

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
TUESDAY, FEBRUARY 20, 2018  
7:30 P.M.**

**Meeting to be held at City Hall  
301 West Main Street**

**AGENDA**

**OPENING PRAYER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**APPROVAL OF THE AGENDA:**

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF FEBRUARY 5, 2018:**

**ADDRESSING THE CITY COUNCIL**

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

1. Special Assessment District No. 2018-01. Conduct a public hearing to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2018-01 for Oliver Street from Oak Street to Gould Street for reconstruction.
2. Special Assessment District No. 2018-05. Conduct a public hearing to receive citizen comment regarding Resolution No. 3 for proposed Special Assessment District No. 2018-05 for Olmstead Street from West Street to Chipman Street for street resurfacing.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**

**CONSENT AGENDA**

1. Special Assessment District No. 2018-02. Authorize Resolution No. 2 setting a public hearing for Monday, March 5, 2018 for proposed Special Assessment District No. 2018-02 for Hanover Street from Harding Avenue to the North end of street for street resurfacing.
2. Special Assessment District No. 2018-03. Authorize Resolution No. 2 setting a public hearing for Monday, March 5, 2018 for proposed Special Assessment District No. 2018-03 for Harding Avenue from Chipman Street to Hanover Street for street resurfacing.
3. Contract Amendment No. 3 – 2018 Street Program Engineering Services Contract. Approve Amendment No. 3 to the 2018 Street Program Engineering Services Contract with Fleis & Vandenbrink Engineering, Inc. adding \$7,000 for AutoCAD and Civil 3D training and authorizing payment to the contractor upon satisfactory completion of the work or a portion thereof.
4. Emergency Repair Authorization – Fire Engine 1. Approve emergency repair of brakes and springs on Owosso Fire Engine 1 and authorize payment of \$13,275.00 to Front Line Services Inc. for work performed.
5. Purchase Authorization – DPW Mobile Radio System. Waive the competitive bid process and authorize the purchase of 35 Motorola mobile radio units, 3 portable radio units, one control station and installation services from Pro-Comm, Inc. in the amount of \$23,652.00 per the terms of State of Michigan Contract No. 071B2200101, and approve payment to named vendor upon satisfactory receipt and installation of said equipment.
6. Warrant No. 555. Authorize Warrant No. 555 as follows:

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Michigan Municipal League Workers' Compensation Fund	Workers' compensation insurance 4 of 4 FY 17/18	Various	\$19,162.00
William C. Brown, PC	Professional services 1/9/18-2/12/18	General	10,261.68

**ITEMS OF BUSINESS**

1. Special Assessment Policy Repeal. Consider a resolution repealing all previous policies regulating the spread of special assessment rolls upon special assessment districts.
2. Contract Approval – City Manager. Consider approval of a contract with Nathan Henne for the City Manager position. (Documentation for this item will be distributed at the meeting.)

**COMMUNICATIONS**

1. Larry D. Cook, City Assessor. March Board of Review – Assessment Changes.
2. Glenn M. Chinavare, Utilities Director. 2017 Lead & Copper Monitoring Results.
3. Karen K. Ruddy, Finance Director. January 2018 Finance Report
4. N. Bradley Hissong, Building Official. January 2018 Building Department Report.
5. N. Bradley Hissong Building Official. January 2018 Code Violations Report.
6. Kevin D. Lenkart, Public Safety Director. January 2018 Fire Report.
7. Historical Commission. Minutes of January 8, 2018.
8. Planning Commission. Minutes of January 22, 2018.
9. Parks & Recreation Commission. Minutes of January 24, 2018.
10. Downtown Development Authority/Main Street. Minutes of February 7, 2018.

## **CITIZEN COMMENTS AND QUESTIONS**

### **NEXT MEETING**

Monday, March 05, 2018

### **BOARDS AND COMMISSIONS OPENINGS**

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

### **ADJOURNMENT**

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

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MINUTES OF FEBRUARY 5, 2018  
7:33 P.M.**

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

**PLEDGE OF ALLEGIANCE:** MAYOR CHRISTOPHER T. EVELETH

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

**ABSENT:** None.

**APPROVE AGENDA**

Motion by Councilmember Bailey to approve the agenda with the following changes:

Add Item of Business 2. Closed Session.

Move Consent Item 6. Change Order No. 2 – 2017 Street Program Engineering Services Contract to Item of Business 4.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF JANUARY 16, 2018**

Motion by Councilmember Bailey to approve the Minutes of the Regular Meeting of January 16, 2018 as presented.

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

**APPROVAL OF THE MINUTES OF SPECIAL MEETING OF JANUARY 20, 2018**

Motion by Councilmember Fox to approve the Minutes of the Special Meeting of January 20, 2018 as presented.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF JANUARY 29, 2018**

Motion by Councilmember Bailey to approve the Minutes of the Regular Meeting of January 16, 2018 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS AND QUESTIONS**

There were no citizen comments.

Councilmember Fox announced that he may know someone that would be interested in purchasing some property the City owns.

Mayor Pro-Tem Osika welcomed three students from Owosso High School that will be listening in on the next couple of meetings.

**CITY MANAGER REPORT**

City Manager Donald D. Crawford delivered the latest Project Status Report to the Council.

Mayor Eveleth inquired if the electors vote to legalize marijuana in November would the ordinance the Planning Commission is currently working on become moot? Staff responded that parts of the ordinance could become invalid but others would maintain their validity so it was important to continue to work to put regulations in place.

Councilmember Fox inquired whether it would be possible for Council to tour the new Cargill facility. Mayor Pro-Tem Osika indicated she will reach out to the SEDP President to arrange a tour.

**CONSENT AGENDA**

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

**Special Assessment District No. 2018-01.** Authorize Resolution No. 4 setting a public hearing for Tuesday, February 20, 2018 to receive citizen comment regarding Special Assessment District No. 2018-01 for Oliver Street, from Oak Street to Gould Street (Phase 2) for street reconstruction as follows:

**RESOLUTION NO. 08-2018**

**SPECIAL ASSESSMENT RESOLUTION NO. 4  
SETTING A PUBLIC HEARING  
TO RECEIVE COMMENT REGARDING  
SPECIAL ASSESSMENT DISTRICT NO. 2018-01  
OLIVER STREET, A PUBLIC STREET, FROM OAK STREET TO GOULD STREET**

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.

2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 7:30 o'clock p.m., on Tuesday, February 20, 2018 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in the *Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
4. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF HEARING  
TO REVIEW SPECIAL ASSESSMENT ROLL  
CITY OF OWOSSO, COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

**Oliver Street, a Public Street, from Oak Street to Gould Street**

TAKE NOTICE that a Special Assessment roll has been prepared for the purpose of defraying the Special Assessment district's share of the cost of the following described improvements:

**Street Reconstruction**

The said Special Assessment roll is on file for public examination with the City Clerk and any objections to said Special Assessment roll must be filed in writing with the City Clerk prior to the close of the hearing to review said Special Assessment roll.

TAKE FURTHER NOTICE that appearance and protest at this hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal if an appeal should be desired. A property owner or party in interest, his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her appearance by letter and his or her personal appearance shall not be required. The property owner or any person having an interest in the property subject to the proposed special assessments may file a written appeal of the special assessment with the State Tax Tribunal within thirty days after confirmation of the special assessment roll if that special assessment was protested at this hearing.

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on Tuesday, February 20, 2018 for the purpose of reviewing said special assessment roll and for the purpose of considering all objections to said roll submitted in writing.

**Special Assessment District No. 2018-05.** Authorize Resolution No. 2 setting a public hearing for Tuesday, February 20, 2018 for proposed Special Assessment District No. 2018-05 for Olmstead Street from West Street to Chipman Street for street resurfacing as detailed below:

**RESOLUTION NO. 09-2018  
SPECIAL ASSESSMENT RESOLUTION NO. 2  
SETTING A PUBLIC HEARING  
TO RECEIVE COMMENT REGARDING  
SPECIAL ASSESSMENT DISTRICT NO. 2018-05  
OLMSTEAD STREET, A PUBLIC STREET, FROM WEST STREET TO CHIPMAN STREET**

WHEREAS, the City Council has ordered the City Manager to prepare a report for public improvement, more particularly hereinafter described;

**Olmstead Street, a Public Street, from West Street to Chipman Street  
Street Resurfacing**

WHEREAS, the City Manager prepared said report and the same has been filed with the City Council as required by the Special Assessment Ordinance of the City of Owosso and the Council has reviewed said report.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth may be necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be \$357,189.80 and determines that \$62,525.58 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that \$294,964.22 of the cost thereof shall be paid by the City at large because of benefit to the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.
5. The City Council shall meet at the Owosso City Hall Council Chambers on Tuesday, February 20, 2018 for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
7. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF SPECIAL ASSESSMENT HEARING  
CITY OF OWOSSO, MICHIGAN**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

**Olmstead Street, a Public Street, from West Street to N. Chipman Street**

TAKE NOTICE that the City Council intends to acquire and construct the following described public improvement: **Street Resurfacing.**

The City Council intends to defray apart or all of the cost of the above-described public improvement by special assessment against the above described property.

TAKE FURTHER NOTICE that City Council has caused plans and an estimate of the cost and report for the above described public improvement to be prepared and made by the City Manager and the same is on file with the City Clerk and available for public examination.

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at 7:30 o'clock p.m. on Tuesday, February 20, 2018 for the purpose of hearing any person to be affected by the proposed public improvement.

**Boards and Commissions Appointment.** Approve the following Mayoral Boards and Commissions appointment:

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Thomas Taylor*	Planning Commission	06-30-2020

\* Indicates reappointment

**Non-Profit Organization Recognition Request – Owosso Public Schools Foundation.** Consider local governing body resolution recognizing the Owosso Public Schools Foundation as a non-profit organization operating in the City of Owosso for the purpose of obtaining a charitable gaming license from the State of Michigan Lottery as follows:

#### **RESOLUTION NO. 10-2018**

##### **LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSE**

The Owosso City Council hereby approves the request of the Owosso Public Schools Foundation asking they be recognized as a non-profit organization operating in the community for the purpose of obtaining a charitable gaming license from the State of Michigan Lottery.

**Change Order No. 2 - Curwood Castle Park Renovations.** Approve Change Order No. 2 to the Curwood Castle Park Renovation contract with Sumbera Excavating, Inc. which finalizes unit quantities resulting in an increase of \$1,207.75 to the contract, and authorize payment of the increased amount from the General Fund as detailed below:

#### **RESOLUTION NO. 11-2018**

##### **AUTHORIZING THE APPROVAL OF CHANGE ORDER NO. 2 FOR THE CURWOOD CASTLE PARK RENOVATION PROJECT WITH SUMBERA EXCAVATING, INC.**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with Sumbera Excavating, Inc. on August 21, 2017 in the amount of \$76,305.00 for renovation of Curwood Castle Park; and

WHEREAS, the city approved change order #1 on October 16, 2017 authorizing an extension of the contract completion date from October 13, 2017 to October 31, 2017; and

WHEREAS, work on the project has been all but completed and a change order finalizing unit quantities has been issued and requires approval.

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 that it is advisable, necessary and in the public interest to amend the contract with Sumbera Excavating, Inc. to include Change Order No. 2 finalizing unit quantities.



SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Change Order No. 2, between the City of Owosso and Sumbera Excavating, Inc., increasing the original contract amount by \$1,207.75 for a total contract amount of \$77,512.75.

**Change Order No. 2 - 2017 Street Program Engineering Services Contract.** (This item was moved to Items of Business.)

**Change Order No. 1 - WWTP Tertiary Pump Repair.** Approve Change Order No. 1 to the purchase order authorizing the repair of WWTP tertiary pump T-1-W for additional repairs due to damage sustained from undetected debris present at the time the pump was reinstalled after servicing, increase the PO in the amount of \$6,513.50, and authorize payment to the contractor upon satisfactory delivery and installation of said equipment as follows:

#### RESOLUTION NO. 12-2018

### AUTHORIZING CHANGE ORDER NO.1 TO PURCHASE AGREEMENT BETWEEN THE CITY OF OWOSSO AND KENNEDY INDUSTRIES 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 damage that occurred after initial repair and installation, and is determined to require immediate additional repair. Kennedy Industries has provided pricing for subsequent repair of the pump at a cost of \$6,513.50.

WHEREAS, the City Director of Public Services and Utilities has reviewed the necessity for additional repairs, and has verified the replacement parts and labor needed to restore the T-1-W pump to full capacity, and recommends authorizing Kennedy Industries to provide the required additional repairs and installation services in an amount not to exceed \$6,513.50, plus initial repair and overhauls services of 16,895.00, plus contingency in the amount of \$1,000.00 for a total of \$24,408.50.

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 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 mayor and/or city clerk are instructed and authorized to sign Change Order No.1 to the Kennedy Industries purchase services agreement in the amount of \$6,513.50.

THIRD: The accounts payable department is authorized to submit payment to Kennedy Industries in an amount not to exceed \$24,408.50, upon delivery, installation, and successful start-up of the tertiary pump.

FOURTH: The above expenses shall be paid from account no. 599-901-977.000.

**Change Order No. 1 - Lime Softening Residuals Removal Contract.** Authorize Change Order No. 1 to the Filtration Plant Lime Residuals Removal Contract with Prolime Corporation increasing the quantity to

be removed from 14,070 cubic yards to 21,142 cubic yards and further authorize payment to the contractor according to unit prices up to \$296,000.00 as detailed below:

**RESOLUTION NO. 13-2018**

**RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO THE CONTRACT  
BETWEEN THE CITY OF OWOSSO AND PROLIME CORPORATION  
FOR THE REMOVAL OF SPENT LIME RESIDUAL MATERIAL AT THE WATER FILTRATION PLANT**

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

WHEREAS, the city awarded a contract to Prolime Corporation on September 8, 2015 for removal of said residuals over the course of a three-year period; and

WHEREAS, recent calculations indicate there are an additional 7,072 cubic yards of residuals that require removal; and

WHEREAS, additional funds in the amount of \$99,000.00 are required to continue removal of spent lime material for the remainder of the contract period of FY2015/2018, and the Director of Public Services & Utilities proposes Change Order No.1 to the current Prolime Corporation services agreement.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Prolime Corporation to remove an additional 7,072 cubic yards of lime residuals for a total of 21,142 cubic yards of lime residuals at the water treatment plant at a cost of \$14.00 per yard.
- SECOND: The mayor and/or city clerk are instructed and authorized to sign Change Order No.1 to the Prolime Corporation services agreement, in the amount of \$99,000.00, for a total of \$296,000.00 for period of September 1, 2015 through June 30, 2018.
- THIRD: The accounts payable department is authorized to pay Prolime Corporation according to the revised services agreement amount of \$296,000.00 for work satisfactorily completed.
- FOURTH: The above expenses shall be paid from the Water Fund account 591-553-834.000.

**Professional Service Agreement Extension – Cross Connection Control Program**. Authorize Addendum No. 3 to the professional service agreement with H2O Compliance Services of Owosso for the provision of inspection services for the Cross Connection Control Program for a period of 36 months in an amount not to exceed \$26,325.00 and further authorize the accounts payable department to issue payment upon receipt of an invoice from the inspector as follows:

**RESOLUTION NO. 14-2018**

**AUTHORIZING THE EXECUTION OF ADDENDUM NO. 3 TO  
THE AGREEMENT BETWEEN THE CITY OF OWOSSO AND H<sub>2</sub>O COMPLIANCE SERVICES, INC. OF  
OWOSSO, MICHIGAN FOR CROSS CONNECTION INSPECTION SERVICES**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with H<sub>2</sub>O Compliance Services, Inc. for the provision of inspection and management services for the City's Cross Connection Control Program by the adoption of Resolution No. 103-2013 on September 16, 2013; and

WHEREAS, the contract was extended thirty-six months with the adoption of Resolution No. 11-2015 on February 2, 2015; and

WHEREAS, the city and Director of Public Services & Utilities desires to extend the Cross Connection Program Services Agreement once again and to include additional inspection services for Water Billing and Water Distribution Asset Management.

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

- FIRST: The city of Owosso Public Services Director has heretofore determined that it is advisable, necessary and in the public interest to extend the Cross Connection Control Program inspection services agreement with H<sub>2</sub>O Compliance Services, Inc. for the period from February 5, 2018 through January 31, 2021.
- SECOND: The mayor and/or city clerk are instructed and authorized to sign Addendum No.3 to the H<sub>2</sub>O Compliance Services Agreement, in the amount of \$26,325.00.
- THIRD: The accounts payable department is authorized to submit payment to H<sub>2</sub>O Compliance Services, Inc. for Cross Connection Control Program inspection services in an amount not to exceed \$26,325.00.
- FOURTH: The above expenses shall be paid from Water Fund account 591-552-818.000.

**Purchase Authorization – Pickup Truck.** Waive competitive bidding requirements, authorize the purchase of one 2018 Ford F150 4x2 pickup truck in the amount of \$24,500.00 from Owosso Motors, Inc. d/b/a Signature Auto Group of Owosso via State of Michigan Contract No. 071B7700180, and authorize payment up to the quoted amount upon satisfactory delivery of said vehicle as detailed:

#### **RESOLUTION NO. 15-2018**

#### **RESOLUTION AUTHORIZING PURCHASE OF FLEET VEHICLE (PICKUP) FROM OWOSSO MOTORS, INC. D/B/A SIGNATURE FORD LINCOLN MERCURY UTILIZING CONTRACT # 071B7700180**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has Water Filtration Facility requiring the use of a pickup; and

WHEREAS, these vehicles must be periodically replaced to ensure a mechanically sound and reliable fleet is available at all times; and

WHEREAS, the City of Owosso desires to purchase a replacement pickup, for a similar pickup that was previously purchased and received in 2016, and subsequently totaled in an accident in December 2017, and it is in the best interest of the City to utilize State of Michigan Contract No. 071B7700180 and Macomb County Contract 71-15 Bid held by Owosso Motors, Inc. d/b/a Signature Ford Lincoln Mercury, for said purchase; and

WHEREAS, city ordinance section 2-345(3) provides for an exception to competitive bidding when the best interest of the city would be served by jointly purchasing with another governmental unit.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase the following vehicle from Signature Ford Lincoln Mercury using State of Michigan Contract No. 071B7700180:

1            4X2 Pickup                      Water Filtration Facility                      \$24,376.00

SECOND: The Director of Public Services is hereby instructed and authorized to sign any necessary documents to complete said purchase.

THIRD: Payment is authorized to Signature Ford Lincoln Mercury in the amount of \$24,376.00 plus transportation charges of \$124.00 for total of \$24,500.00 upon delivery and acceptance.

FOURTH: Said purchase shall be paid for from the Water Fund.

**Check Register – January 2018.**\* Affirm check disbursements totaling \$2,065,644.51 for January 2018.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS:                      None.

**ITEMS OF BUSINESS**

**SATA Millage Request**

City Manager Crawford briefly detailed the funding model that SATA uses saying that each entity that participates in SATA has to levy its own millage and the City's millage has expired. When the millage was active the City would levy taxes for SATA with the July 1 tax billing then hand the money over to them as it came in and this process has been incorporated into SATA's cash flow budgeting, meaning SATA's budget will call for funding from the City of Owosso once again this July. Council could choose to call a special election for May 2018, allowing the SATA millage to be levied with the July tax billing should it be approved. The City or SATA would have to absorb the cost of such an election (starting at \$10,000). Or the City could advance money from the General Fund to SATA in July (approximately \$33,000) and place the millage question on the August 2018 primary ballot. Should the millage pass the levy would take place with the December tax billing and the City's General Fund would be made whole. There would be no cost to add the question to the August ballot, though Council would risk not getting paid back should the millage request fail.

Mayor Pro-Tem Osika said she was not interested in having the City or SATA pay for a special election.

Motion by Councilmember Fox to approve the following resolution authorizing the placement of a millage request for SATA on the August 7, 2018 ballot:

**RESOLUTION NO. 16-2018**

**PLACING A PUBLIC TRANSIT MILLAGE ON THE AUGUST 7, 2018 BALLOT**

WHEREAS, the Shiawassee Area Transportation Agency (SATA) is an intergovernmental agency with no taxing authority; and

WHEREAS, the city of Owosso has an intergovernmental agreement with SATA whereby SATA provides transit services to the residents of the city; and

WHEREAS, in 2012 the voters of the city of Owosso approved a 0.3333 maximum millage for five (5) years on all property within the city which would go toward the support of public transit; and

WHEREAS, the 2012 millage has expired and the city of Owosso desires to seek a renewal of said millage: and

WHEREAS, it is estimated that such levy would generate \$81,638.00 in the first year from property within the city of Owosso which will be sufficient to operate the system for the year without further contributions from the city of Owosso; and

WHEREAS, the city of Owosso will be holding a primary election on August 7, 2018 when the millage question can be placed on the ballot.

NOW THEREFORE BE IT RESOLVED THAT:

FIRST: The city clerk is hereby authorized and directed to file a request with the Shiawassee County Clerk's office requesting the millage proposal be placed on the August 7, 2018 election ballot.

SECOND: The proposition be placed on the ballot for consideration by the registered voters in the city of Owosso be printed as follows:

**PUBLIC TRANSPORTATION MILLAGE  
FOR FUNDING PUBLIC TRANSIT SYSTEM  
IN THE CITY OF OWOSSO**

This proposal requests authorization for the levy of a millage upon real and tangible personal property for supporting the provision of a public transit system in the city of Owosso. The millage proceeds would be used according to Section 3.2(6) of the Owosso City Charter. It is estimated that the levy of the entire millage would generate \$81,638 in the first year.

Shall a millage for a public transit system be levied in the amount of 0.3333 mills (\$0.33 per \$1,000 of taxable value) annually for five (5) years beginning in 2018 and ending in 2022?

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

Motion by Councilmember Fox to authorize the advancement of funds to the Shiawassee Area Transportation Agency from the General Fund, in an amount not to exceed \$33,000, until such time as an appropriate millage can be passed and levied.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

**Closed Session** (This item was added to the agenda.)

Motion by Mayor Pro-Tem Osika to adjourn to closed session for the purpose of consulting with the City Attorney regarding a legal opinion and to discuss the application of the candidate for city manager at the request of the candidate.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

**ADJOURNED TO CLOSED SESSION AT 8:01 P.M.**

**RETURNED FROM CLOSED SESSION AT 8:57 P.M.**

**APPROVAL OF THE MINUTES OF CLOSED SESSION OF AUGUST 21, 2017**

Motion by Councilmember Fox to approve the Minutes of the Closed Session of January 16, 2018 as presented.

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

**APPROVAL OF THE MINUTES OF CLOSED SESSION OF JANUARY 29, 2018**

Motion by Councilmember Fox to approve the Minutes of the Closed Session of January 16, 2018 as presented.

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

**Contract Approval – City Manager**

Mayor Eveleth updated the audience on the status of contract negotiations with City Manager candidate Nathan Henne saying staff had been directed as to how to proceed.

**Contract Approval – City Attorney**

Councilmember Fox inquired why this contract is typically not put out for bid. City Manager Crawford explained that it is not unusual, nor against the Charter, for the City to contract for professional services without going to bid.

Motion by Councilmember Fox to approve a Professional Services Agreement with Gould Law, P.C. for the provision of legal counsel as detailed below:

**RESOLUTION NO. 17-2018**

**AUTHORIZING THE EXECUTION OF A CONTRACT  
FOR PROFESSIONAL LEGAL SERVICES  
WITH SCOTT J. GOULD OF GOULD LAW, P.C.**

WHEREAS, the city of Owosso, Michigan, is required by city charter to have a city attorney; and

WHEREAS, it has been determined that Scott J. Gould of Gould Law, P.C. is qualified to serve as city attorney.

NOW THEREFORE BE IT RESOLVED by the city of Owosso, county of Shiawassee, state of Michigan:

FIRST: that the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Scott J. Gould as city attorney.

SECOND: that the mayor and city clerk of the city of Owosso is hereby instructed and authorized to sign the document attached, Contract for Professional Legal services with Scott J. Gould, P.C. effective February 6, 2018.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: Mayor Eveleth.

**Change Order No. 2 - 2017 Street Program Engineering Services Contract**

Councilmember Fox indicated he had pulled this item from the Consent Agenda because he wanted clarification as to whether the contractor may be responsible for some of the increased cost. Utilities Director Chinavare explained that an overly optimistic timeline and unanticipated project and staffing issues were responsible for the increase. He went on to say that the company involved was a good company and had adapted well as conditions in the field changed. Lastly he indicated that the City hopes to do some of the field inspection work in the future utilizing a newly hired employee in the Engineering Department.

Motion by Councilmember Fox to approve Change Order No. 2 to the 2017 Street Program Engineering Services Contract (Addendum No. 3 to General Engineering Services Contract) with Fleis & Vandenberg Engineering, Inc. increasing the contract \$64,899.00 for additional on-site inspection/administration work required when the project was split into two separate construction seasons, and authorize payment to the engineer for said additional services as detailed:

**RESOLUTION NO. 18-2018**

**AUTHORIZING CHANGE ORDER NO. 2 TO ADDENDUM NO. 3 TO  
THE 2017 STREET PROGRAM ENGINEERING SERVICES CONTRACT  
WITH FLEIS & VANDENBRINK ENGINEERING, INC. FOR  
ADDITIONAL ENGINEERING SERVICES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with Fleis & Vandenberg Engineering Inc. on March 6, 2017 for Engineering Services for the 2017 Street Resurfacing Project; and

WHEREAS the city requests additional services of the consultant to provide additional inspection and construction administration services beyond the original contractual scope of services and schedule; 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 Fleis & Vandenbrink Engineering Inc. for a cost to the City of Owosso of \$64,899.00.

SECOND: The mayor and city clerk are requested and authorized to sign the document substantially in the form attached, Change Order No. 2 to Addendum No. 3 to the Contract between the City of Owosso, Michigan and Fleis & Vandenbrink, Inc.

THIRD: The Accounts Payable department is authorized to make payment up to the amended amount of \$196,301.50 to Fleis & Vandenbrink Engineering, Inc. upon successful completion of stated work.

FOURTH: The contract completion date for substantial completion by the Consultant is hereby extended to July 31, 2018.

FIFTH: The above expenses shall be paid from the Major Street Construction Account No. 202-451-818.000, water fund, and other funds as appropriated.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

### **COMMUNICATIONS**

Susan K. Montenegro, Assistant City Manager. 2017 Planning Commission Annual Report.

Karen K. Ruddy, Finance Director. December 2017 Financial Report.

Parks & Recreation Commission. Minutes of December 27, 2017.

Downtown Development Authority/Main Street. Minutes of January 10, 2018.

Councilmember Fox said he appreciated the Planning Commission and Finance reports.

### **CITIZEN COMMENTS AND QUESTIONS**

Barbara Baker-Omerod, local attorney, said she was concerned the public was not aware of how the contract for the City Attorney would be handled. She said she disapproved and felt it should have been handled like the hiring process for the City Manager.

Janae Fear, 1212 Riverside Drive, said she felt there should have been an RFP for professional services for the City Attorney contract.

Brett Roberts, Charlotte resident, introduced himself as a candidate for State Senate and offered to take questions.



District 2 County Commissioner Dan McMaster reported that the County's wage study was back and the Commission would be analyzing it this week. He also reported that the new dispatch center is now open and a public hearing on wind turbines will be held March 7<sup>th</sup> at a location to be announced.

**NEXT MEETING**

Tuesday, February 20, 2018

**BOARDS AND COMMISSIONS OPENINGS**

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

**ADJOURNMENT**

Motion by Mayor Pro-Tem Osika for adjournment at 9:12 p.m.

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

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Christopher T. Eveleth, Mayor

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Amy K. Kirkland, City Clerk

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



**MEMORANDUM**

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

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DATE: January 30, 2018  
TO: Owosso City Council  
FROM: Glenn Chinavare, Director of Public Services & Utilities  
SUBJECT: Setting Public Hearing for Special Assessment Roll for Oliver Street Reconstruction

**RECOMMENDATION:**

City staff recommends approval of Resolution No. 4 which sets the second public hearing for the Oliver Street Reconstruction Project.

**BACKGROUND:**

This public hearing is intended to provide affected residents with the opportunity to comment regarding their individual assessments.

As you will recall, Step Four/Resolution No. 4 takes place after the bids are received. Estimated assessment amounts are adjusted if necessary to reflect the actual cost as dictated by the bids received. A second public hearing is set to allow property owners to comment on their particular assessment. Each property owner is sent a second notice containing the date and time of the public hearing and the amount of the proposed assessment for their property.

Step Five/Resolution No. 5 documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if it is felt all the assessments are fair and equitable the resolution may be passed as written.

Tonight the council will be considering Resolution No. 4 for the proposed district as a part of the Consent Agenda. Staff recommends authorization of Resolution No. 4 setting a public hearing for Tuesday, February 20, 2018 to receive citizen comment regarding the proposed special assessment roll for the following public improvement:

**Oliver Street, Public Street, from Oak Street to Gould Street**

Attachment(s): Oliver Street Resolution No. 4  
Special Assessment Roll

**RESOLUTION NO.**

**DISTRICT NO. 2018-01  
OLIVER STREET FROM OAK STREET TO GOULD STREET  
SPECIAL ASSESSMENT RESOLUTION NO. 5**

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

**Oliver Street from Oak Street to Gould Street  
Street Reconstruction**

and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll as prepared by the City Assessor in the amount of \$111,326.36 is hereby confirmed and shall be known as Special Assessment Roll No. 2018-01.
2. Said special assessment roll shall be divided into ten installments, the first of which shall be due and payable on September 1, 2018, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by November 1, 2018.
3. The installments of the special assessment rolls shall bear interest at the rate of 6% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2018 and shall be paid annually on each installment due date.
4. Said special assessment roll shall be placed on file in the office of the City Clerk who shall attach her warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

**DISTRICT NO. 2018-01 OLIVER STREET  
SPECIAL ASSESSMENT ROLL  
FINAL**

**OLIVER ST. SOUTH SIDE**

**SPECIAL ASSESSMENT ROLL**

**Page 1**

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	
500	Oliver	668-000-007	43.67	0.75	32.75	\$43.89	\$1,437.51	R
504	Oliver	668-000-006	66	1	66.00	\$43.89	\$2,896.74	R
510	Oliver	668-000-005	66	1	66.00	\$43.89	\$2,896.74	R
514	Oliver	668-000-004	72	1	72.00	\$43.89	\$3,160.08	R
524	Oliver	668-000-003	66	1	66.00	\$43.89	\$2,896.74	R
530	Oliver	668-000-002	60	1	60.00	\$43.89	\$2,633.40	R
536	Oliver	668-000-001	66	0.75	49.50	\$43.89	\$2,172.56	R
422	Dewey	410-003-023	66	0.75	49.50	\$43.89	\$2,172.56	R
608	Oliver	410-003-022	66.08	1	66.08	\$43.89	\$2,900.25	R
614	Oliver	111-006-001	66.12	1	66.12	\$43.89	\$2,902.01	R
620	Oliver	111-006-002	66.12	0.75	49.59	\$49.59	\$2,459.17	C
704	Oliver	111-007-001	66.12	0.75	49.59	\$43.89	\$2,176.51	R
708	Oliver	111-007-002	66.12	1	66.12	\$43.89	\$2,902.01	R
712	Oliver	111-007-009	60.12	1	60.12	\$43.89	\$2,638.67	R
720	Oliver	111-007-010	72.12	0.75	54.09	\$43.89	\$2,374.01	R
802	Oliver	111-008-001	66.12	0.75	49.59	\$43.89	\$2,176.51	R
808	Oliver	111-008-002	66.12	1	66.12	\$43.89	\$2,902.01	R
814	Oliver	111-008-006	61.75	1	61.75	\$43.89	\$2,710.21	R
820	Oliver	111-008-009	70.37	0.75	52.78	\$43.89	\$2,316.40	R
904	Oliver	111-009-001	132.25	0.75	99.19	\$43.89	\$4,353.34	R
918	Oliver	111-009-009	132.25	0.75	99.19	\$43.89	\$4,353.34	R
			1497.33		1302.08		\$57,430.73	

**OLIVER ST. NORTH SIDE**

**SPECIAL ASSESSMENT ROLL**

**Page 2**

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	
515	Oliver	630-001-001	439.7	0.75	329.78	\$49.59	\$16,353.54	C
603	Oliver	111-002-009	66.12	0.75	49.59	\$43.89	\$2,176.51	R
609	Oliver	111-002-010	66.12	1	66.12	\$43.89	\$2,902.01	R
615	Oliver	111-002-011	66.12	1	66.12	\$43.89	\$2,902.01	R
621	Oliver	111-002-012	66.12	0.75	49.59	\$43.89	\$2,176.51	R
701	Oliver	111-003-009	82.65	0.75	61.99	\$43.89	\$2,720.63	R
707	Oliver	111-003-010	49.5	1	49.50	\$43.89	\$2,172.56	R
713	Oliver	111-003-011	66.12	1	66.12	\$43.89	\$2,902.01	R
721	Oliver	111-003-012	66.12	0.75	49.59	\$43.89	\$2,176.51	R
809	Oliver	111-004-007	264.5	0.75	198.38	\$43.89	\$8,706.68	R
915	Oliver	111-005-017	264.5	0.75	198.38	\$43.89	\$8,706.68	R
			1497.57		1185.14		\$53,895.62	

NOTE : 515 OLIVER TOTAL FOOTAGE 511.77 IN 2017 WAS ASSESSED FOR 72.07' WITH CORNER LOT DISCOUNT 54.05' FOR 2018 ASSESSMENT FOOTAGE AT 439.7' WITH CONNER LOT DISCOUNT 329.78'

**2018-01 Special Assessment Roll Total \$ 111,326.36**

**DISTRICT NO. 2018-01 OLIVER STREET  
SPECIAL ASSESSMENT ROLL  
FINAL**

**OLIVER ST. SPECIAL ASSESSMENT ROLL**

ENGINEER'S ESTIMATE		\$368,220.05
CITY SHARE	60%	\$220,932.03
LAND OWNER	40%	\$147,288.02
	<b>TOTAL</b>	<b>\$368,220.05</b>

	<b>TOTAL</b>	<b>COMMERCIAL</b>	<b>NON-COMMERCIAL</b>
ASSESSABLE FRONT FOOT	2487.22	49.59	2437.63

FRONT FOOT RATE

	ASSESSMENT AT 40% 6" RULE	TOTAL ASSESSABLE FRONT FEET	FRONT FOOT RATE	ASSESSABLE FRONT FEET OF COMMERCIAL	TOTAL AMOUNT OF COMMERCIAL ASSESSMENT
COMMERCIAL 6"	\$123,391.15	2487.22	\$49.61	49.59	\$2,460.16
	ASSESSMENT AT 40% 6" RULE LESS	TOTAL ASSESSABLE FRONT FEET OF	FRONT FOOT RATE	ASSESSABLE FRONT FEET OF NON-COMMERIAL	TOTAL AMOUNT OF NON-COMMERIAL ASSESSMENT
NON-COMMERCIAL 4"	\$106,977.04	2437.63	\$43.89	2,437.63	\$106,977.04
ASSESSMENT AT 40% 6" RULE		\$131,472.40			\$109,437.20
ASSESSMENT AT 40% 4" RULE		\$109,530.31			

# OWOSSO





## MEMORANDUM

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

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DATE: January 30, 2018

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services

SUBJECT: Olmstead Street Resurfacing – Special Assessment Resolution No 2

When deemed necessary, the city conducts a street improvement program. Public streets are selected for inclusion in the program either by citizen initiated petition or by selection of the city. Olmstead Street, from West Street to N. Chipman Street, is proposed by the city for street resurfacing. Property owners are then specially assessed to cover the cost of the proposed improvement. Past practice has been to assess property owners along the street 40% of the proposed benefit and the remaining 60% to the community at large. Each property owner can pay an assessment in one lump sum or in installments over the multi-year period (the period being determined by the amount of the average assessment).

The special assessment process has five steps, each having its own purpose and accompanying resolution.

Step One/Resolution No. 1 identifies the special assessment district(s), directs the city manager to estimate project costs and the amounts to be specially assessed, and determines the life of the proposed improvements. Resolution No. 1 for the proposed improvement was approved by City Council at its **September 18, 2017** meeting.

Step Two/Resolution No. 2 sets the date for the hearing of necessity on the projects. It directs notices to be sent to each affected property owner detailing the proposed project, notifying them of the public hearing date, and the estimated amount of their assessment. City Council is asked to act upon Resolution No. 2 on **February 5, 2018** for the proposed improvement.

Step Three/Resolution No. 3 documents the hearing of necessity. This hearing provides affected residents with the opportunity to comment on whether they feel the project is necessary and of the proper scale. After hearing citizen comment on the project the city council has three options: if they agree that the project should proceed as proposed, the district is established and staff is directed to go on with the next steps of the proposed project, including obtaining bids; if they feel the project should go forward, but with some adjustments they may direct staff to make those adjustments and proceed; if they feel the project is not warranted and should not proceed at all they would simply fail to act on Resolution No. 3, effectively stopping the process.

Step Four/Resolution No. 4 takes place after the bids are received. Estimated assessment amounts are adjusted if necessary to reflect the actual cost as dictated by the bids received. A second public hearing is set to allow property owners to comment on their particular assessment. Each property owner is sent a second notice containing the date and time of the public hearing and the amount of the proposed assessment for their property.

Step Five/Resolution No. 5 documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if they feel all the assessments are fair and equitable they may pass the resolution as written.

Tonight the council will be considering Resolution No. 2 for the proposed district as a part of the Consent Agenda.

Staff recommends authorization of Resolution No. 2 setting a public hearing for Tuesday, February 20, 2018 to receive citizen comment regarding the necessity of the project for the following district:

**Olmstead Street, Public Street, from West Street to N. Chipman Street**



**RESOLUTION NO.**  
**OLMSTEAD STREET**  
**FROM WEST STREET TO CHIPMAN STREET**

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines to make and proceed with the following described public improvement and to defray a part or the whole cost, as more particularly hereinafter provided, by special assessment upon the property specially benefited:

OLMSTEAD STREET FROM WEST STREET TO CHIPMAN STREET  
STREET RESURFACING

2. The City Council hereby approves the plans for the aforesaid public improvement as prepared and presented by the City Manager and determines the estimated cost of said public improvement to be \$357,189.80 and approves said estimated cost and determines that the estimated life of said public improvement is twenty (20) years.
3. The City Council determines that of said total estimated cost, the sum of \$62,525.58 be paid by special assessment upon the property specially benefited, as more particularly hereinafter described.
4. The City Council hereby designates the following described property as the special assessment district upon which the special assessment shall be levied:

Olmstead Street from West Street to Chipman Street  
Street Resurfacing

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

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

**Olmstead St. Special Assessment Roll  
ESTIMATE**

OLMSTEAD ST. WEST END TO CHIPMAN  
NORTH SIDE

**SPECIAL ASSESSMENT ROLL**

**P1**

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT
	WEST	450.000-010	32	0.75	24.00	\$27.90	\$669.60
1460	OLMSTEAD ST.	603-006-009	91.75	0.75	68.81	\$27.90	\$1,919.87
1440	OLMSTEAD ST.	603-006-008	66	1	66	\$27.90	\$1,841.40
1424	OLMSTEAD ST.	603-006-007	66	1	66	\$27.90	\$1,841.40
1420	OLMSTEAD ST.	603-006-006	66	1	66	\$27.90	\$1,841.40
1418	OLMSTEAD ST.	603-006-005	66	1	66	\$27.90	\$1,841.40
1414	OLMSTEAD ST.	603-006-004	66	1	66	\$27.90	\$1,841.40
1410	OLMSTEAD ST.	603-006-003	66	1	66	\$27.90	\$1,841.40
1408	OLMSTEAD ST.	603-006-002	72	1	72	\$27.90	\$2,008.80
1400	OLMSTEAD ST.	603-006-001	60	0.75	45	\$27.90	\$1,255.50
1344	OLMSTEAD ST.	603-005-008	66	0.75	49.5	\$27.90	\$1,381.05
1340	OLMSTEAD ST.	603-005-007	66	1	66	\$27.90	\$1,841.40
1338	OLMSTEAD ST.	603-005-006	66	1	66	\$27.90	\$1,841.40
1332	OLMSTEAD ST.	603-005-005	66	1	66	\$27.90	\$1,841.40
1328	OLMSTEAD ST.	603-005-004	66	1	66	\$27.90	\$1,841.40
1308	OLMSTEAD ST.	603-005-003	132	1	132	\$27.90	\$3,682.80
903	CHIPMAN	603-005-002	132	0.75	99	\$27.90	\$2,762.10
			1213.75		1150.31		\$32,093.72

WEST ST. FRONT FOOT 62.66' USED 32'  
1460 OLMSTEAD FRONT FOOT 99.25' USED 91.75'

OLMSTEAD ST. WEST END TO CHIPMAN  
NORTH SIDE

**SPECIAL ASSESSMENT ROLL**

**P2**

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT
1435	OLMSTEAD ST.	603-004-009	66.33	0.75	49.75	\$27.90	\$1,387.96
1431	OLMSTEAD ST.	603-004-008	66	1	66	\$27.90	\$1,841.40
1427	OLMSTEAD ST.	603-004-007	66	1	66	\$27.90	\$1,841.40
1423	OLMSTEAD ST.	603-004-006	66	1	66	\$27.90	\$1,841.40
1419	OLMSTEAD ST.	603-004-005	66	1	66	\$27.90	\$1,841.40
1415	OLMSTEAD ST.	603-004-004	66	1	66	\$27.90	\$1,841.40
1411	OLMSTEAD ST.	603-004-003	55	1	55	\$27.90	\$1,534.50
1409	OLMSTEAD ST.	603-004-002	77	1	77	\$27.90	\$2,148.30
1407	OLMSTEAD ST.	603-004-001	66	0.75	49.5	\$27.90	\$1,381.05
1343	OLMSTEAD ST.	603-003-009	60	0.75	45	\$27.90	\$1,255.50
1339	OLMSTEAD ST.	603-003-008	72	1	72	\$27.90	\$2,008.80
1319	OLMSTEAD ST.	603-003-007	66	1	66	\$27.90	\$1,841.40
1315	OLMSTEAD ST.	603-003-006	66	1	66	\$27.90	\$1,841.40
1311	OLMSTEAD ST.	603-003-005	66	1	66	\$27.90	\$1,841.40
1309	OLMSTEAD ST.	603-003-004	66	1	66	\$27.90	\$1,841.40
815	CHIPMAN	603-003-001	198	0.75	148.5	\$27.90	\$4,143.15
			1188.33		1090.75		\$30,431.86

Olmstead St. Special Assessment Roll  
ESTIMATE

OLMSTEAD ST.

SPECIAL ASSESSMENT ROLL

P3

ESTIMATE  
FOR TOP 4" OF  
PAVEMENT

\$156,286.80

CITY SHARE

60%

\$93,772.08

LAND OWNER

40%

\$62,514.72

AMOUNT OF  
ASSESSMENT ROLL

\$62,525.58

TOTAL

\$156,286.80

ASSESSABLE FRONT FOOT

TOTAL  
2241.06

FRONT FOOT RATE

\$27.90

29-Jan-18

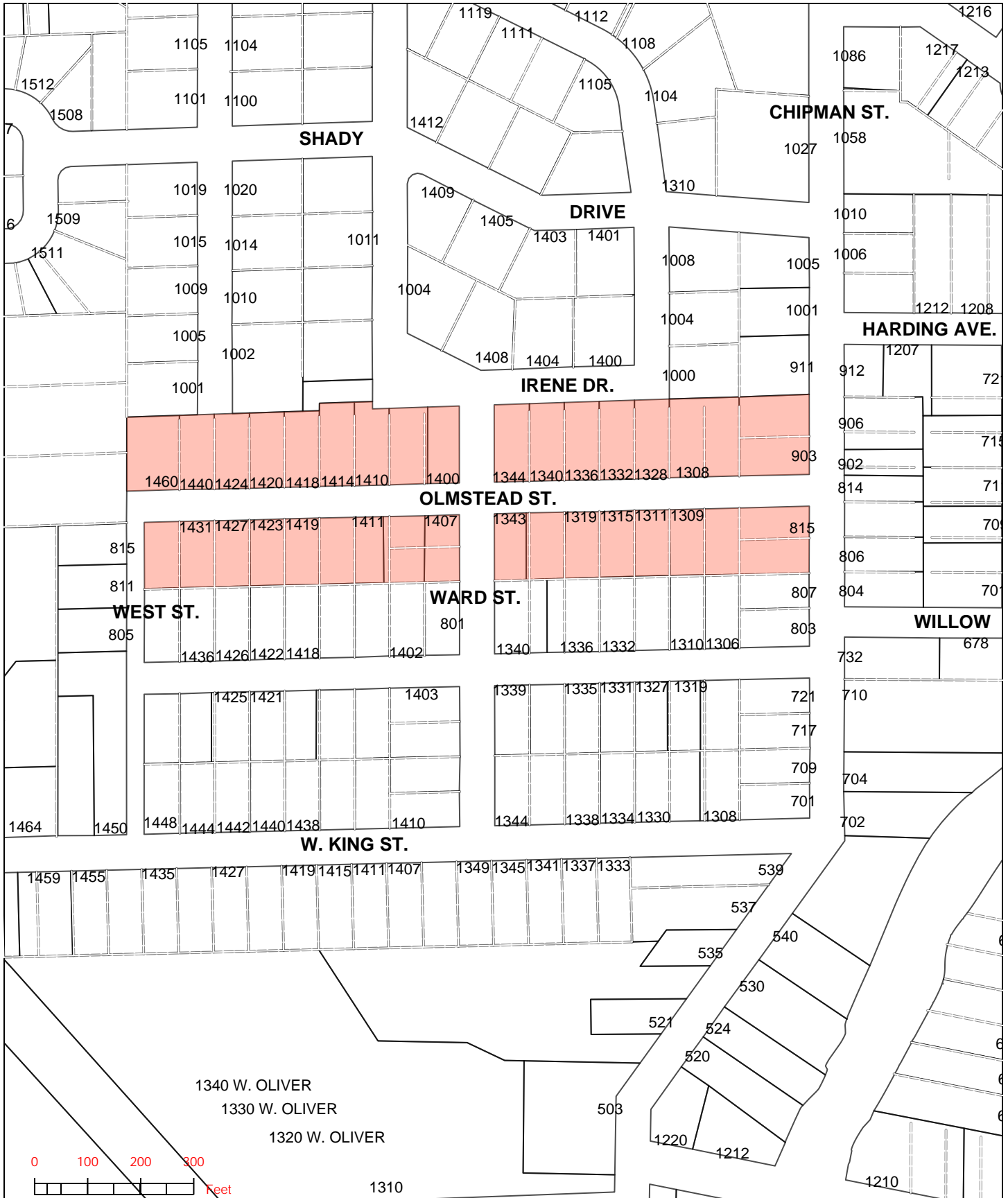
**OLMSTEAD STREET ENGINEER'S ESTIMATE**

WORK ITEM	UNIT	OLMSTEAD QUANTITIES	UNIT PRICE	AMOUNT	ELIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% 4"RULE
MOBILIZATION, MAX_____	LSUM	0.33	\$ 41,500.00	\$ 13,695.00	\$ 13,695.00	\$ 8,217.00	\$ 5,478.00
DR STRUCTURE, REM	EA	13.00	\$ 350.00	\$ 4,550.00			
SEWER, REM, LESS THAN 24 INCH	LFT	1310.00	\$ 10.00	\$ 13,100.00			
CURB AND GUTTER, REM	LFT	290.00	\$ 7.00	\$ 2,030.00	\$ 2,030.00	\$ 1,218.00	\$ 812.00
PAVT, REM	SYD	13.00	\$ 8.00	\$ 104.00			
SIDEWALK, REM	SYD	22.00	\$ 8.00	\$ 176.00			
SUBGRADE UNDERCUTTING, TYPE II	CYD	50.00	\$ 25.00	\$ 1,250.00			
MACHINE GRADING, MOD	STA	26.00	\$ 700.00	\$ 18,200.00			
EROSION CONTROL, INLET PROTECTION, FABRIC DROP	EA	11.00	\$ 100.00	\$ 1,100.00			
MAINTENANCE GRAVEL	TON	150.00	\$ 25.00	\$ 3,750.00			
SANITARY SERV CONFLICT	EA	2.00	\$ 1,500.00	\$ 3,000.00			
DR STRUCTURE COVER, TEMP LOWERING	EA	4.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 400.00
HMA SURFACE, REM	SYD	4537.00	\$ 3.00	\$ 13,611.00	\$ 13,611.00	\$ 8,166.60	\$ 5,444.40
AGGREGATE BASE, 6 INCH, MOD	SYD	2952.00	\$ 12.00	\$ 35,424.00			
AGGREGATE BASE, 9 INCH, MOD	SYD	1585.00	\$ 15.00	\$ 23,775.00			
GEOTEXTILE SEPARATOR	SYD	4537.00	\$ 1.50	\$ 6,805.50			
SEWER, SDR-26, 10 INCH, TRENCH DET B-MOD	LFT	230.00	\$ 40.00	\$ 9,200.00			
SEWER, SDR-26, 12 INCH, TRENCH DET B-MOD	LFT	681.00	\$ 45.00	\$ 30,645.00			
SEWER, SDR-26, 15 INCH, TRENCH DET B-MOD	LFT	604.00	\$ 52.00	\$ 31,408.00			
DR STRUCTURE COVER, ADJ, CASE 1	EA	4.00	\$ 475.00	\$ 1,900.00	\$ 1,900.00	\$ 1,140.00	\$ 760.00
DR STRUCTURE. ADJ, ADD DEPTH	FT	3.00	\$ 325.00	\$ 975.00			
DR STRUCTURE COVER, EJ 1060	EA	4.00	\$ 600.00	\$ 2,400.00	\$ 2,400.00	\$ 1,440.00	\$ 960.00
DR STRUCTURE COVER, EJ 1060 W/ TYPE N OVAL GRATE	EA	1.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 360.00	\$ 240.00
DR STRUCTURE COVER, EJ 1120 W/ GASKET SEAL	EA	4.00	\$ 650.00	\$ 2,600.00	\$ 2,600.00	\$ 1,560.00	\$ 1,040.00
DR STRUCTURE COVER, EJ 7000	EA	8.00	\$ 700.00	\$ 5,600.00			
DR STRUCTURE, 36 INCH DIA. MOD	EA	9.00	\$ 1,400.00	\$ 12,600.00			
DR STRUCTURE, 48 INCH DIA. MOD	EA	3.00	\$ 1,800.00	\$ 5,400.00			
DR STRUCTURE, 60 INCH DIA. MOD	EA	1.00	\$ 2,600.00	\$ 2,600.00			
HMA, 3C	TON	685.00	\$ 70.00	\$ 47,950.00	\$ 47,950.00	\$ 28,770.00	\$ 19,180.00
HMA, 5E3	TON	411.00	\$ 73.00	\$ 30,003.00	\$ 30,003.00	\$ 18,001.80	\$ 12,001.20
DRIVEWAY, NONREINF CONC, 6 INCH	SYD	13.00	\$ 45.00	\$ 585.00			

**OLMSTEAD STREET ENGINEER'S ESTIMATE**

WORK ITEM	UNIT	OLMSTEAD QUANTITIES	UNIT PRICE	AMOUNT	ELIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% 4"RULE
CURB AND GUTTER, CONC, DET F4, MOD	LFT	310.00	\$ 20.00	\$ 6,200.00	\$ 6,200.00	\$ 3,720.00	\$ 2,480.00
DETECTABLE WARNING SURFACE	LFT	20.00	\$ 35.00	\$ 700.00			
SIDEWALK RAMP, CONC, 4 INCH	SFT	550.00	\$ 5.00	\$ 2,750.00			
MINOR TRAF DEVICES	LSUM	0.33	\$ 25,000.00	\$ 8,250.00	\$ 8,250.00	\$ 4,950.00	\$ 3,300.00
BARRICADE, TYPE III, HIGH INTENSITY, FURN & OPER	EA	8.00	\$ 100.00	\$ 800.00			
PEDESTRIAN TYPE II BARRICADE, TEMP	EA	20.00	\$ 150.00	\$ 3,000.00			
PLASTIC DRUM, HIGH INTENSITY, FURN & OPER	EA	40.00	\$ 20.00	\$ 800.00			
SIGN, TYPE B, TEMP, PRISMATIC, FURN & OPER	SFT	88.66	\$ 5.00	\$ 443.30			
TRAF REGULATOR CONTROL	LSUM	0.33	\$ 5,000.00	\$ 1,650.00			
TURF ESTABLISHMENT, PERFORMANCE	SYD	1200.00	\$ 5.00	\$ 6,000.00			
SIGN, TYPE III, REM	EA	10.00	\$ 10.00	\$ 100.00			
SIGN, TYPE III, ERECT, SALV	EA	10.00	\$ 40.00	\$ 400.00			
POST, STEEL, 3 POUND	FT	10.00	\$ 6.00	\$ 60.00			
<b>SUB TOTALS</b>				<b>\$ 357,189.80</b>	<b>\$ 130,239.00</b>	<b>\$ 78,143.40</b>	<b>\$ 52,095.60</b>
ENGINEERING AT 15% ASSESSABLE COST					\$ 19,535.85	\$ 11,721.51	\$ 7,814.34
ADMINISTRATIVE AT 5% ASSESSABLE COST					\$ 6,511.95	\$ 3,907.17	\$ 2,604.78
<b>GRAND TOTALS</b>					<b>\$ 156,286.80</b>	<b>\$ 93,772.08</b>	<b>\$ 62,514.72</b>

# OWOSSO



OLMSTEAD FROM WEST TO CHIPMAN



## MEMORANDUM

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

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DATE: February 12, 2018

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services

SUBJECT: Hanover Street Resurfacing – Special Assessment Resolution No 2

When deemed necessary, the city conducts a street improvement program. Public streets are selected for inclusion in the program either by citizen initiated petition or by selection of the city. Hanover Street, from Harding Avenue to north end of street, is proposed by the city for street resurfacing. Property owners are then specially assessed to cover the cost of the proposed improvement. Past practice has been to assess property owners along the street 40% of the proposed benefit and the remaining 60% to the community at large. Each property owner can pay an assessment in one lump sum or in installments over the multi-year period (the period being determined by the amount of the average assessment).

The special assessment process has five steps, each having its own purpose and accompanying resolution.

Step One/Resolution No. 1 identifies the special assessment district(s), directs the city manager to estimate project costs and the amounts to be specially assessed, and determines the life of the proposed improvements. Resolution No. 1 for the proposed improvement was approved by City Council at its **September 18, 2017** meeting.

Step Two/Resolution No. 2 sets the date for the hearing of necessity on the projects. It directs notices to be sent to each affected property owner detailing the proposed project, notifying them of the public hearing date, and the estimated amount of their assessment. City Council is asked to act upon Resolution No. 2 on **February 20, 2018** for the proposed improvement setting a public hearing for Monday, March 5, 2018.

Step Three/Resolution No. 3 documents the hearing of necessity. This hearing provides affected residents with the opportunity to comment on whether they feel the project is necessary and of the proper scale. After hearing citizen comment on the project the city council has three options: if they agree that the project should proceed as proposed, the district is established and staff is directed to go on with the next steps of the proposed project, including obtaining bids; if they feel the project should go forward, but with some adjustments they may direct staff to make those adjustments and proceed; if they feel the project is not warranted and should not proceed at all they would simply fail to act on Resolution No. 3, effectively stopping the process.

Step Four/Resolution No. 4 takes place after the bids are received. Estimated assessment amounts are adjusted if necessary to reflect the actual cost as dictated by the bids received. A second public hearing is set to allow property owners to comment on their particular assessment. Each property owner is sent a second notice containing the date and time of the public hearing and the amount of the proposed assessment for their property.

Step Five/Resolution No. 5 documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if they feel all the assessments are fair and equitable they may pass the resolution as written.

Tonight the council will be considering Resolution No. 2 for the proposed district as a part of the Consent Agenda.

Staff recommends authorization of Resolution No. 2 for the following district:

**Hanover Street, a Public Street, from Harding Avenue to north end of street.**



**Special Assessment Resolution No. 2 for Hanover Street**

Special Assessment District No. 2018-02

**Hanover Street, a Public Street, from Harding Avenue to north end of street**

**RESOLUTION NO.**

WHEREAS, the City Council has ordered the City Manager to prepare a report for public improvement, more particularly hereinafter described; and

**Hanover Street, a Public Street, from Harding Avenue to north end of street;  
Street Resurfacing**

WHEREAS, the City Manager prepared said report and the same has been filed with the City Council as required by the Special Assessment Ordinance of the City of Owosso and the Council has reviewed said report.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth may be necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be \$273,059.50 and determines that \$75,651.44 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that \$197,408.06 of the cost thereof shall be paid by the City at large because of benefit to the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.
5. The City Council shall meet at the Owosso City Hall Council Chambers on Monday, March 5, 2018 for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
7. The notice of said hearing to be published and mailed shall be in substantially the following form:

NOTICE OF SPECIAL ASSESSMENT HEARING  
CITY OF OWOSSO, MICHIGAN

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

**Hanover Street, a Public Street, from Harding Avenue to north end of street**

TAKE NOTICE that the City Council intends to acquire and construct the following described public improvement: **Street Resurfacing.**

The City Council intends to defray apart or all of the cost of the above-described public improvement by special assessment against the above described property.

TAKE FURTHER NOTICE that City Council has caused plans and an estimate of the cost and report for the above described public improvement to be prepared and made by the City Manager and the same is on file with the City Clerk and available for public examination.

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at 7:30 o'clock p.m. on Monday, March 5, 2018 for the purpose of hearing any person to be affected by the proposed public improvement.

HANOVER ST. HARDING TO NORTH END  
WEST SIDE

SPECIAL ASSESSMENT ROLL

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT
1104	HARDING	590-000-001	224.08	0.75	168.06	\$26.03	\$4,374.60
1017	HANOVER	030-000-016	102.04	1	102.04	\$26.03	\$2,656.10
1083	HANOVER	030-000-015	102.04	1	102.04	\$26.03	\$2,656.10
1107	HANOVER	030-000-014	68.03	1	68.03	\$26.03	\$1,770.82
1121	HANOVER	030-000-013	68.03	1	68.03	\$26.03	\$1,770.82
1137	HANOVER	030-000-012	68.03	1	68.03	\$26.03	\$1,770.82
1151	HANOVER	030-000-011	68.03	1	68.03	\$26.03	\$1,770.82
1165	HANOVER	030-000-010	102.04	1	102.04	\$26.03	\$2,656.10
1193	HANOVER	030-000-009	102.04	0.75	76.53	\$26.03	\$1,992.08
1201	HANOVER	230-000-008	75.00	0.75	56.25	\$26.03	\$1,464.19
1205	HANOVER	230-000-007	82.50	1	82.50	\$26.03	\$2,147.48
1209	HANOVER	230-000-006	82.50	1	82.50	\$26.03	\$2,147.48
1213	HANOVER	230-000-005	82.50	1	82.50	\$26.03	\$2,147.48
1217	HANOVER	230-000-004	82.50	1	82.50	\$26.03	\$2,147.48
1221	HANOVER	230-000-003	82.50	1	82.50	\$26.03	\$2,147.48
1225	HANOVER	230-000-002	82.50	1	82.50	\$26.03	\$2,147.48
1229	HANOVER	230-000-001	64.50	1	64.50	\$26.03	\$1,678.94
			1538.86		1438.58		\$37,446.24

EAST SIDE

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT
1200	HANOVER	690-000-010	191.20	0.75	143.40	26.03	3,732.70
	HANOVER	690-000-011	109.30	1	109.30	26.03	2,845.08
1100	RIVERSIDE	520-000-001	131.97	0.75	98.98	26.03	2,576.38
1101	RIVERSIDE	520-000-010	147.00	0.75	110.25	26.03	2,869.81
1122	HANOVER	520-000-009	150.00	1	150.00	26.03	3,904.50
1132	HANOVER	690-000-009	124.00	1	124.00	26.03	3,227.72
1202	HANOVER	690-000-008	126.00	1	126.00	26.03	3,279.78
1208	HANOVER	690-000-007	127.00	1	127.00	26.03	3,305.81
1212	HANOVER	690-000-006	128.00	1	128.00	26.03	3,331.84
1332	HANOVER	690-000-002	102.81	1	102.81	26.03	2,676.14
1334	HANOVER	690-000-004	100.00	1	100.00	26.03	2,603.00
1338	HANOVER	690-000-001	148.00	1	148.00	26.03	3,852.44
			1585.28		1467.74		\$38,205.21

Note: 1200 Handover St. footage is 204.2' used 191.2'

HANOVER

SPECIAL ASSESSMENT ROLL

ENGINEER'S ESTIMATE		\$189,149.60		
CITY SHARE	60%	\$113,489.76		
LAND OWNER	40%	\$75,659.84	AMOUNT ASSESSMENT	\$75,651.44
	TOTAL	\$189,149.60		
			TOTAL	
ASSESSABLE FRONT FOOT		2906.32		
FRONT FOOT RATE		\$26.03		

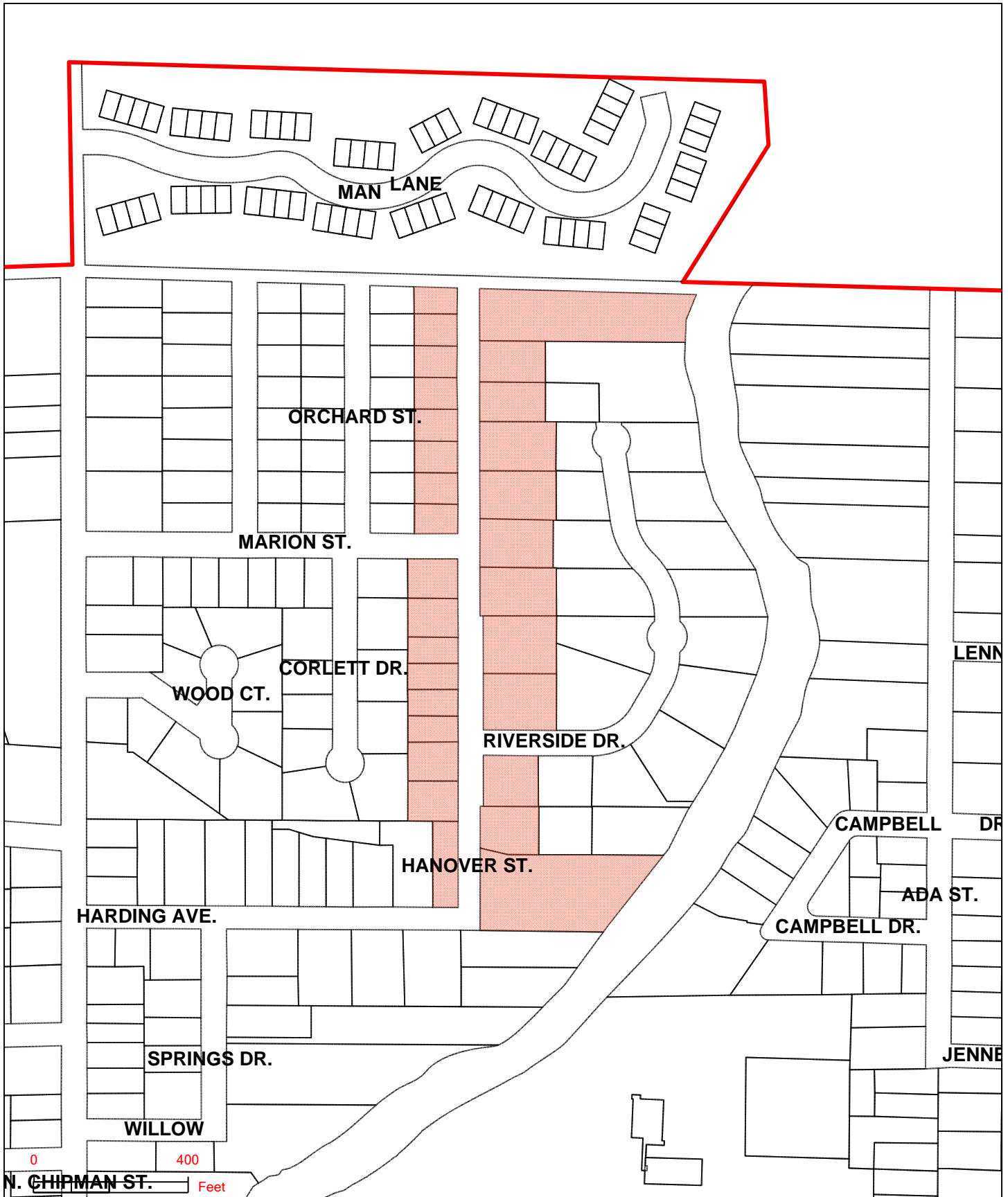
29-Jan-18

HANOVER STREET ENGINEER'S ESTIMATE

WORK ITEM	UNIT	QUANTITIES	UNIT PRICE	AMOUNT	ELLIGIBLE AMOUNT	CITY COST 60%	ASSESSMENT AT 40% 4" RULE
MOBILIZATION, MAX_____	LSUM	0.40	\$ 41,500.00	\$ 16,600.00	\$ 16,600.00	\$ 9,960.00	\$ 6,640.00
DR STRUCTURE, REM	EA	14.00	\$ 350.00	\$ 4,900.00			
SEWER, REM, LESS THAN 24 INCH	LFT	144.00	\$ 10.00	\$ 1,440.00			
CURB AND GUTTER, REM	LFT	694.00	\$ 7.00	\$ 4,858.00	\$ 4,858.00	\$ 2,914.80	\$ 1,943.20
PAVT, REM	SYD	1070.00	\$ 8.00	\$ 8,560.00			
SIDEWALK, REM	SYD	7.00	\$ 8.00	\$ 56.00			
EROSION CONTROL, INLET PROTECTION, FABRIC DROP	EA	10.00	\$ 100.00	\$ 1,000.00			
DR STRUCTURE, TEMP LOWERING	EA	9.00	\$ 250.00	\$ 2,250.00	\$ 2,250.00	\$ 1,350.00	\$ 900.00
COLD MILLING HMA SURFACE	SYD	4830.00	\$ 3.00	\$ 14,490.00	\$ 14,490.00	\$ 8,694.00	\$ 5,796.00
SAWCUTTING	LFT	600.00	\$ 3.00	\$ 1,800.00	\$ 1,800.00	\$ 1,080.00	\$ 720.00
AGGREGATE BASE, 6 INCH, MOD	SYD	880.00	\$ 12.00	\$ 10,560.00			
GEOTEXTILE SEPARATOR	SYD	880.00	\$ 1.50	\$ 1,320.00			
SEWER, SDR-26, 6 INCH, TRENCH DET B-MOD	LFT	32.00	\$ 35.00	\$ 1,120.00			
SEWER, SDR-26, 8 INCH, TRENCH DET B-MOD	LFT	10.00	\$ 37.50	\$ 375.00			
SEWER, SDR-26, 10 INCH, TRENCH DET B-MOD	LFT	184.00	\$ 40.00	\$ 7,360.00			
SEWER, SDR-26, 15 INCH, TRENCH DET B-MOD	LFT	164.00	\$ 52.00	\$ 8,528.00			
DR STRUCTURE COVER, ADJ, CASE 1	EA	9.00	\$ 475.00	\$ 4,275.00	\$ 4,275.00	\$ 2,565.00	\$ 1,710.00
DR STRUCTURE COVER, EJ 1060	EA	5.00	\$ 600.00	\$ 3,000.00	\$ 3,000.00	\$ 1,800.00	\$ 1,200.00
DR STRUCTURE COVER, EJ 1060 W/ TYPE N OVAL GRATE	EA	2.00	\$ 600.00	\$ 1,200.00	\$ 1,200.00	\$ 720.00	\$ 480.00
DR STRUCTURE COVER, EJ 1120 W/ GASKET SEAL	EA	9.00	\$ 650.00	\$ 5,850.00	\$ 5,850.00	\$ 3,510.00	\$ 2,340.00
DR STRUCTURE COVER, EJ 7000	EA	8.00	\$ 700.00	\$ 5,600.00			
DR STRUCTURE, 24 INCH DIA, MOD	EA	1.00	\$ 1,200.00	\$ 1,200.00			
DR STRUCTURE, 36 INCH DIA. MOD	EA	8.00	\$ 1,400.00	\$ 11,200.00			
DR STRUCTURE, 48 INCH DIA. MOD	EA	5.00	\$ 1,800.00	\$ 9,000.00			
HAND PATCHING	TON	50.00	\$ 125.00	\$ 6,250.00	\$ 4,166.67	\$ 2,500.00	\$ 1,666.67
HMA, 2C	TON	363.00	\$ 65.00	\$ 23,595.00			
HMA, 4E3	TON	580.00	\$ 75.00	\$ 43,500.00	\$ 43,500.00	\$ 26,100.00	\$ 17,400.00
HMA, 5E3	TON	435.00	\$ 73.00	\$ 31,755.00	\$ 31,755.00	\$ 19,053.00	\$ 12,702.00
CONCRETE PAVT, NONREINF, 9 INCH	SYD	80.00	\$ 60.00	\$ 4,800.00			
DRIVEWAY, NONREINF CONC, 6 INCH	SYD	62.00	\$ 45.00	\$ 2,790.00			

CURB AND GUTTER, CONC, DET F4, MOD	LFT	694.00	\$	20.00	\$	13,880.00	\$	13,880.00	\$	8,328.00	\$	5,552.00	
DETECTABLE WARNING SURFACE	LFT	5.00	\$	35.00	\$	175.00							
SIDEWALK RAMP, CONC, 4 INCH	SFT	75.00	\$	5.00	\$	375.00							
MINOR TRAF DEVICES	LSUM	0.40	\$	25,000.00	\$	10,000.00	\$	10,000.00	\$	6,000.00	\$	4,000.00	
BARRICADE, TYPE III, HIGH INTENSITY, FURN & OPER	EA	2.00	\$	100.00	\$	200.00							
PEDESTRIAN TYPE II BARRICADE, TEMP	EA	5.00	\$	150.00	\$	750.00							
PLASTIC DRUM, HIGH INTENSITY, FURN & OPER	EA	40.00	\$	20.00	\$	800.00							
SIGN, TYPE B, TEMP, PRISMATIC, FURN & OPER	SFT	12.50	\$	5.00	\$	62.50							
TRAF REGULATOR CONTROL	LSUM	0.40	\$	5,000.00	\$	2,000.00							
TURF ESTABLISHMENT, PERFORMANCE	SYD	1000.00	\$	5.00	\$	5,000.00							
SIGN, TYPE III, REM	EA	10.00	\$	10.00	\$	100.00							
SIGN, TYPE III, ERECT, SALV	EA	10.00	\$	40.00	\$	400.00							
POST, STEEL, 3 POUND	FT	10.00	\$	6.00	\$	60.00							
SUB TOTALS						\$	273,059.50	\$	157,624.67	\$	94,574.80	\$	63,049.87
ENGINEERING AT 15% ASSESSABLE COST								\$	23,643.70	\$	14,186.22	\$	9,457.48
ADMINISTRATIVE AT 5% ASSESSABLE COST								\$	7,881.23	\$	4,728.74	\$	3,152.49
GRAND TOTALS								\$	189,149.60	\$	113,489.76	\$	75,659.84

# OWOSSO



HANOVER FROM HARDING TO NORTH END



## MEMORANDUM

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

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DATE: February 12, 2018

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services & Utilities

SUBJECT: Harding Avenue Resurfacing – Special Assessment Resolution No 2

When deemed necessary, the city conducts a street improvement program. Public streets are selected for inclusion in the program either by citizen initiated petition or by selection of the city. Harding Avenue, from N. Chipman Street to Hanover Street, is proposed by the city for street resurfacing. Property owners are then specially assessed to cover the cost of the proposed improvement. Past practice has been to assess property owners along the street 40% of the proposed benefit and the remaining 60% to the community at large. Each property owner can pay an assessment in one lump sum or in installments over the multi-year period (the period being determined by the amount of the average assessment).

The special assessment process has five steps, each having its own purpose and accompanying resolution.

Step One/Resolution No. 1 identifies the special assessment district(s), directs the city manager to estimate project costs and the amounts to be specially assessed, and determines the life of the proposed improvements. Resolution No. 1 for the proposed improvement was approved by City Council at its **September 18, 2017** meeting.

Step Two/Resolution No. 2 sets the date for the hearing of necessity on the projects. It directs notices to be sent to each affected property owner detailing the proposed project, notifying them of the public hearing date, and the estimated amount of their assessment. City Council is asked to act upon Resolution No. 2 on **February 20, 2018** for the proposed improvement setting a public hearing for Monday, March 5, 2018.

Step Three/Resolution No. 3 documents the hearing of necessity. This hearing provides affected residents with the opportunity to comment on whether they feel the project is necessary and of the proper scale. After hearing citizen comment on the project the city council has three options: if they agree that the project should proceed as proposed, the district is established and staff is directed to go on with the next steps of the proposed project, including obtaining bids; if they feel the project should go forward, but with some adjustments they may direct staff to make those adjustments and proceed; if they feel the project is not warranted and should not proceed at all they would simply fail to act on Resolution No. 3, effectively stopping the process.

Step Four/Resolution No. 4 takes place after the bids are received. Estimated assessment amounts are adjusted if necessary to reflect the actual cost as dictated by the bids received. A second public hearing is set to allow property owners to comment on their particular assessment. Each property owner is sent a second notice containing the date and time of the public hearing and the amount of the proposed assessment for their property.



Step Five/Resolution No. 5 documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if they feel all the assessments are fair and equitable they may pass the resolution as written.

Tonight the council will be considering Resolution No. 2 for the proposed district as a part of the Consent Agenda.

Staff recommends authorization of Resolution No. 2 for the following district:

**Harding Avenue, Public Street, from N. Chipman Street to Hanover Street**

**Special Assessment Resolution No. 2 for Harding Avenue**

Special Assessment District No. 2018-03

**Harding Avenue, a Public Street, from Chipman Street to Hanover Street**

**RESOLUTION NO.**

WHEREAS, the City Council has ordered the City Manager to prepare a report for public improvement, more particularly hereinafter described; and

**Harding Avenue, a Public Street, from N. Chipman Street to Hanover Street;  
Street Resurfacing**

WHEREAS, the City Manager prepared said report and the same has been filed with the City Council as required by the Special Assessment Ordinance of the City of Owosso and the Council has reviewed said report.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth may be necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be \$236,251.30 and determines that \$52,804.45 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that \$183,446.85 of the cost thereof shall be paid by the City at large because of benefit to the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.
5. The City Council shall meet at the Owosso City Hall Council Chambers on Monday, March 5, 2018 for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
7. The notice of said hearing to be published and mailed shall be in substantially the following form:

NOTICE OF SPECIAL ASSESSMENT HEARING  
CITY OF OWOSSO, MICHIGAN

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

**Harding Avenue, a Public Street, from N. Chipman Street to Hanover Street**

TAKE NOTICE that the City Council intends to acquire and construct the following described public improvement: **Street Resurfacing.**

The City Council intends to defray apart or all of the cost of the above-described public improvement by special assessment against the above described property.

TAKE FURTHER NOTICE that City Council has caused plans and an estimate of the cost and report for the above described public improvement to be prepared and made by the City Manager and the same is on file with the City Clerk and available for public examination.

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at 7:30 o'clock p.m. on Monday, March 5, 2018 for the purpose of hearing any person to be affected by the proposed public improvement.

HARDING AVE. CHIPMAN TO HANOVER  
SOUTH SIDE

SPECIAL ASSESSMENT ROLL

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT
912	CHIPMAN	690-006-002	75	0.75	56.25	\$30.14	\$1,695.38
1207	HARDING	690-006-003	90	1	90	\$30.14	\$2,712.60
721	WILLOW SPRING	690-006-001	132	0.75	99	\$30.14	\$2,983.86
720	WILLOW SPRING	690-000-016	191	0.75	143.25	\$30.14	\$4,317.56
1111	HARDING	960-000-017	134	1	134	\$30.14	\$4,038.76
1109	HARDING	690-000-018	134	1	134	\$30.14	\$4,038.76
1105	HARDING	690-000-014	151.5	1	151.5	\$30.14	\$4,566.21
1004	HARDING	690-000-019	37.63	0.75	28.22	\$30.14	\$850.63
1000	HARDING	690-000-020	0	1	0	\$30.14	\$0.00
			945.13		836.22		\$25,203.75

Note: 1004 Harding Total footage is 49.5' used 37.63'

Note: 1000 Harding has no footage on the street

NORTH SIDE

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT
1000	CHIPMAN	590-000-012	132	0.75	99	\$30.14	\$2,983.86
1212	HARDING	590-000-011	70	1	70	\$30.14	\$2,109.80
1208	HARDING	590-000-010	105	1	105	\$30.14	\$3,164.70
1126	HARDING	590-000-009	105	1	105	\$30.14	\$3,164.70
1124	HARDING	590-000-008	70	1	70	\$30.14	\$2,109.80
1122	HARDING	590-000-007	70	1	70	\$30.14	\$2,109.80
1118	HARDING	590-000-006	70	1	70	\$30.14	\$2,109.80
1116	HARDING	590-000-005	70	1	70	\$30.14	\$2,109.80
1114	HARDING	590-000-004	105	1	105	\$30.14	\$3,164.70
1108	HARDING	590-000-002	102.25	1	102.25	\$30.14	\$3,081.82
1104	HARDING	590-000-001	66	0.75	49.5	\$30.14	\$1,491.93
			965.25		915.75		\$27,600.71

HARDING

SPECIAL ASSESSMENT ROLL

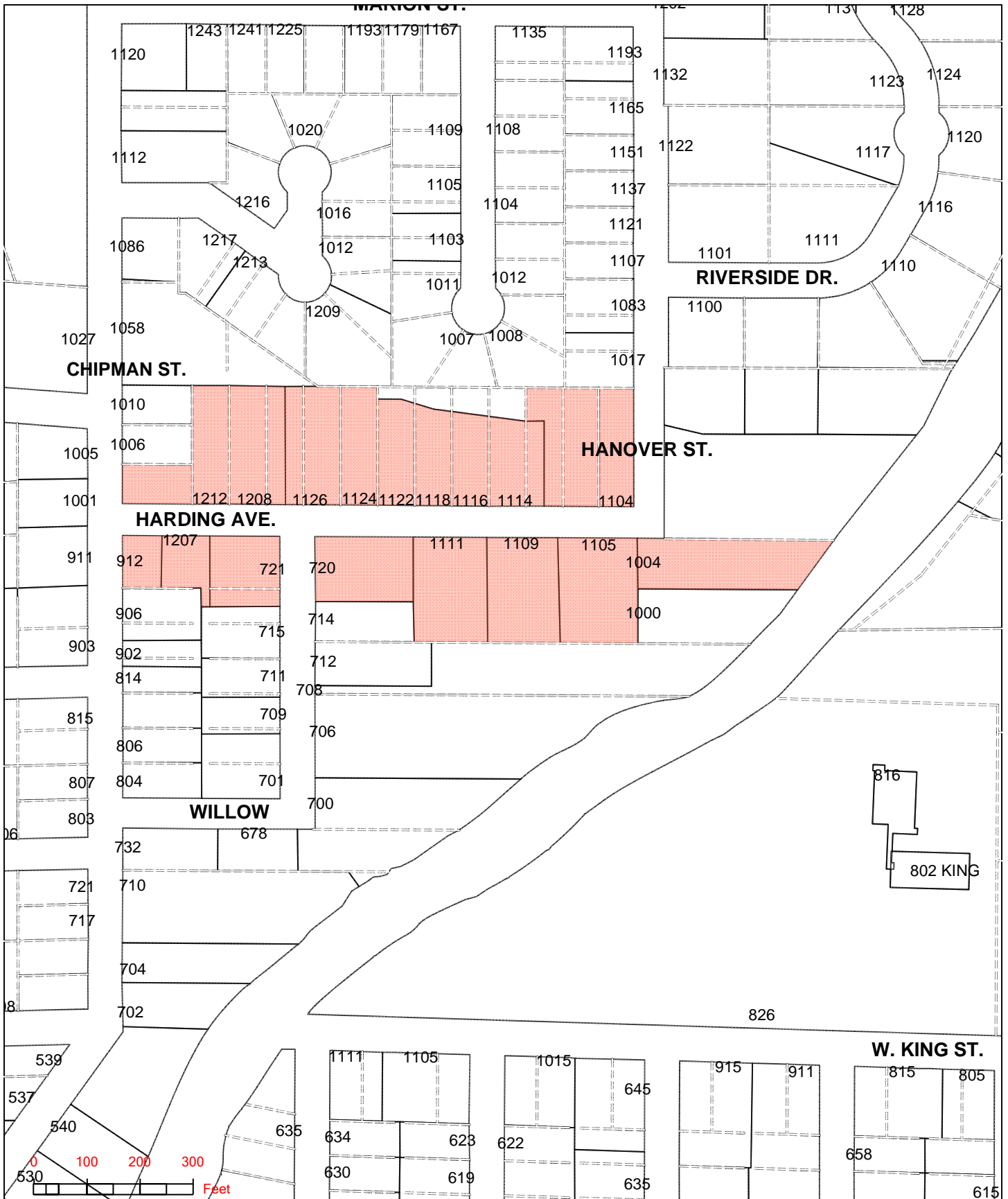
ENGINEER'S ESTIMATE		\$131,991.40		
CITY SHARE	60%	\$79,194.84		
LAND OWNER	40%	\$52,796.56	AMOUNT ASSESSMENT	\$52,804.45
	TOTAL	\$131,991.40		
			TOTAL	
ASSESSABLE FRONT FOOT		1751.97		
FRONT FOOT RATE		\$30.14		

29-Jan-18  
HARDING AVE ENGINEER'S ESTIMATE

WORK ITEM	UNIT	QUANTITIES	UNIT PRICE	AMOUNT	ELIGIBLE AMOUNT	CITY COST 60%	ASSESSMENT AT 40% 4" RULE
MOBILIZATION, MAX	LSUM	0.27	\$ 41,500.00	\$ 11,205.00	\$ 11,205.00	\$ 6,723.00	\$ 4,482.00
DR STRUCTURE, REM	EA	8.00	\$ 350.00	\$ 2,800.00			
SEWER, REM, LESS THAN 24 INCH	LFT	118.00	\$ 10.00	\$ 1,180.00			
CURB AND GUTTER, REM	LFT	330.00	\$ 7.00	\$ 2,310.00	\$ 2,310.00	\$ 1,386.00	\$ 924.00
PAVT, REM	SYD	33.00	\$ 8.00	\$ 264.00			
SUBGRADE UNDERCUTTING, TYPE II	CYD	50.00	\$ 25.00	\$ 1,250.00			
MACHINE GRADING, MOD	STA	21.00	\$ 700.00	\$ 14,700.00			
EROSION CONTROL, INLET PROTECTION, FABRIC DROP	EA	9.00	\$ 100.00	\$ 900.00			
MAINTENANCE GRAVEL	TON	150.00	\$ 25.00	\$ 3,750.00			
SANITARY SERV CONFLICT	EA	1.00	\$ 1,500.00	\$ 1,500.00			
DR STRUCTURE, TEMP LOWERING	EA	4.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 400.00
HMA SURFACE, REM	SYD	3921.00	\$ 3.00	\$ 11,763.00	\$ 11,763.00	\$ 7,057.80	\$ 4,705.20
AGGREGATE BASE, 6 INCH, MOD	SYD	3924.00	\$ 12.00	\$ 47,088.00			
GEOTEXTILE SEPARATOR	SYD	3924.00	\$ 1.50	\$ 5,886.00			
SEWER, SDR-26, 10 INCH, TRENCH DET B-MOD	LFT	185.00	\$ 40.00	\$ 7,400.00			
SEWER, SDR-26, 12 INCH, TRENCH DET B-MOD	LFT	113.00	\$ 45.00	\$ 5,085.00			
DR STRUCTURE COVER, ADJ, CASE 1	EA	4.00	\$ 475.00	\$ 1,900.00	\$ 1,900.00	\$ 1,140.00	\$ 760.00
DR STRUCTURE. ADJ, ADD DEPTH	FT	3.00	\$ 325.00	\$ 975.00			
DR STRUCTURE COVER, EJ 1060	EA	3.00	\$ 600.00	\$ 1,800.00	\$ 1,800.00	\$ 1,080.00	\$ 720.00
DR STRUCTURE COVER, EJ 1120 W/ GASKET SEAL	EA	4.00	\$ 650.00	\$ 2,600.00	\$ 2,600.00	\$ 1,560.00	\$ 1,040.00
DR STRUCTURE COVER, EJ 7000	EA	5.00	\$ 700.00	\$ 3,500.00			
DR STRUCTURE, 36 INCH DIA. MOD	EA	5.00	\$ 1,400.00	\$ 7,000.00			
DR STRUCTURE, 48 INCH DIA. MOD	EA	3.00	\$ 1,800.00	\$ 5,400.00			
HMA, 2C	TON	707.00	\$ 65.00	\$ 45,955.00	\$ 38,295.83	\$ 22,977.50	\$ 15,318.33
HMA, 5E3	TON	353.00	\$ 73.00	\$ 25,769.00	\$ 25,769.00	\$ 15,461.40	\$ 10,307.60
DRIVEWAY, NONREINF CONC, 6 INCH	SYD	33.00	\$ 45.00	\$ 1,485.00			
CURB AND GUTTER, CONC, DET F4, MOD	LFT	330.00	\$ 20.00	\$ 6,600.00	\$ 6,600.00	\$ 3,960.00	\$ 2,640.00
MINOR TRAF DEVICES	LSUM	0.27	\$ 25,000.00	\$ 6,750.00	\$ 6,750.00	\$ 4,050.00	\$ 2,700.00
BARRICADE, TYPE III, HIGH INTENSITY, FURN & OPER	EA	4.00	\$ 100.00	\$ 400.00			
PLASTIC DRUM, HIGH INTENSITY, FURN & OPER	EA	40.00	\$ 20.00	\$ 800.00			

WORK ITEM	UNIT	QUANTITIES	UNIT PRICE	AMOUNT	ELIGIBLE AMOUNT	CITY COST 60%	ASSESSMENT AT 40% 4" RULE
SIGN, TYPE B, TEMP, PRISMATIC, FURN & OPER	SFT	63.66	\$ 5.00	\$ 318.30			
TRAF REGULATOR CONTROL	LSUM	0.27	\$ 5,000.00	\$ 1,350.00			
TURF ESTABLISHMENT, PERFORMANCE	SYD	1000.00	\$ 5.00	\$ 5,000.00			
SIGN, TYPE III, REM	EA	10.00	\$ 10.00	\$ 100.00			
SIGN, TYPE III, ERECT, SALV	EA	10.00	\$ 40.00	\$ 400.00			
POST, STEEL, 3 POUND	FT	10.00	\$ 6.00	\$ 60.00			
SUB TOTALS				\$ 236,251.30	\$ 109,992.83	\$ 65,995.70	\$ 43,997.13
ENGINEERING AT 15% ASSESSABLE COST					\$ 16,498.93	\$ 9,899.36	\$ 6,599.57
ADMINISTRATIVE AT 5% ASSESSABLE COST					\$ 5,499.64	\$ 3,299.79	\$ 2,199.86
GRAND TOTALS					\$ 131,991.40	\$ 79,194.84	\$ 52,796.56

# OWOSSO



HOWARD FROM CHIPMAN TO HANOVER





## MEMORANDUM

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

---

DATE: February 12, 2018  
TO: Owosso City Council  
FROM: Glenn Chinavare, Director of Public Services  
SUBJECT: Amendment No. 3 – 2018 Street Resurfacing Program

### RECOMMENDATION

Approval of Amendment No. 3 to the contract with Fleis & Vandenbrink Engineering, Incorporated for additional engineering services in the amount of \$7,000.00 for AutoCAD and Civil 3D training.

### BACKGROUND

On July 3, 2017, City Council awarded a contract to Fleis & Vandenbrink Engineering, Inc. in the amount of \$251,000.00 for professional engineering services for the 2018 Street Program. On November 6, 2017 city council approved amendment No. 1 in the amount of \$32,500.00 for surveying services in preparation for the 2019 Street Rehabilitation program, and amendment No.2 in the amount of \$5,000.00 for additional design services to extend construction and rehabilitation of Williams Street an additional 2 blocks from Water Street to Washington Street.

City staff has since requested additional engineering services from the consultant to train city staff in AutoCAD and Civil 3D drafting skills. This will allow city engineering staff the opportunity to prepare construction drawings in-house for future city projects. Fleis & Vandenbrink Engineering, Inc. has submitted a proposal to perform the requested training at a cost of \$5,200.00. A contingency amount of \$1,800.00 is also requested to cover as-needed additional training services through December 31, 2018.

### FISCAL IMPACTS

Requested services in the amount of \$7,000.00 can be funded from the Major Street Construction Account No. 202-451-818.000.

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

Attachments: (1) Resolution - Amendment No.3 Fleis & Vandenbrink, Inc.  
(2) Proposal - Fleis & Vandenbrink, Inc. Training Services  
(3) Amendment No. 3 to the Contract with Fleis & Vandenbrink, Inc.

**AMENDMENT NO. 3 TO  
A CONTRACT FOR SERVICES WITH  
FLEIS & VANDENBRINK ENGINEERING, INC.  
FOR THE 2018 STREET PROGRAM ENGINEERING SERVICES CONTRACT**

This amendment is attached and made part of the contract for services for the 2018 Street Program Engineering Services Contract, authorized by City Council July 3, 2017, between the city of Owosso, Michigan (City) and Fleis & Vandenbrink Engineering, Inc. (Contractor).

2018 STREET PROGRAM ENGINEERING SERVICES CONTRACT

PROJECT SCOPE OF WORK

The project scope of work is amended as follows;

Fleis & Vandenbrink, Engineering Inc. to provide AutoCad and Civil 3D Design training services to city staff as described in its letter dated February 1, 2018, as attached.

SCHEDULE

The schedule for the project is amended as follows:

Completion date is December 31, 2018.

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

For the Contractor:

For the City:

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

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

Christopher T Eveleth, Mayor

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

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

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

Amy K. Kirkland, City Clerk

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

Executed: \_\_\_\_\_, 2018

Executed: \_\_\_\_\_, 2018



February 1, 2018

Mr. Randy Chesney, PE, City Engineer  
City of Owosso  
City Hall, 301 W. Main Street  
Owosso, MI 48867

**RE: Change Order #3 Request for 2018 Street Program (PO No. 42299)  
AutoCAD Civil3D Training – 2019 Street Program**

Dear Randy,

We are pleased to provide you with this proposal to assist the City of Owosso with AutoCAD and Civil 3D training for your new staff engineer. We enjoyed meeting Clayton on January 11, 2018 to learn his AutoCAD background and assess the level of training anticipated to get him up and running on the design and drafting of the City's 2019 street program.

### **Project Understanding**

The City of Owosso is requesting AutoCAD Civil3D design and drafting training and mentoring of their new staff engineer. As we discussed in our meeting, the City's 2019 street program is the ideal project for F&V to assist with this training. F&V is currently working on the topographic surveying for the 2019 streets, and the design scope for this project is anticipated to be similar to the City's 2018 project, which F&V is in the process of finalizing the design plans.

### **Scope of Service**

Our scope of services includes providing AutoCAD Civil3D training and mentoring during engineering plan development for the City's 2019 Street Program. Our services will include introducing Clayton to the features and capabilities of this program; helping setup the necessary AutoCAD drawings, sheets, templates, and styles; and providing mentoring during the preparation of this project.

During our meeting a few weeks ago, we discussed if this training would be best completed at the City of Owosso or F&V's Grand Blanc office. After thinking about this more and considering how we typically train our new staff, we feel that a combination of both would be of the most value to the City. We propose to spend approximately two days (14-16± hours) at the City completing the introduction, overview, and assisting with the initial program setup. Once Clayton is ready to begin working on the design and drafting, having him work out of our Grand Blanc office for several days might be of most benefit to Clayton, and of the best value to the City. This proposed hands-on training at our office might be perfectly suited for when you are out on vacation in March. By working out of our office, we can provide training and mentoring as needed. Our engineer's and CADD Technicians would be readily available to answer questions and provide assistance. We would only invoice for the time spent on the training and mentoring (estimated at 2-4 hours per day). This allows us to continue with what we are doing as he progresses through the design/drafting without having full-day training charges to the City. This also allows us to utilize our CADD technicians for assistance where appropriate at a lower billing rate than our design engineers and project managers.

**9475 Holly Road, Suite 201  
Grand Blanc, MI 48439**  
P: 810.743.9120  
F: 810.771.7860  
[www.fveng.com](http://www.fveng.com)

In our staff's 20+ years of working with AutoCAD, we have found that hands on training and self-learning often leads to the best results. Civil3D is a program that you simply just need to use often and regularly to become proficient.

### Fee Budget

We have established a recommended budget based on providing services on a time and materials basis. We are also offering the following reduced billing rates for these services to help keep this valuable training reasonable for the City of Owosso:

David Hiler, P.E.	Design Engineer	\$114 / hour
Dan Howey, CST	CADD Technician	\$66 / hour

In order to establish an approximate budget for this project, the following represents our anticipated work plan and level of effort estimate for the training and mentoring described above:

At City of Owosso:

David Hiler 16 hours x \$114/hour = \$1,824

At F&V:

David Hiler 10 hours (5 days at 2 hours/day) x \$114/hour = \$1,140

Dan Howey 10 hours (5 days at 2 hours/day) x \$66/hour = \$660

Via Phone/Web Conference or Additional Days at F&V:

David Hiler 8 hours x \$114/hour = \$912

Dan Howey 8 hours x \$66/hour = \$528

Subtotal: \$5,064

Reimbursable Expenses: \$136

**Proposed Budget: \$5,200**

We appreciate the opportunity in providing our services to the City of Owosso. If you need any additional information or have any changes to our proposed scope of services, please contact me at (810) 244-1729.

Sincerely,

FLEIS & VANDENBRINK



Geric L. Rose, P.E., P.S.  
Project Manager

**RESOLUTION NO.**

**AUTHORIZING AMENDMENT NO. 3  
TO THE 2018 STREET PROGRAM ENGINEERING SERVICES CONTRACT WITH  
FLEIS & VANDENBRINK ENGINEERING, INC. FOR  
ADDITIONAL ENGINEERING SERVICES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a Contract with Fleis & Vandenbrink Engineering Inc. on July 3, 2017 for Engineering Survey and Design Services for the 2018 Street Program in the amount of \$251,000.00; and

WHEREAS, on November 6, 2017, City Council approved Amendments No's. 1 and 2 to the Contract with Fleis & Vandenbrink Engineering, Inc. for additional engineering services making the current Contract amount \$288,500.00; and

WHEREAS, the city requests additional services of the consultant to provide AutoCAD and Civil 3D drafting training to city staff, that is beyond the original contractual scope of services.

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 Fleis & Vandenbrink Engineering Inc. for a cost to the city of Owosso of \$5,200.00 for AutoCAD and Civil 3D training of city staff as outlined within its proposal, plus additional training services as required in the amount of \$1,800.00 through December 31, 2018.
- THIRD: The mayor and city clerk are requested and authorized to sign Contract Amendment No. 3 to the Contract between the City of Owosso, Michigan and Fleis & Vandenbrink Engineering, Inc.
- FOURTH: The Accounts Payable department is authorized to make payment up to the amended amount of \$295,500.00 to Fleis & Vandenbrink Engineering, Inc. upon successful completion of stated work.
- FIFTH: The above expenses shall be paid from the Major Street Construction Account No. 202-451-818.000.



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

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## **MEMORANDUM**

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DATE: February 12, 2018

TO: Owosso City Council

FROM: Kevin Lenkart, Public Safety Chief

RE: Front Line Services Inc.– Payment Authorization

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Public Safety staff requests payment to Front Line Services Inc., in the amount of \$13,275.00 for the emergency repair of brakes and springs on Owosso Fire Engine 1. Payment will be from the Fire Department vehicle repair fund.

In November of 2017, Front Line Services Inc., (FLSI) conducted the annual maintenance on Owosso Fire Department Engine 1. During the inspection, the staff at FLSI noticed considerable wear and tear on the front and rear brakes, corrosion on the frame of the vehicle and possible weakening of the rear springs. At the request of FLSI staff, the vehicle was driven to their facility in Freeland Michigan for a more comprehensive evaluation of the fire truck.

The staff at FLSI recommended that front brakes and frame repair be made immediately. The remaining work of rear brakes, rear spring replacement and front end alignment could be delayed 6-12 months if necessary. Front Line did tell us that there would be a considerable cost savings if all of the needed repairs were done at the same time. We therefore opted to have all of the repair work done in December 2017. Attached is the invoice and supporting documentation from FLSI.

**RESOLUTION NO.**

**AUTHORIZING PAYMENT TO  
FRONT LINE SERVICES INC.  
FOR EMERGENCY REPAIR OF  
OWOSSO FIRE DEPARTMENT ENGINE 1**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has a fire department vehicle, Engine 1, that required an emergency repair of the vehicle, and

WHEREAS, the City directed Front Line Services Inc., to proceed and make the emergency repair, which subsequently totaled \$13,275.00, and

WHEREAS, the Public Safety Chief has reviewed the detailed billing from Front Line Services Inc. for the cost of the repair and recommends payment in the amount of \$13,275.00 for the work that was satisfactorily completed.

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 was necessary and in the public interest to contract with Front Line Services, Inc. for emergency repairs to Owosso Fire Department Engine 1.
- SECOND: The accounts payable department is authorized to submit payment to Front Line Services Inc. in the amount of \$13,275.00 for said repairs.
- THIRD: The above expenses shall be paid from the Fire Department vehicle repair fund.



Front Line Services, Inc.  
 8588 Carter Road  
 Freeland, MI 48623

(989) 695-6633  
 (800) 289-3574

fax (989) 695-6636

License # F139978

**Inv #:** 30412

**Cust #:** 0030

**Date:** 1/31/2018

**Page:** 1

**Bill To:**  
 Owosso Fire Department  
 rhonda.pritchett@ci.owosso.mi.u

**Ship To:**  
 Owosso Fire Department  
 202 S. Water St.

Owosso MI 48867

<b>Cust PO</b>	<b>SP</b>	<b>Ship Via</b>	<b>FOB</b>	<b>Terms</b>	<b>FLSI No</b>
	SP1	BEST		Net 30	36,624

Order	Ship	B/O	Item Number Description	Price	Disc	Ext Pr
1	1	0	FLSQUOTED Clean & Spray Frame per Quote	\$305.00	\$0.00	\$305.00
1	1	0	FLSQUOTED Front End Alignment per Estimate	\$740.00	\$0.00	\$740.00
1	1	0	FLSQUOTED Replace Door Window Mechanism per Estimate	\$335.00	\$0.00	\$335.00
1	1	0	FLSQUOTED Replace Front Brakes per Estimate	\$3,795.00	\$0.00	\$3,795.00
1	1	0	FLSQUOTED Replace Rear Brakes per Estimate	\$4,440.00	\$0.00	\$4,440.00
1	1	0	FLSQUOTED Replace Coolant Sensor per Quote	\$195.00	\$0.00	\$195.00
1	1	0	FLSQUOTED Replace Back-Up Alarm per Quote	\$175.00	\$0.00	\$175.00
1	1	0	FLSQUOTED Replace Front LED Light per Quote	\$245.00	\$0.00	\$245.00
1	1	0	FLSQUOTED Replace Cab Grab Handle per Quote	\$85.00	\$0.00	\$85.00
1	1	0	FLSQUOTED Repair Air Tank Brackets per Estimate	\$215.00	\$0.00	\$215.00
1	1	0	FLSQUOTED Replace Rear Springs per Estimate	\$2,745.00	\$0.00	\$2,745.00

Subtotal \$13,275.00  
 Tax \$0.00  
 (Deposit) \$0.00

36623 1 of 1

Engine 1

**TOTAL** \$13,275.00





## Work Order

W.O. # 36623

<b>CUSTOMER:</b> Owosso Fire Dept	<b>CUST. #:</b> O030	<b>WO:</b> 1 of 1
<b>VEHICLE:</b> Engine 1	<b>YEAR:</b> 1997	<b>DATE COMPL:</b> 1/3/2018
<b>MAKE:</b> Pierce		<b>MILEAGE:</b> 50,985.8

### A Spray frame per quote

**Services Performed:** Used air hammer to knock off existing rust and used compressed air to blow clean. Sprayed frame with PB Blaster until saturated.

**Recommendations:** None

### B Front end alignment per estimate

**Services Performed:** Took truck to spring shop for front end alignment. Front springs were re-arched and a leaf was added.

**Recommendations:** None

### C Replace window mechanism in driver side front door per estimate

**Services Performed:** Replaced window mechanism in driver side front door. Tested, all OK.

**Recommendations:** None

### D Replace front brakes per estimate

**Services Performed:** Replaced front brake pads, rotors, brake chambers, oil seal, slack adjusters and axle shaft gasket. All OK.

**Recommendations:** None



8588 Carter Rd.  
Freeland, MI 48623  
(800) 289-3574  
Fax: (989) 695-6636  
www.flsi.net info@flsi.net

## Work Order

W.O. # 36623

<b>CUSTOMER:</b> Owosso Fire Dept	<b>CUST. #:</b> O030	<b>WO:</b> 1 of 1
<b>VEHICLE:</b> Engine 1	<b>YEAR:</b> 1997	<b>DATE COMPL:</b> 1/3/2018
<b>MAKE:</b> Pierce		<b>MILEAGE:</b> 50,985.8

**E Replace rear brakes per estimate**

*Services Performed:* Replaced rear brake drums, shoes, camshafts, oil seal, slack adjusters and dust shield. All OK.

*Recommendations:* None

**F Replace coolant level sensor per quote**

*Services Performed:* Replaced coolant level sensor and topped off coolant. All OK.

*Recommendations:* None

**G Replace back-up alarm per quote**

*Services Performed:* Replaced back up alarm per quote. Tested, all OK.

*Recommendations:* None

**H Replace p/side front bumper LED light per quote**

*Services Performed:* Replaced front passenger side bumper warning light. Tested, all OK.

*Recommendations:* None



8588 Carter Rd.  
Freeland, MI 48623  
(800) 289-3574

Fax: (989) 695-6636

www.flsi.net info@flsi.net

## Work Order

W.O. # 36623

<b>CUSTOMER:</b> Owosso Fire Dept	<b>CUST. #:</b> O030	<b>WO:</b> 1 of 1
<b>VEHICLE:</b> Engine 1	<b>YEAR:</b> 1997	<b>DATE COMPL:</b> 1/3/2018
<b>MAKE:</b> Pierce		<b>MILEAGE:</b> 50,985.8

### I Replace cab grab handle per quote

**Services Performed:** Replaced driver side grab handle and applied Loctite to bolts. Tested, all OK.

**Recommendations:** None

### J Repair air tank brackets to secure air tanks

**Services Performed:** Repaired and painted air tank brackets and replaced missing bolts on air tank mount.

**Recommendations:** None

### K Replace rear springs

**Services Performed:** Took truck to spring shop for rear spring replacement. Returned truck to FLSI.

**Recommendations:** None



## MEMORANDUM

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

**DATE:** February 14, 2018  
**TO:** Owosso City Council  
**FROM:** Glenn Chinavare, Director of Public Services & Utilities  
**SUBJECT:** Department of Public Works Mobile Radio System Procurement

### RECOMMENDATION:

Waive the competitive bid process, and approve the purchase of 35 Motorola mobile radio units, three portable Motorola radio units, one control station, and installation services from ProComm, Incorporated of Mount Pleasant, Michigan in the amount of \$23,652.00, under State Contract No. 071B2200101 effective through January 5, 2022.

### BACKGROUND:

The Department of Public Works motor fleet does not have two-way communications for operating in the field. Employees have relied on own personal cell phones for such communications. These Motorola radios will be installed in the DPW vehicles, with communications originating from and relayed from a control/base station at the DPW facility.

### FISCAL IMPACTS:

Funds are budgeted and available in the FY2017-2018 Fleet Motor Pool Capital Account 661-901-979-000

Attachments: (1) Resolution  
(2) State of Michigan Contract  
(3) ProComm Proposal

**RESOLUTION NO.**

**AUTHORIZING PURCHASE AGREEMENT TO  
PRO-COMM, INC. OF MOUNT PLEASANT, MICHIGAN  
FOR PROCUREMENT OF MOBILE RADIO EQUIPMENT AND INSTALLATION SERVICES  
FOR USE IN PUBLIC WORKS FLEET MOTOR POOL VEHICLES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Public Works Replacement Fund for the procurement and installation of Motorola mobile radio units for DPW vehicles, and

WHEREAS, the existing Department of Public Works fleet motor pool vehicles do not have mobile radio communications, and the Director of Public Services & Utilities has determined the need to procure the Motorola mobile radio units from Pro-Comm Inc., utilizing the State of Michigan MiDeal Contract No. 071B2200101 in the amount of \$23,652.00; and

WHEREAS, the City Public Services Director has reviewed the equipment on the State of Michigan Contract, and the proposal provided by Pro-Comm, Inc. for installation services, and recommends authorizing a purchase agreement between the city of Owosso and Pro-Comm, Inc. for the purchase of Motorola radio equipment, accessory hardware, and installation services.

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 Pro-Comm, Inc. of Mount Pleasant, Michigan for the purchase of 35 Motorola mobile radio units, 3 portable Motorola radio units, one control station, accessory hardware, and installation services for use at the Department of Public Works.
- SECOND: The accounts payable department is authorized to submit payment to Pro-Comm, Inc. in an amount not to exceed \$23,652.00.
- THIRD: The above expenses shall be paid from account no. 661-901-979.000.

STATE OF MICHIGAN  
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET  
 PROCUREMENT  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933

**CHANGE NOTICE NO. 2**  
 to  
**CONTRACT NO. 071B2200101**  
 between  
**THE STATE OF MICHIGAN**  
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Motorola Solutions, Inc. 1301 East Algonquin Road Schaumburg, IL 60196	Gordon Webb	Gordon.webb@motorolasolutions.com
	TELEPHONE	CONTRACTOR # MAIL CODE
	(517) 857-3796	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR	MPSCS	Theron Shinew	(517) 336-6188	shinewt@michigan.gov
BUYER	DTMB	Mike Breen	517-284-7002	breenm@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: MPSCS Radio and Wireless Related Communications Equipment			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
January 6, 2012	January 5, 2017	5, one year	January 5, 2022
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
Net 30 Days	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MIDEAL PARTICIPANTS
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

DESCRIPTION OF CHANGE NOTICE:				
EXTEND CONTRACT EXPIRATION DATE	EXERCISE CONTRACT OPTION YEAR(S)	EXTENSION BEYOND CONTRACT OPTION YEARS	LENGTH OF OPTION/EXTENSION	EXPIRATION DATE AFTER CHANGE
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>		January 5, 2022
COST OF CHANGE NOTICE:			ESTIMATED REVISED AGGREGATE CONTRACT VALUE:	
\$0			\$232,401,721.00	

Effective 3/24/2015, the attached lease purchase and escrow agreements are hereby incorporated into this contract and the \$149,555,970.00 increase in contract value approved by the State Administrative Board 11/25/2014 is applied for Purchase Order release in the SOM's financial system (MAIN). This is allowable per the existing contract terms. All other terms, conditions, current pricing and specifications remain the same.



Two Way Communications Sales and Service  
 Box 462 Mt Pleasant, MI 48804  
 Ph. (989) 772-3751 Fax (989) 772-0885

# Estimate

<b>Date</b>	<b>Est. #</b>
1/19/2018	18891

<b>Name / Address</b>
OWOSSO CITY DPW 522 MILWAUKEE ST OWOSSO, MI 48867

<b>Ship To</b>

<b>Purchase Order No.</b>	<b>Terms</b>	<b>Sales Rep</b>

Qty	Description	Cost	Total
35	MOTOROLA XPR5350e UHF 403-470MHz 25 WATT NUMERIC DISPLAY MOBILE RADIO INCLUDES: MICROPHONE, HANG UP CLIP, BRACKET, POWER CABLE	479.00	16,765.00
1	MOTOROLA XPR5350e CONTROL STATION: POWER SUPPLY & DESK MIC	845.00	845.00
3	MOTOROLA CP200D UHF PORTABLE RADIO: INCLUDES CHARGER, BATTERY & ANTENNA	459.00	1,377.00
1	UHF OMNI DIRECTIONAL ROOF MOUNT ANTENNA, MOUNTING BRACKETS INSTALLED	825.00	825.00
1	INSTALLATION LABOR FOR SWAPPING OUT EXISITING MOBILES IN VEHICLES USING EXISTING MOBILE ANTENNAS \$40 each	0.00	0.00
1	INSTALLATION LABOR FOR FULL INSTALLATION IN VEHICLES W/O CURRENT MOBILES. \$150 each	0.00	0.00
1	20FT MAXRAD ANTENNA CABLE \$20 each	0.00	0.00
1	UHF ANTENNA WHIP \$12 each	0.00	0.00

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Dealer Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Subtotal</b>	\$19,812.00
<b>Sales Tax (6.0%)</b>	\$0.00
<b>Total</b>	\$19,812.00

MOBILE RADIO PURCHASE  
BREAKDOWN

ProComm Inc. quote #18891 in conjunction with State of Michigan MIDEAL State purchasing contract #071B2200101 in the amount of \$19,812.00.

Replacement of the Public works mobile radio system with digital transmission equipment to conform to FCC guidelines. The quote is for 35 mobile, 3 portables, 1 control station, base and mobile antennas with variable installation costs as follows.

QUOTE #18891 \$19,812.00

MOBILE INSTALLATIONS

NEW	COST	TOTAL
20	\$150.00	\$3000.00

MOBILE ANTENNAS

NEW	COST	TOTAL
20	\$12.00	\$240.00

MOBILE SWAPOUT – Utilizing existing mounts, antennas and electrical connections.

SWAPS	COST	TOTAL
15	\$40.00	<u>\$600.00</u>

TOTAL INSTALLATION COST \$3,840.00

TOTAL PROJECT COST **\$23,652.00**





WARRANT 555  
February 14, 2018

Vendor	Description	Fund	Amount
Michigan Municipal League Workers' Compensation Fund	Workers' compensation insurance 4 of 4 for FY 17/18	Various	\$19,162.00
William C. Brown, PC	Professional services- 1/9/18-2/12/18	General	\$10,261.68
		Total	\$29,423.68

**RESOLUTION NO.**

**REPEALING ALL PRIOR CITY COUNCIL RESOLUTIONS REGARDING  
THE SPREADING OF SPECIAL ASSESSMENTS  
UNLESS A PART OF A SPECIFIC SPECIAL ASSESSMENT DISTRICT**

WHEREAS, each special assessment project and district is unique; and

WHEREAS, it appears that from time-to-time the city council may have adopted resolutions of a general nature concerning the assignment of benefits; and

WHEREAS, these resolutions should be repealed to allow each special assessment roll to be spread in a fair and equitable manner according to the individual benefits of the corresponding project.

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

FIRST: all prior resolutions establishing special assessment policy be repealed.

SECOND: all future special assessments be spread in accordance with Michigan law.



301 W. MAIN OWOSSO, MICHIGAN 48867-2958 · (989) 725-0530 · FAX (989) 723-8854

To: Mayor Christopher Eveleth, City Council and  
City Manager Don Crawford  
From: Larry Cook, Assessor  
Date: February 12, 2018  
Subject: March Board of Review – Assessment Changes

This is my annual memo of assessment changes in preparation of the upcoming March Board of Review. This information should help answer any questions you may have and prepare you for any questions residence may have to their Change of Assessment Notices. This year's assessment notices are scheduled to be mailed no later than February 23rd.

The **average** assessment adjustments for 2018 as determined by the Shiawassee County Equalization Department through sales and appraisal studies are listed below. Units of government are required to assess at 50% to value, per class. Within each class, (except the industrial class), there are multiple neighborhoods. Based on internal studies of those neighborhoods, (especially the residential class), there will be minimal adjustments in some neighborhoods and plus adjustments higher than average in others. The Equalization Ratios and average adjustments in all classes of property are the following:

<u>Class</u>	<u>Adj. Ratio</u>	<u>Adj. %</u>	<u>Type of Study</u>
Commercial	50.87	(-1.74%)	Sales
Industrial	47.40	5.2%	Appraisal
Residential	49.18	1.64%	Sales

However, just because the assessment adjustment are higher in some neighborhoods, the taxable value is limited to the Consumers Price Index, (unless there is new and additions or transfer in ownership explained later in this memo). The 2018 Consumers Price Index (CPI) is 2.1%. The formula for determining the taxable value based on this years CPI is as follows:

2017 Taxable Value – Losses X 1.021 + Additions = 2018 Cap Value  
Taxable value is the lesser of either the Cap Value or the Assessed Value.

Example: Your 2017 assessed and taxable values are both \$35,000. The adjustment in your neighborhood for this year is 4%, making your 2018 assessed value \$36,400. Your taxable value, using the above mentioned formula would be:

\$35,000 – (Losses) \$0 X 1.021 + (Additions) \$0 = (Cap Value) \$35,735  
Your 2018 Values = \$36,400 assessed & \$35,735 taxable

Losses are a **physical** loss do to fire, demo, etc. Additions are a **physical** new such as new house, additions, garages, porches, decks, heating & cooling upgrades, etc.

**However**, the formula for determining taxable value is not applicable if there is a qualified transfer. The law states that the taxable value and the assessed value shall be one in the same for the year following a transfer. If there was a qualified transfer in 2017, the 2018 assessed and taxable values will be the same.

#### **March Board of Review Schedule:**

**Organizational Meeting:** Tuesday March 6, 2018 at 3:00 p.m.

**Appeals Meeting:** Monday, March 12, 2018, 9:00 a.m.-12:00noon & 1:00p.m.-4:00p.m.

**Appeals Meeting:** Tuesday, March 13, 2018, 1:00p.m.-4:00p.m. & 6:00p.m.-9:00p.m.

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

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

The **Veteran's Exemption**, is for honorably discharged disabled veterans who own and occupy their property as their principal residence and meet one of the following criteria:

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

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

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

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

- (a) Exemption must be properly claimed by filing **annually**, not later than February 20<sup>th</sup> of each year. The State Tax Commission has determined that annually filing by February 20<sup>th</sup>, means postmarked by February 20<sup>th</sup>.
- (b) The property must be classified as industrial personal property or commercial personal property.
- (c) The combined **True Cash Value** of all the personal property owned by, leased by, or in the possession of the owner or a related entity is **less than \$80,000** in the local tax collecting unit.

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

This **EMPP Form 5278 must** be postmarked by February 20<sup>th</sup>. Local units are not required to provide this new 5278 form. Qualified manufacturers are advised by the State Tax Commission that the form can be found at [www.michigan.gov/PPT](http://www.michigan.gov/PPT) or [www.michigan.gov/ESA](http://www.michigan.gov/ESA).



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

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**DATE:** February 14, 2018

**TO:** City Council

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

**SUBJECT:** Communication – 2017 Lead & Copper Monitoring Results

Attached are the test results as reported and approved by the Michigan Department of Environmental Quality for samples taken during the calendar year of 2017. Owosso's levels are determined to be 6 parts per billion (ppb or ug/l) for lead, and zero parts per million (ppm or mg/l) for copper.

It is important to recognize that while these reported results are well below the action level trigger points of 15 ppb for lead and 1.3 ppm for copper as established by the USEPA, many older homes with outdated plumbing fixtures and piping are still at risk for higher concentrations.

When city crews identify lead and galvanized piping on private property, these property owners are notified of the same. Additionally, property owners are provided instructional materials on the health risks of lead and galvanized piping materials, and are offered USEPA compliant piping materials (at no cost) as encouragement to replace underground lead or galvanized water service lines.

Further, the lead concentration levels reported for 2017 do not reflect concentrations within the Owosso water supply. The presence of lead and copper have never been detected in the Owosso source water supply.

The attached Lead & Copper results will be published in the upcoming Water Quality Report, which is mailed to every city of Owosso water customer.

Attachment: (1) MDEQ 2017 Lead & Copper Test & Sampling Results



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



C. HEIDI GREYER  
DIRECTOR

January 30, 2018

Mr. Glenn Chinaware  
City of Owosso  
301 West Main  
Owosso, Michigan 48867

WSSN: 05120  
County: Shiawassee  
Supply: City of Owosso

Dear Mr. Chinaware:

Subject: Lead and Copper Monitoring of Drinking Water Taps

The Michigan Department of Environmental Quality (MDEQ) received your results of lead and copper tap monitoring conducted between June 1 and September 30, 2017. The calculated ninetieth percentile values are listed below. Please retain this information for your records.

Action Levels	90 <sup>th</sup> Percentile Value	# of Samples Above Action Level
Lead 15 parts per billion (ppb)	6.0 ppb	0
Copper 1.3 parts per million (ppm)	0.0 ppm	0

If the result for either lead or copper is greater than 0 ppb, it must be reported on your 2017 Consumer Confidence Report, due to our office, your customers, and the local health department by **July 1, 2018**. The following statement must also be included in the Consumer Confidence Report, regardless of the lead and copper levels:

*If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. [NAME OF UTILITY] is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline at 1-800-426-4791 or at <http://water.epa.gov/drink/info/lead>.*

Mr. Glenn Chinaware  
Page 2  
January 30, 2018

If you have questions, please contact me at 517-284-5413; [jacksonh@michigan.gov](mailto:jacksonh@michigan.gov); or  
Technical Support Unit, Drinking Water and Municipal Assistance Division, MDEQ,  
P.O. Box 30817, Lansing, Michigan 48909-8311

Sincerely,

A handwritten signature in black ink that reads "Heather Jackson". The signature is written in a cursive style with a large, stylized initial "H".

Heather Jackson  
Environmental Quality Analyst  
Drinking Water and Municipal  
Assistance Division

cc: Mr. David Haut, City of Owosso



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0570 • FAX (989) 723-8854

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# ***MEMORANDUM***

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DATE: February 13, 2018

TO: Owosso City Council

FROM: Karen K. Ruddy, CPA, Finance Director

SUBJECT: Revenue and Expense Financial Reports for January 2018

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Please find attached the January revenue and expense financial reports.

## **General Fund**

### **Revenue**

Year to date revenues were \$4,681,344 as of the end of January. The City has earned 63% of its budget, and completed 59% of the fiscal year. The majority of tax revenue is collected by the end of August. Therefore, the City will have actual revenue much greater than budgeted early in the year. Also, the city received its annual reimbursement from MMRMA, our general liability insurance carrier in August. This reimbursement was \$36,000 higher than budgeted.

### **Expenditures**

Year to date expenses were \$4,053,100 as of the end of January. The City has spent 55% of its budget, and completed 59% of the fiscal year. Most departments are spending below or at budget. When making a comparison between budget and actual, the budget is spread evenly over 12 months, whereas actual spending is not as consistent. The cause of departments that are spending higher than budget is most likely attributable to the following:

- Dues and memberships are paid early in the fiscal year



- School election expenses were not budgeted, but will be reimbursed by the school system
- Cost for the restoration of painting is being expensed directly from the General Fund; since the paintings are assets of the City not the Historical Commission.

### **Major and Local Streets**

Year to date revenues will be lower than budgeted throughout the year for these funds. The state pays gas and weight tax (the major revenue source for these funds) two month in arrears.

The expense for maintenance and improvement to roads are in these funds. These types of expenses are seasonal so expense will vary from budget throughout the year. Originally the road construction projects were budgeted in the Capital Improvement Streets Fund. A budget amendment will be made at some point in the year to transfer the budget to major and local streets where the expenses are recorded.

### **Historical Commission**

The City contributes \$33,000 to this fund to cover part of wages and any maintenance expenses for the castle. All other expense will be covered by either rental income for the Gould House or from donations. The City has pledged to pay for the cost to restore several paintings. In the past the restoration costs were paid as they were incurred as a transfer from the General Fund. However, going forward these expenses will be paid directly from the General Fund; as they are assets of the City not the Historical Commission. There is no effect on the Historical Commission due to this change, as the restoration was not budgeted.

At year end, a review of the General Fund transfer compared to the approved wages, and maintenance expense is performed and the General Fund transfer is either increased or decreased.

### **Sewer/Water/Wastewater Funds**

#### **Revenues**

Year to date revenues will almost always be lower than budgeted throughout the year, as billing is done quarterly and always billed in arrears.

## **Sewer/Water/Wastewater Funds- Continued**

### **Expenditures**

Sewer and Waste Water Funds are spending below budget. The Water Fund is spending higher than budget because the automatic meter reading equipment is being expensed between last fiscal year and the current fiscal year. However, the funding of the project was received last year. Therefore, previous year's fund balance will be used to offset the cost in the current fiscal year.

### **Fleet Fund**

The Fleet Fund is spending below budget because only a small amount of capital purchases have been made.

Thank you.

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH	01/31/2018 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND									
Revenues									
Dept 000									
101-000-401.403	GENERAL PROPERTY TAX	3,320,000.00		3,029,558.84		22,150.30		290,441.16	91.25
101-000-401.424	TRAILER PARK TAXES		800.00	482.00		(1,737.50)		318.00	60.25
101-000-401.430	INDUSTRIAL/COMMERCIAL FACILITIES TAX	21,651.00		0.00		0.00		21,651.00	0.00
101-000-401.431	OBSOLETE PROPERTY REHAB TAXES(OPRA)	1,950.00		0.00		0.00		1,950.00	0.00
101-000-401.443	ADMINISTRATION FEES	68,900.00		42,594.28		12,323.86		26,305.72	61.82
101-000-401.445	COLLECTION & INTEREST ON TAXES	18,500.00		5,321.45		658.46		13,178.55	28.76
101-000-450.452	PERMITS-BUILDING	107,748.00		89,642.75		4,251.35		18,105.25	83.20
101-000-450.453	LIQUOR LICENSES	9,700.00		10,060.00		0.00		(360.00)	103.71
101-000-450.454	PERMITS-ELECTRICAL	18,000.00		29,005.00		2,275.00		(11,005.00)	161.14
101-000-450.455	PERMITS-PLUMBING & MECHANICAL	38,000.00		29,718.00		2,335.00		8,282.00	78.21
101-000-450.460	MISCELLANEOUS LICENSES	2,000.00		9,840.00		400.00		(7,840.00)	492.00
101-000-450.477	PERMITS-HANDGUNS	500.00		150.00		20.00		350.00	30.00
101-000-450.478	DOG LICENSES	30.00		0.00		0.00		30.00	0.00
101-000-501.505	FEDERAL GRANT - DEPT OF JUSTICE	0.00		325.00		0.00		(325.00)	100.00
101-000-539.573	LOCAL COMMUNITY STABILIZATION SHARE	63,783.00		51,559.97		0.00		12,223.03	80.84
101-000-539.575	REVENUE SHARING-CONSTITUTIONAL	1,587,671.00		292,062.00		0.00		1,295,609.00	18.40
101-000-600.625	VACANT PROPERTY REGISTRATION/INSPECTION	11,000.00		1,500.00		300.00		9,500.00	13.64
101-000-600.626	CHARGE FOR SERVICES RENDERED	62,000.00		26,693.88		1,627.92		35,306.12	43.05
101-000-600.627	DUPLICATING SERVICES	2,000.00		395.57		136.00		1,604.43	19.78
101-000-600.628	RENTAL REGISTRATION	1,100.00		500.00		250.00		600.00	45.45
101-000-600.629	AMBULANCE CHARGES	255,400.00		97,219.26		0.00		158,180.74	38.07
101-000-600.630	AMBULANCE MILEAGE CHARGES	340,873.00		123,885.59		0.00		216,987.41	36.34
101-000-600.631	AMBULANCE/ ADVANCED LIFE SUPPORT CHARGES	475,000.00		223,940.44		0.00		251,059.56	47.15
101-000-600.633	FIRE SERVICES	3,000.00		(1,000.00)		0.00		4,000.00	(33.33)
101-000-600.642	CHARGE FOR SERVICES - SALES	5,000.00		1,837.00		47.00		3,163.00	36.74
101-000-600.647	CABLE TELEVISION FRANCHISE FEES	114,000.00		27,548.65		0.00		86,451.35	24.17
101-000-600.651	RECREATION	500.00		0.00		0.00		500.00	0.00
101-000-655.655	PARKING VIOLATIONS	6,500.00		2,728.00		120.00		3,772.00	41.97
101-000-655.659	PARKING LEASE INCOME	15,000.00		2,370.00		600.00		12,630.00	15.80
101-000-655.660	ORDINANCE FINES & COSTS	26,000.00		8,877.05		1,002.54		17,122.95	34.14
101-000-664.664	INTEREST INCOME	49,000.00		15,996.93		0.00		33,003.07	32.65
101-000-664.668	RENTAL INCOME	1,500.00		830.00		0.00		670.00	55.33
101-000-671.673	SALE OF FIXED ASSETS	5,000.00		4,430.00		4,430.00		570.00	88.60
101-000-671.675	DONATIONS-PRIVATE	2,700.00		1,147.93		858.85		1,552.07	42.52
101-000-671.676	DONATIONS-PUBLIC SAFETY	0.00		15.00		0.00		(15.00)	100.00
101-000-671.687	INSURANCE REFUNDS	75,000.00		135,570.00		24,500.00		(60,570.00)	180.76
101-000-671.692	RECOVERY OF BAD DEBTS	4,500.00		501.18		0.00		3,998.82	11.14
101-000-671.694	MISCELLANEOUS	2,500.00		24,813.03		(471.33)		(22,313.03)	992.52
101-000-695.676	WASTEWATER UTIL. ADMIN REIMB	211,450.00		116,906.34		13,507.98		94,543.66	55.29
101-000-695.677	CITY UTILITIES ADMIN REIMB	365,900.00		213,437.00		30,491.00		152,463.00	58.33
101-000-695.678	DDA/OBRA REIMBURSEMENT	4,475.00		0.00		0.00		4,475.00	0.00
101-000-695.695	ACT 51 ADMIN REIMBURSEMENT	110,900.00		60,882.29		10,526.04		50,017.71	54.90

Total Dept 000 7,409,531.00      4,681,344.43      130,602.47      2,728,186.57      63.18

TOTAL REVENUES 7,409,531.00      4,681,344.43      130,602.47      2,728,186.57      63.18

Expenditures

Dept 101 - CITY COUNCIL

101-101-704.000	BOARDS & COMMISSIONS	2,600.00		1,253.91		0.00		1,346.09	48.23
101-101-728.000	OPERATING SUPPLIES	1,200.00		56.20		0.00		1,143.80	4.68

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-101-860.000	EDUCATION & TRAINING	500.00		476.74	0.00		23.26	95.35
Total Dept 101 - CITY COUNCIL		4,300.00		1,786.85	0.00		2,513.15	41.55
Dept 171 - CITY MANAGER								
101-171-702.100	SALARIES	98,775.00		59,740.25	7,568.72		39,034.75	60.48
101-171-702.800	ACCRUED SICK LEAVE	3,217.00		0.00	0.00		3,217.00	0.00
101-171-715.000	SOCIAL SECURITY (FICA)	8,051.00		4,549.18	562.95		3,501.82	56.50
101-171-716.100	HEALTH INSURANCE	3,250.00		0.00	0.00		3,250.00	0.00
101-171-716.200	DENTAL INSURANCE	485.00		283.08	40.44		201.92	58.37
101-171-716.400	LIFE INSURANCE	300.00		173.25	24.75		126.75	57.75
101-171-716.500	DISABILITY INSURANCE	1,102.00		630.00	90.00		472.00	57.17
101-171-717.000	UNEMPLOYMENT INSURANCE	18.00		0.00	0.00		18.00	0.00
101-171-718.200	DEFINED CONTRIBUTION	15,785.00		8,960.98	1,135.30		6,824.02	56.77
101-171-719.000	WORKERS' COMPENSATION	300.00		118.00	0.00		182.00	39.33
101-171-728.000	OPERATING SUPPLIES	400.00		1,876.67	142.68		(1,476.67)	469.17
101-171-818.000	CONTRACTUAL SERVICES	28,000.00		0.00	0.00		28,000.00	0.00
101-171-858.000	MEMBERSHIPS & DUES	1,000.00		869.00	130.00		131.00	86.90
101-171-860.000	EDUCATION & TRAINING	3,700.00		1,706.98	280.00		1,993.02	46.13
Total Dept 171 - CITY MANAGER		164,383.00		78,907.39	9,974.84		85,475.61	48.00
Dept 201 - FINANCE								
101-201-702.100	SALARIES	172,713.00		91,247.16	12,062.53		81,465.84	52.83
101-201-715.000	SOCIAL SECURITY (FICA)	13,461.00		6,861.33	903.38		6,599.67	50.97
101-201-716.100	HEALTH INSURANCE	30,244.00		12,289.40	1,803.78		17,954.60	40.63
101-201-716.200	DENTAL INSURANCE	1,456.00		738.05	107.17		717.95	50.69
101-201-716.300	OPTICAL INSURANCE	181.00		91.83	13.34		89.17	50.73
101-201-716.400	LIFE INSURANCE	1,097.00		591.82	85.86		505.18	53.95
101-201-716.500	DISABILITY INSURANCE	2,018.00		1,058.09	164.10		959.91	52.43
101-201-717.000	UNEMPLOYMENT INSURANCE	53.00		0.00	0.00		53.00	0.00
101-201-718.000	RETIREMENT	12,547.00		10,560.74	1,304.64		1,986.26	84.17
101-201-718.200	DEFINED CONTRIBUTION	2,064.00		849.50	118.46		1,214.50	41.16
101-201-719.000	WORKERS' COMPENSATION	450.00		196.00	0.00		254.00	43.56
101-201-728.000	OPERATING SUPPLIES	3,500.00		685.40	7.66		2,814.60	19.58
101-201-818.000	CONTRACTUAL SERVICES	2,314.00		2,267.40	0.00		46.60	97.99
101-201-858.000	MEMBERSHIPS & DUES	550.00		545.00	0.00		5.00	99.09
101-201-860.000	EDUCATION & TRAINING	3,000.00		1,011.93	0.00		1,988.07	33.73
Total Dept 201 - FINANCE		245,648.00		128,993.65	16,570.92		116,654.35	52.51
Dept 209 - ASSESSING								
101-209-702.100	SALARIES	70,104.00		39,645.56	5,293.00		30,458.44	56.55
101-209-704.000	BOARDS & COMMISSIONS	1,250.00		300.00	0.00		950.00	24.00
101-209-715.000	SOCIAL SECURITY (FICA)	5,612.00		3,063.49	409.02		2,548.51	54.59
101-209-716.100	HEALTH INSURANCE	3,250.00		0.00	0.00		3,250.00	0.00
101-209-716.200	DENTAL INSURANCE	485.00		283.08	40.44		201.92	58.37
101-209-716.300	OPTICAL INSURANCE	112.00		65.17	9.31		46.83	58.19
101-209-716.400	LIFE INSURANCE	519.00		316.47	45.54		202.53	60.98
101-209-716.500	DISABILITY INSURANCE	844.00		502.84	72.33		341.16	59.58
101-209-717.000	UNEMPLOYMENT INSURANCE	18.00		0.00	0.00		18.00	0.00

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH	01/31/2018 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-209-718.000	RETIREMENT	23,169.00		17,551.13		2,343.22		5,617.87	75.75
101-209-719.000	WORKERS' COMPENSATION	413.00		168.00		0.00		245.00	40.68
101-209-728.000	OPERATING SUPPLIES	6,500.00		3,314.52		3,123.06		3,185.48	50.99
101-209-802.000	ADVERTISING	500.00		26.25		0.00		473.75	5.25
101-209-818.000	CONTRACTUAL SERVICES	5,000.00		4,097.00		0.00		903.00	81.94
101-209-833.000	EQUIPMENT MAINTENANCE	250.00		0.00		0.00		250.00	0.00
101-209-858.000	MEMBERSHIPS & DUES	300.00		275.00		10.00		25.00	91.67
101-209-860.000	EDUCATION & TRAINING	1,250.00		747.11		0.00		502.89	59.77
Total Dept 209 - ASSESSING		119,576.00		70,355.62		11,345.92		49,220.38	58.84
Dept 210 - CITY ATTORNEY									
101-210-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	60,000.00		30,638.24		3,674.30		29,361.76	51.06
101-210-801.100	PROFESSIONAL SERVICES:POLICE/COURT	60,000.00		36,921.74		5,263.30		23,078.26	61.54
Total Dept 210 - CITY ATTORNEY		120,000.00		67,559.98		8,937.60		52,440.02	56.30
Dept 215 - CLERK									
101-215-702.100	SALARIES	105,946.00		61,224.73		7,960.00		44,721.27	57.79
101-215-706.000	ELECTIONS	0.00		11,831.34		0.00		(11,831.34)	100.00
101-215-715.000	SOCIAL SECURITY (FICA)	8,105.00		4,529.56		584.88		3,575.44	55.89
101-215-716.100	HEALTH INSURANCE	19,071.00		11,098.51		1,577.82		7,972.49	58.20
101-215-716.200	DENTAL INSURANCE	744.00		432.68		61.41		311.32	58.16
101-215-716.300	OPTICAL INSURANCE	91.00		52.70		7.48		38.30	57.91
101-215-716.400	LIFE INSURANCE	642.00		395.29		56.77		246.71	61.57
101-215-716.500	DISABILITY INSURANCE	1,239.00		751.75		107.80		487.25	60.67
101-215-717.000	UNEMPLOYMENT INSURANCE	36.00		0.00		0.00		36.00	0.00
101-215-718.000	RETIREMENT	33,171.00		27,247.97		3,523.90		5,923.03	82.14
101-215-719.000	WORKERS' COMPENSATION	264.00		116.00		0.00		148.00	43.94
101-215-728.000	OPERATING SUPPLIES	8,550.00		3,451.01		326.99		5,098.99	40.36
101-215-802.000	ADVERTISING	3,600.00		1,702.86		205.00		1,897.14	47.30
101-215-818.000	CONTRACTUAL SERVICES	7,310.00		2,801.60		0.00		4,508.40	38.33
101-215-833.000	EQUIPMENT MAINTENANCE	100.00		3,851.00		0.00		(3,751.00)	3,851.00
101-215-858.000	MEMBERSHIPS & DUES	420.00		380.00		0.00		40.00	90.48
101-215-860.000	EDUCATION & TRAINING	600.00		21.49		0.00		578.51	3.58
101-215-978.000	EQUIPMENT	8,000.00		9,605.56		150.56		(1,605.56)	120.07
Total Dept 215 - CLERK		197,889.00		139,494.05		14,562.61		58,394.95	70.49
Dept 226 - HUMAN RESOURCES									
101-226-702.100	SALARIES	133,570.00		73,910.62		9,767.19		59,659.38	55.33
101-226-715.000	SOCIAL SECURITY (FICA)	10,867.00		5,544.26		732.27		5,322.74	51.02
101-226-716.100	HEALTH INSURANCE	8,476.00		0.00		0.00		8,476.00	0.00
101-226-716.200	DENTAL INSURANCE	1,558.00		908.88		129.84		649.12	58.34
101-226-716.300	OPTICAL INSURANCE	223.00		130.34		18.62		92.66	58.45
101-226-716.400	LIFE INSURANCE	748.00		444.41		63.34		303.59	59.41
101-226-716.500	DISABILITY INSURANCE	1,514.00		902.50		129.82		611.50	59.61
101-226-717.000	UNEMPLOYMENT INSURANCE	36.00		0.00		0.00		36.00	0.00
101-226-718.000	RETIREMENT	24,632.00		13,933.82		1,815.80		10,698.18	56.57
101-226-718.200	DEFINED CONTRIBUTION	3,150.00		0.00		0.00		3,150.00	0.00

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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-226-719.000	WORKERS' COMPENSATION	335.00		194.00	0.00		141.00	57.91
101-226-728.000	OPERATING SUPPLIES	4,000.00		2,249.11	221.29		1,750.89	56.23
101-226-802.000	ADVERTISING	1,000.00		1,108.50	0.00		(108.50)	110.85
101-226-818.000	CONTRACTUAL SERVICES	21,000.00		6,718.85	2,056.25		14,281.15	31.99
101-226-833.000	EQUIPMENT MAINTENANCE	1,500.00		0.00	0.00		1,500.00	0.00
101-226-856.000	MISCELLANEOUS	500.00		0.00	0.00		500.00	0.00
101-226-858.000	MEMBERSHIPS & DUES	500.00		409.00	0.00		91.00	81.80
101-226-860.000	EDUCATION & TRAINING	3,000.00		793.98	0.00		2,206.02	26.47
Total Dept 226 - HUMAN RESOURCES		216,609.00		107,248.27	14,934.42		109,360.73	49.51
Dept 253 - TREASURY								
101-253-702.100	SALARIES	65,003.00		38,659.29	4,758.34		26,343.71	59.47
101-253-715.000	SOCIAL SECURITY (FICA)	4,973.00		2,921.33	356.47		2,051.67	58.74
101-253-716.100	HEALTH INSURANCE	9,100.00		7,750.95	1,239.08		1,349.05	85.18
101-253-716.200	DENTAL INSURANCE	375.00		293.94	46.89		81.06	78.38
101-253-716.300	OPTICAL INSURANCE	74.00		36.54	5.78		37.46	49.38
101-253-716.400	LIFE INSURANCE	450.00		204.22	31.38		245.78	45.38
101-253-716.500	DISABILITY INSURANCE	816.00		405.03	65.02		410.97	49.64
101-253-717.000	UNEMPLOYMENT INSURANCE	25.00		0.00	0.00		25.00	0.00
101-253-718.200	DEFINED CONTRIBUTION	546.00		1,334.56	190.34		(788.56)	244.42
101-253-719.000	WORKERS' COMPENSATION	200.00		88.00	0.00		112.00	44.00
101-253-728.000	OPERATING SUPPLIES	1,400.00		1,181.73	14.57		218.27	84.41
101-253-818.000	CONTRACTUAL SERVICES	12,700.00		6,035.21	0.00		6,664.79	47.52
101-253-833.000	EQUIPMENT MAINTENANCE	750.00		0.00	0.00		750.00	0.00
101-253-858.000	MEMBERSHIPS & DUES	300.00		50.00	0.00		250.00	16.67
101-253-860.000	EDUCATION & TRAINING	2,000.00		0.00	0.00		2,000.00	0.00
101-253-862.000	OVER & SHORT	0.00		9.94	10.00		(9.94)	100.00
Total Dept 253 - TREASURY		98,712.00		58,970.74	6,717.87		39,741.26	59.74
Dept 258 - INFORMATION & TECHNOLOGY								
101-258-728.000	OPERATING SUPPLIES	5,000.00		2,306.50	0.00		2,693.50	46.13
101-258-818.000	CONTRACTUAL SERVICES	99,295.00		40,216.00	6,457.00		59,079.00	40.50
101-258-833.000	EQUIPMENT MAINTENANCE	500.00		8,990.87	8,639.87		(8,490.87)	1,798.17
101-258-978.000	EQUIPMENT	23,200.00		0.00	0.00		23,200.00	0.00
Total Dept 258 - INFORMATION & TECHNOLOGY		127,995.00		51,513.37	15,096.87		76,481.63	40.25
Dept 265 - BUILDING & GROUNDS								
101-265-702.200	WAGES	29,875.00		22,150.11	3,080.03		7,724.89	74.14
101-265-702.800	ACCRUED SICK LEAVE	1,668.00		0.00	0.00		1,668.00	0.00
101-265-703.000	OTHER COMPENSATION	700.00		5,341.80	1,553.00		(4,641.80)	763.11
101-265-715.000	SOCIAL SECURITY (FICA)	2,467.00		1,918.33	350.31		548.67	77.76
101-265-716.000	FRINGES	0.00		1,689.61	0.00		(1,689.61)	100.00
101-265-716.100	HEALTH INSURANCE	6,169.00		3,570.79	510.77		2,598.21	57.88
101-265-716.200	DENTAL INSURANCE	485.00		283.08	40.44		201.92	58.37
101-265-716.300	OPTICAL INSURANCE	60.00		35.21	5.03		24.79	58.68
101-265-716.400	LIFE INSURANCE	79.00		46.20	6.60		32.80	58.48
101-265-717.000	UNEMPLOYMENT INSURANCE	18.00		0.00	0.00		18.00	0.00

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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-265-718.000	RETIREMENT	13,214.00		11,212.20		2,051.04		2,001.80	84.85
101-265-719.000	WORKERS' COMPENSATION	944.00		424.00		0.00		520.00	44.92
101-265-728.000	OPERATING SUPPLIES	2,500.00		2,652.91		1,520.25		(152.91)	106.12
101-265-820.100	ELECTRICITY	20,000.00		9,004.62		1,625.40		10,995.38	45.02
101-265-820.200	GAS	4,000.00		1,775.97		943.39		2,224.03	44.40
101-265-820.300	TELEPHONE	290.00		180.00		22.50		110.00	62.07
101-265-820.400	WATER & SEWER	3,000.00		1,539.60		675.20		1,460.40	51.32
101-265-831.000	BUILDING MAINTENANCE	12,000.00		7,448.73		1,722.86		4,551.27	62.07
101-265-843.000	EQUIPMENT RENTAL	3,000.00		3,326.48		0.00		(326.48)	110.88
Total Dept 265 - BUILDING & GROUNDS		100,469.00		72,599.64		14,106.82		27,869.36	72.26
Dept 299 - GENERAL ADMIN									
101-299-719.000	WORKERS' COMPENSATION	200.00		55.00		0.00		145.00	27.50
101-299-728.000	OPERATING SUPPLIES	22,000.00		9,013.22		114.00		12,986.78	40.97
101-299-810.000	INSURANCE & BONDS	132,662.00		132,552.08		0.00		109.92	99.92
101-299-818.000	CONTRACTUAL SERVICES	10,030.00		32,055.94		677.34		(22,025.94)	319.60
101-299-820.300	TELEPHONE	5,814.00		3,866.56		510.49		1,947.44	66.50
101-299-833.000	EQUIPMENT MAINTENANCE	500.00		168.00		0.00		332.00	33.60
101-299-850.000	BAD DEBT EXPENSE	90,000.00		39,127.62		0.00		50,872.38	43.48
101-299-856.000	MISCELLANEOUS	2,500.00		7,569.31		1,747.19		(5,069.31)	302.77
101-299-858.000	MEMBERSHIPS & DUES	38,415.00		38,268.00		0.00		147.00	99.62
101-299-860.000	EDUCATION & TRAINING	0.00		10.00		10.00		(10.00)	100.00
101-299-971.000	LAND	2,500.00		0.00		0.00		2,500.00	0.00
Total Dept 299 - GENERAL ADMIN		304,621.00		262,685.73		3,059.02		41,935.27	86.23
Dept 300 - POLICE									
101-300-702.100	SALARIES	1,140,433.00		639,306.49		84,551.92		501,126.51	56.06
101-300-702.120	SALARIES-MAGNET	69,047.00		38,988.73		5,022.85		30,058.27	56.47
101-300-702.200	WAGES	21,600.00		6,399.41		497.50		15,200.59	29.63
101-300-702.300	OVERTIME	45,000.00		20,394.15		1,415.35		24,605.85	45.32
101-300-702.400	WAGES - TEMPORARY	0.00		674.11		166.81		(674.11)	100.00
101-300-702.600	UNIFORMS	1,450.00		1,450.00		725.00		0.00	100.00
101-300-702.800	ACCRUED SICK LEAVE	6,600.00		6,298.03		936.73		301.97	95.42
101-300-703.000	CROSSING GUARDS	42,000.00		22,672.20		2,241.40		19,327.80	53.98
101-300-715.000	SOCIAL SECURITY (FICA)	28,300.00		15,551.35		2,008.79		12,748.65	54.95
101-300-716.000	FRINGES	0.00		46.29		0.00		(46.29)	100.00
101-300-716.100	HEALTH INSURANCE	229,915.00		125,918.71		16,019.92		103,996.29	54.77
101-300-716.200	DENTAL INSURANCE	11,000.00		6,316.38		883.15		4,683.62	57.42
101-300-716.300	OPTICAL INSURANCE	1,300.00		691.14		98.23		608.86	53.16
101-300-716.400	LIFE INSURANCE	3,900.00		2,249.55		325.99		1,650.45	57.68
101-300-716.500	DISABILITY INSURANCE	5,050.00		3,286.81		477.23		1,763.19	65.09
101-300-716.600	PHYSICALS	500.00		150.00		0.00		350.00	30.00
101-300-717.000	UNEMPLOYMENT INSURANCE	520.00		53.09		29.98		466.91	10.21
101-300-718.000	RETIREMENT	75,000.00		54,521.25		7,142.45		20,478.75	72.70
101-300-718.100	MUNICIPAL EMPLOYEES RETIREMENT PROGRAM	120,500.00		76,968.23		9,909.48		43,531.77	63.87
101-300-718.200	DEFINED CONTRIBUTION	2,142.00		1,342.40		189.26		799.60	62.67
101-300-719.000	WORKERS' COMPENSATION	18,600.00		11,410.00		0.00		7,190.00	61.34
101-300-728.000	OPERATING SUPPLIES	14,000.00		7,000.05		1,123.81		6,999.95	50.00
101-300-741.000	UNIFORMS & CLEANING	9,000.00		2,931.15		2,085.30		6,068.85	32.57

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH	01/31/2018 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND									
Expenditures									
101-300-751.000	GAS & OIL	25,000.00		15,074.58		2,558.90		9,925.42	60.30
101-300-804.000	WITNESS JURY FEES	200.00		0.00		0.00		200.00	0.00
101-300-813.000	WRECKER SERVICE	300.00		0.00		0.00		300.00	0.00
101-300-818.000	CONTRACTUAL SERVICES	80,000.00		26,059.28		1,537.20		53,940.72	32.57
101-300-820.100	ELECTRICITY	9,600.00		5,150.95		1,300.07		4,449.05	53.66
101-300-820.200	GAS	5,800.00		1,932.07		1,040.44		3,867.93	33.31
101-300-820.300	TELEPHONE	5,500.00		3,319.76		373.01		2,180.24	60.36
101-300-820.400	WATER & SEWER	2,734.00		1,522.00		718.10		1,212.00	55.67
101-300-820.500	REFUSE	500.00		189.00		0.00		311.00	37.80
101-300-831.000	BUILDING MAINTENANCE	6,000.00		540.28		75.00		5,459.72	9.00
101-300-833.000	EQUIPMENT MAINTENANCE	1,000.00		260.00		0.00		740.00	26.00
101-300-833.400	EQUIP MAINT - MOBILE	20,000.00		6,133.36		997.26		13,866.64	30.67
101-300-856.000	MISCELLANEOUS	300.00		149.58		19.75		150.42	49.86
101-300-858.000	MEMBERSHIPS & DUES	2,400.00		400.00		200.00		2,000.00	16.67
101-300-860.000	EDUCATION & TRAINING	5,000.00		1,511.54		400.00		3,488.46	30.23
101-300-976.000	BUILDING ADD & IMPROVEMENTS	0.00		8,594.31		0.00		(8,594.31)	100.00
101-300-978.000	EQUIPMENT	56,500.00		40,777.00		0.00		15,723.00	72.17
Total Dept 300 - POLICE		2,066,691.00		1,156,233.23		145,070.88		910,457.77	55.95
Dept 335 - FIRE									
101-335-702.100	SALARIES	1,010,280.00		579,914.10		73,012.75		430,365.90	57.40
101-335-702.300	OVERTIME	121,000.00		69,899.24		10,434.44		51,100.76	57.77
101-335-702.400	WAGES - TEMPORARY	50.00		0.00		0.00		50.00	0.00
101-335-702.500	MEAL ALLOWANCE	13,500.00		13,500.00		0.00		0.00	100.00
101-335-702.600	UNIFORMS	1,800.00		1,000.00		0.00		800.00	55.56
101-335-702.800	ACCRUED SICK LEAVE	8,100.00		4,377.66		0.00		3,722.34	54.05
101-335-715.000	SOCIAL SECURITY (FICA)	21,150.00		11,633.55		1,466.71		9,516.45	55.00
101-335-716.100	HEALTH INSURANCE	262,000.00		129,693.79		18,361.57		132,306.21	49.50
101-335-716.200	DENTAL INSURANCE	7,850.00		4,116.51		589.89		3,733.49	52.44
101-335-716.300	OPTICAL INSURANCE	1,250.00		629.51		89.39		620.49	50.36
101-335-716.400	LIFE INSURANCE	4,740.00		2,595.76		357.47		2,144.24	54.76
101-335-716.500	DISABILITY INSURANCE	9,600.00		4,507.60		640.87		5,092.40	46.95
101-335-716.600	PHYSICALS	2,500.00		0.00		0.00		2,500.00	0.00
101-335-717.000	UNEMPLOYMENT INSURANCE	378.00		43.88		24.79		334.12	11.61
101-335-718.000	RETIREMENT	143,800.00		102,586.15		12,802.50		41,213.85	71.34
101-335-718.200	DEFINED CONTRIBUTION	2,072.00		1,313.24		160.38		758.76	63.38
101-335-719.000	WORKERS' COMPENSATION	24,000.00		14,096.00		0.00		9,904.00	58.73
101-335-728.000	OPERATING SUPPLIES	15,000.00		3,714.41		213.57		11,285.59	24.76
101-335-728.100	SUPPLIES	30,000.00		10,202.72		1,327.26		19,797.28	34.01
101-335-741.000	UNIFORMS & CLEANING	14,500.00		6,981.67		1,468.15		7,518.33	48.15
101-335-751.000	GAS & OIL	20,000.00		16,517.81		2,664.47		3,482.19	82.59
101-335-818.000	CONTRACTUAL SERVICES	70,000.00		48,057.23		8,226.51		21,942.77	68.65
101-335-820.100	ELECTRICITY	11,000.00		6,015.80		1,458.96		4,984.20	54.69
101-335-820.200	GAS	4,500.00		1,838.96		1,040.44		2,661.04	40.87
101-335-820.300	TELEPHONE	2,000.00		1,138.88		87.74		861.12	56.94
101-335-820.400	WATER & SEWER	2,000.00		1,522.00		718.10		478.00	76.10
101-335-820.500	REFUSE	500.00		189.00		0.00		311.00	37.80
101-335-831.000	BUILDING MAINTENANCE	9,000.00		3,489.35		75.00		5,510.65	38.77
101-335-833.000	EQUIPMENT MAINTENANCE	5,000.00		1,616.32		550.57		3,383.68	32.33
101-335-833.400	EQUIP MAINT - MOBILE	35,000.00		13,438.43		1,394.00		21,561.57	38.40
101-335-860.000	EDUCATION & TRAINING	23,000.00		20,290.56		0.00		2,709.44	88.22
101-335-976.000	BUILDING ADD & IMPROVEMENTS	0.00		8,594.30		0.00		(8,594.30)	100.00



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

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-335-978.000	EQUIPMENT	25,000.00	11,649.00	0.00	13,351.00	46.60
Total Dept 335 - FIRE		1,900,570.00	1,095,163.43	137,165.53	805,406.57	57.62
Dept 370 - BUILDING AND SAFETY						
101-370-702.100	SALARIES	57,539.00	20,022.61	2,670.79	37,516.39	34.80
101-370-702.200	WAGES	0.00	14,100.00	1,640.00	(14,100.00)	100.00
101-370-715.000	SOCIAL SECURITY (FICA)	4,402.00	2,605.91	327.46	1,796.09	59.20
101-370-716.100	HEALTH INSURANCE	17,530.00	11,062.95	1,457.99	6,467.05	63.11
101-370-716.200	DENTAL INSURANCE	785.00	446.94	65.30	338.06	56.94
101-370-716.300	OPTICAL INSURANCE	110.00	62.94	9.17	47.06	57.22
101-370-716.400	LIFE INSURANCE	140.00	81.26	11.61	58.74	58.04
101-370-716.500	DISABILITY INSURANCE	439.00	171.79	33.19	267.21	39.13
101-370-717.000	UNEMPLOYMENT INSURANCE	38.00	0.00	0.00	38.00	0.00
101-370-718.200	DEFINED CONTRIBUTION	1,413.00	656.42	82.74	756.58	46.46
101-370-719.000	WORKERS' COMPENSATION	355.00	376.00	0.00	(21.00)	105.92
101-370-728.000	OPERATING SUPPLIES	4,000.00	955.08	297.55	3,044.92	23.88
101-370-818.000	CONTRACTUAL SERVICES	146,000.00	64,380.02	11,561.67	81,619.98	44.10
101-370-820.300	TELEPHONE	500.00	136.66	22.85	363.34	27.33
101-370-833.000	EQUIPMENT MAINTENANCE	100.00	0.00	0.00	100.00	0.00
101-370-856.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00
101-370-858.000	MEMBERSHIPS & DUES	500.00	0.00	0.00	500.00	0.00
101-370-860.000	EDUCATION & TRAINING	500.00	0.00	0.00	500.00	0.00
101-370-978.000	EQUIPMENT	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 370 - BUILDING AND SAFETY		235,951.00	115,058.58	18,180.32	120,892.42	48.76
Dept 441 - PUBLIC WORKS						
101-441-702.100	SALARIES	61,345.00	33,804.22	4,583.78	27,540.78	55.11
101-441-702.200	WAGES	97,000.00	34,534.69	24,844.08	62,465.31	35.60
101-441-702.400	WAGES - TEMPORARY	5,000.00	4,138.50	0.00	861.50	82.77
101-441-703.000	OTHER COMPENSATION	0.00	45,933.45	7,434.29	(45,933.45)	100.00
101-441-715.000	SOCIAL SECURITY (FICA)	12,496.00	20,334.47	2,798.80	(7,838.47)	162.73
101-441-716.000	FRINGES	0.00	(129,600.07)	0.00	129,600.07	100.00
101-441-716.100	HEALTH INSURANCE	28,700.00	56,836.68	8,209.60	(28,136.68)	198.04
101-441-716.200	DENTAL INSURANCE	2,000.00	2,976.91	428.17	(976.91)	148.85
101-441-716.300	OPTICAL INSURANCE	260.00	333.16	44.28	(73.16)	128.14
101-441-716.400	LIFE INSURANCE	700.00	648.64	93.20	51.36	92.66
101-441-716.500	DISABILITY INSURANCE	1,600.00	2,169.66	300.13	(569.66)	135.60
101-441-717.000	UNEMPLOYMENT INSURANCE	68.00	28.93	10.99	39.07	42.54
101-441-718.000	RETIREMENT	21,740.00	43,787.61	6,195.22	(22,047.61)	201.41
101-441-718.100	MUNICIPAL EMPLOYEES RETIREMENT PROGRAM	0.00	5,470.50	781.50	(5,470.50)	100.00
101-441-718.200	DEFINED CONTRIBUTION	4,498.00	6,288.13	866.57	(1,790.13)	139.80
101-441-719.000	WORKERS' COMPENSATION	4,500.00	7,481.00	0.00	(2,981.00)	166.24
101-441-728.000	OPERATING SUPPLIES	4,000.00	2,973.28	269.10	1,026.72	74.33
101-441-751.000	GAS & OIL	3,000.00	1,811.04	18.43	1,188.96	60.37
101-441-818.000	CONTRACTUAL SERVICES	6,000.00	12,135.92	0.00	(6,135.92)	202.27
101-441-820.100	ELECTRICITY	18,000.00	4,115.06	1,409.73	13,884.94	22.86
101-441-820.200	GAS	7,000.00	1,970.38	1,178.21	5,029.62	28.15
101-441-820.300	TELEPHONE	5,500.00	2,738.90	450.69	2,761.10	49.80
101-441-820.400	WATER & SEWER	1,200.00	509.20	250.20	690.80	42.43

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH	01/31/2018 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-441-820.500	REFUSE	2,000.00		573.59		0.00		1,426.41	28.68
101-441-821.000	STREET LIGHTING	200,000.00		31,480.25		15,925.26		168,519.75	15.74
101-441-822.000	DISPOSAL AREA (LANDFILL)	20,000.00		7,063.74		0.00		12,936.26	35.32
101-441-831.000	BUILDING MAINTENANCE	7,000.00		1,363.91		35.52		5,636.09	19.48
101-441-831.100	STORM SEWER MAINTENANCE	26,000.00		4,958.20		1,432.94		21,041.80	19.07
101-441-836.200	TREES & GARDEN	2,500.00		0.00		0.00		2,500.00	0.00
101-441-838.000	MISCELLANEOUS OPERATIONS	4,000.00		850.96		1,030.65		3,149.04	21.27
101-441-843.000	EQUIPMENT RENTAL	35,000.00		13,977.61		0.00		21,022.39	39.94
101-441-860.000	EDUCATION & TRAINING	6,000.00		754.00		65.00		5,246.00	12.57
101-441-860.100	SAFETY TRAINING	1,500.00		0.00		0.00		1,500.00	0.00
Total Dept 441 - PUBLIC WORKS		588,607.00		222,442.52		78,656.34		366,164.48	37.79
Dept 528 - LEAF AND BRUSH COLLECTION									
101-528-702.200	WAGES	47,000.00		34,636.36		0.00		12,363.64	73.69
101-528-702.400	WAGES - TEMPORARY	0.00		3,235.00		0.00		(3,235.00)	100.00
101-528-715.000	SOCIAL SECURITY (FICA)	0.00		247.48		0.00		(247.48)	100.00
101-528-716.000	FRINGES	30,000.00		27,030.22		0.00		2,969.78	90.10
101-528-728.000	OPERATING SUPPLIES	2,000.00		220.06		0.00		1,779.94	11.00
101-528-818.000	CONTRACTUAL SERVICES	20,000.00		5,442.57		4,500.00		14,557.43	27.21
101-528-843.000	EQUIPMENT RENTAL	130,000.00		80,484.85		0.00		49,515.15	61.91
Total Dept 528 - LEAF AND BRUSH COLLECTION		229,000.00		151,296.54		4,500.00		77,703.46	66.07
Dept 585 - PARKING									
101-585-702.200	WAGES	12,000.00		2,850.74		0.00		9,149.26	23.76
101-585-703.000	OTHER COMPENSATION	2,700.00		0.00		0.00		2,700.00	0.00
101-585-716.000	FRINGES	9,300.00		2,224.72		0.00		7,075.28	23.92
101-585-728.000	OPERATING SUPPLIES	4,500.00		340.97		10.97		4,159.03	7.58
101-585-818.000	CONTRACTUAL SERVICES	2,000.00		0.00		0.00		2,000.00	0.00
101-585-834.000	MAINTENANCE	2,000.00		39.77		0.00		1,960.23	1.99
101-585-843.000	EQUIPMENT RENTAL	16,500.00		4,113.96		0.00		12,386.04	24.93
Total Dept 585 - PARKING		49,000.00		9,570.16		10.97		39,429.84	19.53
Dept 728 - COMMUNITY DEVELOPMENT									
101-728-702.100	SALARIES	75,323.00		44,170.04		5,778.93		31,152.96	58.64
101-728-702.400	WAGES - TEMPORARY	0.00		109.54		39.12		(109.54)	100.00
101-728-702.800	ACCRUED SICK LEAVE	0.00		(682.40)		0.00		682.40	100.00
101-728-715.000	SOCIAL SECURITY (FICA)	6,103.00		3,209.56		409.65		2,893.44	52.59
101-728-716.100	HEALTH INSURANCE	6,985.00		1,695.23		223.23		5,289.77	24.27
101-728-716.200	DENTAL INSURANCE	120.00		69.48		10.32		50.52	57.90
101-728-716.300	OPTICAL INSURANCE	20.00		9.93		1.47		10.07	49.65
101-728-716.400	LIFE INSURANCE	525.00		332.88		48.44		192.12	63.41
101-728-716.500	DISABILITY INSURANCE	877.00		535.92		79.90		341.08	61.11
101-728-717.000	UNEMPLOYMENT INSURANCE	20.00		0.00		0.00		20.00	0.00
101-728-718.000	RETIREMENT	0.00		48.49		17.32		(48.49)	100.00
101-728-718.200	DEFINED CONTRIBUTION	3,060.00		1,739.50		231.17		1,320.50	56.85
101-728-719.000	WORKERS' COMPENSATION	230.00		82.00		0.00		148.00	35.65
101-728-728.000	OPERATING SUPPLIES	1,500.00		408.55		240.65		1,091.45	27.24

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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-728-818.000	CONTRACTUAL SERVICES	34,580.00		11,341.65	6,144.99		23,238.35	32.80
101-728-858.000	MEMBERSHIPS & DUES	1,000.00		120.00	0.00		880.00	12.00
101-728-860.000	EDUCATION & TRAINING	4,000.00		3,120.15	(420.00)		879.85	78.00
Total Dept 728 - COMMUNITY DEVELOPMENT		134,343.00		66,310.52	12,805.19		68,032.48	49.36
Dept 756 - PARKS								
101-756-702.200	WAGES	60,000.00		24,202.08	0.00		35,797.92	40.34
101-756-703.000	OTHER COMPENSATION	1,350.00		0.00	0.00		1,350.00	0.00
101-756-716.000	FRINGES	47,000.00		18,887.31	0.00		28,112.69	40.19
101-756-728.000	OPERATING SUPPLIES	3,000.00		973.70	35.54		2,026.30	32.46
101-756-818.000	CONTRACTUAL SERVICES	10,000.00		134.00	0.00		9,866.00	1.34
101-756-820.100	ELECTRICITY	11,000.00		4,832.67	617.71		6,167.33	43.93
101-756-820.200	GAS	50.00		0.00	0.00		50.00	0.00
101-756-820.400	WATER & SEWER	7,000.00		7,128.08	208.03		(128.08)	101.83
101-756-820.500	REFUSE	1,000.00		327.60	0.00		672.40	32.76
101-756-831.000	BUILDING MAINTENANCE	16,000.00		6,703.16	202.00		9,296.84	41.89
101-756-831.200	BLDG MAINTENANCE-BALLFIELDS	2,000.00		807.26	0.00		1,192.74	40.36
101-756-836.200	TREES & GARDEN	2,500.00		538.05	0.00		1,961.95	21.52
101-756-843.000	EQUIPMENT RENTAL	60,000.00		33,182.29	0.00		26,817.71	55.30
101-756-974.000	LAND IMPROVEMENTS	0.00		76,455.33	0.00		(76,455.33)	100.00
Total Dept 756 - PARKS		220,900.00		174,171.53	1,063.28		46,728.47	78.85
Dept 965 - OTHER FINANCING SOURCES (USES)								
101-965-995.000	OTHER FINANCING SOURCES (USES)	117,717.00		0.00	0.00		117,717.00	0.00
Total Dept 965 - OTHER FINANCING SOURCES (USES)		117,717.00		0.00	0.00		117,717.00	0.00
Dept 966 - TRANSFERS OUT								
101-966-999.297	TRANSFER TO HISTORICAL COMMISSION	33,000.00		19,250.00	2,750.00		13,750.00	58.33
101-966-999.700	TRANSFER TO AIRPORT	7,000.00		3,489.00	3,489.00		3,511.00	49.84
101-966-999.731	TRANSFER-RETIREMENT	126,550.00		0.00	0.00		126,550.00	0.00
Total Dept 966 - TRANSFERS OUT		166,550.00		22,739.00	6,239.00		143,811.00	13.65
TOTAL EXPENDITURES		7,409,531.00		4,053,100.80	518,998.40		3,356,430.20	54.70
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		7,409,531.00		4,681,344.43	130,602.47		2,728,186.57	63.18
TOTAL EXPENDITURES		7,409,531.00		4,053,100.80	518,998.40		3,356,430.20	54.70
NET OF REVENUES & EXPENDITURES		0.00		628,243.63	(388,395.93)		(628,243.63)	100.00

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 202 - MAJOR STREET FUND								
Revenues								
Dept 000								
202-000-501.506	GRANT-FEDERAL	375,000.00		0.00	0.00	375,000.00		0.00
202-000-539.529	STATE SOURCES	29,600.00		0.00	0.00	29,600.00		0.00
202-000-539.546	TRUNKLINE MAINTENANCE	39,378.00		6,596.81	0.00	32,781.19		16.75
202-000-539.569	GAS & WEIGHT TAX	815,000.00		446,049.89	77,117.51	368,950.11		54.73
202-000-671.694	MISCELLANEOUS	0.00		7,797.82	3,803.00	(7,797.82)		100.00
202-000-695.672	SPECIAL ASSESSMENT	26,300.00		0.00	0.00	26,300.00		0.00
Total Dept 000		1,285,278.00		460,444.52	80,920.51	824,833.48		35.82
TOTAL REVENUES		1,285,278.00		460,444.52	80,920.51	824,833.48		35.82
Expenditures								
Dept 451 - CONSTRUCTION								
202-451-728.000	OPERATING SUPPLIES	0.00		3.00	0.00	(3.00)		100.00
202-451-818.000	CONTRACTUAL SERVICES	0.00		794,548.72	0.00	(794,548.72)		100.00
202-451-999.411	TRANSFER TO CIF-STREETS	375,000.00		0.00	0.00	375,000.00		0.00
Total Dept 451 - CONSTRUCTION		375,000.00		794,551.72	0.00	(419,551.72)		211.88
Dept 463 - STREET MAINTENANCE								
202-463-702.200	WAGES	31,000.00		17,275.24	0.00	13,724.76		55.73
202-463-716.000	FRINGES	29,000.00		16,620.50	0.00	12,379.50		57.31
202-463-728.000	OPERATING SUPPLIES	20,000.00		11,891.12	0.00	8,108.88		59.46
202-463-818.000	CONTRACTUAL SERVICES	80,000.00		21,545.42	0.00	58,454.58		26.93
202-463-843.000	EQUIPMENT RENTAL	55,000.00		26,562.51	0.00	28,437.49		48.30
Total Dept 463 - STREET MAINTENANCE		215,000.00		93,894.79	0.00	121,105.21		43.67
Dept 473 - BRIDGE MAINTENANCE								
202-473-702.200	WAGES	500.00		54.50	0.00	445.50		10.90
202-473-716.000	FRINGES	500.00		52.43	0.00	447.57		10.49
202-473-728.000	OPERATING SUPPLIES	100.00		0.00	0.00	100.00		0.00
202-473-818.000	CONTRACTUAL SERVICES	700.00		0.00	0.00	700.00		0.00
202-473-843.000	EQUIPMENT RENTAL	500.00		8.52	0.00	491.48		1.70
Total Dept 473 - BRIDGE MAINTENANCE		2,300.00		115.45	0.00	2,184.55		5.02
Dept 474 - TRAFFIC SERVICES-MAINTENANCE								
202-474-702.200	WAGES	2,000.00		909.59	0.00	1,090.41		45.48
202-474-716.000	FRINGES	2,000.00		875.11	0.00	1,124.89		43.76
202-474-728.000	OPERATING SUPPLIES	3,500.00		1,805.03	0.00	1,694.97		51.57
202-474-818.000	CONTRACTUAL SERVICES	15,000.00		66.59	0.00	14,933.41		0.44
202-474-820.000	UTILITIES	3,500.00		30.47	0.00	3,469.53		0.87
202-474-843.000	EQUIPMENT RENTAL	1,500.00		801.56	0.00	698.44		53.44
Total Dept 474 - TRAFFIC SERVICES-MAINTENANCE		27,500.00		4,488.35	0.00	23,011.65		16.32

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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 (DECREASE)	NORMAL	ABNORMAL	
Fund 202 - MAJOR STREET FUND								
Expenditures								
Dept 478 - SNOW & ICE CONTROL								
202-478-702.200	WAGES	20,000.00		6,446.71	0.00	13,553.29		32.23
202-478-716.000	FRINGES	20,000.00		6,202.38	0.00	13,797.62		31.01
202-478-728.000	OPERATING SUPPLIES	50,000.00		18,866.42	0.00	31,133.58		37.73
202-478-843.000	EQUIPMENT RENTAL	35,000.00		14,526.45	0.00	20,473.55		41.50
Total Dept 478 - SNOW & ICE CONTROL		125,000.00		46,041.96	0.00	78,958.04		36.83
Dept 480 - TREE TRIMMING								
202-480-702.200	WAGES	8,000.00		7,086.66	0.00	913.34		88.58
202-480-716.000	FRINGES	8,000.00		6,818.07	0.00	1,181.93		85.23
202-480-728.000	OPERATING SUPPLIES	1,000.00		825.04	0.00	174.96		82.50
202-480-818.000	CONTRACTUAL SERVICES	5,000.00		0.00	0.00	5,000.00		0.00
202-480-843.000	EQUIPMENT RENTAL	8,500.00		13,049.11	0.00	(4,549.11)		153.52
Total Dept 480 - TREE TRIMMING		30,500.00		27,778.88	0.00	2,721.12		91.08
Dept 482 - ADMINISTRATION & ENGINEERING								
202-482-702.100	SALARIES	65,500.00		25,029.91	3,370.51	40,470.09		38.21
202-482-715.000	SOCIAL SECURITY (FICA)	5,625.00		1,913.21	257.91	3,711.79		34.01
202-482-716.100	HEALTH INSURANCE	5,300.00		1,408.33	0.00	3,891.67		26.57
202-482-716.200	DENTAL INSURANCE	525.00		96.25	13.75	428.75		18.33
202-482-716.300	OPTICAL INSURANCE	50.00		11.99	1.71	38.01		23.98
202-482-716.400	LIFE INSURANCE	175.00		30.39	4.37	144.61		17.37
202-482-716.500	DISABILITY INSURANCE	400.00		95.18	13.69	304.82		23.80
202-482-718.000	RETIREMENT	11,600.00		3,395.44	443.59	8,204.56		29.27
202-482-718.200	DEFINED CONTRIBUTION	0.00		21.54	21.54	(21.54)		100.00
202-482-719.000	WORKERS' COMPENSATION	500.00		104.00	0.00	396.00		20.80
202-482-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	200.00		1,325.00	0.00	(1,125.00)		662.50
202-482-999.101	CONTRIBUTION-GF ADMIN	81,500.00		44,604.99	7,711.75	36,895.01		54.73
Total Dept 482 - ADMINISTRATION & ENGINEERING		171,375.00		78,036.23	11,838.82	93,338.77		45.54
Dept 484 - TRUNKLINE SUPERVISOR								
202-484-702.100	SALARIES	4,500.00		0.00	0.00	4,500.00		0.00
Total Dept 484 - TRUNKLINE SUPERVISOR		4,500.00		0.00	0.00	4,500.00		0.00
Dept 485 - LOCAL STREET TRANSFER								
202-485-999.203	TRANSFER TO LOCAL STREET	252,650.00		126,884.65	23,906.43	125,765.35		50.22
Total Dept 485 - LOCAL STREET TRANSFER		252,650.00		126,884.65	23,906.43	125,765.35		50.22
Dept 486 - TRUNKLINE SURFACE MAINTENANCE								
202-486-702.200	WAGES	900.00		0.00	0.00	900.00		0.00
202-486-716.000	FRINGES	900.00		0.00	0.00	900.00		0.00
202-486-728.000	OPERATING SUPPLIES	800.00		436.80	0.00	363.20		54.60
202-486-843.000	EQUIPMENT RENTAL	600.00		0.00	0.00	600.00		0.00

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2018 NORMAL (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Expenditures						
Total Dept 486 - TRUNKLINE SURFACE MAINTENANCE		3,200.00	436.80	0.00	2,763.20	13.65
Dept 488 - TRUNKLINE SWEEPING & FLUSHING						
202-488-702.200	WAGES	700.00	91.75	0.00	608.25	13.11
202-488-716.000	FRINGES	700.00	88.27	0.00	611.73	12.61
202-488-843.000	EQUIPMENT RENTAL	1,600.00	420.80	0.00	1,179.20	26.30
Total Dept 488 - TRUNKLINE SWEEPING & FLUSHING		3,000.00	600.82	0.00	2,399.18	20.03
Dept 490 - TRUNKLINE TREE TRIIM & REMOVAL						
202-490-702.200	WAGES	150.00	108.91	0.00	41.09	72.61
202-490-716.000	FRINGES	150.00	104.78	0.00	45.22	69.85
202-490-843.000	EQUIPMENT RENTAL	200.00	162.10	0.00	37.90	81.05
Total Dept 490 - TRUNKLINE TREE TRIIM & REMOVAL		500.00	375.79	0.00	124.21	75.16
Dept 491 - TRUNKLINE STORM DRAIN, CURBS						
202-491-702.200	WAGES	500.00	1,242.41	0.00	(742.41)	248.48
202-491-716.000	FRINGES	500.00	1,195.32	0.00	(695.32)	239.06
202-491-728.000	OPERATING SUPPLIES	3,000.00	0.00	0.00	3,000.00	0.00
202-491-843.000	EQUIPMENT RENTAL	500.00	1,453.21	0.00	(953.21)	290.64
Total Dept 491 - TRUNKLINE STORM DRAIN, CURBS		4,500.00	3,890.94	0.00	609.06	86.47
Dept 492 - TRUNKLINE ROADSIDE CLEANUP						
202-492-702.200	WAGES	50.00	36.70	0.00	13.30	73.40
202-492-716.000	FRINGES	50.00	35.31	0.00	14.69	70.62
202-492-843.000	EQUIPMENT RENTAL	100.00	19.80	0.00	80.20	19.80
Total Dept 492 - TRUNKLINE ROADSIDE CLEANUP		200.00	91.81	0.00	108.19	45.91
Dept 494 - TRUNKLINE TRAFFIC SIGNS						
202-494-702.200	WAGES	200.00	0.00	0.00	200.00	0.00
202-494-716.000	FRINGES	200.00	0.00	0.00	200.00	0.00
202-494-728.000	OPERATING SUPPLIES	400.00	102.00	0.00	298.00	25.50
202-494-843.000	EQUIPMENT RENTAL	200.00	0.00	0.00	200.00	0.00
Total Dept 494 - TRUNKLINE TRAFFIC SIGNS		1,000.00	102.00	0.00	898.00	10.20
Dept 496 - TRUNKLINE TRAFFIC SIGNALS						
202-496-702.200	WAGES	50.00	0.00	0.00	50.00	0.00
202-496-716.000	FRINGES	50.00	0.00	0.00	50.00	0.00
202-496-820.100	ELECTRICITY	1,300.00	0.00	0.00	1,300.00	0.00
202-496-843.000	EQUIPMENT RENTAL	100.00	0.00	0.00	100.00	0.00
Total Dept 496 - TRUNKLINE TRAFFIC SIGNALS		1,500.00	0.00	0.00	1,500.00	0.00

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2018 NORMAL (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Expenditures						
Dept 497 - TRUNKLINE SNOW & ICE CONTROL						
202-497-702.200	WAGES	2,065.00	1,027.28	0.00	1,037.72	49.75
202-497-716.000	FRINGES	1,652.00	988.35	0.00	663.65	59.83
202-497-728.000	OPERATING SUPPLIES	10,000.00	6,113.42	0.00	3,886.58	61.13
202-497-843.000	EQUIPMENT RENTAL	3,600.00	2,968.58	0.00	631.42	82.46
Total Dept 497 - TRUNKLINE SNOW & ICE CONTROL		17,317.00	11,097.63	0.00	6,219.37	64.09
Dept 502 - TRUNKLINE LEAVE & INS BENEFITS						
202-502-702.200	WAGES	6,423.00	0.00	0.00	6,423.00	0.00
Total Dept 502 - TRUNKLINE LEAVE & INS BENEFITS		6,423.00	0.00	0.00	6,423.00	0.00
Dept 965 - OTHER FINANCING SOURCES (USES)						
202-965-995.000	OTHER FINANCING SOURCES (USES)	43,813.00	0.00	0.00	43,813.00	0.00
Total Dept 965 - OTHER FINANCING SOURCES (USES)		43,813.00	0.00	0.00	43,813.00	0.00
TOTAL EXPENDITURES		1,285,278.00	1,188,387.82	35,745.25	96,890.18	92.46
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		1,285,278.00	460,444.52	80,920.51	824,833.48	35.82
TOTAL EXPENDITURES		1,285,278.00	1,188,387.82	35,745.25	96,890.18	92.46
NET OF REVENUES & EXPENDITURES		0.00	(727,943.30)	45,175.26	727,943.30	100.00

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2018 (NORMAL (ABNORMAL))	MONTH 01/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-501.506	FEDERAL GRANTS	0.00	1,999.25	0.00	(1,999.25)	100.00
203-000-539.529	STATE SOURCES	10,400.00	0.00	0.00	10,400.00	0.00
203-000-539.569	GAS & WEIGHT TAX	299,000.00	162,772.95	28,142.90	136,227.05	54.44
203-000-671.694	MISCELLANEOUS	42,000.00	0.00	0.00	42,000.00	0.00
203-000-695.202	MAJOR STREET TRANSFER	252,650.00	126,884.65	23,906.43	125,765.35	50.22
203-000-695.672	SPECIAL ASSESSMENT	46,050.00	0.00	0.00	46,050.00	0.00
Total Dept 000		650,100.00	291,656.85	52,049.33	358,443.15	44.86
TOTAL REVENUES		650,100.00	291,656.85	52,049.33	358,443.15	44.86
Expenditures						
Dept 451 - CONSTRUCTION						
203-451-818.000	CONTRACTUAL SERVICES	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 451 - CONSTRUCTION		100,000.00	0.00	0.00	100,000.00	0.00
Dept 463 - STREET MAINTENANCE						
203-463-702.200	WAGES	38,000.00	28,507.44	0.00	9,492.56	75.02
203-463-716.000	FRINGES	38,000.00	27,427.01	0.00	10,572.99	72.18
203-463-728.000	OPERATING SUPPLIES	20,000.00	12,236.33	98.52	7,763.67	61.18
203-463-818.000	CONTRACTUAL SERVICES	100,000.00	49,113.15	0.00	50,886.85	49.11
203-463-843.000	EQUIPMENT RENTAL	73,500.00	54,101.86	0.00	19,398.14	73.61
Total Dept 463 - STREET MAINTENANCE		269,500.00	171,385.79	98.52	98,114.21	63.59
Dept 474 - TRAFFIC SERVICES-MAINTENANCE						
203-474-702.200	WAGES	1,000.00	414.74	0.00	585.26	41.47
203-474-716.000	FRINGES	1,000.00	399.02	0.00	600.98	39.90
203-474-728.000	OPERATING SUPPLIES	1,000.00	109.65	0.00	890.35	10.97
203-474-843.000	EQUIPMENT RENTAL	800.00	177.67	0.00	622.33	22.21
Total Dept 474 - TRAFFIC SERVICES-MAINTENANCE		3,800.00	1,101.08	0.00	2,698.92	28.98
Dept 478 - SNOW & ICE CONTROL						
203-478-702.200	WAGES	7,500.00	2,493.43	0.00	5,006.57	33.25
203-478-716.000	FRINGES	7,500.00	2,398.93	0.00	5,101.07	31.99
203-478-728.000	OPERATING SUPPLIES	23,500.00	5,086.17	0.00	18,413.83	21.64
203-478-843.000	EQUIPMENT RENTAL	22,000.00	6,283.74	0.00	15,716.26	28.56
Total Dept 478 - SNOW & ICE CONTROL		60,500.00	16,262.27	0.00	44,237.73	26.88
Dept 480 - TREE TRIMMING						
203-480-702.200	WAGES	20,000.00	7,322.99	0.00	12,677.01	36.61
203-480-716.000	FRINGES	20,000.00	7,045.44	0.00	12,954.56	35.23
203-480-728.000	OPERATING SUPPLIES	4,000.00	888.90	0.00	3,111.10	22.22
203-480-818.000	CONTRACTUAL SERVICES	0.00	3,900.00	0.00	(3,900.00)	100.00



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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 203 - LOCAL STREET FUND								
Expenditures								
203-480-843.000	EQUIPMENT RENTAL	20,000.00		13,996.18	0.00		6,003.82	69.98
Total Dept 480 - TREE TRIMMING		64,000.00		33,153.51	0.00		30,846.49	51.80
Dept 482 - ADMINISTRATION & ENGINEERING								
203-482-702.100	SALARIES	72,800.00		32,247.93	4,313.51		40,552.07	44.30
203-482-715.000	SOCIAL SECURITY (FICA)	5,700.00		2,463.66	330.03		3,236.34	43.22
203-482-716.100	HEALTH INSURANCE	9,000.00		2,733.83	0.00		6,266.17	30.38
203-482-716.200	DENTAL INSURANCE	900.00		186.83	26.69		713.17	20.76
203-482-716.300	OPTICAL INSURANCE	100.00		23.22	3.32		76.78	23.22
203-482-716.400	LIFE INSURANCE	250.00		59.04	8.50		190.96	23.62
203-482-716.500	DISABILITY INSURANCE	500.00		184.79	26.58		315.21	36.96
203-482-718.000	RETIREMENT	12,000.00		6,590.99	861.05		5,409.01	54.92
203-482-718.200	DEFINED CONTRIBUTION	0.00		21.54	21.54		(21.54)	100.00
203-482-719.000	WORKERS' COMPENSATION	700.00		94.00	0.00		606.00	13.43
203-482-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	200.00		1,325.00	0.00		(1,125.00)	662.50
203-482-999.101	CONTRIBUTION-GF ADMIN	29,900.00		16,277.30	2,814.29		13,622.70	54.44
Total Dept 482 - ADMINISTRATION & ENGINEERING		132,050.00		62,208.13	8,405.51		69,841.87	47.11
Dept 965 - OTHER FINANCING SOURCES (USES)								
203-965-995.000	OTHER FINANCING SOURCES (USES)	20,250.00		0.00	0.00		20,250.00	0.00
Total Dept 965 - OTHER FINANCING SOURCES (USES)		20,250.00		0.00	0.00		20,250.00	0.00
TOTAL EXPENDITURES		650,100.00		284,110.78	8,504.03		365,989.22	43.70
Fund 203 - LOCAL STREET FUND:								
TOTAL REVENUES		650,100.00		291,656.85	52,049.33		358,443.15	44.86
TOTAL EXPENDITURES		650,100.00		284,110.78	8,504.03		365,989.22	43.70
NET OF REVENUES & EXPENDITURES		0.00		7,546.07	43,545.30		(7,546.07)	100.00

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2018	MONTH 01/31/2018	BALANCE	
Fund 248 - DOWNTOWN FACADE PROGRAM						
Revenues						
Dept 000						
248-000-501.506	GRANT-FEDERAL	520,000.00	0.00	0.00	520,000.00	0.00
248-000-671.675	DONATIONS-PRIVATE	520,000.00	0.00	0.00	520,000.00	0.00
Total Dept 000		1,040,000.00	0.00	0.00	1,040,000.00	0.00
TOTAL REVENUES		1,040,000.00	0.00	0.00	1,040,000.00	0.00
Expenditures						
Dept 901 - CAPITAL OUTLAY						
248-901-965.540	CAPITAL CONTRIBUTIONS-FACADE	1,040,000.00	0.00	0.00	1,040,000.00	0.00
Total Dept 901 - CAPITAL OUTLAY		1,040,000.00	0.00	0.00	1,040,000.00	0.00
TOTAL EXPENDITURES		1,040,000.00	0.00	0.00	1,040,000.00	0.00
Fund 248 - DOWNTOWN FACADE PROGRAM:						
TOTAL REVENUES		1,040,000.00	0.00	0.00	1,040,000.00	0.00
TOTAL EXPENDITURES		1,040,000.00	0.00	0.00	1,040,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2018 NORMAL (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 273 - CDBG REVOLVING LOAN FUND						
Revenues						
Dept 000						
273-000-664.664	INTEREST INCOME	0.00	515.90	485.92	(515.90)	100.00
273-000-671.675	LOAN REPAYMENTS	4,700.00	12,501.15	4,167.05	(7,801.15)	265.98
Total Dept 000		4,700.00	13,017.05	4,652.97	(8,317.05)	276.96
TOTAL REVENUES		4,700.00	13,017.05	4,652.97	(8,317.05)	276.96
Expenditures						
Dept 200 - GEN SERVICES						
273-200-801.100	PROFESSIONAL SERVICES:AUDIT COSTS	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 200 - GEN SERVICES		1,000.00	0.00	0.00	1,000.00	0.00
Dept 965 - OTHER FINANCING SOURCES (USES)						
273-965-995.000	OTHER FINANCING SOURCES (USES)	3,700.00	0.00	0.00	3,700.00	0.00
Total Dept 965 - OTHER FINANCING SOURCES (USES)		3,700.00	0.00	0.00	3,700.00	0.00
TOTAL EXPENDITURES		4,700.00	0.00	0.00	4,700.00	0.00
Fund 273 - CDBG REVOLVING LOAN FUND:						
TOTAL REVENUES		4,700.00	13,017.05	4,652.97	(8,317.05)	276.96
TOTAL EXPENDITURES		4,700.00	0.00	0.00	4,700.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	13,017.05	4,652.97	(13,017.05)	100.00

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% Fiscal Year Completed: 58.90

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 275 - HOUSING & REDEVELOPMENT								
Revenues								
Dept 000								
275-000-501.521	GRANT-MSHDA:RR	240,000.00		20,383.00	0.00		219,617.00	8.49
275-000-600.634	CHARGES FOR ADMIN SERVICES	43,200.00		0.00	0.00		43,200.00	0.00
Total Dept 000		283,200.00		20,383.00	0.00		262,817.00	7.20
TOTAL REVENUES		283,200.00		20,383.00	0.00		262,817.00	7.20
Expenditures								
Dept 690 - GENERAL SERVICES								
275-690-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	43,200.00		0.00	0.00		43,200.00	0.00
275-690-818.000	HOUSING REHABILITATION	0.00		25,063.00	0.00		(25,063.00)	100.00
275-690-818.200	RENTAL REHABILITATION	240,000.00		0.00	0.00		240,000.00	0.00
Total Dept 690 - GENERAL SERVICES		283,200.00		25,063.00	0.00		258,137.00	8.85
TOTAL EXPENDITURES		283,200.00		25,063.00	0.00		258,137.00	8.85
Fund 275 - HOUSING & REDEVELOPMENT:								
TOTAL REVENUES		283,200.00		20,383.00	0.00		262,817.00	7.20
TOTAL EXPENDITURES		283,200.00		25,063.00	0.00		258,137.00	8.85
NET OF REVENUES & EXPENDITURES		0.00		(4,680.00)	0.00		4,680.00	100.00

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)		
Fund 297 - HISTORICAL FUND									
Revenues									
Dept 000									
297-000-600.600	SALES	5,000.00		3,025.00	284.00		1,975.00		60.50
297-000-664.664	INTEREST INCOME	50.00		34.62	0.00		15.38		69.24
297-000-664.667	RENTS & DEPOSITS	2,000.00		400.00	0.00		1,600.00		20.00
297-000-664.668	RENTAL INCOME	13,200.00		7,700.00	1,100.00		5,500.00		58.33
297-000-671.675	DONATIONS-PRIVATE	20,000.00		15,892.37	724.69		4,107.63		79.46
297-000-671.678	FUNDRAISER/MEMBERSHIPS	10,000.00		0.00	0.00		10,000.00		0.00
297-000-671.679	DONATIONS:HOME TOUR	5,000.00		4,613.70	0.00		386.30		92.27
297-000-695.101	GENERAL FUND TRANSFER	33,000.00		19,250.00	2,750.00		13,750.00		58.33
297-000-695.699	APPROPRIATION OF FUND BALANCE	10,000.00		0.00	0.00		10,000.00		0.00
Total Dept 000		98,250.00		50,915.69	4,858.69		47,334.31		51.82
TOTAL REVENUES		98,250.00		50,915.69	4,858.69		47,334.31		51.82
Expenditures									
Dept 797 - HISTORICAL COMMISSION									
297-797-728.000	OPERATING SUPPLIES	0.00		452.61	0.00		(452.61)		100.00
297-797-728.200	SUPPLIES-HISTORIC COLLECTION	1,000.00		711.25	711.25		288.75		71.13
297-797-728.300	HOME TOUR PROMOTION	0.00		149.99	0.00		(149.99)		100.00
297-797-810.000	INSURANCE & BONDS	1,250.00		0.00	0.00		1,250.00		0.00
297-797-831.000	BUILDING MAINTENANCE	2,000.00		62.50	0.00		1,937.50		3.13
297-797-856.000	MISCELLANEOUS	6,000.00		715.99	0.00		5,284.01		11.93
297-797-869.000	PROMOTION	5,000.00		1,408.14	122.20		3,591.86		28.16
297-797-870.000	EXHIBITIONS	0.00		410.00	0.00		(410.00)		100.00
Total Dept 797 - HISTORICAL COMMISSION		15,250.00		3,910.48	833.45		11,339.52		25.64
Dept 798 - CASTLE									
297-798-702.200	WAGES	40,000.00		19,801.28	2,643.64		20,198.72		49.50
297-798-702.400	WAGES - SEASONAL-DOCENTS	12,000.00		6,999.40	783.23		5,000.60		58.33
297-798-715.000	SOCIAL SECURITY (FICA)	3,978.00		2,050.26	262.16		1,927.74		51.54
297-798-717.000	UNEMPLOYMENT INSURANCE	42.00		0.00	0.00		42.00		0.00
297-798-719.000	WORKERS' COMPENSATION	80.00		0.00	0.00		80.00		0.00
297-798-728.000	OPERATING SUPPLIES	1,500.00		230.99	0.00		1,269.01		15.40
297-798-810.000	INSURANCE & BONDS	700.00		0.00	0.00		700.00		0.00
297-798-820.000	UTILITIES	4,000.00		2,540.40	839.07		1,459.60		63.51
297-798-831.000	BUILDING MAINTENANCE	7,000.00		911.99	0.00		6,088.01		13.03
297-798-856.000	MISCELLANEOUS	1,000.00		1,851.46	149.74		(851.46)		185.15
297-798-869.000	PROMOTION	0.00		770.87	0.00		(770.87)		100.00
Total Dept 798 - CASTLE		70,300.00		35,156.65	4,677.84		35,143.35		50.01
Dept 799 - GOULD HOUSE									
297-799-810.000	INSURANCE & BONDS	700.00		0.00	0.00		700.00		0.00
297-799-820.000	UTILITIES	4,000.00		1,946.61	589.07		2,053.39		48.67
297-799-831.000	BUILDING MAINTENANCE	5,000.00		433.48	0.00		4,566.52		8.67
297-799-831.200	BLDG MAINTENANCE-RENTAL	1,000.00		0.00	0.00		1,000.00		0.00
297-799-856.000	MISCELLANEOUS	2,000.00		602.66	39.92		1,397.34		30.13

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2018 NORMAL (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 297 - HISTORICAL FUND						
Expenditures						
Total Dept 799 - GOULD HOUSE		12,700.00	2,982.75	628.99	9,717.25	23.49
TOTAL EXPENDITURES		98,250.00	42,049.88	6,140.28	56,200.12	42.80
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		98,250.00	50,915.69	4,858.69	47,334.31	51.82
TOTAL EXPENDITURES		98,250.00	42,049.88	6,140.28	56,200.12	42.80
NET OF REVENUES & EXPENDITURES		0.00	8,865.81	(1,281.59)	(8,865.81)	100.00

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 325 - DEBT SERVICE-2010 GO BONDS								
Revenues								
Dept 000								
325-000-401.403	GENERAL PROPERTY TAX	74,134.00		0.00	0.00	74,134.00		0.00
325-000-401.430	INDUSTRIAL/COMMERCIAL FACILITIES TAX	535.00		0.00	0.00	535.00		0.00
325-000-401.431	OBSOLETE PROPERTY REHAB TAXES (OPRA)	204.00		0.00	0.00	204.00		0.00
Total Dept 000		<u>74,873.00</u>		<u>0.00</u>	<u>0.00</u>	<u>74,873.00</u>		<u>0.00</u>
TOTAL REVENUES		<u>74,873.00</u>		<u>0.00</u>	<u>0.00</u>	<u>74,873.00</u>		<u>0.00</u>
Expenditures								
Dept 905 - DEBT SERVICE								
325-905-980.991	PRINCIPAL	40,000.00		40,000.00	0.00	0.00		100.00
325-905-980.995	INTEREST	34,873.00		17,756.25	0.00	17,116.75		50.92
Total Dept 905 - DEBT SERVICE		<u>74,873.00</u>		<u>57,756.25</u>	<u>0.00</u>	<u>17,116.75</u>		<u>77.14</u>
TOTAL EXPENDITURES		<u>74,873.00</u>		<u>57,756.25</u>	<u>0.00</u>	<u>17,116.75</u>		<u>77.14</u>
Fund 325 - DEBT SERVICE-2010 GO BONDS:								
TOTAL REVENUES		74,873.00		0.00	0.00	74,873.00		0.00
TOTAL EXPENDITURES		74,873.00		57,756.25	0.00	17,116.75		77.14
NET OF REVENUES & EXPENDITURES		0.00		(57,756.25)	0.00	57,756.25		100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO  
 PERIOD ENDING 01/31/2018  
 % Fiscal Year Completed: 58.90

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 327 - DEBT SERVICE								
Revenues								
Dept 000								
327-000-401.403	GENERAL PROPERTY TAX	487,363.00		432,405.58	2,121.75		54,957.42	88.72
327-000-401.430	INDUSTRIAL/COMMERCIAL FACILITIES TAX	3,587.00		0.00	0.00		3,587.00	0.00
327-000-401.431	OBSOLETE PROPERTY REHAB TAXES (OPRA)	1,368.00		0.00	0.00		1,368.00	0.00
Total Dept 000		492,318.00		432,405.58	2,121.75		59,912.42	87.83
TOTAL REVENUES		492,318.00		432,405.58	2,121.75		59,912.42	87.83
Expenditures								
Dept 905 - DEBT SERVICE								
327-905-980.991	PRINCIPAL	242,500.00		30,000.00	0.00		212,500.00	12.37
327-905-980.995	INTEREST	248,818.00		60,153.92	0.00		188,664.08	24.18
327-905-980.998	DEBT SERVICE	1,000.00		750.00	0.00		250.00	75.00
Total Dept 905 - DEBT SERVICE		492,318.00		90,903.92	0.00		401,414.08	18.46
TOTAL EXPENDITURES		492,318.00		90,903.92	0.00		401,414.08	18.46
Fund 327 - DEBT SERVICE:								
TOTAL REVENUES		492,318.00		432,405.58	2,121.75		59,912.42	87.83
TOTAL EXPENDITURES		492,318.00		90,903.92	0.00		401,414.08	18.46
NET OF REVENUES & EXPENDITURES		0.00		341,501.66	2,121.75		(341,501.66)	100.00



REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO  
 PERIOD ENDING 01/31/2018  
 % Fiscal Year Completed: 58.90

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

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2018 NORMAL (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 397 - 2009 LTGO DEBT						
Revenues						
Dept 000						
397-000-671.674	DDA CONTRIBUTION	80,118.00	17,183.75	0.00	62,934.25	21.45
Total Dept 000		80,118.00	17,183.75	0.00	62,934.25	21.45
TOTAL REVENUES		80,118.00	17,183.75	0.00	62,934.25	21.45
Expenditures						
Dept 905 - DEBT SERVICE						
397-905-980.991	PRINCIPAL	45,000.00	0.00	0.00	45,000.00	0.00
397-905-980.995	INTEREST	34,368.00	17,183.75	0.00	17,184.25	50.00
397-905-980.998	DEBT SERVICE	750.00	0.00	0.00	750.00	0.00
Total Dept 905 - DEBT SERVICE		80,118.00	17,183.75	0.00	62,934.25	21.45
TOTAL EXPENDITURES		80,118.00	17,183.75	0.00	62,934.25	21.45
Fund 397 - 2009 LTGO DEBT:						
TOTAL REVENUES		80,118.00	17,183.75	0.00	62,934.25	21.45
TOTAL EXPENDITURES		80,118.00	17,183.75	0.00	62,934.25	21.45
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

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

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2018 NORMAL (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 588 - TRANSPORTATION FUND						
Revenues						
Dept 000						
588-000-401.403	GENERAL PROPERTY TAX	34,960.00	72,165.19	391.65	(37,205.19)	206.42
588-000-695.699	APPROPRIATION OF FUND BALANCE	10,158.00	0.00	0.00	10,158.00	0.00
Total Dept 000		45,118.00	72,165.19	391.65	(27,047.19)	159.95
TOTAL REVENUES		45,118.00	72,165.19	391.65	(27,047.19)	159.95
Expenditures						
Dept 200 - GEN SERVICES						
588-200-818.000	CONTRACTUAL SERVICES	45,118.00	33,406.38	0.00	11,711.62	74.04
Total Dept 200 - GEN SERVICES		45,118.00	33,406.38	0.00	11,711.62	74.04
TOTAL EXPENDITURES		45,118.00	33,406.38	0.00	11,711.62	74.04
Fund 588 - TRANSPORTATION FUND:						
TOTAL REVENUES		45,118.00	72,165.19	391.65	(27,047.19)	159.95
TOTAL EXPENDITURES		45,118.00	33,406.38	0.00	11,711.62	74.04
NET OF REVENUES & EXPENDITURES		0.00	38,758.81	391.65	(38,758.81)	100.00

PERIOD ENDING 01/31/2018

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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 590 - SEWER FUND								
Revenues								
Dept 000								
590-000-401.446	PENALTIES - LATE CHARGES	30,000.00		15,221.06	9.05		14,778.94	50.74
590-000-450.477	SWR:PERMITS/INSPECTION FEE	1,000.00		220.00	20.00		780.00	22.00
590-000-539.529	STATE SOURCES	239,310.00		139,645.00	139,645.00		99,665.00	58.35
590-000-600.601	METERED SALES	1,621,950.00		768,494.16	(1,120.52)		853,455.84	47.38
590-000-664.664	INTEREST INCOME	1,700.00		8,486.56	0.00		(6,786.56)	499.21
590-000-671.694	MISCELLANEOUS	0.00		4,182.87	0.00		(4,182.87)	100.00
590-000-695.699	APPROPRIATION OF FUND BALANCE	492,082.00		0.00	0.00		492,082.00	0.00
Total Dept 000		2,386,042.00		936,249.65	138,553.53		1,449,792.35	39.24
TOTAL REVENUES		2,386,042.00		936,249.65	138,553.53		1,449,792.35	39.24
Expenditures								
Dept 200 - GEN SERVICES								
590-200-702.100	SALARIES	34,000.00		22,345.69	2,994.02		11,654.31	65.72
590-200-715.000	SOCIAL SECURITY (FICA)	2,601.00		1,717.26	231.34		883.74	66.02
590-200-716.100	HEALTH INSURANCE	2,200.00		1,794.88	291.23		405.12	81.59
590-200-716.200	DENTAL INSURANCE	100.00		73.14	11.47		26.86	73.14
590-200-716.300	OPTICAL INSURANCE	12.00		8.83	1.39		3.17	73.58
590-200-716.400	LIFE INSURANCE	249.00		133.28	19.51		115.72	53.53
590-200-716.500	DISABILITY INSURANCE	400.00		268.90	39.93		131.10	67.23
590-200-717.000	UNEMPLOYMENT INSURANCE	36.00		0.00	0.00		36.00	0.00
590-200-718.200	DEFINED CONTRIBUTION	1,200.00		893.85	119.75		306.15	74.49
590-200-719.000	WORKERS' COMPENSATION	150.00		98.00	0.00		52.00	65.33
590-200-728.000	OPERATING SUPPLIES	1,500.00		570.30	0.00		929.70	38.02
590-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	2,900.00		0.00	0.00		2,900.00	0.00
590-200-810.000	INSURANCE & BONDS	10,000.00		9,992.34	0.00		7.66	99.92
590-200-818.000	CONTRACTUAL SERVICES	12,000.00		5,176.89	257.11		6,823.11	43.14
590-200-850.000	BAD DEBT EXPENSE	150.00		(188.08)	0.00		338.08	(125.39)
590-200-856.000	MISCELLANEOUS	1,000.00		0.00	0.00		1,000.00	0.00
590-200-860.000	EDUCATION & TRAINING	0.00		152.50	0.00		(152.50)	100.00
590-200-890.200	OPERATION & MAINTENANCE	965,000.00		613,561.68	86,193.81		351,438.32	63.58
590-200-890.300	REPLACEMENT	145,000.00		70,833.24	0.00		74,166.76	48.85
590-200-899.101	GF CONTRIBUTION	100,800.00		58,800.00	8,400.00		42,000.00	58.33
Total Dept 200 - GEN SERVICES		1,279,298.00		786,232.70	98,559.56		493,065.30	61.46
Dept 549 - SEWER OPERATIONS								
590-549-702.200	WAGES	84,000.00		17,683.33	4,395.52		66,316.67	21.05
590-549-702.300	OVERTIME	5,800.00		1,393.46	226.73		4,406.54	24.03
590-549-703.000	OTHER COMPENSATION	21,000.00		8,414.75	1,098.88		12,585.25	40.07
590-549-715.000	SOCIAL SECURITY (FICA)	8,476.00		3,519.08	437.67		4,956.92	41.52
590-549-716.000	FRINGES	0.00		(14,444.82)	0.00		14,444.82	100.00
590-549-716.100	HEALTH INSURANCE	25,500.00		14,944.91	2,136.36		10,555.09	58.61
590-549-716.200	DENTAL INSURANCE	1,100.00		566.16	80.88		533.84	51.47
590-549-716.300	OPTICAL INSURANCE	140.00		70.42	10.06		69.58	50.30
590-549-716.400	LIFE INSURANCE	200.00		92.40	13.20		107.60	46.20
590-549-716.500	DISABILITY INSURANCE	0.00		103.26	34.42		(103.26)	100.00
590-549-717.000	UNEMPLOYMENT INSURANCE	41.00		5.00	0.00		36.00	12.20
590-549-718.000	RETIREMENT	30,000.00		11,480.63	1,394.83		18,519.37	38.27

PERIOD ENDING 01/31/2018

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2018 NORMAL (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Expenditures						
590-549-718.200	DEFINED CONTRIBUTION	400.00	802.74	102.82	(402.74)	200.69
590-549-719.000	WORKERS' COMPENSATION	1,107.00	490.00	0.00	617.00	44.26
590-549-728.000	OPERATING SUPPLIES	5,000.00	108.57	0.00	4,891.43	2.17
590-549-751.000	GAS & OIL	6,000.00	1,735.46	0.00	4,264.54	28.92
590-549-818.000	CONTRACTUAL SERVICES	90,000.00	100,735.68	75.98	(10,735.68)	111.93
590-549-833.000	EQUIPMENT MAINTENANCE	1,000.00	24.46	0.00	975.54	2.45
590-549-833.200	SEWER REPAIR	10,500.00	(158.61)	0.00	10,658.61	(1.51)
590-549-833.300	SERVICE LINE REPAIR SEPARATION-SSO	16,000.00	0.00	0.00	16,000.00	0.00
590-549-836.000	LIFT STATION MAINTENANCE	15,000.00	172.64	0.00	14,827.36	1.15
590-549-836.100	LIFT STATION UTILITIES	3,000.00	1,394.81	268.22	1,605.19	46.49
590-549-843.000	EQUIPMENT RENTAL	40,000.00	9,276.38	0.00	30,723.62	23.19
590-549-860.000	EDUCATION & TRAINING	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 549 - SEWER OPERATIONS		365,764.00	158,410.71	10,275.57	207,353.29	43.31
Dept 901 - CAPITAL OUTLAY						
590-901-973.000	CAPITAL OUTLAY - SEWERS	639,310.00	66,554.28	0.00	572,755.72	10.41
590-901-977.000	COL - EQUIPMENT	55,000.00	0.00	0.00	55,000.00	0.00
Total Dept 901 - CAPITAL OUTLAY		694,310.00	66,554.28	0.00	627,755.72	9.59
Dept 905 - DEBT SERVICE						
590-905-980.991	PRINCIPAL	35,000.00	0.00	0.00	35,000.00	0.00
590-905-980.995	INTEREST	11,670.00	6,334.83	0.00	5,335.17	54.28
Total Dept 905 - DEBT SERVICE		46,670.00	6,334.83	0.00	40,335.17	13.57
TOTAL EXPENDITURES		2,386,042.00	1,017,532.52	108,835.13	1,368,509.48	42.65
Fund 590 - SEWER FUND:						
TOTAL REVENUES		2,386,042.00	936,249.65	138,553.53	1,449,792.35	39.24
TOTAL EXPENDITURES		2,386,042.00	1,017,532.52	108,835.13	1,368,509.48	42.65
NET OF REVENUES & EXPENDITURES		0.00	(81,282.87)	29,718.40	81,282.87	100.00

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 591 - WATER FUND								
Revenues								
Dept 000								
591-000-401.446	PENALTIES - LATE CHARGES	43,000.00		22,672.12	16.27		20,327.88	52.73
591-000-450.477	WTR:PERMITS/INSPECTION FEE	20,000.00		7,554.04	80.00		12,445.96	37.77
591-000-600.601	METERED SALES	2,180,000.00		1,048,327.54	(35,179.94)		1,131,672.46	48.09
591-000-600.602	METERED SALES-WHOLESALE-USAGE	220,000.00		133,650.42	21,079.82		86,349.58	60.75
591-000-600.604	WATER MAIN REPLACEMENT CHARGE	320,000.00		203,928.38	243.36		116,071.62	63.73
591-000-600.640	MATERIAL & SERVICE	10,000.00		8,403.55	0.00		1,596.45	84.04
591-000-664.664	INTEREST INCOME	6,000.00		5,689.98	0.00		310.02	94.83
591-000-671.673	SALE OF FIXED ASSETS	0.00		1,775.20	0.00		(1,775.20)	100.00
591-000-671.694	MISCELLANEOUS	5,000.00		3,785.68	110.00		1,214.32	75.71
591-000-671.695	MISCELLANEOUS WATER CHARGES	10,000.00		7,739.32	0.00		2,260.68	77.39
591-000-695.699	APPROPRIATION OF FUND BALANCE	1,824,078.00		0.00	0.00		1,824,078.00	0.00
Total Dept 000		4,638,078.00		1,443,526.23	(13,650.49)		3,194,551.77	31.12
TOTAL REVENUES		4,638,078.00		1,443,526.23	(13,650.49)		3,194,551.77	31.12
Expenditures								
Dept 200 - GEN SERVICES								
591-200-702.100	SALARIES	50,900.00		31,268.44	4,229.74		19,631.56	61.43
591-200-715.000	SOCIAL SECURITY (FICA)	3,978.00		2,393.89	323.42		1,584.11	60.18
591-200-716.100	HEALTH INSURANCE	8,600.00		4,494.13	723.32		4,105.87	52.26
591-200-716.200	DENTAL INSURANCE	296.00		178.12	27.90		117.88	60.18
591-200-716.300	OPTICAL INSURANCE	36.00		21.61	3.39		14.39	60.03
591-200-716.400	LIFE INSURANCE	276.00		171.03	24.95		104.97	61.97
591-200-716.500	DISABILITY INSURANCE	580.00		368.39	53.82		211.61	63.52
591-200-717.000	UNEMPLOYMENT INSURANCE	22.00		0.00	0.00		22.00	0.00
591-200-718.200	DEFINED CONTRIBUTION	2,200.00		1,106.19	145.11		1,093.81	50.28
591-200-719.000	WORKERS' COMPENSATION	137.00		355.00	0.00		(218.00)	259.12
591-200-728.000	OPERATING SUPPLIES	2,000.00		424.90	24.79		1,575.10	21.25
591-200-810.000	INSURANCE & BONDS	43,000.00		21,482.89	0.00		21,517.11	49.96
591-200-818.000	CONTRACTUAL SERVICES	21,000.00		32,226.96	2,965.60		(11,226.96)	153.46
591-200-845.000	LEASE	850.00		0.00	0.00		850.00	0.00
591-200-850.000	BAD DEBT EXPENSE	400.00		(430.75)	0.00		830.75	(107.69)
591-200-856.000	MISCELLANEOUS	500.00		0.00	0.00		500.00	0.00
591-200-860.000	EDUCATION & TRAINING	0.00		2,350.00	245.00		(2,350.00)	100.00
591-200-899.101	GF CONTRIBUTION	234,100.00		136,556.00	19,508.00		97,544.00	58.33
Total Dept 200 - GEN SERVICES		368,875.00		232,966.80	28,275.04		135,908.20	63.16
Dept 552 - WATER UNDERGROUND								
591-552-702.100	SALARIES	40,000.00		13,592.11	1,823.71		26,407.89	33.98
591-552-702.200	WAGES	227,000.00		122,489.04	15,359.26		104,510.96	53.96
591-552-703.000	OTHER COMPENSATION	55,000.00		28,866.00	4,294.65		26,134.00	52.48
591-552-715.000	SOCIAL SECURITY (FICA)	24,633.00		12,968.84	1,641.89		11,664.16	52.65
591-552-716.000	FRINGES	0.00		(3,624.74)	0.00		3,624.74	100.00
591-552-716.100	HEALTH INSURANCE	26,664.00		30,515.50	4,364.97		(3,851.50)	114.44
591-552-716.200	DENTAL INSURANCE	2,936.00		1,456.13	208.01		1,479.87	49.60
591-552-716.300	OPTICAL INSURANCE	500.00		197.26	28.18		302.74	39.45
591-552-716.400	LIFE INSURANCE	750.00		338.86	48.71		411.14	45.18
591-552-716.500	DISABILITY INSURANCE	1,800.00		1,266.27	178.50		533.73	70.35

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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 591 - WATER FUND									
Expenditures									
591-552-717.000	UNEMPLOYMENT INSURANCE	100.00		18.00		18.00		82.00	18.00
591-552-718.000	RETIREMENT	47,000.00		21,607.99		3,195.55		25,392.01	45.97
591-552-718.200	DEFINED CONTRIBUTION	6,000.00		4,000.18		570.37		1,999.82	66.67
591-552-719.000	WORKERS' COMPENSATION	5,000.00		4,953.00		0.00		47.00	99.06
591-552-728.000	OPERATING SUPPLIES	7,000.00		3,435.68		204.76		3,564.32	49.08
591-552-751.000	GAS & OIL	17,000.00		9,501.49		1,969.05		7,498.51	55.89
591-552-818.000	CONTRACTUAL SERVICES	17,000.00		11,596.91		698.75		5,403.09	68.22
591-552-820.100	ELECTRICITY	3,600.00		17,205.53		267.07		(13,605.53)	477.93
591-552-820.200	GAS	4,400.00		1,499.14		890.82		2,900.86	34.07
591-552-820.300	TELEPHONE	2,500.00		1,509.26		191.67		990.74	60.37
591-552-833.000	EQUIPMENT MAINTENANCE	4,000.00		618.38		0.00		3,381.62	15.46
591-552-833.200	EQUIPMENT MAINT-HYDRANTS & MAINS	195,000.00		24,937.93		309.35		170,062.07	12.79
591-552-833.300	EQUIP MAINT. METER & SERV	170,000.00		56,768.31		1,047.47		113,231.69	33.39
591-552-843.000	EQUIPMENT RENTAL	2,200.00		501.27		0.00		1,698.73	22.79
591-552-860.000	EDUCATION & TRAINING	4,000.00		1,393.00		70.00		2,607.00	34.83
Total Dept 552 - WATER UNDERGROUND		864,083.00		367,611.34		37,380.74		496,471.66	42.54
Dept 553 - WATER FILTRATION									
591-553-702.100	SALARIES	72,000.00		39,951.33		5,333.80		32,048.67	55.49
591-553-702.200	WAGES	240,000.00		138,152.83		19,053.32		101,847.17	57.56
591-553-702.300	OVERTIME	23,000.00		15,990.92		4,039.43		7,009.08	69.53
591-553-702.400	WAGES - TEMPORARY	10,000.00		8,273.13		1,166.00		1,726.87	82.73
591-553-702.600	UNIFORMS	0.00		4,200.00		0.00		(4,200.00)	100.00
591-553-702.800	ACCRUED SICK LEAVE	1,400.00		895.88		178.60		504.12	63.99
591-553-715.000	SOCIAL SECURITY (FICA)	26,500.00		15,458.22		2,260.79		11,041.78	58.33
591-553-716.000	FRINGES	0.00		2,991.32		0.00		(2,991.32)	100.00
591-553-716.100	HEALTH INSURANCE	58,000.00		38,949.14		5,654.39		19,050.86	67.15
591-553-716.200	DENTAL INSURANCE	3,000.00		1,993.01		293.24		1,006.99	66.43
591-553-716.300	OPTICAL INSURANCE	400.00		263.19		38.62		136.81	65.80
591-553-716.400	LIFE INSURANCE	1,000.00		594.99		85.30		405.01	59.50
591-553-716.500	DISABILITY INSURANCE	0.00		1,515.76		264.36		(1,515.76)	100.00
591-553-717.000	UNEMPLOYMENT INSURANCE	150.00		35.19		8.79		114.81	23.46
591-553-718.000	RETIREMENT	15,000.00		12,179.13		1,764.43		2,820.87	81.19
591-553-718.200	DEFINED CONTRIBUTION	11,000.00		6,633.70		965.23		4,366.30	60.31
591-553-719.000	WORKERS' COMPENSATION	5,000.00		2,664.00		0.00		2,336.00	53.28
591-553-728.000	OPERATING SUPPLIES	3,600.00		2,611.21		438.44		988.79	72.53
591-553-728.100	LAB SUPPLIES	16,500.00		11,480.40		957.16		5,019.60	69.58
591-553-743.000	CHEMICALS	135,000.00		55,754.03		5,882.72		79,245.97	41.30
591-553-751.000	GAS & OIL	1,500.00		1,196.58		78.13		303.42	79.77
591-553-818.000	CONTRACTUAL SERVICES	48,800.00		13,361.06		0.00		35,438.94	27.38
591-553-820.100	ELECTRICITY	139,000.00		53,715.91		5,403.28		85,284.09	38.64
591-553-820.200	GAS	5,150.00		2,333.03		1,277.07		2,816.97	45.30
591-553-820.300	TELEPHONE	4,120.00		2,398.58		228.30		1,721.42	58.22
591-553-820.500	REFUSE	1,000.00		239.31		0.00		760.69	23.93
591-553-831.000	BUILDING MAINTENANCE	8,100.00		5,254.74		0.00		2,845.26	64.87
591-553-832.000	STATIONARY EQUIPMENT	0.00		19.39		0.00		(19.39)	100.00
591-553-833.000	EQUIPMENT MAINTENANCE	35,000.00		12,664.52		3,704.68		22,335.48	36.18
591-553-833.100	EQUIP MAINT - WELLS	34,400.00		6,096.17		0.00		28,303.83	17.72
591-553-834.000	MAINTENANCE	0.00		20.00		0.00		(20.00)	100.00
591-553-860.000	EDUCATION & TRAINING	3,500.00		523.73		70.73		2,976.27	14.96

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2018 NORMAL (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Expenditures						
Total Dept 553 - WATER FILTRATION		902,120.00	458,410.40	59,146.81	443,709.60	50.81
Dept 901 - CAPITAL OUTLAY						
591-901-972.000	MAINS & HYDRANTS	2,068,000.00	732,630.15	17,300.00	1,335,369.85	35.43
591-901-977.000	COL - EQUIPMENT	0.00	907,468.57	118,550.81	(907,468.57)	100.00
Total Dept 901 - CAPITAL OUTLAY		2,068,000.00	1,640,098.72	135,850.81	427,901.28	79.31
Dept 905 - DEBT SERVICE						
591-905-980.991	PRINCIPAL	355,000.00	355,000.00	0.00	0.00	100.00
591-905-980.995	INTEREST	80,000.00	37,481.25	0.00	42,518.75	46.85
Total Dept 905 - DEBT SERVICE		435,000.00	392,481.25	0.00	42,518.75	90.23
TOTAL EXPENDITURES		4,638,078.00	3,091,568.51	260,653.40	1,546,509.49	66.66
Fund 591 - WATER FUND:						
TOTAL REVENUES		4,638,078.00	1,443,526.23	(13,650.49)	3,194,551.77	31.12
TOTAL EXPENDITURES		4,638,078.00	3,091,568.51	260,653.40	1,546,509.49	66.66
NET OF REVENUES & EXPENDITURES		0.00	(1,648,042.28)	(274,303.89)	1,648,042.28	100.00

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GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 599 - WASTEWATER FUND									
Revenues									
Dept 000									
599-000-539.529	STATE SOURCES	58,000.00		182,994.61		40,888.55		(124,994.61)	315.51
599-000-602.100	OP & MAINT CHRГ - OWOSSO	989,700.00		613,561.68		86,193.81		376,138.32	61.99
599-000-602.200	OP & MAINT CHRГ - OWOSSO TWP	135,000.00		86,699.47		13,110.43		48,300.53	64.22
599-000-602.300	OP & MAINT CHRГ - CALEDONIA TWSP	111,000.00		65,869.77		9,868.46		45,130.23	59.34
599-000-602.400	OP & MAINT CHRГ - CORUNNA	171,500.00		109,342.29		15,827.29		62,157.71	63.76
599-000-603.100	REPLACEMENT CHRГ - OWOSSO	141,500.00		70,833.24		0.00		70,666.76	50.06
599-000-603.200	REPLACEMENT CHRГ - OWOSSO TWP	33,350.00		16,888.67		0.00		16,461.33	50.64
599-000-603.300	REPLACEMENT CHRГ - CALEDONIA TWSP	26,000.00		12,861.41		0.00		13,138.59	49.47
599-000-603.400	REPLACEMENT CHRГ - CORUNNA	25,000.00		12,416.72		0.00		12,583.28	49.67
599-000-664.664	INTEREST INCOME	6,000.00		9,613.90		0.00		(3,613.90)	160.23
599-000-671.694	MISCELLANEOUS	3,000.00		1,146.32		87.01		1,853.68	38.21
599-000-695.699	APPROPRIATION OF FUND BALANCE	907,386.00		0.00		0.00		907,386.00	0.00
Total Dept 000		2,607,436.00		1,182,228.08		165,975.55		1,425,207.92	45.34
TOTAL REVENUES		2,607,436.00		1,182,228.08		165,975.55		1,425,207.92	45.34
Expenditures									
Dept 548 - WASTEWATER OPERATIONS									
599-548-702.100	SALARIES	95,529.00		54,773.04		7,266.29		40,755.96	57.34
599-548-702.200	WAGES	309,985.00		176,818.27		21,715.98		133,166.73	57.04
599-548-702.300	OVERTIME	21,500.00		25,225.05		5,642.54		(3,725.05)	117.33
599-548-702.400	WAGES - TEMPORARY	7,000.00		13,050.11		194.40		(6,050.11)	186.43
599-548-702.600	UNIFORMS	4,900.00		4,900.00		0.00		0.00	100.00
599-548-702.800	ACCRUED SICK LEAVE	2,000.00		1,353.60		0.00		646.40	67.68
599-548-715.000	SOCIAL SECURITY (FICA)	33,730.00		19,977.39		2,642.21		13,752.61	59.23
599-548-716.000	FRINGES	0.00		10,467.22		0.00		(10,467.22)	100.00
599-548-716.100	HEALTH INSURANCE	96,432.00		43,863.79		6,379.35		52,568.21	45.49
599-548-716.200	DENTAL INSURANCE	5,100.00		2,646.83		382.04		2,453.17	51.90
599-548-716.300	OPTICAL INSURANCE	830.00		364.07		52.46		465.93	43.86
599-548-716.400	LIFE INSURANCE	1,200.00		709.12		100.48		490.88	59.09
599-548-716.500	DISABILITY INSURANCE	3,350.00		1,822.69		263.84		1,527.31	54.41
599-548-716.600	PHYSICALS	500.00		255.94		0.00		244.06	51.19
599-548-717.000	UNEMPLOYMENT INSURANCE	200.00		55.30		9.48		144.70	27.65
599-548-718.000	RETIREMENT	57,200.00		47,481.62		7,081.99		9,718.38	83.01
599-548-718.100	MUNICIPAL EMPLOYEES RETIREMENT PROGRAM	0.00		5,470.50		781.50		(5,470.50)	100.00
599-548-718.200	DEFINED CONTRIBUTION	9,500.00		5,563.38		741.90		3,936.62	58.56
599-548-719.000	WORKERS' COMPENSATION	5,000.00		2,564.00		0.00		2,436.00	51.28
599-548-728.000	OPERATING SUPPLIES	13,230.00		6,111.12		674.45		7,118.88	46.19
599-548-728.100	SUPPLIES	15,100.00		8,688.21		0.00		6,411.79	57.54
599-548-743.100	CHEMICALS - IRON	40,000.00		20,437.65		3,425.61		19,562.35	51.09
599-548-743.200	CHEMICALS - POLYMER	17,500.00		6,655.60		0.00		10,844.40	38.03
599-548-743.300	CHEMICALS - CHLORINE	38,500.00		11,357.40		1,896.72		27,142.60	29.50
599-548-751.000	GAS & OIL	5,500.00		2,153.70		225.38		3,346.30	39.16
599-548-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	78,000.00		3,058.29		408.04		74,941.71	3.92
599-548-801.100-WAMP000000	PROFESSIONAL SERVICES-WAMP	0.00		81,566.29		0.00		(81,566.29)	100.00
599-548-810.000	INSURANCE & BONDS	43,000.00		42,965.78		0.00		34.22	99.92
599-548-820.100	ELECTRICITY	220,000.00		100,219.53		17,074.27		119,780.47	45.55
599-548-820.200	GAS	15,500.00		4,721.78		3,165.51		10,778.22	30.46
599-548-820.300	TELEPHONE	4,000.00		2,075.05		290.15		1,924.95	51.88
599-548-820.400	WATER & SEWER	3,000.00		1,664.46		695.46		1,335.54	55.48



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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2018 NORMAL (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 599 - WASTEWATER FUND						
Expenditures						
599-548-820.500	REFUSE	1,100.00	440.55	0.00	659.45	40.05
599-548-831.000	BUILDING MAINTENANCE	31,000.00	9,969.59	2,254.81	21,030.41	32.16
599-548-832.000	STATIONARY EQUIPMENT	6,500.00	5,500.00	0.00	1,000.00	84.62
599-548-833.000	EQUIPMENT MAINTENANCE	80,000.00	23,489.93	1,177.79	56,510.07	29.36
599-548-834.000	MAINTENANCE	110,000.00	46,585.63	6,960.67	63,414.37	42.35
599-548-834.100	HHW PROGRAM	9,600.00	4,600.00	0.00	5,000.00	47.92
599-548-845.000	LEASE	24,000.00	0.00	0.00	24,000.00	0.00
599-548-856.000	MISCELLANEOUS	10,000.00	0.00	0.00	10,000.00	0.00
599-548-858.000	MEMBERSHIPS & DUES	1,000.00	345.00	0.00	655.00	34.50
599-548-860.000	EDUCATION & TRAINING	3,000.00	806.50	324.00	2,193.50	26.88
599-548-860.100	SAFETY TRAINING	500.00	0.00	0.00	500.00	0.00
599-548-899.101	GF CONTRIBUTION	211,450.00	116,906.34	13,507.98	94,543.66	55.29
Total Dept 548 - WASTEWATER OPERATIONS		1,635,436.00	917,680.32	105,335.30	717,755.68	56.11
Dept 901 - CAPITAL OUTLAY						
599-901-975.000	COL - BUILDING IMPROVEMENTS	56,500.00	0.00	0.00	56,500.00	0.00
599-901-977.000	COL - EQUIPMENT	915,500.00	432,554.60	0.00	482,945.40	47.25
Total Dept 901 - CAPITAL OUTLAY		972,000.00	432,554.60	0.00	539,445.40	44.50
TOTAL EXPENDITURES		2,607,436.00	1,350,234.92	105,335.30	1,257,201.08	51.78
Fund 599 - WASTEWATER FUND:						
TOTAL REVENUES		2,607,436.00	1,182,228.08	165,975.55	1,425,207.92	45.34
TOTAL EXPENDITURES		2,607,436.00	1,350,234.92	105,335.30	1,257,201.08	51.78
NET OF REVENUES & EXPENDITURES		0.00	(168,006.84)	60,640.25	168,006.84	100.00

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 661 - FLEET MAINTENANCE FUND								
Revenues								
Dept 000								
661-000-664.669	EQUIPMENT RENTAL	700,000.00		364,737.18	377.68	335,262.82		52.11
661-000-671.673	SALE OF FIXED ASSETS	0.00		1,068.75	0.00	(1,068.75)		100.00
661-000-695.699	APPROPRIATION OF FUND BALANCE	106,550.00		0.00	0.00	106,550.00		0.00
Total Dept 000		806,550.00		365,805.93	377.68	440,744.07		45.35
TOTAL REVENUES		806,550.00		365,805.93	377.68	440,744.07		45.35
Expenditures								
Dept 891 - FLEET MAINTENANCE								
661-891-702.200	WAGES	113,698.00		31,940.07	3,111.75	81,757.93		28.09
661-891-703.000	OTHER COMPENSATION	0.00		8,617.75	766.52	(8,617.75)		100.00
661-891-715.000	SOCIAL SECURITY (FICA)	8,698.00		2,259.87	290.80	6,438.13		25.98
661-891-716.000	FRINGES	0.00		8,147.42	0.00	(8,147.42)		100.00
661-891-716.100	HEALTH INSURANCE	37,750.00		9,738.53	1,393.01	28,011.47		25.80
661-891-716.200	DENTAL INSURANCE	1,760.00		283.08	40.44	1,476.92		16.08
661-891-716.300	OPTICAL INSURANCE	250.00		35.21	5.03	214.79		14.08
661-891-716.400	LIFE INSURANCE	200.00		46.20	6.60	153.80		23.10
661-891-716.500	DISABILITY INSURANCE	53.00		0.00	0.00	53.00		0.00
661-891-717.000	UNEMPLOYMENT INSURANCE	50.00		0.00	0.00	50.00		0.00
661-891-718.000	RETIREMENT	22,000.00		13,333.13	1,716.91	8,666.87		60.61
661-891-718.200	DEFINED CONTRIBUTION	1,951.00		0.00	0.00	1,951.00		0.00
661-891-719.000	WORKERS' COMPENSATION	1,500.00		420.00	0.00	1,080.00		28.00
661-891-728.000	OPERATING SUPPLIES	2,000.00		2,909.94	450.92	(909.94)		145.50
661-891-751.000	GAS & OIL	35,000.00		17,881.71	3,655.77	17,118.29		51.09
661-891-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	1,500.00		0.00	0.00	1,500.00		0.00
661-891-810.000	INSURANCE & BONDS	26,100.00		26,077.82	0.00	22.18		99.92
661-891-833.000	EQUIPMENT MAINTENANCE	70,000.00		32,393.43	2,375.30	37,606.57		46.28
661-891-860.000	EDUCATION & TRAINING	500.00		0.00	0.00	500.00		0.00
661-891-899.101	GF CONTRIBUTION	31,000.00		18,081.00	2,583.00	12,919.00		58.33
Total Dept 891 - FLEET MAINTENANCE		354,010.00		172,165.16	16,396.05	181,844.84		48.63
Dept 901 - CAPITAL OUTLAY								
661-901-979.000	COL-EQUIPMENT	452,540.00		19,622.88	0.00	432,917.12		4.34
Total Dept 901 - CAPITAL OUTLAY		452,540.00		19,622.88	0.00	432,917.12		4.34
TOTAL EXPENDITURES		806,550.00		191,788.04	16,396.05	614,761.96		23.78
Fund 661 - FLEET MAINTENANCE FUND:								
TOTAL REVENUES		806,550.00		365,805.93	377.68	440,744.07		45.35
TOTAL EXPENDITURES		806,550.00		191,788.04	16,396.05	614,761.96		23.78
NET OF REVENUES & EXPENDITURES		0.00		174,017.89	(16,018.37)	(174,017.89)		100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	01/31/2018 (ABNORMAL)	MONTH 01/31/2018 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
TOTAL REVENUES - ALL FUNDS		21,901,592.00		9,967,325.95	566,853.64		11,934,266.05	45.51
TOTAL EXPENDITURES - ALL FUNDS		21,901,592.00		11,443,086.57	1,060,607.84		10,458,505.43	52.25
NET OF REVENUES & EXPENDITURES		0.00		(1,475,760.62)	(493,754.20)		1,475,760.62	100.00

To: Owosso City Council  
 From: Brad Hissong, Building Official  
 Date: 02/05/2018

Building Department Report JANUARY 2018

Category	Estimated Cost	Permit Fee	Number of Permits
Electrical	\$0	\$2,225	10
INSPECTION	\$0	\$50	2
Mechanical	\$0	\$1,920	15
Non-Res. Add/Alter/Repair	\$250,000	\$4,117	1
Plumbing	\$0	\$415	4
Res. Add/Alter/Repair	\$7,600	\$200	1
ROOF	\$8,000	\$130	1
ROW-UTILITY	\$0	\$100	5
Sign	\$0	\$204	3
VACANT PROPERTY REGI	\$0	\$300	3
ZONING COMPLIANCE CE	\$0	\$0	1
<b>Totals</b>	<b>\$265,600</b>	<b>\$9,661</b>	<b>46</b>

2017 COMPARISON TOTALS

		BUILDING PERMITS ONLY	-	28
JANUARY 2017 Totals	\$403,873	\$14,748		71

**Enforcements By Category**

02/06/18

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JANUARY 2018

**ANIMALS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0035	1600 W MAIN ST	COMPLAINT LOGGED	LETTER SENT	01/16/18	02/14/2018		Y
				<b>Total Entries:</b>	<b>1</b>		

**APPLIANCES**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0001	748 BROADWAY AV	REF TO CODE OFFICER	Resolved	01/02/18		01/24/18	Y
				<b>Total Entries:</b>	<b>1</b>		

**AUTO REP/JUNK VEH**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0004	1025 S CHIPMAN ST	INSPECTED PROPERTY	CLOSED	01/02/18		01/03/18	N
ENF 18-0013	850 WOODLAWN AV	LETTER SENT	Resolved	01/04/18		01/24/18	N
ENF 18-0016	1221 JACKSON DR	REF TO POLICE	Resolved	01/05/18		01/08/18	N
ENF 18-0019	900 GEORGE ST	CONTACT HOMEOWNER	Resolved	01/08/18		01/24/18	N
ENF 18-0022	908 GEORGE ST	CONTACT HOMEOWNER	Resolved	01/08/18		01/24/18	N
ENF 18-0024	1501 FREEMAN ST	LETTER SENT	Resolved	01/08/18		01/18/18	Y
ENF 18-0032	824 WILKINSON ST	CONTACT HOMEOWNER	Extension Granted	01/11/18	02/15/2018		N
ENF 18-0033	621 DIVISION ST	LETTER SENT	Resolved	01/11/18		01/24/18	N
ENF 18-0044	817 S CHESTNUT ST	LETTER SENT	Resolved	01/22/18		01/29/18	N
ENF 18-0048	927 FLETCHER ST	TICKET ISSUED	CLOSED	01/22/18		01/23/18	N
ENF 18-0054	209 S CHIPMAN ST	COMPLAINT LOGGED	LETTER SENT	01/24/18	02/07/2018		Y
ENF 18-0064	112 STATE ST	COMPLAINT LOGGED	LETTER SENT	01/31/18	02/08/2018		N
ENF 18-0065	213 E STEWART ST	COMPLAINT LOGGED	LETTER SENT	01/31/18	02/07/2018		Y
ENF 18-0066	301 GENESEE ST	COMPLAINT LOGGED	LETTER SENT	01/31/18	02/07/2018		N

**Enforcements By Category**

02/06/18

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JANUARY 2018

**Total Entries: 14**

**BUILDING VIOL**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0002	817 ISHAM ST	COMPLAINT LOGGED	LETTER SENT	01/02/18	06/01/2018		N
ENF 18-0005	1510 W STEWART ST	COMPLAINT LOGGED	LETTER SENT	01/02/18	06/01/2018		N
ENF 18-0028	1011 W MAIN ST	INSPECTED PROPERTY	INSPECTION PENDING	01/10/18	02/14/2018		Y
ENF 18-0034	327 N WASHINGTON ST	OBTAINED PERMIT	INSPECTION PENDING	01/11/18	03/12/2018		N
ENF 18-0047	300 W MAIN ST	COMPLAINT LOGGED	CONTACT WITH BUSINESS	01/22/18	02/06/2018		VAC
<b>Total Entries:</b>				<b>5</b>			

**DOG FECES**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0014	514 KEYTE ST	COMPLAINT LOGGED	Resolved	01/04/18		01/04/18	N
ENF 18-0053	314 E OLIVER ST	LETTER SENT	Resolved	01/24/18		01/25/18	Y
<b>Total Entries:</b>				<b>2</b>			

**FENCE VIOLATION**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0021	631 GROVER ST	CONTACT WITH OWNER	Extension Granted	01/08/18	02/28/2018		N
<b>Total Entries:</b>				<b>1</b>			

**FURNITURE OUTSIDE**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0045	905 MOORE ST	LETTER SENT	Resolved	01/22/18		01/30/18	N
ENF 18-0059	332 N DEWEY ST	COMPLAINT LOGGED	LETTER SENT	01/26/18	02/13/2018		N

**Enforcements By Category**

**02/06/18**

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JANUARY 2018

**Total Entries: 2**

**GARBAGE & DEBRIS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0003	1013 W STEWART ST	CONTACT HOMEOWNER	Resolved	01/02/18		01/10/18	Y
ENF 18-0006	705 ISHAM ST	LETTER SENT	Resolved	01/02/18		01/18/18	Y
ENF 18-0007	114 N DEWEY ST	CONTACT HOMEOWNER	Extension Granted	01/02/18	03/19/2018		N
ENF 18-0008	1105 RYAN ST	LETTER SENT	Resolved	01/03/18		01/16/18	N
ENF 18-0017	408 N HICKORY ST	REF TO DPW	Resolved	01/05/18		01/11/18	VAC
ENF 18-0030	1318 W STEWART ST	COMPLAINT LOGGED	LETTER SENT	01/11/18	02/08/2018		Y
ENF 18-0031	822 AMENT ST	LETTER SENT	Resolved	01/11/18		01/31/18	Y
ENF 18-0036	108 N ELM ST	LETTER SENT	Resolved	01/17/18		01/29/18	Y
ENF 18-0039	409 GROVER ST	LETTER SENT	Resolved	01/18/18		01/25/18	Y
ENF 18-0046	208 N HOWELL ST	LETTER SENT	Resolved	01/22/18		01/29/18	Y
ENF 18-0050	221 N SHIAWASSEE ST	INSPECTED PROPERTY	Resolved	01/23/18		01/24/18	Y
ENF 18-0052	1600 W MAIN ST	COMPLAINT LOGGED	LETTER SENT	01/24/18	02/14/2018		Y
ENF 18-0058	607 FLETCHER ST	COMPLAINT LOGGED	LETTER SENT	01/26/18	02/13/2018		N
ENF 18-0060	1408 W MAIN ST	COMPLAINT LOGGED	LETTER SENT	01/29/18	02/07/2018		N
<b>Total Entries:</b>				<b>14</b>			

**GARBAGE CANS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0018	315 S CHIPMAN ST	LETTER SENT	Resolved	01/05/18		01/16/18	N
ENF 18-0029	1217 APPLEWOOD DR	INSPECTED PROPERTY	CLOSED	01/10/18		01/16/18	N
ENF 18-0037	204 LAFAYETTE BL	LETTER SENT	CLOSED	01/18/18		01/18/18	Y
ENF 18-0038	128 LAFAYETTE BL	LETTER SENT	CLOSED	01/18/18		01/18/18	N

**Enforcements By Category**

**02/06/18**

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JANUARY 2018

ENF 18-0051	210 N ELM ST	ON SITE INSPECTION	Resolved	01/24/18		01/29/18	Y
ENF 18-0062	1101 N WASHINGTON ST	COMPLAINT LOGGED	LETTER SENT	01/30/18	02/07/2018		N
<b>Total Entries:</b>				<b>6</b>			

**MULTIPLE VIOLATIONS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0015	208 N HOWELL ST	COMPLAINT LOGGED	LETTER SENT	01/04/18	02/08/2018		Y
ENF 18-0020	634 E COMSTOCK ST	COMPLAINT LOGGED	LETTER SENT	01/08/18	02/08/2018		Y
ENF 18-0027	667 GLENWOOD AV	COMPLAINT LOGGED	LETTER SENT	01/09/18	03/01/2018		N
ENF 18-0057	1422 CLEVELAND ST	COMPLAINT LOGGED	LETTER SENT	01/25/18	02/08/2018		N
ENF 18-0061	501 ABBOTT ST	CONTACT WITH HOMEOWNER	Extension Granted	01/30/18	03/01/2018		N
<b>Total Entries:</b>				<b>5</b>			

**NO BUILDING PERMIT**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0049	320 N SAGINAW ST	LETTER SENT	Resolved	01/23/18		01/30/18	Y
<b>Total Entries:</b>				<b>1</b>			

**RENTAL UNIT INSPECT**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0040	209 S CHIPMAN ST	COMPLAINT LOGGED	LETTER SENT	01/19/18	02/24/2018		Y
<b>Total Entries:</b>				<b>1</b>			

**RENTAL UNIT VIOL**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0042	1011 W MAIN ST	COMPLAINT LOGGED	LETTER SENT	01/19/18			Y
ENF 18-0055	1153 S SHIAWASSEE ST	LETTER SENT	Resolved	01/25/18		02/02/18	Y



**Enforcements By Category**

**02/06/18**

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JANUARY 2018

ENF 18-0056	221 HOYT ST	LETTER SENT	Resolved	01/25/18	01/30/18	Y
ENF 18-0067	1415 FREDERICK ST		LETTER SENT	01/31/18		
<b>Total Entries:</b>				<b>4</b>		

**SIDEWALK/SNOW & ICE**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0023	1302 W MAIN ST	REF TO DPW	Resolved	01/08/18		01/08/18	Y
<b>Total Entries:</b>				<b>1</b>			

**SIGN VIOLATION**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0043	211 N HOWELL ST	CONTACT HOMEOWNER	Resolved	01/19/18		01/22/18	N
ENF 18-0063	427 W MAIN ST	LETTER SENT	Resolved	01/30/18		01/30/18	N
<b>Total Entries:</b>				<b>2</b>			

**VACANT PROPERTY REG**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0012	920 S PARK ST	LETTER SENT	Resolved	01/04/18		01/11/18	VAC
ENF 18-0041	1119 S SHIAWASSEE ST	LETTER SENT	CLOSED	01/19/18		02/06/18	VAC
<b>Total Entries:</b>				<b>2</b>			

**Total Records: 62**

Total Pages: 5

**Enforcements By Category**

**02/06/18**

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JANUARY 2018

RENTAL COLUMN DEFINITIONS

Y - Yes, it's a rental

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

APTS - Apartment Building

COMM - Commercial

REPO - Repossession

TRAIL - Trailer Park

VAC - Vacant House

VL - Vacant Lot

IND - Industrial

HOME OCC - Home Occupied

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



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

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# *MEMORANDUM*

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DATE: February 12, 2018  
TO: Owosso City Council  
FROM: Kevin Lenkart  
Director of Public Safety  
RE: January 2018 Fire & Ambulance Report

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During the month of January 2018:

Fire Department responded to 253 Ambulance calls

Fire Department responded to 19 Fire calls –

- 0 – Accidents (no injuries)
- 8 – False Alarms
- 1 – Building Fires (Mutual Aid)
- 2 – Building Fires
- 2 - Gas Leak
- 4 - CO Alarm
- 2 -EMS Assist

**OWOSSO HISTORICAL COMMISSION**  
Regular Meeting Minutes  
January 8, 2018, 7:00 PM Curwood Castle



- CALL TO ORDER:** CHAIRPERSON CAROL VAUGHN CALLED THE MEETING TO ORDER AT 7:00 PM.
- PRESENT:** CHAIRPERSON CAROL VAUGHN; CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY; COMMISSIONER ROBERT BROCKWAY; COMMISSIONER SARAH ADAMS; COMMISSIONER CAROLYN EBERT; COMMISSIONER ANNIE LUDINGTON; COMMISSIONER HEATHER QUINN; and ROBERT DORAN, DIRECTOR
- ABSENT:** COMMISSIONER KAREN MARUMOTO
- APPROVAL OF AGENDA:** Director Doran suggested adding a proposal and work sheet prepared by the Non Profit Network regarding the need to move independent technology systems from its current local government-supported environment. CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY MOVED TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION PASSED.
- CONSENT AGENDA:**  
December 11 Minutes; Treasure's Report: OHC Revenues and Expenditures, Curwood Castle Admissions and Financials, Curwood Castle Gift Shop Sales, OHC Check Register and OHC Balance Sheet
- CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY MOVED TO APPROVE THE CONSENT AGENDA, COMMISSIONER ANNIE LUDINGTON SECONDED, AYES ALL. MOTION CARRIED.
- CITIZEN COMMENTS:** NONE
- COMMUNICATIONS:** NONE
- OLD BUSINESS:**
- **Review Holiday Party & Silent Auction Fundraiser** – Director Doran gave a final report on the OHC Holiday Party/Silent Auction fundraiser. We collected close to \$1,000 more than last year's fundraiser.
- NEW BUSINESS:**
- **Presentation – ABC's of Board Responsibilities** – Board chair Carol Vaughn shared with the Commission a short educational presentation regarding the roles and responsibilities required for members of a board.
  - **Committee Reports** – Committee reports were presented by chairs of the following committees:
    - Finance
    - Governance
    - Philanthropy and Giving – not present
    - Exhibitions & Education
    - Facilities
    - Marketing, Advertising & Social Media – not present
    - Archiving & Acquisitions
    - Volunteers

- **Proposal and work sheet prepared by the Non Profit Network regarding the need to move independent technology systems from its current local government-supported environment.** Director Doran presented a work sheet prepared by the Nonprofit Network through the Cook Family Foundation that includes step by step guidelines for moving our IT systems from government to nonprofit status. Director Doran will follow-up with a budget and timeline for this process.
- **Power thought of the day.**

**CITIZEN COMMENTS:**

**NONE**

**ADJOURN:**

**COMMISSIONER SARA ADAMS MOTIONED TO ADJOURN THE MEETING AT 8:27 PM, SECONDED BY COMMISSIONER CAROLYN EBERT. AYES ALL, MOTION CARRIED**

**MINUTES  
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, JANUARY 22, 2018 – 6:30 P.M.**

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

**PLEDGE OF ALLEGIANCE:** Recited.

**ROLL CALL:** Tanya Buckelew

**MEMBERS PRESENT:** Chairman Wascher, Vice-Chair Livingston, Secretary Janae Fear, Commissioners Jake Adams, Brad Kirkland and Tom Taylor.

**MEMBERS ABSENT:** Commissioners Michelle Collison, Tom Cook and Dan Law

**OTHERS PRESENT:** Assistant City Manager Susan Montenegro, Mark Hanna, Hilary Dulany, Jackie Langworth.

**APPROVAL OF AGENDA:**  
**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR JANUARY 22, 2018.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**  
**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES FOR THE DECEMBER 11, 2017 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**COMMUNICATIONS:**

1. Staff memorandum.
2. PC minutes from December 11, 2017.
3. 2017 Planning Commission annual report
4. Draft ordinance for Medical Marihuana

**COMMISSIONER/PUBLIC COMMENTS**

Hilary Dulany, resident of Lansing and licensed in Oregon for medical marihuana. She and her business partners have been through this process and can be of assistance. She suggested changes to draft ordinance allow provisioning centers in B-3 and B-4 Zoning Districts to be allowed on M-21 and M-52 and change the hours to open to 8:00 a.m.

Jackie Langworth, Attorney with Cannabis Attorneys of Michigan (Howell). She congratulated the Planning Commission for what they have in the draft ordinance so far. She suggested a change to page 7 B 2 – Setbacks – keep at a minimum or remove the wording. Most other communities, that have adopted the ordinance, are not using the setback language.

Mark Hanna, Attorney at 220 W Main St. suggests removing the minimum setbacks on page 7. Possibly use for new buildings only but would not affect current buildings.

**PUBLIC HEARING:**

None

**SITE PLAN REVIEW:**

None

**BUSINESS ITEMS:**

None

**ITEMS OF DISCUSSION:**

1. 2017 Planning Commission Annual Report. Ms. Montenegro presented the report that is required on a yearly basis according to the Michigan Planning Enabling Act. The report summarizes the activities of the past year for the Planning Commission and Zoning Board of Appeals. Changes were asked to be made to page 3 in the Attendance section showing when a Board Member was appointed (opposed to it appearing as if they were absent at meetings). Also, add Election of Offices to the Summary of Meetings section.
2. Draft ordinance language for Medical Marihuana Facilities Licensing. Continued the discussions of the proposed ordinance language.
  - A revised draft from the December 2017 meeting was discussed.
  - Provisioning Centers – need to determine how the 4 licenses will be chosen.
  - Page 3, Section 1004-C needs clarification because at this point in the process an applicant would only have a Step 1 Application with the State.
  - Suggestion to keep the ordinance uniform as in the 5 types of licenses run in order throughout the ordinance.
  - Page 6 Zoning Districts – all 5 types would be allowed in I-1 Light Industrial and provisioning centers add Business Districts B-1, B-2, B-3 and B-4.
  - Labs to be called Testing Facilities.
  - Page 6 Special Use Standards – remove A and #2 and #3. Possibly keep #1, #4, #5 (with edits as per City Attorney) and move to page 1. Keep #6 and #7 (from page 7) and move to page 1.
  - Page 7 b – remove #1 Minimum Lot Size and a & b.
  - #2 Minimum Yard Depth/Distance from Lot Lines – refer to Zoning for I-1 for new builds.
  - #4 Maximum Building Floor Space remove a.
  - Lighting – Light depth systems in green houses.
  - Page 8 #8 Residency – remove.
  - Page 8 C. 1. Change opening hours to 8:00 a.m.
  - Page 9 – Buffer Zones – use Liquor Control language. In 6 a change wording to reflect 500 feet from public or private elementary, vocational or secondary school. Remove other locations.
  - D and E – would need to meet state guidelines.

Ms. Montenegro will make the suggested changes to present the revised draft at the next meeting.

**COMMISSIONER/PUBLIC COMMENT:**

None

**ADJOURNMENT:**

**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO ADJOURN AT 8:35 P.M. UNTIL THE NEXT MEETING ON FEBRUARY 26, 2018.  
YEAS ALL, MOTION CARRIED.**

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Janae L. Fear, Secretary



**PARKS AND RECREATION COMMISSION  
REGULAR MEETING  
WEDNESDAY, JANUARY 24, 2018  
City Hall Conference Room  
301 W. Main St. Owosso, MI 48867**

- CALL TO ORDER:** Vice Chair Selbig called the meeting to order at 7:37 p.m.
- PLEDGE OF ALLEGIANCE:** Was recited.
- ROLL CALL:** Was taken by Deputy City Clerk Roxane Cramer.
- MEMBERS PRESENT:** Vice-Chair Jeff Selbig, Commissioners Jerry Hebekeuser, Nell Anne Hebekeuser, Rick Morris, Nick Seabasty and Randy Woodworth.
- MEMBERS ABSENT:** Chairman Mike Espich.
- OTHERS PRESENT:** City Manager Donald Crawford.
- APPROVAL OF AGENDA:** **COMMISSIONER WOODWORTH MADE A MOTION TO APPROVE THE AGENDA FOR JANUARY 24, 2018.**
- MOTION SUPPORTED BY COMMISSIONER JERRY HEBEKEUSER  
AYES ALL, MOTION CARRIED.**
- APPROVAL OF MINUTES:** **COMMISSIONER JERRY HEBEKEUSER MADE A MOTION TO APPROVE THE MINUTES FROM DECEMBER 27, 2017.**
- MOTION SUPPORTED BY COMMISSIONER MORRIS.  
AYES ALL, MOTION CARRIED.**

**PUBLIC COMMENTS/COMMISSIONER COMMENTS:**

Commissioner Woodworth explained that he was delayed in making it to the meeting.

**COMMUNICATIONS:**

Commissioner Woodworth pointed out the list that the city manager had given each commissioner the list of the DNR grants that were awarded and the City did not receive the DNR grant intended for the skate park.

**BUSINESS:**

**Parks and recreation plan**

City manager reported that the Parks and Recreation Plan had been submitted and approved by the State. There was a short discussion regarding the next update and the process needed.

**Skate park application**

Commissioners discussed some of the projects that had received the DNR grants.

**Patronicity Program**

Commissioner Woodworth reported the following information on the results of the ad hoc committee meeting: the group discussed the Polar Plunge and decided to use it for a kick off to the Patronicity Program. He invited commissioners to another ad hoc committee meeting on January 25<sup>th</sup> at 2 p.m. at

his office. Commissioner Woodworth also explained that the ad hoc committee decided that the 30 days is the last ditch effort and whatever is raised in that 30 day window will be used to either do phase 1 of a new skate park or donate the money raised to the current skate park and totally revamp it and then be done with skate park. The goal to be raised is \$30,000 with the match of \$30,000 through Patronicity Program. Commissioner Woodworth reminded commissioners you can get a pledge but money cannot be collected until after the kick off of the Polar Plunge. The Patronicity Program will start on March 17<sup>th</sup> and run through April 17<sup>th</sup>.

**Disc Golf Update**

City manager reported he didn't have any updates on the Disc Golf Course.

**Concrete children's play**

City manager reported they are still waiting for the good cement pipes in the spring. Commissioners discussed the locations for the pipes.

**Date and time and meetings next year**

All Commissioners present agreed and set the meetings for the 4<sup>th</sup> Wednesdays of the month at 7:30 p.m.

**PUBLIC COMMENTS / COMMISSION COMMENTS**

None.

**COMMISSIONER WOODWORTH MADE A MOTION TO ADJOURN AT 8:12 P.M.**

**MOTION SUPPORTED BY COMMISSIONER NELL ANNE HEBEKEUSER  
ALL AYES, MOTION CARRIED.**

**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**FEBRUARY 07, 2018 AT 7:35 AM**  
**CITY COUNCIL CHAMBERS**

**CALL TO ORDER:** The meeting was called to order by Chairman Dave Acton at 7:35 a.m.

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

**MEMBERS PRESENT:** Chairman Dave Acton, Authority Members Kenn Cushman, Mayor Chris Eveleth (left 7:50 a.m.), Jon Moore, Lance Omer (arrived 7:38 a.m.), Kevin Wiles, and Jim Woodworth.

**MEMBERS ABSENT:** Vice-Chairman Bill Gilbert and Authority Member Theresa Trecha.

**OTHERS PRESENT:** Josh Adams, Main Street Manager; Tracey Peltier, Owosso Main Street/DDA Program Assistant; Robert Doran-Brockway, Historical Facilities Director; Sue Montenegro, Assistant City Manager & Community Development Director.

**AGENDA:**

**IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE AGENDA FOR FEBRUARY 7, 2018 AS PRESENTED,**

**AYES: ALL. MOTION CARRIED.**

**MINUTES:**

**IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER EVELETH TO APPROVE THE MINUTES OF JANUARY 10, 2018, AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** None

**7:38 A.M. AUTHORITY MEMBER OMER ARRIVED**

**ITEMS OF BUSINESS:**

- 1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

**IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE CHECK REGISTER FOR FEBRUARY, 2018 AS PRESENTED.**

**AYES ALL. MOTION CARRIED.**

- 2) BUDGET REPORT

(SEE BOARD PACKET FOR BUDGET)

Authority Member Cushman asked if the library was going to opt out. Josh Adams, Main Street Manager didn't think that they will. Mr. Adams also noted Senator Horn and Representative Frederick are against the Republican initiative to eliminate Downtown Development Authorities. There has been some history around the state of misuse of funds which has brought about this potential legislation. There is a plan now to postpone for at least a couple years and examine treasury reports for two years. Mr. Adams testified for Rep. Frederick, so we are hoping for the best at this point. Having the DDA designation is a great local tool.

Mayor Eveleth noted that he needs to make an appointment to the Library Board so if anyone is interested, please let him know.

Chairman Acton noted we've recently had an influx of cash and the website would be a great place to use that.

### **3) FAÇADE GRANT UPDATE**

Mr. Adams said that an architect needs to be chosen and approved. Then we can start the bidding process. Would like to get the bids out late March for September construction.

7:50 a.m. Board Member Eveleth left the meeting.

### **4) WAY-FINDING GRANT**

Per Mr. Adams, the way-finding check is guaranteed \$50,000. This would be for pedestrian traffic along with detailed maps; and redoing the welcome to downtown signs. The grant pays for the actual signs and installation, but not the design costs. This is a Michigan Main Street grant.

## **COMMITTEE UPDATES:**

### **1) DESIGN AND BUSINESS VITALITY**

Mr. Adams noted that the upcoming budget will have to be approved. Another subcommittee is being developed, Streetscape. Lorraine Weckwert is going to head this subcommittee. She and Mr. Adams will be developing a list, particularly along Exchange Street and checking out the flower beds, trees, etc. They will start out with a five year plan and be making a continual plan over the years. Chairman Acton asked if we were still on the right track to remove the brick pavers. General agreement, yes.

### **2) PROMOTION AND OUTREACH**

Mr. Adams commented on the upcoming Chocolate Walk on Friday, February 9<sup>th</sup> from 5 – 8 p.m. It is sold out for 350 participants. The businesses have to pay for the chocolates so at this time, they dictate how many they can afford. Maybe next year they can bump up more. There is certainly interest for many more. 100% of the money goes to Main Street with each box costing \$10. That money is designated for the website build out. 27 businesses are participating in Owosso. Lansing's event costs \$25, so our event is quite appealing. Myrtles and Apple Tree Lane are making many of the chocolates, so it benefits even more so locally.

### **3) BUSINESS OWNERS COMMITTEE**

There is a National Manager Main Street event in March that Mr. Adams will be participating. He will be a panel member as Owosso is highly regarded. Michigan is teaching other states how to run their programs, and Owosso is one of Michigan's most highly rated cities.

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:**

Chairman Acton reminded the board that this is the year of our full accreditation. Is there anything we should be thinking about? Mr. Adams noted that documentation of work plans – making them look nicer would be a plus. He is also going to make an application for the armory work for the Great American Main Street award in the late spring.

Ms. Peltier wanted to address the trees in the downtown. After talking to a business owner, she said they should be of a size so that the business signs are still visible and they should have yearly maintenance to trim the trees. Ms. Montenegro commented that the city’s arborist, Bill Brooks, should be included on the committee that makes decisions about which trees to purchase for replacement trees.

Board Member Moore asked how the meeting with Mr. Adams and the City Treasurer went. Mr. Adams stated that it went well and it created more transparency. There would no longer be funds pooling. He would be notified as soon as money arrives at the city for the DDA.

Board Member Moore also noted he was on MLive.

Chairman Acton said that SRI was on Under the Radar awhile back, also.

**ADJOURNMENT:**

**IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO ADJOURN AT 8:25 A.M.**

**AYES: ALL. MOTION CARRIED.**

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Dave Acton, Chairman

mms