

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, DECEMBER 04, 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 NOVEMBER 20, 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

1. Project Status Report

CONSENT AGENDA

1. 2018 Schedule of Meetings. Adopt the 2018 Boards and Commissions Meeting Schedule.

2. 2018 Income Threshold Poverty Exemptions. Adopt the 2018 Income Threshold Poverty Exemptions, as required by Public Act No. 390 of 1994.
3. Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments:

Name	Board/Commission	Term Expires
Scott Newman*	Downtown Historic District Commission	06-30-2020
Matthew VanEpps*	Downtown Historic District Commission	06-30-2020
Susan Osika	LDFA/Brownfield Redevelopment Authority	06-30-2018
Bradley Kirkland	Planning Commission filling unexpired term of B. Smith	06-30-2020

* denotes reappointment

4. Repair Authorization - WWTP Tertiary Pump. Authorize contract with Kennedy Industries, Inc. for the repair and installation of WWTP tertiary pump T-1-W in the amount of \$16,895.00, plus a contingency of \$1,000.00 for potential unplanned installation modifications, and further authorize payment to the contract upon satisfactory completion of the work.
5. Change Order - 2017 Street Program Contract. Authorize Change Order No. 1 to the contract with Malley Construction, Inc. for the 2017 Street Program increasing the contract amount by \$9,218.50 due to conditions found in the field, and further authorize payment to the contractor for the contract amount, including Change Order No. 1.

ITEMS OF BUSINESS

1. Lot Split Authorization – 524 Martin Street. Consider authorization of division of a City lot under Michigan Subdivision Control Act for platted lot at 524 Martin Street.
2. City Manager Candidate Interview Preparation.

COMMUNICATIONS

1. Downtown Development Authority/Main Street. Minutes of November 1, 2017.
2. Historical Commission. Minutes of November 13, 2017.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Tuesday, December 5, 2017 – City Manager Candidate Meet & Greet, 5:30pm at SRI
 Wednesday, December 6, 2017 – City Manager Candidate Interviews, 6:30pm
 Monday, December 18, 2017 – Regular Meeting, 7:30pm

BOARDS AND COMMISSIONS OPENINGS

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

ADJOURNMENT

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 NOVEMBER 20, 2017
7:30 P.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: DAVE ACTON
AMOS GOULD OUTSTANDING CITIZEN AWARD WINNER

PLEDGE OF ALLEGIANCE: MAYOR PRO-TEM SUSAN J. OSIKA

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 Mayor Pro-Tem Osika to approve the agenda as presented.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF NOVEMBER 6, 2017

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

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

APPROVAL OF THE MINUTES OF SPECIAL MEETING OF NOVEMBER 15, 2017

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Special Meeting of November 15, 2017 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

Giving Tuesday Proclamation

Mayor Eveleth delivered the following Proclamation of the Mayor's Office declaring Tuesday, November 28, 2017 as Giving Tuesday in the City of Owosso.

**A PROCLAMATION
OF THE MAYOR'S OFFICE OF THE CITY OF OWOSSO, MICHIGAN
PROCLAIMING TUESDAY, NOVEMBER 28, 2017 AS
"GIVING TUESDAY" IN THE CITY OF OWOSSO**

WHEREAS, Giving Tuesday was established as a national day of giving on the Tuesday following Thanksgiving; and

WHEREAS, Giving Tuesday is a celebration of philanthropy and volunteerism where people give whatever they are able to give; and

WHEREAS, Giving Tuesday is a day where citizens work together to share commitments, rally for favorite causes, build a stronger community, and think about other people; and

WHEREAS, it is fitting and proper on Giving Tuesday and on every day to recognize the tremendous impact of philanthropy, volunteerism, and community service in the City of Owosso; and

WHEREAS, Giving Tuesday is an opportunity to encourage citizens to serve others throughout this holiday season and during other times of the year.

NOW, THEREFORE, I, Christopher T. Eveleth, Mayor of the City of Owosso, do hereby proclaim November 28, 2017 as Giving Tuesday in the City of Owosso, and encourage all citizens to join together to give back to the community in any way that is personally meaningful.

Proclaimed this 20th day of November, 2017.

2016 Amos Gould Outstanding Citizen Award

Mayor Eveleth delivered the following Resolution of Appreciation for Dave Acton, honoring him as the 2016 Amos Gould Outstanding Citizen Award recipient.

**A RESOLUTION
OF THE MAYOR'S OFFICE OF THE CITY OF OWOSSO, MICHIGAN
PRESENTING THE
AMOS GOULD OUTSTANDING CITIZEN AWARD TO
DAVID ACTON**

Whereas, David "Dave" Acton and his family relocated to Owosso from Northville, Michigan in 1993, and

Whereas, in his time here Dave has contributed significantly to the Owosso community, and

Whereas, Dave has served Owosso in many capacities, working with many different organizations including: The-Transformation-Network in Owosso; the Owosso Public School System; Cars That Don't Crash; the Downtown Development Authority, of which he is chair; the Owosso Main Street Economic Restructuring Committee; and the Main Street Design Committee, and

Whereas, Dave leaves a lasting legacy to the Owosso community through his resurrection of Wesener Building from a burned out shell to a beautiful LEED certified facility that will serve as an anchor in the downtown for years to come; and

Whereas, it is the intent of this Office that Dave's meritorious service be recognized.

NOW, THEREFORE, BE IT RESOLVED that I, Christopher T. Eveleth, Mayor of the City of Owosso, on behalf of the citizens of the City of Owosso, hereby recognize and thank Dave Acton for his dedicated service to the Owosso community and bestow upon him the 2016 Amos Gould Citizen of the Year Award with thanks and gratitude.

Resolved this 20th day of November, 2017.

PUBLIC HEARINGS

Parks Plan Update

A public hearing was conducted to receive citizen comment on the proposed 2017 Parks and Recreation Plan Update.

The following person commented in regard to the proposed Parks Plan:

Joseph Tejkl, Cook Road, said the residents surrounding the park had been promised a fence would be installed around the border of the park and he wanted the fence to be installed. He said he has had two incidents of theft from his property and he felt the perpetrators were coming from the park. He went on to ask that the park be closed until such time as a fence is installed.

City Manager Donald D. Crawford noted that Mr. Tejkl's request would be quite cost prohibitive as not only would a fence need to be installed but first many trees and a large quantity of brush would need to be removed. He said that he had recently visited the park and found only a couple of spots that would allow a person to cross onto Mr. Tejkl's property, the rest of the border was either marsh land or heavy brush.

Mayor Eveleth indicated he did not want to hold up the entire Parks Plan for one issue.

In light of the Mayor's desire to move forward City Manager Crawford asked that the Council consider adding an exhibit for the soccer fields to the plan.

Councilmember Fox highlighted a letter from Mike Erfourth detailing concerns with the plans specified for the soccer fields. In response to Mr. Erfourth's concerns Councilmember Fox asked the Council to consider adding an item to the Plan to improve the parking lots at the soccer fields.

No one present expressed an objection to the additions.

Motion by Councilmember Fox to approve the 2017 Parks & Recreation Master Plan with the addition of an exhibit showing the layout of the soccer fields and the addition of an item to improve the parking lots at the soccer fields as follows:

RESOLUTION NO. 161-2017

2017 OWOSSO PARKS AND RECREATION PLAN

WHEREAS, the City of Owosso must review its parks and recreation plan every five years in accordance with parts 19, 703 and 716 of Act 451, P.A. 1994 of the State of Michigan, as amended; and

WHEREAS, the city council has appointed a parks and recreation commission to oversee the plan; and

WHEREAS, the parks and recreation commission reviewed the 2011 plan by holding workshops and meetings on August 23, 2016, September 27, 2016, October 25, 2016, November 22, 2016, December 13, 2016, January 10, 2017 and January 24, 2017 in order to get public participation and input for a potential update; and

WHEREAS, updates and amendments to the plan were made in accordance with public, commissioner, and staff input; and

WHEREAS, the plan was approved by the Owosso parks and recreation commission for distribution and review by the city council on October 16, 2017; and

WHEREAS, a public hearing is required by the Owosso city council to be held no less than 30 days after distribution in accordance with the above statute and DNR guidelines in order to validate the plan and where this hearing was held on November 20, 2017.

NOW THEREFORE BE IT RESOLVED THAT City of Owosso City Council, County of Shiawassee, State of Michigan, hereby approves the 2017 Owosso Parks and Recreation Plan with the addition of an exhibit showing the layout of the soccer fields and the addition of an item to improve the parking lots at the soccer fields.

BE IT FURTHER RESOLVED THAT the council hereby directs staff to distribute the plan to the city clerk's office, the County of Shiawassee Planning Commission, the City of Corunna, the Region V Planning Commission, Caledonia Charter Township, Owosso Charter Township, SATA, and the city website. Motion supported by Councilmember Greenway.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Bailey.

Alley Closure – South of Allendale, between Frazer and Abrey Avenues

City Manager Crawford relayed the staff position on the item saying there were no objections as most people thought the alley was already closed.

A public hearing was conducted to receive citizen comment regarding request to close public alley south of the south line of Allendale Avenue, east of Lots 38-64 and west of Lots 9-37, George T. Abrey's Woodlawn Park Addition, City of Owosso, Shiawassee County, Michigan (alley south of Allendale Avenue between Frazer Avenue and Abrey Avenue).

The following people commented prior to the meeting regarding the proposed alley closure:

Roger Penrod, 607 Frazer Avenue, (via email) supports closing the alley.
Terry Mowen, 608 Abrey Avenue, (via telephone) supports closing the alley.
Susan Stuart, 711 Frazer Avenue, (via telephone) supports closing the alley.
Nancy Spencer, 708 Abrey Avenue, (via telephone) supports closing the alley.
Robert Wright, 701 Frazer Avenue, (in writing) supports closing the alley.
Matt Vondrasek, owner of 1215 Corunna Avenue & 718 Abrey Avenue, (in writing) supports closing the alley.
Daughters of Leona Lighthill, 623 Frazer Avenue, (via telephone) support closing the alley.

There were no citizen comments made during the public hearing at the meeting.

Motion by Councilmember Fox to approve the following resolution authorizing the closure of the alley:

RESOLUTION NO. 162-2017

**TO CLOSE THE ALLEY SOUTH OF ALLENDALE AVENUE
BETWEEN FRAZER AVENUE AND ABREY AVENUE**

WHEREAS, the City Council of the City of Owosso, Michigan has met at the time and place named in a resolution passed by said City Council at a meeting thereof held on November 20, 2017 and in accordance to notice thereof published by the City Clerk in The Owosso Argus Press, for the purpose of hearing and considering objections to the proposed vacation and discontinuance of the following portions of public alley in said City, and all objections of such proposed action

having been heard and duly considered;

BE IT RESOLVED THAT for the benefit of the public health and welfare and safety of persons and property within the City of Owosso, County of Shiawassee, State of Michigan, be and the same is hereby vacated, discontinued and abolished, said portions of said alley being more particularly described as follows, to wit:

NORTH SOUTH ALLEY IN BLOCK 32, GEORGE T. ABREYS WOODLAWN PARK
ADDITION CONTIGUOUS TO LOTS 9 – 64

BE IT FURTHER RESOLVED THAT it is hereby determined that it is necessary for the health, welfare, comfort and safety of the people of the City of Owosso to discontinue the above portions of existing alley as platted.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to provide the Shiawassee County Register of Deeds, the Treasurer of the State of Michigan, and the Owosso City Engineer and City Assessor with a certified copy of this resolution within thirty (30) days of its adoption.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Bailey.

CITIZEN COMMENTS AND QUESTIONS

Tom Cook, Cook Family Foundation Representative, thanked the Council for the proclamation designating Giving Tuesday. He said those wishing to make a donation could visit www.cookfamilyfoundation.org for a list of worthy charitable organizations.

Mike Espich, Parks & Recreation Commission Chairman, said he appreciated the Council's action to update the Parks & Recreation Plan but that he was confused by the changes made at the eleventh hour.

Eddie Urban, 601 Glenwood Avenue, said he was organizing a flag raising for the Pleasant View ribbon cutting on January 4th. Veterans interested in participating should contact him.

Mayor Eveleth invited everyone to the Glow Owosso events coming up on Friday. He went on to congratulate the Ice Queen contestants for raising over \$45,000 for local charities. Lastly he thanked Historical Director Robert Doran-Brockway for the event he put together a couple of weeks ago to thank those that volunteered for the organization.

Councilmember Fox expressed his concern with the fact that the Historical Commission currently has no limit on the number of non-residents that can be seated on the commission. He said he would like to put limits in place to ensure that the majority of commission members are city residents. There was some discussion among Councilmembers regarding Mr. Fox's concern with some Councilmembers sharing his concern and others not, saying there were already measures in place to regulate the membership of the commission.

CITY MANAGER REPORT

City Manager Crawford said there would be one more round of leaf collection after the Thanksgiving holiday. He said he had nothing further to report at this time.

CONSENT AGENDA

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

Living Nativity Scene Permission. Approve request from First United Methodist Church for the closure of North Street from Water Street to Washington Street for a Live Nativity Scene Saturday, December 9, 2017 from 5:30pm until 9:00pm and authorize Traffic Control Order No. 1382 formalizing the action.

Glow Owosso Christmas Tree Lighting Permission. Approve request from Owosso Main Street for the closure of Main Street Plaza (Lot 13) on Friday, November 24, 2017 from 3:00pm until 9:00pm for the annual Christmas Tree Lighting event, waive the insurance requirement, and approve Traffic Control Order No. 1384 formalizing the request.

Glow Owosso Parade Permission. Approve request from Owosso Main Street for the closure of Washington Street from Goodhue Street to Jerome Avenue on Friday, November 24, 2017 from 5:30pm until 8:00pm for the Glow Parade, waive the insurance requirement, and approve Traffic Control Order No. 1385 formalizing the request.

Glow Owosso 5k Run Permission. Approve request from Owosso Main Street for the closure of Exchange Street from Water to Washington, Washington Street from Exchange to North, and North Street from Washington to the east driveway of Owosso High School on Friday, November 24, 2017 from 2:00pm until 7:00pm for the Glow Owosso 5k Run, waive the insurance requirement, and approve Traffic Control Order No. 1386 formalizing the request.

The Big Box Out Permission. Approve request from Owosso High School FCCLA members for the closure of two parking spaces in the northwest corner of Main Street Plaza (Lot 13) from 8:00am Saturday, December 2, 2017 until 8:00am Sunday, December 3, 2017 for The Big Box Out event, waive the insurance requirement, and approve Traffic Control Order No. 1387 formalizing the request.

Street Lighting Contract Change – Update to HPS. Authorize amendment to the Street Light Contract with Consumers Energy to reflect the removal and replacement of 455 mercury vapor street lights with high pressure sodium fixtures, the replacement of one damaged light over the intersection of Main Street and Shiawassee Street, and authorize the Mayor and City Clerk to execute appropriate documents as detailed in the following resolution:

RESOLUTION NO. 163-2017

CHANGE TO STANDARD STREET LIGHTING CONTRACT WITH CONSUMERS ENERGY COMPANY UPDATE TO HIGH PRESSURE SODIUM FIXTURES

WHEREAS, the city of Owosso holds a contract with the Consumers Energy Company for the provision of street lighting; and

WHEREAS, the Consumers Energy Company is proposing the conversion of approximately 455 mercury vapor fixtures to high pressure sodium units, resulting in an overall reduction in on-going street lighting costs to the city.

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

FIRST: it is advisable to authorize Consumers Energy Company to make changes in the lighting service provided in the Standard Lighting Contract between the Company and the City of Owosso, dated October 1, 2013, in accordance with the Authorization for Change in Standard Lighting Contract dated November 20, 2017, heretofore submitted to and considered by this Council.

SECOND: the Mayor and City Clerk are hereby authorized to execute such authorization for change on behalf of the City.

Amendment No. 1 to Addendum No. 2 – SAW Grant Preparation. Approve Amendment No. 1 to Addendum No. 2 of the SAW Grant Preparation Contract with Capital Consultants, Inc. DBA c2ae for an additional \$13,000.00 for a capital improvement rate study analysis, and further approve payment to the contractor upon satisfactory completion of the work as follows:

RESOLUTION NO. 164-2017

**AUTHORIZING AMENDMENT NO. 1 TO ADDENDUM NO. 2
TO THE CONTRACT WITH
CAPITAL CONSULTANTS, INC. DBA C2AE
FOR COMPLETION OF SAW GRANT RATE STUDY ANALYSIS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with Capital Consultants, Inc. DBA c2ae on October 21, 2013 for submission of an application to receive SAW Grant funds for development of an Asset Management Plan; and

WHEREAS, the City of Owosso was approved by the Michigan Department of Environmental Quality (MDEQ) to participate in the SAW Grant Program, and city council subsequently approved Addendum No. 2 to the contract with c2ae on November 3, 2014 for the development of an Asset Management Plan in the amount of \$186,975.00; and

WHEREAS the city requests additional services of the consultant to provide a rate study analysis for completion of the SAW Grant process; and

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 amend the contract with Capital Consultants, Inc. DBA c2ae in the amount not to exceed \$13,000.00 for development of a rate study analysis.

SECOND: The mayor and city clerk are requested and authorized to sign the amended contract between the City of Owosso, Michigan and Capital Consultants, Inc. DBA c2ae.

THIRD: The Accounts Payable department is authorized to make payment up to the amended amount of \$199,975.00 to Capital Consultants, Inc. DBA c2ae for completion of SAW Grant requirements.

FOURTH: The above expenses shall be paid from the Wastewater Replacement Fund account 599-548-801.000WAMP.

Change Order No. 3 – Sanitary Sewer Cleaning Services. Approve Change Order No. 3 to the Sanitary Sewer Cleaning Services Contract with Safeway Transport, Inc. adding \$50,000.00 to the contract for completion of the cleaning/televising/PACP coding of remaining accessible sanitary sewers this calendar year and further approve payment to the contractor upon satisfactory completion of the work or a portion thereof. (The resolution for this item follows the next item.)

Change Order No. 2 to Addendum No. 1 – Sanitary Sewer Cleaning Services. Approve Change Order No. 2 to Addendum No. 1 of the Sanitary Sewer Cleaning Services Contract with Safeway Transport, Inc. adding \$10,000.00 to the contract to address other street construction and isolated storm sewer collection system maintenance and repair projects and further approve payment to the contractor upon satisfactory completion of the work or a portion thereof as detailed below:

RESOLUTION NO. 165-2017

**AUTHORIZING CHANGE ORDER NO. 3 TO THE SANITARY SEWER PORTION AND
CHANGE ORDER NO. 2 TO ADDENDUM NO. 1 OF THE STORM SEWER PORTION
OF THE SANITARY SEWER CLEANING SERVICES CONTRACT WITH
SAFEWAY TRANSPORT, INC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has contracted with Safeway Transport, Inc. for the Cleaning/Televising/PACP coding of sanitary and storm sewers, to determine the structural condition and to perform required system maintenance, and

WHEREAS, numerous sections of sanitary and storm sewer mains required maintenance and inspection services to coincide with scheduled street construction projects, as well as State of Michigan required Asset Management requirements, and

WHEREAS, the City Director of Public Services & Utilities has reviewed the scheduled street construction projects and remaining accessible sanitary sewer mains requiring completion of said services, and has verified the necessity Clean/Televising/PACP code the additional sanitary and storm sewers, and recommends authorizing Safeway Transport, Inc. to perform the additional services in the amount of \$60,000.00.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Safeway Transport, Inc. for additional Cleaning/Televising/PACP coding of sanitary and storm sewers to evaluate structural condition and to perform system Asset Management as required by the State of Michigan.
- SECOND: The mayor and city clerk are instructed and authorized to sign the documents substantially in the form attached as Change Order No. 3 and Change Order No. 2 to Addendum No. 1 to the contract between the city of Owosso, Michigan and Safeway Transport, Inc.
- THIRD: The accounts payable department is authorized to submit payment to Safeway Transport, Inc. in the additional amount of \$50,000.00 for sanitary sewer services and \$10,000.00 for storm sewer services, plus prior city council approved amendments in the amount of \$174,974.73, for a total amount not to exceed \$234,974.73.
- FOURTH: The above expenses shall be paid from account no. 590-549-818.000 SAWGrantSwr account, 590-901-973.00 Sanitary Sewer Replacement Fund, and 203/202-463.818.000 local and major street maintenance funds.

Bid Award – 2005 Ford Pickup #322. Approve bid award to Ken Brafman for the sale of one 2005 Ford F250, VIN# 1FTNF20515EA33109 (Truck #322), in the amount of \$1,247.00 and authorize execution of paperwork to complete the sale as detailed:

RESOLUTION NO. 166-2017

AUTHORIZING THE EXECUTION OF SALE OF

2005 FORD F250 PICKUP, TRUCK #322

WHEREAS, the city of Owosso, Shiawassee County, Michigan established a purchasing cycle to maintain a reliable Public Works fleet motor pool; and

WHEREAS, as part of this cycle, older vehicles are retired and sold at auction; and

WHEREAS, bid solicitations were advertised and the most responsive bid received was from Mr. Ken Brafman of Mesick, Michigan.

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

FIRST: The city of Owosso has thereto determined that it is advisable, necessary and in the public interest to sell 2005 Ford F250 Pickup, Truck # 322 for \$1,247.00.

SECOND: The city clerk is instructed and authorized to complete the necessary paperwork to transfer ownership of the 2005 Ford F250 VIN#1FTN20515EA33100 to Ken Brafman of 8815 W. 10 Road, Mesick, Michigan 49668 upon receipt of funds in the amount of \$1,247.00.

Purchase Authorization – Tandem Dump Trucks. Authorize the purchase of two Freightliner 108 SD model tandem cabs & chassis from D&K Truck Company, Inc. via State of Michigan Contract No. 071B6600119 in the amount of \$168,282.00, further authorize the purchase, installation, and painting of two Crysteel 13' Dump Bodies from Truck & Trailer Specialties, Inc. via State of Michigan Contract No. 071B5500010 in the amount of \$101,986.00, further authorize \$11,000.00 for transportation and delivery expenses and unplanned configuration modifications, and approve payment to named vendors upon satisfactory receipt of said equipment as shown below:

RESOLUTION NO. 167-2017

**AUTHORIZING PURCHASE AGREEMENTS WITH
D&K TRUCK COMPANY, INC. AND TRUCK & TRAILER SPECIALTIES, INC.
FOR THE PURCHASE OF TWO DUMP TRUCKS
FOR USE IN THE FLEET MOTOR POOL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Fleet Motor Pool Replacement Fund for the replacement of a heavy duty work trucks used for the maintenance of streets and grounds, and

WHEREAS, the existing cab & chassis and dump bodies of two older heavy duty trucks have expended their useful life and are too costly to continue maintaining, and

WHEREAS, the City of Owosso Director of Public Services & Utilities has reviewed the equipment available on the State of Michigan MiDeal Contract as priced by D&K Truck Company, Inc. and recommends authorizing a purchase agreement between the city of Owosso and D&K Truck Company, Inc. for the purchase of two (2) Freightliner 108 SD cabs & chassis on the State of Michigan MiDeal Contract, and

WHEREAS, The City of Owosso Director of Public Services & Utilities has reviewed the replacement equipment on the State of Michigan MiDeal Contract as priced by Truck & Trailer Specialties, and recommends authorizing a purchase agreement between the city of Owosso and Truck & Trailer Specialties, Inc. for the purchase of two (2) dump bodies for installation on two Freightliner cabs & chassis.

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with D&K Truck Company, Inc. of Lansing, Michigan for the purchase of two (2) Freightliner 108 SD cabs & chassis via State of Michigan Contract No. 071B6600119, for use in the Fleet Motor Pool, in the amount of \$168,282.00, plus shipping & delivery of \$1,000.00.

SECOND: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Truck & Trailer Specialties, Inc. of Dutton, Michigan for the purchase of two (2) dump bodies for installation and painting on two Freightliner trucks via State of Michigan Contract No. 071B5500010, for use in the Fleet Motor Pool, in the amount of \$101,986.00 plus shipping & delivery of \$1,000.00.

THIRD: The accounts payable department is authorized to submit payment to D&K Truck Company, Inc. in the amount of \$169,282.00, and Truck & Trailer Specialties, Inc. in the amount of \$102,986.00, plus contingency funds in the amount of \$9,000.00 for unplanned configuration modifications, for a total of \$281,268.00.

THIRD: The above expenses shall be paid from account no. 661-901-979.000.

Warrant No. 552. Authorize Warrant No. 552 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal League Workers' Compensation Fund	Workers' compensation insurance 3 of 4 for FY 17/18	Various	\$19,162.00
William C. Brown, PC	Professional services- 10/10/17-11/2/17	General	\$10,517.52

Motion supported by Councilmember Teich.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Bailey.

ITEMS OF BUSINESS

Contract Authorization – Terrazzo Floor Repair & Refinishing

City Manager Crawford indicated that staff has been trying to deal with the purchase of carpeting for City Hall and during that process someone pointed out that there may be intact terrazzo floors under some of the carpet. Mr. Crawford indicated he had secured a quote from a contractor to repair and restore certain sections of the floor. He informed Council that the exact condition of the flooring is not known and some areas may need to be recarpeted if the damage is too extensive.

Motion by Councilmember Fox to waive competitive bidding requirements and authorize a contract with Great Lakes Stone Care LLC d/b/a Stone Restoration Services for terrazzo repair and refinishing in City

Hall in an amount up to \$15,000 and further authorize payment to the contractor upon satisfactory completion of the work or portion thereof as detailed below:

RESOLUTION NO. 168-2017

**WAVING BID REQUIREMENT AND AUTHORIZING PAYMENT TO
GREAT LAKES STONE CARE LLC d/b/a STONE RESTORATION SERVICES
FOR TERRAZZO REPAIR AND REFINISHING IN THE CITY HALL**

WHEREAS, the city has determined it necessary to repair and refinish approximately 1,500 square feet of terrazzo floors and stairways; and

WHEREAS, the city received a proposal from Stone Restoration Services to do the work at an approximate cost of \$15,000; and

WHEREAS, the proposed cost is within the building maintenance budget;

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

FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to waive competitive bidding procedures and have Great Lakes Stone Care LLC d/b/a Stone Restoration Services repair and refinish approximately 1,500 square feet of terrazzo floors and stairs. The refinishing will cost \$14,610 and crack repairs are at \$20.00 a linear foot which will be determined after carpet removal.

SECOND: The purchase contract is in the form of a city purchase order with Great Lakes Stone Care LLC d/b/a Stone Restoration Services and the attached terms included with estimate 24845.

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

Motion supported by Councilmember Teich.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Bailey.

COMMUNICATIONS

Karen K. Ruddy, Finance Director. October 2017 Financial Report.
N. Bradley Hissong, Building Official. October 2017 Building Department Report.
N. Bradley Hissong Building Official. October 2017 Code Violations Report.
Kevin D. Lenkart, Public Safety Director. October 2017 Police Report.
Kevin D. Lenkart, Public Safety Director. October 2017 Fire Report.
Parks & Recreation Commission. Minutes of October 25, 2017.

CITIZEN COMMENTS AND QUESTIONS

Carol Vaughn, Historical Commission Chairwoman, indicated that she is one of the non-resident members of the commission and she is very pleased to have a role on the board. In direct response to Councilmember Fox's concerns she suggested that the Council allow the Historical Commission the opportunity to draft language addressing the issue.

Mayor Eveleth invited everyone to the City Manager Candidate Meet & Greet to be held December 5th at 5:30pm at the Steam Railroading Institute. He went on to say that he was very interested in receiving feedback regarding the candidates from members of the public, business community, and staff.

Mayor Pro-Tem Osika said she had the opportunity to ride the Polar Express as a volunteer over the weekend and had a great experience. Riders she spoke with said they love Owosso. She also encouraged residents to wave to the train when it goes by.

Councilmember Fox thanked Ms. Vaughn for stepping forward with a solution to his concern.

NEXT MEETING

Monday, December 04, 2017

Tuesday, December 05, 2017, 5:30pm – City Manager Candidate Meet & Greet

Wednesday, December 06, 2017, 6:30pm – City Manager Interviews

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2019

Brownfield Redevelopment Authority/LDFA – term expires June 30, 2018

Building Board of Appeals - term expires June 30, 2019

Building Board of Appeals – Alternate - term expires June 30, 2018

Historical Commission – term expires December 31, 2019

Planning Commission – term expires June 30, 2020

ADJOURNMENT

Motion by Mayor Pro-Tem Osika for adjournment at 8:36 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk

**CITY OF OWOSSO
SCHEDULE OF REGULAR MEETINGS
FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2018**

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Act 267, Public Acts of 1976, of the schedule of Regular Meetings of the City of Owosso, County of Shiawassee, State of Michigan for the calendar year beginning January 1, 2018. The Board, dates, time and place of said regular meetings shall be as follows:

CITY COUNCIL					
The 1 st and 3 rd Monday of each month, except as noted – 7:30 p.m., local prevailing time					
<i>Dates in italic text denote a 5th Monday meeting</i>					
Owosso City Hall, Council Chambers					
JAN 02*	MAR 05	MAY 07	JUL 02	SEP 04*	NOV 05
JAN 16*	MAR 19	MAY 21	JUL 16	SEP 17	NOV 19
<i>JAN 29</i>	APR 02	JUN 04	<i>JUL 30</i>	OCT 01	DEC 03
FEB 05	APR 16	JUN 18	AUG 06	OCT 15	DEC 17
FEB 20*	<i>APR 30</i>		AUG 20	<i>OCT 29</i>	
DOWNTOWN DEVELOPMENT AUTHORITY / OWOSSO MAIN STREET			DOWNTOWN HISTORIC DISTRICT COMMISSION		
The 1 st Wednesday of each month, except as noted – 7:30 a.m., local prevailing time			The 3 rd Wednesday of each month - 6:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Council Chambers		
JAN 03	MAY 02	SEP 05	JAN 17	MAY 16	SEP 19
FEB 07	JUN 06	OCT 03	FEB 21	JUN 20	OCT 17
MAR 07	JUL 05*	NOV 07	MAR 21	JUL 18	NOV 21
APR 04	AUG 01	DEC 05	APR 18	AUG 15	DEC 19
EMPLOYEES RETIREMENT SYSTEM BOARD			OWOSSO HISTORICAL COMMISSION		
The 4 th Wednesday of even months, except as noted - 7:15 a.m., local prevailing time			The 2 nd Monday of each month, except as noted – 7:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Curwood Castle, 226 Curwood Castle Drive		
FEB 28	JUN 27	OCT 24	JAN 08	MAY 14	SEP 10
APR 25	AUG 22	DEC 12*	FEB 12	JUN 11	OCT 09*
			MAR 12	JUL 09	NOV 13*
			APR 09	AUG 13	DEC 10
PARKS & RECREATION COMMISSION			PLANNING COMMISSION		
The 4 th Wednesday of each month, except as noted – 7:30 p.m., local prevailing time			The 4 th Monday of each month, except as noted – 6:30 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Council Chambers		
JAN 24	MAY 23	SEP 26	JAN 22	MAY 29*	SEP 24
FEB 28	JUN 27	OCT 24	FEB 26	JUN 25	OCT 22
MAR 28	JUL 25	NOV 28	MAR 26	JUL 23	NOV 26
APR 25	AUG 22	DEC 12*	APR 23	AUG 27	DEC 10*
ZONING BOARD OF APPEALS			* = Rescheduled due to legal holiday on regular meeting date or other scheduling conflict		
The 3 rd Tuesday of each month, except as noted – 9:30 a.m., local prevailing time					
Owosso City Hall, Council Chambers					
JAN 16	MAY 15	SEP 18			
FEB 20	JUN 19	OCT 16			
MAR 20	JUL 17	NOV 20			
APR 17	AUG 21	DEC 18			

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



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

MEMORANDUM

DATE: November 28, 2017

TO: Mayor Eveleth, City Council and City Manager Crawford

FROM: Larry Cook, Assessor

RE: 2018 Poverty Exemption Policy, Guidelines and Thresholds

As per the provisions of PA 390 of 1994 and further amended by PA 620 of 2002, local governing bodies are required to set income levels for their poverty exemption guidelines and those income levels **shall not** be set lower than the federal poverty guidelines as updated annually by the U.S. Department of Health and Human Services.

The act also requires an asset test to be a part of policy and guidelines. In 2008, the State Tax Commission determined the City of Owosso policy, guidelines and exemption applications addressed by the Board of Review during that year, were found to be adequate. The application was good and the BOR followed those guidelines and maintained appropriate documentation.

I would recommend approval of the attached 2018 Poverty Exemption Policy and Guidelines as amended, with a blended income threshold of the 2018 Federal Income Standard Poverty Thresholds, as found in STC Bulletin No.24 of 2017, and the Shiawassee County Median 40% Income, whichever threshold is higher. And, an asset test as required pursuant to PA 390 of 1994.

Thank you in advance for your cooperation in this matter and as always, if you have any further questions, please feel free to contact me.

**2018
Poverty Exemption
Breakdown**

	Household Size								Each
	1	2	3	4	5	6	7	8	Add.
Federal Income Poverty Threshold	\$12,060	\$16,240	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$4,180
Shiawassee County Median 40%	\$15,800	\$18,080	\$20,320	\$22,560	\$24,400	\$26,200	\$28,000	\$29,800	
Income Threshold Used: (Which ever is largest)	\$15,800	\$18,080	\$20,420	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320	\$4,180



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

BULLETIN NO. 24 of 2017
CHANGES FOR 2018
November 28, 2017

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2018

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$20,420 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$20,420. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2018 assessments.

Size of Family Unit	Poverty Guidelines
1	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960
7	\$37,140
8	\$41,320
For each additional person	\$4,180

Note: PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 5 of 2012 for more information on poverty exemptions.

Note: P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

04/14/2017 INCOME AND RENT LIMITS

County: 78 Shiawassee

Effective Date: 4/14/2017

Income	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
20%	7,900	9,040	10,160	11,280	12,200	13,100	14,000	14,900
25%	9,875	11,300	12,700	14,100	15,250	16,375	17,500	18,625
30%	11,850	13,560	15,240	16,920	18,300	19,650	21,000	22,350
35%	13,825	15,820	17,780	19,740	21,350	22,925	24,500	26,075
40%	15,800	18,080	20,320	22,560	24,400	26,200	28,000	29,800
45%	17,775	20,340	22,860	25,380	27,450	29,475	31,500	33,525
50%	19,750	22,600	25,400	28,200	30,500	32,750	35,000	37,250
55%	21,725	24,860	27,940	31,020	33,550	36,025	38,500	40,975
60%	23,700	27,120	30,480	33,840	36,600	39,300	42,000	44,700
80%	31,600	36,160	40,640	45,120	48,800	52,400	56,000	59,600
100%	39,500	45,200	50,800	56,400	61,000	65,500	70,000	74,500
120%	47,400	54,240	60,960	67,680	73,200	78,600	84,000	89,400
125%	49,375	56,500	63,500	70,500	76,250	81,875	87,500	93,125
140%	55,300	63,280	71,120	78,960	85,400	91,700	98,000	104,300
150%	59,250	67,800	76,200	84,600	91,500	98,250	105,000	111,750

Rent By Person	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
20%	197	226	254	282	305	327	350	372
25%	246	282	317	352	381	409	437	465
30%	296	339	381	423	457	491	525	558
35%	345	395	444	493	533	573	612	651
40%	395	452	508	564	610	655	700	745
45%	444	508	571	634	686	736	787	838
50%	493	565	635	705	762	818	875	931
55%	543	621	698	775	838	900	962	1,024
60%	592	678	762	846	915	982	1,050	1,117
80%	790	904	1,016	1,128	1,220	1,310	1,400	1,490
100%	987	1,130	1,270	1,410	1,525	1,637	1,750	1,862
120%	1,185	1,356	1,524	1,692	1,830	1,965	2,100	2,235
125%	1,234	1,412	1,587	1,762	1,906	2,046	2,187	2,328
140%	1,382	1,582	1,778	1,974	2,135	2,292	2,450	2,607
150%	1,481	1,695	1,905	2,115	2,287	2,456	2,625	2,793

Rent By Bedroom	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
20%	197	211	254	293	327	361
25%	246	264	317	366	409	451
30%	296	317	381	440	491	541
35%	345	370	444	513	573	632
40%	395	423	508	587	655	722
45%	444	476	571	660	736	812
50%	493	529	635	733	818	903
55%	543	582	698	807	900	993
60%	592	635	762	880	982	1,083
80%	790	847	1,016	1,174	1,310	1,445
100%	987	1,058	1,270	1,467	1,637	1,806
120%	1,185	1,270	1,524	1,761	1,965	2,167
125%	1,234	1,323	1,587	1,834	2,046	2,257
140%	1,382	1,482	1,778	2,054	2,292	2,528
150%	1,481	1,588	1,905	2,201	2,456	2,709

CITY OF OWOSSO

2018

PROPERTY TAX POVERTY EXEMPTION POLICY & GUIDELINES

POLICY

The City of Owosso will grant partial exemptions due to poverty according to Section 211.7u of the Michigan Compiled Laws. ***Property Tax Poverty exemptions must be applied for each year***, after January 1st, but one day prior to the last day of the December Board of Review.

The Assessor and the Board of Review will apply the guidelines as adopted by the City uniformly to all applicants without prejudice and shall not deviate from the adopted guidelines without substantial and compelling reasons. Any such deviation shall be communicated in writing to the applicant. (211.7u).

The Assessor's office will determine the estimated property tax liability for the applicable tax year and the estimated State homestead credit for each applicant. The exemption shall not exceed the tax liability minus the estimated homestead credit refund received during the current tax year. (Example: if the tax liability is \$1000 and the homestead credit received in the current tax year is \$300, the exemption shall not exceed \$700.)

The Board of Review may deviate from the above policy where there are substantial and compelling reasons and such substantial and compelling reasons are communicated in writing to the City Council and the claimant (211.7u).

GUIDELINES

The applicant shall:

- Be the owner and occupy the principal residence the property for which an exemption is applied (211.7u).

- File a claim (application) on the form provided by the City Assessor's office. The filing of a claim constitutes an appearance before the Board of Review for the purpose of preserving the claimant's right to appeal (211.7u). **The application form shall be fully completed.**

- Sign the application at the Assessor's office when the application is returned. If the applicant cannot personally return the application, a notarized application is acceptable.

- Supply a copy of federal and state income tax returns for **all** persons residing in the homestead, including any property tax credit returns, filed in the immediately preceding or in the current year (211.7u) and/or, affidavit, (Treasury Form 4988), **must** be filed by **all**

persons residing in the residence that are not required to file a federal and/or state income tax return.

- Supply a copy of proof of income for the most recent one-month period for **all** household members (current pay stubs, benefit statement, etc.)

- Supply identification, proof of residency and ownership if requested by the Assessor or Board of Review (211.7u).

If the applicant fails to supply all the required documents or if it is found that the information supplied is fraudulent, the application shall be denied.

Income Test

Applicant's income shall not exceed the federal poverty income thresholds as defined and determined annually by the U.S. Department of Commerce or 40% of the median income for Shiawassee County as provided by the State of Michigan Housing Development Authority, whichever threshold is higher. The most recent available income guidelines will be used. (See attached defined income)

2017 Income Standards Poverty Threshold

Number of persons residing in homestead	Annual allowable income
1 person	15,800.
2 persons	18,080.
3 persons	20,420.
4 persons	24,600.
5 persons	28,780.
6 persons	32,960.
7 persons	37,140.
8 persons	41,320.
Each additional person, add	4,180.

Income of students under the age of 18 years, **shall not** be included as income

Asset Test

The value of property in **excess** of what is considered part of the original homesteads minimum zoning required footprint for that home shall be considered an asset.

According to the MTT Small Claims Division Docket 236230, 8/13/1997, the MTT views the asset test to be: ***an indication of funds available which may be used to pay one's taxes....and not the inclusion of equity in one's home.***

Assets include, but are not limited to: real estate other than principal residence minimum footprint, motor vehicles, recreational vehicles and equipment, certificates of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc. For purposes of this paragraph, the Board of Review shall consider the value of the assets and shall not reduce such value by any indebtedness owed on such assets, or indebtedness otherwise owed by the applicant(s).

Assets, (except the original homestead and minimum zoning required footprint, essential

household goods and the first \$5,000 of the market value of a motor vehicle), shall not exceed \$4,000 (four thousand) dollars for individual applicant and/or \$6,000 (six thousand) dollars per household if more than one financial contributor.

The Bureau of the Census defines income to include the following:

1. Money wages and salaries before any deductions.
2. Net receipts from non-farm self-employment. These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.
3. Net receipts from farm self-employment. These are receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses.
4. Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, workers' compensation, veterans' payments, public assistance (including Aid to Families with Dependent Children, Supplemental Security Income, Emergency Assistance money payments, and non-Federally-funded General Assistance or General Relief money payments).
5. Alimony, child support, and military family allotments or other regular support from an absent family member or someone not living in the household.
6. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments.
7. College or university scholarships, grants, fellowships, and assistantships.
8. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

Income does not include the following:

1. Money received from the sale of property such as stocks, bonds, a house, or a car unless a person is in the business of selling such property.
2. Withdrawals of bank deposits and borrowed money.
3. Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments.
4. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
5. Federal non-cash benefit programs such as Medicare, Medicaid, food stamps, school lunches.

INCOME INFORMATION

You **must** list **all** sources of income including salaries, social security, rents, interest income, pension, unemployment, workman's comp, child support, alimony, claims & lawsuits, income tax refunds, military benefits and any other income whether taxed or untaxed.

Source	Amount	Per (week, month, year, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total Per Year	_____
	OR Total Per Month	_____

ASSET INFORMATION

BANK ACCOUNTS & SAVINGS (List All Accounts Separately)

Name of Bank, Savings & Loan or Credit Union	Amount On Deposit Now	In Whose Name Is The Account?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Savings Bonds (List each separately):

Bond _____	Current Value _____
Bond _____	Current Value _____

Stocks, Bonds, Mutual Funds, Mortgages, Land Contracts Held, Etc. (List each separately):

Current Value _____	Dividends & Interest Received in Previous Year _____
Current Value _____	Dividends & Interest Received in Previous Year _____
Current Value _____	Dividends & Interest Received in Previous Year _____

Life Insurance Policies:

Person(s) Insured _____	Current Cash Value _____
Person(s) Insured _____	Current Cash Value _____

Motor Vehicles (Including Motorcycles, Motor Homes, etc):

Make _____ Model _____ Year _____ Mileage _____ 4Door / 2 Door
Estimate Value _____

Make _____ Model _____ Year _____ Mileage _____ 4Door / 2 Door
Estimate Value _____

Make _____ Model _____ Year _____ Mileage _____ 4Door / 2 Door
Estimate Value _____

Other (Boats, Travel Trailers, ATV's, Snowmobiles, Antiques, Etc.):

Type _____ Year _____ Estimated Value _____

Type _____ Year _____ Estimated Value _____

Type _____ Year _____ Estimated Value _____

HOUSEHOLD INFORMATION

List All Persons Living at Your Address (or college students) and How They Contribute to Your
Income and/or Bills:

Name	Age	Relationship	Monthly Financial Contribution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Monthly Expense Information

Heating: _____ Electric: _____ Water: _____ Phone: _____

Cable: _____ Satellite: _____ Internet: _____ Insurance: _____

Garbage: _____ Food: _____ Clothing: _____ Daycare: _____

Other (Type) _____ Other (Type) _____ Other (Type) _____

OTHER INFORMATION

Is anyone not living with you (friend, relative, etc.) contributing to the household income or helping to pay your expenses? If yes, explain:

Do you plan or anticipate any changes in your living arrangements or financial situation in any way this year? If yes, explain:

Please add any other information that you feel is important to this application.

Application Required Documents Checklist:

- ___ Federal Income Tax Return (previous year) or Poverty Exemption Affidavit if filing is not required.
- ___ State Income Tax Return (previous year) or Poverty Exemption Affidavit if filing is not required
- ___ Property Tax Credit Return (previous year)
- ___ Proof of Income (most recent one month period – pay stubs, benefit statements, etc.)
- ___ Proof of Identity (drivers license, pictured identification, etc.)
- ___ Proof of ownership (deed, contract, etc.)

Notice: Any willful misstatement or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

Notice: Per MCL 2117u(2b), a copy of all household members Federal Income Tax returns, State Income Tax returns (MI-1040) and Homestead Property Tax Credit claims (MI-1040CR 1, 2, 3 or 4) must be attached as proof of income or a signed Form 4988, Poverty Exemption Affidavit. Documentation for all income sources including, but not limited to, credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at time of application.

Petitioners: Do not sign this application until witnessed by the Assessor, Board of Review, or Notary Public.

I certify that the above information is true and correct to the best of my knowledge and that neither I, nor any household member residing within the principal residency, have money, income or property other than mentioned herein. If it is found that the information I supplied is fraudulent or misrepresented in any way, my application will be denied.

Signature _____ Date _____

Subscribed and sworn this _____ day of _____ 20____

Must be signed by, and in front of, Assessor, or Board of Review Member, or Notary Public:

Signature _____ Date _____

Printed Name _____ Position _____

My Notary Commission Expires _____

IF YOU HAVE ANY QUESTIONS OR NEED HELP FILLING OUT THIS APPLICATION, PLEASE FEEL FREE TO CALL THE ASSESSING OFFICE MONDAY-FRIDAY 9:00 AM TO 5:00 PM AT 725-0530.



MEMORANDUM

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

DATE: November 28, 2017

TO: City Council

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

SUBJECT: Repair of Tertiary Pump T-1-W - Wastewater Treatment Facility

RECOMMENDATION:

Authorization to procure overhaul and installation services from Kennedy Industries of Wixom, Michigan for Tertiary Pump T-1-W for use at the Wastewater Treatment Facility.

BACKGROUND:

Competitive quotes for pump evaluation were received from Kennedy Industries of Wixom, Michigan, Jett Pump of Waterford, Michigan, and Peerless Midwest of Ionia, Michigan. Jett Pump was very high and has not yet been used for such services in Owosso. Peerless Midwest was \$200.00 less than Kennedy Industries. However, Peerless repair facilities are out of state, creating a much longer delivery lead time and no opportunity to examine the repair work prior to shipping. Kennedy Industries as well as their repair facility is local, and available for inspection of the final repaired product prior to delivery. I have much experience with Kennedy Industries, and their quality workmanship and repair facilities are second to none.

Pump T-1-W is a large vertical pump with a 150 HP motor, powering a pump capable of pushing 3,600 gallons per minute. This pump when completed will be as good as new and therefore less expensive than replacing with a new pump.

FISCAL IMPACTS:

Repair and installation services of \$16,895.00, plus contingency of \$1,000.00 for potential unplanned installation modification expense, will be funded from the Sewer Replacement Fund 599-901-977.000.

Document originated by:

Glenn M. Chinavare, Director of Public Services & Utilities

Attachments: (1) Resolution
(2) Kennedy Industries Quote

RESOLUTION NO.

**AUTHORIZING PURCHASE AGREEMENT BETWEEN THE CITY OF OWOSSO AND
KENNEDY INDUSTRIES, INC. OF WIXOM, MICHIGAN
FOR REPAIR AND INSTALLATION SERVICES OF
TERTIARY PUMP FOR USE AT THE WASTEWATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Wastewater Plant Replacement Fund for the replacement of a tertiary pump for moving wastewater through the Wastewater Treatment Facility for processing, and

WHEREAS, the existing T-1-W Pump is inoperable due to wear, and is determined to require immediate repair. Kennedy Industries, Inc. has provided pricing for repair of the pump at a cost of \$16,895.00, and

WHEREAS, the City Director of Public Services and Utilities has reviewed the necessity of replacement and the pricing provided from Kennedy Industries, and has verified the replacement parts needed to restore the T-1-W pump to full capacity, and recommends authorizing Kennedy Industries to provide the required repair and installation services in an amount not to exceed \$16,895.00, plus contingency in the amount of \$1,000.00 for unplanned installation modifications upon written authorization only.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Kennedy Industries, Inc. of Wixom, Michigan for the procurement of repair and installation services for pump T-1-W for use at the Wastewater Treatment Plant.
- SECOND: The accounts payable department is authorized to submit payment to Kennedy Industries, Inc. in an amount not to exceed \$16,895.00, plus contingency in the amount of \$1,000.00 upon written authorization only, for a total of \$17,895.00 upon delivery, installation, and successful start-up of the tertiary pump.
- THIRD: The above expenses shall be paid from account no. 599-901-977.000.



QUOTATION		
DATE	NUMBER	PAGE
11/17/2017	84300	1 of 3

B OWO123
 I City of Owosso
 L ATTN: ACCOUNTS PAYABLE
 T 301 WEST MAIN STREET
 O OWOSSO, MI 48867,

Accepted By: _____
 Company: _____
 Date: _____
 PO#: _____

ATTENTION:
 TIM GUYSKY P: 989-725-0562 F: 989-723-1170 TIMOTHY.GUYSKY@CI.OWOSSO.MI.US

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO #	JOB #	JOB TITLE	SLP	SHIPPING TYPE
	84300	OWOSSO, CITY OF, FLOWAY, PUMP, 18MKH 1 STAGE, SEWAGE, STATION TW1	KP / NJH	FILED SERVICE

QTY	DESCRIPTION
-----	-------------

THE FOLLOWING QUOTE IS FOR THE COST OF LABOR AND MATERIALS TO REPAIR THE ABOVE REFERENCED PUMP.

NEW PARTS REQUIRED:

- (1) SUCTION BEARING
- (1) BOWL BEARING
- (2) SPYDER BEARINGS
- (1) STUFFING BOX BEARING
- (1) DUST COLLAR
- (1) IMPELLER RING
- (1) INTERMEDIATE SHAFT
- (1) HEAD SHAFT
- (1) MECHANICAL SEAL - COMPONENT
- (2) SHAFT SLEEVES
- (1) STUFFING BOX GASKET
- (1) STUFFING BOX CAP GASKET
- (1) DISCHARGE GASKET
- (1) SET OF FASTENERS
- (1) KILO CERAMIC
- (2) GALLONS EPOXY

LABOR REQUIRED:

WELD REPAIR IMPELLER VANES AND SHROUD AND HAND BLEND TO RESTORE CONTOUR.

MACHINE BOWL RING TO ESTABLISH CONCENTRICITY.

INSTALL NEW IMPELLER RING THEN MECHANICALLY LOCK IN PLACE.

MACHINE IMPELLER RING FOR PROPER OPERATING CLEARANCES.

CERAMIC COAT IMPELLER.

WELD REPAIR AND MACHINE #3 COLUMN REGISTER TO RESTORE PROPER CLEARANCE TO DISCHARGE HEAD.

WELD REPAIR AND MACHINE STUFFING BOX CAP TO RESTORE FLATNESS AND PROPER CLEARANCE TO STUFFING BOX REGISTER.

WELD REPAIR AND MACHINE STUFFING BOX REGISTER TO RESTORE PROPER CLEARANCE TO DISCHARGE HEAD.

Kennedy Industries Inc.

QUOTATION		
DATE	NUMBER	PAGE
11/17/2017	84300	2 of 3

QTY	DESCRIPTION
-----	-------------

WELD REPAIR AND MACHINE STUFFING BOX SEAT BORE ID TO RESTORE PROPER SIZE.

MACHINE STUFFING BOX FACE AND REGISTER TO RESTORE SURFACE, FLATNESS, AND CONCENTRICITY.

WELD REPAIR AND HAND BLEND DIFFUSER VANE TIPS TO RESTORE SURFACE.

ASSEMBLE ALL ROTATING PARTS ON SHAFT AND PLACE IN BALANCING MACHINE.

VERIFY T.I.R.'S THEN DYNAMICALLY BALANCE ROTOR TO 4W/N.

INSTALL NEW SHAFT SLEEVES THEN MECHANICALLY LOCK IN PLACE.

MEASURE AND RECORD ALL FINAL OPERATING CLEARANCES.

FINAL ASSEMBLE PUMP WITH NEW PARTS LISTED.

CHECK TO INSURE PROPER LIFT AND FREE ROTATION.

DISASSEMBLE PUMP FOR FIELD SERVICE INSTALL.

PAINT WET END PARTS WITH EPOXY THEN PRESERVE PUMP FOR DELIVERY.

REPAIR COST: \$ 12,870.00

OPTION 1 - UPGRADE MECHANICAL SEAL FROM COMPONENT TO JOHN CRANE 4610 CARTRIDGE SEAL WITH NEW STUFFING BOX: \$ 925.00 ADDITIONAL COST

DELIVERY: 4 WEEKS (AFTER RECEIPT OF ORDER)

OPTION 2 - ADD NEW BOWL ASSEMBLY AND SUBTRACT WORK TO OLD BOWL ASSEMBLY: \$ 5,950.00 ADDITIONAL COST

DELIVERY: 16 WEEKS (AFTER RECEIPT OF ORDER)

Kennedy Industries Inc.

QUOTATION		
DATE	NUMBER	PAGE
11/17/2017	84300	3 of 3

QTY	DESCRIPTION
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THE FOLLOWING QUOTE IS FOR FIELD SERVICE REQUIRED ON YOUR ABOVE REFERENCED PUMP STATION:

FIELD SERVICE LABOR REQUIRED:

KENNEDY INDUSTRIES WILL PROVIDE (2) FIELD SERVICE TECHNICIAN(S) ONSITE TO INSTALL YOUR PUMP WITH A REPLACEMENT MECHANICAL SEAL, TEST RUN AND VERIFY PROPER OPERATION.

INSTALL COST: \$ 3,100.00

REPAIR COST: \$ 13,795.00

INSTALL COST: \$ 3,100.00

TOTAL COST: \$ 16,895.00

DELIVERY: 4 WEEKS (AFTER RECEIPT OF ORDER)

WE WILL NOT PROCEED WITH THIS REPAIR UNTIL GIVEN AUTHORIZATION. PLEASE PROVIDE WRITTEN OR VERBAL AUTHORIZATION SO THAT WE MAY RESPOND TO YOUR REQUIREMENTS. IF YOU HAVE ANY QUESTIONS, COMMENTS, OR ARE IN NEED OF ANY ADDITIONAL INFORMATION PLEASE FEEL FREE TO CONTACT ME AT (248) 684-1200.

SINCERELY,

MIKE HORN
MHORN@KENNEDYIND.COM
REPAIR CENTER MANAGER

JN/KP
CC: NJH

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions and Customer Warranty available at www.kennedyind.com which will be provided by mail upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

CREDIT CARD ORDERS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE
NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL

P.O. Box 930079 Wixom, MI 48393 ♦ 4925 Holtz Dr, Wixom, MI 48393 ♦ Phone: 248-684-1200 ♦ Fax: 248-684-6011

www.KennedyInd.com



MEMORANDUM

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

DATE: November 28, 2017

TO: City Council

FROM: Glenn Chinavare, Director of Public Services & Utilities

SUBJECT: Change Order No. 1; 2017 Street Resurfacing Program

RECOMMENDATION:

Approval of Change Order No. 1 to the contract agreement between the city of Owosso and Malley Construction for the 2017 Street Resurfacing Program, in the amount of \$9,218.50.

BACKGROUND:

On August 7, 2017, City Council approved the Contract to Malley Construction, Inc. in the amount of \$2,887,383.25 for the 2017 Street Resurfacing Program. Since then, work has reasonably progressed to date. Transmitted herewith is Change Order #1 in the amount of \$9,218.50, a net increase, that when approved will revise the total contract price to \$2,896,601.25. These work items are result of changed conditions found in the field and necessary to complete work. Malley Construction, Inc. agrees with the work items and prices as presented within Change Order No. 1. Staff finds the prices reasonable and recommends approving Change Order No. 1.

FISCAL IMPACTS:

Expenses for Change Order No. 1 for the 2017 Street Resurfacing Program shall be paid for from the 2016 Unlimited Obligation Bond Proceeds Account No. 202-451-818.000 (\$5,428.50) and Water Fund Account Fund Account No. 591-901-972.000 (\$3,790.00).

Document originated by: Glenn Chinavare, Director of Public Services & Utilities

attachments: (1) Resolution
(2) Proposed Change Order No. 1 Malley Construction

RESOLUTION NO.

**AUTHORIZING CHANGE ORDER NO. 1
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND
MALLEY CONSTRUCTION, INC.
FOR 2017 STREET RESURFACING PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with Malley Construction, Inc. on August 7, 2017 for resurfacing various streets of the 2017 Street Resurfacing Program; and

WHEREAS, the City has requested additional work from Malley Construction, Inc. due to conditions found in the field; and

WHEREAS, Malley Construction, Inc. agrees to perform the additional work with pricing as set forth in Change Order 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 determined it is advisable, necessary and in the public interest to amend the 2017 Street Resurfacing Program contract with Malley Construction, Inc. for additional work as described within Change Order No. 1.
- 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 in the amount of \$9,218.50, to the Contract for Services between the City of Owosso and Malley Construction, Inc. revising the total contract amount from \$2,887,383.25 to \$2,896,601.75.
- THIRD: The accounts payable department is authorized to pay Malley Construction, Inc. for work satisfactorily completed up to the revised amount of the Contract including Change Order No.1. in the amount of \$2,896,601.75.
- FOURTH: The above expenses shall be paid from a combination of 2016 Unlimited Obligation Bond Proceeds Account No. 202-451-818.000 (\$5,428.50), Water Fund Account No. 591-901-972.000 (\$3,790.00).

CHANGE ORDER

No. 1

OWNER: City of Owosso
 CONTRACTOR: Malley Construction, Inc.
 Contract: City of Owosso 2017 Street Program
 OWNER's P.O. No. 000042304 ENGINEER's Project No. 830300
 ENGINEER: Fleis & VandenBrink

The Contract is modified as follows upon execution of this Change Order:
 Description:

Road and Storm Sewer:

Adjust the following pay item quantities in the Contract for changes made on W. Stewart Street:

<u>Item No.</u>	<u>Item of Work</u>	<u>Est. Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Cost</u>
42	HMA, 2C <i>(New HMA, 2C contract quantity is 6,510 tons)</i>	310	Ton	\$61.27	\$18,993.70
45	HMA, 5E3 <i>(New HMA, 2C contract quantity is 2,700 tons)</i>	(310)	Ton	\$73.92	(\$22,915.20)

Add the following pay items to the Contract:

<u>Item No.</u>	<u>Item of Work</u>	<u>Est. Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Cost</u>
72	S. Chestnut Street Agg. Shoulder	1	LSum	\$3,900.00	\$3,900.00
73	Sanitary Sewer Lead Replacement	1	Ea	\$1,700.00	\$1,700.00
74	Connect Downspout to New Storm Sewer	1	Ea	\$500.00	\$500.00
75	Dr Structure Modifications due to Conflicts	4	Ea	\$412.50	\$1,650.00
76	Flowable Fill	320	LF	\$5.00	\$1,600.00

Sub Total Road and Storm Sewer Amount: \$5,428.50

Water Main:

Add the following pay items to the Contract:

<u>Item No.</u>	<u>Item of Work</u>	<u>Est. Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Cost</u>
136	Pipe Insulation	20	LF	\$69.00	\$1,380.00
137	20-inch dia Casing Pipe	20	LF	\$78.00	\$1,560.00
138	Supply & Install Meter Pit, Complete	30	Ea	\$400.00	\$12,000.00
139	C153 Ductile Iron Fittings Credit	1	LSum	(\$11,150.00)	(\$11,150.00)

Sub Total Water Main Amount: \$3,790.00

Total Change Amount: \$9,218.50

Attachments: None

CHANGE IN CONTRACT PRICE
Original Contract Price \$ <u>2,887,383.25</u>
Increase (Decrease) from previously approved Change Orders No. _____ to _____: \$ _____
Contract Price prior to this Change Order: \$ <u>2,887,383.25</u>
Increase (Decrease) of this Change Order: \$ <u>9,218.50</u>
Contract Price incorporating this Change Order: \$ <u>2,896,601.75</u>

CHANGE IN CONTRACT TIMES
Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ (days or dates)
Increase (Decrease) from previously approved Change Orders No. ____ to _____: Substantial Completion: _____ Ready for Final Payment: _____ (days)
Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ (days or dates)
Increase (Decrease) of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ (days)
Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ (days or dates)

RECOMMENDED:

By: _____

ENGINEER (Authorized Signature)

Title: Project Engineer

Date: 11/28/17

APPROVED:

By: _____

OWNER (Authorized Signature)

Title: _____

Date: _____

ACCEPTED:

By: _____

CONTRACTOR (Authorized Signature)

Title: Project Manager

Date: 11-28-2017

ATTEST:

By: _____

Title: _____

Date: _____



MEMORANDUM

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

DATE: November 29, 2017
TO: Mayor Eveleth and the Owosso City Council
FROM: Brad Hissong, Building Official
SUBJECT: Lot Split Application – 524 Martin St

RECOMMENDATION:

I recommend approval of the application for lot split for 524 Martin St

BACKGROUND:

LEGAL DESCRIPTION:

LOT 5 BLK 11 CITY ASSESSORS PLAT 3

The attached lot split request, received on November 27, 2017 from Mr. and Mrs. Rodney Weinert, has been reviewed by each department head within the City of Owosso. The proposed split will conform to present city ordinances.

Therefore, approval by the City Council for this lot split is recommended.

FISCAL IMPACTS:

N/A

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.

***BUILDING OFFICIAL:

COMMENTS: REVIEW FOR BIG SET BACKS & TOTAL LOT SIZES
WITHIN R1 RESIDENTIAL ZONING DISTRICT (OK) APPROVED BTB

***ASSESSING

Spalook

RECOMMENDS APPROVAL: X DENIAL: _____

WRITE NEW DESCRIPTIONS

COUNTY DRAIN OFFICE - SPECIAL ASSESSMENTS: N/A

PAID _____ UNPAID _____

AT THE END OF YEAR, CHECK WITH COUNTY FOR DELINQUENT TAXES:

PAID: _____ UNPAID: _____

COMMENTS: NEW DESCRIPTIONS ATTACHED. SPLIT/COMBINE FOR '18.

***TREASURER

Kathy Jagan

TAXES: Summer PAID ✓ UNPAID ✓ Winter

SPECIAL ASSESSMENTS: PAID _____ UNPAID _____

COMMENTS: _____

***COMMUNITY DEVELOPMENT

RECOMMENDS APPROVAL: ✓ DENIAL: _____

COMMENTS: Montenegro

***PUBLIC UTILITIES

RECOMMEND APPROVAL: ✓ DENIAL: _____

COMMENTS: 524 + 530 MARTIN BOTH HAVE WATER + SEWER SERVICES.
NO CONFLICTS PROVIDING SPLIT DOES NOT INFRINGE ON WATER/SEWER
SERVICES. THESE WILL NEED TO BE MARKED FOR CLARIFICATION.
NO STORM SEWER ISSUES.

***ENGINEERING RECOMMENDS APPROVAL: ✓ DENIAL: _____

COMMENTS: [Signature]

1. PROCESS \$25 FEE
2. RETURN ALL MATERIAL TO BUILDING DEPARTMENT
3. SEND COPY OF APPLICATION TO APPLICANT WITH DATE OF COUNCIL MEETING
4. PREPARE MEMO AND SUBMIT WITH ORIGINAL APPLICATION TO CLERK'S OFFICE
5. AFTER COUNCIL APPROVAL OR DENIAL, NOTIFY APPLICANT WITH COPY OF COMPLETED APPLICATION
6. NOTIFY ASSESSOR OF APPROVAL OR DENIAL
7. SCAN TO BUILDING FILE IN BS&A/FILE ORIGINAL IN BUILDING FILE

fee pd 11-27-17
CN# 6307

PARCEL ID # 78-050- 113-011-005-00

25.00 fee

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

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 524 Martin St Owosso MI 48867 Date _____

Name of applicant Rodney K. Weirnt Phone (989) 723 4736

Address of applicant 524 Martin St. Owosso, MI 48867

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:

We, Rodney + Barbara Weirnt, sold 10' x 255' on the south side of our property to Gregory + JoAnn Weirnt to allow them access to their backyard several years ago.

We need to record this change to our deed. Due to our age we need to get this done to prevent a problem later.

Signed Rodney + Barbara Weirnt
Gregory + JoAnn Weirnt

CITY STAFF TO COMPLETE BELOW

ZONING REVIEW: ZONING B4 [] RECOMMEND APPROVAL [] RECOMMEND DENIAL

EXPLANATION OF RECOMMENDATION Lot sizes (OK) Both Parcels - All Related building Set Back OK

DATE SET FOR CITY COUNCIL REVIEW 12/4/17 NOTICE SENT TO APPLICANT 11/29/17

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

RESULTS SENT TO APPLICANT _____

**CITY OF OWOSSO
LOT SPLIT ORDINANCE**

Sec. 30-5. Article I, Chapter 30 of the Code of the City of Owosso states...

The division of a lot in a recorded plat is prohibited, unless approved following application to the city council. The application shall be filed with the city clerk and shall state the reasons for the proposed division. The city council may request review and comment by the city planning commission. The division to be approved by the city council shall have the suitability of the land for building purposes approved by the city zoning administrator, who may require submission of a professionally prepared boundary survey report. No building permit shall be issued, nor any building construction commenced, prior to the city council's approval. No lot in a recorded plat shall be divided into more than four (4) parts, and the resulting lots shall be not less in area than permitted by the city zoning ordinance. The division of a lot resulting in a smaller area than prescribed herein may be permitted but only for the purpose of adding to the existing building site or sites. The application shall so state and shall be in affidavit form.

City Ordinance. No. 456, of 12-19-88

NEW DESCRIPTION:

ASSESSOR'S DESCRIPTION:

Lot Split & Combination of Platted Lots

Rodney & Barbara Weinert
524 Martin Street
050-113-011-005-00

Gregory & Joann Weinert
530 Martin Street
050-113-011-004-00

Current Description 050-113-011-005-00 (524 Martin)

LOT 5 BLK 11 CITY ASSESSORS PLAT 3

Current Description 050-113-011-004-00 (530 Martin)

LOT 4 BLK 11 CITY ASSESSORS PLAT 3

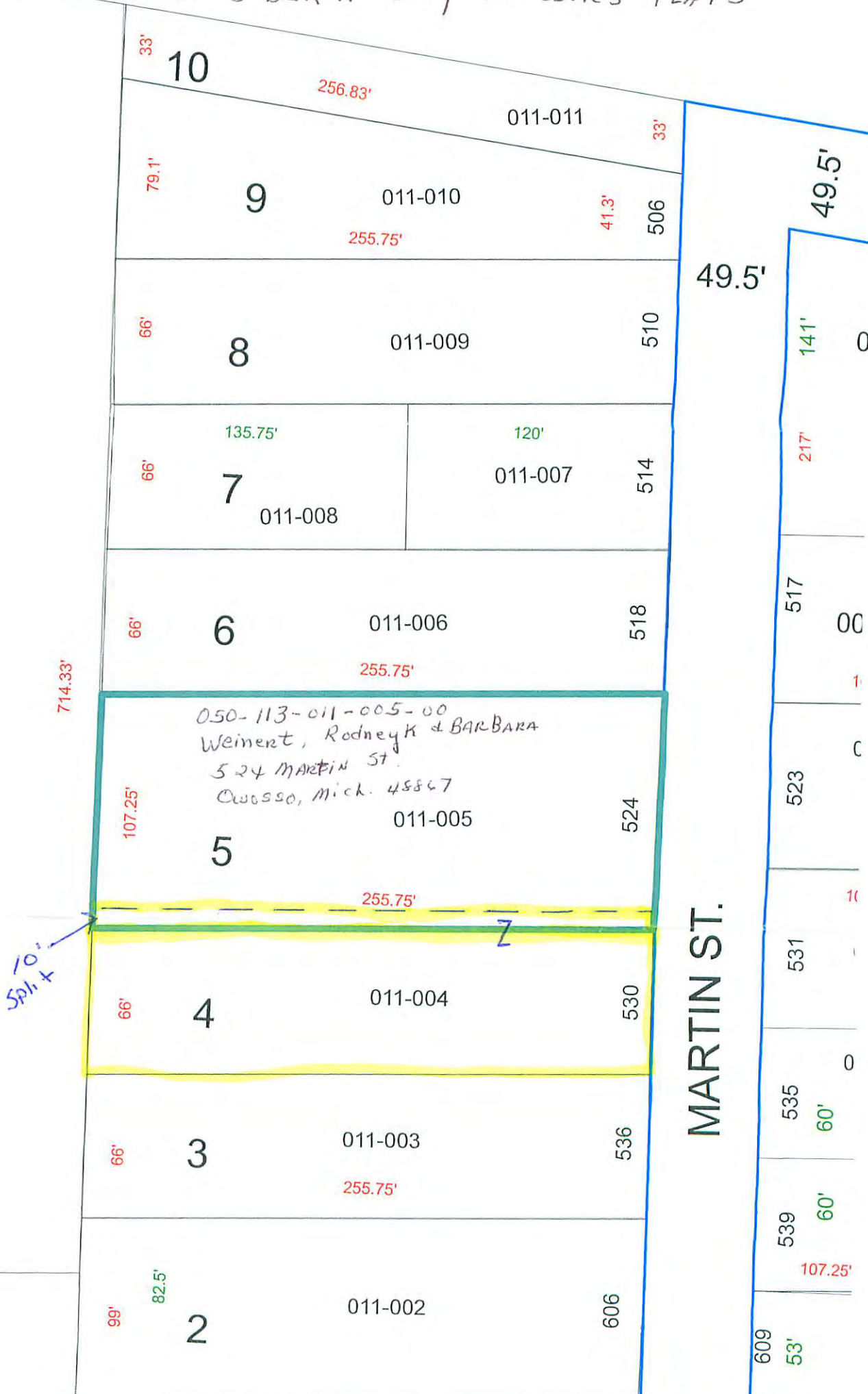
New Description After Split & Combine 050-113-011-005-00 (524 Martin)

LOT 5 BLK 11 CITY ASSESSORS PLAT 3, EX S 10'

New Description After Split & Combine 050-113-011-004-00 (530 Martin)

LOT 4 & S 10' LOT 5, BLK 11 CITY ASSESSORS PLAT 3

Lot 5 BLK 11 City Assessors PLAT 3





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

MEMORANDUM

DATE: November 30, 2017

TO: City Council

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

RE: City Manager Interview Materials

I have attached a draft of the City Manager interview packet. For those councilmembers that did not provide questions, I have added questions for you. You will rate each candidate on their interview responses and then after the interview is completed, your observations. I can make any changes/additions you feel are necessary. I have also included a list of items/questions that cannot be asked during the interview process.

The interview packet will be kept confidential until such time as the interviews take place.

INTERVIEWING

The employer should not request information that is not job-related and must not ask questions that might reveal an applicant's protected status. If discriminatory questions are asked or discussed during an interview, the employer may have to later show that the information obtained was not used to discriminate in the hiring process. With that in mind, it is prudent to avoid certain inquiries completely. For example, employers should not inquire into the following areas:

- Age or date of birth;
- Marital status (this includes whether an applicant is married, divorced, separated, widowed or in the process of having a marriage annulled or dissolved, or the identity of one's current or former spouse);
- Sex, race, creed, color, religion, national origin, or sexual orientation;
- Disabilities;
- National Guard or Reserve status;
- Date of military discharge.

Interviewers also should be well informed about the ADA (Americans with Disabilities Act). Inappropriate questions include:

- Do you have any children? Do you intend to have any?
- How many children do you have? How old are they? Who will care for them while you are at work?
- Do you use birth control?
- Are you married? What does your husband/wife think of all this?
- Whom can we contact in case of an emergency?
- Have you ever tested HIV positive?
- What does your husband/wife do?
- Is your husband/wife a union member?
- How likely is it that your husband/wife will accept a job in another city?
- How does your husband/wife feel about you making more money than he/she does?
- How old are you?
- What year(s) did you graduate from (attend) high school? College?
- How would you feel about taking orders from someone younger than you?
- Have you ever been arrested?
- Have you ever been treated for any of the following diseases or conditions?
- What languages are spoken in your home?
- Do you have a good credit rating? Have your wages ever been garnished?
- Do you have any physical impairments which would prevent you from performing the job for which you are applying?
- Are you now receiving or have you ever received workers' compensation benefits?
- How much do you weigh? How tall are you?
- What is the lowest salary you will accept?
- Do you smoke?

The Technical Assistance Manual on Title I of the Americans with Disabilities Act lists a number of additional prohibited questions,

- Have you ever been hospitalized? If so, for what condition?
- Have you ever been treated by a psychiatrist or psychologist? If so, for what condition?
- Have you ever been treated for any mental condition?
- Is there any health-related reason you may not be able to perform the job for which you are applying?
- How many days were you absent from work because of illness last year?
- Are you taking any prescribed drugs?
- Have you ever been treated for drug addiction or alcoholism?

Interviewers should take detailed notes on a notepad separate from the application form and discard their notes after an applicant has been hired. Interviewers also should be trained to avoid making any oral or written representations to prospective candidates, such as "you'll have this job until you retire." Such promises may impair the employer's right to terminate an individual.

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
NOVEMBER 1, 2017 AT 7:33 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:33 a.m.

ROLL CALL: Was taken by Recording Secretary, Marty Stinson.

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert (arrived 7:38 a.m.), Authority Members Kenn Cushman, Mayor Chris Eveleth (left 7:39 a.m.), Jon Moore (arrived 7:43 a.m.), Theresa Trecha, and Kevin Wiles.

MEMBERS ABSENT: Lance Omer and Jim Woodworth.

OTHERS PRESENT: Josh Adams, Main Street Manager; Tracey Peltier, Owosso Main Street/DDA Program Assistant; and Robert Doran-Brockway, Historical Facilities Director.

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE AGENDA FOR NOVEMBER 1, 2017 AS PRESENTED,

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE MINUTES OF OCTOBER 4, 2017, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE CHECK REGISTER FOR OCTOBER, 2017 AS PRESENTED.

AYES ALL. MOTION CARRIED.

2) BUDGET REPORT

(SEE BOARD PACKET FOR BUDGET)

Mr. Josh Adams stated that he added the credit card record reconciliation for the board's information and for transparency purposes. This information is already on the checking account printout. Chairman Acton appreciates the transparency. Mr. Adams noted the TIF Funds arrive in the spring.

7:38 a.m. Vice-Chairman Gilbert arrived.

7:39 a.m. Board Member Eveleth left the meeting.

Mr. Adams still hasn't seen the personal property refund. It was supposed to be here by the end of October. For last and this year, the total should be around \$30,000. He will be sending the state an e-mail to inquire about it.

3) FAÇADE GRANT UPDATE

Mr. Adams noted that \$442,000 has been approved. The next step will be to choose a grant administrator. Hopefully, we will then be looking to December for the bid process; and a spring, 2018, beginning of construction.

7:43 a.m. Board Member Moore arrived.

4) GOAL & OBJECTIVE REVIEW

This is for the Main Street Strategies Implementation Meeting tonight. Mr. Gilbert noted that when reviewing the printout, we need to accurately measure the results.

5) STRATEGIC IMPLEMENTATION MEETING (TONIGHT)

Discussion about the logistics for tonight's meeting.

COMMITTEE UPDATES:

1) DESIGN AND BUSINESS VITALITY.

Mr. Adams commented that the meeting had a discussion about the flower program. Then on breaking down plans into plan tasks so they can seek out volunteers for specific tasks. They need to get people meeting every month. Vitality will be tasked-based.

They have qualified for the Michigan Council of Arts grant. The Cook Foundation will match for \$1,500. These are for the four gateway sculptures on Main Street.

Chairman Acton asked if there were enough members on this committee. It was noted that more "task" members would be helpful.

2) PROMOTION AND OUTREACH.

The Highlander Festival as last weekend per Ms. Tracy Peltier. She said it was a sellout with 375 participating with the train ride. They received a lot of positive feedback about the train, but some businesses (mostly restaurants) were not quite prepared (understaffed). This is possibly a lesson for the circumstances. The coupon book was appreciated. This was a SRI event with the DDA tying into their event. The coupon book is good through the GLOW event, so it will be interesting to see how many participants return to the city.

November 8 is the Apples and Ales event.

New Year's Eve had 288 shares in two days so that is racking up some interest. Mr. Adams also did a boost on that event

BOARD COMMENTS:

Mr. Gilbert shared about his recent visit to and impressions of Oxford, Ohio, a prestigious university community. He was very impressed with their downtown area. He mentioned the “tent cards” at the restaurants.

Mr. Adams commented about the web designer they may be using in the future which looks quite promising. It may have 360° Google photography. It appears to be worth \$14,000 at a cost of \$7,000. More about this to come in the future.

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO ADJOURN AT 8:28 A.M.

AYES: ALL. MOTION CARRIED.

Dave Acton, Chairman

mms

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
November 13, 2017, 7:00 PM Curwood Castle



CALL TO ORDER: Carol Vaughn called the meeting to order at 7:00 pm.

PRESENT: CAROL VAUGHN, CHAIR; TRACEY PELTIER, VICE CHAIR; CAROLYN EBERT; ELAINE GREENWAY, CITY COUNCIL REPRESENTATIVE; ROBERT BROCKWAY; ANNIE LUDINGTON; SARAH ADAMS; KAREN MARUMOTO

ABSENT: HEATHER QUINN; JENELLE STEELE-ELKINS

APPROVAL OF AGENDA:

CONSENT AGENDA:

October 2 Minutes; Treasure's Report: Revenues and Expenditures, Curwood Castle Admissions and Financials, Curwood Castle Gift Shop Sales, OHC Check Register and OHC Balance Sheet

DUE TO OUTSTANDING ISSUES WITH THE FINANCIALS AS THEY RELATE TO THE PAYMENT FOR THE CASTLE PAINTINGS, THE COMMISSION WILL NOT APPROVE REVENUE AND EXPENDITURES OR THE BALANCE SHEET REPORTS UNTIL THEY MEET WITH CITY MANAGER AND FINANCIAL DIRECTOR; FUTURE MEETING TO BE DETERMINED.

ALL OTHER ITEMS IN CONSENT AGENDA APPROVED. VICE CHAIR TRACEY PELTIER MADE THE MOTION, SECONDED BY CAROLYN EBERT. AYES ALL, MOTION CARRIED.

CITIZEN COMMENTS: NONE

COMMUNICATIONS: NONE

OLD BUSINESS:

- **Review 2017 Holiday Party & Silent Auction, Thursday, December 7** – The Holiday Party Committee gave its report on the upcoming Holiday Party & Silent Auction. Director Doran raised \$1,000 in corporate donations to pay for the event from the following: Gilbert's Hardware, O'Day-Raymond James, Swartz Funeral Home and Woodworth Commercial. Invitations, post cards, posters and FB graphics have been ordered. Hand written invitations will be in the mail the week of November 20. Each Commission member is responsible for a "basket" worth \$100. Commission Members and Director Doran will seek further donations from merchants and other members of the community. The Holiday Party Committee will meet the week of November 27. The success to this event is attendance!
- **Review Curwood Highlander** – The first Curwood Highlander was a tremendous success for the OHC and Curwood Castle. The event brought over 200 new visitors to the Castle and the Comstock Cabin.
- **Update on Financials:** Please see consent agenda above.
- **Review name for OHC: Owosso Historic Museums and Collections** is the start-up name for the new organization. More names will be considered.
- **Robert Doran – contract** – Director Doran discussed his reluctance in signing the new contract. He wanted assurances from each Committee member that they were fully vested in the amount and that they were committed to raising funds not only for the salary, but that their fundraising efforts would meet and exceed expectations for the 2017/2018 budget. Each Committee member unanimously agreed and further urged Doran to sign the contract. Chair Carol Vaughn gave Director Doran until December 1 to make his decision.

NEW BUSINESS:

- **COMMITTEE REPORTS – PLEASE SEE ATTACHMENT FOR ALL COMMITTEE REPORTS.**
 - Finance
 - Governance
 - Philanthropy and Giving
 - Exhibitions & Education
 - Facilities
 - Marketing, Advertising & Social Media
 - Archiving & Acquisitions
 - Volunteers
- **OHC Donor and Volunteer Awards Ceremony:** For the first time the OHC will be honoring and recognizing volunteers and donors. The event will be held on Tuesday, November 14, 7:30 pm, at Curwood Castle. All Commission members are urged to attend this important OHC and community event
- **OPEN ENDED: Where are we next year?** – Each Committee member gave a positive word statement on where they would like to see this organization at this time next year. The meeting ended in a very positive manner!

CITIZEN COMMENTS:

NONE

ADJOURN:

VICE CHAIR TRACEY PELTIER MADE THE MOTION TO ADJOURN AT 8:25 PM, SECONDED BY CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY. AYES ALL, MOTION CARRIED.

Archive and Acquisition Committee

Meeting date: Friday, November 10, 2017, 4:30 pm, Curwood Castle

Attendees: Heather Jacobs-Chair, Michael Paine, Denice Grace, Robert Doran-Brockway

Timeline of work: 1st quarter of 2018

Budget to be determined as committee will actively be seeking 2 sponsors for the initiative.

1. Robert suggested the first thing the committee needs to do is go through all of items which have collected and stored at the Gould House
 - a. We will sort through all items and decide which are relevant for archival purposes
 - b. All items to be archived will be saved in professional grade paper, acid-free covers (for paper items) and all will be stored in archival boxes
 - i. All members have archival goods magazines at their disposal to research what we may need and what it will cost
2. All items for archiving which are on display at Curwood Castle, the Paymaster Building, Comstock Cabin and Gould House will be left on display but entered into our archiving software along with the non-display items
3. A budget for the A&A Committee needs to be developed
 - a. Robert believes we have \$5,000 set aside for archival purposes
 - b. We are looking into finding sponsors for the budget to help us buy items we need such as a new computer and archival storage items
4. Heather has the Past Perfect software at home with her in order to get familiar with it
 - a. She has experience with this kind of software from her time at MSU working with archaeological finds in Greece – should be able to learn this software fairly quickly
 - b. Heather will also take ownership of installing the software on whatever computer we use as she has years of experience in IT
5. We will eventually look into acquiring items for the Curwood Castle which fit with the original time period (as found in images of the castle at the time JOC was using it)
6. A&A will also look into acquiring items from other places that have relevant pieces of Owosso's history which might be used for temporary exhibits at the castle or Gould House
7. We would like to turn the Gould House into a proper museum with rooms dedicated to specific exhibits as one would see at a larger museum elsewhere
8. Lastly, this winter the main focus will be sifting through all the material being stored at Gould House

Next meeting: TBD

Exhibition and Education Committee Meeting
October 27, 2017 – 6:30 pm

Committee: Robert Brockway and Jenelle Steele-Elkins-Co-Chairs, Elaine Greenway, Jeff Deason, Deb Gregoricka, Robert Doran

In Attendance: Robert Brockway, Elaine Greenway, Robert Doran

Exhibitions Budget 4K

The Committee agreed that the Commission would seek out sponsors for all Exhibitions and Educational programs and initiatives

2018 Initiatives

1st and 2nd Quarter Exhibitions and Initiatives

- New Sign for exterior of Gould House - \$500

- Comstock Pioneer Cabin and Woodard Paymaster Building to remain open for third year running; Saturday and Sunday, June 7 for Curwood Festival through September 30

- Permanent Castle Narrative – the James Oliver Curwood Story –

Members and VIP Opening Saturday, June 2; open to the public Thursday, June 7 in conjunction with the opening of the Curwood Festival – Budget \$2500

- Narrative to match Comstock Cabin and Woodard Paymaster Building
 - Welcome sign in entrance
 - Narrative in Great room – Curwood the Novelist
 - Narrative in 1st floor turret – Curwood the Movie Pioneer
 - Narrative in 2nd floor turret – Curwood the Conservationist
 - New lighting in 2nd floor turret
 - Narrative in 3rd floor turret – Curwood’s life story
 - Lower level – semi permanent exhibition of original Castle Blueprints and rotating exhibitions
-
- New Outdoor Lighting for Castle and Curwood statue
 - Budget TBD – Waiting for estimate; entire project to be sponsored

3rd Quarter Exhibitions and Initiatives

- Curwood Collection Paintings Exhibition – Grand unveiling of the 2-year painting restoration at Curwood Castle – Saturday, September 8 through November 11, in conjunction with Owosso Art Walk - \$1,000
 - Permanent Plaques for paintings indicating artists, literary attributions, donors, etc.
 - Before and during photos of the restoration
 - Borrow original Curwood art and artifacts for duration of exhibition

Education Report pending

- Education budget – 2K

Next meeting: TBD

Facilities Committee

Josh Adams, Carl Ludington, Bill Brooks, Randy Woodworth, Sarah Adams, Kris Poag, Robert Doran

Saturday, November 11, 2017 – 9:00 am Curwood Castle

In attendance: Sarah Adams-Chair, Carl Ludington, Kris Poag, Josh Adams, Robert Doran

2017/2018 Fiscal year Maintenance Budget:

- Curwood Castle, Comstock Pioneer Cabin and Woodard Paymaster Building – 7K
- Gould House – 5K
- Gould House rental properties – 1K

Our Goals:

- We will meet once a month beginning in January
- Create a long- and short-term general maintenance checklist for our four museums: The Gould House, Woodard Paymaster Building, Comstock Pioneer Cabin, Curwood Castle, and all corresponding grounds. After a checklist is made we will use it on a regular basis to ensure that our museums are, and will remain, structurally sound.
- We want to maintain a standard of professionalism in our museums' physical structures and historical accuracy. (Example: we do not want to put a tin roof and vinyl siding on the Paymaster)
- Determine a short and long term capital expenditure needs
- Develop Best Practices for each museum. We want to set achievable standards and guidelines for the maintenance of our museums that future individuals can adhere to. These museums are our community's legacy and we want to care for them with excellence
- Determine how to manage grounds and gardens (i.e. low maintenance perennials, etc.)
- We discussed some pending maintenance on all four of our buildings.

What do we do with the Gould house? How do we best utilize this building Continue to seek out suggestions and ideas.

Next meeting: first week in January

Finance Committee Agenda Meeting

Annie Ludington & Carolyn Ebert-Co-Chairs, Susan Montenegro, Robert Doran

November 17, 2017

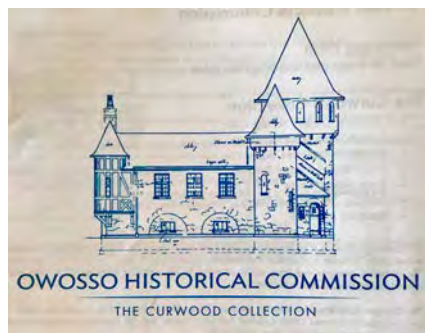
1:30 pm Gould House

- Committee Introductions
- Briefly discuss future plans for OHC as it pertains to the formation of a 501(c)3
- Discuss creation of Administrative, Accounting and Investment Policies
- Discuss software and hardware needs to implement new policies
- Discuss adherence to nonprofit best practices
- Discuss our current finances and relationship with City of Owosso, and what that looks like as a nonprofit
- Create timeline(s) for all of the above

Committee agreed to:

- Review Administrative, Accounting and Investment Policies (AAI) from the Nonprofit Capacity Building Group and appropriately edit for new organization.
- Review current P&L and submit suggestions for new line items
- Review current versions of QuickBooks for Nonprofits to determine which version fits the needs of the new organization
- Robert to meet with the IT consultant from the Cook Foundation to help determine software and hardware needs for new organization
- Robert to contact Deanne Biondi as possible accountant consulting

Next Meeting: December 28, 6:30 pm, Gould House



AGENDA
Governance Committee
Owosso Historical Committee
November 8, 2017

- A. Status and Completion of 2018-19 Strategic Plan
- B. Application of 501(c)3 and target completion dates
- C. Development of Board Policy Manual
- D. Select quarterly Board Education Topics
- E. Fill Board Member vacancies

Meeting Summary:

Present were Carol Vaughn, Dave Atkin, Don Crawford and Robert Doran-Brockway. We reviewed a quick organization history and the committee responsibilities and the committee strategic plan goals. Actions determined included:

- Complete the Strategic Plan in form and function by 1-31-18. Carol & Robert
- Have all forms required and submit IRS Form 1023 by 1-31-18. David & Robert
- Finalize on what template source we will use for creation of the Board Policy Manual by 12-1-17 and complete the manual by 6-30-18. Carol & Robert
- Create a Board Meeting Agenda Planning Guide for the cyclic, repeatable agenda items that are critical to Board function. By 12-1-17. Carol
- There is one vacant board seat and this will be an agenda item on the committee's 12-7-17 agenda.
- The committee will select 4 Board education topics to be delivered quarterly in 2018. Topics to be determined at 12-7 committee meeting. All.

Next meeting is 12-7-17 at 9:00am at the Castle

Marketing, Advertising & Social Media –

Tracey Peltier-Chair, Chris Eveleth, Robert Doran

Thursday, November 9, 6:30 pm

2017/2018 Fiscal Budget – 5K

- Chris presented a mass text idea to invite people or find available volunteers.
- Castle Ticket created, like us on Facebook and become entered into a drawing as a way to grow and foster our FB page.
- New Guest Book Created for sign in similar to the SRI in order to create a user friendly data base.
- Robert will reach out to Nick one last time in regard to completion of the website before the end of the 2017.
- Committee will meet in January in order to create marketing schedule in conjunction with exhibitions, educational programs and other OHC initiatives to create time frames and budgets so for M&A campaigns. This will help us be on target and focused at the right times.
- Put together a press kit with contact info for newspapers, radio, television, (possibly ask Loraine Austin to assist) this might be great to share with other non-profits as well.
- Chris will get a list of stakeholders to invite to an event at the castle where we can engage them. A classy, candlelight party.

Next meeting: TBD

Philanthropy and Giving

Meeting: November 10, 5:30 pm, Curwood Castle

Karen Marumoto-Chair, Gordon Pennington, Robert Doran

Discussion was geared towards the growth stages of our organization and at what point are you able to grow fundraising through:

- Package for offerings
- Individual and corporate gifts
- Memberships – what that looks like and levels
- Grants and foundations
- Marketing and positioning of organization is critical to success of all fundraising initiatives
- Create PRESERVATION – EDUCATION – INTEGRATION – PEI as a baseline and metrics for all fundraising initiatives
- Gordon discussed inviting fundraising specialist Tod Nichols to Owosso to discuss strategic fundraising

- Short term goal: create Membership for new organization in time for December 7 Holiday Party

Next meeting: TBD