

**CITY OF OWOSSO**  
**REGULAR MEETING OF THE CITY COUNCIL**  
**MONDAY, DECEMBER 17, 2012**  
**7:30 P.M.**

Meeting to be held at City Hall  
301 West Main Street

**AGENDA**

**OPENING PRAYER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**APPROVAL OF THE AGENDA:**

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF DECEMBER 3, 2012:**

**ADDRESSING THE CITY COUNCIL**

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

1. Proclamation – Michael Compeau. A Mayoral Proclamation recognizing Public Safety Director Michael Compeau for his years of service to the City upon the occasion of his retirement.

**PUBLIC HEARINGS**

1. Special Assessment District No. 2012-03 – Hazards and Nuisances. Authorize Resolution No. 1 setting a public hearing for Monday, December 17, 2012 to receive citizen comment regarding Special Assessment District No. 2012-03, Hazards and Nuisances, as it relates to unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**

**CONSENT AGENDA**

1. Boards and Commissions Appointments. Consider the following Mayoral boards and commissions appointments:

Name	Board/Commission	Term Expires
Nicole Hathaway	Parks & Recreation Commission	06-30-2014
John Horvath	Zoning Board of Appeals – Alternate (Filling unexpired term of E. Frasier)	06-30-2013

2. Grant Agreement Authorization. Authorize resolution approving the execution of a grant agreement with the Michigan Department of Natural Resources for \$3,800 to assist in the restoration and maintenance of Emerson Grove located at Emerson Elementary School.
3. Purchase Authorization. Authorize the purchase of electronic records management software from General Code, further authorize the purchase of necessary hardware components in a total amount not to exceed \$25,000.00, and approve payment to relevant vendors in an amount not to exceed the approved cost.
4. Warrant No. 454. Authorize Warrant No. 454 as follows:

Vendor	Description	Fund	Amount
Rehmann Robson	Progress billing in connection with the audit of the June 30, 2012 financial statements	General	\$ 15,000.00
State of Michigan-MDEQ	NPDES Annual Permit Fee – FY 2013	WWTP	\$ 5,500.00
Brown & Stewart PC	Professional Services Nov 13, 2012 – Dec 10, 2012	General	\$ 9,415.53

5. Check Register - November 2012. Affirm check disbursements totaling \$841,848.09 for the month of November 2012.

### **ITEMS OF BUSINESS**

1. 2012 Audit Acceptance. Consider resolution accepting and placing on file the City of Owosso Financial Report with Additional Information for the Fiscal Year Ended June 30, 2012.
2. Funds Transfer to DDA. Approve resolution authorizing the transfer \$18,234.70 of the remaining funds from the VSCI Grant Bond sale to the DDA for reimbursement for capital improvements made in 2012 for Woodard Place located on Exchange Street.

### **COMMUNICATIONS**

1. Karen Stadler, Historical Commission. Letter of resignation.
2. Charles P. Rau, Building Official. November 2012 Building Department Report.
3. Charles P. Rau, Building Official. November 2012 Code Violations Report.
4. Michael T. Compeau, Public Safety Director. November 2012 Fire Report.
5. Planning Commission. Minutes of December 10, 2012.

### **CITIZEN COMMENTS AND QUESTIONS**

### **NEXT MEETING**

Monday, January 07, 2013

### **BOARDS AND COMMISSIONS OPENINGS**

Historical Commission, term expires 12-31-2014

### **ADJOURNMENT**

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

**OWOSSO CITY COUNCIL**

**DECEMBER 3, 2012**

**7:30 P.M.**

**PRESIDING OFFICER:** MAYOR BENJAMIN R. FREDERICK

**OPENING PRAYER:** PASTOR RAY STRAWSER  
MEMORIAL HEALTHCARE HOSPICE CHAPLAIN

**PLEDGE OF ALLEGIANCE:** CUB SCOUT PACK 89, WEBELOS DEN

**PRESENT:** Mayor Benjamin R. Frederick, Mayor Pro-Tem Cindy S. Popovitch,  
Councilpersons Loreen F. Bailey, Thomas B. Cook, Michael J. Erfourth,  
Christopher T. Eveleth and Burton D. Fox.

**ABSENT:** None.

**APPROVE AGENDA**

Motion by Councilperson Fox to approve the agenda as presented.

Motion supported by Councilperson Erfourth and concurred in by unanimous vote.

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF NOVEMBER 19, 2012**

Motion by Councilperson Eveleth to approve the Minutes of the Regular Meeting of November 19, 2012 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS AND QUESTIONS**

County Commissioner Daniel Stewart gave an update on recent discussions and decisions at the County Commission level.

Mayor Frederick encouraged the Commission to consider setting its meetings for the new session at a time after 5:00 pm so more constituents could participate.

Tom Manke, business owner at 118 S. Washington Street, said he had done his part to help catch the perpetrators of the terrible Thanksgiving Day accident by posting information to his Facebook page. He went on to say that he had recently discovered the County no longer operates a juvenile detention center after he reported kids damaging downtown planters. He encouraged the Council to question the County Commission regarding the decision to close the facility. He also mentioned that he felt the downtown looked great with its holiday decorations.

Mayor Frederick invited everyone to a community based Christmas caroling event to be held Saturday, December 22<sup>nd</sup> from 6 to 8 pm. Interested parties should report to the old Oliver's restaurant at the stated time.

Councilperson Fox suggested police confiscate the bikes of young people discovered damaging City property.

Councilperson Bailey reported she had received calls from residents after American Waste Services had stopped taking recycling.

Mayor Pro-Tem Popovitch noted that the parents of young people can be held responsible for damage caused to City property by their minor children.

Councilperson Cook gave a brief update on the state legislature's discussion of the repeal of the personal property tax. He noted the current proposal would replace all of the funds generated by the PPT but would remove the Council's ability to issue tax abatements as an incentive to locate in the City.

Mayor Pro-Tem Popovitch said recycling continues to be a concern for her and she would like to hear another update on the City's consideration of the issue.

Public Safety Director Compeau noted that the police do confiscate the bikes and skateboards of individuals found damaging City property. He also highlighted the stepped up enforcement and education efforts that have taken place over the last 12 months, saying they had a positive impact on the issue. He also noted that offenders could be ticketed for offenses with the parents of those under the age of 16 being responsible for the fines. Lastly he pointed out that children would not be sent to a juvenile detention center for the actions Mr. Manke described even if the County had such a facility.

City Manager Crawford distributed information on the most recent personal property tax discussions at the state level, saying he was concerned with some of the strange items that had been tacked on to the legislation but was not overly concerned with the potential loss of PPT money as it represented a small portion of the City's overall budget. He relayed there was talk about slowing the process down to allow for more thoughtful legislation.

He went on to address Councilperson Bailey's concerns on recycling saying American Waste had been collecting and storing recycling items without the proper permissions and as such was issued a cease and desist order resulting in the removal of that service from the business. He noted the City could take on such collection but the recycling market is quite volatile and residents would probably need to pay for the provision of the service.

### **CITY MANAGER REPORT**

Per Council request an update on various housing programs was given as a part of the City Manager Report. Details were given on the following programs:

- Rental housing registration and inspection program
- Property maintenance and community oriented public safety program
- Vacant property registration program, including abandoned properties

Lastly City Manager Crawford provided the Council with the latest Project Status Report.

### **CONSENT AGENDA**

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

Special Assessment District No. 2012-03 – Hazards and Nuisances. Authorize Resolution No. 1 setting a public hearing for Monday, December 17, 2012 to receive citizen comment regarding Special Assessment District No. 2012-03, Hazards and Nuisances, as it relates to unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances as follows:

### **RESOLUTION NO. 144-2012**

**SPECIAL ASSESSMENT DISTRICT NO. 2012-03  
HAZARDS AND NUISANCES**

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 7:30 o'clock p.m., on Monday, December 17, 2012 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in *The Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.

The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF HEARING TO REVIEW  
SPECIAL ASSESSMENT ROLL – HAZARDS AND NUISANCES  
CITY OF OWOSSO  
COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE OF THE FOLLOWING DESCRIBED PROPERTY:

<b>PARCEL NUMBER</b>	<b>ADDRESS</b>	<b>BALANCE</b>
050-391-000-013-00	313 N Oak St	240.00
050-602-007-005-00	1803 W Stewart St	420.00
050-450-000-021-00	804 Center St	440.00
050-115-003-012-00	328 Prindle St	160.00
050-196-000-012-00	917 N Gould St	120.00
050-197-000-022-00	808 E North St	120.00
050-220-000-044-00	1420 Young St	240.00
050-391-000-030-00	315 N Oak St	120.00
050-602-014-008-00	1064 Tracy St	480.00
050-114-006-009-00	1021 S Lyon St	140.00
050-010-023-002-00	516 Garfield Ave	240.00
050-420-007-009-00	719 Lingle Ave	120.00
050-113-009-003-00	1314 W Stewart St	240.00
050-010-033-010-00	710 Frazer Ave	140.00
050-060-001-004-00	502 Jennett St	120.00
050-602-037-002-00	1600 W South St	320.00
050-580-000-030-00	215 S Dewey St	120.00
050-010-017-034-00	624 Alger Ave	240.00

050-240-002-022-00	650 N Saginaw St	120.00
050-180-003-014-00	529 Grover St	120.00
050-113-006-005-00	1108 Ryan St	140.00
050-113-006-008-00	1415 Young St	120.00
050-010-003-015-00	702 Glenwood Ave	140.00
050-197-000-022-00	808 E North St	120.00
050-390-004-012-00	1260 Adams St	240.00
050-170-003-008-00	420 Curwood St	140.00
050-010-017-032-00	618 Alger Ave	120.00
050-690-006-002-00	912 N Chipman St	120.00
050-536-000-034-00	1230 N Shiawassee St	160.00
050-660-011-001-00	219 N Cedar St	120.00
050-601-000-037-00	221 W Stewart St	140.00
050-060-006-003-00	810 Pine St	120.00
050-660-019-012-00	120 S Elm St	120.00
050-010-023-004-00	528 Garfield Ave	160.00
050-601-000-001-00	409 Grace St	120.00
050-090-001-003-00	1408 W Main St	120.00
050-602-008-011-00	937 Kenwood Dr	120.00
050-470-007-015-00	211 E Williams St	120.00
050-320-011-003-00	119 Elizabeth St	120.00
050-602-001-004-00	820 S Chipman St	140.00
050-320-000-100-00	115 Stratford Dr	140.00
050-601-000-037-00	221 W Stewart St	140.00
050-240-002-022-00	650 N Saginaw St	169.60
050-601-000-037-00	221 W Stewart St	351.45
050-010-017-034-00	624 Alger Ave	221.91
050-010-023-001-00	990 Corunna Ave	160.53
050-580-000-069-00	824 E Main St	543.05
050-602-037-002-00	1600 W South St	428.88
050-196-000-012-00	917 N Gould St	334.36
050-090-002-016-00	1419 Cleveland Ave	153.22
050-602-003-011-00	830 Wilkinson St	487.38
050-450-000-021-00	804 Center St	143.95
050-602-001-004-00	820 S Chipman St	394.95
050-113-003-007-00	919 Milwaukee St	394.87
050-700-001-013-00	117 S Shiawassee St	7,759.60
050-115-003-012-00	328 Prindle St	10,576.50
050-602-014-008-00	1064 Tracy St	521.62
050-115-002-014-00	1131 S Shiawassee St	79.65
		<u>29,961.52</u>

TAKE NOTICE that a Special Assessment Roll-Hazards and Nuisances has been prepared for the purpose of defraying the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances of the above described property.

TAKE NOTICE THAT ANY HAZARDS/NUISANCES INVOICES OR CHARGES REMAINING UNPAID AS OF THEIR DUE DATE WILL BE INCLUDED ON THIS ROLL.

The said Special Assessment Roll-Hazards and Nuisances is on file for public examination with the City Clerk and any objections to said Special Assessment Roll-Hazards and Nuisances must be filed in writing

with the City Clerk prior to the close of the hearing to review said Special Assessment Roll-Hazards and Nuisances.

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on Monday, December 17, 2012 for the purpose of reviewing said Special Assessment Roll-Hazards and Nuisances and for the purpose of considering all objections to said roll submitted in writing. If you have questions regarding this notice, please contact the City Treasurer's Office at 725-0599.

Conduct First Reading and Set Public Hearing - Rezoning Request. Conduct first reading and set a public hearing for January 7, 2012 to receive citizen comment regarding request to rezone the parcel commonly known as the former Lincoln School, 120 Michigan Avenue, from RM-2, Multiple-Family Residential District - High Rise, to PUD, Planned Unit Development as follows:

#### **RESOLUTION NO. 145-2012**

#### **AN ORDINANCE AMENDING CHAPTER 38 ZONING OF THE CODE OF ORDINANCES TO REZONE A SPECIFIC PARCEL OF REAL PROPERTY AND AMEND THE ZONING MAP**

WHEREAS, an owner of interest in 120 Michigan Avenue, parcel number 050-700-001-008-00, petitioned to rezone the parcel from Multiple Family Residential (RM-2) to Planned Unit Development (PUD) for the purpose of constructing a building addition and using the site for senior housing; and

WHEREAS, the petition includes a development program, supplemental regulations, and a set of conceptual renderings that are officially made a part of the zoning amendment as required by ordinance; and

WHEREAS, the planning commission published and mailed notices for the request, held a public hearing on the request, and deliberated on the request; and

WHEREAS, the planning commission finds that the proposed ordinance meets the intent and criteria for a zoning amendment as it relates to the master plan and the zoning ordinance; and

WHEREAS, the city staff and planning commission recommend, without reservations or conditions, the rezoning of 120 Michigan Avenue to PUD; 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 38-395; and

WHEREAS, a public hearing by the city council is required before any such ordinance amendment can be approved.

NOW THEREFORE BE IT RESOLVED THAT a proposed amendment to Chapter 38, Zoning, of the Code of the City of Owosso be considered as follows:

THE CITY OF OWOSSO ORDAINS:



Section 1. That Chapter 38, Zoning Code of the City of Owosso Sec. 38-27 Zoning Districts and Map reflect the following change to be noted on the official map and filed with the city clerk:

Indicate a zoning classification of PUD, Planned Unit Development for 120 Michigan Avenue, parcel 050-700-001-008-00.

Section 2. A public hearing to receive citizen comment regarding the proposed rezoning will be held Monday, January 7, 2013 in the city council chambers within city hall, 301 West Main Street, Owosso, MI 48867 to hear all persons interested in the proposed amendment to the official zoning map of the City of Owosso.

Section 3. Council hereby directs staff to supply a public notice concerning the rezoning to a newspaper of general circulation within the city.

Section 4. This ordinance may be purchased or inspected in the city clerks' office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

Section 5. This amendment shall become effective 20 days after passage.

2013 Schedule of Meetings. Adopt the 2013 Boards and Commissions Meeting Schedule as follows:

**CITY OF OWOSSO  
SCHEDULE OF REGULAR MEETINGS  
FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2013**

**NOTICE IS HEREBY GIVEN**, pursuant to the provisions of Act 267, Public Acts of 1976, of the schedule of Regular Meetings of the City of Owosso, County of Shiawassee, State of Michigan for the calendar year beginning January 1, 2013. The Board, dates, time and place of said regular meetings shall be as follows:

<b>CITY COUNCIL</b>					
The 1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month, except as noted – 7:30 p.m., local prevailing time					
Owosso City Hall, Council Chambers					
JAN 07	MAR 04	MAY 06	JUL 01	SEP 03*	NOV 04
JAN 22*	MAR 18	MAY 20	JUL 15	SEP 16	NOV 18
FEB 04	APR 01	JUN 03	<b>JUL 29</b>	OCT 07	DEC 16
FEB 19*	APR 15	JUN 17	AUG 05	OCT 21	DEC 02
	<b>APR 29</b>		AUG 19		
<b>DOWNTOWN DEVELOPMENT AUTHORITY / OWOSSO MAIN STREET</b>			<b>DOWNTOWN HISTORIC DISTRICT COMMISSION</b>		
The 1 <sup>st</sup> Wednesday of each month, except as noted – 7:30 a.m., local prevailing time			The 3 <sup>rd</sup> Wednesday of each month - 6:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Council Chambers		
JAN 02	MAY 01	SEP 04	JAN 16	MAY 15	SEP 18
FEB 06	JUN 05	OCT 02	FEB 20	JUN 19	OCT 16
MAR 06	JUL 03	NOV 06	MAR 20	JUL 17	NOV 20
APR 03	AUG 07	DEC 04	APR 17	AUG 21	DEC 18
<b>EMPLOYEES RETIREMENT SYSTEM BOARD</b>			<b>OWOSSO HISTORICAL COMMISSION</b>		
The 3 <sup>rd</sup> Thursday of even months, except as noted - 7:15 a.m., local prevailing time			The 2 <sup>nd</sup> Monday of each month, except as noted – 7:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Gould House, 100 West Oliver Street		
FEB 21	JUN 20	OCT 17	JAN 14	MAY 13	SEP 09
APR 18	AUG 15	DEC 19	FEB 11	JUN 10	OCT 15*

			MAR 11	JUL 08	NOV 12*
			APR 08	AUG 12	DEC 09
PARKS & RECREATION COMMISSION			PLANNING COMMISSION		
The 4th Monday of each month, except as noted – 6:00 p.m., local prevailing time			The 4 <sup>th</sup> Monday of each month, except as noted – 7:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Council Chambers		
JAN 28	MAY 28*	SEP 23	JAN 28	MAY 28*	SEP 23
FEB 25	JUN 24	OCT 28	FEB 25	JUN 24	OCT 28
MAR 25	JUL 22	NOV 25	MAR 25	JUL 22	NOV 25
APR 22	AUG 26	DEC 09*	APR 22	AUG 26	DEC 09*
ZONING BOARD OF APPEALS			* = Rescheduled due to legal holiday on regular meeting date		
The 3 <sup>rd</sup> Tuesday of each month, except as noted – 9:30 a.m., local prevailing time					
Owosso City Hall, Council Chambers					
JAN 15	MAY 21	SEP 17			
FEB 19	JUN 18	OCT 15			
MAR 19	JUL 16	NOV 19			
APR 16	AUG 20	DEC 17			

Bid Award – Fire Truck Maintenance. Waive competitive bidding requirements and authorize bid award to Front Line Services, Inc. for annual maintenance service of the City's three fire engines in the amount of \$4,504.00 as follows:

#### **RESOLUTION NO. 146-2012**

#### **RESOLUTION AUTHORIZING A CONTRACT WITH FRONT LINE SERVICES, INC. FOR ANNUAL MAINTENANCE SERVICES FOR CITY FIRE TRUCKS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a public safety department with multiple fire engines, each of which require annual maintenance; and

WHEREAS, bids were solicited for the performance of annual maintenance service on said vehicles; and

WHEREAS, the City of Owosso recognizes firms providing such services tend to service certain territories which do not overlap, resulting in the low number of proposals received; and

WHEREAS, the City of Owosso received a single bid from Front Line Services, Inc.; and it is hereby determined that Front Line Services, Inc. is qualified to provide such service and that it has submitted a responsible and responsive 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 theretofore determined that it is advisable, necessary and in the public interest to enter into a maintenance agreement for the city's fire trucks with Front Line Services, Inc.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Contract for Services between the City of Owosso, Michigan and Front Line Services, Inc. in the amount of \$4504.00
- THIRD: Authorize payment to Front Line Services, Inc. in the amount of \$4504.00.

Bid Award – Library Building Plaster & Cornice Repair. Waive competitive bidding requirements, authorize bid award to JCP Plaster & Drywall for repair of damaged plaster and cornices in the Shiawassee District Library Building in the amount of \$11,800, and further authorize payment up to the bid amount as follows:

**RESOLUTION NO. 147-2012**

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE REPAIR OF THE OWOSSO PUBLIC LIBRARY BUILDING DAMAGED INTERIOR PLASTER**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that roof leakage at the Owosso Public Library Building caused damage to ceiling and wall plaster along with cornice work and that repair is advisable, necessary and in the public interest; and

WHEREAS, it is difficult to find individuals or firms with plastering skills and abilities and proposals were sought through a noncompetitive process and a proposal was received from JCP Plaster & Drywall; and it is hereby determined that JCP Plaster & Drywall is qualified to provide such services and that it has submitted a responsible proposal;

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ JCP Plaster & Drywall for repair of plaster and cornices in the Owosso Public Library Building.
- SECOND: The city of Owosso recognizes the difficulty in finding individuals or firms skilled in restoring the plaster and cornices and therefore waives the bidding requirement in awarding a contract and authorizes proceeding with the quotation from JCP Plaster & Drywall.
- THIRD: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the City of Owosso, Michigan and JCP Plaster & Drywall in the amount of \$11,880.
- FOURTH: The above expenses shall be paid from the general fund building and grounds maintenance fund.

Warrant No. 453. Authorize Warrant No. 453 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal Risk Management Authority	Building and Property Insurance-Final Installment - July 1, 2012 – June 30, 2013	General	\$62,506.00
		<b>Total</b>	<b>\$62,506.00</b>

Motion supported by Councilperson Erfourth.

Roll Call Vote.

AYES: Councilpersons Erfourth, Cook, Fox, Eveleth, Mayor Pro-Tem Popovitch, Councilperson Bailey, and Mayor Frederick.

NAYS: None.

## **ITEMS OF BUSINESS**

### **PARKS RULES AND REGULATIONS-PROPOSED REVISIONS**

Assistant City Manager Adam Zettel noted the City has new park facilities necessitating changes to the rules. He said the Parks & Recreation Commission had carefully considered all of the proposed rules over the course of the last couple of months.

Motion by Councilperson Eveleth to approve the proposed revisions to the Parks Rules and Regulations as follows:

#### **CITY OF OWOSSO** **PARK RULES AND REGULATIONS**

**AUTHORITY.** These rules are promulgated pursuant to the provisions of Section 21-1 of the Code of Ordinances of the City of Owosso, Michigan.

**APPLICABILITY.** These rules apply to City of Owosso parks, play fields, and other public grounds, hereafter called parks.

**CLOSING HOURS.** Parks shall be closed to public use between dusk and dawn, except as follows: 1) Bentley Park, Grove Holman Park (for sledding only), Bennett Field and Rudy DeMuth Fields shall be closed from 11:00 p.m. to dawn, and 2) Hopkins Lake Park shall be open between dusk and dawn for fishing in Hopkins Lake.

**SWIMMING PROHIBITED.** Swimming is prohibited except in designated areas.

**FIRES.** Fires are restricted to barbecue grills and then only for preparing food.

**PROPER DISPOSAL OF REFUSE.** Refuse generated during park activities shall be properly disposed of in containers provided for that purpose. Disposal of household refuse in park refuse containers is prohibited.

**VEHICLE REGULATIONS.** 1) Motorcycles, mopeds, snowmobiles, all-terrain vehicles, and the like are prohibited from all park areas except for roadways designated for public travel, 2) The speed limit in all parks shall be ten miles per hour, 3) Parking shall be restricted to areas designated for that purpose, 4) and No person shall operate a motorboat on Hopkins Lake in the city. "Motorboat" is any vessel propelled by any machinery other than an electric motor, whether or not the machinery is the principal source of propulsion.

**PAVILION RESERVATION.** Picnic pavilions shall be available on a first-come, first-served basis on the day of use except as follows: Advanced reservations will be taken for each calendar year for the pavilion in Bentley Park and Harmon Patridge (Green Meadows) Park. Reservations will be taken beginning January 1.

**ALCOHOL USE.** Alcoholic beverages shall be prohibited in all parks.

**TOBACCO USE.** The use of tobacco is strongly discouraged in the city parks, especially smoked forms of tobacco used in close proximity to areas of concentrated use, such as bleacher seats, dugouts, play equipment, and pavilions.

**DOGS.** Except as described in the Dog Park section below, dogs shall be leashed and kept under reasonable control at all times.

**FIREARMS AND WEAPONS.** It shall be unlawful for any person to carry on his or her person or in the passenger compartment of any motor vehicle any dangerous weapon, including but not limited to, segments of chain, hunting knives, jackknives having one (1) or more blades which exceed three (3) inches in length, club, metal pipe, or any other dangerous weapon, unless carried in the normal course of a business or profession, excluding firearms. It shall be unlawful for any person to discharge any firearm, air rifle, air pistol, bow and arrow, sling shot or wrist rocket within the city unless part of an exposition, tournament or range under adult supervision after issuance of a permit by the police department.

**USE BY ORGANIZATIONS.** Shiawassee County-based organizations shall be permitted the exclusive control of designated areas of city parks, including control during hours the parks are closed to the public, subject to the following conditions:

- 1) Approved by the city manager or his/her designee;
- 2) Areas used shall be those not regularly frequented by the public or the areas occupied shall be open to the public; although a fee may be charged for such access;
- 3) The organizations' use of the park area shall not violate any local or state law nor unreasonably interfere with the use and enjoyment of adjacent park areas by others;
- 4) The organizations shall hold the City harmless from liability for incidents arising out of the organizations' use of the park area and shall provide evidence of insurance coverage;
- 5) The City reserves the right to direct where organizations' structures are installed and activities conducted to minimize damage to park property and facilities and to limit interference with the use of adjacent areas of the park.

**SCHEDULING AND USE OF ATHLETIC FIELDS.**

- 1) Priority in the use of ball fields, soccer fields and similar athletic facilities in City parks shall be given to organizations scheduling regular games or matches. When the city manager determines that coordination of organizations' use of such facilities is necessary to avoid scheduling conflicts, he or she shall provide for the development of schedules for such facilities. The city manager shall have the authority to designate organizations to provide for scheduling and oversight of use of athletic fields. Such organizations shall schedule use of the fields in a way that accommodates use by all interested organizations to the greatest extent feasible and to provide for compliance by these rules and regulations by all organizations using the athletic facilities.
- 2) The city manager shall have the authority to restrict use of athletic fields to avoid excessive wear and tear on facilities.
- 3) The city manager may authorize organizations to sell concessions at athletic fields and to use City facilities designated for that purpose. Preference in selling concessions may be given to organizations designated to provide scheduling and oversight of the use of athletic fields. Organizations selling concessions at athletic fields shall be responsible for the cleaning of restroom facilities at such fields.
- 4) Organizations providing for the scheduling and oversight of athletic fields may be permitted to provide for the installation of signs recognizing program sponsors. Such signs shall not advertise specific products or services but shall be limited to the names and logos of sponsors and brief descriptions of the nature of the sponsor's business. All sponsor signs shall be constructed of material that will withstand customary weather conditions and shall be maintained by the organizations installing them. Signs shall be installed on existing fences so that the message content of the signs is visible from within the athletic fields only. Signs shall be installed only during the usual seasons during which organizations schedule games and matches on the fields.
- 5) Organizations using athletic fields for scheduled games, matches and practices shall be responsible for removing litter from the areas used for their activities. In addition, organizations shall be responsible for removing and storing any equipment used in their activities. Installation of bleachers or similar facilities must be authorized by the city manager or his/her designee.
- 6) The city will provide utilities (except for telephone service), refuse disposal and the maintenance of athletic fields in coordination with the needs and schedules of organizations using the fields. Organizations using athletic fields that undertake specific activities uniquely required for their

particular use of the fields such as the installation of bases or nets, the painting of lines on fields, etc. require prior approval.

**DOG PARK REGULATIONS.** Within the designated dog park area in Collamer Park, dogs are permitted under the following regulations. Elsewhere in the city, the city code applies.

- 1) All dogs must be leashed in the dog exercise area parking lot.
- 2) Any person bringing a dog or dogs to the dog exercise area must have one leash per dog.
- 3) There shall be no more than three dogs per person allowed in the dog exercise area. Any person bringing a dog or dogs to the dog exercise area must have at least one dog feces waste bag per dog in his or her possession and must remove any feces deposited by the dog(s) in their care.
- 4) Persons under sixteen years of age visiting the dog exercise area must be accompanied and supervised by a parent or guardian or other responsible adult with permission of the parent or guardian.
- 5) No persons under sixteen years of age are allowed in the dog agility area unless accompanied and supervised by a parent or guardian or other responsible adult with permission of the parent or guardian.
- 6) Each dog shall always be under visual and voice control of the owner or other responsible person at least 16 years of age.
- 7) All dogs must have current vaccinations and licenses and shall wear a collar with tags as proof thereof.
- 8) Aggressive dogs, as defined below, are not permitted in or around the dog exercise area, including but not limited to, the parking lot. Owners or other responsible persons will be held legally responsible for any injury caused by a dog that they bring in or around the dog exercise area.
  - An aggressive dog means:
    - a. A dog that bites a person. However, a dog shall not be considered aggressive if the dog bites a person wrongfully assaulting the dog or the dog's owner, or if the dog bites a person after being provoked by that person.
    - b. A dog that injures or kills another domestic animal without provocation while at the dog exercise area.
- 9) Female dogs in heat are not permitted in or around the dog exercise area including, but not limited to, the parking lot.
- 10) Dog owners or other responsible persons shall provide dogs with drinking water while visiting the dog exercise area when weather conditions require.
- 11) Dog owners or other responsible persons shall not keep dogs enclosed in a vehicle during hot weather which may cause injury to the dog.
- 12) Any person having knowledge of a dog having bitten, scratched, or injured a person or other animal within the dog exercise area, including but not limited to the parking lot, shall report the incident to the police department.

**COMMUNITY GARDENS.** Community gardens, as designated on public lands, whether leased or available to the public, shall operate with the following regulations.

- 1) Garden uses must complete the community garden individual waiver as provided by the city.
- 2) Work on plots must begin within 10 days after the garden has been tilled, if applicable.
- 3) No synthetic fertilizers, herbicides, pesticides or insecticides are to be used.
- 4) Work on gardens may only occur between dawn and dusk.
- 5) No mechanized equipment may be used before 9:00 A.M.
- 6) Gardens must be kept free from weeds, rotten produce, and plant debris.
- 7) Stakes, plastics, and garbage must be disposed of in a timely manner.
- 8) Shared paths between garden plots must be maintained without digging into the main paths; such paths must be kept free of toxic materials and rocks.
- 9) Children must be supervised.
- 10) Headphones must be used to listen to the radio or other portable sound equipment.
- 11) All crops must be legal, non-toxic, and non-hazardous.

- 12) Other plots and gardens are not to be damaged or harvested by other users.
- 13) Sales of produce and other products at the garden or in the park is strictly prohibited.
- 14) No tires are allowed at the garden site.
- 15) No pets are allowed at the garden site.

**SKATE PARK RULES.** This is a use-at-your-own risk facility. This facility is non-supervised. Skating, blading and biking are high risk/hazardous activities. By participating you accept that risk and agree to not hold the City of Owosso or its employees responsible for any injuries incurred as a result of use.

- 1) The use of motorized equipment or other wheeled vehicles is not permitted.
- 2) The use of proper protective equipment, including helmets and knee, elbow and wrist pads is strongly recommended.
- 3) Use of the facility is prohibited when wet, rainwater is present or park maintenance is being performed.
- 4) Graffiti and tagging are strictly prohibited and may result in the removal of offenders from the park and police action.
- 5) Additional obstacles and/or materials are not allowed at this facility, such as (but not limited to) homemade ramps, boxes, picnic tables, etc.
- 6) Spectators are not permitted on the ramps.
- 7) Glass containers are prohibited.

**SPLASH PARK RULES.** The City of Owosso intends to provide seasonal access to a splash park, to be used at-your-own risk. "Splash Park" is defined as the area upon the concrete pad or access sidewalks.

- 1) All persons using the splash park do so at their own risk.
- 2) Children under 12 years of age must be accompanied by an adult (18 years or older), and must be supervised by that adult at all times.
- 3) Running, undue roughness, horseplay, and other undue disturbances are strictly prohibited.
- 4) Splash Park is designed for recreation purposes and not for bathing. Soaps, detergents, shampoos, and other chemicals or cleansers are prohibited.
- 5) Climbing or playing on components is not permitted.
- 6) The City of Owosso is not responsible for lost or stolen articles.
- 7) Infants must wear swim diapers or rubber pants without diapers. Cutoffs and street shoes are prohibited.
- 8) Wheeled vehicles, except strollers, walkers and wheelchairs, are not permitted in the splash park area.
- 9) No animals, except for service animals, are permitted in the splash park area.
- 10) Radios and other acoustical devices are only permitted when used in conjunction with personal headsets.
- 11) Pool toys and floats are prohibited.
- 12) No glass containers of any kind are permitted. No drinks, gum, or food of any kind are permitted.
- 13) The use of profane language will not be tolerated.
- 14) Persons with sore or inflamed eyes, colds, nasal or ear discharges, boils or other acute or obvious skin or body infections, or cuts shall be excluded from the splash park.

**INJURY TO PARK PROPERTY.** No person shall injure, mar or damage in any manner, any monument, ornament, fence, bridge, seat, tree, fountain, shrub, flower, playground equipment, fireplaces, or other public property within or pertaining to the public parks or playgrounds. Any person convicted of damage or injury to public property shall reimburse the city for up to three (3) times the amount of the damage as determined by the court.

**VENDING.** Vending is permitted on a limited basis after application to the city manager and under the administrative rules set by the city. Applications are available at city hall.

**PUBLIC NOTICE.** The public shall be deemed to have been properly notified of the provisions of these rules and regulations upon their publication in a newspaper of general circulation in the city at least

annually before April 1. Signs may be posted to insure substantial compliance with the provisions of these rules and regulations.

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Mayor Pro-Tem Popovitch, Councilpersons Erfourth, Fox, Bailey, Eveleth, Cook, and Mayor Frederick.

NAYS: None.

### **BONDING RESOLUTION – ISSUANCE OF 2008 STREET BONDS**

City Manager Crawford noted the bonds were originally approved by voters in 2008. The proposed sale marked the second and final installment of the bond series. Proceeds will be used to fund street improvements in the coming year.

Motion by Councilperson Eveleth to approve the following resolution authorizing the issuance and sale of the second series of General Obligation Unlimited Tax Bonds for capital improvements in an amount not to exceed \$990,000.

### **RESOLUTION NO. 148-2012**

#### **CITY OF OWOSSO COUNTY OF SHIAWASSEE, STATE OF MICHIGAN RESOLUTION AUTHORIZING ISSUANCE AND SALE OF UNLIMITED TAX GENERAL OBLIGATION BONDS**

A RESOLUTION TO:

- Issue up to \$990,000 of Bonds as the second series approved by the voters in 2008 for street improvements;
- Delegate Sale of Bonds to Finance Director without further approval of City Council;
- Authorize other matters necessary to prepare for sale and delivery of Bonds.

### **PREAMBLE**

WHEREAS, the qualified electors of the City of Owosso, County of Shiawassee, Michigan (the "City") at the general election held on November 4, 2008, did by more than the required majority of those voting approve the following proposal:

#### **CITY OF OWOSSO BOND PROPOSAL FOR STREET IMPROVEMENTS**

Shall the City of Owosso, Shiawassee County, Michigan, borrow the principal sum of not to exceed One Million Nine Hundred Fifty Thousand Dollars (\$1,950,000) and issue its general obligation unlimited tax bonds therefor in one or more series, payable in not to exceed twenty-five (25) years from the date of issue of each series, for the purpose of paying the costs to the City of acquiring and constructing local and major street improvements throughout the City consisting of paving, repaving, reconstructing and improving streets and sidewalks, including necessary rights-of-way, proper drainage facilities and all necessary appurtenances and attachments thereto for the use of the City? The estimated millage



to be levied in 2010 is .2996 mills (\$.2996 per \$1,000 of taxable value) and the estimated simple average annual millage rate required to retire the bonds is .3104 mills (\$.3104 per \$1,000 of taxable value).

AND WHEREAS, the City issued the 2010 Unlimited Tax General Obligation Bonds dated September 29, 2010 as the first series of the unlimited tax general obligation bonds described in the proposal in the principal amount of \$960,000; and

WHEREAS, in pursuance of the authority granted by Act 279, Public Acts of Michigan, 1909, as amended, the City Charter, and the approving vote of the electors of the City, it is the determination of the City Council that at this time the second and final series of the unlimited tax general obligation bonds described in the proposal shall be issued in the principal amount of not-to-exceed Nine Hundred Ninety Thousand Dollars (\$990,000) (the "Bonds") in order to pay costs of Street Improvements as described in the proposal (the "Street Improvements"); and

WHEREAS, under the provisions of the Revised Municipal Finance Act, Act No. 34, Public Acts of Michigan, 2001, as amended ("Act 34") the City Council can authorize, within limitations which shall be contained in the authorization resolution, an officer to sell and deliver and receive payment for obligations, approve interest rates, prices, discounts, maturities, principal amounts, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, and other matters and procedures necessary to complete the transactions authorized; and

WHEREAS, the City Council wishes to authorize the Finance Director to select a date for sale of the Bonds, to prepare the Bonds for sale, and to sell and deliver and receive payment for the Bonds without the necessity of the City Council taking further action prior to sale and delivery of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Bonds are authorized to be issued for the purpose of paying costs of acquiring and constructing Street Improvements, including the costs incidental to the issuance, sale and delivery of the Bonds and, at the discretion of the Finance Director, capitalized interest in an amount sufficient to pay the interest due on the Bonds for a period of time to be determined by the Finance Director not exceeding the maximum period permitted by law. The Finance Director is hereby authorized to determine the aggregate principal sum of the Bonds to be issued, provided that the principal amount issued shall not exceed Nine Hundred Ninety Thousand Dollars (\$990,000).

The Bonds shall be designated as the 2012 UNLIMITED TAX GENERAL OBLIGATION BONDS, provided that if the Bonds are sold or delivered after December 31, 2012 then the Finance Director may change the series designation of the Bonds to reflect the year in which the Bonds will be delivered. The Bonds shall consist of bonds in fully-registered form of the denomination of \$5,000, or integral multiples thereof not exceeding for each maturity the maximum principal amount of that maturity, numbered as determined by the Transfer Agent (as hereinafter defined). The Bonds shall bear interest at the rates determined upon sale of the Bonds but in any event not to exceed 5.00% per annum. The Bonds shall bear interest, mature serially or as term bonds, and be payable at the times and in the manner as shall be determined by the Finance Director at the time of sale of the Bonds, provided that the date of the first maturity shall not be earlier than 2013 and the date of the final maturity shall not be later than twenty-five (25) years from the date of delivery of the Bonds. The Bonds shall be dated as of the date of delivery thereof or such other date as shall be determined by the Finance Director at the time of sale of the Bonds.

The Bonds shall be subject to optional or mandatory redemption prior to maturity at the times and prices and in the manner as may be determined by the Finance Director at the time of sale of the Bonds.

At the option of the purchaser of the Bonds, the Bonds may be issued in book-entry-only form through The Depository Trust Company in New York, New York ("DTC") and the Finance Director is authorized to execute such custodial or other agreement with DTC as may be necessary to accomplish the issuance of the Bonds in book-entry only form, and to make such changes in the form of the Bonds within the parameters of this Resolution as may be required to accomplish the foregoing.

Interest on the Bonds shall be payable to the registered owner of record as of the 15th day of the month prior to the payment date for each interest payment. The record date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the City to conform to market practice in the future. Interest shall be payable by check or draft drawn on the Transfer Agent mailed to the registered owner at the registered address, as shown on the registration books of the City maintained by the Transfer Agent. The principal of the Bonds shall be payable upon presentation and surrender of such Bonds to the Transfer Agent. Notwithstanding the foregoing, if the Bonds are held in book-entry form by DTC, payment shall be made in the manner prescribed by DTC.

The principal of the Bonds shall be payable at the designated office of a bank or trust company to be designated by the Finance Director as bond registrar, paying agent and transfer agent (the "Transfer Agent") for the Bonds, provided, however, in consultation with the initial purchaser of the Bonds the Finance Director may appoint the City Treasurer as Transfer Agent. The Finance Director is hereby authorized to execute the necessary agreements with the Transfer Agent on behalf of the City. The City reserves the right to replace the Transfer Agent at any time, provided written notice of such replacement is given to the registered owners of record of the Bonds not less than sixty (60) days prior to an interest payment date.

The Transfer Agent shall keep the books of registration for this issue on behalf of the City. Any Bond may be transferred upon such registration books by the registered owner of record, in person or by the registered owner's duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the City shall execute and the Transfer Agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require the payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer.

If in the future the City calls bonds for redemption prior to maturity then official notice of redemption shall be given by the Transfer Agent on behalf of the City unless receipt of notice is waived by any registered owner of Bonds to be redeemed. Such notice shall be dated and shall contain at a minimum the following information: original issue date; maturity dates; interest rates; CUSIP numbers, if any; certificate numbers (and in the case of partial redemption) the called amounts of each certificate; the place where the Bonds called for redemption are to be surrendered for payment; and that interest on the Bonds or portions thereof called for redemption shall cease to accrue from and after the redemption date. In addition, further notice shall be given by the Transfer Agent in such manner as may be required or suggested by regulations or market practice at the applicable time, but no defect in such further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as prescribed herein.

2. The Bonds shall be executed in the name of the City with the manual or facsimile signatures of the Mayor and the City Clerk, and the corporate seal of the City shall be manually impressed or a facsimile thereof shall be printed on the Bonds. No Bond authorized under this resolution shall be valid until authenticated by an authorized representative of the Transfer Agent unless the purchaser thereof does not require the Bonds to be authenticated. If the Bonds are not authenticated, then at least one signature on the Bonds shall be a manual signature. The Bonds shall be delivered to the Transfer Agent for authentication and be delivered by the Transfer Agent to the purchaser or other person in accordance with instructions from the Finance Director.

3. The Finance Director or Treasurer is authorized and directed to create a separate fund to be designated as the 2012 (or 2013) UNLIMITED TAX GENERAL OBLIGATION BOND DEBT RETIREMENT FUND (the "Debt Retirement Fund"). The City hereby pledges its unlimited tax full faith and credit for the prompt payment of the Bonds. All proceeds from taxes levied for the Debt Retirement Fund shall be credited to the Debt Retirement Fund as collected. Commencing with the year 2013 there shall be levied upon the tax rolls of the City for the purpose of the Debt Retirement Fund each year, in the manner required by the provisions of Act 34, Public Acts of Michigan, 2001, as amended, an amount

sufficient so that the estimated collection therefrom will be sufficient to promptly pay, when due, the principal of and interest on the Bonds becoming due prior to the next annual tax levy; provided, however, that if at the time of making any such annual tax levy there shall be other funds available or surplus moneys on hand in the Debt Retirement Fund for the payment of principal of and interest on the Bonds, then credit therefor may be taken against such annual levy for the Debt Retirement Fund. The moneys deposited in the Debt Retirement Fund shall be specifically earmarked and used solely for the purpose of paying the principal of and interest on the Bonds and, as may be necessary, to rebate arbitrage earnings, if any, to the United States Department of Treasury as required by the Internal Revenue Code of 1986, as amended. The accrued interest and premium, if any, received upon delivery of the Bonds shall also be credited in the Debt Retirement Fund. The Debt Retirement Fund may be pooled or combined with other debt retirement funds for issues of bonds of like character as provided by Act 34 or other state law.

The City may provide for the payment of principal of any of the Bonds issued as term bonds through the purchase of municipal securities in the open market at a price not greater than that payable on the next redemption date in order to satisfy all or part of the next succeeding scheduled mandatory redemption.

In the event a deposit of trust is made of cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional or mandatory redemption, the principal of, premium, if any, and interest on the Bonds, this Resolution shall be defeased and the owners of the Bonds shall have no further rights under this Resolution except to receive payment of the principal of, premium, if any, and interest of the Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

4. The Finance Director or Treasurer is authorized and directed to open a separate depository account designated as the 2012 (or 2013) UNLIMITED TAX GENERAL OBLIGATION BOND CONSTRUCTION FUND (the "Construction Fund") with a bank or trust company (the "Depository Bank"). The Finance Director or Treasurer shall deposit the proceeds of the Bonds into the Construction Fund, less (a) any accrued interest and premium and any capitalized interest which shall be deposited into the Debt Retirement Fund, and (b) costs of issuance of the Bonds, including but not limited to fees payable to the Municipal Advisory Council of Michigan, transfer agent fees, bond counsel fees, publication of the Notice of Sale, State Treasury filing fees, and any other costs necessary to accomplish sale and delivery of the Bonds which may be wired by the purchaser of the bonds or the Depository Bank directly to the provider of services as authorized by the Finance Director. The moneys in the Construction Fund shall be used solely to pay the costs of the Street Improvements and to pay costs of issuance of the Bonds.

5. The Bonds shall be in substantially the following form with such revisions, additions and deletions as may be advisable or necessary to comply with the final terms of the Bonds established upon sale thereof:

[FORM OF BOND TO BE COMPLETED AFTER BOND SALE]

UNITED STATES OF AMERICA

STATE OF MICHIGAN

COUNTY OF SHIAWASSEE

CITY OF OWOSSO

2012 UNLIMITED TAX GENERAL OBLIGATION BOND

Date of

Interest Rate

Date of Maturity

Original Issue

CUSIP

Registered Owner:

Principal Amount:

The CITY OF OWOSSO, County of Shiawassee, State of Michigan (the "City"), acknowledges itself to owe and for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of

America, on the Date of Maturity specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on November 1, 2013 and semiannually thereafter. Principal of this bond is payable at the corporate trust office of [Transfer Agent], or such other transfer agent as the City may hereafter designate by notice mailed to the registered owner hereof not less than sixty (60) days prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable by check or draft mailed by the Transfer Agent to the person or entity who or which is as of the fifteenth (15th) day of the month prior to each interest payment date, the registered owner, at the registered address.

This bond is one of a series of bonds of even Date of Original Issue aggregating the principal sum of \$990,000, issued for the purpose of paying costs of acquiring and constructing local and major street improvements throughout the City as the second and final series of bonds issued in pursuance of a vote of the qualified electors of the City voting thereon at the general election duly called and held on November 4, 2008.

For prompt payment of this bond, both principal and interest, the full faith, credit and resources of the City are hereby irrevocably pledged. This bond is payable out of the City's Debt Retirement Fund for this issue, and in order to make such payment, the City is required each year to levy taxes on all taxable property within the boundaries of the City for such payment, without limitation as to either rate or amount.

Bonds of this issue maturing on or prior to [date] are not subject to redemption prior to maturity.

Bonds or portions of bonds of this issue in multiples of \$5,000 maturing or subject to mandatory redemption on or after [date] shall be subject to redemption prior to maturity at the option of the City, in such order as the City shall determine and within any maturity by lot, on any date on or after [date] at par plus accrued interest to the date fixed for redemption.

#### MANDATORY REDEMPTION

Bonds of this issue maturing [date] and [date] (the "Term Bonds") are subject to mandatory sinking fund redemption by lot prior to maturity on November 1, in the years and amounts set forth below, at a price equal to 100% of the principal amount to be redeemed, plus accrued interest to the date of redemption.

##### Term Bonds due [date]

###### Redemption Dates

[date]

[date]

[date] (maturity)

###### Principal Amounts

[amount]

[amount]

[amount]

##### Term Bonds due [date]

###### Redemption Dates

[date]

[date]

[date] (maturity)

###### Principal Amounts

[amount]

[amount]

[amount]

The principal amount of Term Bonds to be redeemed on the dates set forth above shall be reduced, in the order determined by the City, by the principal amount of Term Bonds of the same maturity which have been previously redeemed (other than as a result of a previous mandatory redemption requirement), or purchased or acquired by the City and delivered to the Transfer Agent for cancellation; provided, that each such Term Bond has not previously been applied as a credit against any mandatory redemption obligation.

In case less than the full amount of an outstanding bond is called for redemption, the Transfer Agent upon presentation of the bond called in part for redemption shall register, authenticate and deliver to the registered owner of record a new bond of the same maturity and in the principal amount of the portion of the original bond not called for redemption.

Notice of redemption shall be given by the Transfer Agent to each registered owner of bonds or portions thereof to be redeemed by mailing such notice not less than thirty (30) days prior to the date fixed for redemption to the registered owner of record at the address of the registered owner as shown on the registration books of the City kept by the Transfer Agent. Bonds shall be called for redemption in multiples of \$5,000, and bonds of denominations of more than \$5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the bonds by \$5,000, and such bonds may be redeemed in part. The notice of redemption for bonds redeemed in part shall state that, upon surrender of the bond to be redeemed, a new bond or bonds in the same aggregate principal amount equal to the unredeemed portion of the bonds surrendered shall be issued to the registered owner thereof with the same interest rate and maturity. No further interest on bonds or portions of bonds called for redemption shall accrue after the date fixed for redemption, whether the bonds have been presented for redemption or not, provided funds are on hand with the Transfer Agent to redeem the bonds or portion thereof.

Any bond may be transferred by the person in whose name it is registered, in person or by the registered owner's attorney or legal representative duly authorized in writing, upon surrender of the bond to the Transfer Agent for cancellation, together with a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any bond is surrendered for transfer, the Transfer Agent shall authenticate and deliver a new bond or bonds, in like aggregate principal amount, interest rate and maturity. The Transfer Agent shall require the bondholder requesting the transfer to pay any tax or other governmental charge required to be paid with respect to the transfer. The Transfer Agent shall not be required to issue, register the transfer of, or exchange any bond during a period beginning at the opening of business 15 days before the day of the mailing of a notice of redemption of bonds selected for redemption and ending at the close of business on the day of that mailing.

It is hereby certified and recited that all acts, conditions and things required by law to be done, exist and happen, precedent to and in the issuance of this bond and the series of bonds of which this is one, in order to make them valid and binding obligations of the City have been done, exist and have happened in regular and due form and time as provided by law, and that the total indebtedness of the City, including this bond and the series of bonds of which this is one, does not exceed any constitutional, statutory or charter debt limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the City of Owosso, County of Shiawassee, State of Michigan, by its City Council, has caused this bond to be signed in the name of the City by [the facsimile signatures of] its Mayor and Clerk, and a facsimile of its corporate seal to be [manually impressed/printed] hereon, all as of the Date of Original Issue.

CITY OF OWOSSO  
County of Shiawassee, State of Michigan  
By [Mayor to sign Bond]  
Mayor

(City Seal)  
Countersigned:  
By [Clerk to sign Bond]  
City Clerk

[INSERT STANDARD FORM OF  
TRANSFER AGENT'S CERTIFICATE OF AUTHENTICATION]  
[INSERT STANDARD FORM OF ASSIGNMENT]

6. The City hereby requests Miller, Canfield, Paddock and Stone, P.L.C. to continue as bond counsel to the City for the Bonds. The City Council acknowledges that Miller, Canfield, Paddock and Stone, P.L.C. occasionally represents municipal bond underwriters, banks, financial institutions and other potential participants in the bond financing process in connection with matters unrelated to issuance of the Bonds by the City.

7. The City shall not invest, reinvest or accumulate any moneys deemed to be proceeds of the Bonds pursuant to the Internal Revenue Code of 1986, as amended (the "Code"), in such a manner as to cause the Bonds to be "arbitrage bonds" within the meaning of the Code. The City hereby covenants that, to the extent permitted by law, it shall take all actions within its control and that it shall not fail to take any action necessary to maintain the exclusion of the interest on the Bonds from adjusted gross income for general federal income tax purposes under the Code, including, but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure of investment of Bond proceeds and moneys deemed to be Bond proceeds, all as more fully set forth in the Non-Arbitrage and Tax Compliance Certificate to be delivered by the City with respect to the Bonds.

8. The City hereby designates the Bonds as "qualified tax exempt obligations" for purposes of deduction of interest expense by financial institutions pursuant to the Code.

9. The estimated period of usefulness of the Street Improvements to be constructed and acquired with proceeds of the Bonds is hereby declared to be not less than 25 years.

10. If the Finance Director determines that it is in the best interests of the City to sell the Bonds by competitive sale, then the Finance Director shall fix a date of sale for the Bonds and publish a Notice of Sale of the Bonds in *The Bond Buyer*, New York, New York, or such other newspaper as may fulfill the requirements of Act 34. If the Bonds are sold by competitive sale, then the Finance Director is hereby authorized on behalf of the City, subject to the provisions and limitations of this Resolution, to award sale of the Bonds to the bidder whose bid produces the lowest interest cost computed in compliance with the terms of the Notice of Sale as published if such bid complies with the limitations contained in this Resolution.

11. If the Finance Director determines that the City will reduce costs of issuance without a significant increase in interest expense if the City negotiates sale of the Bonds to a financial institution, then it is determined to be in the best interests of the City to negotiate the sale of the Bonds, and the Finance Director is hereby authorized and directed on behalf of the City to negotiate sale of the Bonds to a bank or financial institution subject to the provisions and limitations of this Resolution.

12. The Bonds shall bear interest at a rate or rates not exceeding 5.00% per annum. The purchase price for the Bonds, exclusive of any original issue discount or premium, shall not be less than 98.00% of the principal amount of the Bonds plus accrued interest, if any. In making such determinations the Finance Director is authorized to rely upon data and computer runs provided by the Municipal Advisory Council of Michigan.

Approval of the matters delegated to the Finance Director under this Resolution may be evidenced by execution of a bond purchase agreement or certificate of sale for the Bonds.

13. In the event that the Finance Director is not available at the time that it becomes necessary to take actions directed or authorized under this resolution, then a person designated by the Finance Director, or the City Manager, or a person designated by the City Manager is authorized to take the actions delegated to the Finance Director by this Resolution. The officers, administrators, agents and attorneys of the City are authorized and directed to take all other actions necessary and convenient to facilitate sale and delivery of the Bonds and expenditure of Bond proceeds, and to execute and deliver all other agreements, documents and certificates and to take all other actions necessary or convenient to complete the issuance, sale, and delivery of the Bonds and expenditure of Bond proceeds in accordance with this Resolution including payment of costs of issuance including Municipal Advisory Council fee, State Treasury filing fee, transfer agent fees, bond counsel fees, publication of the Notice of Sale, and any other costs necessary to accomplish sale and delivery of the Bonds.

14. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are hereby rescinded.

Motion supported by Councilperson Cook.

Roll Call Vote.

AYES: Councilpersons Eveleth, vi, Fox, Cook, Mayor Pro-Tem Popovitch, Councilperson Erfourth, and Mayor Frederick.

NAYS: None.

### **COMMUNICATIONS**

Donald D. Crawford, City Manager. Annual Liquor License Inspection Report.

Adam Zettel, Assistant City Manager. 2012 Parks & Recreation Report and 2013 Action Plan.

Zoning Board of Appeals. Minutes of November 20, 2012.

Downtown Historic District Commission. Minutes of November 21, 2012.

Parks & Recreation Commission. Minutes of November 26, 2012.

Planning Commission. Minutes of November 26, 2012.

### **CITIZEN COMMENTS AND QUESTIONS**

Tom Manke, business owner at 118 South Washington Street, announced a “name your own price” pricing scheme for his restaurant downtown. He also indicated that he planned to operate 24/7 after the new year. He asked that Council look at changing the parking restrictions that prohibit parking on the street from 3:00 am to 6:00 am.

Michael Tillotson, 1299 South Shiawassee Street, said he had worked as a transporter for juvenile delinquents prior to his retirement noting there were business opportunities available for the County as he had transported minors from far outside the area to the Corunna facility.

Councilperson Fox relayed his concerns with the dangers presented by the deteriorating panels on the back of the Matthews Building asking that someone look into the matter.

### **NEXT MEETING**

Monday, December 17, 2012

### **BOARDS AND COMMISSIONS OPENINGS**

Zoning Board of Appeals – Alternate, term expiring June 30, 2013

### **ADJOURNMENT**

Motion by Councilperson Eveleth for adjournment at 9:19 p.m.

Motion supported by Councilperson Erfourth and concurred in by unanimous vote.

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Benjamin R. Frederick, Mayor

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Amy K. Kirkland, City Clerk



Memo reprinted from  
the meeting of  
December 3, 2012

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

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# *MEMORANDUM*

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DATE: For December 03, 2012 City Council Agenda

TO: Owosso City Council

FROM: Ronald J. Tobey, City Treasurer

RE: Hazards and Nuisances Special Assessment Roll

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Over the course of the year, the City takes action to alleviate nuisances and hazards to the public that exist on private property. The charges for these actions are invoiced to the owner of record for the property. Once a year, per section 28-10.5 of the Code, any charges left unpaid shall be established as liens to the affected property. Once the lien is established I would be authorized to add the amount to the delinquent tax roll that will be prepared for the county on March 1, 2013. Even though these invoices will be established as liens, property owners are again notified of the outstanding charges and may make payment to the City of Owosso through February of 2013 without the charge being added to the delinquent tax roll.

The associated document to this memo details the outstanding nuisance and hazard invoices since this process last took place in December of 2011. It lists the invoice numbers, the date of the invoice, the parcel number and address, the type of nuisance or hazard and the amount of the invoice.

The process for establishing a lien is handled via special assessment. Initially, the list of outstanding invoices is presented to Council with a request to set a public hearing. Upon this action letters are sent to the affected property owners informing them of the City's intent to lien their property. They then have the opportunity to protest the proposed action at the public hearing. At the conclusion of the public hearing the Council can accept the roll as presented, make amendments to the roll, or hold off on action all together (though this is not recommended).

Please note that some of the invoices listed are less than 30 days old. Because the Code stipulates this process be taken up once per year unless there are extraordinary circumstances we have included these invoices on the list on the chance that if they are not paid we will not be forced to wait until December of 2013 to seek remedy. As stated above, if any of these invoices are paid before March 1, 2013 the invoice will be closed and no lien will be filed with the county.

Tonight, I recommend that you take action to start this process in motion by setting a public hearing for December 17, 2012, to receive citizen comment regarding this roll. An updated list of unpaid nuisance and hazard invoices will be provided to you for that meeting.



**RESOLUTION NO. \_\_\_\_**

**SPECIAL ASSESSMENT DISTRICT NO. 2012-03  
HAZARDS AND NUISANCES**

WHEREAS, the City Council has met, after due and legal notice, and reviewed the Special Assessment Roll-Hazards and Nuisances prepared for the purpose of defraying the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances of the following described property:

<b>PARCEL NUMBER</b>	<b>ADDRESS</b>	<b>BALANCE</b>
050-391-000-013-00	313 N Oak St	240.00
050-602-007-005-00	1803 W Stewart St	420.00
050-450-000-021-00	804 Center St	440.00
050-115-003-012-00	328 Prindle St	160.00
050-196-000-012-00	917 N Gould St	120.00
050-197-000-022-00	808 E North St	120.00
050-220-000-044-00	1420 Young St	240.00
050-391-000-030-00	315 N Oak St	120.00
050-602-014-008-00	1064 Tracy St	480.00
050-114-006-009-00	1021 S Lyon St	140.00
050-010-023-002-00	516 Garfield Ave	240.00
050-420-007-009-00	719 Lingle Ave	120.00
050-113-009-003-00	1314 W Stewart St	240.00
050-010-033-010-00	710 Frazer Ave	140.00
050-060-001-004-00	502 Jennett St	120.00
050-602-037-002-00	1600 W South St	320.00
050-580-000-030-00	215 S Dewey St	120.00
050-010-017-034-00	624 Alger Ave	240.00
050-113-006-005-00	1108 Ryan St	140.00
050-113-006-008-00	1415 Young St	120.00
050-010-003-015-00	702 Glenwood Ave	140.00
050-197-000-022-00	808 E North St	120.00
050-390-004-012-00	1260 Adams St	240.00
050-170-003-008-00	420 Curwood St	140.00
050-010-017-032-00	618 Alger Ave	120.00
050-690-006-002-00	912 N Chipman St	120.00
050-536-000-034-00	1230 N Shiawassee St	160.00
050-660-011-001-00	219 N Cedar St	120.00
050-601-000-037-00	221 W Stewart St	140.00
050-060-006-003-00	810 Pine St	120.00
050-660-019-012-00	120 S Elm St	120.00
050-010-023-004-00	528 Garfield Ave	160.00
050-601-000-001-00	409 Grace St	120.00
050-090-001-003-00	1408 W Main St	120.00
050-602-008-011-00	937 Kenwood Dr	120.00
050-470-007-015-00	211 E Williams St	120.00
050-320-011-003-00	119 Elizabeth St	120.00
050-602-001-004-00	820 S Chipman St	140.00
050-320-000-100-00	115 Stratford Dr	140.00

050-601-000-037-00	221 W Stewart St	140.00
050-601-000-037-00	221 W Stewart St	351.45
050-010-017-034-00	624 Alger Ave	221.91
050-010-023-001-00	990 Corunna Ave	160.53
050-580-000-069-00	824 E Main St	543.05
050-602-037-002-00	1600 W South St	428.88
050-196-000-012-00	917 N Gould St	334.36
050-090-002-016-00	1419 Cleveland Ave	153.22
050-602-003-011-00	830 Wilkinson St	487.38
050-450-000-021-00	804 Center St	143.95
050-602-001-004-00	820 S Chipman St	394.95
050-113-003-007-00	919 Milwaukee St	394.87
050-700-001-013-00	117 S Shiawassee St	7,759.60
050-115-003-012-00	328 Prindle St	10,576.50
050-602-014-008-00	1064 Tracy St	521.62
050-115-002-014-00	1131 S Shiawassee St	79.65
		<u>29,551.92</u>

and

WHEREAS, after hearing all persons interested therein and after carefully reviewing said Special Assessment Roll-Hazards and Nuisances the Council deems said Special Assessment Roll-Hazards and Nuisances to be fair, just and equitable and that each of the assessments contained thereon results in the special assessment being in accordance with the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances of said properties.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said Special Assessment Roll-Hazards and Nuisances as prepared by the City Assessor in the amount of \$29,551.92 is hereby confirmed and shall be known as Special Assessment Roll-Hazards and Nuisances No. 2012-03.
2. Said Special Assessment Roll-Hazards and Nuisances No. 2012-03 shall be placed on file in the office of the City Clerk who shall attach his warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.



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# *MEMORANDUM*

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DATE: December 12, 2012

TO: OWOSSO CITY COUNCIL

FROM: Adam Zettel, AICP

RE: Emerson Grove

---

We have a bit of good news just before the holidays! The City of Owosso, partnered with the Owosso Public Schools, has been awarded a forestry grant from the Michigan DNR. The grant is only for \$3,800, but it represents strong partnerships within the community that recognize a common goal.

The purpose of the grant is to plant 32 oak and maple trees at the Emerson Grove. As the oaks in this area age, it is becoming more and more apparent that additional maintenance and new plantings will be needed if this urban forestry treasure is to sustain itself. The problem has been that the schools were not eligible for the level of assistance that the city is, nor has there been a suitable plan.

That all changed this year when Mayor Frederick, Gordon Pennington, Dan Hock, and city staff met with Steve Nash from Nash Nurseries to develop and plan for the grove. These conversations and site visits eventually generated a tree planting and maintenance program, along with a generous pledge of time and materials from Nash Nursery. Using the forestry expertise and legal status of the city, a partnership was developed that made the plan eligible for DNR funding to fill in the funding gaps.

Please see the grant for details, but the current plan generally consists of the following. The OPS will see to removing dead and dying oaks from the site. Nash Nursery has pledged to donate time and materials to a tree planting. The city would be responsible for in-kind excavation services, as well as ongoing arborist services to inspect the trees for a period of three years. The school would then engage its staff and students in ongoing forestry maintenance through mulching, watering, and trimming as needed. The end result

would be at least 32 new and diverse trees in Emerson Grove that will mature and sustain the area.

The full commitment from the city would consist of staff time and equipment to execute the grant, plant the trees, and perform limited inspections for maintenance. Any gaps in funding that are not reimbursable are intended to be filled with fundraising.

To expedite this plating in the spring, staff recommends approving the grant agreement. A copy of the grant should be available to you electronically (the printed version can be made available as well). Please contact me if you have any questions or questions on this matter.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR  
THE MICHIGAN DNR COMMUNITY FORESTRY GRANT PROGRAM  
EMERSON GROVE PLANTING PLAN**

WHEREAS, the oak grove at Emerson School, also known as Emerson Grove, is an historic site known and cherished throughout the community as a mature and shaded cluster of oaks that brings the feel of a forest to the heart of the community; and

WHEREAS, the Emerson Grove is aging beyond a point where regular maintenance will sustain the oak trees, leading to the demise of such trees and the grove itself; and

WHEREAS, many community members affiliated with the Owosso Public Schools, the City of Owosso, local businesses, and the general public feel that a reinvestment in this asset is necessary to preserve the heritage and improve the quality of life in the community; and

WHEREAS, a project is proposed that will partner the City of Owosso with the Owosso Public Schools in order to plant new oaks and maples on an historic public property in Owosso, to use this project to educate and promote best practice forestry goals and operations within the school operations department and its students, and to use this project to showcase urban forestry to volunteers and the community at large in an effort to build a stronger culture of urban forestry stewardship; and

WHEREAS, the City of Owosso has written and received a grant in the amount of \$3,800 to assist with this endeavor.

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 accept the grant and enter into an agreement with the Michigan Department of Natural Resources for the purpose of replanting Emerson Grove.
- SECOND: The Mayor is instructed and authorized to sign the document substantially in the form attached, Agreement between the City of Owosso, Michigan and the Michigan Department of Natural Resources.
- THIRD: The Owosso City Council commits to funding, through in-kind services of its staff and workforce, such elements as outlined in the grant application. Any expenses related to this project shall be paid from the General Fund with reimbursement from the Michigan Department of Natural Resources in the amount of \$3,800, such expenses to be dedicated to the purchase of 32 trees as outlined in the grant.
- FOURTH: The City of Owosso agrees to maintain satisfactory financial accounts, documents and records and make them available to the Department of Natural Resources for auditing at reasonable times.
- FIFTH: The staff of the city shall be able to alter the scope of this project, in conjunction with the OPS and DNR, contingent upon any additional fundraising efforts.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THIS 17th DAY OF DECEMBER, 2012.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

CITY OF OWOSSO

---

Benjamin R. Frederick, Mayor

ATTEST:

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Amy K. Kirkland, City Clerk



**URBAN AND COMMUNITY FORESTRY PROGRAM  
2012 COMMUNITY FORESTRY GRANT  
APPLICATION**

*This information is required by Authority of Part 5 of Act 451, P.A., 1994, as amended, and the  
U. S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664, in order to be considered for a grant.*

Organization Name (Community or Organization) <input type="text" value="City of Owosso"/>	Contact Person (Person responsible for all project correspondence) <input type="text" value="Adam Zettel"/>
Address <input type="text" value="301 West Main Street"/>	Email <input type="text" value="adam.zettel@ci.owosso.mi.us"/>
City, State, Zip <input type="text" value="Owosso, MI 48867"/>	County <input type="text" value="Shiawassee"/>
Telephone ( <input type="text" value="989.890.1394"/> )	Federal Employer Identification Number (FEIN): (This 9 Digit Number Must be Provided) <input type="text" value="38-6004723"/>

**TO BETTER HELP US DETERMINE EACH APPLICANT'S CAPACITY AND/OR LEVEL OF ASSISTANCE NEEDED TO DELIVER URBAN FORESTRY PROJECTS, PLEASE INDICATE WHICH OF THE FOLLOWING URBAN & COMMUNITY FORESTRY PROGRAM COMPONENTS YOUR COMMUNITY CURRENTLY HAS IN PLACE. (check all that apply)**

- ☐ **Not Applicable** (e.g. non-profit organization, educational institution, tribe, etc.)
- ☐ **Urban Forest or Equivalent Resource-based Management Plan** (Provide copy of plan, or website link)
- ☐ **Current Street/Park Tree Inventory** (Provide a summary or website link)
- ☒ **Tree/Landscaping Ordinance** (Provide copy or provide website link)
- ☒ **Tree Board** (Provide Chair or primary contact person information)
- ☒ **Professional Staffing** (Should be relevant to urban forestry, planning or natural resources. May include consultants)
- TITLE:

**Donald Crawford**  
301 W. Main St.  
Owosso, MI 48867  
989.725.0569

**PROJECT BUDGET SUMMARY**

GRANT AMOUNT REQUESTED  
(no more than 50% of total project cost)

\$

MATCH AMOUNT

(must be at least 50% of the total project cost)

\$

**TOTAL PROJECT COST \$**

Estimated project starting date

Estimated projection completion date:  
(must be completed by 9/1/2013)

**PROJECT TYPE** (Check ONLY one project type)

- ☐ **Management & Planning** (\$20,000 or less)
- ☐ **Education & Training** (\$10,000 or less)
- ☒ **Tree Planting** (up to \$4,000 based on number of UCF components. Those checking N/A are eligible for \$2,000 max.)
- ☐ \$1,000 (No urban forestry components)
- ☐ \$2,000 (N/A / one or more components)
- ☐ \$3,000 (Two or more components)
- ☒ \$4,000 (Three or more components)
- ☐ **Arbor Day Celebrations** (\$500 or less)

**TYPE OF APPLICANT** (Check one)

- ☒ Local Unit of Government
- ☐ Non-Profit organization
- ☐ Educational Institution
- ☐ Tribe
- ☐ Other (specify)

Is your community/organization currently certified as a Tree City/Campus/Line USA?

☒ Yes

☐ No

☐ N/A

## PROJECT NARRATIVE

Answer the following questions as concisely as possible in the space provided **OR** attach a maximum of 3 separate pages

**A** Describe the purpose and objectives of the project you are proposing (i.e. why are you undertaking this project, what is the need?)

See attached.

**B** Describe specific project outcomes and deliverables anticipated (i.e. what will be the major accomplishments from this project?)

See attached.

**C** Describe your strategy/timeline for completing the project. Be sure to include specific steps and preplanning info.(e.g preliminary designs, quotes, estimates etc.).

See attached.

**D** Please list the names and responsibilities of key individuals and organizations involved with the project

See attached.

**E.** Upon completion of your project, what plans do you have (if any) to continue, maintain, update or assess it?

See attached.



## TREE PLANTING INFORMATION *(AS APPLICABLE)*

A. TOTAL NUMBER OF TREES TO BE PLANTED:

32

B. SIZE: (i.e., caliper inches or height)

1.5"-5"

C. NURSERY STOCK TYPE: (Check all that apply)

☒ Balled and Burlap

☐ Bare Root

☒ Container: (indicate size below)

☐ Small – Medium (<10 gal) ☒ Large (>10 gal)

D. TREE SPECIES TO BE PLANTED: (Applicants are **strongly** encouraged to use a diversity of tree species – see pg..4)

Oak (Pin, Red, Scarlet, Burr), Maple (Sugar, Red)

E. LOCATION OF TREE PLANTING PROJECT: (Check all that apply. **A basic location/site map and planting diagram must be attached.**)

☐ Public right-of-way

☐ Park/Nature Center

☒ Campus

☐ Other

The site is the Emerson School (Emerson Grove) in Owosso City. The land is owned by the Owosso Public School

F. (e.g. right-tree/right-place: <http://www.arboday.org/trees/righttreeandplace/>)?  
HOW ARE OVERHEAD & UNDERGROUND UTILITIES BEING CONSIDERED/ADDRESSED IN THE TREE PLANTING PROJECT

There are no utility conflicts. Though overhead wires do exist along Dewey Street, the trees will be planted far

enough away to avoid conflicts per Consumers Energy-Right Tree, Right Place guidelines.

### TREE MAINTENANCE PLAN:

All planting projects must have a three (3) year maintenance plan in place. A maintenance plan should address watering, pruning, damage control/management, insect and disease monitoring and other routine and corrective actions. **Attach a copy of the tree maintenance plan you intend to use for this tree planting project.**

Indicate who will be responsible for the maintenance activities (i.e., municipality crews, residents, contractors, etc.)

The arborist of the city shall coordinate a maintenance plan with the crew of the OPS, who shall water trees.

\*The DNR's *Tree Maintenance Guidelines* (IC4108-1) may be used at a minimum if applicant does not have their own.

Please visit <http://www.mi.gov/ucf> - MI UCF Resource Library section

**CALL MISS DIG AT (800) 482-7171 OR 811 THREE DAYS BEFORE BEGINNING ANY TREE PLANTING OR DIGGING PROJECT**

## BUDGET INFORMATION

A budget chart must be included (see sample budget on pg. 3). Budget detail must specify total project costs, grant amount requested and matching funds. Grant amount request may be no more than 50% of the total project costs. Budgets must identify matching funds (cash, value of in-kind contributions etc.). Matching funds may not be federal and must be directly related to proposed project.

In-kind contributions include in-house or volunteer labor costs, goods and services. Volunteer labor should be valued as: **Adults** at \$20/hour, **Youths** up to age 16 at \$10/hour. Professional or technical services contributed by consultants, businesses or companies should be considered in-kind match valued at commercial/professional rates that are reasonable and customary and must be documented in writing by the donor.

Some acceptable sources of match may include:

- Labor (in-house, volunteer, contract)
- Program administration (up to 20% of requested grant funds)
- Equipment (rented, in-house, purchased)
- Tree Maintenance (1<sup>st</sup> year only)
- Supplies (i.e., books, brochures, tools, mulch, food, etc.)
- Facility rental fees
- Travel / Delivery costs
- Donations

**EXAMPLE BUDGET CHART** (attach separate budget sheet as needed)

Project Title: Emerson Grove Total Project Cost: \$ 10168

Expenses	Requested Grant Funds	Match	Budget Detail
Personnel/Fringe	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>	\$ 2220	City labor and equipment to dig holes for 31 trees. 1 yr maintenance
Overhead	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>	
Volunteer	<span style="background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px); border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>	\$ 930	46.5 estimated adult labor hours to plant trees
Trees	\$ 3800	\$ 2263	Donation and cash match for tree purchases
Travel	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>	
Equipment	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>	\$ 375	city backhoe for hole digging
Supplies	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>	
Contractual Services	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>	\$ 580	delivery of all trees and spade installation of one tree
Other	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em;"></span>	
<b>TOTAL</b>	\$ 3800	\$ 6368	total project

Do you have written permission from the landowner (if applicable)? ☒ Yes, provide copy ☐ No, copy must be supplied before project begins

\*Non-Profit Organizations: Have you attached a copy of IRS determination indicating non-profit status? ☐ Yes ☐ No

Are you currently debarred or suspended from participation in Federal Assistance Programs? (See pg 2) ☐ Yes ☒ No

*As designated representative of above-named Applicant, I hereby agree to implement this project according to the application and to abide by the provisions of the Community Forestry Grant Program, including compliance with all applicable federal and state laws and regulations.*

Adam Zettel

9/14/12

Applicant's Designated Representative (please print)

Signature

Date

**APPLICATIONS MUST BE RECEIVED BY SEPTEMBER 14, 2012**

**DO NOT ENCLOSE MATERIALS IN FOLDERS OR BINDERS.**

*Please return completed application (original and two signed copies) to:*

Mailing Address:

Street Address:

**COMMUNITY FORESTRY GRANT PROGRAM  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30452  
LANSING MI 48909-7952**

**COMMUNITY FORESTRY GRANT PROGRAM  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
530 W ALLEGAN STREET  
LANSING MI 48933**

## APPLICATION CHECKLIST

Use the following checklist to ensure that your grant application is complete.

- ☒ Have you included a total of three copies of the application (one original, two copies)?
- ☒ Did you provide the required contact information (including FIN#) and answer all questions on the application?
- ☒ Did you include copies of any quotes or bids you received for the project (*as applicable*)
- ☒ Have you verified budget figures and correctly calculated the required matching funds?
- ☒ Did you provide copies of any Urban Forestry Program components as described on page 1? (*as applicable*)
- ☒ Did you include a site map where the project will be taking place? (*Tree planting grants only*)
- ☒ Did you include a tree planting diagram? (*Tree planting grants only*)
- ☒ Did you include a tree maintenance plan? (*Tree planting grants only*)
- ☒ Have you obtained written approval from landowners? (*as applicable*)
- ☒ Have you obtained all of the necessary required signatures?
- ☒ Are there any letters of support that you would like to include (*not required*)
- ☐ Have you attached a copy of your IRS Letter of Determination? (*nonprofit organizations only*)

For questions and additional information, contact Kevin Sayers, Urban Forestry Coordinator, Michigan DNR,  
(517) 241-4632 or [sayersk@mi.gov](mailto:sayersk@mi.gov)

Grant Narrative  
2012 DNR Forestry Grant Program  
City of Owosso  
September 14, 2012

**2012 DNR Forestry Grant Narrative**  
**City of Owosso**  
**September 14, 2012**

**Describe the purpose and objectives of the project you are proposing:**

The purpose of this project is three fold. The City of Owosso, partnering with the Owosso Public Schools, intends to plant new oaks and maples on an historic public property in Owosso to ensure the sustained existence of a cherished urban tree feature, the Emerson Grove. The partnership also intends to use this project to educate and promote best practice forestry goals and operations within the school operations department and its students, thereby increase capacity for forestry. Lastly, the partnership intends to use this project to showcase urban forestry to volunteers and the community at large in an effort to build a stronger culture of urban forestry stewardship.

This site is known throughout the community as a mature and shaded grove of oaks that brings the feel of a forest to the heart of the community. The grove is very mature and quite unique, especially in an urban area. This project will provide plantings and new skills that will ensure its continued prominence.

The project will have a strong impact on the ability of Owosso Public Schools to manager their trees in the future. As evidenced by one site visit with a professional nursery manager, it was clear that the staff of the OPS were eager to learn more about tree maintenance, proper planting, and on-going education for their crews and students.

The Director of Operations believes that this initiative will be used to educate crews around a new culture that nurtures urban forestry. He also intends to follow this planting up with continued educational programs for students. We believe this project will be a catalyst for in-school programming related to forestry as well as a new and refreshing devotion to existing and future trees maintained by the OPS.

The project will greatly enhance the technical skills of the OPS staff regarding forestry, as well as serve as a powerful educational tool for students in the district. Combined with the partnership with the city's arborist and crews, these changes will greatly increase the capacity of the community's forestry culture and capabilities.

This project shall also have a tremendous amount of 'curb appeal' and public engagement. Forestry in Owosso is quickly becoming part of the 'brand' that community members identify with. This site, which is so visible to the neighborhood, the students, and the community at-large is a cornerstone of the community's forestry assets.

**Describe specific project outcomes and deliverables anticipated:**

The deliverables of this project include the planting of thirty-two trees, 23 oaks and 9 maples. A local nursery, Nash Nurseries, has been working with the Owosso Public

School District and the City of Owosso to determine a suitable and practical approach to maintaining and replanting the Emerson Grove as necessary.

To this end, the nursery and community advocates have determined that the placement of larger Oak trees is preferred within the existing location of the oak grove, north of the school. Maples and some oaks are recommended for the southern area of the site where it is currently more open, with existing mature maples and other species. The attached map details planting locations.

To have a powerful effect and to give the trees a head start, a single spaded and B&B trees are preferred, accounting for 28 of the 32 trees, with the remaining 4 trees being 1.5" potted oaks.

**Describe your strategy/timeline for completing the project:**

The project is expected to be completed in the spring of 2013. The specific date will be selected after consultation with the nursery to ensure proper weather and planting conditions.

A planting day shall be established in which numerous volunteers shall be recruited to assist with preparing the burlap trees and covering the tree balls in accordance with the attached cross section. Many volunteers are expected, as evidenced by the support letters and thousands of hours that are regularly donated for endeavors such as Owosso Helping Hands, the 2012 community playscape build, and Owosso Main Street events.

The city will be responsible for digging all 31 holes (one hole shall be spaded by the nursery), and for ensuring the tree root balls are placed inside the holes. The mulch, a byproduct of city wood chipping, will be provided by the city and installed by volunteers and/or school staff.

**Please list the names and responsibilities of key individuals and organizations involved with the project:**

Dan Hock: Director of Operations for OPS; Dan will be onsite during the planting of the trees and will be responsible for supervising on-going maintenance with the assistance of the city arborist and Bill Nash.

Ken Arnett: Arborist of the City of Owosso; Ken will be onsite to ensure proper planting and will assist Dan with ongoing educational support and onsite inspections as related to tree maintenance.

Bill Nash: Owner of Nash Nurseries; Bill is donating much value in trees and contractual services to the planting. He will, and already has, contribute to educate Dan and his crew on maintenance of the grove for trees both new and old.

Mark Sedlak: Director of Public Services for Owosso City; Mark will lead the crew that will dig the holes onsite, place the trees if needed, and deliver the mulch.

Adam Zettel: Community Development Director for Owosso; Adam will oversee the grant and work to coordinate volunteers and the other members of the project team.

**Upon completion of your project, what plans do you have to continue, maintain, update or assess it?**

The Emerson Grove is very important to the community. It is expected that the school will retain a high degree of understanding and ownership over the desire to maintaining and improving the grove. The city and school partnership is intended to continue in perpetuity, resulting in on-going collaboration and resource sharing to ensure the sustained existence of the grove. The city intends to use its arborists and other experts, like Mr. Nash, to work with the school on assessing the grove on an annual basis to determine proper ongoing and preventative maintenance on all trees.

As evidenced by the support of the school, Mr. Hock and the administration intend to provide enough resources to see such needs through. In the rare event that the grove needs further attention due to the loss of a mature oak, the partnership is dedicated to replanting the grove as needed, perhaps in conjunction with an educational tree planting program tied to the school.

Tree Estimate  
2012 DNR Forestry Grant Program  
City of Owosso  
September 14, 2012



## Emerson Grove Tree Proposal

				<u>Quantity</u>	<u>Retail</u>	<u>Discount</u>
				<u>Available</u>	<u>Price</u>	<u>Price</u>
<b>B&amp;B/Potted - Delivery Included, Planting Extra</b>						
Acer rubrum 'Red Sunset'	Maple (Red)	'Red Sunset'	2"-2½"	14	\$169.95	\$ 125.00
Acer saccharium	Maple (Sugar)		3"-3½"	6	\$249.95	\$ 175.00
Quercus palustris	Oak (Pin)		2½"-3"	2	\$249.95	\$ 175.00
Quercus rubra	Oak (Red)		2"-2½"	16	\$169.95	\$ 125.00
Quercus coccinea	Oak (Scarlet)		1½"	4	\$169.95	\$ 125.00
Quercus alba	Oak (White)		1¼"	4	\$149.95	\$ 100.00

**Value of Delivery for 32 B&B/Potted Trees: \$300**

### 55" Tree Spade Size - Delivery & Planting Included

Quercus macrocarpa	Oak (Burr)		4"-5"	1	\$675.00	\$ 395.00
Quercus macrocarpa	Oak (Burr)		6"-7"	1	\$895.00	\$ 595.00
Acer saccharium	Maple (Sugar)		4"-5"	8	\$675.00	\$ 395.00
Acer rubrum 'Red Sunset'	Maple (Red)	'Red Sunset'	4"-5"	14	\$675.00	\$ 395.00

\*Field dug and delivered from field  
Storage and Irrigation Fee Extra

Call for more information:  
Bill Nash  
(517)-719-7216  
[nashfarm@shianet.org](mailto:nashfarm@shianet.org)



Budget Detail  
2012 DNR Forestry Grant Program  
City of Owosso  
September 14, 2012

**2012 DNR Tree Planting Grant Details**  
**City of Owosso**

Per Tree

Species	Size	Stock	Number	Tree Cost	Discount Price	Donation Match	State Match	Local Match	Installation Cost	Local Install Match	Total Local Match	Total State Match	Total Cost
Acer rubrum 'Red Sunset' (Maple-Red)	2"-2.5"	B&B	6	\$169.95	\$125.00	\$44.95	\$125.00	\$0.00	\$50.65	\$50.65	\$573.62	\$750.00	\$1,323.62
Acer saccharum (Maple-Sugar)	3"-3.5"	B&B	3	\$249.95	\$175.00	\$74.95	\$125.00	\$50.00	\$50.65	\$50.65	\$526.81	\$375.00	\$901.81
Quercus palustris (Oak-Pin)	2.5"-3"	B&B	2	\$249.95	\$175.00	\$74.95	\$125.00	\$50.00	\$50.65	\$50.65	\$351.21	\$250.00	\$601.21
Quercus rubra (Oak-Red)	2"-2.5"	B&B	16	\$169.95	\$125.00	\$44.95	\$125.00	\$0.00	\$50.65	\$50.65	\$1,529.64	\$2,000.00	\$3,529.64
Quercus coccinea (Oak-Scarlet)	1.5"	Potted	4	\$169.95	\$125.00	\$44.95	\$75.00	\$50.00	\$50.65	\$50.65	\$582.41	\$300.00	\$882.41
Quercus macrocarpa (Oak-Burr)	4"-5"	Spade	1	\$675.00	\$395.00	\$280.00	\$125.00	\$270.00	\$280.00	\$280.00	\$550.00	\$125.00	\$675.00

Totals 32 \$6,063.45

Delivery \$300.00  
 1 Yr Maintenance \$1,954.56

Totals	\$6,368.24	\$3,800.00	\$10,168.24
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Local Cash Match \$720.00

Labor	Rate	Hours	Total
Backhoe (~15min tree x 31)	\$48.38	7.75	\$374.95
Operator (~15min/tree x 31)	\$34.23	7.75	\$265.28
Volunteers (1.5 hours per tree x 31)	\$20.00	46.5	\$930.00

Total 62 \$1,570.23

One year maintenance

Arborist (1 hour/month)	\$36.88	12	\$442.56
School grounds watering (2hr/week x 26)	\$28.00	54	\$1,512.00

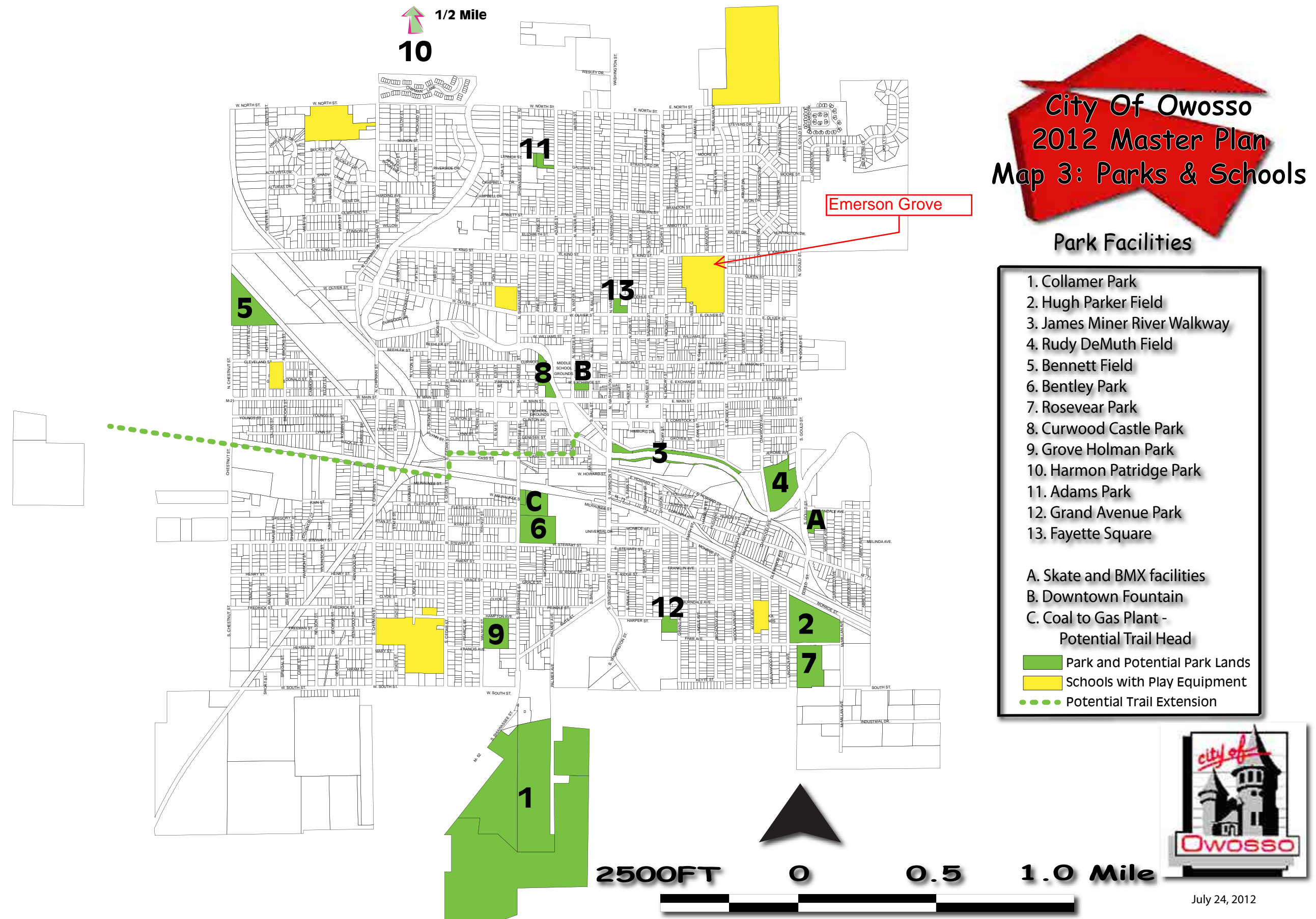
Total 66 \$1,954.56

donated spading: contractual service  
 donated delivery: contractual service  
 equipment  
 personal fringe  
 volunteer time  
 tree cost less spade cost

14-Sep-12

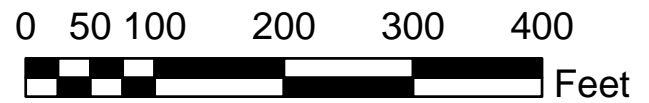
Created by Adam Zettel

Maps  
2012 DNR Forestry Grant Program  
City of Owosso  
September 14, 2012





# City of Owosso



## Emerson Grove Tree Planing Plan

September 6, 2012



Tree-Removal <5 yrs



Tree-Removal 2012-13



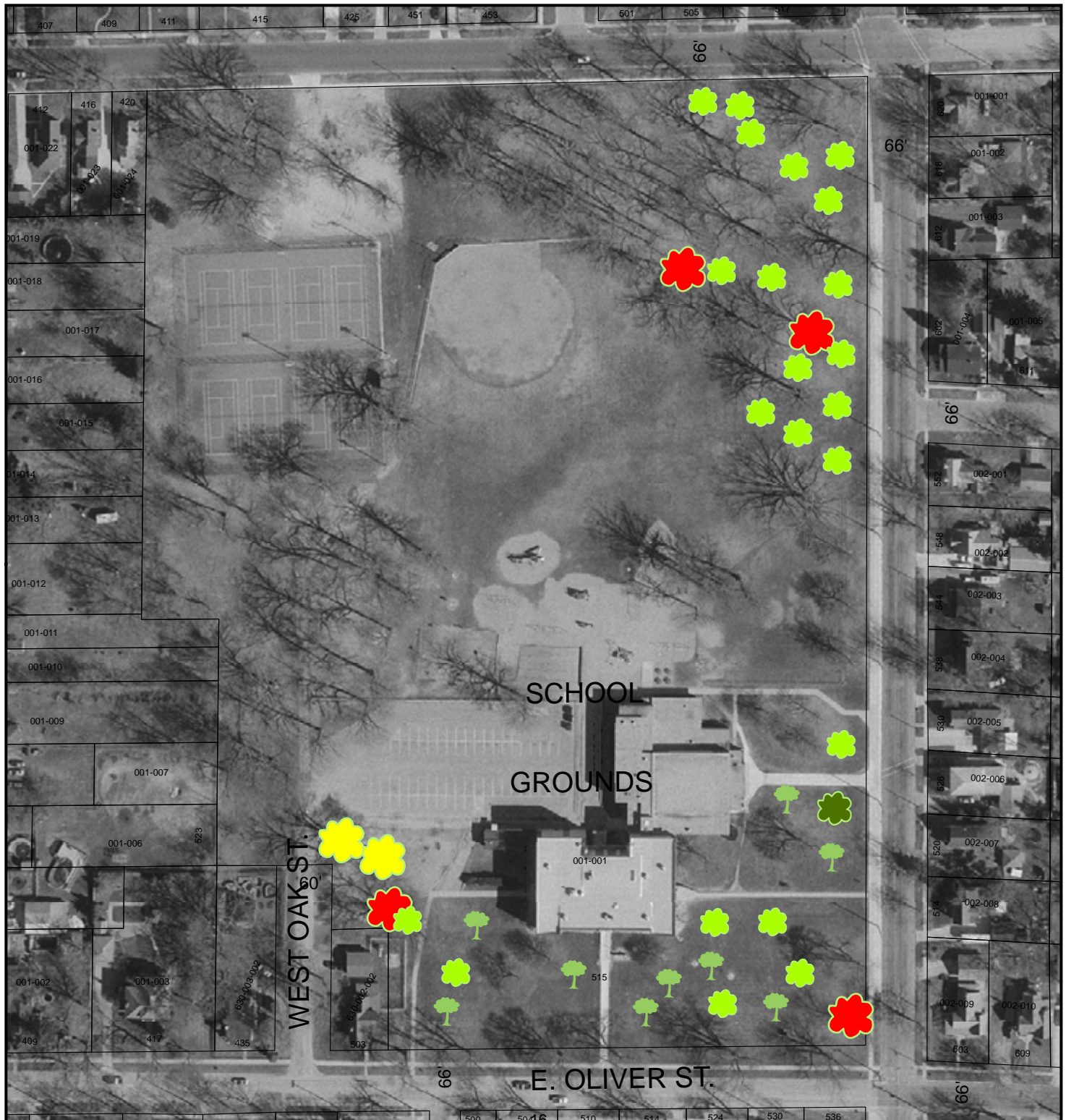
New B&B Maple



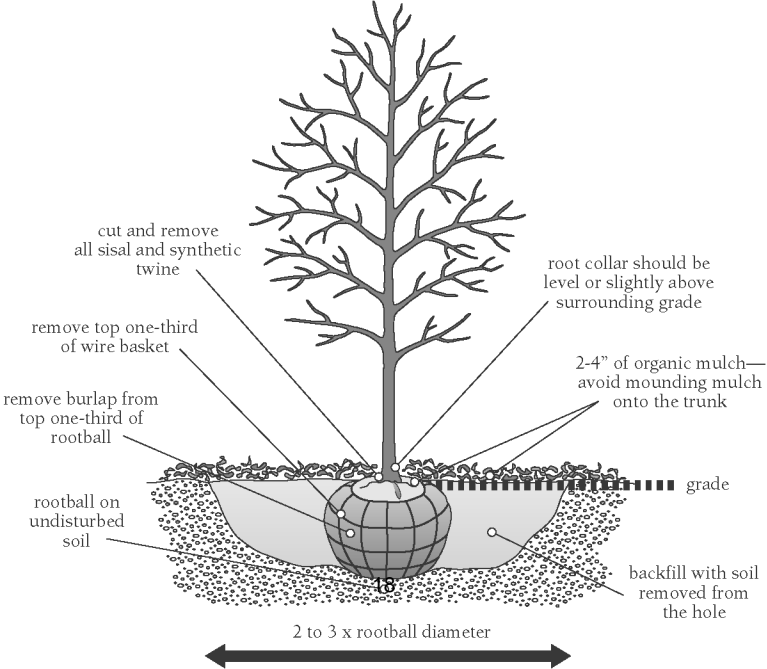
New B&B Oak



New Spade Oak



Planting Diagram  
2012 DNR Forestry Grant Program  
City of Owosso  
September 14, 2012





Maintenance Plan  
2012 DNR Forestry Grant Program  
City of Owosso  
September 14, 2012



## **Tree Maintenance Guidelines (Minimum)**

*This information is provide by Authority of the Michigan Department of Natural Resources*

To ensure success from your tree planting, the tree must be properly cared for after the initial planting. A properly maintained tree grows well, has less problems and provides many benefits to people and our environment. By following the three year maintenance guidelines, trees receive the care they need to become established. After the first three years, trees should be routinely inspected for problems and watered during dry spells.

### **Your tree should be planted according to the specifications in these planting guides...**

- American National Standards Institute (ANSI)
- Tree City USA Bulletin No. 19 - How to Select and Plant a Tree
- DNR Tree Planting Guide (IC 4108)

### **The year after the tree is planted these specifications should be followed...**

- **Water.** Check soil moisture a few inches below the surface in the root ball.
- **Mulch.** Layer 3 to 4 inches above the ground around the tree but not touching the tree trunk. The area should be four times the area of the root ball. Do not use treated or dyed mulch.
- **Prune** only if necessary. Follow specifications in the How to Prune Trees bulletin (NA-FR-01-95) and/or Tree City USA Bulletin No. 1 - How to Prune Young Shade Trees.
- **Stake** only if necessary. Follow the specifications on the Tree Planting Guide (IC 4108).
- **Check** for mower/weed whip damage, vandal damage and animal damage.
- **Check** for any insect or disease problems on the tree and surrounding trees. Contact a forester or arborist if a problem exists.
- **Do not** fertilize. Fertilizer applied to newly transplanted trees can excessively dry roots (burning).
- **Remove** all tags and twine from the tree to prevent girdling

### **The second year after the tree is planted...**

- **Water.** Trees should be checked and watered. Monitor and water trees from spring to fall.
- **Mulch.** The area surrounding the tree must be re-mulched every spring to achieve the 3-4 inches depth.
- **Remove** any stakes and ties.
- **Prune** only if necessary. Follow specifications in the How to Prune Trees bulletin (NA-FR-01-95).
- **Check** for any insect or disease problems on the new trees and surrounding trees. Contact a forester or arborist if a problem exists.

### **The third year after the tree is planted...**

- **Water.** Root systems are still being established and soil moisture needs to be checked on a regular basis from early spring to fall.
- **Re-mulch** trees in the spring.
- **Prune** if necessary. Remember to prune before the growing season starts.
- **Check** for any type of damage and make corrections.
- Trees may be **fertilized** in the spring if a need exists. Consult a forester or arborist before fertilizing.

Research has shown that it takes approximately three years for a transplanted tree to become well established on a new site. Maintaining a vigorous, healthy tree requires commitment well after the initial planting. The tree should have a healthy living environment and a structurally good form. Good form is obtained from quality planting stock, and importantly, from proper pruning. Your tree should be mulched, watered, free of insect and disease problems and should be protected from animal damage and lawn care equipment injury.

Owner Permission & Support  
2012 DNR Forestry Grant Program  
City of Owosso  
September 14, 2012



**OWOSSO PUBLIC SCHOOLS**

*Ready for the World*

September 13, 2012

To Whom It May Concern:

The Owosso Public School District is in full support of the Emerson Grove Tree Planting Proposal. The Emerson Elementary School site includes an area locally known as Emerson Grove. This grove contains dozens of mature oak trees, many of which are 200-300 years old. The concentration of such mature trees on this site has made the area well known as an historical natural feature asset in the community and beyond.

Unfortunately, many of these mature oaks are in the twilight of their life and are beginning to show obvious signs of their imminent demise. While this process may take many decades for some trees, others are in need of removal within the next 1-5 years. As such, the community believes the time is right to take the long-term health and functionality of this urban tree treasure into immediate consideration. The Owosso Public Schools wish to be a part of this endeavor.

As you are aware, the City of Owosso has applied for tree planting assistance from the DNR to this end. They have offered their expert arborist, administrative, and public works assistance towards executing this grant. Because the trees would be planted on school grounds, approval by the schools for the city to plant the trees and assist in maintaining them is a necessary component to this project. The Owosso Public Schools hereby give all such permissions.

In addition, the district commits itself further to this partnership by resolving to work with the city to maintain the trees in accordance with DNR guidelines. Specifically, the district commits to watering the trees and to placing city-provided mulch around all of the new trees. I am confident that our Director of Operations, Mr. Dan Hock, gives this project his full professional and personal support.

Sincerely,

Dr. Andrea Tuttle  
Superintendent

Letters of Support  
2012 DNR Forestry Grant Program  
City of Owosso  
September 14, 2012

Michael Erfourth  
308 East Oliver Street  
Owosso, MI 48867

September 14, 2012

To Whom It May Concern:

I am writing to ask you to support the requested grant for funds to plant trees for the Emerson Park Grove in Owosso, MI. This grant will help ensure the legacy of the existing Red Oak trees that canopy the park surrounding Emerson School.

The 60-some remaining trees today soar into the background when approaching the school and park and are overwhelming when you walk amongst them. The sanctity that one feels when walking through the existing stand of trees is truly without description.

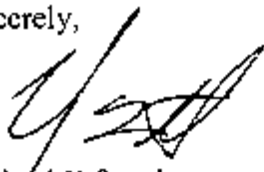
It is imperative that as the City moves into the future that these trees be maintained and that new generations be established for future generations of Owosso residents and visitors to enjoy.

The trees as I am sure others have highlighted in their letters of support are a significant cultural and in many ways historical landmark to this area of town.

The assistance this grant provides will help Owosso preserve the legacy of these trees and the shade and comfort they have provided to many past and current residents.

Thank you for your support.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Erfourth', written over a horizontal line.

Michael Erfourth  
Chairman of the Owosso Historical Commission and City Councilman

September 14, 2012

To Whom It May Concern –

There are many truly historic sites in Owosso, Michigan. The grounds of Emerson School – which are bordered by East Oliver, East King and North Dewey Streets in Owosso – are among the most beautiful and locally historic of all. People who know the history of the area believe the grounds are of great sentimental importance as well.

## **History of the Grounds of Emerson School**

Owosso was first settled by Native Americans/American Indians and later, in 1835, by pioneers of European lineage. In 1838, Owosso's pioneers designed the city's street plan which, until decades later, ended about 250 feet west of what would become the grounds of Emerson School. From there, an Indian trail continued through what was then wilderness to an Indian burial ground. The Indian burial ground was in the northwest quadrant of the current grounds of Emerson School.

Unlike what were the situations in many cities in the United States, the American Indians and Owosso's pioneers became great friends and got along very well – and that fact is documented in many places. Therefore, when the city's pioneers founded their first cemetery, they located it alongside that of their American Indian compatriots. It turned out, though, that an underground river ran beneath the area of the cemetery where pioneers were buried. Consequently, when there were sufficient rains and flooding, the underground river would overflow and push up and out the remains of the buried pioneers. Indeed, pioneers reported the horror of watching their previously buried relatives, friends and others floating through the burgeoning city following strong rains.

To correct the problem, the pioneers removed all who were buried there, and reburied them in a new cemetery they founded on high ground in the southernmost section of the city. Pioneers also subsequently excavated the site of the underground river, built a tunnel made of bricks, rocks and mortar around the river, and covered the area with its original soil and then planted trees on the area disturbed. We can only imagine the amount of work that entailed without the use of modern technology.

Around 1900, the beautiful first Emerson School, which faced North Dewey Street, was built on the grounds hundreds of feet east of the Indian burial grounds. In 1925, a much larger second Emerson School, which faces East Oliver Street, was built in the middle of the grounds - which was still a hundred-plus feet from the Indian burial grounds. Today, the second Emerson School is the largest grade school in the city.

Because of its beauty and wealth of magnificent trees, the grounds west of the first Emerson School has been known as Emerson Grove for over 100 years. Unfortunately, though, lightning strikes, natural aging, Dutch Elm Disease and other factors have led to the natural depletion of many of the great trees that majestically graced Emerson Grove and other grounds of Owosso's Emerson School.

### **Reasons to Plant Additional Trees on the Grounds of Emerson School**

Nearly every sidewalk in the residential areas of Owosso, Michigan, is shaded by beautiful trees. It is obvious to visitors that the City of Owosso and its citizens love, respect and enjoy the city's trees, and take great efforts to protect and maintain the trees. Indeed, Owosso's beloved and well-maintained trees, and the shading they provide, were usually even mentioned in historical literature about the city. Furthermore, in 2010 and 2011, Owosso was recognized as a Tree City USA Community due to its commitment to urban forestry. As reported in the April 19, 2011, edition of the Argus-Press newspaper: "The Tree City USA program is sponsored by the Arbor Day foundation in cooperation with the National Association of State Foresters and the USDA Forest Service. Owosso met four standards to become a Tree City USA community. Tree City USA communities must have a tree board or department, a tree-care ordinance, a comprehensive community forestry program and an Arbor Day observance and proclamation."

The article went on to state: "'We commend Owosso's elected officials, volunteers and its citizens for providing vital care for its urban forest,' said John Rosenow, chief executive and founder of the Arbor Day Foundation."

Today, the Emerson School grounds is one of the very few areas on all of East and West Oliver Streets that appears comparatively less populated by beautiful trees. It would be a tremendous gift and addition to the city if the grounds again could be fully populated and shaded by beautiful trees. The citizens of Owosso, including the students and other young people who play on the grounds of Emerson School, undoubtedly would be most appreciative. Additionally, the trees certainly would be dearly cherished and well-maintained. Thank you so much.

Respectfully submitted,  
Shaffer Fox

Partial relevant background: Board Member of Owosso Friends and Neighbors Association, the Owosso Historical Commission and the Owosso Main Street Design Committee. Author of *Owosso's Association With Significant Events* (History of Owosso) and *Association With Significant People* for the Owosso Downtown Historic District Study Group Application to the State of Michigan.



September 13, 2012

To Whom It May Concern:

One of the greatest legacies many communities in Michigan have inherited is clearly the benefits and beauty of their mature tree-lined streets and parks. It's a distinguishing characteristic of our most beautiful cities, towns and villages and the northern red oak is among the most beautiful of trees found in Michigan.

While the recognition and preservation of historic architecture has become increasingly important over the last century, the aging trees in our communities have not always enjoyed the same levels of consideration, care or preservation. Yet they are some of the most distinct landmarks and pronounced enhancements to civic life and architecture and are in themselves among our oldest natural monuments.

Owosso's well known Emerson Grove is a special example in particular. Located in the city limits of Owosso the grove once consisted of over 200 northern red oaks (*Quercus rubra*) also known as champion oaks throughout an entire half-block site enveloping an elementary school, tennis courts, a playground, an athletic field, and an ancient Chippewa Indian burial mound where Native American artifacts were discovered during excavation work to build the tennis courts in the early 1960s. The Indian artifacts from the mound are preserved at the University of Michigan and curated by the Department of Cultural Anthropology. Today the trees of Emerson Grove are endangered as there are less than 63 remaining mature red oaks, as high as 90' to 100' in stature, with additional trees lost to high winds, disease, or neglect nearly every year.

It is vital to the legacy and even the health of our community to begin to conscientiously replace these magnificent trees that are now approaching 300 years in age. The USDA reports that northern red oaks can even live up to 500 years although this is rare. The Emerson Grove oaks have survived many seasons of history and weather and climate and if trees could talk, what tales they could tell! What mysteries are stored and unleashed, even from an acorn. Although we will not see the long shadows cast from the new plantings or the mighty champion oaks reach maturity in our lifetime we must nonetheless take all the necessary steps to assure that we are not the negligent despoilers of this legacy of such magnificent beauty. It is a unique habitat to wildlife as well as an inspiration of natural beauty and magnificent form to the children who are privileged to go to school at Ralph Waldo Emerson Elementary School, among these elder statesmen of the trees.

We have been told by professional arborists that there is no stand of urban red oaks like Emerson Grove equaling its age and density in all of Michigan and perhaps not in all of America. Only the famous Hartwick Pines, the virgin white pine stand in a dedicated state park near Grayling and few other places in Michigan even compare to Owosso's Emerson Grove. But none are urban forests of this quality, age and character. Emerson Grove deserves to be celebrated, preserved and commemorated.

I am writing to urge that the most generous grant possible be approved for this worthy effort to plant at least 32 of the oaks, replacing lost trees on the site with large rootball plantings that will be spaded in place to assure that the trees have the most optimal opportunity to survive and thrive. This planting procedure is especially important given the drought conditions we have experienced this year. Please be assured, this is surely one of the most significant planting projects that could be undertaken in our community and possibly in the entire state as a proven sustainable urban forest of such significance and it will reflect the highest and best use of a Consumer's Energy tree planting grant.

Respectfully and with Gratitude,

Gordon R. Pennington

Gordon R. Pennington  
417 East Oliver Street  
Owosso, MI 48867

989.725.2066

September 13, 2012

To Whom It May Concern,

Donning the "hats" of the Owosso organizations of Preservation Owosso, the Owosso Historic Commission, and President of Owosso Friends and Neighbors, I would heartily endorse a grant to plant trees at our historic site, Emerson Grove. Our hundreds of years old Oaks in that grove are nearing the end of their life expectancy. To ensure that future generations enjoy the majesty of that grove, it behooves this generation to replant trees that will again someday be called magnificent.

Lorraine Weckwert  
1011 N. Shiawassee Street  
Owosso, Michigan

September 14, 2012

Mr. Adam Zettel,  
Assistant City Manager  
City of Owosso  
301 W. Main Street  
Owosso, Michigan 48867

Dear Adam,

I have resided at 736 Elmwood Avenue since 1981. During that time I raised two children who regularly benefited from the spacious Emerson Grove woodlot and playgrounds. I have watched this virgin oak stand decline as the age of these trees has taken quite a toll. Seeded by Mother Nature well before European settlement, the act of preservation by our forefathers was quite an accomplishment as high density residential development surrounded these grounds. In fact, the only public open space in the NE quarter of the City worth mentioning is at the Emerson School property.

This land has behaved as a public park for the 4,000 or so residents who live within walking distance to it. Except for an occasional acorn on the tennis courts that offered an excuse for my inconsistent backhand, I value this oak opening as the City's finest open space tract. It deserves continuation with an ambitious round of tree plantings. It is a secure investment because the stand benefits well from consistent Public School policy to maintain a woodlot.

I offer my best wishes for your efforts to gain some funding assistance and future support for the campaign.

Sincerely,



Phil Hathaway

Phil Hathaway  
Town Plans LLC  
736 Elmwood Street  
Owosso, MI 48867

Phone: 989-277-7846  
Email: phathaway@pbhtownplans.com



2635 N. M-52  
P.O. Box 608  
Owosso, MI 48867

phone: 989.723.3365  
fax: 989.729.0724  
e-mail: [info@devriesnc.org](mailto:info@devriesnc.org)  
web: [devriesnature.org](http://devriesnature.org)

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ENVIRONMENTAL EDUCATION  
COORDINATOR

Tracy McMullen

September 14, 2012

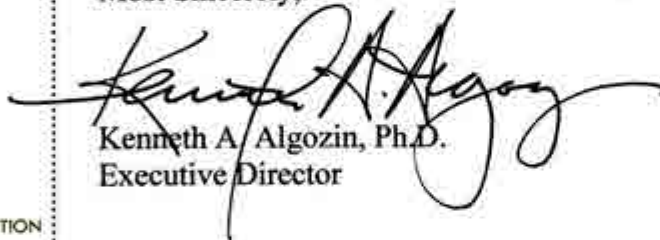
To Whom It May Concern,

Nothing can illustrate the significance of history to a child better than standing in the shadow of a 300 year old oak tree - a tree that may have provided shade to Michigan's original peoples. What will offer shade to the children of 2312?

The Emerson Grove in Owosso, Michigan has endured as place where history comes alive. In a state where commerce and industry have nearly eradicated our natural heritage, the Emerson Grove reminds us of the awesome beauty that greeted the State's early settlers. It is our collective responsibility to preserve the sanctity of this place for future generations.

I respectfully ask that Consumer's Energy consider a generous financial commitment to this important project, which will provide comfort, solace, beauty, and awe for generations to come.

Most Sincerely,



Kenneth A. Algozin, Ph.D.  
Executive Director

Tree Ordinances  
2012 DNR Forestry Grant Program  
City of Owosso  
September 14, 2012

Owosso, Michigan, Code of Ordinances >> **PART II - CODE OF ORDINANCES** >> **Chapter 35 - VEGETATION** >>  
**ARTICLE I. - IN GENERAL** >>

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## ARTICLE I. - IN GENERAL

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[Sec. 35-1. - Definitions.](#)

[Sec. 35-2. - Application.](#)

[Sec. 35-3. - Responsibility.](#)

[Sec. 35-4. - Rules and regulations.](#)

[Sec. 35-5. - Permits for tree planting, care, removal.](#)

[Sec. 35-6. - Public tree removal.](#)

[Sec. 35-7. - Spacing of shade trees.](#)

[Sec. 35-8. - Tree protection.](#)

[Sec. 35-9. - Excavations near trees.](#)

[Sec. 35-10. - Covering surface near trees.](#)

[Sec. 35-11. - Gas main leakage.](#)

[Sec. 35-12. - Lawn extensions.](#)

[Sec. 35-13. - Overhead lines; trimming permits.](#)

[Secs. 35-14—35-30. - Reserved.](#)

### Sec. 35-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Park* shall include all public parks having individual names, and all area owned by the city, or to which the public has free access as a park.

*Prohibited species* shall mean any tree of poplar (*Populus Sp.*), willow (*Salix Sp.*), box elder (*Acer Negundo*), silver maple (*Acer Saccharium*), locust (*Robina Sp.*), tree of heaven (*Ailanthus Altissima*), catalpa (*Catalpa Sp.*), mulberry (*Morus Sp.*) and Siberian elm (*Ulmus pumilia*).

*Public utility* shall mean any person, owning or operating any pole, line, pipe or conduit located in any public street or over or along any public easement or right of way for the transmission of electricity, gas, telephone service or telegraph service.

*Street* shall mean all the land lying between property lines on either side of all streets, highways and boulevards in the city.

*Tree*, unless the context clearly indicates otherwise, means trees, shrubs, bushes and all other woody vegetation.

(Code 1977, § 3.31)

**Cross reference**— *Definitions and rules of construction generally*, § 1-2.

### Sec. 35-2. - Application.

The provisions of this chapter, except as otherwise specifically stated herein, shall apply only to public streets, parkways, parks and other land publicly owned or controlled by the city.

(Code 1977, § 3.31(7))

### **Sec. 35-3. - Responsibility.**

The public services director shall be charged with the duty of enforcing the provisions of this chapter.

(Code 1977, § 3.32)

### **Sec. 35-4. - Rules and regulations.**

The city manager shall make such rules and regulations supplementary to this chapter and not in conflict herewith, as he or she may from time to time deem necessary, to be effective upon approval by the council. Until changed pursuant to this section, the rules and regulations in effect at the adoption of this Code, shall continue in effect. No person shall fail to obey any rule or regulation effective hereunder.

(Code 1977, § 3.46)

### **Sec. 35-5. - Permits for tree planting, care, removal.**

The public services director shall have control over all trees located within the street rights-of-way and parks in the city and the planting, care and removal thereof, subject to the regulations contained in this chapter. The owner of land abutting on any street may, upon obtaining prior written permission of the director, prune, spray, plant or remove trees in that part of the street abutting his land not used for public travel, but no person shall otherwise prune, spray, plant or remove any tree in any street or park. Every such permit shall specify the extent of the authorization and the conditions to which it is subject. Where an owner of abutting property requests the removal of a tree, the public services director is authorized, in his or her discretion, to require as a condition to granting of approval for such removal, that such property owner make the removal in accordance with regulations established by the public services department and assume all or any part of the costs of removing such tree.

(Code 1977, § 3.33)

### **Sec. 35-6. - Public tree removal.**

The public services department shall have the right to plant, trim, spray, preserve, and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure safety or to preserve the symmetry and beauty of such public grounds. The public services director may remove or cause or order to be removed, any tree or part thereof which is in an unsafe condition, or which is of a prohibited species, or is affected with any injurious disease, fungus, insect or other pest. Whenever the department shall remove any tree, plant or shrub, solely for the purpose of constructing any public work, the director shall, if practicable, replace the same at public expense, at some nearby location by planting another tree, plant or shrub, not necessarily of the same type.

(Code 1977, § 3.34)

### **Sec. 35-7. - Spacing of shade trees.**

Future plantings of shade and ornamental trees in the streets and parks of the city will be done by the public services department in accordance with prescribed tree planting practices. Elm trees shall be spaced not less than sixty (60) feet, oak trees not less than fifty (50) feet, and other shade and ornamental trees not less than forty-five (45) feet. No trees shall be planted in the parkway between the curb and sidewalk when that area is less than three (3) feet wide. No tree shall be planted nearer to the intersection of any streets than twenty-five (25) feet from the corner of such intersection.

(Code 1977, § 3.35)



### **Sec. 35-8. - Tree protection.**

No person shall break, injure, mutilate, kill or destroy any tree or shrub, or set any fire within twenty-five (25) feet of any tree, or permit any fire, or the heat therefrom, to injure any portion of any tree. No toxic chemicals or other injurious materials shall be allowed to seep, drain or be emptied on, near or about any tree. No electric wires or any other lines or wires shall be permitted to come in contact with any tree or shrub in any manner that shall cause damage thereto, and no person shall attach any electric insulation to any tree. No person shall use any tree as an anchor except by special written permit from the public services director, and no material shall be fastened to or hung on any tree. All persons having under their care, custody or control, facilities which may interfere with the trimming or removal of any tree, shall after notice thereof by the public services department, promptly abate such interference in such manner as shall permit the trimming or removal of such tree by the department. The director of the department shall certify all city permits for construction, installation, altering, moving or razing of all buildings, utilities, sidewalks, sewers or other operations where trees or shrubs, or parts thereof, are involved.

*(Code 1977, § 3.36)*

### **Sec. 35-9. - Excavations near trees.**

Excavations and driveways shall not be placed within five (5) feet of any tree without written permission from the public services director. Any person making such excavation or construction shall guard any tree within six (6) feet thereof with a good substantial frame box to be approved by the public services department. All building material or other debris shall be kept at least four (4) feet from any tree.

*(Code 1977, § 3.37)*

### **Sec. 35-10. - Covering surface near trees.**

No person shall place within the street right-of-way, any stone, brick, sand, concrete or other material which will in any way impede the full and free passage of water, air or fertilizer to the roots of any tree, except a sidewalk of authorized width and location.

*(Code 1977, § 3.38)*

### **Sec. 35-11. - Gas main leakage.**

Gas pipes or mains within any public rights of way or on any public property shall be so maintained as to avoid any leakage therefrom. If a leak exists or occurs, it shall be reported to the owner of such pipe and main, and the leak shall be repaired within twenty-four (24) hours. Any damage to trees, shrubbery or grass resulting from the escape of gas from a pipe or main shall be repaired, and the cost of the work including the cost of removal and the replacement of any trees, shall be levied against the owner of the pipe or main causing the damage.

*(Code 1977, § 3.39)*

### **Sec. 35-12. - Lawn extensions.**

On residential streets, the abutting owner or occupant may maintain a planting strip on the lawn extension between the sidewalk and curb and may plant flowers, trees and shrubbery therein in conformity with this chapter. No person shall wilfully injure or destroy any grass, flower, tree or shrub, upon any such planting strip or throw any papers, refuse or other thing thereon. No person shall drive an automobile, bicycle or other vehicle upon or over any such planting strip.

*(Code 1977, § 3.44)*

**Sec. 35-13. - Overhead lines; trimming permits.**

The public services director shall grant permission to public utilities to trim and keep trimmed all trees within the streets, alleys, parks and public places of the city, in such a manner as shall keep the overhead lines of such public utilities safe and accessible. Such trimming shall be done in accordance with approved practices and under the general direction of the public services department. Permission, as provided for in this section, shall require reasonable prior notice to the city before any work is commenced thereunder. Provided, however, that in the event of an emergency requiring immediate maintenance work on the overhead lines of public utilities, prior notice of commencing work under said permit shall not be required. The word "emergency" as used in this section shall be defined to mean the occurrence or happening of an event which could not be foreseen by the exercise of reasonable care and foresight, which might cause damage to the overhead lines of the public utilities.

*(Code 1977, § 3.45)*

**Secs. 35-14—35-30. - Reserved.**

Owosso, Michigan, Code of Ordinances >> **PART II - CODE OF ORDINANCES** >> **Chapter 35 - VEGETATION** >>  
**ARTICLE II. - PRIVATE TREES** >>

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## **ARTICLE II. - PRIVATE TREES**

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[Sec. 35-31. - Clearance.](#)

[Sec. 35-32. - Diseases and infestations.](#)

[Sec. 35-33. - Owners failure to comply.](#)

[Sec. 35-34. - Inspection.](#)

### **Sec. 35-31. - Clearance.**

Every owner of any tree on private property overhanging any street or right-of-way within the city shall trim the branches so that such branches shall not obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of ten (10) feet above the surface of the street or right-of-way. The owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The city shall have the right to trim any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light, or interferes with visibility of any traffic control device or sign, such trimming to be confined to the area immediately above the right-of-way.

*(Code 1977, § 3.40)*

### **Sec. 35-32. - Diseases and infestations.**

When the public services director shall discover that any tree growing on private property within the city is afflicted with any dangerous and infectious insect infestation or tree disease, he or she shall forthwith serve written notice upon the owner or his or her agent, or the occupant of the property, in the manner specified in [section 1-9](#), describing the tree, its location and the nature of the infestation or tree disease and ordering the owner, agent and occupant to take such measures as may be reasonably necessary to curb such infestation or disease and to prevent the spreading thereof, specifying the measures required to be taken. Such order may require the pruning, spraying or destruction of trees as may be reasonably necessary. Every such notice shall be complied with within ten (10) days after service thereof, upon the owner, agent or occupant of the property on which the afflicted tree is located, or within such additional time as may be stipulated in such notice.

*(Code 1977, § 3.41)*

### **Sec. 35-33. - Owners failure to comply.**

In case the owner, agent or occupant of the property refuse to carry out the order of the public services director within the time limited, or in case of an appeal, within five (5) days after the council shall have affirmed such order, the director shall carry out the pruning, spraying, or destruction of the trees as deemed necessary by him or her and shall bill the owner, agent or occupant of the property for the cost thereof. In case the owner of such property shall fail to pay such bill within sixty (60) days after the same has been rendered, the director shall report the same to the council for collection as a single lot assessment against the property in accordance with the Charter. The director may, without serving the above notice, when the owner or occupant of any private property shall consent thereto and pay the reasonable cost thereof, cause trees growing on private property to be sprayed when he or she deems the

same necessary on account of any infestation or disease or threat thereof.

*(Code 1977, § 3.42)*

### **Sec. 35-34. - Inspection.**

The public services director and his or her assistants and employees shall have authority to enter upon private premises for the purpose of examining any trees, shrubs, plants, or vines for the presence of destructive insects or plant diseases. No damages shall be awarded for the destruction of any tree, shrub, or plant or fruit or injury to the same, if done by the director or under his or her direction, in accordance with this chapter.

*(Code 1977, § 3.43)*

## Sec. 38-384. - Plant materials.

Whenever in this chapter a greenbelt or planting is required, it shall be planted within six (6) months from the date of issuance of a certificate of occupancy and shall thereafter be reasonably maintained with permanent plant materials to provide a screen to abutting properties. Suitable materials equal in characteristics to the plant materials listed with the spacing as required shall be provided:

(1) *Plant material spacing:*

- a. Plant materials shall not be placed closer than four (4) feet from the fence line or property line.
- b. Where plant materials are placed in two (2) or more rows, plantings shall be staggered in rows.
- c. Evergreen trees shall be planted not more than thirty (30) feet on centers, and shall be not less than five (5) feet in height.
- d. Narrow evergreens shall be planted not more than six (6) feet on centers, and shall be not less than three (3) feet in height.
- e. Tree-like shrubs shall be planted not more than ten (10) feet on centers, and shall be not less than four (4) feet in height.
- f. Large deciduous shrubs shall be planted not more than four (4) feet on centers, and shall not be less than six (6) feet in height.
- g. Large deciduous trees shall be planted not more than thirty (30) feet on centers, and shall not be less than eight (8) feet in height.

### SUGGESTED PLANT MATERIALS

#### Evergreen trees.

Minimum five (5) feet in height.

Column Hinoki Cypress  
Blue Columnar Chinese Juniper  
Pyramidal Red Cedar  
Swiss Stone Pine  
Pyramidal White Pine  
Irish Yew  
Douglas Arborvitae  
Columnar Giant Arborvitae

#### Tree Like Shrubs

Minimum four (4) feet in height.

Flowering Crab  
Mountain Ash  
Redbud  
Hornbeam  
Magnolia  
Russian Olive  
Dogwood  
Rose of Sharon  
Hawthorn

#### Large Deciduous Shrubs

Minimum six (6) feet in height.

Honeysuckle  
Mock-Orange  
Lilac  
Cotoneaster  
Euonymus  
Buckthorn  
Viburnum  
Forsythia  
Ninebark  
Hazelnut  
Privet  
Sumac

Large Deciduous Trees

Minimum eight (8) feet in height.

Oak  
Hackberry  
Planetree (Sycamore)  
Ginkgo  
Sweet-Gum  
Linden  
Hard Maple  
Birch  
Beech  
Honeylocust  
Hop Hornbeam

- (1) *Trees not permitted.*
- a. Box Elder
  - b. Soft Maples (Red-Silver)
  - c. Elms
  - d. Poplars
  - e. Willows
  - f. Horse Chestnut (nut bearing)
  - g. Tree of Heaven
  - h. Catalpa

(Code 1977, § 5.84)

**Cross reference—** *Vegetation generally, Ch. 35.*



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

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# *MEMORANDUM*

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DATE: December 10, 2012

TO: City Council

FROM: Amy K. Kirkland, City Clerk

RE: Electronic Records Management Software

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It is high time for the city of Owosso to move into the 21<sup>st</sup> century when it comes to records management. As information becomes more and more accessible to the general public via the internet and the cloud we are still using a paper system to store important documents. I would like to take a step foreword with the purchase and implementation of an electronic records management program as has been previously discussed. The intent is to make the copious records we have in our possession more accessible, and thereby more useful.

A number of companies offer electronic record storage software. We have examined those which meet the state of Michigan's rigorous set of standards for such software. To gain further information on potential systems I surveyed other municipal clerks via the MAMC list serve to see what applications they use and whether they would recommend them. While the responses were few, the majority indicated they used LaserFiche and were very pleased with the results. It was noted that LaserFiche was not the least expensive option but it was competitive and users said they felt there was value in the money spent.

LaserFiche offers a wide range of products for a range of purposes, with most options being scalable to the specific application. General Code is the supplier for LaserFiche in the region that includes the state of Michigan and they have submitted a proposal that would allow the city to begin the process of implementing an electronic records management system. The proposal is to start small, centering the effort on the clerk's office as this office is the official record keeper for the city. One module of the software would create a central database to manage all the city's records, no matter where they are or what format they are in (electronic, email, paper, etc.). Another module would allow historic documents to be scanned into the system for digital access. All modules can be fully integrated with our current BS&A municipal management software to allow the capture of new documents as they are generated.

After the initial implementation additional software licenses would be considered in the future to allow more internal users to use the program. In the near future it will be necessary to purchase the web portal software that would allow any five anonymous users read-only access to the documents

in the system. Such access would first be granted to staff and eventually expanded to the city's website (with certain controls of course). My ultimate desire is to move toward the development of a secure central repository for all city records that could be accessed by staff and citizens alike.

The proposal before you this evening involves the purchase of both hardware and software as summarized below:

**LaserFiche Electronic Records Management Project Proposal**

LaserFiche Software	\$ 17,086.00
Includes installation & training	
Hardware	
Server	\$ 5,092.65
High speed scanner	\$ 1,000.00
Mobile CPU	\$ 900.00
Laptop – Amy	\$ 1,400.00
<b>TOTAL PROPOSAL</b>	<b>\$ 24,878.65</b>

Attached is General Code's proposal and detailed cost estimates for the server. Note the inclusion of a mobile CPU on the list of hardware. This unit will be installed on a mobile cart which can then be shared among different internal users to input historical information into the system utilizing a single user license, thereby saving resources. You will also note the inclusion of a new laptop for me. I anticipated the purchase of a new laptop in the coming 2013-2014 fiscal year but my current computer will not accommodate the LaserFiche program. Prices for the two computers and the scanner are estimates only as the price for computers and accessories fluctuate quite rapidly.

There will also be on-going costs associated with the purchase of the software. Support costs for the first year are rolled into the initial purchase but we can anticipate a cost of at least \$2,091.00/year thereafter, with costs rising in relation to the number of user licenses and the number of different modules we purchase.

The proposal lists an option for the Web Distribution Portal, to contain project costs this option is not being recommended at this time. This module will become more economically justifiable in the future when we have built up a robust database of documents to access.

This project was included in the capital outlay budget line item for the clerk's office, though the cost was underestimated at \$10,000 as I hoped at that time the cost could be spread out over a multi-year period. While it has since been determined this is not feasible I believe the value in organizing and storing our records electronically is undeniable and we will find significant value in this expenditure as proposed.

I am asking council to consider authorization for the project in an amount not to exceed \$25,000.



**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE EXECUTION OF  
A PURCHASE ORDER WITH  
GENERAL CODE, LLC  
FOR ELECTRONIC RECORDS MANAGEMENT SOFTWARE**

WHEREAS, the City of Owosso generates and receives many, many records each year; and

WHEREAS, the City of Owosso has a responsibility to maintain those records for the benefit of the citizens it serves; and

WHEREAS, the City of Owosso wishes to move into the 21<sup>st</sup> century by digitizing its historical documents and providing significantly improved access to and management of those documents through the employment of an electronic records management system; and

WHEREAS, the State of Michigan has placed stringent requirements on electronic records management systems effectively limiting the number of products meeting those standards; and

WHEREAS, the City of Owosso received a quote from General Code, LLC, the official vendor for LaserFiche products in the Michigan area, a product which meets the State's requirements and is recommended by other Michigan municipalities; and

WHEREAS, a new server, a high speed scanner, and at least one new computer will be necessary to implement this program.

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 electronic records management software from General Code, LLC, and to waiving the bidding requirement.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Purchase between the City of Owosso, Michigan and General Code, LLC in the amount of \$17,086.00.

THIRD: Staff is authorized to purchase equipment and accessories necessary for implementation of the program in an amount not to exceed \$7,914.00, for a total project price not to exceed \$25,000.00

FOURTH: The above expenses shall be paid from the General Fund.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,  
SHIAWASSEE COUNTY, MICHIGAN THIS 17TH DAY OF DECEMBER, 2012.



# GENERAL CODE PROPOSAL *for*

## ENTERPRISE CONTENT MANAGEMENT SERVICES

For  
City of Owosso

Shiawassee County  
Michigan

October 30, 2012

Valid for 3 months

PRESENTED BY

**GENERAL  
CODE**

*Information made civil.*

Vice President of Sales: Dan Foster

Phone: 585-802-0854

Email: [dfoster@generalcode.com](mailto:dfoster@generalcode.com)



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## EXECUTIVE SUMMARY

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### ABOUT GENERAL CODE

General Code provides a variety of information management solutions to more than 2,700 local governments, educational and commercial organizations throughout the United States. We set the standard for improving document management processes, and are on the cutting-edge of technology, providing new and reliable tools to our customers to better serve their clients. We pride ourselves in our level of experience, our technical knowledge in the industry and our focus on the customer.

General Code is a top 5 government reseller of Laserfiche in the United States, offering more than twelve years of experience, coupled with an industry-leading service, integration, training and help desk team.

With Laserfiche at the center of your Enterprise Content Management Solution you get what nearly 30,000 other public and private organizations are already getting – the most powerful combination of electronic capture, storage and business process automation tools available today. We selected Laserfiche as our technology platform because of its open architecture, integration ability and the capacity to scale up as your demand for information sharing and access grows.

Every system designed and implemented by General Code fits your specific needs and requirements. Customization of your Enterprise Content Management Solution reduces the time and additional resources required to “adjust” or “optimize” a one-dimensional system.

As a values-based company we adhere to the principles outlined in our General Code. These guides for conduct are integral to building a comprehensive content management solution – one that leverages our 50 years of service to public organizations and governments of all sizes.

*Digital information must be designed and implemented in ways that support the success of the entire organization.*

*Our content management solutions must run on a platform that we believe in.*

*The quality of our service and support determines the ultimate value of the solution we develop.*

*Our content management solutions are based on the practical—if there is a better way to do something we will design and implement it.*

### -THE GENERAL CODE-

### SITUATION ANALYSIS:

The City of Owosso, MI is implementing document management in the City Clerk's office as well as in Finance and Public Safety. The initial installation will include a small number of licenses along with Records Management so the City can begin the process of re-organizing records and implement a more complete records management program. Once the value of the system is understood, there is interest in expanding the system into other areas of the City down the road.

The City Clerk has indicated that they intend to fully re-organize their records including 5 different document types in the Clerk's office. General Code has recommended that the City acquire scanners with Isis drivers (Kodak i2400 or Kodak i2600).

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## LASERFICHE AVANTE SYSTEM OVERVIEW

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Today, successful organizations need more than document management; they need to optimize the decision-making process by getting the right content – whether structured or unstructured, paper or electronic, audio or video, photograph or e-mail – into the right hands at the right time.

Laserfiche Avante is a cutting-edge solution that combines comprehensive content management functionality with business process management (BPM) tools to both manage and process information – turning it into an asset that enables efficiency and smart decision making organization-wide.

There are three primary stages that the Laserfiche Avante system addresses:

1. **Document Imaging** – Converts paper documents into an electronic or digital format.
2. **Document Management** – Manages documents (physical or digital) through their life cycles.
3. **Business Process Management** – Applies workflow technology to content-related processes in order to standardize and optimize them.

Laserfiche Avante manages all organizational content throughout its life cycle, including acquisition, filing, access control, routing (using BPM) and archiving.

With powerful business process management tools, Laserfiche Avante integrates both structured and unstructured content into the flow of your business processes, so you enhance productivity, improve efficiency and minimize overhead.

The workflow engine gives you a platform to map, model and manage your business processes in order to obtain a better understanding of how to achieve your overall goals by:

- Increasing productivity by automating manual, repetitive processes
- Modelling, executing and managing business processes without writing code
- Triggering workflows based on actions taken in third party applications like CRM, GIS, ERP and more.

Laserfiche Avante readily fits into your existing networked environment, without requiring custom programming or extensive hardware and software updates. Developed to support close integration with industry-standard platforms, Laserfiche Avante is compatible with Windows XP, 2003, 2008, Vista™ and 7, and supports Microsoft SQL Express, Microsoft SQL Server® and Oracle database management systems.

- **Centralized management of multiple types of information**, including digitized paper documents, electronic documents, e-mail and digital audio and video files. Servers are sold individually and support industry-standard Microsoft® and Oracle® database platforms.
- **Give users intuitive, instant access to information**. Users each have their own connection through the Laserfiche Client, so they are always able to access their information.
- **Promote constant productivity** with Workflow's rules-based routing, e-mail notification and activity monitoring.
- **Add paper documents to your Laserfiche repository** with an intuitive scanning interface.
- **Create archival TIFF images of electronic documents** without repetitive printing and scanning.
- **Protect your information** with comprehensive security features.

Technology represents one of the most significant investments you make in your organizations success and together General Code and Laserfiche are committed to providing a comprehensive framework for delivering value quickly, easily and without the need to bring in expensive experts at every turn. General

Code has seasoned professionals to guide you through the planning and implementation process and will be there to provide ongoing support through the Laserfiche Software Assurance Plan. This plan provides your organization with software enhancements as they're released, along with the technical support and detailed technical material that preserves and extends the value of your investment.

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## **PRELIMINARY DOCUMENT MANAGEMENT PROJECT PLAN**

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Upon completion of contract signing, the Project Manager will call you to review the Project Plan and discuss the following:

- Designate a main contact for the project
- Discuss the proposed schedule and set dates
- Determine any necessary hardware purchase, installation or configuration that must take place prior to the system installation and schedule completion of that work
- Confirm availability of required personnel, equipment and facilities
- Address any outstanding questions, concerns or issues

The Initial Design and System Implementation Phase will include the following:

- Installation and configuration of the main server components
- Installation and configuration of the named user licenses, including Laserfiche client software, Snapshot Plug-In and the E-mail functionality, and also includes scanner configuration and testing
- Complete system testing of all installed components
- A file structure review and creation of a hierarchical tree structure designed to maximize efficient use of the document management system
- Discussion of file-naming conventions to be used in the document management system
- Establishment of an initial set of Templates (electronic index cards)
- Configuration of users, groups, and user rights
- Training for users
- Administrator training for up to two (2) people who will be responsible for administration of the system

Transparent Records Management Implementation:

- Information clarification and gathering
- Template development
- Load retention schedule
- Build user folders
- Build Workflow for Transparent Records Management
- Records Manager training in records management functionality



## DESCRIPTION OF RECOMMENDED COMPONENTS

<b>Laserfiche Avante™</b>	<p>Laserfiche Avante™ is a complete electronic document management solution with <u>fully integrated</u> business process management. Laserfiche Avante™ includes the Laserfiche Automated Workflow Module and other important business-process functionality. Avante™ <u>named user licenses</u> come with feature-rich functionality (depending on security rights), including scanning, importing, annotating, "snapshotting" of electronic documents, emailing documents directly out of your Laserfiche repository, and participating in Laserfiche Automated Workflow, as applicable. Laserfiche's robust security enables you to limit both access and functional rights of users.</p> <p><b><u>Included:</u></b></p> <p><b>Laserfiche Automated Workflow Module:</b> The Laserfiche Automated Workflow Module is a robust component that facilitates the flow of documents. By automating the flow of documents and/or folders between users, work can be distributed to different users in an orderly and predetermined manner. The Laserfiche Automated Workflow Module also can help enforce timelines by sending e-mail notifications when routed items are inactive beyond a designated time or when documents arrive in certain folders.</p> <p>Laserfiche Workflow activities can be triggered by any activity within your Laserfiche database.</p>
<b>Named Users</b>	<p>Named users have the ability to utilize all of the features of the software, including scanning, importing, file and volume management, search and retrieval, annotations, e-mail routing and workflow participation, as applicable and as security rights permit. Additional named user licenses can be added at any time.</p> <p><b><u>Included:</u></b></p> <p><b>SnapShot Functionality:</b> The SnapShot functionality allows designated users the capability to import existing electronic files into the Laserfiche system directly rather than having to print them out and then scan them into the system.</p> <p><b>E-Mail Functionality:</b> The E-Mail Plug-in allows users to send Laserfiche documents as e-mail attachments to anyone using a MAPI-compatible E-mail system.</p>
<b>Laserfiche ScanConnect</b>	<p>A software interface that allows Laserfiche to interface with a number of supported scanners using the ISIS communication standard.</p>

<b>Web Distribution Portal</b>	<p>The Laserfiche Web Distribution Portal includes WebLink and five retrieval concurrent read-only licenses for WebLink. Each anonymous user has the same view and access. Laserfiche WebLink enables access to selected documents via a web browser without operator-heavy file conversion. The WebLink software converts your documents to HTML on the fly and provides instant access to them from a Web browser.</p>
<b>Records Management Module</b>	<p>The Records Management Module is a turnkey solution for managing imaged, electronic, and physical (paper) records. The Records Management Module is fully integrated within the Laserfiche interface, presenting a uniform look and feel to all users and simplifying the adherence to records management rules and policies. The Records Management Module helps you to enforce consistent organization-wide records policies regardless of location or content, provides secure records tracking from cutoff to final destruction/disposition, and enables you to manage your paper records from the same application as your digital records.</p> <p><b>General Code Implements "Transparent" Records Management</b> for our clients. Laserfiche Records Management Module enables the Records Manager to maintain records in appropriate Record Series folders and to perform all records management functions, such as cutoffs, freezing, etc., as appropriate. However, end users often wish to access these same records/documents in a different organization to efficiently accomplish their daily duties. This often results in "righteous friction" between the Records Manager and end users - Who gets to have the records/documents organized the way they want? Using "Transparent" Records Management (Laserfiche Records Management Module, Automated Workflow and Laserfiche Security), everyone can have the organization they need/want without interfering with the others' need. Also, with Transparent Records Management, end users can input documents into the system without knowing complicated records retention rules, and Laserfiche Automated Workflow will automatically route the original to the Records Management folders and shortcuts to the proper end user folder(s). See the attached whitepaper for a more detailed description of Laserfiche Transparent Records Management.</p>

## INVESTMENT DETAIL & OPTIONS

*Hardware or any applicable taxes are not included in price.*

Line Item Description	Model #	Quantity	Unit Price	Total
<b>Base Software</b>				
Avante Server for SQL Express with Workflow	MSE10	1	\$1,500.00	\$1,500.00
Avante Named Full User with Snapshot & Email	MNF05	3	\$500.00	\$1,500.00
<b>Base Software Subtotal</b>				<b>\$3,000.00</b>
<b>Add-Ons/Plug-Ins</b>				
Avante ScanConnect	MCS01	3	\$165.00	\$495.00
Avante Records Management Module	MSM60	1	\$6,000.00	\$6,000.00
<b>Add-Ons/Plug-Ins Subtotal</b>				<b>\$6,495.00</b>
<b>Support</b>				
LSAP Avante Named Full User with Snapshot & Email	MNF05B	3	\$110.00	\$330.00
LSAP Avante Server for SQL Express with Workflow	MSE10B	1	\$330.00	\$330.00
LSAP Avante ScanConnect	MCS01B	3	\$37.00	\$111.00
LSAP Avante Records Management Module	MSM60B	1	\$1,320.00	\$1,320.00
<b>Support Subtotal</b>				<b>\$2,091.00</b>
<b>Install/Train</b>				
Transparent Records Management Consulting Days - On-Site	TRMOS	1	\$1,500.00	\$1,500.00
Transparent Records Management Consulting Days - In-Office	TRMIO	1	\$1,000.00	\$1,000.00
On-Site Days (blended rate)	ON-B	2	\$1,500.00	\$3,000.00
<b>Install/Train Subtotal</b>				<b>\$5,500.00</b>
<b>Grand Total</b>				<b>\$17,086.00</b>

*Anticipated annual LSAP fees after the included 1<sup>st</sup> year for the above configuration would be \$2,091.00*

*\*NOTE 1: The Transparent Records Management Consulting is for implementation of 5 doc types only. For implementation of more than 5 doc types – additional consulting days will be required.*

*\*NOTE 2: Automated Workflow Module (software) is included with Laserfiche Avante™. If/when the City wishes to implement Automated Workflow; there will be additional development and configuration time required. We will be happy to assess any Workflow implementation desires with you and provide any relevant fees at your request. (Fees will be based on the number and complexity of the desired work-flows to be implemented.) These additional service fees would not apply until you are ready to implement this component.*

### Optional Components:

OPTIONAL COMPONENTS				
<b>Add-Ons/Plug-Ins</b>				
Avante Web Distribution Portal	MPD	1	\$7,995.00	\$7,995.00
<b>Add-Ons/Plug-Ins Subtotal</b>				<b>\$7,995.00</b>
<b>Support</b>				
LSAP Avante Web Distribution Portal	MPDB	1	\$1,760.00	\$1,760.00
<b>Support Subtotal</b>				<b>\$1,760.00</b>
<b>Grand Total</b>				<b>\$9,755.00</b>

Installation is expected to be completed in 90 days from authorization.

**1. Adjustments to Performance Schedule; Delays.**

- A. Adjustments to Schedule. Upon the mutual consent of the Municipality and General Code, the "Performance Schedule" may be changed or extended as provided under "Changes" below.
- B. Delays. Client must notify General Code, in writing, immediately upon learning or otherwise becoming aware, of any difficulties that may delay the delivery of services or deliverables. Such notification must identify the reason for the delay, as well as the anticipated period of delay. General Code may require a payment of 50% of the balance due under the contract for any delay on Client's part.

**2. Cancellation Policy.**

- A. A cancellation fee of Fifty (50) Percent of the total Installation / Training amount will be charged to City of Owosso for any scheduled Laserfiche installation cancelled or rescheduled six (6) or more, but less than ten (10) business days from the scheduled installation start date.
- B. A cancellation fee of One-Hundred (100) Percent of the total Installation / Training amount will be charged to City of Owosso for any scheduled Laserfiche installation cancelled or rescheduled less than six (6) business days from the scheduled installation start date.

## AUTHORIZATION & AGREEMENT

The City of Owosso, Michigan hereby agrees to the procedures outlined above, to General Code's Document Management Solution Terms & Conditions which are available at [www.generalcode.com/TCdocs](http://www.generalcode.com/TCdocs), and are incorporated herein by reference, and authorizes General Code to proceed with the project.

Electronic Document Management Solution \$17,086.00  
 Estimated Annual support fee second year forward (LSAP): \$2,091.00

### OPTIONAL COMPONENTS (Please check any optional component to be included with this authorization)

☐ Laserfiche Avante Web Distribution Portal \$9,755.00  
 LSAP (Second year forward): \$1,760.00

Estimated Total Investment with any selected options: \$ \_\_\_\_\_

### SOFTWARE ORDER, PAYMENT AND PERFORMANCE SCHEDULE

All software components will be ordered 30 days after authorization and shipped to customer. The software maintenance (annual support) will start 30 days after software order.

- 50% of the project price shall be invoiced upon authorization of the project – payable within 30 days of authorization.
- 50% of the project price shall be invoiced upon completion of the installation and training.

### CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN

By: \_\_\_\_\_ In the Presence of: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### GENERAL CODE, LLC

By: \_\_\_\_\_ In the Presence of: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign, fax and mail this page to General Code at  
 (585) 328-8189 • 781 Elm Grove Road • Rochester, NY 14624  
 General Code will sign and mail a copy of this agreement to the Municipality for its records.



## APPENDIX A - PC AND SERVER SPECIFICATIONS

Specifications and responsibilities for Laserfiche 8 implementations (Avante SQL Express systems or Laserfiche Team upgrades) are as follows:

### Server and System Specifications:

CPU	Xeon 2.4 GHz processor or faster
Memory	Recommended 4 GB RAM or more. (Note that to have 4 GB RAM or above recognized, OS must be 64 bit.)
Operating System	Windows Server 2003 or above
Database Engine	Recommended: Microsoft SQL Server 2008 Express R2 (10 GB db capacity/approximately 2.5 million Images) Also compatible with Microsoft SQL Server 2005 Express and 2008 Express (these have 4 GB db capacity/approximately 1 million images)
Network Protocol	TCP/IP
Framework	.NET 3.5 (Client responsible for installing .NET 3.5 on server)
Browser	Internet Explorer 6.0 or higher
Hard Drives	Assume 20,000 images per 1 GB of hard drive space RAID array recommended
DVD/CD-ROM Drive	For installation purposes
NIC	For network connectivity
Network Licenses	Laserfiche uses one Windows license for all Laserfiche users
UPS/Tape Backup	UPS and tape or other backup system to ensure data integrity
Virtual Environment	Laserfiche can be configured to run in a virtual environment. A technical whitepaper is available on request

*The above specifications are for an "entry level" Laserfiche Avante system. For entry level systems, system components (such as Laserfiche software, database software, workflow engine, and image files) can be housed on the same server if desired. For more robust systems, consideration should be given to using individual servers for some system components.*

*Considerations for defining whether a system is more than "entry level":*

- Are there more than 10 "active" users of Laserfiche?
- Are there advanced Laserfiche modules to be used? (e.g., Audit Trail, Records Management Module, Web Access or Public Portal)
- Are there more than 1 or 2 "simple" workflows implemented? ("Simple" workflows would typically include only a few steps per workflow.)
- Are there other applications residing on the same server as Laserfiche?

*For any questions regarding sufficiency of hardware infrastructure, contact General Code's Solutions Consultant.*

**Client Responsibilities:**

- The client is responsible for purchasing, installing, and configuring the MS SQL server software.
- The client is responsible for purchasing, installing, and configuring the Server Operating System.
- The client is responsible for installing .Net3.5 on all servers and workstations.
- The client is responsible for purchasing, configuring, and implementing any SQL backup plans.
- The client is responsible for testing the integrity of their backups on a regular basis.

**Minimum Web Server Specifications for Laserfiche Web Components (Public Portal and/or Web Access)\*:**

CPU	Xeon 2.4 GHz or faster
Memory	Minimum 2 GB RAM
Operating System	Windows Server 2003 or Windows Server 2008
Web Server	Microsoft IIS 6.0 (Windows Server 2003); Microsoft IIS 7.0 (Windows Server 2008); Microsoft IIS 7.5 (Windows Server 2008 R2)
Network Protocol	TCP/IP
Browser	Internet Explorer 6.0 or higher
Framework	.NET 3.5 (Client responsible for installing .NET 3.5 on server)
CD-ROM Drive	For installation purposes
NIC	For network connectivity
Network Licenses	Laserfiche uses one Windows license for all Laserfiche users
Back-ups	Installed backup agent for existing back-up system

*\*If you anticipate high usage from the Laserfiche Web components (Web Access or Public Portal), we advise the Web Server be a separate server. If you anticipate a relatively low number of users of the Web components, you could install the Web Server on the same server as the Laserfiche server software. If you have any questions on your specific situation, please contact General Code's Solutions Consultant.*

**Full User / Scanner PC:**

CPU	Dual core 2.8 GHz or faster recommended
Memory	2 GB RAM (XP); 3 GB or greater (Vista/Windows 7)
Operating System	Supported: Microsoft Windows XP Professional, Vista Business, Windows 7
Network Protocol	TCP/IP
Browser	Internet Explorer 6.0 or later
Hard Drive	Hard drive running at a minimum of 7,200 rpm 1 GB of free disk space for software and temporary files created during scanning
DVD/CD-ROM Drive	For installation purposes
Framework	.NET 3.5 (Client responsible for installing .NET 3.5 on workstations)
NIC	Access to the network server running Laserfiche
Monitor	17" monitor or better recommended for optimal viewing
USB Port or SCSI Controller	Available USB 2 port for scanner connection if the scanner will support a USB connection or Adaptec 2930 or 2940 SCSI Controller and Cable

**"Light" User PC (e.g., primarily retrieval user):**

CPU	Pentium IV 2GHz or better recommended
Memory	1 GB RAM or better
Operating System	Supported: Microsoft Windows XP Professional, Vista Business, Windows 7
Network Protocol	TCP/IP
Browser	Internet Explorer 6.0 or later
Hard Drive	At least 70 MB of free disk space
DVD/CD-ROM Drive	For installation purposes
Framework	.NET 3.5 (Client responsible for installing .NET 3.5 on workstations)
NIC	Access to the network server running Laserfiche
Monitor	17" monitor or better recommended for optimal viewing



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## **APPENDIX B - INSTALLATION, TRAINING AND SUPPORT**

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### **Pre-Installation Teleconference and Technical Review**

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Prior to the on-site installation and training, one of General Code's technicians will work with your technical staff or consultant to review the hardware and other technical requirements and ensure that all hardware is ready for the installation. We will also work with your designated contact person to establish the agenda for the on-site days.

### **Customized, Hands-On Training**

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General Code provides practical hands-on training sessions to ensure that your users keep pace with "best practices" and that your Laserfiche system continues to provide your organization with the maximum efficiencies possible. Our training experts will come on-site to your facility and provide thorough training for your staff with manuals customized to your specific system and needs. Whether you are a new Laserfiche user or an existing user seeking refresher training, we pride ourselves on maintaining a team of trainers who can relate to users at any level of expertise.

Our standard Laserfiche user training covers the basic functions of the program and provides you with the necessary skills to put the system into immediate use. Based on the file organization and file naming structures that were determined by your organization, the training covers input, search and manipulation features using your documents to address file-organization and file-naming structures

Administrator Training covers the system administrative functions and typically takes place throughout the on-site sessions, as appropriate.

### **Laserfiche Software Assurance Plan (LSAP)**

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#### **Support and Maintenance:**

With the purchase of a Laserfiche System, the County will also have the Laserfiche Software Assurance Plan ("LSAP") – support and maintenance agreement. LSAP is renewable on an annual basis and was created to deliver critical program updates and provide ongoing technical support for your Laserfiche ECM. With LSAP, you will always be confident that you are receiving the very best performance and quality possible.

#### **Technical Support:**

"Technical Support" covers all questions that might arise with your Laserfiche system should a technical issue arise. Technical Support covers the installation of software patches and minor upgrades, as appropriate.

The first line of technical support is via telephone, using our toll-free number (800-836-8834) or via e-mail at [lfsupport@generalcode.com](mailto:lfsupport@generalcode.com). Many clients who call or e-mail General Code's Laserfiche support desk are connected immediately with a technician who is able to discuss your issue with you at that time. However, should all helpdesk technicians be engaged with other clients at that time, they will return your call/e-mail as soon as they are available. With Basic LSAP service, technical support requests not immediately addressed are guaranteed to be acknowledged within 8 business hours. However, we find that the majority of call-back times are within two hours.

When you contact us with a technical issue, General Code's support technician will discuss the situation with you. If there are more detailed diagnostics needed, the technician will log into your system remotely, using the Internet. In this way, the technician can see what the user is seeing, do diagnostics, and generally remedy the situation remotely during this initial contact. In situations that require additional research or work by the technician, we will let you know what still needs to be done, along with a timeframe for getting back to you. You will also receive a Case number for future reference.

All technical support issues (along with their resolution or current status) are logged into General Code's support database, and the current status of any open work order is available to you at any time during normal business hours by calling General Code's helpdesk and providing your Case number. This log also enables all of our support technicians to know the history of your system, providing consistency and efficiency in our services to you.

By providing remote diagnostics and remediation to our clients, we can provide you with quick resolution of your issues to keep you up and running. General Code's helpdesk receives accolades from our clients constantly for the quality and timeliness of their assistance, as well as for their "user friendly" personalities.

#### **Software Patches and Upgrades:**

In addition to receiving technical support, customers with a current LSAP contract will receive critical program updates within the current version of Laserfiche. This is extremely important because Laserfiche document-imaging systems are continuously improved to be even more powerful and efficient. You will receive routine system updates released by the manufacturer after a period of additional General Code in-house testing, as applicable. These patches and software upgrades are available for download at our FTP site. Customers are given the option of applying the patches themselves or having one of our Laserfiche technicians apply the patch remotely.

There is no additional cost for the installation of minor software updates or patches (typically called 'point releases'). Major software updates (typically called 'version releases') may have associated service charges to install, upgrade, or to migrate your Laserfiche software to the new major release level. Related training on new functionality of the upgraded software may also have associated service charges. Any additional charges will be outlined and quoted to you in advance.

#### **List of services covered under LSAP:**

- Remote troubleshooting and repair to the best of our ability of any errors generated by Laserfiche
- Remote troubleshooting and repair to the best of our ability any Laserfiche functionality that is not working
- Provide and remotely apply minor patches/point releases on an as needed basis
- Respond to request calls within 8 business hours, if not immediately
- Provide technical support between the hours of 8:00 AM - 5:00 PM EST
- Provide access to all major and minor patches provided by Compulink Laserfiche
- Access to TIPS and FAQs on the General Code website
- User group meetings
- Access to Laserfiche's knowledgebase
- Regular newsletters - Laserfiche & The Decoder
- Access to webinars

**List of services not covered under LSAP:**

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- Training - New user or refresher training - either on-site or remote
- Repair of damaged databases
- Establishment of SQL maintenance plan
- Addition of custom features or functionality to the software
- Support or troubleshooting of third party software
- Faults or problems caused by unauthorized access to configuration information or changes to components by the user or a third party.
- Installation, Migration, Upgrading of software related to major software releases
- Problems or faults caused by use of the product outside its normal operating conditions.
- On-site technical support, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.
- On-site consulting or training, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.

**Customer's Obligation:**

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- To maintain appropriate backups of the Laserfiche database and associated files.
- To contact General Code prior to implementing significant network changes that has the potential to impact the Laserfiche system. Some examples are, operating system changes on either the server or PC, replacement of existing PCs or server(s), and changes in network configurations, such as server name, IP address or workgroup on PCs.
- To have Internet access on the Laserfiche server and all workstations where the Laserfiche client is installed and be willing to allow our Support Technicians remote access to the Customer's Laserfiche system via GoToAssist or other acceptable remote access tool.
- To designate an IT contact and to provide the name, phone number and e-mail address on the registration form.
- To describe technical issues completely in order to provide General Code's Support Technician sufficient information to be able to diagnose and reproduce the problem, including any identified error codes.

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## **APPENDIX C - REFERENCES**

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The following references are current General Code clients who have completed similar projects. Please feel free to contact anyone on the list.

**Eaton County, MI**  
Robert Sobie, IT Director  
(517) 543-2426

**Delta Charter Township, MI**  
David Marquette, IT Administrator  
(517) 323-8590



CDWG.com | 800.594.4239

OE400SPS

## SALES QUOTATION

QUOTING	ACCOUNT NO.	DATE
DCWM650	0774120	12/4/2012

**BILL TO:**  
CITY OF OWOSSO  
301 W MAIN ST

**SHIP TO:**  
CITY OF OWOSSO  
Attention To: JEFF KISH  
301 W MAIN ST

Accounts Payable  
OWOSSO, MI 48867-2999

OWOSSO, MI 48867-2999  
Contact: JEFF KISH 989.725.0576

Customer Phone #889.723.8844

Customer P.O. # DCWM650  
UPDATEDQUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE	
T.K. BOOTH 877.499.8915		UPS Ground (1- 2 day)	NET 30-VERBAL	GOVT-EXEMPT	
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	
1	2329020	HP DL380 G7 E5620 1P 4GB-R RPS SB Mfg#: 650253-S01 Contract: National Joint Powers Alliance 111309-CDW	2,720.61	2,720.61	
3	2194256	HP S8 300GB 8G SAS 10K 2.5IN DP ENT Mfg#: 507127-S21 Contract: National Joint Powers Alliance 111309-CDW	261.24	783.72	
1	2802796	MS SLD WIN SRV STD 2012 2PROC Mfg#: P73-05876 Contract: National Joint Powers Alliance 111309-CDW	637.62	637.62	
5	2802796	Electronic distribution - NO MEDIA MS SLD WIN SRV UCAL 2012 Mfg#: R18-04302 Contract: National Joint Powers Alliance 111309-CDW	25.23	126.15	
1	1723305	Electronic distribution - NO MEDIA HP S8 4GB PC3-10600R-9 Mfg#: 500658-S21 Contract: National Joint Powers Alliance 111309-CDW	170.57	170.57	
1	645535	HPE 5YR 9X5XNBD DL360 Mfg#: UA007E Contract: National Joint Powers Alliance 111309-CDW Electronic distribution - NO MEDIA	653.76	653.76	
SUBTOTAL				5,092.65	
FREIGHT				0.00	
TAX				0.00	
				US Currency	
TOTAL				5,092.65	

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061

Fax: 312.752.4237

Please remit payment to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at  
<http://www.cdw.com/content/terms-conditions/product-sales.asp>  
For more information, contact a CDW account manager.



**WARRANT 454**  
**December 11, 2012**

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Rehmann Robson	Progress billing in connection with the audit of the June 30, 2012 financial statements	General	\$ 15,000.00
State of Michigan-MDEQ	NPDES Annual Permit Fee - FY 2013	WWTP	\$ 5,500.00
Brown & Stewart PC	Professional Services November 13, 2012 – December 10, 2012	General	\$ 9,415.53
<b>Total</b>			<b>\$ 29,915.53</b>

12/06/2012

CHECK REGISTER FOR CITY OF OWOSSO  
CHECK DATE FROM 11/01/2012 - 11/30/2012

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
11/02/2012	1	119615	SPAGNUOLO VICTOR/BARB	UB refund for account: 2328540001	\$ 99.80
11/02/2012	1	119616	SCOTT DONOVAN PROPERTIES LLC	UB refund for account: 1634000003	\$ 11.95
11/02/2012	1	119617	KIM'S PIZZA STEPHEN COLE	UB refund for account: 2414040003	\$ 54.20
11/02/2012	1	119618	HJ ENTERPRISES	UB refund for account: 1367500005	\$ 67.93
11/02/2012	1	119619	VOGEL AMANDA	UB refund for account: 1075500010	\$ 35.35
11/02/2012	1	119620	CANTU LISA	UB refund for account: 2360040003	\$ 63.69
11/02/2012	1	119621	PATRICK SCOTT	UB refund for account: 2607990002	\$ 61.16
11/02/2012	1	119622	REMAX REAL ESTATE PROFESSIONALS	UB refund for account: 3543070002	\$ 77.13
11/02/2012	1	119623	TONY SCHMIDT REALTY	UB refund for account: 3776070006	\$ 63.69
11/02/2012	1	119624	TONY SCHMIDT REALTY	UB refund for account: 1849000002	\$ 63.82
11/02/2012	1	119625	HIGGINS VICTOR	UB refund for account: 5072570001	\$ 57.65
11/02/2012	1	119626	SAFEGUARD PROPERTIES	UB refund for account: 1627500003	\$ 75.00
11/02/2012	1	119627	TAYLOR KENNETH	UB refund for account: 3527070003	\$ 51.81
11/02/2012	1	119628	ACORN FARMS	2012 FALL TREE PURCHASE (50)	\$ 2,350.00
11/02/2012	1	119629	AIR CLEANING SPECIALIST	OFD-TAILPIPE ASSEMBLY	\$ 383.50
11/02/2012	1	119630	INTERSTATE BILLING SERVICES INC	FLEET-PARTS FOR #345	\$ 1,517.23
11/02/2012	1	119631	AIS CONSTRUCTION EQUIPMENT	CLAW ATTACHMENT 345B	\$ 15,400.00
11/02/2012	1	119632	ALS LABORATORY GROUP	WWTP-WASTEWATER ANALYSES	\$ 340.50
11/02/2012	1	119633	AMERICAN PLANNING ASSOCIATION	ADAM ZETTEL-MEMBERSHIPS/SUBSCRIPTION	\$ 478.00
11/02/2012	1	119634	BIOTRAID ENVIRONMENTAL INC	WWTP-VAPOR SCENT	\$ 441.00
11/02/2012	1	119635	BLUMERICH COMMUNICATIONS SERVICE, I	OPD-VARIOUS SERVICES 7/9/12-10/1/12	\$ 510.00
11/02/2012	1	119636	WILLIAM J BROOKS	REIMBURSEMENT	\$ 30.00
11/02/2012	1	119637	THOMAS LEE BROWN	REIMBURSEMENT	\$ 42.37
11/02/2012	1	119638	DAVID B BUTCHER	REIMBURSEMENT	\$ 30.00
11/02/2012	1	119639	DAVE COLLARD MASONRY & CONCRETE, IN	CURB & SIDEWALK REPAIR	\$ 695.00
11/02/2012	1	119640	CONSUMERS ENERGY	OCT 2012 INVOICES	\$ 19,854.91
11/02/2012	1	119641	CRAIG, JUDY ELAINE	COURIER SERVICE	\$ 198.00
11/02/2012	1	119642	D & G EQUIPMENT INC	FLEET-CHAIN SAW PARTS	\$ 444.35
11/02/2012	1	119643	DELTA FAMILY CLINIC SOUTH PC	HR-DANIEL KOSMACK	\$ 700.00
11/02/2012	1	119644	ENDRESS + HAUSER	WTP-PRESSURE TRANSDUCER	\$ 1,066.50
11/02/2012	1	119645	ETNA SUPPLY COMPANY	WATER-MJ CAPS	\$ 2,082.24
11/02/2012	1	119646	FASTENAL COMPANY	WWTP-SUPPLIES	\$ 58.81
11/02/2012	1	119647	FEDEX	WWTP-LAB SHIPPING FEES	\$ 66.41
11/02/2012	1	119648	BOB FIERKE	REIMBURSEMENT	\$ 15.00
11/02/2012	1	119649	TODD FOLLEN	REIMBURSEMENT	\$ 14.00
11/02/2012	1	119650	FRONTIER	OCT 2012-TROUBLESHOOTING LINE	\$ 1,163.98
11/02/2012	1	119651	GRAYMONT CAPITAL INC	WTP-QUICKLIME-46.46/TONS	\$ 6,318.56
11/02/2012	1	119652	BRADLEY E GROLL	REIMBURSEMENT	\$ 15.00
11/02/2012	1	119653	HI QUALITY GLASS, INC	FLEET-INSTALL WINDOW IN #345	\$ 88.50
11/02/2012	1	119654	THOMAS P HOLCOMB	MEAL WHILE TRAINING 10/29/12	\$ 8.22
11/02/2012	1	119655	IDEXX DISTRIBUTION CORPORATION	WTP-LAB SUPPLIES	\$ 861.75
11/02/2012	1	119656	INDEPENDENT STATIONERS	WWTP-COPIER PAPER	\$ 145.37
11/02/2012	1	119657	INDUSTRIAL SUPPLY OF OWOSSO INC	FLEET-TOOLS	\$ 132.84
11/02/2012	1	119658	J & B MEDICAL SUPPLY INC	OFD-AMBULANCE MEDICAL SUPPLIES	\$ 289.24
11/02/2012	1	119659	JCI JONES CHEMICALS, INC.	WWTP-SODIUM HYPOCHLORITE	\$ 3,402.16
11/02/2012	1	119660	PATRICIA KOHAGEN	ELECTION OFFICE HELP	\$ 260.00
11/02/2012	1	119661	LANDMARK SURVEYING, P.C.	ELEVATION GRADES FOR STATE & CHIPMAN	\$ 750.00
11/02/2012	1	119662	LAW ENFORCEMENT OFFICERS REGIONAL	OPD-FALL 2012 MEMBERSHIP/TRAINING ASSESS	\$ 1,779.73
11/02/2012	1	119663	LUDINGTON ELECTRIC, INC.	DDA-FARMERS MARKET WORK	\$ 319.47
11/02/2012	1	119664	MAURER HEATING & COOLING, INC.	PUBLIC SAFETY-FILTERS	\$ 270.00
11/02/2012	1	119665	METTLER-TOLEDO INC.	WWTP-WTP-LAB BALANCES MAINTENANCE	\$ 273.50
11/02/2012	1	119666	MICHIGAN COMMUNITY DEVELOPMENT ASSO	HOUSING-SARAH WARREN-RILEY WINTER 2012 T	\$ 75.00
11/02/2012	1	119667	MICHIGAN PIPE & VALVE, INC.	WATER INVENTORY-REPAIR CLAMPS (2)	\$ 205.10
11/02/2012	1	119668	MICHIGAN PUBLIC EMPLOYER LABOR RELA	HR-MEETING-JESSICA UNANGST	\$ 45.00
11/02/2012	1	119669	MISDU	PAYROLL DED-HART/KLEEMAN/KENNEDY/BREWBK	\$ 1,001.73
11/02/2012	1	119670	DOUGLAS LEE MORRICE	REIMBURSEMENT	\$ 20.00
11/02/2012	1	119671	NORTHERN LAKE SERVICE, INC.	WWTP-MERCURY ANALYSES	\$ 417.00
11/02/2012	1	119672	OFFICE DEPOT	OPD-BATTERIES/CARRIDGE	\$ 184.61
11/02/2012	1	119673	OWOSSO BOLT & BRASS CO	WATER-PARTS	\$ 809.03
11/02/2012	1	119674	OWOSSO CHARTER TOWNSHIP TREASURER	PA 425 AGREEMENT PAYMENT	\$ 17,254.50
11/02/2012	1	119675	KEVIN M. PETTIGREW	OPD-MEAL WHILE TRAINING-10/19/12	\$ 27.41

11/02/2012	1	119676	POLICE OFFICERS LABOR COUNCIL	PAYROLL DED-DUES	\$	837.00
11/02/2012	1	119677	POLYDYNE INC	WWTP-AF 4500 POLYMER	\$	1,878.80
11/02/2012	1	119678	Q2A ASSOCIATES LLC	FINANCE DIRECTOR SERVICES 9/30-10/13/12	\$	3,696.00
11/02/2012	1	119679	RATHCO SAFETY SUPPLY, INC.	STREETS-SIGNS	\$	110.82
11/02/2012	1	119680	REHMANN ROBSON	PROGRESS BILLING #1 FOR FY ENDED 6/30/12	\$	1,800.00
11/02/2012	1	119681	RENFROW, MELVIN	REIMBURSEMENT-CONFERENCE EXPENSES	\$	310.50
11/02/2012	1	119682	REPUBLIC SERVICES #237	NOV 2012-REFUSE SERVICE	\$	369.02
11/02/2012	1	119683	S L H METALS INC	WWTP-SUPPLIES	\$	601.35
11/02/2012	1	119684	SHIAWASSEE COUNTY CLERK	ELECTION CHARGES	\$	3,343.24
11/02/2012	1	119685	SHIAWASSEE COUNTY MEDICAL GROUP	HR-PRE-EMPLOYMENT PHYSICAL	\$	200.00
11/02/2012	1	119686	SNYDER REAL ESTATE ASSOC, INC.	COMPLETE APPRAISAL-MTT CASE-FINAL	\$	500.00
11/02/2012	1	119687	STANDARD INSURANCE COMPANY	GROUP LIFE INS PREMIUM	\$	2,969.89
11/02/2012	1	119688	STATE OF MICHIGAN	ADAM ZETTEL-ASSESSMENT CERTIFICATION	\$	300.00
11/02/2012	1	119689	STATE OF MICHIGAN	PROJECT FINAL SETTLEMENT-WASHINGTON/JERO	\$	110.00
11/02/2012	1	119690	STATE OF MICHIGAN-MDNRE	WTP-WATER TESTING	\$	609.00
11/02/2012	1	119691	STECHSCHULTE GAS & OIL, INC.	FUEL-PE 10/15/12	\$	5,958.99
11/02/2012	1	119692	SUNBURST GARDENS, INC.	2012 TALL GRASS MOWING	\$	751.00
11/02/2012	1	119693	SWIM LLC	UTILITIES DIRECTOR SERVICES-10/13 -27/12	\$	840.00
11/02/2012	1	119694	TERRY M BACK	FLEET-REPAIR	\$	300.00
11/02/2012	1	119695	TONERGREEN.COM	HR-TONER (2)	\$	107.99
11/02/2012	1	119696	TRACTOR SUPPLY COMPANY	PARTS-GRASS SEED	\$	380.79
11/02/2012	1	119697	USA BLUE BOOK	WWTP-CHLORINE ION ELECTRODE	\$	667.58
11/02/2012	1	119698	VIC BOND SALES, INC. - OWOSSO	WTP-SUPPLIES	\$	28.26
11/02/2012	1	119699	WASTE MANAGEMENT OF MICHIGAN	DISPOSAL CHARGES-10/16/12-10/31/12	\$	3,430.31
11/02/2012	1	119700	WIN'S ELECTRICAL SUPPLY	CITY HALL-SUPPLIES	\$	512.07
11/12/2012	1	119701	PATRICIA ASH	ELECTION	\$	152.50
11/12/2012	1	119702	JOAN AUE	ELECTION	\$	162.50
11/12/2012	1	119703	NANCY K BARNES	ELECTION	\$	215.00
11/12/2012	1	119704	CATHERINE BAUMGARDNER	ELECTION	\$	115.00
11/12/2012	1	119705	CAROL BEMIS	ELECTION	\$	132.50
11/12/2012	1	119706	HANORA WEEKS BIGNALL	ELECTION	\$	155.00
11/12/2012	1	119707	MARY FRANCES BROOKS	ELECTION	\$	122.50
11/12/2012	1	119708	JERRY BUCHHOLZ	ELECTION	\$	195.00
11/12/2012	1	119709	JUNE BUCHHOLZ	ELECTION	\$	165.00
11/12/2012	1	119710	SHARON BUTCHER	ELECTION	\$	200.00
11/12/2012	1	119711	LEOMA CASTLE	ELECTION	\$	127.50
11/12/2012	1	119712	STEPHEN CHAPKO II	REIMBURSEMENT	\$	40.00
11/12/2012	1	119713	CONSUMERS ENERGY	OCT 2012 INVOICES	\$	60.74
11/12/2012	1	119714	SHELLEY COOK	ELECTION	\$	60.00
11/12/2012	1	119715	ROSE MARY CRAFT	ELECTION	\$	157.50
11/12/2012	1	119716	JUDY DANTZER	ELECTION	\$	5.00
11/12/2012	1	119717	ANN DELANEY	ELECTION	\$	25.00
11/12/2012	1	119718	FREDERICK DIBEAN	ELECTION	\$	192.50
11/12/2012	1	119719	RUTH ANN DOEPKER	ELECTION	\$	25.00
11/12/2012	1	119720	SANDY W DUFFIELD	REIMBURSEMENT	\$	53.94
11/12/2012	1	119721	MICHAEL ECKMYRE	ELECTION	\$	165.00
11/12/2012	1	119722	ERES INTERNATIONAL INC	PAVEMENT CONDITION SURVEY & PAVEMENT MAN	\$	6,750.00
11/12/2012	1	119723	JOHN FORBES	ELECTION	\$	192.50
11/12/2012	1	119724	DONNA FREEMAN	ELECTION	\$	160.00
11/12/2012	1	119725	JUNE GARNER	ELECTION	\$	157.50
11/12/2012	1	119726	JULIE GEREN	ELECTION	\$	30.00
11/12/2012	1	119727	NANCY L GILBERT	ELECTION	\$	195.00
11/12/2012	1	119728	IRENE GRAFF	ELECTION	\$	162.50
11/12/2012	1	119729	JANET GRAHAM	ELECTION	\$	105.00
11/12/2012	1	119730	BRADLEY E GROLL	REIMBURSEMENT	\$	14.00
11/12/2012	1	119731	BARBARA HALL	ELECTION	\$	5.00
11/12/2012	1	119732	RICHARD HALL	ELECTION	\$	107.50
11/12/2012	1	119733	LINDA SUE HARRIS	ELECTION	\$	172.50
11/12/2012	1	119734	LILLIAN HOISINGTON	ELECTION	\$	137.50
11/12/2012	1	119735	CLIFFORD DANA HORN	ELECTION	\$	110.00
11/12/2012	1	119736	BONNIE IRBY	ELECTION	\$	160.00
11/12/2012	1	119737	CLINE, JEAN E	ELECTION	\$	165.00
11/12/2012	1	119738	TRACY RAE JENC	ELECTION	\$	167.50
11/12/2012	1	119739	MARY LOU KALAT	ELECTION	\$	210.00
11/12/2012	1	119740	MICHAEL KALAT	ELECTION	\$	170.00
11/12/2012	1	119741	MEREDITH KEATING	ELECTION	\$	210.00
11/12/2012	1	119742	DAVID KENNEY	ELECTION	\$	160.00



11/12/2012	1	119743	LINDA KENNEY	ELECTION	\$	160.00
11/12/2012	1	119744	CHARLOTTE KIRK	ELECTION	\$	132.50
11/12/2012	1	119745	PATRICIA KOHAGEN	ELECTION	\$	367.50
11/12/2012	1	119746	VIVIAN LANGDON	ELECTION	\$	5.00
11/12/2012	1	119747	CARI LYNN LLOYD	ELECTION	\$	160.00
11/12/2012	1	119748	GAIL LOVE	ELECTION	\$	160.00
11/12/2012	1	119749	JEANETTE LOYNES	ELECTION	\$	137.50
11/12/2012	1	119750	BILLY LUNDY	ELECTION	\$	197.50
11/12/2012	1	119751	NANCY LUNDY	ELECTION	\$	52.50
11/12/2012	1	119752	ARLENE MARTIN	ELECTION	\$	127.50
11/12/2012	1	119753	SHARON MCALLISTER	ELECTION	\$	160.00
11/12/2012	1	119754	MICHAEL MCCLOSKEY	OPD-MEAL REIMBURSEMENT	\$	115.00
11/12/2012	1	119755	RUTH ANN MELLENTINE	ELECTION	\$	165.00
11/12/2012	1	119756	MICHIGAN MUNICIPAL RISK MANAGEMENT	2ND INSTALLMENT	\$	62,506.00
11/12/2012	1	119757	MARY MORDEN	ELECTION	\$	137.50
11/12/2012	1	119758	DOUGLAS LEE MORRICE	REIMBURSEMENT	\$	25.00
11/12/2012	1	119759	TAMMY NETHAWAY	ELECTION	\$	162.50
11/12/2012	1	119760	NANCY NICHOLAS	ELECTION	\$	192.50
11/12/2012	1	119761	THOMAS P NICOLL	ELECTION	\$	165.00
11/12/2012	1	119762	BONNIE LOU PEARCE	ELECTION	\$	165.00
11/12/2012	1	119763	ALICE PETERSON	ELECTION	\$	165.00
11/12/2012	1	119764	MARIELLEN PETO	ELECTION	\$	170.00
11/12/2012	1	119765	BARBARA POWELL	ELECTION	\$	147.50
11/12/2012	1	119766	GERALDINE MARGARET RAMOS	ELECTION	\$	140.00
11/12/2012	1	119767	ESTHER RAY	OPD-MEALS REIMBURSEMENT	\$	9.02
11/12/2012	1	119768	CANDACE REINEWALD	ELECTION	\$	157.50
11/12/2012	1	119769	HENRY REINEWALD	ELECTION	\$	137.50
11/12/2012	1	119770	EUSTASIA REYNA	ELECTION	\$	125.00
11/12/2012	1	119771	HELENE ROBERTS	ELECTION	\$	150.00
11/12/2012	1	119772	BRUCE ROBINSON	ELECTION	\$	82.50
11/12/2012	1	119773	BERNETTE ROE	ELECTION	\$	132.50
11/12/2012	1	119774	PATRICIA SANDERS	ELECTION	\$	172.50
11/12/2012	1	119775	CHARLES LEE SCHAUFELLE	ELECTION	\$	160.00
11/12/2012	1	119776	CHELSEA SCOTT	ELECTION	\$	155.00
11/12/2012	1	119777	JUDY SENK	ELECTION	\$	165.00
11/12/2012	1	119778	ELAINE SHEPARD	ELECTION	\$	160.00
11/12/2012	1	119779	DELORES SIMPSON	ELECTION	\$	132.50
11/12/2012	1	119780	KATHY SNOW	ELECTION	\$	165.00
11/12/2012	1	119781	MARGARET SOWLE	ELECTION	\$	160.00
11/12/2012	1	119782	MARGARET SPENCER	ELECTION	\$	155.00
11/12/2012	1	119783	LINDA STASA	ELECTION	\$	115.00
11/12/2012	1	119784	MILAN STASA	ELECTION	\$	105.00
11/12/2012	1	119785	ROSEMARY STEAVENS	ELECTION	\$	85.00
11/12/2012	1	119786	JERI STECK	ELECTION	\$	90.00
11/12/2012	1	119787	KARYL SULLIVAN	ELECTION	\$	165.00
11/12/2012	1	119788	CAROL SZALLA	ELECTION	\$	5.00
11/12/2012	1	119789	SHIRLEY TATTERSALL	ELECTION	\$	160.00
11/12/2012	1	119790	IONE THOMAS	ELECTION	\$	132.50
11/12/2012	1	119791	HECTOR VALDEZ	ELECTION	\$	105.00
11/12/2012	1	119792	ROANN WARNER	ELECTION	\$	120.00
11/12/2012	1	119793	GEORGE WELTE	ELECTION	\$	200.00
11/12/2012	1	119794	KRISTA KARHOFF WELTE	ELECTION	\$	172.50
11/12/2012	1	119795	DEBRA WHIPPLE	ELECTION	\$	165.00
11/12/2012	1	119796	BARBARA WHITE	ELECTION	\$	155.00
11/12/2012	1	119797	DONALD WILLIAMS JR	ELECTION	\$	120.00
11/12/2012	1	119798	JANET WILLIAMS	ELECTION	\$	120.00
11/12/2012	1	119799	SHIRLEY WILLIAMS	ELECTION	\$	167.50
11/19/2012	1	119800	123.NET	IT-OCTOBER 2012 SERVICE	\$	32.00
11/19/2012	1	119801	ACCUMED BILLING INC	OFD-AMBULANCE BILLING SERVICES	\$	3,861.33
11/19/2012	1	119802	ANN ARBOR CREDIT BUREAU	COLLECTION FEE	\$	29.85
11/19/2012	1	119803	APEX SOFTWARE	ASSESSING-RENEWAL-1/1/13-1/1/14	\$	430.00
11/19/2012	1	119804	THE ARGUS PRESS	OCT 2012-PRINTING OF LEGAL NOTICES ETC	\$	244.38
11/19/2012	1	119805	B S & A SOFTWARE	TAX SYSTEM-SUPPORT-11/1/12-11/1/13	\$	1,305.00
11/19/2012	1	119806	BISBEE INFRARED SERVICES INC	WWTP/WTP-INFRARED SURVEY	\$	475.00
11/19/2012	1	119807	BLUMERICH COMMUNICATIONS SERVICE, I	OPD-REPAIRS TO #80	\$	375.30
11/19/2012	1	119808	BODMAN LLP	HR-LABOR/MISCELLANEOUS	\$	673.75
11/19/2012	1	119809	BROWN & STEWART P C	PROFESSIONAL SERVICES-POLICE	\$	11,460.52

11/19/2012	1	119810	CANNONSBURG WOOD PRODUCTS	PARKS-PLAYGROUND MIX BARK FOR BENTLEY PA	\$	2,170.00
11/19/2012	1	119811	CITY OF CORUNNA	PUBLIC SAFETY-OCTOBER 2012 ADMIN SERVICE	\$	2,307.33
11/19/2012	1	119812	CITY OF OWOSSO	SPECIAL ASSESSMENT-PAYOFF	\$	16,058.91
11/19/2012	1	119813	DAVE COLLARD MASONRY & CONCRETE, IN	STREET-REPAIR	\$	770.00
11/19/2012	1	119814	COMMERCIAL BLUEPRINT, INC.	DPW-INK JET BOND	\$	272.88
11/19/2012	1	119815	CONSUMERS ENERGY	OCT 2012 INVOICES	\$	29,101.94
11/19/2012	1	119816	VOID-CREATED IN PRINTING PROCESS	VOID		
11/19/2012	1	119817	COPSPUS INC	OPD-FLASHLIGHT	\$	80.37
11/19/2012	1	119818	D & D TRUCK & TRAILER PARTS	FLEET-FILTERS/TIRE GAUGE	\$	644.62
11/19/2012	1	119819	DALTON ELEVATOR	OFD-OXYGEN	\$	507.06
11/19/2012	1	119820	DAYSTARR COMMUNICATIONS	DECEMBER 2012-FEES	\$	1,805.00
11/19/2012	1	119821	EJ USA INC	WATER-HYDRANT PARTS	\$	960.28
11/19/2012	1	119822	EMPLOYEE BENEFIT CONCEPTS INC	HR-NOVEMBER 2012-ADMIN FEE	\$	100.00
11/19/2012	1	119823	EQUICROSS INC	ELECTION-STANCHIONS/CHAINS/SIGN HOLDERS	\$	1,132.45
11/19/2012	1	119824	FISHER CHIPPEWA REDI-MIX, INC.	DDA-CONCRETE FOR WAYFINDING SIGNS	\$	83.00
11/19/2012	1	119825	FISHER SCIENTIFIC CO.	WTP-SUPPLIES	\$	413.56
11/19/2012	1	119826	FRONTIER	OCTOBER 2012-PHONES	\$	936.61
11/19/2012	1	119827	GILBERT'S TRUE VALUE HARDWARE	CLERK-ELECTION SUPPLIES	\$	329.95
11/19/2012	1	119828	GLOVE PLANET	OFD-GLOVES	\$	558.00
11/19/2012	1	119829	GOYETTE MECHANICAL	PUBLIC SAFETY-10/31/12 INSPECTION	\$	133.00
11/19/2012	1	119830	GRAYBAR	WWTP-PARTS	\$	237.44
11/19/2012	1	119831	GRAYMONT CAPITAL INC	WTP-QUICKLIME/46.19-TONS	\$	6,281.84
11/19/2012	1	119832	ARTHUR H HART	OFD-FUEL	\$	40.72
11/19/2012	1	119833	HOLZHAUSEN EXCAVATING	BD BOND REFUND-REC #264040	\$	50.00
11/19/2012	1	119834	HOME DEPOT CREDIT SERVICES	WWTP-GROUT	\$	90.22
11/19/2012	1	119835	KEMIRA WATER SOLUTIONS INC	WWTP-FERRIC CHLORIDE	\$	3,362.28
11/19/2012	1	119836	KEY GOVERNMENT FINANCE INC	PHONE SYSTEM ANNUAL PMT- 1 OF 5 PMTS	\$	26,256.84
11/19/2012	1	119837	AMY K KIRKLAND	ELECTIONS-EXPRESS MAIL	\$	216.90
11/19/2012	1	119838	LINCOLN SERVICE LLC	REPAIR/REBUILD OF TERTIARY PUMP MOTOR-ID	\$	4,720.00
11/19/2012	1	119839	LOGICALIS INC	IT-NETWORK ENGINEERING	\$	7,616.00
11/19/2012	1	119840	LTM AUTO TRUCK AND TRAILER INC	OFD-STROBE	\$	416.00
11/19/2012	1	119841	LUDINGTON ELECTRIC, INC.	DDA-REPAIR CHAIRMAN LIGHTS	\$	111.00
11/19/2012	1	119842	MEMORIAL HEALTHCARE CENTER	HR-PREEMPLOYMENT DRUG TESTING	\$	399.00
11/19/2012	1	119843	MICHIGAN ASSESSORS ASSOCIATION	ASSESSING-LARRY COOK	\$	75.00
11/19/2012	1	119844	MICHIGAN ELECTION RESOURCES	ELECTIONS-ABSENT VOTER SECRECY ENVELOPES	\$	33.72
11/19/2012	1	119845	MICHIGAN METER TECHNOLOGY GROUP INC	5/8' X 5/8' WATER METERS WITH ECODER R90	\$	4,980.00
11/19/2012	1	119846	MICHIGAN PIPE & VALVE, INC.	WATER-REPAIR CLAMP	\$	119.31
11/19/2012	1	119847	MOTION INDUSTRIES, INC.	WWTP-SPROCKET	\$	789.54
11/19/2012	1	119848	MUNICIPAL SUPPLY CO.	WATER-PARTS	\$	987.96
11/19/2012	1	119849	NAPA AUTO PARTS	WATER-ANTI FREEZE	\$	689.66
11/19/2012	1	119850	NEXTEL COMMUNICATIONS	OCT 2012-CELL PHONE SERVICE & EQUIPMENT	\$	1,350.96
11/19/2012	1	119851	OFFICE DEPOT	CLERK-ELECTION SUPPLIES	\$	418.97
11/19/2012	1	119852	ONE WAY ASPHALT PAVING AND EXCAVATI	2012 STREET PATCH PROGRAM	\$	19,364.68
11/19/2012	1	119853	OWOSSO BOLT & BRASS CO	DPW-DRAIN CLEANER	\$	34.89
11/19/2012	1	119854	GARY L PALMER	ELECTRICAL INSPECTION SERVICES	\$	500.00
11/19/2012	1	119855	PERRIN CONSTRUCTION CO	BD BOND REFUND-REC #264479	\$	50.00
11/19/2012	1	119856	PERRIN CONSTRUCTION CO	BD BOND REFUND-REC #265610	\$	50.00
11/19/2012	1	119857	PRINTING SYSTEMS, INC.	CLERK-I VOTED STICKERS (6000)	\$	1,049.58
11/19/2012	1	119858	Q2A ASSOCIATES LLC	FINANCE DIR SERVICES 10/14/12-10/27/12	\$	3,570.00
11/19/2012	1	119859	REEVES WHEEL ALIGNMENT, INC.	OPD-#24-BRAKES	\$	6,822.94
11/19/2012	1	119860	RESERVE ACCOUNT	POSTAGE FOR METER	\$	3,000.00
11/19/2012	1	119861	ROWE PROFESSIONAL SERVICES CO	ENGINEERING SERVICES FOR BENTLEY PARK PE	\$	608.00
11/19/2012	1	119862	RUTHY'S LAUNDRY CENTER	OPD-OCTOBER 2012-DRY CLEANING	\$	482.87
11/19/2012	1	119863	SCOTT FREDERICKSON CONSTRUCTION COR	HOUSING-314 MICHIGAN AVE	\$	7,820.00
11/19/2012	1	119864	THE SHERWIN-WILLIAMS CO.	WWTP-COAL TAR	\$	61.59
11/19/2012	1	119865	SHIAWASSEE COUNTY MEDICAL GROUP	HR-DANIEL KOSMACK	\$	200.00
11/19/2012	1	119866	SLOAN'S SEPTIC TANK SERVICE AND POR	PARKS-OCTOBER 2012 RENTALS	\$	340.00
11/19/2012	1	119867	SMITH JANITORIAL SUPPLY	OFD-CLEANER	\$	809.43
11/19/2012	1	119868	SNYDER POURED WALLS	BD BOND REFUND-REC #265622	\$	50.00
11/19/2012	1	119869	SOUTHSIDE CAR WASH	OPD-OCT 2012-CAR WASHES	\$	15.60
11/19/2012	1	119870	SPARTAN STORES LLC	HR-SUPPLIES	\$	8.09
11/19/2012	1	119871	ST JOHNS ANSWERING SERVICE INC	DECEMBER 2012-ANSWERING SERVICE	\$	65.00
11/19/2012	1	119872	STAPLES CREDIT PLAN	ELECTIONS-TONER (2)	\$	175.94
11/19/2012	1	119873	STATE OF MICHIGAN	WWTP-2013 REG FEE-UNDERGROUND STORAGE TA	\$	100.00
11/19/2012	1	119874	STATE OF MICHIGAN	ASSESSING-LARRY COOK-THREE YEAR RENEWAL	\$	150.00
11/19/2012	1	119875	STATE OF MICHIGAN	WTP-FEE FOR PUBLIC WATER SUPPLIES	\$	5,381.20
11/19/2012	1	119876	STECHSCHULTE GAS & OIL, INC.	FLEET-GUARDOL	\$	7,468.74

11/19/2012	1	119877	STECHSCHULTE GAS & OIL, INC.	FUEL-PE 11/15/12	\$	8,865.55
11/19/2012	1	119878	STEPP MANUFACTURING CO INC	PARTS FOR TAR MACHINE-UNIT 275	\$	2,034.74
11/19/2012	1	119879	VALLEY LUMBER	DPW-SUPPLIES	\$	334.07
11/19/2012	1	119880	WASTE MANAGEMENT OF MICHIGAN	DISPOSAL CHARGES-11/12-11/15/12	\$	2,240.18
11/19/2012	1	119881	MERLE E WEST II	PLUMBING/MECHANICAL INSPECTION SERVICES	\$	750.00
11/19/2012	1	119882	WHEELER PARTY RENTAL INC	CLERK-TABLES FOR ELECTION	\$	380.70
11/20/2012	1	119883	AFLAC	PAYROLL DED-AFLC PREMIUM	\$	944.34
11/20/2012	1	119884	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE PRMIUM	\$	4,438.82
11/20/2012	1	119885	LEGALSHIELD	PAYROLL DED-PREPAID LEGAL INSURANCE	\$	25.90
11/20/2012	1	119886	METLIFE	PAYROLL DED-MET LIFE PAYMENT	\$	26.84
11/20/2012	1	119887	MISDU	PAYROLL DED-HART/KLEEMAN/BREWBAKER	\$	772.65
11/20/2012	1	119888	MUTUAL EYE CLAIM AUDITS	VISION COVERAGE PREMIUM	\$	805.25
11/30/2012	1	119889	LITTLE FERNA	UB refund for account: 2751540004	\$	25.19
11/30/2012	1	119890	STERBA ROSEMARIE A	UB refund for account: 2750190001	\$	52.15
11/30/2012	1	119891	HEBEKEUSER LEE	UB refund for account: 4243500003	\$	24.65
11/30/2012	1	119892	MARKS JANICE	UB refund for account: 1725000004	\$	28.90
11/30/2012	1	119893	MOWEN ELLA	UB refund for account: 3306570001	\$	44.04
11/30/2012	1	119894	WILSON DEBORA	UB refund for account: 2626890019	\$	29.17
11/30/2012	1	119895	BUEHLER HAROLD	UB refund for account: 1413000012	\$	47.14
11/30/2012	1	119896	JOHNSON JENNIFER	UB refund for account: 3372070005	\$	21.83
11/30/2012	1	119897	TONY SCHMIDT REALTY	UB refund for account: 2097690003	\$	122.12
11/30/2012	1	119898	TONY SCHMIDT REALTY	UB refund for account: 2328540002	\$	29.17
11/30/2012	1	119899	BOWEN STEPHANIE	UB refund for account: 5023570001	\$	27.91
11/30/2012	1	119900	SZCZERBATY STANLEY	UB refund for account: 3540570004	\$	27.31
11/30/2012	1	119901	DOYLE LORA	UB refund for account: 1810500004	\$	45.59
11/30/2012	1	119902	BOATWRIGHT LAWRENCE	UB refund for account: 2285790003	\$	40.29
11/30/2012	1	119903	EASLICK ROBERT III	UB refund for account: 1804500004	\$	23.21
11/30/2012	1	119904	WAHL ANGELA	UB refund for account: 1307500001	\$	33.01
11/30/2012	1	119905	RAY, NICHOLAS CRAIG	WITNESS FEES	\$	10.24
11/30/2012	1	119906	HOAG, DAVID ADAM	WITNESS FEES	\$	10.24
11/30/2012	1	119907	ANDERSON'S INSTALLATION SERVICE AND	BUILDING-TO CORRECT ERROR	\$	350.00
11/30/2012	1	119908	BELL EQUIPMENT COMPANY	FLEET-PARTS FOR SWEEPER-UNIT 254	\$	1,234.42
11/30/2012	1	119909	BIO-SYSTEMS OF OH, LLC	WWTP-BIO BUG HG	\$	568.68
11/30/2012	1	119910	WILLIAM J BROOKS	REIMBURSEMENT	\$	15.00
11/30/2012	1	119911	C D W GOVERNMENT, INC.	PLANNING-MS STD OFFICE STD 2012	\$	628.24
11/30/2012	1	119912	CARQUEST AUTO PARTS STORE	FLEET-PARTS/SUPPLIES	\$	1,135.86
11/30/2012	1	119913	CHEMTRAC SYSTEMS INC	WTP-LAB SUPPLIES	\$	285.00
11/30/2012	1	119914	JAMES AND CYNTHIA CIVILLE	122 N WASHINGTON ST	\$	50,000.00
11/30/2012	1	119915	CONSUMERS ENERGY	NOV 2012 INVOICES	\$	21,516.78
11/30/2012	1	119916	DONALD D CRAWFORD	EXPENSES-8/22/12-11/13/12	\$	1,599.32
11/30/2012	1	119917	SANDY W DUFFIELD	REIMBURSEMENT	\$	127.48
11/30/2012	1	119918	EJ USA INC	PARKING-TF FRAME 4"	\$	207.27
11/30/2012	1	119919	ETNA SUPPLY COMPANY	WATER-5/8 RUBBER METER GASKETS (1000)	\$	258.60
11/30/2012	1	119920	FEDEX	WWTP-LAB SHIPPING FEES	\$	12.47
11/30/2012	1	119921	TODD FOLLEN	REIMBURSEMENT	\$	34.00
11/30/2012	1	119922	FRONTIER	NOVEMBER 2012-989-729-6137	\$	1,165.92
11/30/2012	1	119923	GENESEE COUNTY BUILDING OFFICIALS A	BUILDING-CHUCK RAU	\$	75.00
11/30/2012	1	119924	ARTHUR H HART	NATIONAL REGISTRY REGISTRATION-ART HART	\$	100.00
11/30/2012	1	119925	HI QUALITY GLASS, INC	FLEET-MIRROR-UNIT #307	\$	24.00
11/30/2012	1	119926	TIMOTHY E HILL	REIMBURSEMENT	\$	14.00
11/30/2012	1	119927	HOME DEPOT CREDIT SERVICES	ELECTION-SUPPLIES	\$	152.76
11/30/2012	1	119928	LUDINGTON ELECTRIC, INC.	DDA-LIGHTS DOWNTOWN	\$	369.12
11/30/2012	1	119929	JEFFERY L LUFT	REIMBURSEMENT	\$	30.00
11/30/2012	1	119930	MICHAEL'S PLUMBING REPAIR, INC.	OFD-REPAIR 11/9/12	\$	317.30
11/30/2012	1	119931	MICHIGAN METER TECHNOLOGY GROUP INC	5/8" X 5/8" WATER METERS WITH R900I ECOD	\$	4,980.00
11/30/2012	1	119932	MICHIGAN MUNICIPAL LEAGUE WORKERS'	WORKERS' COMPENSATION PREMIUM	\$	23,197.00
11/30/2012	1	119933	MICHIGAN PAVING & MATERIALS CO	2012 STREET IMPROVEMENT PROJECT	\$	87,760.96
11/30/2012	1	119934	MICHIGAN PAVING & MATERIALS CO	2012 STREET IMPROVEMENT PROJECT	\$	96,722.01
11/30/2012	1	119935	MIRACLE OF MICHIGAN & INDIANA	BENTLEY PARK PLAYSCAPE ADDITIONAL TABLES	\$	3,366.00
11/30/2012	1	119936	MISDU	PAYROLL DED-HART/KLEEMAN/KENNEDY/BREWBAK	\$	1,001.73
11/30/2012	1	119937	MISS DIG SYSTEM, INC.	2013 MEMBERSHIP	\$	612.88
11/30/2012	1	119938	DOUGLAS LEE MORRICE	REIMBURSEMENT	\$	10.00
11/30/2012	1	119939	MUNICIPAL CODE CORPORATION	CLERK-CODE OF ORDINANCES SUPPLEMENT PAGE	\$	1,759.59
11/30/2012	1	119940	MUNICIPAL WEB SERVICES	OCTOBER 2012-WBSITE HOSTING	\$	130.00
11/30/2012	1	119941	NORTH AMERICAN OVERHEAD DOOR INC	OFD-DOOR REPAIR-11/26/12	\$	107.49
11/30/2012	1	119942	OFFICE DEPOT	PUB SAFETY-SUPPLIES	\$	337.26
11/30/2012	1	119943	OFFICE SOURCE	ASSESSING-APPT BOOK/WALL CALENDAR	\$	62.51

11/30/2012	1	119944	OWOSSO-WATER FUND	PARKS-1175 FARR-FINAL	\$	30.16
11/30/2012	1	119945	KEVIN M. PETTIGREW	REIMBURSEMENT	\$	80.00
11/30/2012	1	119946	PHYSICIANS HEALTH PLAN OF MID-MICH	HEALTH INSURANCE PREMIUM	\$	77,501.61
11/30/2012	1	119947	Q2A ASSOCIATES LLC	FINANCE DIR SERVICES-10/28/12-11/10/12	\$	2,961.00
11/30/2012	1	119948	REEVES WHEEL ALIGNMENT, INC.	OPD-#80-REPAIRS	\$	1,657.95
11/30/2012	1	119949	S L H METALS INC	WWTP-MATERIALS	\$	270.73
11/30/2012	1	119950	SAGINAW VALLEY CHAPTER INT'L CODE C	BUILDING-CHUCK RAU-CLASS	\$	50.00
11/30/2012	1	119951	SDI	OFD-SMOKE DETECTOR TESTER	\$	277.00
11/30/2012	1	119952	SHIAWASSEE COUNTY-REGISTER OF DEEDS	HOUSING-122 N WASHINGTON ST	\$	59.00
11/30/2012	1	119953	SHIAWASSEE COUNTY-REGISTER OF DEEDS	HOUSING-122 N WASHINGTON ST	\$	60.00
11/30/2012	1	119954	SHIAWASSEE FAMILY YMCA	PAYROLL DED-MEMBERSHIPS	\$	173.40
11/30/2012	1	119955	SPARTAN FENCE INC	INVENTORY-2 1/2" X 12' #40 USA POST	\$	980.00
11/30/2012	1	119956	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE PREMIUM	\$	2,510.34
11/30/2012	1	119957	STATE OF MICHIGAN	ADAM ZETTEL-WATER DIST OPERATOR CERT	\$	95.00
11/30/2012	1	119958	STATE OF MICHIGAN	STATE OF MI WITHHOLDING TAX	\$	16,925.64
11/30/2012	1	119959	SWIM LLC	UTILITIES DIR SERVICES-10/28/12-11/10/12	\$	2,142.00
11/30/2012	1	119960	USA BLUE BOOK	WATER-GASKET PUNCH/MATERIAL	\$	133.51
11/30/2012	1	119961	VAN POP CO	TAX TRIBUNAL REFUND-050-660-019-008-00	\$	2,627.42
11/30/2012	1	119962	MERLE E WEST II	124 E MAIN ST-LEBOWSKY CENTER	\$	150.00
11/30/2012	1	119963	ADAM ZETTEL	POSTAGE-GRANT APPLICATION/MASTER PLAN CD	\$	65.05

1 TOTALS:

(1 Check Voided)

Total of 348 Disbursements: \$ 822,571.17

Bank 10 OWOSSO HISTORICAL FUND

11/02/2012	10	4377	CHARTER COMMUNICATIONS	515 N WASHINGTON ST #2	\$	81.67
11/02/2012	10	4378	JESSE FARR	PAINTING OF CURWOOD CASTLE WINDOWS	\$	2,220.00
11/02/2012	10	4379	ROSEMARY MAGLEY	CLEANING SERVICES	\$	100.00
11/02/2012	10	4380	SPECIALTY SALVAGE LLC	GARBAGE PICK UP	\$	35.97
11/02/2012	10	4381	SPEERS, MITCHELL	DISPLAY ITEMS FOR CURWOOD CASTLE	\$	21.73
11/27/2012	10	4382	CHARTER COMMUNICATIONS	515 N WASHINGTON ST #3	\$	108.35
11/27/2012	10	4383	CONSUMERS ENERGY	515 N WASHINGTON ST	\$	546.97
11/27/2012	10	4384	FRONTIER	989-725-1470-083101-5	\$	40.79
11/27/2012	10	4385	GILBERT'S TRUE VALUE HARDWARE	PRIMER AND PAINT SUPPLIES	\$	39.56
11/27/2012	10	4386	SECURITY ALARM CO INC	12/1/12-2/28/13	\$	60.00
11/27/2012	10	4387	THE SHERWIN-WILLIAMS CO.	PRIMER FOR CASTLE WINDOWS	\$	53.79
11/27/2012	10	4388	LORRAINE WECKWERT	CASTLE DISPLAY SUPPLIES	\$	15.78

10 TOTALS:

Total of 12 Disbursements: \$ 3,324.61

Bank 2 TRUST & AGENCY

11/12/2012	2	6193	SHIAWASSEE AREA TRANSPORTATION AGEN	COLLECTIONS	\$	153.08
11/12/2012	2	6194	SHIAWASSEE COUNTY TREASURER	149 LOTS	\$	372.50
11/12/2012	2	6195	SHIAWASSEE COUNTY TREASURER	COLLECTIONS	\$	7,002.38
11/27/2012	2	6196	SHIAWASSEE AREA TRANSPORTATION AGEN	COLLECTIONS		VOID
11/27/2012	2	6197	SHIAWASSEE COUNTY TREASURER	COLLECTIONS		VOID
11/27/2012	2	6198	SHIAWASSEE AREA TRANSPORTATION AGEN	COLLECTIONS	\$	179.41
11/27/2012	2	6199	SHIAWASSEE COUNTY TREASURER	COLLECTIONS	\$	8,244.94

2 TOTALS:

(2 Checks Voided)

Total of 5 Disbursements: \$ 15,952.31

REPORT TOTALS:

(3 Checks Voided)

Total of 365 Disbursements: \$ 841,848.09

RESOLUTION NO. \_\_\_\_

**RESOLUTION ACCEPTING AND PLACING ON FILE  
THE CITY OF OWOSSO, MICHIGAN FINANCIAL REPORT  
WITH ADDITIONAL INFORMATION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2012**

WHEREAS, the city of Owosso is required by the laws of the state of Michigan to annually have an independent audit performed in accordance with generally accepted auditing standards, and

WHEREAS, the city of Owosso employed Rehmann Accounting LLC certified public accountants, to audit the financial records of the city of Owosso and such audit has been completed and is presented this date to the city council;

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

FIRST:       The *City of Owosso, Michigan Financial Report with Additional Information for the Fiscal Year Ended June 30, 2012*, attached hereto and made a part hereof as Exhibit A and the same is hereby accepted and placed on file.

SECOND:      A copy of the *City of Owosso, Michigan Financial Report with Additional Information for the Fiscal Year Ended June 30, 2012* will be maintained on file in the office of the city clerk for public examination, a copy will be placed in the Shiawassee District Library Owosso Branch for public examination, and copies will be sent to those required by law and agreement.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM 2009 LTGO  
BOND ISSUE TO DOWNTOWN DEVELOPMENT AUTHORITY

WHEREAS, the city of Owosso, Shiawassee County, Michigan, issued a first series of Limited Tax General Obligation Bonds (LTGO) for \$950,000 in June 2009 for the purpose of matching a Vibrant Small Cities Initiative grant for capital improvements in the downtown, and

WHEREAS, at a regular meeting of the Downtown Development Authority (DDA) held on November 7, 2007 the board unanimously approved a resolution pledging tax increment revenues for the full payment of principal and interest on the 2009 LTGO Series I Bonds as they come due, and

WHEREAS, the remaining unspent 2009 LTGO bond proceeds on deposit with the City at this date amount to \$85,937.83, and

WHEREAS, the DDA has submitted a request to the City to be reimbursed for capital improvements made in 2012 for Woodard Place located on Exchange Street in the amount of \$18,234.70.

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

FIRST: The city of Owosso, in reliance on paid invoices submitted and assurances given by the DDA, meet the definition of capital expenditures as defined in Treasury Regulation §1.150-1(b); are public improvements meeting the private activity tests as described in §1.141-12

SECOND: The city of Owosso recognizes the DDA had pledged to pay the principal and interest on the bonds issued by the City and therefore should cooperatively direct public improvements in the downtown.

THIRD: The Finance Director is hereby authorized to transfer the amount of \$18,234.70 to the DDA from the Downtown Capital Projects Fund 494

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,  
SHIAWASSEE COUNTY, MICHIGAN THIS \_\_TH DAY OF DECEMBER, 2012.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

ATTEST:

---

Amy K. Kirkland, city clerk



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

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# *MEMORANDUM*

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DATE: December 13<sup>th</sup>, 2012

TO: City Council

FROM: Heather Rivard  
DDA Director/Owosso Main Street Manager

RE: Bond Disbursement, Woodard Place

---

This fall Owosso Main Street completed a capital improvement project in a public alley on Exchange St. With the goal of creating an outdoor eating space in Downtown Owosso, the volunteers worked with local contractors to create design concepts, multiple proposals, and eventually a final budget and design. The committee also worked closely with Woodard Furniture, procuring beautiful wrought iron tables and chairs at a deep discount. In thanks, the Design Committee named the alley Woodard Place.

This project constitutes a capital improvement; it created a valuable public asset by making repairs and/or improvements to public property.

Heather Rivard  
Owosso Main Street  
Main Street Manager

Woodard Place Expenses.xls

Check Date	Vendor Name	Invoice Numb	Description	Account Num\ Alpha Tag	Amount	Check Numbe	FY12	FY13
07/25/12	Crooked Tree Nursery	2098	Design - Woodard Place	296-697-974.000-WOODARDPLC	8,948.26	1566		x
08/23/12	High Quality Glass		Design - Woodard Place	296-697-974.000-WOODARDPLC	100.00	1621		x
08/23/12	Lorraine Weckwert		Design - Woodard Place	296-697-974.000-WOODARDPLC	571.91	1624		x
09/20/12	Gilbert's True Value		Design - Woodard Place	296-697-974.000-WOODARDPLC	15.49	1662		x
10/01/12	Crooked Tree Nursery	2106	Design - Woodard Place - gate repair	296-697-974.000-WOODARDPLC	683.00	1684		x
10/22/12	Lorraine Weckwert		Design - Woodard Place - smoker station	296-697-974.000-WOODARDPLC	109.08	1686		x
10/22/12	Lorraine Weckwert		Design - Woodard Place - sign bracket	296-697-974.000-WOODARDPLC	118.37	1686		x
10/22/12	Crooked Tree Nursery	2385	Design - Woodard Place - awnings	296-697-974.000-WOODARDPLC	850.00	1690		x
10/22/12	Woodard - CM		Design - Woodard Place - furniture	296-697-974.000-WOODARDPLC	2,273.20	1692		x
11/02/12	Gilbert's True Value		Design - Woodard Place	296-697-974.000-WOODARDPLC	1.50	1724		x
11/16/12	Crooked Tree		Design - Woodard Place	296-697-974.000-WOODARDPLC	4,400.00	1731		x
	Crooked Tree		Design - Woodard Place	296-697-974.000-WOODARDPLC	163.89			x
TOTAL					18,234.70			



1566

Vendor #

**PAY AUTHORIZATION**

**OWOSSO MAIN STREET**

PAY TO THE ORDER OF: Crooked Tree Nursery  
2881 W Bennington Rd  
Owosso MI 48867

AMOUNT: \$8948.26

ACCOUNT NUMBER: 296-697-974.000-WOODARDPLC

REQUESTED: Flower bed soil and mulch

REQUESTED BY:   
Main Street Manager - Heather Rivard

REQUESTED BY:   
Design Committee Chair - Bill Gilbert



DATE July 25, 2012



2881 W Bennington Road  
Owosso, MI 48867

Phone: 989 472 4408  
Fax: 989 472 4410

# Invoice

Date  
7/18/2012

Invoice #  
2098

Bill To:  
City of Owosso  
301 W Main Street  
Owosso, Mi 48867

Due Date  
8/17/2012

All accounts are subject to 1.5% Finance Charge per month, after 30 days. This is a true annual percentage rate of 18% with a minimum charge of \$1.50.		Work Order #	P.O.#	Project
Quantity	Description	Rate	Amount	
	P.O. Q19733			
260	Remove 260 Sq Feet of Concrete	2.00	520.00	
40	Replace 40 Sq Feet of Concrete	4.00	160.00	
1	Additional saw cutting	250.00	250.00	
1	Install paver accent edging in center circle	300.00	300.00	
2	Pillars of same material or proposed W/ Labor	472.00	944.00	
1	Raised planter beds of same material or proposed W/ labor & back fill planting amendment	2,381.00	2,381.00	
1	Drip irrigation off existing city scape system. Additional info will be required for separate automatic valving requirement. This will include the watering of 2 window boxes and any planters if placed within the watering area supply.	1,500.00	1,500.00	
1	Installation of a 2" Easter Redbud Tree With soil amendment	450.00	450.00	
1	Installation of all soils in concrete removal areas and planting labor	675.00	675.00	
5	Coral Bella, Peach Flambe #1	17.99	89.95T	
4	Boxwood, Green Velvet #3	29.99	119.96T	
3	Buckthorn, Fine Line #3	31.99	95.97T	
2	Fothergilla, Mt Airy #3	31.99	63.98T	
2	Grass, Karl Forester #1	12.99	25.98T	
3	Grass, Feather Reed Overdam #1	12.99	38.97T	
3	Rose, Knockout #2	29.99	89.97T	
2	Astilbe, White #1	9.99	19.98T	
5	Hosta, Blue Angel #1	11.99	59.95T	
8	Lily Turf, Big Blue #1	7.99	63.92T	
10	Lavender, Munstead #1	10.99	109.90T	
3	Colocasia "Black Coral" 1gal	9.99	29.97T	
3	Colocasia "Mojito" 1gal	9.99	29.97T	
8	6" Annual	2.99	23.92T	
	Discount	-14.13	-14.13	
6	Installation of fencing/gate material provided by city.	45.00	270.00	
2	Installation of window boxes , soil and annual plantings (Planters are 46" long 8 " wide)	325.00	650.00	
Thank you for giving us the opportunity to work with you.			Total	
Thank you for your business.			Payments/Credits	
			Balance Due	



2881 W Bennington Road  
Owosso, MI 48867

Phone: 989 472 4408  
Fax: 989 472 4410

# Invoice

Date  
7/18/2012

Invoice #  
2098

Bill To:  
City of Owosso  
301 W Main Street  
Owosso, MI 48867

Due Date  
8/17/2012

All accounts are subject to 1.5% Finance Charge per month, after 30 days. This is a true annual percentage rate of 18% with a minimum charge of \$1.50.		Work Order #	P.O.#	Project
Quantity	Description	Rate		Amount
	<del>State Sales Tax</del>	<del>6.00%</del>		<del>51.65</del>
				8948.26
Thank you for giving us the opportunity to work with you.		Total		<del>\$8,999.91</del>
Thank you for your business.		Payments/Credits		\$0.00
		Balance Due		<del>\$8,999.91</del>

1564

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 7/25/12

74-1001-724

PAY  
TO THE  
ORDER OFConnectic Marketing and Printing\$ 22.00Twenty two dollars and 00/100DOLLARS ☒ ☐ ☐

CHEMICAL BANK.

ChemicalBankMI.com

FOR

⑈001564⑈ ⑆072410013⑆ 2330120425⑈

1565

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 7/25/12

74-1001-724

PAY  
TO THE  
ORDER OFHeather Rivard\$ 1384.61One thousand three hundred eighty four dollars and 61/100DOLLARS ☒ ☐ ☐

CHEMICAL BANK.

ChemicalBankMI.com

FOR

⑈001565⑈ ⑆072410013⑆ 2330120425⑈

1566

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 7/25/12

74-1001-724

PAY  
TO THE  
ORDER OFCrooked Tree Nursery\$ 8948.26Eight thousand nine hundred forty eight dollars and 26/100DOLLARS ☒ ☐ ☐

CHEMICAL BANK.

ChemicalBankMI.com

FOR

⑈001566⑈ ⑆072410013⑆ 2330120425⑈

1621

Vendor #

**PAY AUTHORIZATION**

**OWOSSO MAIN STREET**

**PAY TO THE ORDER OF:** High Quality Glass  
207 N. Dewey St  
Owosso MI 48867

Account Number	Amount	Description
697-974.000 - WOODWARD PLC		
296-200-831.800-	100.00	DUEB Reimbursement
<b>Total</b>	<b>100.00</b>	

REQUESTED BY:   
Main Street Manager - Heather Rivard

REQUESTED BY:   
Design Committee Chair - Bill Gilbert

DATE August 23, 2012

# CITY OF OWOSSO

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER

19736

DATE

7/19/2012

## QUICK PURCHASE ORDER

\$1000 LIMIT

VENDOR  
SUPPLIER

High Quality Glass

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

Please Supply The Following:

☐ Customer Pick-Up ☐ Vendor Deliver

ORDERED BY

AUTHORIZED SIGNATURE

DATE

TELEPHONE NO.

QUANTITY

ITEM # DESCRIPTION

UNIT PRICE

AMOUNT

Removal of glass + putty

135.00

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY

DATE

INSTRUCTIONS: DEPARTMENT HEADS SHOULD REFER TO PURCHASING  
POLICY

This form may NOT be used for:

1. Complete above order form.
2. White copy original to Vendor.
3. Yellow copy to Accounts Payable.
4. Upon receipt of goods: sign, date and forward pink copy to accounts payable.
5. Gold copy to remain in binder.

GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING

WHITE COPY - ORIGINAL

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

GOLD COPY - STAYS IN BINDER

**HI-QUALITY GLASS, INC.**  
**207 N. Dewey Street**  
**Owosso, MI 48867**  
**(989) 723-7896 / Fax (989) 723-7035**  
**Fed. ID# 030499060**

**OWOSSO MAIN STREET**  
**301 W MAIN ST**  
**OWOSSO, MI 48867**

( ) -

Inv. #	HIQ031829	Date	08/02/2012
Cust #	OW MAIN	Billcode	CA
P.O. #	219736	Sold By	JD
Fed. Tax #		Inst By	

Year		Make		Policy #	
Model		Body Style		Authorized By	
Inv #		VIN		Claim #	
Home Phone	( ) -	Bus Phone	( ) -	Damage/Cause	
Qty	Part	Description	Block Size	Unit	Price

2	LABOR	TO REMOVE GLASS FROM 2 - 24 SECTION WOOD WINDOWS	50.00	50.00
---	-------	--	-------	-------

*brought in for Loraine Weckert.*  
*P.U. by Brian Lench.*

**SPECIAL INSTRUCTIONS**

All material sold on this invoice is guaranteed to be as specified, and is not safety glazed material unless so marked. It is sold with the understanding that this material will not be glazed in a "hazardous location" as defined by the Consumer Product Safety Commission. All merchandise returned for credit, refund or exchange must be in resalable condition, authorized for return, accompanied by this receipt, and may be subject to restocking fee. No returns will be authorized for special orders or cut flat glass.

Labor	100.00
Subtotal	0.00
Tax	0.00
Total	100.00
Balance	100.00

RECEIVED BY

The glass listed has been replaced / repaired with like kind and quality to my entire satisfaction, and I authorize my Insurance Company to pay HI-QUALITY GLASS, INC. directly for the glass and installation charges, or repairs.

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER 2 19736

DATE 7/19/2012

## QUICK PURCHASE ORDER

**\$1000 LIMIT**

**VENDOR  
SUPPLIER**

## High Quality Glass

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

**Please Supply The Following:**

#### Customer Pick-Up

☐ Vendor Delirer

**ORDERED BY**

**AUTHORIZED SIGNATURE**

DATE \_\_\_\_\_

TELEPHONE NO.

QUANTITY

ITEM #	DESCRIPTION
1	100% COTTON T-SHIRT
2	100% COTTON T-SHIRT
3	100% COTTON T-SHIRT
4	100% COTTON T-SHIRT
5	100% COTTON T-SHIRT
6	100% COTTON T-SHIRT
7	100% COTTON T-SHIRT
8	100% COTTON T-SHIRT
9	100% COTTON T-SHIRT
10	100% COTTON T-SHIRT
11	100% COTTON T-SHIRT
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90	100% COTTON T-SHIRT
91	100% COTTON T-SHIRT
92	100% COTTON T-SHIRT
93	100% COTTON T-SHIRT
94	100% COTTON T-SHIRT
95	100% COTTON T-SHIRT
96	100% COTTON T-SHIRT
97	100% COTTON T-SHIRT
98	100% COTTON T-SHIRT
99	100% COTTON T-SHIRT
100	100% COTTON T-SHIRT

UNIT PRICE

AMOUNT

Removal of glass + sulfur

135.00

NOT VALID FOR MORE THAN 1000000

**THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.**

RECEIVED BY

DATE \_\_\_\_\_

**INSTRUCTIONS:** DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

This form may NOT be used for:

1. Complete above order form.
2. White copy original to Vendor.
3. Yellow copy to Accounts Payable.
4. Upon receipt of goods: sign, date and forward pink copy to accounts payable.
5. Gold copy to remain in binder.

GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING

WHITE COPY - ORIGINAL

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

**GOLD COPY - STAYS IN BINDER**



1618

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 8/23/12

74-1001-724

PAY  
TO THE  
ORDER OFJohn Hankerd\$ 518.00Three hundred eighteen dollars and 00/100DOLLARS  

CHEMICAL BANK.

ChemicalBankMI.com

FOR

David L. ActonPaul J. Galt

⑈001618⑈ ⑆072410013⑆ 2330120425⑈

1619

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 8/23/12

74-1001-724

PAY  
TO THE  
ORDER OFKelly's Refuse Services\$ 562.50Five hundred sixty two dollars and 50/100DOLLARS  

CHEMICAL BANK.

ChemicalBankMI.com

FOR

David L. ActonPaul J. Galt

⑈001619⑈ ⑆072410013⑆ 2330120425⑈

1621

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 1/23/12

74-1001-724

PAY  
TO THE  
ORDER OFHigh Quality Glass\$ 100.00One hundred dollars and 00/100DOLLARS  

CHEMICAL BANK.

ChemicalBankMI.com

FOR

David L. ActonPaul J. Galt

⑈001621⑈ ⑆072410013⑆ 2330120425⑈

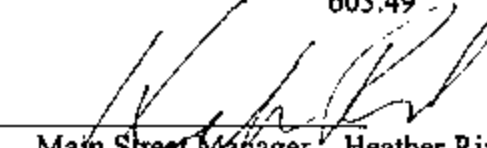
1624

Vendor #

**PAY AUTHORIZATION****OWOSSO MAIN STREET**

**PAY TO THE ORDER OF:** Lorraine Weckwert  
1011 N Shiawassee St  
Owosso, MI 48867-1638

Account Number	Amount	Description
296-697-818.000	031.58	Flower bed flowers
296-697-974.000-WOODARDPLC	571.91	Woodard Place umbrellas
Total	603.49	

REQUESTED BY:   
Main Street Manager - Heather Rivard

REQUESTED BY:   
Design Committee Chair - Bill Gilbert

DATE August 24, 2012



Heather Rivard <rivard.heather@gmail.com>

---

## Fw: IMPROVEMENTS INVOICE

2 messages

---

Lorraine Weckwert <lorniy@yahoo.com>

Thu, Aug 23, 2012 at 8:38 AM

To: Heather Rivard <rivard.heather@gmail.com>

Heather,

The invoice for the umbrellas for Woodard Place. My printer would not print this; maybe you'll have the way to print it. I'll bring in other receipts today.

Lorraine

— On Tue, 8/21/12, Sara Langford <slangford@cornerstonebrands.com> wrote:

From: Sara Langford <slangford@cornerstonebrands.com>

Subject: IMPROVEMENTS INVOICE

To: "lorniy@yahoo.com" <lorniy@yahoo.com>

Date: Tuesday, August 21, 2012, 4:38 PM

Dear Valued Customer,

Here is the invoice that you requested. If you have any questions please give our customer service dept. a call. Phone# 1-800-642-2112.

Thank you for your order.

Have an amazing day!

THIS EMAIL IS FOR NOTIFICATION PURPOSES ONLY

---



8879 Union Centre Blvd. West Chester, OH 45069 (800) 634-9484

**PROOF OF PURCHASE**

**ORDER #**

Z0945967

**ORDER DATE:** 07/26/12

**BILL TO:** LOUIS A. WECKWORT  
1011 N SHIAWASSEE ST  
OWOSSO, MI 48867

**SHIP TO:** LOUIS A. WECKWORT  
1011 N SHIAWASSEE ST  
OWOSSO, MI 48867

**PHONE NUMBER:** 989-725-9113

**PAY METHOD:** MC

	ITEM#	QTY	DESCRIPTION	PRICE
<b>ITEMS ORDERED:</b>	415469 BAS STRIPE	4	6' UMBRELLA FRAME & CANOPY BRICK AWNING	399.96
	415301 BAS STRIPE	4	6' UMBRELLA CANOPY BRICK AWNING	119.96

**CHARGES:**

Total Product \$	519.92
Sales Tax	.00
FedEx SP IM & PO Bx	51.99
Total for order is	571.91

**Lorraine Wackwert** <lorlw@yahoo.com>  
To: Heather Rivard <rivard.heather@gmail.com>

Fri, Aug 24, 2012 at 1:39 PM

[Quoted text hidden]



**More saving.  
More doing.™**

2205 EAST M21  
OWASSO, MI 48867 (989)723-7033

2772 00017 24913 07/20/12 02:24 PM  
CASHIER KATHLEEN - KSS4289

729094158908 #1 PHLOX <A>  
PHLOX PAN. TALL PHLOX #1 - SAWYER  
585.98 35.88

	SUBTOTAL	35.88
	SALES TAX	0.00
TAX EXEMPT		
	TOTAL	\$35.88
XXXXXXXXXXXX9525	MASTERCARD	35.88
AUTH CODE 085831/8171029		TA



2772 17 24913 07/20/2012 1781

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 10/18/2012

THE HOME DEPOT RESERVES THE RIGHT TO  
LIMIT / DENY RETURNS. PLEASE SEE THE  
RETURN POLICY SIGN IN STORES FOR  
DETAILS.

BUY ONLINE PICK-UP IN STORE  
AVAILABLE NOW ON HOMEDEPOT.COM.  
CONVENIENT, EASY AND FAST ORDERS  
READY IN LESS THAN 2 HOURS!

\*\*\*\*\*

**ENTER FOR A CHANCE  
TO WIN A \$5,000  
HOME DEPOT GIFT  
CARD!**

Share Your Opinion With Us! Complete  
the brief survey about your store visit  
and enter for a chance to win at:

[www.homedepot.com/opinion](http://www.homedepot.com/opinion)

**COMPARTA SU OPINION EN  
UNA BREVE  
ENCUESTA PARA LA OPORT  
UNIDAD DE GANAR.**

User ID:  
52887 50132

Password:  
12370 50115

Entries must be entered by 08/19/2012.  
Entrants must be 18 or older to enter.  
See complete rules on website. No  
purchase necessary.

1624

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867

DATE 8/23/12

74-1001-724

PAY  
TO THE  
ORDER OF

Lorraine Weckwest

\$ 603.49

Six hundred three dollars and 49/100

DOLLARS



CHEMICAL BANK.

ChemicalBankMI.com

FOR

⑈001624⑈ ⑆072410013⑆ 2330120425⑈

1622

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867

DATE 8/23/12

74-1001-724

PAY  
TO THE  
ORDER OF

Proton Developments, LLC

\$ 200.00

Two hundred dollars and 00/100

DOLLARS



CHEMICAL BANK.

ChemicalBankMI.com

FOR

⑈001622⑈ ⑆072410013⑆ 2330120425⑈

1625

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867

DATE 8/23/12

74-1001-724

PAY  
TO THE  
ORDER OF

Kantha Farm

\$ 33.00

Thirty three dollars and 00/100

DOLLARS



CHEMICAL BANK.

ChemicalBankMI.com

FOR

⑈001625⑈ ⑆072410013⑆ 2330120425⑈

1662

Vendor #

## PAY AUTHORIZATION

## OWOSSO MAIN STREET

PAY TO THE ORDER OF: Gilbert's True Value  
113 W Main St  
Owosso MI 48867

Account Number	Amount	Description
296-697-974.000-WOODARDPLC	15.49	Woodard Place <del>PAINT</del> PAINT (FOR HANGING WINDOW FRAME)
Total	15.49	

REQUESTED BY: Heather Rivard  
Main Street Manager - Heather Rivard

REQUESTED BY: David L. Gilbert  
Design Committee Chair - Bill Gilbert

DATE September 20, 2012



NAME: J. CLIMENT'S TRAIL VALLEY HOMEOWNERS  
True Value  
115 W. MAIN ST.  
UMASSU, MI.  
48867  
(989) 623-2330

REC'D: 7/74

**STATEMENT**

CLOSING DATE: 8/31/12

CLOSING DATE: 8/31/12

04053000A/MAIN STREET  
HEATHEN RIVARD  
301 W. MAIN ST.  
UMASSU  
MI 48867

041 HEAT'S TRAIL VAL.  
UMASSU/DH/MAIN STR  
AMOUNT: 7/74

DATE	REFERENCE NO.	ST	C	DESCRIPTION	DEBIT	CREDIT	REFERENCE NO.	AMOUNT	
	WE HAVE A HIGH SITUATION OF APPLIANCES IN STOCK								
	ALL AT GREAT PRICES-LOVE CHECK US OUT!								
8/16/12	042137	1	1	PAYMENT - THANK YOU	91.48	91.48	042137	-91.48	
8/24/12	389267	1	1	INVOICE	15.49		389267	15.49	
				NEW BALANCE	15.49				
CURRENT	15.49	1-30 DAYS	0.00	31-60 DAYS	0.00	61-90 DAYS	0.00	OVER 90 DAYS	0.00
NEW BAL: 15.49									

PLEASE RETURN THIS PORTION  
WITH YOUR PAYMENT  
AMOUNT PAID

*True Value*

GILBERT'S TRUE VALUE HARDWARE & APPLIANCE  
113 H. MAIN ST.  
OWOSSO, MI.  
48867  
PHONE: (989) 723-2138

PAGE NO 1

SHOP GILBERTS FOR THE PRICE & SELECTION  
YOU WANT & FRIENDLY SERVICE!

OWOSSO/DIA/MAIN STREET  
HEATHER RIVARD  
301 H. MAIN ST  
OWOSSO

MI 48867

CUST # 774  
TERMS: NET 10TH PROX

INV # 389267  
DATE : 8/24/12  
CLERK: KB  
TERM # 559

TIME : 5:03

\*\*\*\*\*

\* INVOICE \*

\*\*\*\*\*

QUANTITY	UNIT	ITEM	E76N NEUTRAL DESCRIPTION	SUG. PRICE	PRICE PER	EXTENSION
1	EA	859747	E26N Neutral glow 9+	15.49		15.49
<div data-bbox="246 893 924 1380"></div>						

RECEIVED BY

Total 15.49

THANK YOU FOR SHOPPING AT  
GILBERT'S TRUE VALUE HARDWARE  
(909) 723-2330

SHOP GILBERTS FOR THE PRICE & SELECTION  
YOU WANT & FRIENDLY SERVICE!

8/24/12 5:03PM KB 55% SALE

---

859747	1	EA	15.49	EA	11
EZON NEUTRAL GLASS BT					15.49

SUB-TOTAL:	15.49	TAX:	
		TOTAL:	15.49
CHARGE AMT:	15.49		


=>> JRM/H044252 IN/H389267 <<=  
CUST # 774

---

	TOTAL		
	THIS CHECK		
	OTHER		
	BALANCE		

301 W MAIN ST  
OWOSSO MI 48867

PAY TO THE ORDER OF Forest Wolfson \$ 22.00  
Twenty two dollars and 00/100 DOLLARS

 **CHEMICAL BANK.**  
ChemicalBankMI.com

FOR \_\_\_\_\_

*Paul J. [Signature] David L. Acton*

⑈001660⑈ ⑆072410013⑆ 2330120425⑈

1694

Vendor #

**PAY AUTHORIZATION**

**OWOSSO MAIN STREET**

**PAY TO THE ORDER OF:** Crooked Tree Nursery  
2881 W Bennington Rd  
Owosso MI 48867

Account Number	Amount	Description
298-697-974.000-WOODARDPLC	683.00	Woodard Place work
Total	638.00	

REQUESTED BY:   
Main Street Manager - Heather Rivard

REQUESTED BY:   
Design Committee Chair - Bill Gilbert

DATE October 1, 2012



2881 W Bennington Road  
Owosso, MI 48867

Phone: 989 472 4408  
Fax: 989 472 4410

## Invoice

Date  
7/20/2012

Invoice #  
2106

Bill To:  
City of Owosso  
301 W Main Street  
Owosso, MI 48867

Due Date  
8/19/2012

All accounts are subject to 1.5% Finance Charge per month, after 30 days. This is a true annual percentage rate of 18% with a minimum charge of \$1.50.		Work Order #	P.O.#	Project
Quantity	Description	Rate	Amount	
1	Fabrication Of Gate at Eaton Alley. P.O. 19737 Fence Repair and Paint	683.00	683.00	
Thank you for giving us the opportunity to work with you.		Total	\$683.00	
Thank you for your business.		Payments/Credits	\$0.00	
		Balance Due	\$683.00	

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



Q 19737

7/19/12

**\$1000 LIMIT**

**VENDOR  
SUPPLIER**

Crooked Tree Nursery

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

**Please Supply The Following:**

☐ Customer Pick-Up ☐ Vendor Deliver**ORDERED BY**

**AUTHORIZED SIGNATURE**

DATE \_\_\_\_\_

TELEPHONE NO.

**QUANTITY**

ITEM #	DESCRIPTION
--------	-------------

UNIT PRICE

AMOUNT

Gate for refurbishment  
not to exceed \$700.

NOT RECORDED

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

**INSTRUCTIONS: DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY**

**This form may NOT be used for:**

1. Complete above order form.
2. White copy original to Vendor.
3. Yellow copy to Accounts Payable.
4. Upon receipt of goods: sign, date and forward pink copy to accounts payable.
5. Gold copy to remain in binder.

**GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING**

WHITE COPY - ORIGINAL

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

**GOLD COPY - STAYS IN BINDER**

# CITY OF OWOSSO

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER

19737

DATE

7/19/12

## QUICK PURCHASE ORDER

\$1000 LIMIT

VENDOR  
SUPPLIER

Crooked Tree Nursery

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

Please Supply The Following:

☐

Customer Pick-Up

☐

Vendor Deliver

ORDERED BY

AUTHORIZED SIGNATURE

DATE

TELEPHONE NO.

QUANTITY

ITEM # DESCRIPTION

UNIT PRICE

AMOUNT

Gate for refabrication

not to exceed \$700.00

NOT VALID FOR MORE THAN  
ONE YEAR

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY

DATE

10/1/12

INSTRUCTIONS: DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

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GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING

WHITE COPY - ORIGINAL

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

GOLD COPY - STAYS IN BINDER




	TOTAL		
	THIS CHECK		
	OTHER		
	BALANCE		

301 W MAIN ST  
CROSSO MI 48867

PAY TO THE ORDER OF Crooked Tree Nursery \$ 683.00

DATE 10/2/12 74-1001-724

Six hundred eighty three dollars and 00/100 DOLLARS

 **CHEMICAL BANK.**  
ChemicalBankMI.com

FOR David L. Acton Paul [Signature]

⑈001684⑈ ⑆072410013⑆ 2330120425⑈

1686

Owosso Main Street PO Request (3 PO Request included here)

**Step 1: Work Plan + Budget**

Attach your work plan and highlight task requiring a purchase. Attach the committee budget that includes this work plan as a line item.

**Step 2: Research**

Per the OMS Purchasing Process, describe your research and/or bidding process below. Alternatively, attach documentation of this process.

Description of bidding/research process:

On-Line Search

**Step 3: Product/Service Information**

Describe the nature of the product or service you have selected. Alternatively, attach documentation providing this information. You may also attach an RFI, RFP, and RFQ with responses to document this process.

Description of item(s):

Outdoor Smokers Station  
"Rubbermaid" Smokers Receptacle  
globalindustrial.com  
Item # T92652497 BK (Black)

Price

(109.08 w/ shipping + tax) ← 91.95

Vendor/Supplier

globalindustrial.com

**Step 4: Committee Chair Approval**

☒ Woodard Place This purchase is part of a committee approved work plan, which is attached to this form.

☒ The work plan attached is included as a line item in our committee budget, which is also attached to this form.

☒ This purchase is in compliance with the Owosso Main Street Purchasing Process.

I certify that the above statements are true and correct.

William T. Hill  
Committee Chair Signature

Date

9/10/12

Account Number

296-697-974.000 - WOODARD PL

PO Number

19759

(Main Street Manager will provide)

# CITY OF OWOSSO

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER

19739

DATE

10/3/14

## QUICK PURCHASE ORDER

\$1000 LIMIT

VENDOR  
SUPPLIER

Lorraine Wickert  
( reimbursement )

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

Please Supply The Following:

☐ Customer Pick-Up ☐ Vendor Deliver

ORDERED BY

AUTHORIZED SIGNATURE

DATE

TELEPHONE NO.

QUANTITY

ITEM # DESCRIPTION

UNIT PRICE

AMOUNT

Smoker Station

91.95

1

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

**INSTRUCTIONS:** DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

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4. Upon receipt of goods: sign, date and forward pink copy to accounts payable.
5. Gold copy to remain in binder.

GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING

WHITE COPY - ORIGINAL

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

GOLD COPY - STAYS IN BINDER

## **Promotion Committee FY13 Work Plans**

<u>Work Plan</u>	<u>Project Manager</u>
1) Art Walk .....	Mistie Jordan
2) Glow Owosso .....	Sue Treen
3) Farmers Market .....	Tracey Peltier
4) Artisan Market .....	Tracey Peltier
5) Owossopalooza .....	Victoria White

## **Design Committee FY13 Work Plans**

<u>Work Plan</u>	<u>Project Manager</u>
6) Electrical System Redesign.....	Dave Acton
7) Wayfinding .....	Dave Acton
8) Woodard Place .....	Lorraine Weckwert
9) Downtown Flowers (beds, baskets, bridge baskets) .....	Lorraine Weckwert
10) Business Stewardship.....	Lorraine Weckwert
11) Bench Inventory/Placement/Bolting Down .....	Bill Gilbert
12) Cement Cap Repair (from skateboard damage).....	Bill Gilbert
13) Design Committee Sponsorships .....	Bill Gilbert
14) Bike Racks .....	Shaffer Fox
15) Window Decorating .....	Hayley Maurer

## **Organization Committee FY13 Work Plans**

<u>Work Plan</u>	<u>Project Manager</u>
16) Monthly Newsletter .....	Kathleen Priest
17) Volunteer Database.....	Dianne Acton
18) Business Inventory.....	Dianne Acton
19) Under the Radar .....	Krista Welte
20) Business Stewardship.....	Kathy Hudson
21) Membership .....	Mike Inman
22) Website .....	Mike Inman
23) Volunteer Party .....	Barb Bucsi
24) Year of the Volunteer.....	Kathleen Priest
25) Swag .....	Eric White
26) Photo Archive .....	Paul Heimnick

## **ER Committee FY13 Work Plans**

<u>Work Plan</u>	<u>Project Manager</u>
27) Business Recruitment .....	Lorraine
28) Marketing Study .....	Alaina
29) Financial Tools Program.....	Jim
30) Business Cross-Promotions .....	Theresa
31) Building Acquisition.....	Lance

Committee	Design						
Project	<del>Easton Alley</del> / Woodard Place						
Project Manager	Lorraine Weckwerth						
Objective							
Measurement of Success	Finished Courtyard utilized by Community						
Project Tasks	Person Responsible	Start Date	End Date	Budgeted Cost	Actual Cost	Budgeted Hours	Actual Hours
Do landscape	Lorraine		Aug. '12	\$9000			2 hrs
Arrange Landscaper				\$3500			2 1/2 hrs
Purchase Umbrellas	Lorraine		Aug. '12				2 hrs
Tables & Chairs							
Select Awning Design	Lorraine & Kathryn		Aug. '12	\$800.00			1 hr.
Purchase Outdoor Awning	" "		Aug. '12	\$100			1/2 hr.
Paint Windows	Lorraine		" "	\$30.00			2 hrs
Hang Windows	landscape		" "				
Purchase Perpendicular Sign "Woodard Place"	Lorraine & Kathryn		Aug. '12	\$300.00			1 hr.
Hang Sign	Lorraine						
Plan Opening Reception	Lorraine & Kathryn		Sep. '12	\$400.00			2 hrs

MAIL

Sales Order # 5789121

Tuesday, October 16, 2012 11:10 AM

From: "sgroeneveldt@globalindustrial.com" <sgroeneveldt@globalindustrial.com>  
To: lorrivy@yahoo.com

**Order Confirmation**[Visit Global Industrial](#)[Shop By Index](#)[Your Account](#)[Contact Us](#)[Chat](#)

Dear Lorraine Weckwert,

Thank you for your order. Please review the order details below and print a copy for your records. If you believe anything is incorrect or missing, please contact us immediately at 1.888.628.3466. So we can provide the fastest service possible, please refer to your order number 5789121 when you call.

To check the status of your order anytime click [order status](#).

PLEASE PRINT TO:

GLOBAL EQUIPMENT COMPANY  
P.O. BOX 905713  
CHARLOTTE, NORTH CAROLINA 28290-5713  
UNITED STATES  
1.770.822.5600

Order Number: 5789121

Order Date: 10/16/2012

BILL TO: COMPANY

LORRAINE WECKERT  
OWOSSO DDA/MAIN STREET  
1100 NORTH SHIAWASSEE ST  
OWOSSO, MICHIGAN 48867  
UNITED STATES

SHIP TO: COMPANY

LORRAINE WECKERT  
LORRAINE WECKERT  
LORRAINE WECKERT  
1100 NORTH SHIAWASSEE ST  
OWOSSO, MICHIGAN 48867  
UNITED STATES

PAID BY: PAYMENT METHOD

Card Type: MasterCard  
Card Number: xxx-xxxx-xxxx-9525

**Order Summary**

Product	Item #	Quantity	Price	Total	Expected Ship Date
Rubbermaid Groundskeeper Smokers Receptacle Black	652497BK	1	\$91.95	\$91.95	10/16/2012
<b>Shipping Method:</b>		UPS - GROUND			

<b>Subtotal:</b>	<b>\$91.95</b>
<b>Shipping:</b>	<b>\$17.13</b>
<b>Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$109.08</b>

If you have any questions, please reply to this email at [service@globalindustrial.com](mailto:service@globalindustrial.com).

Global Industrial is fully committed to award winning service and your total satisfaction. We look forward to serving you in the future.

Every order is inspected by our quality control department before leaving our dock. All drivers are given the opportunity to inspect the freight before taking possession of it.

When an order is received with notated or concealed damages, a claim must be filed with the delivering carrier. On shipments routed prepaid by Global, we gladly process any necessary claim paperwork for our customers. On collect or 3rd Party billing shipments you are responsible for filing the claim with the selected carrier and are subject to their claim settlement offers.

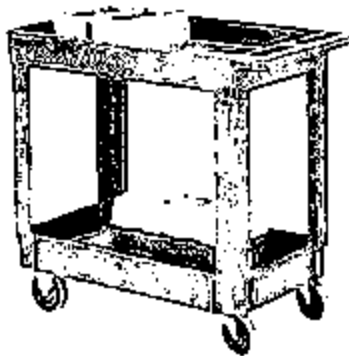
Sincerely,

*Jeff S. Gregory*

Jeff Gregory,  
Vice President  
[www.globalindustrial.com](http://www.globalindustrial.com)  
Reference No: 1-5789121

#### **Plastic Service & Utility Cart with 6" Rubber Wheels**

Make your move with this lightweight, rugged plastic service cart that's virtually maintenance free and perfect for industrial, medical, or food service loads. Easy-to-clean structural plastic utility cart won't rust, dent, peel, or chip. Cart features a 2-1/2" deep, leak-proof top tray, 2 non-marking swivel casters in front, 2 fixed casters in back, and comfort grip push handle for effortless steering. Personalize your plastic utility service cart with our



great accessories. Easy assembly.

[Click here to see our full selection of Plastic  
Stock, Medical & Utility Carts](#)

**General Sales**

**1.888.978.7759**

Monday - Friday, 8AM - 7:30PM EST

Excluding New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

**Customer Support**

**1.888.623.3466**

Monday - Friday, 8:30AM - 6:00PM EST



- 301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



Q 19739

DATE \_\_\_\_\_

12/3/14

**\$1000 LIMIT**

**VENDOR  
SUPPLIER**

Linea: Werkwert  
(1.000.000.000)

ACCOUNT NO.	
-------------	--

DEPARTMENT

PROJECT NO.

**Please Supply The Following:**

☐ Customer Pick-Up    ☐ Vendor Delivered

ORDERED BY

**AUTHORIZED SIGNATURE**

DATE \_\_\_\_\_

TELEPHONE NO.

**QUANTITY**

ITEM #	DESCRIPTION
--------	-------------

UNIT PRICE

AMOUNT

Get the Solution

71 45

7

NOT VALID FOR MORE THAN ONE

**THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.**

RECEIVED BY

DATE \_\_\_\_\_

Oct 18 '12

**INSTRUCTIONS: DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY**

This form may NOT be used for:

1. Complete above order form.
2. White copy original to Vendor.
3. Yellow copy to Accounts Payable.
4. Upon receipt of goods: sign, date and forward pink copy to accounts payable.
5. Gold copy to remain in binder.

GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING

WHITE COPY - ORIGINAL

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

**GOLD COPY - STAYS IN BINDER**

## Owosso Main Street PO Request

### Step 1: Work Plan + Budget

Attach your work plan and highlight task requiring a purchase. Attach the committee budget that includes this work plan as a line item.

### Step 2: Research

Per the OMS Purchasing Process, describe your research and/or bidding process below. Alternatively, attach documentation of this process.

Description of bidding/research process:

No local vendors  
for this sign bracket

### Step 3: Product/Service Information

Describe the nature of the product or service you have selected. Alternatively, attach documentation providing this information. You may also attach an RFI, RFP, and RFQ with responses to document this process.

Description of item(s):

Wrought Iron Sign Bracket

Price

\$118.37 w- Shipping

Vendor/Supplier

to Loraine Workwert

### Step 4: Committee Chair Approval

☒ This purchase is part of a committee approved work plan, which is attached to this form.

☒ The work plan attached is included as a line item in our committee budget, which is also attached to this form.

☒ This purchase is in compliance with the Owosso Main Street Purchasing Process.

I certify that the above statements are true and correct.

[Signature]  
Committee Chair Signature

Date

10/16/12

296-697-294-000 - WOODARD PLC

PO Number

Q 19744

(Main Street Manager will provide)

Committee	Design
Project	<del>Easton Alley</del> / Woodward Place
Project Manager	Lorraine Weckwerth
Objective	
Measurement of Success	Finished Courtyard utilized by Community

Project Tasks	Person Responsible	Start Date	End Date	Budgeted Cost	Actual Cost	Budgeted Hours	Actual Hours
Do landscape	Lorraine		Aug. '12	\$9000			2 hrs.
Arrange Landscaper							
Purchase Umbrellas	Lorraine		Aug. '12	\$3500			2 1/2 hrs.
Tables & Chairs							2 hrs.
Select Awning Design	Lorraine & Kathryn		Aug. '12	\$800.00			1 hr.
Purchase Outdoor Awning	" " "		Aug. '12	\$100			1/2 hr.
Paint Windows	Lorraine		" "	\$30.00			2 hrs.
Hang Windows	Landscaper		" "				
Purchase Perpendicular Sign "Woodward Place"	Lorraine & Kathryn		Aug. '12	\$300.00			1 hr.
Hang Sign	Lorraine						
Plan Opening Reception	Lorraine & Kathryn		Sep. '12	\$400.00			2 hrs.

# SIGN BRACKET STORE

## Invoice

63708

6088 Corte Del Cedro

Carlsbad, CA 92011

Ph: (888) 919-7446

Date: 10/5/2012

www.SignBracketStore.com Fax: (760) 603-0812

### Bill To

Owosso Mainstreet  
Lorraine Weckwert  
1011 North Shiawassee  
Owosso, MI 48867

**PAID**  
10/05/2012

### Ship To

Owosso Mainstreet  
Lorraine Weckwert  
1011 North Shiawassee  
Owosso, MI 48867

Ph: 989-725-9113 Fax:

Contact: Lorraine Weckwert

			Processed By	Kele
P.O. Number	Terms	Rep	Ship date	Via
Credit Card		KJ	10/9/2012	UPS

Qty	Item Code	Description	Price Each	Total
1	371B-30	30in. Milano Arch Hanging Blade Sign Bracket	99.85	99.85
1	Freight-Signage	Freight - Signage Products	18.52	18.52

Subtotal	\$118.37
Sales Tax (0.0%)	\$0.00
Total	\$118.37
Payments/Credits	\$-118.37
Balance Due	\$0.00

Please review the attached invoice for accuracy as this is the merchandise we intend to ship. Contact us immediately if you notice a discrepancy in the item quantity, item description or the shipping address. Additional merchandise should be ordered separately either via our secure online shopping cart or by calling our Customer Service Department at the number below (Mon-Fri 7am - 5:30pm PT). Upon receipt, please inspect your items closely as shipping companies require that damages be reported within 5 days.

# CITY OF OWOSSO

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER	19744
DATE	10/17/12

## QUICK PURCHASE ORDER

\$1000 LIMIT

VENDOR  
SUPPLIER

Lorraine, reimbursement

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

Please Supply The Following:

☐ Customer Pick-Up ☐ Vendor Deliver

ORDERED BY

AUTHORIZED SIGNATURE

DATE

TELEPHONE NO.

QUANTITY

ITEM # DESCRIPTION

UNIT PRICE

AMOUNT

Sign bracelet

118.57

1

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

**INSTRUCTIONS:** DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

This form may NOT be used for:

1. Complete above order form.
2. White copy original to Vendor.
3. Yellow copy to Accounts Payable.
4. Upon receipt of goods: sign, date and forward pink copy to accounts payable.
5. Gold copy to remain in binder.

GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING

WHITE COPY - ORIGINAL

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

GOLD COPY - STAYS IN BINDER

*Fortune Print on-line page.*  
**Owosso Main Street PO Request**

**Step 1: Work Plan + Budget**

Attach your work plan and highlight task requiring a purchase. Attach the committee budget that includes this work plan as a line item.

**Step 2: Research**

Per the OMS Purchasing Process, describe your research and/or bidding process below. Alternatively, attach documentation of this process.

Description of bidding/research process:

*Visited both  
Sign Companies in Owosso.  
Only one sign bracket was available  
from Owosso firms. I required Woodward  
to look on their website that  
they were too busy for a system order.  
Online Search yielded this result*

**Step 3: Product/Service Information**

Describe the nature of the product or service you have selected. Alternatively, attach documentation providing this information. You may also attach an RFI, RFP, and RFQ with responses to document this process.

Description of item(s):

*Sign Bracket  
30" Milano Arch Sign Bracket  
3718-30 - (one) 99.95*

Price

Vendor/Supplier

*Hooks and Lattice  
More Species*

**Step 4: Committee Chair Approval**

☒ This purchase is part of a committee approved work plan, which is attached to this form.

☒ The work plan attached is included as a line item in our committee budget, which is also attached to this form.

☒ This purchase is in compliance with the Owosso Main Street Purchasing Process.

I certify that the above statements are true and correct.

Committee Chair Signature

Date

Account Number

296-697-974.000 - Woodward PLC

PO Number

19740

(Main Street Manager will provide)

# CITY OF OWOSSO

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER

19740

DATE

10/3/12

## QUICK PURCHASE ORDER

\$1000 LIMIT

VENDOR  
SUPPLIER

Lorraine Weckert  
(reimbursement)

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

Please Supply The Following:

☐ Customer Pick-Up ☐ Vendor Deliver

ORDERED BY

AUTHORIZED SIGNATURE

DATE

TELEPHONE NO.

QUANTITY

ITEM # DESCRIPTION

UNIT PRICE

AMOUNT

sign bracket

99.95

1

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

### INSTRUCTIONS: DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

1. Complete above order form.
2. White copy original to Vendor.
3. Yellow copy to Accounts Payable.
4. Upon receipt of goods: sign, date and forward pink copy to accounts payable.
5. Gold copy to remain in binder.

This form may NOT be used for:

GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING

WHITE COPY - ORIGINAL

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

GOLD COPY - STAYS IN BINDER

## Promotion Committee FY13 Work Plans

<u>Work Plan</u>	<u>Project Manager</u>
1) Art Walk .....	Mistic Jordan
2) Glow Owosso .....	Sue Treen
3) Farmers Market .....	Tracey Peltier
4) Artisan Market .....	Tracey Peltier
5) Owosso Palooza .....	Victoria White

## Design Committee FY13 Work Plans

<u>Work Plan</u>	<u>Project Manager</u>
6) Electrical System Redesign.....	Dave Acton
7) Wayfinding .....	Dave Acton
8) Woodard Place .....	Lorraine Weckwert
9) Downtown Flowers (beds, baskets, bridge baskets).....	Lorraine Weckwert
10) Business Stewardship.....	Lorraine Weckwert
11) Bench Inventory/Placement/Bolting Down .....	Bill Gilbert
12) Cement Cap Repair (from skateboard damage).....	Bill Gilbert
13) Design Committee Sponsorships .....	Bill Gilbert
14) Bike Racks .....	Shaffer Fox
15) Window Decorating .....	Hayley Maurer

## Organization Committee FY13 Work Plans

<u>Work Plan</u>	<u>Project Manager</u>
16) Monthly Newsletter .....	Kathleen Priest
17) Volunteer Database .....	Dianne Acton
18) Business Inventory.....	Dianne Acton
19) Under the Radar .....	Krista Welte
20) Business Stewardship.....	Kathy Hudson
21) Membership .....	Mike Inman
22) Website .....	Mike Inman
23) Volunteer Party .....	Barb Bucsi
24) Year of the Volunteer.....	Kathleen Priest
25) Swag .....	Eric White
26) Photo Archive .....	Paul Heimnick

## ER Committee FY13 Work Plans

<u>Work Plan</u>	<u>Project Manager</u>
27) Business Recruitment .....	Lorraine
28) Marketing Study .....	Alaina
29) Financial Tools Program.....	Jim
30) Business Cross-Promotions .....	Theresa
31) Building Acquisition.....	Lance



Committee	Design
Project	<del>Easton Alley</del> / Woodard Place
Project Manager	Lorraine Weckwerth
Objective	
Measurement of Success	Finished Courtyard utilized by Community

Project Tasks	Person Responsible	Start Date	End Date	Budgeted Cost	Actual Cost	Budgeted Hours	Actual Hours
Do landscape							
Arrange Landscaper	Lorraine		Aug. '12	\$9000			2 hrs
Purchase Umbrellas				\$3500			2 1/2 hrs
Tables & Chairs	Lorraine		Aug. '12				2 hrs
Select Awning Design	Lorraine & Kathryn		Aug. '12	\$800.00			1 hr.
Purchase Outdoor Awning	" "		Aug. '12	\$100			1/2 hr.
Paint Windows	Lorraine		" "	\$30.00			2 hrs
Hang Windows	Landscaper		" "				
Purchase Perpendicular Sign "Woodard Place"	Lorraine & Kathryn		Aug. '12	\$300.00			1 hr.
Hang Sign	Lorraine						
Plan Opening Reception	Lorraine & Kathryn		Sep. '12	\$400.00			2 hrs

# CITY OF OWOSSO

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER	19744
DATE	10/17/12

## QUICK PURCHASE ORDER

\$1000 LIMIT

VENDOR  
SUPPLIER

Lorraine, reimbursement

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

Please Supply The Following:

☐

Customer Pick-Up

☐

Vendor Deliver

ORDERED BY

AUTHORIZED SIGNATURE

DATE

TELEPHONE NO.

QUANTITY

ITEM # DESCRIPTION

UNIT PRICE

AMOUNT

sign bracelet

118.57

1

NOT VALID FOR BULK PURCHASES

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY

Lorraine Duker

DATE

Oct. 18, '12

**INSTRUCTIONS:** DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

This form may NOT be used for:

1. Complete above order form.
2. White copy original to Vendor.
3. Yellow copy to Accounts Payable.
4. Upon receipt of goods: sign, date and forward pink copy to accounts payable.
5. Gold copy to remain in binder.

GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING

WHITE COPY - ORIGINAL

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

GOLD COPY - STAYS IN BINDER

## Owosso Main Street PO Request

### Step 1: Work Plan + Budget

Attach your work plan and highlight task requiring a purchase. Attach the committee budget that includes this work plan as a line item.

### Step 2: Research

Per the OMS Purchasing Process, describe your research and/or bidding process below. Alternatively, attach documentation of this process.

Description of bidding/research process:

Source

Reliable Wholesale

### Step 3: Product/Service Information

Describe the nature of the product or service you have selected. Alternatively, attach documentation providing this information. You may also attach an RFI, RFP, and RFQ with responses to document this process.

Description of item(s):

Spring Flowering Bulbs

Price

Vendor/Supplier

Pay to Lorraine Westwert

738.65

### Step 4: Committee Chair Approval

- ☒ This purchase is part of a committee approved work plan, which is attached to this form.
- ☒ The work plan attached is included as a line item in our committee budget, which is also attached to this form.
- ☒ This purchase is in compliance with the Owosso Main Street Purchasing Process.

I certify that the above statements are true and correct.

Committee Chair Signature

Date

296-697-815.000 - FLOWERS

PO Number

Q19746

(Main Street Manager will provide)

MAIL

## Van Engelen Order Confirmation

Tuesday, October 9, 2012 12:59 PM

"Van Engelen Flower Bulbs" <customerservice@vanengelen.com>  
 lgnny@yahoo.com

Thank you for your Van Engelen order! Please take a moment to double check your order. We will ship your flower bulb order to the shipping address below in time for proper fall planting.

The following items are confirmed on:

Date: October 8, 2012

Our order #: 10459201

Ship to: LORRAINE WECKWERT

H2:6a 1011 N SHIAWASSEE ST, OWOSSO MI 48867-1638

Item	Description	Units	Bulbs	Amount
4900	HYACINTH MIXTURE 15/16	2x50	(100)	\$53.00
5013	TULIP AMAZONE	2x50	(100)	\$51.75
5026	TULIP APRICOT BEAUTY	1x100	(100)	\$49.25
5031	TULIP APRICOT IMPRESSION	2x100	(200)	\$58.00
5131	TULIP CASA GRANDE	2x50	(100)	\$46.00
5735	TULIP ROCOCO	4x50	(200)	\$69.00
5740	TULIP SALMON IMPRESSION	1x100	(100)	\$29.00
5743	TULIP SALVO	2x50	(100)	\$45.75
5880	TULIP WILDIROF	1x100	(100)	\$40.25
5920	TULIP EASTER EGG MURILLO MIX	2x50	(100)	\$69.75
8080	NARCISSUS DECOY	1x50	(50)	\$55.00
8357	NARCISSUS PASSIONALE	2x50	(100)	\$55.00
8707	NARCISSUS ALL PINK MIXTURE	1x100	(100)	\$49.75

- Subtotal: 671.50

Sales Tax: 0.00 S&H: 67.15 Total: 738.65

Your credit card 5-...9525 will be charged shortly before shipping.

Please email with questions to [customerservice@vanengelen.com?subject=3DOrder:10459201](mailto:customerservice@vanengelen.com?subject=3DOrder:10459201)

Please do NOT reply to this email. It was generated by an automated system and will not be answered.

You can link to our website: [www.vanengelen.com](http://www.vanengelen.com)

v 7/10/09em

Committee	
Project	Design Flowers Downtown
Project Manager	Lorraine Weckwert
Objective	Beautification of Downtown
Measurement of Success	Visual Appearance

Project Tasks	Person Responsible	Start Date	End Date	Budgeted Cost	Actual Cost	Budgeted Hours	Actual Hours
Identify potential gardeners + contact same				<del>1000</del>			1.5 hrs
Determine new planting areas				1			per week
Assign Beds				1			for
Update Garden Maps/multiple copies				1			six weeks
Facilitate + advise on flower selection for each garden				1			7 days!
Identify Grower(s) + suppliers				1			
Order Plants w/ Purchase Order							
Arrange dates for delivery + planting							
Build + Supply Flowering							
Communicate via email or phone or mail w/ each gardener several							

\$ 738.05

[illegible]

# CITY OF OWOSSO

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER	19746
DATE	10/17/12

## QUICK PURCHASE ORDER

\$1000 LIMIT

VENDOR  
SUPPLIER

Lorraine (reimbursement)  
Weckwest

ACCOUNT NO.	DEPARTMENT
PROJECT NO.	
Please Supply The Following:	
<input type="checkbox"/> Customer Pick-Up	<input type="checkbox"/> Vendor Deliver

ORDERED BY	AUTHORIZED SIGNATURE	DATE	TELEPHONE NO.
------------	----------------------	------	---------------

QUANTITY	ITEM # DESCRIPTION	UNIT PRICE	AMOUNT
	bulbs	1	756.65

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

### INSTRUCTIONS: DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

1. Complete above order form.
2. White copy original to Vendor.
3. Yellow copy to Accounts Payable.
4. Upon receipt of goods: sign, date and forward pink copy to accounts payable.
5. Gold copy to remain in binder.

This form may NOT be used for:

GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING

WHITE COPY - ORIGINAL

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

GOLD COPY - STAYS IN BINDER

# CITY OF OWOSSO

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER Q 19746

DATE 10/17/12

## QUICK PURCHASE ORDER

\$1000 LIMIT

VENDOR  
SUPPLIER

Lorraine (Lombascent)  
Workwest

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

Please Supply The Following:

☐ Customer Pick-Up ☐ Vendor Deliver

ORDERED BY

AUTHORIZED SIGNATURE

DATE

TELEPHONE NO.

QUANTITY

ITEM # DESCRIPTION

UNIT PRICE

AMOUNT

bulbs

1

755.65

NOT VALID FOR VALUE PURCHASES

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY

Lorraine Hubert

DATE

Oct 18, 2012

INSTRUCTIONS: DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

This form may NOT be used for:

1. Complete above order form.
2. White copy original to Vendor.
3. Yellow copy to Accounts Payable.
4. Upon receipt of goods: sign, date and forward pink copy to accounts payable.
5. Gold copy to remain in binder.

GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING

WHITE COPY - ORIGINAL

YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

GOLD COPY - STAYS IN BINDER



## Owosso Main Street PO Request

*Flower Beds*

### Step 1: Work Plan + Budget

Attach your work plan and highlight task requiring a purchase. Attach the committee budget that includes this work plan as a line item.

### Step 2: Research

Per the OMS Purchasing Process, describe your research and/or bidding process below. Alternatively, attach documentation of this process.

Description of bidding/research process:

### Step 3: Product/Service Information

Describe the nature of the product or service you have selected. Alternatively, attach documentation providing this information. You may also attach an RFI, RFP, and RFQ with responses to document this process.

Description of item(s):

~~Flowers~~ *Flowers & Plants*

Price

*150.46*

*130.46*

Vendor/Supplier

*Lorraine Wickert*

### Step 4: Committee Chair Approval

- ☒ This purchase is part of a committee approved work plan, which is attached to this form.
- ☒ The work plan attached is included as a line item in our committee budget, which is also attached to this form.
- ☒ This purchase is in compliance with the Owosso Main Street Purchasing Process.

I certify that the above statements are true and correct.

Committee Chair Signature

Date

*10/11/12*

Account Number

*296-697-818.000-Flowers*

PO Number

*A 19745*

(Main Street Manager will provide)

Committee	Design
Project	Flowers Downtown
Project Manager	Lorraine Weckwert
Objective	Beautification of Downtown
Measurement of Success	Visual Appearance

Project Tasks	Person Responsible	Start Date	End Date	Budgeted Cost	Actual Cost	Budgeted Hours	Actual Hours
Identify potential gardeners + contact same				<del>1000.00</del>			1.5 hrs
Determine new planting areas				1			per week
Design Beds				1			for
Update Garden Maps/multiple copies				1			six weeks
Facilitate & advise on flower selection for each garden				1			easy!
Identify Growers & suppliers				1			
Order Plants w/ Purchase Order							
Arrange dates for delivery & planting							
Build Spring Flowering							
Communicate via e-mail or phone or mail w/ each gardener several							
					\$738.65		

[illegible]



**More saving.  
More doing.®**

2205 EAST M21  
OWOSSO, MI 48867 (989)723-7033

2772 Loc 1 24913 07/20/12 02:24 PM  
CASHIER KATHLEEN - KSS4289

729094156908 #1 PHLOX <A>  
PHLOX PAN. TALL PHLOX #1 - SAWYER  
685.98 35.88

SUBTOTAL 35.88  
SALES TAX 0.00

TAX EXEMPT

TOTAL \$35.88

XXXXXXXXXXXX 5 MASTERCARD 35.88  
AUTH CODE 060691/8171025 TA



12 17 2-510



12 1781

REFUND RETURN POLICY  
A  
RES ON  
2012

THE HOME DEPOT  
LIMIT / DENY  
RETURN POLICY

ES THE RT  
PLEASE  
STOR

BUY ONE  
AVAILABLE NOW  
CONVENIENT, EASY  
READY IN LESS THAN 2 HOURS!

STORE  
.COM  
ORDERS

\*\*\*\*\*

**ENTER FOR A CHANCE  
TO WIN A \$5,000  
HOME DEPOT GIFT  
CARD!**

Share Your Opinion With Us! Complete  
the brief survey about your store visit  
and enter for a chance to win a!

[www.homedepot.com/opi](http://www.homedepot.com/opi)

**COMPARTA SU OPINION EN  
UNA BREVE  
ENCUESTA PARA LA MEJOR  
UNIDAD DE GANAR.**

52887 50132

Password:  
12370 50115

Entries must be received by 08/19/2012.  
Entries must be 18 or older to enter.  
Complete rules on website. No  
purchase necessary.

WE VALUE YOUR OPINION!

WE WANT TO KNOW ABOUT YOUR SHOPPING  
EXPERIENCE TODAY AT WAL-MART.

Please complete a survey about  
today's store visit at:

<http://www.survey.walmart.com>

You will need to enter the  
following online:

ID #: 7DNB11LRQYX

IN RETURN FOR YOUR TIME YOU COULD  
RECEIVE ONE OF FIVE \$1000  
WALMART SHOPPING CARDS

Must be 18 or older and a legal  
resident of the 50 US or DC to  
enter. No purchase necessary to  
enter or win. To enter without  
purchase and for complete official  
rules visit  
[www.entr.survey.walmart.com](http://www.entr.survey.walmart.com).  
Sweepstakes period ends on the date  
shown in the official rules. Survey  
must be taken within TWO weeks  
of today.

Esta encuesta también se encuentra  
en español en la página del Internet

THANK YOU

**Walmart**   
Save money. Live better.

( 989 ) 723 - 2662  
MANAGER CELESTE BEEKER  
1621 E M 21  
OWASSO MI 48867

ST# 1733	OP# 00003859	TES 71	TR# 00640
MG MDIST 1CF	003224736513		4.98 X
MG F/V GS	003224734303		3.48 X
PERENNIAL	072909405684		2.50 T
WAS 6.77	YOU SAVED 3.27		
PERENNIAL	072909405684		2.50 T
WAS 5.77	YOU SAVED 3.27		
PERENNIAL	072909405684		2.50 T
WAS 6.77	YOU SAVED 3.27		
PERENNIAL	072909405684		2.50 T
WAS 6.77	YOU SAVED 3.27		
PERENNIAL	072909405684		2.50 T
WAS 6.77	YOU SAVED 3.27		
	SUBTOTAL		20.96
PERENNIAL	072909405684		2.50 T
WAS 6.77	YOU SAVED 3.27		
	SUBTOTAL		23.46
TAX 1	6.000 X		1.41
	TOTAL		24.87
	MCARD TEND		24.87

ACCOUNT # \*\*\*\* \* 9526 S  
APPROVAL # 026044  
REF # 226100641341  
TERMINAL # 18001937

09/17/12 17:04:28

CHANGE DUE 0.00

**# ITEMS SOLD 8**

TC# 8689 2116 7346 3458 823



Lauren la beck  
Sept 16 - Dec 14  
09/17/12 17:04:28

\*\*\*CUSTOMER COPY\*\*\*



SIMPSON BROTHERS GREENHOUSES  
9662 E W. 21  
OVID, MI 48866  
(589) 834-2800  
MID #8288290324661

Merchant ID: 088290324661

## Sale

XXXXXXXXXX19575

MASTERCARD

Entry Method: Swiped

Total: \$ 75.00

03/18/12 13:30:43

Inst#: 0000001 Answer Code: 013374

Approved: Online Batch#: 000079

Customer Copy  
THANK YOU!  
COME AGAIN!!

## Simpson Brothers Greenhouse

444395

INVOICE

SOLD TO		City of Owosso		SHIP TO	
ADDRESS				ADDRESS	
CITY, STATE, ZIP				CITY, STATE, ZIP	
CUSTOMER ORDER NO.		SOLD BY		TERMS	
				F.O.B.	
				DATE	
				9-18-12	
ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
1	Flat	Pansy	10.00		
1	Flat	Kale	10.00		
18		6" Mums	45.00		
5		Asters	10.00		
			75.00		
<p>paid NO Tax</p> <p>Lorraine Welch</p> <p>925-9113</p>					



301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



Q 19745

10/17/12

## QUICK PURCHASE ORDER

**\$1000 LIMIT**

**VENDOR  
SUPPLIER**

Wolfgang Weckwerth  
(Grimbasse)

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

**Please Supply The Following:**

☐ Customer Pick-Up      ☐ Vendor Deliver

**ORDERED BY**

**AUTHORIZED SIGNATURE**

DATE \_\_\_\_\_

TELEPHONE NO.

**QUANTITY**

[illegible]

UNIT PRICE

AMOUNT

flowers + plants

120.46

1

**THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.**

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

**INSTRUCTIONS:** DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

**This form may NOT be used for:**

1. Complete above order form.
2. White copy original to Vendor.
3. Yellow copy to Accounts Payable.
4. Upon receipt of goods: sign, date and forward pink copy to accounts payable.
5. Gold copy to remain in binder.

GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING

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YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

**GOLD COPY - STAYS IN BINDER**

# CITY OF OWOSSO

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER

19745

DATE

10/17/12

## QUICK PURCHASE ORDER

\$1000 LIMIT

VENDOR  
SUPPLIER

Lorraine Weckwerth  
(Crimmer)

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

Please Supply The Following:

☐ Customer Pick-Up ☐ Vendor Deliver

ORDERED BY

AUTHORIZED SIGNATURE

DATE

TELEPHONE NO.

QUANTITY

ITEM # DESCRIPTION

UNIT PRICE

AMOUNT

flowers + plants

130.46

1

NOT VALID FOR MORE THAN ONE ORDER

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY

Lorraine Weckwerth

DATE

Oct. 18, '12

INSTRUCTIONS: DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

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## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 10/19/12 74-1001-724PAY  
TO THE  
ORDER OFLorraine Weckwest\$ 1096.56One thousand ninety six dollars and 56/100DOLLARS  

CHEMICAL BANK.

ChemicalBankMI.com

FOR

David L. Acton William Patton

⑈001686⑈ ⑆072410013⑆ 2330120425⑈

# SIGN BRACKET STORE

888-919-7446  SignBracketStore.com

6088 Corte Del Cedro  
Carlsbad, CA 92011  
www.SignBracketStore.com

Ph: (888) 919-7446  
Fax: (760) 603-0812

## Packing Slip

Invoice # 63708

Date: 10/5/2012

### Sold To

Owosso Mainstreet  
Lorraine Weckwert  
1011 North Shiawassee  
Owosso, MI 48867

**PAID**  
**10/05/2012**

### Ship To

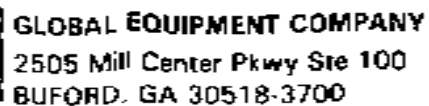
Owosso Mainstreet  
Lorraine Weckwert  
1011 North Shiawassee  
Owosso, MI 48867

Ph: 989-725-9113 Fax:

Contact: Lorraine Weckwert

P.O. Number	Rep	Estimated Ship Date	Via
	KJ	10/9/2012	UPS

Quantity	Item Code	Description
1	371B-30	30in. Milano Arch Hanging Blade Sign Bracket
1	Freight-Signage	Freight - Signage Products
		Out-of-state sale, exempt from sales tax



LORRAINE WECKERT  
LORRAINE WECKERT  
1011 NORTH SHIAWASSEE ST  
OWOSSO, MI 48867

LORRAINE WECKERT  
1100 NORTH SHIAWASSEE ST  
OWOSSO, MI 48867



Master Packing List	
Your PO #	Page
WECKERT10162012REPL	1 of 1
Order No.	Order Date
5834108-1	11-06-2012
Ordered By	Freight
LORRAINE WECKERT	PREPAID
FOB Point	Ship Via
BUFORD GA	UPS

Line No.	Quantity	Model	Inventory Stock No.	Description
1	1	6524978K	6524978K	RUBBERMAID GROUNDSKEEPER SMOKERS RE

Direct Inquiries to: Customer Service Dept. 800-645-2986

For Sales Help and Quotes please call 800-645-1232

1690

Vendor #

**PAY AUTHORIZATION****OWOSSO MAIN STREET**

**PAY TO THE ORDER OF:** Crooked Tree Nursery  
2881 W Bennington Rd  
Owosso MI 48867

Account Number	Amount	Description
298-697-974.000-WOODARDPLC	850.00	Woodard Place work
Total	850.00	

REQUESTED BY:   
Main Street Manager - Heather Rivard

REQUESTED BY:   
Design Committee Chair - Bill Gilbert

DATE October 17, 2012



2881 W Bennington Road  
Owosso, MI 48867

Phone: 989 472 4408  
Fax: 989 472 4410

## Invoice

Date  
10/3/2012

Invoice #  
2385

Due Date  
11/2/2012

**Bill To:**

City of Owosso  
301 W Main Street  
Owosso, MI 48867

All accounts are subject to 1.5% Finance Charge per month, after 30 days. This is a true annual percentage rate of 18% with a minimum charge of \$1.50.

Work Order #

P.O.#

Project

Quantity	Description	Rate	Amount
1	Created Custom Awning for Eaton Alley P.O. # 19738 Labor & Materials	850.00	850.00

Thank you for giving us the opportunity to work with you.

**Total** \$850.00

Thank you for your business.

**Payments/Credits** \$0.00

**Balance Due** \$850.00

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



19738

DATE \_\_\_\_\_

7/26/12

**\$1000 LIMIT**

**VENDOR  
SUPPLIER**

## Rooted Tree

ACCOUNT NO.

DEPARTMENT

PROJECT NO. \_\_\_\_\_

**Please Supply The Following:**

☐ Customer Pick-Up    ☐ Vendor Deliver**ORDERED BY**

**AUTHORIZED SIGNATURE**

DATE \_\_\_\_\_

TELEPHONE NO.

QUANTITY

ITEM #	DESCRIPTION
--------	-------------

UNIT PRICE

AMOUNT

ITEM #	DESCRIPTION
	Awnings for Wooded Place

Not to exceed \$850

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

**INSTRUCTIONS:** DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

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FOOD PURCHASES  
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# CITY OF OWOSSO

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER 19738

DATE 7/26/12

## QUICK PURCHASE ORDER

\$1000 LIMIT

VENDOR  
SUPPLIER

*Crooked Tree*

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

Please Supply The Following:

☐ Customer Pick-Up ☐ Vendor Deliver

ORDERED BY

AUTHORIZED SIGNATURE

DATE

TELEPHONE NO.

QUANTITY

ITEM # DESCRIPTION

UNIT PRICE

AMOUNT

*Awnings for Wooded Place*

*not to exceed \$850*

*NOT VALID FOR MORE THAN  
\$850*

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY

*H. K. [Signature]*

DATE

*10/17/12*

INSTRUCTIONS: DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

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1690

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 10/19/12

74-1001-724

PAY TO THE ORDER OF Crooked Tree Nursery \$ 850.00Eight hundred fifty dollars and 00/100 DOLLARS

CHEMICAL BANK.

ChemicalBankMI.com

FOR

David L. Acton

⑈001690⑈ ⑆072410013⑆ 2330120425⑈

1691

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 10/19/12

74-1001-724

PAY TO THE ORDER OF The Independent Newsgroup \$ 48.00Fourty eight dollars and 00/100 DOLLARS

CHEMICAL BANK.

ChemicalBankMI.com

FOR

David L. Acton

⑈001691⑈ ⑆072410013⑆ 2330120425⑈

1692

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 10/19/12

74-1001-724

PAY TO THE ORDER OF Woodchuck CM \$ 2273.20Two thousand two hundred seventy three dollars and 00/100 DOLLARS

CHEMICAL BANK.

ChemicalBankMI.com

FOR

David L. Acton

⑈001692⑈ ⑆072410013⑆ 2330120425⑈

1692

Vendor #

**PAY AUTHORIZATION**

**OWOSSO MAIN STREET**

PAY TO THE ORDER OF:

WOODARD-CM  
3401 W. Trinity Boulevard  
Grand Prairie, TX 75050

Account Number	Amount	Description
296-697-294.000-WOODARDPLC	2273.20	Woodard Place furniture
Total	2273.20	

REQUESTED BY:

  
Main Street Manager - Heather Rivard

REQUESTED BY:

  
Design Committee Chair - Bill Gilbert

DATE October 17, 2012

# Woodard

© 2000 Woodard International Inc. Subsidiary

REMIT TO **WOODARD-CM**  
3401 W. Trinity Boulevard  
Grand Prairie, TX 75050  
1-800-877-2290

## INVOICE

INVOICE DATE	INVOICE NO.
10/4/2012	567286
ORDER DATE	ORDER NUMBER
10/4/2012	639979
SALES REP #	PO NUMBER
100008	9894943344(Heather)

CUST # 12229953

SHIP TO #: 12229953

BILL TO: **OWOSSO MAIN STREET/DDA**  
301 W MAIN STREET  
OWOSSO MI

SHIP TO: **OWOSSO MAIN STREET/DDA**  
301 W. MAIN STREET  
OWOSSO MI 48867

Freight		F.O.B.		Carrier		Date Shipped		TERMS	
Not Applicable		Owosso, MI						Net 30 Days	
Line	Div.	Qty.	Item No.	Description	Finish	Fab1	Fab2	Unit Price	Net Amount
1	Classics	2	01.280136	42D PED MESH TOP TABLE	92			\$144.50	\$289.00
2	Classics	2	01.280024	24X24 MESH TOP PED TABLE	92			\$107.10	\$214.20
3	Classics	12	01.7F0072	MADDOX SWIVEL ROCKER	92			\$147.50	\$1,770.00
Item(s)				Carton(s)	SubTotal (net)			\$2,273.20	
					Sales Tax				
PRO# N/A					Total Order			2,273.20	

NOTE: DISCOUNT NOT APPLICABLE ON FREIGHT OR SALES TAX.

I hereby certify that these goods were produced in compliance with all applicable requirements of section 8, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and order of the United States Department of Labor issued under Section 14, thereof.

WE ARE RESPONSIBLE FOR LOSS OR DAMAGE TO GOODS IN TRANSIT. ALL CLAIMS FOR ALLOWANCE OR DEDUCTIONS MUST BE MADE WITHIN 10 DAYS AFTER RECEIPT OF GOODS. MERCHANDISE RETURNED TO US WILL NOT BE ACCEPTED UNLESS AUTHORIZED BY US.

# CITY OF OWOSSO

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER

19735

DATE

7/19/12

## QUICK PURCHASE ORDER

\$1000 LIMIT

VENDOR  
SUPPLIER

Woodard Furniture

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

Please Supply The Following:

☐ Customer Pick-Up

☐ Vendor Deliver

ORDERED BY

AUTHORIZED SIGNATURE

DATE

TELEPHONE NO.

QUANTITY

ITEM # DESCRIPTION

UNIT PRICE

AMOUNT

Furniture for Woodard place

not to exceed \$3000

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY

DATE

### INSTRUCTIONS: DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

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2. White copy original to Vendor.
3. Yellow copy to Accounts Payable.
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This form may NOT be used for:

GASOLINE  
CAR REPAIR  
FOOD PURCHASES  
MULTIPLE LIMITED ORDERS, FOR ONE  
ACQUISITION  
EDUCATION & TRAINING

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YELLOW COPY - ACCOUNTS PAYABLE

PINK COPY - RECEIVER

GOLD COPY - STAYS IN BINDER

# CITY OF OWOSSO

301 WEST MAIN STREET  
OWOSSO, MICHIGAN 48867



NUMBER	19735
DATE	7/19/12

## QUICK PURCHASE ORDER

\$1000 LIMIT

VENDOR  
SUPPLIER

Woodard Furniture

ACCOUNT NO.

DEPARTMENT

PROJECT NO.

Please Supply The Following:

☐ Customer Pick-Up ☐ Vendor Deliver

ORDERED BY

AUTHORIZED SIGNATURE

DATE

TELEPHONE NO.

QUANTITY

ITEM # DESCRIPTION

UNIT PRICE

AMOUNT

Furniture for Woodard place

not to exceed \$3000

NOT VALID FOR MORE THAN ONE ORDER

THIS FORM MAY BE USED FOR A SPECIFIC ORDER OF \$1000.00 OR LESS. IT MAY NOT BE USED FOR BLANKET ORDERS.

RECEIVED BY

DATE

8/15/12

INSTRUCTIONS: DEPARTMENT HEADS SHOULD REFER TO PURCHASING POLICY

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GASOLINE  
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1690

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 10/19/12

74-1001-724

PAY  
TO THE  
ORDER OFCrooked Tree Nursery


\$ 850.00

Eight hundred fifty dollars and 00/100DOLLARS  

CHEMICAL BANK.

ChemicalBankMI.com

FOR

David L. Acton 

⑈001690⑈ ⑆072410013⑆ 2330120425⑈

1691

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 10/19/12

74-1001-724

PAY  
TO THE  
ORDER OFThe Independent Newsgroup


\$ 48.00

Fourty eight dollars and 00/100DOLLARS  

CHEMICAL BANK.

ChemicalBankMI.com

FOR

David L. Acton 

⑈001691⑈ ⑆072410013⑆ 2330120425⑈

1692

## OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 10/19/12

74-1001-724

PAY  
TO THE  
ORDER OFWoodard- CM


\$ 2275.20

Two thousand two hundred seventy three dollars and 00/100DOLLARS  

CHEMICAL BANK.

ChemicalBankMI.com

FOR

David L. Acton 

⑈001692⑈ ⑆072410013⑆ 2330120425⑈

1724

Vendor #

**PAY AUTHORIZATION****OWOSSO MAIN STREET**

**PAY TO THE ORDER OF:** Gilbert's True Value  
113 W Main St  
Owosso MI 48867

Account Number	Amount	Description
296-697-974.000-WOODARDPLC	1.50	Woodard Place paint

**Total** 1.50

**REQUESTED BY:**   
Main Street Manager – Heather Rivard

**REQUESTED BY:**   
Design Committee Chair – Bill Gilbert

**DATE** November 2, 2012



PAGE: \* 1 GILBERT'S TRUE VALUE HARDWARE  
*True Value.* 113 W. MAIN ST.  
 (W0550, MI. 48867  
 (989) 723-2330

**STATE**

CLOSING DATE: :

ACCT: 774

OWOSSODDA/MAIN STREET  
 HEATHER RIVARD  
 301 W. MAIN ST  
 (W0550) MI 48867

DATE	REFERENCE NO.	ST	C	DESCRIPTION	DEBIT
OUR GREEN BAG SALE NOW THRU THE 8TH-20X OFF BAG ITEMS PLUS A FREE RE-USABLE BAG- WATCH YOUR NEWSPAPER FOR DETAIL					
				PREV BALANCE	15.49
9/ 4/12	389646	1	1	INVOICE	1.50
9/30/12	684878	1	1	FINANCE CHARGE <i>Deleted</i>	<del>0.50</del>
				NEW BALANCE	<del>17.49</del>
					1.50
1.5% SERVICE CHARGE ON ALL PAID DUE ACCOUNTS: .50 MIN CHARGE					
CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	OVER 90	
2.00	15.49	0.00	0.00		

FINANCE CHARGE-- TERMS: NET 10TH PROX  
 MONTHLY X : 1.50  
 ANNUAL X : 18.00

FINANCE CHRG:  
 F/C BALANCE :  
 F/C MIN AMT :  
 F/C METHOD : A

True Value.

GILBERT'S TRUE VALUE HARDWARE & APPLIANCE

PAGE NO 1

113 W. MAIN ST.

040550, HI.

48867

PHONE: (989) 723-2328

SHOP GILBERT'S FOR THE PRICE & SELECTION  
YOU WANT & FRIENDLY SERVICE!

040550000/MAIN STREET  
HEATHER RIVERD  
381 W. MAIN ST  
040550

HI 48867

CUST # 774  
TERMS: NET 18TH PROX

INV # 389646  
DATE : 9/04/12  
CLERK: KB  
TERM # 559

TIME :11:07

\*\*\*\*\*

\* INVOICE \*

\*\*\*\*\*

QUANTITY	UM	ITEM	DESCRIPTION	SUB PRICE	PRICE/WR	EXTENSION
1	EA	868867	CHDM NEUTRAL GLS QT	16.99	16.99 /EA	16.99 N
- 1	EA	859747	EZEN NEUTRAL GLOSS QT RETURN FOR DEFEKTIVE	15.49	15.49 /EA	-15.49 ND

*Handwritten signature*

AMOUNT CHARGED TO ACCOUNT \*\*


1.50

TAXABLE 0.00  
NON-TAXABLE 1.50  
SUB-TOTAL 1.50  
TAX AMOUNT 0.00  
TOTAL INVOICE 1.50

RECEIVED BY

1723

OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 11/2/12 74-1001-724PAY TO THE ORDER OF City of Owosso\$ 152.19One hundred fifty two dollars and 19/100 DOLLARS 

CHEMICAL BANK.

ChemicalBankMI.com


FOR \_\_\_\_\_

David L. Acton

⑈001723⑈ ⑆072410013⑆ 2330120425⑈

1724

OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 11/2/12 74-1001-724PAY TO THE ORDER OF Gilbert's True Value\$ 1.50One dollar and 50/100 DOLLARS 

CHEMICAL BANK.

ChemicalBankMI.com


FOR \_\_\_\_\_

David L. Acton

⑈001724⑈ ⑆072410013⑆ 2330120425⑈

1725

OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 11/2/12 74-1001-724PAY TO THE ORDER OF Sue Trun\$ 173.92One hundred seventy three dollars and 92/100 DOLLARS 

CHEMICAL BANK.

ChemicalBankMI.com

FOR \_\_\_\_\_

David L. Acton

⑈001725⑈ ⑆072410013⑆ 2330120425⑈

1751

Check Number

## Owosso Main Street PO Request

**Step 1: Work Plan + Budget**

Attach your work plan and highlight task requiring a purchase. Attach the committee budget that includes this work plan as a line item.

**Step 2: Research**

Per the OMS Purchasing Process, describe your research and/or bidding process below. Alternatively, attach documentation of this process.

Description of bidding/research process:

research done F412 for  
a vendor to complete entire wooded place project

**Step 3: Product/Service Information**

Describe the nature of the product or service you have selected. Alternatively, attach documentation providing this information. You may also attach an RFI, RFP, and RFQ with responses to document this process.

Description of item(s):

repair work in alley to fix water  
leaking into neighboring business

Price

\$ 4400.00

Cracked Tree

Vendor/Supplier

2881 W Benning Rd  
Owosso MI 48867

**Step 4: Approval, To be completed by Committee Chair Approval**

Verify and check all boxes:

- ☒ This purchase is part of a committee approved work plan, which is attached to this form.
- ☒ The work plan attached is included as a line item in our committee budget, which is also attached to this form.
- ☒ This purchase is in compliance with the Owosso Main Street Purchasing Process.

I certify that the above statements are true.

Committee Chair Signature

Date

11/16/12

Account Number

296-697-974.000-WOODARD PLC

PO Number

XXX

(Main Street Manager will provide)



2881 W Bennington Road  
Owosso, MI 48867

Phone: 989 472 4408  
Fax: 989 472 4410

## Invoice

Date  
10/3/2012

Invoice #  
2384

Due Date  
11/2/2012

Bill To:

~~City of Owosso~~ *Owosso Main Street*  
301 W Main Street  
Owosso, MI 48867

All accounts are subject to 1.5% Finance Charge per month, after 30 days. This is a true annual percentage rate of 18% with a minimum charge of \$1.50.

Work Order #

P.O.#

Project

Quantity	Description	Rate	Amount
	*****Eaton Alley***** Replace existing cutout areas with concrete. Install perforated tile to drain all water to exchange street sidewalk. Establish curb type edge along beds to flow water down alley and not into raised beds. Add matching block cap to raised planter edge. Remove all plants and soil to be replace back within beds. Appx 3 full days to complete.		
90	Labor W/ Concrete & Drainage	45.00	4,050.00
1	Tumbled Lakeland block for planter caps. 1 Pallet of blocks	350.00	350.00

Thank you for giving us the opportunity to work with you.

Total \$4,400.00

Thank you for your business.

Payments/Credits \$0.00

Balance Due \$4,400.00

## FY13 - Fund 296 as of 121107

Ref#	Committee	Work Item Name	Budget	Actual
		<b>REVENUE</b>		
		Property Tax	28825.00	28825.00
		TIF	158975.00	158975.00
P-02	Promotion	Farmers Market	7000.00	400.00
E-02	ER	Market Study	15000.00	2500.00
D-12	Design	Design Committee Sponsorships		1100.00
		<b>Total</b>	<b>194800.00</b>	<b>168200.00</b>
		<b>EXPENDITURES</b>		
O-01	Organization	Office Supplies	1,250.00	604.40
O-02	Organization	Membership & Dues	500.00	0.00
O-03	Organization	Manager Wages	46,000.00	9692.27
O-04	Organization	Education/Training	1,400.00	225.02
O-05	Organization	Website	150.00	0.00
O-06	Organization	SWAG	800.00	0.00
O-07	Organization	Volunteer Party	700.00	0.00
O-08	Organization	Monthly Newsletter	0.00	0.00
O-09	Organization	Volunteer Database	0.00	0.00
O-10	Organization	Business Inventory	0.00	0.00
O-11	Organization	Membership	0.00	0.00
O-12	Organization	Year of the Volunteer	0.00	0.00
O-13	Organization	Photo Archive	0.00	0.00
O-14	Organization	Under the Radar	0.00	0.00
O-15	Organization	Business Stewardship	0.00	0.00
P-01	Promotion	Glow	5,700.00	0.00
P-02	Promotion	Farmers Market	11,200.00	6285.95
P-03	Promotion	Art Walk	1,300.00	0.00
P-04	Promotion	Artisan Market	1,000.00	99.00
P-05	Promotion	Owosso Palooza	0.00	0.00
D-01	Design	Capitol Bowl	13,350.00	0.00
D-02	Design	Hotel Demolition	15,014.48	0.00
D-03	Design	LTGO Payment (sidewalks)	71,315.00	20657.50
D-04	Design	Flowers	10,000.00	4362.67
D-05	Design	Downtown Maintenance	16,000.00	3957.94
D-06	Design	Electric System Update	0.00	0.00
O-09	Design	Business Stewardship	0.00	0.00
O-10	Design	Bench Placement & Bolting Down	0.00	0.00
D-11	Design	Cement Cap Repair	0.00	0.00
D-12	Design	Design Committee Sponsorships	0.00	0.00
D-13	Design	Bike Racks	0.00	0.00
D-14	Design	Window Decoration	0.00	0.00
D-15	Design	Facade Grant Application	2,000.00	0.00
E-01	ER	Business Recruitment	0.00	0.00
E-02	ER	Market Study	15,000.00	0.00
E-03	ER	Financial Tools Program	0.00	0.00
E-04	ER	Business Cross-Promotion	0.00	0.00
E-05	ER	Building Acquisition	0.00	0.00
		Non Work Plan Expenditures	0.00	2583.77
		<b>TOTAL</b>	<b>212,679.48</b>	<b>748468.52</b>
		<b>BALANCE (potential fund balance transfer)</b>	<b>(67,879.48)</b>	<b>199731.48</b>

1729

OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 11/16/12

74-1001-724

PAY  
TO THE  
ORDER OFJohn Hankard\$ 201.85Two hundred and one dollars and81/100DOLLARS  

CHEMICAL BANK.

ChemicalBankMI.com

FOR

David L. ActaFrei J. Miller

⑈001729⑈ ⑆072410013⑆ 2330120425⑈

1731

OWOSSO MAIN STREET

301 W MAIN ST  
OWOSSO MI 48867DATE 11/16/12

74-1001-724

PAY  
TO THE  
ORDER OFCrooked Tree Nursery\$ 4400.00Four thousand four hundred dollars and00/100DOLLARS  

CHEMICAL BANK.

ChemicalBankMI.com

FOR

David L. ActaFrei J. Miller

⑈001731⑈ ⑆072410013⑆ 2330120425⑈



2881 W Bennington Road  
Owosso, MI 48867

Phone: 989 472 4408  
Fax: 989 472 4410

## Invoice

Date  
11/16/2012

Invoice #  
2689

**Bill To:**

Owosso Main Street  
301 W Main St  
Owosso, MI 48867

Due Date  
12/1/2012

All accounts are subject to 1.5% Finance Charge per month, after 30 days. This is a true annual percentage rate of 18% with a minimum charge of \$1.50.

Work Order #

P.O.#

Project

Quantity	Description	Rate	Amount
4	Fastened Cigarette Butt Disposal Unit and Sign Bracket to Building.		
	Trubolt Wedge-3/8"x2-3/4" 11/5	1.25	5.00
1	Shields	1.39	1.39
3.5	Labor	45.00	157.50

Thank you for giving us the opportunity to work with you.

**Total** \$163.89

**Payments/Credits** \$0.00

**Balance Due** \$163.89

Thank you for your business.



**From:** [Erfourth, Michael](#)  
**To:** [Ronald J. Tobey](#); [Amy K. Kirkland](#)  
**Subject:** FW: Resignation  
**Date:** Tuesday, December 04, 2012 2:20:27 PM

---

See below.

### **Michael Erfourth**

Fifth Third Bank | Vice President - Relationship Manager | Commercial Real Estate  
1000 Town Center Dr. | Suite 1400 | MD JTWN5H | Southfield, MI 48075  
Tel. 248.603.0628 | Fax 248.603.0555 | [Michael.Erfourth@53.com](mailto:Michael.Erfourth@53.com)

*\*\*\*Please report ANY suspicious emails to: [53investigation@security.53.com](mailto:53investigation@security.53.com). Remember, Fifth Third Bank will NEVER ask you to verify your password or security information through email, pop-ups, or any mailed communication that may direct you to a web site which then asks you to provide your security information.\*\*\**

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**From:** Karen Stadler [<mailto:kstadler@chartermi.net>]  
**Sent:** Thursday, October 18, 2012 10:15 AM  
**To:** Erfourth, Michael  
**Subject:** Resignation

Good morning, Mike,

I am not sure where to send my formal resignation from the Historical Commission so I will send it to you. Would you please make note to whoever needs this that this is my formal resignation? I feel that I travel too much to have a lot of influence on the commission and I am sure that there are local people who know much more about the historic buildings in this area.

Sincerely,

Karen Stadler

This e-mail transmission contains information that is confidential and may be privileged.

It is intended only for the addressee(s) named above. If you receive this e-mail in error,

please do not read, copy or disseminate it in any manner. If you are not the intended

recipient, any disclosure, copying, distribution or use of the contents of this information

is prohibited. Please reply to the message immediately by informing the sender that the

message was misdirected. After replying, please erase it from your computer system. Your

assistance in correcting this error is appreciated.

To: Owosso City Council  
 From: Charles Rau, Building Official  
 Date: 12/06/2012  
 Subject: Building Department Report for November, 2012

Category	Estimated Cost	Permit Fee	Number of Permits
Churches-New & Alt	<i>\$19,900</i>	<i>\$207.00</i>	<i>1</i>
Demolition	<i>\$4,800</i>	<i>\$150.00</i>	<i>3</i>
Electrical	<i>\$0</i>	<i>\$916.00</i>	<i>8</i>
Fence - Residential	<i>\$2,700</i>	<i>\$60.00</i>	<i>3</i>
Industrial, New Building	<i>\$50,000</i>	<i>\$643.00</i>	<i>1</i>
Inspection	<i>\$0</i>	<i>\$0.00</i>	<i>1</i>
Mechanical	<i>\$86,000</i>	<i>\$5,089.00</i>	<i>12</i>
Non-Res. Add/Alter/Repair	<i>\$46,244</i>	<i>\$733.00</i>	<i>5</i>
Plumbing	<i>\$0</i>	<i>\$382.00</i>	<i>5</i>
Res. Add/Alter/Repair	<i>\$48,100</i>	<i>\$434.00</i>	<i>12</i>
Res. Single Family	<i>\$25,500</i>	<i>\$273.00</i>	<i>2</i>
Sign	<i>\$1,480</i>	<i>\$108.00</i>	<i>2</i>
<b>Totals</b>	<b><i>\$284,724</i></b>	<b><i>\$8,995.00</i></b>	<b><i>55</i></b>

**2011 COMPARISON TOTALS**

		BUILDING PERMITS ONLY	-	28
NOVEMBER, 2011 TOTALS	\$369,260	\$4,689.50		41

# **Enforcements By Category**

12/06/12

1 / 4

NOVEMBER, 2012

## **AUTO REP/JUNK VEH**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1146	515 N HICKORY ST	REF TO POLICE	Resolved	11/05/12	11/27/12	N
ENF 12-1155	409 N BALL ST	REF TO POLICE	Resolved	11/05/12	11/27/12	Y
ENF 12-1160	306 N CHESTNUT ST	REF TO POLICE	Resolved	11/11/12	11/29/12	N
ENF 12-1162	1603 W STEWART ST	LETTER SENT	Letter Sent	11/14/12		N
ENF 12-1168	809 E MASON ST	REF TO POLICE	Resolved	11/14/12	11/17/12	Y
<b>Total Entries:</b>				<u>5</u>		

## **BUILDING VIOL**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1137	302 STATE ST	VN SENT	Letter Sent	11/05/12		Y
ENF 12-1139	909 NAFUS ST	REF TO RAU	Extension Granted	11/06/12		ROW
ENF 12-1145	1229 MILWAUKEE ST	REF TO POLICE	Resolved	11/05/12	11/22/12	Y
ENF 12-1167	1410 YOUNG ST	VN SENT	REF TO RAU	11/14/12		N
ENF 12-1175	300 W MAIN ST	REF TO RAU	REF TO RAU	11/20/12		COMM
ENF 12-1181	115 S WASHINGTON ST	VN SENT	Letter Sent	11/29/12		COMM
<b>Total Entries:</b>				<u>6</u>		

## **GARBAGE & DEBRIS**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1134	911 GRAND AV	REF TO POLICE	Resolved	11/01/12	11/19/12	Y
ENF 12-1136	411 RANDOLPH ST	CLOSED	Resolved	11/02/12	11/15/12	N
ENF 12-1140	728 N PARK ST	REF TO POLICE	Resolved	11/07/12	11/15/12	N
ENF 12-1141	938 S SAGINAW ST	REF TO POLICE	Resolved	11/02/12	11/22/12	Y
ENF 12-1142	220 N CEDAR ST	REF TO POLICE	Resolved	11/04/12	11/21/12	Y
ENF 12-1144	315 DIMMICK ST	REF TO POLICE	Resolved	11/05/12	11/21/12	N
ENF 12-1147	628 N BALL ST	REF TO POLICE	Resolved	11/05/12	11/28/12	N

## **Enforcements By Category**

12/06/12

2 / 4

NOVEMBER, 2012

ENF 12-1150	508 GROVER ST	REF TO POLICE	Resolved	11/07/12	11/28/12	N
ENF 12-1151	960 N PARK ST	REF TO POLICE	No Violation	11/09/12	11/13/12	N
ENF 12-1153	1415 FREDERICK ST	REF TO POLICE	REF TO POLICE	11/08/12		Y
ENF 12-1154	514 S PARK ST	REF TO POLICE	Resolved	11/08/12	11/28/12	N
ENF 12-1158	1029 S CHESTNUT ST	REF TO POLICE	REF TO POLICE	11/13/12		COMM
ENF 12-1159	921 N WASHINGTON ST	REF TO POLICE	Resolved	11/13/12	11/28/12	Y
ENF 12-1163	1007 S SHIAWASSEE ST	LETTER SENT	Letter Sent	11/12/12		N
ENF 12-1166	1423 YOUNG ST	REF TO P OLICE	Resolved	11/14/12	12/03/12	N
ENF 12-1169	325 N GOULD ST	REF TO POLICE	Resolved	11/19/12	11/27/12	Y
ENF 12-1171	816 ALGER AV	REF TO POLICE	Resolved	11/19/12	11/28/12	Y
ENF 12-1172	635 THIRD ST	REF TO POLICE	Resolved	11/20/12	11/29/12	N
ENF 12-1176	827 W STEWART ST	LETTER SENT	Letter Sent	11/26/12		Y
ENF 12-1177	121 S BROOKS ST	LETTER SENT	Letter Sent	11/26/12		N
ENF 12-1179	305 GENESEE ST	VN SENT	Letter Sent	11/28/12		N
ENF 12-1182	516 GARFIELD AV	LETTER SENT	Letter Sent	11/29/12		N
ENF 12-1183	1101 CLYDE ST	LETTER SENT	Letter Sent	11/26/12		N
ENF 12-1184	816 STATE ST	LETTER SENT	Letter Sent	11/26/12		N
ENF 12-1185	522 FLETCHER ST	LETTER SENT	Letter Sent	11/26/12		Y
ENF 12-1186	770 COVENTRY AV	REF TO POLICE	REF TO POLICE	11/28/12		Y
ENF 12-1202	705 GRACE ST	LETTER SENT	Letter Sent	11/29/12		N
ENF 12-1203	1000 N CHIPMAN ST	CLOSED	Resolved	11/29/12	12/06/12	N
ENF 12-1204	825 ISHAM ST	LETTER SENT	Letter Sent	11/29/12		N
ENF 12-1208	308 N DEWEY ST	REF TO POLICE	REF TO POLICE	11/18/12		Y
ENF 12-1212	1000 S CHIPMAN ST	LETTER SENT	Letter Sent	11/29/12		N

**Total Entries:** 31

### **MULTIPLE VIOLATIONS**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
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## **Enforcements By Category**

12/06/12

3 / 4

NOVEMBER, 2012

ENF 12-1152	1323 HERMAN ST	VN SENT	Letter Sent	11/08/12		N
ENF 12-1156	328 N HICKORY ST	REF TO POLICE	Resolved	11/08/12	11/27/12	N
ENF 12-1161	713 WILTSHIRE DR	REF TO POLICE	Resolved	11/14/12	11/29/12	Y
ENF 12-1165	649 ADAMS ST	CLOSED PER COMPEAU	Resolved	11/16/12	12/03/12	N
<b>Total Entries:</b>				<b>4</b>		

### **RENTAL UNIT VIOL**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1133	309 E WILLIAMS ST	EXTEN GRANTED	Resolved	11/01/12		Y
<b>Total Entries:</b>				<b>1</b>		

### **SIGN VIOL**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 12-1135	622 N WATER ST	RESOLVED	Resolved	11/02/12	11/02/12	Y
<b>Total Entries:</b>				<b>1</b>		

---

**Total Records: 48**

Total Pages: 3

#### RENTAL COLUMN DEFINITIONS

Y - Yes, it's a rental  
N - No, it's not a rental - owner occupied  
APTS - Apartment Building  
COMM - Commercial  
REPO - Repossession  
TRAIL - Trailer Park  
VAC - Vacant House  
VL - Vacant Lot

# **Enforcements By Category**

NOVEMBER, 2012

12/06/12

4 / 4



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

---

# *MEMORANDUM*

---

DATE: December 10, 2012

TO: City Council

FROM: Michael Compeau  
Director of Public Safety

RE: November Fire Report

---

During the month of November the Fire Department responded to 170 Ambulances calls.

- 110 were city residents.
  - 6 in town transfers to other facilities or homes
  - 29 out of town transfers
  - 75 to local hospitals
- 21 were non-residents.
  - 4 out of town transfers
  - 17 to local hospitals
- 39 required no transport.

During the month of November the Fire Department responded to 14 fire calls.

- 1 brush fire
- 6 auto accident
- 6 false alarms/ good intent calls (resident smelled smoke called but nothing found)
- 1 carbon dioxide

During the month of November the Fire Department completed the following:

- Fifty-nine rental inspections
- Thirty-three rental re-inspections
- Twenty -Four blight reports submitted by the fire department

**MINUTES**  
**REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION**  
**Council Chambers, City Hall**  
**December 10, 2012 – 7:00 pm**

**CALL TO ORDER:** Meeting was called to order at 7:00 p.m. by Chairman William Wascher.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited by all in attendance.

**ROLL CALL:** Roll Call was taken by Recording Secretary Marty Stinson.

**MEMBERS PRESENT:** Chairman William Wascher; Vice-Chairman Frank Livingston; Secretary Melvin Renfrow; Commissioners David Bandkau, Cindy Popovitch (arrived 7:24 p.m.), Ron Schlaack (arrived 7:02 p.m.), Brent Smith, and Thomas Taylor.

**MEMBERS ABSENT:** Tom Kurtz

**OTHERS PRESENT:** Adam Zettel, Assistant City Manager and Director of Community Development.

**AGENDA APPROVAL:**

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR DECEMBER 10, 2012.**

**YEAS ALL. MOTION CARRIED.**

**MINUTES APPROVAL:**

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE MINUTES OF THE MEETING OF NOVEMBER 26, 2012**

**YEAS ALL. MOTION CARRIED.**

7:02 P.M. Commissioner Schlaack arrived.

**COMMUNICATIONS:**

1. Staff memorandum
2. PC minutes from November 26, 2012
3. Design guidelines text
4. Outdoor sales and storage; temporary use text

**COMMISSIONER / PUBLIC COMMENTS:** None

**PUBLIC HEARING:** None requested.

**SITE PLAN REVIEW:** None requested.

**BUSINESS ITEMS:**

1. Design Guidelines Ordinance Discussion

Adam Zettel, Assistant City Manager and Director of Community Development, stated that if a consensus is reached tonight, there could be a public hearing in January. Commissioner Livingston asked about matters that would not meet the new ordinance when it is implemented. Mr. Zettel stated they would become legal non-conforming. In the future if they were destroyed over 50%, then it must be brought into compliance. Board continued discussion on various guidelines.

7:24 p.m. Commissioner Popovitch arrived as the discussion continued. General agreement that the ordinance was ready for a public hearing in January.



2. Outdoor Sales and Storage; Temporary Uses Discussion

Discussion of what displays should be allowed on sidewalks in central business districts in front of businesses such as A-frame signs; chairs and tables; and items for sale from the business. This ordinance will also go to a public hearing in January.

**ITEMS OF DISCUSSION:** None

**COMMISSIONER / PUBLIC COMMENTS:**

Mr. Zettel said that the Lincoln School project will have a site plan ready soon and they would like to proceed quickly. The next possible date would be the second Monday in January.

**ADJOURNMENT:**

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER SCHLAACK, TO  
ADJOURN AT 8:15 P.M. UNTIL JANUARY 14, 2013.**

**YEAS ALL. MOTION CARRIED.**

---

Melvin Renfrow, Secretary

mms