

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, APRIL 18, 2016
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 APRIL 4, 2016:

ADDRESSING THE CITY COUNCIL

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

1. Arbor Day Proclamation. A proclamation of the Mayor's Office declaring April 30, 2016 as Arbor Day in the City of Owosso.
2. Property Auction Update. An update on preparations for the City's property auction, tentatively scheduled for April 28, 2016.
3. Historical Commission Annual Review. Presentation of the Historical Commission Annual Review by Historic Facilities Project Director Robert Doran.

PUBLIC HEARINGS

1. Obsolete Property Rehabilitation District – Mueller Building. Conduct a Public Hearing to receive citizen comment regarding the application from Owosso REO Group, LLC for the creation of an Obsolete Property Rehabilitation District for their property at 300 W. Main Street.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

CONSENT AGENDA

1. Set Public Hearing - 2016-2017 City Budget. Set required Public Hearing pursuant to Chapter 8 of the City Charter for May 2, 2016 to receive citizen comment regarding proposed 2016-2017 City Budget.
2. Boards and Commissions Appointment. Approve the following Mayoral Boards and Commissions appointment:

Name	Board/Commission	Term Expires
Bill Gilbert*	Downtown Development Authority/ Main Street Board	06-30-2020

*Indicates reappointment

3. 457 Deferred Compensation Plan Loan Agreement. Approve agreement to establish terms and conditions under which the City will grant loans from an employee's 457 Deferred Compensation Plan Account.
4. Professional Services Agreement – Replacement of WWTP Primary Clarifiers & Screening. Authorize contract with C2ae Engineering Consultants to perform engineering design, bidding assistance, and construction management for the removal and replacement of two primary clarifiers and two flow channel screening units at the Waste Water Treatment Plant in an amount not to exceed \$43,700.00, and further authorize payment to the contractor upon satisfactory completion of the project or portion thereof.
5. Bid Award – Portable Toilets. Authorize contract with Greenwood Enterprises, Incorporated d/b/a Jay's Septic Tank Service for the supply and service of seven (7) portable toilets for City parks in the amount of \$935.00/month for the period of July 1, 2016 – June 30, 2019 and further authorize payment up to the contract amount upon satisfactory completion of said services.
6. Warrant No. 522. Authorize Warrant No. 522 as follows:

Vendor	Description	Fund	Amount
Logicalis, Inc.	Network engineering support – March 2016	Various	\$7,806.00
Owosso Charter Township	Owosso Charter Township 2011 Water Agreement payment – 1/1/16 – 3/31/16	Water	\$9,034.64
Caledonia Charter Township	Caledonia Utility Fund payment- 1/1/16 - 3/31/16	Water	\$20,222.93
Waste Management	Landfill disposal charges- 3/16/16 – 3/31/16	Streets/ WWTP	\$6,001.69
William C. Brown, P.C.	Professional services- 3/9/16 – 4/11/16	General	\$8,900.84
Centron Data Services Inc.	Water/sewer billing services	Various	\$5,107.46

7. Check Register – March 2016. Affirm check disbursements totaling \$895,946.46 for March 2016.

ITEMS OF BUSINESS

1. Special Assessment District No. 2016-01. Consider authorization of Resolution No. 5 for Special Assessment District No. 2016-01 for Gould Street from Main Street to Corunna Avenue for street resurfacing.
2. Lot Split Authorization – 308 Morris Street. Consider authorization of the division of a City lot under Michigan Subdivision Control Act for platted lot at 308 Morris Street.

COMMUNICATIONS

1. Tyler J. Leppanen, Housing Program Manager. Rental Inspection Program Update.
2. Building Official. March 2016 Building Department Report.
3. Building Official. March 2016 Code Violations Report.
4. Kevin D. Lenkart, Public Safety Director. March 2016 Police Report.
5. Kevin D. Lenkart, Public Safety Director. March 2016 Fire Report.
6. Downtown Development Authority/Main Street. Minutes of March 4, 2016.
7. Historical Commission. Minutes of March 14, 2016.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Budget Meeting - Saturday, April 23, 2016, 9:00am – 12:00pm
Budget Meeting – Tuesday, April 26, 2016, 6:30pm – 8:30pm
Regular Meeting - Monday, May 02, 2016, 7:30pm

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2020
Building Board of Appeals – Alternate - term expires June 30, 2018

ADJOURNMENT

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

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF APRIL 4, 2016
7:30 P.M.**

PRESIDING OFFICER: MAYOR BENJAMIN R. FREDERICK

OPENING PRAYER: MAYOR BENJAMIN R. FREDERICK

PLEDGE OF ALLEGIANCE: COUNCILPERSON ELAINE M. GREENWAY

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

ABSENT: None.

APPROVE AGENDA

Motion by Mayor Pro-Tem Eveleth to approve the agenda with the following change:

<u>Agenda Section</u>	<u>Change</u>	<u>Item Name</u>	<u>Comments</u>
Proclamations	Postpone	3. Historical Commission Annual Review	Postpone until April 18 th

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF MARCH 21, 2016

Motion by Councilperson Fox to approve the Minutes of the Regular Meeting of March 21, 2016 as presented.

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

Mayor Frederick noted the handouts each member received at the beginning of the meeting:

- Revised resolution for Special Assessment District No. 2016-01
- Feedback received on the Public Hearing for Special Assessment District No. 2016-01
- Updated list of unpaid utilities
- Liquor license transfer notice

PROCLAMATIONS / SPECIAL PRESENTATIONS

Parkinson’s Awareness Month. Mayor Frederick read aloud the following proclamation of the Mayor’s Office declaring the month of April 2016 as Parkinson’s Awareness Month in the City of Owosso.

**A PROCLAMATION
OF THE MAYOR’S OFFICE OF THE CITY OF OWOSSO, MICHIGAN
PROCLAIMING APRIL 2016 AS
PARKINSON’S AWARENESS MONTH IN THE CITY OF OWOSSO**

WHEREAS, Parkinson’s disease is a chronic, progressive neurological disease that causes motor system disorders; and

WHEREAS, Parkinson's disease affects nearly 35,000 in the State of Michigan and its prevalence continues to rise significantly with the increasing age of the Baby Boom generation; and

WHEREAS, a local support group, the Owosso Parkinson's Support Group, has been meeting for over twenty-five years in an effort to provide education, support and fellowship to those affected by this frustrating disease.

NOW, THEREFORE, I, Benjamin R. Frederick, Mayor of the City of Owosso, Michigan, do hereby proclaim the month of April 2016 as Parkinson's Awareness Month in the City of Owosso, Michigan and do hereby encourage all citizens of this community to acknowledge and support the Owosso Parkinson's Support Group and their activities to inform and serve the citizens of our community because their services make a difference.

Proclaimed this 4th day of April, 2016.

Plunge for Parks Awards. (This item was not addressed as there were no award winners present at the meeting.)

Historical Commission Annual Review. (This item was postponed until the April 18, 2016 meeting.)

PUBLIC HEARINGS

Special Assessment District No. 2016-01

A public hearing was conducted to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2016-01 for Gould Street from Main Street to Corunna Avenue for street resurfacing.

The following people commented regarding the proposed special assessment roll:

Mike Cline, 621 Wright Avenue, inquired about several details regarding the proposed special assessment including: whether Caledonia Township will be contributing to the project, corner lot discounts, the estimated start date of the project, and how special assessments are handled when a property is sold.

Ed Hillaker, 842 Comstock Street, said he has had to pay to resurface the street three times now and is upset. He also wanted to know why he did not receive a corner lot discount.

Ed Beamish, 838 Grover Street, also noted this is the 3rd time he will be paying to have the street resurfaced and said he was getting tired of paying for it. He also said he didn't see where his corner lot received a discount either.

City Manager Donald D. Crawford indicated that Caledonia Township had been approached but had not made a commitment to fund any portion of the project at this time. He noted that the proposed start date for the project is near the end of June, corner lot discounts should be factored in already, MDOT is providing grant funding to cover use of the street by large trucks, and special assessments attached to properties that are sold are handled according to an agreement between the buyer and seller.

Mayor Frederick inquired about the qualifications for a hardship exemption. He asked that Council delay decision on the roll until the questions regarding corner lot discounts could be answered.

There was no further public comment and the hearing was closed.

The item will be brought before Council again at the April 18, 2016 meeting.

CITIZEN COMMENTS AND QUESTIONS

Greg Weinert, 530 Martin Street, indicated he was interested in some of the properties the City has proposed for auction but the information on-line was incomplete. He also noted that the parcels were not marked with signage and the auctioneer was out of town until April 11th. In light of this he asked the Council to consider postponing the auction until the issues could be remedied.

Mike Erfourth, 801 West Oliver Street, noted his concern with the actions of the Building Department in relation to various buildings in the downtown, saying it was becoming very difficult to invest in the downtown because of high costs and over-regulation. He asked that staff members make every effort to look at the bigger picture when going about their jobs.

Eddie Urban, 601 Glenwood Avenue, said he was supportive of the Flea Market and Farmers Market requests for street closure.

Mike Cline, 621 Wright Avenue, thanked the Council for holding off on approval of the special assessment roll to allow all the assessment amounts to be checked.

Mayor Frederick asked Mr. Erfourth to send Council members the economic information he put together, saying he thought they would find it useful in upcoming budget discussions.

Councilperson Fox inquired as to when the sidewalks on the east side of Emerson School would be replaced. Staff noted the latest repairs would last several years and plans are underway to replace the sidewalks when Dewey Street is reconstructed.

Mayor Pro-Tem Eveleth and Councilperson Greenway indicated they had attended the grand opening of the newly reconstructed Wesener Building, noting the Acton’s investment in the community and the fact there are already several serious offers to rent on the table.

Mayor Frederick indicated his desire to have Council include fire suppression as a part of the upcoming budget discussions, specifically he hoped the City would be able to provide assistance toward fire suppression instead of performing only a punitive role.

CITY MANAGER REPORT

City Manager Crawford presented the Council with the Proposed Budget for the 2016-17 fiscal year and briefly reviewed the latest Project Status Report.

CONSENT AGENDA

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

Set Public Hearing - Obsolete Property Rehabilitation Exemption. Set a Public Hearing for Monday, April 18, 2016 to receive citizen comment regarding the application from Owosso REO Group, LLC for an Obsolete Property Rehabilitation Exemption Certificate for their property at 300 W. Main Street.

RESOLUTION NO. 27-2016

**SETTING PUBLIC HEARING TO CONSIDER ESTABLISHING
AN OBSOLETE PROPERTY REHABILITATION DISTRICT
FOR THE PROPERTY COMMONLY KNOWN AS:
300 W. MAIN STREET**

WHEREAS, request was received March 11, 2016 along with an Application for Tax Abatement from Randy Woodworth of REO Group, LLC, to create an Obsolete Property Rehabilitation District, described as:

PART OF ORIGINAL PLAT DESCRIBED AS; SOUTH 1/2 BLOCK 24 & SOUTH 10' OF NORTH 1/2 BLOCK 24, ALSO ADJACENT RESERVE 1, LYING BETWEEN EAST BANK OF SHIAWASSEE RIVER AND SAID DESCRIPTION; and

WHEREAS, the Obsolete Property Rehabilitation Act, Act 146 of 2000, is available to the city of Owosso; and

WHEREAS, the act permits the city of Owosso to establish an Obsolete Property Rehabilitation District; and

WHEREAS, an Obsolete Property Rehabilitation District may consist of one or more parcels of land; and

WHEREAS, it must be determined that the district must consist of obsolete commercial property or commercial housing property as defined in 125.2782, Section 2 (h) of Act 146 of 2000; and

WHEREAS, it must be determined that establishing the district would be beneficial to the city of Owosso, as well as local and regional economy.

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

- FIRST: the Owosso City Council sets public hearing for April 18, 2016 on or about 7:30 p.m. in the council chambers for the purpose of hearing comments from those within the proposed district, and any other resident or taxpayer, of the city of Owosso; and
- SECOND: the city clerk gives the notifications as required by law; and
- THIRD: the city staff is directed to investigate and determine if the qualifications of the act are satisfied and report findings at the hearing.

Bid Award - 2016 Spring Tree Purchase Program. Authorize purchase order with Schichtel's Nursery, Inc. for the purchase of 75 trees in the amount of \$5,500.00 and further authorize payment up to the contract amount upon satisfactory receipt of product as follows:

RESOLUTION NO. 28-2016

AUTHORIZING THE EXECUTION OF A PURCHASE ORDER FOR THE SPRING 2016 TREE PURCHASE PROGRAM WITH SCHICHEL'S NURSERY INC.

WHEREAS, the city of Owosso, Shiawassee County, Michigan, will be planting 75 trees this spring as part of the SPRING 2016 TREE PURCHASE PROGRAM; and

WHEREAS, the city sought bids for (25) Cleveland Select Pear, (25) Crimson King and (25) Bowhall Maples. Two bids were received: Siteone Landscapes for \$8,125.00 and Schichtel's Nursery Inc. for \$5,500.00; and

WHEREAS, it is hereby determined that Schichtel's Nursery Inc. 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 award the SPRING 2016 TREE PURCHASE bid to Schichtel's Nursery for \$5,500.00 for the purchase of 75 trees for spring planting.
- SECOND: The contract between the City and Schichtel's Nursery Inc. be in the form of a City Purchase Order for the amount of \$5,500.00.
- THIRD: The accounts payable department is authorized to pay Schichtel's Nursery Inc. up to the purchase order amount upon satisfactory delivery.
- FOURTH: The above expenses shall be paid from Local and Major Street Tree Planting Fund.

Flea Market on the Street. Approve request from Josh Adams, DDA/Main Street Manager, to close North Washington Street, from Main Street, north to Exchange Street, on the following 2016 dates: April 10th, May 8th, June 12th, July 10th and August 14th from 7:30 a.m. until 2:15 p.m. and authorize Traffic Control Order No. 1350 formalizing the request.

Downtown Owosso Farmer's Market. Approve request from Tracy Peltier, Market Master of the Downtown Owosso Farmer's Market, to close Exchange Street from Water Street, east to Washington Street, every Saturday from May 7, 2016 to October 29, 2016 from 7 a.m. until 1:45 p.m. (The Farmer's Market will be open from 7 a.m. until 4 p.m. on 6/4/16, during Curwood Festival) and authorize Traffic Control Order No. 1351 formalizing the request.

***Consumers Energy Alternate Electric Distribution Service At Wastewater Treatment Plant**. Authorize Amendment No. 1 to the agreement between the City of Owosso and Consumers Energy Company for the Provision of an Alternate Electric Distribution Service at the Wastewater Treatment Facility as follows:

RESOLUTION NO. 29-2016

AUTHORIZING AMENDMENT NO. 1 TO THE AGREEMENT FOR THE PROVISION OF ALTERNATE ELECTRIC DISTRIBUTION SERVICE CUSTOMER OWNED SECONDARY VOLTAGE SPLIT-BUS OPERATION

WHEREAS, Consumers Energy and the City of Owosso hold an agreement to maintain dual electric services at the Owosso Mid-County Wastewater Treatment Plant; and

WHEREAS, should the initial power source fail, the current terms of the agreement require the City to contact Consumers prior to reverting back to the initial power source when power has been restored; and

WHEREAS, after review of the electrical system at the WWTP Consumers has determined that contact prior to reverting to the initial power source is no longer required, and the agreement should be amended to reflect this.

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 and in the public interest to enter into Amendment No. 1 to the Agreement for the Provision of Alternate Electric Distribution Service Customer Owned Secondary Voltage Split-bus Operation, originally approved May 19, 2014.

SECOND: The Mayor and Clerk are authorized to execute said amendment for the City.

***Engineering Services Agreement - Roadway & Water Mains for Owosso Brownfield Authority District No. 8.** Approve an engineering contract with Orchard, Hiltz & McCliment (OHM) for water mains, roadway design and construction services for Brownfield Authority District No. 8 (Cargill/Sonoco) as follows:

RESOLUTION NO. 30-2016

**RESOLUTION AUTHORIZING REPEAL OF RESOLUTION NOS. 18-2016 & 19-2016
AND THE EXECUTION OF AN AGREEMENT
FOR PROFESSIONAL ENGINEERING SERVICES WITH
ORCHARD, HILTZ & MCCLIMENT, INC.
FOR WATER MAIN, ROADWAY AND OTHER ITEMS TO SERVE
OWOSSO BROWNFIELD REDEVELOPMENT AUTHORITY DISTRICT NO. 8**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is considering the necessary water main, roadway and other items to serve the Owosso Brownfield Redevelopment Authority District No. 8; and

WHEREAS, this project requires the services of a professional engineering firm; and

WHEREAS, the City approved Resolution Nos. 18-2016 and 19-2016 at the March 7, 2016 meeting authorizing execution of agreements with Orchard, Hiltz & McCliment, Inc. and Rowe Professional Engineering for said services; and

WHEREAS, Rowe Professional Engineering has subsequently indicated they are unable to fulfill the terms of their agreement with the City and have withdrawn their offer; and

WHEREAS, Orchard, Hiltz & McCliment, Inc. is qualified firm to perform such work and has offered to complete full design and construction administration services of the entire project in return for compensation in an amount of \$174,070.00.

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

FIRST: Resolution No. 18-2016, Agreement for Professional Engineering Services with Rowe Professional Services Company, and Resolution No. 19-2016, Agreement for Professional Engineering Services with Orchard Hiltz & McCliment, Inc., are hereby repealed.

SECOND: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to employ the firm of, Orchard, Hiltz & McCliment, Inc. for providing professional engineering services for water main, roadway, and other items to serve Owosso Brownfield Redevelopment Authority District No. 8.

THIRD: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Addendum No. 3 to an Agreement for Professional Engineering Services between the City of Owosso, Michigan and, Orchard, Hiltz & McCliment, Inc. originally authorized by Resolution No. 26-2015 on April 6, 2015.

FOURTH: The above expenses shall be paid from Owosso Brownfield Redevelopment Authority District No. 8.

Warrant No. 521. Authorize Warrant No. 521 as follows:

Vendor	Description	Fund	Amount
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Waste Management	Landfill disposal charges 3/1/16 - 3/15/16	Street/WWTP	\$ 6,273.71
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Motion supported by Councilperson Bailey.

Roll Call Vote.

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

NAYS: None.

ITEMS OF BUSINESS

Unpaid Utility Charges

Motion by Mayor Pro-Tem Eveleth to authorize the annual notice for the collection of unpaid utility charges and the intent to lien therefore in compliance with Chapter 15, Section 15.4(c) of the Owosso City Charter.

Motion supported by Councilperson Fox.

Roll Call Vote.

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

NAYS: None.

***Reciprocal Retirement Act Policy Update**

Motion by Mayor Pro-Tem Eveleth to approve amendment to the City's Reciprocal Retirement Act Policy to reflect changes in the Reciprocal Retirement Act as proposed.

RESOLUTION NO. 31-2016

**TO AMEND THE
CITY OF OWOSSO RECIPROCAL RETIREMENT ACT POLICY
TO REFLECT CHANGES IN THE RECIPROCAL RETIREMENT ACT**

WHEREAS, the Owosso City Council, acknowledges that the City of Owosso adopted the Reciprocal Retirement Act, Public Act 88 of 1961, as amended, on July 20, 1964 to provide for the preservation and continuity of retirement system service credit for public employees who transfer their employment between units of government; and

WHEREAS, since that time the Reciprocal Retirement Act has been amended, lengthening the deadline before which a former employee must return to the System in order to obtain benefits; and

WHEREAS, the City's Reciprocal Retirement Act Policy that governs the administration of the provisions of this act must be amended to comply with the amended Act; and

WHEREAS, the City of Owosso Employees' Retirement System Board of Trustees has vetted the proposed amendments to the Policy and unanimously recommend adoption of the amended Policy.

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

FIRST: the City of Owosso Reciprocal Retirement Act Policy, as amended, is hereby adopted.

SECOND: that a copy of this resolution shall be provided to the appropriate City and Union representatives and interested parties.

Motion supported by Councilperson Greenway.

Roll Call Vote.

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

NAYS: None.

Scheduling of Budget Meetings

Motion by Mayor Pro-Tem Eveleth setting a series of special meetings to discuss the 2016-17 Proposed Budget as follows:

Wednesday, April 13th from 6:30pm-8:30pm
Saturday, April 23rd from 9:00am-12:00pm
Tuesday, April 26th from 6:30pm – 8:30pm

Motion supported by Councilperson Bailey.

Roll Call Vote.

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

NAYS: None.

COMMUNICATIONS

David Haut, Filtration Plant Superintendent. 2016 Annual Water Quality Report. Downtown Development Authority/Main Street. Minutes of March 2, 2016.

CITIZEN COMMENTS AND QUESTIONS

Tom Manke, Owosso Township resident, noted his concern that the Council did not discuss the City's latest Water Quality Report, saying the City has very high lead rates and no one seems to care. He threatened to create a media storm if the City required that he file a formal FOIA request to get information on the locations of contamination within the system.

Mike Erfourth, 801 West Main Street, noted that he had emailed the Council the information the Mayor had requested. He said the Council and local building owners would need to work hand-in-hand in order for the downtown to be successful.

NEXT MEETING

Monday, April 18, 2016

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2020
Building Board of Appeals – Alternate - term expires June 30, 2018

ADJOURNMENT

Motion by Mayor Pro-Tem Eveleth for adjournment at 8:23 p.m.

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

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk

*Due to their length, text of marked items is not included in the minutes. Full text of these documents is on file in the Clerk's Office.



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

MEMORANDUM

DATE: March 29, 2016

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

FROM: Larry Cook, Assessor

RE: Obsolete Property Rehabilitation District – 300 W. Main Street

The city clerk received a request from Randy Woodworth of Owosso REO, LLC, owners of 300 W. Main Street, to establish a Obsolete Property Rehabilitation District. An application for tax abatement under the city's policy was also filed. The project proposes to completely renovate the building to create a riverside restaurant/pub in the west section and multi-level mixed use in the east section. The creation of this district would further allow application for an Obsolete Property Rehabilitation Exemption Certificate for improvements and restoration to that property.

The description of the district being requested is:

PART OF ORIGINAL PLAT DESCRIBED AS; SOUTH 1/2 BLOCK 24 & SOUTH 10' OF NORTH 1/2 BLOCK 24, ALSO ADJACENT RESERVE 1, LYING BETWEEN EAST BANK OF SHIAWASSEE RIVER AND SAID DESCRIPTION

Within the Obsolete Property Rehabilitation Act (OPRA) rehabilitation is defined as:

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

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

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

The qualifications for an Obsolete Property Rehabilitation District for this property are found in 125.2783 Section 3, (1), of the Obsolete Property Rehabilitation Act as follows:

- (1) A local governmental unit, by resolution of its legislative body, may establish a commercial redevelopment district, which may consist of 1 or more parcels or tracts of land or a portion thereof, if at the time of adoption of the resolution the property within the district is any of the following:
 - (a) Obsolete property in an area characterized by obsolete commercial property or commercial housing property.
 - (b) Commercial property that is obsolete property that was owned by a qualified local governmental unit on the effective date of this act, and subsequently conveyed to a private owner.

The following excerpts from STC Bulletin No. 9 of 2000 may help guide and define these requirements.

"Obsolete property" means commercial property or commercial housing property, that is 1 or more of the following:

(i) "Blighted property". Blighted property means property that meets 1 or more of the following criteria:

- (i) Has been declared a nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance.
- (ii) Is an attractive nuisance to children because of physical condition, use, or occupancy.
- (iii) Is a fire hazard or is otherwise dangerous to the safety of persons or property.
- (iv) Has had the utilities, plumbing, heating, or sewerage permanently disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use.
- (v) Is tax reverted property owned by a qualified local governmental unit, by a county, or by this state. The sale, lease, or transfer of tax reverted property by a qualified local governmental unit, county, or this state after the property's inclusion in a brownfield plan shall not result in the loss to the property of the status as blighted property for purposes of PA 145 of 2000. (See MCL 125.2652)

(ii) A facility as that term is defined below:

"Facility" as defined in PA 451 of 1994 means any area, place, or property where a hazardous substance in excess of the concentrations which satisfy the requirements of section 20120a(1)(a) or (17) or the cleanup criteria for unrestricted residential use under part 213 has been released, deposited, disposed of, or otherwise comes to be located. Facility does not include any area, place, or property at which response activities have been completed which satisfy the cleanup criteria for the residential category provided for in section 20120a(1)(a) and (17) or at which corrective action has been completed under part 213 which satisfies the cleanup criteria for unrestricted residential use. (See MCL 324.20101)

(iii) Functionally obsolete.

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

Note: The STC offers the following as examples of functional obsolescence:

- 1) A floor plan which is inappropriate for the highest and best use of the property.
- 2) A heating system which is inadequate for the highest and best use of the property.
- 3) Excessively high or low ceilings for the highest and best use of the property.
- 4) Partition walls which restrict the highest and best use of the property.
- 5) Mechanical systems (e.g. electrical, plumbing, etc) which are inadequate for the highest and best use of the property.

If council determines this district meets the requirements of the act and is found to be beneficial to the city, a public hearing must be set in accordance with laws of the State of Michigan and the open meetings act and notification by certified mail to the owner(s) of property within the proposed district.

Attached is a map of the proposed district along with a copy of the application for the Obsolete Property Rehabilitation Exemption. .

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

RESOLUTION NO.

**TO APPROVE ESTABLISHING AN
OBSOLETE PROPERTY REHABILITATION DISTRICT DESCRIBED AS:
PART OF ORIGINAL PLAT DESCRIBED AS; SOUTH 1/2 BLOCK 24 & SOUTH 10' OF NORTH 1/2
BLOCK 24, ALSO ADJACENT RESERVE 1, LYING BETWEEN EAST BANK OF SHIAWASSEE RIVER
AND SAID DESCRIPTION – 300 W. MAIN ST.**

WHEREAS, Obsolete Property Rehabilitation Exemption Application was received March 11, 2016 along with a City of Owosso Application for Tax Abatement from Randy Woodworth of Owosso REO Group, LLC, to create an Obsolete Property Rehabilitation District, described as:

PART OF ORIGINAL PLAT DESCRIBED AS; SOUTH 1/2 BLOCK 24 & SOUTH 10' OF
NORTH 1/2 BLOCK 24, ALSO ADJACENT RESERVE 1, LYING BETWEEN EAST BANK OF
SHIAWASSEE RIVER AND SAID DESCRIPTION; and

WHEREAS, the Obsolete Rehabilitation Act, Act 146 of 2000 is available to the city of Owosso; and

WHEREAS, the act permits the city of Owosso to establish an obsolete property rehabilitation district; and

WHEREAS, a public hearing was held for the purpose of hearing comments from those within the proposed district, and any other resident or taxpayer, of the city of Owosso; and

WHEREAS, the city clerk has given notification as required by law and this act; and

WHEREAS, the city council has determined that the qualifications of the act are satisfied.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that, on this date April 18, 2016, in accordance with the Obsolete Rehabilitation Act, Act 146 of 2000, does hereby approve this district.



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

APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) **Owosso REI Group, LLC**

Business Name (If Different) _____

Address of Proposed Project **300 Main Street, Owosso, MI 48867**

Mailing Address (If Different) **120 W. Exchange, Suite 203 Owosso, MI 48867**

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

Type of Abatement Requested (if known) **Obsolete Property Rehabilitation - OPRA**

Total square footage of all current buildings on site +/- **35,000 sq/ft**

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

The existing property contains (3) adjacent buildings. All are vacant and under major disrepair. The proposed plans have the West building fully rehabilitated into a riverside restaurant/pub and a brewing facility (Owosso Brewing Co.). This space will also be connected with an outdoor patio area that overlooks the river. The center building will remain as the access point for the both the Pub and the East building. The East building will be rehabilitated into a multi-level mixed-use facility. The first floor will house a mix of professional office and retail. There will also be some storage and individual garage units to support the residential users on the floors above. The upper levels will contain 16 new living units that are supported by MSHDA's Rental Rehabilitation Program. Combined, the property will provide the ability to live, work, and play" in Owosso's downtown.

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

Land improvements (excluding land): **10,000 sq/ft (Entry Drive, Patio, Ingress/Egress)**

Building improvements: **Size 35,000 sq/ft - \$7,000,000**

Machinery & Equipment: **NA**

Furniture & Fixtures: **NA**

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

Building:

Start Date: **October 2016**

Completion Date: **December 2017**

Equipment installation (if applicable):

Start Date: **August 2017**

Completion Date: **October 2017**

Abatement Application

Page 2

Will project be owned or leased by applicant? **Lcased**

Will machinery be owned or leased by applicant? **NA**

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

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

Part Time TBD

When project is complete, how many will be:

Management/Professional TBD Wage level \$ TBD

Skilled TBD Wage level \$ TBD

Semi-Skilled TBD Wage level \$ TBD

Un-Skilled TBD Wage level \$ TBD

How many current employees live within the city limits of the City of Owosso? _____

Date your business located within the City of Owosso. _____

Name of Company Officer (contact person) RANDY WOODGORTH

Title MEMBER

Signature [Signature] Date 3/10/18

Phone Number 989-277-2815

For City Staff Use Only

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

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

If no, legal description of proposed district. _____

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

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

If no, explain _____

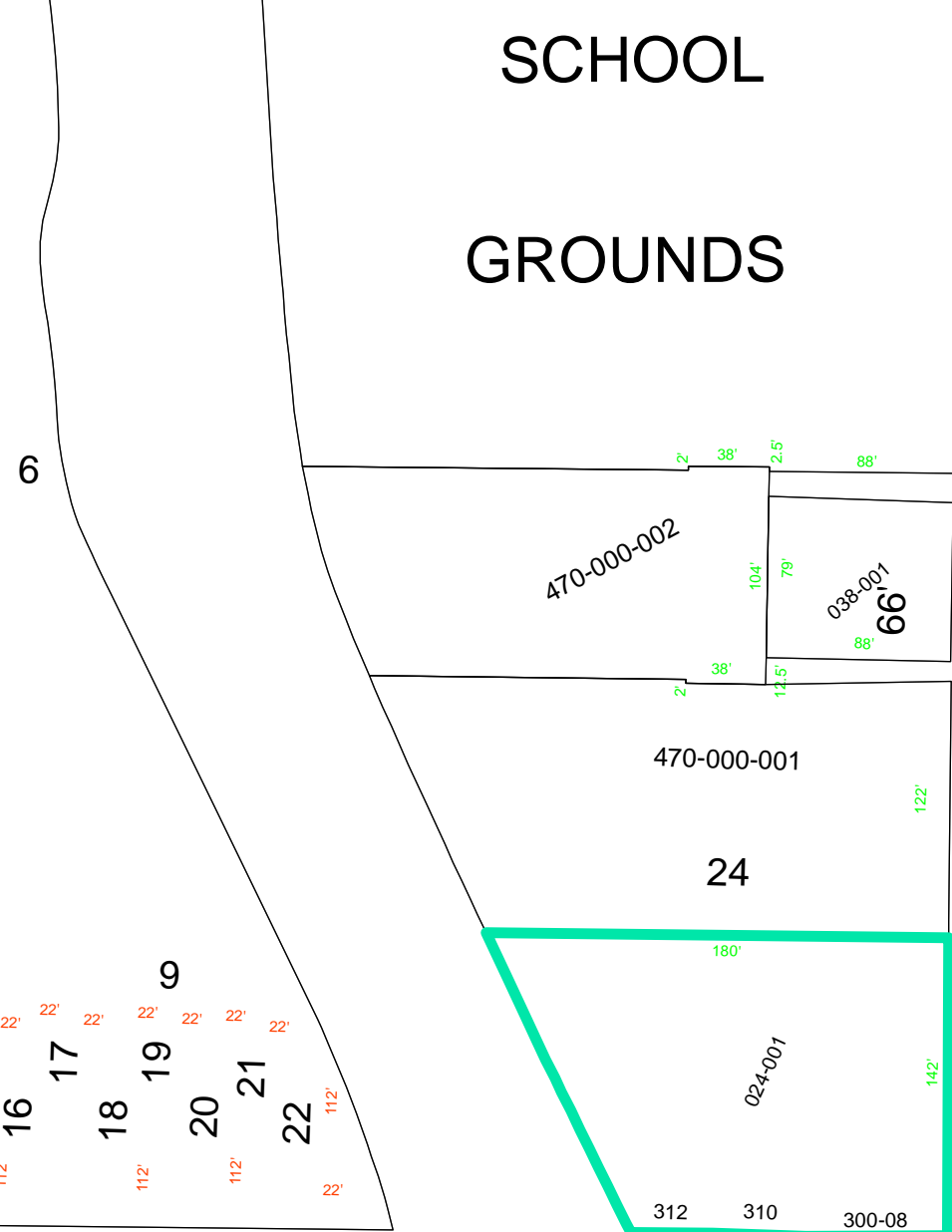
If yes, was notice given to taxing jurisdictions within the proposed project area? **Y N**

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

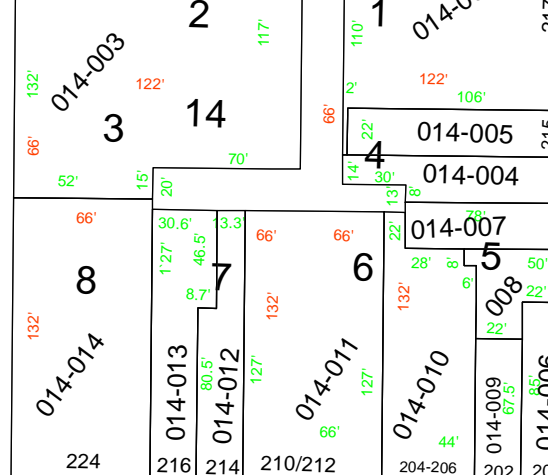
Name of reviewer _____

Signature _____ Date _____

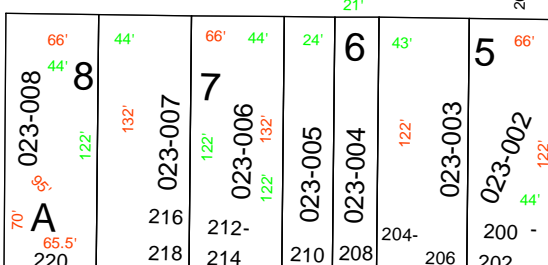
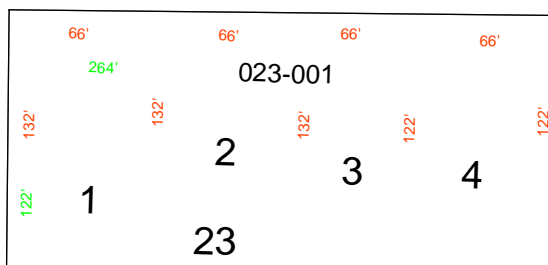
SCHOOL GROUNDS



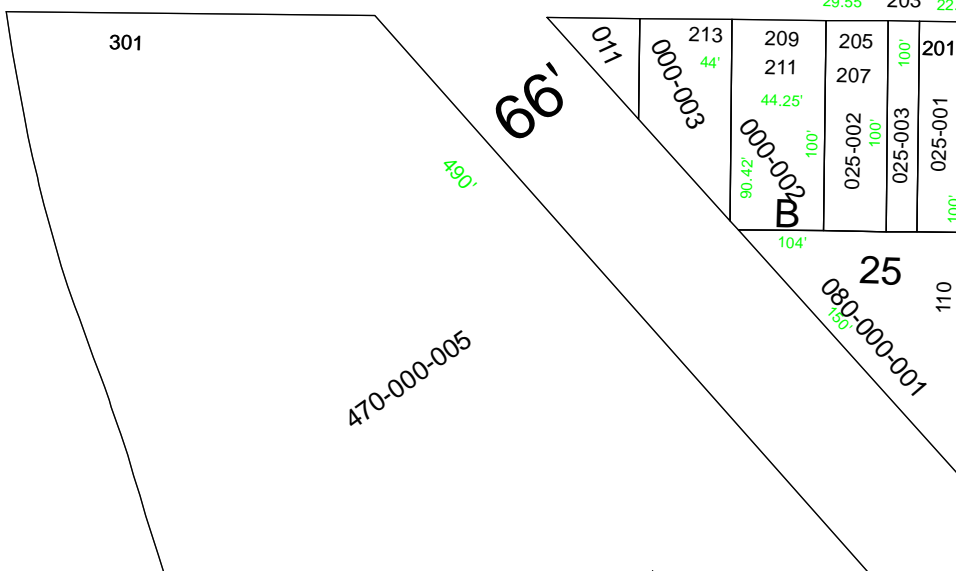
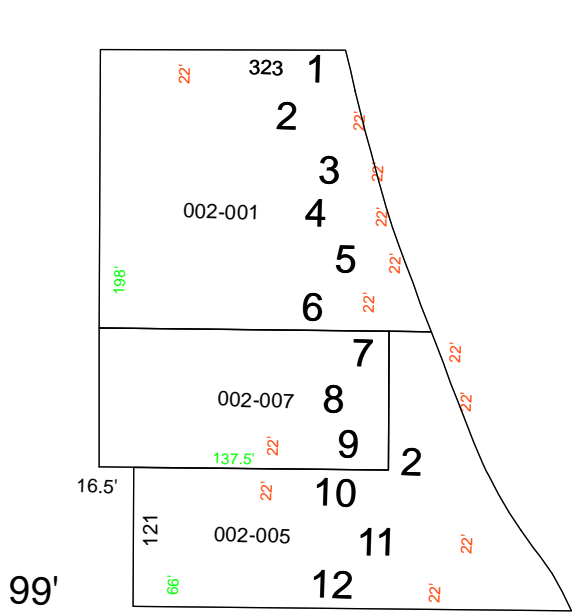
N. WATER ST.



W. EXCHANGE S



W. MAIN ST. (M-21)



RESERV

SCHOOL

GROUNDS

N. WATER ST.

W. EXCHANGE S

W. MAIN ST. (M-21)



470-000-002

CLOSED 8-1-1995

038-001

470-000-001

24

024-001

312 310 300-08

014-003 2

014-005 1

014-004 4

014-007 6

014-010 5

014-009 8

014-006 7

014-014 3

014-013 14

014-012 20

014-011 14

014-010 20

014-009 20

014-006 20

014-003 3

014-005 4

014-007 6

014-010 5

014-009 8

014-006 7

014-011 14

014-010 20

014-009 20

014-006 20

023-001 2

023-001 3

023-001 4

023-001 23

023-001 1

023-001 2

023-001 3

023-001 4

023-001 23

PUBLIC ALLEY DEED
5/12/16 & 8/24/16

023-008 8

023-007 7

023-006 7

023-005 5

023-004 5

023-003 5

023-002 5

023-008 8

023-007 7

023-006 7

023-005 5

023-004 5

023-003 5

023-002 5

023-008 8

023-007 7

023-006 7

023-005 5

023-004 5

023-003 5

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470-000-005

RESER



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

MEMORANDUM

DATE: April 12, 2016

TO: City Council

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

RE: City of Owosso ICMA-RC 457 Deferred Comp Plan Loan Agreement

Our 401/457 provider, ICMA-RC, allows for employees to take out a loan on the monies they have set aside in their retirement accounts. Back in September of 2006 City Council passed a resolution allowing for participants of the 401 plan to take out a loan. However, there has not been an agreement signed allowing the 457 plan participants to take a loan from their account. I recommend approval and authorization of the ICMA-RC loan agreement governing loans from the 457 plan.

RESOLUTION NO.

**AMENDING THE CITY OF OWOSSO
ICMA-RC 457 DEFERRED COMPENSATION PLAN #303247**

WHEREAS, the city of Owosso, a Michigan municipal corporation, has employees rendering valuable services; and

WHEREAS, the city of Owosso has established a 457 Deferred Compensation retirement plan (the "Plan") for such employees which serves the interest of the city by enabling employees to supplement their retirement savings, by providing the city increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the city of Owosso has determined that permitting participants in this retirement plan to take loans from the Plan will serve these objectives.

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

- FIRST: the 457 Plan will permit loans to employees as governed by the Loan Guidelines Agreement, dated April 19, 2016.
- SECOND: the City Manager is instructed and authorized to sign the agreement substantially in the form attached.



LOAN GUIDELINES AGREEMENT

The purpose of this agreement is to establish the terms and conditions under which the Employer will grant loans to participants. You should consider each option carefully before making your selections because your selections will apply to all loans made while the selection is in effect. If you later change any provision, the changes will apply only to loans made after the change is adopted. Loans in existence at the time of any future changes will continue to operate under the guidelines that were in effect at the time the loan was originally made.

Please read the instructions and carefully complete all sections of this agreement.

New Loan Program Amendment to Loan Program

I. EMPLOYER PLAN INFORMATION

Name of Plan (Enter the complete Employer name, including state): City of Owosso, MI

Plan Type: 457 Deferred Compensation Plan 401(a) Money Purchase Plan 401 Profit-Sharing Plan

ICMA-RC Plan Number: 303247

II. ELIGIBILITY & LOAN SOURCE

Loans are available to all active employees, except those with an existing loan in default.

401 Plans — If your 401 plan is funded by a combination of Employer and Employee contributions, you must specify whether one or both of the following can be used as a source for participant loans. (Select one or both options below)

Employer Contribution Account (vested balances only)

Participant Contribution Accounts (pre- and post-tax, if applicable, including Employee Mandatory, Employee Voluntary, Employer Rollover, and Portable Benefits Accounts, but excluding the Deductible Employee Contribution/Qualified Voluntary Employee Contribution Account)

Roth Assets (if applicable) — If your 457 or 401(k) plan allows Roth contributions, a participant's Designated Roth Account balance will be included when calculating the amount a participant is eligible to borrow. However, you must specify whether or not a participant's Designated Roth Account can be used as a source for participant loans. (Select one option below)

A participant's Designated Roth Account **will not** be available as a source for loans under the plan (default option)

A participant's Designated Roth Account **will** be available as a source for loans under the Plan.

Note: If Roth assets are available as a source for loans, a loan that is deemed distributed will not satisfy the requirements for a qualified (tax-free) distribution of Roth assets. This may result in participants paying taxes on assets that would otherwise be available tax-free.

III. LOAN PURPOSE

Loans are available for the following purposes and must be requested in the corresponding method (select one):

All Purposes — With this option, participants can request a loan for any reason. Participants will be able to request new loans or refinance existing loans using the Online Loans option.

Hardship Only — With this option, loans shall only be granted in the event of a participant's hardship or for the purpose of enabling a participant to meet certain specified financial situations. Participants will need to complete the loan application form for your plan and obtain your approval (Online Loans is not available).

The employer shall approve the participant's loan application after determining, based on all relevant facts and circumstances that the amount of the loan is not in excess of the amount required to relieve the financial need, as defined by the employer. For this purpose, financial need shall include, but not be limited to: unreimbursed medical expenses of the participant or members of the participant's immediate family, establishing or substantially rehabilitating the principal residence of the participant, or paying for a college education (including graduate studies) for the participant or his/her dependents.

LOAN GUIDELINES AGREEMENT

IV. APPLICATION PROCESS

The loan application process will vary depending on the option you selected in Section III above (Loan Purpose).

(A) ALL PURPOSES

- **Online Loans** — Participants can request a new loan or to refinance an existing loan using the ICMA-RC website at www.icmarc.org (*Online Loans*).
- **Direct Check Issuance** — ICMA-RC sends loan documents with the loan check to the participant. When the participant endorses the check, that endorsement signifies acceptance of loan terms.

(B) HARDSHIP ONLY

- **Paper Application** — A loan application must be completed, signed by the participant and approved by you, the employer.
- **Check Issuance** — Upon receipt of an approved loan application, ICMA-RC will prepare the required loan documents (i.e., the promissory note and loan disclosure statement), and send them to the employer with the loan check.
 - The loan check may not be given to the participant until the loan documents have been signed by the participant. Because the promissory note is considered a plan asset, all loan documents must be completed and preserved for at least the life of the loan. The employer should retain the original loan documents and send copies of all documents to ICMA-RC

The loan amount will generally be redeemed from the employee's account on the same day as either ICMA-RC receipt of a loan request/application (complete and in good order), if it is submitted prior to 4:00 p.m. ET on a business day. If not, the loan amount will be redeemed on the next business day following submission. The loan check for an all purpose loan is generally issued on the next business day following redemption, and will be mailed directly to the employee. The loan check for a hardship loan will be sent to the employer. The employee's presentation of the loan check for payment constitutes an acknowledgment that the employee has received and read the loan disclosure information provided by ICMA-RC and agrees to the terms therein.

V. MAXIMUM NUMBER OF LOANS (SELECT ONE)

Participants may receive one loan per calendar year. Please specify whether participants may have only one (1) or up to five (5) loans outstanding at one time.

- One (1). Participants may have only one (1) outstanding loan at a time.
- Five (5). Participants may have up to five (5) loans outstanding at one time.
- Other. Participants may have up to 3 (enter 2, 3, or 4) loans outstanding at one time.

VI. LOAN AMOUNT

Maximum: The maximum amount of all loans to a participant from the Plan *and all other plans of the Employer* that are either eligible deferred compensation plans described in section 457(b) of the Code or qualified employer plans under Section 72(p)(4) of the Code (e.g., 401(a) plans) shall not exceed *the lesser of:*

- (1) \$50,000, or
- (2) One-half of the value of the Participant's interest in all of his or her Accounts under this Plan.

When calculating the maximum amount a participant is eligible to borrow from his/her account, the lesser value of (1) or (2) above must be reduced by the participant's highest outstanding loan balance over the past 12 months.

Minimum: The minimum loan amount is \$1,000.

A loan cannot be issued for more than the maximum amount. The participant's requested loan amount is subject to downward adjustment without notice due to market fluctuation between the time of application and the time the loan is issued.

Loan amounts will be taken pro-rata from all of a participant's investments.

LOAN GUIDELINES AGREEMENT

VII. LENGTH OF LOAN

Loans must be repaid in substantially equal installments of principal and interest over a period that does not exceed five (5) years.

Principal Residence Loans

If the participant will be using the loan to purchase a principal residence, the five (5) year time limit may not apply. Participants can repay a principal residence loan over a period of up to 30 years. Please specify the maximum repayment period for principal residence loans from your plan below.

Maximum repayment period for principal residence loans = 30 (Enter a number of years, up to 30)

VIII. LOAN REPAYMENT PROCESS

Specify the repayment method(s) and repayment frequency your plan will use. Note that loan amounts plus interest, minus applicable fees paid to ICMA-RC, are repaid to participant accounts and not to ICMA-RC. You can allow repayments to be made via payroll deduction and/or ACH payments from a participant's bank account. Loan repayments must be made at least monthly (457) or quarterly (401).

Repayment Method (Select One):

- Payroll deduction only.
 ACH debit only.*
 Employee may choose either payroll deduction or ACH debit.*

**ACH Payment Rejected Fee — If a loan repayment scheduled to be paid via ACH debit is rejected due to insufficient funds, invalid bank account information, or account closure, a fee will be charged to the participant's account. The fee is \$20 for the first occurrence and \$50 for each subsequent occurrence.*

Repayment Frequency (Select One):

Repayments through payroll deduction will be sent via check or wire by the Employer to ICMA-RC on the following cycle (choose one):

- Weekly (52 per year)
 Bi-weekly (26 per year)
 Semi-monthly (24 per year)
 Monthly (12 per year)

Initiating Repayments:

- ACH debits from the employee's designated bank account will begin approximately one month following the date the employee's signed ACH authorization form is received and processed by ICMA-RC, or, in the case of online loans, approximately one month following the date the loan check has been cleared for payment. Debits will normally be made on a monthly basis.
- Payroll deduction should begin within two payroll cycles following the employee's receipt of the loan. Employees using this method must notify the Employer immediately so that repayments will begin as soon as practicable, on a date determined by the Employer's payroll cycle. Failure to begin payroll deduction in a timely manner could lead to the employee's loan entering delinquency status.

Investment of Loan Repayments

All loan repayments are invested according to the instructions the participant has on file for the investment of contributions to his/her account.

Additional Loan Repayments and Early Pay-Off

A participant may pay off all or a portion of the principal and interest early without penalty or additional fee. Extra payments are applied forward to both principal and interest as specified in the original repayment schedule, unless the additional payment is for the full balance due. Please note that no payment date may be "skipped" even if the employee has made a large payment or submitted multiple payments.

LOAN GUIDELINES AGREEMENT

VIII. LOAN REPAYMENT PROCESS (CONTINUED)

Loans in Default

Participants using the ACH repayment option may default on their loans for lack of repayment more frequently than those using the payroll deduction method. For this reason, you may choose to require that certain participants use the payroll deduction repayment method.

Multiple Loans

If a participant has multiple loans outstanding from the plan, each loan repayment must be separately reported to ICMA-RC.

Former Employees and Leave of Absence

Former employees and employees on a leave of absence must repay their loans on the same schedule that would have applied had they continued employment.

Your plan may allow terminated employees to continue to repay their loans either through ACH, or by giving/sending you a check each repayment period (see the Acceleration section). If you allow terminated employees to repay loans by giving/sending you a check, you will include the repayment amounts in your next regular employee contribution remittance to ICMA-RC.

In certain situations, employers may suspend loan repayments for a period of time for employees on a leave of absence or military leave. Please refer to Treasury Regulation section 1.72(p)-1, Q&A-9 for more information.

Repayments Must Continue

In implementing a loan program you should be aware that some employers have had to contend with the inability of some participants to repay their loan(s). You should be aware that you may not stop taking loan repayments from the employee's paycheck — even if the employee asks that repayments be stopped. Failure to payroll-deduct loan repayments on schedule could both jeopardize the eligibility or qualification of the entire plan as well as create a taxable event for the participant. Likewise, if an employee is repaying the loan through ACH debit of his/her bank account, and the employee fails to make payments, this could jeopardize the eligibility of your retirement plan. Employers are ultimately responsible for ensuring that loans are repaid according to the loan terms.

ICMA-RC will notify both you and the employee if a payment has not been received.

IX. LOAN INTEREST RATE

The loan interest rates are set for non-residential loans at the prime rate plus 0.5%, and for principal residence loans at the FHA/VA rate. The interest rate for new loans fluctuates from month-to-month. The rates for the following month are determined on the last business day of the month using www.moneycafe.com/library/primerate.htm (prime rate) and www.citimortgage.com (principal residence rate).

When a new loan is approved, the interest rate is locked in and remains constant throughout the life of the loan.

X. SECURITY/COLLATERAL

At the time a loan is taken, 50 percent of the participant's account balance or the amount of the loan, whichever is less, will be used as collateral for the loan.

XI. ACCELERATION (SELECT ONE)

Please specify whether participants who have separated from service will be able to continue loan repayments until they have withdrawn their entire account balance from the plan, or if outstanding loans will be due and payable at the time the participant separates from service.

All outstanding loans shall be due and payable by a participant upon:

- Separation from service. All loan repayments must stop following an employee separating from service.
- Distribution of his/her entire account balance. Employees can continue making loan repayments until they have withdrawn their entire account balance.

Outstanding loan balances that are not repaid will be reported as distributions to the participant. See the Deemed Distributions section for additional information.

LOAN GUIDELINES AGREEMENT

XII. REAMORTIZATION

Reamortization changes the terms of an outstanding loan (e.g., repayment period, interest rate, frequency of repayments). Any outstanding loan may be reamortized.

Reamortization cannot extend the repayment period beyond five (5) years from the date the loan was originally issued. Or, in the case of Principal Residence Loans, beyond [the number of years specified in Section VII] years from the date the loan was originally issued.

Participants can use a loan amortization form to request that an outstanding loan be reamortized. Upon processing the request, a new disclosure statement will be sent to the employer for endorsement by the participant and approval by the employer. The executed disclosure statement must be returned to the plan administrator within 10 calendar days from the date it is signed. The new disclosure statement is considered an amendment to the original promissory note; therefore a new promissory note will not be required.

Note: A loan reamortization will not be considered a new loan for purposes of calculating the number of loans outstanding or the one loan per calendar year limit.

XIII. REFINANCE

Refinancing involves a new loan replacing an employee's outstanding loan. The refinanced loan must be repaid over a period that does not exceed five (5) years from the date when the original loan was issued.

Actively employed participants with one (1) outstanding loan may elect to refinance the outstanding loan for an additional amount, subject to the loan amount limitations outlined in Section VI, provided that the participant has not yet taken out a loan during the calendar year. Participants with multiple outstanding loans, and those who are no longer employed, are not eligible to refinance an existing loan.

Note: Principal residence loans are not eligible for refinance.

XIV. REDUCTION OF LOAN

If a participant dies prior to full repayment of the outstanding loan(s), the outstanding loan balance(s) will be deducted from the account prior to distribution to the beneficiary(ies). The unpaid loan amount is a taxable distribution and may be subject to early withdrawal penalties. The participant's estate is responsible for taxes and penalties on the unpaid loan amount, if any. A beneficiary is responsible for taxes due on the amount he or she receives. A Form 1099 will be issued to both the beneficiary and the estate for tax reporting purposes.

XV. DEEMED DISTRIBUTIONS

A loan will be deemed distributed when a scheduled payment is still unpaid at the end of the calendar quarter following the calendar quarter in which the payment was due. When a loan is deemed distributed, the principal balance and any accrued interest is reported to the IRS as a taxable distribution. However, since the participant received the loan amount previously, no money is actually paid to the participant as part of a deemed distribution.

The loan is deemed distributed for tax purposes, but it is not an actual distribution and therefore remains an asset of the participant's account. Interest continues to accrue. The outstanding loan balance and accrued interest are reported on the participant's account statements.

Repayment of a deemed distribution will not change or reverse the taxable event.

The loan continues to be outstanding, and to accrue interest, until it is repaid or offset using the participant's account balance. An offset can occur only if the participant is eligible to receive a distribution from the plan as outlined in the plan document. Participants are required to repay any outstanding loan which has been deemed distributed before they can be eligible for a new loan. The deemed distribution and any interest accrued since the date it became a taxable event is taken into account when determining the maximum amount available for a new loan. New loans must be repaid through payroll deduction.

Important Note: The employer is obligated by federal regulation to comply with the loan guideline requirements applicable to participant loans, and to ensure against deemed distribution by monitoring loan repayments, regardless of the method of repayment, and by advising employees if loans are in danger of being deemed distributed. The tax-qualified status or eligibility of the entire plan may be revoked in cases of frequent repayment delinquency or deemed distribution.

To assist plan sponsors whose plan options include loans, ICMA-RC will provide reports of participants with payments delinquent by 30 to 89 days, 90 or more days but not yet deemed, and those whose loans have been deemed distributed. ICMA-RC is committed to supporting employers who request assistance with their loan programs in order to reduce the number of delinquent loans and decrease the occurrence of deemed distributions.

LOAN GUIDELINES AGREEMENT

XVI. FEES

Fees may be charged for various services associated with the application for and issuance of loans. All applicable fees will be debited from the participant's account balance and/or from the participant's loan repayments prior to crediting the repayment of principal and interest to the participant's account.

XVII. SIGNATURES

The Employer has the right to set other terms and conditions as it deems necessary for loans from the plan in order to comply with any legal requirements. Employer certifies that all terms and conditions will be administered in a uniform and non-discriminatory manner.

In Witness Whereof, the employer hereby caused these Guidelines to be executed

this 19th day of April, 2016.

Day of the Month

Month

Year

EMPLOYER

By: _____

Title: City Manager

Attest: _____



MEMORANDUM

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

DATE: April 13, 2016

TO: City Council

FROM: Glenn M. Chinavare, Utility Director

SUBJECT: Engineering Services - Replacement of Wastewater Primary Clarifier/s & Flow Channel Screening

RECOMMENDATION:

Authorization to amend the Agreement between the City of Owosso and C2ae of Lansing, Michigan dated October 21, 2013, as Addendum No.2 for providing engineering services for compliance and execution of the MDEQ SAW Grant. This additional engineering is to provide design, bidding assistance, and construction management for the removal and replacement of two primary clarifiers and two flow channel screening units. Cost of additional engineering is a not to exceed \$47,300.00.

BACKGROUND:

The City's existing primary clarifiers were built in the late 70s-early 80s and most all of the mechanical equipment within the tanks has reached the end of its design life expectancy. The equipment is showing signs of advanced corrosion and is in need of replacement. The existing weir and launder, however, appear to be in good condition and can likely just be recoated and reused. Hand railing may be re-coated and re-used.

The City also needs to install permanent screening systems into the existing flow channels to the north primary clarifier and south primary clarifier. The system selected shall be based on the existing Duperon unit located in the south channel which is currently a leased unit. This leased unit is cost prohibitive (\$1,815.00/month) for the long term, and was only intended to be an interim fix. The north primary clarifier employs only a bar screen for removal of larger debris coming into the plant, which is minimally effective for this purpose. This work is necessary to maintain operations and in keeping compliant with asset management and condition assessment principles as promulgated in the NPDES Permit.

FISCAL IMPACTS:

Primary clarifier replacements are currently submitted into the proposed 2016/2017 capital budget at \$525,000.00 each, which includes contingency funds of 5%. The screening equipment is currently submitted into the proposed 2016/2017 capital budget at \$195,000.00 each, which includes contingency funds of 3%.

Expenses for engineering, equipment purchase, and construction installation will be charged against the capital outlay #599-901-977.000 account.

Document originated by:

Glenn M. Chinavare, Utility Director

Attachments: C2ae Proposal
Master Agreement

RESOLUTION NO.

**AUTHORIZING ADDENDUM NO. 2 TO THE OCTOBER 21, 2013 CONTRACT
BETWEEN THE CITY OF OWOSSO AND CAPITAL CONSULTANTS, INC. D/B/A C2AE
FOR PROFESSIONAL ENGINEERING SERVICES
FOR THE OWOSSO MID-COUNTY WASTEWATER TREATMENT PLANT
AS IT RELATES TO THE SAW GRANT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined, through the development of an Asset Management Plan funded by an MDEQ SAW grant, that it is necessary to remove and replace two primary clarifiers and two flow channel screening units at the Waste Water Treatment Plant; and

WHEREAS, the city desires to contract out for engineering services related to this project; and

WHEREAS, the city previously selected Capital Consultants, Inc. d/b/a C2AE for professional engineering services related to the application for the SAW grant as well as work completed as a result of the award of the SAW grant ; and

WHEREAS, the city wishes to contract with C2AE for engineering design, bidding assistance, and construction management for the removal and replacement of two primary clarifiers and two flow channel screening units at the Waste Water Treatment Plant based on their familiarity with the plant, its equipment, and satisfactory work performed in the past; and

WHEREAS, the engineer desires to contract with the city for rendering professional services for the project as described in detail in their April 12, 2016 proposed Addendum No. 2.

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 Capital Consultants, Inc. d/b/a C2AE to provide engineering design, bidding assistance, and construction management for the removal and replacement of two primary clarifiers and two flow channel screening units at the Waste Water Treatment Plant.
- SECOND: The mayor and city clerk are instructed and authorized to sign the Addendum No. 2 document substantially in the form attached, Addendum No. 2 to an Agreement for Professional Engineering Services with Capital Consultants d/b/a C2AE, in an amount not to exceed \$47,300.00.
- THIRD: The above expenses shall be paid on a monthly cost basis following staff review not to exceed the contract amount of Addendum No. 2, \$47,300.00 from capital outlay account no. 599-901-977000.

**ADDENDUM NO. 2 TO AN AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES WITH
CAPITAL CONSULTANTS, INC. D/B/A C2AE**

This addendum, consisting of 5 pages including this signature page, is attached and made part of the agreement for professional engineering services dated October 21, 2013 between the city of Owosso, Michigan (owner) and Capital Consultants, Inc. d/b/a C2AE (Engineer) providing for professional services.

REMOVE AND REPLACE TWO PRIMARY CLARIFIERS AND TWO FLOW CHANNEL SCREENING
UNITS AT THE WASTE WATER TREATMENT PLANT

Approved April 18, 2016

For the engineer:
Capital Consultants, Inc. d/b/a C2AE

For the owner:
City of Owosso, Michigan

By: _____
Its: _____

By: _____
Benjamin R. Frederick
Mayor

By: _____
Its: _____

By: _____
Amy K. Kirkland
City Clerk

Executed: _____, 2016

Executed: _____, 2016

April 12, 2016

Mr. Glenn Chinavare
Public Utilities Director
City of Owosso
301 West Main Street
Owosso, MI 48867

**Re: Proposal for Professional Services
Clarifier Improvements and Influent Screening**

Dear Mr. Chinavare:

C2AE is pleased to submit this proposal to provide consulting engineering services related to the City of Owosso's clarifier improvements and influent screening project.

Thank you for your time during our site visit on March 22. This proposal is based on those discussions.

Work for this project will be completed in accordance with the general conditions developed for the SAW Grant dated October 21, 2013. If the terms and conditions as stated are acceptable, please countersign and return one copy to our office. Please do not hesitate to contact us should you have any questions or concerns, or if you need additional information.

Sincerely,
C2AE



James J. Minster, PE
Project Manager | Professional Engineer

Project Understanding

Per our discussions, the City's existing primary clarifiers were built in the late 70s-early 80s and most all of the mechanical equipment within the tanks has reached the end of its design life expectancy. The equipment is showing signs of advanced corrosion and is in need of replacement. The existing weir and launder, however, appear to be in good condition and can likely just be recoated and reused. The hand railing appears to be in good condition and could be recoated and re-used. If desired, we could include hand railing replacement as an alternate in the bidding document. The tank structures themselves appear to be in good condition for their age. It would be good to re-coat the concrete if possible but we understand that the time window for the project and the potential need to fill the clarifier during wet weather will preclude this option.

The City also wishes to construct a permanent screening system in the existing flow channel to the north primary clarifier. The system shall be based on the existing Duperon unit located in the south channel which is currently a leased unit. Screen opening is to be 1/8" with the ability to change in the future if initial operating conditions warrant. The system shall also incorporate a washer/compactor with an option to incorporate a bagging system. Current plans are to incorporate existing building space for washer/compactor.

C2AE will provide all required design and construction engineering and will prepare record plans as detailed in the project work plan discussed below. C2AE proposes dividing the work into five phases to assist the City in preparing construction documents and managing the construction phase of the primary settling tank improvements:

Phase 1 – Preliminary Engineering Design:

- a. Project Kick-Off Meeting – Meet with the City to review the project requirements, scope of improvements, project schedule and information needs.
- b. Data Review – This work is currently being conducted as part of the plant's SAW project.
- c. Evaluation of Process Alternatives – Evaluate the existing process and new technologies available to improve performance and/or efficiency of the process. Present findings to the City to allow selection of the ideal process equipment.
- d. Basis of Design – Develop the basis of design for review/comment by the City.
- e. Preliminary Contract Documents – Develop preliminary contract plans and technical specifications. Preliminary plans and technical specifications will be provided to the City staff for approval prior to commencing with the final design.
- f. Preliminary Opinion of Probable Construction Cost – Develop preliminary opinion of probable construction cost.
- g. Preliminary QA/QC – Conduct an internal quality assurance/quality control review of the preliminary design documents prior to submitting them to the City.
- h. Review Meeting – Meet with the City to review the preliminary design.

Phase 2 – Final Engineering Design:

- a. Final Contract Documents – Develop final contract plans and specifications. The design will meet the requirements of the Michigan Department of Environmental Quality (MDEQ) and the requirements of the City, and will be in accordance with the 10 States Standards. Final plans will be prepared using AutoCAD.
- b. Opinion of Probable Construction Cost – Update opinion of probable construction cost.
- c. Final QA/QC – Conduct an internal quality assurance/quality control review of the final design documents prior to submitting them to the City and the MDEQ.
- d. MDEQ Part 41 Review – Submit final plans and specifications to the MDEQ for review and issuance of a Part 41 construction permit. *Note: All other necessary permits will be obtained by the Contractor by means spelled out in the Construction Contract Documents.*
- e. Review Meeting – Meet with the City to review the final design.

- f. Bid Set Contract Documents – Develop bid set contract plans and specifications incorporating all City and MDEQ comments.

Phase 3 – Bidding Phase Services:

- a. Advertisement – City will advertise in MITN. C2AE will supply information to specific vendors.
- b. Plans and Specifications for Bidding – City provide documents on City website with contact information for C2AE to address any questions which arise during bidding.
- c. Consultation – Answer questions from prospective contractors relative to the project.
- d. Bidding – City will conduct bid opening
- e. Bid Tabulation - City will prepare bid tabulation.
- f. Bidder Verification – Review the qualifications and references of the two low bidders and provide the information to the City for purposes of awarding the contract.

Phase 4 – Construction Engineering:

- a. Contract Document Execution – Prepare the contract documents for execution.
- b. Pre-Construction Meeting – Schedule and attend a pre-construction meeting.
- c. Progress Meetings/Monthly Progress Reports – Schedule and conduct progress meetings as required. Prepare/submit monthly progress reports, which include work accomplished during the month, anticipated work elements for next month, input required from client, client decisions/directives, and budget and schedule status.
- d. Shop Drawing Review – Provide shop drawing review in accordance with submittal requirements.
- e. Construction Services – Provide as-needed construction observation and technical assistance, consisting of at least weekly visits to the project site while construction is underway.
- f. Office Engineering/Contract Administration – Provide office assistance for compliance with the contract documents and for processing Construction Contract modifications and maintenance of records as required documenting the work to City standards.
- g. Equipment Startup – Provide discipline appropriate design engineer(s) to observe startup of the equipment provided for the project.
- h. Punch List – Perform final inspection; prepare punch list as appropriate.

Phase 5 – Record Drawings:

- a. Record Drawings – Prepare record drawings of the completed construction. Provide the City with plans on desired media and with electronic copies in AutoCAD format.
- b. Record Drawing QA/QC Review – Conduct an internal quality assurance/quality control review of the record drawings prior to submitting them to the City.

Assumptions

In preparing this proposal, C2AE has assumed the following:

1. Electrical engineering for the clarifier improvement will be limited to lighting revisions. It is our understanding that the City's intent is to connect the new equipment to the existing electrical service, assuming the existing service is adequately sized for the load.
2. No instrumentation or control improvements will be required for the clarifier equipment. It is our understanding that the existing control scheme is adequate and in good working order. Each of these will be reused.
3. The City will examine all materials prepared by C2AE and render necessary decisions.
4. The City will indicate when it is appropriate to begin the work on each phase of the project, following the review meeting for the previous phase. This notice to proceed should include a summary of any major changes requested from the previous phase's work.
5. The City will assist C2AE with entry into the clarifier and building as necessary.

Fee for Services

Clarifier Improvements:

Preliminary Design:	\$10,300	Lump Sum
Final Design:	\$ 5,000	Lump Sum

Screening System Including Building Revisions:

Design:	\$11,000	Lump Sum
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Bidding Services for Both:	\$ 2,000	Lump Sum
Construction Services for Both:	\$17,000	Time & Material
Project Closeout:	\$ 2,000	Lump Sum

Professional Services Agreement – WWTP SAW Grant. Approve professional services agreement with Capital Consultants, Inc. d/b/a C2AE for engineering services in the preparation of a SAW Grant application for the Waste Water Treatment Plant in an amount not to exceed \$5,000 as follows:

RESOLUTION NO. 115-2013

**AUTHORIZING THE EXECUTION OF A CONTRACT FOR FOR
PREPARATION OF A GRANT APPLICATION
FOR A STORMWATER, ASSET MANAGEMENT, WASTEWATER (SAW) GRANT
WITH CAPITAL CONSULTANTS, INC. D/B/A C2AE**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that it is desirable to prepare and submit a grant application for a stormwater, asset management, wastewater (SAW) grant; and


WHEREAS, Capital Consultants, Inc. d/b/a C2AE has the necessary personnel and facilities to provide the professional services needed to prepare the application; and

WHEREAS, the engineer desires to contract with the owner for rendering professional services for the project.

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 Capital Consultants, Inc. d/b/a C2AE to provide the professional services needed to prepare a SAW Grant application.
- SECOND The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Agreement for Preparation of a Grant Application for a Stormwater, Asset Management, Wastewater (Saw) Grant With Capital Consultants d/b/a C2AE in the amount not to exceed \$5,000 plus additional amounts that may become eligible upon grant approval.
- THIRD: The above expenses shall be paid from the wastewater fund.

I hereby certify that the foregoing document is a true and complete copy of a resolution passed by the Owosso City Council as a part of the Consent Agenda at the regular meeting of October 21, 2013.



Amy K. Kirkland, City Clerk

ATTACHMENT TO RESOLUTION 115-2013

**AGREEMENT
FOR
PREPARATION OF A GRANT APPLICATION FOR A STORMWATER, ASSET MANAGEMENT,
WASTEWATER (SAW) GRANT
WITH
CAPITAL CONSULTANTS D/B/A C2AE**

THIS IS AN AGREEMENT made on October 21, 2013 between the city of Owosso, hereinafter referred to as the "owner," and Capital Consultants, Inc. d/b/a C2AE with its principal place of business at 725 Prudden Street, Lansing, Michigan, hereinafter referred to as the "engineer."

WHEREAS, the owner intends to accomplish the preparation and submission of a grant application for a stormwater, asset management, wastewater (SAW) grant, hereinafter referred to as the "project"; and

WHEREAS, the engineer has the necessary personnel and facilities to provide the professional services described; and

WHEREAS, the engineer desires to contract with the owner for rendering professional services for the project.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, the owner and the engineer do hereby covenant and agree as follows:

SECTION I - DESCRIPTION OF SERVICES

1.1 General

1.1.1 The engineer agrees to provide all professional services within a reasonable period of time following the date of authorization to proceed by the owner. A detailed description of services will be specifically set forth by addenda to this agreement.

1.2 Pertaining to the Engineer's Services

1.2.1 The engineer agrees to perform all services in a thorough and professional manner and to hold the owner harmless from any liens for materials and labor furnished by the engineer in connection with the engineer's work.

1.2.2 The engineer agrees to maintain insurance as specified in EXHIBIT A -- INSURANCE COVERAGES.

1.2.3 The engineer intends to render services under this agreement in accordance with generally accepted professional practices for the intended use of the project and makes no warranty either express or implied.

1.2.4 The engineer reserves the right to enter into agreements with other design professionals for portions of the work included under this agreement. Where this subagreement would represent a major portion of the design work, the engineer shall receive approval of the owner for this subagreement.

1.2.5 All documents, including drawings and specifications, furnished by the engineer pursuant to this agreement are the instruments of the engineer's services in respect to the project. The engineer grants to the owner a nonexclusive license for the owner's use of the documents on the project. They are not

intended or represented to be suitable for reuse by others on extensions of the project or on any other project. Any reuse without the specific written verification or adaptation by the engineer will be at the owner's sole risk, and without liability or legal exposure to the engineer from all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting therefrom.

1.2.6 All work product shall become the product of the owner and shall not be made available to any third party by the engineer without the consent of the owner. The engineer shall provide copies of all work product in printed format and computerized format.

1.2.7 Original documents, notes and the like, except those furnished to the engineer by the owner, represent the engineer's cumulative knowledge and are, and shall remain, the property of the engineer and shall not constitute the work product of this agreement. The owner shall have access to these materials and the engineer shall provide a copy upon written request at cost for reproduction.

1.2.8 Whenever the owner elects to enter into any contract or agreement with any person or entity other than the engineer for the performance of services on the project, the engineer will not be responsible for the acts or omissions of said persons or entity at the site or otherwise performing such services. This includes those parties for whom the engineer is providing coordination. Neither the engineer's authority to act under the contract documents or under this agreement, nor any decision made by the engineer in good faith either to exercise or not exercise such authority, shall give rise to any duty or responsibility of the engineer to the above, or any of their agents, or employees, or any other person performing any services for the owner.

1.2.9 The engineer has not been retained or compensated to provide design and construction review services relating to safety precautions, or to means, methods, techniques, sequences, or procedures, all as may be required for any person or entity other than the engineer to perform their work, including but not limited to shoring, scaffolding, underpinning, temporary retainment of excavations, and any erection methods or temporary bracing methods.

1.2.10 The engineer in no way undertakes to be responsible for any personal injury or property damage occurring to any person or entity arising out of the construction or subsequent operation of this project by any person or entity unless same shall be found to be the result of a design error. In spite of this, if any claims shall be brought against the engineer of that nature, the owner agrees to defend, indemnify and hold harmless the engineer from all claims, damages and expenses including attorneys' fees arising out of such claim, which claim, damages and expenses are the result or attributable to the acts or omissions in whole or in part of any person or entity other than the engineer.

1.2.11 The engineer and the owner hereby agree that the engineer services under this contract do not include the investigation, detection, abatement, materials, or processes containing asbestos. All responsibility with asbestos detection and abatement shall remain with the owner.

The engineer and the owner also agree that the engineer's services under this contract do not include responsibility for mine subsidence, ground water contamination or legal proceedings related to loss of real estate values.

1.3 Pertaining to the Owner

1.3.1 The owner shall provide at the owner's expense (unless the engineer has specifically included them in addenda to this agreement), and in such manner that the engineer may rely upon them in the performance of services under this agreement, all criteria, design, and construction standards including full information as to the owner's requirements for the project insofar as such documents are available to the owner, or in the owner's possession. Such information may include but not be limited to:

- a. a complete survey of the project site, which shall include but not be limited to easements, rights-of-way, encroachments, zoning and deed restrictions, existing buildings and improvements, roads and streets;

- b. soils data, laboratory tests, reports and inspections of samples, materials or other items, with appropriate professional interpretations;
- c. legal, accounting, financial and insurance counseling services necessary for the project, including legal review of the construction contract documents; and
- d. permits and approvals from any authorities having jurisdiction over the project.

1.3.2 The owner shall designate a person authorized to act as the owner's representative. The owner or the owner's representative shall receive and examine documents submitted by the engineer, and shall be empowered to interpret and define the owner's policies and render decisions and authorizations in writing promptly to prevent unreasonable delay in the progress of the engineer's services.

1.3.3 The owner shall guarantee full and free access for the engineer to enter upon all property required for the performance of the engineer's services under this agreement.

1.3.4 The owner shall give prompt written notice to the engineer whenever the owner observes or otherwise becomes aware of any defect in the project or other event which may substantially affect the engineer's performance of services under this agreement.

SECTION II - COMPENSATION FOR SERVICES

2.1 General

2.1.1 The owner shall compensate the engineer for services rendered under this agreement. The method of compensation for said services shall be as set forth in addenda to this agreement.

2.1.2 Payments for services are due 30 days after their invoiced date, based on actual engineering services furnished, unless another schedule of payments is agreed upon by addenda.

2.1.3 Where the owner disputes some portion of the charges contained in the engineer's bill for services, it shall make payment of that portion of the bill which is undisputed and shall notify the engineer in writing of the reason for the dispute. In no case may the owner elect to withhold payment to the engineer of the entire amount due. This would constitute a failure to make payment.

SECTION III - GENERAL PROVISIONS

3.1 General

3.1.1 This agreement is the result of final negotiations between the owner and the engineer and represents the entire and integrated agreement between the owner and the engineer for the project and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both the owner and the engineer.

3.1.2 Neither party shall hold the other responsible for damages or delay in performance by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's agents. However, when these delays require additional work to be performed by the engineer, the engineer shall be entitled to additional compensation at the prevailing per diem rates or as otherwise agreed to between the owner and the engineer.

3.1.3 This agreement may be terminated by either party if the other party substantially fails to fulfill its obligations under this agreement through no fault of the terminating party. No such termination may be effected unless the other party is given not less than ten (10) calendar days written notice of intent to terminate and an opportunity for correcting the default, and for consultation with the terminating party before termination. In addition, the owner may terminate this agreement, in whole or in part, for cause

(such as for legal or financial reasons, or major changes in the work or program requirements), and the engineer is given not less than ten (10) calendar days written notice and an opportunity for consultation before termination. If the owner terminates as a result of the engineer's default, any payment due the engineer at the time of termination may be adjusted to the extent of any additional cost the owner incurs due to the engineer's default. If the engineer terminates as a result of the owner's default or the owner terminates for cause, the engineer shall be paid for services performed to the termination date, including reimbursable expenses due. Upon receipt of the terminating action, the engineer shall promptly discontinue all services unless the notice directs otherwise, and upon receipt of final compensation make available to the owner all appropriate documents prepared under the agreement, whether completed or in process.

3.1.4 Unless otherwise specified within this agreement, this agreement shall be governed by the laws the state of Michigan.

3.1.5 In the event any provisions of this agreement or any subsequent Addendum shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date first above written.

Approved October 21, 2013

For the engineer:
Capital Consultants, Inc. d/b/a C2AE

By: 


William J. Kimble
President

By: 

Secretary

Executed: NOVEMBER 26, 2013

For the owner
City of Owosso, Michigan

By: 

Benjamin R. Frederick
Mayor

Attest: (SEAL)

By: 

Amy K. Kirkland
City Clerk

Executed: November 22, 2013

EXHIBIT A TO AGREEMENT

INSURANCE COVERAGES

A. The engineer shall purchase from and maintain in a company or companies lawfully authorized to do business in the state of Michigan such insurance as will protect the owner, its officers, directors, employees, agents, consultants, and volunteers from claims involving the engineer's contractual obligations under this agreement including, but not limited to, the following hold-harmless agreement:

The engineer herein agrees to indemnify and hold harmless the owner, its officers, directors, employees, agents, consultants and volunteers from all losses, claims, liabilities, injuries, damages and expenses, including attorneys' fees, that the owner, its officers, directors, employees, agents, consultants and volunteers may incur by reason of any injury or damage sustained to any person or property (including loss of use) arising out of or occurring in connection with the negligent performance by the engineer of engineer's duties and obligations.

B. The engineer shall obtain and maintain, at the engineer's own expense, engineer's professional liability insurance in the amount of one million dollars (\$1,000,000.00) (including a broad form contractual liability coverage with all coverage retroactive to the earlier date of this agreement or the commencement of the engineer's services in relation to the project) covering personal injury, bodily injury and property damages, said coverage to be maintained for three (3) years after the date of final payment hereunder.

C. The engineer shall maintain at the engineer's own expense comprehensive general liability insurance (including broad-form contractual liability and completed operations, explosions, collapse and underground hazards) in the amount of one million dollars (\$1,000,000.00) covering personal injury, bodily injury and property damage.

D. The engineer shall maintain at the engineer's own expense comprehensive automobile liability insurance, including hired and non-owned vehicles, if any, in the amount of one million dollars (\$1,000,000.00) covering personal injury, bodily injury and property damage.

E. The engineer shall maintain at the engineer's own expense workers' compensation insurance in the amount of the statutory maximum with an employer's liability coverage of at least five hundred thousand dollars (\$500,000.00).

F. The owner and its officers and employees shall be named as additional insured on the engineer's comprehensive general liability and automobile insurance policies.

G. All insurance required by the engineer shall be maintained at the engineer's own expense, from a company or companies lawfully authorized to do business in Michigan and rated at least A by Best's Key Rating Guide. All insurance obtained by the engineer shall incorporate a provision requiring the giving of written notice to the owner at least thirty (30) days prior to the cancellation, renewal or material modification of any such policies by return receipt of United States certified mail. All insurance required by the engineer shall also state that the coverage afforded under the policy or policies shall be primary insurance. Any insurance carried independently by the owner shall be secondary insurance which operates on only an excess or contingent basis.

H. All insurance required of the engineer shall provide that any failure to comply with reporting provisions of the policy shall not affect coverage provided to the owner, its directors, officials, employees, agents, consultants or volunteers.

I. The engineer shall submit valid certificates in form and substance satisfactory to the owner evidencing the effectiveness of the foregoing insurance policies and the required amendatory requirements to each such policy to the owner for the owner's approval before the engineer commences the rendition of any services hereunder.

J. Under no circumstances shall the owner be deemed to have waived any of the insurance requirements of this contract by any action or omission, including but not limited to:

- (1) allowing any work to commence by the engineer before receipt of certificates of insurance;
- (2) failing to review any certificates of insurance received from the engineer; or
- (3) failing to advise the engineer that any certificate of insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner.

The engineer agrees that the obligation to provide the insurance required by these documents is solely the engineer's responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the owner.

K. Nothing contained in this contract is to be construed as extending the liability of the engineer beyond the limits of their policy limits.

L. In the event the engineer fails to furnish and maintain the insurance required by this contract, the owner may purchase such insurance on behalf of the engineer, and the engineer shall pay the cost thereof to the owner upon demand or shall have such cost deducted from any payments due the engineer. The engineer agrees to furnish to the owner the information needed to obtain such insurance.

**ADDENDUM 1 TO AN AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES
WITH
CAPITAL CONSULTANTS D/B/A C2AE**

This addendum is attached and made part of the agreement for professional engineering services dated October 21, 2013 between the city of Owosso, Michigan (owner) and Capital Consultants, Inc. d/b/a C2AE (engineer) providing for professional services.

**PREPARATION OF A GRANT APPLICATION FOR A STORMWATER, ASSET MANAGEMENT,
WASTEWATER (SAW) GRANT**

PROJECT SCOPE OF SERVICES

Engineer will provide the following services for completing the SAW Grant application:

1. Planning meetings: Meet with the owner and/ or Mid-Shiawassee County Board during two meetings to continue to discuss the program's extent and required outcomes (risks), refine the application to fit the owner's needs and budget and secure formal city council approval of a resolution required for application submittal.
2. Disadvantaged community status: Obtain the necessary information and work with the owner to determine whether the utility qualifies under the disadvantaged community status.
3. Cost development: Engineer will develop the costs for fundable work efforts and secure the necessary supporting documentation for costs to be used as a part of the grant application package (Project Scope and Fee Worksheet) consistent with the approach detailed in the qualifications statement.
4. Budget/timeline: As a part of the cost documentation to aid the City in planning for project budgeting, engineer will develop an expenditure timeline that will provide an estimated schedule for the costs to be incurred. The timeline will develop the sequence in which the work should take place in order to complete the work within the grant time requirements, and lay out the times at which expenses will be incurred by the owner.
5. Application refinement: Prepared appendices and associated grant reimbursement amounts for review by owner to make sure all eligible items are captured in the application.
6. Quality review: C2AE has created an internal team to review all SAW grant applications as an aid in providing complete and approvable application packages. The team includes at a minimum the following individuals:
 - a. Larry Fox, PE who worked with you on the MDEQ SAW Work Group
 - b. Randy Scott, PE who has many years of experience
 - c. Jim Minster, PE, who combined with Randy Scott, PE, has managed all 52 grant projects for C2AE clients.
7. City council presentation: Present the completed application package and required resolutions for city council approval projected to be at the November 18, 2013 meeting.
8. Application submittal: Engineer will deliver the completed application package to the MDEQ on or before December 2, 2013, unless the MDEQ delays the application date.

COMPENSATION/FEE FOR SERVICES

Engineer estimates the total cost will be \$5,000 for the above Project Scope of Services according to the following fee schedule:

Hourly Rate (\$) by classification:

Engineer/Architect IX/A-10.....	\$182.00 - \$231.00
Engineer/Architect VIII/A-9.....	\$164.00 - \$205.00
Engineer/Architect VII/A-8.....	\$136.00 - \$191.00
Engineer/Architect VI/A-7.....	\$116.00 - \$174.00
Engineer/Architect/Landscape Architect V/A-6.....	\$97.00 - \$152.00
Engineer/Architect/Landscape Architect IV, Technician VIII/A-5.....	\$87.00 - \$124.00
Engineer/Architect/Landscape Architect III, Technician VII/A-4.....	\$76.00 - \$110.00
Engineer/Architect/Landscape Architect I & II, Technician VI/A-3/A-2.....	\$67.00 - \$95.00
Technician V, Administrative V.....	\$61.00 - \$86.00
Technician IV, Administrative IV.....	\$51.00 - \$76.00
Technician III, Administrative III/Clerical III.....	\$44.00 - \$66.00
Technician II, Administrative II/Clerical II.....	\$38.00 - \$57.00
Technician I, Administrative I/Clerical I.....	\$34.00 - \$49.00
Engineer/Clerical Aide/A-1.....	\$45.00 - \$49.00
Two-Person Survey Crew.....	\$185.00
One-Person Survey Crew.....	\$95.00
Information Technology Manager.....	\$115.00 - \$171.00
Information Technology Staff, Web Developer.....	\$88.00 - \$124.00
Interior Designer.....	\$82.00 - \$102.00

- (1) The foregoing rates include employee fringe benefits, computer time, overhead, other indirect costs and profit. Legal proceedings, including but not limited to case preparation, depositions, interrogatories, court appearances, will be billed at the above hourly rates plus ten percent.
- (2) Rates are effective through December 31, 2013.
- (3) Expenses will be invoiced at cost plus a ten (10) percent administrative fee. Mileage will be billed at the IRS allowable rate; the current rate is \$0.565 per mile for project related mileage.
- (4) The information contained herein is confidential and is not to be duplicated, used or disclosed in whole or in part, for any purpose other than for which it has been submitted. Duplication, use or disclosure will be permitted only by authorization of one of the firm's principals.

Owner will not be required to pay more than \$2,500 which will be billed November 1, 2013. Any amount above \$2,500 will be paid only if the grant is approved and the charges become an eligible grant expense and are reimbursed. Engineer will provide all necessary documentation for the owner to submit for reimbursement of all grant application service fees.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date first above written.

Approved October 21, 2013

For the engineer:
Capital Consultants, Inc. d/b/a C2AE

By: William J. Kimble
William J. Kimble
President

For the owner
City of Owosso, Michigan

By: Benjamin R. Frederick
Benjamin R. Frederick
Mayor

Attest: (SEAL)

By: Kirra J. Full
Secretary

By: Amy K. Kirkland
Amy K. Kirkland
City Clerk

Executed: November 26, 2013

Executed: November 22, 2013



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/18/2013

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

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

PRODUCER Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9861	CONTACT NAME: certs@pciaonline.com	
	PHONE (A/C No. Ext): (800) 969-4041	FAX (A/C No.): (800) 969-4081
INSURED CAPITAL CONSULTANTS, INC. 725 PRUDDEN STREET LANSING MI 48906	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Travelers Indemnity Co	NAIC # 25658
	INSURER B: Travelers Indem. Co of America	NAIC # 25666
	INSURER C: Travelers Prop Casualty of Ame	NAIC # 25674
	INSURER D: XL Specitalty Ins Co	NAIC # 37885
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: 13 - 14 All REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			6808818L896	3/1/2013	3/1/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> X, C, U						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Contractual Liability						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						\$
B	AUTOMOBILE LIABILITY			BA8814L142	3/1/2013	3/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							Hired and Nonowned Liability \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			CUP8633Y399	3/1/2013	3/1/2014	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input type="checkbox"/> CLAIMS-MADE					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB9147Y900	3/1/2013	3/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Professional Liability			DPR9703923	3/1/2013	3/1/2014	Per Claim \$ 2,000,000
							Aggregate \$ 4,000,000

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

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	Mike Cosgrove/CHUCK <i>Michael Cosgrove</i>

RESOLUTION NO. 160-2014

**RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO THE OCTOBER 21, 2013 CONTRACT,
BETWEEN THE CITY OF OWOSSO AND CAPITAL CONSULTANTS, INC. D/B/A C2AE, FOR ASSET
MANAGEMENT PROGRAM DEVELOPMENT FOR THE OWOSSO MID-COUNTY WASTEWATER
TREATMENT PLANT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that it is necessary to develop an Asset Management Program for the Wastewater Treatment Plant in order to meet state regulatory requirements and to better provide for optimal long term operation and replacement of plant assets; and

WHEREAS, the City has been awarded a MDEQ "SAW" grant that will provide 75% funding for the program development; and

WHEREAS, the City previously selected Capital Consultants, Inc. d/b/a C2AE for professional engineering services on the Plant Asset Management Program Development and entered an October 21, 2013 agreement with C2AE to determine the program scope of services as required to complete the grant application; and

WHEREAS, the engineer desires to contract with the owner for rendering professional services for the project as described in detail in their October 21, 2014 proposed Amendment No. 1.

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 Capital Consultants, Inc. d/b/a C2AE to provide the professional services needed to complete the Asset Management Program requirements pursuant to state regulations and the SAW grant agreement between the City of Owosso and the Michigan Department of Environmental Quality.
- SECOND: The mayor and city clerk are instructed and authorized to sign the Amendment No. 1 document substantially in the form attached, Agreement for Preparation of a Grant Application for a Stormwater, Asset Management, Wastewater (Saw) Grant With Capital Consultants d/b/a C2AE in the total contract amount not to exceed \$186,975 over a period extending to October 2017.
- THIRD: The above expenses shall be paid on a monthly cost basis following staff review not to exceed the total cumulative contract amount of \$186,975 from the wastewater fund with partial reimbursement from the MDEQ "SAW" grant # 1501-01.

I hereby certify that the foregoing document is a true and complete copy of a resolution passed by the Owosso City Council as a part of the Consent Agenda at the regular meeting of November 3, 2014.



Amy K. Kirkland, City Clerk



October 21, 2014

Mr. Gary Burk, Utilities Director
City of Owosso
301 West Main Street
Owosso, MI. 48867

Re: Amendment No. 1 to the SAW Grant Contract for Services
Resolution 115-2013 and Associated Attachments
SAW Funded Asset Management Plan— Scope of Services

Dear Mr. Burk:

We are pleased to offer our services with the implementation of your asset management plan for the Owosso Wastewater Treatment Facility (WWTF) with the ultimate goal of having these efforts reimbursed through the recent application of a SAW Grant. We have worked with the City personnel to itemize the components necessary under the program and to quantify their cost. Pursuant to Paragraph 3.1.1 of the SAW Grant Preparation contract, this document is to serve as the required written instrument needed for a change to the contract and initiate the asset management plan process for the Wastewater Treatment Facility. Services will be performed in accordance with the terms and conditions of the existing contract.

Statement of Understanding

The City of Owosso has received SAW Grant awards from the MDEQ for the preparation of asset management plans for its wastewater system (WAMP). Two SAW Grants are being pursued; one for the Owosso sanitary sewer collection system and one for the Wastewater Treatment Facility. C2AE has been selected to provide professional engineering services associated with the Wastewater Treatment Facility asset management plan.

It is understood that the City will provide force account work to assist the engineer in the field especially during the preparation asset inventory functions and criticality assessment.

The items of work shall meet the requirements of the SAW grant asset management plans documentation found in Appendix C of the application. These include the work necessary for:

1. Asset Inventory and Condition Assessment throughout the facility
2. Level of Service of the Assets
3. Criticality of Assets
4. Operation and Maintenance (O&M) Strategies/Revenue Structure
5. Long-term Funding/Capital Improvement Planning



Scope of Services

Our services shall include the following in developing and implementing your Asset Management Plan (AMP) for the WWTF. The approach for this work will be conducted as a phased approach over the three year grant period.

General

1. Kickoff Meeting: Meet with the City to review the project requirements, including the scope of services and schedule; also discuss the duties/responsibilities of the City staff for the force account work.
2. Progress Meetings: Schedule/conduct progress meetings with the City, as required, to review the project status; prepare minutes summarizing the discussions and distribute to the City.
3. Monthly Progress Reports: Prepare/submit monthly progress reports, which include work accomplished during the month, anticipated work elements for next month, input required from the City, City decisions/directives, and budget and schedule status.

Asset Inventory and Condition assessment

It is intended to use MDEQ's basic asset management spreadsheet to organize the information and produce the Capital Improvement plan and budget input data.

The City should plan staff hours to assist the engineer on these work tasks.

1. The first step is to break the process train into components. For your particular plant, we have developed the following general categories/components.
 - a. Headwork's (including plant electrical feeds; primary and backup)
 - b. Grit Chamber
 - c. Primary Clarifiers & Sludge Thickener Pumping Equipment
 - d. Roughing Tower
 - e. Intermediate Clarifiers
 - f. Pressure Filters
 - g. Nitrification/Oxidation Towers
 - h. Final Holding Tanks
 - i. Disinfection
 - j. Sludge Handling
 - k. Chemical Storage and Feed Systems
 - l. Plant Structures and Administration Building
2. The next step is to break the assets down within each process component to real assets (buildings) lasting over 25 years; and operating components lasting less than 25 years. Once this is completed, the field effort is required to collect the data.
 - a. Assess condition of real assets by visual inspection and interviews with staff



- b. Create a list of major operating components for each process area. Items such as:
 - Pumps
 - Valves
 - Motor Controls/VFD's
 - Aerators
 - Major Equipment
 - Samplers
 - U V Disinfection
3. Also for each process group make a list of:
 - a. Major electrical components
 - b. Major instrumentation and SCADA needs
 - c. Safety equipment
4. For each building or process area as well as laboratory facilities a list of:
 - a. Major HVAC components
 - b. System control/SCADA
 - c. Laboratory/analysis equipment
 - d. Office needs
5. Collect operating manuals and name tag data
6. Assess component condition –visual inspection
7. Interview operating staff

The asset management data base is thus constructed. The data documenting the condition and remaining useful life will be incorporated in the spreadsheet for all components in the system. Once this information is complete, the next steps for organizing the data can be completed.

Level of Service

We shall participate as the City creates whatever type of asset management team the utility sees fit to implement, and participate in the creation of the mission statement as recommended for an approvable asset management plan. We shall also, if requested, work with the team as that group works through its limits of service versus cost.

The City may want to consider a couple of public meetings to get input from the public about the level of service the system users' desire. Obviously, these meetings would consider both the collection and treatment, as the public generally has more day-to-day interaction with the collection system. However, some aspects of the plant may be of interest such as odor control, overflow issues and overall plant process.



Assessment of Criticality

This step will utilize a numeric numbering system to rate the level of service and calculate the criticality of a component. Inputs to make this determination shall include consideration of a component's current condition, redundancy, and likeliness of failure. Criticality is important as the system prioritizes the needed financial attention.

Our services related to the criticality assessment of the Wastewater Treatment Plant will include an evaluation of the process components and recommendations as to improvements that should be anticipated in capital planning in the future, which we shall call the systems condition and efficiency evaluation. Process items shall be reviewed as to their current effectiveness and efficiency. Consideration shall be given to the ability to meet future NPDES requirements. A report of the finding shall be completed for inclusion in the WAMP to document needs for capital improvements planning.

Note: The above assumes ADA evaluation will not be necessary because the facility is not normally used by the public.

Specialized vendors may be contracted for some assessments (e.g. licensed electrician) by the Owner to establish the condition and remaining usable life for components.

Operations and Maintenance Strategies

The asset list and prioritization shall guide the creation of a matrix containing asset major maintenance and replacement needs by year. An attempt will be made to identify these annual costs. To complete this, the following steps will be taken:

1. Determine remaining useful life
2. Determine year and cost of replacement or major upgrade
3. Determine which of these costs should be capitalized
4. Determine by straight line methods how much should be set aside annually

This information, once gathered, is critical to the creation of the equipment replacement list, which will be used to determine the funding of the equipment replacement account.

As part of this process, we will work to identify potential treatment process alternatives versus in-kind replacement of existing equipment. Evaluation of system integration and the cost-effectiveness of a change in technology will also be conducted. Specific items to be considered will be:

1. Conversion to secondary clarifiers or membrane options
2. Elimination of chemical disinfection and potential for ultraviolet light applications
3. Possible additional treatment components, which may generate additional/new revenue (e.g. septage receiving facilities)



- 4. Biosolids treatment for improved quality and expansion of disposal options including potential revenue
- 5. Evaluation of peak treatment needs/capacity and retention options.

Long Term Capital Plan

Once the WAMP information is complete, a Capital Improvement Plan can be completed for both short and long term planning. The concept of this plan is to attempt to forecast major capital improvement projects in the future, and begin to plan for the method of payment for these improvement projects.

It is anticipated that most capital improvement projects will be financed, but there may be components to be covered by the operating budget, and these expenses can then be worked into the operating budget to determine revenue needs. The impact on rates is then determined and rate adjustment for the short term improvements can be implemented.

Operations, Maintenance Costs and Revenue Structure – Financial Plan

The last step is reviewing the existing plant rate structure for comparison against planned improvements and projects. Adequate revenue or implementation of the rate adjustment is a required step for grant compliance.

SCHEDULE

We intend to initiate our SAW Grant work upon the City’s notice to proceed. We will work with the City to develop a schedule for the effort, with consideration of plant staff availability, and minimize disruptions to day-to-day operations.

OVERALL COMPENSATION

The following are our engineering costs to perform the scope of work discussed above:

Grant application, kickoff, and progress meetings	\$ 14,100
Review of existing plant documentation	\$ 22,800
Asset inventory, identification, log & services life	\$ 15,300
Equipment Assessment	\$ 66,525
Criticality assessment/Replacement cost evaluation	\$ 25,750
Asset Management Report/Capital Improvement Plan	\$ 25,500
Project Management	<u>\$ 12,000</u>
TOTAL:	\$181,975



ORDER OF PROGRESSION

While the entire plant will be reviewed during this process, we've established a basic breakdown of area to be evaluated based on process operations. Below is outlined the anticipated breakdown with Step 1 constituting the SAW Grant application. Subsequent phases are conceptual only, and may be adjusted as necessary to meet the City's needs. Scheduling of each step will be established with City staff in consideration of personnel availability etc.

STEP 2 – Headworks, Grit Chamber, and Primary Clarifiers/Sludge Pumps, Roughing Tower and Intermediate Clarifiers

STEP 3 – Pressure Filters, Chlorination/Dechlorination, Nitrification Towers, Final Holding Tanks, Centrifuge/Sludge Handling and Site Piping

STEP 4 – Site Improvements, Administration/Lab Building, Trucks, and Miscellaneous Equipment, Treatment Building/HVAC/Odor Control

STEP 5 – Wholesale Cost Evaluation, Finalize Asset Management Report/Capital Improvement Plan

C2AE services will be performed in accordance with the general terms and conditions developed as part of the SAW grant application services.

We are pleased to have this opportunity to work with the City on this project.

Sincerely,

C2AE

James J. Minster, PE
Senior Project Manager

JJM/jnb

Accepted: City of Owosso

By: Benjamin R. Frederick, Mayor

Date: 12/09/14

Attest: Amy K. Kirkland, City Clerk

Date: 12/09/14



MEMORANDUM

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

DATE: April 18, 2016
TO: Owosso City Council
FROM: Mark A. Sedlak, Director of Public Services
SUBJECT: 3 Year Portable Toilet Bid

RECOMMENDATION:

I recommend City Council award the 3 Year Portable Toilet Bid to Jay's Septic Service for a monthly price of \$935.00.

BACKGROUND:

On Tuesday, April 5, 2016, the city received bids for the rent and maintenance of (7) toilets to be placed at active city owned parks, spring through fall. The price bid is on a monthly basis, for a three year period. Jay's Septic Service was the only bidder with a price of \$935.00 per month for the fiscal years 2016-2017, 2017-2018 and 2018-2019.

FISCAL IMPACTS:

The above expenses shall be paid from the General Fund.

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF A CONTRACT FOR
THE SUPPLY AND SERVICE OF PORTABLE TOILETS
WITH GREENWOOD ENTERPRISES, INCORPORATED D/B/A JAY'S SEPTIC TANK SERVICE**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, owns and operates numerous parks and these parks do not have permanent bathroom facilities; and

WHEREAS, the City of Owosso sought bids for the supply and service of portable toilets; a bid was received from Greenwood Enterprises, Incorporated d/b/a Jay's Septic Tank Service; and it is hereby determined that Greenwood Enterprises, Incorporated d/b/a Jay's Septic Tank Service 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 Greenwood Enterprises, Incorporated d/b/a Jay's Septic Tank Service for the supply and service of portable toilets for the city park system for the fiscal years 2016-2017, 2017-2018 and 2018-2019.
- 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 Greenwood Enterprises, Incorporated d/b/a Jay's Septic Tank Service for fiscal year 2016-2017, 2017-2018 and 2018-2019, with a bid amount of \$935 per month for each fiscal year.
- THIRD: The accounts payable department is authorized to pay Greenwood Enterprises, Incorporated d/b/a Jay's Septic Tank Service for work satisfactorily completed up to the bid amount.
- FOURTH: The above expenses shall be paid from the General Fund.

CITY OF OWOSSO BID TABULATION SHEET

DATE 4/5/2016

DEPT. DPW

SUBJECT: 3 YEAR PORTABLE TOILETS BID

Jay's Septic Service

ITEM #	DESCRIPTION	EST. QTY	UNIT	Jay's Septic Service			UNIT PRICE 2016-2017	UNIT PRICE 2017-2018	UNIT PRICE 2018-2019
				UNIT PRICE 2016-2017	UNIT PRICE 2017-2018	UNIT PRICE 2018-2019			
1	REGULAR TOILET - BENNETT FIELD	1	EA	\$ 75.000	\$ 75.000	\$ 75.000			
2	REGULAR TOILET - COLLAMER PARK	1	EA	\$ 75.00	\$ 75.00	\$ 75.00			
3	HANDICAP TOILET - COLLAMER	1	EA	\$ 95.00	\$ 95.00	\$ 95.00			
4	HANDICAP TOILET - AMPHITHEATER	1	EA	\$ 95.00	\$ 95.00	\$ 95.00			
5	REGULAR TOILET - BENTLEY	1	EA	\$ 75.00	\$ 75.00	\$ 75.00			
6	REGULAR TOILET-HARMON PATRDG	1	EA	\$ 250.00	\$ 250.00	\$ 250.00			
7	HANDICAP TOILET-HARMON PATRDG	1	EA	\$ 270.00	\$ 270.00	\$ 270.00			
MONTHLY TOTAL				\$ 935.000	\$ 935.00	\$ 935.000	\$ -	\$ -	

TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:

DEPT. HEAD: [Signature]

GENERAL LIABILITY INSURANCE
EXPIRATION DATE: 12-1-2016

AWARDED: _____

PURCH. AGENT: [Signature]

WORKERS COMPENSATION INSURANCE
EXPIRATION DATE: 4-26-2016

COUNCIL APPROVED: _____

STAFF REC.: Jay's Septic Service

SOLE PROPRIETORSHIP
EXPIRATION DATE: -

PO NUMBER: _____



Warrant 522 April 12, 2016

Vendor	Description	Fund	Amount
Logicalis, Inc.	Network engineering support- March 2016	Various	\$7,806.00
Owosso Charter Township	Owosso Charter Township 2001 Water Agreement payment- 1/1/16 - 3/31/16	Water	\$9,034.64
Caledonia Charter Township	Caledonia Utility Fund payment- 1/1/16 – 3/31/16	Water	\$20,222.93
Waste Management	Landfill disposal charges- 3/16/16 - 3/31/16	Streets/ WWTP	\$6,001.69
William C. Brown, P.C.	Professional services- 3/9/16 - 4/11/16	General	\$8,900.84
Centron Data Services, Inc.	Water/sewer billing services	Various	\$5,107.46
		Total	\$57,073.56

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 03/01/2016 - 03/31/2016

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
03/04/2016	1	1118(A)	MICHAEL LEVERE ASH	SCHOOL LIAISON OFFICER-38.5 HRS	\$ 704.55
03/04/2016	1	1119(A)	BRAUN KENDRICK FINKBEINER PLC	SHIAWASSEE LANDFILL	\$ 32.00
03/04/2016	1	1120(A)	C D W GOVERNMENT, INC.	COMPUTER EQUIPMENT	\$ 1,220.00
03/04/2016	1	1121(A)	C M P DISTRIBUTORS INC	OPD-GUN BELT	\$ 546.85
03/04/2016	1	1122(A)	CENTRON DATA SERVICES, INC.	WATER BILL PROGRAMMING SERVICES	\$ 127.50
03/04/2016	1	1123(A)	D & G EQUIPMENT INC	PARTS	\$ 5,120.40
03/04/2016	1	1124(A)	DETROIT SALT COMPANY LLC	ROAD SALT	\$ 24,542.68
03/04/2016	1	1125(A)	FASTENAL COMPANY	PARTS	\$ 522.54
03/04/2016	1	1126(A)	HAMILTON ELECTRIC CO., INC.	T-2-E 150 HP MOTOR RECONDITIONED	\$ 1,630.00
03/04/2016	1	1127(A)	IDEXX DISTRIBUTION CORPORATION	WTP-COLILERT WP 200	\$ 944.75
03/04/2016	1	1128(A)	J & B MEDICAL SUPPLY INC	AMBULANCE MEDICAL SUPPLIES	\$ 956.13
03/04/2016	1	1129(A)	MCMASTER-CARR SUPPLY CO	PARTS	\$ 771.33
03/04/2016	1	1130(A)	1ST CHOICE AUTO PARTS INC	PARTS	\$ 196.50
03/04/2016	1	1131(A)	NATIONAL VISION ADMINISTRATORS LLC	MARCH 2016 VISION INSURANCE PREMIUM	\$ 484.46
03/04/2016	1	1132(A)	OFFICE SOURCE	SUPPLIES	\$ 118.94
03/04/2016	1	1133(A)	OFFICEMAX INC	SUPPLIES	\$ 388.67
03/04/2016	1	1134(A)	PHYSICIANS HEALTH PLAN OF MID-MICH	HEALTH INSURANCE PREMIUM	\$ 71,512.05
03/04/2016	1	1135(A)	S L H METALS INC	FLEET-MATERIALS	\$ 26.78
03/04/2016	1	1136(A)	VICTORY HEATING & COOLING	HVAC/MECHANICAL MAINTENANCE SERVICES	\$ 1,441.25
03/04/2016	1	1137(A)	WEST SHORE FIRE, INC.	2016 ANNUAL INSPECTION/MAINTENANCE OF OUTDOOR WEATHER SIRENS	\$ 1,540.00
03/04/2016	1	1138(A)	MERLE E WEST II	FEB 2016-MECHANICAL/PLUMBING INSPECTIONS	\$ 600.00
03/04/2016	1	1139(A)	MICHAEL GENE WHEELER	SCHOOL LIAISON OFFICER-49 HRS	\$ 896.70
03/04/2016	1	126312	SCHUTT KARI	UB refund for account: 2261940003	\$ 34.34
03/04/2016	1	126313	COOK ANTHONY	UB refund for account: 2239440016	\$ 68.78
03/04/2016	1	126314	GEASLER BRIANNA	UB refund for account: 1426500004	\$ 53.22
03/04/2016	1	126315	CHRZAN MAKAYLA	UB refund for account: 3033570014	\$ 23.00
03/04/2016	1	126316	BOUCK DOREEN	UB refund for account: 1809500001	\$ 37.11
03/04/2016	1	126317	HARR DR W C/O SHERYL	UB refund for account: 3329570001	\$ 19.34
03/04/2016	1	126318	LAMPHERE CARL	UB refund for account: 2187690001	\$ 37.66
03/04/2016	1	126319	LANKHEET JORDAN	UB refund for account: 5847570004	\$ 57.93
03/04/2016	1	126320	MCQUISTON CECELIA	UB refund for account: 3877070001	\$ 254.20
03/04/2016	1	126321	PARK DR JAMES	UB refund for account: 1047500001	\$ 127.16
03/04/2016	1	126322	SPARKY'S ELECTRIC LLC	REFUND	\$ 175.00
03/04/2016	1	126323	AFLAC	PAYROLL DEDUCTION-AFLAC PREMIUM	\$ 437.78
03/04/2016	1	126324	TIM APPLGATE	MEAL DURING TRAINING-2/24/16	\$ 14.58
03/04/2016	1	126325	B S & A SOFTWARE	BUILDING DEPT TIPS/TRICKS TRAINING-BRIDGET CANNON	\$ 75.00
03/04/2016	1	126326	BATCO INC	TRAINING PIPE/CABLE LOCATORS-MAHKIA WEDEL	\$ 250.00
03/04/2016	1	126327	STEPHEN CHAPKO II	SMEMSIC CONFERENCE REIMBURSEMENT	\$ 470.00
03/04/2016	1	126328	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$ 21,601.80
03/04/2016	1	126329	JUDY ELAINE CRAIG	COURIER SERVICE	\$ 175.50
03/04/2016	1	126330	DONALD D CRAWFORD	REIMBURSEMENTS	\$ 1,256.03
03/04/2016	1	126331	DEISLER OUTDOOR POWER EQUIP	FLEET-PARTS	\$ 103.52
03/04/2016	1	126332	FEDEX	WWTP-LAB SHIPPING FEES	\$ 39.63
03/04/2016	1	126333	FIRST DUE FIRE SUPPLY	SET OF FIRE GEAR FOR KINGSBURY-HELMETS	\$ 2,712.41
03/04/2016	1	126334	FRONTIER	TRAFFIC SIGNAL	\$ 105.50

03/04/2016	1	126335	GLOCK PROFESSIONAL INC	ARMORER'S COURSE-JASON SCHMITZ-2/23/16	\$ 500.00
03/04/2016	1	126336	TIMOTHY J GUYSKY	WWTP-CHEST WADERS REIMBURSEMENT	\$ 63.59
03/04/2016	1	126337	INDUSTRIAL SUPPLY OF OWOSSO INC	PARTS	\$ 318.65
03/04/2016	1	126338	LAMPHERE'S	LIBRARY-NO HEAT	\$ 180.00
03/04/2016	1	126339	LUDINGTON ELECTRIC, INC.	CITY HALL-REMOVE BROKEN LED BULB IN LIGHT	\$ 70.00
03/04/2016	1	126340	MICHIGAN BUSINESS & PROFESSIONAL ASSO	MARCH 2016 COBRA ADMIN FEE	\$ 50.00
03/04/2016	1	126341	MICHIGAN CO INC	FLEET-RAGS	\$ 243.80
03/04/2016	1	126342	MICHIGAN RURAL WATER ASSOCIATION	BASIC MATH FOR WATER PERSONNEL-RYAN JONES	\$ 150.00
03/04/2016	1	126343	MISDU	PAYROLL DEDUCTIONS	\$ 1,840.91
03/04/2016	1	126344	MOTION INDUSTRIES, INC.	WWTP-SUPPLIES	\$ 164.84
03/04/2016	1	126345	NATIONAL HOSE TESTING SPECIALTIES I	OFD-2015 AERIAL TESTING	\$ 943.00
03/04/2016	1	126346	NEOFUNDS BY NEOPOST	FUNDS FOR POSTAGE MACHINE	\$ 2,000.00
03/04/2016	1	126347	OFFICE DEPOT	SUPPLIES	\$ 577.57
03/04/2016	1	126348	OWOSSO BOLT & BRASS CO	PARTS	\$ 110.72
03/04/2016	1	126349	GARY L PALMER	INTERIM BUILDING OFFICIAL SERVICES	\$ 2,100.00
03/04/2016	1	126350	POLICE OFFICERS LABOR COUNCIL	UNION DUES-PAYROLL DEDUCTION	\$ 854.25
03/04/2016	1	126351	RADIO SHACK DEALER 22-H074	WWTP-SUPPLIES	\$ 7.38
03/04/2016	1	126352	RAINDECK	PARKS-PARTS FOR SPLASH PAD	\$ 233.00
03/04/2016	1	126353	SHIAWASSEE COUNTY TREASURER	DOG LICENSE COLLECTIONS	\$ 170.00
03/04/2016	1	126354	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE PREMIUM	\$ 3,876.84
03/04/2016	1	126355	STATE OF MICHIGAN	APPLICATION FEE-MEDIC 4	\$ 25.00
03/04/2016	1	126356	STECHSCHULTE GAS & OIL, INC.	FUEL PE 2/29/16	\$ 3,608.98
03/04/2016	1	126357	TASER TRAINING ACADEMY	RECERT TASER TRAINING-RUSTY LAMAY	\$ 450.00
03/04/2016	1	126358	ADAM TERRY	MEAL DURING TRAINING-2/24/16	\$ 12.19
03/04/2016	1	126359	UNIVERSAL MERCANTILE EXCHANGE INC	CLERK-LANYARDS (150) & BADGE HOLDERS (2)	\$ 175.81
03/04/2016	1	126360	VERIZON WIRELESS	PUBLIC SAFETY-MODEM FEES	\$ 237.70
03/04/2016	1	126361	WASTE MANAGEMENT OF MICHIGAN INC	MARCH 2016-TRASH SERVICE	\$ 375.04
03/04/2016	1	126362	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-2/16/16-2/29/16	\$ 3,342.32
03/04/2016	1	126363	WIN'S ELECTRICAL SUPPLY OF OWOSSO	PARTS	\$ 363.74
03/11/2016	1	1140(A)	ALS LABORATORY GROUP	WASTEWATER ANALYSES-2/11/16	\$ 154.00
03/11/2016	1	1141(A)	CAPITAL CONSULTANTS	WWTP-ASSET MGT PROGRAM	\$ 9,555.24
03/11/2016	1	1142(A)	CENTRON DATA SERVICES, INC.	PRINTING/MAILING SERVICES FOR 2016 ASSESSMENT NOTICES	\$ 782.84
03/11/2016	1	1143(A)	DALTON ELEVATOR LLC	FEB 2016-CYLINDER RENTAL/OXYGEN/SUPPLIES	\$ 455.02
03/11/2016	1	1144(A)	EMPLOYEE BENEFIT CONCEPTS INC	MARCH 2016-ADMIN FEE	\$ 115.50
03/11/2016	1	1145(A)	FASTENAL COMPANY	PARTS	\$ 228.32
03/11/2016	1	1146(A)	GILBERT'S DO IT BEST HARDWARE & APP	SUPPLIES	\$ 568.88
03/11/2016	1	1147(A)	GRAYMONT CAPITAL INC	SMALL PEBBLE QUICKCLIME	\$ 6,131.52
03/11/2016	1	1148(A)	HYDROTEX INC	FLEET-LUBES	\$ 1,997.33
03/11/2016	1	1149(A)	J & B MEDICAL SUPPLY INC	OFD-AMBULANCE MEDICAL SUPPLIES	\$ 2,806.10
03/11/2016	1	1150(A)	JCI JONES CHEMICALS, INC.	SODIUM HYPOCHLORITE	\$ 3,091.96
03/11/2016	1	1151(A)	KODIAK EMERGENCY EQUIPMENT INC	FIRE RESEARCH LIGHT HEAD & PULL UP POLE	\$ 1,848.98
03/11/2016	1	1152(A)	MICHIGAN METER TECHNOLOGY GROUP INC	INVENTORY MATERIALS	\$ 625.44
03/11/2016	1	1153(A)	O'REILLY AUTO PARTS	PARTS	\$ 168.46
03/11/2016	1	1154(A)	OFFICE SOURCE	BUILDING-STAMP PAD	\$ 5.99
03/11/2016	1	1155(A)	ORCHARD HILTZ & MCCLIMMENT INC	SEWER COLLECTION SYSTEM ASSET MGT PROGRAM	\$ 18,310.50
03/11/2016	1	1156(A)	POWERTECH SERVICES, INC.	WWTP-TROUBLESHOOTING	\$ 529.00
03/11/2016	1	1157(A)	REEVES WHEEL ALIGNMENT, INC	VEHICLE REPAIRS/MAINTENANCE	\$ 6,852.39
03/11/2016	1	1158(A)	ST JOHNS ANSWERING SERVICE INC	APRIL 2016-TELEPHONE ANSWERING SERVICE	\$ 76.65
03/11/2016	1	126364	MARK D AGNEW	OPD-LETTERING	\$ 484.00
03/11/2016	1	126365	ALL ABOUT ANIMALS	2/11/16-SPAY/NEUTER EVENT-PAID FOR BY DONATIONS	\$ 672.00
03/11/2016	1	126366	THE ARGUS PRESS	PRINTING OF LEGAL NOTICES	\$ 322.54

03/11/2016	1	126367	JOAN AUE	ELECTION WORK	\$ 185.00
03/11/2016	1	126368	LORRAINE AUSTIN	ELECTION WORK	\$ 90.00
03/11/2016	1	126369	NANCY K BARNES	ELECTION WORK	\$ 170.00
03/11/2016	1	126370	CATHERINE BAUMGARDNER	ELECTION WORK	\$ 155.00
03/11/2016	1	126371	LINDA BEEMAN	ELECTION WORK	\$ 125.00
03/11/2016	1	126372	HANORA WEEKS BIGNALL	ELECTION WORK	\$ 85.00
03/11/2016	1	126373	NANCY L BLAIR	ELECTION WORK	\$ 190.00
03/11/2016	1	126374	MARY FRANCES BROOKS	ELECTION WORK	\$ 10.00
03/11/2016	1	126375	JERRY BUCHHOLZ	ELECTION WORK	\$ 170.00
03/11/2016	1	126376	SHARON BUTCHER	ELECTION WORK	\$ 160.00
03/11/2016	1	126377	CARQUEST AUTO PARTS STORE	PARTS	\$ 99.95
03/11/2016	1	126378	STEPHEN CHAPKO II	SMEMMSIC CONFERENCE ROOM REIMBURSEMENT	\$ 292.92
03/11/2016	1	126379	CITY OF OWOSO	PLUNGE FOR PARKS-OFD DIVER FOR EVENT	\$ 74.61
03/11/2016	1	126380	JEAN E CLINE	ELECTION WORK	\$ 160.00
03/11/2016	1	126381	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$ 17,094.91
03/11/2016	1	126382	D & D TRUCK & TRAILER PARTS	PARTS	\$ 1,876.80
03/11/2016	1	126383	SCOTT D DAVIS	MEALS DURING PRACTICAL SUPERVISION TRAIN	\$ 30.00
03/11/2016	1	126384	FREDERICK DIBEAN	ELECTION WORK	\$ 205.00
03/11/2016	1	126385	RUTH ANN DOEPKER	ELECTION WORK	\$ 155.00
03/11/2016	1	126386	MICHAEL ECKMYRE	ELECTION WORK	\$ 205.00
03/11/2016	1	126387	JOHN FORBES	ELECTION WORK	\$ 190.00
03/11/2016	1	126388	FUOSS GRAVEL COMPANY	CLASS II SAND-22A GRAVEL	\$ 2,268.32
03/11/2016	1	126389	GENESYS EMS EDUCATION	OFD-ACLS UPDATE COURSE-(3)	\$ 375.00
03/11/2016	1	126390	GREG & LOU'S FAMILY RESTAURANT	CHRIS HAWN-RETIREMENT-PAID BY EMPLOYEE DONATIONS	\$ 100.00
03/11/2016	1	126391	H2O COMPLIANCE SERVICES INC	INSPECTION SERVICES FOR CROSS CONNECTION PROGRAM	\$ 698.75
03/11/2016	1	126392	HOME DEPOT CREDIT SERVICES	SUPPLIES	\$ 96.29
03/11/2016	1	126393	INDEPENDENT NEWSPAPERS	FEB 20, 2016-NOTICE OF SPECIAL MEETING	\$ 63.53
03/11/2016	1	126394	BONNIE IRBY	ELECTION WORK	\$ 185.00
03/11/2016	1	126395	TRACY RAE JENC	ELECTION WORK	\$ 5.00
03/11/2016	1	126396	KAR LABORATORIES INC	WASTEWATER ANALYSES	\$ 260.00
03/11/2016	1	126397	MEREDITH KEATING	ELECTION WORK	\$ 205.00
03/11/2016	1	126398	LINDA KENNEY	ELECTION WORK	\$ 160.00
03/11/2016	1	126399	BRADLEY KIRKLAND	ELECTION WORK	\$ 70.00
03/11/2016	1	126400	CATHERINE KOHAGEN	ELECTION WORK	\$ 25.00
03/11/2016	1	126401	EDWARD KOHAGEN	ELECTION WORK	\$ 25.00
03/11/2016	1	126402	MICHAEL KOHAGEN	ELECTION WORK	\$ 25.00
03/11/2016	1	126403	PATRICIA ANNE KOHAGEN	ELECTION WORK	\$ 30.00
03/11/2016	1	126404	STEVEN KOHAGEN	ELECTION WORK	\$ 165.00
03/11/2016	1	126405	KAREN KONG	ELECTION WORK	\$ 90.00
03/11/2016	1	126406	LAMPHERE'S	OPD-STOOL SEATS	\$ 84.80
03/11/2016	1	126407	LANSING ELECTRIC MOTORS	WWTP-TROUBLESHOOTING	\$ 919.57
03/11/2016	1	126408	KEVIN LENKART	MACP CONFERENCE-REIMBURSEMENT	\$ 268.76
03/11/2016	1	126409	GAIL LOVE	ELECTION WORK	\$ 155.00
03/11/2016	1	126410	BILLY LUNDY	ELECTION WORK	\$ 20.00
03/11/2016	1	126411	SHARON MCALLISTER	ELECTION WORK	\$ 90.00
03/11/2016	1	126412	RUTH ANN MELLENTINE	ELECTION WORK	\$ 170.00
03/11/2016	1	126413	MICHIGAN MUNICIPAL TREASURERS ASSOC	APT U S & C INTERNAL CONTROLS SESSION-PAT SKUTT	\$ 99.00
03/11/2016	1	126414	MICHIGAN MUNICIPAL TREASURERS ASSOC	ANDREA SMITH-BASIC INSTITUTE/MEMBERSHIP	\$ 600.00
03/11/2016	1	126415	MARY MORDEN	ELECTION WORK	\$ 90.00
03/11/2016	1	126416	TAMMY NETHAWAY	ELECTION WORK	\$ 25.00
03/11/2016	1	126417	NORTHSIDE ANIMAL HOSPITAL	CAT CARE-PAID BY DONATIONS	\$ 658.19

03/11/2016	1	126418	CAROLYN O'CONNELL	ELECTION WORK	\$ 170.00
03/11/2016	1	126419	OWOSSO BOLT & BRASS CO	PARTS	\$ 216.81
03/11/2016	1	126420	ALICE PETERSON	ELECTION WORK	\$ 175.00
03/11/2016	1	126421	MARIELLEN PETO	ELECTION WORK	\$ 190.00
03/11/2016	1	126422	GERALDINE MARGARET RAMOS	ELECTION WORK	\$ 120.00
03/11/2016	1	126423	EUSTASIA REYNA	ELECTION WORK	\$ 150.00
03/11/2016	1	126424	BERNETTE ROE	ELECTION WORK	\$ 85.00
03/11/2016	1	126425	RUTHY'S LAUNDRY CENTER	PUBLIC SAFETY-FEB 2016-DRY CLEANING	\$ 515.91
03/11/2016	1	126426	CHARLES LEE SCHAUFLE	ELECTION WORK	\$ 155.00
03/11/2016	1	126427	JUDY SENK	ELECTION WORK	\$ 180.00
03/11/2016	1	126428	ELAINE SHEPARD	ELECTION WORK	\$ 90.00
03/11/2016	1	126429	SHIAWASSEE COUNTY FIREFIGHTERS ASSO	OWOSSO FIRE DEPARTMENT-2015 MEMBERSHIP	\$ 75.00
03/11/2016	1	126430	SMITH JANITORIAL SUPPLY	SUPPLIES	\$ 933.55
03/11/2016	1	126431	MARGARET SOWLE	ELECTION WORK	\$ 175.00
03/11/2016	1	126432	STATE OF MICHIGAN	BOILER INSPECTIONS	\$ 180.00
03/11/2016	1	126433	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION FEES	\$ 300.00
03/11/2016	1	126434	ROSEMARY STEAVENS	ELECTION WORK	\$ 150.00
03/11/2016	1	126435	KARYL SULLIVAN	ELECTION WORK	\$ 155.00
03/11/2016	1	126436	LARRY SULLIVAN	ELECTION WORK	\$ 170.00
03/11/2016	1	126437	TELEDYNE INSTRUMENTS INC	SEWER-FLOWLINK SOFTWARE	\$ 149.00
03/11/2016	1	126438	IONE THOMAS	ELECTION WORK	\$ 105.00
03/11/2016	1	126439	UNITED PARCEL SERVICE	PACKAGE DELIVERY (4)	\$ 21.55
03/11/2016	1	126440	HECTOR VALDEZ	ELECTION WORK	\$ 150.00
03/11/2016	1	126441	VALLEY LUMBER	MATERIALS	\$ 411.92
03/11/2016	1	126442	ROANN WARNER	ELECTION WORK	\$ 180.00
03/11/2016	1	126443	GEORGE WELTE	ELECTION WORK	\$ 200.00
03/11/2016	1	126444	KRISTA KARHOFF WELTE	ELECTION WORK	\$ 145.00
03/11/2016	1	126445	DEBRA WHIPPLE	ELECTION WORK	\$ 30.00
03/11/2016	1	126446	BARBARA WHITE	ELECTION WORK	\$ 5.00
03/16/2016	1	126447	DEPARTMENT OF HEALTH	DEATH CERTIFICATE	\$ 15.00
03/18/2016	1	1159(E)	MUNICIPAL EMPLOYEES RETIREMENT SYSTEM	CONTRIBUTIONS-POLICE COMMAND/AFSCME	\$ 9,064.78
03/21/2016	1	1160(A)	MICHAEL LEVERE ASH	SCHOOL LIAISON OFFICER-64/HRS	\$ 1,171.20
03/21/2016	1	1161(A)	C D W GOVERNMENT, INC.	COMPUTER	\$ 1,068.00
03/21/2016	1	1162(A)	DETROIT SALT COMPANY LLC	ROAD SALT	\$ 18,356.30
03/21/2016	1	1163(A)	DUPERON LEASING & SALES INC	WWTP-SCREENING EQUIPMENT LEASE	\$ 1,815.00
03/21/2016	1	1164(A)	FASTENAL COMPANY	PARTS	\$ 120.00
03/21/2016	1	1165(A)	FORMED PLASTICS INC	CITY HALL-GLOBE FOR LIGHT	\$ 184.57
03/21/2016	1	1166(A)	AMBER FULLER	BOARD OF REVIEW MEETING	\$ 150.00
03/21/2016	1	1167(A)	HACH COMPANY	WWTP-PARTS	\$ 66.88
03/21/2016	1	1168(A)	HALLIGAN ELECTRIC INC	WWTP-TROUBLESHOOTING-FILTER #1	\$ 297.50
03/21/2016	1	1169(A)	HYDROTEX INC	WWTP-ACCULUBE GREASE	\$ 860.00
03/21/2016	1	1170(A)	J & B MEDICAL SUPPLY INC	OFD-AMBULANCE MEDICAL SUPPLIES	\$ 496.85
03/21/2016	1	1171(A)	MICHIGAN BUSINESS & PROFESSIONAL ASSO	MEMBERSHIP FOR JESSICA UNANGST-COBRA ADMIN	\$ 190.00
03/21/2016	1	1172(A)	MID MICHIGAN EMERGENCY EQUIPMENT	OPD-INSTALL VIDEO CAMERA INTO #30	\$ 300.00
03/21/2016	1	1173(A)	MUNICIPAL SUPPLY CO.	SUPPLIES	\$ 145.85
03/21/2016	1	1174(A)	OFFICEMAX INC	SUPPLIES	\$ 320.65
03/21/2016	1	1175(A)	S L H METALS INC	DPW-PARTS	\$ 14.26
03/21/2016	1	1176(A)	THE SHERWIN-WILLIAMS CO.	WTP-PAINT	\$ 96.98
03/21/2016	1	1177(A)	USA BLUE BOOK	PARTS	\$ 466.46
03/21/2016	1	1178(A)	VICTORY HEATING & COOLING	PUBLIC SAFETY BUILDING-REPLACE FIVE BURNERS	\$ 1,238.14
03/21/2016	1	1179(A)	MICHAEL GENE WHEELER	SCHOOL LIAISON OFFICER-56/HRS	\$ 1,024.80

03/21/2016	1	126448	CVE HOMES	REFUND	\$ 75.00
03/21/2016	1	126449	SOUTHWEST MICHIGAN ASSET MANAGEMENT	REFUND	\$ 75.00
03/21/2016	1	126450	THE ACCUMED GROUP	FEB 2016-AMBULANCE BILLING SERVICES	\$ 5,298.18
03/21/2016	1	126451	MARK D AGNEW	OFD-GRAPHICS AND LETTERING FOR MEDIC 3	\$ 2,795.00
03/21/2016	1	126452	ALL ABOUT ANIMALS	SPAY/NEUTER/MEDICAL FEES-PAID BY DONATIONS	\$ 90.00
03/21/2016	1	126453	AMERICAN SPEEDY PRINTING CENTERS	OPD-PARKING VIOLATION STICKERS (2000)	\$ 60.00
03/21/2016	1	126454	TIM APPLGATE	OPD-MEALS-3/16/16-3/17/16	\$ 11.90
03/21/2016	1	126455	BOUND TREE MEDICAL LLC	OFD-KING VISION VIDEO LARYNGOSCOPE	\$ 2,150.29
03/21/2016	1	126456	CITY OF OWOSSO	TIAL BROWNFIELD #3	\$ 15,000.19
03/21/2016	1	126457	CITY OF OWOSSO	WOODARD OBRA #12	\$ 66,541.65
03/21/2016	1	126458	CITY OF OWOSSO	CAPITAL BOWL OBRA #11	\$ 1,706.10
03/21/2016	1	126459	CITY OF OWOSSO	ROBBINS LOFT BROWNFIELD #9	\$ 2,205.19
03/21/2016	1	126460	CITY OF OWOSSO	TUSCARORA OBRA #8	\$ 8,323.38
03/21/2016	1	126461	CMC INCORPORATED	WWTP-PARTS	\$ 304.47
03/21/2016	1	126462	COMFORT INN	ANDREA SMITH-TREASURERS INSTITUTE	\$ 382.50
03/21/2016	1	126463	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$ 12,933.65
03/21/2016	1	126464	VOID		\$ -
			Void Reason: Created From Check Run Process		
03/21/2016	1	126465	DAYSTARR COMMUNICATIONS	APRIL 2016-PHONE & BROAD BAND INTERNET SERVICE	\$ 979.58
03/21/2016	1	126466	DELTA DENTAL PLAN OF MICHIGAN	APRIL 2016-DENTAL INSURANCE PREMIUM	\$ 3,921.50
03/21/2016	1	126467	DOWNTOWN DEVELOPMENT AUTHORITY	TAX CAPTURE-GF PORTION	\$ 87,572.62
03/21/2016	1	126468	FIRST DUE FIRE SUPPLY	OFD-FIRE GLOVES (5)	\$ 350.00
03/21/2016	1	126469	SALLYSUE GALE	BOARD OF REVIEW MEETING	\$ 150.00
03/21/2016	1	126470	HI QUALITY GLASS, INC	OFD-REPLACEMENT GLASS	\$ 37.76
03/21/2016	1	126471	HP ENTERPRISE SERVICES LLC	COMPUTERS	\$ 2,503.56
03/21/2016	1	126472	INDEPENDENT NEWSPAPERS	HISTORICAL-AD FOR SENIOR DOCENT	\$ 35.10
03/21/2016	1	126473	IPMA-HR	OFD-FIRE COMPANY OFFICER TESTING-2/29/16	\$ 127.00
03/21/2016	1	126474	BRIAN JENKINS	OFD-MEAL-3/9/16	\$ 10.00
03/21/2016	1	126475	RYAN JENKINS	OPD-MEAL-3/9/16	\$ 28.35
03/21/2016	1	126476	JEREMY JONES	BOARD OF REVIEW MEETING	\$ -
			Void Reason: WRONG VENDOR-S/B JERRY JONES		
03/21/2016	1	126477	TERRY KEMP	BOARD OF REVIEW MEETING	\$ 150.00
03/21/2016	1	126478	MISDU	PAYROLL DEDUCTIONS	\$ 1,840.91
03/21/2016	1	126479	NEXTEL COMMUNICATIONS	FEBRUARY 2016-CELL PHONE SERVICE AND EQUIPMENT	\$ 1,082.63
03/21/2016	1	126480	OFFICE DEPOT	SUPPLIES	\$ 119.88
03/21/2016	1	126481	OWOSSO COMMUNITY AIRPORT	FY-15/16-FINAL PAYMENT	\$ 3,489.00
03/21/2016	1	126482	GARY L PALMER	INTERIM BUILDING OFFICIAL	\$ 400.00
03/21/2016	1	126483	MIKE SELLECK	BOARD OF REVIEW MEETING	\$ 100.00
03/21/2016	1	126484	SERVER SUPPLY	IT-HARD DRIVES (2)	\$ 130.00
03/21/2016	1	126485	SHIAWASSEE FAMILY YMCA	MEMBERSHIPS-PAYROLL DEDUCTION	\$ 306.85
03/21/2016	1	126486	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE POLICY	\$ 4,116.31
03/21/2016	1	126487	STATE OF MICHIGAN	KEITH LUSSENDEN-2016 PLUMBING LICENSE	\$ 300.00
03/21/2016	1	126488	STECHSCHULTE GAS & OIL, INC.	FUEL-PE 3/15/16	\$ 4,311.09
03/21/2016	1	126489	BRANDEN STOCKFORD	OPD-MEALS-3/16/16-3/17/16	\$ 17.30
03/21/2016	1	126490	BRANDEN STOCKFORD	OPD-MEAL-TRAINING-3/9/16	\$ 10.00
03/21/2016	1	126491	ADAM TERRY	OPD-MEAL-3/9/16	\$ 26.83
03/21/2016	1	126492	TRASHCANS UNLIMITED LLC	48 GALLON MESH TRASH CANS (10)	\$ 1,664.50
03/21/2016	1	126493	VERIZON WIRELESS	PUBLIC SAFETY-MODEM FEES 2/11/16-3/10/16	\$ 237.70

1 TOTALS:

(2 Checks Voided)

Total of 242 Disbursements:

\$ 526,050.89

Bank 10 OWOSSO HISTORICAL FUND

03/21/2016	10	4813	CONSUMERS ENERGY	FEB 2016-515 N WASHINGTON ST	\$ 341.71
03/21/2016	10	4814	DAYSTARR COMMUNICATIONS	APRIL 2016-INTERNET AND PHONE SERVICE	\$ 125.58
03/21/2016	10	4815	LUDINGTON ELECTRIC, INC.	CURWOOD CASTLE-NEW TIME CLOCK FOR EXTERIOR	<u>\$ 219.75</u>

10 TOTALS:

Total of 3 Disbursements:

\$ 687.04

Bank 11 SEWER

03/21/2016	11	210	THE BANK OF NEW YORK MELLON NA	SEWER STATE REVOLVING FUNDS PAYMENT	<u>\$ 42,209.83</u>
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11 TOTALS:

Total of 1 Disbursements:

\$ 42,209.83

Bank 2 TRUST & AGENCY

03/10/2016	2	6516	DOWNTOWN DEVELOPMENT AUTHORITY	TAX SETTLEMENT	\$ 129.58
03/10/2016	2	6517	DOWNTOWN DEVELOPMENT AUTHORITY	T & A PORTION	\$ 58,118.94
03/10/2016	2	6518	OWOSSO PUBLIC SCHOOLS	TAX SETTLEMENT	\$ 133,669.21
03/10/2016	2	6519	SHIAWASSEE AREA TRANSPORTATION AGENCY	TAX SETTLEMENT	\$ 914.47
03/10/2016	2	6520	SHIAWASSEE COUNTY TREASURER	TAX SETTLEMENT	\$ 117,708.42
03/10/2016	2	6521	SHIAWASSEE DISTRICT LIBRARY	AD VALOREM/OPRA	\$ 12,919.29
03/10/2016	2	6522	STATE OF MICHIGAN	OPRA	\$ 3,213.79
03/24/2016	2	6523	SHIAWASSEE COUNTY TREASURER	130 LOTS	<u>\$ 325.00</u>

2 TOTALS:

Total of 8 Disbursements:

\$ 326,998.70

REPORT TOTALS:

(2 Checks Voided)

Total of 254 Disbursements:

\$ 895,946.46



MEMORANDUM

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

DATE: April 13, 2016
TO: Mayor Frederick and the Owosso City Council
FROM: Amy K. Kirkland, City Clerk
SUBJECT: Gould Street Special Assessment Roll

RECOMMENDATION:

I recommend Council approve the special assessment roll for Gould Street from Main Street to Corunna Avenue as proposed.

BACKGROUND:

At the April 4th meeting Council asked that staff verify that the proper discounts were given to property owners involved in the resurfacing of Gould Street. Attached you will find a spreadsheet detailing how the assessments were calculated. (The spreadsheet varies from the verification letters by a few cents on three of the parcels due to differences in rounding. The property owners in these cases will be charged the lesser of the differing amounts, the largest difference being 15¢). All property owners listed on the roll were sent a letter showing how their assessment was calculated and verifying the amount of their assessment.

Two parcels listed on the roll that are located on corners (Qdoba & Applebee Oil) are not eligible for the corner lot discount due to the fact that one of the streets they border is a State highway. Property owners along State highways are not specially assessed for maintenance or reconstruction on those streets, this being one benefit of dealing with heavier traffic and having little local control over highway issues.

FISCAL IMPACTS:

Property owners will have up to 15 years to pay off this assessment. Two different hardship deferments are available if the owners meet certain income and age requirements.

Document originated by: Amy K. Kirkland

Special Assessment District No. 2016-01 Gould Street from Corunna Avenue to Main Street

RESOLUTION NO.

**DISTRICT NO. 2016-01
GOULD STREET FROM CORUNNA AVENUE TO MAIN STREET
SPECIAL ASSESSMENT RESOLUTION NO. 5**

WHEREAS, the City Council has met, after due and legal notice, and reviewed the special assessment roll prepared for the purpose of defraying the special assessment district's share of the following described public improvement: Gould Street from Corunna Avenue to Main Street, and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll as prepared by the City Assessor in the amount of \$51,761.19 is hereby confirmed and shall be known as Special Assessment Roll No. 2016-01.
2. Said special assessment roll shall be divided into fifteen installments, the first of which shall be due and payable on September 1, 2016, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by December 1, 2016.
3. The installments of the special assessment rolls shall bear interest at the rate of 6% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2016 and shall be paid annually on each installment due date.
4. Said special assessment roll shall be placed on file in the office of the City Clerk who shall attach her warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

Verification of SA Amounts

**GOULD STREET
FROM MAIN STREET TO CORUNNA AVENUE
SPECIAL ASSESSMENT DISTRICT NO. 2016-01**

A	B	C	D	E	F	G	H	I
Parcel #	PROPERTY ADDRESS	OWNER'S NAME	FRONT FOOTAGE	COST/FT	SUBTOTAL	CORNER LOT DISCOUNT	DISCOUNT AMOUNT	FINAL ASSESSMENT
					D * E = F		F * G = H	F - H = I
050-010-034-004-00	1011 CORUNNA AV	APPLEBEE OIL COMPANY	137.75	\$ 29.52	4,066.38	0.00	0.00	\$ 4,066.38
050-010-034-006-00	720 WRIGHT AV	IDLE, JANE J LIVING TRUST	26.00	\$ 29.52	767.52	0.00	0.00	\$ 767.52
050-010-034-007-00	716 WRIGHT AV	CERVENY, SCOTT D.	49.50	\$ 29.52	1,461.24	0.00	0.00	\$ 1,461.24
050-010-034-008-00	712 WRIGHT AV	CROOKS, KATHRYN A	66.00	\$ 29.52	1,948.32	0.00	0.00	\$ 1,948.32
050-010-034-009-00	710 WRIGHT AV	CHRENKA, MARGARET	33.00	\$ 29.52	974.16	0.00	0.00	\$ 974.16
050-010-034-010-00	708 WRIGHT AV	PATTIROCK, PRINCESS/STARDJARMOND,	49.50	\$ 29.52	1,461.24	0.00	0.00	\$ 1,461.24
050-010-034-025-00	703 S GOULD ST VL	MICHAEL CLINE	66.00	\$ 29.52	1,948.32	0.00	0.00	\$ 1,948.32
050-010-035-001-00	OAKWOOD AV	FISHER'S CHIPPEWA REDI-MIX,	145.00	\$ 29.52	4,280.40	0.00	0.00	\$ 4,280.40
050-580-000-075-00	910 E MAIN ST	SOUTHWIND RESTAURANT, LLC	122.00	\$ 29.52	3,601.44	0.00	0.00	\$ 3,601.44
050-580-000-076-00	841 E COMSTOCK ST	FLANAGAN, PATRICIA J./TARA FLANAGAN	141.00	\$ 29.52	4,162.32	0.25	1040.58	\$ 3,121.74
050-580-000-103-00	842 E COMSTOCK ST	HILLIKER, EDWARD & LINDA	132.00	\$ 29.52	3,896.64	0.25	974.16	\$ 2,922.48
050-580-000-104-00	835 GROVER ST	HEIER, BOBBIE SUE	121.50	\$ 29.52	3,586.68	0.25	896.67	\$ 2,690.01
050-580-000-123-00	838 GROVER ST	BEAMISH, MR. & MRS. EDWARD	132.00	\$ 29.52	3,896.64	0.25	974.16	\$ 2,922.48
050-580-000-124-00	935 JEROME AV	LOUCHART, DALE & MICHELE	70.10	\$ 29.52	2,069.35	0.25	517.34	\$ 1,552.01
050-580-000-140-00	930 JEROME AV	SOUTHWIND RESTAURANTS, LLC	196.27	\$ 29.52	5,793.89	0.25	1,448.47	\$ 4,345.34
050-710-001-013-00	599 OAKWOOD AV	FISHER'S REDI-MIX, INC.	530.00	\$ 29.52	15,645.60	0.00	0.00	\$ 15,645.60
050-010-034-027-00	616 WRIGHT AVE	MICHAEL CLINE	165.00	\$ 29.52	4,870.80	0.00	0.00	\$ 4,870.80



MEMORANDUM

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

DATE: April 12, 2016
TO: Mayor Frederick and the Owosso City Council
FROM: Keith A. Lussenden, Building Official
SUBJECT: Lot Split Application - 308 Morris St.

RECOMMENDATION:

I recommend approval of the application for the lot split for 308 Morris St.

BACKGROUND:

LEGAL DESCRIPTION:

E 112 LOT 12 & N 112 LOT 13 EXC S'LY 12' OF LOT 13 GEO THOMAS 3RD ADDN

The property owner(s) adjacent to the house at 308 Morris (314 Morris and 1308 Mack) decided to purchase the property at 308 Morris, demolish the existing house, and split the lot between them so that sometime in the future they could potentially build garage(s).

308 Morris has been the location of multiple code enforcement cases over many years, and the owners hope that this action will make for a safer neighborhood.

City of Owosso staff have reviewed this application and found the proposed request to be in compliance with present city ordinances. Also, all property taxes and utility bills are current. Therefore, staff recommends approval of said lot split by Council.

FISCAL IMPACTS:

N/A

Document originated by: bac/KAL

CITY OF OWOSSO
APPLICATION TO DIVIDE
PLATTED CITY LOTS

The State of Michigan Land Division Act and City of Owosso Subdivision Regulations prohibit the division of platted City lots without prior approval of the City Council. Attached to this application you should find a copy of Section 30-5 of the Owosso City Code describing the conditions that must be met to have division of platted lots permitted. If a copy of the Section 30-5 does not accompany this application, please request one from the office of the City Clerk or Building Department, phone 989-725-0540.

INSTRUCTIONS

\$25 application fee must be paid when application is made.

PLEASE FILL OUT THIS APPLICATION COMPLETELY (EXCEPT FOR CITY STAFF PORTION AT BOTTOM) AND ATTACH ALL DOCUMENTATION REQUESTED ON THIS APPLICATION TO AVOID DELAY IN HAVING THE CITY COUNCIL REVIEW YOUR REQUEST.

ATTACH THE RESULTING DESCRIPTIONS OF ALL PROPERTIES AFFECTED BY THIS DIVISION.

ATTACH THE RESULTING PLOT PLAN OF ALL PROPERTIES AFFECTED BY THIS DIVISION. INCLUDE DIMENSIONS OF RESULTING LOTS, LOCATION OF ALL PUBLIC RIGHT-OF-WAYS, LOCATION OF ALL EASEMENTS, LOCATION OF ALL BUILDINGS ON THE PROPERTIES AND THE BUILDING DISTANCES FROM PROPERTY LINES. YOU MAY BE REQUIRED TO PROVIDE A PROFESSIONAL SURVEY OF THE RESULTING LOTS IF DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.

ALL DELINQUENT TAXES MUST BE PAID ON ANY PARCEL BEFORE
THE DESCRIPTION OF THE PARCEL CAN BE CHANGED.

Address of lot to be split 308 Morris St. Date 3/23/16
Name of applicant IRA Westbrook / GENE LADER Phone (989) 413-2329 - G
989 413-3621 - IW
Address of applicant 314 Morris St. / 1308 Mack St
Applicant's relationship to property: Buyer [] Seller [] Representing buyer or seller
[] Other (explain) _____

I (We) hereby request that the Owosso City Council approve the division of the platted lot(s) as specified in the description(s) attached hereto. The division of this lot(s) is proposed for the following reasons:

TO ADD TO OUR EXISTING PROPERTIES THAT ADJUT THIS PROPERTY. WITH POSSIBLE BUILDING OF GARAGES IN FUTURE AFTER HOME IS REMOVED. LOT TO BE SPLIT IS: 000-013 OF GEORGE THOMAS 3RD ED. AND ADDED TO 000-014 & 000-015

Signed Gene J. Lader
Ira Westbrook

CITY STAFF TO COMPLETE BELOW

ZONING REVIEW: ZONING R1 RECOMMEND APPROVAL [] RECOMMEND DENIAL

EXPLANATION OF RECOMMENDATION _____

DATE SET FOR CITY COUNCIL REVIEW 4/18/2016 NOTICE SENT TO APPLICANT _____

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

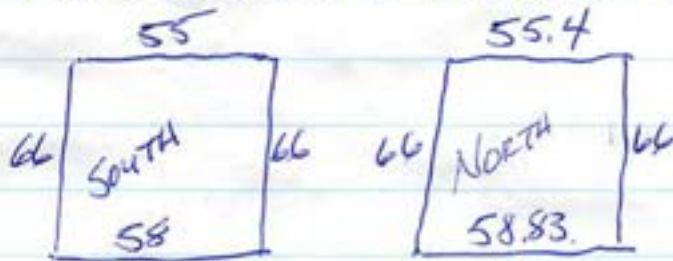
RESULTS SENT TO APPLICANT _____

KEITH,

3/30/16

IN REGARDS TO THE LOT SPLIT INTENDED FOR 308 MORRIS ST. IT IS BEING SPLIT ESSENTIALLY IN HALVES. THE SOUTH SECTION IS TO BE 58' ALONG THE EAST SIDE OF PROPERTY BY 66' ON THE NORTH SIDE, BY 55 ON THE WEST SIDE OF PROPERTY AND THEN 66' ON SOUTH SIDE BACK TO STARTING POINT.

THE NORTH SIDE OF THE LOT WILL BE 58.83' ALONG ~~EAST~~ SIDE, 66' ALONG NORTH, 55.4' ALONG WEST SIDE. AND 66' BACK TO STARTING POINT



Lone Ladies.

413-2329

Original

308 Morris St.

CITY OF OWOSSO
DIVISION OF PLATTED CITY LOTS
DEPARTMENTAL REVIEW

PLEASE ROUTE THIS APPLICATION IN THE FOLLOWING SEQUENCE AND RETURN TO THE BUILDING DEPARTMENT AS SOON AS POSSIBLE.

INITIAL REVIEW BY BUILDING OFFICIAL:

COMMENTS HOME TO BE DEMOLISHED - OK

***ASSESSING: LARRY COOK

Larry V. Cook

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

COMMENTS New descriptions attached. To be on 2017 Roll if approved.

***COMMUNITY DEVELOPMENT:
SUSAN MONTENEGRO

RECOMMEND APPROVAL DENIAL

COMMENTS _____

***PUBLIC UTILITIES:
GLENN CHINAVARE

SEE NOTES ON PLAT PAGE 6C

RECOMMEND APPROVAL DENIAL

COMMENTS FINAL WATER/SEWER BILL PAID 1/07/2016 @ 308 MORRIS ST. 314 MORRIS ST. ACTIVE WATER/SEWER ACCOUNT. 1308 MACK ST. ACTIVE ACCOUNT. NO CONFLICT

***ENGINEERING:
MARK SEDLAK

RECOMMEND APPROVAL DENIAL

COMMENTS MARK SEDLAK

RETURN TO BUILDING OFFICIAL FOR WRITTEN RECOMMENDATION OR DENIAL

RETURN ALL MATERIALS TO BRIDGET CANNON

SEND COPY OF APPLICATION TO APPLICANT WITH DATE OF COUNCIL MEETING

PREPARE MEMO AND COPY (15) FOR COUNCIL MEETING; SUBMIT TO CLERK'S OFFICE

AFTER COUNCIL APPROVAL OR DENIAL, NOTIFY APPLICANT WITH COPY OF COMPLETED APPLICATION.

AFTER COUNCIL APPROVAL OR DENIAL, NOTIFY ASSESSOR WITH ORIGINAL OF COMPLETED APPLICATION.

AFTER COUNCIL APPROVAL OR DENIAL, COPY TO BLDG FILE

132
212
218
300
322

ROBBINS



MORRIS ST.

MACK ST.

1 1/2" COPPER WATER SERVICE

6" WM

4" WM

S/B ABANDONED AFTER DEMO PROBABLY SERVICES 308 MORRIS



Lot Split & Combination of Platted Lots

Lader / Westbrook
308 Morris Street
050-623-000-013-00

Westbrook, Ira & Joni
314 Morris Street
050-623-000-014-00

Lader, Gene & Sandra
1308 Mack Street
050-623-000-015-00

Current Description 308 Morris St. - 050-623-000-013-00 – (To Be Split)

E 1/2 LOT 12 & N 1/2 LOT 13 EXC S'LY 12' OF LOT 13 GEO THOMAS 3RD ADDN

Current Description 314 Morris St. - 050-623-000-014-00

S'LY 12' OF N 1/2 LOT 13 ALSO S 1/2 LOT 13 GEO THOMAS 3RD ADDN

Current Description 13008 Mack St. - 050-623-000-015-00

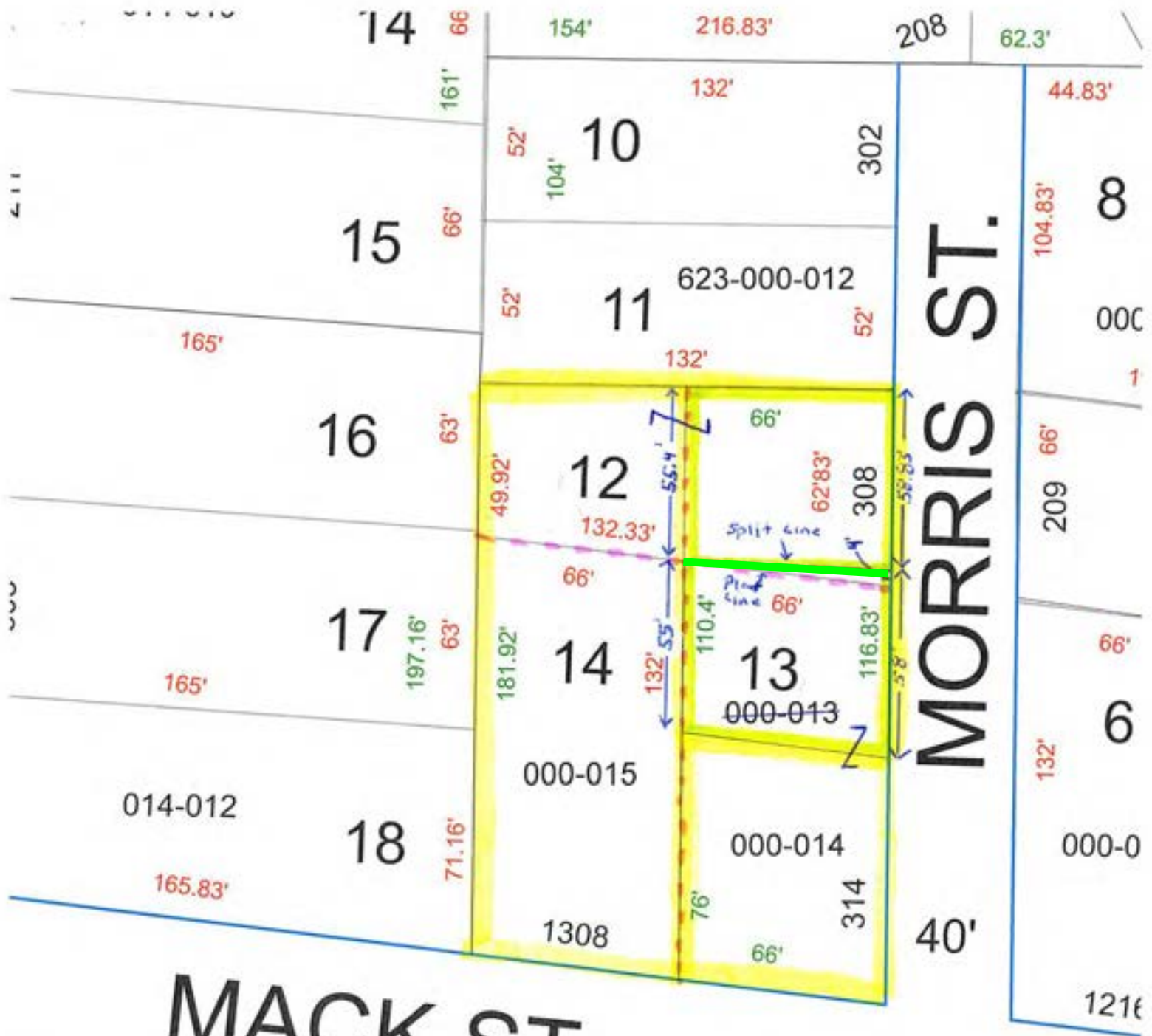
LOT 14 & W 66' LOT 12 GEO THOMAS 3RD ADD

New Description After Split 314 Morris St. - 050-623-000-014-00

LOT 13, GEO THOMAS 3RD ADD. ALSO, BEG AT TH NE COR OF LOT 13, TH N 4' ALONG E LN OF LOT 12, TH W TO NW COR LOT 13, THE E ALNG S LN OF LOT 12 & N LN OF LOT 13 TO POB.

New Description After Split 1308 Mack St. - 050-623-000-015-00

LOT 12 & 14, GEO THOMAS 3RD ADD. (EXCEPT, BEG AT TH NE COR OF LOT 13, TH N 4' ALONG E LN OF LOT 12, TH W TO NW COR LOT 13, THE E ALNG S LN OF LOT 12 & N LN OF LOT 13 TO POB.)



MACK ST.

Plat line
Existing lots
Split line

CITY OF OWOSSO
304 W MAIN ST
OWOSSO, MI 48867
Phone : (989) 725-0599

Received From:
IRA WESTBROOK

Date: 03/23/2016 Time: 1:41:46 PM
Receipt: 383273 *** REPRINT ***
Cashier: AKSmith
Workstation: 02 Drawer: 1

APPLICATION TO DIVIDE CITY LOT
050-623-000-013

ITEM REFERENCE	AMOUNT
ZONING ZONING VARIANCE, APPLICATION FEE,MA P	\$25.00
TOTAL	\$25.00
CHECKS 4256	\$25.00
Total Tendered:	\$25.00
Change:	\$0.00



MEMORANDUM

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

DATE: April 14, 2016
TO: City Council
FROM: Tyler Leppanen
Housing Program Manager
SUBJECT: Rental Inspection Program

COMMUNICATION:

There are currently 1,118 addresses listed as registered rental properties. This does not include individual units, so there may be more than one unit per property. For example, a duplex is one property but has two units. Of those 1,118 rental properties, 615 have received rental compliance certificates indicating the entire property has passed inspection. Again, I want to emphasize that the City's software is not designed specifically for inspection activities and is limited in its reporting capabilities; therefore, data is tracked by property, not unit. 55% of all rental properties have been inspected to date.

So far this year, there have been 25 rental properties that have received compliance certificates. The City is averaging about 7 rental compliance certificates per month since January 1, 2016. The City had 39 units that completed initial inspections and 21 units re-inspected, for a total of 60 units inspected in 3.5 months. This equates to about 17 units inspected per month, or about 4 units inspected per week.

There are also 30 rental properties with compliance certificates on hold. When a certificate is on hold that means the City has either attempted to contact the property owner or the property has failed an inspection. One property on hold may have more than one failed inspection. There have been 31 failed inspections on the 30 certificates on hold. The failed inspections reported date as far back as 2014. The City plans to increase enforcement on repeat offenders.

The inspection data being reported does not include rental registrations and compliance certificates of properties that are no longer rental properties.

The following statistics are from January 1, 2016 to present:

City of Owosso Rental Inspections for 2016	
Initial Inspections by Unit	39
Re-inspections by Unit	21
Total Units Inspected	60
Issued Compliance Certificates by Property	25
Certificates on Hold by Property	30

Document originated by: Tyler Leppanen



OWOSSO PUBLIC SAFETY

202 S. WATER ST. • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0580 • FAX (989) 725-0528

MEMORANDUM

DATE: April 11, 2016

TO: Owosso City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: March 2016 Police Report

Attached are statistics for the police department for March 2016. This report includes activity for the month of March and year-to-date statistics. There are no Field Contacts, which are incidents that the police are dispatched to that require no further follow-up than the officer's initial response.



Case Assignment/Clearance Report For March, 2016

Month, Year: 03, 2016

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
<i>PART I OFFENSES</i>					
ROBBERY	1	0	1	0	0 %
AGGRAVATED ASSAULT	3	3	9	10	111 %
BURGLARY	6	5	14	16	114 %
LARCENY	19	19	40	46	115 %
MOTOR VEHICLE THEFT	1	1	2	2	100 %
SIMPLE ASSAULT	14	16	52	53	101 %
ARSON	0	0	1	1	100 %
FORGERY & UTTERING	0	0	2	2	100 %
COUNTERFEITING	0	0	0	0	0 %
FRAUD	6	7	14	15	107 %
EMBEZZLEMENT	0	1	1	1	100 %
WEAPON CRIMES- CARRY, POSS,	0	0	0	0	0 %
PROSTITUTION	0	0	0	0	0 %
SEX OFFENSES 1/ UNDER AGE -	0	0	0	0	0 %
NARCOTICS VOLIATIONS	3	5	11	15	136 %
GAMBLING VIOLATIONS	0	0	0	0	0 %
VANDALISM-DAMAGE-DESTRUCTIO	0	0	0	0	0 %
HOMICIDE 1	0	0	0	0	0 %
HOMICIDE	0	0	0	0	0 %
RAPE / NON - FAMILY	0	0	0	0	0 %
SEX OFFENSES 2	1	3	8	14	175 %
PARENTAL KIDNAP	0	0	0	0	0 %
KIDNAPPING	0	0	0	0	0 %
BURGLARY RESIDENTIAL	1	0	3	1	33 %
BURGLARY COMMERCIAL	0	0	0	0	0 %
RESISTING/OBSTRUCTING	0	2	4	4	100 %
<i>PART I OFFENSES</i>	55	62	162	180	111 %
<i>PART II OFFENSES</i>					
PAROLE/PROBATION VIOLATION	2	2	6	6	100 %
NATURAL DEATH	1	1	2	2	100 %
RETAIL FRAUD	1	1	4	5	125 %
RUNAWAY	12	13	25	27	108 %
VIOLATION PPO/ COURT ORDER	0	0	1	1	100 %

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
FAMILY NONSUPPORT	0	0	0	0	0 %
SUSPICIOUS DEATH	1	1	1	1	100 %
TRAFFIC OFFENSES OTHER	9	9	23	23	100 %
CRIMINAL CASE OTHER	0	0	0	0	0 %
WARRANT ARREST	12	13	42	44	104 %
SUSPICIOUS CIRCUMSTANCES	2	2	4	4	100 %
WARRANT ADVISED	0	0	0	0	0 %
MENTAL ORDER-ECO / TDO	6	6	24	26	108 %
DOMESTIC ASSAULT/SITUATION	4	4	9	11	122 %
ILLEGAL DUMPING	0	0	0	0	0 %
FOUND PROPERTY	8	8	16	24	150 %
RECOVERED PROPERTY	0	0	0	0	0 %
ANNOYING PHONE CALLS	0	0	0	0	0 %
TRESPASSING	3	4	6	6	100 %
DOA	1	1	3	5	166 %
ANIMAL COMPLAINTS	1	1	2	2	100 %
MISSING PERSON	0	1	3	3	100 %
WARRANT OBTAINED	0	0	0	0	0 %
PROPERTY-LOST	0	0	0	0	0 %
SAFEKEEPING OF WEAPON	0	0	0	0	0 %
SUICIDE AND ATTEMPTED SUICIDES	0	0	2	5	250 %
TRAFFIC - HIT & RUN	6	5	23	21	91 %
FIRES - NOT ARSON	0	0	0	0	0 %
LOST PROPERTY	0	0	0	0	0 %
NON-CRIMINAL CASE	14	15	27	28	103 %
CRIMES AGAINST FAMILY &	0	0	1	3	300 %
DRIVING WHILE IMPAIRED	4	3	14	13	92 %
LIQUOR LAW VIOLATIONS	0	0	1	1	100 %
DISORDERLY CONDUCT	3	3	9	10	111 %
OTHER CRIMES	14	16	39	41	105 %
IMPOUND / TOW FOLLOW-UP	0	0	0	0	0 %
FALSE ALARM	0	0	0	0	0 %
MOTOR VEHICLE CRASH	30	29	76	75	98 %
THREATS	0	0	0	1	0 %
PROPERTY CRIMES, POSS, SALE,	0	0	0	0	0 %
DAMAGE TO PROPERTY	12	11	25	21	84 %
<i>PART II OFFENSES</i>	<i>146</i>	<i>149</i>	<i>388</i>	<i>409</i>	<i>105 %</i>
Grand Totals:	201	211	550	589	107 %

Field Contact By Reason Summary Report
MARCH 2016 - FEILD CONTACTS

Reason for Contact	Count
911 Hang Up	20
Abandoned Vehicle	2
False Alarm Commercial	13
False Alarm Residential	8
All Other Service Reports	15
Animal Complaints Other	12
Assist Ambulance	9
Assist To Other Dept	19
Assist Fire Dept	3
Attempt To Locate	23
Barking Dog	6
Burning Ordinance	4
Civil Dispute	12
Disturbance	10
Fight / No Assault	1
Found Property	3
Gun Permit/register	77
Harrassment	10
Homeless Voucher	5
Investigate Vehicle	4
Loud Music	3
Motorist Assist	9
Ordinance Violation	5
Parking Problem	28
Pawn Ticket	125
Peace Officer	16
Public Transport	1
Road Hazard	4
Suspicious Person	12
Suspicious Situation	19
Suspicious Vehicle	16
Transport - Other	2
Trouble With Kids	10

Reason for Contact	Count
Trouble With Neighbor	14
Trouble With Subject	38
Phone Harassment	4
Unwanted Subject	5
Vacation Check	3
Welfare Check	26
Wire Down	1
Work Traffic	145

REPORTED BURN COMPLAINTS - NO VIOLATIONS
MARCH 2016

CASE_ID	FCDATE	STREET
201601132	03/08/2016 19:56:00	S KENWOOD DR
201601503	03/27/2016 19:03:00	S LINGLE AVE
201601504	03/27/2016 19:51:00	E HOWARD ST
201601496	03/27/2016 12:04:00	E KEYTE ST



MEMORANDUM

DATE: April 11, 2016
TO: City Council
FROM: Kevin Lenkart
Director of Public Safety
RE: March 2016 Fire & Ambulance Report

During the month of March 2016:

Fire Department responded to **251** Ambulance calls

Fire Department responded to **24** Fire calls –

6 – Accidents (w/ injuries)	1 – Motor Vehicle/Pedestrian Accident
1 – Dispatched & Cancelled	2 – False Alarms
1 – CO Detector Activation	1 – Detector Activation
1 – Carbon Monoxide Incident	1 – Alarm System
2 – Service Calls	1 – Ice Rescue
3 – Building Fires	1 – Vehicle Fire
2 – Lines Down	1 – Electrical Wiring Problem

To: Owosso City Council

From: Keith Lussenden, Building Official

Date: 04/06/2016

Building Department Report for March, 2016

Category	Estimated Cost	Permit Fee	Number of Permits
Electrical	\$0	\$1,505	11
Fence - Residential	\$3,100	\$240	3
Mechanical	\$0	\$2,030	11
Non-Res. Add/Alter/Repair	\$42,000	\$1,010	1
Plumbing	\$0	\$1,215	10
Res. Add/Alter/Repair	\$48,518	\$1,190	7
Sign	\$4,438	\$450	5
VACANT PROPERTY REGI	\$0	\$1,300	13
ZONING COMPLIANCE CE	\$0	\$80	1
Totals	\$98,056	\$9,020	62

2015 COMPARISON TOTALS

		BUILDING PERMITS ONLY	-	28
MARCH, 2015 TOTALS	\$118,301	\$7,454		67

Enforcements By Category

04/06/16

1 / 4

MARCH, 2016

ANIMALS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0161	912 KENWOOD DR	LETTER SENT	Resolved	03/29/16	04/05/16	N
Total Entries:				1		

AUTO REP/JUNK VEH

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0153	409 N SAGINAW ST	LETTER SENT	LETTER SENT	03/23/16		Y
ENF 16-0118	246 GUTE ST	COMPLAINT LOGGED	Resolved	03/01/16	03/09/16	Y
ENF 16-0129	927 FLETCHER ST	REF TO POLICE	REF TO POLICE	03/08/16		N
ENF 16-0131	900 S LYON ST	LETTER SENT	LETTER SENT	03/09/16		Y
ENF 16-0142	739 N PARK ST	REF TO TYLER	Resolved	03/15/16	04/01/16	Y
ENF 16-0143	630 MARTIN ST	LETTER SENT	Resolved	03/15/16	03/21/16	Y
ENF 16-0158	702 WRIGHT AV	REF TO POLICE	REF TO POLICE	03/24/16		N
Total Entries:				7		

BUILDING VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0121	900 S LYON ST	REF TO LUSSENDEN	REF TO LUSSENDEN	03/02/16		Y
ENF 16-0123	1407 YOUNG ST	REF TO TYLER	Resolved	03/04/16	03/18/16	Y
ENF 16-0124	1231 W MAIN ST	REF TO LUSSENDEN	REF TO LUSSENDEN	03/04/16		COMM
ENF 16-0130	826 W KING ST	RESOLVED	Resolved	03/09/16	03/10/16	COMM
ENF 16-0136	209 S LANSING ST	REF TO LUSSENDEN	Resolved	03/11/16	03/16/16	Y
ENF 16-0147	917 SUMMIT ST	LETTER SENT	LETTER SENT	03/21/16		N
ENF 16-0156	1330 ADAMS ST	STOP WORK ORDER	STOP WORK ORDER	03/24/16		
ENF 16-0141	826 W KING ST	REF TO PALMER	REF TO LUSSENDEN	12/01/15		COMM
ENF 16-0135	630 S CHESTNUT ST	RESOLVED	Resolved	03/10/16	03/28/16	COMM
ENF 16-0157	409 RANDOLPH ST	REF TO LUSSENDEN	Resolved	03/24/16	04/04/16	N

Enforcements By Category

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MARCH, 2016

ENF 16-0160	300 ROBBINS ST	RESOLVED	Resolved	03/28/16	03/28/16	
ENF 16-0166	1119 DINGWALL DR	REF TO TYLER	REF TO TYLER	03/31/16		N
ENF 16-0167	307 DIMMICK ST	REF TO TYLER	Resolved	03/31/16	04/04/16	N

Total Entries: 13

GARBAGE & DEBRIS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0159	1015 CORUNNA AV	REF TO TYLER	Resolved	03/24/16	03/28/16	Y
ENF 16-0120	900 S LYON ST	REF TO TYLER	REF TO TYLER	03/02/16		
ENF 16-0125	716 LYNN ST	LETTER SENT	Resolved	03/04/16	03/16/16	N
ENF 16-0126	706 LYNN ST	RESOLVED	Resolved	03/04/16	03/16/16	Y
ENF 16-0127	715 LYNN ST	LETTER SENT	Resolved	03/04/16	03/16/16	Y
ENF 16-0128	514 PINE ST	LETTER SENT	Resolved	03/07/16	03/11/16	Y
ENF 16-0132	212 S HOWELL ST	RESOLVED	Resolved	03/11/16	03/11/16	Y
ENF 16-0133	206 S HOWELL ST	REF TO TYLER	Resolved	03/11/16	03/18/16	Y
ENF 16-0137	1018 BEEHLER ST	LETTER SENT	Resolved	03/11/16	03/30/16	Y
ENF 16-0138	1000 BEEHLER ST	RESOLVED	Resolved	03/11/16	03/22/16	N
ENF 16-0139	1209 N WASHINGTON ST	LETTER SENT	Resolved	03/14/16	03/18/16	N
ENF 16-0144	526 HARRISON AV	RESOLVED	Resolved	03/16/16	03/30/16	N
ENF 16-0146	1436 W MAIN ST	LETTER SENT	Resolved	03/18/16	03/28/16	Y
ENF 16-0149	1432 CLEVELAND ST	REF TO TYLER	Resolved	03/22/16	03/28/16	Y
ENF 16-0150	920 BEEHLER ST	LETTER SENT	Resolved	03/22/16	04/01/16	N
ENF 16-0151	902 N CHIPMAN ST	REF TO TYLER	Resolved	03/22/16	03/28/16	Y
ENF 16-0152	1007 S SHIAWASSEE ST	REF TO TYLER	REF TO TYLER	03/23/16		N
ENF 16-0154	328 S DEWEY ST	REF TO POLICE	REF TO POLICE	03/23/16		N
ENF 16-0162	325 STATE ST	VIOLATION NOTICE	REF TO TYLER	03/30/16		
ENF 16-0163	321 STATE ST	REF TO TYLER	REF TO TYLER	03/30/16		
ENF 16-0164	1129 GEORGE ST	REF TO TYLER	REF TO TYLER	03/31/16		VAC?

Enforcements By Category

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ENF 16-0165	508 GROVER ST	LETTER SENT	LETTER SENT	03/31/16		N
Total Entries:				22		

GARBAGE CANS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0145	927 FLETCHER ST	REF TO TYLER	Resolved	03/16/16	03/23/16	
Total Entries:				1		

MISC.

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0134	1341 JACKSON DR	REF TO DPW	REF TO DPW	02/29/16		N
ENF 16-0140	722 LINGLE AV	RESOLVED	Resolved	03/14/16	03/15/16	N
ENF 16-0148	602 N SHIAWASSEE ST	REF TO LUSSENDEN	REF TO LUSSENDEN	03/22/16		VAC
ENF 16-0122	101 N WASHINGTON ST	REF TO TYLER	Resolved	03/04/16	03/11/16	COMM
Total Entries:				4		

RENTAL UNIT VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0119	924 S PARK ST	LETTER SENT	LETTER SENT	03/02/16		Y
Total Entries:				1		

Total Records: 49

Total Pages: 3

Enforcements By Category

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RENTAL COLUMN DEFINITIONS

Y - Yes, it's a rental

N - No, it's not a rental - owner occupied

APTS - Apartment Building

COMM - Commercial

REPO - Repossession

TRAIL - Trailer Park

VAC - Vacant House

VL - Vacant Lot

IND - Industrial

HOME OCC - Home Occupied

REGULAR MEETING MINUTES
OWOSSO DDA / MAIN STREET
Council Chambers, City Hall
March 4, 2016 – 7:30 am.

MEETING CALLED TO ORDER at 7:35 a.m. by Dave Acton.

ROLL CALL was taken by Executive Director Josh Adams.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Kevin Wiles, Ken Cushman, Lance Omer, Shar Haskins, Theresa Trecha, Ben Frederick (7:38am)

MEMBERS ABSENT: Vice Chairman Bill Gilbert

OTHERS PRESENT: Josh Adams, Main Street Manager; Elizabeth Wehman, Independent Newsgroup

AGENDA:

MOTION BY AUTHORITY MEMBER OMER SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE AGENDA FOR MARCH 4, 2016 WITH THE REVISION THAT “DECEMBER & JANUARY” GET CHANGED TO “FEBRUARY” UNDER THE ITEMS OF BUSINESS/CHECK REGISTER PORTION OF THE AGENDA.
YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER WILES, SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE MINUTES FOR THE MEETING OF FEBRUARY 3, 2016
YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1) Design

Still pending state approval on the wayfinding signs. Josh Adams will be meeting with MDOT to discuss approval.

Flower program preparations are being made for spring.

2) Economic Restructuring

Preparations for a special meeting with MMS on Friday, February 26th from Noon – 1pm at the Hot Spot Lounge are being made. The meeting will discuss Succession Planning for small businesses. MMS is collaborating with Owosso Main Street to explore the viability of such services to other Main Street communities throughout the state.

3) Organization

The Organization meeting/training with Brittney was postponed to a later date due to inclement weather.

4) Promotion

The committee met in February and conducted further refinement of the upcoming calendar of events in the downtown district. The committee discussed preparations for the upcoming Home, Garden, Business Expo (Chamber event) and the Lucky Lepruchan 5K Run (Stretch) and how local businesses can take part.

Over 10 people attended February's Business Owners meeting. Owners also discussed upcoming events along with marketing, cross-collaboration.

ITEMS OF BUSINESS:

1. CHECK REGISTER APPROVAL.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER HASKINS, SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE CHECK REGISTER FOR FEBRUARY 2016 AS PRESENTED. YEAS ALL. MOTION CARRIED.

2. BUDGET REPORT/BUDGET UPDATES

The board reviewed the budget, no comments made.

3. 2016/2017 BUDGET APPROVAL

SEE BOARD PACKET FOR BUDGET

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE 2016/2018 BUDGET AS PRESENTED. YEAS ALL. MOTION CARRIED.

4. SECRETARY SERVICE CONTRACT APPROVAL

SEE BOARD PACKET FOR CONTRACT

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE SECRETARY SERVICE CONTRACT AS PRESENTED. YEAS ALL. MOTION CARRIED.

5. FAÇADE GRANT UPDATE

Josh Adams stated that everything is on schedule. The architect is currently meeting with property owners to start design services.

PUBLIC / BOARD / STAFF COMMENTS:

Dave Acton announced that the grand opening of the Wesener Development will be on April 1-2, 2016.

MOTION MADE BY CUSHMAN, SUPPORTED BY AUTHORITY MEMBER WILES TO
ADJOURN AT 8:25AM.
YEAS ALL. MOTION CARRIED.

Josh Adams, Executive Director

**OWOSSO HISTORICAL COMMISSION
Regular meeting
Monday March 14, 2016
Curwood Castle**

- CALL TO ORDER:** CHAIR ELAINE GREENWAY CALLED THE MEETING TO ORDER AT 7:04 P.M.
- PRESENT:** CHAIR ELAINE GREENWAY, VICE-CHAIR JENNIFER MAHONEY, COMMISSIONER ROBERT BROCKWAY, COMMISSIONER TRACEY PELTIER, COMMISSIONER JENELLE STEELE-ELKINS, COMMISSIONER DENNIS MAHONEY, HISTORICAL FACILITIES DIRECTOR ROBERT DORAN.
- ABSENT:** COMMISSIONER CHRIS EVELETH, COMMISSIONER NICK PIDEK
- APPROVAL OF AGENDA:** CHAIR ELAINE GREENWAY REQUESTED TO ADD THE 2016 HOME TOURR TO NEW BUSINESS. COMMISSIONER DENNIS MAHONEY MADE THE MOTION TO ACCEPT THE AGENDA, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.
- TREASURERS REPORT:** COMMISSIONER ROBERT BROCKWAY MADE THE MOTION TO ACCEPT THE TREASURES REPORT, SECONDED BY COMMISSIONER JENELLE STEELE-ELKINS. AYES ALL, MOTION CARRIED.
- APPROVAL OF MINUTES:** COMMISSIONER DENNIS MAHONEY MADE THE MOTION TO ACCEPT THE FEBRUARY 8, 2016 MINUTES, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.
- CITIZENS COMMENTS:** NONE
- COMMUNICATIONS:** Director Robert Doran introduced Carolyn Ebert, newly appointed to the Owosso Historical Commission. All OHC members warmly welcomed her to the Commission.
- Director Robert Doran has been in contact with Janis Durham, a direct descendant of James Olive Curwood’s sister. She is sending the OHC a scrap book containing vintage family photos, many of Curwood.
- DIRECTORS REPORT:** DIRECTOR ROBERT DORAN DEFERRED DIRECTOR’S REPORT TO OLD AND NEW BUSINESS.
- OLD BUSINESS:** VOLUNTEERS DATABASE: Director Doran again stressed the importance of a volunteer program and database.

CASTLE CONCERT SERIES: First concert was artistically a resounding success. The Commission is looking forward to the next three concerts. The Eventbrite page that Commissioner Pidek created - www.historicowosso.eventbrite.com – is still live and selling tickets for the remaining three concerts, which are: March 26: Mandy & Nick; April 30: B Side Jeff Deason; May 21: Evening of Baroque Music – Harpsichord, Lute & Recorder

MADE IN OWOSSO EXHIBITION: Director Robert Doran indicated that preparation for the exhibition is in full swing, as he and his Made in Owosso Committee continue to work on this multi-faceted community project.

HISTORICAL ARCHITECT / ENGINEER FOR THE GOULD HOUSE: Director Doran updated the Commission on the continued search for a plan to renovate and restore the Gould House. Doran suggested that the Commission put the Gould House renovation on the “back burner” until after we complete some of the immediate projects, initiatives and exhibitions that are in the pipe line for the spring-summer-fall 2016 season. Given the scope of a full scale renovation and restoration – cost, time, preparation, community support, historical accuracy and integrity – he suggested that a community wide effort is needed to tackle a project of this magnitude. The Commission agreed. We will return our attention to this project in January, 2017.

CURWOOD CABIN: UPDATE: A site for the cabin – directly to the north of Curwood Castle – has been chosen. Director Doran indicated that an historical architect has been selected to assist with the move. The architect will assess the cabin – including some minor rotting wood and the chinking – and will recommend a historically accurate foundation at Curwood Castle Park. Director Doran also indicated that he has been in contact with the same log construction specialist who replaced logs in the Comstock Pioneer Cabin and timber in Curwood Castle. The contractor is excited to work with us on this project.

OIL PAINTINGS IN THE CASTLE UPDATE: Director Doran indicated that after an extensive search effort, a conservation specialist has been contacted and is coming to the Castle to professionally test and assess all the paintings. Doran will present her findings at the next OHC meeting.

NEW SECURITY SYSTEM AT THE CASTLE: Director Doran indicated that an improved security system had been successfully installed at the Castle. The Castle now has five security cameras. Three interior – inside the front door, in the lower level and in the third floor turret; and two exterior – one looking out the front door and one on the north side of the Castle aimed at the new site of the Houghton Lake Curwood Cabin. All are attached to a 24/7 surveillance system, located in the Castle.

COMMISSIONER DENNIS MAHONEY MADE THE MOTION TO ACCEPT THE INVOICE FROM SECURITY ALARM OF \$1,271.00 FOR THE INSTALLATION OF THE NEW SECURITY SYSTEM, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.

NON PROFIT GROUP SUSTAINIBILITY AND CAPACITY BUILDING: The Commission agreed to one more meeting with Tom Williams from the Non Profit Group to discuss the importance of building a strong internal board structure. We will then complete Phase I of the facilitated dialog process with a final meeting at City Hall.

NEW BUSINESS:

COMMITTEES: The OHC has decided to create and implement these committees with the following commissioners acting as committee chairs:

MERCHANDISING:	Commissioner Tracey Peltier
VOLUNTEERS:	Chair Elaine Greenway
EDUCATION:	Commissioner Jenelle Steele- Elkins
MARKETING & SOCIAL MEDIA	Commissioner Nick Pidek
FUNDRAISING:	Commissioners Dennis Mahoney and Chris Eveleth.
FACILITIES & GARDENS:	Commissioners Jennifer Mahoney, Carolyn Ebert and Robert Brockway.
EXHIBITIONS, ACQUISITIONS & EVENTS:	Director Robert Doran

As the Commission settles into the new committee structure, appropriate changes will be implemented as we grow into our new roles. The new Committee Chairs will make presentations at the April 11 OHC Meeting.

CHAIRS AT THE CASTLE: Two oversized chairs at Curwood Castle will be restored and covered by Melco Interiors, at a cost of \$1,065.30.

COMMISSIONER JENNIFER MAHONEY MADE THE MOTION TO HAVE THE CHAIRS RESTORED AND COVERED, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.

JOB DESCRIPTION OF THE PROPOSED HEAD DOCENT POSITION WAS SHARED AND DISCUSSED WITH THE COMMISION.

CASTLE SOUVENIER SHOP / CASH REGISTER: In her new role as Committee Chair of Merchandising, Commissioner Tracey Peltier will now take on the management of this initiative.

MOVE MOVIE EXHIBITION FROM THE GOULD HOUSE TO CURWOOD CASTLE: It was discussed that we should move the Curwood Movie exhibition from the Gould House, where it was curated for last year's home tour, to Curwood Castle. Due to the unreliable physical state of

the Gould House it was agreed that many more people would be able to enjoy the exhibition if placed at the Castle. The exhibition will be moved in time for the Curwood Festival, which is the first weekend in June. Also the framing and placement in the Castle of one oversized poster was discussed to augment the exhibition. **COMMISSIONER JENNIFER MAHONEY MADE THE MOTION TO HAVE THE OVERSIZED POSTER FRAMED, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.**

FUNDRAISING: In their new roles as Co-Chairs of the Fundraising Committee, Commissioners Dennis Mahoney and Chris Eveleth will now take on the management of this initiative.

NEW SECURITY SYSTEMS FOR THE PAYMASTER BUILDING AND THE COMSTOCK CABIN: A security system has been installed in the Paymaster Building, and pending updated electrical, will be installed in the Comstock Cabin. **COMMISSIONER DENNIS MAHONEY MADE THE MOTION TO ACCEPT THE INVOICE FROM SECURITY ALARM OF \$199.00 FOR THE INSTALLATION OF THE NEW SECURITY SYSTEM AT THE WOODARD PAYMASTER BUILDING, AND UPON INSTALATION \$199.00 FOR THE NEW SECURITY SYSTEM AT THE COMSTOCK PIONEER CABIN; WITH A MONTHLY MONOTORING FEE OF \$29 PER MONTH AT EACH LOCATION. SECONDED BY COMMISSIONER TRACEY PELTIER. AYES ALL, MOTION CARRIED.**

2016 HOME TOUR: Chair Elaine Greenway started a discussion regarding some of the steps and initiatives that need to begin pending the next regular meeting of the OHC. Some of these included a presentation to prospective homeowners in order to secure homes – specifically Woodard Homes, reviewing the homeowner contract, creation of rack cards for Welcome Centers, volunteers, forming a Home Tour Committee, etc.

CITIZEN COMMENTS:

NONE

ADJOURN:

COMMISSIONER JENELLE STEELE-ELKINS MADE THE MOTION TO ADJOURN AT 8:45 P.M., SUPPORTED BY COMMISSIONER TRACEY PELTIER. AYES ALL, MOTION CARRIED