

**CITY OF OWOSSO**  
**REGULAR MEETING OF THE CITY COUNCIL**  
**MONDAY, MARCH 03, 2014**  
**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 FEBRUARY 18, 2014:**

**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.

**STUDENT REPRESENTATIVE REPORT**

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**

Project Status Report

**CONSENT AGENDA**

1. Mid-Michigan Custom Car Show Permission. Consider application of Andy Genovese on behalf of the Mid-Michigan Custom Car Show for use of Washington Street from Main Street to Mason Street and Exchange Street from Water Street to Park Street from 8:00am to 6:00pm on Sunday, May 18, 2014 for the Mid-Michigan Custom Car Show and authorize Traffic Control Order No. 1307 formalizing the request.

2. Water Treatment Plant Lime Transfer PO Extension. Consider waiving competitive bidding procedures and approving an extension of Purchase Order No. 41533 with Sumbera Excavating, Inc. for transfer of lime sludge at the Water Treatment Plant, authorizing additional work in an amount not to exceed \$30,000 and further authorizing payment up to that amount upon satisfactory completion of the work.
3. Curwood Castle Couches. Confirm the Historical Commission's authorization to purchase two custom couches for Curwood Castle from Melco Interiors in the amount of \$5,389.20, and further confirm payment from the Historic Home Tour fund up to that amount upon satisfactory completion of the project.

### **ITEMS OF BUSINESS**

1. Lighting Upgrade Agreement. Consider a participation agreement with Consumers Energy for exterior and interior lighting upgrades at select locations to more energy efficient fixtures as a part of their Small Business Solutions Program.
2. DIG Grant Agreement. Consider approval of the DIG Grant Agreement with the Michigan Strategic Fund for the Riverfront Renovation Project.

### **COMMUNICATIONS**

1. Mark A. Sedlak, Public Services Director. Expanded work hours for the M52 & M21 construction project.
2. Richard C. Williams, Finance Director. Revenue & Expenditure Report – January 2014.
3. Historical Commission. Minutes of January 13, 2014.
4. Downtown Development Authority/Main Street. Minutes of February 5, 2014.
5. Historical Commission. Minutes of February 10, 2014.

### **CITIZEN COMMENTS AND QUESTIONS**

### **NEXT MEETING**

Monday, March 17, 2014 – Regular Meeting  
Monday, March 31, 2014 – 5<sup>th</sup> Monday Planning Session

### **BOARDS AND COMMISSIONS OPENINGS**

None.

### **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**

**FEBRUARY 18, 2014**

**7:30 P.M.**

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

**OPENING PRAYER:** PASTOR KENNETH HERBRUCK  
OWOSSO ASSEMBLY OF GOD

**PLEDGE OF ALLEGIANCE:** RONALD ELDER  
FORMER COUNTY COMMISSIONER

**PRESENT:** Mayor Benjamin R. Frederick, Mayor Pro-Tem Christopher T. Eveleth,  
Councilpersons Loreen F. Bailey, David B. Bandkau, Burton D. Fox,

**ABSENT:** Councilperson Robert J. Teich, Jr.

**APPROVE AGENDA**

Motion by Mayor Pro-Tem Eveleth to approve the agenda as presented.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF FEBRUARY 3, 2014**

Motion by Councilperson Fox to approve the Minutes of the Regular Meeting of February 3, 2014 as presented.

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

**APPROVAL OF THE MINUTES OF SPECIAL MEETING OF FEBRUARY 10, 2014**

Motion by Councilperson Bandkau to approve the Minutes of the Special Meeting of February 10, 2014 with a correction to the meeting start time to reflect 7:00 p.m.

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

**STUDENT REPRESENTATIVE REPORT**

None.

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

**CONSUMERS ENERGY THANK YOU**

Mayor Frederick read aloud the following formal statement of the Mayor's Office thanking Consumers Energy for their tireless efforts to restore power to the community after last year's ice storm. A contingent of Consumers employees was on hand to receive the thank you.

**A PROCLAMATION  
OF THE MAYOR'S OFFICE OF THE CITY OF OWOSSO, MICHIGAN  
RECOGNIZING**

**CONSUMERS ENERGY**

WHEREAS, Owosso suffered a devastating ice storm during late December 2013 which resulted in approximately three quarters of city residents being left without power and heat for five days or more; and

WHEREAS, the 3/4" of ice left by the storm downed nearly 700 power lines across the county; and

WHEREAS, weather forecasts prompted Consumers Energy to begin planning their emergency response efforts before the storm even hit, requesting mutual aid in anticipation of the storm's aftermath; and

WHEREAS, the company mobilized 234 Consumers Energy crews and 364 mutual assistance crews from 13 states and the District of Columbia to restore power to their service territory; and

WHEREAS, this responsibility meant long, cold, and difficult hours for the 4,000 workers deployed to restore power, even spending Christmas away from their families for the sake of those that didn't have electricity; and

WHEREAS, crews replaced more than 100 miles of wire and hundreds of poles and transformers; restoring power to 99% of area customers within six days of the storm. A visible, coordinated, and immediate response was appreciated by this community and ensured that the time of the disruption was kept to a minimum; and

WHEREAS, it is fitting that this outstanding effort on the part of work crews and management, which was devoted to the interests of the citizens of Owosso and the greater Owosso community, be officially recognized.

NOW, THEREFORE, I, Mayor Benjamin R. Frederick do hereby acknowledge Consumers Energy personnel and numerous mutual aid crews for their critical assistance to this community and the county as a whole. We celebrate the care they have shown the community during its hour of need.

Proclaimed February 18, 2014.

## **PUBLIC HEARINGS**

### **SPECIAL ASSESSMENT DISTRICT NO. 2014-01 – HAZARDS & NUISANCES**

The public hearing was conducted to receive citizen comment regarding Resolution No. 2 for Special Assessment District No. 2014-01, Hazards and Nuisances, as it relates to unpaid costs incurred in the altering, repairing, tearing down, abating and removing of hazards and nuisances at 1711 Frederick Street.

There were no citizen comments.

Motion by Mayor Pro-Tem Eveleth to adopt Special Assessment Resolution No. 2 for Special Assessment District No. 2014-01 – Hazards and Nuisances as follows:

#### **RESOLUTION NO. 16-2014**

#### **HAZARDS & NUISANCES ROLL FOR 1711 FREDERICK STREET**

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 described as follows:

PARCEL NUMBER	ADDRESS	BALANCE
050-602-020-002-00	1711 Frederick Street	\$9,221.88

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 the assessment 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 property.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said Special Assessment Roll-Hazards and Nuisances as prepared by the City Assessor in the amount of \$9,221.88 is hereby confirmed and shall be known as Special Assessment Roll-Hazards and Nuisances No. 2014-01.
2. Pursuant to MCL 211.78k(c) said special assessment roll shall be divided into fifteen (15) equal annual installments, the first of which shall be due and payable on September 1, 2014, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by December 1, 2014.
3. The installments of the special assessment rolls shall bear interest at the rate of 6% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2014 and shall be paid annually on each installment due date.
4. Said Special Assessment Roll-Hazards and Nuisances No. 2014-01 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.

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Councilperson Fox, Mayor Pro-Tem Eveleth, Councilpersons Bailey, Bandkau, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Teich.

#### **CITIZEN COMMENTS AND QUESTIONS**

Marcus Gough, 1006 North Chipman Street, distributed information regarding the carport he constructed to cover his RV and detailed the situation he has found himself in with the City's Building Official. He said the Building Official has been difficult to work with, adhering to the building code too rigidly. He asked Council for their assistance in working out the situation. He also asked Council to consider changing the accessory structure ordinance to allow such structures in the side yard of a property. Mayor Frederick indicated he wanted a little time to look more closely at the situation and the available opportunities for resolution. Councilperson Fox said he had looked at the structure and was hoping it could be reinforced rather than demolished.

## **CITY MANAGER REPORT**

City Manager Crawford said he had nothing much to report on the rental housing ordinance as staff continues to gather and analyze data. He hoped to have a formal report for Council at a later meeting. He went on to announce that the State of Michigan will be holding a press conference in the Council Chamber on February 28<sup>th</sup>. While the official purpose of the press conference has not been announced he felt it may have something to do with the City's application for a DIG grant. He invited everyone to attend to find out. Lastly, he noted the annual SEDP meeting will be held this Thursday at noon, please contact him if you would like to attend.

Mayor Frederick noted a big thaw was in the forecast and he wanted to know what steps, if any, could be taken to prevent water main breaks and potholes. City Manager Crawford indicated that any potential damage from the thaw would be determined by how quickly the thaw happens. He said that if the area receives the rain forecasted there will be nowhere for the water to go so it will be essential for residents to make sure nearby catch basins are clear of snow and debris and to make sure their sump pumps are in working order and depositing water far enough away from their house to prevent it draining back in. As for potholes, he indicated the City has a new spray patch machine that should be able to patch potholes better than cold patch, but there was nothing much that could be done to prevent the potholes from happening in the first place. Mayor Frederick indicated he would like such information to be available on the City's website and put into a potential press release. Councilperson Fox said it would be a challenge to find the catch basins under all the snow.

## **CONSENT AGENDA**

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

2014 Street Program - Special Assessment District No. 2014-01. Authorize Resolution No. 1 for Special Assessment District No. 2014-01 for Elm Street from Main Street to River Street for street reconstruction as follows:

Special Assessment District No. 2014-01      Elm Street from Main Street to River Street

### **RESOLUTION NO. 17-2014**

WHEREAS, the City Council of the City of Owosso deems it necessary to acquire and construct the following described improvement:

#### **Elm Street from Main Street to River Street Street Reconstruction**

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The matter of making said public improvement is hereby referred to the City Manager, who shall prepare a report thereon, which shall include plans and detailed estimates of the cost thereof and a description of the special assessment district and such other pertinent information as will permit the City Council to decide the cost, extent and necessity of the public improvement and what proportion of the cost should be paid by the City at large.

The City Manager shall present said report to the City Council when same has been prepared.

2014 Street Program - Special Assessment District No. 2014-02. Authorize Resolution No. 1 for Special Assessment District No. 2014-02 for Howard Street from Washington Street to Park Street for street reconstruction as follows:

Special Assessment District No. 2014-02      Howard Street from Washington Street to Park Street

#### **RESOLUTION NO. 18-2014**

WHEREAS, the City Council of the City of Owosso deems it necessary to acquire and construct the following described improvement:

##### **Howard Street from Washington Street to Park Street Street Reconstruction**

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The matter of making said public improvement is hereby referred to the City Manager, who shall prepare a report thereon, which shall include plans and detailed estimates of the cost thereof and a description of the special assessment district and such other pertinent information as will permit the City Council to decide the cost, extent and necessity of the public improvement and what proportion of the cost should be paid by the City at large.

The City Manager shall present said report to the City Council when same has been prepared.

2014 Street Program - Special Assessment District No. 2014-03. Authorize Resolution No. 1 for Special Assessment District No. 2014-03 for Washington Street from Corunna Avenue to Stewart Street for street reconstruction as follows:

<u>Special Assessment District No. 2014-03</u>	Washington Street from Corunna Avenue to Stewart Street
--	--

#### **RESOLUTION NO. 19-2014**

WHEREAS, the City Council of the City of Owosso deems it necessary to acquire and construct the following described improvement:

##### **Washington Street from Corunna Avenue to Stewart Street Street Reconstruction**

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The matter of making said public improvement is hereby referred to the City Manager, who shall prepare a report thereon, which shall include plans and detailed estimates of the cost thereof and a description of the special assessment district and such other pertinent information as will permit the City Council to decide the cost, extent and necessity of the public improvement and what proportion of the cost should be paid by the City at large.

The City Manager shall present said report to the City Council when same has been prepared.

Bid Award – South Park Street Improvement Project - Phase 1. Authorize bid award to Perrin Construction Co. for the 2014 South Park Street Improvement Project - Phase 1 in the amount of \$46,486.00, with reimbursement by the DDA of \$12,017.00 of the cost, and approve payment up to the bid amount upon satisfactory completion of the work or portions thereof as follows:

#### **RESOLUTION NO. 20-2014**

##### **AUTHORIZING THE EXECUTION OF A CONTRACT FOR 2014 SOUTH PARK STREET IMPROVEMENT PROJECT WITH PERRIN CONSTRUCTION CO., INC.**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that street and streetscape improvements on South Park Street between Main and Comstock Streets are advisable, necessary and in the public interest; and

WHEREAS, the City of Owosso sought bids for the streetscape portion of the above mentioned improvements; a bid was received from Perrin Construction Co., Inc. and it is hereby determined that Perrin Construction Co., Inc. is qualified to provide such services and that it has submitted the lowest responsible and responsive bid; and

WHEREAS, this is a budgeted item from the 2010 General Obligation Unlimited Tax Bond program; and

WHEREAS, the project is supported by the Owosso Downtown Development Authority and it has demonstrated willingness to reimburse the city \$12,017.00 of the project cost.

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 Perrin Construction Co., Inc. for streetscape improvements as part of the 2014 South Park Street Improvement Project – Phase 1 with a cost of \$46,486.00.
- SECOND: 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 Perrin Construction Co., Inc. for said 2014 South Park Street Improvement Project – Phase 1.
- THIRD: The above expenses shall be paid from the proceeds of the 2010 General Obligation Unlimited Tax Bonds, with \$12,017.00 being reimbursed by the DDA.

Bid Award – Sale of Used Equipment. Authorize bid award to the following buyers for the listed used equipment in the amounts noted.

#### **RESOLUTION NO. 21-2014**

#### **RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACTS FOR THE SALE OF USED EQUIPMENT TO EACH OF THE HIGHEST BIDDERS LISTED**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has established a purchasing cycle to maintain a health work vehicle fleet; and

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

WHEREAS, a bid solicitation for used equipment was advertised and responsive bids were received from:

Hugo Clement	Sweepster 710 Leaf Loader, Unit #174	\$880.00
	Ford 710 Leaf Loader, Unit 171	\$655.00
Demian Boon	1994 GMC 2500 ¾ Ton Truck, VIN#1GTFCZ4H94Z556829	\$2,000.00
	1988 Chevy 1 Ton Truck, VIN #1TCGC34K9J388220	\$756.00
	1988 Chevy 1 Ton Truck, VIN #1GCGC34K1J188230	\$575.00
	1994 GMC 2500 ¾ Ton Truck VIN #1GTFC24H2RZ557160	\$1,300.00
Daniel Jensenius	Brush Bandit Chipper	\$3,501.00



Barry Bass	1995 Ford L8000 Tandem Dump Truck, VIN#1FDYU82E1SVA81784	\$5,500.00
	1995 International Tandem Dump Truck, VIN #1HTGCAAR3SH651896	\$6,048.00
Dennis Fetty	2004 Chevrolet Impala VIN #2G12F55K949378497	\$2,126.00

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to sell these vehicles to the high bidders as detailed above.

SECOND: City Staff is instructed and authorized to execute appropriate documents to complete the sale of these items for the amounts listed.

Warrant No. 478. Authorize Warrant No. 478 as follows:

Vendor	Description	Fund	Amount
Logicalis, Inc	Network engineering support – January 2014	General	\$ 8,092.00
Brown & Stewart PC	Professional services January 14, 2014 – February 7, 2014	General	\$ 9,744.55

\*Check Register–January 2014. Affirm check disbursements totaling \$1,886,271.70 for the month of January 2014.

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Councilpersons Bandkau, Fox, Mayor Pro-Tem Eveleth, Councilperson Bailey, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Teich.

\*Due to its length 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**

### **BID AWARD – CARPET FOR PUBLIC SAFETY HEADQUARTERS**

(Postponed at the meeting of February 3, 2014.)

Public Safety Director Kevin Lenkart explained that he had sought bids from three local vendors per the direction of Council. Two of the bids received were significantly higher than those available through the GSA contract. The third bid, while lower, was for a slightly different product which was determined to be lacking in quality as compared to the product originally sought.

Motion by Councilperson Fox to authorize bid award to Commercial Marketing Associates, Inc. for Milliken carpet for the Public Safety Headquarters in the amount of \$9,765.55, per the terms of GSA contract #GS-27F-0502H, and approve payment up to the bid amount upon satisfactory receipt of the materials as follows:

**RESOLUTION NO. 22-2014**

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR  
PURCHASE OF CARPET FOR THE PUBLIC SAFETY BUILDING  
FROM COMMERCIAL MARKETING ASSOCIATES, INC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Public Safety Headquarters that has carpet that is old and worn; and

WHEREAS, the City sought bids from local vendors and reviewed other municipal contracts; and

WHEREAS, Commercial Marketing Associates, Inc. holds a contract with the General Services Administration of the federal government for the supply of carpet and related materials and it is hereby determined that Commercial Marketing Associates, Inc. has submitted the lowest 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 purchase carpet, padding and adhesive from Commercial Marketing Associates, Inc. per the terms of GSA contract #GS-27F-0502H for use in the Public Safety Headquarters.
- 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 Commercial Marketing Associates, Inc., for the provision of carpet and related materials in the amount of \$9,765.55.
- THIRD: The Accounts Payable Department is authorized to issue payment to Commercial Marketing Associates, Inc. in the amount of \$9,765.55 upon satisfactory delivery of the carpet, pad and adhesive.
- FOURTH: The above expenses shall be paid from the Police and Fire Building Maintenance funds 101-300-831000 and 101-335-831000.

Motion supported by Mayor Pro-Tem Eveleth.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilperson Teich.

**PROSPECTIVE COUNCIL MEMBER INTERVIEWS**

The prospective Council candidates were interviewed in the following random order. Each candidate delivered a brief statement and then answered questions posed by Council.

Elaine Greenway  
Janine Elbing  
Michael Cline  
Daniel Jozwiak  
Paul Dinkins

## **FILLING COUNCIL VACANCY**

Mayor Frederick thanked all the candidates for their interest in filling the position and encouraged them to stay involved in the community. He then went on to explain the process for nomination and appointment. He reminded Council that it would take at least 4 votes for appointment.

Nominations for Council member were sought.

Councilperson Bailey nominated Elaine Greenway.  
Councilperson Fox nominated Michael Cline.  
Councilperson Bandkau nominated Daniel Jozwiak.

Hearing no more nominations the floor was closed.

Roll Call Vote, naming the individual they prefer.

Councilperson Fox voted for Cline.  
Councilperson Bandkau voted for Jozwiak.  
Mayor Pro-Tem Eveleth voted for Greenway.  
Councilperson Bailey voted for Greenway.  
Mayor Frederick voted for Greenway.

No candidate received at least four votes, so there was no clear winner.

Nominations for Council member were sought.

Councilperson Bandkau nominated Daniel Jozwiak.  
Mayor Pro-Tem Eveleth nominated Elaine Greenway.

Hearing no more nominations the floor was closed.

Roll Call Vote, naming the individual they prefer.

Councilperson Bailey voted for Greenway.  
Councilperson Fox voted for Greenway.  
Councilperson Bandkau voted for Jozwiak.  
Mayor Pro-Tem Eveleth voted for Greenway.  
Mayor Frederick voted for Greenway.

Council selected Elaine Greenway as the new Council member to fill the vacancy left by the passing of Councilman Jon V. Greenway, for a term extending to at least November 9, 2015.

City Clerk Kirkland administered the oath of office to Councilperson Greenway.

## **COMMUNICATIONS**

Larry D. Cook, City Assessor. March Board of Review – Assessment Changes.  
Charles P. Rau, Building Official. January 2014 Building Department Report.  
Charles P. Rau, Building Official. January 2014 Code Violations Report.  
Kevin D. Lenkart, Public Safety Director. January 2014 Police Report.  
Kevin D. Lenkart, Public Safety Director. January 2014 Fire Report.  
Downtown Development Authority/Main Street. Minutes of January 15, 2014.  
Downtown Historic District Commission. Minutes of January 15, 2014.  
Parks & Recreation Commission. Minutes of January 27, 2014.  
Planning Commission. Minutes of January 27, 2014.

## **CITIZEN COMMENTS AND QUESTIONS**

Tom Manke, business owner at 118 South Washington Street, welcomed Councilperson Greenway to the Council saying he felt the community spoke when they elected her husband and her appointment on his passing just continues that. He thanked her for serving and thanked the other candidates for putting their hats in the ring. He went on to thank the DPW for the fantastic job they have done this winter and he asked that Council consider allowing tenants to opt out of the random rental inspections as it was an intrusion on their living space.

Eddie Urban, 601 Glenwood Avenue, said he found last week's meeting on rentals very informative. He also said he would like to see more small events held like the Big Mike Fishing Contest. Lastly, he commented on the new law that allows disabled Veterans to forego property taxes.

Mike Cline, 621 Wright Avenue, said he had received a call from the former Public Safety Director informing him he was wasting his time running for the open Council seat as the Council had made up their mind before the meeting.

Councilperson Bailey said there was no conspiracy in the appointment.

Mayor Frederick noted that Mr. Cline had been rejected by voters in the last three elections.

Richard Bowen, local landlord, thanked Council for holding the special meeting to discuss rentals. He said he thought that a private meeting between the Landlord's Association and the Council may be helpful in ironing out differences between the two groups. He said whatever happens he hopes the Association will be able to have input in the result.

Mike O'Leary, 901 Huntington Drive, said he had also turned in a letter of interest for the open Council seat but had not lived in the City long enough to be appointed. He noted that he spent 25 years as a building inspector in Flint Township and he encouraged Council to not allow people to opt out of inspections as it is the only way to catch problems.

Mike Tillotson, 1299 South Shiawassee Street, said he felt that winter was getting a lot of bad press this year and he feels spring is right around the corner, no matter what the ground hog said.

Dan Jozwiak, 1504 Shady Lane Drive, thanked Council for the opportunity to be considered for the open Council seat. He said he was happy Councilperson Greenway was appointed. He said he had voted for her husband and felt she would continue his influence.

Mayor Frederick welcomed Councilperson Greenway and said he was looking forward to seeing her individual mark on the group.

Mayor Pro-Tem Eveleth welcomed Councilperson Greenway to Council. He noted that his support of her did not require any lobbying and he felt she would be a great addition to the group. He also encouraged those candidates that stepped forward tonight to continue their involvement with the City.

Councilperson Fox welcomed Councilperson Greenway. He said that while the process for tonight's proceedings was not what he had envisioned he was satisfied with the outcome.

Councilperson Bandkau welcomed Councilperson Greenway and asked that she not take his vote for Daniel Jozwiak as a sign of no-support. He said he felt she was very well versed in what is going on in the City and would be a fine Council member. He went on to note the merits of each candidate and thanked them for putting themselves forward.

Councilperson Bailey welcomed Councilperson Greenway.

Mayor Frederick said the allegations of collusion made this evening were fatiguing, saying the process that was undertaken for the appointment was open and deliberate.

**NEXT MEETING**

Monday, March 03, 2014

**BOARDS AND COMMISSIONS OPENINGS**

None.

**ADJOURNMENT**

Motion by Mayor Pro-Tem Eveleth for adjournment at 9:23 p.m.

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

---

Benjamin R. Frederick, Mayor

---

Amy K. Kirkland, City Clerk



## **MEMORANDUM**

---

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ [WWW.CI.OWOSSO.MI.US](http://WWW.CI.OWOSSO.MI.US)

---

**DATE:** February 26, 2014

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

**FROM:** Kevin Lenkart, Public Safety Director

**SUBJECT:** Mid Michigan Custom Car Show Permission

### **RECOMMENDATION:**

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

### **BACKGROUND:**

The Mid Michigan Custom Car Show proposes the use of Washington Street between Main Street and Mason Street and Exchange Street between Water Street and Park Street on Sunday, May 18, 2014 from 8:00 am to 6:00 pm for the Mid Michigan Custom Car Show. They have provided rules and insurance per the requirements of the policy.

### **FISCAL IMPACTS:**

Bringing folks to the downtown!

Document originated by:  
Cynthia Kriesel, Owosso Public Safety Executive Secretary

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.	DATE	TIME
1307	02/21/2014	2:31 PM

**REQUESTED BY**

Kevin Lenkart – Director of Public Safety

**TYPE OF CONTROL**

Closure of Washington Street between Main and Mason Street and Exchange Street between Water Street and Park Street on May 18, 2014 from 8:00 AM – 6:00 PM

**LOCATION OF CONTROL**

Closure of Washington Street between Main and Mason Street and Exchange Street between Water Street and Park 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 725-0526

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 or 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: Mid Michigan Custom Car Show Date: Sunday May 18, 2014

Primary Contact Person

Name:

Andy Genovese

Title:

Organizer

Address:

1905 Harden Drive

Owosso, Michigan 48867

Phone:

989-686-3107

Requested Date(s): 5-18-14 Requested Hours: 8 AM - 6 PM

Area Requested (Parking Lot - Parade Route): Washington St - (between M-21 & Mason)  
Exchange St (between Water & Park)

Detailed description of the use for which the request is made: CAR SHOW - road  
Closure & street barricades

- ☒ 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



**7<sup>th</sup> ANNUAL**

## **Mid Michigan Custom Car Show 2014 Rules & Regulations**

No alcoholic beverages will be permitted. Violators may be removed from the premises.

Car Show registrations must be completed between 9:00am and 12:00pm.

All Vehicles will be classified by the owner at the time of registration; please look closely at the Registration Form for the place to choose the class you would like to enter your car, truck, or bike into for judging.

Judging will begin at 11:00 sharp; please have vehicle ready to be judged.

Vehicle Registration Sheets must be displayed on all vehicles in the dash area; vehicles without entry cards will NOT be judged!

Car Show awards will include Top 50 Custom, Top 25 Special Interest, plus one Best of Show, and Best Club--ALL cars registered for the show are eligible for the "Best of Show" trophy. The winner of "Best in Show" is not eligible for any other awards.

No vehicles will be moved once they are parked, unless a staff member asks specifically for a vehicle to be moved. This is for safety reasons with the people/children present at the show.

Judges must have access to all areas of the vehicle, including the trunk, interior, or engine compartment if the participant wishes to be judged for that area. Judges are not to touch or open any areas of the vehicle to complete their judging duties, so please have all areas accessible to the judges during that time.

It is suggested that you be available to the judges during the time that your vehicle is being evaluated. They may have questions for you, or may need your assistance with your vehicle. However, it is NOT required that you talk to the judge unless he/she requests it.

All vehicles must remain in the show area during the event hours of 9:00-5:15pm. WINNERS MUST BE PRESENT TO WIN. If you leave early from the event, you may forfeit your show position, and may not receive the award for your class.

Judges Decisions are final. Revisions will not be made to judging sheets. Tie-breakers will be decided by the head judge after a short re-evaluation of details.

**The City of Owosso reserves the right to enforce any and all  
city rules & regulations in addition to these.**




# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/18/2014

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

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

<b>PRODUCER</b>   <b>AL SHATTUCK</b> <b>111 N HICKORY ST</b> <b>OWOSSO MI 48867</b>	<b>CONTACT NAME:</b> BOBBI YERIAN	
	<b>PHONE (A/C, No, Ext):</b> (989)723-3232	<b>FAX (A/C, No):</b> (989)725-5392
<b>INSURED</b>  <b>ANDREW GENOVESE</b> <b>1905 HARDEN AVE</b> <b>OWOSSO MI 48867</b>	<b>E-MAIL ADDRESS:</b> BOBBI@ALSHATTUCK.COM	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> State Farm Fire and Casualty Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		
<b>NAIC #</b> 25143		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>			<b>22-BQ-V151-3</b>	<b>03/29/2014</b>	<b>03/29/2015</b>	EACH OCCURRENCE \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
<input checked="" type="checkbox"/>	<b>PERSONAL LIABILITY</b>						MED EXP (Any one person) \$ 1,000
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	<input type="checkbox"/> Y / N					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> N / A					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

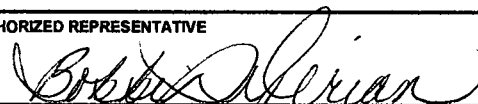
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

OPERATIONS: CAR SHOW

LOCATION: CITY OF OWOSSO  
INCLUDING EXCHANGE ST BETWEEN WATER ST & PARK ST  
WASHINGTON ST BEWTWEEN MAIN ST & MASON ST**CERTIFICATE HOLDER****CANCELLATION****CITY OF OWOSSO**  
**301 W MAIN ST**  
**OWOSSO MI 48867**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

 LSA-5

© 1988-2014 ACORD CORPORATION. All rights reserved.



## MEMORANDUM

---

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

---

DATE: For March 3, 2014 Council Agenda (Consent Item)

TO: Owosso City Council

FROM: Gary Burk, Utilities Director

RE: Water Plant – Lime sludge transfer and stacking  
Sumbera Excavating, Inc. Labor and Equipment Rental not to exceed \$30,000

---

**Staff requests Council waive competitive bid procedures and authorize continuation of an existing agreement with Sumbera Excavating to move and stack lime residual between storage lagoons at the Water Treatment Plant on a labor and equipment rental basis not to exceed \$30,000.**

We currently have a backlog of lime softening residual sludge in the 4 lagoons at the water treatment plant. We will be bidding out the removal and re-use of this lime residual material to go to farm fields for alternate agricultural lime for soil ph adjustment (an estimated 24,000 cubic yards over two to three years). We have been investigating alternatives to reduce the cost for removal, handling and re-use of this residual. Our previous bid price was \$15 per cubic yard and we annually produce on the order of 6,000 cubic yards or over \$90,000 per year. Over the years there has not been much competition for handling this material with only one or two bids being received for the work.

The residual from the lime softening of our drinking water is pumped as a slurry to lagoons for interim storage and dewatering. Dewatering is primarily by evaporation assisted by freeze/thaw cycles over a winter period. We believe we can improve dewatering of the material, thus reducing the yardage and cost of hauling, if we can stack the material above the usual lagoon surface. This will also facilitate truck loading. To test that hypothesis and to also gain some lagoon storage volume, we contracted with Sumbera Excavating to bring in a large excavator to transfer sludge out of the center lagoon and stack it on top of other semi-solid sludge in the adjacent lagoons. The original agreement involved mobilization of a large excavator with a 3.5 cubic yard bucket and operator at a cost of \$200 per hour not to exceed \$4,900. Prior to contracting with Sumbera we considered proposals from other contractors as well as investigating renting an excavator. Our analysis indicated Sumbera's larger excavator with longer reach and larger capacity was the most cost-effective means to move and stack the material.

We have been very pleased with the results to date and the frozen material is stacking very well. It is in the best interest of the City to continue this transfer and stacking while the freezing weather continues and prior to the spring thaw and rising ground water table in the lagoons. Continuation will also gain additional lagoon storage volume and allow us to provide more time and flexibility for the contract removal of the lime residual, which should result in better bid prices. Continuing with Sumbera will also avoid further cost for equipment mobilization, which may not be permitted once seasonal load limits on roads are imposed. The not to exceed amount of \$30,000 is well within this year's budget allocation (\$150,000) for lime residual handling. It will allow us to clean out the entire sludge volume of the center lagoon, gaining an estimated 18 months storage volume. We will also be able to transfer sludge from the center of the south lagoon and stack it along the lagoon edges where it can be more readily reached for loading trucks. This will reduce the need for future double handling of the material as well as improve drying of the material.

GMB

**RESOLUTION NO.**

**AUTHORIZING EXTENSION OF AN AGREEMENT WITH  
SUMBERA EXCAVATING INCORPORATED  
TO TRANSFER AND STACK LIME RESIDUAL MATERIAL  
AT THE WATER TREATMENT PLANT  
ON A LABOR AND EQUIPMENT RENTAL BASIS NOT TO EXCEED \$30,000**

WHEREAS, the City has determined it necessary and prudent to transfer and stack lime residual material at its Water Treatment Plant lagoons to improve dewatering, gain lagoon capacity, and reduce future handling costs, and

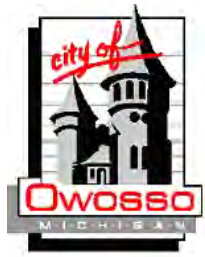
WHEREAS, the City evaluated alternate proposals and means for accomplishing this work and determined the most cost-effective means readily available was on a labor and equipment rental basis as proposed by Sumbera Excavating, and

WHEREAS, the proposed cost is within the current Water Fund budget allocation for sludge handling, and

WHEREAS, time is of the essence due to weather conditions and Water Plant operating requirements.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to waive further competitive bid procedures and extend the existing agreement with Sumbera Excavating on a labor and equipment rental basis not to exceed \$30,000.
- SECOND: The purchase contract is in the form of a city purchase order on a labor and equipment rental basis, and the accounts payable department is authorized to submit payment to Sumbera Excavating in an amount, certified correct by the City Utilities Director, up to but not exceeding \$30,000 upon satisfactory completion of the work.
- THIRD: The above expense shall be paid from the Water Fund.



# City of Owosso

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

## Purchase Order

PO Number: 000041533

Issued Date: 02/20/2014  
Expiration Date: 06/30/2014  
Department: 553  
Ordered By: GMBurk  
Requisition #:

Council Approved Date:

### Vendor Info:

48800  
SUMBERA EXCAVATING, INC.  
6490 MCBRIDE RD  
OWOSSO, MI 48867

### Shipping Info:

CITY OF OWOSSO-FILTRATION PLANT

1111 ALLENDALE AVE  
OWOSSO, MI 48867  
Phone: 989-725-0560

**Description:** EXCAVATOR RENTAL FOR MOVING LIME SLUDGE AT WTP\$200/HR PLUS MOBILIZATION-NOT TO EXCEED \$4900.

Quantity	Unit of Measure	Items Description/Item Info	Unit Price	Extended Price
1.000	HRS	RENTAL 591-553-834.000	\$4,900.000	\$4,900.00
Total:				\$4,900.00

### TERMS AND CONDITIONS:

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

For the City of Owosso

By: Richard C. Williams

By: Donald D. Crawford



## MEMORANDUM

---

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

---

**DATE:** February 19, 2014  
**TO:** Mayor Frederick and the Owosso City Council  
**FROM:** Mitchell Spears, Historical Director  
**SUBJECT:** Recreating couches for Curwood Castle

### RECOMMENDATION:

The Owosso Historical Commission recommends approval of purchase of two custom sofas replicating those in interior photos of Curwood Castle with James Oliver Curwood present in photos.

### BACKGROUND:

With the premise that Curwood Castle is Owosso's most iconic building, the Owosso Historical Commission voted their intent to create a first class museum within Curwood Castle dedicated to the author and his work. To interpret the time and atmosphere of Curwood's Castle, it was voted to recreate the interior of the Castle according to the photos in our collection depicting the great room of the Castle, and further, to dedicate the monies earned from the Historic Home Tour for that purpose. One major purchase is that of two custom sofas duplicating those depicted in the photos noted above. The sofas will be constructed by a local upholstery firm, Melco Interiors, using the photos as reference.

Any questions regarding this purchase should be directed to Lorraine Weckwert, Commission member, at 725-9113 or [lorrivy@yahoo.com](mailto:lorrivy@yahoo.com).

### FISCAL IMPACTS:

The cost of the project is quoted at \$5,389.20. Funding for this purchase will be coming from Historical Commission funds raised by the Historic Home Tour.

Document originated by:  
Lorraine Weckwert, Historical Commission member

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING  
THE PURCHASE OF CUSTOM COUCHES FOR CURWOOD CASTLE  
FROM MELCO INTERIORS OF OWOSSO, MICHIGAN**

WHEREAS, the Owosso Historical Commission, a Charter Commission of the City of Owosso, has been charged with the responsibility of maintaining the historic buildings owned by the City, and of promoting the appreciation of architecture and history to the general public and citizens alike and collecting and displaying object of historical interest; and

WHEREAS, the Owosso Historical Commission has determined that Owosso's most iconic building is Curwood Castle, and that Curwood as an author and conservationist is largely unappreciated and undervalued; and

WHEREAS, the Owosso Historical Commission determined by vote to elevate Curwood Castle to a first rate museum by increasing interest both in the man Curwood and his body of works, and the historic building itself; and

WHEREAS, the Owosso Historical Commission approved by vote to refurbish the Castle according to existing photos of the Great Room with Curwood present; and

WHEREAS, the OHC voted to earmark monies earned from the Owosso Historic Home Tour to recreate the atmosphere and setting of Curwood's time at his Castle, replicating the interior furnishings according to the existing photos; and

WHEREAS, the OHC has selected for purchase custom-made sofas as some of the first items to be added to furnish the Castle; and

WHEREAS, the OHC has selected local vendor Melco Interiors to perform this work based on historically related products they have produced or refurbished in the past.

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

FIRST: The Owosso City Council concurs with the Historical Commission that it is beneficial to preserve and promote the history of one of the City's foremost citizens and to increase tourism through careful additions to the collection of Curwood Castle.

SECOND: The Council hereby approves of the purchase of two custom sofas from Melco Interiors of Owosso for display in Curwood Castle.

THIRD: Expenses in the amount of \$5,389.20 shall be paid from the Owosso Historical Commission Historic Home Tour Fund.

FOURTH: Payment of up to \$5,389.20 is hereby authorized upon satisfactory completion of the project.



# Melco Interiors

307 N. Washington St.  
Owosso, MI 48867  
(989)723-3335

## Estimate

DATE	ESTIMATE ...
2/10/2014	858

Lorraine Weckwert  
1011 N. Shiawassee St.  
Owosso, MI 48867

Customer Phone	Alternate Phone	Due Date	PROJECT	Terms
725-9113		2/10/2014		Due on receipt
ITEM	DESCRIPTION	QTY	COST	TOTAL
	<b>Estimate for two custom sofas.</b>			
Fabric2	Cut velvet to be determined	28	60.00	1,680.00T
Shipping	Shipping on fabric		15.00	15.00
Custom Fra...	Two custom Camel back sofa frames.	2	363.00	726.00T
Shipping	Shipping on frames (unassembled)	2	50.75	101.50
Supplies	Padding and supplies	1	400.00	400.00T
Blue 4" Foam	Seat foams	177	1.75	309.75T
Labor Dept. 3	Assemble frames	2	75.00	150.00
Labor Dept. 2	Upholster custom sofas	28	65.00	1,820.00

Sales Tax	(6.0%)	\$186.95
-----------	--------	----------

		<b>TOTAL</b>	<b>\$5,389.20</b>
E-mail	melcodec@michonline.net		

SIGNATURE

...





## MEMORANDUM

---

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

---

DATE: February 27, 2014

TO: City council

FROM: Donald D. Crawford, city manager

SUBJECT: Resolution authorizing the execution of agreements for participation in the consumers energy small business solutions program and with Walter Mechanical Services, Inc. d/b/a AIT Group for exterior and interior lighting upgrades

### RECOMMENDATION:

That the city enters into agreements to take advantage of the Consumers Energy Small Business Solutions Program whereby the city can receive in excess of \$50,000 in a one time utility rebate which will upgrade exterior and interior lighting.

### BACKGROUND:

Through a one-time investment of approximately \$50,000 the city will recoup its investment in 19 months with an estimated annual savings of \$34,205.31 in energy costs. A table is provided listing each address where improvements have been tentatively approved which shows the total investment, the city investment, the Consumers Energy investment and the estimated annual savings. The final column lists the time required to recoup the city's investment.

The agreement for city hall is enclosed. There will be 18 similar agreements totaling 87 pages and an agreement with the ATI Group (Consumers Energy program approved contractor) whose charges are established through an agreement with Consumers Energy). The AIT Group agreement has not been finalized because of the wording of clauses concerning liabilities but is expected to be completed by Monday. Reference is also made to a 26 page *Consumers Energy Small Business Program Policies and Procedures Manual*.

### FISCAL IMPACTS:

The fiscal impact will be that the city must invest approximately \$50,000 from the current fund balance which will be recouped over 17-18 months in reduced energy bills as calculated by Consumers Energy. The general fund balance would then be recouped.

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENTS FOR PARTICIPATION IN  
THE CONSUMERS ENERGY SMALL BUSINESS SOLUTIONS PROGRAM  
AND WITH WALTER MECHANICAL SERVICES, INC. D/B/A AIT GROUP  
FOR EXTERIOR AND INTERIOR LIGHTING UPGRADES**

WHEREAS, the city of Owosso, Michigan, has determined that it is advisable, necessary and in the public interest to upgrade exterior and interior lighting which will result in energy savings; and

WHEREAS, through the Consumers Energy Small Business Solutions Program the city can receive in excess of \$50,000 in a one-time utility rebate; and

WHEREAS, with a one-time investment of approximately \$50,000 the city will recoup its investment in 19 months through savings in reduced energy costs.

NOW THEREFORE BE IT RESOLVED by the city of Owosso, county of Shiawassee, state of Michigan:

FIRST: that the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to participate in the Consumers Energy Small Business Solutions Program with Walter Mechanical Services, Inc. d/b/a AIT Group as the program approved contractor.

SECOND: that the city of Owosso will appropriate \$50,000 of general fund balance as the city's one-time investment to match the Consumers Energy payment to the approved contractor.

THIRD: that the city manager of the city of Owosso is hereby instructed and authorized to sign the necessary documents with Consumers Energy and Walter Mechanical Services, Inc. d/b/a AIT Group as attached along with change orders that may become necessary.

# CITY OF OWOSSO EXTERIOR AND INTERIOR LIGHTING UPGRADES UNDER CONSUMERS ENERGY SMALL BUSINESS SOLUTIONS PROGRAM

Address	Total Project Investment	City Investment	Estimated Annual Savings	Consumers	Simple Payback (years)
				Energy Investment (Rebate)	
301 W. MAIN	\$3,874.75	\$1,533.71	\$1,474.86	\$2,341.04	1.04
100 S. BALL	\$541.99	\$162.39	\$239.15	\$379.60	0.68
101 E COMSTOCK	\$7,058.01	\$4,046.27	\$1,897.39	\$3,011.74	2.13
190 E. COMSTOCK #8	\$8,469.65	\$969.65	\$4,767.56	\$7,500.00	0.2
190 E. COMSTOCK #8 (Large Program)	\$769.00	\$391.00	\$433.41	\$378.00	0.92
190 E. COMSTOCK	\$9,102.12	\$6,124.60	\$1,875.84	\$2,977.52	3.26
214 CURWOOD CASTLE	\$8,665.28	\$3,198.00	\$3,444.39	\$5,467.28	0.93
224 CURWOOD CASTLE (Flood Lights)	\$4,753.00	\$2,994.88	\$1,476.82	\$1,758.12	2.03
106 EXCHANGE #2	\$9,420.12	\$3,589.88	\$3,673.05	\$5,830.24	0.98
118 EXCHANGE	\$602.91	\$356.12	\$155.48	\$246.79	2.29
207 W EXCHANGE	\$13,002.48	\$6,699.35	\$3,970.97	\$6,303.13	1.69
100 S. PARK	\$8,419.48	\$5,381.90	\$2,439.97	\$3,037.58	2.21
514 N. WASHINGTON Fayette Square	\$2,224.26	\$1,315.72	\$572.38	\$908.54	2.30
515 WASHINGTON Gould House	\$602.91	\$250.35	\$222.11	\$352.56	1.13
109 N. WATER	\$851.96	\$340.28	\$322.36	\$511.68	1.06
204 S. WATER	\$5,401.75	\$3,559.00	\$1,547.91	\$1,842.75	2.30
219 N. WATER	\$1,676.25	\$781.85	\$563.47	\$894.40	1.39
522 MILWAUKEE	\$8,649.09	\$1,149.09	\$4,817.82	\$7,500.00	0.24
522 MILWAUKEE	\$1,443.65	\$951.00	\$310.37	\$492.65	3.06
<b>TOTAL</b>	<b>\$95,528.66</b>	<b>\$43,795.04</b>	<b>\$34,205.31</b>	<b>\$51,733.62</b>	<b>1.57</b>

# Small Business Solutions Program Participation Agreement

**Consumers Energy**

*Count on Us*

Date Stamp: 1/16/2014  
Facility Name: City of Owosso  
Facility Address: 301 W. Main St., Owosso, MI, 48867  
Proposal No: 19598-1

Page 1 of 5

## Project Information

<b>Facility Information</b>	City of Owosso 301 W. Main St. Owosso, MI, 48867 - 2915	<b>Customer Information</b>	City of Owosso 301 W. Main St. Owosso, MI, 48867 - 2915
<b>Facility Contact</b>	Donald Crawford	<b>Customer Contact</b>	Donald Crawford
<b>Telephone</b>	989-725-0568	<b>Telephone</b>	989-725-0568
<b>Fax</b>		<b>Fax</b>	
<b>Email</b>	donald.crawford@ci.owosso.mi.us	<b>Email</b>	donald.crawford@ci.owosso.mi.us

## Building Information

<b>Electric Service Agreement ID #</b>			
<b>Square Footage of Facility</b>	1	<b>Building Type</b>	Miscellaneous
<b>Own or Rent</b>	Own	<b>Year Building Built</b>	Pre 1978

## Project Summary

<b>Total kW Reduced</b>	2.25	<b>Total Project Cost</b> 6% Sales Tax Included	\$3,874.75
<b>Total Annual kWh Savings</b>	11,705.20	<b>Total Incentives</b>	\$2,341.04
<b>Total Annual Therm Savings</b>	0.00	<b>Total Customer Payment</b>	\$1,533.71
<b>Total Annual Dollar Savings</b>	\$1,474.86	<b>Payback (in years)</b>	1.04
<b>Contractor's Name</b>	ATI GROUP	<b>Contractor's Telephone</b>	989-529-8171

Disclaimer: Savings and payback are estimates and will vary depending on actual usage.

## Lighting Summary Table

Item #	Location	Qty.	Existing Description	Replacement Description	Ctrl's Qty.	Op. Hrs/Wk	% Lumen Change	Estimated Annual Savings (\$)	Total Cost
1	Parking area 301 W. Main St	4	400 Watt Metal Halide	93W LED	0	100	-79	\$956.59	\$2,362.60
2	301 W Main Awning Front Bld	3	100 Watt Metal Halide	15W LED	0	100	-89	\$222.11	\$580.95
3	301 Main Entrances of Bld	4	100 Watt Metal Halide	15W LED	0	100	-89	\$296.15	\$774.60

# Small Business Solutions Program Participation Agreement

**Consumers Energy**

*Count on Us*

Date Stamp: 1/16/2014  
Facility Name: City of Owosso  
Facility Address: 301 W. Main St., Owosso, MI, 48867  
Proposal No: 19598-1

Page 2 of 5

## Consumers Energy Small Business Solutions for Program

P.O.Box 1040

Okemos, MI 48805

Phone: 1-877-607-0737

Fax: 1-877-607-0738

E-mail: [ConsumersEnergySmallBusinessSolutions@KEMA.com](mailto:ConsumersEnergySmallBusinessSolutions@KEMA.com)

Web site: [www.consumersenergy.com](http://www.consumersenergy.com)

## Contractor Contact Information

ATI GROUP

3419 Pierson Place Flushing,

MI, 48433

Phone: 989-529-8171

Fax: 810-230-6208 [qbunting@atigroup-net.net](mailto:qbunting@atigroup-net.net)

For Small Business Solutions Program use only: Eligible: ☐ Yes ☐ No Verified By: \_\_\_\_\_ Method: Bill, List, Other: \_\_\_\_\_

## Terms and Conditions of the Consumers Energy Small Business Solutions Program

This Participation Agreement ("Agreement") is between the program administrator of the Consumers Energy Small Business Solutions Program, KEMA Services, Inc. ("KEMA" or the "Small Business Solutions Program" or the "Small Business Solutions Program Team"), the participating business Customer ("Customer") listed on page 1 of this Agreement and the Program-approved Contractor ("Contractor") listed on page 1 of this Agreement. The role of the Small Business Solutions Program is limited to providing incentives and requiring adherence to Program terms and conditions. As used throughout this document the term 'Party' means KEMA, the Contractor and the Customer, collectively referred to as 'Parties'.

1. The Customer understands that the project cost, incentive payment, Customer payment, and projected savings are based on the Summary of Recommendations listed on page 1 of this Agreement and that the actual amounts may vary if the scope of work changes. The Customer will have opportunity to approve any cost or other changes.
2. The Customer understands that the Small Business Solutions Program or the assigned Contractor will perform a no-cost energy assessment at its facility. Participation in this free assessment does not in any way obligate the Customer to participate in the Small Business Solutions Program or in any other Consumers Energy program.
3. The Customer understands that monitoring devices or equipment may be installed temporarily at its facility as part of the energy assessment and/or as part of Program evaluation after equipment is installed.
4. This Agreement obligates the Customer to pay the Contractor for the residual amount of the project costs not covered by the incentive (the "Total Customer Payment"), unless other arrangements have been made between the Customer and Contractor.
5. The Contractor is solely responsible for the work performed under this Agreement. The Contractor's responsibilities include:
  - h) Material procurement and installation (serves as the General Contractor for assigned projects). All equipment must meet the standard requirements and specifications in the Small Business Solutions Program Policies and Procedures manual.
  - h) Hazardous waste disposal and required documentation, and removal and disposal of equipment and materials retrofit or replaced as part of the project
  - h) Providing required warranties
  - h) Resolving any Customer complaints or failed inspection items within 14 calendar days
  - h) Submitting required documentation (including invoices and material specification sheets, if requested)
  - h) Collection of residual payment from the Customer
6. The Contractor will honor the following warranties for work performed in the Small Business Solutions Program:
  - h) 2 years labor
  - h) Manufacturer's warranty on equipment installed as follows
    - f) 3 years - fluorescent tube lamps f) 10 years - reflectors f) 5 years - electronic ballasts f) 1 year - compact fluorescent lamps and adaptors f) 10 years - exit signs f) 1 year - HVAC controls f) 1 year - occupancy sensors and photocells f) 1 year - refrigeration measures
7. The Customer will not hold the Small Business Solutions Program, its representatives or Contractors, responsible for any pre-existing problems at the facility, including, but not limited to, toxic or hazardous materials found at the facility, roof leaks or other structural problems
8. Payment of incentives is strictly subject to completion and verification of work in accordance with the Small Business Solutions Program rules. The Small Business Solutions Program may conduct a post inspection of all completed projects. If the Small Business Solutions Team finds material discrepancy(ies) between the performed work and this Agreement or the Change Order, whichever is most current, it will allow the Contractor 14 calendar days from the time of Notification to remove the discrepancy(ies) in a manner acceptable to the Small Business

**Consumers Energy Saving Solutions**

*Everyone has the power to save.*

# Small Business Solutions Program Participation Agreement

**Consumers Energy**

*Count on Us*

Date Stamp: 1/16/2014  
Facility Name: City of Owosso  
Facility Address: 301 W. Main St., Owosso, MI, 48867  
Proposal No: 19598-1

Page 3 of 5

Solutions Program. The Small Business Solutions Program reserves the right to disapprove and reduce the incentive if the Program rules are not followed or if work completed by the Contractor is materially different than what was contained on the Participation Agreement or Change Order, whichever is most current.

9. In order to receive the incentive, a Contractor or Customer must:
  - h) Have an Agreement that has been approved by the Small Business Solutions Program and signed by the Customer
  - h) Install equipment that meets Program requirements
  - h) Submit required forms and documentation
10. The Contractor is authorized only to perform the work as described on this Agreement. It is the Contractor's responsibility to ensure that the change order is consistent with the Agreement signed by the participating business. This Agreement or the Change Order, whichever is most current, obligates the Small Business Solutions Program to pay the incentive to the Contractor provided that the work has been completed in accordance with the Change Order and the terms in this Agreement.
11. As the administrator of this Program KEMA's responsibilities include, but are not limited to:
  - h) Program administration
  - h) Marketing and project program development
  - h) Approval of all project proposals
  - h) Conducting of both pre-installation and post-installation inspections
  - h) Payment of incentives to Contractors or Customers
12. The Small Business Solutions Team will enforce Program rules. A copy of these written rules (Policies and Procedures) will be available for download from the Consumers Energy Web site at [www.consumersenergy.com](http://www.consumersenergy.com). All rules must be followed to receive incentives. The Small Business Solutions Program reserves the right to modify these rules as it sees necessary. Program rules in place at the time that the Contractor signs Participation Agreement and/or Change Order, whichever is more current, will apply to that specific project.
13. The Small Business Solutions Team and Contractor shall comply with all applicable federal, state and municipal laws, ordinances, codes, acts, statutes, rules, orders, and regulations, which apply to its actions at the facility or to the project.
14. Contractor shall ensure that all work is performed in compliance with reasonable safety and work practices and applicable federal, state and local laws, rules and regulations, including but not limited to, "Occupational Safety and Health Standards" promulgated by the U.S. Secretary of Labor and the Michigan Occupational Safety and Health Administration.
15. The Customer understands that the Small Business Solutions Program has limited funding and that customers will be served until allocated funds are depleted. If funds are available, the incentive for this Project will be reserved once this completed Participation Agreement has been received by the Small Business Solutions Team. This Program may be modified or terminated without notice.
16. Neither the Small Business Solutions Team nor Consumers Energy Company, (or any of their respective employees, make any warranty or representation of any kind, expressed or implied, or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any data, information, method, product or process disclosed in this document, or represents that its use will not infringe any privately owned rights, including, but not limited to, patents, trademarks, or copyrights. Additionally, Customer shall clearly identify any information which it deems confidential, and that the Small Business Solutions Program will use its best efforts to maintain such confidentiality.
17. The Customer understands and agrees that neither the Small Business Solutions Team nor Consumers Energy Company (i) make any warranty or representation of any kind regarding the Project, the benefits to be derived from the Project, or the merchantability of fitness of any particular purpose of the Project; (ii) and that the Contractor assumes sole responsibility for these items.
18. The term of this Agreement shall not exceed six months without written agreement of all Parties. It is anticipated that the project shall last approximately six months. However, Customer shall have the right to terminate this Agreement at any time up until the time of equipment installation.
19. If a tenant, Customer is responsible for obtaining the property owner's permission to install the measure(s) for which the Customer is applying for an incentive. By signing this Agreement, Customer represents that Customer has obtained such permission.
20. The Customer understands that to participate in this program, the Customer must be a business actively receiving electric and/or natural gas service from Consumers Energy.
21. The Customer and the Contractor understand that this Program is available to all Consumers Energy business customers with annual energy consumption of 400,000 kWh or less, based on the last 12 months of billing history.
22. The customer may receive only up to a \$7,500 incentive per location from the Small Business Solutions Program.
23. Customer signature also constitutes the Customer's agreement to continue using the installed equipment for the life of the products or for five (5) years, whichever is less. If Customer does not provide this benefit, Customer shall refund a prorated amount of the installation cost, depending on the period of time that Customer provided the related energy efficiency benefits.
24. The Customer understands that their business or facility may be recognized as a program participant in promotional materials; however, specific project details will not be released without prior consent. If the Customer chooses to opt out of any recognition, the Customer must indicate their choice in a written letter to the Small Business Solutions Team.
25. The incentive amount cannot exceed the purchase price. Customer or Contractor must submit the following proof of purchase upon request: equipment vendor name/address/phone, itemized listing of product including quantity, product invoice paid or payment terms, and installation date.
26. Contractor is solely responsible for checking the product/equipment specifications to ensure that all requirements are met.
27. The Customer and Contractor shall defend, indemnify and hold KEMA and Consumers Energy Company, its officers and directors, employees harmless from and against any and all claims, demands, causes of action, suits, including but not limited to injury, death or damage to property and other litigation and related damages, losses and expenses, violation of any laws, or failure to maintain any licenses

## **Small Business Solutions Program Participation Agreement**

**Consumers Energy**

*Count on Us*

Date Stamp: 1/16/2014  
Facility Name: City of Owosso  
Facility Address: 301 W. Main St., Owosso, MI, 48867  
Proposal No: 19598-1

Page 4 of 5

or permits, including but not limited to attorney's fees arising out of or resulting from the services performed or failed to be performed by the Customer and Contractor or anyone for whose acts they may be liable. The Customer and Contractor shall reimburse KEMA and/or Consumers Energy for all expenses, including but not limited to attorney's fees, paid or otherwise incurred to in interest, of and from any and all debts, demands, actions, causes of action, suits, accounts, covenants enforce the provisions of this paragraph if either Customer's or Contractor's insurer refuses to so defend, indemnify or hold KEMA and/or Consumers Energy harmless as provided above. The Customer and Contractor hereby unconditionally and irrevocably releases and forever discharges, to the fullest extent permitted by applicable law, KEMA and Consumers, its officers, directors, employees, agents, representatives, assigns, affiliates, parents, subsidiaries, and successors, contracts, agreements, damages, and any and all claims, demands, and liabilities arising in relation to this Agreement or the work of Contractor hereunder. In no event shall KEMA or Consumers be liable to Customer or Contractor for any consequential, indirect, exemplary, special, incidental or punitive damages including, without limitation, lost profits, even if such damages are foreseeable or the damaged party has been advised of the possibility of such damages and regardless of whether any such damages are deemed to result from the failure or inadequacy of any exclusive or other remedy, and, in no event shall KEMA's or its Consumer's liability to Customer or Contractor exceed the total amount of payments made under this Agreement.

28. It is the intent of the parties hereto that Consumer's Energy Company (sometimes referred to herein as "Consumers Energy") is the beneficiary of certain rights herein and are enforceable, including but not limited to Section 27, or any indemnification rights set forth in this Agreement.

## Small Business Solutions Program Participation Agreement

**Consumers Energy**

*Count on Us*

Date Stamp: 1/16/2014  
Facility Name: City of Owosso  
Facility Address: 301 W. Main St., Owosso, MI, 48867  
Proposal No: 19598-1

Page 5 of 5

### Pre-existing Conditions Waiver (Customer Initials Required: Only Initial One)

\_\_\_\_\_ I am aware that the following pre-existing conditions are present at my facility that may reduce the efficiency and/or functionality of the proposed measures:

\_\_\_\_\_ This is not applicable for my facility.

### Operating Hours Waiver (Customer Initials Required: Only Initial One)

\_\_\_\_\_ I have reviewed the operating hours, as listed in the Lighting Summary table, and have verified that they are accurate as listed.

\_\_\_\_\_ This proposal is for Refrigeration only and therefore not applicable for my facility.

### AGREED AND ACCEPTED:

I, \_\_\_\_\_ [print name] am authorized to sign this agreement on behalf of City of Owosso and the property owner. I have read and received a copy of this agreement and hereby agree to the terms and conditions set forth in this agreement.

Customer Signature	Print Name and Title	Date
Contractor Signature	Print Name and Title	Date
Small Business Solutions Program Signature	Print Name and Title	Date





## MEMORANDUM

---

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

---

DATE: February 27, 2014

TO: City Council

FROM: Susan Montenegro  
Assistant City Manager/Community Development Director

SUBJECT: DIG Grant Agreement

RECOMMENDATION: Authorize resolution approving the execution of a grant agreement with the Michigan Strategic Fund for \$695,264 to assist in the cost of the DIG project.

BACKGROUND: The city applied for a downtown infrastructure grant in the fall of 2014. The MEDC approved the application and the MSF officially awarded the grant on February 28<sup>th</sup>, 2014 in the amount of \$695,264.

FISCAL IMPACTS: This grant is part of a total package including city and local contributions that will result in a total amount of \$1,068,264 to be spent for the proposed improvements. Therefore, if the grant is not agreed upon and executed by city council the city will lose the grant.

Document originated by:  
Susan Montenegro, Assistant City Manager/Director of Community Development

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING EXECUTION OF A GRANT AGREEMENT  
WITH THE MICHIGAN STRATEGIC FUND**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, recognizes the importance of its downtown and downtown institutions as they relate to the economic and cultural development of the community, as well as the overall quality of life; and

WHEREAS, the Owosso Master Plan, Park Plan, and DDA plan indicate that investment in the downtown infrastructure is essential to the community's future; and

WHEREAS, there is a need to provide for improvements related to public parking, building relocation, trailhead provision, trail improvements, and river improvements; and

WHEREAS, application was made to and approved by the MEDC for a downtown infrastructure grant; and

WHEREAS, the MEDC and MSF have awarded said grant to the city of Owosso; and

WHEREAS, the city must execute and enter into a grant agreement with the MSF for the amount of \$695,264 to formalize the responsibilities of all parties involved.

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 execute a grant agreement with the Michigan Strategic Fund in the amount of \$695,264.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Grant Agreement between the City of Owosso, Michigan and the Michigan Strategic Fund up to the amount of \$695,264.

GRANT NO. MSC 213009-DIG

STATE OF MICHIGAN

COMMUNITY DEVELOPMENT GRANT AGREEMENT

BETWEEN THE

MICHIGAN STRATEGIC FUND

AND THE

CITY OF OWOSSO

STATE OF MICHIGAN

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## TABLE OF CONTENTS

### I. Grant Offer

### II. Special Terms and Conditions

#### A. Total authorized budget

1. Source of funds
2. Application of funds

#### B. Scope of Work

### III. General Terms and Conditions

Attachment A: Project Budget

Attachment B: Project Description

# I. GRANT OFFER FOR MICHIGAN CDBG NO. MSC 213009-DIG

The Fund Manager of the Michigan Strategic Fund (the "Grantor"), acting pursuant to Resolution \_\_\_\_\_ of the Michigan Strategic Fund Board, hereby offers to the City of Owosso (the "Grantee"), grant assistance subject to the Grant Agreement.

The maximum amount of grant assistance hereby offered is \$695,264 (the "Grant"), but in no event shall the amount of the grant assistance exceed more than seventy-two percent (72%) of the total actual cost of the public infrastructure portion of the project financed with the Grant, local matching and other funds. If the actual cost is less than shown in the Total Authorized Budget (See Section II(A)(1)), the amount of the Grant shall be reduced on a proportional basis. The Grantee shall be responsible for any cost overruns.

The term of work performance shall be eleven (11) months from February 1, 2014 through December 31, 2014 (the "Term"), plus additional time to meet reporting or other procedural requirements. The Grant will only be made available for the Grantee's eligible expenses, which occur during the Term in accordance with the Grant Agreement. The Grant is dependent upon the Grantor's continued receipt of Community Development Block Grant funds and the availability of adequate funds.

If the Grantee will not start construction by June 1, 2014 (the "Commencement Period"), then the Grantee must seek and receive in writing an extension of the Commencement Period from the Grant Administrator prior to the expiration of the Commencement Period, otherwise this Grant Agreement shall terminate and no longer be in effect. In the event this Grant Agreement is terminated as set forth herein, the Grantee must request that the Grant be reapproved by the MSF Board before it may be reinstated.

This Grant Offer does not commit the Grantor to approve requests for additional funds during or beyond this grant.

The foregoing Grant Offer is hereby accepted and it is agreed that the funds made available will be used only as set forth herein and in the attached Special and General Terms and Conditions. The signatories below warrant that they are empowered to enter into this Agreement.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2014

Dated this \_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Karla K. Campbell  
Fund Manager  
Michigan Strategic Fund

\_\_\_\_\_  
Benjamin Frederick  
Mayor  
City of Owosso

## II. SPECIAL TERMS AND CONDITIONS

For Michigan CDBG under Title I of  
the Housing and Community Development Act  
of 1974, as amended.  
CFDA #: 14.228

EFFECTIVE DATE: February 1, 2014

GRANT NO.: MSC 213009-DIG

TITLE: Riverfront Renovation Project

GRANTEE / ADDRESS: City of Owosso  
301 West Main Street  
Owosso, Michigan 48867

GRANT ADMINISTRATOR /  
ADDRESS: Grant Administrator  
300 North Washington Square  
Fourth Floor  
Lansing, Michigan 48913  
Phone: (517) 335-7008

### A. TOTAL AUTHORIZED BUDGET

1. Sources of funds for the project under this Grant Agreement consist of:

State Cash Contributions	\$ 695,264
Local Cash Contributions	\$ 370,000
Other Cash Contributions	\$ 3,000
TOTAL	\$1,068,264

2. Application of funds to the project supported under this Grant Agreement consists of:

PLEASE REFER TO ATTACHMENT A FOR THE AUTHORIZED BUDGET FOR THIS PROJECT.

### B. SCOPE OF WORK

The Scope of Work of the Grantee under this grant shall be to undertake and complete the following activities, as further detailed in the Grantee's Part 1 Application received November 22, 2013, and Part 2 Application received January 17, 2014, subject to the limitations set forth in the Grant Agreement and applicable federal and state laws, rules and regulations:

1. Prior to the commitment of any project funds, incurring any project costs, and Grantor disbursement of the Grant, the Grantee shall provide for approval by the Grant Administrator a copy of the complete Environmental Review Record (including the Environmental Assessment), and secure written approval by the Grant Administrator for the Request for Release of Funds and Certification. The Request for Release of Funds

and Certification represents local completion of the environmental review procedures and requirements as set forth in 24 CFR Part 58, "Environmental Review Procedures for Title I Community Development Block Grant Program," issued by the U.S. Department of Housing and Urban Development. Project costs include costs to be paid by the Grant and other local, public and private funds.

2. If the Grantee will be engaging the consultant, supplier, or contractor then the Grantee shall comply with the procurement process required by 24 CFR Part 85. Among other things, this regulation applies to all CDBG funded engineering, administrative, and consultant contracts as well as all CDBG funded construction contracts.
  - a. For supplies and service contracts such as engineering, administrative and consulting less than or equal to \$100,000, the Small Purchase Procedures as provided in 24 CFR Part 85 may be used. In accord with this regulation and prior to Grantor disbursement of the Grant, the Grantee shall provide for approval by the Grant Administrator documentation that price or rate quotations were obtained from an adequate number of qualified sources and a copy of the executed contract.
  - b. For supplies and service contracts such as engineering, administrative and consulting greater than \$100,000, Grantee must use competitive negotiation through a Request for Proposal (RFP) or Request for Qualifications (RFQ) process as provided in 24 CFR Part 85. In accord with this regulation and prior to Grantor disbursement of the Grant, the Grantee shall provide for approval by the Grant Administrator a copy of the locally published RFP / RFQ, a list of respondents to the RFP / RFQ, Grantee's evaluation and recommendation for the award of the contract(s), and the executed contract(s).
  - c. For construction related contracts, Grantee must use the procurement by Sealed Bids Process as provided in 24 CFR Part 85. In accord with this regulation and prior to Grantor disbursement of the Grant, the Grantee shall provide for approval by the Grant Administrator a copy of the locally published advertisement for bids and the bid tabulation.
3. If the Grantee will not be engaging the consultant, supplier, or contractor, then the procurement process required by 24 CFR Part 85 shall not apply.
4. If the project involves construction activities using the Grant, the Grantee shall provide for approval by the Grant Administrator a copy of all bidding documents or other evidence of compliance with federal labor standards for all construction activities financed in whole or in part with the Grant. Such approval must be secured prior to Grantor disbursement of the Grant for relevant construction activities.
5. If the project involves both Grant and Non-Grant funded construction activities on private property, the Grantee shall provide for approval by the Grant Administrator a copy of all bidding or contract documents showing evidence of compliance with federal labor standards for all construction activities financed with the Grant and any other

matching funds on said private property. Such approval must be secured prior to Grantor disbursement of the Grant.

6. If the project involves the installation of machinery and equipment and the installation cost is greater than 20% of the total cost of the machinery and equipment, the Grantee shall provide for approval by the Grant Administrator a copy of all bidding documents or other evidence of compliance with federal labor standards for all installation activities financed in whole or in part with CDBG funds. Such approval must be secured prior to Grantor disbursement of the Grant.
7. If the project involves acquisition, including donations, of real estate, permanent easements and/or right-of-ways, or the relocation of persons, families or farms, the Grantee shall provide for approval by the Grant Administrator documentation of compliance with the Uniform Relocation and Real Property Acquisition Policies Act of 1970. Such approval must be secured prior to Grantor disbursement of the Grant.
8. If the project involves the demolition or conversion of an occupied dwelling unit or a vacant occupiable dwelling unit, the Grantee shall provide for approval by the Grant Administrator documentation of compliance with Section 104(d) of the Housing and Community Development Act of 1974. Such approval must be secured prior to Grantor disbursement of the Grant.
9. If the Project involves improving and/or acquiring real property in whole or in part using Grant funds in excess of \$100,000, the Grantee shall provide for approval by the Grant Administrator a Real Property Management Report (RPMR) prior to Grantor disbursement of the Grant, annually, at close out, and when the property is no longer needed for its original purpose.

If the real property acquired and/or improved with the Grant is no longer needed for its original purpose at any time during the project and up to five years from close out, the Grantee shall request disposition instructions from the Grantor prior to disposing of the real property acquired or improved in whole or in part with the Grant. Depending on the disposition request, the Grantee may be required to return a portion of the Grant to the Grantor.

10. If the Project involves acquiring personal property in whole or in part using Grant funds in excess of \$100,000, the Grantee shall provide for approval by the Grant Administrator a Personal Property Management Report (PPMR) prior to disbursement of the Grant, annually, at close out, and when the property is no longer needed for its original purpose.

If the personal property acquired with the Grant is no longer needed for its original purpose at any time during the project and after project close out, the Grantee shall request disposition instructions from the Grantor prior to disposing of the personal property acquired in whole or in part with the Grant. Depending on the current per unit fair market value of the personal property, the Grantee may be required to return a portion of the Grant to the Grantor.



11. Grantee is responsible for ensuring that all contractors working on the project are CDBG eligible and properly licensed, bonded, and insured.
12. The Grant must be requested on a reimbursement basis or when there is an immediate cash need for the funds.
13. Prior to incurring construction costs, the Grantee shall:
  - a. Provide for approval by the Grant Administrator, final resolution of the State Historic Preservation Office's letter dated December 19, 2013; and
  - b. Receive written release of funds for construction activities
14. Prior to disbursement of the Grant, the Grantee shall provide for approval by the Grant Administrator:
  - a. A revised authorizing resolution
15. The Grantee shall expend up to \$695,264 of the Grant for the project activities as further described in Attachment B.
16. The Grantor may, in its sole discretion, after discussion with representatives of the Grantee, modify or reduce the total amount of grant assistance offered under this Agreement or terminate this Agreement and demand full repayment of disbursed grant proceeds if the Grantee violates, fails, or refuses to comply with any term, condition, or provision of this Agreement.
17. The Grantee shall provide Program Progress Reports beginning April 15, 2014, and every six (6) months thereafter.
18. The Grantee shall provide a final Payment Request within 60 days of the expiration of the Term. Payment Requests received after this time will not be processed.
19. The Grantee shall provide a final Program Progress Report and all other required close out documents specified by the MSF within 120 days of the expiration of the Term.
20. The Grantee shall provide documentation that at least one public hearing was held after grant award and prior to formal grant closeout. Such documentation shall be provided prior to formal grant closeout.
21. During each of the Grantee's fiscal years in which a disbursement of the Grant is made under this Agreement, the Grantee shall file an Audit Report. This Audit Report must be prepared by an independent auditor, and be in compliance with the requirements of OMB Circular A-133, or as required by the Grant Administrator. This Audit Report shall be filed with the Grant Administrator within 30 days after completion of the audit, but not later than nine months after the close of the Grantee's fiscal year.

22. Whenever possible, auditees shall make positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises, in procuring audit services as stated in the A-102 Common Rule, OMB Circular A-110, or the FAR (48 CFR part 42), as applicable.

### III. GENERAL TERMS AND CONDITIONS

1. Applicability to Sub Recipients and Contractors: Where performance of the grant project is carried out by any sub recipient or contractor of the Grantee, the provisions of the Grant Agreement shall be made binding on such sub recipient or contractor by the Grantee. This shall be accomplished by a written agreement or contract between the Grantee and sub recipient or contractor. Where the term "Grantee" appears in this Grant Agreement it shall be read to include any sub recipient or contractor of the Grantee.

The ultimate legal responsibility for insuring compliance with requirements of the Grant Agreement is that of the Grantee designated in the Grant Offer.

2. Compliance by the Grantee: The Grantee shall comply with all applicable provisions of the following:
  - a. "Statement of Assurances" as included in the Application.
  - b. Compliance with Section 3 of the Housing and Urban Development Act of 1968, as amended.
  - c. Compliance with Title I of the Housing and Community Development Act of 1974, as amended (Fair Housing).
3. Maintenance of Records: The Grantee shall maintain records which will allow assessment of the extent of Grantee performance of the Scope of Work and which allow for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over, and accountability for, all funds received. Accounting records must be supported by source documentation such as time sheets and invoices.
4. Retention of Records: The Grantee shall retain all financial records, supporting documents, statistical records, and all other pertinent records until notified by the MSF.
5. Amendments. The Grantee must obtain prior written approval of the Grant Administrator for grant amendments as follows:
  - a. changes of substance in the Scope of Work including new activities or alterations of existing approved activities;
  - b. extensions to the term of work performance for completion of project activities;
  - c. for Grants of less than \$100,000, cumulative changes among approved CDBG funded budget items which exceed \$5,000 or five (5) percent of the Grant, whichever is the lesser amount; and
  - d. for Grants of \$100,000 or more, cumulative changes among approved CDBG funded budget items which exceed \$10,000 or five (5) percent of the Grant, whichever is the lesser amount.

The amendment request must be submitted by an authorized local official of the Grantee.

6. Suspension of Grant: When the Grantee has failed to comply with the grant award stipulations, standards, or conditions, the Grantor may, on reasonable notice to the Grantee, suspend the grant and withhold further payments, or prohibit the Grantee from incurring additional obligations of grant funds, pending corrective action by the Grantee or a decision to terminate in accordance with these Terms and Conditions. The Grantor will allow all necessary and proper costs, which the Grantee could not reasonably avoid during the period of suspension, provided they meet the provisions of OMB Circular A-87.
7. Termination for Cause: The Grantor may terminate this grant in whole, or in part, at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the conditions of the grant. The Grantor will promptly notify the Grantee in writing of the determination and the reasons for the termination, together with the effective date. Payments made to recipients, or recoveries by the Grantor, will be in accordance with the legal rights and liabilities of the parties.
8. Termination for Convenience: The Grantor or the Grantee may terminate this grant in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of the Grant. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The Grantee shall not incur new obligation for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Grantor will allow full credit to the Grantee for the Grantor's share of the noncancelable obligations that were properly incurred by the Grantee prior to termination.
9. The Grantee and political subdivisions, agencies, and instrumentalities thereof, when engaged in letting contracts or procuring products or services which involved funds obtained from the Grantor shall ensure that bid specifications, project agreements, other controlling documents, and any other local requirements do not:
  - a. require bidders, offerors, contractors, or subcontractors to enter into or adhere to agreements with one or more labor organizations on the same or related projects;
  - b. discriminate against bidders, offerors, contractors or subcontractors for refusing to become or remain signatories or otherwise adhere to agreements with one or more labor organizations on the same or related construction projects; or
  - c. require any bidder, offeror, contractor, or subcontractor to enter into, adhere to or enforce any agreement that requires its employees as a condition of employment to:
    - i. become members of or become affiliated with a labor organization; or

- ii. pay dues or fees to a labor organization, over an employee's objection, in excess of the employee's share of labor organization costs relating to collective bargaining, contract administration or grievance adjustment.

PROJECT BUDGET  
MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

1. Applicant: City of Owosso		MSC 213009-DIG		2. Project Title: Riverfront Renovation		
3. Project Cost Elements		4. Project Funding Sources (Identify all other funding sources)				
Activities	CDBG	Local	Other			TOTAL
Architecture and/or Engineering	\$0	\$46,864	\$0			\$46,864
Construction and Contingency	\$627,175	\$251,436	\$3,000			\$881,611
Administration	\$0	\$38,989	\$0			\$38,989
Demolition	\$30,937	\$14,916	\$0			\$45,853
Water and Underground	\$37,152	\$17,795	\$0			\$54,947
TOTAL	\$695,264	\$370,000	\$3,000			\$1,068,264

**PROJECT INFORMATION AND DESCRIPTION**

20. Describe the specific work activities to be completed with CDBG funds. Include the following:

a. The type of infrastructure (i.e. road, water, sewer, etc.).

Surface parking, storm drainage, pedestrian access features, bike access features, plaza construction, permeable concrete construction

b. The size and quantities of the Infrastructure (e.g. 2000 linear feet of 8" water main or 100 linear feet of roadway, etc.)

39,504 square feet of parking area additions/improvements

120 linear feet of trail retaining wall/stair improvements/additions

200 linear feet of bus parking additions

3600 square feet of pervious concrete

c. What is the total square footage of the public space being improved?

67,818

d. Communities that are including design element activities occurring above hard infrastructure/utilities must include a certification from an engineer that the infrastructure below the project will not need to be replaced within seven years. Communities that are including activities that involve hard infrastructure/utility improvement costs (streets, water, sewer) are required to provide a certification from an engineer that the improvements are necessary and the improvements will meet the needs for that area for at least seven years. The Engineering Certification is required and must be provided for all projects.

Attached: ☒ Yes ☐ No

e. Attach high resolution "before" pictures in color, as well as architectural renderings or pictures in color illustrating what the project specifications will look like "after" project completion. Attached: ☒ Yes ☐ No

**Camera requirements:**

BEST: At Least 6 megapixel digital SLR Camera

Acceptable: Minimum 6 megapixel point-and-shoot digital camera

Acceptable: 2 – 5 megapixel SLR or point-and-shoot digital camera

**Photo requirements:**

BEST: Minimum 6 megapixels (2000 x 3000 pixel image) at 300 dpi

Acceptable: Minimum 2 megapixels (1200 x 1600 pixel image) at 300 dpi

**Image requirements/format:**

BEST: First generation Tag Image file format (TIFF) or RAW

Acceptable: Joint Photographic Experts Group (JPEG) converted to TIFF

Acceptable: JPEG must not be altered in any way prior to conversion

21. Other than the preliminary cost estimates, describe the status of any engineering plans or specifications. If engineering plans or specifications have been completed, please provide copies.

Engineering has been conceptually provided by the city professional engineer for the Curwood Castle parking facility and the trail stair/retaining wall. Schematic engineering has been provided by the engineering consultant of the Shiawassee Regional Chamber of Commerce for the plaza and parking area south of the armory. These schematics were not available to the city on 10/01/2013. Design engineering is expected to be complete by November.

If completed, are they attached? ☐ Yes ☒ N/A

**PLEASE NOTE: Costs for engineering and/or architectural plans to be funded with non-CDBG funds may be incurred at the UGLG's own risk with written authorization from the MSF and may be included in the project budget as match. Preliminary plan costs are not eligible to be counted as match and should not be included in the budget.**

22. Provide the history of the problems associated with this project and explain how this project will help alleviate those problems. Be sure to note how rates for residents will be impacted with and without funding, if applicable.

The features proposed in this submission are a response to many problems that have been identified by the community and documented in the attached improvement plans.

The vacant armory building has been a 'drag' on downtown and the river for decades. Its redevelopment and the relocation of the chamber commercial building have been desired by the community in order to bring back an historical landmark and spark new life into an identified 'dead zone' in the heart of downtown.

The lack of public bathrooms and community information available during hours in which the chamber is closed have been a tremendous strain and hinderance on the community's ability to welcome visitors. The proposed armory renovation will have public restrooms that will be open during evenings and weekends. There will also be an open welcome center with more community and tourist information.

The parking shortage has long been a detriment to the Shiawassee Arts Council and downtown in general. Many large office users have left downtown due to the lack of designated parking, and a previous attempt by the state to reuse the armory in 2009 was halted, in part, due to an identified need to create more parking by the Shiawassee Arts Council for the new state office employees.

The need for a trail head and improved access to Main Street (via a new stair) and improved bike storage is well documented. Visitors to downtown have found it difficult to orient themselves and access 'downtown' from the trail grade near the river. Orientation through maps, wayfinding, and community information has also been a shortcoming in the downtown. This can be achieved through the trailhead feature proposed.

The need for improved gathering spaces and a covered shelter has been identified by both the community farmers market and the Owosso Main Street organization. This



need can be fulfilled by reusing the chamber building roof structure as a pavilion on the riverfront.

The Friends of the Shiawassee River, along with the city/DDA, have identified a strong need for kayak/canoe facilities in the downtown. This proposed location is ideal and would engage river users with the other resources of the public bathrooms and trailhead.

23. Does the project contain design elements that impact the sense of place? (examples: Green infrastructure & Storm Water Management; Complete Streets/Streetscape Beautification; Public Art; and Other) Refer to examples of Holistic Infrastructure Projects available at: [www.michiganbusiness.org](http://www.michiganbusiness.org)

☒ Yes ☐ No

If yes, describe: The project focus is to create a pedestrian scale sense of place. While the parking, trail, river, and plaza features are all intended to have a strong impact on the function of downtown, a greater impact is expected from the culmination of all design components.

The parking lots will include permeable concrete and strong landscaping features that will both compliment the riparian areas of the river. The community also intends to work with the SHPO to create a hardscape that compliments the existing masonry of the city's other decorative parking lots.

Public art is intended to be a current and future feature of the site. As indicated in the attached photographs, art features are more prominent in downtown and an existing feature is intended to be relocated to the proposed plaza area, in addition to future pieces.

The pavilion and riverwalk area is expected to become a landmark public gathering space. The entire riverfront that includes the armory and the current parking lot is intended to be transformed into a public space that will include decorative pedestrian features for the farmers market, the trail kiosk, bike parking, entertainment, and 'hanging out.'

The relationship of the activities of the armory building, the river, the trail, the market, and the chamber welcome center will all focus on this one small geography. The design is expected to be very welcoming, with the goal of integrating a sense of place between the river and the historic downtown. This will be captured by the appropriate landscaping, hardscape, and supporting visitor parking.

24. Describe how this project is consistent with local government's overall downtown plan and how the project will have a positive impact on the local government and the downtown. Please indicate whether or not the local government has formally adopted the plan and its most current revision date.

The current downtown plan, park plan, and master plan explicitly indicate the need for the armory renovation, the chamber relocation, parking improvements, a trail head, a stair to Main Street, and a canoe/kayak launch.

## MICHIGAN STRATEGIC FUND

These features have the ability to be included in one massive, community altering project. Such a project will have a tremendous and real impact on the image, outlook, and function of the downtown and broader community. Never before has the river played such a large role and never before has this section of river (the only section in the traditional downtown) had the opportunity to be integrated and transformed.

The project will tie together the city's strongest cultural and historical resources in Curwood Castle Park with the commercial downtown, while integrating the river experience. The changes are not only symbiotic, but they are also co-dependent to a large extent. The previous planning efforts indicate that a full reuse of the armory will not likely be successful without additional parking (nearly 100 spaces at 3 spaces per 1,000 square feet of office), but it is also felt that the public spaces and features will not come close to their potential if the armory sits vacant.

This project is consistent with both local vision and plans. Due to rare circumstance and private investment, the timing, partnerships, and outcomes can be optimized if action is taken now. Investment by the MEDC will leverage much private and public investment that will fundamentally transform downtown Owosso into a known river-front community with vibrant and useful public spaces and resources.

25. Is the project located in a Downtown Development Authority (DDA), or Principal Shopping District (PSD)/Business Improvement District (BID)/Business Improvement Zone (BIZ) or other similar entity? ☒ Yes ☐ No

If yes, describe: The project features are within or immediately adjacent to: Owosso DDA, Main Street, local historic district, & a pending national historic district. Owosso City also has an application pending to become a Certified Local Government.

26. Has the community been designated a Redevelopment Ready Community?  
☐ Yes ☒ No

If yes, describe: This designation is something that the city staff have begun working towards. New features and practices, such as a community development feedback survey, have already been implemented toward this end.

27. Describe how this project is consistent with the local government's capital improvements plan and how the project will fit within that plan.

The City of Owosso has formally adopted official capital improvement plans that are within the 2011 Parks and Recreation Plan and the 2003 DDA Development Plan. As indicated in the response to question #24, these plans explicitly state the need for these improvements. The project is a perfect fit for consistency with these plans. The only missing features have been public and private funding to execute the plans.

28. Is the project happening adjacent to another project that has committed, leveraged funds by State or Federal resources? ☐ Yes ☒ No

If yes, describe the adjacent project and funding committed: The armory investment is very substantial and may contain state and federal funding sources. No such

sources have been committed at this time. The total project is estimated to cost approximately \$3,000,000 and will include ~30,000 of office space, public restrooms, a public welcome space, removal of the existing chamber building, construction of a future public plaza in front of the armory, and a potential café/canoe rental business on the building's river side.

29. In the below space, provide a project timeline that includes the anticipated start and completion dates for the following activities at this property location if awarded in February 2014. Attachments are not acceptable.

Activities	Start date	End date
Engineering and/or design	11/1/13	12/15/13
Bidding, if applicable	2/15/14	3/15/14
CDBG funded construction	4/1/14	9/30/14
Match funded construction	4/1/14	9/30/14

**PLEASE NOTE:** When completing the timeline, please refer to the Application Guide with regard to when project costs can be incurred. Also, the project must be completed by December 31, 2014, no time extensions will be offered.



## COMMUNICATION

---

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ [WWW.CI.OWOSSO.MI.US](http://WWW.CI.OWOSSO.MI.US)

---

DATE: March 3, 2014

TO: Owosso City Council, Donald Crawford

FROM: Mark A. Sedlak, Director of Public Services

SUBJECT: Waiver of noise ordinance for MDOT's M-21 & M-52 Reconstruction Project

This memo is to inform you of the expanded work hours the state contractor, Reith Riley, will need to complete the M-21 & M-52 Reconstruction Project. Section 18-95 of the City Code prohibits construction noises between the hours of 6:00 pm and 7:00 am unless the contractor obtains a permit from the Department of Public Works allowing work to commence during the restricted hours. In this case, the contractor has agreed to start work no earlier than 7 a.m. and work no later than 9 p.m., Monday through Saturday. At times it will be necessary for work to be done at night and also on Sundays. The city will be notified when extending work hours becomes necessary.

The contact person for Reith-Riley is Shaundel Elowski at (517) 599-2849.

		2013-14	ACTIVITY FOR	YTD BALANCE	
ACCOUNT	DESCRIPTION	AMENDED BUDGET	MONTH 01/31/2014 INCREASE (DECREASE)	01/31/2014 (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
401.403	GENERAL PROPERTY TAX	3,172,275.00	(286.50)	3,334,964.79	105.13
401.424	TRAILER PARK TAXES	900.00	72.00	509.50	56.61
401.430	INDUSTRIAL/COMMERCIAL FACILITIES TAX	27,075.00	0.00	31,302.54	115.61
401.431	OBSOLETE PROPERTY REHAB TAXES(OPRA)	1,425.00	0.00	1,441.79	101.18
401.432	NEIGHBORHOOD ENTERPRISE ZONE REHAB T	750.00	0.00	1,543.40	205.79
401.443	ADMINISTRATION FEES	68,750.00	7,973.79	46,512.12	67.65
401.445	COLLECTION & INTEREST ON TAXES	17,500.00	590.18	5,165.76	29.52
450.452	PERMITS-BUILDING	52,800.00	3,471.00	40,100.00	75.95
450.453	LIQUOR LICENSES	8,500.00	41.25	9,115.70	107.24
450.454	PERMITS-ELECTRICAL	21,300.00	1,710.00	8,271.00	38.83
450.455	PERMITS-PLUMBING & MECHANICAL	26,800.00	1,655.00	18,476.00	68.94
450.460	MISCELLANEOUS LICENSES	500.00	460.00	1,485.00	297.00
450.477	PERMITS-HANDGUNS	0.00	70.00	310.00	100.00
450.478	DOG LICENSES	150.00	0.00	0.00	0.00
501.505	FEDERAL GRANT - DEPT OF JUSTICE	62,500.00	15,647.00	15,647.00	25.04
501.506	GRANT-FEDERAL	0.00	0.00	595.00	100.00
539.531	LOCAL GRANT	0.00	0.00	1,000.00	100.00
539.568	GRANT-RECREATION	29,450.00	0.00	0.00	0.00
539.575	REVENUE SHARING-CONSTITUTIONAL	1,524,000.00	264,033.00	780,522.00	51.22
600.625	VACANT PROPERTY REGISTRATION/INSPECT	8,500.00	2,200.00	5,355.00	63.00
600.626	CHARGE FOR SERVICES RENDERED	66,150.00	1,145.08	9,114.36	13.78
600.627	DUPLICATING SERVICES	4,000.00	714.75	2,807.28	70.18
600.628	RENTAL REGISTRATION	45,000.00	925.00	49,075.00	109.06
600.629	AMBULANCE CHARGES	208,000.00	25,682.49	96,200.12	46.25
600.630	AMBULANCE MILEAGE CHARGES	99,500.00	21,203.81	92,704.07	93.17
600.631	AMBULANCE/ ADVANCED LIFE SUPPORT CHA	385,000.00	48,699.73	244,705.13	63.56
600.633	FIRE SERVICES	4,000.00	500.00	3,000.00	75.00
600.642	CHARGE FOR SERVICES - SALES	800.00	195.00	945.00	118.13
600.647	CABLE TELEVISION FRANCHISE FEES	101,000.00	0.00	55,804.06	55.25
600.651	RECREATION	0.00	0.00	648.00	100.00
655.655	PARKING VIOLATIONS	17,500.00	1,030.00	8,162.05	46.64
655.659	PARKING LEASE INCOME	9,800.00	1,021.00	5,527.50	56.40
655.660	ORDINANCE FINES & COSTS	34,900.00	3,292.41	21,384.88	61.27
664.664	INTEREST INCOME	35,000.00	550.50	18,998.85	54.28
664.665	INTEREST INCOME-RESTRICTED ASSETS	0.00	0.25	1.72	100.00
664.668	RENTAL INCOME	12,700.00	860.00	1,760.00	13.86
671.673	SALE OF FIXED ASSETS	7,000.00	0.00	3,572.00	51.03
671.675	DONATIONS-PRIVATE	12,250.00	0.00	3,863.26	31.54
671.677	DONATIONS-SMOKE HOUSE	0.00	0.00	50.00	100.00
671.687	INSURANCE REFUNDS	108,725.00	0.00	108,739.00	100.01
671.692	RECOVERY OF BAD DEBTS	2,500.00	683.49	1,517.52	60.70
671.694	MISCELLANEOUS	2,000.00	714.12	1,445.25	72.26
695.676	WASTEWATER UTIL. ADMIN REIMB	174,000.00	11,653.52	86,285.12	49.59
695.677	CITY UTILITIES ADMIN REIMB	269,000.00	22,417.00	156,915.00	58.33
695.678	DDA/OBRA REIMBURSEMENT	2,550.00	0.00	0.00	0.00
695.695	ACT 51 ADMIN REIMBURSEMENT	96,700.00	12,687.36	63,402.85	65.57
Total Dept 000		6,721,250.00	451,612.23	5,338,944.62	79.43
TOTAL Revenues		6,721,250.00	451,612.23	5,338,944.62	79.43
Expenditures					
Dept 101-CITY COUNCIL					
704.000	BOARDS & COMMISSIONS	2,600.00	1,030.00	1,030.00	39.62
728.000	OPERATING SUPPLIES	500.00	0.00	369.86	73.97
860.000	EDUCATION & TRAINING	1,000.00	225.00	225.00	22.50
Total Dept 101-CITY COUNCIL		4,100.00	1,255.00	1,624.86	39.63

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR	YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH 01/31/2014 INCREASE (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
Dept 171-CITY MANAGER					
702.100	SALARIES	93,200.00	7,062.24	54,267.04	58.23
702.800	ACCRUED SICK LEAVE	0.00	353.11	353.11	100.00
715.000	SOCIAL SECURITY (FICA)	8,500.00	567.11	4,177.27	49.14
716.100	HEALTH INSURANCE	3,375.00	0.00	0.00	0.00
716.200	DENTAL INSURANCE	575.00	45.30	317.10	55.15
716.300	OPTICAL INSURANCE	150.00	0.00	0.00	0.00
716.400	LIFE INSURANCE	600.00	49.50	346.50	57.75
716.500	LONG - TERM DISABILITY	900.00	75.18	526.26	58.47
717.000	UNEMPLOYMENT INSURANCE	75.00	0.00	0.00	0.00
718.200	DEFINED CONTRIBUTION	14,500.00	1,112.30	8,193.04	56.50
719.000	WORKERS' COMPENSATION	275.00	0.00	231.00	84.00
728.000	OPERATING SUPPLIES	500.00	115.35	287.38	57.48
818.000	CONTRACTUAL SERVICES	5,200.00	0.00	3,467.50	66.68
858.000	MEMBERSHIPS & DUES	1,200.00	0.00	862.17	71.85
860.000	EDUCATION & TRAINING	3,500.00	0.00	2,793.95	79.83
Total Dept 171-CITY MANAGER		132,550.00	9,380.09	75,822.32	57.20
Dept 201-FINANCE					
702.100	SALARIES	37,100.00	2,788.88	21,253.51	57.29
715.000	SOCIAL SECURITY (FICA)	2,850.00	197.17	1,509.63	52.97
716.100	HEALTH INSURANCE	5,875.00	488.14	3,334.42	56.76
716.200	DENTAL INSURANCE	575.00	45.30	317.10	55.15
716.300	OPTICAL INSURANCE	175.00	0.35	2.45	1.40
716.400	LIFE INSURANCE	150.00	11.88	83.16	55.44
716.500	LONG - TERM DISABILITY	375.00	30.78	215.46	57.46
717.000	UNEMPLOYMENT INSURANCE	75.00	0.00	0.00	0.00
718.000	RETIREMENT	12,500.00	0.00	0.00	0.00
719.000	WORKERS' COMPENSATION	475.00	0.00	252.00	53.05
728.000	OPERATING SUPPLIES	2,500.00	924.00	1,517.60	60.70
818.000	CONTRACTUAL SERVICES	75,000.00	5,775.00	44,575.50	59.43
858.000	MEMBERSHIPS & DUES	100.00	0.00	0.00	0.00
860.000	EDUCATION & TRAINING	300.00	0.00	0.00	0.00
Total Dept 201-FINANCE		138,050.00	10,261.50	73,060.83	52.92
Dept 209-ASSESSING					
702.100	SALARIES	67,800.00	4,938.80	35,622.91	52.54
704.000	BOARDS & COMMISSIONS	1,250.00	0.00	500.00	40.00
715.000	SOCIAL SECURITY (FICA)	5,500.00	380.19	2,742.24	49.86
716.100	HEALTH INSURANCE	4,400.00	0.00	0.00	0.00
716.200	DENTAL INSURANCE	925.00	45.30	426.74	46.13
716.300	OPTICAL INSURANCE	175.00	0.35	2.45	1.40
716.400	LIFE INSURANCE	500.00	41.58	291.06	58.21
716.500	LONG - TERM DISABILITY	650.00	55.30	387.10	59.55
717.000	UNEMPLOYMENT INSURANCE	75.00	0.00	0.00	0.00
718.000	RETIREMENT	24,275.00	0.00	0.00	0.00
719.000	WORKERS' COMPENSATION	525.00	0.00	438.00	83.43
728.000	OPERATING SUPPLIES	6,500.00	478.02	757.48	11.65
802.000	ADVERTISING	150.00	13.75	494.39	329.59
818.000	CONTRACTUAL SERVICES	4,500.00	0.00	2,050.00	45.56
833.000	EQUIPMENT MAINTENANCE	250.00	0.00	0.00	0.00
858.000	MEMBERSHIPS & DUES	400.00	10.00	260.00	65.00
860.000	EDUCATION & TRAINING	1,250.00	0.00	634.66	50.77
Total Dept 209-ASSESSING		119,125.00	5,963.29	44,607.03	37.45
Dept 210-CITY ATTORNEY					
801.000	PROFESSIONAL SERVICES: ADMINISTRATIV	52,000.00	0.00	14,309.23	27.52
801.100	PROFESSIONAL SERVICES:POLICE/COURT	70,000.00	0.00	36,345.55	51.92
Total Dept 210-CITY ATTORNEY		122,000.00	0.00	50,654.78	41.52

		2013-14	ACTIVITY FOR		YTD BALANCE	
ACCOUNT	DESCRIPTION	AMENDED BUDGET	MONTH INCREASE	01/31/2014 (DECREASE)	01/31/2014 (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 215-CLERK						
702.100	SALARIES	97,150.00		7,258.59	53,844.02	55.42
706.000	ELECTIONS	11,000.00		321.49	11,145.10	101.32
715.000	SOCIAL SECURITY (FICA)	7,450.00		516.45	3,828.95	51.40
716.100	HEALTH INSURANCE	17,500.00		1,464.41	10,003.19	57.16
716.200	DENTAL INSURANCE	875.00		69.45	486.15	55.56
716.300	OPTICAL INSURANCE	300.00		0.70	4.90	1.63
716.400	LIFE INSURANCE	625.00		51.15	358.05	57.29
716.500	LONG - TERM DISABILITY	950.00		80.63	564.41	59.41
717.000	UNEMPLOYMENT INSURANCE	150.00		0.00	0.00	0.00
718.000	RETIREMENT	32,750.00		0.00	0.00	0.00
719.000	WORKERS' COMPENSATION	350.00		0.00	240.00	68.57
728.000	OPERATING SUPPLIES	2,000.00		288.72	830.45	41.52
802.000	ADVERTISING	3,300.00		339.75	1,293.52	39.20
818.000	CONTRACTUAL SERVICES	12,050.00		0.00	1,141.30	9.47
833.000	EQUIPMENT MAINTENANCE	5,550.00		0.00	2,725.12	49.10
858.000	MEMBERSHIPS & DUES	350.00		0.00	240.00	68.57
860.000	EDUCATION & TRAINING	600.00		0.00	600.00	100.00
978.000	EQUIPMENT	8,000.00		0.00	0.00	0.00
Total Dept 215-CLERK		200,950.00		10,391.34	87,305.16	43.45
Dept 226-PERSONNEL						
702.100	SALARIES	118,800.00		8,965.60	65,666.58	55.27
715.000	SOCIAL SECURITY (FICA)	9,100.00		674.93	4,952.77	54.43
716.100	HEALTH INSURANCE	8,700.00		0.00	0.00	0.00
716.200	DENTAL INSURANCE	1,850.00		145.42	1,017.94	55.02
716.300	OPTICAL INSURANCE	325.00		0.70	4.90	1.51
716.400	LIFE INSURANCE	725.00		59.73	418.11	57.67
716.500	LONG - TERM DISABILITY	1,175.00		99.25	694.75	59.13
717.000	UNEMPLOYMENT INSURANCE	125.00		0.00	0.00	0.00
718.000	RETIREMENT	17,575.00		0.00	0.00	0.00
718.200	DEFINED CONTRIBUTION	3,000.00		211.46	1,525.23	50.84
719.000	WORKERS' COMPENSATION	450.00		0.00	369.00	82.00
728.000	OPERATING SUPPLIES	2,900.00		203.63	691.26	23.84
802.000	ADVERTISING	0.00		0.00	605.18	100.00
818.000	CONTRACTUAL SERVICES	5,000.00		1,987.40	10,239.65	204.79
833.000	EQUIPMENT MAINTENANCE	500.00		0.00	0.00	0.00
856.000	MISCELLANEOUS	500.00		0.00	34.25	6.85
858.000	MEMBERSHIPS & DUES	500.00		0.00	230.00	46.00
860.000	EDUCATION & TRAINING	2,000.00		0.00	786.78	39.34
978.000	EQUIPMENT	8,000.00		0.00	0.00	0.00
Total Dept 226-PERSONNEL		181,225.00		12,348.12	87,236.40	48.14
Dept 253-TREASURY						
702.100	SALARIES	136,600.00		9,564.55	71,116.25	52.06
715.000	SOCIAL SECURITY (FICA)	10,450.00		707.25	5,235.31	50.10
716.100	HEALTH INSURANCE	29,200.00		1,965.85	18,344.71	62.82
716.200	DENTAL INSURANCE	1,925.00		76.70	992.69	51.57
716.300	OPTICAL INSURANCE	375.00		0.80	5.60	1.49
716.400	LIFE INSURANCE	950.00		76.93	538.46	56.68
716.500	LONG - TERM DISABILITY	1,200.00		102.96	720.77	60.06
717.000	UNEMPLOYMENT INSURANCE	200.00		0.00	0.00	0.00
718.000	RETIREMENT	42,725.00		0.00	0.00	0.00
718.200	DEFINED CONTRIBUTION	450.00		0.00	0.00	0.00
719.000	WORKERS' COMPENSATION	400.00		0.00	495.00	123.75
728.000	OPERATING SUPPLIES	2,900.00		0.00	93.94	3.24
818.000	CONTRACTUAL SERVICES	11,500.00		0.00	6,271.79	54.54
833.000	EQUIPMENT MAINTENANCE	750.00		0.00	0.00	0.00
858.000	MEMBERSHIPS & DUES	400.00		0.00	285.00	71.25
860.000	EDUCATION & TRAINING	2,400.00		0.00	0.00	0.00
862.000	OVER & SHORT	0.00		0.00	(30.41)	100.00
Total Dept 253-TREASURY		242,425.00		12,495.04	104,069.11	42.93

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR	YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH 01/31/2014 INCREASE (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND					
Expenditures					
Dept 258-INFORMATION & TECHNOLOGY					
728.000	OPERATING SUPPLIES	8,000.00	0.00	2,686.96	33.59
818.000	CONTRACTUAL SERVICES	101,000.00	1,440.50	39,672.98	39.28
833.000	EQUIPMENT MAINTENANCE	500.00	0.00	257.00	51.40
845.000	LEASE	26,275.00	0.00	0.00	0.00
978.000	EQUIPMENT	31,200.00	0.00	43,455.03	139.28
Total Dept 258-INFORMATION & TECHNOLOGY		166,975.00	1,440.50	86,071.97	51.55
Dept 265-BUILDING & GROUNDS					
702.200	WAGES	35,800.00	1,950.64	13,983.66	39.06
702.800	ACCRUED SICK LEAVE	0.00	0.00	269.92	100.00
703.000	OTHER COMPENSATION	5,300.00	1,074.80	3,452.35	65.14
715.000	SOCIAL SECURITY (FICA)	2,875.00	269.46	1,625.74	56.55
716.100	HEALTH INSURANCE	11,650.00	488.14	3,334.42	28.62
716.200	DENTAL INSURANCE	575.00	45.30	317.10	55.15
716.300	OPTICAL INSURANCE	150.00	0.35	24.20	16.13
716.400	LIFE INSURANCE	100.00	6.60	46.20	46.20
717.000	UNEMPLOYMENT INSURANCE	75.00	0.00	0.00	0.00
718.000	RETIREMENT	9,700.00	0.00	0.00	0.00
719.000	WORKERS' COMPENSATION	875.00	0.00	759.00	86.74
728.000	OPERATING SUPPLIES	3,000.00	337.83	1,188.38	39.61
820.100	ELECTRICITY	19,000.00	2,082.85	10,951.20	57.64
820.200	GAS	3,500.00	1,324.98	2,637.86	75.37
820.400	WATER & SEWER	2,600.00	608.00	1,471.60	56.60
831.000	BUILDING MAINTENANCE	60,000.00	539.98	16,792.65	27.99
843.000	EQUIPMENT RENTAL	4,200.00	609.80	2,584.03	61.52
Total Dept 265-BUILDING & GROUNDS		159,400.00	9,338.73	59,438.31	37.29
Dept 299-GENERAL ADMIN					
728.000	OPERATING SUPPLIES	22,500.00	(97.11)	11,441.09	50.85
810.000	INSURANCE & BONDS	115,000.00	(115,147.00)	121,292.00	105.47
818.000	CONTRACTUAL SERVICES	8,000.00	(19,539.86)	(2,711.02)	(33.89)
820.300	TELEPHONE	14,500.00	1,305.05	8,386.18	57.84
833.000	EQUIPMENT MAINTENANCE	1,500.00	0.00	360.00	24.00
845.000	LEASE	10,500.00	0.00	0.00	0.00
850.000	BAD DEBT EXPENSE	70,000.00	0.00	(1,887.28)	(2.70)
856.000	MISCELLANEOUS	3,000.00	175.07	2,552.77	85.09
858.000	MEMBERSHIPS & DUES	38,000.00	0.00	37,878.00	99.68
978.000	EQUIPMENT	55,000.00	0.00	55,000.00	100.00
978.100	COL - EQUIPMENT - INTEREST	8,100.00	0.00	4,817.50	59.48
Total Dept 299-GENERAL ADMIN		346,100.00	(133,303.85)	237,129.24	68.51



ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH INCREASE	01/31/2014 (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 300-POLICE						
702.100	SALARIES	1,026,750.00		76,461.24	529,171.18	51.54
702.120	SALARIES-MAGNET	51,000.00		4,062.52	30,798.23	60.39
702.200	WAGES	9,800.00		712.76	5,758.06	58.76
702.300	OVERTIME	27,000.00		3,925.41	20,000.54	74.08
702.400	WAGES - TEMPORARY	9,000.00		513.60	4,411.25	49.01
702.600	UNIFORMS	1,200.00		725.00	1,325.00	110.42
702.800	ACCRUED SICK LEAVE	5,200.00		0.00	3,201.28	61.56
703.000	CROSSING GUARDS	47,000.00		1,780.64	21,131.82	44.96
715.000	SOCIAL SECURITY (FICA)	21,225.00		(521.70)	10,593.30	49.91
716.100	HEALTH INSURANCE	221,875.00		17,839.09	115,718.56	52.15
716.200	DENTAL INSURANCE	8,450.00		665.07	4,868.62	57.62
716.300	OPTICAL INSURANCE	600.00		3.86	151.77	25.30
716.400	LIFE INSURANCE	1,275.00		105.05	787.41	61.76
716.500	LONG - TERM DISABILITY	2,075.00		170.97	1,066.28	51.39
716.600	PHYSICALS	200.00		0.00	0.00	0.00
717.000	UNEMPLOYMENT INSURANCE	1,325.00		441.69	502.19	37.90
718.000	RETIREMENT	38,875.00		0.00	0.00	0.00
718.100	MUNICIPAL EMPLOYEES RETIREMENT PROGR	59,350.00		4,378.76	31,929.51	53.80
718.200	DEFINED CONTRIBUTION	1,625.00		116.55	840.62	51.73
719.000	WORKERS' COMPENSATION	20,150.00		0.00	18,102.00	89.84
728.000	OPERATING SUPPLIES	14,000.00		1,136.58	6,375.92	45.54
741.000	UNIFORMS & CLEANING	17,200.00		97.50	11,921.05	69.31
751.000	GAS & OIL	43,500.00		3,357.99	20,512.32	47.15
804.000	WITNESS JURY FEES	300.00		0.00	30.72	10.24
813.000	WRECKER SERVICE	200.00		0.00	60.00	30.00
818.000	CONTRACTUAL SERVICES	86,800.00		(20,068.02)	26,281.50	30.28
820.100	ELECTRICITY	8,800.00		966.73	4,630.80	52.62
820.200	GAS	5,900.00		1,382.43	2,456.07	41.63
820.300	TELEPHONE	5,200.00		415.86	2,582.15	49.66
820.400	WATER & SEWER	2,600.00		585.30	1,237.20	47.58
820.500	REFUSE	400.00		35.36	297.70	74.43
831.000	BUILDING MAINTENANCE	10,200.00		895.96	3,306.96	32.42
833.000	EQUIPMENT MAINTENANCE	500.00		0.00	0.00	0.00
833.400	EQUIP MAINT - MOBILE	22,000.00		316.25	6,741.24	30.64
856.000	MISCELLANEOUS	250.00		34.00	146.20	58.48
858.000	MEMBERSHIPS & DUES	500.00		0.00	195.00	39.00
860.000	EDUCATION & TRAINING	3,500.00		101.03	566.09	16.17
978.000	EQUIPMENT	79,875.00		0.00	3,928.12	4.92
Total Dept 300-POLICE		1,855,700.00		100,637.48	891,626.66	48.05

User: RCWilliams

PERIOD ENDING 01/31/2014

DB: Owosso

% Fiscal Year Completed: 58.90

ACCOUNT	DESCRIPTION	2013-14 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/2014 INCREASE (DECREASE)	YTD BALANCE 01/31/2014 NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Expenditures					
Dept 335-FIRE					
702.100	SALARIES	873,525.00	70,299.66	491,163.58	56.23
702.200	WAGES	3,000.00	16.87	214.68	7.16
702.300	OVERTIME	75,000.00	10,828.72	55,068.05	73.42
702.400	WAGES - TEMPORARY	3,000.00	0.00	1,122.75	37.43
702.500	MEAL ALLOWANCE	13,500.00	0.00	12,000.00	88.89
702.600	UNIFORMS	1,800.00	0.00	1,500.00	83.33
702.800	ACCRUED SICK LEAVE	16,025.00	781.21	7,172.97	44.76
715.000	SOCIAL SECURITY (FICA)	16,600.00	1,409.13	9,632.16	58.03
716.100	HEALTH INSURANCE	229,425.00	17,084.65	120,145.88	52.37
716.200	DENTAL INSURANCE	7,875.00	668.30	4,599.97	58.41
716.300	OPTICAL INSURANCE	1,400.00	5.59	106.68	7.62
716.400	LIFE INSURANCE	1,550.00	139.54	1,068.72	68.95
716.500	LONG - TERM DISABILITY	8,700.00	637.50	4,538.53	52.17
716.600	PHYSICALS	500.00	0.00	2,256.00	451.20
717.000	UNEMPLOYMENT INSURANCE	1,200.00	151.13	301.19	25.10
718.000	RETIREMENT	146,200.00	0.00	0.00	0.00
718.200	DEFINED CONTRIBUTION	1,625.00	116.53	853.57	52.53
719.000	WORKERS' COMPENSATION	31,550.00	0.00	23,649.00	74.96
728.000	OPERATING SUPPLIES	5,500.00	286.95	2,151.41	39.12
728.100	SUPPLIES	23,000.00	425.12	5,193.91	22.58
741.000	UNIFORMS & CLEANING	2,700.00	336.11	2,234.79	82.77
751.000	GAS & OIL	20,500.00	3,112.31	12,534.24	61.14
818.000	CONTRACTUAL SERVICES	61,200.00	2,908.71	28,555.23	46.66
820.100	ELECTRICITY	10,200.00	1,118.41	5,479.02	53.72
820.200	GAS	5,000.00	1,382.43	2,456.08	49.12
820.300	TELEPHONE	3,000.00	215.59	1,359.54	45.32
820.400	WATER & SEWER	2,600.00	585.30	1,237.20	47.58
820.500	REFUSE	400.00	35.36	297.72	74.43
831.000	BUILDING MAINTENANCE	6,500.00	623.63	3,354.39	51.61
833.000	EQUIPMENT MAINTENANCE	3,900.00	4.98	580.61	14.89
833.400	EQUIP MAINT - MOBILE	15,700.00	516.40	5,809.62	37.00
860.000	EDUCATION & TRAINING	5,000.00	25.00	1,601.00	32.02
978.000	EQUIPMENT	7,850.00	0.00	3,928.11	50.04
Total Dept 335-FIRE		1,605,525.00	113,715.13	812,166.60	50.59
Dept 370-BUILDING AND SAFETY					
702.100	SALARIES	91,300.00	7,095.44	52,902.57	57.94
702.200	WAGES	0.00	0.00	173.90	100.00
715.000	SOCIAL SECURITY (FICA)	7,250.00	537.77	4,023.61	55.50
716.100	HEALTH INSURANCE	8,550.00	366.10	2,500.78	29.25
716.200	DENTAL INSURANCE	1,275.00	109.00	763.01	59.84
716.300	OPTICAL INSURANCE	150.00	0.70	46.98	31.32
716.400	LIFE INSURANCE	575.00	46.94	328.61	57.15
716.500	LONG - TERM DISABILITY	1,050.00	75.96	531.72	50.64
717.000	UNEMPLOYMENT INSURANCE	125.00	0.00	0.00	0.00
718.000	RETIREMENT	12,275.00	0.00	0.00	0.00
718.200	DEFINED CONTRIBUTION	2,400.00	172.64	1,245.23	51.88
719.000	WORKERS' COMPENSATION	350.00	0.00	294.00	84.00
728.000	OPERATING SUPPLIES	4,000.00	0.00	1,120.94	28.02
818.000	CONTRACTUAL SERVICES	21,000.00	3,095.00	10,885.00	51.83
820.300	TELEPHONE	500.00	153.67	421.67	84.33
833.000	EQUIPMENT MAINTENANCE	100.00	0.00	0.00	0.00
856.000	MISCELLANEOUS	100.00	0.00	0.00	0.00
858.000	MEMBERSHIPS & DUES	1,000.00	310.00	405.00	40.50
860.000	EDUCATION & TRAINING	2,000.00	120.00	810.68	40.53
Total Dept 370-BUILDING AND SAFETY		154,000.00	12,083.22	76,453.70	49.65

		2013-14	ACTIVITY FOR	YTD BALANCE	
ACCOUNT	DESCRIPTION	AMENDED BUDGET	MONTH 01/31/2014 INCREASE (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Expenditures					
Dept 441-PUBLIC WORKS					
702.100	SALARIES	58,275.00	7,434.01	37,905.87	65.05
702.200	WAGES	45,300.00	1,971.28	18,849.12	41.61
703.000	OTHER COMPENSATION	11,900.00	14,003.12	68,722.63	577.50
715.000	SOCIAL SECURITY (FICA)	8,300.00	3,785.15	21,334.35	257.04
716.100	HEALTH INSURANCE	30,550.00	7,765.77	63,051.44	206.39
716.200	DENTAL INSURANCE	1,800.00	539.91	3,767.30	209.29
716.300	OPTICAL INSURANCE	275.00	3.86	25.98	9.45
716.400	LIFE INSURANCE	725.00	87.38	605.07	83.46
716.500	LONG - TERM DISABILITY	675.00	66.95	413.92	61.32
717.000	UNEMPLOYMENT INSURANCE	650.00	257.04	257.04	39.54
718.000	RETIREMENT	35,750.00	0.00	0.00	0.00
718.200	DEFINED CONTRIBUTION	1,450.00	583.62	2,078.19	143.32
719.000	WORKERS' COMPENSATION	4,050.00	0.00	17,355.00	428.52
728.000	OPERATING SUPPLIES	2,500.00	9.96	1,784.21	71.37
751.000	GAS & OIL	4,000.00	116.21	1,166.39	29.16
818.000	CONTRACTUAL SERVICES	2,750.00	0.00	4,274.28	155.43
820.100	ELECTRICITY	19,600.00	2,562.44	11,150.96	56.89
820.200	GAS	4,225.00	1,351.43	2,159.17	51.10
820.300	TELEPHONE	4,400.00	456.10	2,910.23	66.14
820.400	WATER & SEWER	900.00	221.50	450.20	50.02
820.500	REFUSE	1,600.00	141.43	1,190.65	74.42
821.000	STREET LIGHTING	231,200.00	19,771.08	117,636.04	50.88
831.000	BUILDING MAINTENANCE	4,200.00	236.61	1,428.86	34.02
831.100	STORM SEWER MAINTENANCE	23,000.00	0.00	5,069.39	22.04
833.400	EQUIP MAINT - MOBILE	200.00	0.00	0.00	0.00
838.000	MISCELLANEOUS OPERATIONS	2,500.00	57.45	578.95	23.16
843.000	EQUIPMENT RENTAL	14,000.00	1,306.40	10,598.09	75.70
860.000	EDUCATION & TRAINING	2,000.00	110.00	816.50	40.83
860.100	SAFETY TRAINING	1,000.00	21.90	21.90	2.19
Total Dept 441-PUBLIC WORKS		517,775.00	62,860.60	395,601.73	76.40
Dept 528-LEAF AND BRUSH COLLECTION					
702.200	WAGES	45,500.00	274.74	37,038.28	81.40
702.400	WAGES - TEMPORARY	0.00	0.00	851.00	100.00
703.000	OTHER COMPENSATION	11,900.00	0.00	0.00	0.00
715.000	SOCIAL SECURITY (FICA)	0.00	0.00	65.09	100.00
716.000	FRINGES	37,400.00	0.00	0.00	0.00
728.000	OPERATING SUPPLIES	2,500.00	0.00	1,076.60	43.06
818.000	CONTRACTUAL SERVICES	0.00	0.00	4,000.00	100.00
831.000	BUILDING MAINTENANCE	8,000.00	0.00	0.00	0.00
843.000	EQUIPMENT RENTAL	94,000.00	699.14	98,952.67	105.27
Total Dept 528-LEAF AND BRUSH COLLECTION		199,300.00	973.88	141,983.64	71.24
Dept 585-PARKING					
702.200	WAGES	5,200.00	2,393.09	6,882.28	132.35
703.000	OTHER COMPENSATION	1,400.00	0.00	0.00	0.00
716.000	FRINGES	4,300.00	0.00	0.00	0.00
728.000	OPERATING SUPPLIES	4,000.00	2,279.50	3,534.39	88.36
834.000	MAINTENANCE	1,300.00	804.96	2,597.94	199.84
843.000	EQUIPMENT RENTAL	4,500.00	4,735.39	8,217.27	182.61
Total Dept 585-PARKING		20,700.00	10,212.94	21,231.88	102.57

		2013-14	ACTIVITY FOR	YTD BALANCE	
ACCOUNT	DESCRIPTION	AMENDED BUDGET	MONTH 01/31/2014 INCREASE (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Expenditures					
Dept 728-COMMUNITY DEVELOPMENT					
702.100	SALARIES	77,850.00	10,920.21	51,006.00	65.52
702.800	ACCRUED SICK LEAVE	200.00	238.46	351.63	175.82
715.000	SOCIAL SECURITY (FICA)	5,950.00	835.75	3,599.29	60.49
716.100	HEALTH INSURANCE	17,250.00	122.04	8,596.14	49.83
716.200	DENTAL INSURANCE	1,000.00	6.04	478.54	47.85
716.300	OPTICAL INSURANCE	100.00	0.09	2.73	2.73
716.400	LIFE INSURANCE	550.00	44.14	308.98	56.18
716.500	LONG - TERM DISABILITY	725.00	6.65	378.36	52.19
717.000	UNEMPLOYMENT INSURANCE	100.00	28.20	28.20	28.20
718.000	RETIREMENT	3,050.00	0.00	0.00	0.00
718.200	DEFINED CONTRIBUTION	2,775.00	227.68	1,546.09	55.71
719.000	WORKERS' COMPENSATION	450.00	0.00	273.00	60.67
728.000	OPERATING SUPPLIES	2,000.00	55.75	242.60	12.13
818.000	CONTRACTUAL SERVICES	5,000.00	0.00	500.00	10.00
833.000	EQUIPMENT MAINTENANCE	100.00	0.00	0.00	0.00
858.000	MEMBERSHIPS & DUES	1,500.00	896.00	1,277.25	85.15
860.000	EDUCATION & TRAINING	2,000.00	105.00	294.37	14.72
Total Dept 728-COMMUNITY DEVELOPMENT		120,600.00	13,486.01	68,883.18	57.12
Dept 756-PARKS					
702.200	WAGES	68,000.00	123.19	34,224.95	50.33
703.000	OTHER COMPENSATION	17,700.00	0.00	0.00	0.00
716.000	FRINGES	55,800.00	0.00	0.00	0.00
728.000	OPERATING SUPPLIES	10,000.00	17.55	982.60	9.83
818.000	CONTRACTUAL SERVICES	2,000.00	655.00	655.00	32.75
820.100	ELECTRICITY	12,400.00	1,188.36	6,975.35	56.25
820.400	WATER & SEWER	8,000.00	106.60	3,408.21	42.60
820.500	REFUSE	300.00	0.00	161.22	53.74
831.000	BUILDING MAINTENANCE	15,000.00	473.41	12,604.58	84.03
831.200	BLDG MAINTENANCE-RENTAL	0.00	65.00	1,307.21	100.00
836.200	TREES & GARDEN	0.00	0.00	(1,675.00)	100.00
843.000	EQUIPMENT RENTAL	45,000.00	275.32	48,609.97	108.02
971.000	LAND	0.00	0.00	2,348.34	100.00
974.000	SYSTEM IMPROVEMENTS	104,450.00	0.00	127,215.69	121.80
Total Dept 756-PARKS		338,650.00	2,904.43	236,818.12	69.93
Dept 966-TRANSFERS OUT					
999.297	TRANSFER TO HISTORICAL COMMISSION	40,950.00	3,413.00	23,885.00	58.33
999.700	TRANSFER TO AIRPORT	7,000.00	0.00	6,978.00	99.69
999.731	TRANSFER-RETIREMENT	56,000.00	0.00	0.00	0.00
Total Dept 966-TRANSFERS OUT		103,950.00	3,413.00	30,863.00	29.69
TOTAL Expenditures		6,729,100.00	259,856.45	3,582,648.52	53.24
Fund 101:					
TOTAL REVENUES		6,721,250.00	451,612.23	5,338,944.62	79.43
TOTAL EXPENDITURES		6,729,100.00	259,856.45	3,582,648.52	53.24
NET OF REVENUES & EXPENDITURES		(7,850.00)	191,755.78	1,756,296.10	22,373.2

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH	01/31/2014 (DECREASE)	01/31/2014 (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
539.529	METRO AUTHORITY (STATE FUNDS)	34,400.00		0.00	0.00	0.00
539.546	TRUNKLINE MAINTENANCE	37,600.00		0.00	6,452.75	17.16
539.569	GAS & WEIGHT TAX	708,300.00		0.00	193,933.31	27.38
695.411	TRANSFER FROM STREET PROGRAM	262,850.00		0.00	0.00	0.00
695.672	SPECIAL ASSESSMENT	254,625.00		0.00	0.00	0.00
Total Dept 000		1,297,775.00		0.00	200,386.06	15.44
TOTAL Revenues		1,297,775.00		0.00	200,386.06	15.44
Expenditures						
Dept 451-CONSTRUCTION						
818.000	CONTRACTUAL SERVICES	489,500.00		472.00	28,833.83	5.89
Total Dept 451-CONSTRUCTION		489,500.00		472.00	28,833.83	5.89
Dept 463-STREET MAINTENANCE						
702.200	WAGES	24,000.00		482.16	16,021.08	66.75
716.000	FRINGES	26,000.00		0.00	0.00	0.00
728.000	OPERATING SUPPLIES	10,000.00		655.74	(9,143.21)	(91.43)
818.000	CONTRACTUAL SERVICES	261,450.00		0.00	106,076.32	40.57
843.000	EQUIPMENT RENTAL	26,000.00		365.38	28,556.78	109.83
Total Dept 463-STREET MAINTENANCE		347,450.00		1,503.28	141,510.97	40.73
Dept 473-BRIDGE MAINTENANCE						
702.200	WAGES	2,000.00		0.00	359.54	17.98
716.000	FRINGES	2,200.00		0.00	0.00	0.00
843.000	EQUIPMENT RENTAL	750.00		0.00	359.90	47.99
Total Dept 473-BRIDGE MAINTENANCE		4,950.00		0.00	719.44	14.53
Dept 474-TRAFFIC SERVICES-MAINTENANCE						
702.200	WAGES	2,600.00		88.15	1,487.45	57.21
716.000	FRINGES	2,900.00		0.00	0.00	0.00
728.000	OPERATING SUPPLIES	3,000.00		0.00	1,759.59	58.65
818.000	CONTRACTUAL SERVICES	5,000.00		0.00	0.00	0.00
820.000	UTILITIES	2,800.00		10.79	46.81	1.67
843.000	EQUIPMENT RENTAL	1,900.00		46.35	876.94	46.15
Total Dept 474-TRAFFIC SERVICES-MAINTENANCE		18,200.00		145.29	4,170.79	22.92
Dept 478-SNOW & ICE CONTROL						
702.200	WAGES	8,500.00		14,185.17	19,199.70	225.88
716.000	FRINGES	9,200.00		0.00	0.00	0.00
728.000	OPERATING SUPPLIES	35,000.00		14,624.00	34,888.25	99.68
843.000	EQUIPMENT RENTAL	14,800.00		35,695.32	44,960.33	303.79
Total Dept 478-SNOW & ICE CONTROL		67,500.00		64,504.49	99,048.28	146.74
Dept 480-TREE TRIMMING						
702.200	WAGES	8,000.00		5,093.28	7,555.86	94.45
716.000	FRINGES	8,700.00		0.00	0.00	0.00
728.000	OPERATING SUPPLIES	5,000.00		0.00	921.00	18.42
843.000	EQUIPMENT RENTAL	14,000.00		9,833.79	13,009.75	92.93
Total Dept 480-TREE TRIMMING		35,700.00		14,927.07	21,486.61	60.19

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH INCREASE	01/31/2014 (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Expenditures						
Dept 482-ADMINISTRATION & ENGINEERING						
702.100	SALARIES	30,100.00		3,693.75	29,051.69	96.52
715.000	SOCIAL SECURITY (FICA)	2,400.00		277.26	2,185.32	91.06
716.100	HEALTH INSURANCE	6,225.00		331.93	2,267.39	36.42
716.200	DENTAL INSURANCE	450.00		26.72	224.35	49.86
716.300	OPTICAL INSURANCE	50.00		0.21	1.44	2.88
716.400	LIFE INSURANCE	175.00		14.43	101.02	57.73
716.500	LONG - TERM DISABILITY	300.00		24.21	169.55	56.52
718.000	RETIREMENT	3,100.00		0.00	0.00	0.00
719.000	WORKERS' COMPENSATION	300.00		0.00	354.00	118.00
801.000	PROFESSIONAL SERVICES: ADMINISTRATIV	200.00		200.00	200.00	100.00
999.101	CONTRIBUTION-GF ADMIN	70,800.00		5,900.00	41,300.00	58.33
Total Dept 482-ADMINISTRATION & ENGINEERING		114,100.00		10,468.51	75,854.76	66.48
Dept 484-TRUNKLINE SUPERVISOR						
702.100	SALARIES	2,200.00		1,435.50	2,030.10	92.28
Total Dept 484-TRUNKLINE SUPERVISOR		2,200.00		1,435.50	2,030.10	92.28
Dept 485-LOCAL STREET TRANSFER						
999.203	TRANSFER TO LOCAL STREET	185,775.00		0.00	48,483.34	26.10
Total Dept 485-LOCAL STREET TRANSFER		185,775.00		0.00	48,483.34	26.10
Dept 486-TRUNKLINE SURFACE MAINTENANCE						
702.200	WAGES	300.00		209.26	851.57	283.86
716.000	FRINGES	400.00		0.00	0.00	0.00
728.000	OPERATING SUPPLIES	400.00		95.35	288.39	72.10
843.000	EQUIPMENT RENTAL	250.00		134.30	1,468.11	587.24
Total Dept 486-TRUNKLINE SURFACE MAINTENANCE		1,350.00		438.91	2,608.07	193.19
Dept 488-TRUNKLINE SWEEPING & FLUSHING						
702.200	WAGES	300.00		0.00	238.01	79.34
716.000	FRINGES	400.00		0.00	0.00	0.00
843.000	EQUIPMENT RENTAL	1,250.00		0.00	1,098.89	87.91
Total Dept 488-TRUNKLINE SWEEPING & FLUSHING		1,950.00		0.00	1,336.90	68.56
Dept 490-TRUNKLINE TREE TRIIM & REMOVAL						
702.200	WAGES	100.00		0.00	252.30	252.30
716.000	FRINGES	200.00		0.00	0.00	0.00
843.000	EQUIPMENT RENTAL	125.00		0.00	25.84	20.67
Total Dept 490-TRUNKLINE TREE TRIIM & REMOVA		425.00		0.00	278.14	65.44
Dept 491-TRUNKLINE STORM DRAIN, CURBS						
702.200	WAGES	600.00		0.00	226.98	37.83
716.000	FRINGES	700.00		0.00	0.00	0.00
843.000	EQUIPMENT RENTAL	700.00		0.00	112.66	16.09
Total Dept 491-TRUNKLINE STORM DRAIN, CURBS		2,000.00		0.00	339.64	16.98
Dept 492-TRUNKLINE ROADSIDE CLEANUP						
702.200	WAGES	100.00		0.00	8.82	8.82
716.000	FRINGES	125.00		0.00	0.00	0.00
843.000	EQUIPMENT RENTAL	50.00		0.00	6.09	12.18
Total Dept 492-TRUNKLINE ROADSIDE CLEANUP		275.00		0.00	14.91	5.42
Dept 494-TRUNKLINE TRAFFIC SIGNS						
702.200	WAGES	75.00		0.00	92.55	123.40
716.000	FRINGES	100.00		0.00	0.00	0.00
843.000	EQUIPMENT RENTAL	100.00		0.00	17.59	17.59
Total Dept 494-TRUNKLINE TRAFFIC SIGNS		275.00		0.00	110.14	40.05

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH INCREASE	01/31/2014 (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Expenditures						
Dept 496-TRUNKLINE TRAFFIC SIGNALS						
702.200	WAGES	150.00		0.00	0.00	0.00
716.000	FRINGES	175.00		0.00	0.00	0.00
820.100	ELECTRICITY	1,300.00		104.85	733.95	56.46
843.000	EQUIPMENT RENTAL	100.00		0.00	0.00	0.00
Total Dept 496-TRUNKLINE TRAFFIC SIGNALS		1,725.00		104.85	733.95	42.55
Dept 497-TRUNKLINE SNOW & ICE CONTROL						
702.200	WAGES	2,000.00		2,254.68	3,214.13	160.71
716.000	FRINGES	2,200.00		0.00	0.00	0.00
728.000	OPERATING SUPPLIES	13,000.00		5,392.04	9,614.80	73.96
843.000	EQUIPMENT RENTAL	3,700.00		5,448.46	7,533.10	203.60
Total Dept 497-TRUNKLINE SNOW & ICE CONTROL		20,900.00		13,095.18	20,362.03	97.43
Dept 502-TRUNKLINE LEAVE & INS BENEFITS						
702.200	WAGES	3,500.00		3,193.86	4,962.75	141.79
Total Dept 502-TRUNKLINE LEAVE & INS BENEFIT		3,500.00		3,193.86	4,962.75	141.79
TOTAL Expenditures		1,297,775.00		110,288.94	452,884.65	34.90
Fund 202:						
TOTAL REVENUES		1,297,775.00		0.00	200,386.06	15.44
TOTAL EXPENDITURES		1,297,775.00		110,288.94	452,884.65	34.90
NET OF REVENUES & EXPENDITURES		0.00		(110,288.94)	(252,498.59)	100.00

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR	YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH 01/31/2014 INCREASE (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
539.529	METRO AUTHORITY (STATE FUNDS)	12,100.00	0.00	0.00	0.00
539.569	GAS & WEIGHT TAX	259,500.00	0.00	70,611.54	27.21
695.202	MAJOR STREET TRANSFER	185,775.00	0.00	48,483.34	26.10
695.411	TRANSFER FROM CAPITAL PROJECTS	269,150.00	0.00	0.00	0.00
695.672	SPECIAL ASSESSMENT	318,625.00	0.00	0.00	0.00
Total Dept 000		1,045,150.00	0.00	119,094.88	11.40
TOTAL Revenues		1,045,150.00	0.00	119,094.88	11.40
Expenditures					
Dept 451-CONSTRUCTION					
818.000	CONTRACTUAL SERVICES	538,300.00	0.00	225,945.30	41.97
843.000	EQUIPMENT RENTAL	0.00	0.00	355.30	100.00
Total Dept 451-CONSTRUCTION		538,300.00	0.00	226,300.60	42.04
Dept 463-STREET MAINTENANCE					
702.200	WAGES	35,000.00	754.91	21,645.15	61.84
716.000	FRINGES	37,800.00	0.00	0.00	0.00
728.000	OPERATING SUPPLIES	15,000.00	214.50	3,584.34	23.90
818.000	CONTRACTUAL SERVICES	130,000.00	0.00	161,276.34	124.06
843.000	EQUIPMENT RENTAL	48,900.00	857.50	54,645.28	111.75
Total Dept 463-STREET MAINTENANCE		266,700.00	1,826.91	241,151.11	90.42
Dept 474-TRAFFIC SERVICES-MAINTENANCE					
702.200	WAGES	3,600.00	0.00	1,058.04	29.39
716.000	FRINGES	3,900.00	0.00	0.00	0.00
728.000	OPERATING SUPPLIES	4,000.00	193.32	776.77	19.42
843.000	EQUIPMENT RENTAL	1,600.00	0.00	359.98	22.50
Total Dept 474-TRAFFIC SERVICES-MAINTENANCE		13,100.00	193.32	2,194.79	16.75
Dept 478-SNOW & ICE CONTROL					
702.200	WAGES	6,500.00	4,625.85	7,791.27	119.87
716.000	FRINGES	7,100.00	0.00	0.00	0.00
728.000	OPERATING SUPPLIES	23,000.00	5,588.42	13,994.56	60.85
843.000	EQUIPMENT RENTAL	12,000.00	13,739.03	20,106.84	167.56
Total Dept 478-SNOW & ICE CONTROL		48,600.00	23,953.30	41,892.67	86.20
Dept 480-TREE TRIMMING					
702.200	WAGES	24,000.00	1,459.89	10,366.27	43.19
716.000	FRINGES	26,000.00	0.00	0.00	0.00
728.000	OPERATING SUPPLIES	2,500.00	0.00	4,634.90	185.40
818.000	CONTRACTUAL SERVICES	7,500.00	0.00	0.00	0.00
843.000	EQUIPMENT RENTAL	31,100.00	2,264.46	10,932.03	35.15
Total Dept 480-TREE TRIMMING		91,100.00	3,724.35	25,933.20	28.47
Dept 482-ADMINISTRATION & ENGINEERING					
702.100	SALARIES	38,725.00	4,319.28	33,777.47	87.22
715.000	SOCIAL SECURITY (FICA)	3,025.00	319.48	2,507.15	82.88
716.100	HEALTH INSURANCE	11,100.00	644.34	4,401.38	39.65
716.200	DENTAL INSURANCE	725.00	38.96	345.09	47.60
716.300	OPTICAL INSURANCE	75.00	0.31	2.13	2.84
716.400	LIFE INSURANCE	200.00	16.16	113.09	56.55
716.500	LONG - TERM DISABILITY	375.00	31.33	219.22	58.46
718.000	RETIREMENT	6,775.00	0.00	0.00	0.00
719.000	WORKERS' COMPENSATION	400.00	0.00	285.00	71.25
801.000	PROFESSIONAL SERVICES: ADMINISTRATIV	50.00	100.00	100.00	200.00
999.101	CONTRIBUTION-GF ADMIN	25,900.00	2,158.00	15,110.00	58.34
Total Dept 482-ADMINISTRATION & ENGINEERING		87,350.00	7,627.86	56,860.53	65.10
TOTAL Expenditures		1,045,150.00	37,325.74	594,332.90	56.87



02/27/2014 11:49 AM	REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO				Page:	13/32
User: RCWilliams	PERIOD ENDING 01/31/2014					
DB: Owosso	% Fiscal Year Completed: 58.90					
	2013-14	ACTIVITY FOR		YTD BALANCE		
	AMENDED	MONTH	01/31/2014	01/31/2014	%	BDGT
ACCOUNT DESCRIPTION	BUDGET	INCREASE	(DECREASE)	NORMAL (ABNORMAL)		USED
Fund 203 - LOCAL STREET FUND						
Fund 203:						
TOTAL REVENUES	1,045,150.00		0.00	119,094.88		11.40
TOTAL EXPENDITURES	1,045,150.00		37,325.74	594,332.90		56.87
NET OF REVENUES & EXPENDITURES	0.00		(37,325.74)	(475,238.02)		100.00

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH INCREASE	01/31/2014 (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 273 - CDBG REVOLVING LOAN FUND						
Revenues						
Dept 000						
664.664	INTEREST INCOME	0.00		6.02	232.85	100.00
671.675	LOAN REPAYMENTS	19,450.00		5,115.86	18,700.24	96.15
695.699	APPROPRIATION OF FUND BALANCE	50,125.00		0.00	0.00	0.00
Total Dept 000		69,575.00		5,121.88	18,933.09	27.21
TOTAL Revenues		69,575.00		5,121.88	18,933.09	27.21
Expenditures						
Dept 200-GEN SERVICES						
801.100	PROFESSIONAL SERVICES:AUDIT COSTS	0.00		950.00	950.00	100.00
818.200	REHABILITATION	50,000.00		0.00	0.00	0.00
Total Dept 200-GEN SERVICES		50,000.00		950.00	950.00	1.90
Dept 966-TRANSFERS OUT						
999.275	TRANSFER TO HOUSING/RDEVLPMT	19,575.00		0.00	0.00	0.00
Total Dept 966-TRANSFERS OUT		19,575.00		0.00	0.00	0.00
TOTAL Expenditures		69,575.00		950.00	950.00	1.37
Fund 273:						
TOTAL REVENUES		69,575.00		5,121.88	18,933.09	27.21
TOTAL EXPENDITURES		69,575.00		950.00	950.00	1.37
NET OF REVENUES & EXPENDITURES		0.00		4,171.88	17,983.09	100.00

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH	01/31/2014 (DECREASE)	01/31/2014 (ABNORMAL)	
Fund 275 - HOUSING & REDEVELOPMENT						
Revenues						
Dept 000						
501.520	GRANT-MSHDA:HO	70,000.00		0.00	0.00	0.00
501.521	GRANT-MSHDA:RR	87,500.00		0.00	0.00	0.00
600.626	CHARGE FOR SERVICES RENDERED	30,000.00		0.00	14,991.79	49.97
600.634	CHARGES FOR ADMIN SERVICES	22,750.00		0.00	0.00	0.00
695.273	TRANSFER FROM CDBG (ADVANCE)	19,575.00		0.00	0.00	0.00
Total Dept 000		229,825.00		0.00	14,991.79	6.52
TOTAL Revenues		229,825.00		0.00	14,991.79	6.52
Expenditures						
Dept 690-GENERAL SERVICES						
702.100	SALARIES	48,100.00		3,686.10	26,737.41	55.59
715.000	SOCIAL SECURITY (FICA)	3,700.00		268.51	1,859.54	50.26
716.100	HEALTH INSURANCE	15,800.00		1,331.27	9,093.77	57.56
716.200	DENTAL INSURANCE	925.00		72.71	508.97	55.02
716.300	OPTICAL INSURANCE	75.00		0.35	2.45	3.27
716.400	LIFE INSURANCE	325.00		31.02	217.14	66.81
716.500	LONG - TERM DISABILITY	500.00		41.26	288.82	57.76
717.000	UNEMPLOYMENT INSURANCE	75.00		0.00	0.00	0.00
718.200	DEFINED CONTRIBUTION	1,925.00		147.44	1,069.47	55.56
719.000	WORKERS' COMPENSATION	125.00		0.00	99.00	79.20
728.000	OPERATING SUPPLIES	500.00		0.00	144.57	28.91
818.000	CONTRACTUAL SERVICES	157,500.00		43.26	583.21	0.37
858.000	MEMBERSHIPS & DUES	100.00		75.00	75.00	75.00
860.000	EDUCATION & TRAINING	175.00		0.00	60.00	34.29
Total Dept 690-GENERAL SERVICES		229,825.00		5,696.92	40,739.35	17.73
TOTAL Expenditures		229,825.00		5,696.92	40,739.35	17.73
Fund 275:						
TOTAL REVENUES		229,825.00		0.00	14,991.79	6.52
TOTAL EXPENDITURES		229,825.00		5,696.92	40,739.35	17.73
NET OF REVENUES & EXPENDITURES		0.00		(5,696.92)	(25,747.56)	100.00

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH INCREASE	01/31/2014 (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 283 - OBRA FUND-DISTRICT#3-CONAGRA						
Revenues						
Dept 000						
401.407	OBRA:TAX CAPTURE	10,825.00		0.00	0.00	0.00
Total Dept 000		10,825.00		0.00	0.00	0.00
TOTAL Revenues		10,825.00		0.00	0.00	0.00
Expenditures						
Dept 730-PROFESSIONAL SERVICES						
801.000	PROFESSIONAL SERVICES: ADMINISTRATIV	750.00		0.00	0.00	0.00
Total Dept 730-PROFESSIONAL SERVICES		750.00		0.00	0.00	0.00
Dept 905-DEBT SERVICE						
980.991	PRINCIPAL	7,325.00		0.00	0.00	0.00
Total Dept 905-DEBT SERVICE		7,325.00		0.00	0.00	0.00
Dept 964-TAX REIMBURSEMENTS						
969.000	DEVELOPER REIMBURSEMENT	2,750.00		0.00	0.00	0.00
Total Dept 964-TAX REIMBURSEMENTS		2,750.00		0.00	0.00	0.00
TOTAL Expenditures		10,825.00		0.00	0.00	0.00
Fund 283:						
TOTAL REVENUES		10,825.00		0.00	0.00	0.00
TOTAL EXPENDITURES		10,825.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		0.00	0.00	0.00

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT
		AMENDED	MONTH	01/31/2014	01/31/2014	
		BUDGET	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT)						
Revenues						
Dept 000						
401.407	OBRA:TAX CAPTURE	4,975.00		0.00	0.00	0.00
Total Dept 000		4,975.00		0.00	0.00	0.00
TOTAL Revenues		4,975.00		0.00	0.00	0.00
Expenditures						
Dept 730-PROFESSIONAL SERVICES						
801.000	PROFESSIONAL SERVICES: ADMINISTRATIV	975.00		0.00	0.00	0.00
Total Dept 730-PROFESSIONAL SERVICES		975.00		0.00	0.00	0.00
Dept 964-TAX REIMBURSEMENTS						
969.000	DEVELOPER REIMBURSEMENT	4,000.00		0.00	0.00	0.00
Total Dept 964-TAX REIMBURSEMENTS		4,000.00		0.00	0.00	0.00
TOTAL Expenditures		4,975.00		0.00	0.00	0.00
Fund 289:						
TOTAL REVENUES		4,975.00		0.00	0.00	0.00
TOTAL EXPENDITURES		4,975.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		0.00	0.00	0.00

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH INCREASE	01/31/2014 (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL)						
Revenues						
Dept 000						
401.407	OBRA:TAX CAPTURE	2,100.00		0.00	0.00	0.00
671.676	DONATIONS	7,725.00		0.00	0.00	0.00
Total Dept 000		9,825.00		0.00	0.00	0.00
TOTAL Revenues		9,825.00		0.00	0.00	0.00
Expenditures						
Dept 730-PROFESSIONAL SERVICES						
801.000	PROFESSIONAL SERVICES: ADMINISTRATIV	875.00		0.00	0.00	0.00
Total Dept 730-PROFESSIONAL SERVICES		875.00		0.00	0.00	0.00
Dept 964-TAX REIMBURSEMENTS						
969.000	DEVELOPER REIMBURSEMENT	8,950.00		0.00	0.00	0.00
Total Dept 964-TAX REIMBURSEMENTS		8,950.00		0.00	0.00	0.00
TOTAL Expenditures		9,825.00		0.00	0.00	0.00
Fund 291:						
TOTAL REVENUES		9,825.00		0.00	0.00	0.00
TOTAL EXPENDITURES		9,825.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		0.00	0.00	0.00

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT
		AMENDED	MONTH	01/31/2014	01/31/2014	
		BUDGET	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT						
Revenues						
Dept 000						
401.407	OBRA:TAX CAPTURE	31,325.00		0.00	0.00	0.00
Total Dept 000		31,325.00		0.00	0.00	0.00
TOTAL Revenues		31,325.00		0.00	0.00	0.00
Expenditures						
Dept 730-PROFESSIONAL SERVICES						
801.000	PROFESSIONAL SERVICES: ADMINISTRATIV	1,000.00		0.00	0.00	0.00
Total Dept 730-PROFESSIONAL SERVICES		1,000.00		0.00	0.00	0.00
Dept 964-TAX REIMBURSEMENTS						
969.000	DEVELOPER REIMBURSEMENT	30,325.00		0.00	0.00	0.00
Total Dept 964-TAX REIMBURSEMENTS		30,325.00		0.00	0.00	0.00
TOTAL Expenditures		31,325.00		0.00	0.00	0.00
Fund 292:						
TOTAL REVENUES		31,325.00		0.00	0.00	0.00
TOTAL EXPENDITURES		31,325.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		0.00	0.00	0.00

		2013-14	ACTIVITY FOR	YTD BALANCE	
ACCOUNT	DESCRIPTION	AMENDED	MONTH 01/31/2014	01/31/2014	% BDGT
		BUDGET	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 297 - HISTORICAL FUND					
Revenues					
Dept 000					
600.600	SALES	3,325.00	140.20	2,667.89	80.24
664.664	INTEREST INCOME	0.00	4.82	30.05	100.00
664.667	RENTS & DEPOSITS-CASTLE	1,200.00	0.00	300.00	25.00
664.668	RENTAL INCOME	15,200.00	1,270.00	8,890.00	58.49
671.675	DONATIONS-PRIVATE	7,500.00	148.00	4,439.76	59.20
671.678	FUNDRAISER-BRICKS	4,250.00	0.00	183.00	4.31
671.679	DONATIONS:HOME TOUR	10,000.00	0.00	14,716.00	147.16
695.101	GENERAL FUND TRANSFER	40,950.00	3,413.00	23,885.00	58.33
Total Dept 000		82,425.00	4,976.02	55,111.70	66.86
TOTAL Revenues		82,425.00	4,976.02	55,111.70	66.86
Expenditures					
Dept 797-HISTORICAL COMMISSION					
728.000	OPERATING SUPPLIES	4,500.00	0.00	89.86	2.00
728.200	SUPPLIES-HISTORIC COLLECTION	0.00	0.00	504.21	100.00
801.000	PROFESSIONAL SERVICES: ADMINISTRATIV	600.00	50.00	650.00	108.33
810.000	INSURANCE & BONDS	1,000.00	1,408.00	1,408.00	140.80
831.000	BUILDING MAINTENANCE	650.00	0.00	75.00	11.54
856.000	MISCELLANEOUS	1,700.00	100.00	5,082.73	298.98
Total Dept 797-HISTORICAL COMMISSION		8,450.00	1,558.00	7,809.80	92.42
Dept 798-CASTLE					
702.200	WAGES	0.00	2,640.00	4,845.00	100.00
702.400	WAGES - TEMPORARY	26,200.00	(259.20)	4,418.33	16.86
715.000	SOCIAL SECURITY (FICA)	2,000.00	182.12	708.62	35.43
717.000	UNEMPLOYMENT INSURANCE	0.00	16.37	47.17	100.00
719.000	WORKERS' COMPENSATION	75.00	0.00	15.00	20.00
728.000	OPERATING SUPPLIES	300.00	0.00	90.74	30.25
810.000	INSURANCE & BONDS	775.00	501.00	501.00	64.65
820.000	UTILITIES	6,500.00	706.06	1,998.81	30.75
831.000	BUILDING MAINTENANCE	15,000.00	70.68	2,531.90	16.88
856.000	MISCELLANEOUS	500.00	0.00	1,386.47	277.29
Total Dept 798-CASTLE		51,350.00	3,857.03	16,543.04	32.22
Dept 799-GOULD HOUSE					
810.000	INSURANCE & BONDS	750.00	589.00	589.00	78.53
820.100	ELECTRICITY	5,500.00	615.98	2,069.80	37.63
820.400	WATER & SEWER	450.00	103.00	202.40	44.98
831.000	BUILDING MAINTENANCE	14,500.00	270.00	2,978.63	20.54
831.200	BLDG MAINTENANCE-RENTAL	175.00	(270.00)	71.94	41.11
856.000	MISCELLANEOUS	1,250.00	(13.74)	537.78	43.02
Total Dept 799-GOULD HOUSE		22,625.00	1,294.24	6,449.55	28.51
TOTAL Expenditures		82,425.00	6,709.27	30,802.39	37.37
Fund 297:					
TOTAL REVENUES		82,425.00	4,976.02	55,111.70	66.86
TOTAL EXPENDITURES		82,425.00	6,709.27	30,802.39	37.37
NET OF REVENUES & EXPENDITURES		0.00	(1,733.25)	24,309.31	100.00



02/27/2014 11:49 AM

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 21/32

User: RCWilliams

PERIOD ENDING 01/31/2014

DB: Owosso

% Fiscal Year Completed: 58.90

		2013-14	ACTIVITY FOR		YTD BALANCE	
		AMENDED	MONTH 01/31/2014		01/31/2014	% BDGT
ACCOUNT	DESCRIPTION	BUDGET	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 325 - DEBT SERVICE-2010 GO BONDS						
Revenues						
Dept 000						
401.403	GENERAL PROPERTY TAX	57,025.00		0.00	0.00	0.00
401.430	INDUSTRIAL/COMMERCIAL FACILITIES TAX	515.00		0.00	0.00	0.00
401.431	OBSOLETE PROPERTY REHAB TAXES(OPRA)	35.00		0.00	0.00	0.00
Total Dept 000		57,575.00		0.00	0.00	0.00
TOTAL Revenues		57,575.00		0.00	0.00	0.00
Expenditures						
Dept 905-DEBT SERVICE						
980.991	PRINCIPAL	20,000.00		0.00	20,000.00	100.00
980.995	INTEREST	37,575.00		0.00	18,886.25	50.26
Total Dept 905-DEBT SERVICE		57,575.00		0.00	38,886.25	67.54
TOTAL Expenditures		57,575.00		0.00	38,886.25	67.54
Fund 325:						
TOTAL REVENUES		57,575.00		0.00	0.00	0.00
TOTAL EXPENDITURES		57,575.00		0.00	38,886.25	67.54
NET OF REVENUES & EXPENDITURES		0.00		0.00	(38,886.25)	100.00

ACCOUNT DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
	AMENDED BUDGET	MONTH	01/31/2014 (INCREASE (DECREASE))	01/31/2014 (NORMAL (ABNORMAL))	
Fund 327 - 2013 UTGO					
Revenues					
Dept 000					
401.403 GENERAL PROPERTY TAX	10,530.00		0.00	0.00	0.00
401.430 INDUSTRIAL/COMMERCIAL FACILITIES TAX	110.00		0.00	0.00	0.00
401.431 OBSOLETE PROPERTY REHAB TAXES(OPRA)	10.00		0.00	0.00	0.00
695.699 APPROPRIATION OF FUND BALANCE	48,850.00		0.00	0.00	0.00
Total Dept 000	59,500.00		0.00	0.00	0.00
TOTAL Revenues	59,500.00		0.00	0.00	0.00
Expenditures					
Dept 905-DEBT SERVICE					
980.991 PRINCIPAL	20,000.00		0.00	0.00	0.00
980.995 INTEREST	38,500.00		0.00	0.00	0.00
980.998 DEBT SERVICE	1,000.00		250.00	250.00	25.00
Total Dept 905-DEBT SERVICE	59,500.00		250.00	250.00	0.42
TOTAL Expenditures	59,500.00		250.00	250.00	0.42
Fund 327:					
TOTAL REVENUES	59,500.00		0.00	0.00	0.00
TOTAL EXPENDITURES	59,500.00		250.00	250.00	0.42
NET OF REVENUES & EXPENDITURES	0.00		(250.00)	(250.00)	100.00

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT
		AMENDED	MONTH	01/31/2014	01/31/2014	
		BUDGET	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 411 - CAPITAL PROJECTS-2011 STREET PROGRAM						
Revenues						
Dept 000						
664.664	INTEREST INCOME	0.00		81.39	94.52	100.00
695.698	OTHER FINANCING SOURCES	0.00		0.00	990,000.00	100.00
695.699	APPROPRIATION OF FUND BALANCE	532,000.00		0.00	0.00	0.00
Total Dept 000		532,000.00		81.39	990,094.52	186.11
TOTAL Revenues		532,000.00		81.39	990,094.52	186.11
Expenditures						
Dept 270-ADMINISTRATIVE						
801.000	PROFESSIONAL SERVICES: ADMINISTRATIV	0.00		850.00	32,548.00	100.00
Total Dept 270-ADMINISTRATIVE		0.00		850.00	32,548.00	100.00
Dept 966-TRANSFERS OUT						
999.202	TRANSFER TO MAJOR STREET	262,850.00		0.00	171.34	0.07
999.203	TRANSFER TO LOCAL STREET	269,150.00		0.00	0.00	0.00
Total Dept 966-TRANSFERS OUT		532,000.00		0.00	171.34	0.03
TOTAL Expenditures		532,000.00		850.00	32,719.34	6.15
Fund 411:						
TOTAL REVENUES		532,000.00		81.39	990,094.52	186.11
TOTAL EXPENDITURES		532,000.00		850.00	32,719.34	6.15
NET OF REVENUES & EXPENDITURES		0.00		(768.61)	957,375.18	100.00

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH INCREASE	01/31/2014 (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 494 - DDA CONSTRUCTION FUND						
Revenues						
Dept 000						
664.664	INTEREST INCOME	0.00		4.20	34.79	100.00
695.699	APPROPRIATION OF FUND BALANCE	20,000.00		0.00	0.00	0.00
Total Dept 000		20,000.00		4.20	34.79	0.17
TOTAL Revenues		20,000.00		4.20	34.79	0.17
Expenditures						
Dept 901-CAPITAL OUTLAY						
965.530	CAPITAL CONTRIBUTIONS-INFRASTRUCTURE	20,000.00		0.00	18,300.00	91.50
Total Dept 901-CAPITAL OUTLAY		20,000.00		0.00	18,300.00	91.50
TOTAL Expenditures		20,000.00		0.00	18,300.00	91.50
Fund 494:						
TOTAL REVENUES		20,000.00		4.20	34.79	0.17
TOTAL EXPENDITURES		20,000.00		0.00	18,300.00	91.50
NET OF REVENUES & EXPENDITURES		0.00		4.20	(18,265.21)	100.00

ACCOUNT DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
	AMENDED BUDGET	MONTH	01/31/2014 (DECREASE)	01/31/2014 (ABNORMAL)	
Fund 588 - TRANSPORTATION FUND					
Revenues					
Dept 000					
401.403 GENERAL PROPERTY TAX	75,575.00		(6.60)	77,843.07	103.00
Total Dept 000	75,575.00		(6.60)	77,843.07	103.00
TOTAL Revenues	75,575.00		(6.60)	77,843.07	103.00
Expenditures					
Dept 200-GEN SERVICES					
818.000 CONTRACTUAL SERVICES	75,575.00		343.64	69,487.27	91.94
Total Dept 200-GEN SERVICES	75,575.00		343.64	69,487.27	91.94
TOTAL Expenditures	75,575.00		343.64	69,487.27	91.94
Fund 588:					
TOTAL REVENUES	75,575.00		(6.60)	77,843.07	103.00
TOTAL EXPENDITURES	75,575.00		343.64	69,487.27	91.94
NET OF REVENUES & EXPENDITURES	0.00		(350.24)	8,355.80	100.00

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT
		AMENDED	MONTH	01/31/2014	01/31/2014	
		BUDGET	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
401.446	PENALTIES - LATE CHARGES	30,000.00		0.00	15,052.25	50.17
450.477	SWR:PERMITS/INSPECTION FEE	0.00		0.00	140.00	100.00
600.601	METERED SALES	1,600,000.00		213.10	674,426.49	42.15
664.664	INTEREST INCOME	5,000.00		44.99	346.67	6.93
671.694	MISCELLANEOUS	0.00		0.00	2,022.14	100.00
Total Dept 000		1,635,000.00		258.09	691,987.55	42.32
TOTAL Revenues		1,635,000.00		258.09	691,987.55	42.32

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH	01/31/2014 (DECREASE)	01/31/2014 (ABNORMAL)	
Fund 590 - SEWER FUND						
Expenditures						
Dept 200-GEN SERVICES						
702.100	SALARIES	12,600.00		630.01	5,260.82	41.75
715.000	SOCIAL SECURITY (FICA)	1,500.00		47.83	399.98	26.67
716.100	HEALTH INSURANCE	1,500.00		122.04	833.64	55.58
716.150	OPEB EXPENSE	2,000.00		0.00	0.00	0.00
716.200	DENTAL INSURANCE	100.00		6.04	42.28	42.28
716.300	OPTICAL INSURANCE	100.00		0.09	0.64	0.64
716.400	LIFE INSURANCE	100.00		2.22	15.60	15.60
716.500	LONG - TERM DISABILITY	100.00		3.62	25.35	25.35
718.000	RETIREMENT	5,000.00		0.00	0.00	0.00
719.000	WORKERS' COMPENSATION	500.00		0.00	147.00	29.40
728.000	OPERATING SUPPLIES	200.00		0.00	7.18	3.59
801.000	PROFESSIONAL SERVICES: ADMINISTRATIV	2,700.00		2,850.00	2,850.00	105.56
810.000	INSURANCE & BONDS	10,000.00		9,870.00	9,870.00	98.70
818.000	CONTRACTUAL SERVICES	12,000.00		1,433.30	6,538.02	54.48
850.000	BAD DEBT EXPENSE	0.00		0.00	14.33	100.00
860.000	EDUCATION & TRAINING	200.00		0.00	0.00	0.00
890.200	OPERATION & MAINTENANCE	949,000.00		78,429.34	562,042.33	59.22
890.300	REPLACEMENT	88,300.00		0.00	44,952.59	50.91
968.000	DEPRECIATION EXPENSE	40,000.00		0.00	0.00	0.00
999.101	CONTRIBUTION-GF ADMIN	40,000.00		3,333.00	23,335.00	58.34
Total Dept 200-GEN SERVICES		1,165,900.00		96,727.49	656,334.76	56.29
Dept 549-SEWER OPERATIONS						
702.100	SALARIES	44,000.00		0.00	0.00	0.00
702.200	WAGES	65,000.00		1,432.17	17,509.57	26.94
702.300	OVERTIME	3,000.00		976.56	2,594.64	86.49
702.800	ACCRUED SICK LEAVE	1,600.00		0.00	0.00	0.00
703.000	OTHER COMPENSATION	0.00		1,245.04	8,469.39	100.00
715.000	SOCIAL SECURITY (FICA)	9,600.00		462.38	3,299.10	34.37
716.100	HEALTH INSURANCE	40,300.00		1,952.54	13,337.54	33.10
716.200	DENTAL INSURANCE	2,000.00		90.60	743.84	37.19
716.300	OPTICAL INSURANCE	400.00		0.70	4.90	1.23
716.400	LIFE INSURANCE	300.00		13.20	92.40	30.80
718.000	RETIREMENT	29,000.00		0.00	0.00	0.00
719.000	WORKERS' COMPENSATION	2,500.00		0.00	1,047.00	41.88
728.000	OPERATING SUPPLIES	5,000.00		0.00	488.42	9.77
751.000	GAS & OIL	8,000.00		257.48	3,180.78	39.76
818.000	CONTRACTUAL SERVICES	100,000.00		210.00	11,351.91	11.35
833.000	EQUIPMENT MAINTENANCE	0.00		0.00	191.50	100.00
833.200	SEWER REPAIR	20,000.00		0.00	69.00	0.35
833.300	SERVICE LINE REPAIR SEPARATION-SSO	50,000.00		0.00	1,600.00	3.20
836.000	LIFT STATION MAINTENANCE	5,000.00		597.45	3,558.82	71.18
836.100	LIFT STATION UTILITIES	2,200.00		212.99	1,348.59	61.30
843.000	EQUIPMENT RENTAL	30,000.00		715.44	6,820.20	22.73
860.000	EDUCATION & TRAINING	1,000.00		0.00	0.00	0.00
Total Dept 549-SEWER OPERATIONS		418,900.00		8,166.55	75,707.60	18.07
Dept 901-CAPITAL OUTLAY						
973.000	CAPITAL OUTLAY - SEWERS	100,000.00		0.00	3,564.00	3.56
979.000	COL-LIFT STATIONS	10,000.00		0.00	4,521.00	45.21
Total Dept 901-CAPITAL OUTLAY		110,000.00		0.00	8,085.00	7.35
Dept 905-DEBT SERVICE						
980.991	PRINCIPAL	35,000.00		0.00	0.00	0.00
980.995	INTEREST	16,200.00		0.00	8,084.83	49.91
Total Dept 905-DEBT SERVICE		51,200.00		0.00	8,084.83	15.79
TOTAL Expenditures		1,746,000.00		104,894.04	748,212.19	42.85
Fund 590:						
TOTAL REVENUES		1,635,000.00		258.09	691,987.55	42.32
TOTAL EXPENDITURES		1,746,000.00		104,894.04	748,212.19	42.85
NET OF REVENUES & EXPENDITURES		(111,000.00)		(104,635.95)	(56,224.64)	50.65

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR	YTD BALANCE	% BDGT USED
		AMENDED BUDGET	MONTH 01/31/2014 INCREASE (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 591 - WATER FUND					
Revenues					
Dept 000					
401.446	PENALTIES - LATE CHARGES	40,000.00	0.00	22,678.13	56.70
450.477	WTR:PERMITS/INSPECTION FEE	1,000.00	0.00	540.00	54.00
600.601	METERED SALES	1,996,000.00	246.35	826,374.55	41.40
600.602	METERED SALES-WHOLESALE-USAGE	176,000.00	17,715.99	125,207.21	71.14
600.603	METERED SALES-WHOLESALE-DEBT	44,200.00	0.00	0.00	0.00
600.604	WATER MAIN REPLACEMENT CHARGE	330,000.00	61.62	162,145.78	49.14
600.640	MATERIAL & SERVICE	5,000.00	258.38	1,271.36	25.43
664.664	INTEREST INCOME	5,000.00	91.86	2,040.94	40.82
671.688	HYDRANT RENTAL	15,300.00	0.00	0.00	0.00
671.694	MISCELLANEOUS	2,500.00	100.00	775.00	31.00
671.695	MISCELLANEOUS WATER CHARGES	10,000.00	134.00	5,154.00	51.54
Total Dept 000		2,625,000.00	18,608.20	1,146,186.97	43.66
TOTAL Revenues		2,625,000.00	18,608.20	1,146,186.97	43.66
Expenditures					
Dept 200-GEN SERVICES					
702.100	SALARIES	20,000.00	1,133.99	9,469.00	47.35
715.000	SOCIAL SECURITY (FICA)	2,000.00	86.09	719.83	35.99
716.100	HEALTH INSURANCE	2,500.00	219.66	1,500.48	60.02
716.200	DENTAL INSURANCE	200.00	10.86	76.05	38.03
716.300	OPTICAL INSURANCE	50.00	0.16	1.11	2.22
716.400	LIFE INSURANCE	100.00	4.01	28.06	28.06
716.500	LONG - TERM DISABILITY	100.00	6.53	45.65	45.65
718.000	RETIREMENT	11,000.00	0.00	0.00	0.00
719.000	WORKERS' COMPENSATION	400.00	0.00	216.00	54.00
728.000	OPERATING SUPPLIES	2,000.00	0.00	1,147.25	57.36
801.000	PROFESSIONAL SERVICES: ADMINISTRATIV	5,500.00	7,950.00	7,950.00	144.55
810.000	INSURANCE & BONDS	45,000.00	42,550.00	42,550.00	94.56
818.000	CONTRACTUAL SERVICES	15,000.00	2,233.25	10,952.75	73.02
845.000	LEASE	750.00	0.00	753.98	100.53
850.000	BAD DEBT EXPENSE	500.00	0.00	74.46	14.89
860.000	EDUCATION & TRAINING	500.00	0.00	0.00	0.00
999.101	CONTRIBUTION-GF ADMIN	200,000.00	16,667.00	116,665.00	58.33
Total Dept 200-GEN SERVICES		305,600.00	70,861.55	192,149.62	62.88
Dept 552-WATER UNDERGROUND					
702.100	SALARIES	33,000.00	1,271.42	9,170.38	27.79
702.200	WAGES	115,000.00	6,846.09	54,827.61	47.68
702.400	WAGES - TEMPORARY	3,000.00	0.00	0.00	0.00
703.000	OTHER COMPENSATION	47,000.00	7,815.00	25,656.55	54.59
715.000	SOCIAL SECURITY (FICA)	19,000.00	1,584.14	9,265.43	48.77
716.100	HEALTH INSURANCE	71,000.00	3,150.68	29,284.46	41.25
716.200	DENTAL INSURANCE	3,800.00	180.89	1,605.91	42.26
716.300	OPTICAL INSURANCE	800.00	1.13	11.12	1.39
716.400	LIFE INSURANCE	600.00	30.20	270.78	45.13
716.500	LONG - TERM DISABILITY	200.00	41.40	371.89	185.95
717.000	UNEMPLOYMENT INSURANCE	0.00	53.72	53.72	100.00
718.000	RETIREMENT	53,000.00	0.00	0.00	0.00
718.200	DEFINED CONTRIBUTION	0.00	182.79	982.70	100.00
719.000	WORKERS' COMPENSATION	7,500.00	0.00	4,662.00	62.16
728.000	OPERATING SUPPLIES	5,000.00	2,477.37	4,017.54	80.35
751.000	GAS & OIL	13,000.00	1,014.50	7,978.00	61.37
818.000	CONTRACTUAL SERVICES	20,000.00	1,719.38	7,073.02	35.37
820.100	ELECTRICITY	3,200.00	387.56	1,868.99	58.41
820.200	GAS	4,000.00	1,013.44	1,624.99	40.62
820.300	TELEPHONE	3,400.00	234.96	1,495.39	43.98
833.000	EQUIPMENT MAINTENANCE	2,000.00	94.28	1,007.10	50.36
833.200	EQUIPMENT MAINT-HYDRANTS & MAINS	120,000.00	13,575.78	67,349.15	56.12
833.300	EQUIP MAINT. METER & SERV	120,000.00	6,407.55	79,293.84	66.08
843.000	EQUIPMENT RENTAL	1,000.00	278.11	521.12	52.11
860.000	EDUCATION & TRAINING	1,000.00	0.00	582.50	58.25
968.000	DEPRECIATION EXPENSE	125,000.00	0.00	0.00	0.00
Total Dept 552-WATER UNDERGROUND		771,500.00	48,360.39	308,974.19	40.05



		2013-14	ACTIVITY FOR	YTD BALANCE	
ACCOUNT	DESCRIPTION	AMENDED BUDGET	MONTH 01/31/2014 INCREASE (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND					
Expenditures					
Dept 553-WATER FILTRATION					
702.200	WAGES	211,000.00	14,229.60	99,662.58	47.23
702.300	OVERTIME	22,000.00	3,998.45	18,990.03	86.32
702.400	WAGES - TEMPORARY	5,000.00	340.40	2,611.52	52.23
702.600	UNIFORMS	3,500.00	0.00	2,800.00	80.00
702.800	ACCRUED SICK LEAVE	1,000.00	0.00	153.60	15.36
715.000	SOCIAL SECURITY (FICA)	18,500.00	1,359.15	9,200.06	49.73
716.100	HEALTH INSURANCE	50,000.00	4,260.09	23,903.39	47.81
716.200	DENTAL INSURANCE	2,500.00	211.61	1,086.35	43.45
716.300	OPTICAL INSURANCE	500.00	1.75	10.10	2.02
716.400	LIFE INSURANCE	500.00	33.00	223.35	44.67
716.500	LONG - TERM DISABILITY	400.00	55.33	272.97	68.24
717.000	UNEMPLOYMENT INSURANCE	0.00	0.00	53.52	100.00
718.000	RETIREMENT	50,000.00	0.00	0.00	0.00
718.200	DEFINED CONTRIBUTION	4,000.00	405.32	2,708.50	67.71
719.000	WORKERS' COMPENSATION	7,000.00	0.00	4,272.00	61.03
728.000	OPERATING SUPPLIES	15,000.00	959.22	7,650.92	51.01
743.000	CHEMICALS	132,000.00	6,950.05	64,865.75	49.14
751.000	GAS & OIL	1,500.00	28.31	398.84	26.59
818.000	CONTRACTUAL SERVICES	9,000.00	1,526.00	6,365.00	70.72
820.100	ELECTRICITY	138,000.00	9,610.90	63,741.73	46.19
820.200	GAS	4,500.00	1,153.98	1,916.34	42.59
820.300	TELEPHONE	6,000.00	478.99	2,979.46	49.66
820.500	REFUSE	500.00	23.58	198.52	39.70
831.000	BUILDING MAINTENANCE	5,000.00	281.88	2,263.52	45.27
832.000	STATIONARY EQUIPMENT	5,500.00	0.00	5,358.66	97.43
833.000	EQUIPMENT MAINTENANCE	20,000.00	0.00	7,203.87	36.02
833.100	EQUIP MAINT - WELLS	20,000.00	585.00	4,056.30	20.28
834.000	MAINTENANCE	150,000.00	0.00	0.00	0.00
860.000	EDUCATION & TRAINING	1,000.00	0.00	113.70	11.37
968.000	DEPRECIATION EXPENSE	150,000.00	0.00	0.00	0.00
Total Dept 553-WATER FILTRATION		1,033,900.00	46,492.61	333,060.58	32.21
Dept 901-CAPITAL OUTLAY					
971.000	LAND	0.00	0.00	160.00	100.00
972.000	MAINS & HYDRANTS	300,000.00	181.00	26,978.65	8.99
972.100	COL-SERVICE LINES	0.00	0.00	150.52	100.00
972.200	COL-WATER STORAGE	100,000.00	0.00	0.00	0.00
977.000	COL - EQUIPMENT	50,000.00	0.00	0.00	0.00
Total Dept 901-CAPITAL OUTLAY		450,000.00	181.00	27,289.17	6.06
Dept 905-DEBT SERVICE					
980.991	PRINCIPAL	255,000.00	0.00	255,000.00	100.00
980.995	INTEREST	106,250.00	0.00	55,031.25	51.79
Total Dept 905-DEBT SERVICE		361,250.00	0.00	310,031.25	85.82
TOTAL Expenditures		2,922,250.00	165,895.55	1,171,504.81	40.09
Fund 591:					
TOTAL REVENUES		2,625,000.00	18,608.20	1,146,186.97	43.66
TOTAL EXPENDITURES		2,922,250.00	165,895.55	1,171,504.81	40.09
NET OF REVENUES & EXPENDITURES		(297,250.00)	(147,287.35)	(25,317.84)	8.52

DB: Owosso

% Fiscal Year Completed: 58.90

Fund 599:

ACCOUNT DESCRIPTION	2013-14	ACTIVITY FOR		YTD BALANCE	% BDGT USED
	AMENDED BUDGET	MONTH	01/31/2014 INCREASE (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 599 - WASTEWATER FUND					
TOTAL REVENUES	1,489,000.00		113,836.84	857,735.46	57.60
TOTAL EXPENDITURES	2,007,600.00		135,626.62	828,538.60	41.27
NET OF REVENUES & EXPENDITURES	(518,600.00)		(21,789.78)	29,196.86	5.63

ACCOUNT	DESCRIPTION	2013-14	ACTIVITY FOR	YTD BALANCE	% BDGT
		AMENDED BUDGET	MONTH 01/31/2014 INCREASE (DECREASE)	01/31/2014 NORMAL (ABNORMAL)	
Fund 661 - FLEET MAINTENANCE FUND					
Revenues					
Dept 000					
664.669	EQUIPMENT RENTAL	500,000.00	88,891.30	443,857.03	88.77
695.699	APPROPRIATION OF FUND BALANCE	447,450.00	0.00	0.00	0.00
Total Dept 000		947,450.00	88,891.30	443,857.03	46.85
TOTAL Revenues		947,450.00	88,891.30	443,857.03	46.85
Expenditures					
Dept 891-FLEET MAINTENANCE					
702.200	WAGES	59,300.00	2,274.12	24,457.19	41.24
703.000	OTHER COMPENSATION	3,200.00	1,127.80	7,608.26	237.76
715.000	SOCIAL SECURITY (FICA)	4,600.00	405.47	2,341.02	50.89
716.100	HEALTH INSURANCE	20,900.00	1,331.27	9,093.77	43.51
716.200	DENTAL INSURANCE	1,225.00	72.71	508.97	41.55
716.300	OPTICAL INSURANCE	175.00	0.35	2.45	1.40
716.400	LIFE INSURANCE	200.00	6.60	46.20	23.10
717.000	UNEMPLOYMENT INSURANCE	125.00	0.00	0.00	0.00
718.000	RETIREMENT	17,075.00	0.00	0.00	0.00
719.000	WORKERS' COMPENSATION	2,750.00	0.00	1,590.00	57.82
728.000	OPERATING SUPPLIES	500.00	0.00	0.00	0.00
751.000	GAS & OIL	42,000.00	10,409.19	31,357.18	74.66
801.000	PROFESSIONAL SERVICES: ADMINISTRATIV	1,000.00	1,500.00	1,500.00	150.00
810.000	INSURANCE & BONDS	21,500.00	19,848.00	19,848.00	92.32
833.000	EQUIPMENT MAINTENANCE	75,000.00	5,411.98	39,162.19	52.22
968.000	DEPRECIATION EXPENSE	133,900.00	0.00	0.00	0.00
999.101	CONTRIBUTION-GF ADMIN	29,000.00	2,417.00	16,915.00	58.33
Total Dept 891-FLEET MAINTENANCE		412,450.00	44,804.49	154,430.23	37.44
Dept 901-CAPITAL OUTLAY					
979.000	COL-EQUIPMENT	535,000.00	0.00	229,553.78	42.91
Total Dept 901-CAPITAL OUTLAY		535,000.00	0.00	229,553.78	42.91
TOTAL Expenditures		947,450.00	44,804.49	383,984.01	40.53
Fund 661:					
TOTAL REVENUES		947,450.00	88,891.30	443,857.03	46.85
TOTAL EXPENDITURES		947,450.00	44,804.49	383,984.01	40.53
NET OF REVENUES & EXPENDITURES		0.00	44,086.81	59,873.02	100.00
TOTAL REVENUES - ALL FUNDS		16,944,050.00	683,383.55	9,955,201.53	58.75
TOTAL EXPENDITURES - ALL FUNDS		17,878,750.00	873,491.66	7,994,240.28	44.71
NET OF REVENUES & EXPENDITURES		(934,700.00)	(190,108.11)	1,960,961.25	209.80

Minutes of the **January 13, 2014**, regular meeting  
of the **Owosso Historical Commission** held  
at the Gould House, 7:00 p.m.

Members Present: Chairperson Joni Forster, and members Kerry Baker, Sue Luddington, Jim Gutting and Director Mitchell Speers

Members Absent: Shawn Kiley

Guests Present: N/A

The meeting was called to order at 7:00 p.m. by Chairperson Forster.

Weckwert arrived at 7:04 p.m

7:05 p.m. member Elaine Greenway arrived

Greenway moved agenda approval, supported by Baker and carried.

Citizen Comments: N/A

The communications were brought to member's attention.

Motion to accept and place on file minutes of December 9, 2013, was made by Greenway, seconded by Weckwert and accepted.

Baker reported on follow-up research into the purchasing a refrigerator for Curwood Castle and members considered three units available from Gilbert's True Value. Placement of a refrigerator in the kitchen area was discussed, as the location of the previous model did not work well. Members agreed to revisit this again and Baker agreed to continue her research.

7:18 member Parker arrived

Speers reported on the repairs needed for the humidor at Curwood Castle. As the humidor belonged to James Oliver Curwood, members felt the repairs were necessary. Parker moved that the repairs be made by Rex Calder and up to \$200 be allocated to complete the job. Luddington seconded the motion and the motion passed, but was opposed by Baker.

Speers gave a brief report on the purchase of inventory software. While \$800 has been approved for this software, both the suggested program and the desired program exceed this amount. Speers noted that they may be matching funds for the software and Parker stressed that insurance benefit of such a program. Members agreed to have Speers seek a grant for the desired software. Gutting agreed to work with Speers on inventory.

Weckwert discussed a fundraising venture proposed by Owosso Main Street. The Proposal involves the sale of designer drinking glasses, which would feature the image of three of the OHC's properties: the Gould House, the Comstock Cabin and Curwood Castle. Owosso Main Street provided the designs for each building, along with a formal request to use the images. Unanimous permission was granted.

Chairperson Forster discussed the need to have the OHC annual budget in place for the February meeting and noted that she had not received any proposals or recommendations. Weckwert suggested the members begin with an overview of the needed building repairs.

Possible Comstock Cabin repairs include: Steps, electrical, exterior lighting (LED). bookcase, shutters.

Possible Paymaster repairs include: Steps, caulk around windows, clapboard repair, indoor lighting.

Possible Gould House repairs include: Porches/steps, plaster repair, interior painting.

Possible Curwood Castle repairs include: Floor refinishing, exterior lighting.

Other budget items discussed included preservation of painting, furniture for Curwood Castle

Director Speers informed the group that he is in the process of putting together a Volunteer Program package, with the help of docent Denice Grace.

Director Speers also noted that the Michigan Museums Association has recommended that participants book their rooms early, as they are expected to fill up. Members agreed that this could be a problem and approved that Director Speers should attend.

Chairperson Forster informed members that she and Director Speers are working on a OHC Orientation Packet for new members and that a tour of OHC properties and discussion were planned for all members.

Chairperson Forster discussed the possibility of a "tea" fundraising event for the Gould House. Member Luddington suggested that this might be a good Spring event, while Gutting suggested that it might work well as a quarterly event. Forster agreed to look into this more and member gutting volunteered to assist.

Members discussed the possibility of moving future OHC meetings to a new day or time. Member Parker could have a conflict with the current day, but noted that there was no need to make a decision at this time.

Chairperson Forster discussed the possibility of adding a Jr. Commissioner to the group, as a means of reaching out to a younger audience. Member Baker suggested that a High School student might be interested in joining.

Director Speers discussed his conversation with Agnew Graphics surrounding banners which had been approve last summer. Director Speers agreed to forward an email from Agnew Graphics to members, in order to let them see the work that had been completed.

Member Parker recommended that the OHC adopt a logo for use in future events, activities and letterhead. Parker agreed to contact Tyler Corbin to discuss the idea.

Meeting adjourned by motion at 8:54 p.m. by Greenway, supported by Parker.

Respectfully submitted,  
Mitchell Speers  
Secretary/Treasurer

REGULAR MEETING MINUTES  
OWOSSO DDA / MAIN STREET  
Council Chambers, City Hall  
February 5, 2014 – 7:30 am.

MEETING CALLED TO ORDER at 7:39 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Benjamin Frederick, Bill Gilbert, Ken Cushman, Meredith Landino (arrived 7:43), Lance Omer (arrived 7:44), Secretary Alaina Kraus, and Treasurer James Demis

MEMBERS ABSENT: Authority Members Dawn Gonyou, and

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, City of Owosso; Helen Granger, Press;

AGENDA:

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA FOR FEBRUARY 5, 2014.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE MINUTES WITH MODIFICATION FOR THE MEETING OF JANUARY 15, 2014.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1. Design – Authority Member Bill Gilbert

The team is working on sponsorships and prepping for flower baskets. Lorraine Wreckwert is preparing to order flowers and may have sponsors for an irrigation system to

2. Economic Restructuring – Authority Member Omer

The committee decided to review the study and bring back suggestions for a meeting with community members at the next meeting. It was also decided to ask that the housing portion of the Market Study be expanded with more definitive numbers and information.

3. Organization – Manager Adams/Meredith Landino

Landino is meeting with Adams to discuss communications. IB workplans are in progress, which will include over 100 students.

#### 4. Promotion – Manager Adams

Business Owners and Image Builders had their first meetings in January and will continue this month. Business Owners will be meeting next week at Itsa Deli. In their first meeting they did not want to do a first quarter sale, especially with the weather, but would like to team up at the Home Garden Expo on March 8, 2014. There were 12-13 people in attendance at the Image Builders meeting discussing advertising Owosso beyond the limits. This group originated from the National visit in 2013.

Adams has been meeting with David Shorter of the Steam Railroading Institute along with Montenegro and Lenkert on the upcoming Planes, Trains & Automobiles event. Shorter would like to do a public meeting with business owners to discuss plans in the end of April.

#### ITEMS OF BUSINESS:

##### 1. CHECK REGISTER APPROVAL.

SEE ATTACHED CHECK REGISTER

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE CHECK REGISTER FOR JANUARY 2014 AS PRESENTED.

YEAS ALL. MOTION CARRIED.

##### 2. BUDGET REPORT.

No comment.

##### 3. PARK STREET IMPROVEMENTS

The bids came in lower than had been expected in the previous meeting with a total cost of \$24,035 for the sidewalk work on both sides of the road. There is money available via bond funds and an amount

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THAT THE AGENDA BE AMENDED TO MAKE THIS AN ACTION ITEM.

YEAS ALL. MOTION CARRIED.

One option that has been brought up is supporting the sidewalk work 50/50 as is a common practice in some places for homeowners and the cities. Gilbert pointed out that this proposal was brought to the board late for work to be started in February. Frederick shared that this is a far more concrete proposal than earlier information being shared and the Council is feeling the same pressure of time on this issue. Gilbert asked about whether this was brought up to the Lebowsky Project and



Frederick shared that the project's obligations are full right now and, being infrastructure, was brought to the city.

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO SUPPORT THE CITY UP TO 50% OF THE SIDEWALK NOT TO EXCEED \$12, 017.50.

YEAS ALL. MOTION CARRIED.

If it becomes apparent that the other half of the money is needed it can be brought to the Board at a future date.

#### 4. DIG UPDATE

A ceremony will be coming up on February 28<sup>th</sup> at 11:30am for a check of the full-amount of the grant to be presented to the city. This will become fully official at that ceremony.

Gilbert brought up that knowing this is coming we should consider pulling funds from the bond that are set aside for this project. Acton suggested that the Board wait a month for more information on the projects, Brownfield, etc. With the proposed Brownfield changes, it will delay the Chamber's movement. If the proposed changes go through they will be able to repay their financial obligations faster. The Chamber will have to be out of their building by the end of the year as a part of the DIG work. With the timing of the Brownfield there is a possibility that the Chamber project could not move forward and the DIG would. While this is slim, the city is looking at ways to mitigate the impact on the Main Street/DDA budget if this were to occur.

#### 5. WESENER UPDATE

A number of credits are coming in to fund the project, which are not taxable, but these are going to be sold and that becomes a taxable event. This equals hundreds of thousands of dollars of income tax with no funds to pay for it because the money is going directly into the building. The proposal to avoid this is to have the credits come in to the DDA and give it as a loan to the Wesener project. It would be a paper agreement that would not impact our budget. Any tax liability is held by the Wesener project, not the Main Street/DDA. If this does not work out and the additional funds must be found, there is a strong potential it will put an end to the project. The paperwork for the title transfer for the grants is being drawn up to be brought before the board.

#### 6. AUDIT APPROVAL

There were no major problems found in the course of the audit.

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OMER TO ACCEPT THE AUDIT REPORT AS PRESENTED BY JIM DEMIS.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

Adams shared that we are one of two Michigan Main Street communities to be awarded Retail Merchandising services for 2014.

Frederick shared a certificate of appreciation from the 144<sup>th</sup> Military Company. They said this was the warmest reception that they have seen for soldiers.

Kraus asked about the National Main Street Conference and Adams shared that there is an expo that we can be a part of at this event.

MOTION MADE BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER KRAUS TO ADJOURN AT 8:54 AM.  
YEAS ALL. MOTION CARRIED.

---

Alaina Kraus, Secretary

**January Check Register**  
By Check Number



11:35 AM

02/03/14

**Owosso Main Street  
Check Register - By Check Number  
January 2014**

<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Paid Amount</b>
<b>1944</b>	<b>01/02/2014</b>	<b>Joshua Adams</b>	<b>Manager Wages</b>	<b>Owosso Main Street Checking</b>	
	12/30/2013		Manager Wages for 12/20/...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
<b>1945</b>	<b>01/02/2014</b>	<b>First Bank Card</b>	<b>Sound Systems Supplies</b>	<b>Owosso Main Street Checking</b>	
Dece...	12/30/2013		Sound Systems Supplies	Josh Adams - Owosso Main Street	-90.47
TOTAL					-90.47
<b>1946</b>	<b>01/17/2014</b>	<b>Joshua Adams</b>	<b>Manager Wages</b>	<b>Owosso Main Street Checking</b>	
	01/10/2014		Manager Wages for 1/3/13 ...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38
<b>1947</b>	<b>01/17/2014</b>	<b>Kelly's Refuse</b>	<b>December Trash Service</b>	<b>Owosso Main Street Checking</b>	
	01/10/2014		Trash Service 12/1-12/31	296-200-831.000 MAINTENANCE	-500.00
TOTAL					-500.00
<b>1948</b>	<b>01/17/2014</b>	<b>Lorraine Weckwert</b>	<b>Christmas Green Supplie...</b>	<b>Owosso Main Street Checking</b>	
	01/10/2014		Christmas Greens Supplies	296-697-818.000-CHRISTMAS	-35.00
TOTAL					-35.00
<b>1949</b>	<b>01/21/2014</b>	<b>Agnew Graphics, Signs...</b>	<b>Design Commitee Drinkin...</b>	<b>Owosso Main Street Checking</b>	
	01/10/2014		Design Commitee Drinking...	296-697-818.000-BED PLANTS	-588.20
TOTAL					-588.20
<b>1950</b>	<b>01/29/2014</b>	<b>Abiding in the Vine Tea...</b>	<b>Business Owners Meetin...</b>	<b>Owosso Main Street Checking</b>	
	01/29/2014		Business Owners Meeting ...	296-200-728.000 OPER SUPPLIES	-75.00
TOTAL					-75.00
<b>1951</b>	<b>01/29/2014</b>	<b>Chemical Bank</b>	<b>Owosso Mainn Street We...</b>	<b>Owosso Main Street Checking</b>	
	01/21/2014		Web Hosting reimbursement	296-200-728.000 OPER SUPPLIES	-71.94
TOTAL					-71.94

11:35 AM

02/03/14

**Owosso Main Street**  
**Check Register - By Check Number**  
**January 2014**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
1952	01/29/2014	DayStarr Communication	Phone forwarding servic...	Owosso Main Street Checking	
	01/21/2014		Phone forwarding services ...	296-200-728.000 OPER SUPPLIES	-15.16
TOTAL					-15.16
1953	01/29/2014	Joshua Adams	Manager Wages	Owosso Main Street Checking	
	01/29/2014		Manager Wages for 1/17/1...	296-200-999.101 MANAGER WAGES	-2,115.38
TOTAL					-2,115.38

Minutes of the **February 10, 2013**, regular meeting  
of the **Owosso Historical Commission** held  
at the Gould House, 7:00 p.m.

Members Present: Chairperson Joni Forster, and members Kerry Baker, Elaine Greenway, Sue Ludington, Jim Gutting, Justin Parker, Lorraine Weckwert and Director Mitchell Speers

Members Absent: Shawn Kiley

The meeting was called to order at 7:00 p.m. by Chairperson Forster.

Parker moved for the approval of the agenda, supported by Greenway and carried.

Citizen Comments: None

The communications were brought to member's attention.

Weckwert and Ludington arrived at 7:02

Motion to accept and place on file the minutes of January 13, 2013, was made by Parker, seconded by Ludington and accepted.

Baker reported on her conversation with Gilbert's Hardware staff regarding the purchase of a new refrigerator for Curwood Castle. Baker noted that she had been asked to put the purchase on hold after learning from Director Speers that the City Manager, was looking into buying several units at one time, including a refrigerator for his apartment, and receiving a discount. Baker was informed by a Gilbert employee that no refrigerator had been purchased for the castle, but that one had been purchased for the Gould House apartment. Several members voiced concern that the OHC would be charged with the purchase of a refrigerator for the Gould House, but without the consent of the Historical Commission. Speers agreed to look into the matter.

Speers gave an update on the purchase of inventory software. He noted that he hoped to have a grant completed soon and the matching funds approved by the OHC should cover the purchase of the software.

Forster appointed Greenway to Chair the 2014 Home Tour. Greenway agreed to meet with Director Speers to set a budget. Members were encouraged to contact Greenway with potential homes for the tour.

Forster reminded members that the budget was due this month and stressed the need to have items to be included in the budget brought forward. Speers gave a brief rundown of the 2014-2015 proposed budget and noted that there would be a need to raise the funds to meet the proposal. It was also noted that Wifi for the castle had not been installed and Speers was informed that a vote by the commission was required. Several members said they had already done this. It was also noted that Speers and Chairperson Forster would need to sign the contract. Forster refused, noting that no volunteer should be asked to sign a city contract. Weckwert moved that members approve the purchase of Wifi for the castle and that it include the new phone line and hotspot previously agreed on. She also noted that the cost should come from the city's general fund, as these are necessary items for the Director, a city employee, to do his job. Ludington seconded and the motion carried.

Greenway reported that a \$500 pledge made by Fifth Third Bank last summer has still not been paid. Speers agreed to contact former Chair Erfourth about this matter.

Forster noted the completion of repairs to the Curwood humidor. The humidor was present for members to see, with the reviews mixed.

Speers reported that it was time to move the sleigh, currently on display at City Hall and reported on his intention to have the sleigh wrapped and stored in the Gould carriage house. Parker noted his concern with having the sleigh wrapped and noted the possible damage moisture might cause. Weckwert stressed that it was her understanding that the City Manager had agreed to leave the sleigh on long term display at City Hall. Members discussed other options for the display of the sleigh, but no solution was brought forth.

Director Speers passed out orientation notebooks to new members and encouraged all of the members to take the time to review the materials. A review of the bylaws was stressed by Speers.

Forster discussed the upcoming Curwood Festival and asked members to consider any special events or activities that the OHC might want to promote during this event. She noted the possibility of opening the Comstock Cabin and a change in price for admission to Curwood Castle. The new cost will be \$1.00 per person, with no age restriction during the Festival.

Speers discussed the need to create an OHC website and the need to incorporate a number of page links for visitors to access. Some of the page topics would include the Home Tour, Curwood Castle, an events page/calendar and volunteer program, to name a few. Speers noted that the design company behind our current Home Tour page suggested an approximate cost of \$2,300.00 to complete such a website. Gutting agreed to look into other options and to look at completing a page using one of the free website creating sites.

Speers discussed the banners, noting the Forster had presented a possible solution several months ago. This proposal would have the OHC continue our relationship with the Shiawassee Arts Center by having children again design the banners. The theme this time is Curwood Castle. A motion was made by Greenway and seconded by Ludington and carried. Speers agreed to discuss these arrangements with the SAC.

A discussion of a logo for the OHC was continued, with a motion by Parker to have Tyler Corbin proceed at a cost of \$300 to design a logo for the group. Gutting seconded and the motion carried.

Weckwert discussed her desire to have 2 sofas custom made by Melco for Curwood Castle, at a cost of \$5,389.20. Baker noted that returning the main floor to its former state would not allow the OHC to hold indoor events at the castle. Gutting suggested that if we are returning the room to its original state, then it would include removing the cabinets on the east wall. Weckwert made a motion to purchase two sofas from Melco at a cost of \$5,500.00. Greenway seconded with a vote of 6-1 and the motion carried. Speers informed the group that this purchase would need to go before the city council.

Parker left at 8:30pm.

Meeting adjourned by motion at 8:32 p.m. by Greenway, supported by Ludington.

Respectfully submitted,

Mitchell Speers  
Secretary/Treasurer

The next meeting is scheduled for March 10, 2014.