

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MAY 03, 2021
7:30 P.M.**

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

AGENDA

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF APRIL 19, 2021:

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 five (5) minutes duration during the occasion for citizen comments and questions. Each person shall also be afforded 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. Buddy Poppy Sale Kickoff. Poppy Queen Natalie Thayer will sell the ceremonial first Buddy Poppy to Mayor Christopher Eveleth marking the start of the annual Buddy Poppy Sale in Owosso.
2. Appreciation Award – C. Eveleth. Presentation of a token of appreciation for Christopher T. Eveleth's years of work in support of the Downtown Farmers' Market.

PUBLIC HEARINGS

1. USDA Grant. Conduct a Public Hearing pursuant to USDA Grant guidelines to receive citizen comment regarding application for grant funding to be used toward the purchase of a Police cruiser.
2. Ordinance Amendment – Medical Marihuana Ordinance. Conduct a public hearing to receive citizen comment regarding the proposed amendment to Chapter 16.5, Medical Marihuana Facilities Licensing – Police Power Ordinance, Section 16.5-4 of the Code of Ordinances of the City of Owosso to allow for the transfer of medical marijuana facilities licenses.
3. Ordinance Amendment – Recreational Marihuana Ordinance. Conduct a public hearing to receive citizen comment regarding the proposed amendment to Chapter 16.6, Adult Use Marihuana Establishments Licensing – Police Power Ordinance, Section 16.6-4 of the Code of Ordinances of the City of Owosso to allow for the transfer of recreational marijuana establishment licenses.

CITIZEN COMMENTS AND QUESTIONS

CONSENT AGENDA

1. Set Public Hearing - 2021-2022 City Budget. Set required Public Hearing pursuant to Chapter 8 of the City Charter for Monday, May 17, 2021 at 7:30 p.m. in Council Chambers at City Hall, 301 West Main Street, to receive citizen comment regarding proposed 2021-2022 City Budget.
2. Set Public Hearing-MEDC Water-Related Infrastructure Grant. Set required Public Hearing for Monday, May 17, 2021 to receive citizen comment regarding application for Michigan Economic Development Corporation's Water-Related Infrastructure Grant. The grant provides up to \$2 million with at least a 10% cash match from a qualified community.
3. Change Order – Private Property Lead Service Line Replacement. Approve Change Order No. 1 to the Services Agreement for Private Property Lead Service Line Replacement with Smith Sand & Gravel in an amount not to exceed \$37,935.08, with an additional contingency amount of \$5,600.00 and authorize payment to the contractor up to a total of \$43,535.08.
4. Emergency Repair Authorization – Local Well No. 1. Approve emergency repair of Local Well No. 1 by Peerless Midwest, Inc. in the amount of \$16,973.60 with a \$2,500.00 contingency for potential adjustments, and authorize payment to the contractor upon satisfactory completion of the project.
5. Boards and Commissions Appointment. Approve the following Mayoral Boards and Commissions appointment:

Name	Board/Commission	Term Expires
Ryan Suchanek	Mid-County Wastewater Treatment Plant Review Board	N/A

6. Mr. Owosso Pickleball Tournament Traffic Control Order. Consider request from Shiawassee Family YMCA to utilize the Comstock Lot (#10) for a Pickleball Tournament as a Mr. Owosso Fundraiser on Wednesday, June 2, 2021 from 2:00pm until 7:00pm and approve Traffic Control Order No. 1448 formalizing the request.
7. Curwood Festival Permission. Authorize application from the Curwood Festival for use of various parking lots and streets from June 2, 2021 at 9:00 a.m. through June 7, 2021 at 6:00 a.m. for the annual Curwood Festival and further authorize Traffic Control Order No. 1449 formalizing the action.

ITEMS OF BUSINESS

1. Rescind Brownfield Tax Increment Plan-Robbins Property. Consider rescission of Brownfield #9 for 1231 West Main Street and 210 Robbins Street for nonpayment of real property taxes in violation of the City's Tax Abatement Policy.
2. Set Special Meeting/Public Hearing. Authorize Resolution No. 1 to set a Special Meeting of City Council for Monday, May 24, 2021 at 7:30 p.m. to receive citizen comment in a Public Hearing regarding the Michigan Department of Environmental Quality State Revolving Fund Project Plan for the Wastewater Treatment Plant.

COMMUNICATIONS

1. Downtown Development Authority/Main Street. Minutes of April 7, 2021.
2. Owosso Historical Commission. Minutes of April 12, 2021.
3. Owosso Planning Commission. Minutes of April 26, 2021.
4. WWTP Review Board. Minutes of April 27, 2021.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Tuesday, May 11, 2021 6:00p.m. - Budget Workshop

Monday, May 17, 2021 7:30 p.m. – Regular Meeting

BOARDS AND COMMISSIONS OPENINGS

Brownfield Redevelopment Authority – term expires June 30, 2026
Building Board of Appeals – Alternate - term expires June 30, 2022
Building Board of Appeals – Alternate - term expires June 30, 2021
Downtown Development Authority – 2 terms expire June 30, 2021
Owosso Historical Commission – 2 terms expire December 31, 2021
Owosso Historical Commission – term expires December 31, 2022
Owosso Historical Commission – term expires December 31, 2023
Parks & Recreation Commission-term expires June 30, 2022
Zoning Board of Appeals – Alternate – term expires June 30, 2021
Zoning Board of Appeals – term expires June 30, 2023

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 APRIL 19, 2021
7:30 P.M.**

A moment of silence was held in memory of the City's former arborist Bill Brooks to mark the occasion of his passing.

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: COUNCILMEMBER JEROME C. HABER

PLEDGE OF ALLEGIANCE: COUNCILMEMBER JANA L. FEAR

PRESENT: Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmembers Janae L. Fear, Jerome C. Haber, Daniel A. Law, Nicholas L. Pidek, and Robert J. Teich, Jr.

ABSENT: None.

APPROVE AGENDA

Motion by Councilmember Pidek 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 APRIL 5, 2021

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of April 5, 2021 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

Eddie Urban, 601 Glenwood Avenue, wondered if anyone had seen the small castle-like shed that is in Saginaw County. He indicated he would like to have something like that shed to draw more attention to Owosso's Curwood Castle. He also apologized for his shabby lawn saying he had been in the hospital.

Mayor Eveleth announced the Farmers' Market will be starting its season May 1st with Public Safety Director Kevin Lenkart ringing the opening bell.

City Manager Henne introduced the City's new Utilities Director Ryan Suchanek.

Mayor Pro-Tem Osika invited all interested parties to the city-wide cleanup this Saturday from 9:00 until 1:00, lunch will be provided.

CONSENT AGENDA

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

Set Public Hearing – USDA Grant. Set required Public Hearing pursuant to USDA Grant guidelines for Monday, May 3, 2021 at 7:30 p.m. to receive citizen comment regarding the application for grant monies to be used toward the purchase of a Police cruiser as follows:

RESOLUTION NO. 64-2021

SET A PUBLIC HEARING TO HEAR CITIZEN COMMENT ON THE APPLICATION FOR GRANT MONEY FROM THE USDA

WHEREAS, the City of Owosso, Shiawassee County, Michigan has a police department requiring the use of police vehicles; and

WHEREAS, the USDA has a grant program that provides funding for police vehicles and this grant program requires a public hearing to allow for public comment on applying for grant money; and

WHEREAS, the item must now be considered by the city council and a public hearing by the council is required before any such final approval can be acted upon.

WHEREAS, the City of Owosso is eligible for up to 35% federal assistance in the purchase of a police cruiser with a purchase cap of \$50,000.00. The grant would be capped at \$17,500.00 for the City of Owosso. The remaining funding would be covered by the City of Owosso.

NOW THEREFOR BE IT RESOLVED THAT:

FIRST: a public hearing is set for Monday, May 3, 2021 at 7:30 p.m. for the purpose of hearing citizen comment regarding the application for a grant from the USDA for the purchase of one police cruiser.

First Reading and Set Public Hearing – Ordinance Amendment. Conduct first reading and set a public hearing for Monday, May 3, 2021 at 7:30 p.m. to receive citizen comment regarding the proposed amendment to Chapter 16.5, Medical Marihuana Facilities Licensing – Police Power Ordinance, Section 16.5-4 of the Code of Ordinances of the City of Owosso to allow for the transfer of medical marijuana facilities licenses as follows”

RESOLUTION NO. 65-2021

SETTING A PUBLIC HEARING FOR THE PROPOSED ORDINANCE AMENDMENT TO SECTION 16.5-4 TO ALLOW TRANSFER OF MEDICAL MARIHUANA FACILITIES LICENSES

WHEREAS, the City of Owosso allows medical marihuana facilities to do business within the City with the required license; and

WHEREAS, the City of Owosso wishes to end the prohibition on the transfer of said licenses from one owner to another; and

WHEREAS, a public hearing is required before an ordinance amendment can be enacted.

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

SECTION 1. AMENDMENT. That Section 16.5-4 of the Owosso City Code shall be amended to read:

Sec. 16.5-4. - Requirements and procedure for issuing license.

- (a) No person shall operate a marihuana facility within City without a valid marihuana facility license issued by the city pursuant to the provisions of this chapter, and state law.
- (b) The license requirement in this chapter applies to all facilities whether operated for profit or not for profit.
- (c) Every applicant for a license to operate a marihuana facility shall file an application in the building department office upon a form provided by the city.
- (d) Applications to operate any marihuana facility shall include a photocopy of the "State of Michigan Prequalification Status Letter." Any application delivered to the city without the aforementioned prequalification status letter will be deemed incomplete and shall be rejected. Any delay due to the filing of an incomplete application shall be deemed the fault of the applicant and not the city.
- (e) Upon an applicant's completion of said form and furnishing of all required information and documentation, city staff shall accept the application and assign it a sequential application number by facility type based on the date and time of acceptance. The city staff shall act to approve or deny an application not later than twenty (20) days from the date the application was accepted. If approved, the building department shall issue the applicant a provisional license.
- (f) Applicant's receipt of a provisional license from the city shall provide for reasonable time, but not more than eight (8) months, to secure any and all subsequent and/or collateral permits as required by the state and/or city. Any applicant with a provisional license that has not completed every task as required by the state and/or the city, within eight (8) months after receipt of the provisional license from the city will result in revocation of applicant's city issued provisional license and denial of license.
 - (1) An extension of time may be granted upon applicant's written request and showing of good cause for delay. A request for an extension of time shall also include the estimated time to remedy the delay. Any extension of time shall be at the sole discretion of the city.
- (g) Within twenty (20) days from the applicant submitting proof of obtaining all other required permits and approvals and payment of the license fee, city staff shall approve or deny the marihuana facility license. The building department shall issue marihuana facility licenses in order of the sequential application number previously assigned.
- (h) Maintaining a valid marihuana facility license issued by the state is a condition for the issuance and maintenance of a marihuana facility license under this chapter and continued operation of any marihuana facility.
- (i) ~~A marihuana facility license issued under this chapter is not transferable.~~ **A marihuana facility license issued under this Chapter is exclusive to the licensee and may be transferable, if all of the following are met:**
 - 1) The licensee submits to the City Clerk a written request to transfer license indicating the current licensee and the proposed licensee;**

- 2) Proposed licensee delivers the application fee, in full, as required by Owosso City Ordinance 16.5-3(c);
- 3) Proposed licensee submits a complete license application as required by this Chapter; and
- 4) As soon as reasonably possible, after the City Clerk is in receipt of the aforementioned items, licensee's request to transfer a license issued under this Chapter to a different individual or entity shall be reviewed by council. At the sole discretion and satisfaction of the council, the transfer shall be approved by resolution.

The attempted transfer, sale, or other conveyance of an interest in a license without resolution approving transfer by council is grounds for suspension or revocation of the license.

- (j) If the application is for a grower's license, the maximum number of plants that the applicant intends to grow will be included with the application.

SECTION 2. PUBLIC HEARING. A public hearing is set for Monday, May 3, 2021 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed amendments to Chapter 16.5, Medical Marihuana Facilities Licensing – Police Power Ordinance, of the Code of the City of Owosso.

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.

SECTION 4. EFFECTIVE DATE. This amendment shall become effective 20 days after approval.

First Reading and Set Public Hearing – Ordinance Amendment. Conduct first reading and set a public hearing for Monday, May 3, 2021 at 7:30 p.m. to receive citizen comment regarding the proposed amendment to Chapter 16.6, Adult Use Marihuana Establishments Licensing – Police Power Ordinance, Section 16.6-4 of the Code of Ordinances of the City of Owosso to allow for the transfer of recreational marijuana establishment licenses as follows:

RESOLUTION NO. 66-2021

**SETTING A PUBLIC HEARING FOR
THE PROPOSED ORDINANCE AMENDMENT
TO SECTION 16.6-4 TO ALLOW TRANSFER OF RECREATIONAL MARIHUANA ESTABLISHMENT
LICENSES**

WHEREAS, the City of Owosso allows recreational marihuana facilities to do business within the City with the required license; and

WHEREAS, the City of Owosso wishes to end the prohibition on the transfer of said licenses from one owner to another as long as certain conditions are met; and

WHEREAS, a public hearing is required before an ordinance amendment can be enacted.

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

SECTION 1. AMENDMENT. That Section 16.6-4 of the Owosso City Code shall be amended to read:

Sec. 16.5-4. - Requirements and procedure for issuing license.

- (a) No person shall operate an adult use marihuana establishment within the city without a valid adult use marihuana establishment license issued by the city pursuant to the provisions of this chapter, and state law.
- (b) The license requirement in this chapter applies to all facilities whether operated for profit or not for profit.
- (c) Every applicant for a license to operate an adult use marihuana establishment shall file an application in the building department office upon a form provided by the city.
- (d) Applications to operate any adult use marihuana establishment shall include proof of a duly issued adult use marihuana establishment license by the State of Michigan. Any application delivered to the city without the aforementioned adult use marihuana establishment license will be deemed incomplete and shall be rejected. Any delay due to the filing of an incomplete application shall be deemed the fault of the applicant and not the city.
- (e) Upon an applicant's completion of said form and furnishing of all required information and documentation, city staff shall accept the application and assign it a sequential application number by establishment type, based on the date and time of acceptance. The city staff shall act to approve or deny an application not later than twenty (20) days from the date the application was accepted. If approved, the building department shall issue the applicant a conditional license.
- (f) A conditional license means only that the applicant has submitted a valid application for an adult use marihuana establishment license that has been considered and approved by the city, and the applicant shall not locate or operate a marihuana establishment without obtaining all other permits and approvals required by all other applicable ordinances and regulations of the city.
- (g) Applicant's receipt of a conditional license from the city shall provide for reasonable time, but not more than eight (8) months, to secure any and all subsequent and/or collateral permits as required by the state and/or city. Any applicant with a conditional license that has not completed every task as required by the state and/or the city, within eight (8) months after receipt of the conditional license from the city will result in revocation of applicant's city issued conditional license and denial of license.
 - (1) An extension of time may be granted upon applicant's written request and showing of good cause for delay. A request for an extension of time shall also include the estimated time to remedy the delay. Any extension of time shall be at the sole discretion of the city.
- (h) Within twenty (20) days from the applicant submitting proof of obtaining all other required permits and approvals and payment of the license fee, city staff shall approve or deny the marihuana establishment license. The building department shall issue marihuana establishment licenses in order of the sequential application number previously assigned.
- (i) Maintaining a valid adult use marihuana establishment license issued by the state is a condition for the issuance and maintenance of an adult use marihuana establishment license under this chapter and continued operation of any adult use marihuana establishment.
- (j) ~~An adult use marihuana establishment license issued under this chapter is not transferable.~~ **An adult use marihuana establishment license issued under this chapter is exclusive to the licensee and may be transferable, if all of the following are met:**
 - 1) **The licensee submits to the City Clerk a written request to transfer license indicating the current licensee and the proposed licensee;**
 - 2) **Proposed licensee delivers to the City Clerk the annual fee, in full, as required by**

Owosso City Ordinance 16.6-3(d);

- 3) **Proposed licensee submits a complete license application as required by this Chapter; and**
- 4) **As soon as reasonably possible, after the City Clerk is in receipt of the aforementioned items, licensee's request to transfer a license issued under this chapter to a different individual or entity shall be reviewed by council. At the sole discretion and satisfaction of the council, the transfer shall be approved by resolution.**

The attempted transfer, sale, or other conveyance of an interest in a license without resolution approving transfer by council is grounds for suspension or revocation of the license.

- (k) If the application is for a grower's license, the maximum number of plants that the applicant intends to grow will be included with the application.
- (l) The placement of restrictions by the state on a state operating license applies equally to an adult use marihuana establishment license issued by the city.

SECTION 2. PUBLIC HEARING. A public hearing is set for Monday, May 3, 2021 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed amendments to Chapter 16.6, Adult Use Marihuana Establishments Licensing – Police Power Ordinance, of the Code of the City of Owosso.

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.

SECTION 4. EFFECTIVE DATE. This amendment shall become effective 20 days after approval.

Shi Tri 2021 Traffic Control Order. Consider request from Fitness Coliseum and Friends of the Shiawassee River to utilize the city lot behind NCG Cinemas (Lot #10) for bike staging and parking of participants, volunteers and spectators on Saturday, May 22, 2021 from 12:00pm until 6:00pm Sunday, May 23, 2021 for the Shi Tri 2021, and approve Traffic Control Order No. 1445 formalizing the request.

Outdoor Cabaret Event Traffic Control Order. Consider request from the Lebowsky Center for Performing Arts for use of South Park Street from Main Street to Comstock Street from 2:00 p.m. Thursday, July 22, 2021 through 6:00 p.m. Sunday, July 25, 2021 for an Outdoor Cabaret, and approve Traffic Control Order No. 1446 formalizing the request.

Mid Michigan Custom Car Show Traffic Control Order. Approve application of Andy Genovese on behalf of the Mid-Michigan Custom Car Show for use of the Comstock Parking Lot (Lot #10) from 7:00am to 6:00pm on Sunday, June 13, 2021 for the Mid-Michigan Custom Car Show and authorize Traffic Control Order No. 1447 formalizing the request.

Contract Extension – Auditing Services. Approve a one-year extension of the professional services agreement with Gabridge & Company for auditing services for the 20-21 fiscal year, including a federal single audit, in the amount of \$32,000.00 as follows:

RESOLUTION NO. 67-2021

**RESOLUTION AUTHORIZING THE EXECUTION OF A LETTER OF ENGAGEMENT WITH
GABRIDGE & COMPANY, CERTIFIED PUBLIC ACCOUNTANTS,
TO AUDIT FISCAL YEAR ENDING JUNE 30, 2021**

WHEREAS, the city of Owosso, Michigan is required by the state of Michigan to have an independent audit performed annually according to generally accepted auditing standards; and

WHEREAS, obtaining certified public accountants to prepare the audit of the financial statements is necessary and it is hereby determined that Gabridge & Company, are qualified to provide such services;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,
SHIAWASSEE COUNTY, MICHIGAN:

- FIRST: that the city of Owosso has heretofore determined that engaging Gabridge & Company, certified public accountants, is advisable and necessary, to conduct and prepare an audit of the basic financial statements and prepare a federal single audit for the city of Owosso, Michigan;
- SECOND: that the letter of engagement between the city of Owosso and Gabridge & Company, attached as Exhibit A for a cost not to exceed \$32,000 is hereby approved; and
- THIRD: that the city manager of the city of Owosso is hereby instructed and authorized to sign the document attached as Exhibit A for the city of Owosso.
- FOURTH: payment of \$32,000 is hereby approved upon successful completion of the audit from the various funds being audited.

Emergency Repair Authorization – Local Well No. 1. Approve emergency cleaning of Local Well No. 1 by Peerless Midwest, Inc. in the amount of \$16,917.00 and authorize payment to the contractor upon satisfactory completion of the project as follows:

RESOLUTION NO. 68-2021

**AUTHORIZING SERVICES AGREEMENT BETWEEN THE CITY OF OWOSSO AND PEERLESS
MIDWEST, INC. OF MT PLEASANT, MICHIGAN FOR EMERGENCY CLEANING OF LOCAL WELL
NO. 1 AT THE WATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is required to maintain a constant supply of water to its city and regional customers in accordance with state and federal regulatory requirements, and

WHEREAS, the ability to pump and deliver treated water on demand to customers is compromised when raw water production wells become plugged or inoperable, and

WHEREAS, production from Local Well No. 1 recently fell below operational capacity, and

WHEREAS, immediate action is necessary to restore production capacity, and

WHEREAS, the City Director of Public Services and Utilities has reviewed the necessity for the purchase of chemical cleaning services of Local Well No. 1, and recommends authorizing Peerless Midwest, Incorporated to provide these services in the amount of \$16,917.00.

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 enter into a services agreement with Peerless Midwest, Incorporated of Ionia, Michigan for emergency well cleaning of Local Well No. 1, and to waive the competitive solicitation process as normally required by the city purchasing policy.
- SECOND: The accounts payable department is authorized to submit payment to Peerless Midwest, Incorporated in the amount not to exceed \$16,917.00.
- THIRD: The above expenses shall be paid from account no. 591-553-833.100.

Professional Services Agreement – Architectural Services. Approve execution of a contract with H2A Architects to create plans and bid documents for the renovation of the Grove Holman pool building in an amount not to exceed \$12,500.00 and authorize payment to the firm upon satisfactory completion of the project or portion thereof as follows:

RESOLUTION NO. 69-2021

RESOLUTION AUTHORIZING A CONTRACT WITH H2A ARCHITECTS FOR SERVICES AT THE GROVE HOLMAN POOL BUILDING

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has successfully applied for grant funding to help fund renovations to Grove Holman Pool Building; and

WHEREAS, contracting with a licensed architect will be necessary to begin the project; and

WHEREAS, the Assistant to the City Manager recommends authorizing contracting with H2A Architects for this project.

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to authorize contracting with H2A Architects for the Grove Holman Pool Building project.
- SECOND: The accounts payable department is authorized to submit payment to H2A Architects in an amount not to exceed \$12,000.
- THIRD: The above expenses shall be paid for from the Parks Millage Fund Account 208-756-974.000.

Bid Award – 2021 Flowerbed Repair & Replacement Contract. Approve bid award to Sunburst Gardens, Inc. for the 2021 Flowerbed Repair & Replacement Contract in the amount of \$35,000.00 and further approve payment to the contractor upon satisfactory completion of the work or portion thereof as follows:

RESOLUTION NO. 70-2021

AUTHORIZING THE EXECUTION OF A CONTRACT WITH SUNBURST GARDENS, INC. FOR 2021 DOWNTOWN FLOWERBED REPAIR AND REPLACEMENT

WHEREAS, the Owosso Main Street/DDA Streetscape Sub-Committee developed a plan for streetscape improvements including the repair and replacement of flowerbeds throughout the district; and

WHEREAS, Owosso Main Street/DDA sought bids for the 2021 Flowerbed Repair and Replacement, and a bid was received from Sunburst Gardens, Inc. and it is hereby determined that Sunburst Gardens, Inc. is qualified to provide such services and that it has submitted the lowest responsible and responsive bid.

WHEREAS, on Wednesday, April 7, 2021, during their regular monthly meeting the Owosso Main Street/DDA Board approved the Sunburst Garden, Inc. bid for review and approval by City Council; 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 employ Sunburst Garden, Inc. for the 2021 Flowerbed Repair and Replacement bid.

SECOND: The accounts payable department is authorized to pay Sunburst Garden, Inc. for work satisfactorily completed on the project up to \$35,000.00.

THIRD: The above expenses shall be paid from the capital projects fund.

Bid Award – Tree Removal – Option 1. Approve bid award to Procure Tree Service, LLC dba CHOP for the 2021 Tree Removal Contract – Option 1 in the amount of \$34,103.00 and further approve payment to the contractor upon satisfactory completion of the project or portion thereof as follows under the agenda item for Tree Removal – Option 2.

Bid Award – Tree Removal – Option 2. Approve bid award to Lynch Tree Company LLC for the 2021 Tree Removal Contract – Option 2 in the amount of \$3,900.00 and further approve payment to the contractor upon satisfactory completion of the project or portion thereof as follows:

RESOLUTION NO. 71-2021

AUTHORIZATION TO ENTER INTO A SERVICE AGREEMENT WITH CHOP AND LYNCH TREE COMPANY, LLC FOR TREE REMOVAL SERVICES

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that maintenance and removal of city owned trees within the street right of way is required, and in the public interest to maintain an aesthetically pleasing community, and to avoid risk of property damage and risk to the general public; and

WHEREAS, the city of Owosso solicited bids to perform tree removal services, for the 2020-2021 fiscal year; and

WHEREAS, CHOP of Grand Rapids, Michigan has offered to provide the tree removal services in the low responsive amount of \$34,103.00 as bid option No. 1, and

WHEREAS, Lynch Tree Company, LLC of Byron, Michigan has offered to provide the tree removal services in the low responsive amount of \$3,900.00 as bid option No. 2.

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the

public interest to employ both CHOP and Lynch Tree Company, LLC for tree removal services for the 2020-2021 fiscal year.

SECOND: The mayor and city clerk are instructed and authorized to sign the contract document/s for services between the city of Owosso, Michigan and CHOP in the amount of \$34,103.00.

The mayor and city clerk are instructed and authorized to sign the contract document/s for services between the city of Owosso, Michigan and Lynch Tree Company, LLC in the amount of \$3,900.00.

THIRD: The accounts payable department is authorized to pay CHOP for work satisfactorily completed in the amount of \$34,103.00.

The accounts payable department is authorized to pay Lynch Tree Company, LLC for work satisfactorily completed in the amount of \$3,900.00.

FOURTH: The above expenses shall be paid from accounts 202/203-480-818.000.

Warrant No. 599. Authorize Warrant No. 599 as follows:

Vendor	Description	Fund	Amount
Caledonia Charter Township	Caledonia Utility Fund payment-1/1/21-3/31/21	Water	\$34,818.17
Owosso Charter Township	Owosso Charter Township 2011 Water Agreement payment-1/1/21-3/31/21	Water	\$16,316.62
Gould Law PC	Professional Services-3/9/21-4/12/21	General	\$10,294.96
Waste Management	Landfill charges-3/16/21-3/31/21	WWTP/ Streets	\$10,007.74

Check Register – March 2021. Affirm check disbursements totaling \$2,689,429.18 for March 2021.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmembers Pidek, Law, Fear, Teich, Mayor Pro-Tem Osika, Councilmember Haber, and Mayor Eveleth.

NAYS: None.

ITEMS OF BUSINESS

City Budget Amendment

City Manager Nathan R. Henne indicated that the amendment covers the DPW COVID payment and makes a clerical correction to the Parks & Recreation millage fund.

Motion by Mayor Pro-Tem Osika to adopt Amendment No. 4 to the 2020-2021 Budget as follows:

**CITY OF OWOSSO BUDGET AMENDMENTS
Quarter Ending 3/31/21 To be Approved 4/19/21**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET			AMENDED BUDGET
To reflect spending, collections and labor changes					
	General Fund	Budget Balance Prior to Recommended Adjustment	Expenditure Adjustment Requested	Revenue Adjustment Requested	Budget Balance After Recommended Adjustment
General Fund					
1	101-265-702.200	Building and Grounds Wages	44,047	1,000	45,047
	101-265-715.000	Building and Grounds Social Security	3,454	77	3,531
	101-441-702.200	Public Service Wages	52,259	8,000	60,259
	101-441-715.000	Public Service Social Security	40,106	612	40,718
	101-441-718.200	Public Service Defined Contribution	11,767	240	12,007
	101-000-439.000	Marijuana Tax Distribution	-		34,493
	101-966-999.590	Transfer to Sewer Collection Fund	-	2,233	2,233
	101-966-999.591	Transfer to Water Fund	-	13,399	13,399
	101-966-999.599	Transfer to Waste Water Treatment Fund	-	6,699	6,699
	101-966-999.661	Transfer to Fleet Fund	-	2,233	2,233
Sewer Collection Fund					
	590-549-702.200	Sewer Collection Wages	24,774	2,000	26,774
	590-549-715.000	Sewer Collection Social Security	6,776	153	6,929
	590-549-718.200	Sewer Collection Defined Contribution	1,503	80	1,583
	590-000-695.101	Transfer in from General Fund	-		2,233
Water Fund					
	591-552-702.200	Water Fund Wages	147,959	5,000	
	591-552-715.000	Water Fund Social Security	17,439	383	
	591-552-718.200	Water Fund Defined Contribution	5,096	200	
	591-553-702.200	Water Fund Wages	258,204	7,000	
	591-553-715.000	Water Fund Social Security	29,001	536	
	591-553-718.200	Water Fund Defined Contribution	11,204	280	
	591-000-695.101	Transfer in from General Fund	-		13,399
WWTP Fund					
	599-548-702.200	Waste Water Treatment Wages	374,409	6,000	380,409
	599-548-715.000	Waste Water Treatment Social Security	35,475	459	35,934
	599-548-718.200	Waste Water Treatment Defined Benefit	12,105	240	12,345
	599-000-695.101	Transfer in from General Fund	-		6,699
Fleet Fund					
	661-891-702.200	Fleet Fund Wages	112,104	2,000	
	661-891-715.000	Fleet Fund Social Security	4,435	153	
	661-891-718.200	Fleet Fund Defined Benefit	-	80	
	661-000-695.101	Transfer in from General Fund	-		2,233
To Record Public Services Employees COVID-19 Hazard Payment.					
Approved giving each AFSCME Public Services Employee a \$1,000 COVID-19 Hazard Payment per Council 04/05/21					

2	208-000-695.699	Parks Appropriation of Fund Balance	38,190	(38,190)	-
Correction to Use of Fund Balance in Parks Millage Fund					

Motion supported by Councilmember Fear.

Roll Call Vote.

AYES: Councilmembers Pidek, Haber, Teich, Law, Mayor Pro-Tem Osika, Councilmember Fear, and Mayor Eveleth.

NAYS: None.

Scheduling of Budget Workshop

There was discussion regarding holding a strategy session prior to the budget meeting so that Council could create a plan for the year. City Manager Henne indicated that it was late in the process to be making wholesale changes to the budget. It was noted that the focus of this year’s budget was to make up for all the work that was postponed in 2020. City Manager Henne offered to conduct a Zoom call with interested Councilmembers to discuss holding the strategy session at a later date.

Motion by Councilmember Pidek to set a special meeting for Tuesday, May 11, 2021 at 6:00 p.m. in the City Hall Council Chambers to discuss the 2021-2022 Proposed Budget.

Motion supported by Councilmember Fear.

Roll Call Vote.

AYES: Councilmembers Pidek, Fear, Law, Haber, Teich, Mayor Pro-Tem Osika, and Mayor Eveleth.

NAYS: None.

COMMUNICATIONS

- Nathan R. Henne, City Manager. 2021-2022 Proposed Budget.
- Ryan E. Suchanek, Director of Public Services. 2020 Annual Water Consumer Confidence Report.
- Kevin D. Lenkart, Public Safety Director. March 2021 Police Report.
- Kevin D. Lenkart, Public Safety Director. March 2021 Fire/EMS Report.
- N. Bradley Hissong, Building Official. March 2021 Building Department Report.
- N. Bradley Hissong Building Official. March 2021 Code Violations Report.
- N. Bradley Hissong Building Official. March 2021 Inspections Report.
- N. Bradley Hissong Building Official. March 2021 Certificates Issued Report.
- Owosso Historic District Commission. Minutes of March 17, 2021.

CITIZEN COMMENTS AND QUESTIONS

There were no citizen or Council comments.

NEXT MEETING

Monday, May 03, 2021

BOARDS AND COMMISSIONS OPENINGS

Brownfield Redevelopment Authority – term expires June 30, 2026
Building Board of Appeals – Alternate - term expires June 30, 2022
Building Board of Appeals – Alternate - term expires June 30, 2021
Downtown Development Authority – 2 terms expire June 30, 2021
Owosso Historical Commission – 2 terms expire December 31, 2021
Owosso Historical Commission – term expires December 31, 2022
Owosso Historical Commission – term expires December 31, 2023
Zoning Board of Appeals – Alternate – term expires June 30, 2021
Zoning Board of Appeals – term expires June 30, 2023

ADJOURNMENT

Motion by Mayor Pro-Tem Osika for adjournment at 8:00 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk

PLEASE TAKE NOTICE THAT THE FOLLOWING MEETING CAN ONLY BE VIEWED VIRTUALLY

The Owosso City Council will conduct an in-person meeting on May 3, 2021. Citizens may view and listen to the meeting using the following link and phone numbers.

OWOSSO CITY COUNCIL
Monday, May 3, 2021
at 7:30 p.m.

The public joining the meeting via Zoom CANNOT participate in public comment.

- **Join Zoom Meeting:**
<https://us02web.zoom.us/j/84793548516?pwd=N09WamVTWjRNV2RWMTgzbW55cXVHQT09>
- **Meeting ID: 847 9354 8516**
- **Password: 115464**
- **One tap mobile**
 - +13017158592,,84793548516#,,,,*115464# US (Washington DC)
 - +13126266799,,84793548516#,,,,*115464# US (Chicago)
- **Dial by your location**
 - +1 646 558 8656 US (New York)
 - +1 301 715 8592 US (Washington DC)
 - +1 312 626 6799 US (Chicago)
 - +1 669 900 9128 US (San Jose)
 - +1 253 215 8782 US (Tacoma)
 - +1 346 248 7799 US (Houston)
- **For video instructions visit:**
 - o Signing up and Downloading Zoom <https://youtu.be/qsy2Ph6kSf8>
 - o Joining a Zoom Meeting <https://youtu.be/hlkCmbvAHQQ>
 - o Joining and Configuring Audio and Video <https://youtu.be/-s76QHshQnY>
- **Helpful notes for participants:** [Helpful Hints](#)
- **Meeting packets are published on the City of Owosso website** <http://www.ci.owosso.mi.us>

Any person who wishes to contact members of the City Council to provide input or ask questions on any business coming before the Council on May 3, 2021 may do so by calling or e-mailing the City Clerk's Office prior to the meeting at (989)725-0500 or city.clerk@ci.owosso.mi.us. Contact information for individual Council members can be found on the City website at: <http://www.ci.owosso.mi.us/Government/City-Council>

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.



OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: April 1, 2021
TO: Owosso City Council
FROM: Kevin Lenkart
Public Safety Chief
RE: USDA Grant Public Hearing

Conduct a public hearing to receive public comment on applying for grant money from the USDA for a portion of the cost of purchasing a new police vehicle for the Owosso Police Department.

The City of Owosso is eligible for up to 35% federal assistance in the purchase of a police cruiser with a purchase cap of \$50,000.00. The grant would be capped at \$17,500.00 for the City of Owosso. The remaining funding would be covered by the City of Owosso.

RESOLUTION NO.

**PUBLIC HEARING TO RECEIVE CITIZEN COMMENT ON APPLYING FOR
GRANT MONEY FROM THE USDA FOR THE PURCHASE OF A NEW POLICE VEHICLE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan has a police department requiring the use of police vehicles; and

WHEREAS, the USDA has a grant program that provides funding for police vehicles and this grant program requires a public hearing to allow for public comment on accepting grant monies; and

WHEREAS, the City of Owosso is eligible for up to 35% federal assistance in the purchase of a police cruiser with a purchase cap of \$50,000.00. The grant would be capped at \$17,500.00 for the City of Owosso. The remaining funding would be covered by the City of Owosso; and

WHEREAS, a public hearing was held on this application on Monday, May 3, 2021 in which no comments were received / all interested parties were heard.

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

FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to authorize city staff to submit the completed application for grant funding toward the purchase of a new police vehicle to the USDA.

SECOND: the City further commits to the terms of the grant as noted above.



MEMORANDUM

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

DATE: April 9, 2021

TO: Mayor Eveleth and Owosso City Council members

FROM: Nathan Henne, City Manager

SUBJECT: 1st Reading: Medical Marijuana Ordinance Amendment

RECOMMENDATION:

Approve ordinance amendment to allow for the transfer of medical marijuana licenses.

BACKGROUND:

The City's medical marijuana ordinance does not allow for the transfer of licenses even through sales. The state allows such transfers. For retail dispensaries, initial license selection is based on a lottery – but again, there was no provision in the ordinance that addresses sale or transfer of licenses. A lottery process for retail license transfer will not work. So, I am recommending the ordinance be amended to allow for the sale of marijuana licenses. The state's vetting process for all license holders is sufficient to ensure any transferee is eligible to hold a marijuana license in the city.

The ordinance would allow a transfer under the following conditions:

- 1) The licensee submits to the City Clerk a written request to transfer license indicating the current licensee and the proposed licensee
- 2) Proposed licensee delivers the application fee, in full, as required by Owosso City Ordinance 16.5-3(c)
- 3) Proposed licensee submits a complete license application
- 4) As soon as reasonably possible, after the City Clerk is in receipt of the aforementioned items, licensee's request to transfer a license issued under this Chapter to a different individual or entity shall be reviewed by council. At the sole discretion and satisfaction of the council, the transfer shall be approved by resolution.

The attempted transfer, sale, or other conveyance of an interest in a license without resolution approving transfer by council is grounds for suspension or revocation of the license.

FISCAL IMPACTS: This depends on how many transfers take place as every instance will require a \$5000 license fee paid to the city.

ORDINANCE NO.

**AN ORDINANCE TO AMEND
SECTION 16.5-4 TO ALLOW TRANSFER OF MEDICAL MARIHUANA FACILITIES LICENSES**

WHEREAS, the City of Owosso allows medical marihuana facilities to do business within the City with the required license; and

WHEREAS, the City of Owosso wishes to end the prohibition on the transfer of said licenses from one owner to another; and

WHEREAS, the Council has heard all interested parties in a hearing held May 3, 2021.

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

SECTION 1. AMENDMENT. That Section 16.5-4 of the Owosso City Code shall be amended to read:

Sec. 16.5-4. - Requirements and procedure for issuing license.

- (a) No person shall operate a marihuana facility within City without a valid marihuana facility license issued by the city pursuant to the provisions of this chapter, and state law.
- (b) The license requirement in this chapter applies to all facilities whether operated for profit or not for profit.
- (c) Every applicant for a license to operate a marihuana facility shall file an application in the building department office upon a form provided by the city.
- (d) Applications to operate any marihuana facility shall include a photocopy of the "State of Michigan Prequalification Status Letter." Any application delivered to the city without the aforementioned prequalification status letter will be deemed incomplete and shall be rejected. Any delay due to the filing of an incomplete application shall be deemed the fault of the applicant and not the city.
- (e) Upon an applicant's completion of said form and furnishing of all required information and documentation, city staff shall accept the application and assign it a sequential application number by facility type based on the date and time of acceptance. The city staff shall act to approve or deny an application not later than twenty (20) days from the date the application was accepted. If approved, the building department shall issue the applicant a provisional license.
- (f) Applicant's receipt of a provisional license from the city shall provide for reasonable time, but not more than eight (8) months, to secure any and all subsequent and/or collateral permits as required by the state and/or city. Any applicant with a provisional license that has not completed every task as required by the state and/or the city, within eight (8) months after receipt of the provisional license from the city will result in revocation of applicant's city issued provisional license and denial of license.
 - (1) An extension of time may be granted upon applicant's written request and showing of good cause for delay. A request for an extension of time shall also include the estimated time to remedy the delay. Any extension of time shall be at the sole discretion of the city.
- (g) Within twenty (20) days from the applicant submitting proof of obtaining all other required permits and approvals and payment of the license fee, city staff shall approve or deny the marihuana facility license. The building department shall issue marihuana facility licenses in

order of the sequential application number previously assigned.

- (h) Maintaining a valid marihuana facility license issued by the state is a condition for the issuance and maintenance of a marihuana facility license under this chapter and continued operation of any marihuana facility.
- (i) A marihuana facility license issued under this Chapter is exclusive to the licensee and may be transferable, if all of the following are met:
 - 1) The licensee submits to the City Clerk a written request to transfer license indicating the current licensee and the proposed licensee;
 - 2) Proposed licensee delivers the application fee, in full, as required by Owosso City Ordinance 16.5-3(c);
 - 3) Proposed licensee submits a complete license application as required by this Chapter; and
 - 4) As soon as reasonably possible, after the City Clerk is in receipt of the aforementioned items, licensee's request to transfer a license issued under this Chapter to a different individual or entity shall be reviewed by council. At the sole discretion and satisfaction of the council, the transfer shall be approved by resolution.

The attempted transfer, sale, or other conveyance of an interest in a license without resolution approving transfer by council is grounds for suspension or revocation of the license.

- (j) If the application is for a grower's license, the maximum number of plants that the applicant intends to grow will be included with the application.

SECTION 2. 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.

SECTION 3. EFFECTIVE DATE. This amendment shall become effective May 24, 2021.



MEMORANDUM

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

DATE: April 9, 2021

TO: Mayor Eveleth and Owosso City Council members

FROM: Nathan Henne, City Manager

SUBJECT: 1st Reading: Recreational Marijuana Ordinance Amendment

RECOMMENDATION:

Approve ordinance amendment to allow for the transfer of Recreational marijuana licenses.

BACKGROUND:

The City's recreational marijuana ordinance does not allow for the transfer of licenses even through sales. The state allows such transfers. For retail dispensaries, initial license selection is based on a lottery – but again, there was no provision in the ordinance that addresses sale or transfer of licenses. A lottery process for retail license transfer will not work. So, I am recommending the ordinance be amended to allow for the sale of marijuana licenses. The state's vetting process for all license holders is sufficient to ensure any transferee is eligible to hold a marijuana license in the city.

The ordinance would allow a transfer under the following conditions:

- 1) The licensee submits to the City Clerk a written request to transfer license indicating the current licensee and the proposed licensee
- 2) Proposed licensee delivers the application fee, in full, as required by Owosso City Ordinance 16.5-3(c)
- 3) Proposed licensee submits a complete license application
- 4) As soon as reasonably possible, after the City Clerk is in receipt of the aforementioned items, licensee's request to transfer a license issued under this Chapter to a different individual or entity shall be reviewed by council. At the sole discretion and satisfaction of the council, the transfer shall be approved by resolution.

The attempted transfer, sale, or other conveyance of an interest in a license without resolution approving transfer by council is grounds for suspension or revocation of the license.

FISCAL IMPACTS: This depends on how many transfers take place as every instance will require a \$5000 license fee paid to the city.

ORDINANCE NO.

**AN ORDINANCE TO AMEND
SECTION 16.6-4 TO ALLOW TRANSFER OF RECREATIONAL MARIHUANA
ESTABLISHMENT LICENSES**

WHEREAS, the City of Owosso allows recreational marihuana facilities to do business within the City with the required license; and

WHEREAS, the City of Owosso wishes to end the prohibition on the transfer of said licenses from one owner to another as long as certain conditions are met; and

WHEREAS, the Council has heard all interested parties in a hearing held May 3, 2021.

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

SECTION 1. AMENDMENT. That Section 16.6-4 of the Owosso City Code shall be amended to read:

Sec. 16.5-4. - Requirements and procedure for issuing license.

- (a) No person shall operate an adult use marihuana establishment within the city without a valid adult use marihuana establishment license issued by the city pursuant to the provisions of this chapter, and state law.
- (b) The license requirement in this chapter applies to all facilities whether operated for profit or not for profit.
- (c) Every applicant for a license to operate an adult use marihuana establishment shall file an application in the building department office upon a form provided by the city.
- (d) Applications to operate any adult use marihuana establishment shall include proof of a duly issued adult use marihuana establishment license by the State of Michigan. Any application delivered to the city without the aforementioned adult use marihuana establishment license will be deemed incomplete and shall be rejected. Any delay due to the filing of an incomplete application shall be deemed the fault of the applicant and not the city.
- (e) Upon an applicant's completion of said form and furnishing of all required information and documentation, city staff shall accept the application and assign it a sequential application number by establishment type, based on the date and time of acceptance. The city staff shall act to approve or deny an application not later than twenty (20) days from the date the application was accepted. If approved, the building department shall issue the applicant a conditional license.
- (f) A conditional license means only that the applicant has submitted a valid application for an adult use marihuana establishment license that has been considered and approved by the city, and the applicant shall not locate or operate a marihuana establishment without obtaining all other permits and approvals required by all other applicable ordinances and regulations of the city.
- (g) Applicant's receipt of a conditional license from the city shall provide for reasonable time, but not more than eight (8) months, to secure any and all subsequent and/or collateral permits as required by the state and/or city. Any applicant with a conditional license that has not completed every task as required by the state and/or the city, within eight (8) months after receipt of the conditional license from the city will result in revocation of applicant's city issued conditional license and denial of license.

- (1) An extension of time may be granted upon applicant's written request and showing of good cause for delay. A request for an extension of time shall also include the estimated time to remedy the delay. Any extension of time shall be at the sole discretion of the city.
- (h) Within twenty (20) days from the applicant submitting proof of obtaining all other required permits and approvals and payment of the license fee, city staff shall approve or deny the marihuana establishment license. The building department shall issue marihuana establishment licenses in order of the sequential application number previously assigned.
- (i) Maintaining a valid adult use marihuana establishment license issued by the state is a condition for the issuance and maintenance of an adult use marihuana establishment license under this chapter and continued operation of any adult use marihuana establishment.
- (j) An adult use marihuana establishment license issued under this chapter is exclusive to the licensee and may be transferable, if all of the following are met:
 - 1) The licensee submits to the City Clerk a written request to transfer license indicating the current licensee and the proposed licensee;
 - 2) Proposed licensee delivers to the City Clerk the annual fee, in full, as required by Owosso City Ordinance 16.6-3(d);
 - 3) Proposed licensee submits a complete license application as required by this Chapter; and
 - 4) As soon as reasonably possible, after the City Clerk is in receipt of the aforementioned items, licensee's request to transfer a license issued under this chapter to a different individual or entity shall be reviewed by council. At the sole discretion and satisfaction of the council, the transfer shall be approved by resolution.

The attempted transfer, sale, or other conveyance of an interest in a license without resolution approving transfer by council is grounds for suspension or revocation of the license.

- (k) If the application is for a grower's license, the maximum number of plants that the applicant intends to grow will be included with the application.
- (l) The placement of restrictions by the state on a state operating license applies equally to an adult use marihuana establishment license issued by the city.

SECTION 2. 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.

SECTION 3. EFFECTIVE DATE. This amendment shall become effective May 24, 2021.



DATE: 4.13.21
TO: CITY COUNCIL
FROM: CITY MANAGER
SUBJECT: MEDC WRI Grant Authorization – Water Main Replacement Project – Schedule public hearing for May 17, 2021

BACKGROUND:

In April, the Michigan Economic Development Corporation gave notice of a Water-Related Infrastructure (WRI) grant for 2021. The deadline to apply for this grant is May 31, 2021.

This grant provides up to \$2 million with at least a 10% cash match from a qualified community

Eligible projects include:

- Replacement and/or improvement to water lines and related facilities
- Replacement and/or improvement to sanitary and storm sewer lines and related facilities
- Replacement and/or improvement to wastewater treatment plants and related activities
- Activities directly related to and completed in association with eligible infrastructure replacement and/or improvement (Roads, sidewalks, streetscape, etc).
- Replacement of lead and galvanized water service lines as required by the State's Lead and Copper Rule (LCR)
- Engineering costs related to the above activities.

Completed plans and engineered drawings are not required until December 31, 2021 with final grant award notification on September 28, 2021.

Communities must be included on MEDC's low/mod income list. Owosso is on this list at 51% low/mod. A resolution from the governing body authorizing the grant application is required.

RECOMMENDATION:

Schedule a public hearing to receive comment on a MEDC Water Related Infrastructure grant application to fund water main replacement and street repaving for the following locations:

- Clyde St – Walnut to Shiawassee
- Lynn St – west end to Howell
- Milwaukee St – S Lyon to S Cedar
- Huron St – Huggins to west end
- Center St – North to King

RESOLUTION NO.

**RESOLUTION SETTING MEDC WATER RELATED INFRASTRUCTURE GRANT
APPLICATION PUBLIC HEARING FOR MAY 17, 2021**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Department of Public Services recommends replacing aging water main on Clyde, Lynn, Milwaukee, Huron, and Center Streets; and

WHEREAS, the City of Owosso has received notice that the Michigan Economic Development Corporation (MEDC) has created the 2021 Water-Related Infrastructure grant program; and

WHEREAS, this grant program could potentially assist the city in funding the planned water main replacement project; and

WHEREAS, the City is required to authorize the grant application – due May 31, 2021 – and hold a public hearing to receive citizen comment on the grant application; and

WHEREAS, this water main replacement project is eligible for this MEDC WRI grant; and

WHEREAS, the City has the required funds to satisfy the match requirements of the grant program up to 25%; and

WHEREAS, this water main replacement project is planned for completion before Dec 31, 2023 subject to grant approval and award.

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 schedule a public hearing for the regular city council meeting of May 17, 2021 at 7:30 P.M. to receive citizen comment on the MEDC WRI grant application.



MEMORANDUM

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

DATE: April 27, 2021

TO: City Council

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

SUBJECT: Private Property Lead Service Line Replacements - Change Order No.1

RECOMMENDATION:

Approval of Change Order No. 1 to the services agreement with Smith Sand & Gravel of Owosso, Michigan in the amount of \$9,875.08.

BACKGROUND:

City council approved a service agreement with Smith Sand & Gravel on October 19, 2020 in the amount of \$28,060.00, plus contingency of \$5,600.00 for sidewalk & other concrete restoration.

Replacement of private property water service lines at city expense, is a regulatory mandate by the state of Michigan, and the authority for such mandate is within the state of Michigan Administrative Rules as specified in the Michigan Safe Drinking Water Act, 1976 PA 399, as amended (Act 399), related to the LCR (R 32.5.10101 et seq.).

Additional work for unexpected plumbing connections, and the addition of one more residential address was authorized by the Director last fall. The contractor was advised to submit an appropriate change order documenting the additional work. I have reviewed the change order as submitted, and find the additional costs justified.

FINANCIAL IMPACTS:

Total contract services in the amount of \$37, 935.08, plus contingency amount of \$5,600.00, will be provided from FY 2020-2021 Water Fund Account 591-552-818.000.

Document originated by:

Glenn M. Chinavare, Director of Public Services & Utilities

Attachments: (1) Contractor Change Order No. 1
(2) P.O. Smith Sand & Gravel

RESOLUTION NO.

APPROVAL OF CHANGE ORDER NO. 1 TO THE AGREEMENT BETWEEN CITY OF OWOSSO AND SMITH SAND AND GRAVEL OF OWOSSO, MICHIGAN FOR REPLACEMENT OF LEAD & GALVANIZED WATER SERVICE LINES

WHEREAS, the city of Owosso, Shiawassee County, is required to replace lead and galvanized water service lines on both public and private property, by authority of the state of Michigan Administrative Rules as specified in the Michigan Safe Drinking Water Act, 1976 PA 399, as amended (Act 399), related to the LCR (R 32.5.10101 et seq.), and

WHEREAS, the city and Director of Public Services & Utilities authorized Smith Sand & Gravel to perform additional work to properly complete private property replacements of lead and galvanized water service lines, for compliance with the state of Michigan revised Lead and Copper Rules R 32.5.10101.

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 add additional lead and galvanized water service replacement work as change order No. 1 to the existing agreement with Smith Sand & Gravel.
- SECOND: The accounts payable department is authorized to submit payment to Smith Sand & Gravel in an amount not to exceed \$37,935.08 for construction replacement services, plus an additional contingency amount of \$5,600.00 with prior authorization, for a total of \$43,535.08.
- THIRD: The above expenses shall be paid for from the FY 2020-2021 Water Fund Account 591-552-818.000.



City of Owosso

301 W. Main Street
Owosso, MI 48867
(989) 725-0572
www.ci.owosso.mi.us

Purchase Order

PO Number: 000043190

Issued Date: 10/22/2020
Expiration Date: 06/30/2021
Department: 552
Ordered By: GMChinavare
Requisition #: 62187
Council Approved Date: 10/19/2020

Vendor Info:

48026
SMITH SAND & GRAVEL INC
4085 TYRELL RD
OWOSSO, MI 48867

Shipping Info:

Phone:

Description: PRIVATE PROPERTY LEAD & GALVANIZED WATER SERVICE LINE REPLACEMENT-13 LOCATIONS-PER BID.

Quantity	Unit of Measure	Items Description/Item Info	Unit Price	Extended Price
1.000		SERVICE LINE REPLACEMENT	\$28,060.000	\$28,060.00
		591-552-818.000-LSLREPLACE	\$28,060.00	
			Total:	\$28,060.00

TERMS AND CONDITIONS:

1. Documentation - Show our order number on all invoices, labels and shipping papers.
2. Invoice Address - Mail to City Hall, Attention: Accounts Payable
3. Sales and Use Tax - All sales are exempt
4. Purchase Order is VOID without proper insurance documentation on file with the City of Owosso for labor contracts.

For the City of Owosso

By: _____

CHANGE ORDER

No. 1

OWNER: City of Owosso
 CONTRACTOR: Smith Sand and Gravel
 CONTRACT NAME: Travis Smith
 OWNER's P.O. NO. 43190

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

Adjust the following pay item quantities in the Contract:

Item No.	Description	Plan Qty	Unit	Unit price	Quantity Placed	Quantity Change	Dollar Value
1	Mobilization	1	LSUM	\$2000.00	1	0	0
2	Copper	490	Ft	\$50.00	630	140	\$7000.00
3	Pull permits	13	Each	\$120.00	0	-13	-\$1560.00
4	Replace sidewalk	0	Sq Ft	\$10.00	32	32	\$320.00
6	Shut off valves	0	each	\$194.16	13	13	\$2524.08
7	Concrete Boring	0	LSUM	\$655.00	1	1	\$655.00
8	Roll of Copper	0	Each	\$936.00	1	1	\$936.00
						Total Change	\$9875.08

Attachments: None

CHANGE IN CONTRACT PRICE
Original Contract Price \$ <u>\$28060.00</u>
Increase (Decrease) from previously approved Change Orders No. _____ to _____: \$ _____
Contract Price prior to this Change Order: \$ <u>\$28060.00</u>
Increase (Decrease) of this Change Order: \$ <u>\$9875.08</u>
Contract Price incorporating this Change Order: \$ <u>37935.08</u>

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

APPROVED

By: _____

(Authorized Signature)

Title: _____

Date: _____

RECOMMENDED

By: _____

(Authorized Signature)

Title: Director, DPS Interim

Date: 4-19-21

ACCEPTED:

By: _____

CONTRACTOR (Authorized Signature)

Title: President

Date: 4/13/21



MEMORANDUM

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

DATE: April 28, 2021
TO: City Council
FROM: Ryan E. Suchanek, Director of Public Services & Utilities
SUBJECT: Emergency Production Well Repair of LW-1 at Water Treatment Facility

RECOMMENDATION:

Approval of the proposal provided from Peerless Midwest, Inc. of Ionia, Michigan to perform repair of Local Well No. 1 in the amount of \$16,973.60.

BACKGROUND:

Local well No. 1 is a primary production well, which recently began failing to produce at operational capacity. Peerless Midwest and a consultant geologist were contacted to provide recommendations as to the most probable cause of worsening pumping capacity. Chemical cleaning of the well screens was determined to be the interim resolution to take pending further inspection. Peerless Midwest mobilized on Monday, April 12th to begin chemical treatment and air injection into the well. This process was completed on Friday, April 16th.

Prior to the required well cleaning, the well shaft, couplings, and pump components were pulled for inspection and determination of remaining service life. These components have since been shipped out for repair and replacement due to extensive wear and probability of failure. These components, when reinstalled, are expected to restore the well back to rated performance and capacity at or above 1,000 GPM.

Waiver of the competitive solicitation process per the city purchasing policy is requested due to the necessity and urgency for this specialized well cleaning process.

FISCAL IMPACTS:

Services will be funded from the FY2020-2021 Water Fund Account 591-553-833.100 in the amount of \$16,973.60 plus contingency in the amount of \$2,500.00 for potential component installation adjustments or modifications, as approved by staff.

Document originated by: Ryan E. Suchanek, Director of Public Services & Utilities

Attachments: (1) Resolution
(2) Peerless Midwest Proposal

RESOLUTION NO.

**AUTHORIZING SERVICES AGREEMENT BETWEEN THE CITY OF OWOSSO AND PEERLESS
MIDWEST, INC. OF IONIA, MICHIGAN FOR EMERGENCY REPAIR OF LOCAL WELL NO. 1 AT THE
WATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is required to maintain a constant supply of water to its city and regional customers in accordance with state and federal regulatory requirements, and

WHEREAS, the ability to pump and deliver treated water on demand to customers is compromised when raw water production wells become plugged or inoperable, and

WHEREAS, the City Director of Public Services and Utilities has reviewed the necessity for repair and replacement of well shaft, coupling, and pump components of Local Well No. 1, and recommends authorizing Peerless Midwest, Inc., to provide these services in the amount of \$16,973.60, plus prior written approval for contingency funds in the amount of \$2,500.00 for installation adjustments and modifications of well components.

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 a services agreement with Peerless Midwest, Inc. of Ionia, Michigan for emergency repairs of Local Well No. 1, and to waive the competitive solicitation process as normally required by the city purchasing policy.
- SECOND: The mayor and/or city clerk are instructed and authorized to sign the purchase services agreement as prepared by the city clerk.
- THIRD: The accounts payable department is authorized to submit payment to Peerless Midwest, Inc. in the amount of \$16,973.60 plus contingency in the amount of \$2,500.00 for total of \$19,473.60.
- FOURTH: The above expenses shall be paid from account no. 591-553-833.100.



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

MEMORANDUM

DATE: April 27, 2021

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order # 1449

The Curwood Festival requests approval of traffic control order No# 1449, this will allow for the closure of certain city parking lots and streets related to the Curwood Festival.

Attached is a list of street and parking lot closures.

The Public Safety Department has issued Traffic Control Order No. 1449 in accordance with the Rules for the Issuance of Certain Traffic Control Orders.

The closure of South Water Street between Main and Ball from Wednesday, June 2, 2021 at 9:00 a.m. until Monday June 7, 2021 at 6:00 a.m.

The closure of Water Street from Main to Exchange Street on Wednesday, June 2, 2021 at 9:00 a.m. until Monday, June 7, 2021 at 6:00 a.m.

The closure of Water Street from Exchange to Mason on Friday, June 4, 2021 at 4:00 p.m. until Monday, June 7, 2021 at 6:00 a.m.

The closure of Exchange Street parking lot from 6:00 p.m. Thursday, June 3, 2021 through Sunday, June 6, 2021 at 10:00 p.m.

The closure of the entire Armory parking lot from Wednesday, June 2, 2021 at 6:00 a.m. until the completion of festival activities on Sunday, June 6, 2021.

The closure of the public safety parking lot on Wednesday, June 2, 2021 at 7:00 a.m. thru Monday, June 7, 2021 at 6:00 a.m.

Necessary closures for the Children's parade as follows: Barricades needed for the Children's parade by 6:00 p.m Friday, June 4, 2021. The parade route starts at the corner of Dewey and Oliver, then the route follows Oliver St to Washington St., down Washington St., over to Exchange to Ball St., up Ball St. ending at Williams St. Rain date for the children's parade is Sunday, June 6, 2021.

Necessary closures for the Heritage Parade which takes place on Saturday, June 5, 2021 at 2:00 p.m. on M-21 from Gould Street to Chipman Street. Detour route will be well marked/signed to continue smooth traffic flow around the parade. Barricades are needed for the parade line-up on Gould Street at Grover, Comstock and Jerome Streets.

The closure of M-52 from Stewart to Oliver Streets on Saturday, June 5, 2021 for the duration of the parade.

The closure of the lot on the corner of Curwood Castle Drive and Bradley Streets on Wednesday evening, June 2, 2021 for parking through Sunday, June 6, 2021.

Other closures as needed for the 5/10K walk/run on Saturday, June 5, 2021 which will be temporary for the duration of those specific events. Event to take place on the Riverwalk Trail.

The closure of Washington St from Exchange St to Mason St on Saturday June 5, 2021 from 7:00 am to 6:00 pm for the YMCA.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1449	4-27-21	2:00 pm

REQUESTED BY
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL
Street and Lot Closures

LOCATION OF CONTROL
See attached

EVENT:
Curwood Festival 2021
June 2 – 6, 2021

APPROVED BY COUNCIL
_____, 20 ____

REMARKS

The closure of South Water Street between Main and Ball from Wednesday, June 2, 2021 at 9:00 a.m. until Monday June 7, 2021 at 6:00 a.m.

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The closure of Washington St from Exchange St to Mason St on Saturday June 5, 2021 from 7:00 am to 6:00 pm for the YMCA.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/27/2021

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

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

PRODUCER Jacobs Insurance Agency, Inc. 2021 E Main St Owosso MI 48867	CONTACT NAME: Liz Brooks PHONE (A/C No. Ext): 989-725-7117 E-MAIL ADDRESS: Liz@jacobsins.com	FAX (A/C, No): 989-720-7120
	INSURER(S) AFFORDING COVERAGE	
License#: 959573 CURWFES-01	INSURER A: SECURA INSURANCE	NAIC # 22543
INSURED Curwood Festival Inc. 212 S. Washington St. Owosso MI 48867	INSURER B: ACCIDENT FUND INSURANCE CO	10166
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1213988995


REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CP3321969	4/1/2021	4/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCV6210038	6/10/2020	6/10/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER**CANCELLATION**

City of Owosso 301 W. Main St. Owosso MI 48867	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

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

MEMORANDUM

DATE: April 23, 2021

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1448

The YMCA is requesting a TCO to close a portion of the parking lot off of Jerome St., near Roma's Restaurant for a sporting event. This event is a fundraiser for a Mr. Owosso campaign.

Requested closure:

JC Penney / Roma's Parking Lot between Jerome Ave, N Saginaw St, Himburg St, N Park St, excluding parking for NCG Cinemas

Requested date/time:

Wednesday June 2, 2021 from 2:00 pm to 9:00 pm.

The Public Safety Department has issued Traffic Control Order No. 1448 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1448	4/23/21	10:30 am

REQUESTED BY
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL
Parking Lot Closure

LOCATION OF CONTROL
Close a 62' x 96' area in the Comstock Lot (#10) to the south of Roma's Back Door (See map)

Mr. Owosso Fundraiser-Pickleball Tournament
June 2nd, from 2:00 pm to 9:00 pm

APPROVED BY COUNCIL
_____, 20 _____

REMARKS



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

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

The request for use of the parking lots, parade, or similar event shall be submitted to the Director of Public Safety not less than 14 days nor more than 120 days before the date for which the use is requested.

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

Name of individual or group: Shiawassee Family YMCA Date: 4/23/2021

Primary Contact Person
Name: Laura Archer

Title: CEO

Address: 515 W. MAIN
OWOSSO

Phone: 989/725-8136

Requested Date(s): JUNE 2, 2021 Requested Hours: 2pm-9 pm

Area Requested (Parking Lot - Parade Route): Parking Lot behind Roma's
Back Door

Detailed description of the use for which the request is made: Mr. OWOSSO fundraiser
Pickleball Tournament

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

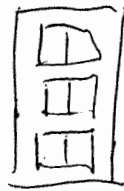
Do Not Write Below This Line - For Officials Use Only

Approved Not Approved Date: _____ Traffic Control Order Number _____

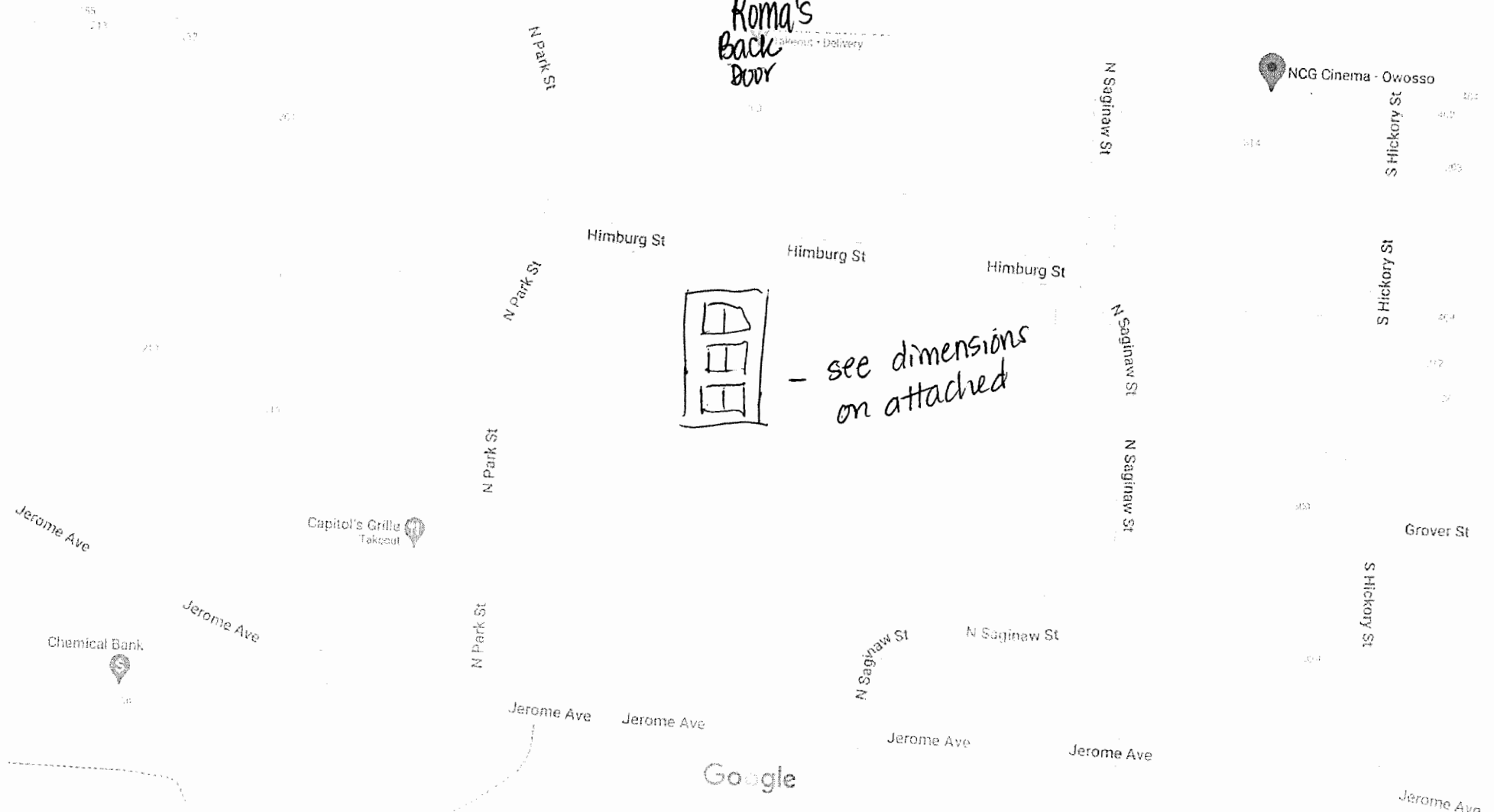
Cc: DDA - Director
WCIA - Chairperson

Roma's
Back
Door
Takeout • Delivery

NCG Cinema - Owosso

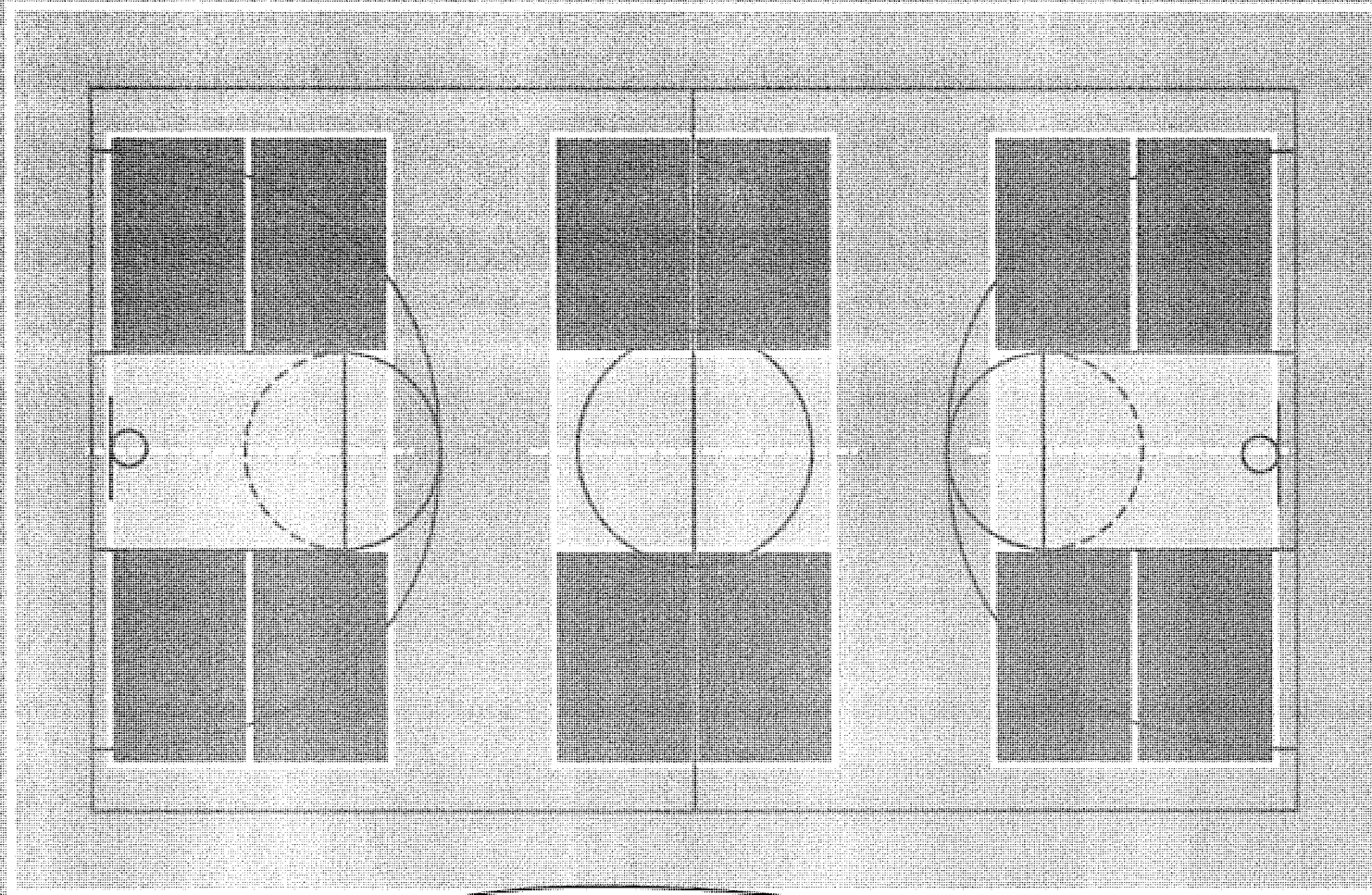


- see dimensions
on attached



Google

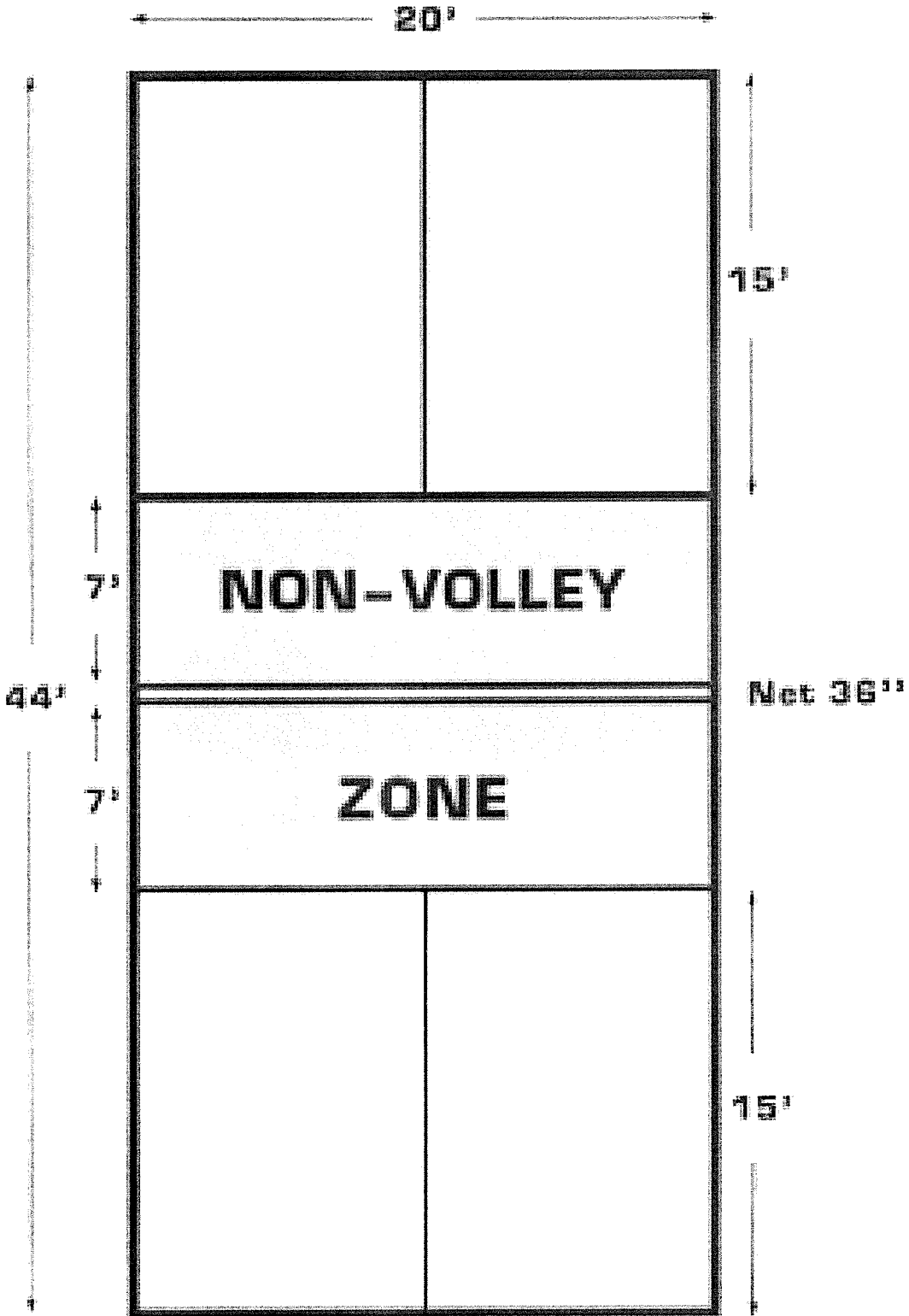
BASKETBALL COURT CONVERTED TO PICKLEBALL COURTS



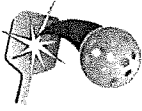
Total Play Area - 52 x 96 ft



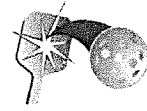
TOTAL DIMENSIONS



INDIVIDUAL COURT



Simplified Pickleball Rules



A complete set of rules may be obtained from the United States of America Pickleball Association on their web site (www.usapa.org). However, if you are just learning, you will find the following condensed rules much easier to follow.

Game and Match

In tournaments, a match will usually consist of the best 2 out of 3 games to 11. A game is finished when one player or team reaches 11 points and is leading by at least two points. If the score is tied at 10-10, then the game continues until one player or team wins by two points. Players switch sides after the first game. If a third game is needed, the players will switch sides after the first player or team gets to 6 points, and the game will then continue to its conclusion.

For consolation events, or when time is short, matches often consist of just one game to 15 points. The winner in this format must also be ahead by two points. In a 15-point game, players should switch sides after one team gets to 8 points, and the game will then continue to its conclusion.

Serving

A player or team can only score points when serving.

Prior to 2007, players were allowed to step over the baseline with one foot when serving, as long as they kept at least **one** foot behind the baseline until after they contacted the ball. However, the National Pickleball Association (USAPA) has changed the rule so that now both feet must remain behind the baseline until after the ball is struck. The serve must be underhand with the ball **contacted below the waist**. Serves must travel diagonally and land between the non-volley zone and the baseline of the service court opposite of the serving player.

Each player is allowed only one serving attempt unless it is a “let” serve. A let serve occurs when the serve hits the net and still lands in the correct service court. If this occurs, the serve is played over. Each player will continue to serve until he does not win a point.

Players must announce the score prior to serving Always call the servers score first!

Serving in Doubles

- **At the start of each new game**, only one player on the first serving team is allowed a service turn before giving up the ball to the opponents. Thereafter both members of each team will have a service turn before the ball is turned over to the opposing team.
- In doubles, the player on the right at the start of a service turn will be the first person to serve for their team and will continue to serve until he or she

does not win a point. Then his or her partner will serve until he or she does also does not win a point. Then it is the other teams turn to serve.

- When the serving team scores a point, the server moves to the other side of the serving team's court. The receiving team should never switch sides.
- If the serve rotation is done properly in doubles, the serving team's score will always be even when the player that started the game on the right side is on the right side and odd when that player is on the left side.

Serving in Singles

- In singles, the server will serve from the right when he has an even number of points (0, 2, 6, 10). The server should serve from the left when he has an odd number of points (1, 3, 7, 9). The receiver should adjust their position according to where the server stands.

Non-Volley Zone:

To volley a ball means to hit it in the air without letting it bounce. All volleying must be done with the player's feet behind the non-volley zone.

Double Bounce Rule:

Each team must play their first shot off the bounce. That is, the receiving team must let the serve bounce and the serving team must let the return of the serve bounce before playing it. After the two bounces have occurred, the ball can either be volleyed or played off the bounce.

Faults

The ball may only bounce once per side. After a player hits the ball, it must travel to the other side of the net.

If the ball hits one of the sidelines or the baseline, it is a playable ball. When a player or team fails to win the rally they are said to have made a **fault**. Some, but not all of the things that cause a fault is listed below:

- Serving the ball into an incorrect area.
- Hitting the ball out of bounds.
- Volleying the ball before it has bounced once on each side.
- Hitting the ball into the net or hitting the net with your paddle or body.
- Hitting the ball while in the non-volley zone before it is allowed to bounce.
- Touching the non-volley zone with your paddle or clothes while attempting to hit a volley.
- Stepping on or over the non-volley zone line on a follow through.
- Missing the ball when you try to hit it.
- Server swings the paddle with the intent of hitting the ball but misses.



DATE: 4.27.21
TO: CITY COUNCIL
FROM: CITY MANAGER
SUBJECT: Rescind BRA #9 – Robbins Property – for nonpayment of property tax

BACKGROUND:

In 2006, the City approved a brownfield tax increment plan for the old Robbins Furniture property. The project involved demolishing 5 buildings and converting the remaining 2 into a combination of commercial and residential. The demolition and environmental remediation was completed and a new parking lot put in but the project stopped there except for the addition of a gym facility.

A brownfield loan was granted with a developer-owned property in Owosso Township serving as collateral, but when the developer decided not to pursue the mixed use portion of the project, the loan dollars were returned and the mortgage satisfied. This is what city records bear out.

The owner – and original developer – has not paid property taxes timely for the following years: 2007-2009, 2012-2015, and 2017 to present. In these years, the taxes went delinquent and collection occurred at the county level.

The City's abatement policy requires timely payment of property taxes in order for abated properties to retain any tax incentives they were granted.

The City's brownfield fund for this project currently holds about \$47,000 that cannot be reimbursed to the developer because of these chronic non-payments.

RECOMMENDATION:

Rescind Brownfield #9 for nonpayment of property tax per the adopted tax abatement policy. Staff will then calculate the disbursement of funds back to the appropriate taxing entities subject to original plan capture.

RESOLUTION NO.

RESOLUTION RESCINDING BROWNFIELD TAX ABATEMENT ON 1231 W MAIN STREET AND 210 ROBBINS STREET – BRA #9

WHEREAS, the City of Owosso, Shiawassee County, approved a Brownfield Tax Increment Financing plan for 1231 W Main St and 210 Robbins Street; and

WHEREAS, the City of Owosso requires all tax abated properties to adhere to the City's Tax Abatement Policy; and

WHEREAS, the Tax Abatement Policy requires timely payment of real property taxes; and

WHEREAS, the owner of aforementioned property has a history of not paying the taxes on the property in a timely fashion; and

WHEREAS, there are no outstanding loans on the property related to the Brownfield activities.

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 rescind the Brownfield Tax Increment Finance Plan for 1231 W Main St and 210 Robbins St for nonpayment of real property taxes in violation of the City's Tax Abatement Policy.

Parcel #: 050-113-014-004-00

Tax Year: 2018

Owner: ROBBINS LOFTS, LLC

Address: 1231 W MAIN ST

Tax Year Details

Double-click or hit the [ENTER] key to view details.

Quick Find...

View Graph...

Tax Year	Season	Billed	Interest	Paid	Balance	Last Payment Date
2020	Winter	6,832.90	204.99	0.00	7,037.89	
2020	Summer	6,116.16	428.13	0.00	6,544.29	
2019	Winter	6,774.26	203.23	0.00	6,977.49	
2019	Summer	6,013.49	420.94	0.00	6,434.43	
2018	Winter	6,807.16	204.21	0.00	7,011.37	
2018	Summer	5,386.98	377.09	0.00	5,764.07	
2017	Winter	5,553.51	166.61	0.00	5,720.12	
2017	Summer	5,330.91	183.90	5,514.81	0.00	02/28/2018
2016	Winter	5,527.52	165.83	5,693.35	0.00	02/24/2017
2016	Summer	4,944.44	346.11	5,290.55	0.00	02/24/2017
2015	Winter	5,484.02	164.52	0.00	5,648.54	
2015	Summer	4,922.11	341.11	118.99	5,144.23	12/03/2015
2014	Winter	5,400.49	162.01	0.00	5,562.50	
2014	Summer	4,790.84	335.36	0.00	5,126.20	
2013	Winter	5,258.36	157.75	0.00	5,416.11	
2013	Summer	4,764.66	333.53	0.00	5,098.19	
2012	Winter	5,249.06	157.47	0.00	5,406.53	
2012	Summer	4,779.92	334.60	0.00	5,114.52	
2011	Winter	5,347.56	0.00	5,347.56	0.00	01/25/2012
2011	Summer	4,802.77	192.11	4,994.88	0.00	01/25/2012
2010	Winter	5,566.34	166.99	0.00	5,733.33	
2010	Summer	5,037.28	352.61	0.00	5,389.89	
2009	Winter	5,884.15	176.52	0.00	6,060.67	
2009	Summer	5,129.91	359.10	0.00	5,489.01	
2008	Winter	5,991.14	179.73	0.00	6,170.87	
2008	Summer	5,243.63	367.06	0.00	5,610.69	
2007	Winter	3,603.36	0.00	0.00	3,603.36	
2007	Summer	3,180.73	127.23	0.00	3,307.96	
2006	Winter	4,752.57	0.00	4,752.57	0.00	02/15/2007
2006	Summer	3,668.66	0.00	3,668.66	0.00	08/30/2006
2005	Winter	4,863.96	0.00	4,863.96	0.00	02/14/2006
2005	Summer	3,354.79	0.00	3,354.79	0.00	08/30/2005
2004	Winter	5,028.38	0.00	5,028.38	0.00	02/14/2005
2004	Summer	2,995.08	0.00	2,995.08	0.00	08/30/2004
2003	Winter	5,210.63	0.00	5,210.63	0.00	02/13/2004
2003	Summer	2,928.11	0.00	2,928.11	0.00	07/30/2003
2002	Winter	5,625.21	0.00	5,625.21	0.00	02/17/2003
2002	Summer	2,675.94	0.00	2,675.94	0.00	07/30/2002
2001	Winter	4,355.12	0.00	4,355.12	0.00	02/14/2002
2001	Summer	2,100.17	0.00	2,100.17	0.00	07/30/2001
2000	Winter	4,228.82	0.00	4,228.82	0.00	01/29/2001

Total Balance:

129,372.26



301 W MAIN ST • OWOSSO, MI 48867-2958 • 989-725-0555 • FAX 989-723-8854

DATE: April 27, 2021

TO: Owosso City Council

FROM: Ryan E. Suchanek, Director of Public Services & Utilities

SUBJECT: Setting Public Hearing for State Revolving Fund (SRF) Project Plan for Wastewater Treatment Plant

RECOMMENDATION:

Authorization to set a special meeting for Monday, May 24, 2021 at 7:30 p.m. for the purpose of holding a public hearing for the Michigan Department of Environmental Quality (MDEQ) SRF Project Plan Submittal.

BACKGROUND:

The City of Owosso will hold a public hearing on proposed improvements to the City's wastewater treatment plant solids handling process equipment, for the purpose of receiving comments from interested persons. The hearing will be held during a special Owosso City Council meeting on Monday, May 24, 2021 at 7:30 P.M. in the City Hall Council Chambers, 301 West Main Street, Owosso, Michigan 48867.

The purpose of the proposed project is to address improvements to infrastructure to comply with regulatory requirements and increase reliability of service to residents and customers.

Total cost of the proposed project plan is estimated at \$3,056,400.00, to be paid from user charges during the 20 year life of the low interest loan. The project plan will include removal of existing sludge dewatering "Centrifuge" equipment that was purchased used from another Michigan WWTP, and installed in 1999. This equipment will be replaced with new screw presses. In addition, the following aged components will also need to be replaced to properly configure to the new process equipment:

- Replace sludge tanks,
- Replace sludge pumps,
- Replace polymer feed,
- Replace ferric feed,
- Replace building roof,
- Replace high pressure blowers,
- Replace building sump pump

C2AE has prepared and submitted the required project plan to the State of Michigan in cooperation with city staff and MDEQ regulatory guidelines.

Submitted by Ryan E. Suchanek, Director of Public Services & Utilities

MINUTES

**REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO**

APRIL 7, 2021 AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:35 A.M.

ROLL CALL: Was taken by Recording Secretary Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Commissioners: Ken Cushman, Jon Moore, and Lance Omer.

MEMBERS ABSENT: Commissioners Josh Ardelean and Sue Osika

OTHERS PRESENT: Josh Adams, DDA Director

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO AMEND THE AGENDA TO INCLUDE “NEW BOARD MEMBERS” AS A TOPIC OF DISCUSSION UNDER: ITEMS OF BUSINESS - #6.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER MOORE TO AMEND THE MINUTES FOR MEETING HELD MARCH 3, 2021 BY CHANGING THE FOLLOWING:

DELETE

5) RLF Manual Update – Page 3 – Criteria for Eligible Project Types, Section 3, Upper Story Housing Development, D. Fire Suppression is eligible for a grant of up to \$12,500 per unit, but no more than a total of \$25,000.

ADD CORRECTION:

5) RLF Manual Update – Page 3 – Criteria for Eligible Project Types, Section 3, Upper Story Housing Development, D. Fire Suppression is eligible for a grant of up to \$12,500 per unit, but no more than a total of \$50,000.

AYES: ALL, MOTION CARRIED.

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

1) CHECK REGISTER - No Discussion

IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE CHECK REGISTER FOR MARCH, 2021 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) Budget Report Discussion- Director Adams reported TIFF revenue received was higher than estimated. The maintenance budget has been increased for known repairs. Additional funds will be applied for streetscape improvements. Commissioners further discussed future investing and increasing revenues ideas to add to the budget.

3) ShiaCash Reports – Reports provided by Director Adams reflected no activity. It is expected that this may be the situation in some months. Commissioners encouraged Adams to share with the Chamber to seek companies to provide matching grants.

4) Flowerbed Reconstruction and Repair Bid

A bid was posted thru the City's Bid Coordinator on March 11 to replace and repair flowerbeds. Bids were accepted thru March 30th. Two bids were received and reviewed by the Streetscape Committee. The committee recommended the board approve the lowest bid presented by Sunburst Gardens.

IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE BID PROPOSAL SUBMITTED BY SUNBURST GARDENS FOR THE 2021 FLOWERBED REPAIR AND REPLACEMENT BID.

AYES: ALL, MOTION CARRIED

5) Director Performance Review Format

Chairman Acton and Vice Chairman Gilbert will develop discussion topics based on Director Josh Adam's Role Description. The topics will be submitted to the board for approval to be discussed with Adams during a live meeting with the board. A select group of businesses and city staff will be asked to complete a written form based on the same topics. The businesses and city staff chosen will also be approved by the board as a favorable selection to accomplish the goal of performance review.

6) New Board Members Update

Prospective members are being considered by Executive Team. Director will be setting up meetings with candidates and board chairman. During discussion with candidates, they are asked the following:

- A) Do you have a passion for Downtown Owosso?
- B) Do you have time to take on additional commitments?
- C) What area do you want to focus your energy?
- D) What skill set do you have to match with existing committees?

Once interviewed, prospects will be presented to the board for approval then, to the City Clerk's office for council's approval at the last May, 2021 Council Meeting.

COMMITTEE UPDATES:

- 1) Design and Business Vitality –**New Notion Platform is up. All work plans & volunteer information is imported. Step by step sign-in directions have been sent to board & committee members. Flower bed Repair & Replace Bids have been received and reviewed with recommendation for acceptance of low bidder. The focus will be on Exchange Street. Some flowerbeds will be eliminated and replaced with appropriate tree species. The committee will consider additional art sculptures throughout the downtown. More businesses are linking to the website for online shopping.
- 2) Promotion & Outreach –** 1) Volunteer Owosso Event is scheduled for Saturday, April 10th. Director Adams will have a table set up in Fosters Coffee to answer questions and provide information on volunteer opportunities. 2) Downtown Cleanup is scheduled for Saturday, April 24th – trash & leaf pickup, flowerbed cleaning, weed spraying, painting, & power washing will take place during this event. 4th Quarter activities are being planned as in previous years prior to pandemic.
- 3) Business Owners Committee –** Continuing to obtain input for future meeting dates, times and content. Businesses are being visited and personal messages are being sent.

BOARD CONTINUING EDUCATION/INFORMATION:

Director Adams will be a speaker in the National Main Street Virtual Conference. Information has been provided to commissioners for participation if desired.

Director Update:

Social Districts have been approved by LARA, desired to be functioning by 5/1/2021. In the meantime, quotes for banners, signs and cups are being sought. The Niche and Roma's permits to participate have been preliminarily approved.

It was a sad day for Owosso when Jumbo's Restaurant building was lost to fire. However, the City of Owosso's Public Safety is to be commended for their work to ensure there were neither injuries nor businesses harmed during the fire. The neighboring business, Cupcakes and Kisses was able to open the next morning at 9 a.m.

PUBLIC COMMENTS: None

BOARD COMMENTS: None

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

AYES: ALL. MOTION CARRIED.



OWOSSO HISTORICAL COMMISSION
THE CURWOOD COLLECTION

Regular Meeting of the Owosso Historical Commission

Minutes of April 12, 2021 – 6:00 P.M.

PRESIDING OFFICER: Dave Acton – Chair
MEMBERS PRESENT: Chair Dave Acton, Vice Chair Mark Erickson, Commissioner Gary Wilson, Commissioner Deb Adams
MEMBERS ABSENT: Mayor Pro Tem Susan Osika

VICE CHAIR ACTON CALLED THE MEETING TO ORDER AT 6:00 P.M.

APPROVE MINUTES – March 8, 2021

Motion by Wilson to approve

Supported by Erickson to update officer roles

Passed by voice vote

APPROVE AGENDA

Motion by Erickson to approve the agenda with the addition of an item of business to start meeting in person or to continue with virtual meetings

Supported by Wilson

Passed by voice vote

ITEMS OF BUSINESS

1. **Historical Monument Rehab Grant Match:** Henne explained that a local resident secured a grant to rehabilitate 2 historic monuments in the city – two of which are the Curwood castle monument and the Comstock cabin monument. The match for these grants is \$792 per monument. Henne explained that the funds for the match could come from the millage fund or the operating fund.
 - a. Moved by Martenis to pay the match (\$1584) for the two monument rehab grants from the millage fund

- b. Supported by Wilson
- c. Passed by voice vote

FINANCIAL REVIEW AND DISCUSSION

City Manager Henne updated the commission on the February Revenue and Expenditures report, the cash balance report as of March 31, 2021. Erickson asked for clarification on the debits and credits for the cash balance report. Henne presented the recommended budget for fiscal year 2021-22. Erickson asked if hiring a director was possible at a later date if the commission wished to do so. Henne responded that at this time, the city did not plan to hire another director. A budget for the millage fund was not presented.

PUBLIC COMMENT PERIOD

Denice Grace said that the Curwood book ends were donated to the Castle anonymously. The Castle is open with COVID protocol in effect. John Schaffer will be staffing the Castle one day per week. 74 people came through the castle the first week and the opening was covered by both newspapers. Henne explained that the broken exhibit door will be getting repaired soon. Grace said that Woodard Furniture wanted to donate a wooden box to the OHC.

- Moved by Wilson to thank Woodard but decline the donation
- Supported by Erickson
- Passed by voice vote

COMMISSIONER COMMENTS

Erickson explained some efforts to partner with local organizations for the upcoming 100th anniversary of the castle. Acton lamented that the home tour probably was not a possibility this year due to public reticence to opening their homes to strangers. Erickson brought up the SAC's plans to have an outdoor "walking tour" and that the membership should keep an eye on that as a partnership possibility. Action explained the OHC needs ways to generate funds. The SAC and OHC plans to collaborate to sell historic holiday ornaments in the likeness of the Castle. The price is estimated at \$50.00.

Henne presented the staff report outlining progress on the Gould House project. Henne asked the Commission if they wanted to bid the mechanical portion now or wait until the bids came back for the rest of the project.

- The Commission was in agreement that the bidding should move forward immediately for the mechanical.

Henne said the survey results will be ready for the next meeting in May.

Acton and Erickson agreed to meet to discuss fund generation along with Commissioner Adams.

ADJOURNMENT

Wilson moved to adjourn the meeting. Martenis supported. Voice vote was unanimous to adjourn the meeting at 6:55 P.M.

MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
VIRTUAL MEETING
Monday, April 26, 2021 – 6:30 P.M.

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

PLEDGE OF ALLEGIANCE: Recited

ROLL CALL: Recording Secretary Tanya Buckelew

MEMBERS PRESENT: Chairman Wascher, Vice-Chair Livingston, Secretary Fear, Commissioners Law, Robertson, Taylor

MEMBERS ABSENT: Commissioner Jenkins, Morris, Yerian

OTHERS PRESENT: Nathan Henne, City Manager, Justin Sprague, CIB Planning

APPROVAL OF AGENDA:

MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY SECRETARY FEAR TO APPROVE THE AGENDA FOR April 26, 2021.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER ROBERTSON SUPPORTED BY VICE-CHAIR LIVINGSTON TO APPROVE THE MINUTES FOR THE March 22, 2021 MEETING.

YEAS ALL. MOTION CARRIED.

PUBLIC HEARINGS: MASTER PLAN

No comments were heard from the public

Justin Sprague, CIB Planning, explained the following options for tonight's meeting:

1. Adopt the plan with amendments
2. Adopt the plan with no changes
3. Recommend amendments and adopt at the next meeting

Suggested amendments:

1. Remove the M-21 "diet plan"
2. Remove Vaungarde property
3. Include Westown/Corridor Improvement Authority and "back alley" improvements
4. Correct errors found by Piper Brewer, SAC but not to include additional suggestions that are appropriate for the Park's Master Plan
5. Baker College submitted a letter with comments and/or suggestions and Justin Sprague will provide the intention language for the plan

OLD BUSINESS: NONE

NEW BUSINESS: Resolution of Adoption – Master Plan – Tabled until the May 2021 meeting

OTHER BOARD BUSINESS: NONE

PUBLIC COMMENTS AND COMMUNICATIONS: NONE

ADJOURNMENT:

**MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY COMMISSIONER TAYLOR TO
ADJOURN AT 7:00 P.M. UNTIL THE NEXT MEETING ON May 24, 2021.**

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary

DRAFT

**OWOSSO MID-SHIAWASSEE COUNTY WWTP REVIEW BOARD
MEETING MINUTES - DRAFT**

April 27, 2021

4:30 P.M.

W.W.T.P. (in person with virtual option)

1. Roll (4:30 P.M.)
Members Present: J. Archer, R. Holzheuer, G. Chinavare
Alternates Present: T. Crawford
Others Present: T. Guysky, WWTP Superintendent/Board Secretary
A. Holek, Caledonia Township Supervisor

Guysky discussed the passing of Review Board Member and longtime Plant Superintendent Bill Horton.

2. Minutes of the March 23, 2021 meeting: Motion by Crawford to approve the March 23, 2021 meeting minutes with support by Archer. No Discussion. Motion carries 4-0.
3. Secretary's Report:
 - a) Plant Performance Summaries (March 2021): Guysky noted full permit compliance for March 2021.
 - b) Plant Operations: Guysky noted efficient plant operation for March 2021, with relatively dry conditions allowing for reduced chemical and energy usage. He also noted all new headworks equipment is operational and working as expected.
 - c) WWTP Project Updates: Guysky updated the board regarding the headworks project progress, with final punch list items and cleanup expected complete by the end of the week. No date for a final walkthrough with consultant and contractors has been determined yet. Chinavare discussed the sludge processing equipment replacement project timetable, with public notice period and public hearing scheduled for completion May 24. Bidding should occur around August 2021, with construction commencing in February 2022.
4. Old Business:
 - a) Owosso Utilities Director Retirement/replacement: Chinavare informed the board that he will be assisting new Director of Public Services Ryan Suchanek on a part-time basis likely through May and if needed after that. He also noted that Suchanek will take his seat on the WWTP Review Board. Suchanek introduced himself and gave the Board some information on his background.
 - b) 1977 Wastewater Plant Agreement Review: Chinavare discussed his intention to continue his review of the agreement and give recommendation to the Board at a later date.

- c) Budget Discussion, FY 2021-22: Chinavare discussed the recommended Operation and Maintenance Charge and Capital Contribution Charge (aka “Replacement Charge”). Motion by Chinavare to approve O & M charge of \$1,937,329 for Fiscal Year 2021-22, to be billed to service units at \$161,444 per month proportioned by metered flow. Support by Crawford. Motion carries 4-0. Motion by Archer to approve Replacement Charge of \$700,000 for Fiscal Year 2021-22 to be billed to service units at \$66,250 per quarter proportioned by metered flow and \$108,750 per quarter proportioned by contract capacity. Support by Chinavare. Motion carries 4-0.

5. New Business:
None

6. Citizens’/Members’ Comments: Gary Burk, former Owosso Utilities Director, noted the correct terminology of “Replacement Charge”, rather than “Capital Charge”. He also stated a desire to see some sort of lasting memorial to former Plant Superintendent Bill Horton for his years of dedicated service.

7. Adjourn: Motion to adjourn by Crawford, with support by Archer. No discussion. Motion carries 4-0. Meeting adjourned at 5:05 p.m.

Respectfully submitted, Timothy J. Guysky, Secretary
Approval by Review Board – Pending

Draft