

CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, APRIL 21, 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 APRIL 7, 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

1. Plunge for Parks Presentation. Presentation by the Parks & Recreation Commission and event sponsor, Lansing Area Federal Credit Union, of the proceeds of the 3rd Annual Plunge for Parks, to be used for the purchase of an ice rink kit for Bentley Park.
2. Arbor Day Proclamation. A proclamation of the Mayor's Office declaring April 25, 2014 as Arbor Day in the City of Owosso.

PUBLIC HEARINGS

1. New Personal Property Tax Abatement – Alliance HNI. Conduct a Public Hearing to receive citizen comment regarding the application of Alliance HNI, LLC, 525 South Gould Street, for a New Personal Property Tax Exemption.
2. Housing Grant Application. Conduct a Public Hearing to receive citizen comment regarding the grant application to the MSHDA Housing Resource Fund for funds to assist in the creation and/or rehabilitation of downtown rental housing units.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

CONSENT AGENDA

1. Set Public Hearing - 2014-2015 City Budget. Set required Public Hearing pursuant to Chapter 8 of the City Charter for May 5, 2014 to receive citizen comment regarding proposed 2014-2015 City Budget.
2. Property Sale – Vandekar Road - Twenty One Day Posting. Authorize twenty-one (21) day posting period for sale of city owned property located at 1155 Vandekarr Road to Kenneth and Jodie Croskey in the amount of \$58,000.00.
3. Property Lease – Tillable Acreage - Twenty One Posting. Authorize twenty-one (21) day posting period for the lease of approximately 10 acres of city owned tillable land near Hopkins Lake to Shawnee Creek Farms for \$500.00 per year for a period of five years.
4. Rescind Resolution No. 18-2014. Rescind Resolution No. 18-2014 to reflect the fact that the City will not be reconstructing Howard Street this year.
5. Boards & Commissions Appointment. Confirm the Mayoral appointment of Elaine Greenway to the City of Owosso Employees' Retirement System Board of Trustees for a term expiring November 9, 2015.
6. Steps for Courage 5K Run and Competitive Walk Permission. Consider application of the Memorial Healthcare Auxiliary for use of portions of West King Street, Seventh Street, Oliver Street, Chipman Street, Center Street, Alturas Drive and Alta Vista Drive from 9:00am to 11:00am on Saturday, April 26, 2014 for the 7th Annual Steps for Courage Run and Competitive Walk and authorize Traffic Control Order No. 1309 formalizing the request.
7. Friday Night Car Cruise Permission. Consider waiving the insurance requirement, approving the application of Owosso Main Street for use of South Washington Street from Jerome Avenue to Comstock Street and East Comstock Street from Washington Street to Park Street between 5:00 pm and 9:00 pm on the second Friday of each month from May to September 2014 for a cruise-in, and authorizing Traffic Control Order No. 1310 formalizing the request.
8. Cruise to the Castle Car Show Permission. Consider waiving the insurance requirement, approving the application of Owosso Main Street for use of downtown streets and parking lots on Sunday, July 27, 2014 from 6:00 am to 4:00 pm for the Cruise to the Castle Car Show, and authorizing Traffic Control Order No. 1311 formalizing the request.
9. Professional Services Agreement – DIG Grant Parts 1 & 3. Approve professional services agreement with Fleis & Vandenbrink Engineering Inc. for engineering services for Parts 1 & 3 of the DIG Grant in the amount of \$57,693.00.
10. Professional Services Agreement – DIG Grant Part 2. Approve professional services agreement with Fishbeck Thompson Carr & Huber, Inc. for engineering services for Part 2 of the DIG Grant in the amount of \$59,900.00.
11. Bid Award – 2014 Tall Grass Mowing Program. Authorize bid award to Kendra Nichols d/b/a Millennium Lawn and Snow Service for mowing of private properties in violation of the weed ordinance and for certain city-owned properties for the 2014 mowing season in the following amounts: \$15 for a single lot, \$20 for a double lot, and \$25 for lots larger than a double lot, \$435 each mow for all 29 Osburn Lakes lots, and \$30 for the Gould House lot and further authorize payment in an amount up to \$10,000.

12. Warrant No. 480. Authorize Warrant No. 480 as follows:

Vendor	Description	Fund	Amount
Logicalis, Inc	Network engineering support – March 2014	General	\$ 7,616.00
Brown & Stewart PC	Professional services December 10, 2013 – January 13, 2014	General	\$ 9,997.52
Owosso Charter Township	Owosso Charter Township water sales payment – January 1, 2014 – March 31, 2014	Water	\$ 3,724.47
Caledonia Charter Township	Caledonia Utility fund payment – January 1, 2014 – March 31, 2014	Water	\$17,132.03
State of Michigan- Department of Transportation	Traffic Signal Maintenance- March 26, 2012 – April 29, 2013	Major Streets	\$ 9,683.42

13. Check Register–March 2014. Affirm check disbursements totaling \$726,460.99 for the month of March 2014.

ITEMS OF BUSINESS

1. Budget Work Session Date(s). Set the date(s) for desired budget work sessions.
2. Small Urban Program Fund Application – South Cedar Street. Approve grant application to the Michigan Department of Transportation Small Urban Program for Surface Transportation Program funds to assist in the resurfacing of South Cedar Street from Stewart Street to Main Street, authorize participation in the Small Urban Program, and further authorize commitment of City funds equal to a 20% match plus the cost of project design and engineering.
3. Small Urban Program Fund Application – South Chestnut Street. Approve grant application to the Michigan Department of Transportation Small Urban Program for Surface Transportation Program funds to assist in the resurfacing of South Chestnut Street from South Street to Stewart Street, authorize participation in the Small Urban Program, and further authorize commitment of City funds equal to a 20% match plus the cost of project design and engineering.
4. Small Urban Program Fund Application – East Oliver Street. Approve grant application to the Michigan Department of Transportation Small Urban Program for Surface Transportation Program funds to assist in the resurfacing of East Oliver Street from Washington Street to Gould Street, authorize participation in the Small Urban Program, and further authorize commitment of City funds equal to a 20% match plus the cost of project design and engineering.
5. Small Urban Program Fund Application – South Washington Street. Approve grant application to the Michigan Department of Transportation Small Urban Program for Surface Transportation Program funds to assist in the resurfacing of South Washington Street from Stewart Street to Corunna Avenue, authorize participation in the Small Urban Program, and further authorize commitment of City funds equal to a 20% match plus the cost of project design and engineering.
6. Street Bond Proposal. Consider resolution authorizing submittal of a street bond proposal to voters on the August 5, 2014 Primary Election ballot.
7. Garden Club Blue Star Memorial Monument. Approve the installation of a Blue Star Memorial marker in Fayette Square Park by the Owosso Garden Club.

8. Fee Schedule Amendment – Rental Registration. Consider amending the Fee Schedule to reflect a rental registration period of 5 years and a fee of \$100.00 per unit.

COMMUNICATIONS

1. Susan K. Montenegro, Assistant City Manager. Bentley Park Bike Rack.
2. Charles P. Rau, Building Official. March 2014 Building Department Report.
3. Charles P. Rau, Building Official. March 2014 Code Violations Report.
4. Kevin D. Lenkart, Public Safety Director. March 2014 Police Report.
5. Kevin D. Lenkart, Public Safety Director. March 2014 Fire Report.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, May 05, 2014

BOARDS AND COMMISSIONS OPENINGS

Historical Commission, term expiring December 31, 2014

ADJOURNMENT

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

OWOSSO CITY COUNCIL

APRIL 7, 2014

7:30 P.M.

PRESIDING OFFICER: MAYOR BENJAMIN R. FREDERICK

OPENING PRAYER: MAYOR BENJAMIN R. FREDERICK

PLEDGE OF ALLEGIANCE: DANIEL VARGAS

PRESENT: Mayor Benjamin R. Frederick, Mayor Pro-Tem Christopher T. Eveleth, Councilpersons David B. Bandkau, Burton D. Fox, Elaine N. Greenway, and Robert J. Teich, Jr.

ABSENT: Councilperson Loreen F. Bailey.

APPROVE AGENDA

Motion by Mayor Pro-Tem Eveleth to approve the agenda with the following changes:

Remove Consent Item 8. New Front End Loaders – Contract Adjustment
Remove Consent Item 9. Bid Award – Sale of Used Front End Loaders
Add Item of Business 3. Open Burning Discussion

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF MARCH 17, 2014

Motion by Councilperson Fox to approve the Minutes of the Regular Meeting of March 17, 2014 as presented.

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

STUDENT REPRESENTATIVE REPORT

None.

PROCLAMATIONS / SPECIAL PRESENTATIONS

PARKINSON'S AWARENESS MONTH

Mayor Frederick delivered the following proclamation of the Mayor's Office declaring April 2014 as Parkinson's Awareness Month in the City of Owosso.

**A PROCLAMATION
OF THE MAYOR'S OFFICE OF THE CITY OF OWOSSO, MICHIGAN
PROCLAIMING APRIL 2014 AS
PARKINSON'S AWARENESS MONTH IN THE CITY OF OWOSSO**

WHEREAS, Parkinson's disease is a chronic, progressive neurological disease that causes motor system disorders; and

WHEREAS, Parkinson's disease affects nearly 35,000 in the State of Michigan and its prevalence continues to rise significantly with increasing age of the Baby Boom generation; and

WHEREAS, a local support group, the Owosso Parkinson's Support Group, has been meeting for over twenty-three years in an effort to provide education, support and fellowship to those affected by this frustrating disease.

NOW, THEREFORE, I, Benjamin R. Frederick, Mayor of the City of Owosso, Michigan, do hereby proclaim the month of April 2014 as Parkinson's Awareness Month in the City of Owosso, Michigan and do hereby encourage all citizens of this community to acknowledge and support the Owosso Parkinson's Support Group and their activities to inform and serve the citizens of our community because their services make a difference.

Proclaimed this 7th day of April, 2014.

Karen Prussner of the Owosso Parkinson's Support Group was on hand to receive the proclamation and she presented the Mayor with a tulip plant, a symbol of Parkinson's awareness, as a thank you for supporting their group.

50TH ANNIVERSARY OF OWOSSO CHARTER

Mayor Frederick delivered the following proclamation of the Mayor's Office acknowledging the 50th anniversary of the adoption of the City Charter.

A PROCLAMATION OF THE MAYOR'S OFFICE OF THE CITY OF OWOSSO, MICHIGAN RECOGNIZING THE 50TH ANNIVERSARY OF THE OWOSSO CITY CHARTER

WHEREAS, the City of Owosso, Michigan was officially incorporated on February 15, 1859 with a population of approximately 1,000 residents; and

WHEREAS, since that time the City has experienced great change as ebbs and flows in the economy and the population necessitated revisions to its charter to accommodate the demand for public services; and

WHEREAS, on April 6, 1964, after a number of unsuccessful attempts and significant effort on the part of citizens, a new charter was adopted by the voters; and

WHEREAS, this new charter marked the City's move to the Council-Manager form of government opening a new era in the life of the City; and

WHEREAS, the Council-Manager form of government has served the City well, having been amended several times in the ensuing 50 years, but remaining largely intact; and

WHEREAS, the current residents, civil servants, and public officials of the City of Owosso owe a debt of gratitude to the following nine Charter Commission members for their efforts in creating a governing document that is brief and clear, permits home rule yet limits governing powers when prudent, provides for a plan of government that is simple and logical, and embodies the flexibility necessary to weather the winds of change that inevitably come with the passage of time:

1963-64 Owosso City Charter Commission

Chairman William Himburg
Eugene Lyons
Dr. Leon Montague
Ralph Towne
Joseph Woodbury

Vice Chairman Gerald Hoddy
James Miner
Samuel Roth
R. Douglas Trezise

NOW, THEREFORE, BE IT PROCLAIMED that I, Benjamin R. Frederick, Mayor of the City of Owosso, Michigan, on behalf of the citizens of the City of Owosso, do take great pride in recognizing the 1963-1964 City Charter Commission and celebrating the document they created which still governs this city 50 years later.

Proclaimed this 7th Day of April, 2014.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

Mike Cline, 621 Wright Avenue, inquired when the DPW will be picking up brush left by winter storms and suggested leaving the DPW yard open during the week to allow citizens to drop off brush themselves. He also inquired if the Public Safety Department could patrol the area around the skate park more often, when the Gould Street bridge project would begin and end, and when the subject of rentals would be discussed by Council again. It was noted that the DPW is currently picking up brush and will continue to do so when they have the opportunity, but there is a significant amount of brush so people will need to be patient. The Mayor asked for extra police patrols around Bentley Park and the skate park in an effort to prevent further vandalism. Further, it was noted the Gould Street Bridge project is anticipated to get underway in the next 30 days and should be finished within 60 days. City Manager Crawford also noted that bids for the bridge work had come in significantly higher than anticipated and the City was currently working with MDOT to come to an agreement on how the cost of the project would be divided. Lastly, Mayor Frederick noted that rental registration was not on the agenda tonight because of the anticipated absence of Councilperson Bailey. The item is planned for discussion at the April 21st meeting.

Justin Horvath, CEO of the SEDP, pointed out the Council would be setting a public hearing to gather comment on the application of Alliance HNI for a new personal property tax exemption. He said they would be making a substantial investment in their company and the SEDP was excited about their expansion.

Daniel Vargas, 615 North Washington Street, inquired when Lynn Street would be repaved.

Anne Danek, 1108 North Water Street, brought back her concerns with the condition of the dog park, asking who was in charge of its care and volunteering herself to take the job on. She also expressed her concern with the lack of knowledge of cycling laws.

Hartman Ave, 305 Stoney Ridge Court, indicated he had spoken with the DPW and brush pick up was underway.

City Manager Crawford indicated Lynn Street is in bad shape but would probably not be reconstructed any time soon due to budget constraints.

Mayor Frederick encouraged Ms. Danek to contact the Parks & Recreation Commission to see if the current custodian of the dog park is still active.

Mayor Frederick went on to detail the recent Plunge for Parks saying the event was a success.

Mayor Pro-Tem Eveleth thanked everyone that participated in the river trail clean-up organized by the Kiwanis Club over the weekend.

Councilperson Fox expressed interest in establishing community gardens throughout the city. He also indicated he would like to see another street bond proposal placed on the ballot this year and that he shares Ms. Danek's concerns with bicyclists not knowing the rules of the road.

Mayor Frederick encouraged the community garden idea be presented to the Parks & Recreation Commission and indicated he too would like another discussion of a street bond proposal.

CITY MANAGER REPORT

City Manager Crawford briefly detailed the Project Status Report.

City Manager Crawford went on to briefly highlight the 2014-2015 Proposed Budget saying it was balanced without any tax increases though they accomplished this through severe program and project cuts. He said the City continues to kick major expenditures down the road in an effort to remain within budget constraints but this could not continue forever. He noted that in his 46 years as a City Manager he had never before worked on such a difficult budget.

Mayor Frederick noted his hope that the State Legislature would increase the EVIP and make cities whole with the anticipated loss of Personal Property Tax revenues. He also asked that Council members examine their calendars for potential budget discussion dates.

CONSENT AGENDA

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

Set Public Hearing – New Personal Property Tax Abatement. Set a Public Hearing for Monday, April 21, 2014 to receive citizen comment regarding the application of Alliance HNI, LLC, 525 South Gould Street, for a New Personal Property Tax Exemption as follows:

RESOLUTION NO. 34-2014

SETTING PUBLIC HEARING TO CONSIDER APPLICATION FOR A NEW PERSONAL PROPERTY EXEMPTION CERTIFICATE ALLIANCE HNI LEASING COMPANY, LLC 525 S. GOULD STREET

WHEREAS, application for New Personal Property Exemption Certificate under 211.9f of the General Property Tax Act was received March 20, 2014 from Alliance HNI Leasing Company, LLC, for property at 525 S. Gould Street described as:

PRT OF BLK 21, BLK A, VAC PARKDALE AVE, VAC OAKDALE AVE OF THE RESUBDIVISION OF BLK 19, 20 & 21 OF GEORGE T ABREY'S WOODLAWN PARK ADDN, ALSO PRT OF BLKS 22 & 23 OF GEORGE TO ABREY'S WOODLAWN PARK ADDN ALSO PRT OF SE 1/4 SEC 19 T7NR3E DESC. AS BEG AT A PT THAT IS S71°00'00"E ON S'LY LN OF CORUNNA AVE(M-71) 323.83 FT & S17°28'30"W 39.65 FT FROM NE COR BLK 20 - ALNG W'LY R/W OF AARR SE'LY 812.66 FT - N62°20'33"W ON N'LY R/W LN OF RR 569.15 FT - NE'LY ON E'LY R/W LN OF GOULD ST TO POB 1.93 ACRES M/L; and

WHEREAS, the applicant's property is part of a Brownfield Redevelopment Zone established April 21, 1997 and described as:

PRT OF BLK 21, BLK A, VAC PARKDALE AVE, VAC OAKDALE AVE OF THE RESUBDIVISION OF BLK 19, 20 & 21 OF GEORGE T ABREY'S WOODLAWN PARK ADDN, ALSO PRT OF BLKS 22 & 23 OF GEORGE TO ABREY'S WOODLAWN PARK ADDN ALSO PRT OF SE 1/4 SEC 19 T7NR3E DESC. AS BEG AT A PT THAT IS S71°00'00"E ON S'LY LN OF CORUNNA AVE(M-71) 323.83 FT & S17°28'30"W 39.65 FT FROM NE COR BLK 20 - ALNG W'LY R/W OF AARR SE'LY 812.66 FT - N62°20'33"W ON N'LY R/W LN OF RR 569.15 FT - NE'LY ON E'LY R/W LN OF GOULD ST TO POB 1.93 ACRES M/L; and

WHEREAS, the New Personal Property Exemption Certificate, being part of Act 328 of 1998, is available to the city of Owosso as a tool to induce business; and

WHEREAS, the city of Owosso is a qualified local governmental unit under the Act and as such is permitted the city of Owosso to grant a New Personal Property Exemption Certificate; and

WHEREAS, it has been determined by city staff that the New Personal Property Exemption Certificate is within the guidelines of the City of Owosso Tax Abatement Policy of June 7, 2010; and

WHEREAS, notification was sent to all taxing jurisdictions per the City of Owosso Tax Abatement Policy of June 7, 2010 and Public Act 328 of 1998.

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

FIRST: the Owosso City Council sets a public hearing for April 21, 2014 on or about 7:30 p.m. in the council chambers for the purpose hearing comments for those within the proposed district, governmental taxing jurisdictions and any other resident or taxpayer, of the city of Owosso; and

SECOND: the city clerk gives the notifications as required by law.

Set Public Hearing – Housing Grant Application. Set a Public Hearing for Monday, April 21, 2014 to receive citizen comment regarding the grant application to the MSHDA Housing Resource Fund for funds to assist in the creation and/or rehabilitation of downtown rental housing units as follows:

RESOLUTION NO. 35-2014

TO SET A PUBLIC HEARING FOR A MICHIGAN STATE HOUSING AUTHORITY (MSHDA) HOUSING RESOURCE FUND GRANT APPLICATION

WHEREAS, the City of Owosso is interested in the continuing effort to improve housing stock and provide affordable housing opportunities for its moderate, low and very low income residents; and

WHEREAS, City Councilmembers accept the recommendation of the City of Owosso Housing & Neighborhood Development Division to apply for funding through the Michigan State Housing Development Authority Resource Fund for a Downtown Rental Rehabilitation Grant; and

WHEREAS, the Michigan State Housing Development Authority requires a public hearing and resolution authorizing submission of the aforementioned grant application;

THEREFORE, BE IT RESOLVED that the City of Owosso consents to hold a public hearing regarding said grant application on April 21st, 2014.

Boards and Commissions Appointment Correction. Correct the appointment of Sally Sue Gale to the Board of Review to reflect a term expiration of December 31, 2019, instead of December 31, 2018.

Boards and Commissions Appointment. Approve the appointment of Gary Burk as the City's representative to the Mid-County Waste Water Treatment Plant Review Board for a term expiring December 31, 2016.

Curwood Festival Permission. Approve the application from the Curwood Festival for use of various parking lots and streets from June 4, 2014 through June 9, 2014 for conduct of the annual Curwood Festival and authorize Traffic Control Order No. 1308 formalizing the action.

Preferred Ambulance Provider Contract. Approve contract with The Memorial Hospital naming the City of Owosso as its preferred ambulance provider effective July 2, 2014 as follows:

RESOLUTION NO. 36-2014

**RESOLUTION AUTHORIZING A PREFERRED AMBULANCE PROVIDER CONTRACT
WITH THE MEMORIAL HOSPITAL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Public Safety Department that maintains an ambulance service with Advanced Life Support (ALS) and Basic Life Support (BLS) capabilities; and

WHEREAS, the City of Owosso and The Memorial Hospital have negotiated an agreement in which the City of Owosso will become the preferred ambulance provider for The Memorial Hospital.

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

- FIRST: The City of Owosso will be the preferred ambulance provider for the patients of The Memorial Hospital.
- SECOND: The Mayor and the City Clerk are instructed and authorized to sign the document substantially in the form attached, ambulance service agreement* between the City of Owosso, Michigan and The Memorial Hospital.
- THIRD: The contract shall become effective July 2, 2014.

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

EMS Supplies – Contract Adjustment. Adjust the contract with J & B Medical Supplies Co., Inc. to reflect a change from the State of Michigan purchasing program contract to the SMEMS cooperative contract to obtain better product selection and pricing, with a contract amount not to exceed \$15,000 for the 2013-14 fiscal year as follows:

RESOLUTION NO. 37-2014

**RESCINDING RESOLUTION NO. 133-2013 AND
AUTHORIZING A CONTRACT WITH J & B MEDICAL SUPPLY CO., INC. AND
FURTHER AUTHORIZING PAYMENT FOR AMBULANCE SUPPLIES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has an ambulance service that requires the purchase of ambulance supplies; and

WHEREAS, In November of 2013 the City had contracted with J & B Medical Supply Co., Inc. through the State of Michigan purchasing program for the 2013-14 fiscal year; and

WHEREAS, it was discovered that the Southeast Michigan Emergency Medical Supply (SMEMS) cooperative could provide a better selection of products with better pricing; and

WHEREAS, the SMEMS cooperative uses the same supplier, J & B Medical Supply, as the State purchasing program, presenting the opportunity to switch contracts to take advantage of the advantageous selection and pricing of the SMEMS contract.

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

- FIRST: Resolution No. 133-2013 approving a contract with J & B Medical Supply Co., Inc. through the State of Michigan purchasing program is hereby rescinded.
- SECOND: it has theretofore been determined that it is advisable, necessary and in the public interest to approve a contract with J & B Medical Supply Co., Inc. through the Southeast Michigan Emergency Medical Supply cooperative for the provision of ambulance supplies for the 2013-14 fiscal year in an amount not to exceed \$15,000.00.
- FOURTH: Payment to J & B Medical Supply Co., Inc. is hereby authorized in an amount not to exceed \$15,000.00 from account 101-335-728.100 according to the terms of the SMEMS cooperative contract.*
- FIFTH: The mayor and the 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 J & B Medical Supply Co., Inc.

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

New Front End Loaders – Contract Adjustment. This item was removed from the Agenda.

Bid Award – Sale of Used Front End Loaders. This item was removed from the Agenda.

Bid Award – Sale of Used Police Vehicle. Approve the bid of Trumbull Auto Sales, Inc. for one 2007 Chevrolet Impala (VIN #2G1WS58R679230882) in the amount of \$3,438.00 as follows:

RESOLUTION NO. 38-2014

RESOLUTION AUTHORIZING THE EXECUTION OF SALE FOR ONE 2007 CHEVROLET IMPALA TO TRUMBULL AUTO SALES, INC.

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has established a purchasing cycle to maintain a healthy police 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. And Trumbull Auto Sales, Inc. of Livonia, Michigan submitted the highest bid in the amount of \$3,438.00.

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 this vehicle to the high bidder as detailed above.
- SECOND: City Staff is instructed and authorized to execute appropriate documents to complete the sale of this item for the amount listed.

Motion supported by Mayor Pro-Tem Eveleth.

Roll Call Vote.

AYES: Councilpersons Fox, Bandkau, Greenway, Teich, Mayor Pro-Tem Eveleth, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Bailey.

ITEMS OF BUSINESS

UNPAID UTILITY CHARGES

Charter provisions require the Council to authorize the publication of a notice in the newspaper notifying residents with unpaid water and sewer bills that charges left unpaid after April 30 will be added to taxes for the parcel that received the service (unless otherwise directed by law).

City Clerk Amy K. Kirkland pointed out the updated list of unpaid charges. City Manager Crawford indicated that many of the charges listed will be paid prior to April 30th negating the need for a lien.

Motion by Mayor Pro-Tem Eveleth to authorize the annual notice for the collection of unpaid utility charges and the intent to lien therefore in compliance with Chapter 15, Section 15.4(c) of the Owosso City Charter.

Motion supported by Councilperson Teich.

Roll Call Vote.

AYES: Councilpersons Bandkau, Teich, Mayor Pro-Tem Eveleth, Councilpersons Greenway, Fox, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Bailey.

QVF EQUIPMENT GRANT APPROVAL

City Clerk Kirkland indicated the grant agreement had already been executed and submitted to the Bureau of Elections because the grant required submission by April 4, 2014. She further indicated the grant had no financial requirement of the City and the equipment provided as a part of the grant was essential to elections administration.

Motion by Mayor Pro-Tem Eveleth to confirm the grant agreement with the Michigan Department of State for the provision of one desktop computer, with mouse and keyboard, for use as the City's dedicated access to the State Qualified Voter File as follows:

RESOLUTION NO. 39-2014

A RESOLUTION TO APPROVE GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF STATE FOR THE QUALIFIED VOTER FILE EQUIPMENT UPGRADE PROJECT

WHEREAS, the City of Owosso recognizes the importance of maintaining an accurate voter file and administering fair and accurate elections; and

WHEREAS, the Michigan Department of State has assisted the City complete these objectives by providing equipment dedicated to serving as a connection to the statewide voter database; and

WHEREAS, this equipment requires a major upgrade, effectively changing the operating system; and

WHEREAS, again the Michigan Department of State has sought to assist communities through the provision of new computer equipment funded by the Help America Vote Act; and

WHEREAS, the Department of State delivered the grant agreement without sufficient time to allow Council approval prior to its submission; and

WHEREAS, staff made the decision to execute the agreement prior to Council approval because acceptance of the grant will have no fiscal bearing on the City and the equipment provided is essential to carrying out the duties of the Clerk's Office.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that the City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to affirm and accept the grant agreement with the Michigan Department of State for the provision of new QVF equipment.

Motion supported by Councilperson Fox.

Roll Call Vote.

AYES: Mayor Pro-Tem Eveleth, Councilpersons Bandkau, Teich, Fox, Greenway, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Bailey.

OPEN BURNING DISCUSSION (This item was added to the agenda.)

Councilperson Fox indicated he had recently received a communication from a citizen that made him consider making changes to the City's open burning ordinance. He said that burning was a privilege and breathing was a right and as such he could not ignore the situation. He asked that the ordinance be scheduled for re-examination, suggesting changes could be made to limit recreational burning to a few days per week without banning burning all together.

There was discussion regarding the number of times open burning has been discussed and the clear signals from the community that open burning should continue. Mayor Frederick said he was satisfied with the current ordinance saying that enforcement is the key issue.

COMMUNICATIONS

Downtown Historic District Commission. Minutes of March 19, 2014.

Historical Commission. Minutes of February 27, 2014.

Historical Commission. Minutes of March 10, 2014.

Parks & Recreation Commission. Minutes of March 24, 2014.

Planning Commission. Minutes of March 24, 2014.

CITIZEN COMMENTS AND QUESTIONS

Greg Weinert, 530 Martin Street, commented that people's asthma and allergies can be bothered by many different things and you cannot legislate so that everyone is protected from everything.

Daniel Vargas, 615 N. Washington Street, commented regarding a crossing guard that parks her car in such a way that it blocks visibility at the corner of Stewart Street and Cedar Street. He also noted that if the City needed funds for the operation of the splash pad he would be happy to raise the necessary funds.

Mike Tillotson, 1299 S. Shiawassee Street, said he had recently had some trouble with the manager of his apartment complex and he would have liked the assistance of a housing commission to help him but the City does not have one.

NEXT MEETING

Monday, April 21, 2014

BOARDS AND COMMISSIONS OPENINGS

Historical Commission, term expiring December 31, 2014

ADJOURNMENT

Motion by Mayor Pro-Tem Eveleth for adjournment at 8:55 p.m.

Motion supported by Councilperson Greenway 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

DATE: April 16, 2014

TO: Mayor Frederick and the Owosso City Council

FROM: Larry D. Cook, Assessor

SUBJECT: Tax Abatement Application – Alliance HNI Leasing Co., LLC – 525 S. Gould St.

RECOMMENDATION:

Set a public hearing for Monday April 21, 2014 for the purpose of hearing public comments on this New Personal Property Exemption application.

BACKGROUND:

On March 20, 2014, city staff received an application from Alliance HNI Leasing Company, LLC for a Tax Abatement under the city's abatement policy along with an application for exemption of New Personal Property under PA 328 of 1998. Initial Review indicates the applicant meets the requirements of the city's tax abatement policy and exemption for New Personal Property under 211.9f of the General Property Tax Act.

Alliance HNI provides Diagnostic Imaging services to Michigan Healthcare Providers. Services include Mobile, Fixed and Interim MRI, CT, and PETCT capabilities. The company is an office operation providing depot services for their logistics department plus allowing inventory management for the imaging units with light maintenance needs of their tractors and trailers. HNI currently employs nearly 130 personnel with a projected addition of up to 16 new employees. The projected value of new personal property could exceed \$6 million.

Alliance HNI was issued their first New Personal Property Exemption in 2001, which was scheduled to expire 12/30/13 and placed on this year's tax roll. However, due to legislation late last fall for changes in the personal property taxing system, that exemption has been extended. If proposed legislation is approved later this summer, their current exemption will continue until otherwise exempt beginning December 31, 2015 for the 2016 tax year. Because of the uncertainty of the proposed changes to the personal property tax system, Alliance HNI felt it in their best interest to make application for a new Personal Property Exemption. If proposed changes become law as presented by legislators, the approval of this exemption application will become moot.

A Brownfield Redevelopment Zone was approved for this property on April 21, 1997 making the property eligible for personal property tax exemptions under PA 328 of 1998. The next step in the process is to set a public hearing for Monday April 21, 2014 for the purpose of hearing public comments on this New Personal Property Exemption application. The city clerk has notified the taxing jurisdictions of this application as required under the city's abatement policy and as required under the act and will forward any responses to you.

As always, if you have any further questions, please feel free to contact me at (989) 725-0530.

FISCAL IMPACTS:

If the application is approved all new personal property for HNI would be exempt from personal property tax. Should the company purchase all of the proposed \$6 million in new equipment the exemption would amount to almost \$86,000. That being said, it must be remembered that in granting such an exemption the Council would not be taking existing money from City coffers as the exemption would only apply to new purchases. The Council must also be cognizant of the positive ripple effect such an exemption may cause through the inducement of new business activity and the related potential increase in personnel. Lastly, reliance on personal property tax revenues is cautioned as the legislature has recently taken significant steps to repeal this tax. A final determination on the issue will come with the August election as voters decide whether or not to maintain the personal property tax.

RESOLUTION NO.
TO APPROVE A NEW
PERSONAL PROPERTY EXEMPTION APPLICATION
P.A. 328 OF 1998, AS AMENDED
ALLIANCE HNI LEASING COMPANY, LLC
525 S. GOULD STREET

WHEREAS, pursuant to P.A. 328 of 1998, as amended, after a duly noticed public hearing held on April 21, 1997, the City Council of the City of Owosso, an eligible distressed area as defined in Section 11 of the State Housing Development Authority Act of P.A. 346 of 1966, by Resolution, established a Brownfield Redevelopment Zone, as provided for in PA 381 of 1996; and

WHEREAS, the applicant Alliance HNI Leasing Company, LLC was approved for a New Personal Property Exemption 038-2001 by the State Tax Commission on December 28, 2001 for a period of twelve (12) years and said New Personal Property Exemption 038-2001 scheduled to expire December 30, 2013 was extended per PA 399 of 2012; and

WHEREAS, the applicant Alliance HNI Leasing Company, LLC, an eligible business, has filed an application for Exemption of New Personal Property due to the possible repeal of PA 397 thru PA 401; and

WHEREAS, before acting on said application, the City Council of the City of Owosso, held a public hearing held on April 21, 2014 at City Hall, 301 W. Main Street, Owosso, MI, 48867 at 7:30 p.m., at which the Applicant, the City Assessor, and a representative of the effected taxing units were given written notice and were afforded an opportunity to be heard on said Application; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Owosso finds and determines that the granting of the Exemption of New Personal Property currently in force under P.A. 328 of 1998, as amended, shall not have the effect of substantially impeding the operation, or impairing the financial soundness of the taxing unit which levies ad valorem property taxes in the City of Owosso; and

BE IT RESOLVED the New Personal Property Exemption when issued shall be, and remain in force and effective for a period of _____ years, beginning April 21, 2014, and ending December 30, 20____; and

BE IT RESOLVED that for the exemption to maintain its eligibility each year, the company shall submit two personal property statements annually to the City Assessor, one for the exempted new personal property and another for all other personal property, and payment for real and personal property taxes must be current; and

BE IT RESOLVED the Application submitted by Alliance HNI Leasing Company, LLC is approved for an Exemption of New Personal Property that will be located at the property described as:

PART OF BLOCK 21, BLOCK A, VACATED PARKDALE AVENUE, VACATED OAKDALE AVENUE OF THE RESUBDIVISION OF BLOCK 19, 20 & 21 OF GEORGE T ABREY'S WOODLAWN PARK ADDITIONN, ALSO PART OF BLOCKS 22 & 23 OF GEORGE TO ABREY'S WOODLAWN PARK ADDITION, ALSO PART OF SE 1/4 SECTION 19, T7N-R3E, DESCRIBED AS BEGINNING AT A POINT THAT IS, S71°00'00"E ON SOUTHERLY LINE OF CORUNNA AVENUE (M-71), 323.83 FEET & S17°28'30"W 39.65 FEET FROM NORTHEAST CORNER OF BLOCK 20 - ALONG WESTERLY R/W OF AARR SOUTHEASTERLY 812.66 FEET, N62°20'33"W ON NORTHERLY R/W LINE OF RAILROAD, 569.15 FEET, NORTHEASTERLY ON EASTERLY R/W LINE OF GOULD STREET TO POB. (1.93 ACRES M/L)

Abatement Schedule

This schedule applies to Industrial or Commercial Property as defined in 211.34c of the General Property Tax Act

1. Capital investment <i>(1.6 - 6.4 million)</i> \$Up to \$100,000 \$100,001 to \$250,000 \$250,001 to \$500,000 \$500,001 to \$1,000,000 \$1,000,001 to \$2,500,000 <u>\$2,500,001 to \$5,000,000</u> \$5,000,001 and up	Years of tax abatement 1 2 3 4 5 <u>6</u> 7	Rehabilitated/restored additional two years in any capital investment
2. Job creation as Full Time Equivalent (40hrs.per week) 1-10 <u>11-25</u> <i>12-16</i> 26-50 51 and up	Years of tax abatement 2 <u>3</u> 4 5	
3. Job wages <i>(7.40 min wage)</i> <i>11.10</i> Average wage > 1.5x minimum wage <i>14.80</i> Average wage > 2x minimum wage Average <i>22.20</i> wage > 3x minimum wage	Years of tax abatement 2 <u>4</u> <u>5</u> 6	<i>B = 16.82 - 24.04</i> <i>Z = 12.02 - 16.82</i> <u>Average 19.23</u>
4. Number of years located in city of Owosso 2-10 <u>11-15</u> <i>14 or 15</i> 16 and up	Years of tax abatement 1 <u>2</u> 3	
5. Employees with city of Owosso residency <u>1-10</u> 11-25 <i>8</i> 26+	Years of tax abatement <u>1</u> 2 3	

17

Note: Total number of tax abatement years shall not exceed statutory limits.

(No Statutory Limits on New Personal Property Exemption)

OWOSSO CITY COUNCIL

APRIL 21, 1997

7:30 P.M.

PRESIDING OFFICER: MAYOR JUDY LAMPHERE

OPENING PRAYER: COUNCILPERSON JAMES CIVILLE

PLEDGE OF ALLEGIANCE: MAYOR JUDY LAMPHERE

PRESENT: Mayor Judy Lamphere, Mayor Pro-Tem Philip Heavilin, Councilpersons John Davis, James Civile, Harry Kurtz, Becky Hoddy Smith, and James Stechschulte.

ABSENT: None.

APPROVE AGENDA

Motion by Mayor Pro-Tem Heavilin to approve the Agenda as presented with the addition of Items of Business #5, Planning Commission Referral and #6, Permit Request; and Mayoral Proclamation #4, Recognize-Retired Judge George BeGole. Motion supported by Councilperson Civile and concurred in by unanimous vote.

APPROVE MINUTES - APRIL 7, 1997

Motion by Mayor Pro-Tem Heavilin to approve the Minutes of the City Council Meeting of April 7, 1997 as presented. Motion supported by Councilperson Davis and concurred in by unanimous vote.

PUBLIC HEARING

BROWNFIELD REDEVELOPMENT AUTHORITY AND AUTHORITY BOUNDARY

A Public Hearing was held to receive citizen comments regarding establishment of a Brownfield Redevelopment Authority and Boundary.

The following persons addressed the City Council regarding the proposal:

William Owen, 1309 Herman Street
Burton Fox, 216 East Oliver Street

RESOLUTION R-11-97

RESOLUTION CREATING A BROWNFIELD REDEVELOPMENT AUTHORITY,
DESIGNATING BOUNDARIES OF THE BROWNFIELD REDEVELOPMENT ZONE,
AND PROVIDING FOR OTHER MATTERS RELATED THERETO

City of Owosso
County of Shiawassee, Michigan

The following preamble and resolution were offered by Mayor Pro-Tem Heavilin and supported by Councilperson Stechschulte:

WHEREAS, the City of Owosso (the “City”) is authorized by the provisions of Act 381, Public Acts of Michigan, 1996 (“Act 381”) to create a brownfield redevelopment authority; and

WHEREAS, pursuant to Act 381 the City Council is required to hold a public hearing on the establishment of a brownfield redevelopment authority and the designation of a brownfield redevelopment zone in which the brownfield redevelopment authority will exercise its powers; and

WHEREAS, the City Council has fully informed the taxing jurisdictions levying taxes subject to capture about the fiscal and economic implications of the proposed brownfield plan; and

WHEREAS, on April 21, 1997, the City Council conducted a public hearing on the proposed brownfield redevelopment authority and the designation of the proposed authority district; and

WHEREAS, not more than 30 days have passed since the public hearing.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Definitions. The terms used in this resolution shall have the same meaning as given to them in Act 381 or as hereinafter in this section provided unless the context clearly indicates to the contrary. As used in this resolution:

“Act 381” means Act 381, Public Acts of Michigan, 1996.

“Authority” means the City of Owosso Brownfield Redevelopment Authority created by this resolution.

“Board” means the governing body of the Authority.

“City” means the City of Owosso, County of Shiawassee, Michigan

“Local Development Finance Authority” means the LDFA of the City of Owosso.

“Zone” means the brownfield redevelopment zone designated by this resolution as now existing or hereafter amended, and within which the Authority shall exercise its powers.

2. Determination of Necessity: Purpose. The City Council hereby determines that it is necessary for the best interests of the public to create a public body corporate which shall operate to promote the revitalization of environmentally distressed areas in the City, pursuant to Act 381.

3. Creation of Authority. There is hereby created pursuant to Act 381 a brownfield redevelopment authority for the City. The Authority shall be a public body corporate and shall be known and exercise its powers under title of the “CITY OF OWOSSO BROWNFIELD REDEVELOPMENT AUTHORITY”. The Authority may adopt a seal, may sue and be sued in any court of this State and shall possess all the powers necessary to carry out the purpose of its incorporation as proved by this resolution and Act 381. The enumeration of a power in this

resolution or in Act 381 shall not be construed as a limitation upon the general powers of the Authority.

4. Termination. Upon completion of its purposes, the Authority may be dissolved by resolution of the City Council.

5. Description of Zone. The Zone shall consist of the entire territory of the City, subject to such changes as may hereinafter be made pursuant to this resolution and Act 381.

6. Board. The Authority shall be under the supervision and control of the Board. The Board shall consist of the trustees of the board of the Local Development Finance Authority of the City established pursuant to Act 281, Public Acts of Michigan, 1986, as amended. Before assuming the duties of office, a member shall qualify by taking and subscribing to the oath of office provided in section 1 of Article XI of the Michigan Constitution of 1963. The members of the Board shall elect 1 of their membership as chairperson and another as vice-chairperson. The Board shall adopt Bylaws governing its procedures subject to the approval of the City Council.

7. Powers of Authority. Except as specifically otherwise provided in this resolution, the Authority shall have all powers provided by law subject to the limitations imposed by law and herein.

8. Fiscal Year: Adoption of Budget.

(a) The fiscal year of the Authority shall begin on July 1st of each year and end on June 30 of the following year, or such other fiscal year as may hereafter be adopted by the City Council.

(b) The Authority shall prepare and approve annually a budget for the operation of the Authority for the ensuing fiscal year. The budget shall be prepared in the manner and shall contain the information required of municipal departments. Funds of the City shall not be included in the budget of the Authority except those funds authorized in Act 381 or by the City Council.

(c) The Authority shall submit annually to the City Council and the State Tax Commission a financial report on the status of activities of the Authority. The report shall include all of the following:

- (i) The amount and source of tax increment revenues received.
- (ii) The amount and purpose of expenditures of tax increment revenues.
- (iii) The amount of principal and interest on all outstanding indebtedness.
- (iv) The initial taxable value of all eligible property subject to the brownfield plan.
- (v) The captures taxable value realized by the Authority.
- (vi) Information concerning any transfer of ownership of or interest in each eligible property within the Zone.

9. Recording and Filing. The City Clerk shall file a certified copy of the resolution with the Michigan Secretary of State promptly after its adoption.

10. Repealer. All resolutions and parts of resolutions in conflict herewith are hereby repealed.

Roll Call Vote.

AYES: Mayor Pro-Tem Heavilin, Councilpersons Civile, Davis, Kurtz, Smith, Stechschulte, and Mayor Lamphere.

NAYS: None.

RESOLUTION DECLARED ADOPTED.



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

APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) Alliance HNI Leasing Co., LLC
Business Name (If Different) _____
Address of Proposed Project 525 S. Gould Street
Owosso, Michigan 46887
Mailing Address (If Different) _____

Do you own the property? Yes If no, what is your relationship? _____

Type of Abatement Requested (if known) Property Tax

Total square footage of all current buildings on site 18000 (13000 warehouse, 5000 office)

Description of proposed project including type of current business activity and product to be manufactured (if applicable), size of proposed structure and proposed activity and/or product.

Continuation of current business and growth initiatives for Technical staff, Customer, and Physician training. Alliance HNI provides Diagnostic Imaging services to Michigan Healthcare Providers. Services include Mobile, Fixed and Interim MRI, CT, and PETCT capabilities. In addition to the imaging system and ancillary equipment expert technical staff is also included to operate and provide Patient Care services at the client facilities. Our company employs in-house technical application specialists to provide training to our clients, their staff, physicians as well as maintain a current roster of expertly trained operators. In conjunction with providing these services to facilities within the state we maintain compliance to Certificate of Need regulations as mandated by the Department of Community Health. Alliance HNI employs a team of clerical/data processing clerks to manage the enormous amount of patient data collected of the imaging units and provide regulated reports to the state on a quarterly basis. Alliance HNI is the largest provider of this type of service in the state and manages the largest database for this type of information. The growth of our business and the initiatives to broaden our availability of training excellence to the field will require the addition of 2-4 additional specialists. Since we also manage our own cartage and logistics for routing of systems and scheduling of service, additional drivers will be added to accommodate this growth. It is anticipate an on-going growth or updating of imaging systems will continue as it has for the past 10 – 20 years which will require the upgrading or transitioning of new equipment into the fleet at a rate of 1-4 systems per year. The office provides depot services for our logistics department plus allowing inventory management for the imaging units and light maintenance needs of our tractors and trailers.

Give estimated cost of the following components applicable for the proposed project:

Land improvements (excluding land): _____ \$0 _____

Abatement Application

Page 2

Building improvements: Size 0 sf \$ 0
Machinery & Equipment: \$1.6m - \$6.4m
Furniture & Fixtures: \$25,000

Time schedule for start and completion of construction and equipment installation (if applicable):

Building: Start Date _____ Completion Date _____
Equipment installation (if applicable): Start Date _____ Completion Date _____

Will project be owned or leased by applicant? Owned

Will machinery be owned or leased by applicant? Owned

How many employees do you currently employ? Full Time 110 Part Time 18

How many new employees do you estimate after project complete? Full Time 8 - 10
Part Time 4 - 6

When project is complete, how many will be:

Management/Professional _____ Wage level \$ _____
Skilled 8 Wage level \$ \$35,000 - \$50,000/year
Semi-Skilled 2 Wage level \$ \$25,000 - \$35,000/year
Un-Skilled _____ Wage level \$ _____

Name of Company Officer (contact person) Gregory Hedegore
Title President

Signature Gregory Hedegore Date 3/18/14
Phone Number 269-329-3200

For City Staff Use Only

Was the applicant given a copy of Tax Abatement Policy? Y N

Is an abatement district in place for this project? Y N

If no, legal description of proposed district. _____

If yes, type of district in place _____ Year established _____

Does the proposed project meet the guidelines for Tax Abatement under the policy? Y N

If no, explain _____

If yes, was notice given to taxing jurisdictions within the proposed project area? Y N

If yes, was notice given to applicant and proper state documents sent? Y N

Name of reviewer _____

Signature _____ Date _____

March 18, 2014

City of Owosso
Property Tax Assessor
301 West Main Street
Owosso, MI 48867-2958

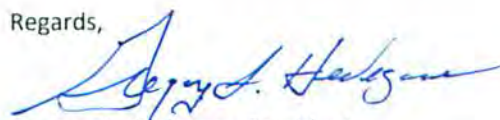
To Whom It May Concern:

By means of this letter and the accompanying documents, I am formally requesting either an extension /renewal or a new Property Tax abatement for Alliance HNI on parcel No.050-930-550-005-00. Our previous abatement (Certificate #038-201) expired December 31, 2013.

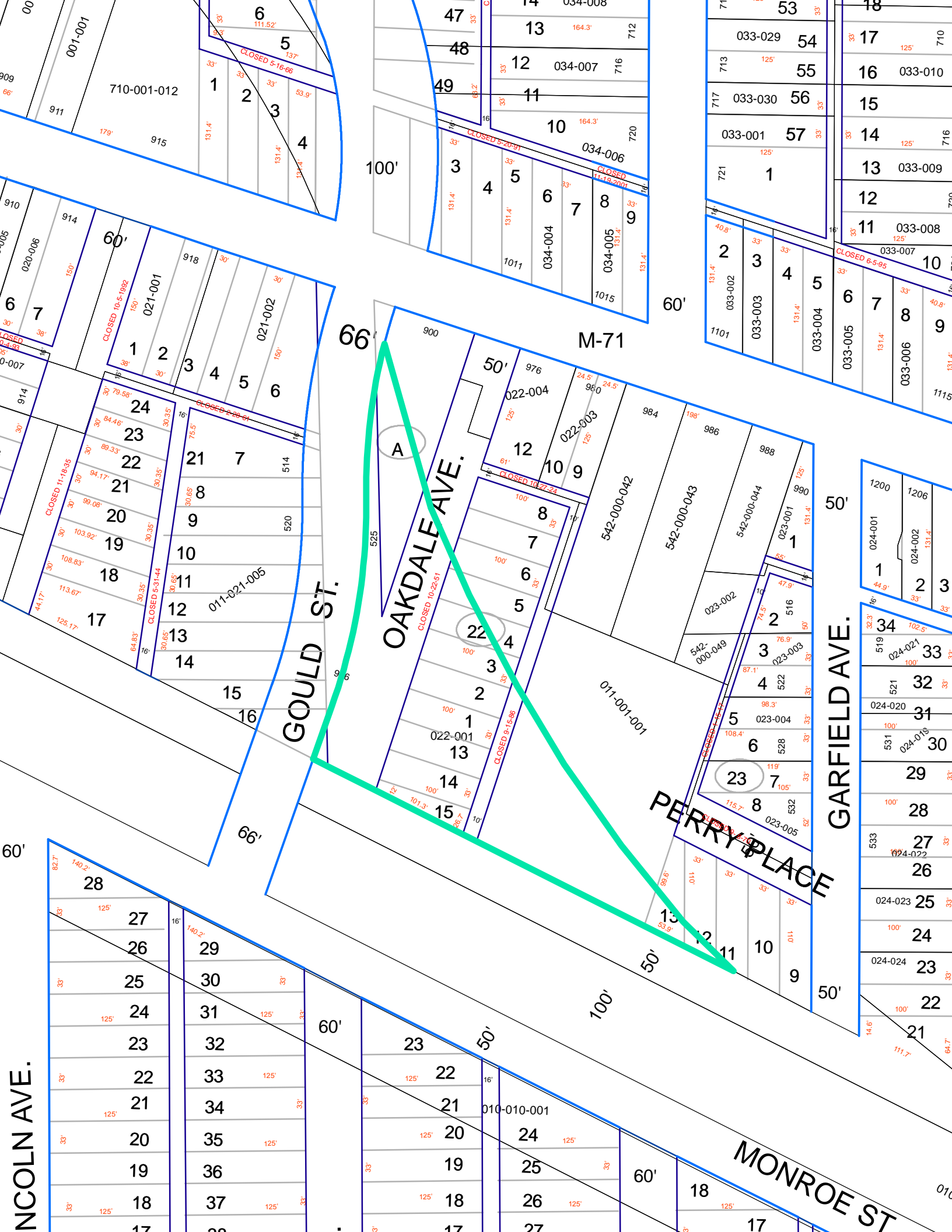
Our business has been located in Owosso for over 13 years now. We provide medical imaging services to various healthcare service providers throughout Michigan by means of mobile MRI, PETCT, and CT units as well as fixed in house systems, such as the service and equipment provided to Memorial Healthcare. Our company provides staffing solutions, technical and physician training and education, data management, and logistic services; all out of our Owosso office. The recent changes, known and unknown, in the healthcare arena have made the patient care industry a very cost conscious business. Hospitals have received numerous cuts in reimbursement for various studies and the number of patients has increased needing the care. The hospital provides service to twice as many patients but receives half the revenue for their services. It is apparent services provided by Alliance HNI become more necessary so to minimize the expense of full time employees and capital equipment purchases and contract the services with performance metrics, measuring patient and customer satisfaction as well as financial initiatives. With this focus the plan for Alliance HNI is to become much more than we are currently. Our experience, as the largest mobile imaging provider in the Michigan and partnered with the largest Diagnostic Imaging provider in the United States, allows us to bring value added opportunities for departmental management services as well as technical and financial support to a much needed healthcare community in Michigan. This success will require new technical and administrative people as well as Marketing and Sales support personnel. In accomplishing this goal it is very necessary for us to maximize our efficiencies and reduce overall costs. Our current location meets our needs for the logistics of our business and adequately houses the growth potential for our new endeavors. In asking for the continued support of the Owosso City Council for this tax abatement, I believe this one less cost (of which we to this point were not required to pay) moves us in the right direction to accomplish our goals. Since we have not had to concern ourselves with this expense for the past 12 years, we would like to continue in the same so that other cuts are not necessary.

I appreciate your time and attention to this matter.

Regards,



Gregory L. Hedegore, President





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

MEMORANDUM

DATE: April 15, 2014

TO: Mayor Frederick and City Council

FROM: Sarah Warren-Riley, Housing Program Manager

RE: MSHDA Housing Resource Fund Grant Application

MSHDA's Downtown Rental Rehabilitation program supports the revitalization of economically distressed downtowns through redevelopment of the upper floors of downtown buildings into quality and affordable rental units for low to moderate income community residents. In order to encourage this redevelopment grant funding is available through their Housing Resource Fund which provides downtown property owners up to \$40,000 per new unit created or up to \$25,000 for existing units which are rehabilitated.

In order to utilize this funding, the property owner must contribute a minimum of 25% in matching funds for the project and commit to keeping rents affordable by charging no more than "Fair Market Rent" (as determined by HUD) and renting to families at or below 80% AMI (Area Median Income) for 5 years. The funds are generally provided to the property owner in the form of a lien on the property which is forgiven following a 5 year period if all compliance requirements have been met.

MSHDA requires that the City Council hold a public hearing and pass a resolution regarding application for these funds. I request that the council authorize submission of an application to MSHDA requesting \$420,000 in rental rehabilitation funds to provide support for the creation of 8 new and the rehabilitation of 4 existing residential rental units in the downtown.

RESOLUTION TO APPROVE
MICHIGAN STATE HOUSING AUTHORITY (MSHDA)
HOUSING RESOURCE FUND
DOWNTOWN RENTAL REHABILITATION
GRANT APPLICATION

WHEREAS, the City of Owosso is interested in the continuing effort to support investment in downtown buildings while at the same time providing affordable housing opportunities for its moderate, low and very low income residents; and

WHEREAS, City Councilmembers accept the recommendation of the City of Owosso Housing & Neighborhood Development Division to apply for \$420,000 through the Michigan State Housing Development Authority Resource Fund for a Targeted Homeowner Rehabilitation and a Downtown Rental Rehabilitation Grant; and

WHEREAS, the Michigan State Housing Development Authority requires a resolution authorizing submission of the aforementioned grant application; and

WHEREAS, the City Councilmembers authorize the Mayor to sign the grant application form and related documents such as Environmental Review and Collaboration/Leverage Agreements as required and allow the City Manager to sign related grant documents when allowed by MSHDA as required;

WHEREAS, the City Councilmembers held a public hearing on April 21st, 2014 regarding the proposed Downtown Rental Rehabilitation Grant;

THEREFORE, BE IT RESOLVED that the City of Owosso authorizes the City of Owosso Housing & Neighborhood Development Division to submit an application for funding through the Michigan State Housing Authority's Housing Resource Fund for a Downtown Rental Rehabilitation Grant, authorizes the Mayor and City Manager to sign grant related documents on behalf of the City of Owosso.



MEMORANDUM

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

DATE: April 17, 2014
TO: Mayor Frederick and the Owosso City Council
FROM: Donald D. Crawford, City Manager
SUBJECT: 21-day posting for Vandekarr Road property

RECOMMENDATION:

I recommend Council authorize the twenty-one day posting period for the 1.336 acre property containing the homestead of 115 Vandekarr Road.

BACKGROUND:

In 2013 the Council authorized the purchase of a 36 acre parcel of property adjacent to the City on Vandekarr Road. At the time Council expressed no desire to maintain the homestead located on the property. Since that time staff has prepared the area surrounding the house for sale, including having the property surveyed and split from the main parcel. Also during that time the City been approached by Kenneth and Jodie Croskey with an offer to purchase the home. A purchase price for the home was determined using the City's Property Sale Policy and the Croskeys are agreeable to this sum. The next step in the sale process is the posting of the proposed purchase agreement for a 21-day period, per Charter Section 14.3(b)(2). The posting period will allow time for citizen comment on the proposed sale and, potentially, other offers on the property. After the required posting period the purchase agreement and other offers, if any, will be presented to Council for final approval and disposition of the property.

FISCAL IMPACTS:

Sale of the property will provide the City with not only the proceeds of the sale itself, but it will relieve the City of another property it needs to care for and will place an additional parcel on the tax rolls as the City annexed the property in late 2013.

Document originated by: Amy K. Kirkland, City Clerk

RESOLUTION NO. ____

**AUTHORIZING 21-DAY POSTING OF
PURCHASE AGREEMENT FOR THE SALE OF
CITY-OWNED PROPERTY AT 1155 VANDEKARR ROAD**

WHEREAS, the city owns a 36 acre parcel of property in Caledonia Township commonly known as 1155 Vandekarr Road and described as follows;

A PARCEL OF LAND IN SECTION 30, TOWNSHIP 7 NORTH, RANGE 3 EAST, DESCRIBED AS COMMENCING 29 RODS 1 FOOT 1 INCH SOUTH OF NORTHWEST CORNER, EAST 150 RODS, SOUTH 48 RODS 1 INCH, WEST 150 RODS NORTH TO BEGINNING, EXCEPT NORTH 10 FEET AND EXCEPT COMMENCING 77 RODS 1 FOOT 2 INCHES SOUTH OF NORTHWEST CORNER OF SECTION, EAST TO CENTER OF ANG RD, NORTHWESTERLY TO WEST SECTION LINE SOUTH TO BEGINNING AND EXCEPT COMMENCING 489.58 FEET SOUTH OF NORTHWEST CORNER OF SECTION, SOUTH 94.20 FEET, SOUTH 36 DEGREES 55 MINUTES EAST, 339.8 FEET, NORTH 53 DEGREES 5 MINUTES EAST, 625.8 FEET; SOUTH 89 DEGREES 10 MINUTES WEST, 705.4 FEET TO BEGINNING.

and

WHEREAS, the home located on the parcel is of no use to the City and the City desires its sale; and

WHEREAS, the land containing the homestead has been surveyed and a 1.3 acre parcel has been split from the original 36 acre parcel in preparation for sale; and

WHEREAS, Kenneth and Jodie Croskey approached the City offering to purchase the homestead, described as follows, for a reasonable price;

PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 30, T7N-R3E, CALEDONIA TOWNSHIP, SHIAWASSEE COUNTY, MICHIGAN, DESCRIBED AS BEGINNING AT A POINT THAT IS S00°28'45"W ON THE WEST LINE OF SAID SECTION 30 A DISTANCE OF 583.78 FEET AND S36°26'15"E ON THE CENTERLINE OF VANDEKARR ROAD A DISTANCE OF 421.61 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 30; THENCE S89°33'20"E 361.98 FEET; THENCE S01°58'12"E 200.00 FEET; THENCE N89°33'20"W 220.47 FEET TO THE CENTERLINE OF VANDEKARR ROAD; THENCE N36°26'15"W ON SAID CENTERLINE A DISTANCE OF 249.82 FEET TO THE POINT OF BEGINNING, CONTAINING 1.336 ACRES, MORE OR LESS. SUBJECT TO THE USE OF THE WESTERLY 33.00 FEET THEREOF PARALLEL WITH THE CENTERLINE OF VANDEKARR ROAD, AS VANDEKARR ROAD. ALSO SUBJECT TO ALL OTHER EASEMENTS AND RESTRICTIONS OF RECORD.

and

WHEREAS, the value of the land in question has been determined according to the city's Property Sale Policy; and

WHEREAS, the City Charter requires a 21-day posting period prior to the sale of any City-owned property to allow for public comment and potential offers.

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

1. The purchase agreement for the property described above be posted for a 21-day period to allow for citizen comment.
2. The agreement be returned to council at the meeting of May 19, 2014 for potential final disposition.

AGREEMENT FOR PURCHASE OF REAL ESTATE

THE PURCHASERS, Kenneth Croskey and Jodie Croskey, hereby offer and agree to purchase, and the SELLER, the City of Owosso, a Michigan Municipal Corporation, hereby agrees to sell, land situated in the City of Owosso, Shiawassee County, Michigan upon the following terms and conditions.

WHEREAS Purchasers offered and wishes to purchase certain property from Seller and Seller wishes to sell the same:

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **PROPERTY DESCRIPTION:** A parcel of land, together with all buildings, structures, rights, easements and appurtenances pertaining thereto and all improvements, trees, bushes, landscaping and foliage thereon, (the "Property"). The legal description of the parcel is as follows:

ATTACHED AS EXHIBIT A

2. **PURCHASE PRICE:** Purchasers shall pay therefore the sum of Fifty Eight Thousand and No/100 (\$58,000.00) Dollars (the "Purchase Price"). Consummation of this transaction is conditioned upon Purchaser's obtaining a Mortgage in the amount of the purchase price less the deposit as stated below.

3. **DEPOSIT:** Purchasers herewith deposits with Seller the sum of Five Thousand Eight Hundred and No/ 100 (\$5,800.00) Dollars, as a deposit which shall be applied to the purchase price at closing.

4. **METHOD OF CLOSING:** The sale shall be consummated by the delivery of a Warranty Deed conveying fee simple marketable title with the balance of the purchase price to be paid in cash or by certified check at the time of closing. Consummation of this Agreement is subject to the approval of the Owosso City Council.

5. **TAXES:** All taxes and assessments due as of the closing date, including but not limited to any and all special assessments, even if payable in installments after closing, which have become a lien upon the land, whether recorded or unrecorded, at the date of this agreement shall be paid by the Seller. Purchaser shall pay all taxes and special assessments assessed after the closing date.

6. **CLOSING FEES:** Any closing fees charged for services rendered by an escrow company shall be divided equally between Purchasers and Seller except where the payment of same shall be prohibited by law.

7. CONDITIONS PRECEDENT. Purchasers' and Seller's obligations under this Agreement are conditioned upon the satisfaction of each of the following conditions:

- (i) Purchasers, in Purchasers' sole discretion, obtaining a Survey, surveyor's report and surveyor's certificate.
- (ii) Purchasers are buying the property on an "as is" basis.
- (iii) Approval of the purchase by the Owosso City Council.

The above duties and terms shall survive the closing.

- (iv) If Purchasers and Seller fail to satisfy or be satisfied with any one or more of the contingencies set forth above, or if Purchasers determine, at Purchasers' sole and absolute discretion, or for any reason whatsoever, to terminate this Agreement, within the inspection and approval period as defined in paragraph 9, below, then Purchasers may, on or before expiration of the inspection and approval period, as defined in paragraph 9, below, terminate this Agreement by giving written notice thereof to Seller, and this Agreement shall be deemed to be null and void and of no further force or effect, and Purchasers and Seller shall have no further rights, obligations, or liabilities under this Agreement.

8. INSPECTION: Purchasers and their employees, agents, and representatives shall at all times before Closing, have the privilege, opportunity, and right to enter upon the Property to inspect, examine, and perform surveys, soil tests, borings, structural analysis and tests, and any other tests needed to determine structural surface, subsurface, and topographic conditions of the Property, or for any other reasons deemed necessary by Purchasers for the satisfaction of the conditions set forth in paragraph 7, above. Provided, however, that Purchasers, their employees, agents and representatives shall indemnify and defend Seller from any claims arising from their activities on the property relating to this right of inspection and shall return the property to its original condition.

9. INSPECTION AND APPROVAL PERIOD: From the Effective Date, Purchasers shall have until the closing date (the "Inspection and Approval Period") to inspect the Property in the manner set forth in paragraph 8 above; and to obtain such other studies, tests, determinations, assessments and approvals, including but not limited to structural testing and inspection, site plan approval, easements, licenses, variances, curb cuts, and as otherwise set forth in paragraph 7, above, and any other determinations, assessments and approvals that are necessary to permit Purchasers' intended use of the Property, as deemed in Purchasers' sole discretion. Any delay by Seller in performing its obligations pursuant to this Agreement shall result in an extension of the Inspection and Approval Period equal to the length of the delay.

10. CLOSING: The consummation of the purchase and sale of the Property pursuant to this Agreement (the "Closing") shall be held no later than 90 days from the last date of the signatures below. Closing shall take place at the title company, or such other location, as the Seller and Purchasers may mutually agree in writing. Purchasers shall take possession at closing.

11. TITLE INSURANCE: As evidence of title, Seller shall obtain, at Seller's sole cost and expense, a commitment for title insurance issued by a title company for a policy of title insurance from an underwriter acceptable to Purchasers, insuring title with standard exceptions.

12. OBJECTIONS TO CONDITION OF TITLE: If objection to the title is made by the Purchasers, then Seller may terminate this Agreement, or at its discretion, cure the objectionable defect. If this Agreement is terminated by Seller due to an objection to title, the deposit shall be returned to Purchasers.

13. SELLER'S REPRESENTATIONS, WARRANTIES AND COVENANTS. Seller represents, warrants and covenants to Purchasers that:

- (a) Seller (i) has complete and full authority to execute this Agreement, (ii) will execute and deliver any documents, instruments, and agreements including, but not limited to, affidavits and certificates necessary to consummate the transaction contemplated herein, and (iii) will take all additional action that is reasonably necessary or appropriate to effect and facilitate the consummation of the sale and purchase transaction contemplated herein, as may be required by the Title Company.
- (b) Seller will not further sell, encumber, convey, or assign, or contract to sell, encumber, convey, assign, pledge, or lease all or any part of the Property or restrict the use of all or any part of the Property or take or cause to be taken any action in conflict with this Agreement at any time between the Seller's acceptance hereof and (i) Closing or (ii) the earlier termination of this Agreement pursuant to its terms.
- (c) Neither the entering into of this Agreement nor the consummation of the transaction contemplated hereby will constitute or result in a violation or breach by Seller of any judgment, order, writ, injunction, or decree issued against or imposed upon it or contract to which it is a party or will result in a violation by Seller of any applicable law, order, rule, or regulation of any governmental authority. There is no action, suit, proceeding or investigation pending which would become a cloud on the title to the Property or any portion thereof or which questions the validity or enforceability of the transaction contemplated by this Agreement or any action taken pursuant hereto in any court or before or by any federal, district, county, or municipal department, commission, board, bureau, agency or other governmental instrumentality, nor does Seller have any knowledge that any such action, suit, proceeding or investigation is threatened.
- (d) Seller is not a "foreign person" as that term is defined in the Internal Revenue Code, Section 1445(F)(3) and the sale of the Property is not subject to any withholding requirements imposed by the Internal Revenue Code, including, without limitation, Section 1445(F)(3).
- (e) Seller is not a party to or bound by any contract or agreement of any kind or whatsoever, written or verbal, which might affect the Property.

14. MISCELLANEOUS:

- (a) Governing Law: This purchase agreement shall be governed by, construed and enforced in accordance with the laws of the State of Michigan.

- (b) Entire Agreement: This Agreement constitutes the entire, integrated agreement between the parties, and supersedes all prior written and unwritten negotiations, agreements, proposals and understandings. This Agreement shall not be orally amended, modified, superseded, or canceled, it being specifically understood that any of the terms, covenants, representations and conditions contained herein may be amended only by written instrument executed by all parties.
- (c) Binding Effect: The covenants and conditions herein shall bind and inure to the benefits of the executors, administrators, successors and assigns of the respective parties. If the parties herein be more than one or if they be of the feminine sex, or a corporation or other business entity, such words and pronouns and other relative words shall be read as if written in the plural, feminine, and neuter, respectively.
- (d) Assignment: This Agreement may be assigned or transferred only by written consent of the non-assigning party.
- (e) Counterparts: This Agreement may be executed in counterparts each of which may be deemed an original, and all such counterparts together shall be deemed one and the same agreement.
- (f) Survival: All warranties, covenants, duties and representations made herein shall survive closing.

15. BROKERS: If either party has used a broker, it shall be that party's responsibility to compensate its broker.

16. EFFECTIVE DATE: If this Agreement is not signed simultaneously by Seller and Purchasers it shall be considered to be an offer made by the party first executing it to the other party. In this event, that offer shall expire at midnight on the tenth (10th) calendar day following signature by the offering party. Effective date shall mean the date upon which this Agreement is accepted by the parties to whom the offer is made. Acceptance shall be deemed to have been made on the date the fully executed Agreement is received by the party first executing the Agreement.

17. NOTICES: All notices, requests, demands or other communications hereunder shall be in writing and deemed given (a) when delivered personally or (b) on the day said communication is deposited in the U.S. mail, by registered or certified mail, return receipt requested, postage prepaid, or (c) on the next business day after notice is sent by facsimile or (d) on the day said communication is deposited with a nationally recognized overnight courier service, addressed and/or sent by facsimile, as the case may be, as follows:

If to Seller:
City of Owosso
301 West Main Street
Owosso, Michigan 48867

ATTENTION:

If to Purchasers:
Kenneth Croskey/Jodie Croskey
219 West Oliver Street
Corunna, MI 48867

ATTENTION:

The parties executed this Agreement for Purchase of Real Estate as of the date set forth below.

DATED: _____, 2014

DATED: April 17th, 2014

SELLER: City of Owosso

PURCHASERS:

BY: _____
Benjamin Frederick
ITS: Mayor

Kenneth Croskey
Kenneth Croskey
Jodie Croskey
Jodie Croskey

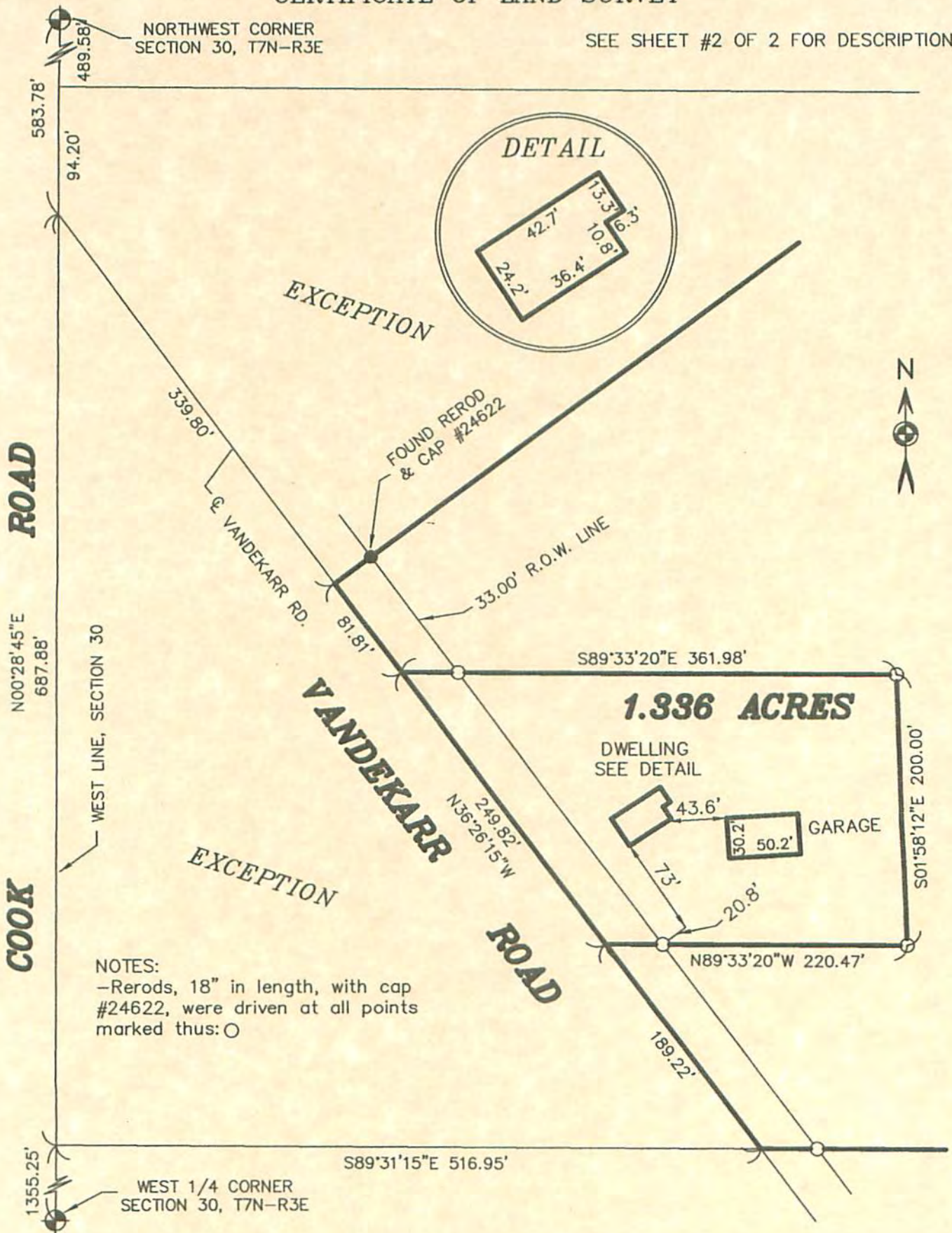
ATTEST:

Amy K. Kirkland, City Clerk

PREPARED BY:
William C. Brown P 33871
Owosso City Attorney
114 East Main Street, Suite 218
Owosso, Michigan 48867
(989) 729-0071

CERTIFICATE OF LAND SURVEY

SEE SHEET #2 OF 2 FOR DESCRIPTION.



NOTES:
-Rerods, 18" in length, with cap #24622, were driven at all points marked thus: O

CLIENT: City of Owosso
DATE: April 2, 2014
SCALE: 1" = 100' JOB NO. 25921

Section 30, T7N-R3E,
Caledonia Township,
Shiawassee County,
Michigan

Sheet #1 of 2

I hereby certify that I have surveyed and mapped the land above platted and/or described on this map and that all of the requirements of P.A. 132 of 1970 have been complied with.

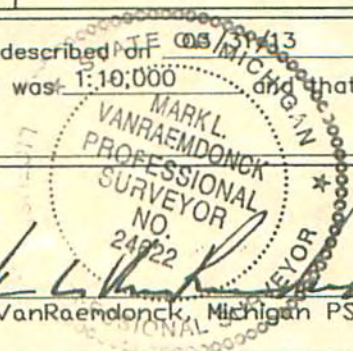
LANDMARK

SURVEYING



204 N. SHIAWASSEE ST.
OWOSSO, MI 48867
(989) 725-8725
(810) 659-1053
FAX (989) 725-2452
landmark@michonline.net

Mark L. VanRaendonck, Michigan PS 24622



CERTIFICATE OF LAND SURVEY

DESCRIPTION: Part of the Northwest 1/4 of the Northwest 1/4 of Section 30, T7N-R3E, Caledonia Township, Shiawassee County, Michigan, described as beginning at a point that is S00°28'45"W on the West line of said Section 30 a distance of 583.78 feet and S36°26'15"E on the centerline of Vandekarr Road a distance of 421.61 feet from the Northwest corner of said Section 30; thence S89°33'20"E 361.98 feet; thence S01°58'12"E 200.00 feet; thence N89°33'20"W 220.47 feet to the centerline of Vandekarr Road; thence N36°26'15"W on said centerline a distance of 249.82 feet to the point of beginning, containing 1.336 acres, more or less. Subject to the use of the Westerly 33.00 feet thereof parallel with the centerline of Vandekarr Road, as Vandekarr Road. Also subject to all other easements and restrictions of record.

SECTION CORNER WITNESSES:

Northwest corner Section 30, T7N-R3E

Found 3/8" iron rod in concrete

West 23.78' Found nail/tag #11192 NE face 42" Oak

N35°W 38.8' Center 36" Oak

S88°W 6.95' NE corner headstone, Louis G. Heyer

S08°E 18.65' NW corner base headstone, Lampman

S35°W 79.49' Top NE corner footing of "Christian" family mausoleum

S25°E 32.43' Found nail/tag #11192 W. face 30" Maple

West 1/4 corner Section 3, T7N-R3E

Found Harrison Marker in Monument Box

S85°E 52.80' Center 44" Oak

S80°E 33.43' NW corner concrete catch basin

S50°E 32.02' E. end 15" C.M.P.

S50°W 23.05' W. end 15" C.M.P.

N50°E 29.74' S. end 18" C.M.P.

N10°W 89.10' Nail/tag #44298 E. face Power Pole

East 8'± Physical centerline of Cook Road (asphalt)

Client: City of Owosso

Date: April 2, 2014

Job No: 25921

Section 30, T7N-R3E
Caledonia Township
Shiawassee County
Michigan

Sheet #2 of 2



204 N. Shiawassee St. (M-52)
Owosso, Michigan 48867

TEL: (989) 725-8725
(810) 659-1053
FAX: (989) 725-2452
landmark@michonline.net



MEMORANDUM

RESOLUTION NO.

**AUTHORIZING 21-DAY POSTING FOR
A CROP FARMING CASH RENT AGREEMENT
WITH MATT DUTCHER AND KEVIN DUTCHER D/B/A SHAWNEE CREEK FARMS**

WHEREAS, the city of Owosso, Michigan ("City") is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Owosso City Charter adopted April 6, 1964, as amended ("Charter"); and

WHEREAS, the city owns certain tillable acreage near Hopkins Lake that would be suitable for farming; and

WHEREAS, the city is not currently utilizing the land and desires to lease the land for farming purposes; and

WHEREAS, Matt and Kevin Dutcher, doing-business-as Shawnee Creek Farms, have expressed an interest in leasing the land for a 5-year period; and

WHEREAS, Charter Section 14.3 (b)(2) provides for a twenty one day posting period to allow public inspection of the proposed lease.

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 as owner of property that is suitable for farming that a cash rent agreement has been proposed for such land be leased to Matt Dutcher and Kevin Dutcher d/b/a Shawnee Creek Farms which farms adjacent land.
- SECOND: the city council approves the posting of said agreement for a period of at least 21-days to allow for public inspection.

SHAWNEE CREEK FARMS

Matt and Kevin Dutcher
5307 Morrice Rd.
Owosso MI 48867
(989)723-7674

CASH RENT AGREEMENT

Date _____

I, CITY OF OWOSSO, am renting my farm,

number 7015, located in section 25

of OWOSSO township on a cash rent basis to

Shawnee Creek Farms for the crop year of 2014 - 2018.

Signature of Operator _____ Date _____

MATT DUTCHER
Name of Operator

Signature of Owner _____ Date _____

Name of Owner

38-6004773
S. S. #
301 W MAIN
OWOSSO

Owner Address
725 0540

Shawnee Creek Farms agrees to rent ALL TILLABLE acres on a cash rent basis.

Agreeing to pay \$ _____ /acre for a total of \$ 500 payable by

December 31 2014 - 2018

AGREEMENT WOULD END IF WE ARE UNABLE
TO RENT ADJACENT LAND NOW OWNED BY
RICK WAGNER.





MEMORANDUM

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

DATE: April 16, 2014

TO: Mayor Frederick and the Owosso City Council

FROM: Amy K. Kirkland, City Clerk

SUBJECT: Rescinding Special Assessment Resolution for Howard Street

RECOMMENDATION:

I recommend Council rescind Resolution No. 18-2014 announcing the intent to reconstruct Howard Street from Washington Street to Park Street.

BACKGROUND:

On February 18th of this year Council moved to approve three resolutions announcing its intent to reconstruct three streets in the City and marking the start of the special assessment process. Since that time it has been determined the proposed project for Howard Street is far more complicated than originally thought, necessitating its removal from this year's street program. When such a determination is made it is important to make sure that the actions of Council clearly reflect the change in plans and it is recommended Council rescind Resolution No. 18-2014 so there is no mistaking the fact the project is not moving forward this year.

FISCAL IMPACTS:

There are no direct fiscal impacts caused by the repeal of Resolution No. 18-2014.

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.

I hereby certify that the foregoing document is a true and complete copy of a resolution passed by the Owosso City Council as a part of the Consent Agenda at the regular meeting of February 18, 2014.



Amy K. Kirkland, City Clerk



MEMORANDUM

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

DATE: April 15, 2014
TO: Mayor Frederick and the Owosso City Council
FROM: Kevin Lenkart
SUBJECT: Traffic Control Order 1309

RECOMMENDATION: Recommend approval of the application of the Memorial Healthcare Auxiliary and authorization of Traffic Control Order No. 1309 for the use of certain streets adjacent to Memorial Hospital (see attached map) for their Seventh Annual Steps for Courage 5 K Run and Competitive Walk on April 26, 2014 from 9:00 am to 11:00 am.

BACKGROUND:

FISCAL IMPACTS:

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

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1309	4/2/2014	11:00 AM

REQUESTED BY
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL
Traffic Control – Use of certain streets adjacent to Memorial Hospital (see attached map)
On April 26, 2014 from 9:00 am to 11:00 am.

Steps for Courage 5K

LOCATION OF CONTROL
See Attached.

APPROVED BY COUNCIL _____ 20 _____

REMARKS



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

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

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

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

Name of individual or group: MEMORIAL HEALTHCARE Auxiliary Date: 4-2-14

Primary Contact Person

Name:

BOBBI BRUCKMAN/ PAM STARKWEATHER

Title:

CO - CHAIRPERSONS

Address:

826 W KING

OWOSSO MI 48867

Phone:

989 743-5045/ 989 725-8465

Requested Date(s): 4-26-14 Requested Hours: 9-11:00 am

Area Requested (Parking Lot - Parade Route): W KING/ SEVENTH ST/ OLIVER/ CHAMANS/

KING/ CENTER/ ALTURUS DR/ ALTA VISTA - RETURN SAME ROUTE

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

☐ Attach copies of any rules or policies applicable to persons participating in the event.

☒ Evidence to the City of insurance coverage applicable to the event or activity naming the City as an additional insured in an amount of not less than \$500,000 combined single limit.

or

☐ The City Council may waive such insurance requirement if it determines that insurance coverage is unavailable or cannot be obtained at a reasonable cost and the event or activity is in the public interest or fulfills a legitimate and recognized public purpose.

Do Not Write Below This Line - For Officials Use Only

Approved ☐ Not Approved ☐

Date: _____

Traffic Control Order Number _____

Cc: DDA - Director
WCIA - Chairperson



CERTIFICATE OF INSURANCE
Claims-Made Coverage

City of Owosso
301 West Main Street
Owosso, MI 48867

RE: Fifth Annual Steps for Courage
5K Run and Competitive Walk
April 26, 2014

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

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

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

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

Retained Limit: \$25,000

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

Policy Number: 01-55347


Policy Period: From: December 1, 2013 To: December 1, 2014

Retroactive Date: July 1, 1994

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

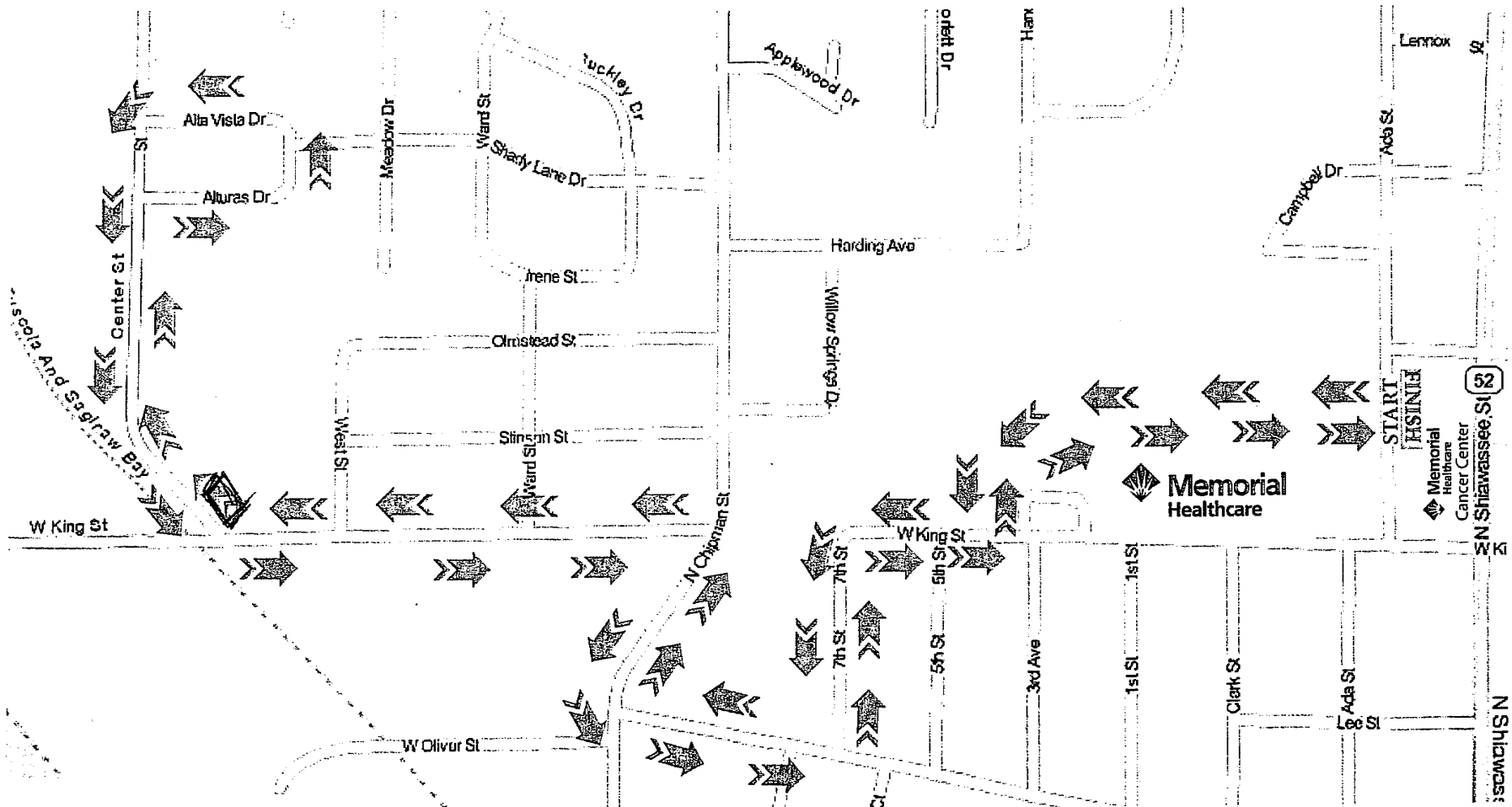
Certified this 4th day of April, 20 14.

MHA INSURANCE COMPANY


Bradley Lonsberry
Authorized Representative

SIXTH ANNUAL 5K RUN/WALK ROUTE

From the Cancer Center, the route will go through the hospital's back parking lot, out the West drive, next to the Emergency Department, to 7th Street, down to West Oliver, West across the bridge to N. Chipman, North to West King, up West King to Center Street to Alturas Drive, around to Alta Vista and then back down Center Street returning by the same route ending at the Cancer Center.



**Memorial
Healthcare**

Auxiliary

This unique fundraising event, Steps for Courage, is being coordinated by members of the Auxiliary. All proceeds from the event will go toward the Memorial Healthcare Foundation Cancer Care Fund in support of cancer care services at Memorial Healthcare.

STEPS FOR COURAGE - 5K Run/Walk

April 26, 2014



7th Annual Steps for Courage 5K Run and Competitive Walk

Sponsored by the Memorial Healthcare Auxiliary



Start Time: 9:30 a.m.
Location: Memorial Healthcare, 826 W. King, Owosso
Registration: Early registration by mail ends on April 16; Mail entry to:

Steps for Courage
2599 Krouse Rd, Owosso, MI, 48867

Online registration available at www.RunningFoundation.com

After April 16, late registration fee applies.

Race day registration begins at 8:00 a.m.

Packet Pick Up: Friday, April 25 from 3:00 p.m. - 6:00 p.m. (optional)
Memorial Healthcare Cancer Center (Registration also available at this time)

Cost: **Early - \$20.00 by mail. Late and Race-Day Registration \$25.00.**

Entry fee includes official race tee (tee not guaranteed for late and race-day registration)
Family Rate - \$50 (immediate family only; tees not included - available \$8 each)

Medals: Medals to Overall & Masters in Male & Female categories.
Medals awarded to top two places in all age groups.

Age Groups: 14 & Under, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69,
70-74, 75-79, 80+

Questions? Call (989) 725-8465 or (989) 743-5045

Chipman	Cancer Center 721 N. Shiawassee	
	H	Jennett
		Elizabeth
		King
	Oliver	M-52
		M-21
	Owosso	

All proceeds to go toward the Memorial Healthcare Foundation Cancer Care Fund to support cancer care services.

— Detach Here —

Name: _____ Phone # (____) _____

Address: _____ City: _____ State: _____ Zip: _____

CIRCLE ONE: ☐ Runner ☐ Walker GENDER: ☐ M ☐ F AGE ON RACE DAY: _____

Additional participants can be written on back of this registration form. Shirts are men's size only. Please provide above information for each additional runner/walker.

XS _____ S _____ M _____ L _____ XL _____ XXL _____ (add \$2.00)

Note for Walkers: Because the walk is competitive, you cannot run at any time during the race, and you must start the race at 9:35 a.m. with the other walkers. If it is reported that any walk participant was running during the race, the participant will be moved to the run division. If you plan to run **AT ANY TIME** during the race, please register as a runner. Race timing to be conducted by the Michigan Running Foundation.

Make check payable to "Memorial Healthcare Auxiliary"

Early Registration \$20 • Late Registration \$25 • Family \$50 + \$8.00 per tee (if tee desired)

Waiver: I/We hereby waive all rights and claims for myself, my heirs, executors, and assignees against Memorial Healthcare Auxiliary, the sponsors of this event, its agents, representatives, successors, and volunteers, as well as Memorial Healthcare, for any injuries or damages suffered by me or the above family members while traveling to, from or participation in this event.

Signature (Parent or Guardian if under 18)

Date



MEMORANDUM

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

DATE: April 16, 2014
TO: Mayor Frederick and the Owosso City Council
FROM: Kevin Lenkart
SUBJECT: Traffic Control Order 1310

RECOMMENDATION:

Recommend approval of the application of the Owosso Main Street and authorization of Traffic Control Order No. 1310 for the closure of south Washington Street from Jerome Street north to Comstock Street and east Comstock Street from Washington Street to Park Street for their Downtown Car Cruise on May 9, 2014, June 13, 2014, July 11, 2014, August 1, 2014 and September 12, 2014 from 5:00 pm to 9:00 pm.

BACKGROUND:

There was significant discussion at the Main Street level regarding this event, with some difficulty caused by the proximity of local businesses both in favor of and in opposition to the location of the event. This marks the 3rd year the event organizers have encountered push-back from select local merchants regarding its location. Representatives from Main Street and event organizers will be on hand for the meeting to answer questions regarding the process.

FISCAL IMPACTS:

Increased business in the downtown.

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

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1310	4/9/2014	1:47 PM

REQUESTED BY
Kevin Lenkart – Director of Public Safety

Friday Night Cruise In

TYPE OF CONTROL

Traffic Control – Closure of south Washington Street from Jerome Street north to Comstock Street and east Comstock Street from Washington Street to Park Street on May 9, 2014, June 13, 2014, July 11, 2014, August 1, 2014 and September 12, 2014 from 5:00 pm – 9:00 pm.

LOCATION OF CONTROL

See Attached.

APPROVED BY COUNCIL _____ 20 _____

REMARKS



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

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

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

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

Name of individual or group: Downtown Car Cruise (Owosso Main Street) Date: 4/2/14

Primary Contact Person

Name:

Josh Adams

Title:

Owosso Main Street Manager

Address:

301 W. Main St.

Owosso, MI 48867

Phone:

989. 494. 3344

Requested Date(s): 5/9; 6/13; 7/11; 8/1; 9/12/14

Requested Hours: 5pm - 9pm

Area Requested (Parking Lot - Parade Route): S. Washington St from Jerome St. north to Comstock St. + E. Comstock St, from Washington St. to Park St.

Detailed description of the use for which the request is made: Owosso Main Street
Car Cruise Series

- ☒ 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

Owosso Friday Night Cruise In Rules

The following rules are in place to help ensure your visit with us is both safe and enjoyable. If you have any questions, feel free to contact us at downtownowosso@gmail.com.

Rule #1, Have Fun!

- 1) Show vehicles will enter and be parked in the order they have lined up outside the Entrance gates. Once inside, please park where directed by the Owosso Friday Night Cruise In Parking Teams. You may exit and re-enter at any time.
- 2) Absolutely no burnouts, displays of speed or power are allowed inside the Show & Shine area. Violators will be asked to leave immediately. We have large crowds in the streets and many are children. Stay safe!
- 3) No reserving parking spots or entry from any point other than either the Entry Gates.
- 4) No alcoholic beverages or vulgar behavior allowed. This is a family event.
- 5) All pets must be kept on leashes throughout the cruise area.
- 6) Be respectful of cars and their owners. Don't lean on or touch the showcars & trucks!

To see all the details that are visible on the screen, use the "Print" link next to the map.





MEMORANDUM

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

DATE: April 15, 2014
TO: Mayor Frederick and the Owosso City Council
FROM: Kevin Lenkart
SUBJECT: Traffic Control Order 1311

RECOMMENDATION: Recommend approval of the application of the Owosso Main Street and authorization of Traffic Control Order No. 1311 for the closure of Washington Street from Comstock to Mason; Ball Street from Water to Mason; Exchange Street from Water to Park; Parking Lot at Park and Exchange; Armory Parking Lot; and Fountain Parking Lot from 6:00 am – 4:00 pm on July 27, 2014 and Water Street from Main to Mason from 6:00 am – 12:00 pm on July 27, 2014 for the Cruise to the Castle Car Show.

BACKGROUND:

FISCAL IMPACTS:

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

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1311	4/9/2014	2:09 PM

REQUESTED BY
Kevin Lenkart – Director of Public Safety

Cruise to the Castle Car Show

TYPE OF CONTROL

Traffic Control – Closure of Washington Street from Comstock to Mason; Ball Street from Water to Mason; Exchange Street from Water to Park; Parking Lot at Park and Exchange; Armory Parking Lot; and Fountain Parking Lot from 6:00 AM – 4:00 PM on July 27, 2014 and Water Street from Main to Mason from 6:00 AM – 12:00 PM on July 27, 2014.

LOCATION OF CONTROL

See Attached.

APPROVED BY COUNCIL _____ 20 _____

REMARKS



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

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

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

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

Name of individual or group: Owosso Main Street Date: 4/2/14

Primary Contact Person

Name:

Josh Adams

Title:

Main Street Manager

Address:

301 W. Main St.

Owosso, MI 48867

Phone:

989. 494. 3344

Requested Date(s): July 27th, 2014 Requested Hours: 6:00am - 4:00pm

Area Requested (Parking Lot - Parade Route): 6am - 4pm: Washington St., from Camstock to Mason;
Ball St, from Water to Mason; Exchange St, from Water to Park; Parking lot @ Park +
Exchange; Army Parking Lot; Fountain Parking Lot; 6am-12pm: Water St, from Main to Mason.

Detailed description of the use for which the request is made: Owosso Main Street

Cruise to the Castle.

- ☒ 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: _____

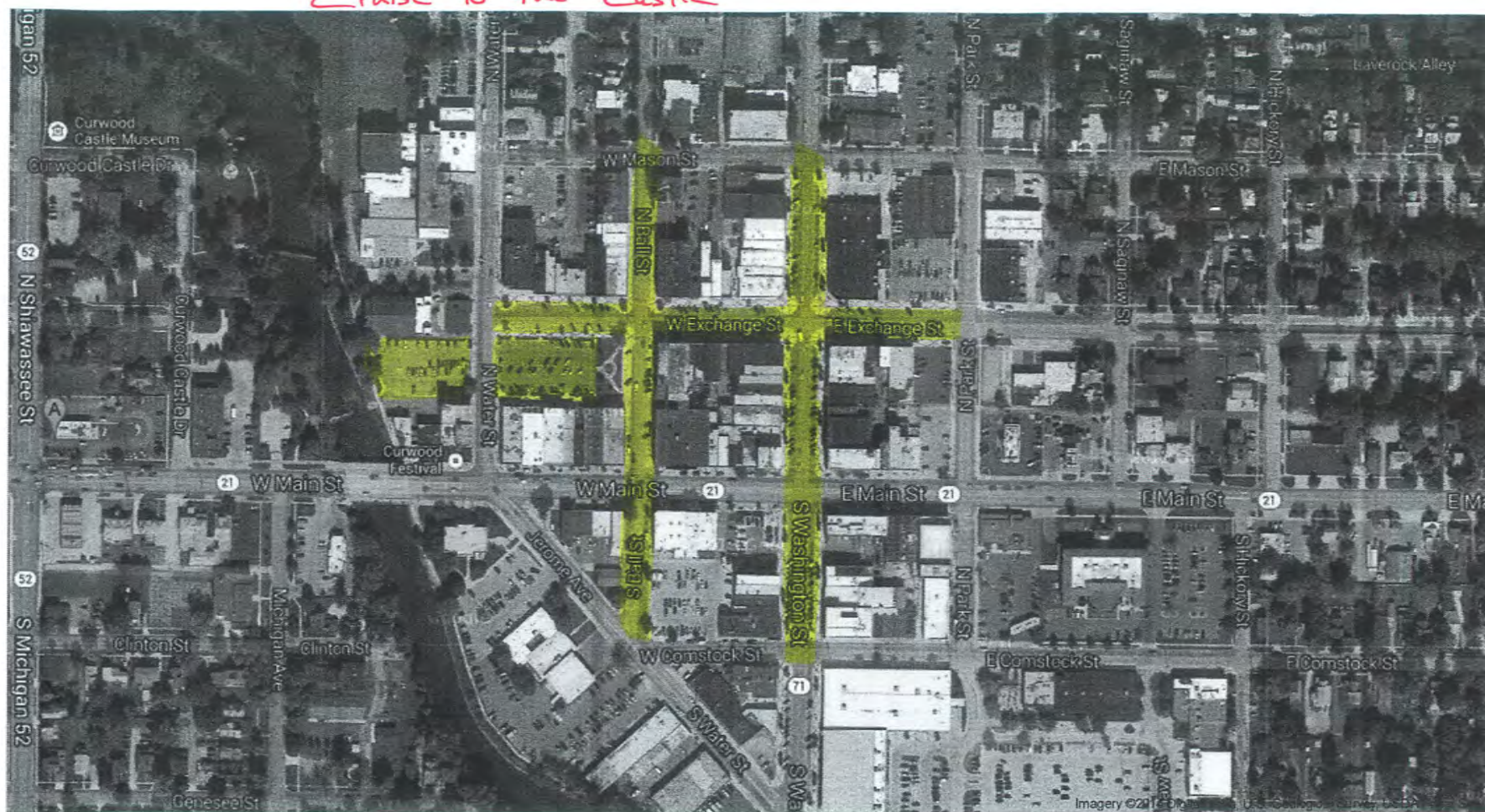
Traffic Control Order Number _____

Cc: DDA - Director
WCIA - Chairperson

Google

Cruise to the Castle

To see all the details that are visible on the screen, use the "Print" link next to the map.



**BACK BY POPULAR
DEMAND**

**CRUISE TO THE CASTLE
CAR SHOW**

SUNDAY JULY 29, 2012

Downtown Owosso, MI

CAR SHOW INFORMATION: 810-280-2951

Registration in Advance \$7.00

Registration after July 20, 2012 & At the Gate \$10.00

Name: _____

E-Mail: _____

Club Affiliation: _____

City, St, Zip: _____ Phone: _____

Vehicle #1 Year/Make/Model: _____



Registration Time:

9:00am to 12:00pm

Show Time:

12:00pm to 3:00pm

Awards at 3:00pm

Best of Show,

Top 30 Trophy

Music Provided by:

B&C DJ's & Sound

ATTENTION: PLEASE; IF YOU WANT TO PARK TOGETHER, THEN YOU MUST

ARRIVE TOGETHER. NO HOLDING OR RESERVING PARKING SPOTS; THANK YOU

I accept and assume full responsibility for any injury or loss to me or my property, agents or employees at any time, and from any cause on the premises of the show. I expressly release the management from liability for such loss or injury and agree to provide and pay for my own insurance.

Your Signature

Dash Plaques & Goody Bags to 1st 50 Entries

50/50 Proceeds go to United Way Shiawassee Hunger

Mail form and check to:

Cruise to the Castle Car Show

Attn: Bill Young

13463 Pierce Road, Byron, MI 48418



**Shiawassee
Hunger Network**



MEMORANDUM

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

DATE: April 15, 2014

TO: Owosso City Council

FROM: Mark Sedlak, Director of Public Services

SUBJECT: Professional Engineering Services for Parts 1 and 3 of Downtown Infrastructure Project

RECOMMENDATION:

I recommend City Council accept the proposal from Fleis & Vandenbrink Engineering, Inc. and award a contract to them in the amount of \$57,693.00.

BACKGROUND:

On March 17, 2014, City Council awarded a contract to Fleis & Vandenbrink Engineering Inc., to provide professional engineering services on an as-needed basis. Their services are necessary to fulfill engineering requirements of the 2014 Downtown Infrastructure Grant (DIG) project. City staff received proposals from its list of firms to provide engineering services and finds the proposal from Fleis & Vandenbrink, Engineering Inc. to be the most qualified. Scope of work includes improvements to the parking lot near Curwood Drive/Bradley Street, Armory parking lot, trail-way features, and roof relocation; altogether with related work.

FISCAL IMPACTS:

The city is obligated to provide professional engineering services as part of its agreement with the Michigan Strategic Fund and receive its share of CDBG funding for this project. The total amount of CDBG funding for the project is a maximum of \$695,264.00.

Document originated by: Director of Public Services

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT
FOR PROFESSIONAL ENGINEERING SERVICES WITH
FLEIS & VANDENBRINK ENGINEERING, INC.
FOR THE 2014 DOWNTOWN INFRASTRUCTURE GRANT PROJECT, PARTS 1 & 3**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is undertaking a major infrastructure project as a part of the DIG Grant awarded in March 2014; and

WHEREAS, this project requires the services of a professional engineering firm; and

WHEREAS, Fleis & Vandenbrink Engineering, Inc. has been prequalified to perform such work and offers to perform work as described in the city's Request For Proposal for the 2014 Downtown Infrastructure Grant Project, Parts 1 & 3; and

WHEREAS, Fleis & Vandenbrink, Engineering, Inc. offers to complete said services in return for compensation in an amount not to exceed \$57,693.00; and

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to employ the firm of Fleis & Vandenbrink Engineering, Inc. to provide professional engineering services for the 2014 Downtown Infrastructure Grant Project, Parts 1 & 3.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Addendum to an Agreement for Professional Engineering Services between the City of Owosso, Michigan and Fleis & Vandenbrink Engineering, Inc.
- THIRD: The Accounts Payable department is authorized to make payment up to the amount of \$57,693.00 to Fleis & Vandenbrink Engineering, Inc. upon successful completion of stated work.
- FOURTH: The above expenses shall be paid from the proceeds of the 2010 General Obligation Unlimited Tax Bonds fund.

**ADDENDUM 2014-1 TO AN AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES
WITH
FLEIS & VANDENBRINK ENGINEERING, INC.**

This addendum is attached and made part of the agreement for professional engineering services dated March 17, 2014 between the city of Owosso, Michigan (owner) and Fleis & Vandenbrink Engineering, Inc. (Engineer) providing for professional services.

2014 Downtown Infrastructure Project, Part 1 and Part 3

PROJECT SCOPE OF WORK

The project scope of work is attached as Section 1: Statement of Understanding and Addenda.

SCHEDULE

The schedule for the project is attached as Addenda: Schedule and Budget Control shown begin by March 21, 2014 and be completed by December 31, 2014.

COMPENSATION

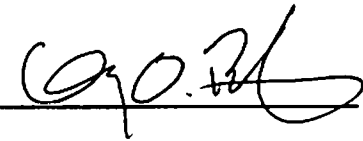
The cost proposal of the engineer for the project is attached as Addenda: Design Engineering and Construction Administration totals \$57,693.00. The engineer shall submit for payment based on monthly progress of the work.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date first above written.

Approved

For ENGINEER:
Fleis & Vandenbrink Engineering, Inc.

OWNER:
City of Owosso, Michigan

By: 

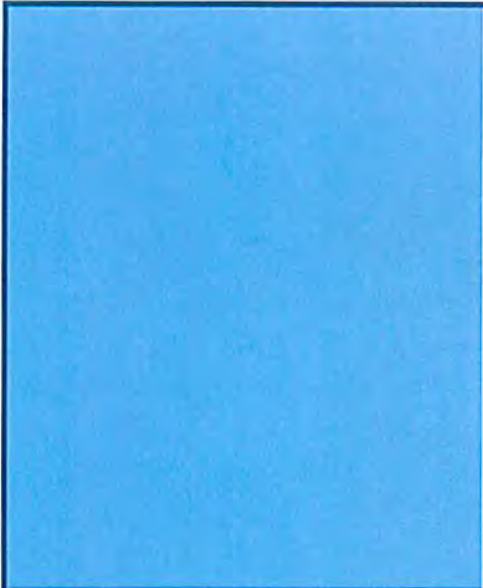
By: _____
Benjamin R. Frederick
Mayor

By: 

By: _____
Amy Kirkland
City Clerk

Executed: 4.10., 2014

Executed: _____, 2014



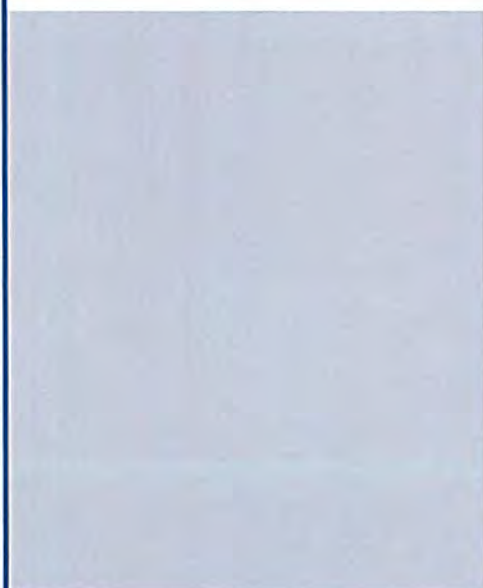
Owosso 2014 Downtown Infrastructure Projects

Submitted to

City of Owosso

April 4, 2014

P10313





FLEIS & VANDENBRINK

ENGINEERING, INC.

Offices in Michigan and Indiana

April 4, 2014

Mr. Mark Sedlak, Director of Public Services
City of Owosso
City Hall, 301 West Main Street
Owosso, MI 48867

RE: Proposal for Owosso 2014 Downtown Infrastructure Projects

Dear Mark,

Fleis & VandenBrink Engineering, Inc.'s (F&V) is pleased to provide this proposal for the City of Owosso's 2014 Downtown Infrastructure Projects. These infrastructure improvement projects include surface parking, storm drainage, pervious pavement, pedestrian and bike access features, utility relocation, and lighting. In order to comply with the requirements of the funding that is making these projects viable, we understand that these projects must be constructed and closed out on or before December 1, 2014.

We are pleased to have teamed with Owosso based Landmark Surveying, PC for this assignment. Landmark will be assisting us with surveying, processing, and construction observation. Their involvement in each part of the total project ranges from 25% to 28%.

We understand that your selected consultant's ability to meet this project's critical schedule is of utmost concern to the City. Therefore, we have carefully evaluated our current workload, current backlog, and capacity of our staff to affirm our availability to complete the scope of services required for each of the project parts.

As a result of our evaluation, we feel that it is of best interest that we refrain from proposing on Part 2, being the work along the river, in order to concentrate primarily on Parts 1 and 3 which work best with our current workloads and available expertise and experience to best serve the City of Owosso. Part 2 is different than the others in the sense that it may require additional geotechnical investigation, soils evaluation, scour analysis, and MDEQ permitting. There is a lot to accomplish in a short period of time. Parts 1 and 3 will consist of many of the same technical specifications, allowing us to complete the design and bidding documents in a cost efficient and timely manner.

We look forward to being selected to provide professional engineering services for these important projects to the City of Owosso. Please let us know if you have any questions or need additional information at this time.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.

Gary Bartow
Principal in Charge

Geric Rose, PE, PS
Project Manager

STATEMENT OF UNDERSTANDING AND SCOPE OF SERVICES

From our review of the request for proposal we understand that the City of Owosso has been awarded a Downtown Infrastructure Grant (DIG). The DIG program provides financial assistance for public infrastructure projects that upgrade existing public infrastructure systems in a traditional downtown area. Owosso's project includes major investments in public infrastructure related to parking, trail recreation, river recreation, and usable public gathering spaces. As indicated in the concept plans, the project components will include hardscape and landscaping features that are SHPO compliant and decorative in nature, bike racks, signage, pervious concrete, masonry, lighting, and art. The City has elected to split the total project into three parts. For the reasons stated in our cover letter, F&V has elected to submit a proposal for Part 1 and Part 3.

Part 1: Parking lot design and construction along Castle Drive and Bradley Street and improvements to Curwood Drive and Bradley Street.

The proposed plan is to construct an approximately 117 space decorative parking lot with bus parking in Curwood Castle Park to support the armory redevelopment project and the expanded services of the Shiawassee Arts Council. The plan includes improvements to Bradley Street and Castle Drive to serve as park entry drives.

There have been many ideas that have been prepared for this parking lot improvement project. We would propose to prepare 3 options with estimated costs for review and discussion before the final design plans are prepared. One of the options will include closing Bradley Street.

Our options would allow the City to pick the most pedestrian friendly and most cost efficient design to stay within the DIG Grant Application's budget.

The approximate budget is \$350,000 and would include:

- Perimeter Curbing
- New Sidewalks meeting ADA guidelines
- Parking lot design with pervious pavement materials to reduce storm water
- Street lighting to match the adjacent areas
- Storm Drainage
- Utility relocation of the overhead power lines
- Basic landscaping
- Bus parking

Additional Street Improvements that may be considered by the City include the improvements to Curwood Drive from S. Shiawassee St. to the proposed parking lot on the north end and Castle Drive from W. Main Street to the proposed parking lot on the south end.

Scope of Services

The services to be provided will include:

- Organize and attend three pre design meetings.
- Provide topographic survey of site.
- Provide design engineering and construction administration services.
- Coordinate construction work activities with public and private utilities.
- Meet with the utility companies to expedite relocation work.

- Apply for and obtain permits from various governmental agencies that include MDOT, MEDQ, SHPO and the City of Owosso.
- Organize and attend grade inspection level meeting with all interested public and private agencies that may have an interest in the project.
- Coordinate design level documents with, and gain acceptance from MSF, MEDQ, and SHPO.
- Assist the City's bid coordinator with the construction bid packages.
- Consultant will be responsible for bid documents being in conformance with applicable federal requirements, help with bid advertising, written addendums, tabulation of bids, award process, and attending the bid opening.
- Organize and attend the preconstruction conference.
- Furnish periodic on-site supervision of construction work which includes preparing construction inspection reports. We have anticipated a construction schedule of 30 work days with onsite observation of 2 hrs per day.
- Provide survey control points for contractors use during construction.
- Perform material testing and report of test results including collection of material certifications.
- Reviewing and approving all periodic contractor requests for payment and submitting approved requests to the grant administrator in final form.
- Providing reproducible as-built plan drawings to the City of Owosso upon project completion, in format as described in the agreement between the city and consultant.
- Providing full set of construction file documents to the City of Owosso.
- Provide wage rate interviews, and review wage rate payroll reports.
- Scope of services shall be performed according to: MSF, MEDC, and CDBG guidelines and requirements.
- Assist the City with preparing property description where garage on the south end encroaches onto City property.
- Recommend where soil borings should be taken. Soil Borings to be paid for separately by the City of Owosso.
- Provide additional design fee for the street improvements to Curwood and Castle Dr. outside of the DIG project area.

Part 3: Design and construct parking and plaza area next to armory including trailhead features and area for relocation of the roof of current chamber building as a pavilion in the future.

This plan will feature enhanced parking and public space construction south of the armory. Several concept plans have also been developed for this area. We would propose to prepare 3 options with estimated costs for review and discussion before the final design plans are prepared. Our options would allow the City to pick the most pedestrian friendly and most cost efficient design to stay within the DIG Grant Application's budget.

The approximate budget is \$200,000 and includes:

- Parking lot is approximately 150' X 110' and south of the existing armory
- Lighting to match the adjacent areas
- Parking lot design with pervious pavement materials to reduce storm water
- New surface drainage
- Basic landscaping
- Utility relocation where required
- Create trailhead joining CIS trail and James Minor trails together
- Creating and installing signage created for this purpose

- Provide space for the new pavilion

Scope of Services

The services to be provided will include:

- Organize and attend three pre design meetings.
- Topographic survey of site has been recently completed; City will provide .dwg files for the topographic survey.
- Provide design engineering and construction administration services.
- Coordinate construction work activities with public and private utilities.
- Meet with the utility companies to expedite relocation work.
- Apply for and obtain permits from various governmental agencies that include MDOT, MEDQ, SHPO and the City of Owosso.
- Organize and attend grade inspection level meeting with all interested public and private agencies that may have an interest in the project.
- Coordinate design level documents with and gain acceptance from MSF, MEDQ, and SHPO.
- Assist the City's bid coordinator with the construction bid packages.
- Consultant will be responsible for bid documents being in conformance with applicable federal requirements, help with bid advertising, written addendums, tabulation of bids, award process, and attending the bid opening.
- Organize and attend the preconstruction conference.
- Furnish periodic on-site supervision of construction work which includes preparing construction inspection reports. We have anticipated a construction schedule of 20 work days with onsite observation of 2 hrs per day.
- Provide survey control points for contractors use during construction.
- Perform material testing and report of test results including collection of material certifications.
- Reviewing and approving all periodic contractor requests for payment and submitting approved requests to the grant administrator in final form.
- Providing reproducible as-built plan drawings to the City of Owosso upon project completion, in format as described in the agreement between the city and consultant.
- Providing full set of construction file documents to the City of Owosso.
- Provide wage rate interviews, and review wage rate payroll reports.
- Scope of services shall be performed according to: MSF, MEDC, and CDBG guidelines and requirements.
- Recommend where soil borings should be taken. Soil Borings to be paid for separately by the City of Owosso.



PROJECT TEAM

Our experience and knowledge of these types of project will allow our staff to complete this project successfully and on schedule. Every year we complete numerous DIG and MEDC projects for our clients and understand the importance of meeting the schedules and budgets for the funding that you have received.

To achieve the goals of this project and meet the critical schedule and important milestone dates, we have allocated several professional to assist the City of Owosso with this project.

F&V PROJECT TEAM

Geric Rose, PE/PS will be the **Project Manager** for this project and will also assist with project engineering. Geric brings many years of leadership in the planning, design, and construction of similar municipal projects.

Gary Bartow will provide **Technical Support**. Gary brings over 35 years of experience in DIG, MEDC and CDBG projects.

David Hiler, PE will serve as **Project Engineer** for this project. Dave has 20 years of experience serving communities with similar projects.

Doug Stevens, PE will also serve as **Project Engineer**. Doug's experience spans more than a decade assisting communities develop, design and implement similar projects.

Rick Stout, LEED AP BD+C, will provide **Landscape Architect** services for this project. Rick has been involved in the design, preparation of plans and specifications, and construction of site development projects for nearly 30 years. Rick's expertise includes grant coordination and administration and LED lighting design.

Ed Hawks will serve as **Senior Designer** and will assist with the lighting layout and design for these projects.

John Barber, PE and Lisa Easterwood, CST will be available as needed to provide additional **Design Assistance**.

Paul Galdes, PE will provide **Quality Assurance**. Paul has nearly 30 years of experience and serves as Vice President of Operations, overseeing the production of our work firm wide.

Mark Vanraemdonck, PS of Landmark Surveying, PC will provide the **Surveying Services and Periodic Construction Observation** required for this project. Mark has a long history in the City of Owosso and his local experience will be a great asset to our project team.

Other staff members will be available on an as-needed basis. This will include certified geologists, professional engineers, draftsmen, and administrative support.

AVAILABILITY & RESPONSIVENESS



With 9 locations in Michigan and Indiana, F&V has over 120 individuals employed with our firm to allow for effective responsiveness and communication between our staff. Geric Rose, PE/PS will serve as the project manager with assistance from Gary Bartow in overseeing the engineers, technical personnel, and support staff assigned to this project. As a full-service engineering firm, a wide range of disciplines are available through current on-board staff.

As a result of the quick turn-around time between proposal submittal and anticipated notice to proceed, we were able to accurately evaluate the current workload and capacity of our staff over the next couple of months. This is the critical time period when the engineering and bidding documents must be completed in order to achieve project completion and closeout on or before December 1, 2014.

In order to assemble the design and construction schedule and allocate the work tasks and time assignments required for this project, we performed the following steps in our evaluation:

- a. Understand what's required.
- b. Identify the activities and tasks required and critical deadlines.
- c. Decide how much time will be required and which staff has the availability to assist with this project.

As a result of the above process, we have affirmed that our project team has the workload capacity to accomplish the tasks within the schedule identified in this proposal.

Should we need help to meet the project deadlines, additional in-house professionals are always available to lend a hand.

City of Owosso

Part 1 Curwood and Bradley Street Parking Lot Design and Construction Engineering Services Budget April 3, 2014



Construction Budget \$ 350,000

No.	Task	QA/QC	Sr. Project Manager	Project Manager	Project Engineer	Survey	Landscape Architect	Construction Inspection	Admin. Support	Expense
Preliminary Site Evaluation										
	Kickoff Meeting with City to review options		2	3						\$55.00
	Prepare 3 layout options			1	8		2			\$50.00
	Prepare cost estimates for options	1		1	4		1			\$0.00
	Meeting with Utility Companies				4					\$55.00
	SHPO letter				2					
	Meeting with City			3						\$55.00
	Hours/Expenses	1	2	8	18	0	3	0	0	\$215.00
	Hourly Rate	\$167	\$142	\$109	\$98	\$127	\$109	\$83	\$55	
	Total	\$167	\$284	\$872	\$1,764	\$0	\$327	\$0	\$0	\$236.50
Design Engineering										
	Topographic Survey				2	26				\$50
	Site Plan	2		2	12					
	Grading Plan			2	12					
	Lighting Plan			2	16					
	Phasing Plan			1	4					
	Quantities			2	6					
	Specifications	1		1	10				1	
	Project Details			2	8					
	Progress Meetings with City			6						\$150
	Meeting with Utilities				6					\$75
	Landscape I Drawings/Specifications						12		1	
	Hours/Expenses	3	0	18	76	26	12	0	2	\$275.00
	Hourly Rate	\$167	\$142	\$109	\$98	\$127	\$109	\$83	\$55	
	Total	\$501	\$0	\$1,962	\$7,448	\$3,302	\$1,308	\$0	\$110	\$302.50
Bid Phase										
	Addendums			2						
	Review Bids			2						
	Answer Questions			2	1					
	PreBid Meeting			2						\$50.00
	City Council Meeting			1						\$50.00
	Hours/Expenses	0		9	1	0	0	0	0	\$100.00
	Hourly Rate	\$167	\$142	\$109	\$98	\$127	\$109	\$83	\$55	
	Total	\$0	\$0	\$981	\$98	\$0	\$0	\$0	\$0	\$110.00
Construction Phase										
	Attend Progress Meetings (5 weeks)			10						\$250.00
	On Site Observation/IDR's (30 work days)							60		\$50.00
	Shop Drawing Review				4		1			
	Testing Services							40		\$1,000.00
	Change Orders/RFI's			1	4					
	Payroll Review				6					
	Wage Rate Interviews				3					
	Pay Requests				6					
	Punch List Walk thru			4			2	2		
	As Builts				8					
	Hours/Expenses	0	0	15	31	0	3	102	0	\$1,300.00
	Hourly Rate	\$167	\$142	\$109	\$98	\$127	\$109	\$83	\$55	
	Total	\$0	\$0	\$1,635	\$3,038	\$0	\$327	\$8,466	\$0	\$1,430.00

No.	Task	QA/QC	Sr. Project Manager	Project Manager	Project Engineer	Survey	Landscape Architect	Construction Inspection	Admin. Support	Expense
	Totals	4	2	50	126	26	18	102	2	\$1,890
	Hourly Rate (Controls above rates)	\$167	\$142	\$109	\$98	\$127	\$109	\$83	\$55	
	Labor Services	\$668	\$284	\$5,450	\$12,348	\$3,302	\$1,962	\$8,466	\$110	
	Total Labor Services			\$32,590						
	Expenses plus 10%			\$2,079						
	Proposed Fee			\$34,669						

City of Owosso

Part 3 Parking Lot South of Armory

Design and Construction Engineering Services Budget

April 3, 2014

Construction Budget \$ 200,000



No.	Task	QA/QC	Sr. Project Manager	Project Manager	Project Engineer	Survey	Landscape Architect	Construction Inspection	Admin. Support	Expense
Preliminary Site Evaluation										
	Kickoff Meeting with City to review options		3	3						\$55
	Prepare layout options			1	6		2			\$50
	Prepare cost estimates for options	1		1	2		1			\$0
	Meeting with Utility Companies				2					\$75
	SHPO letter				2					
	Meeting with City			3						\$75
	Hours/Expenses	1	3	8	12	0	3	0	0	\$255.00
	Hourly Rate	\$167	\$142	\$109	\$98	\$126	\$109	\$83	\$55	
	Total	\$167	\$426	\$872	\$1,176	\$0	\$327	\$0	\$0	\$280.50
Design Engineering										
	Field Surveying				1	8				\$50.00
	Site Plan	2		2	8					
	Grading Plan			2	6					
	Lighting Plan			2	10					
	Phasing Plan			1	3					
	Quantities			2	4					
	Specifications	1		1	4				1	
	Project Details			2	10					
	Progress Meetings with City			6						\$150.00
	Meeting with Utilities			4						\$55.00
	Landscape I Drawings/Specifications						16			
	Hours/Expenses	3	0	22	46	8	16	0	1	\$255.00
	Hourly Rate	\$167	\$142	\$109	\$98	\$126	\$109	\$83	\$55	
	Total	\$501	\$0	\$2,398	\$4,508	\$1,008	\$1,744	\$0	\$55	\$280.50
Bid Phase										
	Addendums			2						
	Review Bids			2						
	Answer Questions			2	2		1			
	PreBid Meeting			2						\$50.00
	City Council Meeting			2						\$50.00
	Hours/Expenses	0		10	2	0	1	0	0	\$100.00
	Hourly Rate	\$167	\$142	\$109	\$98	\$126	\$109	\$83	\$55	
	Total	\$0	\$0	\$1,090	\$196	\$0	\$109	\$0	\$0	\$110.00
Construction Phase										
	Attend Progress Meetings (4 weeks)			12						\$250.00
	On Site Observation/IDR's (20 work days)							40		\$100.00
	Shop Drawing Review				3		1			
	Testing Services							32		\$750.00
	Change Orders/RFI's			1	4					
	Payroll Review				6					
	Wage Rate Interviews				3					
	Pay Requests				4					
	Punch List Walk thru			4			2	2		
	As Builts				8					
	Hours/Expenses	0	0	17	28	0	3	74	0	\$1,100.00
	Hourly Rate	\$167	\$142	\$109	\$98	\$126	\$109	\$83	\$55	
	Total	\$0	\$0	\$1,853	\$2,744	\$0	\$327	\$6,142	\$0	\$1,210.00

No.	Task	QA/QC	Sr. Project Manager	Project Manager	Project Engineer	Survey	Landscape Architect	Construction Inspection	Admin. Support	Expense
	Totals	4	3	57	88	8	23	74	1	\$1,710
	Hourly Rate (Controls above rates)	\$167	\$142	\$109	\$98	\$126	\$109	\$83	\$55	
	Labor Services	\$668	\$426	\$6,213	\$8,624	\$1,008	\$2,507	\$6,142	\$55	
	Total Labor Services	\$25,643								
	Expenses plus 10%	\$1,881								
	Proposed Fee	\$27,524								

City of Owosso

Part 1 Curwood and Bradley Street Parking Lot (Additional work)

Design and Construction Engineering Services Budget

April 3, 2014

Construction Budget



No.	Task	QA/QC	Sr. Project Manager	Project Manager	Project Engineer	Survey	Landscape Architect	Construction Inspection	Admin. Support	Expense
Preliminary Site Evaluation										
	Kickoff Meeting with City to review options			1	2					
	Prepare layout options			1	2		1			
	Prepare cost estimates for options	1		1	2					
	Meeting with City			1						\$55.00
	Hours/Expenses	1	0	3	4	0	1	0	0	\$55.00
	Hourly Rate	\$167	\$142	\$109	\$98	\$115	\$109	\$75	\$55	
	Total	\$167	\$0	\$327	\$392	\$0	\$109	\$0	\$0	\$60.50
Design Engineering										
	Topographic Survey				2	14				\$50
	Site Plan	2		1	6					
	Grading Plan			1	6					
	Lighting Plan									
	Phasing Plan			1	1					
	Quantities			1	3					
	Specifications								1	
	Project Details			2	4					
	Progress Meetings with City			2						\$150
	Meeting with Utilities									\$75
	Landscape I Drawings/Specifications									
	Hours/Expenses	2	0	8	22	14	0	0	1	\$275.00
	Hourly Rate	\$167	\$142	\$109	\$98	\$115	\$109	\$75	\$55	
	Total	\$334	\$0	\$872	\$2,156	\$1,610	\$0	\$0	\$55	\$302.50
Bid Phase										
	Addendums									
	Review Bids									
	Answer Questions									
	PreBid Meeting									
	City Council Meeting									
	Hours/Expenses	0		0	0	0	0	0	0	\$0.00
	Hourly Rate	\$167	\$142	\$109	\$98	\$115	\$109	\$75	\$55	
	Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Construction Phase										
	Attend Progress Meetings (2 weeks)			3						\$250.00
	On Site Observation/IDR's (2 weeks x 10wk)							20		\$50.00
	Shop Drawing Review				2					
	Testing Services							12		\$400.00
	Change Orders/RFI's			1	1					
	Payroll Review									
	Wage Rate Interviews									
	Pay Requests				2					
	Punch List Walk thru			2				1		
	As Builts				4					
	Hours/Expenses	0	0	6	9	0	0	33	0	\$700.00
	Hourly Rate	\$167	\$142	\$109	\$98	\$115	\$109	\$75	\$55	
	Total	\$0	\$0	\$654	\$882	\$0	\$0	\$2,475	\$0	\$770.00

No.	Task	QA/QC	Sr. Project Manager	Project Manager	Project Engineer	Survey	Landscape Architect	Construction Inspection	Admin. Support	Expense
	Totals	3	0	17	35	14	1	33	1	\$1,030
	Hourly Rate (Controls above rates)	\$167	\$142	\$109	\$98	\$115	\$109	\$75	\$55	
	Labor Services	\$501	\$0	\$1,853	\$3,430	\$1,610	\$109	\$2,475	\$55	
	Total Labor Services	\$10,033								
	Expenses plus 10%	\$1,133								
	Proposed Fee	\$11,166								

PROPOSED FEE

Based on our understanding of the project, our professional services budget for Part 1 and Part 3 are outlined below:

Part	Description	Budget
1	Preliminary Site Evaluation, Surveying, Design Engineering, Bidding, and Construction Phase Services	\$34,669.00
3	Preliminary Site Evaluation, Design Engineering, Bidding, and Construction Phase Services	\$27,524.00

The percentage of work will be completed for each part by the following firms:

Part 1

Fleis & VandenBrink 72%
Landmark Surveying (Owosso based company) 28%

Part 3

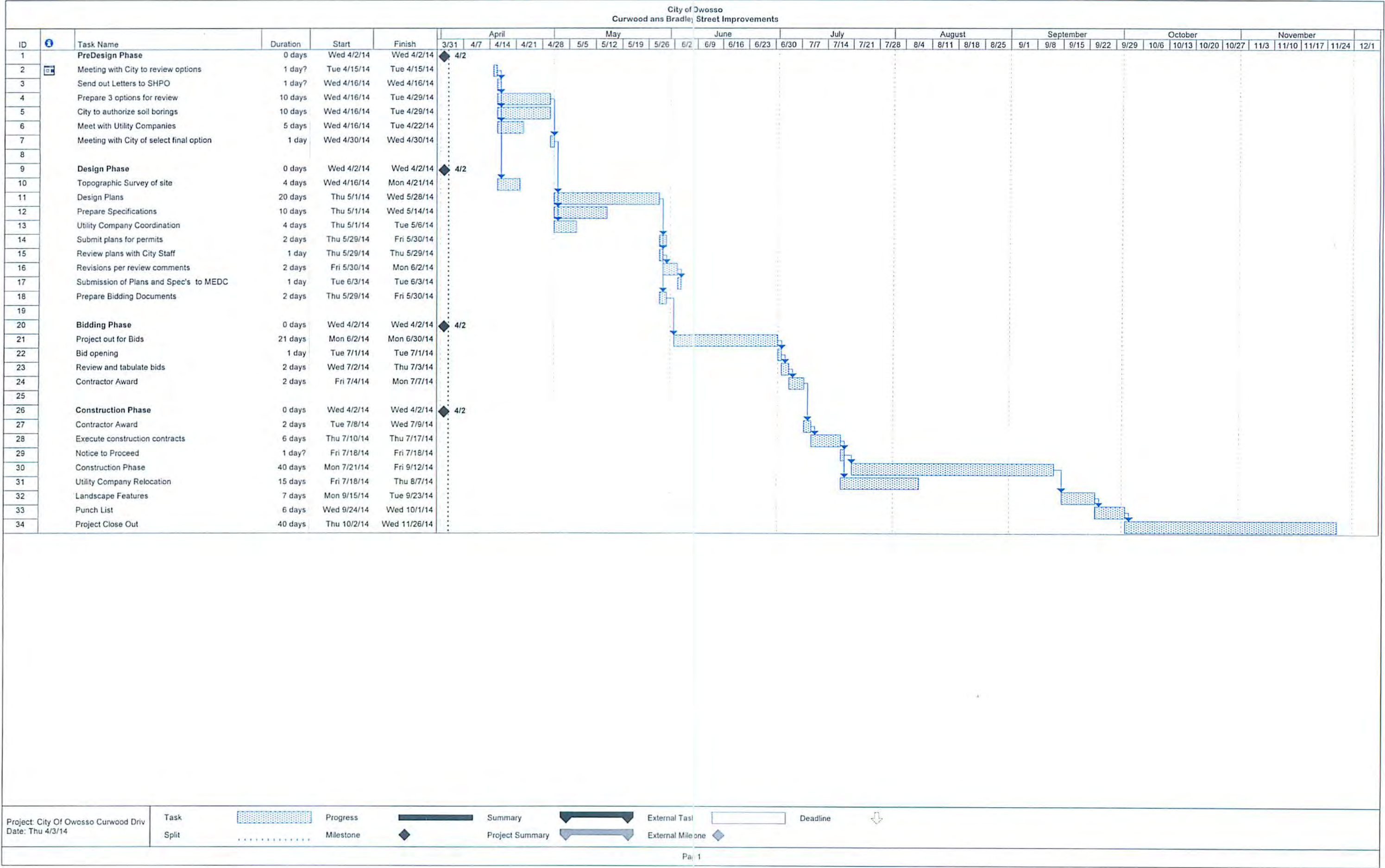
Fleis & VandenBrink 75%
Landmark Surveying (Owosso based company) 25%

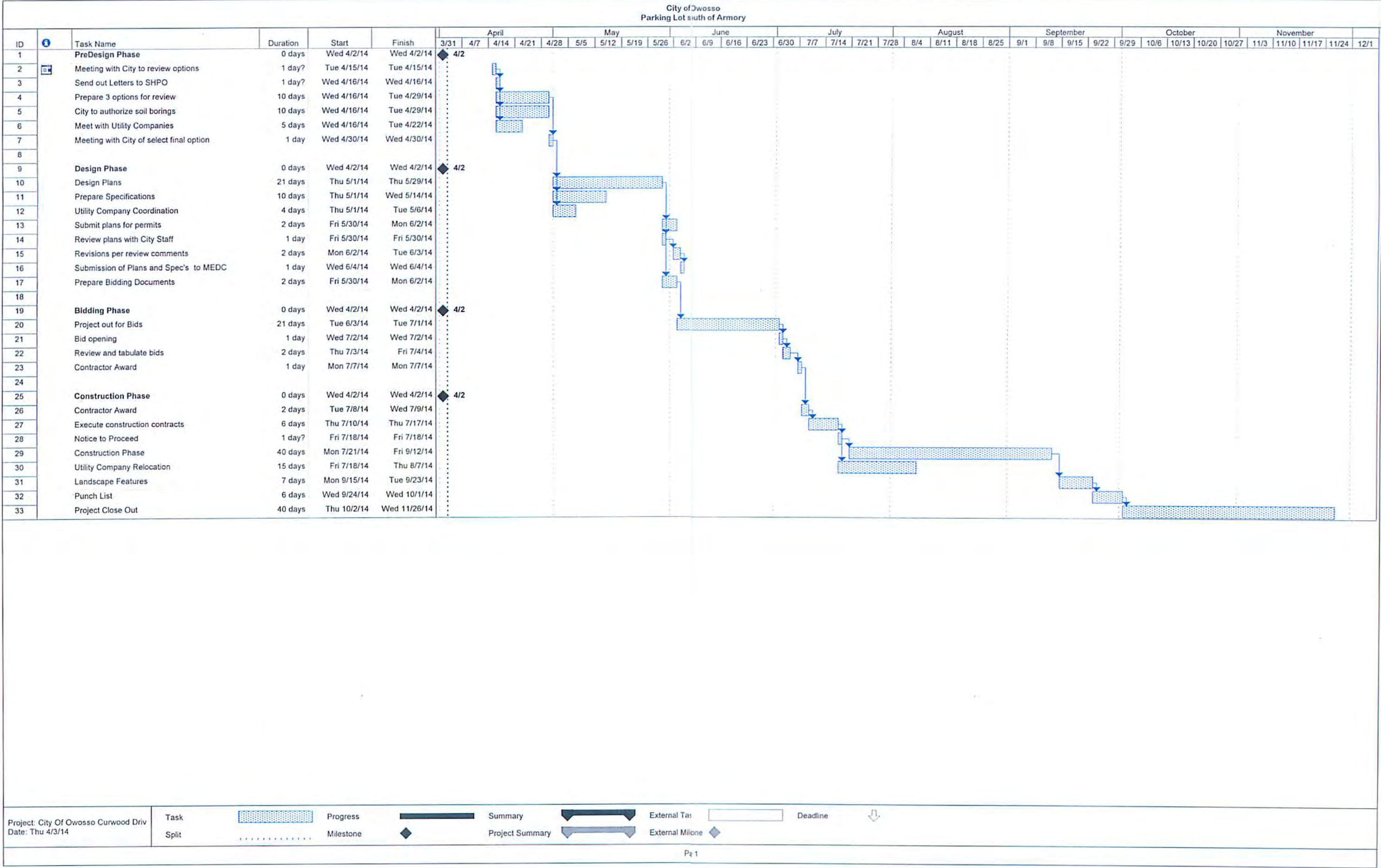
If the City awarded both Part 1 and Part 3 to F&V, we would be willing to reduce the total cost of Part 1 and Part 3 by \$4,500.00

Summary with voluntary Deduction if awarded both Part 1 and Part 3

Part 1:	\$34,669.00
Part 3:	\$27,524.00
Total:	\$62,193.00
Deduct:	\$ 4,500.00
Part 1 and Part 3 Combined:	\$57,693.00

Our additional professional service fee for the street improvements to Curwood and Castle Drive outside of the DIG project area is estimated at \$11,166.00. This includes the additional surveying, design, construction administration, and testing services.







MEMORANDUM

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

DATE: April 15, 2014

TO: Owosso City Council

FROM: Mark Sedlak, Director of Public Services

SUBJECT: Professional Engineering Services for Part 2 of Downtown Infrastructure Project

RECOMMENDATION:

I recommend City Council accept the proposal from Fishbeck, Thompson, Carr & Huber, Inc. and award a contract to them in the amount of \$59,900.00.

BACKGROUND:

On March 17, 2014, City Council awarded a contract to Fishbeck, Thompson, Carr & Huber, Inc. to provide professional engineering services on an as-needed basis. Their services are necessary to fulfill engineering requirements of the 2014 Downtown Infrastructure Grant (DIG) project. City staff received proposals from its list of firms to provide engineering services and finds the proposal from Fishbeck, Thompson, Carr & Huber, Inc. to be the most qualified. Scope of work includes improvements to the sidewalk and retaining wall along the James Minor Riverwalk; altogether with related work.

FISCAL IMPACTS:

The city is obligated to provide professional engineering services as part of its agreement with the Michigan Strategic Fund and receive its share of CDBG funding for this project. The total amount of CDBG funding for the project is a maximum of \$695,264.00.

Document originated by: Director of Public Services

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT
FOR PROFESSIONAL ENGINEERING SERVICES WITH
FISHBECK, THOMPSON, CARR & HUBER, INC.
FOR 2014 DOWNTOWN INFRASTRUCTURE GRANT PROJECT, PART 2**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is undertaking a major infrastructure project as a part of the DIG Grant awarded in March 2014; and

WHEREAS, this project requires the services of a professional engineering firm; and

WHEREAS, Fishbeck, Thompson, Carr & Huber, Inc. has been prequalified to perform such work and offers to perform work as described in the city's Request For Proposal for the 2014 Downtown Infrastructure Grant Project, Part 2; and

WHEREAS, Fleis & Vandenbrink, Engineering, Inc. offers to complete said services in return for compensation in an amount not to exceed \$59,900.00; and

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to employ the firm of Fishbeck, Thompson, Carr & Huber, Inc. to provide professional engineering services for the 2014 Downtown Infrastructure Grant Project, Part 2.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Addendum to an Agreement for Professional Engineering Services between the City of Owosso, Michigan and Fishbeck, Thompson, Carr & Huber, Inc.
- THIRD: The Accounts Payable department is authorized to make payment up to the amount of \$59,900.00 to Fishbeck, Thompson, Carr & Huber, Inc. upon successful completion of stated work.
- FOURTH: The above expenses shall be paid from the proceeds of the 2010 General Obligation Unlimited Tax Bonds fund.

**ADDENDUM 2014-2 TO AN AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES
WITH
FISHBECK, THOMPSON, CARR & HUBER, INC.**

This addendum is attached and made part of the agreement for professional engineering services dated March 17, 2014 between the city of Owosso, Michigan (owner) and Fishbeck, Thompson, Carr & Huber, Inc. (Engineer) providing for professional services.

2014 Downtown Infrastructure Project, Part 2

PROJECT SCOPE OF WORK

The project scope of work is attached as Section 1: Statement of Understanding and Addenda.

SCHEDULE

The schedule for the project is attached as Addenda: Schedule and Budget Control shown begin by March 21, 2014 and be completed by December 31, 2014.

COMPENSATION

The cost proposal of the engineer for the project is attached as Addenda: Design Engineering and Construction Administration totals \$59,900.00. The engineer shall submit for payment based on monthly progress of the work.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date first above written.

Approved

For ENGINEER:
Fishbeck, Thompson, Carr & Huber, Inc.

OWNER:
City of Owosso, Michigan

By: 

By: _____
Benjamin R. Frederick
Mayor

By: 

By: _____
Amy Kirkland
City Clerk

Executed: 4/10/14, 2014

Executed: _____, 2014



April 4, 2014

Mr. Mark Sedlak
Director of Public Services
City of Owosso
City Hall, 301 West Main Street
Owosso, MI 48867

Re: Owosso 2014 Downtown Infrastructure Projects

Dear Mr. Sedlak:

Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) is pleased to provide the City of Owosso (City) with this proposal for professional services to complete the City's 2014 Downtown Infrastructure Projects. FTCH understands the City will receive Downtown Improvement Grant (DIG) funding for the projects identified in the request for proposal (RFP) to be constructed in 2014. This proposal conforms to the requirements and responds to items requested in the RFP.

The following sections correspond to each project part and provide a detailed statement of understanding, scope of services, level of effort estimate, and proposed budget for services for each. Attached to this proposal is a project team chart and preliminary project schedule.

Part 1

Statement of Understanding

Part 1 consists of the design and construction services for an approximately 110-space parking lot located at the intersection of Curwood Drive and Bradley Street within the City's right-of-way (ROW) and adjacent City owned parcels. The goal of the parking lot is to service the Shiawassee Arts Council and support the armory/downtown parking. Road reconstruction improvements for Curwood Drive and Bradley Street will also be evaluated during the preliminary design meetings for inclusion into the project scope. For budgetary purposes we have assumed the 100-year floodplain that crosses the northeast corner of the proposed parking lot site will not be filled or significantly impacted which will expedite permitting. It is also based on avoiding encroachment on Michigan Department of Transportation (MDOT) ROW at M-21 and M-52 to negate the need for an MDOT permit to expedite the design process. More specifically, the Ramps at the intersections of Curwood Drive and M-21, Curwood Drive and M-52, and Bradley Street and M-52 will not be reconstructed. The parking lot and road design will include the following features: grading, curb, sidewalk, pervious pavement, pavement, lighting, drainage, utility relocation, and landscaping.

- Note that design for watermain and sanitary sewer is not included in our scope of services. If the City would find it beneficial to evaluate or replace the water main and sanitary sewer additional services will be required.

Design Engineering Services

The scope of design services for this project part will include the following:



- Perform a topographic survey of the ROW corridor for Curwood Drive and Bradley Street as well as a topographic survey of City owned Parcels in the area. The survey includes collection of ROW, property, and existing utility information.
- Organize and attend three pre-design investigation meetings to finalize layout and extents of reconstruction on Curwood Drive.
- Coordination with City selected geotechnical consultant for soil borings and/or pavement cores.
- Design of roadway geometry, parking lot, drainage, and elevations including curbs and driveways.
- Electrical design for street lighting system.
- Coordinate work with public and private utility owners.
- Submittal to the Michigan Department of Environmental Quality (MDEQ) for floodplain permit.
- Submittal to State Historic Preservation Office (SHPO) for approval.
- Compilation of final design drawings and specifications necessary for bidding documents for a public bid opening by the City.
- Assist the City with bidding including providing an advertisement for bid, written addendums, tabulation of bids, award process, and attending the bid opening.

Construction Engineering and Administration

The scope of construction services for this project part will include the following:

- Construction inspection by FTCH of the underground utilities and roadway work with an average of 50 hours per week for 8 weeks.
- Pre-construction meeting attendance by project engineer and construction inspector.
- Maintaining project records and processing pay applications.
- Survey staking of storm sewer, sidewalk ramps, and concrete curb and gutter.
- Perform density and material testing. Assume concrete cylinder testing and aggregate gradation testing will be performed by City's geotechnical consultant.
- Final walk-through and preparation of project closeout documentation.
- Prepare record drawings per City standards



Level of Effort Estimate

Table 1 – Part 1 Design Services

Staff	Role	Location	Hours
Mr. Jeffrey J. Brown, P.E.	Project Manager	Lansing	15
Mr. Tony D. Heriford, P.E.	Project Engineer	Lansing	170
Mr. Dave A. Grassi	Electrical Engineer	Grand Rapids	24
Mr. Jesse D. Lord	CAD	Lansing	80
Mr. Michael L. Berrevoets, P.E.	QA/QC	Grand Rapids	6
Mr. Jeffrey D. West	Survey	Lansing	100
Ms. Patricia M. Barnard	Department Assistant	Lansing	7

Table 2 – Part 1 Construction Services

Staff	Role	Location	Hours
Mr. Jeffrey J. Brown, P.E.	Project Manager	Lansing	3
Mr. Tony D. Heriford, P.E.	Project Engineer	Lansing	9
Mr. Jesse D. Lord	CAD	Lansing	24
Mr. Jeffrey D. West	Survey	Lansing	100
Mr. Paul J. Viles	Construction Project Manager	Lansing	5
Mr. Philip E. Foster	Inspector	Lansing	400
Ms. Mary Lou Hussey	Construction Administration	Lansing	10
Ms. Patricia M. Barnard	Department Assistant	Lansing	5

Proposed Budget of Services

Table 3 – Part 1 Budget

Phase	Budget
Design	\$ 32,862
Construction	\$ 44,100
Total	\$ 79,962

Part 2

Statement of Understanding

Part 2 consists of design and construction services for improvements along the east side of the Shiawassee River. Improvements include:

- Reconstruct retaining wall located directly southeast of the M-21 bridge.
- New stairway access to river trail from M-21 located directly southeast of the M-21 bridge.
- Reconstruct sidewalks located southeast of the M-21 bridge, along M-21 and the retaining wall. All sidewalks will comply with the Americans with Disabilities Act of 1990 (ADA).
- Basic landscaping.
- Remove old curbing along river on east side.
- Reconstruct sidewalk from M-21 bridge to Water Street crosswalk.
- Evaluate and repair the front steps of City Hall facing north to M-21. We assume the stairs are slab on grade.
- Reconstruct sidewalk entrance to back of City Hall to comply with ADA standards.
- Note we will assist the city to determine a location for the kayak launch, however there was not enough detail available on the type, size, and location of the kayak launch to properly scope out a design. Therefore we have omitted the design of the kayak launch and storage area from our proposal.

Design Engineering Services

The scope of design services for this project part will include the following:

- Topographic survey south of M-21 including: sidewalk, steps and ADA entrance to City Hall, river trail, and wall. The survey includes collection of ROW, property, and existing utility information.
- Organize and attend three pre-design investigation meetings to finalize layout and extents of reconstruction.
- Coordination with City selected geotechnical consultant for soil borings and/or pavement cores and information on M-21 bridge.
- Design of wall, stairway, sidewalks, steps to City Hall, and ADA sidewalk entrance to City Hall. It is our understanding that no building renovation will be necessary.
- Electrical design for street lighting system.
- Coordinate work with public and private utility owners.
- Submittal to MDEQ for floodplain permit.
- Submittal to MDOT for permit to work within M-21 right of way.
- Submittal to SHPO for approval.
- Compilation of final design drawings and specifications necessary for bidding documents.
- Assist the City with bidding including providing an advertisement for bid, written addendums, tabulation of bids, award process, and attending the bid opening.

Construction Engineering and Administration

The scope of construction services for this project part will include the following:

- Construction inspection by FTCH of the underground utilities and roadway work with an average of 50 hours per week for 5 weeks.
- Pre-construction meeting attendance by project engineer and construction inspector.
- Maintaining project records and processing pay applications.
- Survey staking of storm sewer, wall, ramps, and concrete curb and gutter.



- Perform density and material testing. Assume concrete cylinder testing and aggregate gradation testing will be performed by City's geotechnical consultant.
- Final walk-through and preparation of project closeout documentation.
- Prepare record drawings per City standards

Level of Effort Estimate

Table 4 – Part 2 Design Services

Staff	Role	Location	Hours
Mr. Jeffrey J. Brown, P.E.	Project Manager	Lansing	15
Mr. Tony D. Heriford, P.E.	Project Engineer	Lansing	135
Mr. Dave A. Grassi	Electrical Engineer	Grand Rapids	12
Ms. Elizabeth J. Westrate, P.E.	Structural Engineer	Grand Rapids	45
Mr. Jesse D. Lord	CAD	Lansing	60
Mr. Michael L. Berrevoets, P.E.	QA/QC	Grand Rapids	6
Mr. Jeffrey D. West	Survey	Lansing	55
Ms. Patricia M. Barnard	Department Assistant	Lansing	7

Table 5 – Part 2 Construction Services

Staff	Role	Location	Hours
Mr. Jeffrey J. Brown, P.E.	Project Manager	Lansing	3
Mr. Tony D. Heriford, P.E.	Project Engineer	Lansing	9
Mr. Jesse D. Lord	CAD	Lansing	12
Mr. Jeffrey D. West	Survey	Lansing	50
Mr. Paul J. Viles	Construction Project Manager	Lansing	5
Mr. Philip E. Foster	Inspector	Lansing	250
Ms. Mary Lou Hussey	Construction Administration	Lansing	10
Ms. Patricia M. Barnard	Department Assistant	Lansing	5

Proposed Budget of Services

Table 6 – Part 2 Budget

Phase	Budget
Design	\$ 32,500
Construction	\$ 27,400
Total	\$ 59,900



Part 3

Statement of Understanding

Part 3 consists of design and construction services for improvements south of the armory to the existing parking and plaza area (approximately 150' X 110'). The focus of the improvements is a centralized trailhead with signage joining the Clinton-Ionia-Shiawassee (CIS) and James S. Miner Riverwalk trails together and an area for a future pavilion which will be designed and installed under a separate contract. It is our understanding that a topographic survey has been completed and no additional survey will be necessary to design the improvements. Improvements to the site will include the following features: grading, curb; sidewalk, pervious pavement, pavement, lighting, drainage, utility relocation, trailhead area, trail signage, and landscaping.

- Note that our proposal assumes that the trailhead signage will be sign boards on wooden posts.
- Note that our proposal assumes that the retaining wall and stairs are not impacted / included in the project.

Design Engineering Services

The scope of design services for this project part will include the following:

- Review topographic survey provided by City from Giffels Webster for completeness.
- Organize and attend three pre-design investigation meeting, to finalize layout and extents of reconstruction.
- Coordination with City selected geotechnical consultant for soil borings and/or pavement cores.
- Design of roadway geometry, parking lot, drainage, and elevations including curbs and driveways.
- Electrical design for street lighting system.
- Coordinate work with public and private utility owners, and Armory developer.
- Submittal to SHPO for approval.
- Compilation of final design drawings and specifications necessary for bidding documents.
- Assist the City with bidding including providing an advertisement for bid, written addendums, tabulation of bids, award process, and attending the bid opening.

Construction Engineering and Administration

The scope of construction services for this project part will include the following:

- Construction inspection by FTCH of the underground utilities and roadway work with an average of 50 hours per week for 5 weeks.
- Pre-construction meeting attendance by project engineer and construction inspector.
- Maintaining project records and processing pay applications.
- Survey staking of storm sewer, ramps, and concrete curb and gutter.
- Perform density and material testing. Assume concrete cylinder testing and aggregate gradation testing will be performed by City's geotechnical consultant.
- Final walk-through and preparation of project closeout documentation.
- Prepare record drawings per City standards



Level of Effort Estimate

Table 7 – Part 3 Design Services

Staff	Role	Location	Hours
Mr. Jeffrey J. Brown, P.E.	Project Manager	Lansing	12
Mr. Tony D. Heriford, P.E.	Project Engineer	Lansing	120
Mr. Dave A. Grassi	Electrical Engineer	Grand Rapids	24
Mr. Jesse D. Lord	CAD	Lansing	70
Mr. Michael L. Berrevoets, P.E.	QA/QC	Grand Rapids	6
Mr. Jeffrey D. West	Survey	Lansing	4
Ms. Patricia M. Barnard	Department Assistant	Lansing	7

Table 8 – Part 3 Construction Services

Staff	Role	Location	Hours
Mr. Jeffrey J. Brown, P.E.	Project Manager	Lansing	3
Ms. Tony D. Heriford, P.E.	Project Engineer	Lansing	9
Mr. Jesse D. Lord	CAD	Lansing	24
Mr. Jeffrey D. West	Survey	Lansing	50
Mr. Paul J. Viles	Construction Project Manager	Lansing	5
Mr. Philip E. Foster	Inspector	Lansing	250
Ms. Mary Lou Hussey	Construction Administration	Lansing	10
Ms. Patricia M. Barnard	Department Assistant	Lansing	5

Table 9 – Part 3 Budget

Phase	Budget
Design	\$ 21,365
Construction	\$ 28,400
Total	\$ 49,765



Overall Budget

Below is the proposed overall budget of services and break-down by project part and phase.

Table 10 – Overall Budget Summary

Phase	Part 1	Part 2	Part 3
Design	\$32,862	\$32,500	\$21,365
Construction	\$44,100	\$27,400	\$28,400
Total	\$76,962	\$59,900	\$49,765

The City's approximate budgets given in the RFP for each project part were referenced to assist in the definition of our proposed budgets. Our level of effort estimates and budget of services is also based on our understanding of what the City requires for each project part based on our meeting and site visit.

FTCH proposes to complete the design engineering services and construction engineering for this project for the three not-to-exceed amounts. Note that costs could be condensed depending on the awarding of multiple parts of the project. Given the close proximity of the project locations, there are cost savings to have a single construction inspector covering multiple projects if the projects are being constructed concurrently.

To meet the requirements of the DIG, construction and project closeout for the project parts must be completed by December 31, 2014. FTCH can meet this schedule.

Thank you for the opportunity to submit this proposal. If you have any questions or require additional information, please give me a call.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink, reading "Jeffrey J. Brown". The signature is written in a cursive, flowing style.

Jeffrey J. Brown, P.E.

pmb

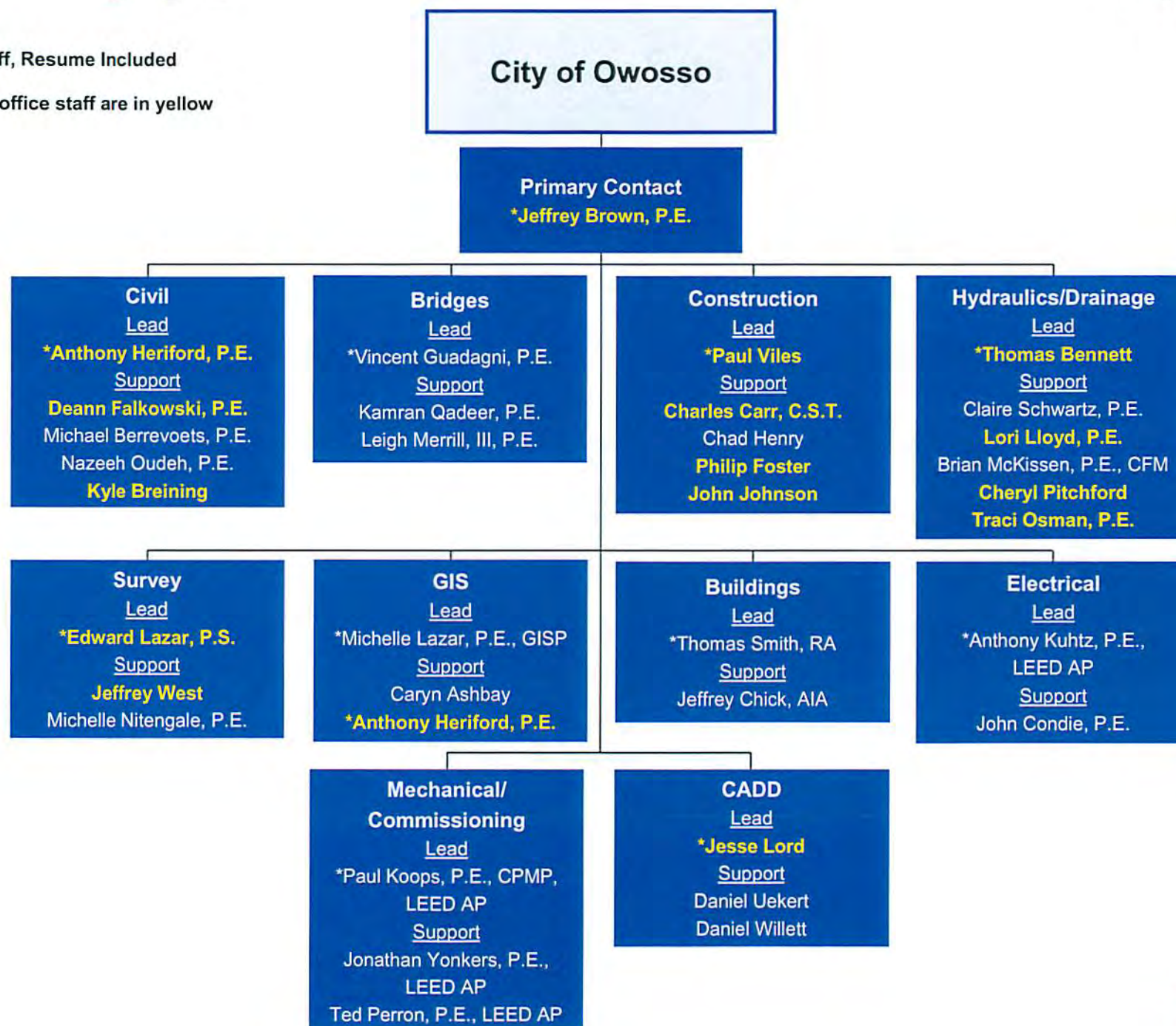
Attachments

By email

cc/att: Mr. Tony D. Heriford, P.E. – FTCH

*Key Staff, Resume Included

Lansing office staff are in yellow



Preliminary Project Schedule

		Start April 7th	April				May				June				July				August				September				October				November				End December 1st
			week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week	week			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	
Part 1	Survey																																		
	Preliminary Design																																		
	Permits, MDEQ, SHPO, MDOT																																		
	Utiliy Coodination																																		
	Final Design																																		
	Biding																																		
	Construction																																		
	Project Close Out																																		
Part 2	Survey																																		
	Preliminary Design																																		
	Permits, MDEQ, SHPO, MDOT																																		
	Utiliy Coodination																																		
	Final Design																																		
	Biding																																		
	Construction																																		
	Project Close Out																																		
Part 3	Survey																																		
	Preliminary Design																																		
	Permits, MDEQ, SHPO, MDOT																																		
	Utiliy Coodination																																		
	Final Design																																		
	Biding																																		
	Construction																																		
	Project Close Out																																		



MEMORANDUM

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

DATE: April 16, 2014
TO: Owosso City Council
FROM: Mark A. Sedlak, Director of Public Services
SUBJECT: 2014 Tall Grass Mowing Program

RECOMMENDATION:

I recommend City Council award the 2014 Tall Grass Mowing Program bid to Millennium Lawn & Snow Service who, based on the estimated quantities, was the low bidder, and approve payment up to \$10,000.00.

BACKGROUND:

On Tuesday, April 8, 2014, the city received bids from five (5) contractors for the 2014 Tall Grass Mowing Program. This program includes approximately 100 private properties, 29 city-owned Osburn Lakes Subdivision lots and the city-owned Gould House lot. The private properties, once mowed, are invoiced for the contractor's cost plus a \$100 administration fee.

FISCAL IMPACTS:

This service is paid from the Department of Public Services Contractual Services Fund – 101-441-818000.

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF A CONTRACT
WITH MILLENNIUM LAWN AND SNOW SERVICE FOR THE MOWING OF
PRIVATE PROPERTIES IN VIOLATION OF THE CITY WEED ORDINANCE AND
CERTAIN CITY-OWNED PROPERTIES**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has an ordinance requiring property owners to mow their lots to control the growth of tall grass and noxious weeds; and

WHEREAS, the City of Owosso will mow private properties that are in violation of the ordinance if the owners refuse to mitigate the situation; and

WHEREAS, efficiencies can be gained from contracting out for service to mow such properties as well as certain City-owned properties; and

WHEREAS, the City of Owosso sought bids for the mowing of weed ordinance violation properties and certain city-owned properties; and a bid was received from Kendra Nichols d/b/a Millennium Lawn and Snow Service; and it is hereby determined that Kendra Nichols d/b/a Millennium Lawn and Snow Service is qualified to provide such services and that it 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 heretofore determined that it is advisable, necessary and in the public interest to employ Kendra Nichols d/b/a Millennium Lawn and Snow Service for the service of mowing private properties in violation of the weed ordinance and certain city-owned properties upon the city's request.

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 Kendra Nichols d/b/a Millennium Lawn and Snow Service for mowing and trimming services at the following rates:

Private properties:

Normal city size lot or smaller	=	\$15.00 each
Normal to double city size lot	=	\$20.00 each
Larger than double size	=	\$25.00 each

City-owned properties:

Osburn Lakes Subdivision lots (29)	=	\$435.00 per mow
Gould House Lot	=	\$30.00 each

THIRD: The above expenses shall be paid from the Department of Public Service Contractual Services fund - #101-441-818000.

CITY OF OWOSSO BID TABULATION SHEET

DATE 4/8/2014DEPT. DPWSUBJECT: 2014 Tall Grass Mowing Program

			Millenium Lawn Service Owosso	Early Bird Property Svc East Lansing	Mich Outdoor Services Owosso	City Mowing Services Owosso	J & M Tree Service Flint	
ITEM #	DESCRIPTION	UNIT	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	
1	Mow & Trim Residential Lots Standard Size 5/15/14 thru 10/15/14	EA	\$ 15.00	\$ 20.91	\$ 21.50	\$ 50.00	\$ 60.00	
2	Mow & Trim Residential Lots Double Size 5/15/14 thru 10/15/14	EA	\$ 20.00	\$ 29.27	\$ 31.50	\$ 60.00	\$ 100.00	
3	Mow & Trim Residential Lots Larger Size 5/15/14 thru 10/15/14	EA	\$ 25.00	\$ 37.99	\$ 44.50	\$ 80.00	\$ 110.00	
4	Mow & Trim 29 city-owned lots Osburn Lakes Subdivision bi-weekly 4/15/14 thru 10/15/14	1 LS for 29 Lots	\$ 435.00	\$ 461.93	\$ 420.50	\$ 1,450.00	\$ 1,740.00	
5	Mow & Trim city-owned Gould House Lot (size 264'x132') on a weekly basis 4/15/14 thru 10/15/14	EA	\$ 30.00	\$ 55.13	\$ 22.50	\$ 70.00	\$ 120.00	
LOCAL PREFERENCE DOES NOT AFFECT BID OUTCOME								
BASED ON ESTIMATED QUANTITIES			TOTAL BID	\$7,790.00	\$8,226.56	\$8,496.00	\$24,750.00	\$31,960.00

TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:

DEPT.

HEAD:

PURCH.

AGENT:

STAFF

REC.:

GENERAL LIABILITY INSURANCE

EXPIRATION DATE:

WORKERS COMPENSATION INSURANCE

EXPIRATION DATE:

SOLE PROPRIETORSHIP

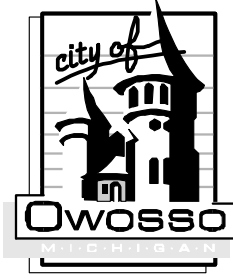
EXPIRATION DATE:

AWARDED:

COUNCIL

APPROVED:

PO NUMBER:



WARRANT 480

April 15, 2014

Vendor	Description	Fund	Amount
Logicalis, Inc	Network engineering support - March 2014	General	\$ 7,616.00
Brown & Stewart PC	Professional services December 10, 2013 – January 13, 2014	General	\$ 9,997.52
Owosso Charter Township	Owosso Charter Township water sales payment – January 1, 2014 – March 31, 2014	Water	\$ 3,724.47
Caledonia Charter Township	Caledonia Utility fund payment – January 1, 2014 – March 31, 2014	Water	\$17,132.03
State of Michigan- Department of Transportation	Traffic Signal Maintenance- March 26, 2012 – April 29, 2013	Major Streets	\$ 9,683.42
		Total	\$48,153.44

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 03/01/2014 - 03/31/2014

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
03/07/2014	1	120(A)	HALLIGAN ELECTRIC INC	INSTALL NEW VFD-MEGGER CABLES	\$ 4,098.42
03/07/2014	1	121(A)	IDEXX DISTRIBUTION CORPORATION	WTP-QUANTI-CULT	\$ 183.90
03/07/2014	1	122(A)	KEMIRA WATER SOLUTIONS INC	FERRIC CHLORIDE	\$ 3,273.89
03/07/2014	1	122705	HARRAND, REBECCA	WATER/SEWER REFUND	\$ 37.16
03/07/2014	1	122706	ADVANCED MACHINE TECHNOLOGIES LLC	WTP-WELL PUMP SERVICE	\$ 90.00
03/07/2014	1	122707	AFLAC	PAYROLL DEDUCTION-AFLAC PREMIUM	\$ 586.96
03/07/2014	1	122708	AMERICAN SOCIETY FOR PUBLIC ADMIN	SUSAN MONTENEGRO-FY 13/14 & FY 14/15	\$ 75.00
03/07/2014	1	122709	APS WATER SERVICES CORPORATION	WTP-SUPPLIES	\$ 395.95
03/07/2014	1	122710	THE ARGUS PRESS	PRINTING OF LEGAL NOTICES ETC	\$ 376.99
03/07/2014	1	122711	MICHAEL LEVERE ASH	CONTRACT OFFICER-56/HRS	\$ 1,024.80
03/07/2014	1	122712	C D W GOVERNMENT, INC.	MAINTENANCE KIT FOR FINANCE PRINTER	\$ 374.11
03/07/2014	1	122713	CANNON ENGINEERING & EQUIPMENT CO	BUCKET TRUCK OPERATOR TRAINING	\$ 1,225.00
03/07/2014	1	122714	CENTRON DATA SERVICES, INC.	2014 ASSESSMENT NOTICES PROCESSING	\$ 3,651.96
03/07/2014	1	122715	CITY OF CORUNNA	OPD-FEB 2014-ADMIN SERVICES	\$ 1,230.96
03/07/2014	1	122716	CONSUMERS ENERGY	FEB 2014-ELECTRIC/GAS SERVICE	\$ 21,820.07
03/07/2014	1	122717	CONTINENTAL CARBONIC PRODUCTS INC	WTP-LIQUID CO2	\$ 2,350.45
03/07/2014	1	122718	JUDY ELAINE CRAIG	FEB 2014-COURIER SERVICE	\$ 171.00
03/07/2014	1	122719	DELTA FAMILY CLINIC SOUTH PC	NEW HIRES-R SMITH/T DODGE	\$ 700.00
03/07/2014	1	122720	EMPCO INC	FIRE CAPTAIN PROMOTIONAL EXAM (2)	\$ 220.00
03/07/2014	1	122721	EMPLOYEE BENEFIT CONCEPTS INC	MARCH 2014 ADMIN FEE	\$ 120.00
03/07/2014	1	122722	FASTENAL COMPANY	PARTS/SUPPLIES	\$ 77.44
03/07/2014	1	122723	FEDEX	WWTP-LAB SHIPPING FEES	\$ 128.55
03/07/2014	1	122724	AARON FREEMAN	REIMBURSEMENT-MEALS	\$ 28.51
03/07/2014	1	122725	FRONTIER	PHONE SERVICE	\$ 2,026.36
03/07/2014	1	122726	FUOSS GRAVEL COMPANY	CLASS II SAND	\$ 835.91
03/07/2014	1	122727	GILBERT'S DO IT BEST HARDWARE & APP	SUPPLIES	\$ 159.48
03/07/2014	1	122728	GRAYMONT CAPITAL INC	QUICKLIME	\$ 6,426.00
03/07/2014	1	122729	H2O COMPLIANCE SERVICES INC	CROSS CONNECTION PROGRAM SERVICE	\$ 1,299.80
03/07/2014	1	122730	THOMAS P HOLCOMB	REIMBURSEMENT-MEALS	\$ 14.23
03/07/2014	1	122731	HOME DEPOT CREDIT SERVICES	SYPLIES/MATERIALS	\$ 138.77
03/07/2014	1	122732	INDEPENDENT STATIONERS	SUPPLIES	\$ 82.22
03/07/2014	1	122733	INDUSTRIAL SUPPLY OF OWOSSO INC	PARTS	\$ 897.50
03/07/2014	1	122734	INTERNATIONAL CODE COUNCIL INC	CODE BOOKS	\$ 238.55
03/07/2014	1	122735	LANSING ELECTRIC MOTORS	WWTP-WORK ON SCREW PUMP #3	\$ 700.00
03/07/2014	1	122736	TYLER JOHN LEPPANEN	INTERN EXPENSE REIMBURSEMENT	\$ 191.25
03/07/2014	1	122737	LLOYD MILLER & SONS, INC	PARTS	\$ 142.21
03/07/2014	1	122738	LUDINGTON ELECTRIC, INC.	ELECTRICAL WORK	\$ 529.58
03/07/2014	1	122739	MAURER HEATING & COOLING, INC.	WTP-SERVICE ON HEATING UNIT	\$ 602.00
03/07/2014	1	122740	MCMASTER-CARR SUPPLY CO	PARTS	\$ 233.62
03/07/2014	1	122741	MEMORIAL HEALTHCARE EDUCATION DEPT	ACLS RECERT-HARVEY/VANDEMARK	\$ 350.00

03/07/2014	1	122742	MICHIGAN ASSOCIATION OF CHIEFS OF P	MEMBERSHIP-KEVIN LENKART	\$	115.00
03/07/2014	1	122743	MICHIGAN ASSOCIATION OF PLANNING	SPRING INSTITUTE-SUSAN MONTENEGRO-3/27/14	\$	125.00
03/07/2014	1	122744	MICHIGAN BUSINESS & PROFESSIONAL AS	FEBRUARY 2014-COBRA ADMINISTRATION	\$	150.00
03/07/2014	1	122745	MICHIGAN RURAL WATER ASSOCIATION	BASIC MATH COURSE-OBERLIN/MCKENNA/ERICKSON	\$	525.00
03/07/2014	1	122746	MISDU	PAYROLL DEDUCTION	\$	828.96
03/07/2014	1	122747	SUSAN K MONTENEGRO	REIMBURSEMENT-OWOSSO WATER QUALITY WORKSHOP	\$	20.00
03/07/2014	1	122748	MOTION INDUSTRIES, INC.	WWTP-PARTS	\$	420.09
03/07/2014	1	122749	MUTUAL EYE CLAIM AUDITS	VISION COVERAGE PREMIUM	\$	553.37
03/07/2014	1	122750	NORTH AMERICAN OVERHEAD DOOR INC	NEW DOOR AND REPAIRS	\$	2,302.84
03/07/2014	1	122751	NORTHERN LAKE SERVICE INC	MERCURY ANALYSES	\$	258.00
03/07/2014	1	122752	OFFICE DEPOT	SUPPLIES	\$	138.51
03/07/2014	1	122753	OFFICE SOURCE	ASSESSING-SUPPLIES	\$	249.96
03/07/2014	1	122754	OWOSSO SURGICAL ASSOCIATES	DUPLICATE TAX PAYMENT	\$	859.92
03/07/2014	1	122755	GARY L PALMER	ELECTRICAL INSPECTION SERVICES	\$	500.00
03/07/2014	1	122756	P F PETTIBONE & CO	CLERK-MINUTE BOOKS (2)	\$	338.85
03/07/2014	1	122757	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTION-UNION DUES	\$	859.50
03/07/2014	1	122758	POSTMASTER	REZONING PLANNING COMMISSION WESTOWN POSTAGE	\$	91.87
03/07/2014	1	122759	PRINTEK INC	ADAPTER/CABLE	\$	142.48
03/07/2014	1	122760	RADIO SHACK DEALER 22-H074	CABLE-SUPPLIES	\$	16.87
03/07/2014	1	122761	ESTHER RAY	REIMBURSEMENT-MEAL	\$	6.77
03/07/2014	1	122762	RESERVE ACCOUNT	POSTAGE METER FUNDS	\$	3,000.00
03/07/2014	1	122763	S L H METALS INC	WWTP-SCREW PUMP GUARD	\$	105.79
03/07/2014	1	122764	SERVER SUPPLY	HARD DRIVE W/WARRANTY	\$	-
			Void Reason: CREDIT DID NOT APPLY			
03/07/2014	1	122765	SHIAWASSEE COUNTY TREASURER	TRAILER FEES-143 LOTS	\$	357.50
03/07/2014	1	122766	SMITH JANITORIAL SUPPLY	SUPPLIES	\$	420.76
03/07/2014	1	122767	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION FEE	\$	30.00
03/07/2014	1	122768	STECHSCHULTE GAS & OIL, INC.	FUEL PE 2/28/14	\$	8,222.57
03/07/2014	1	122769	SUMBERA EXCAVATING, INC.	22A GRAVEL	\$	208.86
03/07/2014	1	122770	TERRY M BACK	TIRE/REPAIRS	\$	425.00
03/07/2014	1	122771	TRACTOR SUPPLY COMPANY	SUPPLIES	\$	81.96
03/07/2014	1	122772	TREIB INC	REBUILD UPPER STUB SHAFT (SCREW PUMP #3)	\$	1,285.00
03/07/2014	1	122773	U S NUCLEAR REGULATORY COMMISSION	ANNUAL FEE	\$	300.00
03/07/2014	1	122774	UNITED PARCEL SERVICE	SHIPPING RETURN OF HARD DRIVE	\$	8.43
03/07/2014	1	122775	UPS FREIGHT	SHIPPING OF TROXLER	\$	21.05
03/07/2014	1	122776	VALLEY LUMBER	MATERIALS/SUPPLIES	\$	75.70
03/07/2014	1	122777	WASTE MANAGEMENT OF MICHIGAN INC	MARCH 2014-REFUSE SERVICE	\$	376.69
03/07/2014	1	122778	WASTE MANAGEMENT OF MICHIGAN INC	WWTP-DISPOSAL CHARGES-2/17/14-2/28/14	\$	3,137.26
03/07/2014	1	122779	WEB ASCENDER	WEBSITE UPDATING	\$	70.00
03/07/2014	1	122780	WIN'S ELECTRICAL SUPPLY OF OWOSSO	SUPPLIES	\$	440.97
03/07/2014	1	123(A)	MID MICHIGAN EMERGENCY EQUIPMENT	OPD-LIGHT BAR REPAIR/BUILD UP OF TWO NEW CARS	\$	7,567.70
03/07/2014	1	124(A)	MUNICIPAL SUPPLY CO.	SUPPLIES	\$	210.83
03/07/2014	1	125(A)	1ST CHOICE AUTO PARTS INC	SUPPLIES	\$	553.01
03/07/2014	1	126(A)	NCL OF WISCONSIN INC	WWTP-LAB SUPPLIES	\$	117.37
03/07/2014	1	127(A)	SWIM LLC	UTILITIES DIRECTOR SERVICES	\$	1,680.00
03/07/2014	1	128(A)	USA BLUE BOOK	PARTS	\$	677.61

03/07/2014	1	129(A)	MERLE E WEST II	PLUMBING/ELECTRICAL INSPECTION SERVICES	\$ 600.00
03/07/2014	1	130(A)	MICHAEL GENE WHEELER	CONTRACT OFFICER	\$ 878.40
03/19/2014	1	141(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	FEBRUARY 2014 POLICE COMMAND CONTRIBUTIONS	\$ 8,719.34
03/24/2014	1	122781	ACCUMED BILLING INC	AMBULANCE BILLING SERVICES & STATE REPORT	\$ 4,259.63
03/24/2014	1	122782	MICHAEL LEVERE ASH	CONTRACT OFFICER	\$ 1,098.00
03/24/2014	1	122783	BROWN & STEWART P C	PROFESSIONAL SERVICES	\$ 9,247.16
03/24/2014	1	122784	DELTA DENTAL PLAN OF MICHIGAN	APRIL 2014-DENTAL INSURANCE PREMIUM	\$ 4,273.66
03/24/2014	1	122785	DOWNTOWN DEVELOPMENT AUTHORITY	TIF CAPTURE	\$ 90,789.35
03/24/2014	1	122786	DUNN, LAURA S	REFUND FOR 524 N BALL ST	\$ 8,295.00
03/24/2014	1	122787	AMBER FULLER	BOARD OF REVIEW	\$ 200.00
03/24/2014	1	122788	SALLYSUE GALE	BOARD OF REVIEW	\$ 150.00
03/24/2014	1	122789	TIMOTHY J GUYSKY	REIMBURSEMENT FOR HEATER	\$ 231.09
03/24/2014	1	122790	JERRY L JONES	BOARD OF REVIEW	\$ 100.00
03/24/2014	1	122791	TERRY KEMP	BOARD OF REVIEW	\$ 150.00
03/24/2014	1	122792	TYLER JOHN LEPPANEN	INTERN EXPENSE REIMBURSEMENT	\$ 183.35
03/24/2014	1	122793	MCLAREN HEALTH PLAN	WRONG PROVIDER	\$ 108.59
03/24/2014	1	122794	MICHIGAN ASSOCIATION OF HOUSING OFF	SPRING SEMINAR-CHUCK RAU	\$ 40.00
03/24/2014	1	122795	MISDU	PAYROLL DEDUCTION	\$ 828.96
03/24/2014	1	122796	PITNEY BOWES INC	4/1/14-6/30/14-POSTAGE METER RENTAL	\$ 180.00
03/24/2014	1	122797	MIKE SELLECK	BOARD OF REVIEW	\$ 100.00
03/24/2014	1	122798	SERVER SUPPLY	HARD DRIVE WITH WARRANTY	\$ 48.00
03/24/2014	1	122799	PATRICIA SKUTT	SPRING SEMINAR	\$ 34.72
03/24/2014	1	122800	ST JOHNS ANSWERING SERVICE INC	APRIL 2014 TELEPHONE ANSWERING SERVICE	\$ 75.00
03/24/2014	1	131(A)	JOHNSON CONTROLS, INC.	2/1/14-7/31/14 PLANNED SERVICE AGREEMENT	\$ 11,990.00
03/24/2014	1	132(A)	REEVES WHEEL ALIGNMENT, INC.	REPAIRS	\$ 5,911.65
03/24/2014	1	133(A)	SWIM LLC	UTILITIES DIRECTOR SERVICES	\$ 1,470.00
03/24/2014	1	134(A)	MICHAEL GENE WHEELER	SCHOOL CONTRACT OFFICER	\$ 1,024.80
03/25/2014	1	122801	BUTTON REX III	UB refund for account: 2781690002	\$ 19.36
03/25/2014	1	122802	MCCLUNG SCOTT	UB refund for account: 1673500003	\$ 28.30
03/25/2014	1	122803	POEHLMAN JAMI	UB refund for account: 3599570007	\$ 46.57
03/25/2014	1	122804	MILLER REALTY	UB refund for account: 2247990009	\$ 36.30
03/25/2014	1	122805	HOMES & LAND REAL ESTATE	UB refund for account: 2080190002	\$ 70.53
03/25/2014	1	122806	SHEATZLEY DOUGLAS	UB refund for account: 3965570006	\$ 19.40
03/25/2014	1	122807	CROSSROADS PARTY STORE	UB refund for account: 1204500001	\$ 139.00
03/25/2014	1	122808	NIEMI GLADYS	UB refund for account: 2053590002	\$ 172.00
03/25/2014	1	122809	HART DONIELLE	UB refund for account: 2966920007	\$ 51.93
03/25/2014	1	122810	GOOD TAMMY	UB refund for account: 3956570004	\$ 39.26
03/25/2014	1	122811	H K ALLEN PAPER CO	OFD-FACIAL TISSUE/BOWL CLEANER	\$ 50.20
03/25/2014	1	122812	TIM APPEGATE	REIMBURSEMNET-HOTEL/MEALS	\$ 98.00
03/25/2014	1	122813	BATTERY UNIVERSE	OFD-MOTOROLA BATTERIES	\$ 160.00
03/25/2014	1	122814	BODMAN LLP	EMPLOYEE RELATIONS ISSUES	\$ 867.50
03/25/2014	1	122815	CARQUEST AUTO PARTS STORE	SUPPLIES	\$ 372.92
03/25/2014	1	122816	CITY OF OWOSSO	SPECIAL ASSESSMENT	\$ 181.90
03/25/2014	1	122817	CITY OF OWOSSO	WOODARD OBRA #12	\$ 31,497.40
03/25/2014	1	122818	CITY OF OWOSSO	ROBBINS LOFT BROWNFIELD #9	\$ 3,223.72
03/25/2014	1	122819	CITY OF OWOSSO	TIAL BROWNFIELD #3	\$ 11,868.59

03/25/2014	1	122820	CITY OF OWOSSO	CAPITAL BOWL BROWNFIELD #11	\$ 1,633.60
03/25/2014	1	122821	CONSUMERS ENERGY	FEB 2014 ELECTRIC/GAS SERVICE	\$ 34,684.23
03/25/2014	1	122822	VOID		\$ -
			Void Reason: Created From Check Run Process		
03/25/2014	1	122823	CONSUMERS ENERGY-LANSING SERVICE CT	NEW STREETLIGHT-PALMER AND HOPKINS DR	\$ 100.00
03/25/2014	1	122824	D & D TRUCK & TRAILER PARTS	SUPPLIES/PARTS	\$ 2,871.30
03/25/2014	1	122825	DUPERON CORPORATION	SCREENING EQUIPMENT FOR WWTP	\$ 2,605.00
03/25/2014	1	122826	FASTENAL COMPANY	SUPPLIES	\$ 16.03
03/25/2014	1	122827	FRONTIER	TRAFFIC SIGNAL	\$ 104.95
03/25/2014	1	122828	GRAYBAR	WWTP-PARTS	\$ 99.89
03/25/2014	1	122829	HAMILTON ELECTRIC CO., INC.	REPAIR	\$ 1,800.00
03/25/2014	1	122830	INDEPENDENT STATIONERS	SUPPLIES	\$ 169.60
03/25/2014	1	122831	KEVIN LENKART	REIMBURSEMENT MEAL	\$ 10.00
03/25/2014	1	122832	MCNAUGHTON-MCKAY ELECTRIC COMPANY	RUBBER ELECTRICAL GLOVES	\$ 146.00
03/25/2014	1	122833	MICHIGAN BUSINESS & PROFESSIONAL AS	MARCH 2014 COBRA ADMINISTRATION	\$ 50.00
03/25/2014	1	122834	NEWCOM WIRELESS SERVICES LLC	OPD-TICKET PAPER FOR FIELD PRO RT	\$ 99.00
03/25/2014	1	122835	NEXTEL COMMUNICATIONS	FEBRUARY 2014-SERVICE AND EQUIPMENT CHARGES	\$ 1,040.96
03/25/2014	1	122836	O'REILLY AUTO PARTS	WTP-PARTS	\$ 8.28
03/25/2014	1	122837	OFFICE SOURCE	BUILDING-CART	\$ 102.29
03/25/2014	1	122838	PHYSICIANS HEALTH PLAN OF MID-MICH	GROUP HEALTH INSURANCE PREMIUM	\$ 70,655.45
03/25/2014	1	122839	RUTHY'S LAUNDRY CENTER	FEB 2014-PUBLIC SAFETY DRY CLEANING	\$ 292.26
03/25/2014	1	122840	SCANTRON CORPORATION	OPD-FORMS	\$ 32.28
03/25/2014	1	122841	SHATTUCK SPECIALTY ADVERTISING	PENS FOR JOB FAIR (500)	\$ 127.75
03/25/2014	1	122842	SHIAWASSEE FAMILY YMCA	PAYROLL DEDUCTION-MEMBERSHIPS	\$ 190.77
03/25/2014	1	122843	SHIAWASSEE UNITED WAY	PAYROLL DEDUCTIONS-CONTRIBUTIONS	\$ 100.00
03/25/2014	1	122844	SIGNATURE FORD LINCOLN	PARTS	\$ 140.13
03/25/2014	1	122845	SOUTHSIDE CAR WASH	FEB 2014-POLICE DEPT CAR WASHES	\$ 41.00
03/25/2014	1	122846	SPENCER TURBINE CO	PARTS	\$ 3,287.36
03/25/2014	1	122847	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE PREMIUM	\$ 2,826.65
03/25/2014	1	122848	STATE OF MICHIGAN	STATE OF MICHIGAN WITHHOLDING TAX	\$ 11,521.18
03/25/2014	1	122849	STATE OF MICHIGAN-USDA WILDLIFE	PERMIT FEE	\$ 200.00
03/25/2014	1	122850	STECHSCHULTE GAS & OIL, INC.	FUEL PE 3/15/14	\$ 7,614.12
03/25/2014	1	122851	TRUCK & TRAILER SPECIALTIES	PARTS	\$ 474.96
03/25/2014	1	122852	WILLOUGHBY PRESS	TENANT APPLICATION FOR SERVICE FORMS	\$ 142.00
03/25/2014	1	135(A)	LOGICALIS INC	FEBRUARY 2014-NETWORK ENGINEERING SUPPORT	\$ 7,140.00
03/25/2014	1	136(A)	MICHIGAN PIPE & VALVE, INC.	VALVE BOX TOP/LID	\$ 991.50
03/25/2014	1	137(A)	MID MICHIGAN EMERGENCY EQUIPMENT	OFD-REPAIRS	\$ 1,045.82
03/25/2014	1	138(A)	MUNICIPAL SUPPLY CO.	SUPPLIES/PARTS	\$ 945.86
03/25/2014	1	139(A)	Q2A ASSOCIATES LLC	FINANCIAL SERVICES	\$ 4,767.00
03/25/2014	1	140(A)	S L H METALS INC	PARTS	\$ 703.17

1 TOTALS:

(2 Checks Voided)

Total of 168 Disbursements:

\$ 453,695.62

Bank 10 OWOSSO HISTORICAL FUND

03/10/2014	10	4531	CHARTER COMMUNICATIONS	515 N WASHINGTON ST #2	\$ 81.65
03/10/2014	10	4532	FRONTIER	515 N WASHINGTON ST #3	\$ 41.37
03/10/2014	10	4533	SECURITY ALARM CO INC	SERVICE CALL-REPLACED BATTERY	\$ 104.00
03/26/2014	10	4534	CONSUMERS ENERGY	FEB 2014 ELECTRIC/GAS SERVICE	\$ 1,121.38
03/26/2014	10	4535	GILBERT'S DO IT BEST HARDWARE & APP	REFRIGERATOR FOR CASTLE	\$ 524.00
03/26/2014	10	4536	KENDRA NICHOLS	GOULD HOUSE SNOW REMOVAL	\$ 475.00
03/26/2014	10	4537	MITCHELL SPEERS	REIMBURSEMENT	\$ 202.61

10 TOTALS:

Total of 7 Disbursements: \$ 2,550.01

Bank 11 SEWER

03/24/2014	11	1(E)	THE BANK OF NEW YORK MELLON NA	DEBT SERVICE PAYMENT	\$ 43,084.83
------------	----	------	--------------------------------	----------------------	--------------

11 TOTALS:

Total of 1 Disbursements: \$ 43,084.83

Bank 2 TRUST & AGENCY

03/12/2014	2	6332	DOWNTOWN DEVELOPMENT AUTHORITY	T-A CAPTURE TIF	\$ 58,810.85
03/12/2014	2	6333	DOWNTOWN DEVELOPMENT AUTHORITY	COLLECTIONS	\$ 281.08
03/12/2014	2	6334	OWOSSO PUBLIC SCHOOLS	COLLECTIONS	\$ 78,617.77
03/12/2014	2	6335	SHIAWASSEE AREA TRANSPORTATION AGENCY	COLLECTIONS	\$ 474.15
03/12/2014	2	6336	SHIAWASSEE COUNTY TREASURER	SETTLEMENT	\$ 35,420.06
03/12/2014	2	6337	SHIAWASSEE DISTRICT LIBRARY	COLLECTIONS	\$ 8,966.91
03/12/2014	2	6338	SHIAWASSEE REGIONAL EDUCATION SERVICE	COLLECTIONS	\$ 27,493.30
03/12/2014	2	6339	STATE OF MICHIGAN	COLLECTIONS	\$ 2,205.98
03/12/2014	2	6340	STATE OF MICHIGAN	COLLECTIONS	\$ 14,860.43

2 TOTALS:

Total of 9 Disbursements: \$ 227,130.53

REPORT TOTALS:

(2 Checks Voided)

Total of 185 Disbursements: \$ 726,460.99



MEMORANDUM

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

DATE: April 21, 2014

TO: Owosso City Council

FROM: Mark Sedlak, Director of Public Service Department

SUBJECT: Application for Transportation Small Urban Program for the resurfacing of S. Cedar Street from Stewart Street to Main Street.

RECOMMENDATION:

I recommend that City Council approve the attached resolution supporting the proposed resurfacing of S. Cedar Street, from Stewart Street to Main Street, as the first step in seeking MDOT Small Urban Program funds for the project.

BACKGROUND:

The Michigan Department of Transportation has announced a call for projects for its FY 2015-17 Small Urban Program. MDOT reports that sufficient federal funds should be available for street projects on the Federal-Aid road system. The City proposes to enter an application, specifically to resurface S. Cedar Street from Stewart Street to Main Street. The work scope would include cold-milling and bituminous resurfacing, curb and gutter repairs, and installation of ADA sidewalk ramps at intersections; altogether with related work. This work will improve traffic flow and improve safety for vehicular and pedestrian traffic.

FISCAL IMPACTS:

The total estimated cost for this project is \$290,000; of which MDOT Small Urban funds, if approved by MDOT, will pay \$232,000. The City's share would be \$58,000 and would be funded by the 2010 Unlimited Tax General Obligation Bond proceeds. The City will be responsible for providing full design engineering and construction administration services for the project. Approval of the attached resolution will indicate Council's willingness and support for the project, and the funding required of the City. MDOT requires the submission of such a resolution prior to consideration of any application for funds.

If MDOT does not approve the project and/or the necessary Small Urban Program funds, then the project will be delayed until sufficient funds are made available.

This document is originated by: Marlene Jungnitsch, Executive Secretary

RESOLUTION NO.

**AUTHORIZING APPLICATION FOR SMALL URBAN PROGRAM FUNDS
FOR SOUTH CEDAR STREET IMPROVEMENTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Public Service Department recommends the resurfacing of South Cedar Street from Stewart Street to Main Street; and

WHEREAS, the Michigan Department of Transportation offers a portion of its federal funds known as Surface Transportation Program funds for this work through its Small Urban Program; and

WHEREAS, the roadway proposed for improvement must be within federal-aid small urbanized areas, such as Owosso; and

WHEREAS, the roadway proposed for improvements must be on the federal-aid route system, which includes South Cedar Street; and

WHEREAS, the City of Owosso proposes to procure Small Urban Program funds for the purpose of providing a maximum of 80 percent (80%) federal match to the City's 2010 Unlimited Tax General Obligation Bond Proceeds as outlined in its application.

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 proceed with the resurfacing of South Cedar Street from Stewart Street to Main Street.
- SECOND: That the City of Owosso is actively seeking Small Urban Program funds to partially fund the proposed roadway improvements and is willing to participate in the Small Urban Program.
- THIRD: That appropriate city officials are authorized to sign the application documents and are further authorized to obligate City funds as its match of the project cost.
- FOURTH: The City's portion of costs shall be paid from the City's 2010 Unlimited Tax Obligation Bond proceeds.



MEMORANDUM

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

DATE: April 21, 2014

TO: Owosso City Council

FROM: Mark Sedlak, Director of Public Service Department

SUBJECT: Application for Transportation Small Urban Program for the reconstruction of South Chestnut Street from South Street to Stewart Street

RECOMMENDATION:

I recommend that City Council approve the attached resolution supporting the proposed reconstruction of S. Chestnut Street, from South Street to Stewart Street, as the first step in seeking MDOT Small Urban Program funds for the project.

BACKGROUND:

The Michigan Department of Transportation has announced a call for projects for its FY 2015-2017 Small Urban Program. MDOT reports that sufficient federal funds should be available for street projects on the Federal-Aid road system. The City proposes to enter an application, specifically to reconstruct South Chestnut Street from South Street to Stewart Street. The work scope would include pavement replacement and widening, storm sewer, new curb and gutter, and installation of ADA sidewalk ramps at intersections; altogether with related work. This work will improve traffic flow and improve safety for vehicular and pedestrian traffic.

FISCAL IMPACTS:

The total estimated cost for this project is \$940,000; of which MDOT Small Urban funds, if approved by MDOT, will pay \$750,000. The City's share would be \$190,000 and would be funded by the 2010 Unlimited Tax General Obligation Bond proceeds. The City will be responsible for providing full design engineering and construction administration services for the project. Approval of the attached resolution will indicate Council's willingness and support for the project, and the funding required of the City. MDOT requires the submission of such a resolution prior to consideration of any application for funds.

If MDOT does not approve the project and/or the necessary Small Urban Program funds, then the project will be delayed until sufficient funds are made available.

This document is originated by: Marlene Jungnitsch, Executive Secretary

RESOLUTION NO.

**AUTHORIZING APPLICATION FOR SMALL URBAN PROGRAM FUNDS
FOR SOUTH CHESTNUT STREET IMPROVEMENTS**

WHEREAS, The City of Owosso, Shiawassee County, Michigan, Public Service Department recommends the resurfacing of South Chestnut Street from South Street to Stewart Street; and

WHEREAS, the Michigan Department of Transportation offers a portion of its federal funds known as Surface Transportation Program funds for this work through its Small Urban Program; and

WHEREAS, the roadway proposed for improvement must be within federal-aid small urbanized areas, such as Owosso; and

WHEREAS, the roadway proposed for improvements must be on the federal-aid route system, which includes South Chestnut Street; and

WHEREAS, the City of Owosso proposes to procure Small Urban Program funds for the purpose of providing a maximum of 80 percent (80%) federal match to the City's 2010 Unlimited Tax General Obligation Bond Proceeds as outlined in its application.

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 proceed with the resurfacing of South Chestnut Street from South Street to Stewart Street.
- SECOND: That the City of Owosso is actively seeking Small Urban Program funds to partially fund the proposed roadway improvements and is willing to participate in the Small Urban Program.
- THIRD: That appropriate city officials are authorized to sign the application documents and are further authorized to obligate City funds as its match of the project cost.
- FOURTH: The City's portion of costs shall be paid from the City's 2010 Unlimited Tax Obligation Bond proceeds.



MEMORANDUM

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

DATE: April 21, 2014

TO: Owosso City Council

FROM: Mark Sedlak, Director of Public Service Department

SUBJECT: Application for Small Urban Program for the reconstruction of
S. Washington Street from Stewart Street to Corunna Avenue

RECOMMENDATION:

I recommend that City Council approve the attached resolution supporting the proposed reconstruction of South Washington Street, from Stewart Street to Corunna Avenue as the first step in seeking Small Urban Program funds for the project.

BACKGROUND:

The Michigan Department of Transportation has announced a call for projects its FY2015-17 Small Urban Program. MDOT reports that sufficient federal funds should be available for street projects on the Federal-Aid road system. The City proposes to enter an application, specifically to reconstruct S. Washington Street from Stewart Street to Corunna Avenue. The work scope would include pavement replacement, select curb and gutter repair, and installation of ADA sidewalk ramps; altogether with related work. This work will improve traffic flow and safety for both vehicular and pedestrian traffic.

FISCAL IMPACTS:

The total estimated cost for this project is \$300,000.00; of which Small Urban funds, if approved by MDOT, will pay \$240,000.00. The City's share would be \$60,000 and funded from the 2010 Unlimited Tax General Obligation Bond proceeds. The City will be responsible for providing full design engineering and construction administration services for the project. Approval of the attached resolution will indicate Council's support for the project and the funding required of the City. MDOT requires the submission of such a resolution prior to consideration of any application for funds.

If MDOT does not approve the project and/or the necessary Small Urban Program funds, then the project will be delayed until sufficient funds are made available.

RESOLUTION NO.

**AUTHORIZING APPLICATION FOR SMALL URBAN FUNDS
FOR SOUTH WASHINGTON STREET IMPROVEMENTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Public Service Department recommends the reconstruction of South Washington Street from Stewart Street to Corunna Avenue; and

WHEREAS, the Michigan Department of Transportation offers a portion of its federal funds known as Surface Transportation Program funds for this work through its Small Urban Program; and

WHEREAS, roadway improvements that are eligible for these funds must be located on the federal-aid highway system and within the federal urban area boundary, such as Washington Street in the City of Owosso; and

WHEREAS, the City of Owosso proposes to procure Small Urban Program funds for the purpose of providing a maximum of 80 percent (80%) federal match to the City's Unlimited Tax Obligation Bond Proceeds as outlined in its application.

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 proceed with the resurfacing of South Washington Street from Stewart Street to Corunna Avenue.
- SECOND: That the City of Owosso is actively seeking Small Urban Program funds to partially fund the proposed roadway improvements and is willing to participate in the Small Urban Program.
- THIRD: That appropriate city officials are authorized to sign the application documents and are further authorized to obligate City funds as its match of the project cost.
- FOURTH: The City's portion of costs shall be paid from the City's 2010 Unlimited Tax Obligation Bond proceeds.



MEMORANDUM

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

DATE: April 21, 2014

TO: Owosso City Council

FROM: Mark Sedlak, Director of Public Service Department

SUBJECT: Application for Surface Transportation Program for the reconstruction of E. Oliver Street from Washington Street to Gould Street.

RECOMMENDATION:

I recommend that City Council approve the attached resolution supporting the proposed reconstruction of East Oliver Street, from Washington Street to Gould Street, as the first step in seeking Small Urban Program funds for the project.

BACKGROUND:

The Michigan Department of Transportation has announced a call for projects for its FY2015-17 Small Urban Program. MDOT reports that sufficient federal funds should be available for street projects on the Federal-Aid road system. The City proposes to enter an application, specifically to reconstruct East Oliver Street from Washington Street to Gould Street. The work scope would include pavement replacement, curb and gutter repairs, and installation of ADA sidewalk ramps at intersections; altogether with related work. This work will improve traffic flow and safety for both vehicular and pedestrian traffic.

FISCAL IMPACTS:

The total estimated cost for this project is \$521,400.00; of which Small Urban funds, if approved by MDOT, will pay \$375,000.00. The City's share would be \$146,400.00 funded from the 2010 Unlimited Tax General Obligation Bond proceeds. The City will be responsible for providing full design engineering and construction administration services for the project. Approval of the attached resolution will indicate Council's support for the project and the funding required of the City. MDOT requires the submission of such a resolution prior to consideration of any application for funds.

If MDOT does not approve the project and/or the necessary Small Urban Program funds, then the project will be delayed until sufficient funds are made available.

This document is originated by: Marlene Jungnitsch, Executive Secretary

RESOLUTION NO.

**AUTHORIZING APPLICATION FOR SMALL URBAN PROGRAM FUNDS
FOR OLIVER STREET FROM WASHINGTON STREET TO GOULD STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Public Service Department recommends the reconstruction of East Oliver Street from Washington Street to Gould Street; and

WHEREAS, the Michigan Department of Transportation offers a portion of its federal funds known as Surface Transportation Program funds for this work through its Small Urban Program; and

WHEREAS, roadway improvements that are eligible for these funds must be located on the federal-aid highway system and within the federal urban area boundary, such as Oliver Street in the City of Owosso; and

WHEREAS, the City of Owosso proposes to procure Small Urban Program funds for the purpose of providing a maximum of 80 percent (80%) federal match to the City's Unlimited Tax Obligation Bond Proceeds as outlined in its application.

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 proceed with the reconstruction of Oliver Street from Washington Street to Gould Street.
- SECOND: That the City of Owosso is actively seeking Small Urban Program funds to partially fund the proposed roadway improvements and is willing to participate in the Small Urban Program.
- THIRD: That appropriate city officials are authorized to sign the application documents and are further authorized to obligate City funds as its match of the project cost.
- FOURTH: The City's portion of costs shall be paid from the City's 2010 Unlimited Tax Obligation Bond proceeds.



MEMORANDUM

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

DATE: April 17, 2014

TO: City Council

FROM: Donald D. Crawford, city manager

SUBJECT: RESOLUTION GRANTING THE OWOSSO GARDEN CLUB PERMISSION TO INSTALL A BLUE STAR MEMORIAL MARKER IN FAYETTE SQUARE

RECOMMENDATION:

Approve a resolution that would allow the Owosso Garden Club to install and maintain a Blue Star Memorial marker in Fayette Square. Another appropriate location would likely be acceptable.

BACKGROUND:

Honoring those who have served the country, the Blue Star Memorial Program honors service men and women. This program began with the planting of 8,000 Dogwood trees by the New Jersey Council of Garden Clubs in 1944 as a living memorial to veterans of World War II. In 1945, the National Council of State Garden Clubs adopted the program and began a Blue Star Highway system, which covers thousands of miles across the Continental United States, Alaska and Hawaii. A large metal Blue Star Memorial Highway Marker was placed at appropriate locations along the way.

The program was expanded to include all men and women who had served, were serving or would serve in the armed services of the United States. Memorial Markers and By-Way markers were added to the Highway Markers, to be used at locations such as National cemeteries, parks, veteran's facilities and gardens.

The Blue Star became an icon in World War II and was seen on flags and banners in homes for sons and daughters away at war, as well as in churches and businesses. This program has been active all through the years to the present, a fitting tribute always and especially now.

FISCAL IMPACTS:

The cost to the city is negligible other than mowing around the marker. The Garden Club would maintain area in the square provided that the city doesn't refuse their work as in the past. The marker and installation will cost the Owosso Garden Club approximately \$1,500.

Document originated by: Donald D. Crawford, City Manager

Request from the Owosso Garden Club being represented by Connie Thornburg.

RESOLUTION NO.

**GRANTING THE OWOSSO GARDEN CLUB PERMISSION TO INSTALL
A BLUE STAR MEMORIAL MARKER IN FAYETTE SQUARE**

WHEREAS, the city of Owosso has Fayette Square Park in the 500 block of North Washington Street within which monuments have been placed recognizing military veterans; and

WHEREAS, the Owosso Garden Club has raised funds for the purchase and installation of a Blue Star Memorial marker and has approached the city of Owosso about placing such a monument within Fayette Square Park.

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

FIRST: the Owosso Garden Club is granted permission to install and maintain a Blue Star Memorial marker within Fayette Square Park.

SECOND: this permission is granted with the understanding that this permission may be withdrawn at anytime and for no reason and the monument may be relocated or removed by the city.





MEMORANDUM

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

DATE: April 17, 2014

TO: City Council

FROM: Donald Crawford, city manager

SUBJECT: RESOLUTION MODIFYING FEE SCHEDULE ESTABLISHING RENTAL HOUSING REGISTRATION FEES

RECOMMENDATION:

The city council was asked to reconsider the city's rental housing registration and inspection program. The concerns included elimination of the program by those who believe that such is unnecessary and a burden upon landlords and a nuisance to tenants. Almost every community has found that the increased number of rental properties, many owned by business persons who are unable or unwilling to provide basic maintenance for the protection of tenants and adjacent properties.

Owosso has one of the most simple and least costly programs. It is not at all unusual for a community to require inspections every two years with annual registration fees of \$50 and an inspection or certificate of occupancy charge of \$150 or \$200 every two years.

In an attempt to deal with some of the concerns it is proposed that the registration period be changed from two years to five years and that the registration fee be \$20 a year which can be paid for five years at a time.

Several other operating changes will be made which include:

1. Making it possible for rental registrations, including payments, to be made online.
2. Continuing to accept Michigan State Housing Development Authority and comparable inspections, if inspection is acceptable to the building official.
3. Continuing to make routine inspections over a five year period. This does not preclude additional inspections where circumstances warrant. Landlords may request inspections when a unit is vacant.
4. Granting the option for tenants and landlords to schedule the inspections at a certain time, i.e. 1:00 p.m. or a block of time, e.g.; 1:00 p.m. to 3:00 p.m. to allow for variations in the schedules of tenants/landlords and city firefighters.
5. Notifying landlords and tenants when personnel are unable to make a scheduled rental inspection appointment.
6. Providing rental property educational and training to landlords at least annually.
7. Providing at least annual training for public safety personnel on rental inspections and follow-up protocols for re-inspections.
8. Having re-inspections made, when possible, by the same fire shift that made the initial inspection.

RESOLUTION NO.

MODIFYING FEE SCHEDULE ESTABLISHING RENTAL HOUSING REGISTRATION FEES

WHEREAS, the city of Owosso requires the registration of all rental housing units with a renewal during the month of October on odd numbered calendar years with a two year registration charge of \$25.00 per unit; and

WHEREAS, the city of Owosso currently has no inspection fee; and

WHEREAS, the city of Owosso due to the number of units and the limited inspection personnel has not completed the rental inspections in the first two years.

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

FIRST: rental housing registrations be required for all occupied rental dwellings or dwellings advertised for rent.

SECOND: the registration period be for a period of five years beginning October 1, 2016 with a five year registration fee of \$100.00 per unit and that units registered on or after June 1, 2014 and before September 30, 2016 shall pay a prorated registration fee plus \$10.00 per unit.

THIRD: there shall be no inspection fee charged.



COMMUNICATION

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

DATE: April 16, 2014

TO: City Council

FROM: Susan Montenegro, Assistant City Manager/Dir. of Community Development

SUBJECT: Bentley Park Bike Rack

Daniel Vargus has been working with the Parks and Recreation Commission and created a beautiful bike rack to be placed at Bentley Park. The bike rack can hold up to 22 bikes and will be permanently installed. Mr. Vargus has donated all of his time and labor and has asked only to be reimbursed for \$45, which is the cost of the materials he purchased to make the bike rack. Additionally, the rack will have the name "Bentley Park" displayed on sheet metal using plasma cutting done by Sterling Metal Art of Owosso, which cost \$175. A PO in the amount of \$220 has been submitted for payment. If the city were to purchase a bike rack of this size it would pay close to \$900.

The Parks and Recreation Commission hereby extends its appreciation and gratitude to Daniel Vargus for his continued commitment and support of Bentley Park.

To: Owosso City Council
 From: Charles Rau, Building Official
 Date: 04/02/2014
 Subject: Building Department Report for March, 2014

Category	Estimated Cost	Permit Fee	Number of Permits
Demolition	<i>\$21,000</i>	<i>\$500</i>	<i>3</i>
Electrical	<i>\$0</i>	<i>\$1,680</i>	<i>10</i>
Mechanical	<i>\$0</i>	<i>\$1,410</i>	<i>9</i>
Plumbing	<i>\$0</i>	<i>\$250</i>	<i>1</i>
Res. Add/Alter/Repair	<i>\$13,100</i>	<i>\$320</i>	<i>4</i>
Totals	<i>\$34,100</i>	<i>\$4,160</i>	<i>27</i>

2013 COMPARISON TOTALS

		BUILDING PERMITS ONLY	-	19
March, 2013 TOTALS	\$132,050	\$4,378		34

Enforcements By Category

04/03/14

1 / 4

MARCH, 2014

AUTO REP/JUNK VEH

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 14-0073	1311 MACK ST	EXTEN GRANTED	Extension Granted	02/21/14		N
Total Entries:				1		

BUILDING VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 14-0049	311 DIMMICK ST	REF TO DPW	Resolved	02/05/14	03/07/14	VAC
ENF 14-0052	734 N HICKORY ST	LETTER SENT	Resolved	02/06/14	02/28/14	Y
ENF 14-0058	116 STRATFORD DR	REF TO RAU	Resolved	02/07/14	02/25/14	VAC
ENF 14-0075	211 S ELM ST	REF TO RAU	REF TO RAU	02/24/14		COMM
ENF 14-0078	110 ELLIOT ST	EXTEN GRANTED	Extension Granted	02/25/14		Y
Total Entries:				5		

FRONT YARD PARKING

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 14-0077	1305 MACK ST	REF TO POLICE	Resolved	02/27/14	04/02/14	Y
ENF 14-0081	116 STRATFORD DR	REF TO POLICE	Resolved	02/28/14	03/01/14	Y
ENF 14-0082	714 N WASHINGTON ST	REF TO POLICE	Resolved	02/28/14	03/02/14	Y
Total Entries:				3		

GARBAGE & DEBRIS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 14-0060	818 S LYON ST	REF TO POLICE	Resolved	02/11/14	03/17/14	N
ENF 14-0061	1009 W MAIN ST	REF TO POLICE	Resolved	02/11/14	02/14/14	COMM
ENF 14-0065	838 WOODLAWN AV	REF TO POLICE	Resolved	02/17/14	04/02/14	Y
ENF 14-0066	1102 BEEHLER ST	REF TO POLICE	Resolved	02/20/14	03/16/14	Y
ENF 14-0070	623 GROVER ST	REF TO POLICE	Resolved	02/20/14	02/22/14	Y
ENF 14-0071	620 E COMSTOCK ST	REF TO POLICE	Resolved	02/20/14	03/01/14	Y

Enforcements By Category

04/03/14

2 / 4

MARCH, 2014

ENF 14-0072	615 N SAGINAW ST	REF TO POLICE	Resolved	02/20/14	04/03/14	VAC
ENF 14-0076	113 S WASHINGTON ST	REF TO POLICE	Resolved	02/26/14	03/20/14	COMM
ENF 14-0101	603 FLETCHER ST	REF TO POLICE	REF TO POLICE	02/19/14		Y
Total Entries:				9		

MISC VEHICLE VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 14-0053	417 ABBOTT ST	REF TO POLICE	Resolved	02/06/14	02/21/14	N
ENF 14-0054	421 ABBOTT ST	REF TO POLICE	Resolved	02/06/14	02/13/14	N
ENF 14-0056	404 N SAGINAW ST	REF TO POLICE	Resolved	02/07/14	02/24/14	Y
Total Entries:				3		

MISC.

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 14-0059	1308 HERMAN ST	REF TO RAU	Resolved	02/11/14	02/17/14	N
Total Entries:				1		

MULTIPLE VIOLATIONS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 14-0074	720 WRIGHT AV	VN SENT	Letter Sent	02/24/14		Y
Total Entries:				1		

RENTAL UNIT VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 14-0057	833 LINGLE AV	LETTER SENT	Letter Sent	02/07/14		Y
ENF 14-0062	110 ELLIOT ST	REF TO RAU	Resolved	02/12/14	02/25/14	Y
Total Entries:				2		

SIDEWALK/SNOW & ICE

Enforcements By Category

04/03/14

3 / 4

MARCH, 2014

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 14-0039	1307 MACK ST	SENT TO DPW	Resolved	02/03/14	02/10/14	Y
ENF 14-0040	1309 MACK ST	SENT TO DPW	Resolved	02/03/14	02/04/14	Y
ENF 14-0041	723 ELMWOOD ST	SENT TO DPW	Resolved	02/03/14	02/10/14	N
ENF 14-0042	718 N DEWEY ST	SENT TO DPW	Resolved	02/03/14	02/10/14	Y
ENF 14-0043	401 E KING ST	SENT TO DPW	Resolved	02/03/14	02/04/14	N
ENF 14-0044	1436 W MAIN ST	WO SUBMITTED	Resolved	02/03/14	02/11/14	VAC
ENF 14-0045	738 N HICKORY ST	SENT TO DPW	Resolved	02/04/14	02/10/14	N
ENF 14-0046	422 ABBOTT ST	SENT TO DPW	Resolved	02/04/14	02/10/14	Y
ENF 14-0047	1300 S CHIPMAN ST	SENT TO DPW	Resolved	02/04/14	02/10/14	N
ENF 14-0050	1022 S LYON ST	DPW TO CHECK	Resolved	02/06/14	02/11/14	N
ENF 14-0051	735 N HICKORY ST	SENT TO DPW	Resolved	02/06/14	02/10/14	Y
ENF 14-0055	115 STRATFORD DR	SENT TO DPW	Resolved	02/07/14	02/11/14	VAC
ENF 14-0063	213 S LANSING ST	SENT TO DPW	Resolved	02/13/14	02/17/14	Y
ENF 14-0064	1542 W MAIN ST	SENT TO DPW	Resolved	02/13/14	02/13/14	VAC
ENF 14-0067	1101 N BALL ST	SENT TO DPW TO SHOVEL	Resolved	02/20/14	03/04/14	N
ENF 14-0068	620 FRAZER AV	GAVE TO DPW TO INSPECT	Resolved	02/20/14	02/26/14	N
ENF 14-0069	203 S DEWEY ST	DPW TO CHECK	Resolved	02/20/14	02/26/14	Y
ENF 14-0079	915 QUEEN ST	SENT TO DPW	Resolved	02/27/14	03/04/14	N
ENF 14-0080	1262 N SHIAWASSEE ST	GAVE TO DPW	Resolved	02/28/14	03/10/14	N
Total Entries:				19		

Total Records: 44

Total Pages: 3

Enforcements By Category

MARCH, 2014

04/03/14

4 / 4

RENTAL COLUMN DEFINITIONS

Y - Yes, it's a rental

N - No, it's not a rental - owner occupied

APTS - Apartment Building

COMM - Commercial

REPO - Repossession

TRAIL - Trailer Park

VAC - Vacant House

VL - Vacant Lot

IND - Industrial

HOME OCC - Home Occupation

Status Definitions

For Code Violations

Complaint Logged – Complaint has been received. It will then be forwarded to the inspecting department.

Door Notice – When a lawn needs mowing, a notice is hung on the door of the home with the information on the ordinance and when it will be rechecked.

Extension Granted – If a person calls and is working on resolving the situation, but needs more time, an extension of the due date is granted to accommodate their particular circumstances.

Letter Sent – Letter is sent to owners and occupants of the property explaining what the violation is; the expected remedy; a copy of the applicable ordinance; possible consequences of non-compliance; a date to be completed by; and a phone number for questions.

N & O Sent – Notice and Order Sent. This would be the same as the Letter Sent with stronger wording and consequences. This is most often used for junk, abandoned, or unlicensed vehicles.

No Violation – No violation was found at the time of the inspection. Violation may have been corrected after filing of complaint before inspection occurred, or it may have been a false complaint or wrong address submitted.

Re-Opened – A violation may have been resolved, but violation was repeated soon after. The record is re-opened so those dealing with the complaint can see the history of the situation.

Red-tagged – Sometimes a property is red-tagged because it is unfit for human occupancy. This is a notice that no one may live there until conditions are resolved.

Ref – This means referred. This could be referred to several different departments. The Building Official, if it regards a structure that requires his attention. The DPW if the violation requires a clean-up.

Ref to Police – Complaint is referred to the police for an initial verification and description so that a letter may be sent to owners and tenants. The complaint is later referred again to the police for recheck to confirm that violation has been corrected and complaint can be dismissed and marked resolved.

Resolved – Correction of complaint has been completed; cleaned-up has been completed by owner or by the city department of public works; vehicle may have been hauled away or property licensed; lawn mowed; violation has been remedied and property is now in compliance.

Stop Work Order - Construction is occurring without a permit and proper inspections. This may result in a dangerous, unsafe situation and work must stop until permit application, plan review, or inspections are completed.

Ticket Issued – Police Department has issued a ticket. Violator will then have a limited time to comply or another ticket could be issued with a higher fine until violation has been resolved.

Verbal Notice – Violator may have been notified by telephone call or site visit of a required resolution.



OWOSSO PUBLIC SAFETY

Director of Public Safety
Kevin Lenkart

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

MEMORANDUM

DATE: April 7, 2014
TO: Owosso City Council
FROM: Kevin Lenkart
RE: March 2014 report

Attached are the statistics for the police department for March 2014. This report includes activity for the month of March and year-to-date statistics. Also attached is a list of Field Contacts, which are incidents that the police are dispatched to that require no further follow up than the officers initial response.

There were no reported burning violations for March.



Case Assignment/Clearance Report For March, 2014

March 2014

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
PART I OFFENSES					
ROBBERY	0	0	0	0	0 %
AGGRAVATED ASSAULT	0	1	2	2	100 %
BURGLARY	3	4	14	18	128 %
LARCENY	10	7	35	28	80 %
MOTOR VEHICLE THEFT	0	1	2	3	150 %
SIMPLE ASSAULT	5	6	14	15	107 %
ARSON	0	0	0	0	0 %
FORGERY & UTTERING	0	1	2	1	50 %
COUNTERFEITING	0	0	0	0	0 %
FRAUD	12	4	23	7	30 %
EMBEZZLEMENT	0	1	0	1	0 %
WEAPON CRIMES- CARRY, POSS,	0	0	0	0	0 %
PROSTITUTION	0	0	0	0	0 %
SEX OFFENSES 1/ UNDER AGE -	1	0	2	0	0 %
NARCOTICS VOLIATIONS	6	5	14	10	71 %
GAMBLING VIOLATIONS	0	0	0	0	0 %
VANDALISM-DAMAGE-DESTRUCTIO	0	0	0	0	0 %
HOMICIDE 1	0	0	0	0	0 %
HOMICIDE	0	0	0	0	0 %
RAPE / NON - FAMILY	0	0	0	0	0 %
SEX OFFENSES 2	3	1	4	3	75 %
PARENTAL KIDDNAP	0	0	0	0	0 %
KIDDNAPPING	0	0	0	0	0 %
BURGLARY RESIDENTIAL	0	0	4	0	0 %
BURGLARY COMMERCIAL	0	0	1	1	100 %
RESISTING/OBSTRUCTING	1	1	2	1	50 %
PART I OFFENSES	41	32	119	90	75 %
PART II OFFENSES					
PAROLE/PROBATION VIOLATION	3	3	5	6	120 %
NATURAL DEATH	3	0	10	3	30 %
RETAIL FRAUD	0	2	2	4	200 %
RUNAWAY	10	4	16	10	62 %
VIOLATION PPO/ COURT ORDER	0	1	0	1	0 %

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
FAMILY NONSUPPORT	0	0	0	0	0 %
SUSPICIOUS DEATH	0	0	0	2	0 %
TRAFFIC OFFENSES OTHER	10	1	20	6	30 %
CRIMINAL CASE OTHER	0	0	0	0	0 %
WARRANT ARREST	15	10	47	34	72 %
SUSPICIOUS CIRCUMSTANCES	3	2	7	5	71 %
WARRANT ADVISED	0	0	0	0	0 %
MENTAL ORDER-ECO / TDO	5	3	23	15	65 %
DOMESTIC ASSAULT/SITUATION	19	11	44	28	63 %
ILLEGAL DUMPING	0	0	0	0	0 %
FOUND PROPERTY	3	4	8	8	100 %
RECOVERED PROPERTY	0	0	0	0	0 %
ANNOYING PHONE CALLS	0	0	0	0	0 %
TRESPASSING	0	0	3	1	33 %
DOA	0	0	0	0	0 %
ANIMAL COMPLAINTS	2	1	4	3	75 %
MISSING PERSON	0	0	0	0	0 %
WARRANT OBTAINED	0	0	0	0	0 %
PROPERTY-LOST	0	0	0	0	0 %
SAFEKEEPING OF WEAPON	0	0	0	0	0 %
SUICIDE AND ATTEMPTED SUICIDES	1	0	1	0	0 %
TRAFFIC - HIT & RUN	7	4	17	11	64 %
FIRES - NOT ARSON	1	1	2	1	50 %
LOST PROPERTY	0	0	0	0	0 %
NON-CRIMINAL CASE	9	6	25	20	80 %
CRIMES AGAINST FAMILY &	1	1	3	3	100 %
DRIVING WHILE IMPAIRED	5	7	13	14	107 %
LIQUOR LAW VIOLATIONS	5	4	12	5	41 %
DISORDERLY CONDUCT	2	2	5	3	60 %
OTHER CRIMES	12	11	45	41	91 %
IMPOUND / TOW FOLLOW-UP	0	0	0	0	0 %
FALSE ALARM	0	0	0	0	0 %
MOTOR VEHICLE CRASH	38	30	106	83	78 %
THREATS	1	1	1	1	100 %
PROPERTY CRIMES, POSS, SALE,	0	0	0	0	0 %
DAMAGE TO PROPERTY	10	8	20	14	70 %
<i>PART II OFFENSES</i>	<i>165</i>	<i>117</i>	<i>439</i>	<i>322</i>	<i>73 %</i>
Grand Totals:	206	149	558	412	73 %

Field Contact By Reason Summary Report

Date Range: 03/01/2014 - 03/31/2014, Agency: OWPD

Reason for Contact	Count
911 Hang Up	24
Abandoned Vehicle	1
False Alarm Commercial	17
False Alarm Residential	5
All Other Service Reports	6
Animal Complaints Other	13
Assist Ambulance	8
Assist To Other Dept	15
Assist Fire Dept	1
Attempt To Locate	19
Barking Dog	2
Civil Dispute	10
Disturbance	1
Found Property	1
Gun Permit/register	54
Harrassment	6
Investigate Vehicle	3
Liquor Inspections	1
Loud Music	7
Motorist Assist	3
Open Door	2
Ordinance Violation	4
Parking Problem	55
Pawn Ticket	69
Peace Officer	6
Road Hazard	5
Suspicious Person	9
Suspicious Situation	31
Suspicious Vehicle	19
Trouble With Kids	18
Trouble With Neighbor	9
Trouble With Subject	39
Phone Harassment	4

Reason for Contact	Count
Unwanted Subject	7
Vacation Check On Home	3
Vehicle Inspection	2
Welfare Check	20
Wire Down	3
Work Traffic	197



OWOSSO PUBLIC SAFETY

Director of Public Safety
Kevin Lenkart

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

MEMORANDUM

DATE: April 3, 2014
TO: City Council
FROM: Kevin Lenkart
Director of Public Safety
RE: March Fire Report

During the month of March 2014:

Fire Department responded to 224 Ambulance calls.

- 147 - were city residents
- 26 - were non-residents
- 51 - required no transport

- 57 - transfers
 - 47 - were residents
 - 10 - were non-residents
 - 17 - in town transfers

Fire Department responded to 27 Fire calls.

4 - False alarm	2 - Mutual Aid calls
2 - Smoke Detector	1 - Hazardous material spill
2 - Public Service Assist	3 - Carbon Monoxide Detector
3 - Gas leak or smell	1 - Unauthorized burn
1 - Electrical / arcing	2 - Structure fires
1 - Power line down	1 - Rekindle fire
2 - Smoke Investigation	1 - Vehicle accident
1 - Vehicle accident	

The Fire Department also completed the following:

- 60 Rental Inspections
- 14 Re-inspections