

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, SEPTEMBER 21, 2020  
7:30 P.M.**

**Virtual Meeting**

**AGENDA**

**OPENING PRAYER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**APPROVAL OF THE AGENDA:**

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF SEPTEMBER 8, 2020:**

**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**

None.

**PUBLIC HEARINGS**

1. Ordinance Amendment – Parks & Recreation Commission. Conduct a public hearing to hear citizen comment regarding the proposed amendment to Section 2-242, *Members; appointment, terms, voting, officers*, of Chapter 2, Administration, of the Code of Ordinances of the City of Owosso to allow commission members to live outside the City limits.

**CITIZEN COMMENTS AND QUESTIONS**

**CONSENT AGENDA**

1. Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments:

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Josh Ardelean	DDA/OMS Board filling unexpired term of J. Woodworth	06-30-2022

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Dianne Acton*	Downtown Historic District Commission	06-30-2022
Lance Omer*	Downtown Historic District Commission	06-30-2022
Patrick Bradley*	Firemen's Memorial Steering Committee	09-01-2021
Burton Fox*	Firemen's Memorial Steering Committee	09-01-2021
Daniel Law*	Firemen's Memorial Steering Committee	09-01-2021
Mary Reid Long*	Firemen's Memorial Steering Committee	09-01-2021
Teresa Schneider*	Firemen's Memorial Steering Committee	09-01-2021
Ross Stanley*	Firemen's Memorial Steering Committee	09-01-2021
Sarah Moorodian*	Firemen's Memorial Steering Committee	09-01-2021

2. OMS/DDA RLF Loan Funding Approval – 116 W. Main Street. Approve the application from Woodworth Commercial, LLC requesting a loan from the OMS/DDA Revolving Loan Fund in the amount of \$32,582.16 for office equipment and furniture associated with the 2nd floor redevelopment of their property located at 116 W. Main Street.
3. Contract Authorization - N. Gould Street Sanitary Sewer Repairs. Authorize contract with Monchilow Sewer Services, LLC for the repair of sanitary sewer along North Gould Street in the amount of \$10,900.00, and further authorize payment to the contractor upon satisfactory completion of the work.
4. Purchase Authorization – Election Equipment. Waive competitive bidding requirements and authorize sole source purchase of one M160ii high speed scanning unit from Dominion Voting in the amount of \$12,980.00 and further authorize payment to the vendor upon satisfactory receipt of said equipment.
5. Warrant No. 590. Authorize Warrant No. 590 as follows:

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Gould Law, PC	Professional services-8/11/20-9/14/20	General	\$13,458.20

### **ITEMS OF BUSINESS**

1. Retirement Board Minutes. Consider approval of the minutes for the last meeting of the City of Owosso Employees' Retirement System Board of Trustees.
2. Closed Session. Consider holding closed session at the conclusion of Communications to conduct the City Manager's annual evaluation at the request of the employee.

### **COMMUNICATIONS**

1. Amy K. Fuller, Assistant to the City Manager. Board & Commission Recruitment Packet.
2. N. Bradley Hissong, Building Official. August 2020 Building Department Report.
3. N. Bradley Hissong Building Official. August 2020 Code Violations Report.
4. N. Bradley Hissong Building Official. August 2020 Certificates Issued Report.
5. N. Bradley Hissong Building Official. August 2020 Inspection Report.
6. Kevin D. Lenkart, Public Safety Director. August 2020 Police Report.
7. Kevin D. Lenkart, Public Safety Director. August 2020 Fire Report.
8. Owosso Historical Commission. Minutes of August 10, 2020.

### **NEXT MEETING**

Monday, October 05, 2020

### **BOARDS AND COMMISSIONS OPENINGS**

Brownfield Redevelopment Authority – County Representative – term expires 06-30-2020  
Building Board of Appeals – Alternate - term expires June 30, 2022  
Building Board of Appeals – Alternate - term expires June 30, 2021  
Brownfield Redevelopment Authority – term expires June 30, 2022

### **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](mailto:city.clerk@ci.owosso.mi.us). The City of Owosso Website address is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).

**PLEASE TAKE NOTICE THAT THE FOLLOWING MEETING WILL BE A VIRTUAL MEETING**

The Owosso City Council will conduct a virtual meeting September 21, 2020 that is consistent with Gov. Gretchen Whitmer's executive directive regarding public meetings during the COVID-19 pandemic.

**OWOSSO CITY COUNCIL  
Monday, September 21, 2020  
at 7:30 p.m.**

***The public may attend and participate in public comment.***

- **Join Zoom Meeting:**  
<https://us02web.zoom.us/j/84439040413?pwd=dVZuQIBKTDNtNFQ2YzVJdDNrVUFQdz09>
- **Meeting ID: 844 3904 0413**
- **Password: 031549**
- **One tap mobile**
  - +16465588656,,84439040413#,,,,,0#,,031549# US (New York)
  - +13017158592,,84439040413#,,,,,0#,,031549# US (Germantown)
- **Dial by your location**
  - +1 312 626 6799 US (Chicago)
  - +1 646 558 8656 US (New York)
  - +1 301 715 8592 US (Germantown)
  - +1 346 248 7799 US (Houston)
  - +1 669 900 9128 US (San Jose)
  - +1 253 215 8782 US (Tacoma)
- **For video instructions visit:**
  - o Signing up and Downloading Zoom <https://youtu.be/gsy2Ph6kSf8>
  - 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 September 21, 2020 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](mailto: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>

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**WARNING:** According to the State Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540). Per the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications.

City of Owosso related meetings are being monitored and violations of statutes will be prosecuted.

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MINUTES OF SEPTEMBER 8, 2020  
7:30 P.M.**

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

**OPENING PRAYER:** COUNCILMEMBER NICHOLAS L. PIDEK

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

**PRESENT:** Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmembers Loreen F. Bailey, Janae L. Fear, Jerome C. Haber, Daniel A. Law, and Nicholas L. Pidek.

**ABSENT:** None.

**APPROVE AGENDA**

Motion by Mayor Pro-Tem Osika to approve the agenda with the removal of the following Consent item:

3. OMS/DDA RLF Loan Funding Approval – 116 W. Main Street

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF AUGUST 17, 2020**

Motion by Councilmember Pidek to approve the Minutes of the Regular Meeting of August 17, 2020 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

**Rezoning Request – N. Washington Street & Wesley Drive**

The proposed amendment would rezone the property in question to RM-1, Multiple Family Residential District – Low Rise with Planned Unit Development (PUD) overlay from RM-1, Multiple Family Residential District – Low Rise.

City Manager Henne explained the reason for the additional public hearing on the matter saying there had been some confusion among staff as to who should be notified when the matter was addressed by the Planning Commission. This led to Owosso Charter Township residents being left off the mailing list. In an effort to keep moving forward the decision was made to notify all residents within 300' of the property about a second public hearing to be held at the Council level.

A public hearing was conducted to receive citizen comment regarding the proposed amendment to Chapter 38, Zoning, Section 38-27, *District boundaries*.

The following people commented regarding the proposed amendment:

Tim Atkinson, 1414 N. Water Street, asked that the property not be rezoned because the proposal looks to over develop the property. Other homes in the area have half acre sized lots and there would be no differentiation between homes. He also expressed concern with the condition of local surface streets, flooding issues, and possible protected species residing on the property.

Travis Yaklin, 1201 N. Washington Street, said he supports the project as it will bring new families into the neighborhood and provide necessary housing. He said he thought the project was well thought out, well researched, and would be well executed.

Don Michels, 110 Wesley Drive, said his property floods when it rains. He said the drainage in the area should be fixed prior to any development. He also said he believed the proposed project over develops the property.

Aly Caverson, 1249 Adams Street, said the project sounds like a great idea. There is a need for housing and the concept of the development sounds neat. She liked the fact that the development would concentrate child activity away from the street and would be located in town as opposed to the out-skirts of town.

Nicholas Keit, 1406 N. Water Street, said his property abuts the property in question and he has concerns about the project. He expressed concern with flooding in the area, including the parcel to be developed. He also expressed concern with the amount of traffic that would result from the project and the number of houses proposed for the project saying his home will lose value if the project goes through.

Lance Omer, 215 E. Exchange Street, said he was intrigued by the project and he liked the idea of a pocket neighborhood with super energy efficient homes. Speaking to the housing market side he said that the proposed price range would appeal to more established families and retirees.

Mike Cline, 204 Stratford Drive, asked how the City forgot to contact surrounding property owners, how the property will get water and sewer service, will the homes be allowed to be rentals, who will plow the snow, and if heavy equipment damages the streets who will pay for the repairs.

Justin Horvath, SEDP President/CEO, said there is a major need for housing in the area, particularly now that Osburn Lakes has sold its last empty lot. He said he felt that new housing in an existing housing area should actually elevate property values. This is an opportunity to bring new residents and attract talent to the community. He went on to say that people have expressed legitimate concerns during the hearing, but those concerns are not zoning questions, but site plan questions and he believed they could be addressed during the site plan phase of the process.

Thomas Cook, proposed developer, indicated that their plan to place 14 houses on the property was actually far less than the 30 apartments that would be allowed under the current zoning designation and did not represent over development. He indicated that they are working on issues with the sidewalks and drainage, but they didn't want to begin engineering work on the site unless they were able to get the property rezoned.

Anna Owens, proposed developer, asked that people keep in mind the fact that there is a nationwide shortage of good quality housing for middle class citizens. She also mentioned that her research indicated that when one doctor moves to town they bring at least 4 people in management along with them and they all need a place to call home.

Kirk Rheame, speaking on behalf of his mother Gail Rheame who lives at 207 Wesley Drive, said she is not opposed to the project she just feels that 14 homes is a lot for the property. She also has concerns about flooding, busy streets, and the high water table in the area.

Mayor Eveleth noted for the record the letter sent by Patrick and April O'Driscoll in opposition to the rezoning and development of the property as well as the petition signed by thirty five individuals in the surrounding area in opposition to the development of the property.

Mayor Eveleth responded to the question posed about how the City forgot to notify people saying that it was simple human error, the City hasn't handled a rezoning request that borders another municipality in a long time. He also commented on property values saying the Osburn Lakes subdivision was the only neighborhood in town that maintained its value after the 2008 recession. He went on to say that the original plan for the site was for an apartment building, so the current proposal represents a scaling back from what is allowed. Lastly he said that issues related to the number of houses and water run-off can be addressed during the site plan portion of the process.

City Manager Henne noted that the City currently plows the streets surrounding the property and would continue to do so if the development takes place.

There was discussion among Council and staff regarding what the current zoning designation allows, fixing the flooding issues in the area, directing the Planning Commission to vet the site plan (as opposed to the City Manager), and what the path forward looks like.

Justin Sprague of CIB Planning advised that the City is following the PUD process and as such a public hearing is required at each step. The next step would be site plan approval by the Planning Commission, followed by site plan approval by the Council.

Whereas, the Council, after due and legal notice, has met and having heard all interested parties, motion by Mayor Pro-Tem Osika that the following ordinance be adopted:

**ORDINANCE NO. 811**  
**AMENDING CHAPTER 38 ZONING**  
**OF THE CODE OF ORDINANCES TO REZONE THE PARCEL ON THE**  
**SW CORNER OF N. WASHINGTON & WESLEY STREETS**  
**AND AMEND THE ZONING MAP**

WHEREAS, the city council of the city of Owosso received a petition from Bailey Park Homes, L3C, developer of the real property identified as N. Washington Street, parcel number 050-535-000-001-00 to rezone the parcel from RM-1 Multiple-Family Residential District-Low Rise to RM-1 Multiple-Family Residential District-Low Rise with Planned Unit Development (PUD) Overlay; and

WHEREAS, the planning commission subsequently held a public hearing on the request, and deliberated on the request; and

WHEREAS, the city staff and planning commission recommend, without reservations or conditions, the rezoning of N. Washington Street as petitioned; and

WHEREAS, the City Council held a public hearing on the request July 20, 2020, heard all interested persons, and deliberated on the request; and

WHEREAS, after finding an error in the process for the Planning Commission hearing, notified all property owners within 300' of the property and held a second public hearing on September 8, 2020 to remediate the error; and

WHEREAS, the City Council finds that the zoning petition meets the intent and criteria for a zoning map amendment, specifically as it relates to the requirements of Section 38-555 of the Code of Ordinances of the City of Owosso.

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

SECTION 1. OFFICIAL ZONING MAP AMENDMENT. That Chapter 38, Zoning, Sec. 38-27, *Zoning Districts and Map*, reflect the following change, to be noted on the official map and filed with the city clerk:

Parcel Address	Current Zoning	Amended Zoning
N. Washington Street, described as follows:	RM-1 Multiple-Family Residential District-Low Rise	RM-1 Multiple-Family Residential District-Low Rise with Planned Unit Development (PUD) Overlay
Parcel number: 050-535-000-001-00		
COM 358' N & 33' W OF INTER S LN SEC 12 & C/L N WASH ST TH W 231' N 6' W 133.7' N 279' E 364.21' S 284' TO POB PART OF SE 1/4 SE 1/4 SEC 12 T7N R2E		

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 September 29, 2020.

SECTION 4. SITE PLAN APPROVAL. The site plan for said property shall be properly vetted by the Planning Commission, effectively lifting the current emergency order and repealing Resolution No. 47-2020.

Motion supported by Councilmember Pidek.

Roll Call Vote.

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

NAYS: None.

### **CITIZEN COMMENTS AND QUESTIONS**

Eddie Urban, 601 Glenwood Avenue, spoke about working on cleaning up his yard and his idea to gather lots of people with flags in front of City Hall for a picture to show our patriotism.

Mike Cline, 204 Stratford Drive, asked if the owners of the Matthews Building had been held to the comments made by their representative a few weeks ago. It was noted that the representative that made the promise to Council had no authority to make such a promise and they are pursuing a legal resolution to the situation at this time.

### **CITY MANAGER REPORT**

City Manager Nathan R. Henne presented the latest Project Status Report to the Council.

### **CONSENT AGENDA**

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

**First Reading and Set Public Hearing – Ordinance Amendment.** Conduct first reading and set a public hearing for Monday, September 21, 2020 at 7:30 p.m. to hear citizen comment regarding the proposed amendment to Section 2-242, *Members; appointment, terms, voting, officers*, of Chapter 2, *Administration*, of the Code of Ordinances of the City of Owosso to allow commission members to live outside the City limits as follows:

**RESOLUTION NO. 115-2020**

**SETTING A PUBLIC HEARING TO  
AMEND CHAPTER 2, ADMINISTRATION,  
ARTICLE IV, BOARDS AND COMMISSIONS,  
DIVISION 3, PARKS AND RECREATION COMMISSION**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Parks and Recreation Commission to provide quality park and recreation opportunities based upon cost, efficiency and community need; and

WHEREAS, the Parks and Recreation Commission is currently made up of 7 members and all members of the Commission must be city residents; and

WHEREAS, it is the desire of the Parks and Recreation Commission to allow members to live outside the city limits; and

WHEREAS, a public hearing shall be schedule to receive citizen comment regarding amendments,

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

SECTION 1. AMENDMENT. That Chapter 2, *Administration*, Article IV, *Boards and Commissions*, Division 3, *Parks and Recreation Commission*, Section 2-242. *Members; appointment, terms, voting, officers* shall be amended as follows:

Sec. 2-242. - Members; appointment, terms, voting, officers.

- (a) The members of the parks and recreation commission shall consist of seven (7) ~~at-large~~ members appointed by the mayor and approved by the council. ~~Commission members shall be residents of the city.~~ The mayor or the designee of the mayor, with council approval, shall be an ex-officio member of the commission.
- (b) The seven (7) ~~at-large~~ members shall have terms of two (2) years. The first appointment of the seven (7) ~~at-large~~ members shall be staggered so that three (3) members are appointed for a one-year term and four (4) members shall be appointed to two-year terms. Thereafter each appointment of an ~~at-large~~ member shall be for a two-year term unless it is an appointment to fill a vacancy in office that occurs prior to completion of a term. The ex-officio member of the commission shall serve for an indefinite term at the pleasure of the mayor.
- (c) Each ~~at-large~~ member shall be entitled to one (1) vote. The ex-officio member shall not have a vote. Any action shall require a majority vote of the members present at a meeting constituting a quorum. A quorum shall consist of at least four (4) members.

SECTION 2. PUBLIC HEARING. A public hearing is set for Monday, XXX, 2020 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed amendments to Chapter 2, Administration, 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.

**Memorial Healthcare Foundation Drive-Through Fundraiser Permission.** Approve the application of the Memorial Healthcare Foundation for use of Cass Street from Shiawassee Street to Cedar Street from

5:00 p.m. to 7:30 p.m. Thursday, September 10, 2020 for a drive-through fundraiser, and authorize Traffic Control Order No. 1438 formalizing the action.

**OMS/DDA RLF Loan Funding Approval – 116 W. Main Street.** This item was removed from the agenda.

**Change Order – 2020 Street Patches Program.** Approve Change Order No. 2 to the contract with Smith Sand & Gravel for the 2020 Street Patches Program, adding \$15,669.35 for an additional street patch on North Street due to a water main break, and authorize payment up to the contract amount plus Change Order Nos. 1 & 2 upon satisfactory completion of the work or portion thereof as follows:

**RESOLUTION NO. 116-2020**

**AUTHORIZING CHANGE ORDER NO. 2  
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND  
SMITH SAND & GRAVEL  
FOR THE 2020 STREET PATCHES PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with Smith Sand & Gravel, on June 1, 2020 for street patches on various streets throughout the city; and

WHEREAS, the city approved Change Order No. 1 on August 17, 2020 authorizing an increase in the contract amount

WHEREAS, a water main break on E North Street resulted in the need for an additional street patch; and

WHEREAS, Smith Sand & Gravel has agreed to make these additional repairs on E. North Street in the amount of \$15,669.35, and a change order is necessary to increase the contract amount.

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to amend the 2020 Street Patches Program contract with Smith Sand & Gravel to increase the contract amount to make an additional street repair.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 2 in the amount of \$15,669.35; an increase to the Contract for Services between the city of Owosso and Smith Sand & Gravel, revising the total current contract amount from \$84,959.95 to \$100,629.30.

THIRD: The accounts payable department is authorized to pay Smith Sand & Gravel for work satisfactorily completed up to the revised contract amount of \$100,629.30.

FOURTH: The above expenses shall be paid from Water Fund Account 591-552-818.000.

**Change Order – 2020 Street Program – Engineering Services.** Approve Change Order No. 1 to the contract with OHM Advisors for additional construction administration services in the amount of \$66,698.00 and authorize payment up to the contract amount plus Change Order No. 1 upon satisfactory completion of the work or portion thereof as follows:

**RESOLUTION NO. 117-2020**

**APPROVAL OF CHANGE NO.1 TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT  
BETWEEN THE CITY OF OWOSSO AND ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM  
ADVISORS FOR THE 2020 STREET AND WATER MAIN CONSTRUCTION PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an professional services agreement with Orchard, Hiltz & McClimment, Inc. d/b/a OHM Advisors by the adoption of Resolution No. 101-2019 on July 1, 2019; and

WHEREAS, the city and Director of Public Services & Utilities desires to increase the professional services agreement to include additional field inspection and construction administration, as negotiated and proposed by OHM Advisors, for the 2020 street and water main construction program year.

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 increase construction field inspection and construction administration services as Change Order No. 1, with Orchard, Hiltz & McClimment, Inc. d/b/a OHM Advisors in the amount of \$66,698.00, to comply with regulatory recommendations.
- SECOND: The mayor and city clerk are requested and authorized to sign Change Order No. 1 To the professional engineering services agreement between the City of Owosso, Michigan and Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors in an amount not to exceed \$66,698.00 as attached in the OHM proposal.
- THIRD: The accounts payable department is authorized to submit payment to OHM Advisors, in the amount of \$155,000.00 plus \$66,698.00 (exclusive of engineering design services) for a total of \$221,698.00 for field inspection and construction administration services.
- FOURTH: The above expenses shall be paid from FY2020-2021 Water Funds Account 591-901-972.000, and Street Bond Fund Account 202/201-451-818.000.

**Addendum No. 7 – WWTP SAW Grant Engineering Services Contract.** Approve Addendum No. 7 to the WWTP SAW Grant Engineering Services Contract for the provision of engineering design and construction administration services for the replacement of solids handling process equipment at the WWTP in the amount of \$145,000.00, and further approve payment upon satisfactory completion of the work or portion thereof as follows:

**RESOLUTION NO. 118-2020**

**APPROVAL OF ADDENDUM NO.7 TO THE AGREEMENT BETWEEN THE CITY OF  
OWOSSO AND C2AE ENGINEERS AND PLANNERS FOR ENGINEERING DESIGN  
AND CONSTRUCTION SERVICES TO REPLACE SOLIDS HANDLING PROCESS  
EQUIPMENT AT THE WASTEWATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, will fund from the Wastewater Plant Replacement Fund for the replacement of the solids handling equipment, and

WHEREAS, the existing solids handling equipment is obsolete and costly to maintain, and C2ae Engineers and Planners of Lansing, Michigan has provided a proposal for the necessary engineering services to replace this aged capital process equipment, and

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal and verified the engineering services as necessary for the design, bid specification development, and construction

administration services to replace the solids handling equipment, and hereby recommends authorizing C2ae to provide these engineering services in the amount of \$145,000.00.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with C2ae Engineers and Planners for design services to replace the aged solids handling equipment at the Wastewater Treatment Plant.
- SECOND: The accounts payable department is authorized to submit payment to C2ae in the amount of \$145,000.00 for these services.
- THIRD: The above expenses shall be paid from the Wastewater Plant Fund 599-901-977.000.

**Purchase Authorization - Road Salt**. Waive competitive bidding requirements, authorize purchase order with The Detroit Salt Company, LLC, via State of Michigan Contract No. 171-180000000768, in the amount of \$80,696.00 for delivery of 1400 tons of road salt at \$57.64/ton to be delivered as needed during the 2020-21 contract period, and further authorize payment up to \$80,696.00 upon satisfactory receipt of the product as follows:

#### **RESOLUTION NO. 119-2020**

#### **AUTHORIZING THE EXECUTION OF A PURCHASE ORDER WITH THE DETROIT SALT COMPANY, LLC FOR THE 2020-2021 WINTER SUPPLY OF ROAD SALT**

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

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

WHEREAS, in order to obtain the best price for road salt material, it is in the best interest of the city of Owosso to waive competitive bidding requirements and utilize the State of Michigan Contract number 171-180000000768 effective September 1, 2018, provided by The Detroit Salt Company, LLC for the purchase of road salt at \$57.64 per ton for seasonal delivery as needed bulk.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase 1,400 tons of road salt from The Detroit Salt Company, LLC.
- SECOND: The contract between the City and The Detroit Salt Company, LLC shall be in the form of a Purchase Order, with reference to State of Michigan Contract No. 171-180000000768.
- THIRD: The accounts payable department is authorized to pay The Detroit Salt Company, LLC for road salt delivered in the amount of \$80,696.00.
- FOURTH: The above expenses shall be paid from Local and Major Street Fund and State Trunk-line accounts 202/203.478.728.000 and 202.497.728.000.

**Bid Award – Demolition and Transportation – J&H Oil.** Approve bid award to Inner City Contracting, LLC for the demolition of existing buildings on the J&H Oil site and transportation and disposal of non-hazardous contaminated soil and demolition waste from the site in the amount of \$81,360.00 to be paid from District #20 J&H Oil OBRA Fund 277 as follows:

**RESOLUTION NO. 120-2020**

**AUTHORIZING THE BID AWARD FOR  
THE J&H OIL PROPERTY FOR  
DEMOLITION AND TRANSPORTATION SERVICES  
WITH INNER CITY CONTRACTING, LLC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that redevelopment of the former Stechschulte Gas and Oil location, also known as the J&H OIL project, is necessary and in the public interest; and

WHEREAS, bids were sought for site demolition and transportation work; a bid was received from Inner City Contracting, LLC; and it is hereby determined that Inner City Contracting, LLC is qualified to provide such services and that it has submitted the lowest bid.

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to award Inner City Contracting, LLC the bid for the demolition and transportation work to be performed at the J&H Oil project location in the amount of \$81,360.00.

SECOND: This bid award is made pursuant to the City of Owosso's financial and procurement policy whereby the City as the EGLE Brownfield Grantee acknowledges that the contract for services is between the developer and Inner City Contracting, LLC for demolition and transportation services related to the J&H Oil project.

THIRD: The above expenses shall be paid from the District #20 J&H OBRA Fund 277.

**Warrant No. 589.** Authorize Warrant No. 589 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal Risk Management Authority	Building and property insurance- 2 <sup>nd</sup> of 3 installments for FY 20/21	Various	\$64,067.75

**Check Register – August 2020.** Affirm check disbursements totaling \$1,925,781.66 for August 2020.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

## **ITEMS OF BUSINESS**

### **Easement Acceptance**

Motion by Councilmember Pidek to authorize acceptance of a permanent easement from Fields Manufacturing for construction and maintenance of the private storm sewer line at 520 S. Gould Street in the amount of \$1.00 as follows:

#### **RESOLUTION NO. 121-2020**

#### **AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH FIELDS MANUFACTURING FOR PERMANENT STORM SEWER EASEMENT ALONG 520 SOUTH GOULD STREET**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that it is in the best interest of the public to maintain the storm sewer located under properties owned by Fields Manufacturing; and

WHEREAS, maintenance of the storm sewer will require permanent easements from the property owner; and

WHEREAS, Fields Manufacturing, property owner, is willing to grant said permanent easements to the City of Owosso for the sum of one dollar (\$1.00).

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 agree to the terms set forth in the attached permanent easement documents between the City of Owosso, Michigan and Fields Manufacturing, 520 South Gould Street, Owosso, Michigan.

SECOND: The City Clerk is instructed and authorized to file said easement documents with the Shiawassee County Register of Deeds.

THIRD: The accounts payable department is authorized to pay Fields Manufacturing in the amount of \$1.00 for necessary expenses as set forth in the permanent easement documents.

FOURTH: The above expenses shall be paid from Major Street Account 202-463-818.000.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

## **COMMUNICATIONS**

Justin Sprague, CIB Planning. Communications regarding Planning Commission study to allow chickens.  
Cheryl A. Grice, Finance Director. Revenue & Expenditure Report – July 2020.  
Employees' Retirement System Board. Minutes of June 24, 2020.

Downtown Development Authority/Main Street. Minutes of August 5, 2020.  
Owosso Historic District Commission. Minutes of August 12, 2020.  
Planning Commission. Minutes of August 24, 2020.  
Parks & Recreation Commission. Minutes of August 26, 2020.

### **NEXT MEETING**

Monday, September 21, 2020

### **BOARDS AND COMMISSIONS OPENINGS**

Brownfield Redevelopment Authority – County Representative – term expires 06-30-2020  
Building Board of Appeals – Alternate - term expires June 30, 2022  
Building Board of Appeals – Alternate - term expires June 30, 2021  
Brownfield Redevelopment Authority – term expires June 30, 2022  
Historical Commission – 2 terms expire December 31, 2020

### **ADJOURNMENT**

Motion by Mayor Pro-Tem Osika for adjournment at 8:42 p.m.

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

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Christopher T. Eveleth, Mayor

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Amy K. Kirkland, City Clerk



## MEMORANDUM

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

**DATE:** September 2, 2020

**TO:** Mayor Eveleth and the Owosso City Council

**FROM:** Amy Fuller  
Assistant to the City Manager

**SUBJECT:** Resolution authorizing amending Chapter 2, Administration, of the Code of Ordinances to change the make-up of the Parks and Recreation Commission

### RECOMMENDATION:

Approve the request from the Parks and Recreation Commission to allow members of the Commission to live outside the city limits.

### BACKGROUND:

Over the last few years, two members of the Parks and Recreation Commission moved outside of the city limits. These individuals still use the City of Owosso parks and have expressed interest in seeing the rules changed to allow for commission membership from outside the city limits.

This change would be in-line with the Owosso Historical Commission guidelines which allow for residents from outside the City of Owosso to serve.

Changing this section in the Code of the City of Owosso would also allow for the Mayor and City Council to recruit from a larger pool of volunteers to serve on the Parks and Recreation Commission.

### FISCAL IMPACTS:

It is not anticipated that there will be any fiscal impacts from this change.

**ORDINANCE NO.**

**TO AMEND CHAPTER 2, ADMINISTRATION,  
ARTICLE IV, BOARDS AND COMMISSIONS,  
DIVISION 3, PARKS AND RECREATION COMMISSION**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Parks and Recreation Commission to provide quality park and recreation opportunities based upon cost, efficiency and community need; and

WHEREAS, the Parks and Recreation Commission is currently made up of 7 members and all members of the Commission must be city residents; and

WHEREAS, it is the desire of the Parks and Recreation Commission to allow members to live outside the city limits; and

WHEREAS, a public hearing was held and all interested parties were heard.

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

SECTION 1. AMENDMENT. That Chapter 2, Administration, Article IV, *Boards and Commissions*, Division 3, *Parks and Recreation Commission*, Section 2-242. *Members; appointment, terms, voting, officers* shall be amended as follows:

Sec. 2-242. - Members; appointment, terms, voting, officers.

- (a) The members of the parks and recreation commission shall consist of seven (7) members appointed by the mayor and approved by the council. The mayor or the designee of the mayor, with council approval, shall be an ex-officio member of the commission.
- (b) The seven (7) members shall have terms of two (2) years. The first appointment of the seven (7) members shall be staggered so that three (3) members are appointed for a one-year term and four (4) members shall be appointed to two-year terms. Thereafter each appointment of a member shall be for a two-year term unless it is an appointment to fill a vacancy in office that occurs prior to completion of a term. The ex-officio member of the commission shall serve for an indefinite term at the pleasure of the mayor.
- (c) Each member shall be entitled to one (1) vote. The ex-officio member shall not have a vote. Any action shall require a majority vote of the members present at a meeting constituting a quorum. A quorum shall consist of at least four (4) members.

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 October 12, 2020.



## **MEMORANDUM**

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

DATE: September 2, 2020

TO: Owosso City Council

FROM: Josh Adams; Executive Director, Owosso Main Street/DDA

**SUBJECT: OMS/DDA Revolving Loan Fund - Loan Approval**

### **RECOMMENDATION:**

Approval of the of the OMS/DDA Revolving Loan application for 116 N. Main Street, for \$32,582.16 to Woodworth Commercial, LLC. - according to the OMS/DDA Revolving Loan & Grant Manual specifications.

### **BACKGROUND:**

On August 31, 2020, the OMD/DDA Revolving Loan Committee reviewed the Revolving Loan Application from Woodworth Commercial, LLC. and recommended approval of the loan for \$32,582.16.

Woodworth Commercial, LLC. Will be using the loan funds for the purchase of equipment and furniture associated with the second-story redevelopment located at 116 W. Main Street. The re-development of this vacant, second-story office space will bring in a minimum of 9 new, full time jobs into the downtown district.

During their September 2, 2020 Board Meeting, the OMS/DDA Board of Directors reviewed approved the loan for final approval by City Council.

### **FISCAL IMPACTS:**

Dollars will be disbursed from the OMS/DDA Revolving Loan & Grant fund.

**RESOLUTION NO. #####**

**RESOLUTION AUTHORIZING  
THE APPROVAL OF THE RELEASE OF OMS/DDA REVOLVING LOAN FUND LOAN TO  
WOODWORTH COMMERCIAL, LLC.  
ASSOCIATED TO WORK AT 116 W. MAIN STREET**

WHEREAS, in 1994 the city of Owosso established the Downtown Owosso Revolving (formerly UDAG/CDBG) Loan Program for projects within the Owosso Downtown Development Authority district; and

WHEREAS, on June 17, 2019 City Council approved the new OMS/DDA Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the Owosso Main Street/DDA Board.

WHEREAS, on August 17, 2020 a loan application was submitted to the OMS/DDA for a loan request from Woodworth Commercial, LLC. for \$32,582.16 for the purchase of equipment and furniture associated with the second-story redevelopment located at 116 W. Main Street. The re-development of this vacant, second-story office space will bring in a minimum of 9 new, full time jobs into the downtown district.

WHEREAS, on August 31, 2020 the OMS/DDA Revolving Loan Committee reviewed and recommended the application, giving it an overall score of 45. This score reaches the 30 points required for consideration. The Committee determined the loan award for \$32,582.16.

WHEREAS, on September 2, 2020 the OMS/DDA Board of Directors approved the Revolving Loan Committee recommendations.

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

FIRST:       The City of Owosso approves the loan of \$32,582.16 to Woodworth Commercial, LLC. for the purchase of equipment and furniture associated with the second-story redevelopment located at 116 W. Main Street; according to the terms & specifications determined by the OMS/DDA Loan & Grant Manual.

## PROMISSORY NOTE

**\$32,582.16**

**Dated: \_\_\_\_\_, 2020**  
**Owosso Michigan**

FOR VALUE RECEIVED, the undersigned promises to pay to the order of the City of Owosso, a Michigan municipal corporation, at its office at 301 West Main Street, Owosso, Michigan 48867, the principal sum of THIRTY TWO THOUSAND FIVE HUNDRED EIGHTY TWO AND 16/100 (\$32,582.16) DOLLARS, THE BALANCE OF A LOAN ISSUED on September 28, 2020, in lawful money of the United States of America with interest thereon to be computed from September 28, 2020 at a rate per annum which is three percent (3%). From this date forward Principal and Interest shall be payable in 84 monthly installments of \$430.52 each, commencing on OCTOBER 28, 2020, and continuing on the same day of each succeeding MONTH thereafter until SEPTEMBER 28, 2027 when the final payment of outstanding principal and interest is due and payable. The attached amortization table shall become the required payment schedule from this date forward.

Notwithstanding anything to the contrary contained herein, at no time shall the interest payable be greater than the maximum permitted by law.

As to this note and all other instruments securing the indebtedness, the undersigned and any endorsers severally waive all applicable exemption rights, whether under the State Constitution, homestead laws or otherwise, and also severally waive valuation and appraisal, presentment, protest and demand, notice of protest demand and dishonor and nonpayment of this note, and expressly agree that the maturity of this note, or any payment hereunder, may be extended from time to time without in any way affecting the liability of the undersigned or said endorsers.

Any default in the payment of principal and/or interest required by this note or other instruments securing this note shall be a default hereunder entitling the holder to accelerate the indebtedness hereunder (notwithstanding any provisions contained in the evidence thereof to the contrary), exercise any one or more of the rights and remedies granted to the City of Owosso, Michigan.

Debtor warrants that upon the execution date of this agreement, there are no actions, suits, or proceedings pending or, to Debtor's knowledge, threatened or likely to be asserted, against the Debtor, before any court, administrative agency, or other body, and no judgment, order, writ, injunction, decree, or other similar command of any court or governmental agency has been entered against or served on Debtor.

This Agreement and any other information furnished to Creditor in connection with the loan contemplated by this Agreement neither contain any untrue statement of material fact nor omit to state any material fact necessary to make the statements contained therein, in light of the circumstances under which they were made, not misleading.

This note is to be construed according to the laws of the State of Michigan. By execution of this agreement, the parties consent to venue in the County of Shiawassee, Michigan of any action brought to enforce the terms of this agreement or to collect any moneys due under it.

WOODWORTH COMMERCIAL, LLC

CITY OF OWOSSO

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Christopher T. Eveleth

ITS: \_\_\_\_\_

ITS: Mayor

## GUARANTY AGREEMENT

This Guaranty is made on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by The City of Owosso, a Michigan municipal corporation (Creditor) at its office at 301 West Main Street, Owosso, Michigan 48867, \_\_\_\_\_ (Guarantor), and Woodworth Commercial LLC (Debtor).

### RECITALS

A. Creditor has agreed to extend a loan to Debtor in the amount of \$32,582.16, as evidenced by a Promissory Note (Note) to be executed on this date; provided, however, that as security for the performance of the Debtor's obligations, the undersigned, as Guarantor, has agreed to guaranty the performance and payment of the indebtedness and all obligations of Debtor pursuant to the Note and any additional security for the performance and payment of the indebtedness.

B. Guarantor acknowledges the indebtedness, and the performance and payment of the indebtedness is of genuine and material value to the sole and separate estate of Guarantor.

### AGREEMENT

Guarantor, with full knowledge of Creditor's reliance on this Guaranty, and in consideration of the execution of the Note, does guaranty to Creditor, including Creditor's successors, administrators, personal representatives, and assigns, the prompt payment of Debtor's obligations and the full payment of Debtor's obligations (all in accordance with the terms of the Note and any related documents, including any security).

This Guaranty shall be a continuing guaranty until all of the terms of the Note and any related documents, including any security, shall be fully paid, satisfied, and discharged. The liability of Guarantor shall be direct and not conditional or contingent on the pursuit of any remedies made against Debtor.

By execution of this agreement, the parties consent to venue in the County of Shiawassee, Michigan of any action brought to enforce the terms of this agreement or to collect any moneys due under it.

The undersigned has executed this Guaranty on the date set forth below.

DATED: \_\_\_\_\_, 2020

GUARANTOR

BY: \_\_\_\_\_

PREPARED BY:

Scott J. Gould P 76101  
Owosso City Attorney  
114 East Main Street, Suite 218  
Owosso, Michigan 48867  
(989)729-0071

PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

# DDA Loan Amortization Schedule

Enter values	
Loan amount	\$ 32,582.16
Annual interest rate	3.00 %
Loan period in years	7
Number of payments per year	12
Start date of loan	9/28/20
Optional extra payments	\$

Lender name: Woodworth Commercial, LLC

Loan summary	
Scheduled payment	\$ 430.52
Scheduled number of payments	84
Actual number of payments	84
Total early payments	\$ -
Total interest	\$ 3,581.34



Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	10/28/20	\$ 32,582.16	\$ 430.52	\$ -	\$ 430.52	\$ 349.06	\$ 81.46	\$ 32,233.10	\$ 81.46
2	11/28/20	32,233.10	430.52	-	430.52	349.94	80.58	31,883.16	162.04
3	12/28/20	31,883.16	430.52	-	430.52	350.81	79.71	31,532.35	241.75
4	1/28/21	31,532.35	430.52	-	430.52	351.69	78.83	31,180.67	320.58
5	2/28/21	31,180.67	430.52	-	430.52	352.57	77.95	30,828.10	398.53
6	3/28/21	30,828.10	430.52	-	430.52	353.45	77.07	30,474.65	475.60
7	4/28/21	30,474.65	430.52	-	430.52	354.33	76.19	30,120.32	551.79
8	5/28/21	30,120.32	430.52	-	430.52	355.22	75.30	29,765.10	627.09
9	6/28/21	29,765.10	430.52	-	430.52	356.11	74.41	29,409.00	701.50
10	7/28/21	29,409.00	430.52	-	430.52	357.00	73.52	29,052.00	775.02
11	8/28/21	29,052.00	430.52	-	430.52	357.89	72.63	28,694.12	847.65
12	9/28/21	28,694.12	430.52	-	430.52	358.78	71.74	28,335.33	919.39
13	10/28/21	28,335.33	430.52	-	430.52	359.68	70.84	27,975.65	990.23
14	11/28/21	27,975.65	430.52	-	430.52	360.58	69.94	27,615.07	1,060.16
15	12/28/21	27,615.07	430.52	-	430.52	361.48	69.04	27,253.59	1,129.20
16	1/28/22	27,253.59	430.52	-	430.52	362.38	68.13	26,891.21	1,197.34
17	2/28/22	26,891.21	430.52	-	430.52	363.29	67.23	26,527.92	1,264.56
18	3/28/22	26,527.92	430.52	-	430.52	364.20	66.32	26,163.72	1,330.88
19	4/28/22	26,163.72	430.52	-	430.52	365.11	65.41	25,798.61	1,396.29
20	5/28/22	25,798.61	430.52	-	430.52	366.02	64.50	25,432.59	1,460.79
21	6/28/22	25,432.59	430.52	-	430.52	366.94	63.58	25,065.66	1,524.37
22	7/28/22	25,065.66	430.52	-	430.52	367.85	62.66	24,697.80	1,587.04
23	8/28/22	24,697.80	430.52	-	430.52	368.77	61.74	24,329.03	1,648.78
24	9/28/22	24,329.03	430.52	-	430.52	369.70	60.82	23,959.33	1,709.60
25	10/28/22	23,959.33	430.52	-	430.52	370.62	59.90	23,588.71	1,769.50
26	11/28/22	23,588.71	430.52	-	430.52	371.55	58.97	23,217.17	1,828.47
27	12/28/22	23,217.17	430.52	-	430.52	372.47	58.04	22,844.69	1,886.52
28	1/28/23	22,844.69	430.52	-	430.52	373.41	57.11	22,471.29	1,943.63
29	2/28/23	22,471.29	430.52	-	430.52	374.34	56.18	22,096.95	1,999.81
30	3/28/23	22,096.95	430.52	-	430.52	375.28	55.24	21,721.67	2,055.05
31	4/28/23	21,721.67	430.52	-	430.52	376.21	54.30	21,345.46	2,109.35
32	5/28/23	21,345.46	430.52	-	430.52	377.15	53.36	20,968.30	2,162.72
33	6/28/23	20,968.30	430.52	-	430.52	378.10	52.42	20,590.21	2,215.14
34	7/28/23	20,590.21	430.52	-	430.52	379.04	51.48	20,211.16	2,266.61
35	8/28/23	20,211.16	430.52	-	430.52	379.99	50.53	19,831.17	2,317.14
36	9/28/23	19,831.17	430.52	-	430.52	380.94	49.58	19,450.23	2,366.72
37	10/28/23	19,450.23	430.52	-	430.52	381.89	48.63	19,068.34	2,415.34
38	11/28/23	19,068.34	430.52	-	430.52	382.85	47.67	18,685.50	2,463.01
39	12/28/23	18,685.50	430.52	-	430.52	383.80	46.71	18,301.69	2,509.73
40	1/28/24	18,301.69	430.52	-	430.52	384.76	45.75	17,916.93	2,555.48
41	2/28/24	17,916.93	430.52	-	430.52	385.73	44.79	17,531.20	2,600.27
42	3/28/24	17,531.20	430.52	-	430.52	386.69	43.83	17,144.51	2,644.10
43	4/28/24	17,144.51	430.52	-	430.52	387.66	42.86	16,756.86	2,686.96
44	5/28/24	16,756.86	430.52	-	430.52	388.63	41.89	16,368.23	2,728.86
45	6/28/24	16,368.23	430.52	-	430.52	389.60	40.92	15,978.63	2,769.78
46	7/28/24	15,978.63	430.52	-	430.52	390.57	39.95	15,588.06	2,809.72
47	8/28/24	15,588.06	430.52	-	430.52	391.55	38.97	15,196.51	2,848.69
48	9/28/24	15,196.51	430.52	-	430.52	392.53	37.99	14,803.99	2,886.68
49	10/28/24	14,803.99	430.52	-	430.52	393.51	37.01	14,410.48	2,923.69
50	11/28/24	14,410.48	430.52	-	430.52	394.49	36.03	14,015.99	2,959.72
51	12/28/24	14,015.99	430.52	-	430.52	395.48	35.04	13,620.51	2,994.76
52	1/28/25	13,620.51	430.52	-	430.52	396.47	34.05	13,224.04	3,028.81
53	2/28/25	13,224.04	430.52	-	430.52	397.46	33.06	12,826.59	3,061.87
54	3/28/25	12,826.59	430.52	-	430.52	398.45	32.07	12,428.13	3,093.94
55	4/28/25	12,428.13	430.52	-	430.52	399.45	31.07	12,028.69	3,125.01
56	5/28/25	12,028.69	430.52	-	430.52	400.45	30.07	11,628.24	3,155.08
57	6/28/25	11,628.24	430.52	-	430.52	401.45	29.07	11,226.79	3,184.15
58	7/28/25	11,226.79	430.52	-	430.52	402.45	28.07	10,824.34	3,212.22
59	8/28/25	10,824.34	430.52	-	430.52	403.46	27.06	10,420.89	3,239.28
60	9/28/25	10,420.89	430.52	-	430.52	404.47	26.05	10,016.42	3,265.33

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
61	10/28/25	10,016.42	430.52	-	430.52	405.48	25.04	9,610.94	3,290.37
62	11/28/25	9,610.94	430.52	-	430.52	406.49	24.03	9,204.45	3,314.40
63	12/28/25	9,204.45	430.52	-	430.52	407.51	23.01	8,796.95	3,337.41
64	1/28/26	8,796.95	430.52	-	430.52	408.53	21.99	8,388.42	3,359.40
65	2/28/26	8,388.42	430.52	-	430.52	409.55	20.97	7,978.87	3,380.37
66	3/28/26	7,978.87	430.52	-	430.52	410.57	19.95	7,568.30	3,400.32
67	4/28/26	7,568.30	430.52	-	430.52	411.60	18.92	7,156.71	3,419.24
68	5/28/26	7,156.71	430.52	-	430.52	412.63	17.89	6,744.08	3,437.13
69	6/28/26	6,744.08	430.52	-	430.52	413.66	16.86	6,330.42	3,453.99
70	7/28/26	6,330.42	430.52	-	430.52	414.69	15.83	5,915.73	3,469.82
71	8/28/26	5,915.73	430.52	-	430.52	415.73	14.79	5,500.00	3,484.61
72	9/28/26	5,500.00	430.52	-	430.52	416.77	13.75	5,083.23	3,498.36
73	10/28/26	5,083.23	430.52	-	430.52	417.81	12.71	4,665.42	3,511.07
74	11/28/26	4,665.42	430.52	-	430.52	418.85	11.66	4,246.57	3,522.73
75	12/28/26	4,246.57	430.52	-	430.52	419.90	10.62	3,826.67	3,533.35
76	1/28/27	3,826.67	430.52	-	430.52	420.95	9.57	3,405.72	3,542.91
77	2/28/27	3,405.72	430.52	-	430.52	422.00	8.51	2,983.71	3,551.43
78	3/28/27	2,983.71	430.52	-	430.52	423.06	7.46	2,560.65	3,558.89
79	4/28/27	2,560.65	430.52	-	430.52	424.12	6.40	2,136.54	3,565.29
80	5/28/27	2,136.54	430.52	-	430.52	425.18	5.34	1,711.36	3,570.63
81	6/28/27	1,711.36	430.52	-	430.52	426.24	4.28	1,285.12	3,574.91
82	7/28/27	1,285.12	430.52	-	430.52	427.31	3.21	857.82	3,578.12
83	8/28/27	857.82	430.52	-	430.52	428.37	2.14	429.44	3,580.27
84	9/28/27	429.44	430.52	-	429.44	428.37	1.07	0.00	3,581.34



**CITY OF OWOSSO, MICHIGAN  
OWOSSO MAIN STREET/DDA (OMS)  
REVOLVING LOAN FUND (RLF) & GRANT PROGRAM  
RATIONALE WORKSHEET**

301 W Main Street, Owosso, MI | 989.494.3344 | downtownowosso@gmail.com | www.downtownowosso.org

*APPLICATION MUST SCORE **30** OR MORE POINTS TO BE CONSIDERED ELIGIBLE FOR A LOAN.*

APPLICANT NAME: WOODWORTH COMMERCIAL

DATE REVIEWED: 8/31/20

PROJECT ADDRESS: 116 W. MAIN STREET (SECOND-STORY OFFICE SPACE)

PROJECT SCOPE OF WORK: BUSINESS INTERIOR FURNISHING

LOAN REQUEST: \$32,582.16

LOAN APPROVED AMOUNT: \$32,582.16

Rationale Worksheet			
Criteria	Score Range	Score	Explanation/Feedback:
Will proposed loan or grant dollars be used to leverage additional State/Federal Programs?	0-15	5	Building was a recipient of an MEDC Façade Grant in 2018/2019.
Does the project help fulfill OMS Transformation Strategy?	0-10	0	
Is the project supported by a relevant business plan?	0-10	5	Existing, downtown business
a) Does the project activate currently vacant or underutilized property within the district? OR b) Is the project an existing business expanding their product/services based on customer demand/feedback or new innovative items/new technologies.	0-10	10	Development & occupation of what is currently a vacant & underutilized space.
Does the project have a well-articulated path to completion?	0-10	5	Proposal was added to the application
Does the project provide the best use/business type for the district?	0-10	10	Upper-level office space is appropriate for this location.
Does the project have formal plans, site renderings, and/or cost estimates?	0-5	5	Building is currently under construction with a Fall 2020 completion date.
Does the project have adequate matching funds?	0-5	5	Application indicates adequate matching funds
<b>TOTAL=</b>		<b>45</b>	

APPROVAL: ☒ / SPECIAL NOTATIONS: \_\_\_\_\_

This image shows a full page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook or legal stationery. There are no margins, text, or other markings present.

## LOAN APPLICATION - *Business Development*

**\*\*BEFORE COMPLETING/SUBMITTING THIS APPLICATION, PLEASE CONTACT OMS/DDA (CONTACT INFO IS LISTED ABOVE). THE OMS/DDA BUSINESS VITALITY COMMITTEE WILL OFFER FREE ASSISTANCE IN COMPLETION OF THIS APPLICATION AND HELP ANSWER ANY QUESTIONS/CONCERNS ASSOCIATED WITH APPLICATION SUBMISSION.\*\***

### **APPLICANT INFORMATION:**

NAME: Randy Woodward  
ADDRESS: 1110 Riverside Dr. Owosso  
BEST PHONE #: 989-277-2815 ☐ Business ☒ Mobile ☐ Home  
EMAIL: randywoodward@gmail.com

### **BUSINESS INFORMATION:**

OWNER ENTITY NAME: Woodward Commercial  
DBA (if different): \_\_\_\_\_ EIN # (if applicable): 27-3775172  
ADDRESS: 120 W. Exchange St. #300  
PHONE: 989-723-3711 WEBSITE: woodwardowosso.com  
TAX CLASSIFICATION OF BUSINESS ENTITY:

☒ Corporation ☐ LLC ☐ Partnership ☐ Proprietorship ☐ S-Corp ☐ Individual

TYPE/CATEGORY OF BUSINESS: Real Estate Brokerage - Development - Management

### **Property Information:**

PROPERTY IS: ☐ Vacant ☐ Occupied - List Tenants: UNDER CONSTRUCTION  
PROPERTY IS: ☐ Owned by Business ☒ Owned by Applicant ☐ Owned by Other \_\_\_\_\_  
SQUARE FOOTAGE CURRENTLY OCCUPIED: 13,000  
SQUARE FOOTAGE ACTIVATED AS A RESULT OF PROJECT: 26,000

### **Financial Information:**

AMOUNT OF FINANCING ALREADY SECURED FOR PROJECT: \$ 1,500,000<sup>00</sup>  
AMOUNT YOU and/or OTHER OWNERS PLAN TO INVEST: \$ 250,000

LIST OTHER INVESTORS/OWNERS IF APPLICABLE:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

## LOAN REQUEST INFORMATION:

LOAN REQUEST (check up boxes that apply):

*Note: Loan Maximum per project/building is \$50,000.00*

- ☐ Point of Sale System; ☐ Marketing Expenses; ☐ Inventory of Retail Goods  
☐ Signage Purchase or Restoration; ☐ Retail Space Build Outs and Upgrading

☒ Other: OFFICE FURNITURE; ☐ Other: \_\_\_\_\_

TOTAL DEVELOPMENT COST: \$1,800,000 TOTAL LOAN REQUESTED: \$32,582.16

ESTIMATED START DATE: underway ESTIMATED COMPLETION DATE: 10-15-2020

DOES BUSINESS TYPE SUPPORT THE DISTRICT'S TRANSFORMATION STRATEGY?

☐ No ☒ Yes - DESCRIBE: We have invested millions downtown and help others do the same. We wish to continue this strategy.

WILL THE COMPLETION OF PROJECT BE DETERMINED BY LOAN AWARD?

☐ No ☐ Yes - Please provide proof (via business plan)

N/A - This is one small piece of a much larger puzzle.

PROVIDE A BRIEF DESCRIPTION OF PROJECT:

We have been in process of a full building Rehab @ 216 W. Main. We are moving our corporate office to the second floor. We have run into many delays that have contributed to budget overruns - COVID- being the latest! This loan will help expedite our move-in and allow these funds to be allocated elsewhere in the project.

## APPLICATION CHECKLIST:

Please ensure the following are submitted with your application:

- ☐ Completed RLF Application ☐ Business Plan w/projected financials ☐ Cost Estimates  
☐ All existing lien holder agreements (if applicable) ☐ Design Renderings (if applicable)

*Note: Applicants are requested to be present at the time of the application's review. Other documentation could be requested if deemed necessary by OMS/DDA. Additional information that could be requested are: Credit Reports for all business/owners; Proof of equity investment; Personal/business tax returns; Current business financial statement; Cash flow statements; Copy of lease/purchase agreement; Commitment letters from other lenders/project participants; Cost Estimates-all items being purchases with RLF monies; Articles of incorporation, partnership, and/or operating agreements.*

By signing this form, I, the applicant, certify that all information contained above is true and complete to my best knowledge and belief. Applicant understands this application and any other information received with it will be retained whether this request is approved or denied.

Applicant Signature: [Signature] Date Signed: 8/17/2020

**Owosso Main Street/DDA Only:** \_\_\_\_\_

Application Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

*\*\*COMPLETED APPLICATIONS WILL BE REVIEWED BY THE OMS/DDA BUSINESS VITALITY COMMITTEE. IF APPROVED, APPLICATIONS WILL BE SUBMITTED TO THE LOAN REVIEW COMMITTEE FOR FINAL APPROVAL. APPLICANTS WILL BE ASKED TO BE PRESENT DURING THE LOAN REVIEW COMMITTEE'S REVIEW OF THEIR APPLICATION. \*\**



## MEMORANDUM

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**DATE:** September 15, 2020  
**TO:** City Council  
**FROM:** Glenn M. Chinavare, Director of Public Services & Utilities  
**SUBJECT:** Repair of Sanitary Sewer Main on N Gould Street

### RECOMMENDATION:

Approval of repair services with Monchilov Sewer Services, LLC of Fairgrove, Michigan for the repair of the N Gould Street sanitary sewer in the amount of \$10,900.00.

### BACKGROUND:

Monchilov Sewer Services, LLC was issued a separate P.O. in the amount of \$8,240.00 on July 16, 2020 for the televising of the sanitary sewer main and laterals on N Gould Street from Oliver Street to Moore Street. The televising was scheduled as a proactive measure to assess and identify any sanitary sewer structural deterioration in advance of the 2021 scheduled N Gould Street rehabilitation project. Five areas in the sewer main were found to be in need of internal repairs.

### FISCAL IMPACTS:

Repair services in the amount of \$10,900.00 will be funded from the Sewer Fund 590-549-818.000-NGOULDST21.

### Document originated by:

Glenn M. Chinavare, Director of Public Services & Utilities

Attachments: (1) Resolution  
(2) Monchilov Sewer Services LLC quote

**RESOLUTION NO.**

**AUTHORIZING SERVICES AGREEMENT BETWEEN THE CITY OF OWOSSO  
AND MONCHILOV SEWER SERVICES LLC OF FAIRVIEW, MICHIGAN  
FOR THE REPAIR OF SANITARY SEWER ON NORTH GOULD STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is required to provide wastewater collection services to city customers in compliance with city ordinances and the NPDES discharge permit issued by the state of Michigan, and

WHEREAS, Monchilov Sewer Services, LLC has televised the N Gould Street sanitary sewer and found areas in need of repair due to cracking and defective caps.

WHEREAS, the City Director of Public Services and Utilities has reviewed the necessity for the repairs and recommends authorizing Monchilov Sewer Services, LLC to provide the required repair services in an amount not to exceed \$10,900.00.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Monchilov Sewer Services, LLC for the repair of the N Gould Street sanitary sewer.
- SECOND: The accounts payable department is authorized to submit payment to Monchilov Sewer Services, LLC in an amount not to exceed \$10,900.00 for repair services upon satisfactory completion of repairs.
- THIRD: The above expense shall be paid from account no. 590-549-818.000-NGOULDST21.

# Monchilov Sewer Services LLC.

2930 N. Thomas Road ~ Fairgrove, MI 48733

Ph# (989) 693-6690 ~ Fax (989) 693-6797

## Proposal

September 8, 2020

City of Owosso  
301 W. Main St.  
Owosso, MI 48867

Attn: Clayton Wehner

### Patches on Guld St.

4 - 8" x 24" Patches	@	\$1,850.00	\$7,400.00
1 - 8" x 6" Patch	@	\$3,500.00	<u>\$3,500.00</u>
		Estimated Quote	\$10,900.00

Owner to provide water and water supply close to where work will be completed.

Owner is responsible for retrieving any of our equipment that gets stuck in the sewer, at owners expense.

Owner supplies drawings prior to mobilization.

6% Michigan Sales Tax applicable on all materials, unless a Sales Tax exemption certificate is provided.

Quote is only valid for 30 days.



## MEMORANDUM

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**DATE:** September 15, 2020

**TO:** Mayor Eveleth and the Owosso City Council

**FROM:** Amy K. Kirkland, City Clerk

**SUBJECT:** Purchase of election equipment

### RECOMMENDATION:

I recommend Council approve the sole source purchase of one M160 High Speed Scanning Unit from Dominion Voting in the amount of \$12,980.00.

### BACKGROUND:

As the number of AV ballots increases so do our equipment needs in relation to the counting boards that count said ballots, necessitating the purchase of another high speed scanning unit. These units are only available from Dominion Voting, the manufacturer of all of our current voting equipment. Request Council to waive the competitive bidding requirement and authorize the purchase from Dominion.

### FISCAL IMPACTS:

This cost was budgeted in account number 101-215-706000.

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE PURCHASE OF A HIGH SPEED SCANNING UNIT  
FROM DOMINION VOTING  
FOR USE IN THE AV COUNTING BOARD**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, conducts elections requiring special equipment to count absentee ballots; and

WHEREAS, the City has seen an extreme increase in the use of absentee ballots, necessitating the creation of another counting board to count said ballots; and

WHEREAS, the City of Owosso may waive competitive bidding requirements when equipment can only be purchased from a single source; and

WHEREAS, the City of Owosso desires to purchase one new M160ii high speed scanning unit from Dominion Voting to match its existing high speed scanning unit.

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to purchase one M160ii high speed scanning unit from Dominion Voting in the amount of \$12,980.00.

SECOND: Payment to Dominion Voting in the amount of \$12,980.00 is authorized upon satisfactory delivery of said equipment.

FOURTH: The above expenses shall be paid from account no. 101-215-706000.



May 19, 2020

## Owosso City, MI (Shiawassee County)

Q00004552

Prepared by:  
Paul Holmes  
paul.holmes@dominionvoting.com

Budgetary Quote

Product/Service	Description	Part Number	Qty	Unit Price	Extension
<b>Central Scanning: Absentee / Vote By Mail Hardware</b>					
<del>ImageCast Central Kit - G1130 - MI (5270)</del>		175-000067	1	\$35,350.00	\$35,350.00
ImageCast Central Kit - M160ii - MI (5270)		175-000068	1	\$12,980.00	\$12,980.00
				Sub-Total	\$48,330.00
<b>Purchase Sub-Total</b>					<b>\$48,330.00</b>
<b>Purchase Total</b>					<del><b>\$48,330.00</b></del> <b>\$ 12,980.00</b>

### Terms and Conditions

This quote is pursuant to the terms and conditions of Contract number 07187700117.  
All pricing is subject to inventory availability at the time of quote acceptance and execution.

Annual fees are due after the initial contract term of five years (commencing in year 6).

### Signatures

Customer Name (printed)	Title	Signature	Date (MM/DD/YYYY)
Amy K. Kirkland	City Clerk		06/01/20



Warrant 590  
September 15, 2020

Vendor	Description	Fund	Amount
Gould Law, PC	Professional services-8/11/20-9/14/20	General	\$13,458.20
Total			\$13458.20



## MEMORANDUM

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**DATE:** September 17, 2020

**TO:** Mayor Eveleth and the Owosso City Council

**FROM:** Amy K. Kirkland, City Clerk

**SUBJECT:** Retirement Board Minutes

### RECOMMENDATION:

I recommend the Council approve the minutes from the last meeting of the City of Owosso Employees' Retirement System Board of Trustees.

### BACKGROUND:

With the transfer of the retirement system assets to MERS the duties of the City of Owosso Employees' Retirement System Board of Trustees has come to an end. The last meeting of the Board was held September 9<sup>th</sup> and the minutes of that meeting need to be approved. Since the Board has officially been dissolved this duty now falls to City Council.

### FISCAL IMPACTS:

None.

**CITY OF OWOSSO  
EMPLOYEES' RETIREMENT SYSTEM BOARD OF TRUSTEES  
REGULAR VIRTUAL MEETING  
(Postponed from August 26, 2020)**

**SEPTEMBER 9, 2020**

**7:15 AM**

**CALL MEETING TO ORDER:**

Chairperson Farrell called the meeting to order at 7:24 a.m.

**ROLL CALL:**

**PRESENT:** Trustees Richard Brewbaker, Jerome Haber, Douglas Morrice, Vice Chairperson Mark Mitchell, and Chairperson Wilfred Farrell.

**ABSENT:** Trustee Susan Osika.

**ALSO  
PRESENT:** City Treasurer Katherine R. Fagan; City Attorney Scott J. Gould; City Manager Nathan R. Henne; and City Clerk Amy K. Kirkland.

**APPROVE AGENDA:**

Motion by Trustee Brewbaker to approve the Agenda as presented.

Motion supported by Trustee Haber and concurred in by unanimous vote.

**APPROVE MINUTES OF JUNE 24, 2020 REGULAR MEETING:**

Motion by Trustee Brewbaker to accept the minutes of the June 24, 2020 Regular Meeting as presented.

Motion supported by Trustee Morrice and concurred in by unanimous vote.

**CITIZEN COMMENTS:**

There were no citizen comments.

**CONSENT AGENDA:**

Motion by Trustee Haber to approve the consent agenda as follows:

1. **Approve Statements:**
  - a. City of Owosso Employees Retirement Fund  
As of June 30, 2020
  - b. City of Owosso Employees Retirement Fund  
As of July 31, 2020

- c. City of Owosso Employees Retirement Fund  
As of August 31, 2020

2. **Payment Authorizations:**

- a. Katherine R. Fagan, City Treasurer  
Report of Checks Written – June 2020 \$ 31,558.35
- b. Katherine R. Fagan, City Treasurer  
Report of Checks Written – July 2020 \$ 9.25

3. **Death Acknowledgements**

None.

Motion supported by Vice Chairperson Mitchell and concurred in by unanimous vote.

**COMMUNICATIONS:**

The following communications, publications and conference announcements are on file with the City Clerk – if you would like to read them, please contact her:

- Pensions & Investments: *June 15, 2020*
- Pensions & Investments: *June 29, 2020*
- Pensions & Investments: *July 13, 2020*
- Pensions & Investments: *July 27, 2020*
- Pensions & Investments: *August 10, 2020*
- Pensions & Investments: *August 24, 2020*

**OLD BUSINESS:**

**Completion of MERS Transfer & Dissolution of the Board**

City Clerk Kirkland explained that there were two outstanding issues that would need to be handled as a part of the closing of the Retirement System. The first issue is that the System continues to be in receipt of residual monies from dividends and interest on former Morgan Stanley accounts. It is unknown exactly when the last of the residuals will be received. The second issue is the funds held at Chemical Bank. The funds were originally withheld, to the tune of approximately \$750,000, to ensure that retirees would receive their payments even if there was a problem and MERS was unable to pay them. MERS has successfully paid retirees for June, July, and August, meaning the risk of any initial difficulties has passed and the money can be transferred to MERS. This transfer should take place in the next couple of weeks after staff has determined the amount that should be allocated to each division.

There was question as to whether another meeting was necessary to handle these outstanding items. City Attorney Gould indicated no further meetings would be necessary the Board could simply direct all proceeds to be transferred to MERS in its dissolution resolution. The intent of the resolution is to wrap up all the loose ends and officially dissolve the Board.

Motion by Vice Chairperson Mitchell to adopt the following resolution concluding all of the business of the City of Owosso Employees' Retirement System and dissolving the Board of Trustees:

**RESOLUTION NO. R-02-2020**

**OF THE CITY OF OWOSSO**

## **EMPLOYEES' RETIREMENT SYSTEM BOARD OF TRUSTEES**

WHEREAS, the Owosso Code at Section 2-403(a)( 1) delegates and vests with the Municipal Employees' Retirement System of Michigan (MERS) the general administration and management of the of the Owosso pension system; and

WHEREAS, the Owosso Code at Section 2-403(a)(2) directs the City of Owosso Employees' Retirement System Board of Trustees to cease its existence as of June 1, 2020 or as soon thereafter as all of the assets are transferred to MERS; and

WHEREAS, the City of Owosso will have transferred all of its pension assets to MERS by September 30, 2020; and

WHEREAS, any future residual earnings of interest or proceeds stemming from asset liquidation relating to the aforementioned transfer to MERS will be forwarded to same; and

WHEREAS, to date no remaining issues remain pending nor reasonably foreseen by the Board of Trustees; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF OWOSSO EMPLOYEES' RETIREMENT SYSTEM BOARD OF TRUSTEES:

FIRST: That any and all future residual earnings of interest or proceeds stemming from asset liquidation, once held by the City's Retirement System are to be transferred to MERS upon the City's receipt.

SECOND: That the City of Owosso Employees' Retirement System Board of Trustees as known, and its obligations to the pension system shall be dissolved per City Code Section 2-403(a)(2) upon the adjournment of this pension board Meeting as of September 9, 2020.

Motion supported by Chairperson Farrell and concurred in by unanimous vote.

Vice Chairperson Mitchell asked that the City Council be made aware of the dissolution of the Board.

### **NEW BUSINESS:**

None.

### **CITIZENS COMMENT:**

There were no citizen comments.

Vice Chairperson Mitchell thanked Chairperson Farrell for his help over the years saying it was greatly appreciated. Trustee Brewbaker echoed Vice Chairperson Mitchell's sentiments.

City Clerk Kirkland read aloud the following certificate of appreciation for Chairperson Farrell:

**A CERTIFICATE OF APPRECIATION  
FROM THE MAYOR'S OFFICE  
OF THE CITY OF OWOSSO, MICHIGAN  
RECOGNIZING**

**WILFRED FARRELL**

The Mayor, on behalf of the City Council, the City of Owosso Employees' Retirement System Board of Trustees, City of Owosso current employees and retirees, and all local residents, expresses sincerest appreciation for your dedicated service as Trustee and Chairman on the City of Owosso Employees' Retirement System Board of Trustees.

Beginning your service as Trustee in October 2004, you were elected by your peers as Chairman of the Board after just three years' service, and were re-elected to that position 12 times, currently serving as Chairman today.

Your dedicated commitment to the continued development and execution of sound economic principles for the Retirement System has proven invaluable. Your calm and decisive manner has led the Board through numerous obstacles, navigating unforeseen events with aplomb.

Serving simply to give back to your community, your work with the Retirement Board is worthy of commendation. The City of Owosso is fortunate to have had your service for numerous years.

It is the intent of this Office that your service not go unrecognized, and it is with utmost gratitude and honor that I, Christopher T. Eveleth, Mayor of the City of Owosso, offer to you:

**"THANK YOU!"**

And further wish you well as we all move on to a new chapter.

Chairperson Farrell thanked everyone for the nice sentiments, said the Board had been a great group to work with and the work was a joint effort.

Trustee Haber said he had learned a lot and it was a pleasure to work with all the Board members.

**NEXT BOARD MEETING:**

This is the last board meeting of the Owosso Employees' Retirement System Board of Trustees. The next MERS board meeting is scheduled for September 23, 2020 at 2:00 p.m.

**ADJOURNMENT:**

Chairperson Farrell adjourned the meeting at 7:42 a.m.

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Amy K. Kirkland, City Clerk



## MEMORANDUM

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**DATE:** September 17, 2020

**TO:** Mayor Eveleth and the Owosso City Council

**FROM:** Amy Fuller  
Assistant to the City Manager

**SUBJECT:** Board and Commission Recruitment Packet

As part of the City of Owosso's Redevelopment Ready Community (RRC) certification process the Michigan Economic Development Corporation (MEDC) asks that we create materials to help with board and commission recruitment. In order to recruit the best candidates, the MEDC recommends the city have a clear recruitment process that includes an online volunteer application and a clear explanation of desired skill sets and expectations for board and committee members. This helps interested candidates identify which board(s) they may be interested in serving on based on their background and available time commitment. Having each candidate complete a volunteer application will also help ensure we are selecting the most qualified candidates.

To help the City of Owosso complete this benchmark on our journey to RRC certification, I have created a packet with a short description of each board or commission, descriptions of desired skill sets, and a volunteer application. The packet is available for download on the City of Owosso's website under "Forms and Documents" and completed volunteer applications will be included with future requests for board and commission appointments.

If there are any questions please feel free to contact me at 989-725-0577 or [amy.fuller@ci.owosso.mi.us](mailto:amy.fuller@ci.owosso.mi.us)

**From: Building Department**  
**To: Owosso City Council**  
**Report Month: August 2020**

Category	Estimated Cost	Permit Fee	Number of Permits
ABOVE GROUND POOL	\$0	\$50	1
ACCESSORY STRUCTURES	\$0	\$250	5
BASEMENT WATERPROOFING	\$8,801	\$235	1
CAR WASH	\$0	\$400	1
COMMERCIAL NEW CONSTRUCTION	\$960,500	\$12,648	2
DECK	\$5,000	\$145	1
Electrical	\$0	\$8,140	12
FENCE	\$0	\$610	11
Mechanical	\$0	\$4,030	35
NON-RES. ADD/ALTER/REPAIR	\$4,000	\$185	1
Plumbing	\$0	\$7,565	8
POLE BARN	\$100,000	\$1,792	1
PORCH	\$1,000	\$50	1
RES. ADD/ALTER/REPAIR	\$15,574	\$380	1
RES. SINGLE FAMILY NEW BUILD	\$940,040	\$17,904	7
ROOF	\$128,082	\$2,055	16
ROW-ENG	\$0	\$90	6
ROW-UTILITY	\$0	\$150	7
SIDING	\$4,000	\$80	1
SIGN	\$0	\$57	2
UTILITIES	\$0	\$0	2
WINDOWS	\$5,811	\$80	1
<b>Totals</b>	<b>\$2,172,808</b>	<b>\$56,896</b>	<b>124</b>

**2019 COMPARISON TOTALS**

**August 2019 Totals**                      **\$1,403,205**                      **\$35,373**                      **138**

**BUILDING PERMITS ONLY**                      -                      **56**

## AUGUST 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ACCESSORY STRUCTURES								
ENF 20-0433	729 LINGLE AVE	INSPECTED PROPERTY	CLOSED	07/01/2020	08/05/2020		08/05/2020	N
ENF 20-0554	208 N LANSING ST	LETTER SENT	CLOSED	07/29/2020	07/29/2020		08/27/2020	N
				Total Entries	2			
APPLIANCES								
ENF 20-0624	1003 RYAN ST	LETTER SENT	CLOSED	08/13/2020	08/18/2020		08/18/2020	Y
				Total Entries	1			
AUTO REP/JUNK VEH								
ENF 20-0288	1210 MACK ST	INSPECTED PROPERTY	CLOSED	06/03/2020	08/06/2020		08/06/2020	N
ENF 20-0370	702 CORUNNA AV	CONTACT WITH OCCUPANT	2ND NOTICE SENT	06/22/2020	09/11/2020	09/21/2020		Y
ENF 20-0509	1017 ISHAM ST	EXTENSION GRANTED	CLOSED	07/21/2020	08/19/2020		08/19/2020	N
ENF 20-0510	1521 HENRY ST	LETTER SENT	CLOSED	07/21/2020	07/22/2020		08/03/2020	Y
ENF 20-0527	725 N DEWEY ST	LETTER SENT	CLOSED	07/23/2020	07/23/2020		08/24/2020	N
ENF 20-0529	209 S LANSING ST	CONTACT WITH OCCUPANT	CLOSED	07/23/2020	08/18/2020		08/18/2020	Y
ENF 20-0628	804 DIVISION ST	LETTER SENT	CLOSED	08/13/2020	08/17/2020		08/31/2020	Y
ENF 20-0650	115 W KING ST	COMPLAINT LOGGED	CLOSED	08/20/2020	08/20/2020		09/11/2020	Y
ENF 20-0656	622 PINE ST	2ND NOTICE SENT	CLOSED	08/24/2020	09/08/2020		09/11/2020	Y
ENF 20-0659	830 WILKINSON ST	2ND NOTICE SENT	CLOSED	08/24/2020	09/01/2020		09/11/2020	N
				Total Entries	10			
BUILDING VIOL								
ENF 20-0599	621 N SAGINAW ST	COMPLAINT LOGGED	LETTER SENT	08/06/2020	08/06/2020	10/06/2020		N
ENF 20-0652	816 N WASHINGTON ST	LETTER SENT	CLOSED	08/20/2020	09/08/2020		09/08/2020	N
				Total Entries	2			

## AUGUST 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
<b><u>BUSHES-SIDEWALK VISIBILITY</u></b>								
ENF 20-0519	307 S SHIAWASSEE ST	INSPECTED PROPERTY	CLOSED	07/22/2020	08/11/2020		08/11/2020	N
				<b>Total Entries</b>	<b>1</b>			
<b><u>DEMOLITION</u></b>								
ENF 20-0478	1332 N WATER ST	CONTACT WITH OWNER	CLOSED	07/14/2020	07/15/2020		08/03/2020	N
				<b>Total Entries</b>	<b>1</b>			
<b><u>DOORS IN VIOLATION</u></b>								
ENF 20-0585	328 N PARK ST	COMPLAINT LOGGED	LETTER SENT	08/05/2020	09/09/2020	09/16/2020		Y
				<b>Total Entries</b>	<b>1</b>			
<b><u>DUMPSTER VIOLATIONS</u></b>								
ENF 20-0680	117 E MAIN ST	CONTACT WITH CONTRACTOR	CLOSED	08/28/2020	09/10/2020		09/10/2020	COMM
				<b>Total Entries</b>	<b>1</b>			
<b><u>EXTERIOR PAINT/SIDING</u></b>								
ENF 20-0100	328 STATE ST	INSPECTED PROPERTY	COMPLIED	02/13/2020	08/12/2020		08/12/2020	N
ENF 20-0210	519 E MASON ST	INSPECTED PROPERTY	EXTENSION GRANTED	05/18/2020	09/03/2020	09/30/2020		Y
				<b>Total Entries</b>	<b>2</b>			
<b><u>FENCE VIOLATION</u></b>								
ENF 20-0331	215 S CHESTNUT ST	OBTAINED PERMIT	COMPLIED	06/11/2020	07/23/2020		08/26/2020	Y
ENF 20-0516	309 GOODHUE ST	OBTAINED PERMIT	CLOSED	07/22/2020	08/05/2020		08/11/2020	N
				<b>Total Entries</b>	<b>2</b>			
<b><u>FRONT YARD PARKING</u></b>								
ENF 20-0638	825 E EXCHANGE ST	LETTER SENT	CLOSED	08/18/2020	08/26/2020		08/26/2020	Y
ENF 20-0640	1114 S SHIAWASSEE ST	LETTER SENT	CLOSED	08/18/2020	08/26/2020		08/26/2020	Y
ENF 20-0658	828 WILKINSON ST	LETTER SENT	COMPLIED	08/24/2020	09/01/2020		09/01/2020	N

Code Enforcement Activity

AUGUST 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0668	1108 WALNUT ST	LETTER SENT	COMPLIED	08/25/2020	09/08/2020		09/08/2020	N
ENF 20-0672	322 N CHESTNUT ST	CONTACT WITH OWNER	CLOSED	08/26/2020	08/26/2020		08/28/2020	N
ENF 20-0682	755 N SAGINAW ST	LETTER SENT	COMPLIED	08/28/2020	09/08/2020		09/08/2020	N
Total Entries				6				
FURNITURE OUTSIDE								
ENF 20-0667	526 CLYDE ST	COMPLAINT LOGGED	COMPLIED	08/25/2020	09/08/2020		09/08/2020	Y
Total Entries				1				
GARBAGE & DEBRIS								
ENF 20-0161	402 HUGGINS ST	FINAL NOTICE SENT	CLOSED	03/11/2020	08/25/2020		08/18/2020	N
ENF 20-0432	1218 S SHIAWASSEE ST	COMPLAINT LOGGED	REF TO CITY ATTY	07/01/2020	07/20/2020			VAC
ENF 20-0451	206 CORUNNA AV	CONTACT WITH BUSINESS	CLOSED	07/07/2020	08/20/2020		08/20/2020	COMM
ENF 20-0452	975 CENTER ST	INSPECTED PROPERTY	COMPLIED	07/07/2020	08/06/2020		08/06/2020	N
ENF 20-0549	853 GRAND AV	CONTACT WITH OCCUPANT	COMPLIED	07/28/2020	08/12/2020		08/12/2020	Y
ENF 20-0561	1003 RYAN ST	LETTER SENT	CLOSED	07/30/2020	08/13/2020		08/13/2020	Y
ENF 20-0567	421 HURON ST	LETTER SENT	COMPLIED	07/31/2020	08/17/2020		08/17/2020	Y
ENF 20-0570	1114 BEEHLER ST	LETTER SENT	CLOSED	08/03/2020	08/17/2020		08/17/2020	Y
ENF 20-0598	728 N HICKORY ST	CONTACT WITH OWNER	CLOSED	08/06/2020	08/13/2020		08/13/2020	N
ENF 20-0600	622 PINE ST	LETTER SENT	CLOSED	08/10/2020	08/24/2020		09/11/2020	Y
ENF 20-0607	502 JENNETT ST	LETTER SENT	CLOSED	08/10/2020	08/19/2020		08/19/2020	N
ENF 20-0609	616 ALGER AVE	COMPLAINT LOGGED	CLOSED	08/11/2020	08/26/2020		08/26/2020	N
ENF 20-0617	912 KENWOOD DR	LETTER SENT	CLOSED	08/12/2020	09/10/2020		09/10/2020	N
ENF 20-0627	319 N SAGINAW ST	INSPECTED PROPERTY	COMPLIED	08/13/2020	08/24/2020		08/25/2020	Y

**AUGUST 2020**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0660	114 W MAIN ST	COMPLAINT LOGGED	CONTACTED PROPERTY OWNER	08/24/2020	08/27/2020		08/27/2020	COMM
ENF 20-0666	421 GRACE ST	COMPLAINT LOGGED	CLOSED	08/25/2020	08/26/2020		08/26/2020	N
ENF 20-0674	1000 HANOVER ST	COMPLAINT LOGGED	NO VIOLATION AT THIS TIME	08/26/2020	08/28/2020		08/28/2020	N
ENF 20-0679	1315 FREDERICK ST	LETTER SENT	COMPLIED	08/28/2020	09/10/2020		09/10/2020	N
ENF 20-0684	702 S WASHINGTON ST	CONTACT WITH OWNER	COMPLIED	08/28/2020	09/10/2020		09/10/2020	Y
Total Entries				19				
GARBAGE CANS								
ENF 20-0681	214 S WASHINGTON ST	COMPLAINT LOGGED	NO VIOLATION	08/28/2020	08/31/2020		08/31/2020	COMM
ENF 20-0686	920 PINE ST	LETTER SENT	COMPLIED	08/31/2020	09/09/2020		09/09/2020	N
Total Entries				2				
GARBAGE/JUNK IN ROW								
ENF 20-0533	500 E EXCHANGE ST	INSPECTED PROPERTY	REF TO DPW	07/24/2020	08/17/2020		08/17/2020	N
ENF 20-0534	918 E MASON ST	INSPECTED PROPERTY	REF TO DPW	07/24/2020	08/04/2020		08/05/2020	Y
ENF 20-0538	1017 N DEWEY ST	INSPECTED PROPERTY	REF TO DPW	07/24/2020	08/04/2020		08/05/2020	N
ENF 20-0541	806 W OLIVER ST	LETTER SENT	COMPLIED	07/24/2020	07/31/2020		08/06/2020	N
ENF 20-0558	731 GRAND AVE	LETTER SENT	CLOSED	07/30/2020	08/13/2020		08/13/2020	N
ENF 20-0559	827 LINGLE AVE	LETTER SENT	CLOSED	07/30/2020	08/13/2020		08/13/2020	Y
ENF 20-0574	809 E MASON ST	LETTER SENT	CLOSED	08/04/2020	08/17/2020		08/17/2020	Y
ENF 20-0575	1202 WALNUT ST	LETTER SENT	CLOSED	08/04/2020	08/04/2020		09/10/2020	N
ENF 20-0577	207 N LANSING ST	LETTER SENT	COMPLIED	08/04/2020	08/17/2020		08/17/2020	N
ENF 20-0582	529 E MAIN ST	INSPECTED PROPERTY	REF TO DPW	08/05/2020	08/17/2020		08/17/2020	Y
ENF 20-0583	540 E EXCHANGE ST A	LETTER SENT	CLOSED	08/05/2020	08/05/2020		09/10/2020	Y
ENF 20-0584	325 GILBERT ST	LETTER SENT	CLOSED	08/05/2020	08/17/2020		08/17/2020	Y

## AUGUST 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0586	309 GOODHUE ST	CONTACT WITH OWNER	CLOSED	08/05/2020	08/05/2020		08/11/2020	N
ENF 20-0590	1227 N BALL ST	LETTER SENT	CLOSED	08/05/2020	08/17/2020		08/17/2020	N
ENF 20-0591	815 N WATER ST	CONTACT WITH OCCUPANT	COMPLIED	08/05/2020	09/08/2020		09/08/2020	Y
ENF 20-0595	1400 IRENE DR	COMPLAINT LOGGED	COMPLIED	08/05/2020	08/26/2020		08/26/2020	N
ENF 20-0596	120 STATE ST	LETTER SENT	CLOSED	08/05/2020	08/17/2020		08/17/2020	N
ENF 20-0605	1112 N CHIPMAN ST	LETTER SENT	COMPLIED	08/10/2020	08/17/2020		08/17/2020	N
ENF 20-0613	902 S WASHINGTON ST	LETTER SENT	COMPLIED	08/11/2020	08/17/2020		08/17/2020	N
ENF 20-0616	116 STATE ST	WO SUBMITTED	CLOSED	08/12/2020	08/20/2020		08/20/2020	N
ENF 20-0621	1225 HANOVER ST	INSPECTED PROPERTY	REF TO DPW	08/13/2020	08/25/2020		08/25/2020	N
ENF 20-0623	806 DIVISION ST	COMPLAINT LOGGED	COMPLIED	08/13/2020	08/18/2020		08/18/2020	Y
ENF 20-0630	1108 WALNUT ST	INSPECTED PROPERTY	COMPLIED	08/17/2020	08/25/2020		08/25/2020	N
ENF 20-0632	422 CLINTON ST	COMPLAINT LOGGED	COMPLIED	08/18/2020	08/26/2020		08/26/2020	Y
ENF 20-0634	414 CASS ST	COMPLAINT LOGGED	COMPLIED	08/18/2020	08/26/2020		08/26/2020	Y
ENF 20-0635	819 N BALL ST	COMPLAINT LOGGED	COMPLIED	08/18/2020	08/26/2020		08/26/2020	N
ENF 20-0636	1201 HUNTINGTON DR	COMPLAINT LOGGED	COMPLIED	08/18/2020	08/26/2020		08/26/2020	N
ENF 20-0637	1400 WHITEHAVEN CT	COMPLAINT LOGGED	COMPLIED	08/18/2020	08/26/2020		08/26/2020	N
ENF 20-0639	603 CORUNNA AV	INSPECTED PROPERTY	REF TO DPW	08/18/2020	08/25/2020		08/26/2020	Y
ENF 20-0645	804 DIVISION ST	LETTER SENT	CLOSED	08/19/2020	08/26/2020		08/26/2020	Y
ENF 20-0657	1509 YOUNG ST	COMPLAINT LOGGED	COMPLIED	08/24/2020	09/08/2020		09/08/2020	N
ENF 20-0662	424 N SAGINAW ST	COMPLAINT LOGGED	COMPLIED	08/25/2020	09/08/2020		09/08/2020	Y
ENF 20-0664	518 E WILLIAMS ST	COMPLAINT LOGGED	COMPLIED	08/25/2020	09/08/2020		09/08/2020	Y
ENF 20-0670	809 RIVER ST	COMPLAINT LOGGED	COMPLIED	08/25/2020	09/08/2020		09/08/2020	Y

## AUGUST 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0676	215 N ELM ST	COMPLAINT LOGGED	LETTER SENT	08/27/2020	09/09/2020	09/22/2020		Y
ENF 20-0683	1008 N BALL ST	COMPLAINT LOGGED	COMPLIED	08/28/2020	09/08/2020		09/08/2020	N
ENF 20-0685	620 PINE ST	COMPLAINT LOGGED	COMPLIED	08/31/2020	09/09/2020		09/11/2020	N
Total Entries				37				
HANDRAILS AND GUARDS REQUIRED								
ENF 20-0580	215 N LANSING ST	CONTACT WITH OWNER	EXTENSION GRANTED	08/04/2020	08/04/2020	09/22/2020		N
ENF 20-0663	311 N SAGINAW ST	COMPLAINT LOGGED	LETTER SENT	08/25/2020	08/25/2020	09/28/2020		N
Total Entries				2				
HOUSE FIRE								
ENF 19-0617	809 RYAN ST	VIOLATION EXISTS	PENDING PERMIT APPLICATION	08/26/2019	08/25/2020	09/24/2020		N
Total Entries				1				
HOUSE NUMBERS								
ENF 20-0602	1402 W STEWART ST	INSPECTED PROPERTY	COMPLIED	08/10/2020	08/25/2020		08/25/2020	N
ENF 20-0625	1102 BEEHLER ST	COMPLAINT LOGGED	LETTER SENT	08/13/2020	08/13/2020	09/30/2020		N
Total Entries				2				
IMMINENT DANGER OF STRUCTURE								
ENF 20-0615	419 CLINTON ST	WO SUBMITTED	DPW CLEAN-UP	08/11/2020	08/27/2020		08/27/2020	VAC
Total Entries				1				
LAWN MAINTENANCE								
ENF 20-0211	1260 ADAMS ST	WO SUBMITTED	REF TO DPW	05/18/2020	09/10/2020	10/08/2020		VAC
ENF 20-0244	915 CORUNNA AVE	INSPECTED PROPERTY	REF TO DPW	05/27/2020	08/26/2020		08/26/2020	VACANT LOT
ENF 20-0245	918 CORUNNA AVE	WO SUBMITTED	REF TO DPW	05/27/2020	08/13/2020		08/13/2020	COMM
ENF 20-0262	821 STATE ST	INSPECTED PROPERTY	REF TO DPW	05/29/2020	08/05/2020		08/05/2020	VAC

## AUGUST 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0318	720 FRAZER AVE	LETTER SENT	REF TO DPW	06/10/2020	08/20/2020		08/20/2020	N
ENF 20-0341	1130 S SHIAWASSEE ST	RE-OPENED ENF	REF TO DPW	06/12/2020	08/20/2020		08/21/2020	VAC
ENF 20-0374	900 ADA ST	RE-OPENED ENF	REF TO DPW	06/22/2020	08/12/2020	09/17/2020		VACANT
ENF 20-0471	514 PINE ST	LETTER SENT	REF TO DPW	07/13/2020	08/20/2020		08/20/2020	VAC
ENF 20-0497	415 W STEWART ST	INSPECTED PROPERTY	CLOSED	07/16/2020	08/13/2020		08/13/2020	VAC
ENF 20-0520	421 W STEWART ST	LETTER SENT	CLOSED	07/22/2020	07/31/2020		07/31/2020	Y
ENF 20-0521	427 W STEWART ST	LETTER SENT	CLOSED	07/22/2020	07/31/2020		08/06/2020	Y
ENF 20-0526	614 N HICKORY ST	LETTER SENT	CLOSED	07/23/2020	08/06/2020		08/06/2020	N
ENF 20-0528	201 OAKWOOD AV	LETTER SENT	CLOSED	07/23/2020	07/23/2020		08/06/2020	Y
ENF 20-0530	328 STATE ST	LETTER SENT	CLOSED	07/23/2020	08/04/2020		08/06/2020	VAC
ENF 20-0535	556 RANDOLPH ST	LETTER SENT	CLOSED	07/24/2020	08/04/2020		08/06/2020	N
ENF 20-0536	625 QUEEN ST	LETTER SENT	CLOSED	07/24/2020	08/04/2020		08/06/2020	N
ENF 20-0539	1032 N DEWEY ST	LETTER SENT	CLOSED	07/24/2020	08/04/2020		08/06/2020	N
ENF 20-0540	909 ADAMS ST	LETTER SENT	CLOSED	07/24/2020	07/24/2020		08/06/2020	Y
ENF 20-0543	1220 WALNUT ST	LETTER SENT	CLOSED	07/24/2020	07/24/2020		08/06/2020	N
ENF 20-0546	1619 LYNN ST	LETTER SENT	CLOSED	07/27/2020	07/27/2020		08/06/2020	Y
ENF 20-0550	621 LINGLE AVE	LETTER SENT	CLOSED	07/28/2020	08/06/2020		08/06/2020	N
ENF 20-0551	831 GRAND AVE	LETTER SENT	CLOSED	07/28/2020	08/06/2020		08/06/2020	Y
ENF 20-0555	1628 YOUNG ST	LETTER SENT	COMPLIED	07/29/2020	07/29/2020		08/07/2020	N
ENF 20-0557	755 DIVISION ST	LETTER SENT	CLOSED	07/30/2020	08/13/2020		08/13/2020	N
ENF 20-0560	906 LINGLE AVE	LETTER SENT	CLOSED	07/30/2020	08/13/2020		08/13/2020	N
ENF 20-0563	222 CORUNNA AV	LETTER SENT	COMPLIED	07/31/2020	07/31/2020		08/06/2020	Y
ENF 20-0564	108 N CHIPMAN ST	CONTACT WITH OWNER	CLOSED	07/31/2020	07/31/2020		08/06/2020	COMM

Code Enforcement Activity

AUGUST 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0565	302 MONROE ST	COMPLAINT LOGGED	NO VIOLATION	07/31/2020	07/31/2020		08/03/2020	N
ENF 20-0566	825 LINGLE AVE	COMPLAINT LOGGED	CLOSED	07/31/2020	08/13/2020		08/13/2020	VAC
ENF 20-0568	319 E MAIN ST	DISMISSED	CLOSED	08/03/2020	08/03/2020		08/03/2020	COMM
ENF 20-0569	1022 BEEHLER ST	LETTER SENT	CLOSED	08/03/2020	08/13/2020		08/13/2020	N
ENF 20-0572	617 CORUNNA AVE	LETTER SENT	COMPLIED	08/04/2020	08/17/2020		08/17/2020	Y
ENF 20-0573	915 CORUNNA AVE	COMPLAINT LOGGED	REF TO DPW	08/04/2020	08/04/2020		08/05/2020	V. L.
ENF 20-0578	911 BEEHLER ST	LETTER SENT	CLOSED	08/04/2020	08/17/2020		08/17/2020	Y
ENF 20-0579	313 N LANSING ST	INSPECTED PROPERTY	REF TO DPW	08/04/2020	08/17/2020		08/17/2020	N
ENF 20-0587	625 N SAGINAW ST	LETTER SENT	CLOSED	08/05/2020	08/17/2020		08/17/2020	N
ENF 20-0593	706 WILLOW SPRINGS DR	LETTER SENT	CLOSED	08/05/2020	08/17/2020		08/17/2020	N
ENF 20-0604	332 N SAGINAW ST	CONTACT WITH OWNER	COMPLIED	08/10/2020	08/10/2020		08/17/2020	Y
ENF 20-0608	626 ALGER AVE	COMPLAINT LOGGED	REF TO DPW	08/11/2020	09/09/2020	10/08/2020		VAC
ENF 20-0618	1302 FREDERICK ST	COMPLAINT LOGGED	CLOSED	08/12/2020	08/12/2020		08/12/2020	N
ENF 20-0622	732 CORUNNA AV	COMPLAINT LOGGED	COMPLIED	08/13/2020	08/20/2020		08/20/2020	N
ENF 20-0626	916 E KING ST	COMPLAINT LOGGED	CLOSED	08/13/2020	08/13/2020		08/13/2020	N
ENF 20-0629	117 ELLIOT ST	COMPLAINT LOGGED	COMPLIED	08/14/2020	08/26/2020		08/26/2020	Y
ENF 20-0631	211 E WILLIAMS ST	COMPLAINT LOGGED	COMPLIED	08/17/2020	09/08/2020		09/08/2020	Y
ENF 20-0633	417 ADAMS ST	COMPLAINT LOGGED	COMPLIED	08/18/2020	08/27/2020		08/28/2020	N
ENF 20-0643	506 KEYTE ST	COMPLAINT LOGGED	COMPLIED	08/19/2020	08/27/2020		08/27/2020	N
ENF 20-0646	213 W STEWART ST	CONTACT WITH OWNER	CLOSED	08/19/2020	08/19/2020		08/25/2020	N
ENF 20-0647	309 GREEN ST	COMPLAINT LOGGED	LETTER SENT	08/19/2020	08/26/2020	09/24/2020		VAC COMM
ENF 20-0648	1115 CORUNNA AVE	LETTER SENT	REF TO DPW	08/20/2020	09/08/2020		09/08/2020	COMM

Code Enforcement Activity

AUGUST 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0649	735 W STEWART ST	COMPLAINT LOGGED	COMPLIED	08/20/2020	09/08/2020		09/11/2020	Y
ENF 20-0661	214 S WASHINGTON ST	COMPLAINT LOGGED	COMPLIED	08/25/2020	09/08/2020		09/08/2020	COMM
ENF 20-0665	603 CORUNNA AV	COMPLAINT LOGGED	REF TO DPW	08/25/2020	09/10/2020		09/10/2020	Y
ENF 20-0669	219 N CEDAR ST	WO SUBMITTED	REF TO DPW	08/25/2020	08/25/2020		08/25/2020	VAC LOT
ENF 20-0671	1203 W MAIN ST	COMPLAINT LOGGED	COMPLIED	08/26/2020	09/08/2020		09/08/2020	COMM
ENF 20-0675	318 W KING ST	CONTACT WITH OWNER	COMPLIED	08/27/2020	08/31/2020		08/31/2020	Y
ENF 20-0677	420 W HOWARD ST	COMPLAINT LOGGED	COMPLIED	08/27/2020	09/08/2020		09/08/2020	COMM
ENF 20-0678	409 S SHIAWASSEE ST	COMPLAINT LOGGED	COMPLIED	08/27/2020	09/08/2020		09/08/2020	COMM
Total Entries				57				
MISC.								
ENF 20-0687	611 ADA ST	COMPLAINT LOGGED	REF TO DPW	08/31/2020	08/31/2020		08/31/2020	N
Total Entries				1				
MULTIPLE VIOLATIONS								
ENF 19-0407	960 N PARK ST	COMPLAINT LOGGED	LETTER SENT	05/29/2019	08/17/2020		08/17/2020	N
ENF 19-0754	623 N WASHINGTON ST	INSPECTED PROPERTY	COMPLIED	10/24/2019	07/16/2020		08/07/2020	N
ENF 20-0039	626 ALGER AVE	LETTER SENT	REF TO DPW	01/16/2020	08/11/2020		08/11/2020	VAC
ENF 20-0058	1116 STATE ST	INSPECTED PROPERTY	REF TO DPW	01/23/2020	01/23/2020		08/21/2020	N
ENF 20-0118	643 N HICKORY ST	INSPECTED PROPERTY	EXTENSION GRANTED	02/24/2020	08/05/2020		08/05/2020	N
ENF 20-0177	719 LINGLE AVE	COMPLAINT LOGGED	COMPLIED	03/19/2020	08/20/2020		08/31/2020	N
ENF 20-0371	611 FRAZER AV	COMPLAINT LOGGED	2ND NOTICE SENT	06/22/2020	08/20/2020	09/24/2020		N
ENF 20-0412	723 W STEWART ST	2ND NOTICE SENT	INSPECTION PENDING	06/29/2020	08/27/2020	09/17/2020		N
ENF 20-0430	602 N SHIAWASSEE ST	INSPECTED PROPERTY	REF TO DPW	07/01/2020	08/06/2020		08/06/2020	N
ENF 20-0468	213 S LANSING ST	LETTER SENT	REF TO CITY ATTY	07/10/2020	08/26/2020	09/23/2020		VAC

## AUGUST 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0479	925 S BALL ST	WO SUBMITTED	REF TO DPW	07/14/2020	07/22/2020		07/22/2020	Y
ENF 20-0498	1408 W MAIN ST	INSPECTED PROPERTY	CLOSED	07/17/2020	08/12/2020		08/12/2020	N
ENF 20-0517	115 W KING ST	INSPECTED PROPERTY	CLOSED	07/22/2020	08/20/2020		08/20/2020	Y
ENF 20-0523	311 PRINDLE ST	CONTACT WITH OWNER	COMPLIED	07/23/2020	08/18/2020		08/18/2020	N
ENF 20-0545	1601 YOUNG ST	INSPECTED PROPERTY	COMPLIED	07/27/2020	08/26/2020		08/26/2020	N
ENF 20-0548	826 LINGLE AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	07/28/2020	08/26/2020	09/22/2020		N
ENF 20-0562	712 CORUNNA AV	INSPECTED PROPERTY	CLOSED	07/31/2020	08/13/2020		08/13/2020	Y
ENF 20-0576	723 W MAIN ST	INSPECTED PROPERTY	CLOSED	08/04/2020	08/26/2020		08/26/2020	COMM
ENF 20-0589	960 N PARK ST	LETTER SENT	COMPLIED	08/05/2020	08/17/2020		08/17/2020	N
ENF 20-0597	811 E COMSTOCK ST	CONTACT WITH OWNER	COMPLIED	08/06/2020	08/27/2020		08/27/2020	Y
ENF 20-0601	1542 W MAIN ST	INSPECTED PROPERTY	CLOSED	08/10/2020	09/10/2020		09/11/2020	N
ENF 20-0603	524 CORUNNA AVE	COMPLAINT LOGGED	CLOSED	08/10/2020	09/09/2020		09/09/2020	Y
ENF 20-0606	1220 W OLIVER ST	COMPLAINT LOGGED	COMPLIED	08/10/2020	08/25/2020		08/25/2020	N
ENF 20-0612	619 WOODLAWN AVE	COMPLAINT LOGGED	NO VIOLATION	08/11/2020	08/25/2020		08/25/2020	N
ENF 20-0619	667 GLENWOOD AVE	INSPECTED PROPERTY	EXTENSION GRANTED	08/12/2020	09/10/2020	09/30/2020		N
ENF 20-0641	209 S LANSING ST	LETTER SENT	CLOSED	08/18/2020	08/18/2020		08/19/2020	Y
ENF 20-0644	903 GRAND AV	COMPLAINT LOGGED	COMPLIED	08/19/2020	08/27/2020		08/27/2020	Y
ENF 20-0653	1207 DEVONSHIRE CT	INSPECTED PROPERTY	COMPLIED	08/21/2020	09/08/2020		09/08/2020	Y

Total Entries	28
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NO BUILDING PERMIT

ENF 20-0394	1110 W MAIN ST	CONTACT WITH OWNER	CLOSED	06/24/2020	08/26/2020		08/26/2020	VAC
ENF 20-0525	610 PINE ST	CONTACT WITH OWNER	INSPECTION COMPLETE	07/23/2020	07/23/2020		08/03/2020	N
ENF 20-0531	1014 LYNN ST		CLOSED	07/23/2020	07/23/2020		08/05/2020	Y

Code Enforcement Activity

## AUGUST 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
OCCUPANT								
ENF 20-0571	612 N DEWEY ST	LETTER SENT	OBTAINED BLDG PERMIT	08/03/2020	08/03/2020		08/07/2020	Y
ENF 20-0581	1004 FLETCHER ST	CONTACT WITH OWNER	NO VIOLATION	08/04/2020	08/04/2020		08/10/2020	N
ENF 20-0588	643 N SAGINAW ST	OBTAINED PERMIT	COMPLIED	08/05/2020	08/05/2020		08/13/2020	N
ENF 20-0592	625 CLARK AVE	OBTAINED PERMIT	CLOSED	08/05/2020	08/05/2020		08/10/2020	N
ENF 20-0610	625 ALGER AVE	CONTACT WITH OWNER	CLOSED	08/11/2020	08/11/2020		08/25/2020	N
ENF 20-0611	640 ALGER AVE	CONTACT WITH OWNER	NO VIOLATION AT THIS TIME	08/11/2020	08/26/2020		08/26/2020	N
ENF 20-0614	309 W STEWART ST	CONTACT WITH PROPERTY MANAGER	PENDING PERMIT APPLICATION	08/11/2020	09/01/2020	09/22/2020		N
ENF 20-0620	205 E STEWART ST	CONTACT WITH CONTRACTOR	OBTAINED BLDG PERMIT	08/12/2020	08/12/2020		08/19/2020	N
ENF 20-0642	908 GEORGE ST	OBTAINED PERMIT	COMPLIED	08/19/2020	08/19/2020		08/20/2020	N
ENF 20-0651	812 N WASHINGTON ST	CONTACT WITH OWNER	OBTAINED BLDG PERMIT	08/20/2020	08/20/2020		08/28/2020	N
ENF 20-0654	407 E KING ST	INSPECTED PROPERTY	CLOSED	08/24/2020	08/27/2020		08/31/2020	N
ENF 20-0673	1400 OLMSTEAD ST	COMPLAINT LOGGED	LETTER SENT	08/26/2020	09/08/2020	09/22/2020		N

Total Entries	15
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PARKING LOT VIOLATIONS

ENF 19-0005	200 E MAIN ST	INSPECTED PROPERTY	REF TO DPW	01/03/2019	08/31/2020	09/23/2020		COMM
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Total Entries	1
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RENTAL UNIT VIOL

ENF 20-0088	1003 S CHIPMAN ST	CONTACT WITH OWNER	NO VIOLATION	02/11/2020	02/11/2020		08/03/2020	Y
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Total Entries	1
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ROW VIOLATIONS

Code Enforcement Activity

AUGUST 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0594	1229 HANOVER ST	COMPLAINT LOGGED	COMPLIED	08/05/2020	08/18/2020		08/18/2020	N
Total Entries				1				
ZONING								
ENF 20-0499	327 N SAGINAW ST	OBTAINED PERMIT	CLOSED	07/20/2020	07/31/2020		08/11/2020	Y
Total Entries				1				
Total Records:		199				Total Pages:	12	

## Certificates Issued by Month for 2020

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>BENTLEY PARK RENTAL</b>												
20	4	1	1	0	3	7	3	0	0	0	0	39
\$225.00	0.00	0.00	25.00	0.00	75.00	225.00	75.00	0.00	0.00	0.00	0.00	\$625.00
<b>HARMON PATRIDGE PARK RENTAL</b>												
5	0	3	0	0	17	13	9	0	0	0	0	47
\$100.00	0.00	50.00	0.00	0.00	575.00	450.00	450.00	0.00	0.00	0.00	0.00	\$1,625.00
<b>Rental - RENEWALS -</b>												
8	7	3	1	0	3	0	0	0	0	0	0	22
\$250.00	425.00	100.00	25.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	\$900.00
<b>RENTAL REGISTRATIONS - NEW -</b>												
5	1	1	0	0	0	2	3	3	0	0	0	15
\$100.00	25.00	25.00	0.00	0.00	0.00	50.00	75.00	75.00	0.00	0.00	0.00	\$350.00
<b>RESIDENTIAL DESIGNATED PARKING</b>												
0	0	0	0	0	1	0	0	0	0	0	0	1
\$0.00	0.00	0.00	0.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00	\$840.00
<b>RESIDENTIAL PARKING PERMIT</b>												
0	0	1	0	0	0	0	0	0	0	0	0	1
\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
<b>TOTALS:</b>												
38	12	9	2	0	24	22	15	3	0	0	0	125
\$675.00	450.00	175.00	50.00	0.00	1,590.00	725.00	600.00	75.00	0.00	0.00	0.00	4,340.00

## Monthly Inspection List

**AUGUST 2020**

**BOOTH, MARK**

MECHANICAL & PLUMBING INSPECTOR

**Total Inspections: 28**

**FREEMAN, GREG**

CODE ENFORCEMENT

**Total Inspections: 99**

**HARRIS, JON**

ELECTRICAL INSPECTOR

**Total Inspections: 24**

**HISSONG, BRAD**

BUILDING OFFICIAL

**Total Inspections: 60**

**Report Summary**

**Grand Total Inspections:**

**211**



# OWOSSO PUBLIC SAFETY

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

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## *MEMORANDUM*

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DATE: 2 September 2020

TO: Owosso City Council

FROM: Eric E. Cherry  
Police Department Lieutenant

RE: August 2020 Police Reports

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Attached are the statistics for the Police Department for August 2020. One report is an offense summary for the month of August, by offense type. The other report, neighborhood crime report, lists the occurred on date, case number, location, and the complaint type for reports in August. The officers completed three hundred seventy-seven (377) field interviews this month, which are calls where a full criminal report is not needed. Your Owosso Police Officers arrested thirty-nine (39) persons this month for forty-six (46) total offenses.

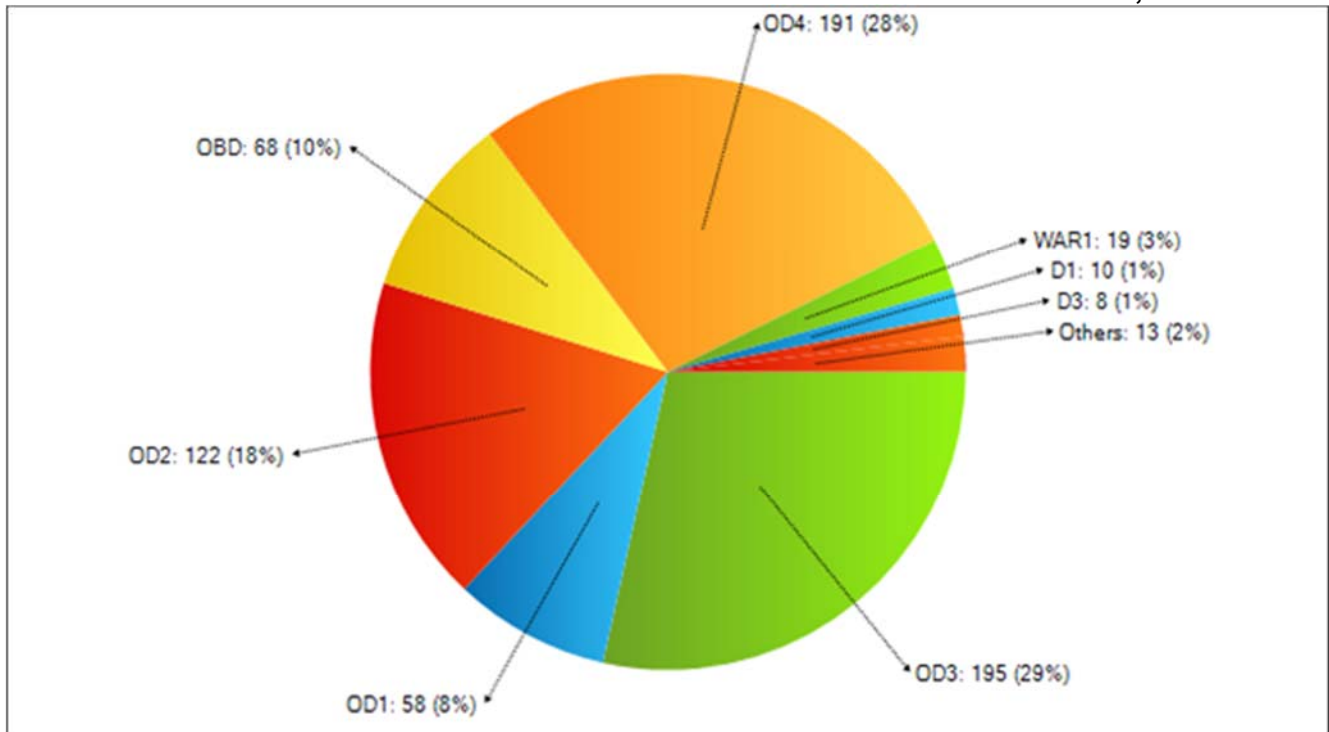
For August 2020 the police handled six hundred eighty-four (684) police events, thirty-four (34) were traffic stops, about one (1) percent of their work activity.

On the following page are two (2) pie charts one showing calls handled by Owosso City Police District, there are five (5) districts within the City of Owosso. The second pie chart is calls throughout the county handled by agency.

Respectfully,

Lt. Eric E. Cherry

**BELOW IS A BREAKDOWN OF POLICE EVENTS HANDLED BY OWOSSO POLICE, BY DISTRICT**



OD1: Owosso City District 1 (northwest, north of M-21 and west of M-52)

OD2: Owosso City District 2 (northeast, north of M-21 and east of M-52)

OD3: Owosso City District 3 (southwest, south of M-21 and west of M-52)

OD4: Owosso City District 4 (southeast, south of M-21 and east of M-52, excluding business district and police office)

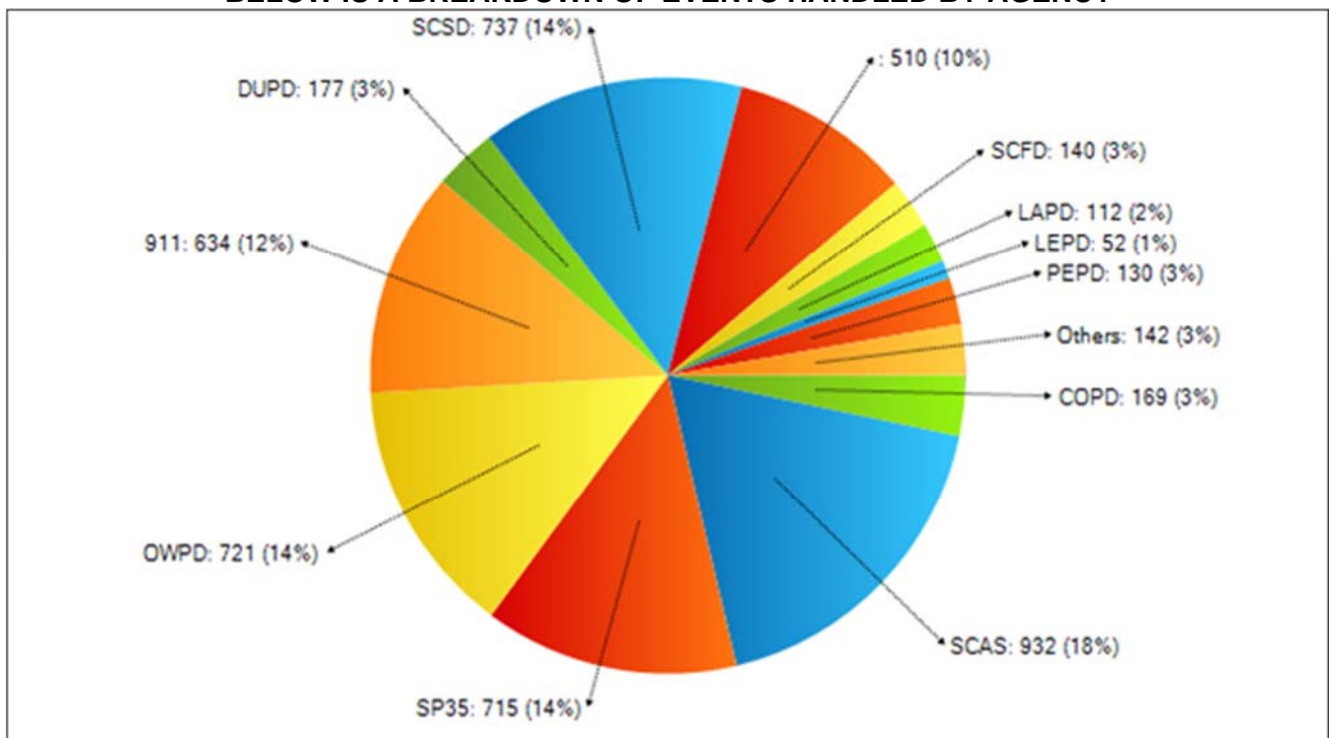
OBD: Owosso City Downtown Business District

D1: Shiawassee County northwest district (west of M-52 and north of Hibbard Road)

D3: Shiawassee County northeast district (east of M-52 and north of Hibbard Road)

Others: Included City of Corunna's 3 districts and any other area officer's responded.

**BELOW IS A BREAKDOWN OF EVENTS HANDLED BY AGENCY**



SCSD: Shiawassee County Sheriff's Office

PEPD: Perry City Police

Others: All Other Departments

SCAS: Shiawassee County Ambulance Services

DUPD: Durand City Police

LAPD: Laingsburg City Police

SP35: Michigan State Police Post #35

COPD: Corunna City Police

MOPD: Morrice City Police

SCFD: Shiawassee County Fire Departments

SCAC: Shiawassee County Animal Control

OWPD: Owosso City Police

911: Shiawassee County 911 Center

## **AUGUST NEIGHBORHOOD CRIME REPORT**

Occurred Date	Case No	Location	Offense
8/2/2020	2064501013	400 block E Exchange St	AGGRAVATED/FELONIOUS ASSAULT
8/12/2020	2064501137	1400 block W South St	AGGRAVATED/FELONIOUS ASSAULT
8/25/2020	2064501159	600 block S Glenwood Ave	AGGRAVATED/FELONIOUS ASSAULT
8/31/2020	2064501177	Howard St/Hamblin St	AGGRAVATED/FELONIOUS ASSAULT
8/19/2020	2064501118	100 block S State St	BURGLARY - UNLAWFUL ENTRY (NO INTENT)
8/9/2020	2064501057	600 block W Ryan St	BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)
8/23/2020	2064501147	300 block N Washington St	BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)
8/4/2020	2064501028	600 block W Main St	BURGLARY -FORCED ENTRY
8/8/2020	2064501056	600 block S Washington St	BURGLARY -FORCED ENTRY
8/10/2020	2064501071	1600 block W South St	BURGLARY -FORCED ENTRY
8/14/2020	2064501105	700 block E North St	BURGLARY -FORCED ENTRY
8/7/2020	2064501047	200 block N Lansing St	CIVIL CUSTODIES - INCAPACITATION
8/12/2020	2064501068	500 block S Chipman St	CIVIL CUSTODIES - INCAPACITATION
8/14/2020	2064501078	700 block W Clinton St	CIVIL CUSTODIES - INCAPACITATION
8/15/2020	2064501090	1200 block S Shiawassee St	CIVIL CUSTODIES - INCAPACITATION
8/20/2020	2064501120	600 block W Ryan St	CIVIL CUSTODIES - INCAPACITATION
8/21/2020	2064501128	700 block W Clinton St	CIVIL CUSTODIES - INCAPACITATION
8/24/2020	2064501151	700 block S Alger Ave	CIVIL CUSTODIES - INCAPACITATION
8/6/2020	2064501039	1400 block W Mansfield Dr	CIVIL CUSTODIES - INSANITY (MENTAL)
8/9/2020	2064501059	1000 block W Main St	CIVIL CUSTODIES - INSANITY (MENTAL)
8/1/2020	2064501008	1200 block W Penbrook Dr	DAMAGE TO PROPERTY
8/5/2020	2064501035	300 block W Main St	DAMAGE TO PROPERTY
8/8/2020	2064501050	600 block N Shiawassee St	DAMAGE TO PROPERTY
8/13/2020	2064501083	1000 block W Main St	DAMAGE TO PROPERTY
8/14/2020	2064501105	700 block E North St	DAMAGE TO PROPERTY
8/17/2020	2064501101	600 block N Washington St	DAMAGE TO PROPERTY
8/18/2020	2064501109	600 block N Shiawassee St	DAMAGE TO PROPERTY
8/30/2020	2064501176	800 block S Lingle Ave	DAMAGE TO PROPERTY
8/9/2020	2064501058	800 block S Woodlawn Ave	DISORDERLY CONDUCT
8/9/2020	2064501059	1000 block W Main St	DISORDERLY CONDUCT
8/12/2020	2064501069	400 block S State St	DISORDERLY CONDUCT
8/15/2020	2064501112	800 block S Woodlawn Ave	DISORDERLY CONDUCT
8/28/2020	2064501168	800 block S Woodlawn Ave	DISORDERLY CONDUCT

8/29/2020	2064501170	900 block W Main St	DISORDERLY CONDUCT
8/5/2020	2064501036	400 block N Saginaw St	FAMILY -ABUSE/NEGLECT NONVIOLENT
8/7/2020	2064501046	900 block S Ball St	FAMILY -ABUSE/NEGLECT NONVIOLENT
8/8/2020	2064501054	600 block S Glenwood Ave	FAMILY -ABUSE/NEGLECT NONVIOLENT
8/13/2020	2064501074	600 block S Glenwood Ave	FAMILY -ABUSE/NEGLECT NONVIOLENT
8/27/2020	2064501165	700 block S Lincoln Ave	FAMILY -ABUSE/NEGLECT NONVIOLENT
8/1/2020	2064501007	800 block Grace St	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME
8/12/2020	2064501081	900 block S Shiawassee St	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME
8/2/2020	2064501020	1100 block S Shiawassee St	FRAUD -WIRE FRAUD
8/2/2020	2064501017	1400 block W Chatham Dr	HEALTH AND SAFETY
8/5/2020	2064501032	800 block E Comstock St	HEALTH AND SAFETY
8/5/2020	2064501033	700 block N Ball St	HEALTH AND SAFETY
8/25/2020	2064501156	900 block W Main St	HIT and RUN MOTOR VEHICLE ACCIDENT
8/21/2020	2064501133	1400 block W Cleveland St	INSPECTIONS/INVESTIGATIONS - FAMILY TROUBLE
8/11/2020	2064501063	600 block N Ada St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
8/17/2020	2064501103	200 block S Water St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
8/21/2020	2064501126	1000 block S Washington St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
8/25/2020	2064501160	700 block E Jerome St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
8/26/2020	2064501162	E M-21 Bank Near The Airport	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
8/1/2020	2064501174	600 block S Glenwood Ave	INSPECTIONS/INVESTIGATIONS - SUSPICIOUS SITUATIONS
8/5/2020	2064501143	200 block N Hickory St	INSPECTIONS/INVESTIGATIONS - SUSPICIOUS SITUATIONS
8/12/2020	2064501067	1100 block N Hickory St	INSPECTIONS/INVESTIGATIONS - SUSPICIOUS SITUATIONS
8/14/2020	2064501086	600 block S Glenwood Ave	INSPECTIONS/INVESTIGATIONS - SUSPICIOUS SITUATIONS
8/13/2020	2064501095	200 block N Water St	INTIMIDATION/STALKING
8/14/2020	2064501084	1300 block Mack St	JUVENILE RUNAWAY
8/22/2020	2064501135	1300 block E Mack St	JUVENILE RUNAWAY
8/1/2020	2064500470	900 block S Grand Ave	LARCENY -OTHER
8/3/2020	2064501029	1600 block W South St	LARCENY -OTHER
8/4/2020	2064501087	100 block S Howell St	LARCENY -OTHER
8/4/2020	2064501034	400 block W Main St	LARCENY -OTHER
8/12/2020	2064501075	100 block E Corunna Ave	LARCENY -OTHER

8/13/2020	2064501080	900 block W Ryan St	LARCENY -OTHER
8/14/2020	2064501079	600 block N Washington St	LARCENY -OTHER
8/17/2020	2064501107	400 block E Mason St	LARCENY -OTHER
8/19/2020	2064501118	100 block S State St	LARCENY -OTHER
8/19/2020	2064501119	1300 block S Shiawassee St	LARCENY -OTHER
8/22/2020	2064501141	400 block N Park St	LARCENY -OTHER
8/24/2020	2064501153	1300 block W Frederick St	LARCENY -OTHER
8/1/2020	2064501005	400 block E Mason St	LARCENY -THEFT FROM BUILDING
8/15/2020	2064501089	200 block S Cedar St	LARCENY -THEFT FROM BUILDING
8/15/2020	2064501089	200 block S Cedar St	LARCENY -THEFT FROM MOTOR VEHICLE
8/23/2020	2064501145	400 block W Main St	LARCENY -THEFT FROM MOTOR VEHICLE
8/26/2020	2064501164	500 block N Adams St	LARCENY -THEFT FROM MOTOR VEHICLE
8/3/2020	2064501027	1600 block S Chipman St	LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES
8/24/2020	2064501157	1400 block W Young St	LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES
8/22/2020	2064501132	1200 block S Shiawassee St	MISCELLANEOUS - ASSIST TO FIRE DEPARTMENT
8/17/2020	2064501104	400 block E Corunna Ave	MISCELLANEOUS - ASSIST TO OTHER POLICE AGENCY
8/10/2020	2064501062	600 block N Ball St	MISCELLANEOUS - NATURAL DEATH
8/13/2020	2064501072	500 block W Clyde St	MISCELLANEOUS - NATURAL DEATH
8/15/2020	2064501088	600 block S Chestnut St	MISCELLANEOUS - NATURAL DEATH
8/29/2020	2064501169	700 block S Lingle Ave	MISCELLANEOUS - NON-CRIMINAL
8/7/2020	2064501046	900 block S Ball St	MISCELLANEOUS CRIMINAL OFFENSE
8/17/2020	2064501104	400 block E Corunna Ave	MISCELLANEOUS CRIMINAL OFFENSE
8/11/2020	2064501064	S Dewey St/E Main St	MOTOR VEHICLE VIOLATION
8/16/2020	2064501091	1000 block W Main St	MOTOR VEHICLE VIOLATION
8/21/2020	2064501129	1000 block W Main St	MOTOR VEHICLE VIOLATION
8/23/2020	2064501139	600 block S Broadway Ave	MOTOR VEHICLE VIOLATION
8/23/2020	2064501140	W M-21/N Water St	MOTOR VEHICLE VIOLATION
8/26/2020	2064501161	E Main St/N Park St	MOTOR VEHICLE VIOLATION
8/2/2020	2064501009	1200 block S Shiawassee St	NONAGGRAVATED ASSAULT
8/3/2020	2064501023	400 block N Chipman St	NONAGGRAVATED ASSAULT
8/3/2020	2064501171	800 block W King St	NONAGGRAVATED ASSAULT
8/5/2020	2064501038	1400 block W Stinson St	NONAGGRAVATED ASSAULT
8/6/2020	2064501042	600 block N Adams St	NONAGGRAVATED ASSAULT
8/7/2020	2064501044	600 block Washington St	NONAGGRAVATED ASSAULT
8/9/2020	2064501096	1300 block Calvert St	NONAGGRAVATED ASSAULT
8/12/2020	2064501069	400 block S State St	NONAGGRAVATED ASSAULT

8/14/2020	2064501085	200 block N Carmody St	NONAGGRAVATED ASSAULT
8/16/2020	2064501144	1300 block W Mack St	NONAGGRAVATED ASSAULT
8/16/2020	2064501093	500 block S Oakwood Ave	NONAGGRAVATED ASSAULT
8/17/2020	2064501106	S Gould St/E Allendale Ave	NONAGGRAVATED ASSAULT
8/18/2020	2064501111	200 block N Ball St	NONAGGRAVATED ASSAULT
8/18/2020	2064501110	700 block W Stewart St	NONAGGRAVATED ASSAULT
8/19/2020	2064501116	300 block S Chipman St	NONAGGRAVATED ASSAULT
8/21/2020	2064501131	900 block Division St	NONAGGRAVATED ASSAULT
8/22/2020	2064501136	1800 block S Chipman St	NONAGGRAVATED ASSAULT
8/23/2020	2064501138	700 block E Corunna Ave	NONAGGRAVATED ASSAULT
8/23/2020	2064501145	400 block W Main St	NONAGGRAVATED ASSAULT
8/24/2020	2064501154	900 block S Division St	NONAGGRAVATED ASSAULT
8/2/2020	2064501018	400 block E Exchange St	OBSTRUCTING JUSTICE
8/4/2020	2064501031	700 block S Glenwood Ave	OBSTRUCTING JUSTICE
8/6/2020	2064501041	600 block N Adams St	OBSTRUCTING JUSTICE
8/7/2020	2064501045	300 block E Mason St	OBSTRUCTING JUSTICE
8/8/2020	2064501051	900 block N Krust Dr	OBSTRUCTING JUSTICE
8/12/2020	2064501066	1400 block S Chipman St	OBSTRUCTING JUSTICE
8/12/2020	2064501099	400 block E Exchange	OBSTRUCTING JUSTICE
8/14/2020	2064501082	200 block E Exchange St	OBSTRUCTING JUSTICE
8/16/2020	2064501094	600 block E Oliver St	OBSTRUCTING JUSTICE
8/18/2020	2064501111	200 block N Ball St	OBSTRUCTING JUSTICE
8/20/2020	2064501121	900 block N Dingwall Dr	OBSTRUCTING JUSTICE
8/20/2020	2064501122	600 block W Ryan St	OBSTRUCTING JUSTICE
8/21/2020	2064501127	700 block S Isham St	OBSTRUCTING JUSTICE
8/23/2020	2064501149	1300 block W Chatham St	OBSTRUCTING JUSTICE
8/25/2020	2064501158	600 block N Washington St	OBSTRUCTING JUSTICE
8/3/2020	2064501021	700 block N Washington St	OBSTRUCTING POLICE
8/8/2020	2064501052	800 block W Stewart St	OBSTRUCTING POLICE
8/9/2020	2064501059	1000 block W Main St	OBSTRUCTING POLICE
8/22/2020	2064501130	100 Block S Lansing St	OBSTRUCTING POLICE
8/2/2020	2064501010	N Park St/E King St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
8/8/2020	2064501052	800 block W Stewart St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
8/24/2020	2064501152	400 block E Main St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
8/25/2020	2064501155	1100 block W Main St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
8/19/2020	2064501114	W Main St/N Chipman St	OTHER NON-CRIMINAL ACCIDENTS - ALL OTHER

8/19/2020	2064501115	E Corunna Ave/S Washington St	OTHER NON-CRIMINAL ACCIDENTS - ALL OTHER
8/24/2020	2064501148	700 block N Washington St	RETAIL FRAUD -THEFT
8/2/2020	2064501146	600 block N Water St	SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE
8/12/2020	2064501073	300 block E Exchange St	SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE
8/15/2020	2064501089	200 block S Cedar St	SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE
8/15/2020	2064501092	700 block W Fletcher St	SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE
8/7/2020	2064501046	900 block S Ball St	TRAFFIC - DRIVER LICENSE LAW VIOLATIONS
8/8/2020	2064501055	N Shiawassee St/W Jennett St	TRAFFIC - DRIVER LICENSE LAW VIOLATIONS
8/13/2020	2064501076	S Washington St/Harper St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
8/13/2020	2064501077	1400 block S M-52	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
8/5/2020	2064501037	200 block S Washington St	TRAFFIC - NO OPERATORS LICENSE
8/17/2020	2064501100	E Exchange St/N Oak St	TRAFFIC - NO OPERATORS LICENSE
8/24/2020	2064501150	N Shiawassee St/Milwaukee St	TRAFFIC - NO OPERATORS LICENSE
8/24/2020	2064501152	400 block E Main St	TRAFFIC - NO OPERATORS LICENSE
8/25/2020	2064501155	1100 block W Main St	TRAFFIC - NO OPERATORS LICENSE
8/3/2020	2064501024	North St	TRAFFIC - RECKLESS DRIVING
8/24/2020	2064501152	400 block E Main St	TRAFFIC - REGISTRATION LAW VIOLATIONS
8/6/2020	2064501040	E Main St/N Dewey St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/8/2020	2064501048	100 block N Washington St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/8/2020	2064501049	Washington St/Exchange St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/8/2020	2064501053	500 block N Adams St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/10/2020	2064501061	E Main St/N Gould St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/17/2020	2064501097	E Howard St/S Hamblin St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/17/2020	2064501098	Stewart St/Chipman St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/20/2020	2064501123	E Main St/S Oakwood St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/20/2020	2064501124	E Main St/N Hickory St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/22/2020	2064501134	S Chipman St/W Frederick St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/27/2020	2064501163	200 block E Mason St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/28/2020	2064501167	E Corunna Ave/S Division St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/30/2020	2064501172	E Main St/N Dewey St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/31/2020	2064501175	N Saginaw St/E Oliver St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/3/2020	2064501025	200 block S Shiawassee St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT

8/4/2020	2064501030	1900 block S Chipman St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
8/13/2020	2064501070	1200 block N Center St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
8/17/2020	2064501102	500 block E Main St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
8/18/2020	2064501108	400 block E Corunna Ave	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
8/19/2020	2064501125	100 block N Washington St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
8/23/2020	2064501142	1200 block S Shiawassee St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
8/28/2020	2064501166	100 block N Chipman St	VIOLATION - INSURANCE - FAIL TO FILE PLPD INSURANCE
8/30/2020	2064501173	900 block E Main St	VIOLATION - INSURANCE - FAIL TO FILE PLPD INSURANCE
8/3/2020	2064501021	700 block N Washington St	VIOLATION OF CONTROLLED SUBSTANCE ACT
8/3/2020	2064501026	N Saginaw St/E Mason St	VIOLATION OF CONTROLLED SUBSTANCE ACT
8/17/2020	2064501100	E Exchange St/N Oak St	VIOLATION OF CONTROLLED SUBSTANCE ACT
8/24/2020	2064501152	400 block E Main St	VIOLATION OF CONTROLLED SUBSTANCE ACT
8/3/2020	2064501021	700 block N Washington St	WEAPONS OFFENSE - CONCEALED
8/3/2020	2064501021	700 block N Washington St	WEAPONS OFFENSE - CONCEALED
8/17/2020	2064501100	E Exchange St/N Oak St	WEAPONS OFFENSE - CONCEALED
8/31/2020	2064501177	Howard St/Hamblin St	WEAPONS OFFENSE - CONCEALED
8/2/2020	2064501012	300 block N Hickory St	WEAPONS OFFENSE - OTHER
8/2/2020	2064501015	700 block S Coventry Ct	WEAPONS OFFENSE - OTHER
<b>Total</b>	<b>186</b>		

## **AUGUST OFFENSE REPORT**

Offense	Total Offenses
1171 - 11001 - CSC First (1st) Degree -Penetration Penis/Vagina	1
1172 - 11002 - CSC Third (3rd) Degree -Penetration Penis/Vagina	1
1178 - 11008 - CSC Fourth (4th) Degree - Forcible Contact	2
1303 - 13002 - Aggravated/Felonious Assault - Family - Strong Arm	1
1304 - 13002 - Aggravated/Felonious Assault - Non-Family - Gun	2
1305 - 13002 - Aggravated/Felonious Assault - Non-Family - Other Weapon	1
1313 - 13001 - Assault and Battery/Simple Assault	19
1376 - 13003 - Intentional Threat to Commit Act of Violence Against Schools	1
2202 - 22001 - Burglary - Forced Entry - Residence (Including Home Invasion)	3
2204 - 22002 - Burglary - No Forced Entry - Residence (Including Home Invasion)	1
2275 - 22001 - Burglary - Unoccupied Building or Other Structure	1
2298 - 22003 - Burglary - Entering Without Permission	1
2304 - 23006 - Larceny - Parts and Accessories from Vehicle	2
2305 - 23005 - Larceny - Personal Property from Vehicle	3
2308 - 23003 - Larceny - From Building (Includes library, office used by public, etc)	2
2309 - 23007 - Larceny - From Yards (Grounds surrounding a building)	2
2399 - 23007 - Larceny (Other)	10
2602 - 26001 - Fraud - Swindle	1
2608 - 26005 - Fraud by Wire	1
2699 - 26001 - Fraud (Other)	1
2901 - 29000 - Damage to Property - Business Property	1
2902 - 29000 - Damage to Property - Private Property	5
2903 - 29000 - Damage to Property - Public Property	1
3078 - 30002 - Retail Fraud Theft 3rd Degree	1
3532 - 35001 - Cocaine - Possess	1
3547 - 35001 - Methamphetamine - Possess	3
3802 - 38001 - Cruelty Toward Child/Nonviolent	1
3806 - 38001 - Neglect Child	4
4801 - 48000 - Resisting Officer	1
4877 - 48000 - Fleeing and Eluding (Felony)	1
4899 - 48000 - Obstruct Police (Other)	2
5006 - 50000 - Obstructing Justice	4

5007 - 50000 - Obstructing Court Order	1
5013 - 50000 - Conditional Release Violation	1
5070 - 50000 - Violation of Preliminary Injunctive Order (Peace Bond)	9
5202 - 52001 - Concealed Weapons - Carrying Concealed	1
5213 - 52003 - Weapons, firing of (includes Careless, Reckless, Heedless Use)	1
5275 - 52001 - Possession of Firearm in Commission of Crime	1
5289 - 52001 - Weapons Concealed (Other)	2
5299 - 52003 - Weapons Offense (Other)	1
5311 - 53001 - Disorderly Conduct	2
5312 - 53001 - Disturbing the Peace	3
5393 - 53001 - Disorderly Conduct (Other)	1
5560 - 55000 - Dog Law Violations	1
5599 - 55000 - Health and Safety Violations (Other)	2
7070 - 70000 - Runaway	2
7399 - 73000 - Miscellaneous Arrest	2
8013 - 54001 - Motor Vehicle Accident - Failed to Report Accident	1
8027 - 54002 - Operating with Blood Alcohol Content of .17% or more	1
8030 - 54002 - Child Endangerment (Occupant Less Than 16)	1
8041 - 54002 - Operating Under the Influence of Intoxicating Liquor	2
8073 - 54003 - Traffic - Reckless Driving	1
8271 - 54003 - Traffic - No Operators License	5
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	2
8275 - 54003 - Traffic - Driver License Law Violations	2
8277 - 54003 - Traffic - Registration Law Violations	1
8328 - 54003 - Motor Vehicle Violation	6
8920 - 89003 - Violation - Insurance - Fail to File PLPD Insurance	2
9906 - 92002 - Civil Custodies - Incapacitation	7
9908 - 92004 - Civil Custodies - Insanity (Mental)	2
9910 - 93001 - Traffic, Non-Criminal - Accident	14
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	7
9937 - 97006 - Other Non-Criminal Accidents - All Other	2
9942 - 98006 - Inspections/Investigations - Family Trouble	1
9943 - 98007 - Inspections/Investigations - Suspicious Situations	4
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	5
9947 - 99002 - Miscellaneous - Natural Death	3
9954 - 99008 - Miscellaneous - Assist to Fire Department	1
9954 - 99009 - Miscellaneous - Non-Criminal	1

9956 - 99008 - Miscellaneous - Assist to Other Police Agency	1
<b>Total</b>	<b>183</b>

## **AUGUST DAILY ACTIVITY REPORTS SUMMARY REPORT**

Activity	Total
Alarms	13
Appearance Citations	2
Assist Another Unit	362
Business Property Inspections	20
Community Service	12
Directed Patrols	152
Original Arrests	8
OWI Arrests	1
Park Patrols	77
Residential Property Inspections	3
School Patrols	21
Supplemental Complaints	49
Traffic Accidents	22
Traffic Citations Issued	1
Traffic Warnings	22
Training	12
Warrant Arrests	12
Written Complaints	540
<b>Total Activities</b>	<b>1329</b>



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# *MEMORANDUM*

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DATE: September 14, 2020

TO: Owosso City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: August 2020 Fire & Ambulance Report

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Attached are the statistics for the Owosso Fire Department (OFD) for August 2020. The Owosso Fire Department responded to 249 incidents in the month of July.

OFD responded to 16 fire calls and responded to 233 EMS calls.

Previous Month ▾

Aug 1, 2020 - Aug 31, 2020 ▾

6%

FIRE

Percentage of Total Incidents

94%

EMS

Percentage of Total Incidents

249

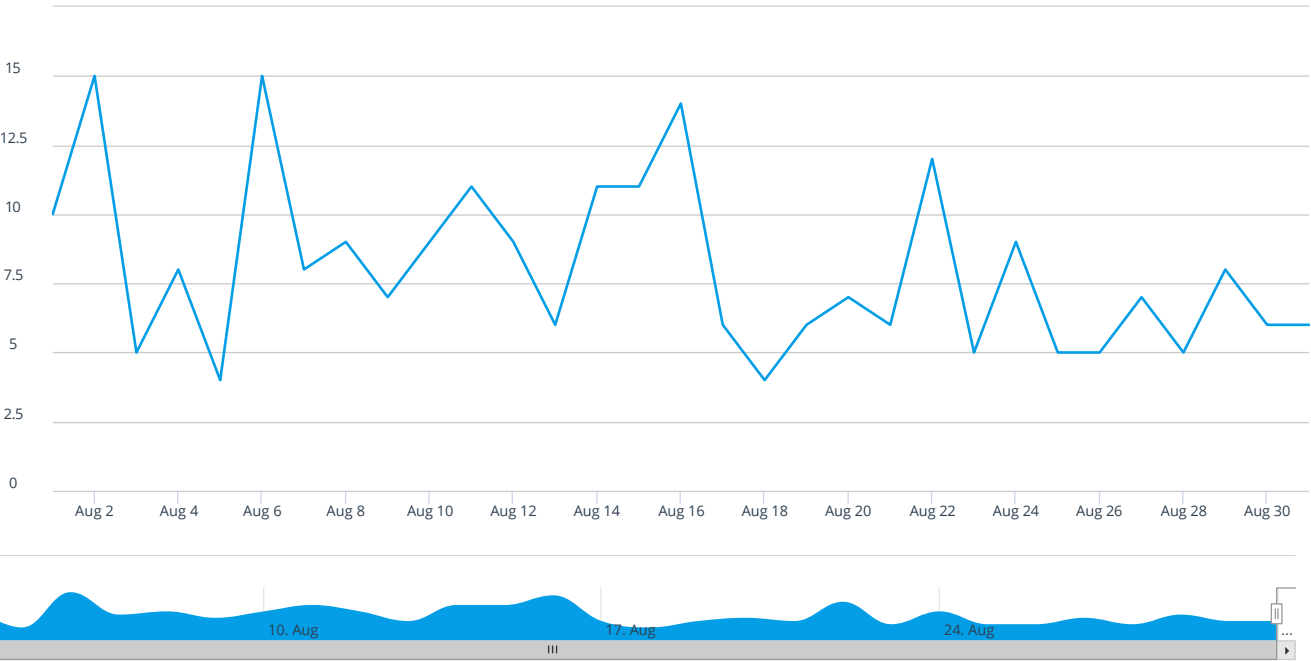
INCIDENTS

In Selected Time Slice

31

DAYS

In Selected Time Slice



Counts % Rows % Columns % All

Week Ending	8/2/20	8/9/20	8/16/20	8/23/20	8/30/20	9/6/20	9/13/20	9/20/20	9/27/20	10/4/20	10/11/20	10/18/20	10/25/20	Total
(12) Fire in mobile property used as a fixed structure					1									1
(15) Outside rubbish fire				1										1
(32) Emergency medical service (EMS) incident	25	54	65	41	42	6								233
(42) Chemical release, reaction, or toxic condition			1											1
(55) Public service assistance			1	2										3
(61) Dispatched and canceled en route		1	2											3
(63) Controlled burning		1												1
(65) Steam, other gas mistaken for smoke				1										1
(70) False alarm and false call, other			1											1
(73) System or detector malfunction			1											1
(74) Unintentional system/detect... operation (no fire)				1	2									3
Total	25	56	71	46	45	6								249

OWOSSO HISTORICAL COMMISSION  
Regular Meeting Agenda  
August 10, 2020 – 6:00 p.m. to 7:30 p.m. at the Gould House



OWOSSO HISTORICAL COMMISSION  
THE CURWOOD COLLECTION

Call to order: *Chairman Acton called meeting to order at 6:05 pm*

Roll call:

Present: *Acton, Osika, Erickson, Galloway, Wilson, Flayer*

Absent: *Rogers, Quinn, Adams*

Agenda and Minutes:

Review and motion to approve the 7/13/2020 minutes: *Correction suggested - "Wilson (Not Martenis) moved approval of minutes from 3/9". Flayer moved approval with this correction, Erickson supported. Approved unanimously.*

*Chairman Acton inquired about meetings getting posted on the website. Director Martenis stated he will check with the city on this, Mayor Pro-Ten Osika agreed to do the same.*

Review and motion to approve the 8/10/2020 agenda: *approval of the agenda moved by Erickson to add comments with regard to facilities, Osika supported. Passed unanimously.*

Financial Review and Discussion:

Budget vs actual at close of fiscal year June 30, 2020 – will be reviewed pending City reconciliation  
- *Chairman Acton emphasized that the year was ended in the black and discussed the importance of fiscal responsibility.*  
- *Director Martenis provided an update on spending for the year and the fiscal position of the organization.*

Approved 2020-21 fiscal year budget – available, previously reviewed, and unchanged

Review check register(s): *Commissioners noted reviewed in their packets*

Visitor comments: *None*

Commissioner comments: *None*

Executive Director report:

*Director Martenis stated that operations, process, exhibits, and maintenance are moving on target. He is meeting with Head Docent Grace once weekly. He provided that the exhibition is 90% completed, and will be done when Carl Ludington can install display lighting.*

*An update was provided by Director Martenis regarding the James Oliver Curwood mini-documentary. Director Martenis stated that quotes are being collected.*

*Director Martenis closed the ED report stating that if any commissioners would like a 1 on 1 regarding the plan for 2021, he is open. Pro-Team Osika inquired as to when the Castle may be open. Director Martenis stated that there is no date as of yet, and laid out several benchmarks for when this will be considered.*

*Chairman Acton inquired as to whether everything possible is being done to display on all possible websites that the Castle is currently Closed. Director Martenis stated that a subcommittee is needed headed by someone with the specialized skills to make such updates. Chairman Acton asked the commission if there was any objection to having the Director and Chairman handling this, there were none.*

Committee Reports:

**1. Facilities – Mark:** *Commissioner Erickson provided an update on the following items:*

- *Commissioner Flayer inquired on the Sovis invoice/order request. He inquired about the disparities between the liability insurance for the Gould House and the Castle. Director Martenis provided that it's by project, not time spent.*  
- *Commissioner Flayer inquired about the lighting in the turret - "are we replacing just fixtures?". Director Martenis stated it would be a full replacement.*

- a. Maintenance purchases (from budget – things that get replaced)
  - i. Repair of a/c for apartment 2
  - ii. Grounds maintenance (No Mow Problems)
- b. Aviator Jane event recap
  - i. Close loop on payment – did we get the \$250? - *Director Martenis stated this would be follow up for the Finance Committee*
- c. Capital purchases (from bond – things that stay)
  - i. Jordan Sovis drone video – Purchase requisition complete and approved by Finance Committee
  - ii. Ludington – Purchase requisition complete and approved by Finance Committee
  - iii. EPS (security company) – in Finance Committee for analysis
  - iv. DayStarr – Purchase requisition complete and approved by Finance Committee
- d. Castle window and Castle washing quote received – in Finance Committee for match to fiscal year budget line item – scheduled for late August or early September

**2. Finance – Dave:**

- a. Committee has defined and is using the Purchasing process
- b. Committee is managing account spending according to approved fiscal year 2020-21 budget

**3. Governance – Dave:**

- a. Committee is reviewing the following for compliance and eventually to suggest changes:
  - i. Ordinance
  - ii. By-laws
  - iii. Purchasing Ordinance
  - iv. *Mayor offered to run a "Robert's Rules boot camp". Chairman Acton added this as an action item.*

**4. Volunteers – Need Commissioner to lead this Committee:** *Commissioner Flayer welcomed Betsy to the commission. He stated he thought she would be a great addition to archiving. He stated that the library has purchased software called "Studio in a box" for item archiving. He also updated the commission that currently the library is actively researching, finding, and purchasing Curwood movies. He would like to see this dovetail to efforts made by OHC. He stated 50 Curwood movies have been purchased to date.*

**5. Archiving – Steve:** *Commissioner Flayer laid out the beginning of efforts for extensive archiving of OHC artifacts. He stated he will lead the group to pioneer this process.*

**6. Education – Sarah:** None/Absent

**7. Inventory – Albert/Betsy:** *Commissioner Galloway stated that she is looking forward to this project. Director Martenis stated that this came about by questioning the items owned by OHC and what would happen if there was a loss of inventory - ex: how would the insurance company be advised of what was lost and its value? He laid out a potential process for inventory.*

*Commissioner Wilson questions by what means members of the public will be able to access this material. Commissioner Flayer answered that it would be up to the commission - it could potentially be digitized and put online. Director Martenis stated that it was the goal to digitize all pieces in order to clear the back log. He further stated there was a goal of creating value for the release of information as well as making it public.*

*Commissioner Acton created an action item; Wilson and Flayer meet to weave their plans/resources together. Commissioner Flayer will reach out to Commissioner Wilson.*

*Commissioner Wilson shared his vision of a "preservation community" which exists in relation to other communities which are geared toward preservation, bringing people together in workshops in order to educate people on how to properly preserve their properties.*

*Chairman Acton added action item: Governance committee will begin a work plan on the "Preservation Community Resources" project.*

Visitor Comments: None

Commissioner Comments: None

Adjourn: Motion at 7:26 p.m from Flayer, supported by Osika. Passed unanimously.