

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
TUESDAY, FEBRUARY 21, 2017  
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 FEBRUARY 6, 2017:**

**ADDRESSING THE CITY COUNCIL**

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**

**CONSENT AGENDA**

1. Mid-Michigan Custom Car Show Permission. Approve application of Andy Genovese on behalf of the Mid-Michigan Custom Car Show for use of Washington Street from Main Street to Mason Street and Exchange Street from Water Street to Park Street from 7:00am to 6:00pm on Sunday, May 21, 2017 for the Mid-Michigan Custom Car Show and authorize Traffic Control Order No. 1366 formalizing the request.

2. Amendment No. 1 to Addendum No. 2 – Collection System SAW Grant. Authorize Amendment No. 1 to Addendum No. 2 to the City’s contract with Orchard Hiltz and McCliment for additional professional services related to the Water Reliability Study component of the SAW Grant for the collection system in an amount not to exceed \$19,200.00 and further authorize payment for the additional services up to the not to exceed amount upon satisfactory completion of the work requested.
3. Warrant No. 538. Authorize Warrant No. 538 as follows:

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Michigan Municipal League Worker’s Compensation Fund	Fourth installment for FY 16/17	Various	\$20,060.00
Logicalis, Inc.	Network engineering for January 2017	General/ Filtration	\$ 6,272.00
Safebuilt, Inc.	Building department services- January 2017	General	\$10,740.00
William C. Brown, P.C.	Professional services- January 10, 2017 – February 13, 2017	General	\$ 7,829.12

3. Check Register—January 2017. Affirm check disbursements totaling \$1,808,838.79 for the month of January 2017.

**ITEMS OF BUSINESS**

None.

**COMMUNICATIONS**

1. Larry D. Cook City Assessor. March Board of Review – Assessment Changes.
2. N. Bradley Hissong, Building Official. January 2017 Building Department Report.
3. N. Bradley Hissong Building Official. January 2017 Code Violations Report.
4. Kevin D. Lenkart, Public Safety Director. January 2017 Police Report.
5. Kevin D. Lenkart, Public Safety Director. January 2017 Fire Report.
6. Planning Commission. Minutes of January 23, 2017.
7. Parks & Recreation Commission. Minutes of January 24, 2017.

**CITIZEN COMMENTS AND QUESTIONS**

**NEXT MEETING**

Monday, March 06, 2017

**BOARDS AND COMMISSIONS OPENINGS**

Building Board of Appeals - term expires June 30, 2019  
 Building Board of Appeals – Alternate - term expires June 30, 2018  
 Parks & Recreation Commission – 2 terms expiring June 30, 2017  
 Parks & Recreation Commission – 2 terms expiring 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](mailto:city.clerk@ci.owosso.mi.us). The City of Owosso Website address is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MINUTES OF FEBRUARY 6, 2017  
7:30 P.M.**

**PRESIDING OFFICER:** MAYOR CHRISTOPHER T. EVELETH

**OPENING PRAYER:** PASTOR MARLENE WEBSTER  
CITY CHURCH

**PLEDGE OF ALLEGIANCE:** AMANDA, LEADERSHIP SHIAWASSEE CANDIDATE

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

**ABSENT:** Councilmember Loreen F. Bailey.

**APPROVE AGENDA**

Motion by Councilmember Fox to approve the agenda as presented.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF JANUARY 17, 2017**

Motion by Councilmember Greenway to approve the Minutes of the Regular Meeting of January 17, 2017 as presented.

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

**APPROVAL OF THE MINUTES OF 5th MONDAY MEETING OF JANUARY 30, 2017**

Motion by Councilmember Fox to approve the Minutes of the 5<sup>th</sup> Monday Meeting of January 30, 2017 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

**Special Assessment District No. 2017-01 - Oliver Street from Washington Street to Oak Street**

A public hearing was conducted to receive citizen comment regarding Resolution No. 3 for Special Assessment District No. 2017-01 for the proposed reconstruction of Oliver Street from Washington Street to Oak Street.

There were no citizen comments received prior to the meeting.

The following person addressed the Council during the hearing regarding the proposed project:

Cheryl Paez, 503 E. Oliver Street, had questions about the changes being proposed for the street as well as what was happening with the street bond. City Engineer Randy J. Chesney indicated the street will be widened slightly to accommodate the addition of bike lanes and the existing watermain will be moved from under the street to the right-of-way necessitating new sidewalks. The new street will be built according to the MDOT guidelines for streets with similar traffic flows. He went on to say that despite the extensive work being proposed residents along the street will only be assessed approximately 40% of the cost of the top four inches of pavement to keep the assessments in line with that of other assessments for residential streets.

Mayor Eveleth expanded on Mr. Chesney's comments saying that the City would typically cover 60% of the cost but because this is an arterial street residents are charged less than the full 40%, in this case much less. He went on to say that the funds raised by the recent bond approval will be used to cover the city portion of street projects.

Councilmember Fox indicated it has been some time since major work has been done to the street and said he will be happy to accept his assessment in exchange for the new street.

Motion by Councilmember Fox to approve the following resolution authorizing the City to proceed with Special Assessment District No. 2017-01, Oliver Street from Washington Street to Oak Street for street reconstruction:

**RESOLUTION NO. 17-2017**

**ESTABLISHING SPECIAL ASSESSMENT DISTRICT NO. 2017-01  
AND AUTHORIZING THE PROJECT TO RECONSTRUCT OLIVER STREET,  
FROM WASHINGTON STREET TO OAK STREET**

WHEREAS, the City Council, after due and legal notice, has met and having heard all interested persons to be affected by the proposed public improvement more particularly hereinafter described; and

WHEREAS, the City Council deems it advisable and necessary to proceed with said public improvement as more particularly hereinafter described.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines to make and proceed with the following described public improvement and to defray a part or the whole cost, as more particularly hereinafter provided, by special assessment upon the property specially benefited: Oliver Street, Public Street, from Washington Street to Oak Street
2. The City Council hereby approves the plans for the aforesaid public improvement as prepared and presented by the City Manager and determines the estimated cost of said public improvement to be \$1,405,600.00 and approves said estimated cost and determines that the estimated life of said public improvement is twenty (20) years.
3. The City Council determines that of said total estimated cost, the sum of \$97,051.68 be paid by special assessment upon the property specially benefited, as more particularly hereinafter described.
4. The City Council hereby designates the following described property as the special assessment district upon which the special assessment shall be levied: Oliver Street, Public Street, from Washington Street to Oak Street for street reconstruction.

5. The City Assessor shall prepare a special assessment roll including all lots and parcels of land within the special assessment district herein designated, and the Assessor shall assess to each such lot or parcel of land such relative portion of the whole sum to be levied against all lands in the special assessment district as the benefit to such lot or parcel of land bears to the total benefits to all lands in such district.

When the Assessor shall have completed the assessment roll, he shall file the special assessment roll with the City Clerk for presentation to the City Council.

Motion supported by Councilmember Teich.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Bailey.

### **CITIZEN COMMENTS AND QUESTIONS**

Sheriff Brian BeGole introduced himself to the Council and detailed the recent activities of his office including efforts to establish better working relationships with county and local governments, finalizing the design of the new 911 dispatch center, sharing resources with local municipalities, and resuming animal control services to cities. Mayor Eveleth thanked the Sheriff for the great spirit of cooperation.

County Commissioner Dan McMaster updated the Council on recent activities at the County, saying the Planning Commission is currently reviewing the County's zoning ordinances as they relate to the installation and operation of wind turbines, debate over the cost of the proposed 911 dispatch center, and the new spirit of cooperation at the county level. Mayor Eveleth and Councilmember Fox inquired about the sources of funding for the proposed dispatch center. Commissioner McMaster indicated he hoped such questions would be answered next week.

Eddie Urban, 601 Glenwood Avenue, said he likes the new sheriff.

Gordon Pennington, 417 E. Oliver Street, commented on his concerns with the changes to Oliver Street that will be made when the street is reconstructed, saying it will increase speeding. He asked Council to look into whether the street should be widened.

Councilmember Fox said he would like to hold a joint meeting with neighboring jurisdictions to discuss possible areas of cooperation. He asked the City Manager to reach out to neighboring jurisdictions and determine a date and time for the meeting. City Manager Crawford indicated that such meetings used to be held regularly in the past and something similar could be done again.

### **CITY MANAGER REPORT**

City Manager Donald D. Crawford detailed the latest Project Status Report for the Council.

Councilmember Fox asked for an update on the status of the skate park. Assistant City Manager Montenegro said a meeting to develop a fund raising strategy will be held tomorrow night.

Councilmember Fox left the meeting at 8:17 p.m. due to a family emergency.

Councilmember Law inquired about the I69 Corridor Authority and its relationship with and cost to the City. City Manager Crawford noted that it was created to assist economic development and the cost of participation is covered by the SEDP.

City Manager Crawford addressed a question raised by Councilmember Fox a while back regarding a \$200 filing fee to appeal an inspection saying he had been given only a portion of the pertinent information.

## **CONSENT AGENDA**

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

**Change Order No. 1 — Former Eastside Cleaners Vapor Barrier Installation Contract.** Approve Change Order No. 1 to the Former Eastside Cleaners Vapor Barrier Installation Contract with TSP Services, Inc. dba TSP Environmental for heated transport of the vapor barrier for the future Qdoba site in the amount of \$595.00, and approve payment up to the contract amount including Change Order No. 1 as detailed below:

### **RESOLUTION NO. 18-2017**

#### **AUTHORIZING CHANGE ORDER NO. 1 TO THE CONTRACT WITH TSP SERVICES, INC., D/B/A TSP ENVIRONMENTAL FOR THE FORMER EASTSIDE CLEANERS VAPOR BARRIER INSTALLATION**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with TSP Services, Inc., dba TSP Environmental on October 3, 2016 for vapor barrier installation at the former Eastside Cleaners site; and

WHEREAS, TSP Services, Inc., dba TSP Environmental has requested a change order to cover the cost of insulated transportation of the vapor barrier; and

WHEREAS, the City has entered into a contract with the Michigan Department of Environmental Quality (MDEQ) and will use grant and loan funds in connection with the established District # 16 Qdoba Brownfield plan to cover the additional expense.

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

FIRST: The City of Owosso amends the contract with TSP Services, Inc., dba TSP Environmental to include charges for the insulated transportation of the vapor barrier.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Exhibit B, Contract Change Order No. 1 to the Contract for Services between the City of Owosso and TSP Services, Inc., dba TSP Environmental, increasing the total amount by \$595.00.

THIRD: The accounts payable department is authorized to pay TSP Services, Inc., dba TSP Environmental for work satisfactorily completed up to the amount of the contract including Change Order No. 1.

FOURTH: The above expenses shall be paid from a combination of MDEQ grant and loan funds, account No. 276-901-965.000 and 276-000-120.040 as appropriated.

**Change Order No. 2 — Former Eastside Cleaners Excavation Shoring Installation Contract.**

Approve Change Order No. 2 to the Former Eastside Cleaners Excavation Shoring Installation Contract with ASI Environmental Technologies for additional remediation work performed at the future Qdoba site in the amount of \$143,500.86, and approve payment up to the contract amount including Change Order Nos. 1 & 2 as follows:

**RESOLUTION NO. 19-2017**

**AUTHORIZING CHANGE ORDER NO. 2  
TO THE CONTRACT WITH  
ENVIRONMENTAL ADVISORY SERVICES, INC., D/B/A ASI ENVIRONMENTAL TECHNOLOGIES  
FOR THE FORMER EASTSIDE CLEANERS EXCAVATION SHORING INSTALLATION**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with Environmental Advisory Services, Inc. dba ASI Environmental Technologies on May 16, 2016 for shoring and excavation installation at the former Eastside Cleaners site; and

WHEREAS, the City approved Change Order No. 1 to the contract on December 19, 2016; and

WHEREAS, the City has requested additional work from ASI Environmental Technologies due to conditions found in the field; and

WHEREAS, the City has entered into a contract with the Michigan Department of Environmental Quality (MDEQ) and will use grant and loan funds in connection with the established District # 16 Qdoba Brownfield plan to cover the additional costs.

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

- FIRST: The City of Owosso amends the Former Eastside Cleaners Excavation Shoring Installation contract with Environmental Advisory Services, Inc. dba ASI Environmental Technologies to include additional work.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Exhibit B, Contract Change Order No. 2 to the Contract for Services between the City of Owosso and Environmental Advisory Services, Inc. ASI Environmental Technologies, increasing the total amount by \$143,500.86.
- THIRD: The accounts payable department is authorized to pay ASI Environmental Technologies for work satisfactorily completed up to the amount of the contract including Change Order Nos. 1 & 2.
- FOURTH: The above expenses shall be paid from a combination of MDEQ grant and loan funds, account No. 276-901-965.000 and 276-000-120.040 as appropriated.

**MDOT Cost Agreement No. 16-5565 for Oliver Street Reconstruction, Phase 1.** Authorize execution of MDOT Cost Agreement No. 16-5565 for the reconstruction of Oliver Street from Washington Street to Oak Street as detailed:

**RESOLUTION NO. 20-2017**

**RESOLUTION AUTHORIZING EXECUTION OF MDOT COST AGREEMENT FOR  
THE RECONSTRUCTION OF OLIVER STREET  
FROM WASHINGTON STREET EASTERLY TO OAK STREET**



WHEREAS, Oliver Street, from Washington Street to Oak Street, is a part of the National Functional Classification Road system; and

WHEREAS, the City is required to provide a safe and expedient road system for users which requires proper maintenance of the roadway; and

WHEREAS, this maintenance is costly and requires additional sources of funds beyond the state of Michigan's regular allocation of Public Act 51 funds; and

WHEREAS, the City is approved to receive Federal Small Urban Program Funds, administered by the Michigan Department of Transportation, to assist in the reconstruction of this road; and

WHEREAS, after review, City staff recommends approval of MDOT Cost Agreement No. 16-5565 for the proposed work along Oliver Street from Washington Street easterly to Oak Street; including hot mix asphalt paving, intersection improvements, storm drainage, concrete curb and gutter, concrete sidewalk and ramp, permanent signing, and pavement marking work all together with necessary related work (referred to as the "project"); and

WHEREAS, the Michigan Department of Transportation requires the City of Owosso adopt a resolution further indicating its willingness to participate in the project as set forth in the agreement.

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to approve MDOT Contract No. 16-5565 for the proposed improvements to Oliver Street, from Washington Street easterly to Oak Street.
- SECOND: The City of Owosso is willing to participate in the project and cost as illustrated within said contract.
- THIRD: The Mayor and City Clerk are hereby authorized to sign the Agreement as attached.
- FOURTH: The City Council hereby directs staff to allocate \$1,030,600.00 from the 2016 Unlimited Obligation Bond Proceeds Fund, Water Fund, and other funds as appropriate; and approves payment for services upon completion, or as otherwise request by the State, in accordance with the contract.
- FIFTH: the City Manager is directed to proceed with the project.

**Warrant No. 537.** Authorize Warrant No. 537 as follows:

Vendor	Description	Fund	Amount
Huron & Eastern Railway Company Inc	Annual maintenance of active traffic control devises	Major Streets	\$ 8,254.00

Motion supported by Councilmember Greenway.

Roll Call Vote.

- AYES: Councilmembers Teich, Greenway, Law, Mayor Pro-Tem Osika, and Mayor Eveleth.
- NAYS: None.
- ABSENT: Councilmembers Bailey and Fox.

**ITEMS OF BUSINESS**

**Water and Wastewater Systems Overview**

Director of Public Services Chinavare distributed information to Council and presented an overview of both the water and wastewater systems. On the water side he noted the need to improve the output of the City’s wells and to replace the old water metering system. The wastewater system has some more serious concerns requiring adjustments to the treatment process and plant as well as a comprehensive effort to reduce sanitary sewer overflows into the river during heavy rain events.

Mayor Eveleth noted that the water and sewer systems were the City’s most vital infrastructures and it was essential they be maintained. He inquired about the funding required for the noted fixes. Mr. Chinavare indicated that there were sufficient reserves and contingency funds but the new water metering system would probably require some debt to purchase.

**COMMUNICATIONS**

K. Woodbury, Parks & Recreation Commission. Letter of Resignation.  
Historical Commission. Minutes of November 14, 2016.  
Downtown Development Authority/Main Street. Minutes of January 4, 2017.  
Zoning Board of Appeals. Minutes of January 11, 2017.

**CITIZEN COMMENTS AND QUESTIONS**

Eddie Urban, 601 Glenwood Avenue, commented on the idea of getting a group of residents together to attend meetings.

Gordon Pennington, 417 E. Oliver Street, greeted the Council on behalf of Representative John Moolenaar. Mr. Pennington had recently spent time with the Representative and his staff in Washington, DC during which Rep. Moolenaar sent his greetings and invited the Council to visit his office and tour of the capital.

**NEXT MEETING**

Tuesday, February 21, 2017

**BOARDS AND COMMISSIONS OPENINGS**

Building Board of Appeals – Alternate - term expires June 30, 2018  
Parks & Recreation Commission – term expires June 30, 2017  
Parks & Recreation Commission – term expires June 30, 2018

**ADJOURNMENT**

Motion by Councilmember Greenway for adjournment at 8:51 p.m.

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

\_\_\_\_\_  
Christopher T. Eveleth, Mayor

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



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

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# *MEMORANDUM*

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DATE: February 6, 2017  
TO: City Council  
FROM: Kevin Lenkart  
Director of Public Safety  
RE: Traffic Control Order #1366

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Andy Genovese proposes the use of the following streets for the 10<sup>th</sup> Annual Mid-Michigan Custom Car Show:

Washington Street (M-21 and Mason) and Exchange Street (Water and Park)

**Date:** Sunday, May 21, 2017

**Time:** 7:00am until 6:00 pm

The Public Safety Department has issued Traffic Control Order No. 1366 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.	DATE	TIME
1366	2/6/17	9:00 am

**REQUESTED BY**

Kevin Lenkart – Director of Public Safety

**TYPE OF CONTROL**

Street Closure

**LOCATION OF CONTROL**

Washington Street (M-21 and Mason) and Exchange Street (Water and Park)

**EVENT: 10<sup>th</sup> Annual Mid-Michigan Custom Car Show**

May 21, 2017  
7:00 am until 6:00 pm

**APPROVED BY COUNCIL**

\_\_\_\_\_, 20\_\_\_\_

**REMARKS**



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

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

The request for use of the parking lots, parade, or similar event shall be submitted to the Director of Public Safety not less than 14 days or more than 120 days before the date for which the use is requested.

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

Name of individual or group: 10th Annual Mid Michigan Custom Car Show Date: 2-1-17.

Primary Contact Person Name: Andy Genovese Title: Organizer Address: 1370 W. North St Owosso, Mi 48867 Phone: 989-6660-3107.

Requested Date(s): Sunday, May 21, 2017 Requested Hours: 7am - 6pm

Area Requested (Parking Lot - Parade Route): Washington St. (M-21 - Mason) Exchange St. (Water - Park)

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

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

Do Not Write Below This Line - For Officials Use Only

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

## **Mid-Michigan Custom Car Show Rules & Regulations**

**No alcoholic beverages will be permitted.  
Violators may be removed from the premises.**

Car Show registrations must be completed between 9:00am and 12:00pm.

All Vehicles will be classified by the owner at the time of registration; please look closely at the Registration Form for the place to choose the class you would like to enter your car, truck, or bike into for judging.

Judging will begin at 12:00 sharp; please have vehicle ready to be judged.

Vehicle Registration Sheets must be displayed on all vehicles in the dash area; vehicles without entry cards will NOT be judged!

Car Show awards will include Top 3 in Class, plus one Best of Show and Best Club ALL cars registered for the show are eligible for the "Best of Show" trophy. The winner of "Best in Show" is not eligible for other awards.

No vehicles will be moved once they are parked, unless a staff member asks specifically for a vehicle to be moved. This is for safety reasons with the people/children present at the show.

Judges must have access to all areas of the vehicle, including the trunk, interior, or engine compartment if the participant wishes to be judged for that area. Judges are not to touch or open any areas of the vehicle to complete their judging duties, so please have all areas accessible to the judges during that time.

It is suggested that you be available to the judges during the time that your vehicle is being evaluated. They may have questions for you, or may need your assistance with your vehicle. However, it is NOT required that you talk to the judge unless he/she requests it.

All vehicles must remain in the show area during the event hours of 9:00-6:00pm. **WINNERS MUST BE PRESENT TO WIN.** If you leave early from the event, you may forfeit your show position, and may not receive the award for your class. No entry fees will be refunded.

Judges Decisions are final. Revisions will not be made to judging sheets. Tie-breakers will be decided by the head judge after a short re-evaluation of details.

**The City of Owosso reserves the right to enforce any and all City rules & regulations in addition to these.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/21/2017

**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).**

<b>PRODUCER</b>  <b>AL SHATTUCK</b> <b>111 N HICKORY ST</b> <b>OWOSSO MI 48867</b>	<b>CONTACT NAME: BOBBI YERIAN</b> <b>PHONE (A/C No. Ext): (989)723-3232</b> <b>FAX (A/C No.): (989)725-5392</b> <b>E-MAIL ADDRESS: BOBBI@ALSHATTUCK.COM</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A - State Farm Fire and Casualty Company</td> <td style="text-align: center;">28148</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A - State Farm Fire and Casualty Company	28148	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
<b>INSURED</b>  <b>ANDREW GENOVESE</b> <b>1370 W NORTH ST</b> <b>OWOSSO MI 48867</b>															

**COVERAGES      CERTIFICATE NUMBER:      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.**

MSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	REV'D	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>PERSONAL LIABILITY</b>  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:			<b>22-BQ-V181-3</b>	<b>03/28/2017</b>	<b>03/28/2018</b>	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

OPERATIONS: CAR SHOW

LOCATION: CITY OF OWOSSO  
INCLUDING EXCHANGE STREET BETWEEN WATER & PARK STREETS  
WASHINGTON STREET BETWEEN MAIN & MASON STREETS

<b>CERTIFICATE HOLDER</b>  <b>CITY OF OWOSSO</b> <b>301 W MAIN ST</b> <b>OWOSSO MI 48867</b>	<b>CANCELLATION</b>  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 
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## MEMORANDUM

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

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**DATE:** February 16, 2017

**TO:** City Council

**FROM:** Glenn M. Chinavare, Utility Director

**SUBJECT:** Water Reliability Study & General Plan Support Services - Sole Source Professional Services Agreement

### RECOMMENDATION:

Authorization and approval to amend the professional service agreement with Orchard, Hiltz, and McClement (OHM) of Livonia, Michigan, for engineering services to complete the Water Reliability Study and General Plan, as directed by the Michigan Department of Environmental Quality (MDEQ).

### BACKGROUND:

These additional services are required to assist city staff in completing Tasks 2 and 3 of the original scope of services dated February 1, 2016, which include GIS database development and final reporting to the MDEQ. In addition, Task 4 components will require additional analysis and calibrations due to alternate fire flow modeling parameters requested.

### FISCAL IMPACTS:

The additional services proposed are a not-to-exceed \$19,200.00, which will increase the existing OHM professional services agreement on Purchase Order No. 000041952, from \$38,950.00 to \$58,150.00.

Funds are available in the FY2016/2017 Water Utility Budget for these expenses.

### Document originated by:

Glenn M. Chinavare, Utility Director

Attachments: (1) OHM Proposal



**RESOLUTION NO.**

**AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1-2 TO ADDENDUM NO. 2 OF  
AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES  
WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors on April 6, 2015 to provide engineering related services necessary to complete the activities required by the SAW Grant for the collection system; and

WHEREAS, the city and utility director desire to expand the contract to include additional services for completing GIS database development, modeling and calibration services, and assembly of the MDEQ final report and analysis as required for the Water Reliability Study and General Plan as outlined in 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 amend Addendum No. 2 to the contract with Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors approved by Resolution 26-2015 on April 6, 2015, to include additional services for the completion of Tasks 2, 3, and 4 for GIS database development, final report analysis for MDEQ, and modeling and calibration services, as required by the Michigan Department of Environmental Quality for completion of the Reliability Study and General Plan, to be known as Amendment No. 1-2.
- SECOND: The accounts payable department is authorized to submit payment to OHM Advisors for professional services, up to and including Amendment No. 1-2 to Addendum No. 2, in an amount not to exceed \$58,150.00 for engineering services to complete the Water Reliability Study and General Plan.
- THIRD: The above expenses shall be paid from the water fund account 591-553-818000.

**AMENDMENT NO. 1-2 TO  
ADDENDUM NO. 2, WATER RELIABILITY STUDY,  
OF THE AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES WITH  
ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS  
AMENDING TASKS 2, 3, AND 4**

This amendment, consisting of 5 pages including this signature page, is attached and made part of Addendum No. 2, Water Reliability Study, of the agreement for professional engineering services dated April 6, 2015 between the city of Owosso, Michigan (City) and Orchard, Hiltz & McCliment d/b/a OHM Advisors (Engineer), to be known as Amendment No. 1-2.

For the Engineer:

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

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

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

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

Executed: \_\_\_\_\_, 2017

For the City:

By: \_\_\_\_\_  
Christopher T. Eveleth, Mayor

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

Executed: \_\_\_\_\_, 2017

February 7, 2017

**City of Owosso**  
301 West Main Street  
Owosso, Michigan 48867

Attention: **Mr. Glenn Chinavare**  
Utilities Director

Regarding: **Water Reliability Study & General Plan Support Services**  
Scope of Engineering Services

Dear Mr. Chinavare,

Thank you for the opportunity to submit this proposal for your review and consideration. OHM Advisors is pleased to submit this proposal for engineering services to support your Water Reliability Study and General Plan for the City of Owosso. We have prepared the following project understanding and scope of services based on our previous discussions.

### **PROJECT UNDERSTANDING**

The MDEQ has requested that a Water Reliability Study and General Plan be performed by the City. The Water Reliability Study must include the items listed under Part 12, Reliability, R 325.11203 and R 325.11204 of the Michigan Safe Drinking Water Act (Act 399) and also include Part 16, General Plans R 325.11604 through R 325.11606.

The Reliability Study portion focuses on planning items including population and water demands for three separate planning periods (existing, 5-year and 20-year). Average day, maximum day and peak hour water demand must be calculated for the three planning periods. In addition, fire protection needs (typically based on zoning) must be identified. The Reliability Study also documents the capacity of the existing water source (well supply), treatment, pumping and compares that capacity to the existing and future needs of the system.

The General Plan includes the hydraulic analysis of the system as well as the Capital Improvement Plan. The hydraulic analysis must include creation of pressure contour maps for the various water demand conditions for the three planning periods. Available fire protection must also be provided. In addition, a comprehensive map of the system showing service boundaries, location of water system components, water main size, material, age and the location of hydrants and valves must be shown. The final component of the General Plan is the Capital Improvement Plan. The Capital Improvement Plan must identify necessary system improvements for the 5-year and 20-year planning periods.



In an earlier effort and associated proposal, OHM assisted Owosso with compliance with several of the above-stated requirements. Owosso expressed interest in further assistance with the remaining tasks as outlined in the Scope of Services section of this proposal.

## **SCOPE OF SERVICE**

### **Task 1: Capital Improvement Plan Development (CITY)**

The Capital Improvement Plan is expected to include a variety of recommended improvements such as upgrade of undersized water mains for desired fire protection, new water main to loop dead ends and potentially upgrades of the well supply, treatment or storage components. Once the improvements have been selected, the City will include an opinion of probable cost for those selected improvements and a suggested timeline for its construction. A 5-year and 20-year Capital Improvement Plan is required as part of a Water Reliability Study.

#### **CITY Deliverables:**

- Description of recommended improvement (5 year and 20 year)
- Cost opinion of recommended improvement (5 year and 20 year)
- Timeframe for implementation of improvements (5 year and 20 year)

### **Task 2: GIS Development**

OHM understands that the information as provided by the City is lacking pipe material and age. With the help of City staff, the updated GIS database will be appended to include the water main material and age. In addition, OHM will update the existing Available Fire Flow map to illustrate a 1000-ft radius around locations that returned available fire flows less than 500 gallons per minute (gpm) in the calibrated model. Finally, the maximum available fire protection capacity approximation in the fire protection map will be limited to 3,500 gpm, as per directive from Owosso staff.

Specific work efforts include the following:

- ▼ Attribute features stated above with the help of city staff
- ▼ Updating the existing Available Fire Flow map to illustrate a 1,000-foot available fire flow radius around model nodes that showed fire protection modeled capacity to be lower than 500 gpm. Also, limit fire protection capacity approximation in the fire protection capacity maps to a maximum of 3,500 gpm.

#### **OHM Deliverables:**

- ESRI Local Government Schema Geodatabase containing the water utility dataset
- Water utility system map set

### **Task 3: Water Reliability Study Report, General Plan, and Water Shortage Response Plan for Emergencies**

OHM will create a Water Reliability Study and General Plan Report for the City of Owosso. The MDEQ Approved Water Shortage Response Plan that the City had submitted to the MDEQ will be included as an Appendix in the General Plan Report. The Reports will summarize the findings of the analysis, and include the following:



1. The Capital Improvement Plan
2. **CITY to Provide:** Facility Conditions: Wells, Treatment Plant, Pump Station – capacity vs. max flows, condition, and backup power (generators) as well as a listing of CIP improvement needs (see Task 1)
3. Water Shortage Response Plan
4. General Plan Map

**OHM Deliverables:**

- The Final Report
- General Plan

It is assumed that the City will provide the Facility Conditions (list item 2 above) in a spreadsheet table format, listing each facility component, their condition, capacity vs. max flows, and backup power.

**SCHEDULE**

The project will begin within one week of authorization and will be completed by March 17, 2017 provided authorization is given and requested information is received by February 17, 2017.

**COMPENSATION**

The services outlined above will be performed on an hourly basis in accordance with the existing agreement for the not-to-exceed amount of nineteen-thousand two-hundred dollars (\$19,200). This amount is based on the assumptions listed below. The City will be invoiced for services on a monthly basis. The estimated budget breakdown is as follows:

Task 2 - GIS Development (material and age attributes; mapping updates)	\$8,800
Task 3 - Water Reliability Study Report, General Plan, and Water Shortage Response Plan	\$3,000
Inclusive - Additional work completed to date (re-modeling, meetings, extended schedule)	\$7,400
<b>Total</b>	<b><u>\$19,200</u></b>

**FURTHER CLARIFICATIONS AND ASSUMPTIONS**

The above-listed scope of services was prepared with the following assumptions:

1. The City will support system information needs (material, age, etc.)
2. The City will provide details in a spreadsheet table format about their facility conditions: wells, treatment plant, pump station – capacity vs. max flows, condition, and backup power (generators)
3. The City will submit the requested information by February 17<sup>th</sup>, 2017 for a project completion date by March 17<sup>th</sup>, 2017



Should you find this agreement acceptable, please execute both copies and return one copy to us for our file. We look forward to providing professional services on this project. If you have any questions, please contact us.

Sincerely,  
OHM Advisors

A handwritten signature in black ink, appearing to read 'A. V. Wormer', written over a horizontal line.

Andrew VanWormer, P.E.  
Project Manager

Enclosure: *none*

cc: Murat Ulasir, OHM  
Susan Knepper, OHM  
File



## Warrant 538 February 14, 2017

Vendor	Description	Fund	Amount
Michigan Municipal League Worker's Compensation Fund	Fourth installment for FY 16/17	Various	\$20,060.00
Logicalis, Inc.	Network engineering for January 2017	General/ Filtration	\$ 6,272.00
Safebuilt, Inc.	Building department services- January 2017	General	\$10,740.00
William C. Brown, P.C.	Professional services- January 10, 2017 – February 13, 2017	General	\$ 7,829.12
		<b>Total</b>	<b>\$44,901.12</b>

CHECK REGISTER FOR CITY OF OWOSSO  
CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
01/06/2017	1	127876	AMERICAN SPEEDY PRINTING CENTERS	ASSESSING-PERSONAL TAX ENVELOPE PRINTING	\$ 40.00
01/06/2017	1	127877	KEITH A BAILEY	REIMBURSEMENT	\$ 28.11
01/06/2017	1	127878	BLUMERICH COMMUNICATIONS SERVICE, INC	OPD-REPAIRS	\$ 936.00
01/06/2017	1	127879	CITY OF OWOSSO	2016 WINTER TAXES	\$ 5,784.75
01/06/2017	1	127880	JUDY ELAINE CRAIG	COURIER SERVICES	\$ 171.00
01/06/2017	1	127881	D & D TRUCK & TRAILER PARTS	PARTS	\$ 216.51
01/06/2017	1	127882	DELTA FAMILY CLINIC SOUTH PC	PRE-EMPLOYMENT EXAM-LISA NATION	\$ 350.00
01/06/2017	1	127883	DURAND AUTO PARTS	FLEET-PARTS	\$ 228.78
01/06/2017	1	127884	FEDEX	WWTP-SHIPPING CHARGES	\$ 34.82
01/06/2017	1	127885	FISHER SCIENTIFIC CO.	WTP-PARTS	\$ 41.70
01/06/2017	1	127886	GENESEE COUNTY ASSOCIATION OF FIRE	YOUTH FIRE SETTER INTERVENTION-MATT HARVEY	\$ 50.00
01/06/2017	1	127887	H2O COMPLIANCE SERVICES INC	INSPECTION SERVICES FOR CROSS CONNECTION	\$ 698.75
01/06/2017	1	127888	HOME DEPOT CREDIT SERVICES	MATERIALS/SUPPLIES	\$ 463.72
01/06/2017	1	127889	INTERNATIONAL ASSO FOR PROPERTY AND EVIDENCE INC	2017 MEMBERSHIP-ERIC CHERRY	\$ 50.00
01/06/2017	1	127890	M-21 TOWING & RECOVERY	OPD-TOWING OF POLICE VEHICLE	\$ 90.00
01/06/2017	1	127891	MICHIGAN MUNICIPAL LEAGUE	CONTRIBUTIONS	\$ 119.23
01/06/2017	1	127892	MICHIGAN RURAL WATER ASSOCIATION	CITY OF OWOSSO MEMBERSHIP	\$ 387.50
01/06/2017	1	127893	MISDU	PAYROLL DEDUCTIONS	\$ 1,480.45
01/06/2017	1	127894	OFFICE DEPOT	SUPPLIES	\$ 46.68
01/06/2017	1	127895	OWOSSO CHARTER TOWNSHIP TREASURER	2016 WINTER TAXES	\$ 52.12
01/06/2017	1	127896	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTION-UNION DUES	\$ 854.25
01/06/2017	1	127897	PORTFOLIO RECOVERY ASSOCIATES LLC	PAYROLL DEDUCTION-GARNISHMENT	\$ 192.58
01/06/2017	1	127898	PUMMILL PRINT SERVICE LLC	ASSESSING-PERSONAL PROPERTY SETS	\$ 431.08
01/06/2017	1	127899	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES	\$ 7,078.18
01/06/2017	1	1833(A)	WILLIAM C BROWN, P C	PROFESSIONAL SERVICES	\$ 8,636.68
01/06/2017	1	1834(A)	C D W GOVERNMENT, INC.	PARTS	\$ 116.00
01/06/2017	1	1835(A)	FASTENAL COMPANY	PARTS	\$ 280.32
01/06/2017	1	1836(A)	GRAINGER, INC.	WTP-STAND PIPE MATERIALS	\$ 281.75
01/06/2017	1	1837(A)	HACH COMPANY	REPLACEMENT TURBIDITY METER	\$ 1,687.34
01/06/2017	1	1838(A)	LUDINGTON ELECTRIC, INC.	ELECTRICAL WORK	\$ 402.97
01/06/2017	1	1839(A)	O'REILLY AUTO PARTS	PARTS	\$ 419.90
01/06/2017	1	1840(A)	OFFICE SOURCE	SUPPLIES	\$ 86.25
01/06/2017	1	1841(A)	ORCHARD HILTZ & MCCLIMMENT INC	ENGINEERING SERVICES	\$ 46,067.00
01/06/2017	1	1842(A)	REEVES WHEEL ALIGNMENT, INC	PUBLIC SAFETY-VEHICLE REPAIRS	\$ 2,416.10
01/06/2017	1	1843(A)	REPUBLIC SERVICES #237	JAN 2017 REFUSE SERVICE	\$ 314.17
01/06/2017	1	1844(A)	S L H METALS INC	WTP-STAND PIPE MATERIALS	\$ 16.00
01/06/2017	1	1845(A)	STECHSCHULTE GAS & OIL, INC.	FUEL PE 12/31/16	\$ 4,606.01
01/19/2017	1	127900	AFLAC	AFLAC PREMIUM-PAYROLL DEDUCTION	\$ 391.34
01/19/2017	1	127901	ALL ABOUT ANIMALS	SPAY/NEUTER EVENT-PAID BY DONATIONS	\$ 83.00
01/19/2017	1	127902	H K ALLEN PAPER CO	SUPPLIES	\$ 275.50
01/19/2017	1	127903	BIO-SYSTEMS OF OH, LLC	WWTP-BIO BUG	\$ 569.10
01/19/2017	1	127904	BLUMERICH COMMUNICATIONS SERVICE, INC	OPD-REMOTE SPEAKERS (3)	\$ 407.91
01/19/2017	1	127905	CALEDONIA CHARTER TOWNSHIP	PAYMENT PER WATER DISTRICT AGREEMENT	\$ 21,864.57
01/19/2017	1	127906	CANNON ENGINEERING & EQUIPMENT CO	FLEET-#40 AND #311 INSPECTIONS	\$ 860.00
01/19/2017	1	127907	CONSTINE GRAVEL COMPANY	CLASS II SAND	\$ 997.15
01/19/2017	1	127908	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$ 40,330.20
01/19/2017	1	127909	VOID		VOID



Void Reason: Created From Check Run Process

01/19/2017	1	127910	DAYSTARR COMMUNICATIONS	FEB 2017-PHONE AND BROADBAND INTERNET	\$	990.80
01/19/2017	1	127911	DELTA FAMILY CLINIC SOUTH PC	PRE EMPLOYMENT TESTING-TANYA BUCKELEW	\$	350.00
01/19/2017	1	127912	JASON HALL	REIMBURSEMENT	\$	270.00
01/19/2017	1	127913	HAMMOND FARMS	BRUSH GRINDING AT AIKEN ROAD DUMP SITE	\$	4,500.00
01/19/2017	1	127914	INDEPENDENT NEWSPAPERS	HR-FINANCE DIRECTOR AD	\$	72.80
01/19/2017	1	127915	INTERNATIONAL ASSOCIATION OF CHIEFS	MEMBERSHIP-KEVIN LENKART	\$	150.00
01/19/2017	1	127916	KAR LABORATORIES INC	WASTEWATER ANALYSES	\$	195.00
01/19/2017	1	127917	AMY K KIRKLAND	REIMBURSEMENT	\$	112.68
01/19/2017	1	127918	MCLAREN RENTALS, INC.	WWTP-JACK HAMMER RENTAL	\$	43.20
01/19/2017	1	127919	MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS	MEMBERSHIPS-AMY KIRKLAND/ROXANE CRAMER	\$	120.00
01/19/2017	1	127920	MICHIGAN RURAL WATER ASSOCIATION	TRAFFIC CONTROL TRAINING-M WADEL/N GOOD	\$	410.00
01/19/2017	1	127921	MISDU	PAYROLL DEDUCTIONS	\$	1,480.45
01/19/2017	1	127922	SUSAN K MONTENEGRO	2017 MICHIGAN MUNICIPAL EXECUTIVES MEMBERSHIP	\$	110.00
01/19/2017	1	127923	NEXTEL COMMUNICATIONS	DECEMBER 2016-COMMUNICATION AND EQUIPMENT	\$	1,143.47
01/19/2017	1	127924	OFFICE DEPOT	SUPPLIES	\$	458.58
01/19/2017	1	127925	OWOSSO BOLT & BRASS CO	SUPPLIES	\$	6.52
01/19/2017	1	127926	OWOSSO-WATER FUND	WATER/SEWER BILLS	\$	3,369.10
01/19/2017	1	127927	PETTY CASH- CLERK'S OFFICE	PETTY CASH	\$	384.24
01/19/2017	1	127928	PORTFOLIO RECOVERY ASSOCIATES LLC	PAYROLL DEDUCTION-GARNISHMENT	\$	192.58
01/19/2017	1	127929	JACK D. AND JUDITH L. RAPPUHN	1281 HOLLY COURT PER FORBEARANCE AGREEMENT	\$	15,780.62
01/19/2017	1	127930	ROBERT W RENTSCHIER	MAYOR BEN FREDERICK PORTRAIT	\$	275.00
01/19/2017	1	127931	ROARING PENGUIN SOFTWARE INC	HOSTED SPAM FILTERING SERVICE-3 YRS	\$	1,470.40
01/19/2017	1	127932	SHIAWASSEE DISTRICT LIBRARY	SATA PAYROLL SERVICES	\$	541.35
01/19/2017	1	127933	SHIAWASSEE FAMILY YMCA	MEMBERSHIPS-PAYROLL DEDUCTION	\$	219.00
01/19/2017	1	127934	SOUTHSIDE CAR WASH	OPD-CAR WASHES	\$	251.00
01/19/2017	1	127935	STAPLES ADVANTAGE	SUPPLIES	\$	133.16
01/19/2017	1	127936	STATE OF MICHIGAN	STATE OF MI WITHHOLDING TAX	\$	13,493.45
01/19/2017	1	127937	TREIB INC	WWTP-SCREW PUMP UPPER STUB SHAFT REPAIR	\$	1,345.00
01/19/2017	1	127938	TRI-COUNTY ASSESSOR'S ASSOCIATION	MEMBERSHIP-LARRY COOK	\$	10.00
01/19/2017	1	127939	VALLEY LUMBER	MATERIALS/SUPPLIES	\$	58.40
01/19/2017	1	127940	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-1/1/17-1/15/17	\$	2,918.92
01/19/2017	1	127941	WIN'S ELECTRICAL SUPPLY OF OWOSSO	SUPPLIES	\$	247.77
01/19/2017	1	127942	WM FLOYD CO	WORK DONE AT CURWOOD CASTLE	\$	1,798.50
01/19/2017	1	1846(A)	MICHAEL LEVERE ASH	SCHOOL LIAISON OFFICER	\$	768.60
01/19/2017	1	1847(A)	B & D ELEVATOR SERVICES INC	CITY HALL ELEVATOR INSPECTION	\$	120.00
01/19/2017	1	1848(A)	WILLIAM C BROWN, P C	PROFESSIONAL SERVICES	\$	7,764.12
01/19/2017	1	1849(A)	C D W GOVERNMENT, INC.	EQUIPMENT/SUPPLIES	\$	5,157.00
01/19/2017	1	1850(A)	CAPITAL CONSULTANTS	WWTP-DEVELOPMENT OF AN ASSET MGT PROGRAM	\$	4,555.82
01/19/2017	1	1851(A)	CENTRON DATA SERVICES, INC.	WATER/SEWER BILLS/ASSESSMENT NOTICES	\$	6,972.14
01/19/2017	1	1852(A)	DALTON ELEVATOR LLC	CYLINDER RENTAL/SUPPLIES	\$	641.98
01/19/2017	1	1853(A)	DETROIT SALT COMPANY LLC	ROAD SALT	\$	12,989.02
01/19/2017	1	1854(A)	DUPERON LEASING & SALES INC	SCREENING EQUIPMENT LEASE	\$	1,815.00
01/19/2017	1	1855(A)	EMPLOYEE BENEFIT CONCEPTS INC	JAN 2017 FSA ADMIN FEE	\$	100.00
01/19/2017	1	1856(A)	ETNA SUPPLY COMPANY	WATER SUPPLIES AND INVENTORY ITEMS	\$	2,738.95
01/19/2017	1	1857(A)	FIRST CONTRACTING INC	RENTAL REHAB-116 N WASHINGTON ST	\$	15,632.00
01/19/2017	1	1858(A)	FRONT LINE SERVICES, INC.	OFD-REPAIRS TO ENGINE 2 AND TOWER 1	\$	1,077.45
01/19/2017	1	1859(A)	GRAINGER, INC.	WWTP-DC MOTOR BRUSH	\$	80.32
01/19/2017	1	1860(A)	GRAYMONT CAPITAL INC	BULK PEBBLE QUICKLIME	\$	5,954.32
01/19/2017	1	1861(A)	HACH COMPANY	WWW-COMPOSITE SAMPLER	\$	6,171.90
01/19/2017	1	1862(A)	HALLIGAN ELECTRIC INC	WWTP-REPAIR ITEMS FROM INFRARED INSPECTION	\$	510.00
01/19/2017	1	1863(A)	HODGE GLASS SERVICE INC	WWTP-REKEY OFFICE DOOR LOCK	\$	119.00
01/19/2017	1	1864(A)	HOSPITAL NETWORK HEALTHCARE SERVICE	OFD-MEDICAL WASTE DISPOSAL	\$	120.00

01/19/2017	1	1865(A)	HYDROTEX INC	FLEET-LUBES	\$	672.24
01/19/2017	1	1866(A)	IDEXX DISTRIBUTION CORPORATION	WWTP-WP200 COLILERT	\$	967.98
01/19/2017	1	1867(A)	J & B MEDICAL SUPPLY INC	OFD-AMBULANCE MEDICAL SUPPLIES	\$	923.30
01/19/2017	1	1868(A)	JCI JONES CHEMICALS, INC.	SODIUM HYPOCHLORITE	\$	3,408.52
01/19/2017	1	1869(A)	KENNEDY INDUSTRIES, INC.	WWTP-REPAIR OF MULTITRODE MT2PC LIFT STATION	\$	2,733.34
01/19/2017	1	1870(A)	LOGICALIS INC	DEC 2016-NETWORK ENGINEERING	\$	5,488.00
01/19/2017	1	1871(A)	MCMaster-CARR SUPPLY CO	SUPPLIES	\$	730.40
01/19/2017	1	1872(A)	MEMORIAL HEALTHCARE CENTER	OPD-LAB	\$	18.75
01/19/2017	1	1873(A)	1ST CHOICE AUTO PARTS INC	PARTS/SUPPLIES	\$	614.47
01/19/2017	1	1874(A)	OFFICE SOURCE	ASSESSING-SUPPLIES	\$	196.97
01/19/2017	1	1875(A)	OWOSSO CHARTER TOWNSHIP	PAYMENT PER 2011 WATER AGREEMENT	\$	9,141.90
01/19/2017	1	1876(A)	PVS NOLWOOD CHEMICALS INC	SODIUM METABISULFITE	\$	1,572.68
01/19/2017	1	1877(A)	Q2A ASSOCIATES LLC	FINANCIAL SERVICES	\$	2,681.25
01/19/2017	1	1878(A)	SAFE BUILT MICHIGAN LLC	DEC 2016-BUILDING DEPARTMENT SERVICES	\$	10,400.00
01/19/2017	1	1879(A)	SIGNATURE AUTO GROUP-OWOSSO MOTORS	2017 FORD F250 REGULAR CAB 4X4 PICKUP 8' BED	\$	28,217.00
01/19/2017	1	1880(A)	ST JOHNS ANSWERING SERVICE INC	FEBRUARY 2017-TELEPHONE ANSWERING SERVICE	\$	75.00
01/19/2017	1	1881(A)	STECHSCHULTE GAS & OIL, INC.	FUEL-PE 1/15/17 & SUPPLIES	\$	4,806.05
01/19/2017	1	1882(A)	MARTHA M STINSON	BUILDING DEPARTMENT SERVICES	\$	956.25
01/19/2017	1	1883(A)	VICTORY HEATING & COOLING	PREVENTATIVE MAINTENANCE-CITY PROPERTIES	\$	1,393.75
01/19/2017	1	1884(A)	MICHAEL GENE WHEELER	SCHOOL LIAISON OFFICER	\$	768.60
01/23/2017	1	1885(E)	MUNICIPAL EMPLOYEES RETIREMENT SYSTEM	DEC 2016-CONTRIBUTIONS	\$	<u>12,669.69</u>

1 TOTALS:

(1 Check Voided)

Total of 119 Disbursements:

\$ 365,561.22

Bank 10 OWOSSO HISTORICAL FUND

01/06/2017	10	4911	BRUCKMAN'S MOVING & STORAGE SERVICE	MOVE DISPLAY CASES	\$	175.00
01/06/2017	10	4912	CHARTER COMMUNICATIONS	515 N WASHINGTON ST #3	\$	39.33
01/06/2017	10	4913	CLARK FIRE & SAFETY EQUIPMENT, INC.	ANNUAL MAINTENANCE-CURWOOD CASTLE	\$	41.50
01/06/2017	10	4914	LAMPHERE'S	NO HEAT ON FIRST FLOOR OF GOULD HOUSE	\$	197.60
01/06/2017	10	4915	LUDINGTON ELECTRIC, INC.	REPAIR EXTERIOR LIGHTS ON CURWOOD CASTLE	\$	87.50
01/18/2017	10	4916	CONSUMERS ENERGY	515 N WASHINGTON ST	\$	332.40
01/18/2017	10	4917	DAYSTARR COMMUNICATIONS	FEB 2017-INTERNET	\$	87.70
01/18/2017	10	4918	LUDINGTON ELECTRIC, INC.	GOULD HOUSE LIGHT REPAIR	\$	70.00
01/18/2017	10	4919	OUTDOORS REAL ESTATE INC	GOULD HOUSE PLOWING	\$	50.00
01/18/2017	10	4920	OWOSSO-WATER FUND	515 N WASHINGTON ST	\$	117.20
01/18/2017	10	4921	VALLEY LUMBER	CHRISTMAS LIGHT SUPPLIES	\$	<u>8.99</u>

10 TOTALS:

Total of 11 Disbursements:

\$ 1,207.22

Bank 2 TRUST & AGENCY

01/06/2017	2	6574	DOWNTOWN DEVELOPMENT AUTHORITY	REAL/PP COLLECTIONS	\$	762.68
01/06/2017	2	6575	OWOSSO PUBLIC SCHOOLS	REAL/PP COLLECTIONS	\$	514,562.60
01/06/2017	2	6576	SHIAWASSEE COUNTY TREASURER	TRAILER FEES-134 LOTS	\$	335.00
01/06/2017	2	6577	SHIAWASSEE COUNTY TREASURER	REAL/PP COLLECTIONS	\$	540,215.46
01/06/2017	2	6578	SHIAWASSEE DISTRICT LIBRARY	REAL/PP COLLECTIONS	\$	90,813.69
01/18/2017	2	6579	OWOSSO PUBLIC SCHOOLS	REAL/PP COLLECTIONS	\$	152,155.36

01/18/2017	2	6580	SHIAWASSEE COUNTY TREASURER	REAL/PP COLLECTIONS	\$	119,236.27
01/18/2017	2	6581	SHIAWASSEE DISTRICT LIBRARY	REAL/PP COLLECTIONS	\$	19,919.92
01/18/2017	2	6582	STATE OF MICHIGAN	CFT COLLECTIONS	\$	<u>4,069.37</u>

2 TOTALS:

Total of 9 Disbursements: \$ 1,442,070.35

REPORT TOTALS:

(1 Check Voided)

Total of 139 Disbursements: \$ 1,808,838.79



To: Mayor Christopher Eveleth, City Council and City Manager Don Crawford  
From: Larry Cook, Assessor  
Date: February 14, 2017  
Subject: March Board of Review – Assessment Changes

This is my annual memo of assessment changes and reminder of important law changes over the past few years to be aware of. It will help prepare you for any questions you may have yourself or might receive from residents of the city to their Change of Assessment Notices. The annual assessment notices for 2017 are scheduled to be mailed no later than February 24<sup>th</sup>.

The **average** assessment adjustments for 2017 as determined by the Shiawassee County Equalization Department through sales and appraisal studies are listed below. Units of government are required to assess at 50% to value, per class. Within each class, (except the industrial class), there are multiple neighborhoods. Based on internal studies of those neighborhoods, (especially the residential class), there will be minimal adjustments in some neighborhoods and plus adjustments higher than average in others. The Equalization Ratios and average adjustments in all classes of property are the following:

<u>Class</u>	<u>Adj. Ratio</u>	<u>Adj. %</u>
Commercial	49.50	1.0%
Industrial	50.96	(-1.9%)
Residential	48.45	3.1%

However, because the assessment adjustments are higher in some neighborhoods, the taxable value is limited to the Consumers Price Index (unless there is new and additions or transfer in ownership explained later in this memo). The 2017 Consumer Price Index (CPI) is 0.9%. The formula for determining the taxable value based on this year's CPI is as follows:

2016 Taxable Value – Losses X 1.009 + Additions = 2017 Cap Value  
Taxable value is the lesser of either the Cap Value or the Assessed Value.

Example: Your 2016 assessed and taxable values are both \$35,000. The adjustment in your neighborhood for this year is 4%, making your 2017 assessed value \$36,400. Your taxable value using the above mentioned formula would be:

\$35,000 – (Losses) \$0 X 1.009 + (Additions) \$0 = (Cap Value) \$35,315  
Your 2017 Values = \$36,400 assessed & \$35,315 taxable

Losses are **physical** losses due to fire, demo, etc. Additions are **physically** new items such as new house, additions, garages, porches, decks, heating & cooling upgrades, etc.

**However**, the formula for determining taxable value is not applicable if there is a qualified transfer. The law states that the taxable value and the assessed value shall be one and the same for the year following a transfer. If there was a qualified transfer in 2016, the 2017 assessed and taxable values will be the same.

**March Board of Review Schedule:**

**Organizational Meeting:** Tuesday March 7, 2017 at 3:00 p.m.

**Appeals Meeting:** Monday, March 13, 2017, 9:00 a.m.-12:00noon & 1:00p.m.-4:00p.m.

**Appeals Meeting:** Tuesday, March 14, 2017, 1:00p.m.-4:00p.m. & 6:00p.m.-9:00p.m.

**Very Important:** An appeal on residential properties **must** be made to the local board of review in person or by letter to reserve the right for further appeal to the Michigan Tax Tribunal.

The **Poverty Exemption** is available for those who struggle with the ability to pay their taxes. The property must be their principal residence and an Income Threshold and Asset Test must be met to qualify. Policy and Guidelines, approved by council annually, are available on the city web site or by contacting the assessing office at (989) 725-0530.

The **Veteran's Exemption**, was expanded in late 2013 for honorably discharged disabled veterans who meet one of the following criteria:

- (a) Has been determined by the United States Department of Veteran's Affairs to be permanently and totally disabled as a result of military service and entitled to veteran's benefits at the 100% rate.
- (b) Has a certificate from the United States Veteran's Administration, or its successors, certifying that he or she is receiving or has received pecuniary assistance due to disability for specially adapted housing.
- (c) Has been rated by the United States Department of Veterans Affairs as individually unemployable.

The unmarried surviving spouse of the disabled veteran is eligible for the exemption based upon the eligibility of their spouse; therefore the spouse must also be a Michigan resident. The exemption will continue only as long as the surviving spouse remains unmarried.

This exemption can be addressed by the March, July, or December Board of Review.

The **Eligible Personal Property Exemption**, (Small Business Exemption), new for 2014, eliminates personal property tax for businesses with personal property valued less than \$80,000. Some of the basic requirements to qualify for this exemption are:

- (a) Exemption must be properly claimed by filing **annually**, not later than February 10<sup>th</sup> of each year. Local Board of Review **has no** authority to approve late filings. The State Tax Commission has determined that annually filing by February 10<sup>th</sup>, means postmarked by February 10<sup>th</sup>.
- (b) The property must be classified as industrial personal property or commercial personal property.
- (c) The combined **True Cash Value** of all the personal property owned by, leased by, or in the possession of the owner or a related entity is **less than \$80,000** in the local tax collecting unit.

**Beginning in 2016**, personal property tax on **Eligible Manufacturing Personal Property, (EMPP)**, will be reduced and eventually eliminated over the next few years. This tax will be replaced by an **Essential Services Assessment, (ESA)**. This assessment will be paid to and distributed by the State of Michigan.

This new form **must** be filed with the local unit assessor's office by February 20<sup>th</sup>, (21st for 2017), **postmark not recognized**. There is no appeal for late filed Form 5278 Affidavits. Local units are not required to provide this new form. Qualified manufacturers are advised by the State Tax Commission that the form can be found at [www.michigan.gov/PPT](http://www.michigan.gov/PPT) or [www.michigan.gov/ESA](http://www.michigan.gov/ESA).

To: Owosso City Council  
 From: Brad Hissong, Building Official  
 Date: 02/03/2017

Building Department Report for January, 2017

Category	Estimated Cost	Permit Fee	Number of Permits
Electrical	\$0	\$530	3
Garage, detached	\$0	\$80	1
Industrial, New Building	\$250,000	\$3,984	1
Mechanical	\$0	\$3,785	22
Non-Res. Add/Alter/Repair	\$0	\$210	1
Plumbing	\$0	\$1,390	9
Res. Add/Alter/Repair	\$153,873	\$2,992	6
ROW-UTILITY	\$0	\$120	6
Sign	\$0	\$257	4
VACANT PROPERTY INSP	\$0	\$100	2
VACANT PROPERTY REG]	\$0	\$1,200	12
ZONING COMPLIANCE CE	\$0	\$200	4
<b>Totals</b>	<b>\$403,873</b>	<b>\$14,848</b>	<b>71</b>

**2016 COMPARISON TOTALS**

		BUILDING PERMITS ONLY	-	24
January 2016 TOTALS	\$5,456,791	\$68,964		97

# *Enforcements By Category*

02/06/17

1 / 3

JANUARY 2017

## ANIMALS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0014	215 N SHIAWASSEE ST	LETTER SENT	Resolved	01/11/17		Y
<b>Total Entries:</b>				<b>1</b>		

## AUTO REP/JUNK VEH

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0001	404 N BALL ST	LETTER SENT	Resolved	01/04/17	01/17/17	APTS
ENF 17-0002	404 N BALL ST	LETTER SENT	Complaint Logged	01/04/17		APTS
ENF 17-0004	603 BROADWAY AV	LETTER SENT	REF TO MAC	01/05/17		Y
ENF 17-0007	1515 FREEMAN ST	RESOLVED	Resolved	01/05/17	01/10/17	Y
ENF 17-0026	1005 W STEWART ST	LETTER SENT	LETTER SENT	01/23/17		N
ENF 17-0027	514 CLYDE ST	LETTER SENT	Complaint Logged	01/23/17		N
ENF 17-0030	837 E COMSTOCK ST	LETTER SENT	LETTER SENT	01/25/17		N
ENF 17-0035	511 KEYTE ST	COMPLAINT LOGGED	LETTER SENT	01/31/17		Y
<b>Total Entries:</b>				<b>8</b>		

## BUILDING VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0003	502 E MASON ST	LETTER SENT	Resolved	01/04/17	01/09/17	N
ENF 17-0009	420 E EXCHANGE ST	LETTER SENT	INSPECTION PENDIN	01/05/17		N
ENF 17-0012	304 S OAK ST	LETTER SENT	LETTER SENT	01/11/17		N
ENF 17-0013	1609 FREDERICK ST	LETTER SENT	LETTER SENT	01/11/17		N
ENF 17-0023	206 S HOWELL ST	LETTER SENT	Complaint Logged	01/18/17		R
ENF 17-0028	118 N LANSING ST	LETTER SENT	LETTER SENT	01/24/17		Y
ENF 17-0029	841 E COMSTOCK ST	RESOLVED	Resolved	01/25/17	01/25/17	
ENF 17-0033	214 N CEDAR ST	COMPLAINT LOGGED	LETTER SENT	01/30/17		N
ENF 17-0036	812 DIVISION ST	RESOLVED	Resolved	01/31/17	02/02/17	Y

# *Enforcements By Category*

02/06/17

2 / 3

JANUARY 2017

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**Total Entries:** 9

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## **FRONT YARD PARKING**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0017	209 S LANSING ST	TOOK PICTURES	Complaint Logged	01/12/17		Y

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**Total Entries:** 1

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## **GARBAGE & DEBRIS**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0011	1307 MACK ST	RESOLVED	Resolved	01/11/17	01/25/17	Y
ENF 17-0015	1309 OLMSTEAD ST	RESOLVED	Resolved	01/12/17	01/17/17	Y
ENF 17-0016	1339 OLMSTEAD ST	RESOLVED	Resolved	01/12/17	01/31/17	N
ENF 17-0018	1701 W STEWART ST	RESOLVED	Resolved	01/17/17	01/17/17	Y
ENF 17-0019	813 DIVISION ST	LETTER SENT	LETTER SENT	01/18/17		N
ENF 17-0024	320 N DEWEY ST	LETTER SENT	Complaint Logged	01/19/17		VAC
ENF 17-0031	824 E MAIN ST		Complaint Logged	01/25/17		N
ENF 17-0032	815 GRACE ST	COMPLAINT LOGGED	LETTER SENT	01/25/17		N
ENF 17-0034	514 KEYTE ST	LETTER SENT	Complaint Logged	01/31/17		N
ENF 17-0037	316 OAKWOOD AV	COMPLAINT LOGGED	LETTER SENT	01/31/17		Y

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**Total Entries:** 10

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## **GARBAGE CANS**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0005	1318 W STEWART ST	RESOLVED	Resolved	01/05/17	02/06/17	Y
ENF 17-0006	1501 FREEMAN ST	RESOLVED	Resolved	01/05/17	01/11/17	Y
ENF 17-0020	717 LYNN ST	RESOLVED	Resolved	01/18/17	01/26/17	Y
ENF 17-0021	709 LYNN ST	LETTER SENT	Resolved	01/18/17	01/25/17	VAC
ENF 17-0022	707 LYNN ST	RESOLVED	Resolved	01/18/17	01/25/17	Y



# Enforcements By Category

02/06/17

3 / 3

JANUARY 2017

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**Total Entries: 5**

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## MISC.

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0008	1415 FREDERICK ST	REF TO MAC	REF TO MAC	01/05/17		VAC-

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**Total Entries: 1**

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## ZONING

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 17-0010	527 N WASHINGTON ST	LETTER SENT	LETTER SENT	01/10/17		VAC
ENF 17-0025	909 MOORE ST	1 ST. TICKET	Civil Infrac Issued	01/20/17		

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**Total Entries: 2**

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**Total Records: 37**

Total Pages: 3

### 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

\*These are on-going complaints and will be resolved with compliance or possible court action.



# OWOSSO PUBLIC SAFETY

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

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## *MEMORANDUM*

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DATE: February 10, 2017

TO: Owosso City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: January 2017 Police Reports

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Attached are statistics for the police department for January 2017. This report includes activity for the month of January and year-to-date statistics. Also, attached is a list of Field Contacts, which are incidents that the police are dispatched to that require no further follow-up than the officers initial response.

Additionally, Burning Reports with no violations found for January are attached as well. There were no reports with citations issued for the month of January.



## Case Assignment/Clearance Report For January, 2017

JANUARY 2017

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
<i>PART I OFFENSES</i>					
ROBBERY	3	4	3	4	133 %
AGGRAVATED ASSAULT	2	4	2	4	200 %
BURGLARY	6	8	6	8	133 %
LARCENY	17	31	17	31	182 %
MOTOR VEHICLE THEFT	2	2	2	2	100 %
SIMPLE ASSAULT	19	27	19	27	142 %
ARSON	1	2	1	2	200 %
FORGERY & UTTERING	1	1	1	1	100 %
COUNTERFEITING	0	0	0	0	0 %
FRAUD	5	4	5	4	80 %
EMBEZZLEMENT	0	2	0	2	0 %
WEAPON CRIMES- CARRY, POSS,	1	2	1	2	200 %
PROSTITUTION	0	0	0	0	0 %
SEX OFFENSES 1/ UNDER AGE -	2	1	2	1	50 %
NARCOTICS VOLIATIONS	4	5	4	5	125 %
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	2	1	2	200 %
PARENTAL KIDNAP	0	0	0	0	0 %
KIDNAPPING	0	0	0	0	0 %
BURGLARY RESIDENTIAL	1	1	1	1	100 %
BURGLARY COMMERCIAL	0	0	0	0	0 %
RESISTING/OBSTRUCTING	3	4	3	4	133 %
<i>PART I OFFENSES</i>	<i>68</i>	<i>100</i>	<i>68</i>	<i>100</i>	<i>147 %</i>
<i>PART II OFFENSES</i>					
PAROLE/PROBATION VIOLATION	2	2	2	2	100 %
NATURAL DEATH	0	0	0	0	0 %
RETAIL FRAUD	0	1	0	1	0 %
RUNAWAY	3	3	3	3	100 %
VIOLATION PPO/ COURT ORDER	1	1	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	2	1	2	200 %
TRAFFIC OFFENSES OTHER	9	10	9	10	111 %
CRIMINAL CASE OTHER	0	0	0	0	0 %
WARRANT ARREST	11	11	11	11	100 %
SUSPICIOUS CIRCUMSTANCES	2	5	2	5	250 %
WARRANT ADVISED	0	0	0	0	0 %
MENTAL ORDER-ECO / TDO	7	7	7	7	100 %
DOMESTIC ASSAULT/SITUATION	0	0	0	0	0 %
ILLEGAL DUMPING	0	0	0	0	0 %
FOUND PROPERTY	4	4	4	4	100 %
RECOVERED PROPERTY	0	0	0	0	0 %
ANNOYING PHONE CALLS	0	0	0	0	0 %
TRESPASSING	4	4	4	4	100 %
DOA	1	3	1	3	300 %
ANIMAL COMPLAINTS	1	2	1	2	200 %
MISSING PERSON	0	0	0	0	0 %
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	0	0	0 %
TRAFFIC - HIT & RUN	3	9	3	9	300 %
FIRES - NOT ARSON	0	0	0	0	0 %
LOST PROPERTY	0	0	0	0	0 %
NON-CRIMINAL CASE	7	8	7	8	114 %
CRIMES AGAINST FAMILY &	0	0	0	0	0 %
DRIVING WHILE IMPAIRED	3	3	3	3	100 %
LIQUOR LAW VIOLATIONS	2	1	2	1	50 %
DISORDERLY CONDUCT	5	7	5	7	140 %
OTHER CRIMES	4	5	4	5	125 %
IMPOUND / TOW FOLLOW-UP	0	0	0	0	0 %
FALSE ALARM	0	0	0	0	0 %
MOTOR VEHICLE CRASH	32	33	32	33	103 %
THREATS	0	0	0	0	0 %
PROPERTY CRIMES, POSS, SALE,	0	0	0	0	0 %
DAMAGE TO PROPERTY	10	16	10	16	160 %
<i>PART II OFFENSES</i>	<i>112</i>	<i>137</i>	<i>112</i>	<i>137</i>	<i>122 %</i>
<b>Grand Totals:</b>	<b>180</b>	<b>237</b>	<b>180</b>	<b>237</b>	<b>131 %</b>

**Field Contact By Reason Summary Report**

JANUARY 2017

<b>Reason for Contact</b>	<b>Count</b>
911 Hang Up	21
Abandoned Vehicle	3
False Alarm Commercial	14
False Alarm Residential	6
All Other Service Reports	16
Animal Complaints Other	9
Assist Ambulance	15
Assist To Other Dept	38
Assist Fire Dept	1
Attempt To Locate	16
Attempt Suicide	1
Barking Dog	6
Burning Ordinance	1
Civil Dispute	19
Disturbance	14
Fireworks	1
Found Property	2
Gun Permit/register	40
Harrassment	12
Homeless Voucher	2
Investigate Vehicle	2
Loud Music	3
Loud Party	1
Motorist Assist	4
Open Door	1
Ordinance Violation	2
Parking Problem	14
Pawn Ticket	126
Peace Officer	7
Reckless Driver	1
Road Hazard	6
Suspicious Person	7
Suspicious Situation	32

<b>Reason for Contact</b>	<b>Count</b>
Suspicious Vehicle	18
Trouble With Kids	11
Trouble With Neighbor	7
Trouble With Subject	29
Trespassing	1
Phone Harassment	2
Unwanted Subject	8
Vacation Check	1
Welfare Check	30
Wire Down	2
Work Traffic	115

**REPORTED BURN COMPLAINTS-NO VIOLATIONS**  
JANUARY 2017

CASE_ID	FCDATE	STREET
201700236	01/13/2017 13:50:00	S WASHINGTON ST



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

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# *MEMORANDUM*

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DATE: February 10, 2017  
TO: City Council  
FROM: Kevin Lenkart  
Director of Public Safety  
RE: January 2017 Fire & Ambulance Report

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During the month of January 2017:

Fire Department responded to **288** Ambulance calls.

Fire Department responded to **18** Fire calls –

- 5 – Accidents w/ injuries
- 1 – Accident - no injuries
- 1 – Building fire
- 1 – Dumpster fire
- 1 – Carbon Monoxide Incident
- 2 – Smoke Removal
- 2 – Extrications
- 1 – Detector Activation
- 2 – Dispatched and cancelled
- 1 – Assist
- 1 – Hazmat Incident
- 1 – Lock-in



**MINUTES  
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, JANUARY 23, 2016 – 6:30 P.M.**

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

**PLEDGE OF ALLEGIANCE:** Recited.

**ROLL CALL:** Deputy City Clerk Roxane Cramer

**MEMBERS PRESENT:** Chairperson Bill Wascher, Secretary Janae Fear, Commissioners Michelle Collison, Tom Cook and Frank Livingston.

**MEMBERS ABSENT:** Vice-Chair Craig Weaver, Commissioners Brent Smith and Tom Taylor

**OTHERS PRESENT:** Jeffrey Drown, from Kincaid Henry, David Russell, Owner of 344 West Main Street, Susan Montenegro, Assistant City Manager/ Director of Community Development.

**APPROVAL OF AGENDA:**

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER COOK TO APPROVE THE AGENDA FOR JANUARY 23, 2017.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER LIVINGSTON SUPPORTED BY COMMISSIONER COLLISON TO APPROVE THE MINUTES FOR THE DECEMBER 13, 2016 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**COMMUNICATIONS:**

1. Staff memorandum
2. PC minutes for December 12, 2106.
3. Site plan application packet – 344 W. Main.

**COMMISSIONER/PUBLIC COMMENTS**

None.

**PUBLIC HEARINGS:**

None.

## **SITE PLAN REVIEW:**

### **344 West Main Street**

Jeffrey Drown from Kincaid Henry detailed the project. Plans are to repurpose the current units there and continue with commercial on the first floor. They will be removing the garage area. There will be narrowing the sidewalk and creating more green space in front of the building. They will be repaving and restriping the parking lot. No residential on the ground floor it will be commercial.

Commissioners questioned if there will be designated spaces for the residents. Mr. Drown explained that didn't feel that was necessary due the amount of ample parking. Ms. Montenegro stated that parking is not an issue with the parking available in the parking lot, the parking at the Pay Master Building and a lot across from the Arts Council.

Chairman Wascher asked about tying into new utilities and lighting. They will use existing lighting and add some for security. Ms. Montenegro explained to that they need work with the utilities director to properly identify the sewer and storm drain lines because where they are depicted on the drawings is not where the city shows them.

Commissioner Cook asked if the dumpster is going to be enclosed. Mr. Drown explained it will be enclosed and there will be landscaping around the dumpster. The commissioners were pleased about the landscaping around the dumpster.

Mr. Drown explained there will be 3 entrances to the retail (2 on the east side and the front entrance on the west side that is currently there). There will be 2 entrances to the living areas on the second level. Both will be moved closer to each other and this will allow easier access for the residents to the second level.

Commissioner Fear asked if there was going to be access from the retail to the living spaces. Mr. Drown explained that there will not be any access from the commercial area to the residential area

Chairman Wascher asked if anything was going to be done to west side of the building. Mr. Drown also explained that any of the façade falling off will be replaced; all around the windows will be new. The brick will be washed and the windows that are now blocked off will be opened back up.

Chairman Wascher asked where the loading zone will be. Mr. Drown explained any loading will have to be done at the entrances in the parking lot. Chairman Wascher also asked about the grades and repaving the parking lot. Mr. Drown explained they would be putting 1 inch and ½ inch topcoat. Mr. Wascher expressed without the grades you couldn't tell where the water was going. He noted there was a catch basin but it doesn't mean it goes there. Ms. Montenegro stated that would be something that they would have to work with the city engineer on this issue.

Ms. Montenegro stated that there was concern from city staff about the downspouts. . Chairman Wascher expressed concern about the east roof drain running across the sidewalk or parking lot. The engineer reports suggested some type of rain garden retention facility. The city engineer does not want the water run across the parking lot or sidewalk. Mr. Drown said they will run a drain to the catch basin.

**MOTION BY COMMISSIONER COOK TO APPROVE THE SITE PLAN AT 344 W. MAIN ST, CONTINGENT UPON WORKING WITH THE ENGINEER TO ADDRESS THE SANITARY SEWER AND STORM DRAIN ISSUES, SUPPORTED BY COMMISSIONER LIVINGSTON.**

**ROLL CALL VOTE:**

**AYES: COMMISSIONERS FEAR, COOK, LIVINGSTON, COLLISON AND  
CHAIRPERSON WASCHER**

**NAYS: NONE**

**ABSENT: VICE-CHAIR WEAVER, COMMISSIONERS SMITH AND TAYLOR**

**MOTION PASSED.**

**BUSINESS ITEMS:**

None.

**ITEMS OF DISCUSSION:**

None.

**COMMISSIONER/PUBLIC COMMENT:**

Ms. Montenegro encouraged the commissioners to attend a workshop at Michigan State on February 28<sup>th</sup> from 6 p.m. – 9 p.m. The workshop will cover new regulations on medical marijuana facilities. She also shared that on Monday, January 30<sup>th</sup> city council will be discussing the new regulations as well. Ms. Montenegro also invited commissioners to attend the parks and recreation to be held on Tuesday, January 24 at 7:30 p.m.

Commissioner Cook asked if the city sold the South Washington piece of property to Trust Thermal. He asked about the large storage of large containers on their property line and also when they were granted abatement on the property 6 – 8 years ago they talked about improving the fence along the walkway. He felt this would be a good time to address that. Ms. Montenegro reported that they did sell that property to Trust Thermal and that Trust Thermal also purchased the property directly to the north next to Reeves. They have plans to use that property for storage as well. Ms. Montenegro stated that any improvements will have to be brought to the planning commission.

Chairman Wascher inquired if the council representative had been appointed to the planning. Ms. Montenegro reported that they were working on it.

Commissioner Fear asked about the follow up on a complaint regarding a sign. Ms. Montenegro explained signs are not allowed in residential area and they have been issued a violation notice. She also reported the code enforcement is following up on it.

Chairman Wascher asked if the wetlands at Osburn Lakes are going to be staked. He also expressed his concern that a licensed surveyor should do the marking of the wetlands.

Commissioner Fear asked about an update on Qdoba. Ms. Montenegro reported that they are going to be starting on the vapor barrier installation in February. Construction on the inside of the building will begin shortly after that and hopefully be open in a couple of months.

Commissioner Fear asked Ms. Montengro if she could make a note to address the dead landscaping at the Dollar General on M-52 closer to spring.

Ms. Montengro stated that the construction on the Advanced Eye Care building on the Corner of M-52 and Clinton Street is moving along.

Chairman Wascher asked about the Armory. Ms. Montenegro reported it is still moving forward. It is a continual process.

**ADJOURNMENT:**

**MOTION BY COMMISSIONER COOK, SUPPORTED BY COMMISSIONER LIVINGSTON TO  
ADJOURN AT 7:16 P.M. UNTIL THE NEXT MEETING ON FEBRUARY 27, 2017.**

**YEAS ALL, MOTION CARRIED.**

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Janae L. Fear, Secretary

TC

**PARKS AND RECREATION COMMISSION  
REGULAR MEETING  
TUESDAY, JANUARY 24, 2017 – 7:30 p.m.  
City Hall Council Chambers  
301 W. Main St. Owosso, MI 48867**

**MEMBERS PRESENT:**

Chairman Mike Espich and Vice Chair Jeff Selbig.

**MEMBERS ABSENT:**

Commissioners Shane Nelson, Kristen Woodbury, Randy Woodworth,  
and two vacancies.

The meeting was canceled due to a lack of a quorum.