.....if we get the right people and make them aware. The Commission needs to have all of these details in mind. How do we get House and Garden, This Old House, etc. and make them aware of the Home Tour? It is a very important and timely event. We should think about carriage rides, historic bus tours, historic bike tour, a potting zoo....where children could plant topiaries, a Garden Walk, etc.

OLD BUSINESS:

- Home Tour Houses/ Calendar -
- Gould House and Curwood Castle Gardens and interior and Vision -
- Gould House Repairs to the ceiling and Gould House

Member Ebert then interjected and explained his vision of what is going to be great and profitable for Owosso....His question is what is the Commission's going to be? What could it be? His vision of the Gould House is apartments upstairs and weddings and functions downstairs. He passed around photos of other event venues in historical locations, indicating his desire to have Gould House follow one of those models. He was concerned that the Commission is lacking a vision and direction.

- Collapse of Gould House ceiling – insurance update/ cleaning ADDITION
- Still looking for accountant to fill Commission position

NEW BUSINESS:

- OHC Calendar – July, August and September
 - July 30 – Moonlight Market on Curwood Castle Lawn 5 to 10 pm
 - August 9 – Bikefest 8 to 11 – complementary entrance to Castle for participants
 - August 22 – Tour Our Town – Curwood Castle and Gould House from 10 am to 4 pm
 - September 11 – Art Walk – artists will be showing art in Curwood Castle
 - September 19 – OHC Home Tour

- Additions to 2015 Home Tour Committee – Jeff Deason, Piper Brewer, Josh Adams, Aaron Maike
- Deaccession of Halloween Pumpkin -
- OHC Website BETA – editing
- Move forward with Nonprofit Network initiative – schedule after Home Tour
- Advertising and Media plan for 2015 Home Tour –
- Jeanine & Donna – another Henry Ford trip to Owosso

CITIZEN COMMENTS:

See above

ADJOURN:

Several members left the room without notice during the discussion of New Business. Those members did not return and the meeting ended without a quorum.

Robert V. Doran, Historical Director



SPECIAL MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
July 29, 2015 – 7:00 pm.

SPECIAL MEETING:

This is a special board training meeting. During this session Josh Adams, the Executive Director of Owosso Main Street conducted a Main Street training session educating board members on their responsibilities to local stakeholders and the Main Street program.

Alaina Kraus, Secretary



What is Main Street?

Owosso Main Street is a nationally accredited Main Street program through the National Main Street Center – a subsidiary of the National Trust for Historic Preservation.



- A grassroots, community – and volunteer-driven strategy encouraging economic development through historic preservation.

Main Street Utilizes 8 Basic Principals


- Comprehensive
- Incremental
- Self-help
- Public/private Partnership
- Capitalizing on Existing Assets
- Quality
- Change
- Action-oriented

Local Main Street Programs evolve over time and tend to go through 3 phases

- Catalyst Phase
- Growth Phase
- Management Phase

Where is Owosso Main Street?

Main Street is the implementation choice of the Owosso Downtown Development Authority (DDA) – typical amongst Michigan DDAs.



What is Michigan Main Street

- Provide technical assistance, training, support, and networking opportunities.

Michigan Main Street Levels of Participation

<p>Associate</p> <p>1 year</p> <p>Communities receive basic training in the Main Street 4-Point Approach and MMS Program in centralized locations.</p>	<p>Select</p> <p>5 years</p> <p>Intensive program providing technical assistance, training, resources, and support locally and in centralized locations.</p>	<p>Master</p> <p>6+ years</p> <p>Communities who successfully complete the 5 year program can continue to access MMS services.</p>
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Owosso Main Street

A Master Level Community



Communities must:

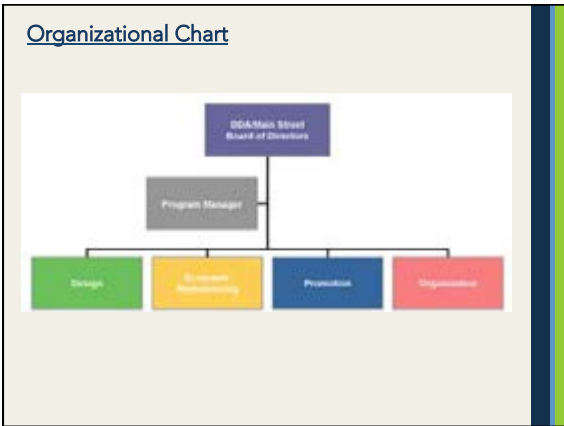
- Employ a full-time Main Street Manager
- Establish/maintain an active Board of Directors & Committees
- Participate in all training services
- Fully fund the local Main Street program through both public and private partnerships
- Submit monthly & annual reports
- Maintain a membership with the National Main Street Center
- Meet accreditation standards by Year 5
- Reimburse MMSC for costs if you withdraw or are removed from the program at any time within contract

Owosso Main Street

National Main Street 10 Accreditation Criteria



- Broad based community support
- Vision & Mission Statement
- Comprehensive Work Plan
- Historic Preservation Ethic
- Active Board & Committees
- Adequate Operating Budget
- Professional Main Street Manager
- Program of ongoing training
- Reporting key statistics
- Member of the National Main Street Center



Roles & Responsibilities

Traditional Governing Boards:

- Programming decisions
- Fundraising decisions
- Administrative decisions

Traditional Working Boards:

- Program work
- Fundraising work
- Administrative work



Policy & Oversight

- Mission
- Downtown Development Plan
- By-laws
- Policies & Procedures


Types of Policies & Procedures

- Financial
- Volunteer
- Personnel
- Purchasing
- Conflict of Interest
- Media
- Fundraising

Roles & Responsibilities

Planning


- Vision
- Long & short-term goals
- Board goals & specific objectives
- Annual work plan
- Evaluation



Effective Meetings

- What is our role?
 - Explore
 - Inform
 - Recommend
 - Decide
- Consent Agenda
- One Topic at a Time
- Guests
- Prepared

Roles & Responsibilities



Strategic Planning

- Is the root of everything the organization does.
- Where are we going and how are we going to get there?

Board Retreat

- Focus on operations and annual business planning.
- Should be used to update strategic plan.
- Address tactical concerns.

Work Planning


Layer the goals of the committee to achieve higher caliber projects.



The diagram illustrates a hierarchy of goals and objectives. At the top is 'Downtown Vision (Community & Stakeholders)', which leads to 'Mission (Board of Directors)'. Below the mission are four categories of goals and objectives: 'Promo Goals & Objectives (Board)', 'Design Goals & Objectives (Board)', 'E.R. Goals & Objectives (Board)', and 'Org. Goals & Objectives (Board)'. Each category is supported by a list of specific tasks or sub-objectives.

Work Planning

Comprehensive Work Plans



The diagram shows a balance scale with two pans. The left pan is labeled 'Planned Coordination' and contains two boxes: 'Work Plan states - Who does what?' and 'Work Plan states - When & How?'. The right pan is labeled 'Accidental Work' and contains a box: 'New ideas, projects not in WP take the time and priorities of our efforts'. The scale is balanced on a central fulcrum.

Work Planning
 Working Together
 Engaging and developing value with existing businesses

Promotions: Retail Events, Cooperative Advertising Opportunities

Economic Restructuring: Business Assistance, Access to capital, Secret Shopper programs

Design: Property Improvement Grants, Window display assistance & supplies, Maintenance Education, Merchandising

Organization: Business Beat, Biz in Communications

MSHDA

Work Planning

Committee Oversight

- Recruiting effective chairs
- Work Plan approval
- Monitoring activities via the Work Plan (OMS WPs can be viewed on our website - www.owosso-mainstreet.net)
- Providing adequate resources

Benefits of a Work Plan

- Motivate volunteers
- Provide benchmarks
- Attracts donations
- Reduces confusion & conflicts
- Recruits volunteers
- Helps committees plan
- Managers annual work load

Parts of a Work Plan

- Goals
- Objectives
- Projects
- Tasks
- Timetable
- Responsibility
- Budgets
- Measure of success

Rules of Thumb

- Few projects done well is better than many half-done.
- Only take on projects for which you have volunteers.

Work Planning
 Process for Work Planning

1st Month	Board's Strategic Planning Session Sets vision, mission, and goals
2nd Month	Committee's Work Planning Sessions Develops specific projects to meet goals
3rd Month	Board reviews and approve work plans Budget process begins
4th Month	Board approves annual budget Submits budget to City

Funding & Financial Management

- Financial negligence means direct liability
- Annual Budget
- Approving & monitoring finances
- Authorizing annual audit or review
- Ultimately responsible for fundraising
- Financial policies

The Budget

- Line items should reflect Main Street
- Contingency/Reserve = 5%
- Leftovers roll to rainy day fund
- Be mindful of cash flow

2013 Main Street Average Expenditures

- Personnel - 20%
- Design - 24%
- Economic Restructuring - 2%
- Organization - 7%
- Promotion - 32%
- Travel - 1%
- Office 5%
- Fees or Debt - 17%
- Fund Balance - 6%

Funding & Financial Management
The Budget Process

Make a Wish List

Cost out the List

Allocate Income

Compare

Prioritize & Adjust

Approve

Monitor & Amend

Funding & Financial Management
Financial Best Practices

Roles & Responsibilities

- Executive Director
- Bookkeeper
- Treasurer
- Board of Directors
- Certified Public Accountants

Revenue

- Tax Exemption
- In-kind donations
- Tax Exemption Receipt
- Contact/Pledge Forms

Monthly Financial Reports

- Year to date comparative balance sheet
- Accounts receivable & aging report
- Profit & loss - month & YTD
- General Ledger
- Budget vs. Actual - month & YTD
- Project performance

Expenditures

- Shop local vs. Savings
- Volunteer expenses
- Conflict of Interest
- Manager Purchase Limit
- Program credit card
- Request of proposals

Fundraising

- Define funding strategy
- Outline funding sources
- Follow priorities

Funding Responsibilities

Board

- Ensuring that the program is well funded
- Developing a strategic business plan for organizing funding
- Monitor financial condition of the organization
- Supporting fundraising activities of the organization
- Making financial contribution

Organization Committee

- Preparing fundraising materials
- Conducting annual membership campaign
- Planning annual dinner
- Implementing other fundraising activities



Fundraising

7 Traditional Sources of MS Revenue

Public	Government Contribution Tax Revenue Contract for Services
Private	Membership Grants/Foundations Donations-Pledges Capital Campaigns Special Assessment District Planned Giving Payroll Raffles
Earned	Fundraising Events Sponsorship Merchandise & Rental Contract for Services Cooperative Advertising Downtown Gift Certificate Program


Advocacy

- Publicizing to community
- Relating services to work of the organization
- Giving support & prestige to the program
- Advocates of preservation-based economic redevelopment
- Spokesperson for the program
 - One person as the key media spokesperson



Personnel

- ED selection
- Regularly evaluating manager
- Approving personnel policies
- Nominating Committee
- ED Reports to Board President



Roles of the Main Street Executive Director

- Administrative – Day to Day Operations
- Public Relations – authorized spokesperson
- Work Plan coordinator – development & implementation
- Volunteer management – the motivator

Manager Does NOT

- Create agendas
- Take minutes
- Carry out most tasks on the work plan
- Report to individual board members
- "Boss" the volunteers
- Take sides

Performance Evaluations

- Board completes questionnaire
- Executive committee reviews
- Chair conducts evaluations
- Salary review & know the market
- Not just what they have done but what they should do

Leadership
Officers of the Board

Chair

- Coordinator to facilitate decision-making process & leads meetings
- "Day-to-day" supervision of program manager
- Works with program manager to determine board meeting agenda
- Should have served on the board at least a year before becoming president

Vice-Chair

- Supports chair & shares responsibilities as delegated by the chair
- In some cases, takes a more active role in monitoring committee activities
- In some cases, president elect

Secretary


- Primary record keeper
- Prepares official board meeting minutes
- Maintains documents in a format accessible by all board members, program manager, & public (for DDAs)
- Focus on decisions

Treasurer

- Monitors income, debts, & taxes
- Prepares monthly financial reports
- Maintains financial books & records in an auditable format
- Provides financial information

Leadership
Deadwood

- Term Limits
- Attendance
- Financial Commitments
- The Trustee Manual
- Recruitment & Orientation
- Evaluation & Dismissal



Committees

Where all the work gets done!

- The **Design Goals:**
 - Education & Awareness
 - Design Assistance
 - Public Improvements
 - Incentives



Committees

Where all the work gets done!



Committees

Where all the work gets done!



- The **ER Goals:**
 - Business Assistance
 - Incentives
 - Property Development

Committees

Where all the work gets done!

Economic Restructuring Goals



Committees

Where all the work gets done!

Promotion Goals

- Image Campaigns
- Retail Events
- Special Events
- Tourism

A collage of three images: a man in a white shirt interacting with a display, a street scene with buildings and people, and a table with food and red balloons.

Committees

Where all the work gets done!



Committees
Where all the work gets done!




The Organization Goals
Volunteers
Fundraising
Public Relations

Committees
Where all the work gets done!



Organization Goals
Assessment & Planning
↓
Internal & External Communication
↓
Volunteer Management
↓
Fund Development

Committees
Where all the work gets done!



Expectations of a Committee Member

Time	New Members	Work Planning
Preparation	Projects & Tasks	Training

Committees
Where all the work gets done!

Expectations of a Committee Chair

Time	Training	Agenda & Meetings
Delegation	Board Interaction	Conflict of Interest

Committees
Building Your Committees

Organization	Design
<ul style="list-style-type: none"> Merchants Property owners Residents Civic Groups/Volunteers Accountants Media representatives Volunteer specialists Organizational pioneers Writers Seniors 	<ul style="list-style-type: none"> Architects History buffs Real estate agents Interior designers Contractors Graphic Designers and artists Downtown property owners Architecture students City planners Gardeners & Landscapers
Promotions	Economic Restructuring
<ul style="list-style-type: none"> Downtown-merchants Chamber of commerce members Civic groups involved in the arts Marketing/advertising professionals Teachers of marketing or design Staff in advertising or tourism offices Reporters and editors Graphic Designers and artists 	<ul style="list-style-type: none"> Merchants Property owners Realtors Mortgage bankers Consumers Marketing professionals Developers Stock brokers Bankers Business Students Representatives of Small Business Development Centers

"For the longest time, we all waited for a white knight to ride into town to fix the problem. But the Main Street people made us realize that the only way to get it done right was to do it ourselves."

-Russell Thomas,
Mayor of Americus, GA.

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
August 5, 2015 – 7:30 am.

MEETING CALLED TO ORDER at 7:37 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton & Authority Members Benjamin Frederick, Lance Omer, Dawn Gonyou, Shar Haskins and Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Bill Gilbert, Kevin Wiles & Ken Cushman

OTHERS PRESENT: Susan Montenegro, City of Owosso; Kevin Lenkart, Chief of Safety (7:43 am); Gordon Pennington (7:50am)

AGENDA:

MOTION BY AUTHORITY MEMBER KRAUS SUPPORTED BY AUTHORITY MEMBER HASKINS TO APPROVE THE AGENDA FOR AUGUST 5, 2015.
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER GONYOU, SUPPORTED BY AUTHORITY MEMBER HASKINS TO APPROVE THE MINUTES FOR THE MEETING OF JULY 1, 2015.
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1) Design

No comments

2) Economic Restructuring

Theresa Trecha put together charts from the Market Study for business owners to be included in business visitation packets along with maps, events, etc.

A business recruitment team is being put together.

Business opportunity decals are being worked on.

3) Organization

Party in the Plaza is coming up soon. Date will be verified next week.

Options for the volunteer database and newsletter are still under consideration.

Facebook posts with information on Main Street are being planned.

4) Promotion

Art Bike is coming and will become an annual event.

Sandwich boards are updated.

Meetings for GLOW have begun.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER GONYOU, SUPPORTED BY AUTHORITY MEMBER KRAUS TO APPROVE THE CHECK REGISTER FOR JULY 2015 AS PRESENTED. YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT

This is the final report of 14/15 and is healthy. We ended the year with a surplus.

3. SELF-ASSESSMENT SURVEY REMINDER

Surveys are due this Friday. Links have been sent out via email.

PUBLIC / BOARD / STAFF COMMENTS:

Pennington said we're in a tourism boom, especially in regional theme parks. He shared some promotional materials that his team has been working on. There is also a crew of disadvantaged youth who are the clean and green work crew have been doing work throughout town. Its all volunteer. They work for tips only. This has already had a positive impact not only the town but also on youth doing the work. Local businesses like Gilberts and Norm Henry are providing supplies and incentives for work.

He asked us to consider civic narrative in our communications.

Now is also a prime time to work with the SRI on civic involvement.

Owosso Historic Home Tour will have the biggest Owosso promotion to date this year.

Frederick shared that Habitat for Humanity had their first big partnership since the restart a few weeks ago doing yard work for several senior homes.

MOTION MADE BY FREDERICK, SUPPORTED BY AUTHORITY MEMBER KRAUS TO
ADJOURN AT 8:15 AM.
YEAS ALL. MOTION CARRIED.

Alaina Kraus, Secretary

OWOSSO HISTORICAL COMMISSION

Regular Meeting
Monday, August 10, 2015, 7:00PM Curwood Castle

NO QUORUM REACHED

MINUTES FOR
SPECIAL MEETING
OWOSSO HISTORIC DISTRICT COMMISSION
WEDNESDAY, AUGUST 12, 2015, 6:00 p.m.
COUNCIL CHAMBERS

MEETING CALLED TO ORDER at 6:01 p.m. by Chairman Newman.

ROLL CALL was taken by Recording Secretary Bridget Cannon.

PRESENT: Chairman Scott Newman, Vice-Chairman Vince Gonyou; Secretary Philip Hathaway; Commissioners Lance Omer, Matthew Van Epps and Gary Wilson

ABSENT: None

OTHERS IN ATTENDANCE: Susan Montenegro, Assistant City Manager and Director of Community Development; Josh Adams, Owosso Main Street Manager; Randy Woodworth, Woodworth Commercial, LLC; Scott Idle, SAWW Investors, LLC; Jeff Peltier, TEaM Design Architects; Tim Rath – Argus Press

AGENDA APPROVAL: Motion by Commissioner Hathaway and supported by Commissioner Van Epps to approve the agenda for August 12, 2015 as presented. Yeas All. Motion was passed.

Communications:

1. Staff Memorandum

Public / Commissioner Comments: None

Committee Reports: None

Public Hearings: None

Items of Business:

- 1) **115 S. Washington Street – Façade Improvements**

Chairman Newman opened the discussion by stating this building being addressed is a non-contributing building, located in the Historic District. Randy Woodworth, Woodworth Commercial, LLC explained that the new tenants, Foster Coffee, would like to create an open feeling & concept to the building. SAWW Investors, LLC and Woodworth Commercial, LLC are wanting to replicate O'Toole's Public House in Grand Rapids, Michigan for the Foster Coffee façade design. The front doors will hinge as bi-fold doors and open to the sidewalk completely, to create the open concept. They have started removing the T1-11 that was on the front of the building, and have discovered almost five feet of original brickwork above the proposed signage area. They are excited to reveal this original brickwork and have also discovered painted grey brick on the bottom half of the building below the proposed signage. They would like to remove the paint from this

brick, if possible. Currently, there is a gaping hole where the original sign for JC Penney's existed, when they were the tenants of the building. The hole has lathe and plaster and will need to be filled. Woodworth stated they plan on filling the hole with a neutral colored Dryvit. They have also unveiled an original column that has original artwork and will also be keeping the original column exposed. Jeff Peltier referred to the proposed awning. He explained it as a steel frame that is aluminum wrapped, to provide shade for customers sitting out front. It is not capped. Woodworth stated the Foster Coffee sign will be an illuminated circular sign and will be addressed separately, with a separate sign permit.

Commissioner Wilson and Chairman Newman had a short discussion and agreed that they would like to see the natural brick exposed. Hathaway stated once this brick is exposed, the board would not ever want it covered again. Peltier stated they did not have the panel pulled off, when the drawing of proposed façade improvements was rendered. Therefore, it is not a completely accurate drawing of proposed improvements. As they uncover the façade, improvement plans may change.

Motion by Commissioner Hathaway and supported by Commissioner Wilson to issue a Notice to Proceed for the plans as presented. If there are any surprises in structure as building is uncovered, the board will be readdressed at a future meeting. There will be an effort made to remove the paint on brick. Signage for Foster Coffee will be addressed in separate permit. Yeas all. Motion was passed.

Public Comments: None

Board Comments:

There was a board discussion about agenda for upcoming meeting. Staff provided background information to the board that property flags had been added to each of the property numbers in the historic district and the frontline staff would now be alerted when property address was brought up on computers. Adams stated he and Building Department would be working together to send a mailing to all owners in the historic district reaffirming their ownership in Owosso's Downtown Historic District.

ADJOURNMENT:

It was moved by Commissioner Van Epps and supported by Commissioner Hathaway to adjourn at 7:15 p.m. until August 18, 2015.

Phil Hathaway, Secretary

bac

**MINUTES
REGULAR MEETING OF THE OWOSSO ZONING BOARD OF APPEALS
CITY OF OWOSSO
AUGUST 18, 2015 at 9:30 AM
CITY COUNCIL CHAMBERS**

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

ROLL CALL: Was taken by Recording Secretary Bridget Cannon

MEMBERS PRESENT: Chairman Randy Horton, Secretary Dan Jozwiak, Commissioner Kent Telesz, Commissioner Taylor, and Alternate John Horvath

MEMBERS ABSENT: Vice-Chairman Christopher Eveleth and Alternate Matthew Grubb

OTHERS PRESENT: Ms. Susan Montenegro, Assistant City Manager and Director of Community Development; Charles Rau, Owosso Building Official; Devin Ellenberg & Max Ellenberg, Tyler Cords, Owosso Iron & Metal, 229 S. Cedar St.; Scott Gould, Attorney at Law, 117 W. Oliver Street

**AGENDA: IT WAS MOVED BY SECRETARY DAN JOZWIAK, AND SUPPORTED BY BOARD MEMBER KENT TELESZ, TO APPROVE THE AGENDA OF AUGUST 18, 2015 AS PRESENTED.
YEAS: ALL. MOTION CARRIED.**

**MINUTES: IT WAS MOVED BY SECRETARY JOZWIAK AND SUPPORTED BY BOARD MEMBER TELESZ TO APPROVE THE MINUTES OF JULY 21, 2015 AS PRESENTED.
YEAS: ALL. MOTION CARRIED.**

COMMUNICATIONS:

1. Staff memorandum
2. ZBA minutes from July 21, 2015
3. Variance Request – 229 S. Cedar Street – Owosso Iron & Metal
4. Public Notice

COMMISSIONER/PUBLIC COMMENTS: Commissioner Dan Jozwiak had a family member present in the public, he felt this would be a conflict of interest for him to be seated as a board member for this variance request. He excused himself from the panel.

PUBLIC HEARINGS:

1. **VARIANCE – 229 S. CEDAR STREET**

Petitioner wishes to construct a fence between its buildings along S. Cedar Street to provide safety, security, improve the aesthetics of the property and act as a sound deadening barrier. The property is zoned I-1 light industrial and is considered a nonconforming use under the current zoning ordinance. The addition of a fence to the property is considered an “expansion of use” and is not allowed based on the Owosso Code of Ordinances: Section 38-378 (3)(4).

Attorney Scott Gould, representing Dice-Dex, LLC as owner of 229 S. Cedar Street, also known as Owosso Iron & Metal, stated his clients need the fence in question at their place of business. The fence was constructed in October, 2014, without a permit. A citation was issued by the City of Owosso’s building official and is a pending misdemeanor. There is a court date scheduled for this matter. Gould’s clients recognize they should have applied for the permit first before fence construction. Today’s issue is the clients’ request to the board to grant a variance for the fence and allow the “expansion of use.” The current building for Owosso Iron & Metal was constructed in 1905. The business has been operating in the same location for three generations. The clients feel this fence is appropriate because it benefits not only the clients, but also benefits the community. The fence in question faces the west, and runs north and south between the two buildings of Owosso Iron & Metal. Gould presented two photos of the existing

wooden fence. Gould contends the fence is a nice, quality wood constructed fence with a materials cost of about \$700. Inventory is kept in their two main buildings. He stated the fence provides a level of security for both buildings; it prevents theft from criminals outside regular business hours, provides a barrier to keep kids from entering the property and possibly getting injured, and keeps stray animals out. Owosso Iron and Metal is located in a residential area and it is the intent of the clients to make the property aesthetically pleasing to the neighborhood and the community. Gould states the fence acts as a sound deadening barrier for the light industrial activity from the residents. Gould showed a Google maps picture of area in question before the Ellenberg brothers owned the property. The fence provides security for the items that are pictured in this space – a business truck is pictured. The fence also prevents the business owners from having to lock and unlock their buildings throughout the work day. Clients are aware there is a concern about the noise created by their business activity, and this is a separate issue. Gould stated that there was community concern in the past, that the Ellenberg brothers were using the business for auto salvage for a short period of time. Gould contends this was merely metal scrapping, and the Ellenberg brothers have conceded to the fact this type of auto scrapping is not an option in this location. They would have to obtain a dealer's license. Residents should not be concerned about a future auto salvage business at this location. The new owners are trying to create business for themselves, create jobs in the community and support the local community businesses.

Commissioner Taylor asked if it was the Ellenberg Brothers future endeavor to have the property completely enclosed. Devin Ellenberg stated yes, there is only one section of fence missing at this time. It had fallen over the day before the meeting, and they would be applying for a fence permit to replace this section.

Chairman Horton called for a three minute intermission. After intermission, Chairman Horton opens up the floor for public comments.

Thomas Klockziem – 221 S. Cedar Street – Mr. Klockziem lives next door to this business. He does not believe this fence is necessary to the business, as the past business owners did not have a fence in this area and never stored any items between the two buildings. Mr. Klockziem does not feel theft is an issue in this neighborhood.

Alejandro Vargas – 218 S. Howell Street -- Mr. Vargas stated he felt the fence was a good thing. Not only does it provide privacy for the business owners, it also serves as a barricade that prevents theft. He believes there are bigger issues within the city that should be addressed, other than this fence. He feels the current business owners are fixing up this property little by little, and it is a good thing for the city of Owosso.

Martha Stinson – 208 S. Cedar Street – Ms. Stinson feels the fence represents an expansion of use for this business, and should not be allowed to remain.

Jane Back – 224 S. Cedar Street – Ms. Back presented a photo of the fence to the board. Ms. Back feels this fence does not act as a sound deadening barrier, as all of the noise from the business is generated on the north side of the building.

Michael Law – 182 W. Wilkinson Road – Mr. Law is currently working part-time for Owosso Iron & Metal. Mr. Law stated when the fence was not there, the business was not aesthetically pleasing. The Ellenberg brothers are trying to make the business look nice. They will be replacing the section of fence that has fallen with new fencing. These owners are generating business in Owosso, and support local businesses.

Judy Lamphere – 431 Curwood Drive – Ms. Lamphere owns multiple properties in Westtown. She drove by this property, and views the fence as a moot point. She does believe the owners need this fence between their two buildings. Ms. Lamphere feels the fence masks Owosso Iron & Metal's piles of scrap metal. She is in favor of the fence, and believes 'fences *do* make good neighbors.' She and her husband own Lamphere's Plumbing & Heating, and used water heaters and other scrap materials are taken to

Owosso Iron & Metal. If they were to remain on her business grounds, people would try to haul the materials away and steal.

Chairman Horton asked if there were any additional public comments and then brought discussion back to the board.

Discussion as to whether the fence in question was a replacement fence, or a newly constructed fence. According to permit details, and agreement of business owners and residents, this is a newly constructed fence.

Commissioner Taylor asked of any business changes since the new ownership and the newly constructed fence. Devin Ellenberg stated employees may now leave the doors open to the two buildings during regular business hours, and the fence is used as a barrier for employee parking. Ellenberg states regular business hours are 9 am – 6 pm. There is no work going on in the fenced area, as it is only estimated at being 2,200 square feet.

Ms. Montenegro referred to picture of property from several weeks ago that included a dumpster parked in area in question and a box truck. This is considered “expansion of use.” Devin Ellenberg stated the dumpster had been moved since the picture was taken, and they have also moved the box truck pictured.

Mr. Rau stated the community had complained about the dumpster and trailers behind the fenced in area. He asked them to remove these items, and the Ellenberg brothers complied.

Commissioner Telesz stated this business is listed as Class B Non-Conforming Use. Therefore, no overnight parking is allowed on the property.

MOTION BY COMMISSIONER TELESZ, SUPPORTED BY ALTERNATE HORVATH AFTER REVIEWING THE CASE FOR 229 S. CEDAR STREET, (050-660-023-111-00), THE OWOSSO ZBA HEREBY APPROVES THE PETITION TO PERMIT THE VARIANCE REQUEST FOR THE FENCE BETWEEN BUILDINGS ALONG THE WESTERN FRONT, CONDITIONED ON THE FOLLOWING:

- 1. NO OVERNIGHT PARKING ALLOWED BEHIND THE FENCED SECTION**
- 2. NO STORAGE OF BUSINESS MATERIALS BEHIND THE FENCE**
- 3. NO DUMPSTERS STORED BEHIND THIS SECTION OF FENCE**
- 4. DAYTIME PARKING BY EMPLOYEES DURING REGULAR BUSINESS HOURS ONLY**

YEAS ALL. MOTION CARRIED. COMMISSIONER JOZWIAK ABSTAINED FROM THE VOTE DUE TO CONFLICT OF INTEREST.

BUSINESS ITEMS: NONE

COMMISSIONER/PUBLIC COMMENTS: NONE

ADJOURNMENT:

MOTION BY BOARD MEMBER JOZWIAK, SUPPORTED BY BOARD MEMBER TELESZ TO ADJOURN AT 11:15 A.M. UNTIL THE NEXT REGULARLY SCHEDULED MEETING ON TUESDAY, SEPTEMBER 15, 2015, IF ANY REQUESTS ARE RECEIVED.

YEAS: ALL. MOTION CARRIED.

Dan Jozwiak, Secretary

Owosso Iron and Metal Variance Responses

David Clark (517) 331-0053

Does not want Owosso Iron & Metal to obtain variance and believes the business is already too big for a residential setting. Enlarging the business will only make more issues for neighborhood.

Phone call received August 17, 2015 @ 3:47 pm

Brooke Klockziem (989) 795-7707

She and her husband are not in favor of the variance to place a fence between the buildings at the Owosso Iron and Metal business. The Klockziem's own property at 221 S. Cedar and believe allowing the variance will only increase the amount of noise and dust already happening at the place. Brooke says the guys are working hard to be successful but need to move out of the residential area to make it work properly. Brooke has lived in her house since she was nine years old and says she is in her 70s now. She would like to live somewhere else but doesn't feel it is fair to make her and her husband go in debt at this stage of their lives.

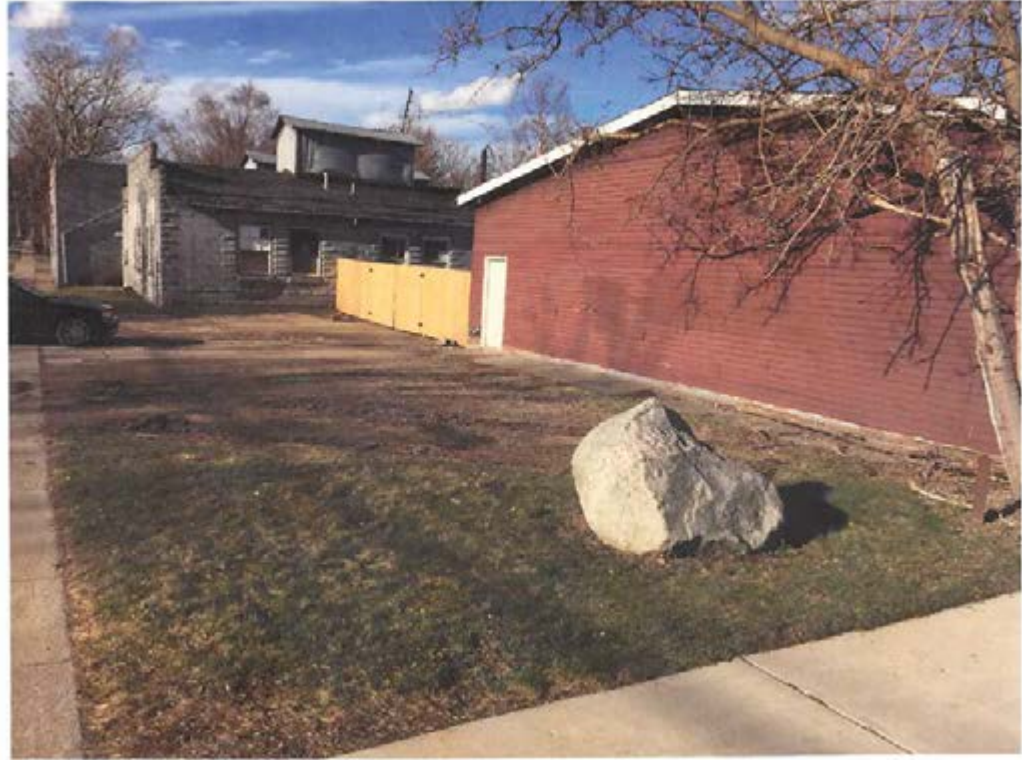
Phone call received August 17, 2015 @ 2:45 pm

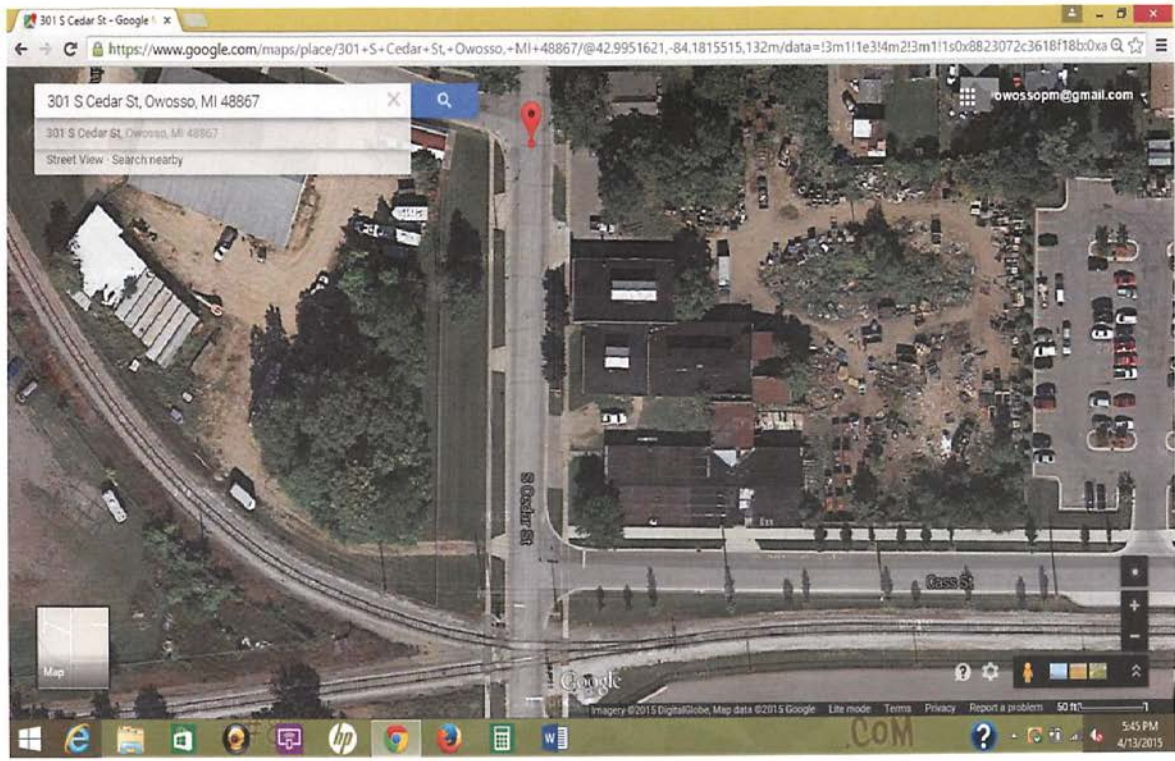
Teresa Klockziem (989) 277-3513

Called to say she does not want the variance to go through for Owosso Iron and Metal. Teresa lives at 841 Center Street here in Owosso but states her parents live next to this business and it is loud and messy. Teresa says her parents have health issues and the noise and mess are affecting them.

Phone call received August 17, 2015 @ 1:36 pm









MINUTES FOR
REGULAR MEETING
OWOSSO HISTORIC DISTRICT COMMISSION
WEDNESDAY, AUGUST 19, 2015, 6:00 p.m.
COUNCIL CHAMBERS

MEETING CALLED TO ORDER at 6:02 p.m. by Chairman Newman.

ROLL CALL was taken by Recording Secretary Bridget Cannon.

PRESENT: Chairman Scott Newman, Vice-Chairman Vince Gonyou; Secretary Philip Hathaway; Commissioners Gary Wilson and Matthew Van Epps

ABSENT: Commissioner Lance Omer

OTHERS IN ATTENDANCE: Susan Montenegro, Assistant City Manager and Director of Community Development; Josh Adams, Owosso Main Street Manager; Timothy Baise, 218 N. Park Street; Henry Gillen, All-in-One Remodeling, LLC, 208 E. Mason Street; Gregg Bugala, Master Painter, 2480 Golden Shores Drives, Fenton; Benjamin Frederick, City of Owosso Mayor; Troy Crowe, Crowe Properties, LLC

AGENDA APPROVAL: Motion by Commissioner Hathaway and supported by Commissioner Wilson to approve the agenda for August 19, 2015 as presented. Yeas All. Motion was passed.

MINUTES APPROVAL: Motion by Commissioner Van Epps and supported by Commissioner Hathaway to approve the minutes of the meeting for July 15, 2015 with the following amendment – Dave Acton, not Dave Action as recorded. Yeas all. Motion was passed.

MINUTES APPROVAL: Motion by Commissioner Van Epps and supported by Commissioner Hathaway to approve the minutes of the meeting for August 12, 2015 with the following amendment – Commissioner Wilson to second the motion for the Notice to Proceed for 115 S. Washington Street Façade improvements, not Chairman Newman. Yeas all. Motion was passed.

Communications:

1. Staff Memorandum
2. Meeting minutes of July 15, 2015
3. Meeting minutes of August 12, 2015

Public / Commissioner Comments: None

Committee Reports: None

Public Hearings: None

Items of Business:

- 1) 109 E. Comstock Street – Mural Application

Applicant Benjamin Frederick, on behalf of the Wildermuth family, is proposing work to 109 E.

Draft

Comstock Street. The family would like to have the south facing wall of the historic Wildermuth Hotel restored with the original mural. Mr. Gregg Bugala, Master Painter, will be contracted if work is approved. Mr. Bugala has painted other municipal murals, such as the historical Durand Union Station mural in Durand, Michigan. The proposed site for the mural is a south facing wall, and Mr. Bugala contends the paint should last thirty to forty years. Mr. Bugala refers to Sherwin Williams breathable acrylic latex super paint as product he will use, with an added clear coat for UV protection to protect from fading and weathering. Commissioner Hathaway states the Sherwin Williams paint will breathe, but the clear coat will not.

Commissioner Hathaway states the board considers this a reconstruction of an existing mural. Commissioner Wilson states this is a restoration of an architectural feature, and believes it is a great idea.

Mr. Frederick states Indian Trails will be donating the lift needed to reach the height of mural and will also donate \$500 towards the project. The Wildermuth family will also be donating towards the project. They will continue to raise funds from public, etc. Mr. Bugala states he will apply for right of way permit to section off several parking spaces below the mural, so vehicles will not get paint on them during the paint project.

Commissioner Van Epps states the board prefers the breathable paint, but he is unsure about the polyurethane sealant. Commissioner Hathaway states board is looking for a quality product to be used.

Motion by Commissioner Hathaway and supported by Commissioner Van Epps that the Owosso Downtown Historic District Commission, finding that the proposed exterior improvements at 109 E COMSTOCK ST meets all the Secretary of the Interior's Standards, as well as local standards, hereby directs staff to issue a Certificate of Appropriateness for the work and building permit application as applied for and illustrated, conditioned upon the following:

- 1. Mural is a historical ghost sign & mural is a restoration of a historical feature**
- 2. Final coat is subject to staff review and approval, so moisture is not trapped in the building.**

Yeas all. Motion was passed.

2. 218 N. Park St. – Façade Painting Application

Mr. Timothy Baise, property owner, opened by saying he could not find any previous pictures of the façade, before paint. He stated he has applied for renovation permits since March, 2015 and has had site reviews from the building inspector. No city employee told him he was in the historic district until he started to apply the paint to the building façade. He has been trying to do what was right from the beginning, and prepped for the paint job for over a month before the work was started. He contracted with Justice Masonry out of Detroit, who specializes in restoration of historic buildings. Josh Adams agreed that permits were pulled for the showroom addition and the building inspector did not think this property was located in the historic district, so did not mention to Mr. Baise. Also, there were no property flags prior to July, 2015, in the computer system warning front line staff of the historic district properties.

Commissioner Wilson feels the city fell down on their responsibility to inform property owners they are in the historic district. He feels it is not fair the property owner made the effort to do things correctly, and was not notified by the city properly that his business is in the historic district. He feels it would be unfair to require this property owner to remove the paint, because of these circumstances.

Commissioner Hathaway has completed a photo library of all downtown buildings and referred to photo #1 in the photo library. Board has discussion of saving upper half of this building by removing some of the applied paint primer, and allowing some paint on lower half to remain. Board agrees would like to find a compromise with Mr. Baise, because of the events leading to this situation.

Mr. Baise states the final paint color would be matched by Sherwin Williams to original brick, and current paint primer that is applied to building is not the correct end color. He proposes painting bottom half of building a color that matches original brick, taping off a middle section that would have a darker paint color, and allow the top section of the building to remain as exposed original historic brick.

Mr. Adams refers to building located at 220 W. Main Street. The paint has a step down look, so it looks like it fades in to the brick gradually.

Mr. Baise suggests he can tape off the area to be painted and will contact Mr. Adams to have the Historic District Commission call a special meeting to review proposed paint area on site. The board agrees.

The Owosso Downtown Historic District Commission, finding that the proposed exterior improvements at 218 N PARK ST do not meet the Secretary of Interior's Standards, and are inappropriate for the district, but recognizing that the following condition(s) prevail:

- 1. Administrative errors from City of Owosso staff**
- 2. Significant monetary investment on property owner's part**

Hereby directs staff to issue a Notice to Proceed for the work and approve a paint treatment for this building, conditioned on the following:

- 1. The north wall of the building shall have a horizontal line established approximately two bands below the roof line, that are evident on the existing paint lines. This horizontal line traces back to the East wall of the building.**
- 2. The south wall shall have a step down feature along the windows to the newer brick on ground floor, and the newer brick can be painted.**
- 3. The Park street treatments on the North and South walls shall also stair step and not be visible from Park Street.**
- 4. The paint color should be as close as possible to the original brick color.**

Motion by Commissioner Hathaway to issue a Notice to Proceed. Commissioner Van Epps seconds the motion, pending further review from the board. There shall be site approval to finalize the details.

Yeas all. Motion carried.

Board Comments: Commissioner Wilson states the current property owners in this district need to be reminded they are owners in Owosso's Downtown Historic District by way of mailing annually, perhaps bi-annually.

Mr. Adams states property flags were added to each property number in the historic district, completed July 30, 2015. Front line staff is now alerted on computer system by way of property flag attached to BS & A computer program. A mailing list is currently being generated by the Building Department, and a form letter will be generated that re-affirms the fact these property owners are in Owosso's Downtown Historic District. The letter will also address painting of buildings in the historic district and will be approved by Chairman Newman before mailing.

Chairman Hathaway states the buildings in the historic district are contributing buildings and their historical significance and characteristics add monetary value to the properties.

3. 118 S. Washington Street – Rear Façade Improvements

Commissioner Gonyou, as part owner of property, abstains from vote and leaves council chambers for discussion of façade improvements. Troy Crowe, Crowe Properties, LLC, and partner in Grace Squared, LLC states Bellingar Packing will be new tenants to this building. There is currently a garage door at the back of the building, and the door is screwed with drywall screws to the building. The screws must be removed to gain access to the building from the back. The current door does not have a track to allow it to go up or down. Mr. Crowe and his business partner would like to install a double glass door at the back of the building with bronze aluminum frame work, to allow meat cutting equipment to be moved in and out of the building. The back of the building would be fir stripped out and covered with vintage style corrugated metal to cover the cement building. They are trying to re-create the 'old school meat house look' on the back of the building. Mr. Crowe states front façade improvements will be applied for in separate application and the board will be addressed at a later meeting for these improvements.

The Owosso Downtown Historic District Commission, finding that the proposed exterior improvements at 218 N PARK ST do not meet the Secretary of Interior's Standards, and are inappropriate for the district, but recognizing that the following condition(s) prevail:

- 1. The back of this building is considered non-contributing to the district. The front of the building is considered a contributing building to the district**
- 2. Proposed rear façade improvements are covering architecture of the original building, but are not removing any of the original architecture.**

Hereby directs staff to issue a Notice to Proceed for the work and building permit application as applied for and illustrated, conditioned on the following: Front façade will be applied for and addressed at a later meeting.

**Motion by Commissioner Hathaway to issue a Notice to Proceed as presented.
Commissioner Van Epps seconds the motion.**

Yeas all. Motion carried.

Public Comments: None

Board Comments: None

ADJOURNMENT:

It was moved by Commissioner Hathaway and supported by Commissioner Wilson to adjourn at 7:45 p.m. until September 15, 2015.

Phil Hathaway, Secretary

bac

MINUTES
REGULAR MEETING OF THE OWOSSO PARKS AND RECREATION COMMISSION
COUNCIL CHAMBERS-OWOSSO CITY HALL
MONDAY AUGUST 24, 2015, 6:00 P.M.

No quorum was reached, the meeting was not held.

MEETING MINUTES
OWOSSO PLANNING COMMISSION
MONDAY, AUGUST 24, 2015 7:00 P.M.
COUNCIL CHAMBER - CITY HALL
OWOSSO MI, 48867

CALL MEETING TO ORDER: The meeting was called to order by Chairman Wascher at 7:00 P.M.

PLEDGE OF ALLEGIANCE: Pledge was recited by all present.

ROLL CALL: Roll call was taken by Recording Secretary Denice Grace.

MEMBERS PRESENT: Chairman Bill Wascher, Vice-Chair Craig Weaver, Secretary Janae Fear, Commissioner Mike O’Leary, Commissioner Tom Livingston, Commissioner Brent Smith, Commissioner Tom Taylor.

MEMBERS ABSENT: None.

OTHERS PRESENT: Sue Montenegro - Assistant City Manager and Director of Community Development, Justin Horvath - Shiawassee Economic Development Partnership, and Brian Atkins - Covenant Eyes.

APPROVAL OF AGENDA:

**MOTION MADE BY COMMISSIONER LIVINGSTON TO ACCEPT THE AGENDA FOR AUGUST 24, 2015, SUPPORTED BY COMMISSIONER O’LEARY.
AYES ALL, MOTION CARRIED.**

APPROVAL OF MINUTES:

**MOTION MADE BY COMMISSIONER O’LEARY TO ACCEPT THE MINUTES FOR THE JULY 27, 2015 MEETING, SUPPORTED BY COMMISSIONER WEAVER.
AYES ALL, MOTION CARRIED.**

COMMUNICATION:

1. Staff memorandum.
2. PC minutes for July 27, 2015.
3. Rezoning application package for 1405 W. North.
4. Public hearing notice for 1405 W. North.

COMMISSIONER/PUBLIC COMMENTS:

PUBLIC HEARING:

1. 1405 W. North.
Brian Atkins project manager for Covenant Eyes concerning the property on 1405 W. North St which is the old Owosso Public School Administration building. Covenant Eyes wishes to use the building as a remote call center for their operations. He informed the Commission that since 2000 their number of employees has risen from 2 to 113 currently with the anticipation of even more in the future. The building would

hold 15 to 20 people. No extra parking spaces are required. Homes in the area have been notified of the possible rezoning. The address is currently zoned as R-1 and Covenant Eyes would like it rezoned to OS-1. Justin Horvath of Shiawassee Economic Development Partnership spoke on how Covenant Eyes is a great local business that was recently highlighted on ABC channel 12. He stated we are lucky to have them here and they are a growing company.

If approved, the proposal will go to the Owosso City Council for approval at their next meeting.

**COMMISSIONER TAYLOR MADE THE MOTION TO SUPPORT THE REZONING FROM R-1 TO OS-1,
SUPPORTED BY COMMISSIONER O'LEARY
AYES ALL, MOTION CARRIED**

SITE PLAN REVIEW:

1. None.

BUSINESS ITEMS:

1. None.

ITEMS OF DISCUSSION:

1. Railroads/yards zoning
Sue Montenegro stated that the city does not have the power to rezone railroads/yards. Michigan law states that local governments cannot rezone these areas.
2. Site plan requirements for fencing
It was discussed that the Commission needs to know what the existing language of fencing states. Sue Montenegro stated that there are requirements for fencing such as no barbed wire as well as no organics containing poisons, no junk, and no scrap can be used. Commissioner Weaver will do some research on fencing language for a future meeting.
3. Future land use and zoning goals
Some of the language is outdated. Sue Montenegro will bring some examples of the language that needs updating. Commissioner Weaver suggested that they could make changes to the language slowly on a month to month basis.

COMMISSIONER/PUBLIC COMMENTS: Vice-chair Weaver observed that things seem to be going well in the city. Sue Montenegro updated the Commission on the Qdoba restaurant including the cleanup of the land for any contaminates present. Commissioner Smith commented that it would be nice to have a map of possible contaminated areas in the city.

ADJOURNMENT:

**MOTION TO ADJOURN WAS MADE BY COMMISSIONER O'LEARY AT 7:57, SUPPORTED BY COMMISSIONER LIVINGSTON.
AYES ALL, MOTION CARRIED.**

Next meeting is scheduled for Monday, September 28, 2015.