

**CITY OF OWOSSO**  
**REGULAR MEETING OF THE CITY COUNCIL**  
**MONDAY, JULY 06, 2015**

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 JUNE 15, 2015:**

**ADDRESSING THE CITY COUNCIL**

Any person wishing to address the City Council must first obtain permission from the City Manager. The City Manager will call the floor to the person wishing to address the City Council. The person wishing to address the City Council must state their name and the purpose of their presentation. The City Council will then decide whether or not to allow the person to address the City Council. The City Council may also decide to limit the time for the presentation. The City Council may also decide to refer the matter to a committee for further study. The City Council may also decide to take any other action that it deems appropriate.

**PUBLIC HEARINGS**

There are no public hearings scheduled for this meeting.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**



The City Manager reports that there are no items for the City Council to consider at this time.

**CONSENT AGENDA**

The following items are recommended for the City Council to approve by consent:

Name	Board/Commission	Term Expires
Steve Ayres	Board of Aldermen	December 31, 2016
Orlando Ayres	Board of Aldermen	December 31, 2016
Tammy Ayres	Board of Aldermen	December 31, 2016
Sally Ayres	Board of Aldermen	December 31, 2016

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## NEXT MEETING

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## BOARDS AND COMMISSIONS OPENINGS

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OWOSSO CITY COUNCIL  
REGULAR MEETING

JUNE 15, 2015

7:30 P.M.

**PRESIDING OFFICER:** T O E Y U U A O O P R O F O A U E Z U O O O U O S A  
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**OPENING PRAYER:** U O E J V U U O S A O E U U U O O E V O A O O P U U U S Q  
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**PLEDGE OF ALLEGIANCE:** T O E Y U U A O O P R O F O A U E Z U O O O U O S

**PRESENT:** T a e [ : A O ~ } & a [ A U E Z U O O O U O S A E T a e [ : A U [ E V ^ { A O @ a d ] @ : A V E O O ^ ^ O E A  
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**APPROVE AGENDA**

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**APPROVAL OF THE MINUTES OF REGULAR MEETING OF JUNE 1, 2015**

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**PROCLAMATIONS / SPECIAL PRESENTATIONS**

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**PUBLIC HEARINGS**

**Rezoning Request – 200 block of South Shiawassee Street**

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**ORDINANCE NO. 767**

**AN ORDINANCE AMENDING CHAPTER 38 ZONING OF THE CODE OF ORDINANCES  
TO REZONE PARCELS OF REAL PROPERTY ALONG SOUTH SHIAWASSEE STREET  
AND AMEND THE ZONING MAP**

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Districts and Map.Ä^ ^8Ä@Ä|| | ä \*8@^\*EÜ Ä^Ä {cää}Ä@Ä -BäÄ ä Äö äÄ äÄ äö@8ä Ä^| KÄ

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**RESOLUTION AUTHORIZING THE EXECUTION  
OF A PURCHASE ORDER FOR  
BULK CHLORINE SOLUTION FOR WATER TREATMENT  
FOR FY 2015/16  
WITH JONES CHEMICAL INC.**

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FERAL/STRAY CAT TRAP-NEUTER-RETURN PROGRAM**

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

# MEMORANDUM

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**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.

DATE

TIME

1332

July 1, 2015

1:27 pm

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Neighborhood Block Party – Blocking Streets

LOCATION OF CONTROL

Ada Street, from King Street to Lee Street

EVENT

Neighborhood Block Party

APPROVED BY COUNCIL

\_\_\_\_\_, 20 \_\_\_\_\_

REMARKS

Friday, July 31, 2015  
4:00 p.m. – 10:00 p.m.

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: Athena Kurtz Date: 6-26-15

Primary Contact Person

Name:

Athena Kurtz (and others)

Title:

Ada Street Block Party Planning Committee

Address:

721 Lee Street

Owosso, MI 48867

Phone:

cell # (517) 230-5094

Requested Date(s): FRIDAY July 31, 2015 Requested Hours: 4 pm - 10 pm

Area Requested (Parking Lot - Parade Route): 614 Ada south to corner  
of ada and Lee streets

Detailed description of the use for which the request is made: Block Party for  
Neighborhood.

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



# MEMORANDUM

**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT  
WITH LANDMARK SURVEYING, P.C.  
FOR LAND SURVEY OF OLIVER STREET**

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**EXHIBIT A**

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**Professional Services Agreement Between**

**The City of Owosso**

**and**

**Landmark Surveying, P.C.**

**Oliver Street Survey**

**July 2015**

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## ARTICLE I - Scope of work

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## ARTICLE IV - Choice of law

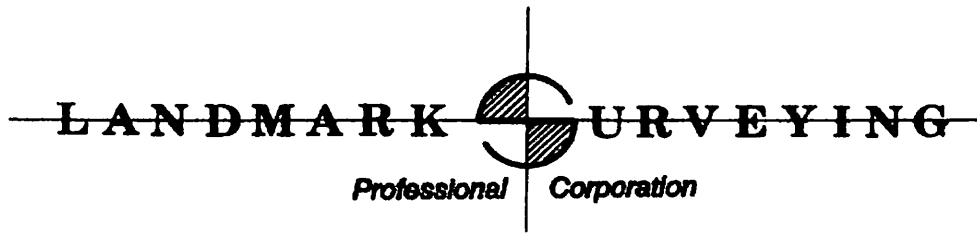
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204 N. Shiawassee (M-52)  
Owosso, MI 48867

Tel: (989) 725-8725  
(810) 659-1053  
Fax: (989) 725-2452

June 17, 2015

Mr. Randy Chesney, PE, City Engineer  
City of Owosso  
City Hall  
301 W. Main St.  
Owosso, MI 48867

RE: Proposal for Oliver Street survey

Dear Mr. Chesney,

Thank you for this opportunity to offer our services to the City of Owosso once again.

Our fee for the work outlined in your request dated June 4, 2015 would be \$10,300.00. Our fee, as quoted, will cover all of the items listed in the scope of services contained in your request for quote, of which we have attached a copy.

Additional work would be billed at \$175.00 per hour for a two person survey crew and at \$100.00 per hour for a single field technician or CAD drafter.

Thank you again for this opportunity. We look forward to working with you and your staff on this project.

Very truly yours,

A handwritten signature in black ink, appearing to read "Mark L. VanRaemdonck". The signature is fluid and cursive, with a long, sweeping underline.

Mark L. VanRaemdonck, PS  
Landmark Surveying, PC  
204 N. Shiawassee St.  
Owosso, MI 48867

June 4, 2015

**REQUEST FOR QUOTE  
CITY OF OWOSSO  
OLIVER STREET SURVEY**

**BACKGROUND:**

The City of Owosso has received a MDOT Small Urban grant to make necessary repairs to Oliver Street, from Washington to Gould Streets, herein after referred to as the 'Project Influence Area'. The project is scheduled for the 2017 construction season. The City intends to perform design engineering in-house during the upcoming late-fall and winter months. A topographic and elevation survey is necessary to begin the design process. A set of preliminary plans and typical drawing are offered for information. The City desires to have all following work completed on or before October 16, 2015.

**SCOPE OF SERVICES:**

Requested scope is to complete topographic and elevation survey of Oliver Street, from Washington to Gould Streets as follows:

**Topographic Survey:**

Measure and report topographic information as follows:

1. Set stationing such that Station 0+00 is set 100' west of the west Right-of-Way line of Washington Street.
2. End stationing 100' east of the east Right-of-Way line of Gould Street. Identify stationing of this endpoint.
3. Measure and report road alignment along existing road centerline. Set this as baseline for measuring offsets.
4. Measure and report road width (edge-to-edge measure and face-to-face measure) for each street block and at any locations of change. Tie measure's location to stationing.
5. From baseline, measure and report stationing of the following:
  - a. Centerline of all drive approaches. City will conduct area measures.
  - b. Centerline of all intersecting streets (by street name) and alleys. City will conduct area measures.
  - c. All spring points (curb radius) of Oliver Street and intersecting streets and alleys. Spring points of intersecting streets shall be along face of curb and edge of metal. If no curb and gutter, identify and use edge of pavement. Measure and report offsets from baseline.
  - d. Centerline and width of all intersecting sidewalks within the project *influence area*. Also measure and report stationing and offset of all 'hinge points' of all intersecting sidewalks. See typical detail for explanation of 'hinge point'.
  - e. All trees, trunk sizes (at 4.5' above ground level) within the project influence area. Species not necessary. Measure and report offset from baseline.
  - f. All utility poles, visible hand-holes, valve boxes, structure covers, cabinets, and other appurtenances within the project influence area. Report owner if known. Especially report whether water, sanitary or storm utility. Measure offset from baseline
  - g. For storm sewers; verify all connections inside catchbasins and to their outlet. Report size and compass directions of connections.

**Elevation Survey:**

Measure and report elevations of the following:

1. Centerline along Oliver Street's road alignment, from beginning to endpoint. Elevations are to be at every station, half-station; and centerline of exiting streets, alleys, driveways, spring points.
2. Gutter and top of curb along Oliver Street's road alignment, from beginning to endpoint. Measures are to be at every station, half-station, centerline of exiting streets, alleys, driveways, spring points.
3. At street intersections (refer to drawing to understand what is sought):
  - a. Centerline, gutter, top of curb, sidewalk (center) of intersecting streets and alleys, in each direction at 50' and 100' offsets.
  - b. All intersecting points of sidewalks at gutters, one elevation at center is satisfactory.
  - c. At back 'hinge point' where corresponding sidewalks intersect.
  - d. At a departing point 10' away from hinge point, each direction, on center of sidewalk.
4. Sidewalk centerline of every drive approach; elevations at front edge and back edge of sidewalk, also

- at Right-of-way.
5. Sidewalk at centerline of every alley approach; elevations at front edge and back edge of sidewalk, also at Right-of-way.
  6. All 'lead' sidewalks between curb and sidewalk; at Top of Curb and front of sidewalk locations.
  7. All storm sewer structures; grate (CB) or cover (MH), inverts, sizes, and compass directions. Elevations for sanitary structures not necessary.

#### **ADDITIONAL SERVICES**

Vendor advised to submit bid for base work as described within the request, plus an hourly fee for return visits for any additional work that is requested by the City. Any additional services after acceptance of proposal will be administered as a Contract Amendment that must be approved by City Council, and after ordered by Purchase Order, prior to the start of any additional work.

#### **COMPENSATION FOR SERVICES:**

The City agrees to pay compensation for services rendered as set forth in the Purchase Order up to the contracted amount for services rendered. Additional compensation must be agreed to between both parties, in advance of any additional services.

#### **SUBMITTALS EXPECTED FROM VENDOR:**

Survey data of topographic survey and elevation survey in electronic form that is compatible with Auto-CAD 2016 Light version. Submittal expected on or before October 16, 2015. Payment will be made after successful downloading of data in editable format.

#### **ISSUING OFFICE:**

This Request for Quote is issued by the City's Department of Public Services. All correspondence, questions, and additional information regarding this Request for Quote shall be addressed to:

Mr. Randy Chesney, PE, City Engineer  
City of Owosso  
City Hall, 301 W. Main Street  
Owosso, MI 48867  
(989) 725-0550 (office)  
[randy.chesney@ci.owosso.mi.us](mailto:randy.chesney@ci.owosso.mi.us)





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**EXHIBIT A**

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**Contract for Services Between**

**The City of Owosso**

**and**

**The Argus-Press Company**

**Legal Notice Printing Services**

**July 2015**

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## CONTRACT

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## ARTICLE I - Scope of work

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## ARTICLE II - The Contract Sum

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### ARTICLE III – Assignment

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## ARTICLE IV - Choice of law

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## ARTICLE V - Relationship of the parties

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## MEMORANDUM

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

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RESOLUTION NO. A

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AUTHORIZING THE EXECUTION OF A CONTRACT FOR  
THE 2015 SIDEWALK REPLACEMENT PROGRAM  
WITH BIBI, INC. AKA BLACK JACK ASPHALT

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## CITY OF OWOSSO BID TABULATION SHEET

DATE 6/23/2015DEPT. DPWSUBJECT: 2015 SIDEWALK PROGRAM

				BLACKJACK ASPHALT		BOSSMAN CONSTRUCTION		CONCRETE CONSTRUCTION	
ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	4" SIDEWALK REMOVE & REPLACE	16,000	SFT	\$ 3.25	\$ 52,000.00	\$ 6.00	\$ 96,000.00	\$ 6.15	\$ 98,400.00
2	6" SIDEWALK REMOVE & REPLACE	1,400	SFT	\$ 3.75	\$ 5,250.00	\$ 7.50	\$ 10,500.00	\$ 6.85	\$ 9,590.00
3	LAWN RESTORATION	3,300	SFT	\$ 0.50	\$ 1,650.00	\$ 1.65	\$ 5,445.00	\$ 0.50	\$ 1,650.00
4	SAWCUT	1,100	LFT	\$ 1.00	\$ 1,100.00	\$ 10.75	\$ 11,825.00	\$ 3.00	\$ 3,300.00
5	CURB REMOVE & REPLACE	75	LFT	\$ 15.00	\$ 1,125.00	\$ 32.50	\$ 2,437.50	\$ 29.00	\$ 2,175.00
TOTAL BID				\$ 61,125.00		\$ 126,207.50		\$ 115,115.00	
TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:				\$ 63,625.00		\$ 128,707.50		\$ 117,615.00	

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BID SUBMITTED

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HEAD:

PURCH.

AGENT:

STAFF

REC.:

GENERAL LIABILITY INSURANCE

EXPIRATION DATE:

WORKERS COMPENSATION INSURANCE

EXPIRATION DATE:

SOLE PROPRIETORSHIP


EXPIRATION DATE:

AWARDED:

COUNCIL

APPROVED:

PO NUMBER:



## CITY OF OWOSSO BID TABULATION SHEET

DATE 6/23/2015DEPT. DPWSUBJECT: 2015 SIDEWALK PROGRAM

				GREAT LAKES FUSION		LUDA INVESTMENT GROUP		ROHDE BROTHERS EXCAVATING	
ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	4" SIDEWALK REMOVE & REPLACE	16,000	SFT	\$ 6.15	\$ 98,400.00	\$ 5.60	\$ 89,600.00	\$ 6.90	\$ 110,400.00
2	6" SIDEWALK REMOVE & REPLACE	1,400	SFT	\$ 6.30	\$ 8,820.00	\$ 6.60	\$ 9,240.00	\$ 7.15	\$ 10,010.00
3	LAWN RESTORATION	3,300	SFT	\$ 2.27	\$ 7,491.00	\$ 1.25	\$ 4,125.00	\$ 1.50	\$ 4,950.00
4	SAWCUT	1,100	LFT	\$ 1.00	\$ 1,100.00	\$ 1.75	\$ 1,925.00	\$ 1.50	\$ 1,650.00
5	CURB REMOVE & REPLACE	75	LFT	\$ 30.00	\$ 2,250.00	\$ 25.50	\$ 1,912.50	\$ 31.12	\$ 2,334.00
TOTAL BID					\$ 118,061.00		\$ 106,802.50		\$ 129,344.00
TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:					\$ 120,561.00		\$ 109,302.50		\$ 131,844.00

## CITY OF OWOSSO BID TABULATION SHEET

DATE 6/23/2015

DEPT. DPW

SUBJECT: 2015 SIDEWALK PROGRAM

				SEIFERT CONCRETE		SUMBERA EXCAVATING		TOM WHEELER	
ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	4" SIDEWALK REMOVE & REPLACE	16,000	SFT	\$ 3.65	\$ 58,400.00	\$ 4.20	\$ 67,200.00	\$ 4.60	\$ 73,600.00
2	6" SIDEWALK REMOVE & REPLACE	1,400	SFT	\$ 4.15	\$ 5,810.00	\$ 4.75	\$ 6,650.00	\$ 5.60	\$ 7,840.00
3	LAWN RESTORATION	3,300	SFT	\$ 0.80	\$ 2,640.00	\$ 1.15	\$ 3,795.00	\$ 0.60	\$ 1,980.00
4	SAWCUT	1,100	LFT	\$ 1.50	\$ 1,650.00	\$ 1.70	\$ 1,870.00	\$ 0.80	\$ 880.00
5	CURB REMOVE & REPLACE	75	LFT	\$ 15.00	\$ 1,125.00	\$ 25.00	\$ 1,875.00	\$ 26.00	\$ 1,950.00
TOTAL BID					\$ 69,625.00	\$ 81,390.00		\$ 86,250.00	
TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:					\$ 72,125.00	\$ 81,390.00		\$ 88,750.00	

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**EXHIBIT A**

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**Contract for Services Between**

**The City of Owosso**

**and**

**Bibi, Inc. aka Black Jack Asphalt**

**2015 Sidewalk Replacement Program**

**July 2015**

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## CONTRACT

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## ARTICLE I - Scope of work

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## ARTICLE II - The Contract Sum

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### ARTICLE III – Assignment

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## ARTICLE IV - Choice of law

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## ARTICLE V - Relationship of the parties

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**ARTICLE VI – Notice**

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**ARTICLE VII - Indemnification**

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**ARTICLE VIII - Entire agreement**

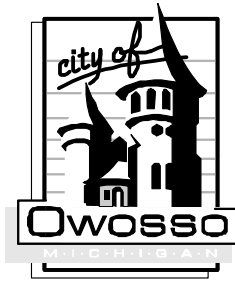
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## WARRANT 505

### June 30, 2015

Vendor	Description	Fund	Amount
Shiawassee Area Transportation Agency	Annual Local Funding Commitment-FY 15/16	General	\$72,202.09
Michigan Municipal League Workers' Compensation Fund.	Worker's Compensation Insurance	Various	\$19,823.00
Owosso Charter Township	Owosso charter township 2011 water agreement payment-April -June 2015	Water	\$ 9,151.91
Caledonia Charter Township	Caledonia utility fund payment- April - June 2015	Water	\$18,308.09
		<b>TOTAL</b>	<b>\$119,485.09</b>

**MEMORANDUM**



MY NAME IS MICHAEL NEAL CLINE. I AM  
ASKING TO BE CONSIDERED TO FILL THE  
VACANT OWOSSO CITY COUNCIL SEAT THAT WILL  
BE FILLED ON JULY 6.

Rec'd 06/29/15

11:03 AM

## Amy K. Kirkland

---

**From:** Benjamin Frederick <benjaminrfrederick@gmail.com>  
**Sent:** Monday, June 29, 2015 10:43 AM  
**To:** Amy K. Kirkland  
**Subject:** Fwd: City Council vacancy

----- Forwarded message -----

**From:** Michael O'leary <moleary627camp@yahoo.com>  
**Date:** Fri, May 22, 2015 at 8:04 AM  
**Subject:** City Council vacancy  
**To:** "benjamin.frederick@ci.owosso.mi.us" <benjamin.frederick@ci.owosso.mi.us>

Sir;  
I understand that there will soon be a vacancy on the City of Owosso Council. I would like to take this opportunity to make you aware of my interest in filling this vacancy.  
Thank you.

Mike O'Leary, member, City of Owosso Planning Commission

**Michael O'Leary**  
**901 Huntington Drive**  
**Owosso, Mi. 48867**  
**(810) 691-6399**

**Education:**

B.S. Degree, Geological Sciences, San Diego State University  
San Diego, CA 1982

Thesis; Geochemical Analysis of a Portion of Tijuana Hydro Unit;  
Determination of source

Northeastern Basic Police Training Academy, Delta College  
University Center, Michigan Graduated 9-13-97

Continuing Education Classes for  
State of Michigan Building Inspector Registration

**Experience:**

<i>July 86 to Dec 10</i>	Deputy Building Inspector, Township of Flint, Duties: Inspection of all phases of new & remodel construction projects, plan review, review proposed projects for compliance with all applicable Federal, State and local laws, rules and regulations, coordinate trade inspections, issue permits, enforcement if necessary, prepare all required court documents, citations etc. testify in court if necessary, responsible for administration of all Zoning Board of Appeals matters, condemnation matters, license inspections. Retired December 2010.
<i>May 06 to Oct 11</i>	Park Ranger (Police Officer) Genesee County Parks & Recreation Commission. (part time)
<i>Oct 97 to Feb 06</i>	Certified Police Officer (Part Time) City of Corunna Police Dept. Duties: General Patrol
<i>Oct 85 to Jun 86</i>	Surveyor: Kraft Engineering, Flint, Mi Duties: Land Surveying
<i>Aug 85 to Oct 85</i>	Surveyor: Kieft Engineering, Clarkston, Mi Duties: Land Surveying
<i>Jul 84 to Aug 85</i>	Contractor Sales Representative, Wickes Lumber, Grand Blanc, MI Duties: Wholesale Sales to Builders
<i>Aug 82 to Dec 83</i>	Surveyor: Stourton, Macajas Inc. League City, Texas. Duties: Land Surveying
<i>Sep 77 to May 82</i>	Student: San Diego State University San Diego, CA Graduated 5/82
<i>Dec 79 to Dec 81</i>	Student Engineer: City of San Diego, CA Duties: Surveying, Drafting, Traffic Engineering for traffic division.
<i>Jan 75 to Dec 79</i>	Sales Manager: Hiram's Guns, El Cajon, CA Duties: Sales & Service of Firearms

**Military:**

U.S. Coast Guard 1970-74. Honorable Discharge  
Gunner's Mate "A" School, Governor's Island, NY 1972  
U.S. Navy Firefighting School, Newport News, VA 1972  
Demolition School, U.S. Naval Depot, Earle, NJ 1973

**Registration:**

State of Michigan, Registered Building Inspector #001384  
State of Michigan Certified Police Officer #32773

**Associations:**

Flint Lodge #23 F&AM  
Genesee County Building Officials Association, Secretary/Treasurer  
1992-93, President 2001

**References:**

**Professional:**

Lawrence Green: Supervisor Mount Morris Twp Michigan  
G-5447 Bicentennial Dr.  
Mount Morris, MI 48458  
810-785-1054

David Leyton, Prosecuting Attorney  
Genesee County, Michigan  
900 S. Saginaw St.  
Flint, MI 48502  
810-257-3210

John Gazall, Architect  
Gazall, Reno & Associates  
503 S. Saginaw Street  
Flint, Mi. 48502  
810-239-4691

**Personal:**

Lt. Thomas Wingate, Conservation Officer  
Michigan Dept of Natural Resources & Environment  
120 W. Chapin St.  
Cadillac, MI 49601  
213-775-3960

LCDR Robert Lafean, USCG Retired  
714 Lakeview  
Port Huron, MI. 48060  
810-987-1795

## Amy K. Kirkland

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**From:** Benjamin Frederick <benjaminrfrederick@gmail.com>  
**Sent:** Wednesday, July 01, 2015 2:20 PM  
**To:** Amy K. Kirkland  
**Subject:** Fwd: Resignation

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From: <[Sean\\_Grey@usc.salvationarmy.org](mailto:Sean_Grey@usc.salvationarmy.org)>  
Date: Wed, Jul 1, 2015 at 8:42 AM  
Subject: Re: Resignation  
To: Benjamin Frederick <[benjaminrfrederick@gmail.com](mailto:benjaminrfrederick@gmail.com)>

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To: Owosso City Council

From: Charles Rau, Building Official

Date: 06/15/2015

Subject: Building Department Report for May, 2015

Category	Estimated Cost	Permit Fee	Number of Permits
Demolition	\$3,000	\$190	2
Electrical	\$0	\$1,720	11
Fence - Commercial	\$4,000	\$110	1
Fence - Residential	\$7,450	\$320	4
Mechanical	\$0	\$3,370	23
Non-Res. Add/Alter/Repair	\$894,500	\$12,345	4
Plumbing	\$0	\$2,290	15
Res. Add/Alter/Repair	\$68,020	\$1,290	13
Res. Mobile	\$0	\$1,960	7
Res. Single Family	\$150,000	\$2,434	1
Res. Utility Building	\$3,750	\$260	3
Sign	\$350	\$90	1
ZONING	\$2,400	\$80	1
<b>Totals</b>	<b>\$1,133,470</b>	<b>\$26,459</b>	<b>86</b>

**2014 COMPARISON TOTALS**

		BUILDING PERMITS ONLY	-	31
MAY, 2014 TOTALS	\$289,615	\$10,112		50

# **Enforcements By Category**

06/15/15

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MAY, 2015

## **AUTO REP/JUNK VEH**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 15-0241	1108 MEADOW DR	REF TO POLICE	Resolved	05/08/15	06/07/15	N
ENF 15-0314	238 HOYT ST	REF TO POLICE	REF TO POLICE	05/26/15		N
ENF 15-0359	1311 MACK ST	REF TO POLICE	Complaint Logged	05/29/15		N
<b>Total Entries:</b>				<b>3</b>		

## **BUILDING VIOL**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 15-0233	1107 HANOVER ST	REF TO RAU	REF TO RAU	05/04/15		VAC
ENF 15-0238	813 BRADLEY ST	REF TO RAU	REF TO RAU	05/08/15		N
ENF 15-0243	200 W MAIN ST	REF TO PALMER	Resolved	05/11/15	05/26/15	COMM
ENF 15-0244	120 N WASHINGTON ST	WALK THRU INSPECT	Resolved	05/11/15	05/12/15	COMM
ENF 15-0259	200 W MAIN ST	REF TO RAU	REF TO RAU	05/15/15		COMM
ENF 15-0267	1603 FREDERICK ST	LETTER SENT	REF TO RAU	05/18/15		VAC
ENF 15-0301	518 KEYTE ST	REF TO RAU	Resolved	05/20/15	05/21/15	N
ENF 15-0320	1204 PALMER AV	REF TO TYLER	Resolved	05/26/15	05/27/15	Y
ENF 15-0322	411 GUTE ST	REF TO RAU	No Violation	05/26/15	05/28/15	N
ENF 15-0327	600 LINCOLN AV	VN SENT	Letter Sent	05/26/15		VAC
ENF 15-0342	1260 ADAMS ST	REF TO DPW	Resolved	05/28/15	05/28/15	VAC
ENF 15-0344	514 W OLIVER ST	LETTER SENT	Resolved	05/28/15	06/11/15	N
ENF 15-0356	775 S CHESTNUT ST	VERBAL NOTICE	Resolved	05/29/15	06/01/15	COMM
ENF 15-0358	224 S CEDAR ST	VERBAL NOTICE	Resolved	05/29/15	06/02/15	Y
ENF 15-0360	1311 MACK ST	VN SENT	Letter Sent	05/29/15		N
<b>Total Entries:</b>				<b>15</b>		

## **FRONT YARD PARKING**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
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# **Enforcements By Category**

06/15/15

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MAY, 2015

ENF 15-0229	913 HUNTINGTON DR	REF TO POLICE	Resolved	05/04/15	05/25/15	N
ENF 15-0253	809 E KING ST	REF TO RAU	Resolved	05/12/15	06/09/15	N

**Total Entries:** 2

## **GARBAGE & DEBRIS**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 15-0230	1604 W STEWART ST	REF TO DPW	Resolved	05/04/15	05/06/15	Y
ENF 15-0231	647 N WATER ST	LETTER SENT	Resolved	05/04/15	06/09/15	Y
ENF 15-0232	611 ADAMS ST	LETTER SENT	Resolved	05/04/15	05/22/15	Y
ENF 15-0234	220 S OAK ST	REF TO POLICE	Resolved	05/05/15	05/19/15	N
ENF 15-0240	620 WRIGHT AV	REF TO SEDLAK	Resolved	05/08/15	06/15/15	Y
ENF 15-0242	984 CORUNNA AV	REF TO POLICE	Resolved	05/11/15	05/19/15	N
ENF 15-0249	409 PRINDLE ST	LETTER SENT	Resolved	05/12/15	05/28/15	Y
ENF 15-0272	1108 MEADOW DR	REF TO TYLER	REF TO TYLER	05/18/15		N
ENF 15-0273	1019 ADAMS ST	REF TO POLICE	Resolved	05/18/15	05/19/15	VAC
ENF 15-0274	616 WOODLAWN AV	REF TO TYLER	Resolved	05/19/15	05/19/15	N
ENF 15-0281	1616 HERMAN ST	REF TO POLICE	REF TO POLICE	05/19/15		N
ENF 15-0282	612 WOODLAWN AV	REF TO POLICE	REF TO POLICE	05/19/15		N
ENF 15-0317	941 N SAGINAW ST	REF TO TYLER	Resolved	05/26/15	05/29/15	VAC
ENF 15-0319	1457 N MALLARD CIRCLE	REF TO POLICE	Resolved	05/26/15	06/01/15	N
ENF 15-0325	631 WOODLAWN AV	REF TO POLICE	REF TO POLICE	05/26/15		N
ENF 15-0330	626 WOODLAWN AV	LETTER SENT	Resolved	05/26/15	06/09/15	Y
ENF 15-0348	800 STATE ST	REF TO POLICE	Resolved	05/29/15	06/08/15	N

**Total Entries:** 17

## **LAWN MAINTENANCE**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 15-0235	1108 MEADOW DR	RESOLVED	Resolved	05/05/15	05/29/15	N



# **Enforcements By Category**

06/15/15

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MAY, 2015

ENF 15-0236	422 BRANDON ST	RESOLVED	Resolved	05/07/15	05/29/15	N
ENF 15-0237	1740 W STEWART ST	CHECKED	Resolved	05/07/15	05/08/15	N
ENF 15-0239	1803 W STEWART ST	INVOICED	Resolved	05/08/15	05/21/15	VAC
ENF 15-0246	616 LEE ST	CLOSED	Resolved	05/12/15	05/26/15	N
ENF 15-0247	614 N HICKORY ST	CLOSED	Resolved	05/12/15	05/26/15	N
ENF 15-0248	316 E WILLIAMS ST	RESOLVED	Resolved	05/12/15	05/27/15	VAC
ENF 15-0254	714 WILTSHIRE DR	RESOLVED	Resolved	05/13/15	05/21/15	VAC
ENF 15-0255	609 MARTIN ST	RESOLVED	Resolved	05/13/15	05/21/15	VAC
ENF 15-0256	817 HUNTINGTON DR	RESOLVED	Resolved	05/14/15	05/21/15	VAC
ENF 15-0275	526 HARRISON AV	WO SUBMITTED	Resolved	05/19/15	06/10/15	VAC
ENF 15-0276	520 MILWAUKEE ST	LETTER SENT	Letter Sent	05/19/15		N
ENF 15-0277	205 S SHIAWASSEE ST	CLOSED	Resolved	05/19/15	05/26/15	Y
ENF 15-0278	1600 W STEWART ST	CHECKED	Resolved	05/19/15	06/12/15	N
ENF 15-0279	770 COVENTRY AV	INVOICED	Resolved	05/19/15	05/28/15	N
ENF 15-0280	1318 W STEWART ST	RESOLVED	Resolved	05/19/15	05/27/15	VAC
ENF 15-0283	701 FLETCHER ST	RESOLVED	Resolved	05/20/15	05/28/15	N
ENF 15-0284	502 JENNETT ST	RESOLVED	Resolved	05/20/15	05/27/15	N
ENF 15-0285	1230 N SHIAWASSEE ST	RESOLVED	Resolved	05/20/15	05/28/15	VAC
ENF 15-0286	1260 ADAMS ST	INVOICED	Resolved	05/20/15	06/10/15	VAC
ENF 15-0287	119 ELIZABETH ST	RESOLVED	Resolved	05/20/15	05/29/15	VAC
ENF 15-0288	1603 FREDERICK ST	RESOLVED	Resolved	05/20/15	05/27/15	VAC
ENF 15-0289	1019 ADAMS ST	RESOLVED	Resolved	05/20/15	05/29/15	N
ENF 15-0290	811 WEST ST	INVOICED	Resolved	05/20/15	05/29/15	VAC
ENF 15-0291	915 W STEWART ST	RESOLVED	Resolved	05/20/15	05/27/15	N
ENF 15-0292	601 DIVISION ST	CHECKED	Resolved	05/20/15	06/11/15	VAC
ENF 15-0293	319 E STEWART ST	CHECKED	Resolved	05/20/15	06/11/15	VAC
ENF 15-0294	821 AMENT ST	LETTER SENT	Resolved	05/20/15	06/08/15	N
ENF 15-0295	900 S LYON ST	RESOLVED	Resolved	05/20/15	05/28/15	VAC

# **Enforcements By Category**

06/15/15

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MAY, 2015

ENF 15-0296	910 W STEWART ST	RESOLVED	Resolved	05/20/15	05/28/15	VAC
ENF 15-0297	1005 W STEWART ST	RESOLVED	Resolved	05/20/15	05/27/15	N
ENF 15-0298	217 W STEWART ST	RESOLVED	Resolved	05/20/15	05/28/15	N
ENF 15-0300	221 W STEWART ST	RESOLVED	Resolved	05/20/15	05/28/15	VAC
ENF 15-0304	222 CASS ST	INVOICED	Resolved	05/21/15	06/10/15	VAC
ENF 15-0305	1101 N BALL ST	RESOLVED	Resolved	05/21/15	05/28/15	VAC
ENF 15-0306	832 S BALL ST	RESOLVED	Resolved	05/21/15	05/28/15	VAC
ENF 15-0307	911 S BALL ST	INVOICED	Resolved	05/21/15	06/10/15	VAC
ENF 15-0311	930 JEROME AV	INVOICED	Resolved	05/22/15	06/10/15	VAC
ENF 15-0312	816 ISHAM ST	CHECKED	Resolved	05/22/15	06/09/15	Y
ENF 15-0323	306 CASS ST	INVOICED	Resolved	05/26/15	06/10/15	N
ENF 15-0324	312 STATE ST	CHECKED	Resolved	05/26/15	06/09/15	Y
ENF 15-0326	620 S SHIAWASSEE ST	CHECKED	Resolved	05/26/15	06/09/15	Y
ENF 15-0328	309 GREEN ST	INVOICED	Resolved	05/26/15	06/10/15	VAC
ENF 15-0329	401 STATE ST	LETTER SENT	Resolved	05/26/15	06/09/15	Y-VAC
ENF 15-0332	1106 PALMER AV	CHECKED	Resolved	05/27/15	06/09/15	N
ENF 15-0333	213 W STEWART ST	CHECKED	Resolved	05/27/15	06/09/15	VAC?
ENF 15-0334	618 S WASHINGTON ST	CHECKED	Resolved	05/27/15	06/09/15	N
ENF 15-0335	800 RYAN ST	CHECKED	Resolved	05/27/15	06/09/15	N
ENF 15-0336	526 E WILLIAMS ST	INVOICED	Resolved	05/27/15	06/10/15	VAC
ENF 15-0337	317 E MASON ST	CHECKED	Resolved	05/27/15	06/09/15	VAC
ENF 15-0338	519 E MASON ST	CHECKED	Resolved	05/27/15	06/09/15	Y
ENF 15-0339	916 N WASHINGTON ST	INVOICED	Resolved	05/27/15	06/10/15	VAC
ENF 15-0340	1229 N SHIAWASSEE ST	CHECKED	Resolved	05/27/15	06/09/15	N
ENF 15-0341	1018 BEEHLER ST	INVOICED	Resolved	05/27/15	06/11/15	VAC
ENF 15-0345	522 HARRISON AV	CHECKED	Resolved	05/28/15	06/09/15	Y
ENF 15-0346	915 CORUNNA AV	INVOICED	Resolved	05/28/15	06/10/15	VAC
ENF 15-0347	420 W HOWARD ST	CHECKED	Resolved	05/28/15	06/09/15	N

## **Enforcements By Category**

06/15/15

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MAY, 2015

ENF 15-0349	833 BROADWAY AV	CHECKED	Resolved	05/29/15	06/09/15	VAC
ENF 15-0350	909 N HICKORY ST	CHECKED	Resolved	05/29/15	06/09/15	Y
ENF 15-0351	806 S SAGINAW ST	LETTER SENT	Letter Sent	05/29/15		N
ENF 15-0352	813 S PARK ST	LETTER SENT	Letter Sent	05/29/15		N
ENF 15-0353	219 N CEDAR ST	LETTER SENT	Letter Sent	05/29/15		VAC
ENF 15-0354	553 HARRISON AV	LETTER SENT	Letter Sent	05/29/15		Y
ENF 15-0355	524 HARRISON AV	RESOLVED	Resolved	05/29/15	06/08/15	N
ENF 15-0357	424 GROVER ST	INVOICED	Resolved	05/29/15	06/11/15	N
ENF 15-0361	1311 MACK ST	RESOLVED	Resolved	05/29/15	06/08/15	N

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**Total Entries:** 66

### **MULTIPLE VIOLATIONS**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 15-0245	616 LEE ST	REF TO POLICE	REF TO POLICE	05/11/15		N
ENF 15-0260	1307 STATE ST	EXTENSION GRANTED	Extension Granted	05/15/15		VAC
ENF 15-0310	502 JENNETT ST	REF TO POLICE	REF TO POLICE	05/21/15		N
ENF 15-0321	411 GUTE ST	REF TO POLICE RAU	Complaint Logged	05/26/15		N
ENF 15-0343	519 E MASON ST	REF TO POLICE	REF TO POLICE	05/28/15		Y

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**Total Entries:** 5

### **RENTAL UNIT VIOL**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 15-0250	520 N PARK ST	LETTER SENT	REF TO TYLER	05/12/15		Y
ENF 15-0251	409 E WILLIAMS ST	LETTER SENT	Resolved	05/12/15	05/26/15	Y
ENF 15-0252	414 GENESEE ST	LETTER SENT	Resolved	05/12/15	06/02/15	Y

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**Total Entries:** 3

### **SIGN VIOL**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
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# **Enforcements By Category**

06/15/15

6 / 7

MAY, 2015

ENF 15-0303	202 W EXCHANGE ST	REF TO RAU	REF TO RAU	05/21/15	COMM
<b>Total Entries:</b>				<u>1</u>	

## **VACANT PROPERTY REG**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 15-0261	1307 STATE ST	LETTER SENT	Letter Sent	05/15/15		VAC
ENF 15-0262	107 S HICKORY ST	LETTER SENT	Resolved	05/18/15	05/29/15	VAC
ENF 15-0263	909 ADAMS ST	LETTER SENT	Resolved	05/18/15	06/01/15	VAC
ENF 15-0264	713 BROADWAY AV	LETTER SENT	Resolved	05/18/15	06/01/15	VAC
ENF 15-0265	1416 W MAIN ST	LETTER SENT	Letter Sent	05/18/15		VAC
ENF 15-0266	1127 S SHIAWASSEE ST	LETTER SENT	Resolved	05/18/15	05/29/15	VAC
ENF 15-0268	1135 S SHIAWASSEE ST	LETTER SENT	Resolved	05/18/15	05/29/15	VAC
ENF 15-0269	1107 HANOVER ST	LETTER SENT	Letter Sent	05/18/15		VAC
ENF 15-0270	316 E WILLIAMS ST	LETTER SENT	Letter Sent	05/18/15		VAC
ENF 15-0271	1603 FREDERICK ST	LETTER SENT	Letter Sent	05/18/15		VAC
ENF 15-0299	215 STATE ST	LETTER SENT	Resolved	05/20/15	06/08/15	VAC
ENF 15-0302	222 CASS ST	LETTER SENT	Letter Sent	05/21/15		VAC
ENF 15-0308	1101 N BALL ST	LETTER SENT	Resolved	05/21/15	06/09/15	VAC
ENF 15-0309	911 S BALL ST	LETTER SENT	Letter Sent	05/21/15		VAC
ENF 15-0318	941 N SAGINAW ST	LETTER SENT	Resolved	05/26/15	06/15/15	VAC
<b>Total Entries:</b>				<u>15</u>		

## **ZONING**

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 15-0257	1609 W MAIN ST	TICKET WILL BE ISSUED WF	Resolved	05/14/15	06/09/15	N
ENF 15-0258	734 N HICKORY ST	REF TO POLICE	Resolved	05/14/15	05/22/15	Y
ENF 15-0313	313 LAFAYETTE BL	REF TO RAU	Complaint Logged	05/26/15		N
ENF 15-0315	1624 W MAIN ST	REF TO RAU	No Violation	05/26/15	05/26/15	Y

## **Enforcements By Category**

06/15/15

7 / 7

MAY, 2015

ENF 15-0316	720 W STEWART ST	REF TO RAU	No Violation	05/26/15	05/26/15	COMM
ENF 15-0331	910 E MAIN ST	VERBAL NOTICE	Resolved	05/27/15	06/01/15	COMM
<b>Total Entries:</b>				<b>6</b>		

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**Total Records: 133**

Total Pages: 7

### 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 Occupied

MINUTES FOR  
REGULAR MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**  
WEDNESDAY, MAY 20, 2015, 6:00 p.m.  
COUNCIL CHAMBERS

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

**ROLL CALL** was taken by Marty Stinson.

**PRESENT:** Chairman Scott Newman; Secretary Philip Hathaway, Commissioners Lance Omer, Matthew Van Epps and Gary Wilson.

**ABSENT:** Vice-Chairman Vince Gonyou.

**OTHERS IN ATTENDANCE:** Susan Montenegro, Assistant City Manager / Director of Community Development; Josh Adams, Owosso Main Street Manager; Linda Keenan, Owosso Community Players; Jeremy Martin, contractor for Apple Tree Lane, 207 N. Washington; Adam and Casey Voss, 108 W. Main Street.

**AGENDA APPROVAL:** Motion by Commissioner Van Epps and supported by Commissioner Hathaway to approve the Agenda for May 20, 2015 as presented.  
Yeas all. Motion was passed.

**MINUTES APPROVAL:** Motion by Commissioner Wilson and supported by Commissioner Hathaway to approve the minutes of the meeting for April 15, 2015 with the correction of page three, second paragraph, second sentence to read, "He wants the help of the Commission."  
Yeas all. Motion was passed.

**Communications:**

1. Staff Memorandum
2. Meeting minutes of April 15, 2015

**Public / Commission Comments:** None

**Committee Reports:** None

**Public Hearings:** None

**Items of Business:**

**1) 122 E. Main St. – Marquee Application for the Lebowsky Center**

Commissioner Hathaway excused himself from voting on this application because he is involved with the theater committee.

Linda Keenan, Interim Executive Director of the Owosso Community Players asked the board to approve the plan for the marquee. During the initial reconstruction after the fire, the plans for the marquee were cut from the plan due to expenses. She explained that this is a 1950's look with the red panels. They don't want to tear down the marquee per the guidelines. They have received a grant from Michigan Council for Arts and Cultural Affairs with the rebuilding of the marquee. Ms. Kennan distributed a picture from the '50's of the Apollo Theater from New York.

The Lebowsky marquee needs to be updated for patron and volunteer's safety from 20 ft. ladder next to M-21 and various weather conditions. It will look like 1950, but will have LED panels. There will be two panels on the sides. The yellow lights will be energy efficient. The theater is a Leadership in Energy and Environmental Design (LEED) certified building. The plans meet all standards for historic according to Ed Francis, historic theater expert. It will have traditional black and red lettering and displays will be static. The policy is not to advertise for profit organizations. OPC will adhere to downtown ordinances. There will be no direct lighting into residences, etc.

Commissioner Van Epps asked if the yellow LED light bulbs would be allowed to track. Yes. But that was allowed before. There will be no search lights allowed. Same as it was as if there was no fire.

Commissioner Wilson commented that the letter from Mr. Francis satisfied any questions he would have. It should be eligible for certificate of appropriateness.

6:20 p.m. Commissioner Hathaway left the room.

Commissioner Omer asked if this is this high definition. The answer was yes.

**Motion by Commissioner Wilson, supported by Commissioner Omer that the Owosso Downtown Historic District Commission, finding that the proposed exterior improvements at 122-124 E. Main Street meets all the Secretary of the Interior's Standards, as well as local standards, hereby directs staff to issue a Certificate of Appropriateness for the work and building permit application as applied for and illustrated, conditioned upon the following:**

- 1. Movement on the screen and animation will be left off;**
- 2. The LED marquee lighting will replicate the previous Owosso Community Players sign.**

**Yeas all. Hathaway abstained. Motion was passed.**

Commissioner Hathaway was brought back to the room.

## **2. 207 N. Washington Street – Façade Improvement Application**

Contractor Jeremy Martin was present. He described the project which will be minus the awning. The OSB that is peeling will be replaced and he will remove the outer layer to the stud framing and reapply with a raised panel look.

Mr. Josh Adams, Main Street Director, mentioned this was the design that Main Street suggested for Façade Design a couple years ago. Discussion about signs followed. She now has a window sign. Back behind sign and awning, Mr. Martin is replacing that area with real wood. OK with goose neck lighting per the board, though they may not be doing it at this time. This building is a contributing structure.

**Motion by Commissioner Van Epps, supported by Commissioner Hathaway that the Owosso Downtown Historic District Commission, finding that the proposed exterior improvements at 207 N. Washington Street do not meet the Secretary of the Interior's Standards, and are inappropriate for the district, hereby directs staff to issue a Notice to Proceed for the work and building permit application as applied for and illustrated.**

**Yeas all. Motion was passed.**

## **3. 108 W. Main Street – Sign Application**

Mr. Adam Voss wants to change the sign at 108 W. Main. This will be a lounge barber shop – an old vintage barber shop. He wants to paint the sign black and remove the Mystic Vision sign, and use flat vinyl lettering with vintage font. He can have smooth flat vinyl sign board. He also asked if he could paint the brick black. Voss also asked about the steel overhang – could he take it down. The metal is very rusted above the awning.

Chairman Newman thought it was 50's style. We're not supposed to paint brick. Commissioner Wilson noted that if we allow brick to be painted, we lose our credibility. We also have a case pending about painted brick.

Commissioner Hathaway noted that when Gordon Graham was working in town, he painted bricks because they were soft. Mr. Hathaway didn't see these as soft bricks. Discussion about painting just the face of brick without setting a precedent. Commissioner Wilson talked about painting to match the brick on the second floor.

Materials for the sign per Commissioner Wilson should be consistent at the time when the building was built. Vinyl wouldn't be consistent at the time of the building. Mr. Voss asked about the style of lettering. Gary commented that it's the materials and lighting that this commission is concerned about.

7 p.m. Mr. Adam Voss left for an appointment; Mrs. Casey Voss replaced him at the podium.

Mr. Josh Adams called Mr. John Beilfuss at Lula's and asked if his sign had vinyl lettering. Mr. Beilfuss replied that it was synthetic and not hand painted. It was recommendation by Commissioner Hathaway for Mr. Adams to review administrative sign policy. Van Epps reviewed some of the Rob McKay letter, and commented about Lula's sign. Phil commented that he likes relief and textures. Commissioner Wilson liked the language from Rob McKay – basically saying it's a judgment call.

**Motion by Commissioner Van Epps, seconded by Commissioner Hathaway finding that the proposed sign 108 W. Main Street does not meet the Secretary of the Interior's Standards, and is inappropriate for the district, hereby directs staff to issue a Notice to Proceed for the work and building permit application as applied for and illustrated with an interest of dimensionality with vinyl lettering with vinyl backing that fits the marquee.**  
**Yeas all. Motion was passed.**

**Motion by Commissioner Omer, seconded by Commissioner Hathaway finding that the proposed painting of the brick at 108 W. Main Street does not meet the Secretary of the Interior's Standards, and is inappropriate for the district, hereby directs staff to issue a notice to proceed to paint brick, but not to paint the mortar to match the original brick above.**  
**Yeas all. Motion was passed.**

Per Mrs. Voss, the inside of the building is going to be really cool with the antique styling and items that have been found at this building.

#### **4. 202 W. Exchange Street – Parge Remedy**

Mr. Dedic was invited to this meeting with no response. He was not in attendance. Commissioner Wilson talked to a technical consultant about the makeup of the product on the building. It was recommended to use 505 to remove the parge. Per Chairman Newman much of



the application was done improperly and it will eventually be easy to remove. Per Commissioner Van Epps, we should send a letter instead of pursuing prosecution.

Mr. Adams suggested testing on the left side where it is thickest. The rest should come off. Commissioner Wilson said it's not the easiest thing to do. It may take multiple applications to do. Discussion continued about the parge / paint.

**Motion by Commissioner Wilson, supported by Commissioner Omer to send Mr. Dedic a letter about removing the parge with the product 505 with an appropriate time to do it. He is to start by July 1<sup>st</sup> and complete the project this construction season. This is to be done under the supervision of the city. The surrounding area has to be protected because this is caustic material and could take paint off of cars. Manufacturer's instructions are to be followed.**

**Yeas all. Motion was passed.**

**Public Comments:** None

**Board Comments:** None

**ADJOURNMENT:**

**It was moved by Commissioner Van Epps and supported by Commissioner Hathaway to adjourn at 7:35 p.m. until June 17, 2015.**

**Yeas all. Motion was passed.**

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Phil Hathaway, Secretary

mms

MINUTES FOR  
REGULAR MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**  
WEDNESDAY, June 17, 2015, 6:00 p.m.  
COUNCIL CHAMBERS

**MEETING CALLED TO ORDER** at 6:03 p.m. by Chairman Newman

**ROLL CALL** was taken by Sue Montenegro.

**PRESENT:** Chairman Scott Newman, Commissioners Matthew Van Epps, Gary Wilson and Secretary Hathaway.

**ABSENT:** Vice-Chairman Vince Gonyou, Commissioner Lance Omer.

**OTHERS IN ATTENDANCE:** Susan Montenegro, Assistant City Manager / Director of Community Development; Corrine & Jeff Adams, Mayor Ben Frederick

**AGENDA APPROVAL:** Motion by Commissioner Hathaway, supported by Commissioner Van Epps to approve the Agenda for June 17, 2015 as presented.  
Yeas all. Motion was passed.

**MINUTES APPROVAL:** Motion by Commissioner, supported by Commissioner Wilson to approve the minutes of the meeting for May 20, 2015.  
Yeas all. Motion was passed.

**Communications:**

1. Staff Memorandum
2. Meeting minutes of May 20, 2015

**Public / Commission Comments:** None

**Committee Reports:** None

**Public Hearings:** None

**Items of Business:**

**1) 115 E. Main Street – Perpendicular Blade-Sign Application**

Corrine & Jeff Adams presented photos of the sign they would like to place at their business. A drawing was also presented depicting how the sign will be installed. The sign is made of double thick plywood and is 4'X4' in size. Forged iron will be used to create the hardware to hang the sign. Jeff talked to Mark Agnew today about installation on how to mount. The ordinance stipulates the sign can be no lower than nine feet. A photo from approximately 1946 was presented showing the Snooty Fox or Elite Restaurant that was in the same location along with the signage used during that era. Discussion was held about placing the sign where the original signage hung. Commissioner Hathaway stated the architectural elements need to be preserved and that the sign must be hung either clearly above or below the cornice or transom. Chairman Newman likes the idea of hanging the sign between two of the windows because it would not cause irreparable damage to the brick if the sign needed to be moved.

**Motion by Commissioner Hathaway, supported by Commissioner Wilson that the Owosso Downtown Historic District Commission, finding that the proposed exterior improvements at 115 E. Main Street meets all the Secretary of the Interior's Standards, as well as local standards, hereby directs staff to issue a Certificate of Appropriateness for the work and building permit application**

as applied for and illustrated, conditioned that the sign is placed on the sidewall or the center of the building between the windows. Additionally, the windows shall be obstruction free.  
Yeas all. Motion was passed.

## **2. 200 W. Main Street – Perpendicular Blade-sign application**

No one was present to represent the owner of the business. Commission members passed on this item

## **3. 109 E. Comstock Street – Mural Discussion**

Mayor Frederick discussed the proposed mural for the Indian Trail's (Wildermuth Hotel) building and shared that he is the great grandson of Wildermuth. Indian Trails has been doing some repairs and tuck pointing. The original sign has a marquee with the signage. Below the sign were lettering and numbers that advertised prices at that time. The quote from the artist is for the mural is \$2500. Indian trails will donate \$500 and a lift for the project. The artist will bring renderings next month and personally address the commission with hopes of starting in August. The sign is a ghost sign and will be brought back to life. Chairman Newman stated he is excited about recreating ghost murals which is different than creating new murals. Commissioner Hathaway stated the mural does not violate Secretary of the Interior's Standards because "firewalls" were never façade walls. Walls that face the street are different and should not have murals. Commissioner Hathaway suggested that Josh contact the Michigan Downtown Association to determine what their standards or process is.

**Public Comments:** None

**Board Comments:** Chairman Newman shared that a letter was sent by Josh Adams to Mr. Dedic that the commission had asked Chairman Newman to send. The commission stated they did not have a problem with Josh sending the letter instead.

## **ADJOURNMENT:**

**It was moved by Commissioner Wilson and supported by Commissioner Van Epps to adjourn at 6:46 p.m. until July 15, 2015.**

**Yeas all. Motion was passed.**

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Phil Hathaway, Secretary

skm

REGULAR MEETING MINUTES  
OWOSSO DDA / MAIN STREET  
Council Chambers, City Hall  
June 3, 2015 – 7:30 am.

MEETING CALLED TO ORDER at 7:37 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton & Authority Members Ken Cushman, Bill Gilbert, Benjamin Frederick, Lance Omer, Kevin Wiles, Dawn Gonyou (7:40) and Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Char Haskins

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

AGENDA:

MOTION BY AUTHORITY MEMBER CUSHMAN SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA FOR JUNE 3, 2015.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE MINUTES FOR THE MEETING OF APRIL 1, 2014, AND APRIL 27, 2014 SPECIAL MEETING.

YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS:

None

COMMITTEE UPDATES

1) Design

Beautification program is in full bloom. Baskets have gone out going up from 60 to 70 mostly on irrigation. There a light in the tunnel bike racks. Wayfinding is underway. 'I Spy' architectural game has a chairman for next year.

Six of the wayfinding signs will be installed this fall and fundraising for the other six over the weekend. A sponsorship is \$1500 and covers the insert, the pole & installation. The frames were covered by the bond.

2) Economic Restructuring

Discussed the information in the Market Study its impact and distribution. A training for the Ask Owosso team will be happening at the end of June. They will be pairs that build relationships and communications with downtown businesses.

### 3) Organization

Party in the Plaza will be happening in late July or August as a recognition and informational gathering for current and future volunteers.

### 4) Promotion

Focusing on Art Walk, Tour Our Town, and Sidewalk Sales (July 17-19). Art Walk got a \$1000 sponsorship from LAFCU and Tour Our Town \$500 from the Cook Family Foundation.

## ITEMS OF BUSINESS:

### 1. CHECK REGISTER APPROVAL.

SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE CHECK REGISTER FOR APRIL AND MAY 2014 AS PRESENTED. YEAS ALL. MOTION CARRIED.

### 2. BUDGET REPORT

We will be in the green largely because we underestimated our tax capture combined with a smaller capital outlay and fund generation through fundraising. Unexpected non-recurring expenses - the fountain pump, lawyer fees - went over their budgeted amounts and need to be adjusted in the budget for year end.

MOTION BY AUTHORITY MEMBER WILES, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE ADAMS TO ADD MONEY TO THE MAINTENANCE AND CONTRACTED SERVICES BUDGETS TO COVER OVERAGES. YEAS ALL. MOTION CARRIED.

Gilbert suggested a meeting with DPW post-Curwood to review what maintenance is covered by the city and what is covered by Main Street.

### 3. DOWNTOWN FOOD TRUCKS

A traffic order was filed out for a food truck, but there was no framework for that so City Council requested Main Street to look into it. Adams spoke with the majority of the downtown restaurant owners about it and the general consensus was no. If necessary then it needs to be restricted.

Frederick pointed out that it is a good problem but it does need structure and they do not pay taxes or maintenance and other expenses that brick and mortar restaurants. Other concerns include parking, pedestrians, and making certain they are within health and legal guidelines.

This issue will go to the ER committee for discussion.

#### 4. MMS QUARTERLY TRAINING - OWOSSO

Michigan Main Street will be doing quarterly training on June 8-9 in Owosso. Up to 65 people are expected at the Tuesday portion. Board training will be happening on Tuesday and is open to non profit boards in the area.

Manager training starts at 1 pm on the 8th followed by a tour of downtown and a private dinner at Lula's which is open to Main Street board members.

#### 5. WESENER DEVELOPMENT UPDATE

October 1st is the expected completion date. Now they are focusing on making sure the objectives are being met. It looks like it will be Leed Gold certified. They plan to share the business model once success is achieved. The focus is to be hyper-local - buy as much locally as possible.

The bookstore will move over to the Wesner once it is complete because the work that will then begin on the other building will be too disruptive to it.

#### 6. OMS/DDA OFFICE COMPUTER

The office computer is currently using XP, which is a security risk. A desktop would be \$1200 or a laptop for \$1500-1600. Additional storage is also needed, which will be done in the form of a terabyte external drive.

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE PURCHASE OF A DESKTOP AND BACKUP DRIVE NOT EXCEEDING \$1500 FROM THE 2015/2016 BUDGET.  
YEAS ALL. MOTION CARRIED.

#### PUBLIC / BOARD / STAFF COMMENTS:

Frederick shared that Indian Trails has agreed to donate \$500 + lift costs for the restoration of the south facing Wildermuth. About \$1900 is still needed, but it could be done by July at the earliest.

MOTION MADE BY GILBERT, SUPPORTED BY AUTHORITY MEMBER WILES TO  
ADJOURN AT 8:24 AM.  
YEAS ALL. MOTION CARRIED.

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Alaina Kraus, Secretary



**Minutes**  
**Regular Meeting of the Parks & Recreation Commission**  
Monday, June 22, 2015 - 6:00 PM  
City Hall Council Chambers  
301 West Main Street  
Owosso, MI 48867

**CALL MEETING TO ORDER:** Vice- Chair Jeff Selbig called the meeting to order at 6:04

**PLEDGE OF ALLEGIANCE:** Was recited by all present

**ROLL CALL:** Roll Call was taken by Recording Secretary Denice Grace

**MEMBERS PRESENT:** Vice-Chairman Jeff Selbig, Commissioner Shane Nelson, Commissioner Randy Woodworth.

**MEMBERS ABSENT:** Chairman Mike Espich and Commissioner Kristen Woodbury

**OTHERS PRESENT:** Sue Montenegro, Assistant City Manager and Director of Director of Community Development

**APPROVAL OF AGENDA:**  
**MOTION BY COMMISSIONER WOODWORTH, SUPPORTED BY COMMISSIONER NELSON TO APPROVE THE AGENDA FOR JUNE 22, 2015.**  
**YEAS ALL. MOTION CARRIED**

**Approval of Minutes:**  
**MOTION BY COMMISSIONER NELSON, SUPPORTED BY COMMISSIONER WOODWORTH TO APPROVE THE MINUTES FOR THE MAY 26, 2015 MEETING.**  
**YEAS ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** None

**COMMUNICATIONS:**

1. Staff Memorandum
2. May 26, 2015 Minutes
3. Keves Quote

**BUSINESS**

1. Skate Park- The quote for the skate park is higher than originally thought but the park will also be bigger than thought originally.



Ms. Montenegro and Commissioners Nelson and Woodworth met at the skate park with kids on June 16<sup>th</sup> to get their input. The kids were in favor of a bigger skate park. The kids also were in favor of fencing the area around the skate park to cut down on vandalism and graffiti. Advertising on the fences could also be utilized

Different cities were shown for possible models for our skate park including Charlotte, Lansing, Saginaw and Clawson. Lansing has seating for spectators. Garbage receptacles are also recommended.

Commissioner Woodworth worried about water retention in a bowl-shaped Skate Park. Drainage would also be an issue to consider. Lighting would also have to be taken into consideration.

Commissioner Woodworth talked to local contractor Brian Marks of Great lakes Fusion Custom Concrete Creations about possibly doing the work.

It was questioned whether to go with the original \$6,000 quoted a couple of years ago for the pad or to apply for a grant or to get area businesses to donate funds to make a larger skate park. Possible fundraising ideas included having an event at the Owosso amphitheater and a bike ride in which an admission charge could be used to help raise funds. Nicholas Pidek was mentioned as someone who could help organize a race or event. John Hankerd was also mentioned as a possibility to help organize and promote a fund-raiser for the skate park.

Clawson has a skate board committee and has close to the same size blueprint as Owosso but they have more income. Someone is needed to design a skate park plan. Ms. Montenegro showed a view of a lot next to the skate park on Wright Street that is 126' x 66'. Ms. Montenegro is also worried about the current skate park being located in the flood plain. A second proposed site is on Monroe Street and is on higher ground. Everyone likes the Monroe Street site better for site location and size.

Ms. Montenegro will meet with Chairman Espich to discuss the situation further with him. The kids could also be involved in any further discussion before a decision is made.

**MOTION MADE BY COMMISSIONER WOODWORTH, SUPPORTED BY COMMISSIONER NELSON TO MOVE TO TABLE THE CURRENT QUOTE FORM KEVES. NO FURTHER DISCUSSION AT THIS TIME. YEAS ALL. MOTION CARRIED.**

2. Disc Golf-The first proposed site was at Rosevear Park and connected to property owned by Oak Hill Cemetery. A workable agreement/solution could not be obtained between the Oak Hill Cemetery Board and the City of Owosso. The second proposed site is Hopkins Lake. City Manager Don Crawford and Ms. Montenegro talked with John Beebe and Eric Sanderson about moving to Hopkins Lake. Both gentlemen liked the idea of the move to the lake and will start placing nine of the 18 baskets for the first phase of the project.

A question was raised of whether we could move the platforms already in place in

Rosevear Park to reuse at Hopkins Lake.

Discussion was held on whether the city could organize a cleanup to clear brush and have other work done by volunteers to help the project along. John and Eric are very dedicated to the project and have worked last 4 years to get it organized. Commissioner Woodworth thinks we should go ahead with phase 1 and move on next year to phase 2.

**DISCUSSION:** None

**PUBLIC COMMENTS:** None

**ADJOURNMENT:**

**MOTION MADE TO ADJOURN AT 6:45 BY COMMISSIONER WOODWORTH,  
SUPPORTED BY COMMISSIONER NELSON.  
YEAS ALL, MOTION CARRIED**

Next meeting July 27, 2015

**Minutes**

Regular Meeting of the Owosso Planning Commission  
Monday, June 22, 2015 at 7:00 p.m.  
Council Chambers – Owosso City Hall  
Owosso, MI 48867

**CALL MEETING TO ORDER:** Chairman Wascher called the meeting to order at 7:01

**PLEDGE OF ALLEGIANCE:** Recited by all present

**ROLL CALL:** Roll Call was taken by Recording Secretary Denice Grace

**MEMBERS PRESENT:** Chairman Bill Wascher, Commissioner Janae Fear, Vice-Chair Frank Livingston, Commissioner Mike O'Leary, Commissioner Brent Smith

**MEMBERS ABSENT:** Commissioners Tom Taylor and Craig Weaver

**OTHERS PRESENT:** Todd Stuve, P.E. Engineering Department Assistant Director, Exxel Engineering, Inc.; Peter Oleszczuk, Midwest V, LLC; Sue Montenegro, Assistant City Manager

**APPROVAL OF AGENDA:**

**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER O'LEARY TO APPROVE THE AGENDA FOR JUNE 22, 2015**  
**YEAS ALL, MOTION CARRIED**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER O'LEARY, SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE MINUTES FOR MAY 26, 2015**  
**YEAS ALL, MOTION CARRIED**

**COMMUNICATIONS:**

1. Staff Memorandum
2. PC minutes from May 26, 2015
3. Site Plan Review packet for 210 S. Shiawassee

**PUBLIC HEARINGS:** None

**Site Plan Review**

1. 210 S. Shiawassee-Dollar General store new site.

Todd Stuve, Project Engineer, informed the Commission that they had gone through the rezoning process and were now zoned B1.

The site encompasses Clinton St. on the North, Genesee St. on the South, South Shiawassee on the East, and Valley Lumber and an alley on the West and will be a 9,300 square foot, single tenant, stand-alone building. Any loading would be done on the southwest corner of the property off of Genesee St. and that is also where the dumpsters will be located.

Parking will be on the North of the building and in the rear of the building. Dollar General can comfortably fit 30 parking spots but the city ordinance requires 36 parking spots. They have a variance request ready to submit at the July Zoning Board of Appeals meeting should the site plan meet Planning Commission approval.

The current homes on the site are to come down. All current homes will be disconnected from water service, gas service, and electric before the demolition process begins. Sidewalks will be removed and replaced. Drainage will be underground into the sewer on Clinton St.

Signage – A 12 foot high pylon will be on the corners and a building sign at the East side at the front entrance. Commissioner O’Leary asked if they had MDOT approval which they don’t at this time but feel things are progressing well. It is unclear at this time if MDOT is waiting for city approval. Mr. Stuive thinks MDOT is just running behind.

Commissioner O’Leary asked about outdoor lighting. All lighting is to be off the building but instead in the parking lot and are shielded. Most of the lights will automatically shut off an hour after closing. Store hours will be either 9:00 a.m. – 9:00 p.m., 8:00 a.m. – 9:00 p.m., or 9:00 a.m. – 10:00 p.m.

Commissioner O’Leary says the Henry family owns the alleyway behind the proposed building site and asked if Dollar General would be interested in possibly buying the alley. Peter Oleszczuk says yes it would be taken into consideration. (Alleys are to be split between parties on each side).

Ground is higher on one side but shouldn’t be a problem.

Commissioner Fear asked if the materials to be used would be similar to those used at other local Dollar General stores. Peter Oleszczuk says it may not necessarily be the same but it will be similar to concrete block.

**MOTION BY VICE-CHAIR LIVINGSTON TO APPROVE THE SITE PLAN FOR 210 S. SHIAWASSEE FOR THE PROPOSED NEW DOLLAR GENERAL STORE DEPENDANT ON MDOT APPROVAL AND APPROVAL OF THE ZONING VARIANCE, SUPPORTED BY COMMISSIONER SMITH.  
YEAS ALL, MOTION CARRIED**

**BUSINESS ITEM:**

None

**ITEMS TO DISCUSS:**

1. Identification of Railroads/yards for appropriate zoning purposes.

Ms. Montenegro wants the planning commission to determine if all rail yards should be zoned the same. Commissioner O'Leary questioned whether the city had any jurisdiction over the railways. Discussion was held on whether a rail district should be created. Chairman Wascher said there are restrictions if they are going to build on rail yards and the city would have jurisdiction over site plan review, setbacks and the like.

A question was raised on whether "rail yard" is the correct term or should they be called something else. A rail yard definition could not be found so the term must be defined by planning commission to interpret rail yard.

Commission members wondered why the Steam Railroad Institute is zoned B4 and why their rail is zoned as I1. Ms. Montenegro will look into history of building and its zoning history as well as any previous uses for the building and report back to the commission at the July meeting.

**COMMISSIONER / PUBLIC COMMENTS:** None

**ADJOURNMENT:**

**MOTION TO ADJOURN MADE BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER SMITH AT 7:47**

**YAYS ALL, MOTION CARRIED**

**NEXT MEETING JULY 27, 2015**

**Owosso Historical Society  
Special Meeting  
June 22, 2015, 6:30 PM.  
Gould House**

**For the purpose of discussing Gould House repairs, Nonprofit Network proposal  
and OHC 2015 Home Tour**

**Present:** Tracey Peltier; Robert Brockway; Jennifer Mahoney, Vice Chair; Denis Mahoney; Nick Pidek, Elaine Greenway, Chair; Adrian Montague (arrived 20 minutes late); Dean Ebert (arrived one hour late); Robert Doran, Director

**Absent:** None

**Guests:** Gordon Pennington, Josh Adams, Loraine Austin, Chris Eveleth

**Discussion:**

**Invoices were presented to be paid for both Ludington Electric for \$1, 269.20 for the new lighting at the Castle, as well as an invoice for Studio 52 Frame Shop for \$1,577.00 for the framing of the blueprints for the Curwood Castle Historical Exhibition, on previously approved initiatives. Exact monetary values were needed for payment. Tracey Peltier made a motion to accept. Robert Brockway supported the motion. Motion passed unanimously on each individual amount.**

**Repair and Restoration of Gould House was discussed.**

Apparently we will not receive any funds from the insurance company holding the city's policy to repair the ceiling or any of the subsequent damage caused by the collapse. No adjuster ever came to see the damage and as of yet no explanation has been given for claim being denied. The question was asked do we have an appeal process and could we proceed with one. Although a copy of our insurance policy held by the city has been asked for, we have yet to receive it. Elaine stated she believed the repair of the damages could possibly fall under the maintenance fund held by the City of Owosso. Robert Doran expressed his opinion that it would not and Josh Adams agreed with Robert. Chris Eveleth offered to bring the entire matter up at the next City Council Meeting and ask if there are any funds that could be used for the repairs. Budgets and budgeting process was discussed in conjunction with using said finds. Chris Eveleth contributed his understanding of how the overall budget process works. Chris Eveleth offered to go to City Council and ask the above questions in regard to the insurance policy. Dennis gave his impressions of how the insurance policy may work. Nick added his concern that we as a commission need to have a very clear understanding of what our policy is and how it is structured, not only for Gould House, but for all the other historical properties under the care

of the OHC. He proposed again that we request for a copy of the insurance policy. Tracey, as well as the entire Commission brought up the same thoughts and concerns.

The Gould House repair expenses and estimates were distributed. The ceiling repair and painting – as well as refinishing the floor, cleaning and repairing the furniture, adding the electric art lighting, overall clean-up/dust/returns/etc. – was discussed and it was decided that all work would be put on hold until a complete engineering report could be completed giving the Commission a comprehensive overview, allowing us to be pro-active instead of re-active. Director Robert Doran reminded the Commission the one of earliest proposals was to engage in the process in order to achieve a sustainable, short- and long-term plan. Tracey Peltier, Nick Pidek and Elaine Greenway all expressed that this was a very important step. Lorraine Austin added that perhaps reaching out to the community and asking for input on how they felt about the house and if they would lend support towards maintenance, repairs, renovation and restoration. Gordon Pennington discussed capacity building and sustainability in regard to creating a sustainable plan for all the historical structures. Director Robert Doran concurred, adding that many all of the projects which he is currently driving have been leading up to sustainability and a “master plan” for the OHC. Robert then briefly mentioned these projects including the recent OHC rebranding process, the new web site, the on line collaborative curriculum, enrolling the OHC in the Cook Foundation Nonprofit Capacity Building initiative, bringing representatives from the Henry Ford to see our historical community assets and give advice on how to become more effective at both engaging the public and creating more vibrant and sustainable exhibits, inviting most of the Shiawassee County nonprofit historical entities to form a loose confederation which is leading toward leveraging marketing assets, joint exhibitions and events; eventually leading to an overall “county wide” rebranding process, and finally creating and managing a series of revolving historical exhibitions to showcase the assets of the OHC and the City of Owosso. Chris Eveleth again discussed going to City Council and asking if the ceiling or a portion of the ceiling expense could be covered under the Building and Maintenance fund that the City of Owosso maintains.

Josh Adams recommended partially opening the Owosso Room of Gould House during the Home Tour in order to further engage the public in the fundraising, renovation and restoration process.

**A motion was brought by Tracey Peltier to move forward with the engineering report, putting a hold on all structural work until such engineering report dictates the scope of the renovation and restoration. Nick Pidek supported the motion. Motion passed unanimously.**

Robert Doran presented the consulting services proposal from the Nonprofit Network, which is intended as Phase I in the discussion of the OHC moving towards a 501(c)3. Robert stated that his recent experience with the Cook Foundation’s Nonprofit Capacity Building initiative has been extremely instructive and informative as we move forward in any professional capacity. Lorraine was asked to give her feedback and experiences from working directly with them in the past with Friends of the Shiawassee River. She also found it to be an excellent, thoroughly

professional and informative process. Robert Doran expressed confidence that the current Commission has both the emotional and professional equity, the drive and the correct mind set to engage in this type of process. Robert Doran has started writing a Technical Assistance Grant through The Cook Family Foundation for the funds to move forward with the proposal. **Nick Pidek expressed concern about using the Nonprofit Network asking questions about best practices, methods and current models, and whether they would be the best fit of our organization. Adrian Montague shared the possibility of using “The Best Project,” but was unsure of their expertise. Adrian also expressed that there were several other avenues and possible sources for this kind of process. Nick and Adrian will do research to determine if the Nonprofit Network is our best choice, and offered to bring other agencies that will provide a similar process and deliverables. They will contact the Commission via email with any information before the July 13 meeting so we can consider other possibilities and make an informed vote.**

The OHC 2015 Home Tour was discussed. Elaine and Robert went over all the homes already on the tour and gave some brief information. The home tour budget is \$5,000. (Please see attachment for detailed information of duties and responsibilities of Commission members for the 2015 Home Tour.)

Saturday at 2:00 some of the commission offered to work with Elaine on the flower beds at The Gould House.

**Tracey motioned to adjourn the meeting. Nick supported. Meeting adjourned at 8:11 PM.**



## 2015 HOME TOUR Committees

**Elaine** – Home Tour Chairperson: Oversees all aspects of the tour, working within the budget determined (\$5,000) to present a successful home tour. Chairperson will coordinate all functions with OHC Director Robert Doran as well as the chairs of each committee.

**Elaine, Jennifer and Denise** – Host/Hostess coordinator – recruit hostesses. Train hosts and hostesses of the history and notable items unique to each house. In some past home tours a head hostess was appointed at each home to assist in training the hosts and hostesses for that home.

**Elaine, Jennifer and Denise** – Volunteers. Volunteers will be needed for each committee. When calling we will put them in groups where they will be most useful, keeping in mind that for the Home Tour we will need at least 12 hosts and hostesses for each home. We will have our first host and hostess orientation meeting the third week in July (exact date to be determined.) After which the chairs are free to have their own meetings. They will simultaneously report to the Tour Chair and the Director.

**Robert** – Historian. Research the history of the homes on tour for the tour booklet and work with the Host/Hostess coordinator sharing any interesting items that could be mentioned by host/hostesses.

**Michael Paine & Robert** – Photography. Responsible for taking pictures needed for the home tour booklet and candid shots throughout the day of the tour.

**Robert, Nick, Gordon, Jerrin** – PR and Marketing. Market, promote and sell the tour both locally, regionally and state wide.

**Independent Newspaper, Robert & Nick** – Ticket booklet and ads. Nick and Robert will be working with the designer at the Independent to assure brand equity. They will work with the Independent to complete the ticket tour booklet that will showcase the properties and events of the tour.

**Robert & Nick** – online sales through the web site.

**Robert Brockway, Adrian, Dean, Erin P.** - Day of Ticket sales Responsible for processing tickets day of home tour sales. Tickets will be sold at Gould House and Woodard Pay Master Building. Responsible for making sure that tour booklets are available for sale at least one month prior to Home Tour at The Castle and The Shiawassee Arts Council.

**Elaine** – Sponsorships – Recruit sponsors to underwrite events.

**Elaine, Jerrin** – Flowers and props. Fresh flower arrangements will be donated by local flower shops. This volunteer will work with the homeowners and floral shops. They will coordinate delivery of flowers, house numbers, booties, ribbons, and other props as needed to each homeowner and head host/hostess.

**Jennifer, Tracey, Elaine, Carolyn** – Gould House Tea Party. Arrange, create and coordinate the tea party at the Amos Gould House on the day of the tour. This will be coordinated in tandem with the Director's Historical Exhibition. Tea Party runs from 1-3.

**Robert & Nick** – Website development coordinators.

**Robert & Nick** – signage.

**Robert, Adrian** – Facebook page. Coordinate to update all three FB pages on a regular basis leading up to the Home Tour

There are many areas of work. Some of us will be doing two and three jobs and working with others on various committees.

**Tracey** – Event Chair. Will arrange for entertainment at various sites throughout tour day relevant to that site.

**Dennis, Dean** - Antique Car Show. Cars will be lined up in front of Gould House, on Gould House lawn and Fayette in Square Park lawn.

**Robert and Elaine** – In July (date to be determined) we will meet with each homeowner to decide what will be shown in each home, how many docents are needed, and where they will be placed. We always encourage the homeowners to have family and friends at the home as docents. This makes it more personal and interesting to our visitors.

There are many areas to of work. Many of us will be doing two or three jobs and working with other committees as needed.

This is a lot of work and a lot of fun. We're looking for a banner year in profits. There are a lot of projects where that money can go.