

**CITY OF OWOSSO**  
**REGULAR MEETING OF THE CITY COUNCIL**  
**MONDAY, APRIL 01, 2013**  
**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 MARCH 18, 2013:**

**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. Parkinson's Awareness Month. A proclamation of the Mayor's Office declaring April 2013 as Parkinson's Awareness Month in the City of Owosso.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**

1. Project Status Report
2. Transmittal of the 2013-2014 Proposed Budget

**CONSENT AGENDA**

1. Historical Commission Home Tour Permission. Consider waiving the insurance requirement, approving the application from the Owosso Historical Commission for use of the parking lot on the corner of Curwood Castle Drive and Bradley Street (across from the Shiawassee Arts Council) on September 21<sup>st</sup> and 22<sup>nd</sup> from 9:00 am until 6:00 pm for conduct of the 2013 Home Tour, and authorizing Traffic Control Order No. 1284 formalizing the action.

2. Curwood Festival Permission. Consider approval of the application from the Curwood Festival for use of various parking lots and streets from June 5, 2013 through 6:00 pm June 10, 2013 for conduct of the annual Curwood Festival and authorize Traffic Control Order No. 1285 formalizing the action.
3. Steps for Courage 5K Run and Competitive Walk Permission. Consider application of the Memorial Healthcare Auxiliary for use of portions of West King Street, 7<sup>th</sup> Street, Oliver Street, Chipman Street, Center Street, Alturas Drive and Alta Vista Drive from 9:00am to 10:30am on Saturday, April 27, 2013 for the 6<sup>th</sup> Annual Steps for Courage Run and Competitive Walk and authorize Traffic Control Order No. 1286 formalizing the request.
4. Warrant No. 461. Accept Warrant No. 461 as follows:

Vendor	Description	Fund	Amount
Logicalis, Inc.	Network Engineering Support – February 2013	General	\$ 9,996.00

### **ITEMS OF BUSINESS**

1. Lot Split Authorization. Authorize the division of City lot under Michigan Subdivision Control Act for platted lot commonly known as 1310 West Oliver Street, parcel # 050-537-000-017-00.



2. Disc Golf Course Acceptance. Consider acceptance of the donation of a disc golf course as proposed, to be located in part in Rosevear Park, and approve the commitment of \$1,500 in City funds for the project.

### **COMMUNICATIONS**

1. Historical Commission. Minutes of March 11, 2013.
2. Downtown Historic District Commission. Minutes of March 20, 2013.

### **CITIZEN COMMENTS AND QUESTIONS**

### **NEXT MEETING**

Monday, April 15, 2013

### **BOARDS AND COMMISSIONS OPENINGS**

Building Board of Appeals – 2 Alternates, terms expire 06-30-2015 (candidates must possess construction knowledge)

### **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

MARCH 18, 2013

7:30 P.M.

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

**OPENING PRAYER:** PASTOR CAL EMERSON  
RETIRED

**PLEDGE OF ALLEGIANCE:** SHANE NELSON  
SHIAWASSEE FAMILY YMCA CEO

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

**ABSENT:** Councilpersons Loreen F. Bailey.

A moment of silence was held in memory of Mayor William Himburg on the occasion of his passing. Mayor Himburg served as the City's first mayor under the new Charter from 1964-1968.

Congratulations were offered to Councilperson Bailey upon the birth of her first grandchild just hours before the meeting.

### **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 MARCH 4, 2013**

Motion by Councilperson Erfourth to approve the Minutes of the Regular Meeting of March 4, 2013 as presented.

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

### **PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

### **PUBLIC HEARINGS**

None.

### **CITIZEN COMMENTS AND QUESTIONS**

Mayor Frederick welcomed County Commissioners Horvath and Bartz to the meeting and thanked them for attending.

Mayor Pro-Tem Popovitch reported that Owosso was well represented at the recent Destination Imagination Regional Competition, sending 6 teams. Three of which advanced to the State competition.

Councilperson Cook announced the annual meeting of the Friends of the Fred Meijer Clinton Ionia Shiawassee Trail this Thursday at 7:00 pm at the Baker College Welcome Center.

## **CITY MANAGER REPORT**

City Manager Crawford informed the Council the City was in receipt of a notification for liquor license transfer for the Class C and SDM licenses held by Mootzie's Gallery to be transferred for the establishment of a restaurant at 112 N. Washington Street. Local approval of the request is not required. All local checks had been completed and staff had no objections to the transfer.

## **CONSENT AGENDA**

Motion by Councilperson Eveleth to approve the Consent Agenda as follows:

Recreation Service Agreement. Approve Recreation Service Agreement with the Shiawassee Family YMCA for use of the Hugh Parker Soccer Complex for youth soccer and tee-ball for a period expiring December 31, 2018 as follows:

### **RESOLUTION NO. 22-2013**

#### **AUTHORIZING EXECUTION OF A CONTRACT FOR RECREATION SERVICES BETWEEN THE CITY OF OWOSSO, MICHIGAN AND THE SHIAWASSEE FAMILY YMCA FOR THE USE OF HUGH PARKER SOCCER COMPLEX FOR YOUTH SOCCER AND TEE-BALL LEAGUES**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that recreation opportunities for area youth are important not only to the youth but to the community as a whole; and

WHEREAS, the Shiawassee Family YMCA has dedicated itself to providing exercise and recreation opportunities for all community members and sponsors a youth soccer league and a tee-ball league each year; and

WHEREAS, the city wishes to contribute to youth recreation opportunities by allowing the use of the Hugh Parker Soccer Complex for said leagues; and

WHEREAS, the YMCA has agreed to administer both leagues and coordinate all use of the fields, whether by YMCA athletes or others.

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

FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract the Shiawassee Family YMCA to provide organized recreation opportunities in the form of youth soccer league and a tee-ball league.

SECOND: The mayor and the city clerk of the city of Owosso are instructed and authorized to sign the document substantially in the form attached memorializing use of the Hugh Parker Soccer Complex and the responsibilities of the city and the YMCA regarding said leagues.

### **RECREATION SERVICE AGREEMENT**

This Recreation Service Agreement is made the \_\_\_\_ day of \_\_\_\_\_, 2013, between the City of Owosso, a Michigan municipal corporation ("City") and the Shiawassee Family YMCA ("YMCA"), a non-profit community service organization which conducts youth recreation programs. This agreement shall run until December 31, 2018 unless terminated by either party upon written notice by December 31 of any year.

1. This agreement allows the YMCA to use the property commonly known as the Hugh Parker Soccer

Complex for youth soccer leagues and tee-ball leagues. The City will receive Thirty (\$30.00) upon execution of this agreement and will receive the annual participation fee provided for in Paragraph 4 Section C.

2. This agreement does not grant YMCA the exclusive use of the property. YMCA shall permit other individuals and entities to use the premises when such use does not conflict with YMCA's activities. The YMCA will manage and control the use of the premises by other individuals and entities through scheduling.
3. The YMCA agrees to defend, indemnify and hold City harmless from any claim, loss, expense or damage to any person or property in or upon the said premises or any area allocated to the YMCA, arising out of the YMCA's use or occupancy of said premises, or any act or neglect of YMCA or its servants, employees or agents, or any change, alteration or improvement in the premises made by the YMCA.
4. City and YMCA agree to allocate duties and responsibilities for maintaining the premises as follows:
  - A. The City will be responsible for all major maintenance responsibilities associated with maintaining the physical facilities which are a part of the soccer complex including:  
(a) mowing; (b) repairing fields; (c) seeding and fertilizing fields; (d) landscaping; (e) repairing fences, signs, picnic tables, etc.; (f) structural repairs and modifications to the concession stand; and (g) irrigation.
  - B. The YMCA will be responsible for all minor maintenance responsibilities associated with use of the facilities for soccer and tee-ball play including: (a) lining fields; (b) installing and repairing goals and nets; (c) litter pickup; (d) trash collection; (e) cleaning of concession stand; and (f) utilities (except water for irrigation).
  - C. To reimburse the City for costs associated with its maintenance of the soccer complex, the YMCA shall pay to the City on or before June 30 of each year a fee of \$2.00 per soccer and tee-ball participant. This fee is based on the number of soccer and tee-ball participants the Owosso YMCA records as having paid registration fees for each spring and fall season.
5. YMCA shall not make permanent improvements or construct or install any structures on the premises without prior written approval of the City. If permanent improvements or structures are installed, they become part of the premises and remain thereon upon this agreement's termination.
6. The YMCA shall not assign this agreement.
7. The YMCA shall maintain, at its expense, insurance on the premises throughout the term of this agreement with the City as an additional insured. The insurance shall be with such companies, in such amounts and with such coverage as approved by the City.

Repair Authorization. Waive competitive bidding procedures and authorize repair contract with Northern Pump & Well for rehabilitation of one of the vertical turbine pumps at the WWTP on a cost basis not to exceed \$15,000.00 as follows:

#### **RESOLUTION NO. 23-2013**

#### **AUTHORIZING SERVICE CONTRACT AND PAYMENT TO NORTHERN PUMP AND WELL COMPANY FOR REHABILITATION OF RT(West) VERTICAL TURBINE PUMP AT THE WASTEWATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Wastewater Plant Replacement Fund for the rehabilitation of a 100 HP vertical turbine pump in line with the plant's preventive maintenance program, and

WHEREAS, the pump has been pulled and inspected at a cost of \$2,250, which also includes re-installation, and determined to need replacement parts and rehabilitation as detailed on the March 7-8, 2013 proposal from Northern Pump and Well Company in the estimated amount of \$11,163.05 for a total estimated cost of \$13,413.05; and

WHEREAS, the City Utility Director has reviewed the proposal from Northern Pump and Well and verified the parts and work needed to restore the pump to full capacity, and recommends authorizing Northern Pump and Well to perform the work with payment based on actual cost but not to exceed the budget allocation of \$15,000 upon satisfactory completion.

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

FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Northern Pump and Well Company for the rehabilitation and resetting of the RT(West) vertical turbine pump at the Wastewater Treatment Plant.

SECOND: The accounts payable department is authorized to submit payment to the Northern Pump and Well Company in the amount of actual cost but not to exceed \$15,000 upon satisfactory completion of the work in accordance with their proposal dated March 7-8, 2013 as authorized by Council this 18<sup>th</sup> day of March, 2013.

THIRD: The above expenses shall be paid from the Wastewater Plant Replacement Fund.

Warrant No. 460. Accept Warrant No. 460 as follows:

Vendor	Description	Fund	Amount
Brown & Stewart, PC	Professional Services - Feb 12, 2013 – March 11, 2013	General	\$ 8,769.24

\*Check Register – February 2013. Affirm check disbursements totaling \$2,378,165.55 for the month of February 2013.

Motion supported by Councilperson Erfourth.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilperson Bailey.

\*Due to its length, full text of the Check Register is not included in the minutes. Copies of this document are on file in the Clerk's Office.

## **ITEMS OF BUSINESS**

## **EXECUTIVE SESSION**

Motion by Councilperson Eveleth to authorize holding executive session at the conclusion of the second session of Citizen Comments and Questions for the purpose of discussing collective bargaining and consider the purchase of real property.

Motion supported by Councilperson Erfourth.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilperson Bailey.

### **COMMUNICATIONS**

Charles P. Rau, Building Official. February 2013 Building Department Report.

Charles P. Rau, Building Official. February 2013 Code Violations Report.

Kevin D. Lenkart, Public Safety Director. February 2013 Public Safety Department Report.

Downtown Development Authority/Main Street. Minutes of February 6, 2013.

Downtown Development Authority/Main Street. Minutes of March 6, 2013.

Tom Manke, business owner at 118 South Washington Street, thanked the City for sending Public Safety officers to the send-off event for the 144<sup>th</sup> Military Police National Guard unit based in Corunna. The unit will be deployed to Afghanistan for the next year.

Mayor Frederick noted that Sunday's ceremony for the troops was moving, emotional, and humbling.

Councilperson Fox inquired about the status of the issues between the City and the County regarding 911 fees and dog licenses. City Manager Crawford noted that he has received no further requests for funds since the City submitted a written objection to the billing for 911 mic fees. Further he noted no progress had been made to resolve the problem with dog licenses saying the County still receives the funds for dog licenses but will refuse to impound any animals picked up within the City limits. Councilperson Fox asked that this issue be revisited with the County. Mayor Frederick asked the County Commissioners present this evening for their help in resolving the situation.

### **ADJOURNED TO EXECUTIVE SESSION**

Motion by Councilperson Eveleth to adjourn to Executive Session at 7:46 p.m.

Motion supported by Councilperson Fox.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilperson Bailey.

### **RETURNED FROM EXECUTIVE SESSION AT 8:44 PM**

### **APPROVAL OF THE MINUTES OF THE EXECUTIVE SESSION OF JANUARY 22, 2013**

Motion by Councilperson Eveleth to approve the minutes of the Executive Session of January 22, 2013 as presented.

Motion supported by Councilperson Cook.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilperson Bailey.

**\*COLLECTIVE BARGAINING AGREEMENT-AFSCME**

Motion by Councilperson Eveleth to approve AFSCME Local 1059 Labor Agreement effective March 2013 through April 1, 2019 as presented.

Motion supported by Councilperson Erfourth.

Roll Call Vote.

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

NAYS: Mayor Frederick.

ABSENT: Councilperson Bailey.

\*Full text of the agreement is on file in the Clerk's Office.

**NEXT MEETING**

Monday, April 01, 2013

**BOARDS AND COMMISSIONS OPENINGS**

Building Board of Appeals – 2 Alternates, terms expire 06-30-2015 (candidates must possess construction knowledge)

**ADJOURNMENT**

Motion by Councilperson Eveleth for adjournment at 8:47 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





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# *MEMORANDUM*

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DATE: March 21, 2013  
TO: City Council  
FROM: Kevin Lenkart  
Director of Public Safety  
RE: Traffic Control Order No. 1284

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The Owosso Historical Commission proposes the use of the city parking lot at the corner of Curwood Castle Drive and Bradley Street on September 21<sup>st</sup> & September 22<sup>nd</sup> from 9:00 AM to 6:00 PM. The use of the lot is for the 2013 Home Tour.

The Owosso Historical Commission has complied with all rules for the use of city streets and parking lots and they qualify for a waiver of the insurance requirement as they are a city organization.

The Public Safety Department has issued Traffic Control Order No. 1284 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval of the application and further authorization of the traffic control order formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.	DATE	TIME
1284	3/21/2013	1:00 PM

REQUESTED BY  
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL  
Use of the parking lot at the corner of Curwood Castle and Bradley Street on September 21 & September 22, 2013 from 9:00 AM – 6:00 PM

LOCATION OF CONTROL  
Parking lot at the corner of Curwood Castle and Bradley Street

APPROVED BY COUNCIL \_\_\_\_\_ 20 \_\_\_\_\_

REMARKS



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

301 W. MAIN OWOSSO, MICHIGAN 48867-2958 • (989) 725-0550 • FAX 725-0528

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

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

Name of individual or group: OWOSSO HISTORICAL COMMISSION Date: 3/20/19

Primary Contact Person

Name: MICHAEL EDEBARTH

Title: CHAIRPERSON

Address: 308 EAST OLIVER STREET

OWOSSO, MI 48867

Phone: 989-415-6085

Requested Date(s): 4/21 + 2/22 Requested Hours: 9-6

Area Requested (Parking Lot - Parade Route): PARKING LOT @ THE CORNER OF CROWNWOOD  
CASTLE BLVD AND BEADLEY STREET

Detailed description of the use for which the request is made: HOME TOUR FOR 2019

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

Do Not Write Below This Line - For Officials Use Only

Approved ☐ Not Approved ☐ Date: \_\_\_\_\_ Traffic Control Order Number \_\_\_\_\_

Cc: DDA - Director  
WCIA - Chairperson



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# ***MEMORANDUM***

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DATE: March 21, 2013

TO: City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: Traffic Control Order # 1285

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The Curwood Festival requests approval of traffic control order No# 1285, this will allow for the closure of certain city parking lots and streets related to the Curwood Festival.

Attached is a list of street and parking lot closures.

The Curwood Festival has complied with all regulation required for use of parking lots and city streets.

- Completed application for use of parking lot and streets.
- Copies of rules and policies.
- Proof of insurance in the amount of not less than \$500,000.00 combined single limit as required by the City of Owosso.

The Public Safety Department has issued Traffic Control Order No# 1285 in accordance with the Rules for the Issuance of Certain Traffic Control Orders.

Staff recommends approval and authorization of the traffic control order formalizing the action.

- The closure of Water Street from Main to Mason on Thursday, June 6, 2013 @ 3:00 PM until the completion of festival activities on Sunday June 9, 2013.
- The closure of Water Street between Main and Ball to allow set-up and operations of the carnival, from Wednesday June 5, 2013 @ 0900 until the completion of the festival activities on Sunday June 9, 2013.
- The closure of Exchange Street parking lot between Water and Ball for the Ultimate Air Dog Show from Noon Thursday June 7, 2013 until the completion of festival activities on Sunday June 9, 2013.
- The set up of bleachers at the Northwest corner of Exchange Street parking lot and the entrance of the Armory parking lot directly opposite for the spectator events that occur Saturday June 8, 2013 until the completion of festival activities on Sunday June 9, 2013.
- The closure of the entire Armory parking lot from Thursday June 6, 2013 at 5:00 PM until the completion of festival activities on Sunday June 9, 2013.
- The closure of the Public Safety parking lot for the Carnival and the entertainment tent area, Wednesday June 5, 2013 thru Monday, June 10, 2013.
- Curwood Castle drive changed to a one-way traffic pattern, north from Main Street and West on River Street for smoother traffic flow on Thursday, June 6, 2013 thru Sunday June 9, 2013.
- Necessary closures for the Children's parade as follows: barricades needed for the Childrens parade by 6:00 PM Friday June 7, 2013. Dewey and King Streets, Dewey and Oliver Streets, Gilbert and Oliver Streets, Queen and Randolph Streets. The parade route is as follows: West on Oliver St, South on Park St, West on Exchange St, North on Ball St, ending on Williams St. **Rain date for the Children's parade is Sunday June 9, 2013.**
- Necessary closures for the Heritage Parade which takes place on Saturday, June 8, 2013 at 2:00 PM on M-21 from Gould Street to Chipman Street. Detour route will be well marked/signed to continue smooth traffic flow around the parade. Barricades are needed for the parade line-up on Gould Street at Grover, Comstock and Jerome Streets.
- The closure of the lot on the corner of Curwood Castle Drive and Bradley on Wednesday evening June 5, 2013 for set-up through Sunday, June 9, 2013 for Renaissance Encampment.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.	DATE	TIME
1285	3/21/2013	1:10 PM

REQUESTED BY  
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL  
Traffic Control – Closing of streets and parking lots for Curwood Festival  
starting June 5, 2013 and ending 6:00 PM June 10, 2013

LOCATION OF CONTROL  
See Attached.

APPROVED BY COUNCIL \_\_\_\_\_ 20 \_\_\_\_\_

REMARKS



# Curwood Festival

March 7, 2013

City of Owosso  
Kevin Lenkart  
301 W. Main Street  
Owosso, MI 48867

Dear Kevin:

The 36<sup>th</sup> Annual Curwood Festival will be held June 6 – 9, 2013. The Festival Board of Directors respectfully requests the following:

- The closure of Water Street from Main to Mason on Thursday, June 6, 2013 at 3:00PM until the completion of festival activities on Sunday, June 9, 2013.
- The closure of Water Street between Main and Ball to allow set-up and operation of the carnival, from Wednesday, June 5, 2013 in the AM hours until the completion of festival activities on Sunday, June 9, 2013.
- The closure of Exchange Street parking lot for concession owners to set up and operate, from 6:00PM Thursday, June 6, 2013 through Sunday, June 9, 2013.
- The closure of Exchange Street between Water & Ball for the Ultimate Air Dog Show from NOON Thursday, June 7, 2013 until the completion of festival activities on Sunday, June 9, 2013.
- The set up of bleachers at the Northwest corner of the Exchange Street parking lot and the entrance of the Armory parking lot directly opposite for the spectator events that occur Saturday, June 8, 2013 until the completion of festival activities on Sunday, June 9, 2013
- The closure of the entire Armory parking lot from Thursday, June 6, 2013 at 5:00PM until the completion of festival activities on Sunday, June 9, 2013.
- The closure of the public safety parking lot for the Carnival and the entertainment tent area, Wednesday, June 5, 2013 thru Monday, June 10, 2013.

P.O. BOX 461 • OWOSSO, MICHIGAN 48867 • 989-723-2161

[www.curwoodfestival.com](http://www.curwoodfestival.com) [curwoodfestival@michonline.net](mailto:curwoodfestival@michonline.net)



- Curwood Castle Drive changed to a one-way traffic pattern, north from Main Street and West on River Street for smoother traffic flow on Thursday, June 6, 2013 thru Sunday, June 9, 2013.
- Necessary closures for the Children's Parade as follows. Barricades needed for the Children's Parade by 6:00PM Friday, June 7, 2013. Dewey and King Streets, Dewey and Oliver Streets, Gilbert and Oliver Streets, Queen and Randolph Streets. The parade route is as follows. West on Oliver Street, South on Park Street, West on Exchange Street, North on Ball Street, ending on Williams Street. **RAIN DATE FOR THE CHILDREN'S PARADE IS SUNDAY, JUNE 9, 2013.**
- Necessary closures for the Heritage Parade which takes place on Saturday, June 8, 2013 at 2:00PM on M-21 from Gould Street to Chipman Street. Detour route will be well marked/signed to continue smooth traffic flow around the parade. Barricades are needed for the parade line-up on Gould Street at Grover, Comstock and Jerome Streets.
- The closure of M-52 from Stewart to Oliver Streets on Saturday, June 8, 2013 for the duration of the parade.
- The closure of the lot on the corner of Curwood Castle Drive and Bradley Streets on Wednesday evening, June 5, 2013 for parking through Sunday, June 9, 2013.

Other closures as needed for the 5/10K walk/run on Saturday, June 8, 2013 which will be policed by CRW members and will be temporary for the duration of those specific events. Parade routes, staging and disbursement areas will also be temporary and aided by police officers and CRW members.

As the festival nears, changes may need to be made, at which time we may request amendments, deletions, or additions to these considerations.

We are extremely grateful for the City of Owosso's continued support and cooperation in conjunction with the Curwood Festival. We recognize and appreciate the numerous hours and extra work involved amongst the City of Owosso employees. We hope that together, we can continue to provide the community, local businesses, and our out of town visitors with a fun, memorable, and relaxing weekend. The tourist draw is beneficial to the area businesses as well as our local non-profit organizations. It is our hope to surpass the 2012 Curwood Festival and continue to put Owosso on the map in a positive light.

Our insurance is up-to-date. However, our policy that will carry us through the Festival period does not renew until the middle of April. I will send you a copy of the insurance documents as soon as they become available to us.



Thank you for your time, consideration and continued support in this matter.

Sincerely,

Sherri Bakos  
Office Manager  
Curwood Festival Inc.



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# ***MEMORANDUM***

---

DATE: March 21, 2013

TO: City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: Traffic Control Order #1286

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Memorial Health Care Auxiliary proposes the use of the certain streets adjacent to Memorial Hospital (see attached map) for the Sixth Annual Steps for Courage 5K Run and Competitive Walk on April 27, 2013 from 9:00am to 10:30am.

The Public Safety Department has issued Traffic Control Order No# 1286 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval of the application and further authorization of a traffic control order formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.	DATE	TIME
1286	3/21/2013	1:15 PM

REQUESTED BY  
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL  
Use of West King Street, Seventh Street, Oliver Street, Chipman, Center, Alturas Drive and Alta Vista Drive from 9:00 AM – 10:30 AM on April 27, 2013.

LOCATION OF CONTROL  
Use of West King Street, Seventh Street, Oliver Street, Chipman Street, Center Street, Alturas Drive and Alta Vista

APPROVED BY COUNCIL \_\_\_\_\_ 20 \_\_\_\_\_

REMARKS



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

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

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

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

Name of individual or group: MEMORIAL HEALTHCARE Auxiliary Date: 3-28-13

Primary Contact Person

Name:

BOBAE BRUCKMAN / PAM STAROWEATHER

Title:

Co-Chairpersons

Address:

826 W. KING

OWOSSO MI 48867

Phone:

989 743-5045 / 989 725-8465

Requested Date(s): 4-27-13

Requested Hours: 9 - 10:30

Area Requested (Parking Lot - Parade Route): W KING, SEVENTH ST, OLIVER, CHAPMAN, KING, CENTER

ALTURUS DR / ALTA VISTA - RETURN SAME ROUTE

Detailed description of the use for which the request is made: 5K RUN/WALK

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

Do Not Write Below This Line - For Officials Use Only

Approved ☐ Not Approved ☐

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

Traffic Control Order Number \_\_\_\_\_

Cc: DDA - Director  
WCIA - Chairperson



CERTIFICATE OF INSURANCE  
Claims-Made Coverage

City of Owosso  
301 West Main Street  
Owosso, MI 48867

Re: Sixth Annual Steps for Courage 5K  
Run and Competitive Walk on  
April 27, 2013

THIS IS TO CERTIFY as to the existence as of this date of the below described insurance with the MHA Insurance Company. Should any change occur in this insurance, the undersigned will endeavor to give written notice to the holder of this certificate, but failure to give such notice shall impose no obligation or liability upon the company or the undersigned.

Named Insured: The Memorial Hospital  
d/b/a Memorial Healthcare  
826 West King Street  
Owosso, MI 48867

Additional Insured: City of Owosso, as their interests may appear.

Policy Limits: \$10,000,000 each occurrence/\$10,000,000 aggregate

Retained Limit: \$25,000

Healthcare Umbrella Liability: In excess of a Self-Insured Trust, with limits of \$1,500,000 each medical incident/\$3,000,000 aggregate.

Policy Number: 01-55347

Policy Period: From: December 1, 2012 To: December 1, 2013

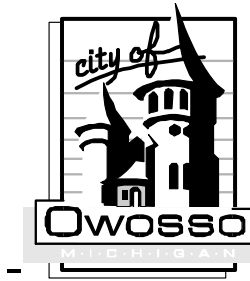
Retroactive Date: July 1, 1994

This Certificate of Insurance neither amends, extends nor alters the coverage afforded by the above mentioned policy.

Certified this 20<sup>th</sup> day of February, 20 13.

MHA INSURANCE COMPANY

Bradley Lonsberry  
Authorized Representative



**WARRANT 461**  
**March 26, 2013**

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Logicalis, Inc	Network Engineering Support- February 2013	General	\$9,996.00
<b>Total</b>			<b>\$9,996.00</b>



---

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

---

## MEMORANDUM

DATE: MARCH 19, 2013

TO: CITY COUNCIL MEMBERS

FROM: CHARLES P RAU, BUILDING OFFICIAL

SUBJECT: LOT SPLIT APPLICATION – 1310 W OLIVER STREET

LEGAL DESCRIPTION:

PART OF N1/2 OF SE FRL ¼ OF SEC 14, T7N-R2E, CITY OF OWOSSO; BEG AT A PT WH IS S89°45'00"W, 319.77' & S00°00'00"E, 192.72' FROM E1/4 COR OF SEC 14; TH S36°48'20"W, 64.80; N89°25'36"E, 133.22', S37°00'00"W, 84.79', N89°52'37"W, 181.17', S01°10'26", 66.00', N89°38'32"E, 130.54', S37°00'00"W, 61.04', S89°51'21"W, 218.80', S02°01'03"W, 21.50', N89°51'21"E, 173.00", S02°01'03"W, 32.5', S89°51'21"W, 708.55', N42°26'09"W, 640.03', TH N89°45'00"E, 1237.17' TO POB.

PARCEL ID # 050- 537-000-017-00

The attached lot split request, received on March 18, 2013 from Neil Kraay, on behalf of Oliver Woods Retirement Village has been reviewed by each department head within the City of Owosso. The proposed split will conform to present city ordinances.

Therefore, approval by the City Council for this lot split is recommended.

PARCEL ID # 78-050-537-000-017

CITY OF OWOSSO  
APPLICATION TO DIVIDE  
PLATTED CITY LOTS

The State of Michigan Land Division Act and City of Owosso Subdivision Regulations prohibit the division of platted City lots without prior approval of the City Council. Attached to this application you should find a copy of Section 30-5 of the Owosso City Code describing the conditions that must be met to have division of platted lots permitted. If a copy of the Section 30-5 does not accompany this application, please request one from the office of the City Clerk or Building Department, phone 989-725-0540.

\*\*\*\*\*  
INSTRUCTIONS

PLEASE FILL OUT THIS APPLICATION COMPLETELY (EXCEPT FOR CITY STAFF PORTION AT BOTTOM) AND ATTACH ALL DOCUMENTATION REQUESTED ON THIS APPLICATION TO AVOID DELAY IN HAVING THE CITY COUNCIL REVIEW YOUR REQUEST.

ATTACH THE RESULTING DESCRIPTIONS OF ALL PROPERTIES AFFECTED BY THIS DIVISION.

ATTACH THE RESULTING PLOT PLAN OF ALL PROPERTIES AFFECTED BY THIS DIVISION. INCLUDE DIMENSIONS OF RESULTING LOTS, LOCATION OF ALL PUBLIC RIGHT-OF-WAYS, LOCATION OF ALL EASEMENTS, LOCATION OF ALL BUILDINGS ON THE PROPERTIES AND THE BUILDING DISTANCES FROM PROPERTY LINES. YOU MAY BE REQUIRED TO PROVIDE A PROFESSIONAL SURVEY OF THE RESULTING LOTS IF DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.

ALL DELINQUENT TAXES MUST BE PAID ON ANY PARCEL BEFORE  
THE DESCRIPTION OF THE PARCEL CAN BE CHANGED.

\*\*\*\*\*  
Address of lot to be split 1310 W. Oliver St. Date March 15, 2013  
Name of applicant Neil Kraay on behalf of Chel Woods RV Phone (616) 581-4951  
Address of applicant 3146 Kraft Ave. SE, Grand Rapids, MI: 49512 ATT: Leisure Living Management  
Applicant's relationship to property: ☐ Buyer ☐ Seller ☐ Representing buyer or seller  
☒ Other (explain) Managing Member of LLC requesting split

I (We) hereby request that the Owosso City Council approve the division of the platted lot(s) as specified in the description(s) attached hereto. The division of this lot(s) is proposed for the following reasons:

Refinancing the project and want to separate  
excess land.

Signed Neil Kraay

\*\*\*\*\*  
CITY STAFF TO COMPLETE BELOW

ZONING REVIEW: ZONING RM-1 ☒ RECOMMEND APPROVAL ☐ RECOMMEND DENIAL

EXPLANATION OF RECOMMENDATION The proposed split will conform to city  
ordinances.

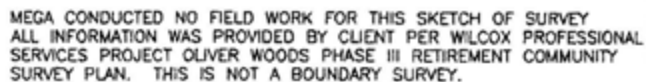
DATE SET FOR CITY COUNCIL REVIEW 4-1-13 NOTICE SENT TO APPLICANT 3-22-13

CITY COUNCIL ACTION: ☐ APPROVED AS SUBMITTED ☐ DENIED ☐ APPROVED WITH ATTACHED CONDITIONS

RESULTS SENT TO APPLICANT \_\_\_\_\_

(OVER)





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**AXIOM**

(M) - Measured Dist. (R) - Recorded Dist.  
 ● MON - Found Concrete Monument  
 ● FIR/P - Found Iron Rod/Pipe  
 ○ SIR - Set Iron Rod  
 ▲ MAG - Set Magnetic Nail  
 P.O.B./E - Point of Beginning/Ending  
 ● - Soil Evaluation Dig  
 +---+ - Fence

DATE: 2-27-13		DR. BY: AWP		CHK: AP
SCALE: 1" = 200	SHEET: 1 of 2	FILE: 13-020 Sketch	JOB No. 13-020	

### Legal Description Parent Parcel

A part of the north 1/4 of the Southeast fractional 1/4 of Section 14, T7N, R2E, Owosso Township, Shiawassee County, Michigan described as commencing at the East 1/4 corner of said Section 14, thence along the east-west 1/4 line of said Section 14, also being the north line of Zambiasi Subdivision S89°45'00"W, 320.07 feet; thence S00°00'00"E, 192.52 feet to the point of beginning; thence S89°45'00"W, 49.74 feet to the southeast corner of said Zambiasi Subdivision; thence continuing along the south line of said Zambiasi Subdivision thence S89°45'00"W, 1187.43 feet to the Easterly boundary of the Michigan Central Railroad right of way; thence along said Railroad right of way S42°26'09"E, 640.03 feet to the north right of way line of Oliver Street (66 feet wide public right of way); thence along said north right of way line N89°51'21"E, 708.55 feet to the west right of way line of Chipman Street (66 feet wide public right of way); thence along said west right of way line N02°01'03"W, 32.50 feet; thence S89°51'21"W, 173.00 feet; thence N02°01'03"E, 211.50 feet; thence N89°51'21"E, 218.80 feet to the west right of way line of said Chipman Street; thence along said right of way line N37°00'00"E, 61.04 feet; thence S89°38'32"W, 130.54 feet; thence N01°10'26"W, 66.00 feet; thence S89°52'37"E, 181.17 feet to the west right of way line of said Chipman Street thence along said right of way line N37°00'00"E, 84.79 feet; thence S89°25'36"W, 133.22 feet; thence N36°28'43"E, 64.80 feet to the point of beginning containing 9.626 acres of land.

### Legal Description Parcel A

A part of the north 1/4 of the Southeast fractional 1/4 of Section 14, T7N, R2E, Owosso Township, Shiawassee County, Michigan described as commencing at the East 1/4 corner of said Section 14, thence along the east-west 1/4 line of said Section 14, also being the north line of Zambiasi Subdivision S89°45'00"W, 320.07 feet; thence S00°00'00"E, 192.52 feet to the point of beginning; thence S89°45'00"W, 49.74 feet to the southeast corner of said Zambiasi Subdivision; thence continuing along the south line of said Zambiasi Subdivision thence S89°45'00"W, 591.30 feet; thence S31°49'38"E, 205.31 feet; thence S90°00'00"E, 179.67 feet; thence S45°00'00"E, 78.38 feet; thence N89°51'21"E, 255.33 feet to the west right of way line of said Chipman Street; thence along said right of way line N37°00'00"E, 61.04 feet; thence S89°38'32"W, 130.54 feet; thence N01°10'26"W, 66.00 feet; thence S89°52'37"E, 181.17 feet to the west right of way line of said Chipman Street thence along said right of way line N37°00'00"E, 84.79 feet; thence S89°25'36"W, 133.22 feet; thence N36°28'43"E, 64.80 feet to the point of beginning containing 2.634 acres of land.

### Legal Description Parcel B

A part of the north 1/4 of the Southeast fractional 1/4 of Section 14, T7N, R2E, Owosso Township, Shiawassee County, Michigan described as commencing at the East 1/4 corner of said Section 14, thence along the east-west 1/4 line of said Section 14, also being the north line of Zambiasi Subdivision S89°45'00"W, 320.07 feet; thence S00°00'00"E, 192.52 feet; thence S89°45'00"W, 49.74 feet to the southeast corner of said Zambiasi Subdivision; thence continuing along the south line of said Zambiasi Subdivision thence S89°45'00"W, 591.30 feet to the point of beginning; thence continuing along said south line of said Zambiasi Subdivision S89°45'00"W, 596.13 feet to the Easterly boundary of the Michigan Central Railroad right of way; thence along said Railroad right of way S42°26'09"E, 640.03 feet to the north right of way line of Oliver Street (66 feet wide public right of way); thence along said north right of way line N89°51'21"E, 708.55 feet to the west right of way line of Chipman Street (66 feet wide public right of way); thence along said west right of way line N02°01'03"W, 32.50 feet; thence S89°51'21"W, 173.00 feet; thence N02°01'03"E, 211.50 feet; thence S89°51'21"W, 36.53 feet; thence N45°00'00"W, 78.38 feet; thence N90°00'00"W, 179.67 feet; thence N31°49'38"W, 205.31 feet to the point of beginning containing 6.992 acres of land.

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ENGINEERS · SURVEYORS · CONSULTANTS · LANDSCAPE  
ARCHITECTS · LAND PLANNERS



638 SOUTH GRAND AVE.  
FOWLERVILLE,  
MICHIGAN 48836  
(OFFICE) 517-223-3512  
(FAX) 517-223-9987

CLIENT:

**AXIOM**

SE 1/4 SEC. 14, T7N-R2E OWOSSO TWP

(W) - Measured Dist. (R) - Recorded Dist.  
● MON - Found Concrete Monument  
● FIR/P - Found Iron Rod/Pipe  
○ SIR - Set Iron Rod  
△ MAG - Set Magnetic Nail  
P.O.B./E. - Point of Beginning/Ending  
⊙ - Soil Evaluation Dig  
--- - Fence

DATE: 2-27-13

DR. BY: AWP

CHK: AP

SCALE: N/A

SHEET: 2 of 2

FILE: 13-020 Sketch

JOB No. 13-020

## **Land Division of Platted Lots**

Oliver Woods Retirement Village, LLC

1310 W. Oliver Street  
050-537-000-017-00

### **Current Description of 1310 W. Oliver St. (050-537-000-017-00)**

PART OF N1/2 OF SE FRL ¼ OF SEC 14, T7N-R2E, CITY OF OWOSSO; BEG AT A PT WH IS S89°45'00"W, 319.77' & S00°00'00"E, 192.72' FROM E1/4 COR OF SEC 14; TH S36°48'20"W, 64.80'; N89°25'36"E, 133.22'; S37°00'00"W, 84.79'; N89°52'37"W, 181.17'; S01°10'26", 66.00'; N89°38'32"E, 130.54'; S37°00'00"W, 61.04'; S89°51'21"W, 218.80'; S02°01'03"W, 21.50'; N89°51'21"E, 173.00"; S02°01'03"W, 32.5'; S89°51'21"W, 708.55'; N42°26'09"W, 640.03'; TH N89°45'00"E, 1237.17' TO POB. 9.626 ACRES +-  

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### **New Description of 1310 W. Oliver (050-537-000-017-00) after split**

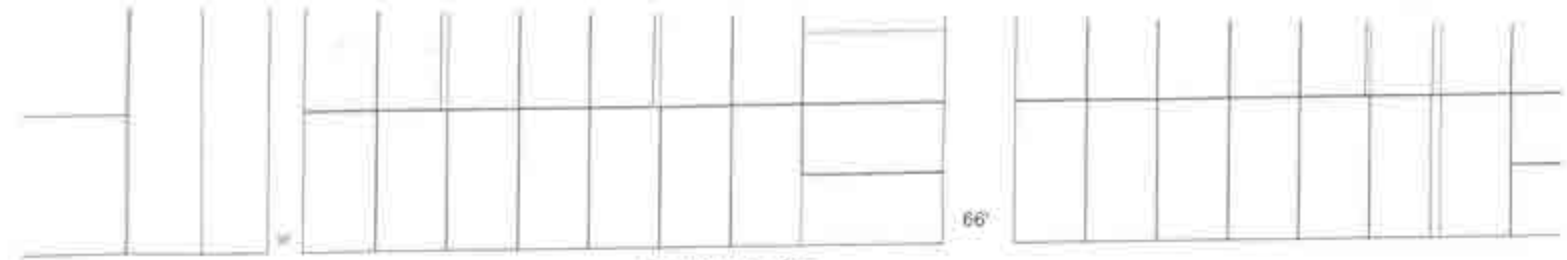
PART OF N1/2 OF SE FRL ¼ OF SEC 14, T7N-R2E, CITY OF OWOSSO; BEG AT A PT WH IS S89°45'00"W, 319.77' & S00°00'00"E, 192.72' FROM E1/4 COR OF SEC 14; TH S89°45'00"W, 591.30' TO POB. TH CONT S89°45'00"W, 596.13' TO EASTERLY LN OF MI CENTRAL RR ROW, TH S42°26'09"E, 640.03' TO N LN OF OLIVER ST, THE N89°51'21"E ALONG N LN OF SAID OLIVER ST, 708.55' TO W LN OF CHIPMAN ST, TH N02°01'03"W ALONG W LN OF SAID CHIPMAN ST, 32.50'; THE S89°51'21"W, 173'; N02°01'03"E, 211.50'; TH S89°51'21"W, 36.53'; TH N45°00'00"W, 78.38'; N90°00'00"W, 179.67'; TH N31°49'38"W, 205.31'; TO POB. 6.992 ACRES +-  

---

### **Description of New Split Parcel – N. Chipman**

PART OF N1/2 OF SE FRL ¼ OF SEC 14, T7N-R2E, CITY OF OWOSSO; BEG AT A PT WH IS S89°45'00"W, 319.77' & S00°00'00"E, 192.72' FROM E1/4 COR OF SEC 14, TO POB; TH S36°48'20"W, 64.80'; N89°25'36"E, 133.22'; S37°00'00"W, 84.79'; N89°52'37"W, 181.17'; S01°10'26", 66.00'; N89°38'32"E, 130.54'; S37°00'00"W, 61.04'; S89°51'21"W, 255.33'; N45°00'00"W, 78.38'; N90°00'00"W, 179.67'; N31°49'38"W, 205.31'; N89°45'00"E, 591.30'; TO POB. 2.634 ACRES +-  

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W. KING ST.

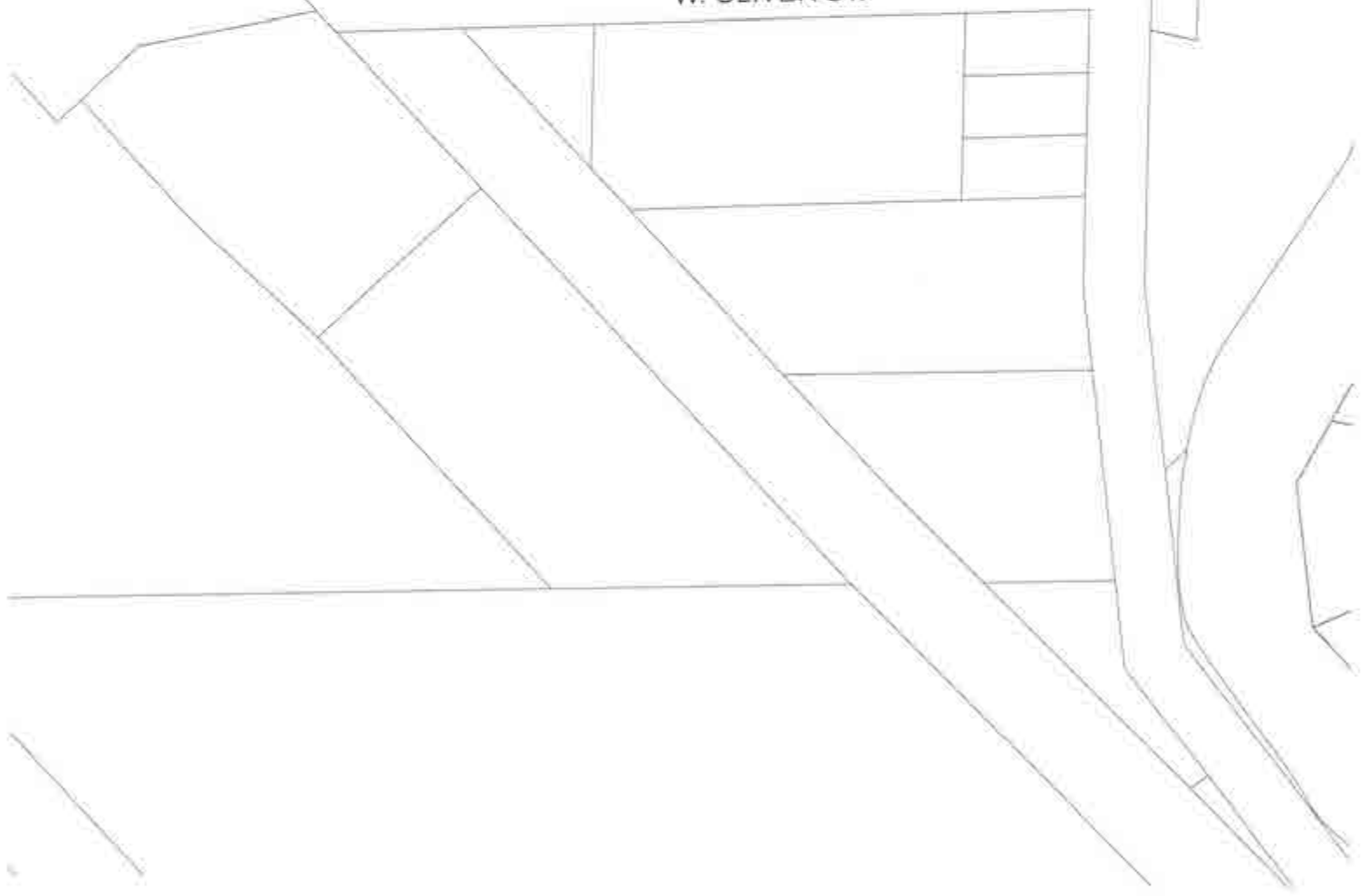


New Split Parcel

Remaining mother  
parcel

W. OLIVER ST.

N. CHIPMAN ST.



602

1425	000-008	000-009	000-000	000-005	000-004	000-003	000-001
000-000							000-007
							000-006
000-000	000-001	000-002	000-003	000-004	000-005	000-006	000-007

1338	1337	1336	1335	1334	1333	1332	1331	001-000
001-100	001-100	001-201	001-200		001-022		001-019	001-002
001-010	001-011	001-012	001-013	001-014	001-015	001-016		
1344	1343	1342	1341	1340	1339	1338		

66

The map shows a property located at the intersection of W. Oliver St. and N. Chipman St. The property is divided into two main sections: a 'New Split Parcel' and a 'Remaining mother Parcel'. The 'New Split Parcel' is highlighted in yellow and has dimensions 591.30, 179.67, 78.35, 255.32, 173, 32.5, 66', and 211.5. The 'Remaining mother Parcel' is labeled 'Remaining mother Parcel' and has dimensions 596.13, 205.31, 179.67, 78.35, 255.32, 173, 32.5, 66', and 211.5. The map also shows adjacent lots and streets, including W. Oliver St. and N. Chipman St. Handwritten notes include 'POB New Split Parcel' and 'POB Mother Parcel New Desc.'



Final specifications and illustrations will be available at the meeting on Monday.

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

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# *MEMORANDUM*

---

DATE: March 26, 2013  
TO: OWOSSO CITY COUNCIL  
FROM: Adam Zettel, AICP  
RE: Rosevear Park Disc Golf

---

The Owosso Parks and Recreation Commission has reviewed the refined request to locate part of a disc golf course in Rosevear Park. The proposal consists of placing disc golf baskets, slabs, markers, and signs in Rosevear Park as part of an eighteen-hole course being placed in the area. This would include small concrete pads where users would start and baskets into which discs would be thrown. The attached illustration denotes what is being installed and its location. The course is planned to extend onto Oak Hill Cemetery grounds in Caledonia Township, where the citizens have tentatively secured rights to add this activity.

In accordance with the city council's conceptual approval, the petitioners are seeking final approval for the installation of all features at this time. They are also seeking support for their fundraising campaign in the amount of \$1,500 for equipment and other features that are to be included in Rosevear Park.

The resolution I have drafted will provide for the final approval of the use and installation, as well as the monetary contribution. This group has been working diligently on this project so far, and the concept appears to be well received by the community. The parks and recreation commission is aware of the final proposal and has no objections or official comment. I recommend final approval of the installation and contribution.

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

**ROSEVEAR DISC GOLF COURSE DONATION**

WHEREAS, the City of Owosso Parks and Recreation Commission has been approached by a group of citizens that desire to place a disc golf course partially within Rosevear Park; and

WHEREAS, the citizen group is responsible for securing any other property access and political approvals from the appropriate interests; and

WHEREAS, previous action by the parks and recreation commission and city council found that such a use would be a valuable asset to the park, the neighborhood, and the community; and

WHEREAS, the citizen group seeks to raise funds to purchase and install the disc golf course; and

WHEREAS, a specific proposal has been put together for this course in Rosevear Park; and

WHEREAS, such a feature would become property of the city to own, operate, and maintain after installed.

NOW, THEREFORE BE IT RESOLVED THAT the Owosso City Council hereby approves the disc golf course donation and installation as proposed.

BE IT FURTHER RESOLVED that the city council hereby accepts the donation of all assets and permits the parks and recreation commission and/or its partners to solicit funds for this project in accordance with city ordinance and policy.

BE IT FURTHER RESOLVED that the city council hereby affirms the commitment of \$1,500 to this project, to be appropriated from the general fund and accounted for by city staff.

Minutes of the **March 11, 2013**, regular meeting  
of the **Owosso Historical Commission** held  
at the Curwood Castle, 7:00 p.m.

Members Present: City Treasurer Ronald Tobey, Chairman Michael Erfourth, and members Shaffer Fox, Joni Forster, Elaine Greenway, Paul Heimnick, Scott Newman, Don Schneider, Lorraine Weckwert and Gary Wilson

Members Absent: none

Guests Present: Lorraine Austin, coordinator of CultureFest 2013; Don Crawford, Owosso City Manager

The meeting was called to order at 7:02 p.m. by Chairman Erfourth.

Motion to adopt proposed agenda made by Forster, supported by Wilson and approved after the addition of CultureFest before old business, Curwood painting under old business, and Forster donation under new business.

Citizen Comments: none

Motion by Weckwert to accept and place on file the minutes for the February 11, 2013, regular meeting. Supported by Greenway and carried.

Members were presented the January 2013 financial report. Discussion concerning the Castle roof repair. Member Forster commented that the copper flashing was to be soldered rather than caulked as apparently was done. Concern was expressed that this would serve only as a temporary repair. The City Manager was asked to investigate. Motion by Heimnick to approve report, supported by Wilson and carried with dissent from Weckwert and Forster.

Schneider arrived at 7:08.

Guest Lorraine Austin was given the floor to discuss CultureFest2013. A request is being made to use the Castle on the evening of May 17 for a book reading by Bonnie Jo Campbell. Over the course of the weekend, seven organizations will host separate events to the public for free. The Convention and Visitor's Bureau is also involved. It is proposed that the event will run from 7-9 that evening. Motion by Forster to have the Castle available for CultureFest 2013 as requested. Support by Weckwert and approved. It was noted that the painting project should be underway soon to be completed by the event date.

Members were distributed copies of the bylaw update proposal prepared by the city manager. Members discussed some areas of concern with the rewrite. The issue will again be addressed at the next meeting after members have additional time to review.

A request was made to place the issue of a more formal Foundation or Endowment on the next agenda.

Members were presented copies of a budget discussion by City Manager Crawford in addition to the proposed budget in the packet from Treasurer Tobey. The Crawford proposal was different in organization from past budgeting. Many questions were posed, but no conclusion was reached. Member Newman inquired if a decision must be reached that evening to which the city manager replied it did not. Chairman Erfourth and City Manager Crawford indicated they would be in discussion on the matter.



A request was made to have the fine arts held by the commission appraised. Motion by Weckwert to use a representative from DuMouchelles to appraise the painting collection at a cost not to exceed \$200 per hour, including travel time. They would be asked to place a value and to evaluate condition. City Manager Crawford indicated that the city insurance carrier would pay to have the pieces appraised and the commission would not need to expend funds for this project. Motion died for lack of second. Members Weckwert and Newman will work with the city manager on this issue.

Member Newman left at 8:52 p.m.

Chairman Erfourth distributed a copy of a letter under his name and title to the Shiawassee Arts Council Board of Directors expressing displeasure with their announcement of holding a Home Tour on September 21<sup>st</sup>. The Mayor and Council Members will be cc'd with this letter. Erfourth also announced the Home Tour Face book page for the Historical Commission had been created. The Commission Home Tour will be held on September 21<sup>st</sup> and progress is being made in planning the event.

Member Wilson left at 9:00 p.m.

Motion by Forster with second by Fox to accept donation of an Owosso Carriage Company Stanhope Portland cutter from Larry Kramer, and English horsehair lap robe from Elizabeth Mae Baker. Approved.

Motion by Forster with second by Fox to accept donation of Louisa Gould materials from Michael Donahue.

Members were informed of a request by CMU public television to film a segment for their program Destination Michigan later in March. Members agreed by consensus to allow this filming even considering the present status of the building.

Erfourth announced that the carpet would be removed from the Castle at the weekend. Support was solicited from this project. City Manager Crawford offered the DPW to perform the work of carpet removal.

Curwood Festival has approved a small book table outside of the Castle during the festival this June.

An answer concerning the Pioneer Re-enactors serving as docents to keep Comstock Cabin open will be forthcoming.

Member Weckwert brought attention to the fact that the Forster family had donated a microwave, flat screen television and VHS/DVD player to the Curwood Castle from the estate of her brother. Members expressed appreciation and an acknowledgement letter will be sent.

Motion to adjourn at 9:25 p.m. by Weckwert, Supported by Forster.

Respectfully submitted,  
Ronald J. Tobey  
Secretary/Treasurer

MINUTES FOR THE REGULAR MEETING  
**DOWNTOWN HISTORIC DISTRICT COMMISSION**  
MARCH 20, 2013 at 6:00 p.m.  
COUNCIL CHAMBERS / CITY HALL

**MEETING WAS CALLED TO ORDER** at 6:00 p.m. by Chairperson Newman.

**ROLL CALL** was taken by Recording Secretary Marty Stinson

**MEMBERS PRESENT:** Chairperson Scott Newman; Vice-Chairperson Vincent Gonyou; Secretary Philip Hathaway; Commissioners James Eaton; Lance Omer; Matthew Van Epps; and Gary Wilson.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Ms. Sarah Warren-Riley, Housing Program Manager; Mr. Adam Zettel, Assistant City Manager and Director of Community Development; Mr. Charles Rau, Owosso Building Official; Mr. David Dann, Ms. Linda Dann, Family Life Services, 224 N. Ball Street; Mr. Jack Vos, Chemical Bank, 100 E. Main Street; Mr. Dave Acton, Ms. Dianne Acton, Books and More, 119 W. Exchange Street.

**AGENDA APPROVAL:** Motion by Commissioner Omer, supported by Commissioner Gonyou to approve the agenda for March 20, 2013 as presented.

**Yeas:** All. Motion was passed.

**MINUTES APPROVAL:** Motion by Commissioner Van Epps, supported by Commissioner Wilson to approve the minutes for the meeting of February 20, 2013.

**Yeas:** All. Motion was passed.

**COMMUNICATIONS:**

- 1) Staff Memorandum
- 2) Meeting minutes of February 20, 2013

**PUBLIC COMMENTS:** None.

**PUBLIC HEARINGS:** None.

**ITEMS OF BUSINESS:**

- 1) 224 N. Ball Street – Door replacement application (tabled from last meeting)

Mr. David Dann commented that the cost of a wood door is about five times as much as the metal door and would consume resources that could be used for their clients. Ms. Linda Dann, stated this was a significant hardship and would take away services to the community. She quoted Pastor Jim as saying that they can't use a slab door, it needs to be pre-hung. A steel door would be \$200 versus \$2,000 per door. Commissioner Wilson noted there is a pre-hung wood door from Home Depot that is about \$374. Ms. Dann is disappointed to spend an extra \$400 for the two doors.

Commissioner Van Epps commented that the cost was a good compromise from \$200 to \$374. He has looked at the \$200 door and it is not historic at all. He cannot set that precedent.

**Motion by Commissioner Van Epps, supported by Commissioner Eaton, the Owosso Downtown Historic District Commission, finding that the proposed exterior improvements at 224 N. Ball St. does meet the Secretary of the Interior's Standards, and are appropriate for the district hereby directs staff to issue a notice to proceed for the work and building permit application as applied for and illustrated, conditioned on the following:**

- 1. That the replacement doors should be constructed of wood and should match as closely as possible the proportions and detailing of the original doors removed.**

**Yeas: All. Motion was passed.**

**2) 117 – 119 N. Washington Street – Façade Improvement application**

Mr. Adam Zettel, Assistant City Manager and Director of Community Development, will be speaking for all three façade applications. The property owners are all for the CDBG façade program and the city has already received preliminary SHPO review. They will still undergo a final design review for bidding purposes and can be brought back to the board at that time. All petitioners have agreed with the plans so far. Commissioner Hathaway asked if these were SHPO approved and designed by a historic architect. Mr. Zettel confirmed.

**Motion by Commissioner Hathaway, supported by Commissioner Wilson, the Owosso Downtown Historic District Commission, finding that the proposed facade improvements at 117-119 N. Washington St. meet all the Secretary of the Interior's Standards, as well as local standards, hereby directs staff to issue a certificate of appropriateness for the work and building permit application as applied for and illustrated, conditioned upon the following:**

- 1. Paint removal should be completed without damaging the masonry by using methods recommended by the State Historic Preservation Office (SHPO) in the letter dated March 8, 2013.**
- 2. The windows should be repaired if at all possible. If the windows must be replaced, the replacements should match as closely as possible existing windows in both composition and style. (See recommendation regarding windows from SHPO in the letter dated March 8, 2013.)**

**Yeas: All. Motion was passed.**

Chairperson Newman commented that the downtown buildings are fabulous and unique, and he was glad to see the façade restorations.

**3) 112 S. Washington Street – Façade Improvement application**

Commissioner Vince Gonyou left the room as he is a part owner of this building. Chairman Newman thinks the proposed windows are the wrong style and size. Mr. Zettel stated the illustration was not updated. The example in the packet showed the windows as short and squat; they should be much taller per Chairman Newman. Mr. Zettel noted there will be no painting over of the Quaker Oats sign. Commissioner Wilson said the windows will make the upper floor more functional. Mr. Zettel noted that a comment could be submitted to Mr. Roberts that the windows need to be taller. Chairman Newman also said they could match the front façade windows.

**Motion by Commissioner Wilson, supported by Commissioner Eaton, that the Owosso Downtown Historic District Commission, finding that the proposed facade improvements at 112 S. Washington St. meet all the Secretary of the Interior's Standards, as well as local standards, hereby directs staff to issue a certificate of appropriateness for the work and building permit application as applied for and illustrated, conditioned upon the following:**

- 1. The size of the new windows installed should be in proportion to the size of the windows on the rest of the building. Additionally, the sizing and placement of the new windows should present what would have been historically accurate for the building and if existing window openings are identifiable, those openings should be utilized for determining window sizing and placement.**

**Yeas: All. Motion was passed.**

Commissioner Gonyou returned to the meeting.

- 4) 207 N Washington Street – Façade Improvement application.

The petitioner has agreed to meet proposed changes per Mr. Zettel.

**Motion by Commissioner Eaton, supported by Commissioner Van Epps, that the Owosso Downtown Historic District Commission, finding that the proposed facade improvements at 207 N. Washington St. meet all the Secretary of the Interior's Standards, as well as local standards, hereby directs staff to issue a certificate of appropriateness for the work and building permit application as applied for the Rehabilitation.**

**Yeas: All. Motion was passed.**

- 5) 100 E. Main Street – Sign replacement application

Jack Vos, Chemical Bank, 100 E. Main Street, brought one of the signs with him that will be installed, if approved. It was internally lit and was well received by the board.

**Motion by Commissioner Hathaway, supported by Commissioner Wilson, that the Owosso Downtown Historic District Commission, finding that the proposed sign replacements at 100 E. Main St. meet all the Secretary of the Interior's Standards, as well as local standards, hereby directs staff to issue a certificate of appropriateness for the work and building permit application as applied for and illustrated.**

**Yeas: All. Motion was passed.**

- 6) 119 W. Exchange Street - Door replacement application

Chairman Newman wanted clarification about an e-mail sent out on March 14, 2013 from Dave Acton. Mr. Newman did not recommend a metal door; the discussion was about re-using the same door and moving the door to the other side of the jam so the door would open outward instead of inward.

Mr. Dave Acton reviewed his background information regarding the same e-mail. He is here to bring things in line with the door, the sign, and the façade. Currently the new door is fiberglass; it opens outward; and is safer in case of a fire. Chairman Newman recommends looking into a salvage shop because it can save several hundred dollars in finding a replacement wood door. Mr. Acton noted the fiberglass door was \$1,800 and now realizes it should have been a wood door. Mr. Acton apologized for any confusion.

**Motion by Commissioner Van Epps, supported by Commissioner Hathaway, that the Owosso Downtown Historic District Commission, finding that the proposed door replacement improvements at 119 W. Exchange Street conform to the Secretary of the Interior's Standards as well as local standards, hereby directs staff to issue a certificate of appropriateness for the work and building permit application as applied for and illustrated conditioned upon the following:**

- 1. The replacement door should be wood and should match as closely as possible the proportions and detailing of the original door removed.**

**Yeas: All. Motion was passed.**

No action was taken by the board or city as the sign wasn't replaced. The lettering only was changed. There will be a logo at some point in the future.

Ms. Dianne Acton offered to volunteer her time to let business and building owners know about the Downtown Historic District regulations. Ms. Warren-Riley said that would be a great role for the Owosso Main Street.

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Mr. David Dann and Ms. Linda Dann of 224 N. Ball Street rejoined the meeting. They stated the information received from Commissioner Wilson stated that the door is out of stock and unavailable.

Commissioner Eaton stated that this is not the only door available or company offering it. The door can be something along the line of this example.

**BOARD COMMENTS:**

Commissioner Eaton stated that he formerly worked with block grants and congratulated the staff people and thanked them for their work on the façade grants. Commissioner Hathaway also worked on grants previously and he, too, thanked the current staff.

Mr. Zettel commented that he learned a lot from Ms. Warren-Riley. He said the state likes us now and they are sharing the funds with Owosso.

**ADJOURNMENT:**

**Motion by Commissioner Hathaway, supported by Commissioner Eaton to adjourn the meeting at 7:25 p.m. until April 17, 2013.**

**Yeas all. Motion carried.**

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Phil Hathaway, Secretary

mms