

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, OCTOBER 01, 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 SEPTEMBER 17, 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

1. Swearing in Ceremony – Fire Department Employee. A ceremony to swear in the City’s newest firefighter: Tim Chon.
2. Swearing in Ceremony – Police Department Employee. A ceremony to swear in the City’s newest police officer: Ryan Gracz.
3. Community Leadership Proclamation. A proclamation of the Mayor’s Office honoring community leaders.

PUBLIC HEARINGS

1. Special Assessment District No. 2019-12 – Summit Street. Conduct a public hearing to receive citizen comment regarding proposed Special Assessment District No. 2019-12 for Summit Street from Abbott Street to Rubelman Drive for street resurfacing.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

1. Project Status Report. (To be distributed at the meeting.)

CONSENT AGENDA

1. Special Assessment District No. 2019-09 – Palmer Avenue. Authorize Resolution No. 2 setting a public hearing for Monday, October 15, 2018 for proposed Special Assessment District No. 2019-09 for Palmer Avenue from Gute Street to Prindle Street for street resurfacing.
2. Special Assessment District No. 2019-13 – S. Washington Street. Authorize Resolution No. 2 setting a public hearing for Monday, October 15, 2018 for proposed Special Assessment District No. 2019-13 for Washington Street from Gute Street to Corunna Avenue for street reconstruction.
3. Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments:

Name	Board/Commission	Term Expires
Linda Robertson	Employees' Retirement System Board of Trustees filling unexpired term of B. Fox	11-13-2018
Paul Rogers	Historical Commission	12-31-2020

4. Contract Extension Amendment – Preferred Ambulance Service Provider. Approve the amended 3-year extension of the contract with The Memorial Hospital naming the City of Owosso as its preferred ambulance provider.
5. Bid Award – Sale of Used Ambulance. Approve bid award to Ryan Roe for the purchase of one 2003 Ford Ambulance, VIN# 1FDXE45F93HA06336, in the amount of \$4,150.00.

ITEMS OF BUSINESS

None.

COMMUNICATIONS

1. Downtown Development Authority/Main Street. Minutes of September 5, 2018.
2. Historical Commission. Minutes of September 10, 2018.
3. Zoning Board of Appeals. Minutes of September 18, 2018.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, October 15, 2018

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2019
Building Board of Appeals – Alternate - term expires June 30, 2021
Historical Commission – term expires December 31, 2020
Historical Commission – term expires December 31, 2021
Zoning Board of Appeals - Alternate – term expires June 30, 2021

ADJOURNMENT

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

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF SEPTEMBER 17, 2018
7:30 P.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: THOMAS MANKE

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

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

ABSENT: None.

APPROVE AGENDA

Motion by Councilmember Teich to approve the agenda as presented.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF SEPTEMBER 4, 2018

Motion by Councilmember Bailey to approve the Minutes of the Regular Meeting of September 4, 2018 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

Munetrix Presentation

Munetrix Co-founder & COO Buzz Brown and Vice President for Municipal Services Katrina Powell presented an overview of the financial reporting, management and forecasting tools available through the company. The firm's web-based system is preloaded with information from every municipal jurisdiction in the state allowing comparison between similar communities, information can be downloaded from the City's current financial administration software to allow for easy analysis of the City's finances, as well as the generation of a citizen dashboard report that can be embedded in the City's website.

PUBLIC HEARINGS

Ordinance Amendment – Chapter 33, Traffic and Motor Vehicles

The proposed amendment would clarify the ordinance to indicate that parking fines are set by resolution.

A public hearing was conducted to receive citizen comment regarding the proposed amendment to Section 33-53, *Schedule of fines*, of Chapter 33, Traffic and Motor Vehicles, Article III, *Parking, Stopping and Standing*, Division 2, Parking Violations Bureau, of the Code of Ordinances.

The following person commented regarding the proposed amendment:

Tom Manke, Owosso Township resident, inquired whether the DDA/Main Street Board approved of the changes. Main Street Director Josh Adams indicated they had.

Whereas, the Council, after due and legal notice, has met and having heard all interested parties, motion by Councilmember Teich that the following ordinance be adopted:

ORDINANCE NO. 794

**AN ORDINANCE AMENDING SECTION 33-53, SCHEDULE OF FINES,
OF THE CODE OF ORDINANCES TO CLARIFY
PARKING FINES ARE SET BY RESOLUTION**

WHEREAS, the City of Owosso adopted the 2018 Fee Schedule on June 6, 2018, which, in part, establishes fines for various parking violations; and

WHEREAS, the City of Owosso also has an ordinance on its books establishing fines for parking violations, leading to confusion; and

WHEREAS, City of Owosso staff recommends the ordinance be changed to clarify the fines are set by resolution.

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

SECTION 1. AMENDMENT. That Section 33-53, *Schedule of fines*, of Chapter 33, Traffic and Motor Vehicles, Article III, *Parking, Stopping and Standing*, Division 2, Parking Violations Bureau, of the Code of Ordinances is hereby amended to read:

Sec. 33-53. - Schedule of fines.

Fines for the following violations shall be established by resolution and paid to the parking violations bureau. An additional penalty may be assigned if it is necessary to issue a warrant for the alleged violator's arrest.

Violation No.
(1) (This violation has been removed.)
(2) Parking over legal limit in areas other than business districts defined in section 33-37
(3) Parking over legal limit in business districts defined in section 33-37
(4) Moving to evade time limitations
(5) Parking in prohibited zone
(6) Parking in loading zone
(7) Parking on sidewalk or crosswalk
(8) Parking at yellow curb
(9) Overtime parking in 3:00 a.m. to 6:00 a.m. zone
(10) Parking within fifteen (15) feet of fire hydrant
(11) Parking in handicapped zone
(12) Double parking

(13)	Parked facing wrong way
(14)	Blocking driveway
(15)	Across parking line
(16)	Blocking alley
(17)	Blocking traffic
(18)	Parking over twelve (12) inches from curb
(19)	Abandoned car
(20)	Parking of a truck or commercial vehicle with a gross weight in excess of five (5) tons or in excess of twenty-two (22) feet in length in violation of the provisions of section 5.61 of the Uniform Traffic Code
(21)	Other parking violation
(22)	Fifth violation of any above violation within a thirty-day period

SECTION 2. EFFECTIVE DATE. This amendment shall become effective October 8, 2018.

SECTION 3. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk’s office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

Motion supported by Councilmember Robertson.

Roll Call Vote.

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

NAYS: None.

Special Assessment District No. 2019-14 – Williams Street

A public hearing was conducted to receive citizen comment regarding proposed Special Assessment District No. 2019-14 for Williams Street from Shiawassee Street to Washington Avenue for street rehabilitation (this district was formerly known as District No. 2018-08 when it was originally introduced in March 2018).

The following people commented in regard to the proposed special assessment project:

Charles Kremski, 501 W. Williams Street, spoke in favor of the proposed project. (He also spoke with City staff prior to the meeting via telephone inquiring whether the street could be widened to allow for more parking as a part of the current project. He was told that property owners benefitting from the additional work would be specially assessed for 100% of the additional cost.)

Kirk Rheame, Congregational Church Council president, inquired about the details of the project asking what work would be performed. He said he was a little shocked to receive a notice that the church may be specially assessed if the project moves forward saying they are a tax exempt entity.

Johnny Zawacki, 409 W. Williams Street, objected to the project saying there are other streets in greater need of repair. He asked that if Council insisted on moving forward with the project they consider repairs to only the sections that need it most.

Nick Pidek, 308 E. Oliver Street, asked how the interest rate on special assessments is determined and whether it was possible to adjust it.

Stephen Gill, owner at 210 W. Williams Street, via email, inquired whether the project was truly necessary at this time noting there were other streets in the City in far worse shape. Mr. Gill's question was addressed by staff prior to the meeting via telephone.

In response to Mr. Rheaume's question Mayor Eveleth indicated that special assessments work differently from taxes and tax-exempt entities are not exempt from special assessments.

Mayor Eveleth went on to address Mr. Pidek's question about the interest rate saying historically the rate had been 8% until it was lowered to 6% in 2009. He acknowledged the current rate is still high, but the state strongly discourages cities from functioning like a bank so the rate is set above average to provide incentive for residents to seek other funding sources to finance their portion of a special assessment project.

Utilities Director Glenn M. Chinavare responded to Mr. Zawacki's question noting there are serious storm drainage issues that the City aims to fix with this project, necessitating work along the entire length of the street.

Mayor Eveleth reminded all parties present that payments for special assessments can be made over a period of years and that qualified individuals can also apply for a deferment.

Motion by Councilmember Bailey that the following resolution be adopted:

RESOLUTION NO. 141-2018

**WILLIAMS STREET
FROM SHIAWASSEE STREET TO WASHINGTON STREET
STREET REHABILITATION
SPECIAL ASSESSMENT RESOLUTION NO. 3**

WHEREAS, the City Council, after due and legal notice, has met and having 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:

WILLIAMS STREET, A PUBLIC STREET, FROM SHIAWASSEE STREET TO WASHINGTON STREET
FOR STREET REHABILITATION

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 \$684,826.26 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 \$104,923.90 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:

Williams Street, a Public Street, from Shiawassee Street to Washington Street
for Street Rehabilitation
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.
6. When the Assessor shall have completed the assessment roll, he shall file the special assessment roll with the City Clerk for presentation to the City Council.

Motion supported by Councilmember Greenway.

Roll Call Vote.

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

NAYS: None.

CITIZEN COMMENTS AND QUESTIONS

Danny Miller, 2450 Wellington Drive, introduced himself as a candidate for County Commissioner District 1 and listed his credentials for the position. He said he has a record of proven leadership and wants to work with people.

District 2 County Commissioner Dan McMaster provided a quick update on things at the county level including the upcoming jail feasibility study, switching to BS&A administrative software, the new public defender's office, and working with MERS and the Central Dispatch Board on funding issues. He also indicated he would like to speak with the City Manager and the Mayor regarding the homeless shelter proposed for the downtown.

Tom Manke, Owosso Township resident, said he was very happy with all the amazing things happening around the county, he endorsed the purchase of financial management software, criticized the City for shutting off the water of a local restaurant during the lunch hour, and inquired how far away employees can live from the city.

Owosso High School students Maya Manuel and Lily Pirochta invited everyone to the Walk and Paw-a-Thon fundraiser to be held October 6th from 10:00am until 6:00pm at the High School track benefitting the Shiawassee Humane Society. There will be games, music, activity stations, and a 50/50 raffle.

Randy Woodworth, local commercial real estate broker, cautioned Council on delaying the application window for medical marijuana provisioning centers. He said he knows of approximately 15 storefronts that are tied up with candidates that are hoping to win one of the 4 dispensary licenses the City will be issuing. He expressed his concern that a delay in the lottery will hold up development.

City Manager Henne responded to Mr. Manke's inquiry as to how far employees can live from the City saying that case law allows the City to require essential personnel live within 20 miles, but no closer. City Attorney Gould offered to provide more information on the issue at a subsequent meeting.

CONSENT AGENDA

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

Special Assessment District No. 2019-12 – Summit Street. Authorize Resolution No. 2 setting a public hearing for Monday, October 1, 2018 for proposed Special Assessment District No. 2019-12 for Summit Street from Abbott Street to Rubelman Drive for street resurfacing as follows:

RESOLUTION NO. 142-2018

**SUMMIT STREET
FROM ABBOTT STREET TO RUBELMAN DRIVE
FOR STREET RESURFACING
SPECIAL ASSESSMENT RESOLUTION NO. 2**

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

SUMMIT STREET, A PUBLIC STREET, FROM ABBOTT STREET TO RUBELMAN DRIVE
FOR 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 \$516,567.30 and determines that \$103,005.82 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 \$413,561.48 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, October 1, 2018 at 7:30 p.m. 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:

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

Summit Street, a Public Street, from Abbott Street to Rubelman Drive
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, October 1, 2018 for the purpose of hearing any person to be affected by the proposed public improvement.

Resolution Amendment – Resolution No. 136-2018. Amend Resolution No. 136-2018 authorizing a bid award for the renovation of downtown building facades to remove the contingency allotments for each building as shown below:

**RESOLUTION NO. 136.1-2018
AMENDMENT TO RESOLUTION NO. 136-2018**

**AUTHORIZING THE MEDC/CDBG FACADE GRANT CONSTRUCTION CONTRACT
WITH FIRST CONTRACTING, INC.
FOR FAÇADE RENOVATION AT 114 N. WASHINGTON STREET, 115 N. WASHINGTON STREET,
AND 216-218 W. MAIN STREET**

WHEREAS, the city of Owosso, Shiawassee County, Michigan requires general contract and construction services for the implementation of the MEDC Facade Grant; and

WHEREAS, the city sought bids from general contractors to conduct the work on 114 N. Washington Street, 115 N. Washington Street, and 216-218 W. Main Street proposed by H2A Architects of Davison, Michigan for the purpose of facade renovation; and

WHEREAS, it is hereby determined that First Contracting, Inc. of Ovid, Michigan is qualified to provide such services and have submitted the lowest responsible and responsive bid; 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 heretofore determined that it is advisable, necessary and in the public interest to award the facade renovation of 114 N. Washington Street to First

Contracting, Inc. in the amount of \$90,460, with a provision for an additional \$12,400 for 100% re-pointing of the brick should it be necessary, ~~plus a contingency amount of 20% of the contract.~~

SECOND The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to award the facade renovation of 115 N. Washington Street to First Contracting, Inc. in the amount of \$112,500.00, ~~with a contingency amount of 20% of the contract.~~

THIRD: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to award the facade renovation of 216-218 W. Main Street to First Contracting, Inc. in the amount of \$172,950.00, ~~with a contingency amount of 20% of the contract.~~

FOURTH: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, contract for services between the City of Owosso, Michigan and First Contracting, Inc. in the amount of \$375,910.00, with a provision for an additional \$12,400 for further re-pointing of brick should it be necessary.

FIFTH: The accounts payable department is authorized to pay First Contracting, Inc. up to the total bid amount of \$388,310.00, plus a contingency amount not to exceed ~~\$77,662.00~~ **\$37,691.00** for field adjustments/change orders upon written authorization of the City.

SIXTH: 50% of the above expenses shall be paid from State of Michigan MEDC/CDBG Funds. The other 50% will be paid by the property/building owners. Private dollars will be placed in an escrow account before construction begins.

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

Name	Board/Commission	Term Expires
Linda Morovitz*	Shiawassee Area Transportation Agency Board of Directors	10-01-2021

* Indicates reappointment

Food Distribution Permission. Approve the application from the United Methodist Care Network for use of a portion of the southwest corner of the Comstock Parking Lot on September 22, 2018 from 8:00am – 12:00noon to conduct a free food distribution, waive the insurance requirement, and authorize Traffic Control Order No. 1405 formalizing the action.

Oktoberfest Permission. Approve request from the Shiawassee Regional Chamber of Commerce for use of the Ball/Exchange Parking Lot (Lot#5) and various downtown streets at various times from October 11, 2018 at 5:00am through October 14, 2018 at 5:00pm for Oktoberfest 2018 and approve Traffic Control Order No. 1406 formalizing the request.

Contract Addendum No. 6 – OHM Professional Engineering Services.* Authorize Addendum No. 6 to the contract with Orchard, Hiltz & McCliment d/b/a OHM Advisors for Professional Engineering Services originally approved May 15, 2017, for assessment and analysis of the structural condition of 759 manholes in the amount of \$67,900.00, and further authorize payment up to the contract amount, including Addendum Nos. 1-6, as amended, upon satisfactory receipt of deliverables as follows:

RESOLUTION NO. 143-2018

**AUTHORIZING THE EXECUTION OF ADDENDUM NO. 6 TO
AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors by the adoption of Resolution 69-2017 on May 15, 2017; and

WHEREAS, the city and Director of Public Services & Utilities desires to expand the contract to include additional services for performing sanitary sewer manhole structural analysis, to complete program assessments for this underground utility for compliance with Asset Management Plan requirements.

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 expand the contract approved by Resolution 69-2017 on May 15, 2017 with Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors to include additional services for structural assessments of 759 remaining sanitary sewer manholes in the city of Owosso collection system.
- SECOND: The accounts payable department is authorized to submit payment to OHM Advisors in an amount not to exceed \$67,900.00 for such engineering services.
- THIRD: The above expenses shall be paid for from the wastewater fund account 590-549-818.000.

Purchase Authorization - Road Salt * Waive competitive bidding requirements, authorize purchase order with The Detroit Salt Company, LLC, via State of Michigan Contract No. 171-18000000768, in the amount of \$23,336.00 for early delivery of 400 tons of road salt at \$58.34/ton, plus an additional quantity of 1,400 tons in the amount of \$73,486.00 at \$52.49/ton to be delivered as needed during the 2018-19 contract period, and further authorize payment up to \$96,822.00 upon satisfactory receipt of the product as detailed below:

RESOLUTION NO. 144-2018

**AUTHORIZING THE EXECUTION OF A PURCHASE ORDER WITH
THE DETROIT SALT COMPANY, LLC
FOR THE WINTER SUPPLY OF ROAD SALT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has a responsibility to keep its streets safe during the winter months, and that this winter ice control maintenance is advisable, necessary and in the public interest; and

WHEREAS, the most efficient way to remove ice from the streets is the application of road salt onto the icy pavements; and

WHEREAS, in order to obtain the best price for road salt material, it is in the best interest of the city of Owosso to waive competitive bidding requirements and utilize the State of Michigan Contract No. 171-18000000768 effective September 1, 2018, provided by The Detroit Salt Company, LLC for the purchase of road salt at \$58.34 per ton for early delivery and \$52.49 per ton for as needed bulk.

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 1,800 tons of road salt from The Detroit Salt Company, LLC.
- SECOND: The contract between the City and The Detroit Salt Company, LLC shall be in the form of a Purchase Order, with reference to State of Michigan Contract No. 171-18000000768.
- THIRD: The accounts payable department is authorized to pay The Detroit Salt Company, LLC for road salt satisfactorily received, in the amount of \$23,336.00 for early delivery of up to 400/ton, and \$73,486.00 for as needed bulk up to 1,400/ton, for a total of \$96,822.00.
- FOURTH: The above expenses shall be paid from Local and Major Street Fund and State Trunk-line accounts 202/203.478.728.000 and 202.497.728.000.

Purchase Authorization – Trickling Filter Distribution System Components. * Waive competitive bidding requirements and authorize the sole source purchase of repair components for the three trickling filter towers at the Waste Water Treatment Plant from Walker Process Equipment in the amount of \$10,615.00, and further authorize payment to the vendor upon satisfactory delivery of the components as follows:

RESOLUTION NO. 145-2018

**AUTHORIZING PURCHASE OF COMPONENTS AND PAYMENT TO
WALKER PROCESS EQUIPMENT
FOR REPAIR OF TRICKLING FILTERS AT THE WASTEWATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Wastewater Plant Replacement Fund for the repair and replacement of components for the biological process trickling filter/s distribution piping, and

WHEREAS, the existing distribution system nozzles and other attaching components are corroded, and determined to require replacement with original equipment manufacturer (OEM) parts. OEM Walker Process Equipment has provided pricing and availability of the required components at a cost of \$10,115.00, and

WHEREAS, the City Director of Public Services & Utilities has reviewed the necessity of replacement and the pricing provided from Walker Process Equipment, and has verified the replacement parts needed to restore the trickling filter distribution systems full operating condition, and recommends authorizing Walker Process Equipment to provide the required components an amount not to exceed \$10,115.00.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Walker Process Equipment of Aurora, Illinois for the purchase of repair components for the trickling filter towers at the Wastewater Treatment Plant.
- SECOND: The accounts payable department is authorized to submit payment to Walker Process Equipment in an amount of \$10,115.00 upon delivery of the required components, plus estimated shipping fees of \$500.00 for a total of \$10,615.00.
- THIRD: The above expenses shall be paid from account no. 599-901-977.000.

Purchase Authorization – Financial Management Software.* Waive competitive bidding requirements, authorize the purchase of financial management software from Munetrix for an annual fee of \$5,571.70, with half of that cost covered by a grant from the State Treasurer’s Office, and further authorize payment to the vendor upon satisfactory installation of the product and conduct of staff training as detailed:

RESOLUTION NO. 146-2018

**AUTHORIZING PURCHASE OF
FINANCIAL MANAGEMENT SOFTWARE
FROM MUNETRIX LLC**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Finance Department wishes to enter into an agreement with Munetrix LLC for financial planning and tracking software and services; and

WHEREAS, the City of Owosso is in need of the aforementioned software and services to supplement its current operations and financial systems for the purpose of expanding transparency and further ensuring the security of the its fiscal health and security; and

WHEREAS, the City of Owosso is eligible for a fifty percent (50%) matching grant for this service, and

WHEREAS, this is a budgeted item from 101.171.818.000

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 enter into an agreement with Munetrix LLC for the provision of financial planning and tracking software and services at a cost to the City of Owosso of \$5,571.20 per year.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Agreement for Services between the City of Owosso, Michigan and Munetrix LLC up to the amount of \$5,571.20.
- THIRD: The above expenses shall be paid from General Fund account 101-299-818.000.

Contract Authorization - Skate Park Construction.* Waive competitive bidding requirements, authorize a contract with Artisan Concrete Services, Inc. d/b/a Artisan Skateparks for the construction of a new skatepark at the Grove Holman pool site in an amount not to exceed \$106,420.17, and further authorize payment to the contractor upon satisfactory completion of the project or portion thereof as follows:

RESOLUTION NO. 147-2018

**RESOLUTION AUTHORIZING CONSTRUCTION OF A SKATEPARK
IN GROVE HOLMAN PARK**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, wishes to enter into a construction contract with Artisan Concrete Services, Inc. d/b/a Artisan Skateparks for construction of a skate park; and

WHEREAS, the City of Owosso has planned to construct a new skatepark on the former Holman Pool site; and

WHEREAS, the Owosso Parks and Recreation Commission has raised \$106,420.17 in donations for the

project; and

WHEREAS, this is a budgeted item from account 101.756.818.000.

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 enter into a contract with Artisan Concrete Services, Inc. d/b/a Artisan Skateparks in an amount not to exceed \$106,420.17 for the purpose of constructing a skatepark in Grove Holman Park.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Holman Skatepark Construction Contract between the City of Owosso, Michigan and Artisan Concrete Services, Inc. d/b/a Artisan Skateparks.
- THIRD: The City's purchasing agent is hereby authorized to pay a 10% down payment for the project and to disperse the remaining funds according to the contract.
- FOURTH: The above expenses shall be paid from the General Fund account 101.756.818.000.

Bid Award – Water Service Lines Investigation.* Authorize bid award to Greenscape General Contracting, L.L.C. for survey and identification of lead and galvanized water service lines in the amount of \$23,550.00 as part of the Pilot Drinking Water Infrastructure Grant, further authorize a contingency amount of \$5,000.00, and further authorize payment to the contractor upon satisfactory completion of the work or portion thereof as shown below:

RESOLUTION NO. 148-2018

**AUTHORIZATION TO ENTER INTO AN AGREEMENT
WITH GREENSCAPE GENERAL CONTRACTING, L.L.C.
FOR SURVEY AND IDENTIFICATION SERVICES OF LEAD AND GALVANIZED WATER SERVICE
LINES AS PART OF THE PILOT DRINKING WATER INFRASTRUCTURE GRANT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with the Michigan Department of Environment Quality (MDEQ) on April 2, 2018 to implement a Pilot Drinking Water Infrastructure Grant for the purpose of identifying lead and galvanized water service lines in the city of Owosso water distribution system; and

WHEREAS, the city and Director of Public Services & Utilities desires to enter into an agreement with Greenscape General Contracting, L.L.C. for the survey and identification of lead and galvanized water service lines, in accordance with MDEQ Pilot Drinking Water Grant compliance guidelines.

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 enter into an agreement with Greenscape General Contracting, L.L.C. for providing survey and identification services of lead and galvanized water service lines in accordance with MDEQ Pilot Drinking Water Grant compliance guidelines.
- SECOND: The accounts payable department is authorized to submit payment to Greenscape General Contracting, L.L.C. in an amount not to exceed \$23,550.00 for surveying services, plus an additional contingency amount of \$5,000.00 for a total of \$28,550.00.

THIRD: The above expenses shall be paid for from the wastewater fund account 591-901-972.000.

Bid Award – Downtown Façade Rehabilitation, Part 2.* Authorize bid award for renovation of the façade at 114 W. Main Street, and approve payment to the contractor upon satisfactory completion of the work or portion thereof as follows:

RESOLUTION NO. 149-2018

**AUTHORIZING AN MEDC/CDBG FACADE GRANT CONSTRUCTION CONTRACT
WITH FIRST CONTRACTING, INC.
FOR FAÇADE RENOVATION AT 114 W. MAIN STREET**

WHEREAS, the city of Owosso, Shiawassee County, Michigan requires general contract and construction services for the implementation of the MEDC Façade Grant; and

WHEREAS, the city sought bids from general contractors to conduct the work on 114 W. Main Street proposed by H2A Architects of Davison, Michigan for the purpose of facade renovation; and

WHEREAS, it is hereby determined that First Contracting, Inc. of Ovid, Michigan is qualified to provide such services and has submitted the lowest responsible and responsive bid; 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 heretofore determined that it is advisable, necessary and in the public interest to award the facade renovation of 114 W. Main Street to First Contracting, Inc. in the amount of \$403,855.00.
- SECOND The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as, contract for services between the City of Owosso, Michigan and First Contracting, Inc. in the amount of \$403,855.00.
- THIRD: 50% of the above expenses shall be paid from State of Michigan MEDC/CDBG Funds. The other 50% will be paid by the property/building owners. Private dollars will be placed in an escrow account before construction begins.
- FOURTH: The accounts payable department is authorized to pay First Contracting, Inc. up to the total bid amount of \$403,855.00 plus a contingency amount not to exceed \$40,385.50 for field adjustments/change orders upon written authorization of the City.

Warrant No. 562. Authorize Warrant No. 5625 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal Risk Management Authority	Building & property insurance – 2 nd of 3 installments for FY 18-19	Various	\$63,726.00

Check Register – August 2018.* Affirm check disbursements totaling \$2,277,391.56 for August 2018.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

ITEMS OF BUSINESS

Purchase Agreement – 1415 & 1419 W. South Street*

City Manager Henne noted that the end of the 21-day posting period had arrived and there were no comments, objections, or counteroffers received on the proposed land sale.

Motion by Mayor Pro-Tem Osika to approve the purchase agreement with Chad White for vacant property along South Street, commonly known as 1415 & 1419 W. South Street, and authorize the Mayor and City Clerk to execute appropriate documents as follows:

RESOLUTION NO. 150-2018

**AUTHORIZING EXECUTION OF
PURCHASE AGREEMENT FOR THE SALE OF
CITY-OWNED PROPERTY AT 1415 & 1419 W. SOUTH STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, owns parcels 050-350-000-006-00 and 050-350-000-007-00, constituting lots 6 and 7 of the Kingswood Plat; and

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has received an offer to purchase said parcels for two thousand five hundred dollars (\$2,500.00) each; and

WHEREAS, the City of Owosso has no immediate or long-term utility for said parcels; and

WHEREAS, the Owosso City Council authorized the 21-day public inspection period set forth in Section 14.3(2) of the Owosso City Charter beginning August 21, 2018; and

WHEREAS, no objections and/or counteroffers for the property have been received to date.

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 sell the aforementioned parcels to Mr. Chad White in the amount of \$5,000.00.

SECOND: The mayor and city clerk are instructed and authorized to execute the appropriate documents for the sale of said property.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

Amendment No. 1 - Caledonia Charter Township Water District Agreement*

City Manager Henne explained that the proposed amendment would extend the agreement for 40 years so the township will be eligible for USDA funding.

Councilmember Robertson noted that the city’s relationship with the township is important and assisting them in their efforts is critical.

Motion by Councilmember Bailey to approve Amendment No. 1 to the Water District Agreement with Caledonia Charter Township extending the agreement for forty years to comply with the requirements of the USDA-RD grant received by Caledonia Charter Township for water main improvements to District No. II of the water agreement service area as detailed below:

RESOLUTION NO. 151-2018

**AUTHORIZATION FOR AMENDMENT NO. 1 TO THE WATER DISTRICT AGREEMENT
DATED JULY 1, 2006 BETWEEN CITY OF OWOSSO AND CALEDONIA CHARTER TOWNSHIP**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Caledonia Charter Township on July 1, 2006 to provide water supply and related maintenance services to Caledonia Charter Township, Shiawassee County for 20 years; and

WHEREAS, Caledonia Charter Township, Shiawassee County requests an extension of this agreement for a period of 40 years to comply with United States Department of Agriculture (USDA) requirements to secure loan financing for water distribution system infrastructure improvements within the Middletown area.

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 approve Amendment No. 1 to the Water District Agreement with Caledonia Charter Township to extend the contract forty years until 2058.

SECOND: Amendment No.1 to the Water District Agreement will become effective the date of approval by city council for a period of forty (40) years, or until December 31, 2058, whichever is the latter.

Motion supported by Councilmember Greenway.

Roll Call Vote.

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

NAYS: None.

Medical Marijuana Distribution Center Application Window & Lottery

There was discussion regarding the reasons for delaying the application window and corresponding lottery, rumors going around saying the City’s proposed lottery is illegal, whether the rules regarding medical marijuana may potentially conflict with the rules governing recreational marijuana if the voter initiative passes in November, and whether passage of the November initiative may potentially delay the application window and lottery further. City Manager Henne responded to Council’s questions and

concerns saying he was confident the City's proposed lottery is well within the law, and that he didn't think recreational marijuana would conflict with medical marijuana as they would be at two totally different points in the implementation process. He went further saying he has a feeling that the implementation of recreational marijuana, if it is passed in November, will be much like the implementation of medical marijuana after it was first approved by voters in 2008.

Motion by Councilmember Law to authorize delaying the medical marijuana provisioning center application window from October to December 2018 to allow more time for candidate prequalification and the installation of new administrative software, and to further allow the Clerk's Office to concentrate solely on the upcoming Gubernatorial Election, and approve setting the date of the lottery for January 4, 2019 as follows:

RESOLUTION NO. 152-2018

AUTHORIZING DELAY OF THE CITY'S MEDICAL MARIHUANA PROVISIONING CENTER LICENSE APPLICATION WINDOW AND LOTTERY

WHEREAS, the Owosso City Council authorized Resolution No. 114-2018 setting the application window and approving the process for conduct of its medical marijuana provisioning center license lottery; and

WHEREAS, Resolution No. 114-2018 stipulated that the Council re-examine the timing of the application window to determine whether the backlog of medical marijuana facilities applications at the State had been sufficiently processed so as to allow the maximum number of interested parties to participate in the City's lottery; and

WHEREAS, to date the State has approved only sixteen licenses; and

WHEREAS, a delay in the application window and corresponding lottery will allow the State more time to process applications, as well as to allow the City time for the installation of software to administer the medical marijuana program and to allow the Clerk's Office staff to concentrate solely on the upcoming Gubernatorial election; and

WHEREAS, it is recommended the application window be set for December 1, 2018 through December 30, 2018 to accommodate said needs; and

WHEREAS, it is further recommended that the Michigan Daily 3 and Daily 4 drawings utilized to conduct the provisioning center lottery be the evening drawings on January 4, 2019; and

WHEREAS, it is recommended all other conditions and terms of the lottery remain as stated in Resolution No. 114-2018.

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 set the medical marijuana provisioning center license application window for December 1, 2018 through December 30, 2018.
- SECOND: The Michigan Daily 3 and Daily 4 evening drawings to be held on January 4, 2019 shall be utilized to facilitate the provisioning center license lottery.
- THIRD: all other terms and conditions for the lottery remain as stated in Resolution No. 114-2018.
- FOURTH: The building official is instructed and authorized to sign the local provisioning center license award letter.

FIFTH: The revenue from license applications shall be paid to a General Fund revenue account for medical marijuana license fees to be created by the Finance Director.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

COMMUNICATIONS

R. E. Brockway-Doran, Historical Commission. Letter of resignation.
N. Bradley Hissong, Building Official. August 2018 Building Department Report.
N. Bradley Hissong Building Official. August 2018 Code Violations Report.
Kevin D. Lenkart, Public Safety Director. August 2018 Police Report.
Kevin D. Lenkart, Public Safety Director. August 2018 Fire Report.
Downtown Development Authority/Main Street. Minutes of August 1, 2018.
Planning Commission. Minutes of August 27, 2018.
Parks & Recreation Commission. Minutes of August 22, 2018.

CITIZEN COMMENTS AND QUESTIONS

Danny Miller, 2450 Wellington Drive, picked up where he left off in the first segment of citizen comments saying that true leadership is a constant effort and he will bring his ability to lead to the Commission if elected.

John Horvath, candidate for County Commissioner District 2, announced that September is Suicide Prevention Month and he encouraged people to participate in the walk that will be held Wednesday, September 19th.

Tom Manke, Owasso Township resident, read aloud the ballot language for the recreational marijuana proposal on the November 2018 ballot.

County Commissioner Dan McMaster said that while he's not an expert on marihuana he believes the City Manager is correct in his assessment that recreational marijuana should not conflict with the current regulations for medical marihuana. He said he expected recreational marijuana to follow a path similar to that of medical marihuana.

Councilmember Teich inquired when the report on the second phase of the Osburn Lakes subdivision would be available. City Manager Henne noted that staff has reached out to the engineering firm that did the original plats for Phase 1 to see if they have any information on the land to be used for Phase 2. He said he was unsure when the full report would be ready as he had never platted an entirely new neighborhood before.

Councilmember Teich then inquired about the effects on the City of lowering the special assessment interest rate, specifically if the rate was reduced from 6% to 4%.

Councilmember Robertson also expressed a desire to explore changing the interest rate on special assessments suggesting a graduated interest rate.

Councilmember Law announced the first meeting of the Firemen's Memorial Steering Committee will be held this Saturday.

NEXT MEETING

Monday, October 01, 2018

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2019
Building Board of Appeals – Alternate - term expires June 30, 2021
Historical Commission – 2 terms, expiring December 31, 2020
Historical Commission – term expires December 31, 2021
Zoning Board of Appeals - Alternate – term expires June 30, 2021

ADJOURNMENT

Motion by Councilmember Robertson for adjournment at 8:55 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk

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



MEMORANDUM

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

DATE: September 25, 2018

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services

SUBJECT: Summit Street Resurfacing – Special Assessment Resolution No 3

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. **Summit Street, from Abbot Street to Rubelman Drive**, 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. Resolution No. 2 for the proposed improvement was approved by City Council at its **September 17, 2018** meeting.

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. The hearing of necessity will be held at the scheduled City Council meeting **October 1, 2018**.

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 holding a public hearing to receive citizen comments regarding the necessity of the proposed project. At the conclusion of the hearing council will consider approval of Resolution No. 3 authorizing the project to proceed. Residents that would be affected by the project have been sent a notification for the public hearing, a description of the work being proposed, and an estimate of the special assessment for their property. Comments on the project from two citizens are attached. Any additional comments received prior to the hearing will be forwarded to you at the meeting.

Staff recommends authorization of Resolution No. 3 for the following district:

Special Assessment District No. 2019-12
Summit Street, a Public Street, from Abbott Street to Rubelman Drive

RESOLUTION NO.

**AUTHORIZING SPECIAL ASSESSMENT RESOLUTION NO. 3
ESTABLISHING SPECIAL ASSESSMENT DISTRICT NO. 2019-12
SUMMIT STREET, FROM ABBOTT STREET TO RUBELMAN DRIVE
FOR STREET RESURFACING**

WHEREAS, the City Council, after due and legal notice, has met and (there being no one to be heard regarding / having 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:

**SUMMIT STREET, A PUBLIC STREET, FROM ABBOTT STREET TO RUBELMAN DRIVE
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 \$516,567.30 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 \$103,005.82 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:

Summit Street, a Public Street, from Abbott Street to Rubelman Drive
for 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.
6. 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.

Charles A. and Barbara F. Robertson

1035 Summit St.

Owosso, MI 48867

989-723-5311

Owosso City Council

C/O Randy Chesney, City Engineer

City of Owosso

301 W. Main St.

Owosso, MI 48867

18 September 2018

Dear Mr. Chesney and Ladies and Gentlemen of the Council,

It is our understanding that the council has set Oct. 1, 2018, as the date for a public hearing regarding the proposed 2019 resurfacing of Summit St., between Rubleman Dr. and Abbott St. Our home of 47 years is at 1035 Summit St.; within the proposed resurfacing zone. Please consider this letter as our expression of support for this project and its associated assessments. In supporting the project, we ask only that the City make it as complete as possible, reducing the likelihood of having to sawcut or replace this new pavement for many years to come. This would include the replacement and upgrade of the water mains, sewer pipes (which are likely a lot older than even our 65 year-old home) and any other underground that is not up to today's size and material standards. One part of the underground is already complete. Consumers Energy was on Summit St. in August of this year, replacing gas mains and supply lines. Also, if the resurfacing is to include new curb and gutter, we hope new approaches will also be poured.

Finally, if new water mains are to part of this project, we will be interested in replacing our supply lines, which are likely made of either galvanized or lead. We will contact the City in April to see if there are grant funds for which may apply to aid in the cost of replacing these supply lines.

Thanks for your approval of the 2019 Summit Street resurfacing.

Regards,




From: [Debbie L. Hebert](#)
To: [Amy K. Kirkland](#)
Subject: Public Hearing 10/1/18 FYI
Date: Thursday, September 20, 2018 12:24:27 PM

Information for your public hearing:

I just rec'd a call from a concerned resident regarding the Summit Street replacement next year. She reports that she would have to give up her house if she receives the \$4,500 special assessment that she will have to pay off in one year. She says that Summit street is no worse than any other street in the city. She reports that there is no reason to replace the street.

She has been trying to make herself informed by reading the information on the city's website. She read about the public hearing and is wondering when she will receive notification. But, she was not willing to allow me to transfer her to your office to find out that information. I limped along sharing with her that special assessments vary from property owner to property owner. Also, that they are never required to be paid in full in one year time period.

I asked her where she was getting her inaccurate information. She said it was not from the City of Owosso but from someone who has served on "the board". She did not request a call back and refused to allow me to transfer her to your office.

Cheryl Bradac
436 Brandon St.
989-494-6926

Debbie L. Hebert
Executive Secretary
DPW & Engineering
City of Owosso
301 W. Main St.
Owosso, MI 48867
(989) 725-0550
Email: debbie.hebert@ci.owosso.mi.us

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**ENGINEER'S ESTIMATE
SUMMIT STREET**

4-Sep-18

SUMMIT STREET ENGINEER'S ESTIMATE

WORK ITEM	UNIT	SUMMIT QUANTITIES	UNIT PRICE	AMOUNT	ELLIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% RESIDENTIAL	ASSESSMENT AT 40% COMMERCIAL
MOBILIZATION, MAX	LSUM	1.00	\$ 20,500.00	\$ 20,500.00	\$ 20,500.00	\$ 12,300.00	\$ 8,200.00	\$ 8,200.00
DR STRUCTURE, REM	EA	16.00	\$ 350.00	\$ 5,600.00				
SEWER, REM, LESS THAN 24 INCH	LFT	510.00	\$ 10.00	\$ 5,100.00				
CURB AND GUTTER, REM	LFT	818.00	\$ 7.00	\$ 5,726.00	\$ 5,726.00	\$ 3,435.60	\$ 2,290.40	\$ 2,290.40
PAVT, REM	SYD	25.00	\$ 8.00	\$ 200.00	\$ 200.00	\$ 120.00	\$ 80.00	\$ 80.00
SIDEWALK, REM	SYD	208.25	\$ 8.00	\$ 1,666.00				
SUBGRADE UNDERCUTTING, TYPE II	CYD	50.00	\$ 25.00	\$ 1,250.00				
MACHINE GRADING, MOD	STA	35.00	\$ 700.00	\$ 24,500.00				
EROSION CONTROL, INLET PROTECTION, FABRIC DROP	EA	14.00	\$ 100.00	\$ 1,400.00	\$ 1,400.00	\$ 840.00	\$ 560.00	\$ 560.00
EROSION CONTROL, SILT FENCE	FT	50.00	\$ 2.00	\$ 100.00	\$ 100.00	\$ 60.00	\$ 40.00	\$ 40.00
MAINTENANCE GRAVEL	TON	100.00	\$ 25.00	\$ 2,500.00				
APPROACH, CL II, LM	CYD	2.50	\$ 40.00	\$ 100.00	\$ 100.00	\$ 60.00	\$ 40.00	\$ 40.00
SEWER BULKHEAD, 12 INCH OR LESS	EA	0.00	\$ 300.00	\$ -				
SEWER BULKHEAD, 15 INCH OR LESS	EA	0.00	\$ 350.00	\$ -				
SEWER BULKHEAD, 18 INCH OR LESS	EA	0.00	\$ 400.00	\$ -				
SANITARY SERV CONFLICT	EA	1.00	\$ 1,500.00	\$ 1,500.00				
DR STRUCTURE COVER, TEMP LOWERING	EA	7.00	\$ 250.00	\$ 1,750.00	\$ 1,750.00	\$ 1,050.00	\$ 700.00	\$ 700.00
HMA SURFACE, REM	SYD	6380.00	\$ 3.00	\$ 19,140.00	\$ 19,140.00	\$ 11,484.00	\$ 7,656.00	\$ 7,656.00
COLD MILLING HMA SURFACE	SYD	0.00	\$ 3.00	\$ -				
SAWCUTTING	LFT	0.00	\$ 3.00	\$ -				
AGGREGATE BASE, 6 INCH, MOD	SYD	6380.00	\$ 9.50	\$ 60,610.00				
AGGREGATE BASE, 8 INCH, MOD	SYD	0.00	\$ 11.25	\$ -				
AGGREGATE BASE, 9 INCH, MOD	SYD	0.00	\$ 12.00	\$ -				
GEOTEXTILE SEPARATOR	SYD	6380.00	\$ 1.50	\$ 9,570.00				
SEWER, SDR-26, 6 INCH, TRENCH DET B-MOD	LFT	0.00	\$ 35.00	\$ -				
SEWER, SDR-26, 8 INCH, TRENCH DET B-MOD	LFT	0.00	\$ 37.50	\$ -				
SEWER, SDR-26, 10 INCH, TRENCH DET B-MOD	LFT	247.00	\$ 40.00	\$ 9,880.00				
SEWER, SDR-26, 12 INCH, TRENCH DET B-MOD	LFT	10.00	\$ 45.00	\$ 450.00				
SEWER, SDR-26, 15 INCH, TRENCH DET B-MOD	LFT	338.00	\$ 52.00	\$ 17,576.00				
SEWER, SDR-26, 18 INCH, TRENCH DET B-MOD	LFT	37.00	\$ 60.00	\$ 2,220.00				
SEWER, SDR-26, 24 INCH, TRENCH DET B-MOD	LFT	0.00	\$ 75.00	\$ -				
SEWER, SDR-26, 30 INCH, TRENCH DET B-MOD	LFT	0.00	\$ 100.00	\$ -				
DR STRUCTURE COVER, ADJ, CASE 1	EA	4.00	\$ 475.00	\$ 1,900.00	\$ 1,900.00	\$ 1,140.00	\$ 760.00	\$ 760.00
DR STRUCTURE. ADJ, ADD DEPTH	FT	0.00	\$ 325.00	\$ -				
DR STRUCTURE COVER, EJ 1030	EA	0.00	\$ 450.00	\$ -				
DR STRUCTURE COVER, EJ 1060	EA	6.00	\$ 600.00	\$ 3,600.00	\$ 3,600.00	\$ 2,160.00	\$ 1,440.00	\$ 1,440.00
DR STRUCTURE COVER, EJ 1060 W/ TYPE N OVAL GRATE	EA	0.00	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -
DR STRUCTURE COVER, EJ 1120 W/ GASKET SEAL	EA	7.00	\$ 650.00	\$ 4,550.00	\$ 4,550.00	\$ 2,730.00	\$ 1,820.00	\$ 1,820.00
DR STRUCTURE COVER, EJ 7000	EA	10.00	\$ 700.00	\$ 7,000.00	\$ 7,000.00	\$ 4,200.00	\$ 2,800.00	\$ 2,800.00
DR STRUCTURE, 24 INCH DIA, MOD	EA	0.00	\$ 1,200.00	\$ -				
DR STRUCTURE, 36 INCH DIA. MOD	EA	10.00	\$ 1,400.00	\$ 14,000.00				
DR STRUCTURE, 48 INCH DIA. MOD	EA	6.00	\$ 1,800.00	\$ 10,800.00				
DR STRUCTURE, 60 INCH DIA. MOD	EA	0.00	\$ 2,600.00	\$ -				
DR STRUCTURE, 72 INCH DIA. MOD	EA	0.00	\$ 5,000.00	\$ -				
DR STRUCTURE, ADD DEPTH, 60 INCH, 8'-15' DEPTH	FT	0.00	\$ 100.00	\$ -				
DR STRUCTURE, ADD DEPTH, 72 INCH, 8'-15' DEPTH	FT	0.00	\$ 150.00	\$ -				
HAND PATCHING	TON	0.00	\$ 125.00	\$ -				

**ENGINEER'S ESTIMATE
SUMMIT STREET**

4-Sep-18

SUMMIT STREET ENGINEER'S ESTIMATE
WORK ITEM

WORK ITEM	UNIT	SUMMIT QUANTITIES	UNIT PRICE	AMOUNT	ELLIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% RESIDENTIAL	ASSESSMENT AT 40% COMMERCIAL
HMA, 2C@ 3"	TON	1125.00	\$ 75.00	\$ 84,375.00	\$ 84,375.00	\$ 50,625.00	\$ 23,962.50	\$ 33,750.00
HMA, 3C	TON	0.00	\$ 70.00	\$ -				
HMA, 4E3	TON	0.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -
HMA, 5E3@ 1.5"	TON	563.00	\$ 85.00	\$ 47,855.00	\$ 47,855.00	\$ 28,713.00	\$ 19,142.00	\$ 19,142.00
HMA APPROACH	TON	3.75	\$ 125.00	\$ 468.75	\$ 468.75	\$ 281.25	\$ 187.50	\$ 187.50
CEMENT	TON	1.25	\$ 250.00	\$ 312.50	\$ 312.50	\$ 187.50	\$ 125.00	\$ 125.00
CONCRETE PAVT, NONREINF, 9 INCH	SYD	0.00	\$ 60.00	\$ -				
DRIVEWAY, NONREINF CONC, 6 INCH	SYD	7.50	\$ 45.00	\$ 337.50	\$ -	\$ -	\$ -	\$ -
CURB AND GUTTER, CONC, DET F4, MOD	LFT	818.00	\$ 20.00	\$ 16,360.00	\$ 16,360.00	\$ 9,816.00	\$ 6,544.00	\$ 6,544.00
DETECTABLE WARNING SURFACE	LFT	100.00	\$ 35.00	\$ 3,500.00				
SIDEWALK RAMP, CONC, 4 INCH	SFT	1605.00	\$ 5.00	\$ 8,025.00				
SIDEWALK, CONC, 4 INCH	SFT	440.00	\$ 4.50	\$ 1,980.00				
SIDEWALK, CONC, 6 INCH	SFT	25.00	\$ 5.00	\$ 125.00				
MINOR TRAF DEVICES	LSUM	0.25	\$ 30,000.00	\$ 7,500.00	\$ 3,750.00	\$ 2,250.00	\$ 1,500.00	\$ 1,500.00
BARRICADE, TYPE III, HIGH INTENSITY, FURN & OPER	EA	2.50	\$ 100.00	\$ 250.00				
PEDESTRIAN TYPE II BARRICADE, TEMP	EA	1.00	\$ 150.00	\$ 150.00				
LIGHTED ARROW, TYPE C, FURN AND OPER	EA	1.00	\$ 300.00	\$ 300.00				
PLASTIC DRUM, HIGH INTENSITY, FURN & OPER	EA	31.25	\$ 20.00	\$ 625.00				
SIGN, TYPE B, TEMP, PRISMATIC, FURN & OPER	SFT	175.00	\$ 5.00	\$ 875.00				
TRAF REGULATOR CONTROL	LSUM	0.00	\$ 5,000.00	\$ -				
TURF ESTABLISHMENT, PERFORMANCE	SYD	450.00	\$ 5.00	\$ 2,250.00				
SIGN, TYPE III, REM	EA	1.00	\$ 10.00	\$ 10.00				
SIGN, TYPE III, ERECT, SALV	EA	1.00	\$ 40.00	\$ 40.00				
POST, STEEL, 3 POUND	FT	16.00	\$ 6.00	\$ 96.00				
POST, MAILBOX	EA	5.00	\$ 80.00	\$ 400.00				
VALVE BOX, ADJ	EA	1.00	\$ 200.00	\$ 200.00				
ABANDONED GAS MAIN CONFLICT	EA	2.50	\$ 500.00	\$ 1,250.00				
MISCELLANEOUS WORK ITEMS	LSUM	1.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 12,000.00	\$ 8,000.00	\$ 8,000.00
SUB TOTALS				\$ 430,472.75	\$ 239,087.25	\$ 143,452.35	\$ 85,847.40	\$ 95,634.90
ENGINEERING AT 15% ASSESSABLE COST				\$ 64,570.91	\$ 35,863.09	\$ 21,517.85	\$ 12,877.11	\$ 14,345.24
ADMINISTRATIVE AT 5% ASSESSABLE COST				\$ 21,523.64	\$ 11,954.36	\$ 7,172.62	\$ 4,292.37	\$ 4,781.75
GRAND TOTALS				\$ 516,567.30	\$ 286,904.70	\$ 172,142.82	\$ 103,016.88	\$ 114,761.88

ESTIMATED SPECIAL ASSESSMENT
SUMMIT STREET

SUMMIT STREET

SPECIAL ASSESSMENT ROLL

ENGINEER'S ESTIMATE ASSESSABLE AMOUNT	\$286,904.70
TOTAL ASSESSABLE FRONT FEET	2731.53

CALCULATING ASSESSABLE FRONT FOOT RATE AND AMOUNTS:

PROPERTY TYPE	RESIDENTIAL PROPERTY	COMMERCIAL PROPERTY	TOTAL
TOTAL ASSEMENT PER TYPE	\$275,159.70	\$286,904.70	
CITY SHARE ≥ 60%	\$172,142.82	\$172,142.82	
PROPERTY SHARE @ ≤40%	\$103,016.88	\$114,761.88	
ASSESSABLE FRONT FOOT RATE: PROP SHARE/2731.53	\$37.71	\$42.01	
TOTAL FRONT FEET PER TYPE	2731.53	0.00	
TOTAL AMOUNT OF ASSESSMENT PER TYPE:	\$103,006.00	\$0.00	\$103,006.00

SUMMARY: SPECIAL ASSESSMENT AMOUNTS PER SIDE OF STREET:

WEST SIDE	\$52,586.60
EAST SIDE	\$48,552.57
SOUTH SIDE (ABBOTT)	<u>\$1,866.65</u>
TOTAL SPECIAL ASSESSMENT	\$103,005.82

ESTIMATED INDIVIDUAL ASSESSMENTS
SUMMIT STREET

SUMMIT ST. ABBOTT TO RUBELMAN
WEST SIDE

SPECIAL ASSESSMENT ROLL

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	
447	ABBOTT	150-000-012	132	0.75	99.00	\$37.71	\$3,733.29	R-1
815	SUMMIT	150-000-013	66	1	66.00	\$37.71	\$2,488.86	R-1
436	BRANDON	150-000-014	66	0.75	49.50	\$37.71	\$1,866.65	R-1
901	SUMMIT	541-000-037	75	0.75	56.25	\$37.71	\$2,121.19	R-1
909	SUMMIT	541-000-039	82.5	1	82.50	\$37.71	\$3,111.08	R-1
917	SUMMIT	541-000-035	82.5	1	82.50	\$37.71	\$3,111.08	R-1
925	SUMMIT	541-000-036	90	1	90.00	\$37.71	\$3,393.90	R-1
1001	SUMMIT	541-000-044	99	1	99.00	\$37.71	\$3,733.29	R-1
1011	SUMMIT	541-000-045	76	1	76.00	\$37.71	\$2,865.96	R-1
1025	SUMMIT	541-000-047	89	1	89.00	\$37.71	\$3,356.19	R-1
1027	SUMMIT	541-000-048	66	1	66.00	\$37.71	\$2,488.86	R-1
1031	SUMMIT	541-000-053	82.5	1	82.50	\$37.71	\$3,111.08	R-1
1035	SUMMIT	541-000-054	82.5	1	82.50	\$37.71	\$3,111.08	R-1
1101	SUMMIT	541-000-059	82.5	1	82.50	\$37.71	\$3,111.08	R-1
1111	SUMMIT	541-000-058	82.5	1	82.50	\$37.71	\$3,111.08	R-1
1218	N. HICKORY	541-000-060	165	0.75	123.75	\$37.71	\$4,666.61	R-1
1311	SUMMIT	140-000-032	85	1	85.00	\$37.71	\$3,205.35	R-1
			1504		1394.50		\$52,586.60	

ESTIMATED INDIVIDUAL ASSESSMENTS
SUMMIT STREET

SUMMIT ST. ABBOTT TO RUBELMAN
EAST SIDE

SPECIAL ASSESSMENT ROLL

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	
501	ABBOTT	140-004-001	132	0.75	99.00	\$37.71	\$3,733.29	R-1
816	SUMMIT	140-004-014	132	0.75	99.00	\$37.71	\$3,733.29	R-1
501	BRANDON	140-005-002	64	1	64.00	\$37.71	\$2,413.44	R-1
914	SUMMIT	140-005-001	115	1	115.00	\$37.71	\$4,336.65	R-1
918	SUMMIT	104-005-003	132	1	132.00	\$37.71	\$4,977.72	R-1
1002	SUMMIT	140-000-001	99	1	99.00	\$37.71	\$3,733.29	R-1
1004	SUMMIT	140-000-002	66	1	66.00	\$37.71	\$2,488.86	R-1
1020	SUMMIT	211-000-002	105.7	1	105.70	\$37.71	\$3,985.95	R-1
1026	SUMMIT	210-000-011	156.3	1	156.30	\$37.71	\$5,894.07	R-1
1040	SUMMIT	210-000-010	75	1	75.00	\$37.71	\$2,828.25	R-1
1044	SUMMIT	140-000-009	75	0.75	56.25	\$37.71	\$2,121.19	R-1
505	MOORE	210-000-008	75	0.75	56.25	\$37.71	\$2,121.19	R-1
1208	SUMMIT	140-000-013	66	1	66.00	\$37.71	\$2,488.86	R-1
502	RUBELMAN	360-000-004	130.7	0.75	98.03	\$37.71	\$3,696.52	R-1
			1423.7		1287.53		\$48,552.57	

ABBOTT STREET SOUTH SIDE

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	
446	ABBOTT	140-001-007	66	0.75	49.50	\$37.71	\$1,866.65	R-1
			66		49.50		\$1,866.65	

TOTAL ASSESSABLE FRONT FOOTAGE

2731.53




City of Owosso

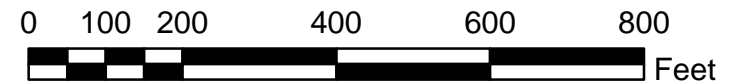
Proposed Special Assessment

Summit Street From Abbot St. to Rubelman Dr.

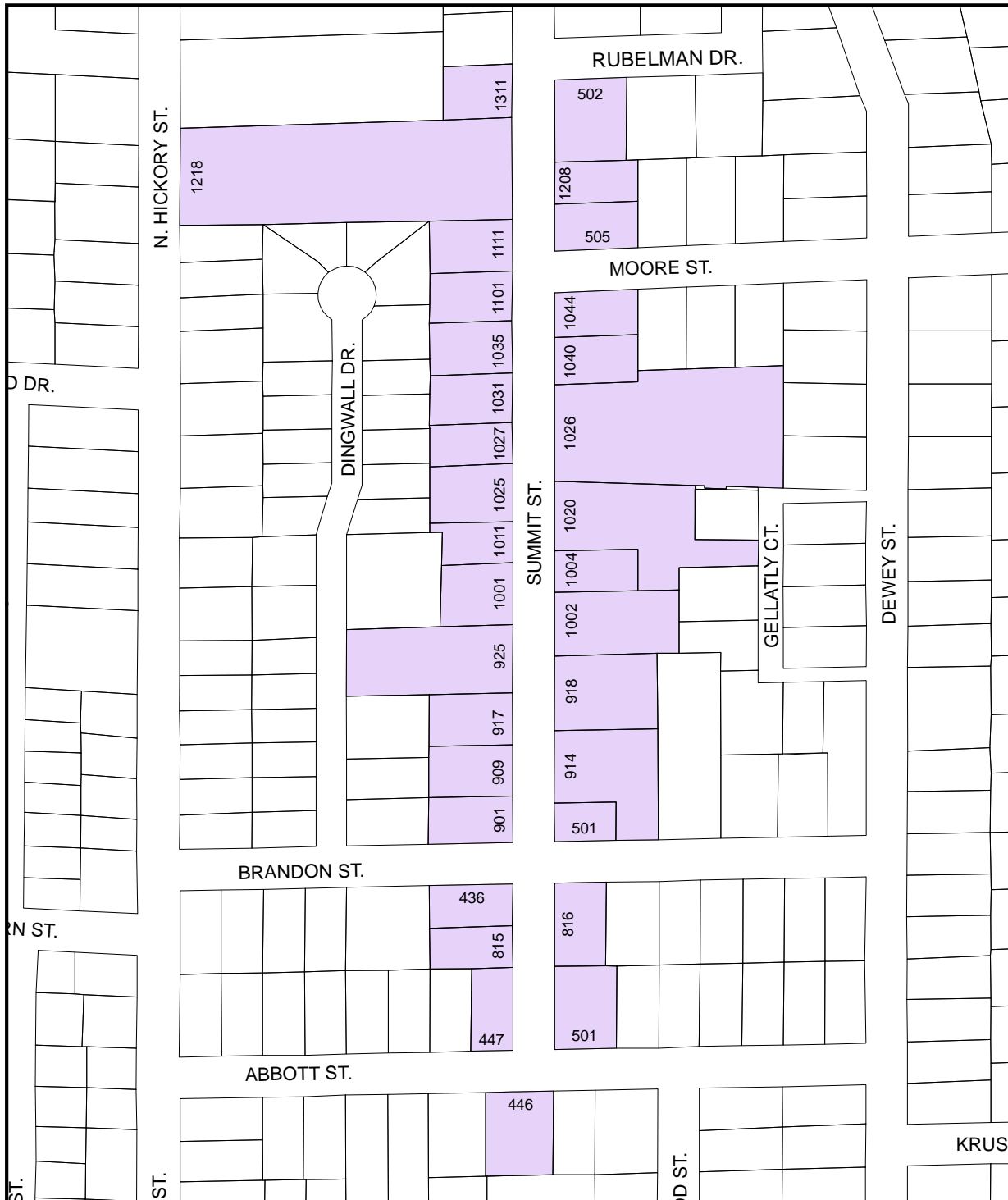


Legend

-  Summit Street Assessment Parcels
-  City Parcels 2018
-  Street Address Number



1 inch = 250 feet





MEMORANDUM

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

DATE: September 25, 2018

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services & Utilities

SUBJECT: Palmer 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. **Palmer Avenue, from Gute Street to Prindle 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 **August 6, 2018** 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 **October 1, 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 for the following district:

Palmer Avenue, a Public Street, from Gute Street to Prindle Street

Special Assessment Resolution No. 2 for Palmer Avenue

RESOLUTION NO.

**PALMER AVENUE
FROM GUTE STREET TO PRINDLE STREET
SPECIAL ASSESSMENT RESOLUTION NO. 2**

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

**PALMER AVENUE, A PUBLIC STREET, FROM GUTE STREET TO PRINDLE 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 \$75,686.22 and determines that \$17,109.51 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 \$58,576.71 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, October 15, 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:

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

**Palmer Avenue, a Public Street, from Gute Street to Prindle Street
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, October 15, 2018 for the purpose of hearing any person to be affected by the proposed public improvement.

ENGINEER'S ESTIMATE
PALMER AVE

ENGINEER'S ESTIMATE OF PROBABLE COST FOR PALMER AVENUE, FROM GUTE TO PRINDLE

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	ELLIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% RESIDENTIAL	ASSESSMENT AT 40% COMMERCIAL
MOBILIZATION, MAX_____	LSUM	1	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,800.00	\$ 1,200.00	\$ 1,200.00
CURB AND GUTTER, REM	LFT	320	\$ 7.00	\$ 2,240.00	\$ 2,240.00	\$ 1,344.00	\$ 896.00	\$ 896.00
PAVT, REM	SYD	83	\$ 8.00	\$ 664.00				
SIDEWALK, REM	SYD	21	\$ 8.00	\$ 168.00				
MACHINE GRADING, MODIFIED	STA	9	\$ 350.00	\$ 3,150.00				
HMA BASE CRUSHING AND SHAPING, MODIFIED (6")	SYD	1443	\$ 2.75	\$ 3,968.25	\$ 2,301.59	\$ 1,380.95	\$ 230.16	\$ 920.63
ASPHALT CEMENT STABALIZED BASE COURSE (4")	SYD	1443	\$ 2.40	\$ 3,463.20				
ASPHALT CEMENT BINDER	GAL	2309	\$ 3.60	\$ 8,312.40				
SUBGRADE UNDERCUTTING, TYPE I	CYD	50	\$ 25.00	\$ 1,250.00				
DR STRUCTURE COVER, ADJ, CASE 1	EA	1	\$ 475.00	\$ 475.00	\$ 475.00	\$ 285.00	\$ 190.00	\$ 190.00
DR STRUCTURE, TEMP LOWERING	EA	1	\$ 250.00	\$ 250.00	\$ 250.00	\$ 150.00	\$ 100.00	\$ 100.00
DR STRUCUTRE COVER, TYPE EJ 1120 W/ SOLID GASKET SEALED COVER	EA	1	\$ 650.00	\$ 650.00	\$ 650.00	\$ 390.00	\$ 260.00	\$ 260.00
COLD MILLING HMA SURFACE (2.5")	SYD	1443	\$ 2.50	\$ 3,607.50	\$ 3,607.50	\$ 2,164.50	\$ 1,443.00	\$ 1,443.00
HMA, 13A	TON	201	\$ 70.00	\$ 14,070.00	\$ 14,070.00	\$ 8,442.00	\$ 5,628.00	\$ 5,628.00
DRIVEWAY, NONREINF CONC, 6 INCH	SYD	70	\$ 45.00	\$ 3,150.00				
CURB AND GUTTER, CONC, DET F4, MODIFIED	LFT	320	\$ 20.00	\$ 6,400.00	\$ 6,400.00	\$ 3,840.00	\$ 2,560.00	\$ 2,560.00
SIDEWALK, CONC, 4 INCH	SYD	43	\$ 4.50	\$ 193.50				
SIDEWALK, CONC, 6 INCH	SYD	230	\$ 5.00	\$ 1,150.00				
TURF ESTABLISHMENT, PERFORMANCE	SYD	142	\$ 5.00	\$ 710.00				
MAINTENANCE GRAVEL	TON	15	\$ 25.00	\$ 375.00	\$ 375.00	\$ 225.00	\$ 150.00	\$ 150.00
GATE BOX, ADJ, TEMP, CASE 1	EA	2	\$ 250.00	\$ 500.00	\$ 500.00	\$ 300.00	\$ 200.00	\$ 200.00
MINOR TRAF DEVICES	LSUM	1	\$ 500.00	\$ 500.00	\$ 500.00	\$ 300.00	\$ 200.00	\$ 200.00
BARRICADE, TYPE III, HIGH INTENSITY, FURN AND OPER	EA	2	\$ 100.00	\$ 200.00				
PLASTIC DRUM HIGH INTENSITY, FURN AND OPER	SFT	10	\$ 150.00	\$ 1,500.00				
SIGN, TYPE B, TEMP, PRISMATIC, FURN AND OPER	SFT	25	\$ 5.00	\$ 125.00				
MISCELLANEOUS WORK ITEMS	LSUM	1	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,800.00	\$ 1,200.00	\$ 1,200.00
SUB TOTALS				\$ 63,071.85	\$ 37,369.09	\$ 22,421.45	\$ 14,257.16	\$ 14,947.63
INDIRECT COSTS:								
ENGINEERING @ 15% OF SUB TOTAL				\$ 9,460.78	\$ 5,605.36	\$ 3,363.22	\$ 2,138.57	\$ 2,242.15
ADMINISTRATIVE @ 5% OF SUB TOTAL				\$ 3,153.59	\$ 1,868.45	\$ 1,121.07	\$ 712.86	\$ 747.38
GRAND TOTALS				\$ 75,686.22	\$ 44,842.90	\$ 26,905.74	\$ 17,108.59	\$ 17,937.16

ESTIMATED SPECIAL ASSESSMENT
PALMER AVE

PALMER AVENUE

SPECIAL ASSESSMENT ROLL

ENGINEER'S ESTIMATE ELIGIBLE AMOUNT	\$44,842.90
ASSESSABLE RESIDENTIAL FRONT FEET	780.19
ASSESSABLE COMMERCIAL FRONT FEET	0.00
TOTAL ASSESSABLE FRONT FEET	780.19

CALCULATING ASSESSABLE FRONT FOOT RATE AND AMOUNTS:

PROPERTY TYPE	RESIDENTIAL PROPERTY	COMMERCIAL PROPERTY	TOTAL
TOTAL ELIGIBLE PER TYPE	\$44,842.90	\$44,842.90	
CITY SHARE $\geq 60\%$	\$27,734.31	\$26,905.74	
PROPERTY SHARE @ $\leq 40\%$	\$17,108.59	\$17,937.16	
ASSESSABLE FRONT FOOT RATE: PROP SHARE/TOTAL FRONT FEET	\$21.93	\$22.99	
TOTAL FRONT FEET PER TYPE	780.19	0.00	
TOTAL AMOUNT OF ASSESSMENT PER TYPE:	\$17,108.59	\$0.00	\$17,108.59

SUMMARY: ACTUAL SPECIAL ASSESSMENT AMOUNTS PER SIDE OF STREET:

WEST SIDE	\$9,490.21
EAST SIDE	\$7,619.30
TOTAL SPECIAL ASSESSMENT	<u>\$17,109.51</u>

ESTIMATED INDIVIDUAL ASSESSMENTS
PALMER AVE

PALMER AVE. GUTE TO PRINDLE

SPECIAL ASSESSMENT ROLL

WEST SIDE

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	
330	GUTE	500-001-001	71	0.75	53.25	\$21.93	\$1,167.77	R-1
1120	PALMER	500-001-002	66	1	66.00	\$21.93	\$1,447.38	R-1
1118	PALMER	500-001-003	132	1	132.00	\$21.93	\$2,894.76	R-1
1106	PALMER	500-001-004	132	1	132.00	\$21.93	\$2,894.76	R-1
1104	PALMER	500-001-005	66	0.75	49.50	\$21.93	\$1,085.54	R-1
			467		432.75		\$9,490.21	

EAST SIDE

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	
250	GUTE	500-002-001	155.25	0.75	116.44	\$21.93	\$2,553.47	R-1
1113	PALMER	500-002-002	66	1	66.00	\$21.93	\$1,447.38	R-1
1109	PALMER	500-002-003	66	1	66.00	\$21.93	\$1,447.38	R-1
1105	PALMER	500-002-004	132	0.75	99.00	\$21.93	\$2,171.07	R-1
			419.25		347.44		\$7,619.30	

TOTAL ASSESSABLE FRONT FOOTAGE

780.19

City of Owosso

Proposed Special Assessment

Palmer Avenue From Gute St. to Prindle St.

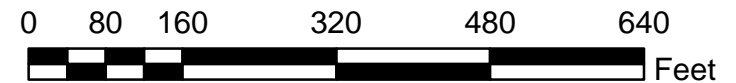


Legend

 Palmer Ave Assessment Parcels

 City Parcels 2018

1100 Street Address Number



1 inch = 200 feet





MEMORANDUM

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

DATE: September 25, 2018

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services & Utilities

SUBJECT: Washington 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. **Washington Street, from Gute Street to M-71 (Corunna Avenue)**, 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 **August 6, 2018** 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 **October 1, 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 for the following district:

Washington Street, from Gute Street to M-71 (Corunna Avenue)

RESOLUTION NO.

**SOUTH WASHINGTON STREET
FROM GUTE STREET TO CORUNNA AVENUE
SPECIAL ASSESSMENT RESOLUTION NO. 2**

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

**Washington Street, Public Street, from Gute Street to M-71 (Corunna Avenue)
Street Reconstruction**

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 \$1,226,820.89 and determines that \$147,532.43 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 \$1,079,288.46 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, October 15, 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:

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

**Washington Street, a Public Street, from Gute Street to M-71 (Corunna Avenue)
Street Reconstruction**

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, October 15, 2018 for the purpose of hearing any person to be affected by the proposed public improvement.

**ENGINEER'S ESTIMATE
S. WASHINGTON STREET**

12-Sep-18

ENGINEER'S ESTIMATE OF PROBABLE COST FOR WASHINGTON STREET, FROM GUTE TO M-71

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	ELIGIBLE AMOUNT	CITY COST AT 60%	ASSESSMENT 40% (6" RULE)	ASSESSMENT 40% (4" RULE)
MOBILIZATION	LSUM	1	\$ 109,000.00	\$ 109,000.00	\$ 87,200.00	\$ 52,320.00	\$ 34,880.00	\$ 34,880.00
TREE, REM, 6 INCH TO 18 INCH	EACH	2	\$ 171.70	\$ 343.40				
DR STRUCTURE, REM	EACH	14	\$ 272.85	\$ 3,819.90				
SEWER, REM < 24 INCH	FEET	1065	\$ 10.50	\$ 11,182.50				
REMOVAL OF UTILITY FACILITIES	FEET	100	\$ 10.00	\$ 1,000.00				
CURB AND GUTTER, REM	FEET	1914	\$ 7.19	\$ 13,761.66	\$ 13,761.66	\$ 8,257.00	\$ 5,504.66	\$ 5,504.66
PAVT, REM	SYD	500	\$ 6.22	\$ 3,110.00				
SIDEWALK, REM	SYD	413	\$ 8.67	\$ 3,580.71				
PAVT, REM, MODIFIED (AVG= 9")	SYD	9943	\$ 4.00	\$ 39,772.00	\$ 26,527.92	\$ 15,916.75	\$ 10,611.17	\$ 7,077.65
NON HAZ CONT MAT'L HADLG & DISP	CYD	40	\$ 50.00	\$ 2,000.00				
SUBGRADE UNDERCUTTING, TYPE II	CYD	400	\$ 20.00	\$ 8,000.00				
MACHINE GRADING, MODIFIED	STA	18.1	\$ 1,500.00	\$ 27,150.00				
SUBGRADE UNDERCUTTING, SPECIAL	CYD	500	\$ 20.00	\$ 10,000.00				
EROSION CNT, INLET PROTECT, FAB DROP	EACH	12	\$ 95.51	\$ 1,146.12	\$ 1,146.12	\$ 687.67	\$ 458.45	\$ 458.45
PROJECT CLEANUP	LSUM	1	\$ 10,000.00	\$ 10,000.00	\$ 2,000.00	\$ 1,200.00	\$ 800.00	\$ 800.00
SUBBASE, CIP	CYD	143	\$ 9.53	\$ 1,362.79				
AGG BASE, 10 INCH, MOD	SYD	9882	\$ 7.50	\$ 74,115.00				
AGG BASE, 8.5 INCH, MOD	SYD	548	\$ 6.00	\$ 3,288.00				
GEOTEXTILE SEPARATOR	SYD	10430	\$ 1.21	\$ 12,620.30				
SEWER TAP, 18 INCH	EACH	1	\$ 500.00	\$ 500.00				
VIDEO TAPING SEWER AND CULV PIPE	FT	466	\$ 1.14	\$ 531.24				
DRAIN TILE CONNECTION	FT	50	\$ 40.00	\$ 2,000.00				
SEWER, SDR-26, 10 INCH, TR DET B-MOD	FEET	309	\$ 55.00	\$ 16,995.00				
SEWER, SDR-26, 12 INCH, TR DET B-MOD	FEET	76	\$ 60.00	\$ 4,560.00				
SEWER, SDR-26, 18 INCH, TR DET B-MOD	FEET	81	\$ 75.00	\$ 6,075.00				
SANITARY SEWER, CONFLICT	EACH	2	\$ 500.00	\$ 1,000.00				
DR STRUCTURE COVER, ADJ. CASE 1	EACH	7	\$ 445.82	\$ 3,120.74	\$ 3,120.74	\$ 1,872.44	\$ 1,248.30	\$ 1,248.30
DR STRUCTURE COVER, TYPE B	EACH	7	\$ 440.48	\$ 3,083.36	\$ 3,083.36	\$ 1,850.02	\$ 1,233.34	\$ 1,233.34
DR STRUCTURE COVER, TYPE K	EACH	8	\$ 622.01	\$ 4,976.08	\$ 4,976.08	\$ 2,985.65	\$ 1,990.43	\$ 1,990.43
DR STRUCTURE COVER, TYPE Q	EACH	7	\$ 449.95	\$ 3,149.65	\$ 3,149.65	\$ 1,889.79	\$ 1,259.86	\$ 1,259.86
DR STRUCTURE, ADJ, ADD DEPTH	FEET	5	\$ 300.00	\$ 1,500.00				
DR STRUCTURE, TEMP LOWERING	EACH	7	\$ 272.70	\$ 1,908.90	\$ 1,908.90	\$ 1,145.34	\$ 763.56	\$ 763.56
DR STRUCTURE COLLAR, MODIFIED	EACH	13	\$ 400.00	\$ 5,200.00	\$ 5,200.00	\$ 3,120.00	\$ 2,080.00	\$ 2,080.00
DR STRUCTURE, 36 INCH DIA, MOD	EACH	9	\$ 3,000.00	\$ 27,000.00				
DR STRUCTURE, 48 INCH DIA, MOD	EACH	5	\$ 3,500.00	\$ 17,500.00				
DR STRUCTURE, 60 INCH DIA, MOD	EACH	1	\$ 4,500.00	\$ 4,500.00				
HAND PATCHING	TON	20	\$ 100.00	\$ 2,000.00				
HMA, 2C (4.0" DEPTH)	TON	2175	\$ 85.00	\$ 184,875.00	\$ 116,471.25	\$ 69,882.75	\$ 46,588.50	\$ 9,317.70
HMA, 4E3 (2.0" DEPTH)	TON	1088	\$ 90.00	\$ 97,920.00	\$ 97,920.00	\$ 58,752.00	\$ 39,168.00	\$ 39,168.00
HMA,5E3 (1.5" DEPTH)	TON	816	\$ 90.00	\$ 73,440.00	\$ 73,440.00	\$ 44,064.00	\$ 29,376.00	\$ 29,376.00
HMA APPROACH	TON	315	\$ 95.00	\$ 29,925.00				
DRIVEWAY, NONREINF CONC, 6 INCH	SYD	140	\$ 40.00	\$ 5,600.00				

**ENGINEER'S ESTIMATE
S. WASHINGTON STREET**

12-Sep-18

ENGINEER'S ESTIMATE OF PROBABLE COST FOR WASHINGTON STREET, FROM GUTE TO M-71

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	ELIGIBLE AMOUNT	CITY COST AT 60%	ASSESSMENT 40% (6" RULE)	ASSESSMENT 40% (4" RULE)
DRIVEWAY, NONREINF CONC, 7 INCH	SYD	292	\$ 50.00	\$ 14,600.00				
DRIVEWAY, NONREINF CONC, 9 INCH	SYD	68	\$ 55.00	\$ 3,740.00				
CURB AND GUTTER, DET F-2	FEET	1803	\$ 20.08	\$ 36,204.24	\$ 36,204.24	\$ 21,722.54	\$ 14,481.70	\$ 14,481.70
CURB RAMP OPENING, CONC	FT	166	\$ 25.00	\$ 4,150.00	\$ 4,150.00	\$ 2,490.00	\$ 1,660.00	\$ 1,660.00
SIDEWALK, CONC, 4 INCH	SFT	1888	\$ 5.00	\$ 9,440.00				
SIDEWALK, CONC, 6 INCH	SFT	100	\$ 6.50	\$ 650.00				
SIDEWALK, CONC, 7 INCH	SFT	225	\$ 8.00	\$ 1,800.00				
DETECTABLE WARNING SURFACE, MOD	FEET	131	\$ 50.00	\$ 6,550.00				
SIDEWALK RAMP, CONC, 7 INCH	SFT	1683	\$ 8.50	\$ 14,305.50				
SIDEWALK, CONC, 9 INCH	SFT	200	\$ 9.50	\$ 1,900.00				
FENCE, PROTECTIVE	FT	200	\$ 4.20	\$ 840.00				
SIGN, TYPE III, ERECT, SALV	EACH	4	\$ 1,619.16	\$ 6,476.64				
SIGN, TYPE III, REM	EACH	11	\$ 8.32	\$ 91.52				
SIGN, TYPE IIIA	SFT	111.25	\$ 13.67	\$ 1,520.79				
PAVT MRKG, COLD PLASTIC, 6" X-WALK	FEET	874	\$ 2.25	\$ 1,966.50				
PAVT MRKG, COLD PLASTIC, 24" STOP	FEET	202	\$ 9.06	\$ 1,830.12				
PAVT MRKG, OVLY CP, BIKE, SYM	EACH	8	\$ 100.30	\$ 802.40				
PAVT MRKG, OVLY CP, LT TURN ARROW	EACH	2	\$ 113.52	\$ 227.04				
PAVT MRKG, OVLY CP, RAILROAD SYM	EACH	2	\$ 298.45	\$ 596.90				
PAVT MRKG, OVLY CP, RT TURN SYM	EACH	1	\$ 115.85	\$ 115.85				
PAVT MRKG, POLYUREA, 4 INCH, WHITE	FEET	3443	\$ 0.68	\$ 2,341.24				
PAVT MRKG, POLYUREA, 4 INCH, YELLOW	FEET	4644	\$ 0.61	\$ 2,832.84				
PAVT MRKG, POLYUREA, 12 INCH X HATCH Y	FEET	300	\$ 4.00	\$ 1,200.00				
PAVT MRKG, WATERBORNE, 4" WHITE, 2ND	FEET	3443	\$ 0.09	\$ 309.87				
PVT MRKG, WATERBORNE, 4" YELLOW, 2ND	FEET	4644	\$ 0.08	\$ 371.52				
BARRICADE, TYPE III, HI, DS, LIGHTED, FURN	EACH	20	\$ 71.74	\$ 1,434.80				
BARRICADE, TYPE III, HI, DS, LIGHTED, OPER	EACH	20	\$ 3.04	\$ 60.80				
DUST PALLATIVE, APPLIED	TON	10	\$ 173.37	\$ 1,733.70	\$ 1,733.70	\$ 1,040.22	\$ 693.48	\$ 693.48
MINOR TRAFFIC DEVICES	LSUM	1	\$ 15,000.00	\$ 15,000.00	\$ 5,000.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00
PAVT MRKG, LONGIT, ≤ 6 INCH WIDTH, REM	FT	300	\$ 0.49	\$ 147.00				
SIGN, PORTABLE, CHANGE MESSABE, FURN	EACH	2	\$ 2,117.45	\$ 4,234.90				
SIGN, PORTABLE, CHANGE MESSABE, OPER	EACH	2	\$ 72.85	\$ 145.70				
SIGN, TYPE B, TEMP, PRISMATIC, FURN	SFT	549	\$ 3.69	\$ 2,025.81				
SIGN, TYPE B, TEMP, PRISMATIC, OPER	SFT	549	\$ 0.29	\$ 159.21				
TRAFFIC REGULATOR CONTROL	LSUM	1	\$ 5,000.00	\$ 5,000.00				
PEDESTRIAN TYPE II BARRICADE, TEMP	EACH	12	\$ 100.00	\$ 1,200.00				
PLASTIC DRUM, FLOURESCENT, FURN	EACH	100	\$ 17.30	\$ 1,730.00				
PLASTIC DRUM, FLOURESCENT, OPER	EACH	100	\$ 0.58	\$ 58.00				
RAILROAD PROTECTION, AT GRADE CROSS	DIR	5000	\$ 1.00	\$ 5,000.00				
TURF ESTABLISHMENT, PERFORMANCE	SYD	2607	\$ 6.50	\$ 16,945.50				
MISCELLANEOUS WORK ITEMS	LSUM	1	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 12,000.00	\$ 8,000.00	\$ 8,000.00
SUB TOTALS				\$ 1,022,350.74	\$ 506,993.62	\$ 304,196.17	\$ 202,797.45	\$ 161,993.13

**ENGINEER'S ESTIMATE
S. WASHINGTON STREET**

12-Sep-18

ENGINEER'S ESTIMATE OF PROBABLE COST FOR WASHINGTON STREET, FROM GUTE TO M-71

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	ELIGIBLE AMOUNT	CITY COST AT 60%	ASSESSMENT 40% (6" RULE)	ASSESSMENT 40% (4" RULE)
INDIRECT COSTS:								
ENGINEERING @ 15% OF SUB TOTAL				\$ 153,352.61	\$ 76,049.04	\$ 45,629.43	\$ 30,419.62	\$ 24,298.97
ADMINISTRATIVE @ 5% OF SUB TOTAL				\$ 51,117.54	\$ 25,349.68	\$ 15,209.81	\$ 10,139.87	\$ 8,099.66
GRAND TOTALS				\$ 1,226,820.89	\$ 608,392.35	\$ 365,035.41	\$ 243,356.94	\$ 194,391.76

**ESTIMATED SPECIAL ASSESSMENT CALCULATIONS
S. WASHINGTON STREET**

WASHINGTON ST

SPECIAL ASSESSMENT ROLL

ENGINEER'S ESTIMATE ELIGIBLE AMOUNT	\$608,392.35
ASSESSABLE RESIDENTIAL FRONT FEET	1,321.25
ASSESSABLE COMMERCIAL FRONT FEET	1,472.03
TOTAL ASSESSABLE FRONT FEET	2,793.28

CALCULATING ASSESSABLE FRONT FOOT RATE AND AMOUNTS:

PROPERTY TYPE	RESIDENTIAL PROPERTY	COMMERCIAL PROPERTY	TOTAL
TOTAL ELIGIBLE PER TYPE	\$608,392.35	\$608,392.35	
CITY SHARE ≥ 60%	\$414,000.59	\$365,035.41	
PROPERTY SHARE @ ≤40%	\$194,391.76	\$243,356.94	
ASSESSABLE FRONT FOOT RATE: PROP SHARE/ TOTAL FRONT FEE	\$69.59	\$87.12	
LANE ADJUSTMENT FACTOR	0.67	0.67	
ASSESSABLE FRONT FOOT RATE-ADJUSTED	\$46.63	\$58.37	
TOTAL FRONT FEET PER TYPE	1,321.25	1,472.03	
TOTAL AMOUNT OF ASSESSMENT PER TYPE: CALCULATED	\$61,609.89	\$85,922.39	\$147,532.28

SUMMARY: ACTUAL SPECIAL ASSESSMENT AMOUNTS PER SIDE OF STREET:

WEST SIDE	\$72,965.88
EAST SIDE	\$74,566.55
TOTAL SPECIAL ASSESSMENT	<u>\$147,532.43</u>

**ESTIMATED INDIVIDUAL ASSESSMENTS
S. WASHINGTON STREET**

WASHINGTON ST. GUTE TO M-71

SPECIAL ASSESSMENT ROLL

WEST SIDE

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	PROPERTY TYPE
912	WASHINGTON	651-039-006	210	0.75	157.50	\$58.37	\$9,193.28	B1
904	WASHINGTON	651-039-002	62	1	62.00	\$46.63	\$2,891.06	R2
902	WASHINGTON	651-039-001	63	0.75	47.25	\$46.63	\$2,203.27	R2
832	WASHINGTON	651-038-013	61	0.75	45.75	\$46.63	\$2,133.32	R2
828	WASHINGTON	651-038-012	61	1	61.00	\$46.63	\$2,844.43	R2
818	WASHINGTON	651-038-009	61	1	61.00	\$46.63	\$2,844.43	R2
814	WASHINGTON	651-038-008	61	1	61.00	\$46.63	\$2,844.43	R2
810	WASHINGTON	651-038-005	61	1	61.00	\$46.63	\$2,844.43	R2
802	WASHINGTON	651-038-015	122	0.75	91.50	\$46.63	\$4,266.65	R2
720	WASHINGTON	651-031-004	66	0.75	49.50	\$58.37	\$2,889.32	B4
714	WASHINGTON	651-031-003	66	1	66.00	\$58.37	\$3,852.42	B4
708	WASHINGTON	651-031-002	72	1	72.00	\$58.37	\$4,202.64	B4
702	WASHINGTON	651-031-001	60	0.75	45.00	\$58.37	\$2,626.65	B4
618-620	WASHINGTON	651-025-006	132	0.75	99.00	\$58.37	\$5,778.63	B4
616	WASHINGTON	651-025-005	66	1	66.00	\$58.37	\$3,852.42	B4
608	WASHINGTON	651-025-004	38	1	38.00	\$58.37	\$2,218.06	B4
606	WASHINGTON	651-025-003	45	1	45.00	\$58.37	\$2,626.65	B4
604	WASHINGTON	651-025-002	40	1	40.00	\$58.37	\$2,334.80	B4
600	WASHINGTON	651-025-001	40.75	0.75	30.56	\$58.37	\$1,783.93	B4
530	WASHINGTON	651-000-026	35	0.75	26.25	\$58.37	\$1,532.21	I1
	HURON & EASTERN RAILWAY	651-027-003	100.4	1	100.40	\$58.37	\$5,860.35	I1
524	WASHINGTON	651-000-020	23	1	23.00	\$58.37	\$1,342.51	I1
			1546.15		1348.71		\$72,965.88	

**ESTIMATED INDIVIDUAL ASSESSMENTS
S. WASHINGTON STREET**

WASHINGTON ST. GUTE TO M-71

SPECIAL ASSESSMENT ROLL

EAST SIDE

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	PROPERTY TYPE
1003	WASHINGTON	652-011-016	27	1	27.00	\$58.37	\$1,575.99	OS1
915-923	WASHINGTON	652-011-017	132	1	132.00	\$58.37	\$7,704.84	OS1
905	WASHINGTON	652-011-018	88	1	88.00	\$46.63	\$4,103.44	R2
901	WASHINGTON	652-011-019	88	0.75	66.00	\$46.63	\$3,077.58	R2
833	WASHINGTON	652-006-017	46	0.75	34.50	\$46.63	\$1,608.74	R2
829	WASHINGTON	652-006-016	40	1	40.00	\$46.63	\$1,865.20	R2
827	WASHINGTON	652-006-013	40	1	40.00	\$46.63	\$1,865.20	R2
825	WASHINGTON	652-006-012	40	1	40.00	\$46.63	\$1,865.20	R2
823	WASHINGTON	652-006-012	40	1	40.00	\$46.63	\$1,865.20	R2
821	WASHINGTON	652-006-009	40	1	40.00	\$46.63	\$1,865.20	R2
817-819	WASHINGTON	652-006-005	60	1	60.00	\$46.63	\$2,797.80	R2
	WASHINGTON	652-006-004	60	1	60.00	\$46.63	\$2,797.80	R2
801	WASHINGTON	651-037-001	61	0.75	45.75	\$46.63	\$2,133.32	R2
715	WASHINGTON	651-032-001	178	0.75	133.50	\$46.63	\$6,225.11	R2
707	WASHINGTON	652-005-005	66	1	66.00	\$46.63	\$3,077.58	R2
705	WASHINGTON	652-005-004	44	1	44.00	\$46.63	\$2,051.72	R2
703	WASHINGTON	652-005-001	44	0.75	33.00	\$46.63	\$1,538.79	R2
619	WASHINGTON	652-001-006	44	0.75	33.00	\$58.37	\$1,926.21	B4
	WASHINGTON	652-001-003	132	1	132.00	\$58.37	\$7,704.84	I1
605	WASHINGTON	652-001-001	156.75	1	156.75	\$58.37	\$9,149.50	I1
	HURON & EASTERN RAILWAY	652-001-007	86.62	1	86.62	\$58.37	\$5,056.01	I1
102	CORUNNA	651-021-005	21.7	1	21.70	\$58.37	\$1,266.63	B4
102	CORUNNA	651-021-004	33	0.75	24.75	\$58.37	\$1,444.66	B4

1568.07

1444.57

\$74,566.55

ASSESSABLE RESIDENTIAL FRONT FEET
ASSESSABLE COMMERCIAL FRONT FEET
TOTAL ASSESSABLE FRONT FOOTAGE

1321.25
1472.03
2793.28



City of Owosso

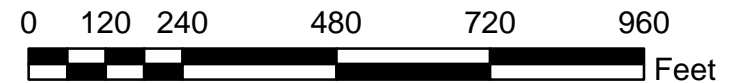
Proposed Special Assessment

Washington Street From M-71 to Gute St.

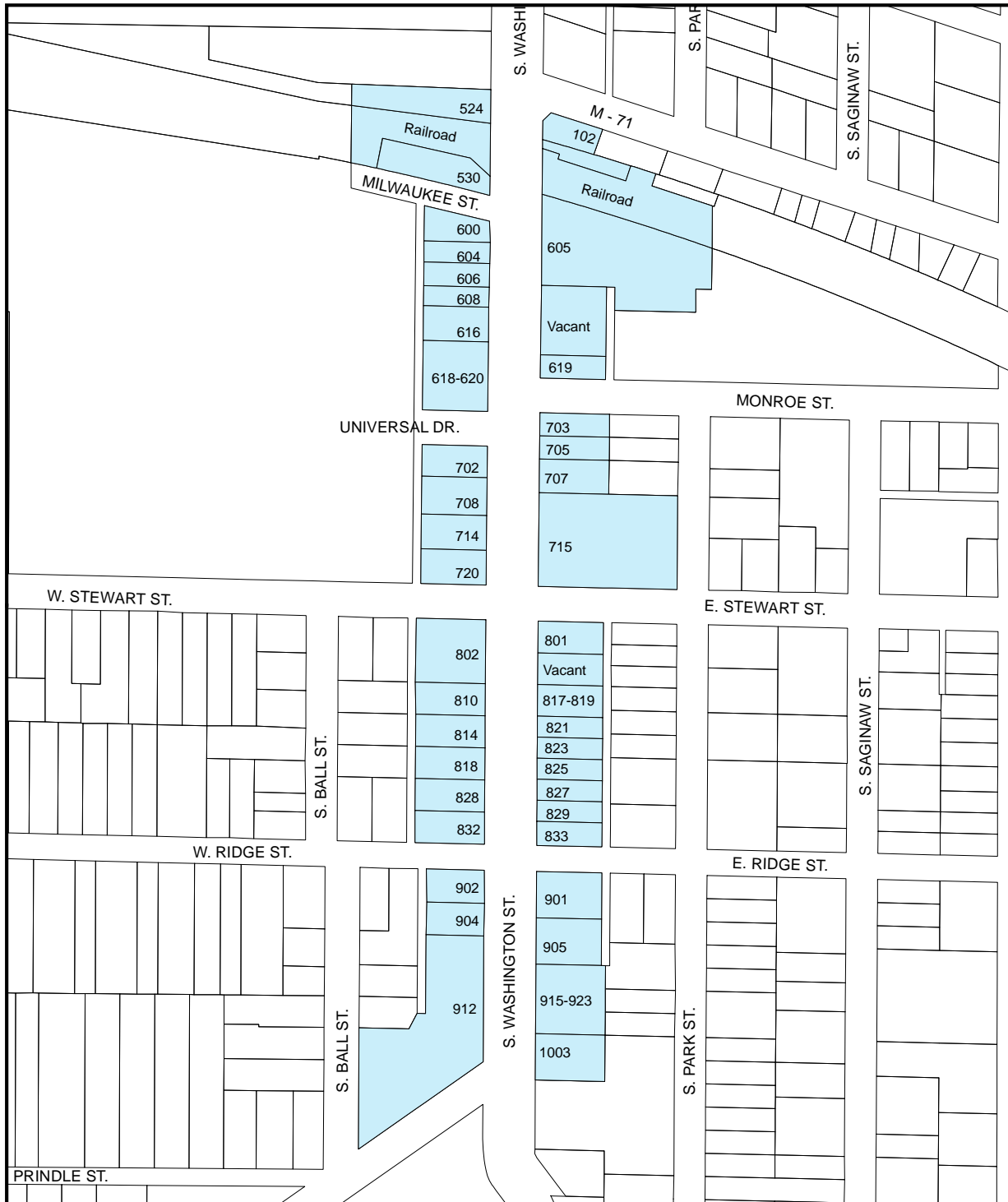


Legend

-  Special Assessment Parcels
-  City Parcels 2018
- 501 Street Address Number



1 inch = 300 feet





OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: September 24, 2018
TO: City Council
FROM: Kevin Lenkart
RE: Memorial Hospital Contract Amendment – Preferred Ambulance Provider

RECOMMENDATION:

Request council to approve the ambulance service agreement between the City of Owosso and Memorial Hospital, as amended.

BACKGROUND:

The City of Owosso and Memorial Hospital agreed to a three (3) year extension of the agreement to have the City of Owosso be the preferred ambulance provider for patients.

The original agreement between the City of Owosso and Memorial Hospital was approved by council on August 20, 2018. Memorial Hospital legal staff sent the pre-approved contract back with some changes. Those changes are included in the agreement now before you.

RESOLUTION NO.

**RESOLUTION AUTHORIZING AMENDMENT TO
THE PREFERRED AMBULANCE PROVIDER CONTRACT
WITH THE MEMORIAL HOSPITAL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Public Safety Department that maintains an ambulance service with Advanced Life Support (ALS) and Basic Life Support (BLS) capabilities; and

WHEREAS, the City of Owosso and The Memorial Hospital negotiated an agreement extending the City of Owosso's contract as the preferred ambulance provider for The Memorial Hospital; and

WHEREAS, The Memorial Hospital legal team has requested changes to the verbiage of the agreement since it was originally approved August 20, 2018, to which the City is agreeable.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary, and in the public interest to amend the contract with The Memorial Hospital approved by Resolution No. 135-2018 on August 20, 2018 to include the verbiage requested by The Memorial Hospital.
- SECOND: The Mayor and the City Clerk are instructed and authorized to sign the document substantially in the form attached, Ambulance Service Agreement, as Amended between the City of Owosso, Michigan and The Memorial Hospital.
- THIRD: The contract shall become effective October 1, 2018.

**AMBULANCE SERVICE AGREEMENT,
As Amended**

This Ambulance Service Agreement is entered into this 1st day of October, 2018, by and between The Memorial Hospital d/b/a Memorial Healthcare, (“Memorial”), a Michigan non-profit corporation, of 826 West King Street, Owosso, Michigan 48867 and The City of Owosso (“Owosso”), a Michigan Home Rule City of 301 West Main Street, Owosso, Michigan 48867.

WHEREAS, Memorial provides a full range of medical and hospital services to patients in the Mid-Michigan geographic area;

WHEREAS, Memorial desires to provide its patients with highest quality ambulance service;

WHEREAS, Owosso maintains an ambulance service with Advanced Life Support (“ALS”) and Basic Life Support (“BLS”) capabilities; and

WHEREAS, Owosso desires to provide ambulance services to Memorial patients.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. Owosso will be the preferred ambulance provider for the patients of Memorial when called upon to do so for emergency and non-emergency cases.

2. The duty to provide ambulance services to patients of Memorial shall not be exclusive to Owosso.

3. The term of this Agreement shall be three (3) years from the date stated in the opening paragraph. However, either party may terminate this Agreement with sixty (60) days written notice to the other party, by first class mail at the address stated above. If the parties continue to honor this Agreement beyond the above stated term, the Agreement shall be considered to be for successive sixty (60) day terms subject to the sixty (60) day termination requirement. Either party may terminate this Agreement by Sixty (60) days written notice to the other party with or without cause.

4. Memorial will arrange for the ambulance service by telephoning Shiawassee County Central Dispatch or Owosso at (989) 725-0594, or such other number as Owosso provides to Memorial in writing.

5. Representatives of Memorial or the treating physician will specify the destination of the patient and the level of service required. Owosso will provide ambulance service to any specified destination. Owosso shall maintain such medical records of care provided to Memorial patients during their transports as may be required by applicable federal and state law, the applicable industry standard of practice and applicable protocols of the local medical control authority.

6. In addition to providing ambulance service to different hospitals, nursing homes and other health care facilities, for various testing, procedures, or appointments, Owosso will provide transportation within the Memorial facility or between buildings on the Memorial campus or property.

7. The rates to be charged to the Memorial patients for the services provided within the Memorial facility or between buildings shall be established by resolution of the Owosso City Council dated August 6th, 2018, copies of which are attached. The rates may only be changed by mutual agreement of the parties. Owosso shall bill the patient or patient's insurance when appropriate. Memorial shall not be responsible for any balance due and owing by a patient or patient's insurance. Memorial shall be responsible to pay Owosso for ambulance services as described in section 6 above.

8. Owosso shall comply with all applicable laws of the United States of America, State of Michigan and local ordinances, now or hereafter existing, and with all applicable Federal and State rules and regulations now or hereafter existing relating to any of the services provided pursuant to this Agreement. Owosso shall specifically comply with all applicable provisions of 1990 PA 179 [MCLA 333.20901 through 333.20979], including any future amendments or additions thereto, together with any rules and regulation promulgated thereunder, now or hereafter existing or amended.

9. Owosso shall secure and maintain all necessary insurance coverage for the duties contemplated herein, including but not limited to the following:

- a. Professional and general liability insurance with minimum limits of \$1million per occurrence and \$3 million aggregate; and
- b. Workers compensation coverage for all its employees as required by Applicable Laws;

10. It is expressly understood that Owosso is an independent contractor. The employees of Owosso shall not be considered nor hold themselves out as employees of Memorial.

11. Neither party may assign this Agreement without the written consent of the other party.

12. If any section, subsection, sentence, word or phrase of this Agreement is held invalid or unconstitutional for any reason by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and shall not affect the validity of the remaining portions thereof.

13. No failure or delay on the part of either party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

14. All modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

15. This Agreement is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.

16. This Agreement, and any additional supplementary documents incorporated herein by specific reference, contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

17. Each party agrees to defend and indemnify the other party from its acts or omissions that may give rise to claims from the activities contemplated by this Agreement.

18. Governing Law and Jurisdiction. This Agreement is governed by and shall be construed in accordance with the laws of the State of Michigan. The parties shall submit all their disputes arising out of or in connection with this Agreement to the exclusive jurisdiction of the Courts of Shiawassee County.

19. Notices. Any notice or communication permitted or required hereunder shall be made by letter either sent by personal delivery, by United States first class mail or by registered or certified mail return receipt requested, to the parties at their last known address.

CITY OF OWOSSO

THE MEMORIAL HOSPITAL
d/b/a MEMORIAL HEALTHCARE

BY: _____
Christopher T. Eveleth
ITS: Mayor

BY: _____
ITS: _____

ATTEST:

BY: _____
Amy K. Kirkland
ITS: City Clerk



OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: September 25, 2018
TO: City Council
FROM: Kevin Lenkart
Public Safety Chief
RE: Sale of Retired Ambulance

Bids were solicited and received for one (1) retired ambulance – a 2003 Ford, VIN # 1FDXE45F93HA06336.

There were seven (7) separate bidders for the vehicle, Ryan Roe was the high bid at \$4,150.00.

I recommend council approve the bid from Ryan Roe in the amount of \$4,150.00.

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE EXECUTION OF THE SALE
OF ONE RETIRED 2003 FORD AMBULANCE
TO RYAN ROE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, established a purchasing cycle to maintain a healthy ambulance fleet; and

WHEREAS, as part of this purchasing cycle older vehicles are retired and sold to the highest bidder; and

WHEREAS, bid solicitations were advertised and the most responsive bid was received from Ryan Roe.

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 sell one 2003 Ford ambulance, last six digits of the VIN# reading: A06336, in the amount of \$4,150.00.
- SECOND: The city clerk is instructed and authorized to complete the necessary paperwork to transfer ownership to Ryan Roe upon the remittance of \$4,150.00.

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
SEPTEMBER 5, 2018 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Mayor Chris Eveleth at 7:32 a.m.

ROLL CALL: Was taken by Recording Secretary, Debbie Hebert.

AUTHORITY MEMBERS PRESENT: Mayor Chris Eveleth,

Vice-Chairman Bill Gilbert, Present (7:35 a.m.)

Ken Cushman

Jon Moore

Lance Omer, Present (7:40 a.m.)

Theresa Trecha

Kevin Wiles (7:35 a.m.)

Jim Woodworth

MEMBERS ABSENT:. Chairman Dave Acton

OTHERS PRESENT: Josh Adams, Main Street Manager; Tracey Peltier, Owosso Main Street/DDA Program Assistant

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE AGENDA FOR SEPTEMBER 5, 2018 AS PRESENTED,

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE MINUTES OF JULY 11, 2018, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS:

ITEMS OF BUSINESS:

1) CHECK REGISTER

IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE CHECK REGISTER FOR AUGUST, 2018 AS PRESENTED. AYES ALL. MOTION CARRIED.

2) BUDGET REPORT – JOSH ADAMS, MAINSTREET MANAGER

Beginning new Fiscal Year – Checks will be purchased, maintenance increased by equipment purchases and increase of hours in watering due to hot weather. Assistant City Manager Cyphert is verifying the revolving loan standards, restrictions and how it can be utilized.

IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE BUDGET REPORT FOR AUGUST, 2018. AYES ALL. MOTION CARRIED.

3) PROGRAM ASSISTANT POSITION – Owosso Main Street/DDA Program Assistant Tracy Peltier resigned her position to begin working with her husband in their architecture firm. Discussion began to contract key components of the position to separate individuals rather than hire one person for all the job duties. Key components derived from list of priorities will be discussed at the next chairman’s meeting to formulate the needed contracted positions.

4) FAÇADE GRANT UPDATE

Three properties are moving forward. Hit and Pitch is breaking off to be rebid their project. However, all four properties must be included in the same contract with the MEDC. Hit and Pitch will be rebid this week. The bid will be public for 5 days and the bid opening will take place at the end of the week.

5) October Board Meeting (Main Street Exchange)

The October meeting will be a Main Street Exchange with Lapeer Main Street. The meeting will take place as customary on the first Wednesday of the month but the meeting start time will change to 9:00 A.M. There will be an exchange of ideas and issues.

COMMITTEE UPDATES:

- 1) **Design & Business Vitality** – The flower program is finishing up. The Wayfinding subcommittee has allocated all of the funds to purchase of signs to places of interests throughout town. There is progress in development of an electronic database that is useful toward developing website and application.

Streetscape subcommittee is planning the shape and size of planters, irrigation system, and tree maintenance.
- 2) **Promotion & Outreach** – A successful Vintage Motorcycle Days with 70 bike displayed was held. The event was somewhat dampened by the weather but still a success. Art Walk is to be held this weekend. A chairperson for this event is being sought. Preparation is beginning for the Glow Season. Santa School will take place at SRI in October
- 3) **Business Owners Committee** – Meetings reconvene in September. The Consultant will be here September 25, 26 & 27. The board will meeting with the consultant at a time to be determined and communicated-

4) **Manager Updates** – Nothing to report at this time.

5) **BOARD CONTINUING EDUCATION/INFORMATION** - Nothing to report at this time.

PUBLIC COMMENTS:

Kevin Lenkart, Director of Public Safety, shared that free parking ticket program has ended. New software is being prepared to put in place in October for the downtown area in lots. Employee parking permits has been terminated. Free permits are available for residents. See Tanya in the Building Department. One is issued free per unit issued to the Owner of the building. Additional permits available for purchase.

BOARD COMMENTS: Appreciation was expressed to Tracy Peltier for her service.

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:40 A.M.

AYES: ALL. MOTION CARRIED.

Bill Gilbert, Chairman

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
September 10, 2018, 7:00 PM Curwood Castle



- CALL TO ORDER:** MEETING WAS CALLED TO ORDER AT 7:02 PM BY CHAIR CAROL VAUGHN
- PRESENT:** COMMISSIONER CAROL VAUGHN, CHAIR; COMMISSIONER KAREN MARUMOTO, VICE CHAIR; COMMISSIONER SARA ADAMS; COMMISSIONER DAVE ACTON; COMMISSIONER CAROLYN EBERT; COMMISSIONER ELAINE GREENWAY, CITY COUNCIL REPRESENTATIVE; ROBERT DORAN, DIRECTOR
- ABSENT:** COMMISSIONER GILBERT; COMMISSIONER JACOBS; COMMISSIONER LUDINGTON
- APPROVAL OF AGENDA:** Chair Carol Vaughn requested an addition under Old Business-501(c)3 & IRS Application Status Report: Check authorization and approval. **Commissioner Adams Motioned to approve agenda with change to Old Business. Motion Supported by Commissioner Greenway. Ayes all, motion carried.**
- APPROVAL OF AUGUST, 2018 REVENUE AND EXPENDITURE REPORT**
Commission Acton Motioned to approve the August, 2018 Revenue and Expenditure Report with updates to follow. Motion Supported by Commissioner Greenway. Ayes all, motion carried.
- CONSENT AGENDA:**
Curwood Castle Dashboard Report, OHC Dashboard Report, Curwood Castle Admissions and Financials, Curwood Castle Gift Shop Sales, OHC Balance Sheet, OHC Check Register; OHC August 2018 Meeting Minutes. Commissioner Ebert Motioned to approve the Consent Agenda, Supported by Commissioner Marumoto. Ayes all, motion carried.
- CITIZEN COMMENTS:** NONE
- COMMUNICATIONS:** NONE
- OLD BUSINESS:**
- **Review Board Agenda 12 Month Planning Guide:** On Target
 - **501(c)3 status** – Completed Application will be received, signed and submitted. Application Fee is \$600.00. **Commissioner Greenway motioned to approve \$600.00 expenditure request. Supported by Commissioner Adams. All ayes. Motion carried.**
 - **Follow-up on Fund Raising Meeting – Next Steps**
Materials were reviewed that will be utilized to promote fund raising. Director, Robert Doran shared his success in raising funds.
 - **Museum and Parks Millage – Next Steps**
Mayor Chris Eveleth will be contacted to take the lead in strategy planning to obtain vote.

NEW BUSINESS:

- **Committee Reports**
 - **Finance:** No meeting, 2019 rough draft budget to be presented at next meeting. Submission of budget requests of committees needs to be turned in. Financial advisor being sought.
 - **Governance:** 501(c)3 application submission to occur. Strategic plan is to be completed September in spreadsheet format for quick reference.
 - **Philanthropy, Giving & Membership:** Promotional Materials were presented as developed by Director Robert Doran. Preparations are being done for October 19th event.
 - **Exhibitions & Education:** Junior Historical Commission to be developed. Assisting with 2nd grade curriculum.
 - **Facilities:** Bill Brooks will assist with facilities.
 - **Marketing, Advertising & Social Media:** See Promotional Materials. A list of 20 names with addresses was requested from each commissioner.
 - **Archiving & Acquisitions:** Materials received, sorted and implemented by Heather Jacobs and Michael Payne.
 - **Volunteers:** Ramping up for Docent recognition party.
- **Change October 19 Painting Exhibition to Gould House Crisis Intervention.**
- **Reviewed New Membership and Sponsorship in Gould House.**
- **Power thought of the day –** As soon as anyone starts to tell you to be realistic, cross that person off your invitation list.

CITIZEN COMMENTS:

NA

ADJOURN:

Commissioner Adams motioned to adjourn at 8:02, Supported by Marumoto. Ayes All, Motion Carried.

**MINUTES
REGULAR MEETING OF THE OWOSSO ZONING BOARD OF APPEALS
CITY OF OWOSSO
SEPTEMBER 18, 2018 AT 9:30 A.M.
CITY COUNCIL CHAMBERS**

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

ROLL CALL: Was taken by Tanya Buckelew.

MEMBERS PRESENT: Chairman Randy Horton, Board Members Matthew Grubb, Kent Telesz and Alternate John Horvath

MEMBERS ABSENT: Vice-Chairman Christopher Eveleth, Board Member Tom Taylor

OTHERS PRESENT: Ms. Amy Cyphert, Assistant City Manager and Director of Community Development; Kateri Lehr, Stephanie Chapman, Julie Pinson

AGENDA:

IT WAS MOVED BY BOARD MEMBER TELESZ AND SUPPORTED BY ALTERNATE JOHN HORVATH TO APPROVE THE AGENDA FOR THE SEPTEMBER 18, 2018 REGULAR MEETING AS PRESENTED.

YEAS: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY BOARD MEMBER TELESZ AND SUPPORTED BY BOARD MEMBER GRUBB TO APPROVE THE MINUTES OF AUGUST 21, 2018 AS PRESENTED.

YEAS: ALL. MOTION CARRIED.

OLD BUSINESS: - None

NEW BUSINESS/PUBLIC HEARINGS:

- | | |
|----------------------------|--|
| 1. APPLICANT: | Kateri Lehr |
| CASE # 2018-06: | Parcel 050-670-002-018-00 |
| PROPERTY ZONING: | R-1, One-family Residential District |
| LOCATION OF APPEAL: | 804 W. Oliver Street, Owosso, MI 48867 |

The applicant is proposing to demolish the existing carport and construct a new attached garage. The existing home and carport are non-conforming.

Sec. 38-379 (1) where the accessory building is structurally attached to a main building, it shall be subject to, and must conform to, all regulations of this chapter applicable to main building.

Section 38-351 states that a structure within the R-1 zoning district shall have a minimum side yard setback of 8 feet, a minimum rear yard setback of 35 feet and maximum lot coverage of 25%.

A 2.7' foot side yard variance, an 11.83' rear yard variance and a 2.5% lot coverage variance are being requested.

**Resolution 180918-06
FINDINGS OF FACT AND CONCLUSIONS**

Record of Proceedings. The following documents were reviewed and considered by the Zoning Boards of Appeals in reaching its decision, in addition to the comments made by Applicant, members of the public, and members of the Board:

1. Application with sketches of proposed attached garage.
2. Owners of the home stated their intent with this project and the improvement it will make to their home and the neighborhood.
3. Board discussed

4. Received an email from John Garrison, 802 W Oliver St. Chairman Horton read the email indicating Mr. Garrison's support.
5. No public was present in regards to this case.

Upon motion of Member Telesz, seconded by Member Grubb, the following findings, conclusions, decisions, and conditions were adopted by the Board as its decision on the above variance. The applicant **does** meet all nine (9) facts of findings:

a. Basic Conditions 1-9 in order for the variance to be granted.

Factor 1: (Section 38-504(3) a.1.) "Will not be contrary to the public interest or to the intent and purpose of this chapter."

Factor 2: (Section 38-504(3) a.2.) "Shall not permit the establishment within a district of any use which is not permitted by right within that zone district, or any use or dimensional variance for which a conditional use permit or a temporary use permit is required."

Factor 3: (Section 38-504(3) a.3.) "Is one that is unique and not shared with other property owners."

Factor 4: (Section 38-504(3) a.4.) "Will relate only to property that is under control of the applicant."

Factor 5: (Section 38-504(3) a.5.) "Is applicable whether compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome."

Factor 6: Section 38-504(3) a.6.) "Was not created by action of the applicant (i.e., that it was not self-created.)"

Factor 7: Section 38-504(3) a.7.) "Will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets or increase the danger of fire or endanger the public safety."

Factor 8: Section 38-504(3) a.8.) "Will not cause a substantial adverse effect upon property values in the immediate vicinity or in the district in which the property of the applicant is located."

Factor 9: Section 38-504(3) a.9.) "Is applicable whether a grant of the variance applied for would do substantial justice to the applicant as well as to other property owners in the area, or whether a lesser relaxation than that applied for would give substantial relief to the owner of the property involved and be more consistent with justice to other property owners."

Special Conditions. When all of the foregoing basic conditions can be satisfied, a variance may be granted when any one (1) of the following special conditions can be clearly demonstrated:

1. "Where there are practical difficulties or unnecessary hardships which prevent carrying out the strict letter of this chapter. These hardships or difficulties shall not be deemed economic, but shall be evaluated in terms of the use of a particular parcel of land."
2. "Where there are exceptional or extraordinary circumstances or physical conditions such as narrowness, shallowness, shape, or topography of the property involved, or to the intended use of the property, that do not generally apply to other property or uses in the same zoning district."

**The Board finds that Section 38-504(3) b.2 has been met for the following reasons:
shallowness of the rear yard area**

3. "Where such variation is necessary for the preservation of a substantial property right possessed by other properties in the same zoning district."

The request for a variance is approved for the above reasons.

The following are imposed as conditions upon grant of the variance:

The variance was approved based on all aspects of the plans and descriptions submitted. The structure, use or activity shall be constructed or carried on in accordance with the plans and/or description provided by the Applicant. All aspects of construction shall be in compliance with the plan submitted, regardless of whether a variance was sought or necessary for certain dimensional or other aspects of the plan.

Any variance granted by the Zoning Board of Appeals shall not be valid after a period of six (6) months from the date granted unless the owner shall have taken substantial steps, as determined by the Board, in implementing the variance granted by the Board.” Sec. 38-504(c) 2. i. ii., Chapter 38, of the City of Owosso Zoning Ordinance.

The above findings, conclusions and decision were adopted by roll call vote as follows:

AYES: BOARD MEMBER GRUBB, ALTERNATE HORVATH, BOARD MEMBER TELESZ AND
CHAIRMAN HORTON

NAYS: NONE

2. **APPLICANT:** Troy & Stephanie Chapman
CASE # 2018-07: Parcel 050-580-000-093-00
PROPERTY ZONING: R-1, One-family Residential District
LOCATION OF APPEAL: 215 Oakwood Ave, Owosso, MI 48867

The applicant is requesting a variance to allow a 5-foot solid wood fence 1.6 feet from the property line along Grover Street.

Section 38-393 (3) states that fences and hedges in front yards that function as exterior side yards must follow front yard restrictions unless the fence or hedge is installed or planted at least nineteen (19) feet back from the right-of-way line or follows the building line of the nearest legal structure. All such fences and hedges must meet clear vision requirements for streets, driveways, and sidewalks and (2) states front yard fences or hedges must be less than fifty (50) percent solid, impervious, or of an obscuring nature above a height of thirty (30) inches above the curb or centerline of the street, and not exceed four (4) feet in total height.

A setback variance of 17.4 feet and variance of 1 foot is being requested in order to allow a 5-foot solid wood fence 1.6 feet from the public street right-of-way.

**Resolution 180918-07
FINDINGS OF FACT AND CONCLUSIONS**

Record of Proceedings. The following documents were reviewed and considered by the Zoning Boards of Appeals in reaching its decision, in addition to the comments made by Applicant, members of the public, and members of the Board:

1. Application and photos of previous and new fence
2. Owner Stephanie Chapman stated the need for the fence is due to the water and flooding issues with the home. A gas powered pump is just outside the home and runs frequently. The fence is for security as this pump has been turned off by someone in the past or if it is stolen the basement would flood in about 15 minutes.
3. Dean Pennell, 208 Oakwood does not have a problem with the fence.
4. Judy Pennell, 208 Oakwood supports the fence.
5. Jeff Turner, 204 Oakwood supports the fence.
6. Lisa Frolka, 1316 Henry/204 Oakwood supports the fence.
7. Received 2 letters from Charles and Nancy Shepard, 713 Grover in support of the fence. Chairman Horton read these letters to the board and the public.
8. Board discussed the fence.

Upon motion of Member Grubb, seconded by Member Telesz, the following findings, conclusions, decisions, and conditions were adopted by the Board as its decision on the above variance. The applicant does meet all nine (9) facts of findings:

a. Basic Conditions 1-9 in order for the variance to be granted.

Factor 1: (Section 38-504(3) a.1.) "Will not be contrary to the public interest or to the intent and purpose of this chapter."

Factor 2: (Section 38-504(3) a.2.) "Shall not permit the establishment within a district of any use which is not permitted by right within that zone district, or any use or dimensional variance for which a conditional use permit or a temporary use permit is required."

Factor 3: (Section 38-504(3) a.3.) "Is one that is unique and not shared with other property owners."

Factor 4: (Section 38-504(3) a.4.) "Will relate only to property that is under control of the applicant."

Factor 5: (Section 38-504(3) a.5.) "Is applicable whether compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome."

Factor 6: Section 38-504(3) a.6.) "Was not created by action of the applicant (i.e., that it was not self-created.)"

Factor 7: Section 38-504(3) a.7.) "Will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets or increase the danger of fire or endanger the public safety."

Factor 8: Section 38-504(3) a.8.) "Will not cause a substantial adverse effect upon property values in the immediate vicinity or in the district in which the property of the applicant is located."

Factor 9: Section 38-504(3) a.9.) "Is applicable whether a grant of the variance applied for would do substantial justice to the applicant as well as to other property owners in the area, or whether a lesser relaxation than that applied for would give substantial relief to the owner of the property involved and be more consistent with justice to other property owners."

Special Conditions. When all of the foregoing basic conditions can be satisfied, a variance may be granted when any one (1) of the following special conditions can be clearly demonstrated:

1. "Where there are practical difficulties or unnecessary hardships which prevent carrying out the strict letter of this chapter. These hardships or difficulties shall not be deemed economic, but shall be evaluated in terms of the use of a particular parcel of land."
2. "Where there are exceptional or extraordinary circumstances or physical conditions such as narrowness, shallowness, shape, or topography of the property involved, or to the intended use of the property, that do not generally apply to other property or uses in the same zoning district."

The Board finds that Section 38-504(3) b.2. has been met for the following reasons: topography, flooding concern, requires constant pumping and fence is security to protect the outdoor pump. Also the property owner is bringing the fence into more conformance with the ordinance by replacing the old fence.

3. "Where such variation is necessary for the preservation of a substantial property right possessed by other properties in the same zoning district."

The request for a variance is approved for the above reasons.

The following are imposed as conditions upon grant of the variance:

The variance was approved based on all aspects of the plans and descriptions submitted. The structure, use or activity shall be constructed or carried on in accordance with the plans and/or description provided by the Applicant. All aspects of construction shall be in compliance with the plan submitted, regardless of whether a variance was sought or necessary for certain dimensional or other aspects of the plan

Any variance granted by the Zoning Board of Appeals shall not be valid after a period of six (6) months from the date granted unless the owner shall have taken substantial steps, as determined by the Board, in implementing the variance granted by the Board." Sec. 38-504(c) 2. i. ii., Chapter 38, of the City of Owosso Zoning Ordinance.

The above findings, conclusions and decision were adopted by roll call vote as follows:

AYES: ALTERNATE HORVATH, BOARD MEMBER TELESZ AND GRUBB, CHAIRMAN
HORTON

NAYS: NONE

3. **APPLICANT:** Julie Pinson
CASE # 2018-08: Parcel 050-660-001-011-00
PROPERTY ZONING: R-1, One-family Residential District
LOCATION OF APPEAL: 620 Lee Street, Owosso, MI 48867

The applicant is proposing to construct a pergola and an addition to their garage. The existing home and shed are non-conforming.

Sec. 38-379 (4) states no detached accessory building shall be located closer than ten (10) feet to any main building nor shall it be located closer than three (3) feet to any side or rear lot line.

A 3' foot rear yard variance and a 10 foot setback variance from the house are being requested for the pergola. A 3' side yard variance is being requested for the shed addition. A 2% lot coverage variance is being requested for the site.

**Resolution 180918-08
FINDINGS OF FACT AND CONCLUSIONS**

Record of Proceedings. The following documents were reviewed and considered by the Zoning Boards of Appeals in reaching its decision, in addition to the comments made by Applicant, members of the public, and members of the Board:

1. Application with photos of the back yard area.
2. Owners Julie and John Pinson stated their intent with the back yard area.
3. Jill Redmond, 624 Lee Street supports this variance request.
4. Assistant City Manager Amy Cyphert stated the property is non-conforming and always will be. This variance would make the property a legally non-conforming Class A.
5. Board discussed.

Upon motion of Member Grubb, seconded by Member Telesz, the following findings, conclusions, decisions, and conditions were adopted by the Board as its decision on the above variance. The applicant does meet all nine (9) facts of findings:

a. Basic Conditions 1-9 in order for the variance to be granted.

Factor 1: (Section 38-504(3) a.1.) "Will not be contrary to the public interest or to the intent and purpose of this chapter."

Factor 2: (Section 38-504(3) a.2.) "Shall not permit the establishment within a district of any use which is not permitted by right within that zone district, or any use or dimensional variance for which a conditional use permit or a temporary use permit is required."

Factor 3: (Section 38-504(3) a.3.) "Is one that is unique and not shared with other property owners."

Factor 4: (Section 38-504(3) a.4.) "Will relate only to property that is under control of the applicant."

Factor 5: (Section 38-504(3) a.5.) "Is applicable whether compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome."

Factor 6: Section 38-504(3) a.6.) "Was not created by action of the applicant (i.e., that it was not self-created.)"

Factor 7: Section 38-504(3) a.7.) "Will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets or increase the danger of fire or endanger the public safety."

Factor 8: Section 38-504(3) a.8.) "Will not cause a substantial adverse effect upon property values in the immediate vicinity or in the district in which the property of the applicant is located."

Factor 9: Section 38-504(3) a.9.) "Is applicable whether a grant of the variance applied for would do substantial justice to the applicant as well as to other property owners in the area, or whether a lesser relaxation than that applied for would give substantial relief to the owner of the property involved and be more consistent with justice to other property owners."

Special Conditions. When all of the foregoing basic conditions can be satisfied, a variance may be granted when any one (1) of the following special conditions can be clearly demonstrated:

1. "Where there are practical difficulties or unnecessary hardships which prevent carrying out the strict letter of this chapter. These hardships or difficulties shall not be deemed economic, but shall be evaluated in terms of the use of a particular parcel of land."
2. "Where there are exceptional or extraordinary circumstances or physical conditions such as narrowness, shallowness, shape, or topography of the property involved, or to the intended use of the property, that do not generally apply to other property or uses in the same zoning district."

The Board finds that Section 38-504(3) b.2. has been met for the following reasons: narrowness of the lot and the current structures are on the lot lines.

3. "Where such variation is necessary for the preservation of a substantial property right possessed by other properties in the same zoning district."

The request for a variance is approved for the above reasons.

The following are imposed as conditions upon grant of the variance:

The variance was approved based on all aspects of the plans and descriptions submitted. The structure, use or activity shall be constructed or carried on in accordance with the plans and/or description provided by the Applicant. All aspects of construction shall be in compliance with the plan submitted, regardless of whether a variance was sought or necessary for certain dimensional or other aspects of the plan.

Other conditions: Designate this parcel as Class A Non-conforming

Any variance granted by the Zoning Board of Appeals shall not be valid after a period of six (6) months from the date granted unless the owner shall have taken substantial steps, as determined by the Board, in implementing the variance granted by the Board." Sec. 38-504(c) 2. i. ii., Chapter 38, of the City of Owosso Zoning Ordinance.

The above findings, conclusions and decision were adopted by roll call vote as follows:

AYES: BOARD MEMBER TELESZ, GRUBB, ALTERNATE HORVATH AND CHAIRMAN HORTON
NAYS: NONE

OTHER BOARD BUSINESS:

The sign ordinance request has gone to the Planning Commission. Draft amendments will be presented at the October Planning Commission meeting.

Alternate John Horvath will not be able to attend the October ZBA meeting.

PUBLIC COMMENTS AND COMMUNICATIONS
NONE

ADJOURNMENT:

MOTION BY BOARD MEMBER TELESZ AND SUPPORTED BY ALTERNATE HORVATH TO ADJOURN AT 10:55 A.M. UNTIL THE NEXT REGULARLY SCHEDULED MEETING ON TUESDAY, OCTOBER 16, 2018, IF ANY REQUESTS ARE RECEIVED.

YEAS: ALL. MOTION CARRIED.

Matthew Grubb, Secretary

Draft minutes 09-18-2018