

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, JANUARY 06, 2020
7:30 P.M.**

**Meeting to be held at City Hall
301 West Main Street**

AGENDA

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF DECEMBER 16, 2019:

ADDRESSING THE CITY COUNCIL

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

1. Project Status Report.

CONSENT AGENDA

1. Set Public Hearing -Obsolete Property Rehabilitation Exemption Certificate— 114-116 W. Main Street. Set a public hearing for Tuesday, January 21, 2020 to receive citizen comment regarding the Revised application from Ruesswood REI Group, LLC for an Obsolete Property Rehabilitation Exemption Certificate for the third floor of their property at 114-116 W. Main Street.

2. Property Lease - Tillable Acreage – Twenty-One Day 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 the 2020-2024 farming seasons.
3. Contract Amendment - GIS Support Services for Water & Sewer System Mapping Contract. Approval of Amendment to the professional services agreement with Orchard, Hiltz and McClement (OHM) of Livonia, Michigan, for additional GIS-geodatabase maintenance support services in an amount not to exceed \$15,000.00.
4. Professional Services Agreement – 2021 Gould Street Rehabilitation Project Engineering Services. Approve professional services agreement with Fleis & Vandenbrink, Inc. for engineering and construction administration services related to the 2021 Gould Street Rehabilitation Project in an amount not to exceed \$132,900.00 and authorize payment up to the contract amount as terms of the contract are fulfilled.

ITEMS OF BUSINESS

1. Recreational Marijuana Facilities Public Forum. A presentation regarding recreational marijuana facilities and the options open to the City in governing them, followed by a public comment period and Council discussion.

COMMUNICATIONS

1. Downtown Development Authority/Main Street. Minutes of December 4, 2019.
2. Historical Commission. Minutes of December 9, 2019.
3. Downtown Development Authority/Main Street. Minutes of December 11, 2019.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Tuesday, January 21, 2020

BOARDS AND COMMISSIONS OPENINGS

Brownfield Redevelopment Authority – County Representative – term expires 06-30-2020
Building Board of Appeals – Alternate - term expires June 30, 2022
Building Board of Appeals – Alternate - term expires June 30, 2021
Brownfield Redevelopment Authority – term expires June 30, 2022
Downtown Loan Committee – Bank Representative - term expires June 30, 2021
Historical Commission – term expires December 31, 2022
Historical Commission – 2 terms expire December 31, 2020
Planning Commission – term expires June 30, 2020
Planning Commission – term expires June 30, 2022

ADJOURNMENT

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings 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, calling, or emailing the following: Owosso City Clerk's Office, 301 West Main Street, Owosso, MI 48867; Phone: (989) 725-0500; Email: city.clerk@ci.owosso.mi.us. The City of Owosso Website address is www.ci.owosso.mi.us.

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF DECEMBER 16, 2019
7:30 P.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: MAYOR CHRISTOPHER T. EVELETH

PLEDGE OF ALLEGIANCE: CHERYL A. GRICE, FINANCE DIRECTOR

PRESENT: Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmembers Loreen F. Bailey, Janae L. Fear, Jerome C. Haber, and Daniel A. Law.

ABSENT: Councilmember Nicholas L. Pidek.

APPROVE AGENDA

Motion by Councilmember Bailey to approve the agenda with the following addition to Items of Business:

6. Access Easement – Palmer Avenue.

Motion supported by Mayor Pro-Tem Osika and concurred in by unanimous vote.

APPROVAL OF THE MINUTES OF REGULAR MEETING OF DECEMBER 2, 2019

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of December 2, 2019 as presented.

Motion supported by Councilmember Law and concurred in by unanimous vote.

PROCLAMATIONS / SPECIAL PRESENTATIONS

Parks Volunteer Recognition – Everett Little

Mayor Eveleth presented the following certificate of appreciation to Owosso third grade student Everett Little for all of his efforts to improve the City's parks:

**A CERTIFICATE OF APPRECIATION
FROM THE MAYOR'S OFFICE
OF THE CITY OF OWOSSO, MICHIGAN
RECOGNIZING**

Everett Little

In recognition of his service to the City of Owosso and the Owosso Parks & Recreation Commission, for his volunteer work in beautifying the City's parks.

You provide a positive and gracious model for the residents of the City of Owosso.

It is the intent of this Office that your efforts not go unrecognized, and it is with great pride and honor that I, Christopher T. Eveleth, Mayor of the City of Owosso, offer to you:

“THANK YOU!”

Awarded this 16th of December, 2019.

Annual Audit Presentation

Joe Verlin, CPA with Gabridge & Company, PLC presented the annual audit for the year ending June 30, 2019. He reported that the City had received a clean opinion, the highest opinion an auditor can bestow on a municipality. He indicated that all City funds had positive and stable fund balances as of June 30, 2019. Revenues increased over 2018, as did expenditures, with the City ending its fiscal year with an additional \$439,000 in the general fund's fund balance. He went on to say that despite heavy investment losses in the 4th quarter of 2018 the City's Retirement System still maintained a decent funding level (82.7%) according to State guidelines. The funding level of the MERS portion of City pensions was also hit by the poor market performance of the 4th quarter. The resulting 58% funding level is 2% below the recommended funding level, but requires no corrective action at this point. Mr. Verlin concluded his comments saying the City's health is strong, it has healthy fund balances, utility rates are being well managed, operations are sustainable, and overall pension funding is much better than most communities.

PUBLIC HEARINGS

Obsolete Property Rehabilitation Certificate – 114-116 W. Main Street

(This item was removed from the agenda due to significant changes in the application.)

CITIZEN COMMENTS AND QUESTIONS

Tom Manke, 2910 W. M-21, recalled that the general fund balance was 29% a few years ago and he was told that the City was in good shape. He said that if the fund balance has grown to 39% the City must be doing really well.

Eddie Urban, 601 Glenwood Avenue, spoke about the code enforcement issues on his property. He said he wants to do things right but he just can't seem to please people.

Mayor Eveleth thanked City Manager Henne for organizing the first meeting of the Complete Count Committee for the 2020 Census. He also noted that Main Street had held their annual retreat and had set their priorities for the coming year.

Councilmember Haber indicated that he continues to receive feedback from people asking the City not to switch to a single hauler trash service.

A motion was made by Councilmember Haber to end discussion and consideration of single hauler trash service in the City.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmember Haber, Mayor Pro-Tem Osika, Councilmember Law, and Mayor Eveleth.

NAYS: Councilmembers Bailey and Fear.

ABSENT: Councilmember Pidek.

Mayor Eveleth clarified for everyone that action taken by this council cannot restrict the right of future councils to govern the City, so the motion would only be effective until the end of the current council term.

CONSENT AGENDA

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

Purchase Authorization – Hydrovac Truck. Waive bidding requirements, approve purchase of one RAMVAC HX-9 Truck Mounted Hydro Excavator in the amount of \$386,389.61 from Fredrickson Supply via National Joint Powers Alliance Contract No. 122017-SCA, and authorize payment to the vendor upon satisfactory receipt of the vehicle and training as follows:

RESOLUTION NO. 181-2019

RESOLUTION AUTHORIZING PURCHASE OF MOTOR POOL HYDRO EXCAVATOR FROM FREDRICKSON SUPPLY OF GRAND RAPIDS MICHIGAN UTILIZING THE NATIONAL JOINT POWERS ALLIANCE (NJPA) CONTRACT 122017-SCA

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Department of Public Works Fleet Motor Pool requires the use of a Hydro Excavator to perform specialized excavations; and

WHEREAS, the City of Owosso desires to purchase one RAMVAC Hydro Excavator manufactured by Sewer Equipment of America, and it is in the best interest of the City of Owosso to utilize the National Joint Powers Alliance Contract No. 122017-SCA to purchase said equipment; and

WHEREAS, Fredrickson Supply is an authorized distributor for Sewer Equipment of America, selling RAMVAC equipment under the NJPA contract; and

WHEREAS, city ordinance section 2-345(3) provides for an exception to competitive bidding when the best interest of the city would be served by joint purchase with another governmental unit.

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

FIRST: That it is advisable, necessary and in the public interest to purchase the following vehicle from Fredrickson Supply using NJPA Contract 122017-SCA:

- One (1) RAMVAC HX-9 Truck Mounted Hydro Excavator in the amount of \$386,389.61

SECOND: The Director of Public Services is hereby instructed and authorized to sign any necessary documents to complete said purchase.

THIRD: Payment is authorized to Fredrickson Supply in the amount of \$386,389.61 upon delivery and acceptance.

FOURTH: Said purchase shall be paid for from the Fleet Motor Pool 661-901-979.000.

Schedule Discussion on Recreational Marijuana Facilities. Schedule an item of discussion for the meeting on January 6, 2020 to discuss recreational marijuana facilities.

OMS/DDA RLF Loan Funding Approval – 122 N. Washington Street. Approve the application from Insight Vision Center, LLC requesting a loan from the OMS/DDA Revolving Loan Fund in the amount of \$50,000.00 for interior and exterior renovations for their location at 122 N. Washington Street, and future home of Insight Vision Center as follows:

RESOLUTION NO. 182-2019

**RESOLUTION AUTHORIZING
THE APPROVAL OF THE RELEASE OF OMS/DDA REVOLVING LOAN FUNDS
TO INSIGHT VISION CENTER, LLC
FOR ELIGIBLE EXPENSES AT 122 N. WASHINGTON STREET**

WHEREAS, in 1994 the city of Owosso established the Downtown Owosso Revolving (formerly UDAG/CDBG) Loan Program for projects within the Owosso Downtown Development Authority district; and

WHEREAS, on June 17, 2019 City Council approved the new OMS/DDA Revolving Lawn & Grant Program, giving stewardship of the loan and grant process to the Owosso Main Street/DDA Board; and

WHEREAS, on October 29, 2019 an application was submitted to the OMS/DDA for a loan request from Insight Vision Center, LLC for \$50,000.00 for interior and exterior renovations of the building located at 122 N. Washington Street for the future use of Insight Vision Center; and

WHEREAS, on November 26, 2019 the OMS/DDA Design & Business Vitality Committee reviewed and approved the application, giving it an overall score of 38. This score is above the 30 points required for consideration; and

WHEREAS, the OMS/DDA Board approved the release of loan dollars for this application during its December 4, 2019 Board Meeting.

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

FIRST: The City of Owosso approves the loan of \$50,000.00 to Insight Vision Center, LLC for interior and exterior building renovations for the future use of Insight Vision Center located at 122 N. Washington Street according to the terms & specifications determined by the OMS/DDA Loan & Grant Manual.

SECOND: The mayor is hereby authorized and instructed to sign appropriate documents.

THIRD: The accounts payable department is hereby authorized to release funds in the amount of \$50,000.00 to Insight Vision Center, LLC for the use stated above.

OMS/DDA RLF Loan Funding Approval – 804 W. Main Street. Approve the application from Shook Westown Development, LLC requesting a loan from the OMS/DDA Revolving Loan Fund in the amount of \$50,000.00 for interior and exterior renovations for their location at 804 W. Main Street as follows:

RESOLUTION NO. 183-2019

**RESOLUTION AUTHORIZING
THE APPROVAL OF THE RELEASE OF OMS/DDA REVOLVING LOAN FUNDS TO
SHOOK WESTOWN DEVELOPMENT, LLC
FOR ELIGIBLE EXPENSES AT 804 W. MAIN STREET**

WHEREAS, in 1994 the city of Owosso established the Downtown Owosso Revolving (formerly

UDAG/CDBG) Loan Program for projects within the Owosso Downtown Development Authority district; and

WHEREAS, on June 17, 2019 City Council approved the new OMS/DDA Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the Owosso Main Street/DDA Board; and

WHEREAS, on October 29, 2019 a loan application was submitted to the OMS/DDA for a loan request from Shook Westown Development, LLC for \$50,000.00 for interior and exterior renovations of the vacant property located at 804 W. Main Street; and

WHEREAS, on November 26, 2019 the OMS/DDA Design & Business Vitality Committee reviewed and approved the application, giving it an overall score of 30. This score is equal to the 30 points required for consideration; and

WHEREAS, the OMS/DDA Board approved the release of loan dollars for this application during its December 4, 2019 Board Meeting.

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

FIRST: The City of Owosso approves the loan of \$50,000.00 to Shook Westown Development, LLC for interior and exterior renovations of the vacant property located at 804 W. Main Street according to the terms & specifications determined by the OMS/DDA Loan & Grant Manual.

SECOND: The mayor is hereby authorized and instructed to sign appropriate documents.

THIRD: The accounts payable department is hereby authorized to release funds in the amount of \$50,000.00 to Shook Westown Development, LLC for the use stated above.

Warrant No. 578. Authorize Warrant No. 578 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal Risk Authority	Building and property insurance-3 of 3 installments for FY 19/20	Various	\$62,482.50

Check Register – November 2019.* Affirm check disbursements totaling \$962,465.75 for November 2019.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmembers Bailey, Law, Mayor Pro-Tem Osika, Councilmembers Fear, Haber, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Pidek.

ITEMS OF BUSINESS

Audit Acceptance*

Motion by Councilmember Bailey to authorize the following resolution accepting and placing on file the City of Owosso Financial Report for the Fiscal Year Ended June 30, 2019:

RESOLUTION NO. 184-2019

**RESOLUTION ACCEPTING AND PLACING ON FILE
THE CITY OF OWOSSO, MICHIGAN FINANCIAL REPORT
WITH ADDITIONAL INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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

WHEREAS, the city of Owosso employed Gabridge and Company PLC, certified public accountants, to audit the financial records of the city of Owosso and such audit has been completed and is presented this date to the city council.

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

FIRST: The City of Owosso, Michigan Financial Report with Additional Information for the Fiscal Year Ended June 30, 2019, attached hereto and made a part hereof as Exhibit A, is hereby accepted and placed on file.

SECOND: A copy of the City of Owosso, Michigan Financial Report with Additional Information for the Fiscal Year Ended June 30, 2019 will be maintained on file in the office of the city clerk for public examination, a copy will be placed in the Shiawassee District Library Owosso Branch for public examination, and copies will be sent to those required by law and agreement.

Motion supported by Councilmember Fear.

Roll Call Vote.

AYES: Councilmembers Haber, Law, Mayor Pro-Tem Osika, Councilmembers Fear, Bailey, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Pidek.

Special Assessment Amendment – Hazards & Nuisances Roll

Mayor Eveleth said he recognized that the charges needed to be assessed to the property at 1417 Frederick to prevent setting a precedent. He went on to say that he had reached out to a couple of people in town and they have agreed to cover the cost of the water meter on behalf of the owner. He said he had spoken to Ms. Inman prior to the meeting and she was very pleased with the outcome.

Motion by Mayor Pro-Tem Osika to amend the roll for Special Assessment District 2019-01 – Hazards & Nuisances to include charges as they relate to the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances at 1417 Frederick Street as follows:

**RESOLUTION NO. 185-2019
AUTHORIZING AN ADDITION TO THE ROLL FOR**

This amends Resolution No. 178-2019, approved 12/02/2019.

SPECIAL ASSESSMENT DISTRICT NO. 2019-01, HAZARDS & NUISANCES

WHEREAS, the Council, after due and legal notice, has met and having heard all interested parties at the November 18, 2019 meeting, motion by xxx to add charges for 1417 Frederick Street to the roll for Special Assessment District No. 2019-01 for the annual hazards & nuisances roll, as follows:

Parcel #	Address	Type of Nuisance	Balance
050-602-017-004-00	1417 FREDERICK ST	METER REPLACEMENT	\$297.72

Bringing the total assessment roll to: \$7,665.60

and

WHEREAS, the Council deems said addition to the Special Assessment Roll- Hazards and Nuisances to be fair, just and equitable and that the assessment contained thereon results in the special assessment being in accordance with the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances of said property.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said Special Assessment Roll No. 2019-01-Hazards and Nuisances as prepared by the City Assessor in the amount of \$7,367.88 is hereby amended to include the above charges for 1417 Frederick Street, bringing the total amount of said roll to \$7,665.60.
2. Said Amended Special Assessment Roll No. 2019-01-Hazards and Nuisances shall be placed on file in the office of the City Clerk who shall attach his warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

Motion supported by Councilmember Fear.

Roll Call Vote.

AYES: Councilmembers Law, Bailey, Mayor Pro-Tem Osika, Councilmembers Haber, Fear, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Pidek.

Tax-Foreclosed Property Consideration

City Manager Henne recommended rejecting the parcel in question based on the fact that it is too narrow to realistically build a home on.

Motion by Councilmember Bailey to reject the listed tax-foreclosed property that did not sell at the State tax sale in September 2019 as follows:

RESOLUTION NO. 186-2019

**OBJECTING TO THE TRANSFER OF UNSOLD TAX REVERTED PROPERTY
FROM THE STATE OF MICHIGAN TO THE CITY OF OWOSSO**

WHEREAS, the city of Owosso received from the state of Michigan a list of parcels of property in the city of Owosso foreclosed for unpaid property taxes pursuant to Public Act 123 of 1999; and

WHEREAS, under Section 78m(6) of said Act, being MCL 211.78m(6) the title to the listed parcels will be automatically transferred to the city of Owosso on December 31, 2019, unless the city objects to the transfer of all or any parcel before the transfer is made.

NOW, THEREFORE, BE IT RESOLVED the city of Owosso objects to the transfer of title to the city for the following tax foreclosed property:

Parcel # 050-113-001-022-00;
Described as E 32' LOT 23 & W 9' LOT 24 BLK 1 CITY ASSESSORS PLAT 3;
Commonly known as 900 W. Stewart Street

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

AYES: Councilmember Fear, Mayor Pro-Tem Osika, Councilmembers Haber, Bailey, Law, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Pidek.

MERS Transfer – All Remaining Members & Retirees

City Manager Henne indicated the remaining union contracts have been approved and the administration was now looking to set the effective date for the transfer of all remaining members and retirees for June 1, 2020. He thanked everyone involved for their efforts in this endeavor.

Motion by Mayor Pro-Tem Osika to authorize the transfer of all remaining members and retirees from the City of Owosso Employees' Retirement System to the Michigan Municipal Employees' Retirement System, effective June 1, 2020.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmember Law, Mayor Pro-Tem Osika, Councilmembers Bailey, Fear, Haber, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Pidek.

2020 Street Bond Options

City Manager Henne started the conversation saying the flurry of street projects the City has undertaken with the proceeds of the current street bond have effectively halted the downward trend in the overall condition of the City's infrastructure. It is anticipated that bond will be exhausted next year. Council has been provided with six options to move forward, but the main question to be answered is whether the Council's goal is to simply halt the decline or to actually begin to reverse it. He briefly touched on the six options presented and indicated the Council could always choose not to ask for additional bond funding but they should realize that street projects are coordinated with utility projects and the City is required by the Lead and Copper Rule to replace 5% of lead and galvanized pipes each year. This requirement

would not be waived if the Council were to decide not to ask for bond funding for the streets, as such come creativity would need to be employed to meet the requirements. Lastly, he cautioned that the millage calculations in his memo were lower than the estimates calculated by the Finance Department, directing the Council to use the more conservative numbers generated by the Finance Department.

There was discussion among Council about letting the voters decide the question, improvement of the City's infrastructure was a goal worthy of asking for funding, the type of educational effort that would be deployed if the question is placed on the ballot, how far out street projects have been planned and the fact that the projects will only cost more in the long run.

Motion by Mayor Pro-Tem Osika to place a street bond question on the March 10, 2020 ballot as follows:

RESOLUTION NO. 187-2019

**SUBMITTING BOND PROPOSAL FOR STREET IMPROVEMENTS
TO THE VOTERS OF THE CITY OF OWOSSO**

WHEREAS, the City Council of the City of Owosso, County of Shiawassee, State of Michigan (the "City") has determined that it is in the best interest of the residents and property owners of the City that the City acquire and construct local and major street improvements in the City consisting of paving, repaving, reconstructing and improving streets, sidewalks, and parking areas including necessary rights-of-way, proper drainage facilities and all necessary appurtenances and attachments thereto (the "Project"); and

WHEREAS, the maximum estimated cost of the Project is \$10,000,000; and

WHEREAS, the City Council has determined that the City should borrow money in an amount not-to-exceed Ten Million Dollars (\$10,000,000) and issue general obligation bonds of the City in one or more series for the purpose of paying the cost of the Project; and

WHEREAS, the City Council wishes to place a proposal to issue bonds for the Project before the qualified electors of the City at the Presidential Primary election to be held in the City on Tuesday, March 10, 2020 (the "Election Date"); and

WHEREAS, in order for the bond proposal to be submitted to the City's electors on the Election Date, it is necessary for the City Council to certify the ballot wording of the proposal to the City Clerk and the County Clerk of the County of Shiawassee, Michigan, as required by Act 116, Public Acts of Michigan, 1954, as amended (the "Michigan Election Law").

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The bond proposal attached hereto as Exhibit A is hereby certified to the City Clerk and the County Clerk for submission to the City's electors on the Election Date. The City Clerk is hereby authorized and directed to file this Resolution and/or complete any such forms, certificates or documents as may be required by the County Clerk to evidence the foregoing certification and/or submission by no later than 4:00 p.m. December 17, 2019.
2. The City Clerk and the County Clerk are hereby directed to (a) post and publish notice of last day of registration and notice of election for the Election Date in the manner required by the Michigan Election Law; and (b) have prepared and printed, as provided by the Michigan Election Law, ballots for submitting the bond proposal on the Election Date, which ballots shall include the bond proposal shown in Exhibit A, or the bond proposal shall be stated as a proposal on the voting machines, which ballots may include other matters presented to the electorate on the same date.
3. The estimated first year millage and simple average annual millage rate set forth in the Bond Proposal are hereby found to be reasonable estimates of such millage rates.

4. The City makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 for tax-exempt bonds pursuant to the Internal Revenue Code of 1986, as amended:
 - (a) The City reasonably expects to reimburse itself with proceeds of the bonds for certain costs of the Project described in the bond proposal which will be paid from the general funds of the City.
 - (b) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$10,000,000.
 - (c) A reimbursement allocation of the capital expenditures on the Project with the proceeds of the bonds will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Project is placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the City's use of the proceeds of the bonds to reimburse the City for a capital expenditure made pursuant to this resolution.
5. If the qualified electors of the City approve the bond proposal, then the City hereby appoints Miller, Canfield, Paddock and Stone, P.L.C. as bond counsel for the Bonds.
6. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution, are hereby repealed.

EXHIBIT A

CITY OF OWOSSO BOND PROPOSAL FOR STREET IMPROVEMENTS

Shall the City of Owosso, Shiawassee County, Michigan, borrow the principal sum of not to exceed Ten Million Dollars (\$10,000,000) and issue its general obligation unlimited tax bonds therefor in one or more series, payable in not to exceed twenty years from the date of issue of each series, for the purpose of paying the costs to the City of acquiring and constructing local and major street improvements in the City consisting of paving, repaving, reconstructing and improving streets, sidewalks, parking areas, and all necessary appurtenances and attachments thereto for the use of the City? The estimated millage to be levied in 2021 is 2.5689 mills (\$2.5689 per \$1,000 of taxable value) and the estimated simple average annual millage rate required to retire the bonds is 2.9831 mills (\$2.9831 per \$1,000 of taxable value).

**YES
NO**

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmember Fear, Mayor Pro-Tem Osika, Councilmembers Law, Bailey, Haber, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Pidek.

Access Easement – Palmer Avenue* (This item was added to the agenda.)

City Manager Henne indicated the City has been working with the owner of a property containing a communications tower, located near Hopkins Lake, to reach an agreement providing permanent access to the property. The tower owner would like to make improvements to the tower but will not do so until such time as the City sells them property providing access or grants an easement. The City owns the adjoining property next to the tower parcel but it contains a 16" watermain that serves the Palmer Avenue Well Field, making sale of the property impossible. An agreement was reached recently to grant an access easement across the City's property to the tower parcel.

Councilmember inquired if the grantee is required by the agreement to carry liability coverage on the City parcel. City Attorney Scott J. Gould noted that the agreement specifically states that the grantee will be held liable for any damage to the existing infrastructure on the City's property.

Motion by Mayor Pro-Tem Osika to approve the access easement requested by Norman Campbell, for the City property located at 1505-1507 Palmer Avenue, for the purpose of accessing his landlocked parcel as follows:

RESOLUTION NO. 188-2019

RESOLUTION AUTHORIZING INGRESS, EGRESS AND UTILITY EASEMENT AGREEMENT FOR PALMER STREET COMMUNICATIONS TOWER

WHEREAS, the City of Owosso, Shiawassee County, Michigan, (fill in department and project); and

WHEREAS, the City of Owosso received a request from American Tower Sub, LLC to clarify access to the facility across city-owned property; and

WHEREAS, City water utility infrastructure exists under the existing access drive to the facility on city property, and

WHEREAS, American Tower Sub, LLC wishes to gain clear legal access to the facility on the existing access drive, and

WHEREAS, the City and American Tower Asset Sub, LLC negotiated an easement agreement to preserve the city's ability to retain the ability to access, maintain, and replace city infrastructure on the property.

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to enter into the enclosed Utility Easement Agreement with American Tower Asset Sub, LLC.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Contract for Services between the City of Owosso, Michigan and American Tower Asset Sub, LLC.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Mayor Pro-Tem Osika, Councilmembers Bailey, Law, Fear, Haber, and Mayor Eveleth.

NAYS: None.

ABSENT: Councilmember Pidek.

COMMUNICATIONS

Cheryl A. Grice, Finance Director. Revenue & Expenditure Report – November 2019.
N. Bradley Hissong, Building Official. November 2019 Building Department Report.
N. Bradley Hissong Building Official. November 2019 Code Violations Report.
N. Bradley Hissong Building Official. November 2019 Inspection Report.
N. Bradley Hissong Building Official. November 2019 Certificates Issued Report.
Kevin D. Lenkart, Public Safety Director. November 2019 Police Report.
Kevin D. Lenkart, Public Safety Director. November 2019 Fire Report.
Downtown Historic District Commission. Minutes of October 16, 2019.
Parks & Recreation Commission. Minutes of October 23, 2019.
Downtown Historic District Commission. Minutes of October 30, 2019.

CITIZEN COMMENTS AND QUESTIONS

Tom Manke, 2910 W. M-21, asked how much more money the Council will be asking for in the future. He said he wanted people to know how much the street bond would cost them before they vote on the question. Also, he again complained that a previous Council voted to have a complaint based code enforcement program but he sees that the City is taking a proactive approach and looking for violations. He said people aren't happy.

Eddie Urban, 601 Glenwood Avenue, read aloud a Facebook post by Tom Manke detailing the on-going code enforcement issues on his property. He said he doesn't get why the City is going after him.

Mayor Eveleth wished everyone a Merry Christmas and a Happy New Year.

NEXT MEETING

Monday, January 06, 2020

BOARDS AND COMMISSIONS OPENINGS

Brownfield Redevelopment Authority – County Representative – term expires 06-30-2020
Building Board of Appeals – Alternate - term expires June 30, 2022
Building Board of Appeals – Alternate - term expires June 30, 2021
Brownfield Redevelopment Authority – term expires June 30, 2022
Downtown Loan Committee – Bank Representative - term expires June 30, 2021
Historical Commission – term expires December 31, 2022
Historical Commission – 2 terms expire December 31, 2020
Planning Commission – term expires June 30, 2020
Planning Commission – term expires June 30, 2022

ADJOURNMENT

Motion by Councilmember Bailey for adjournment at 8:32 p.m.

Motion supported by Councilmember Law and concurred in by unanimous vote.

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk

*Due to their length, text of marked items is not included in the minutes. Full text of these documents is on file in the Clerk's Office.



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

MEMORANDUM

DATE: December 27, 2019

TO: Mayor Chris Eveleth, City Council, and Manager Nathan Henne

FROM: Treena Chick, Assessor

RE: Obsolete Property Rehabilitation – 114-116 W. Main

As mentioned in a memo on November 7, 2019, the city manager received a request from Randy Woodworth of Ruesswood REI Group LLC, owner of 114 W. Main St., to establish an Obsolete Property Rehabilitation District. Also received was an application for an Obsolete Property Rehabilitation Exemption Certificate. The council approved an Obsolete Property Rehabilitation District at their meeting on December 2, 2019. The original Exemption Certificate submitted on October 21, 2019 has been amended and was resubmitted on December 5, 2019.

The project proposes to completely renovate over 12,000 square feet on the third floor to create ten residential apartments.

It is recommended by staff that the city council set a public hearing for January 21, 2020 for input from the public both within and out of the district. The city clerk will send notice to all taxing jurisdictions as required by the statute and the city's tax abatement policy.

If there are any questions, please feel free to contact me at (989) 725-0530.

RESOLUTION NO.

**SETTING PUBLIC HEARING TO CONSIDER APPLICATION FOR AN OBSOLETE PROPERTY
REHABILITATION EXEMPTION CERTIFICATE FOR THE PROPERTY COMMONLY KNOWN AS
114-116 W. MAIN STREET**

WHEREAS, the City of Owosso received application for an Obsolete Property Rehabilitation Exemption Certificate on October 21, 2019 and an amended application was submitted on December 5, 2019 from Randy Woodworth of Ruesswood REI Group LLC, and

WHEREAS, the City of Owosso approved a request to establish an Obsolete Property Rehabilitation District, on December 2, 2019, described as:

LOT 8 & W 2/3 OF LOT 7 BLK 22 OF ORIGINAL PLAT; and

WHEREAS, it must be determined that approval of the Obsolete Property Rehabilitation Certificate would be beneficial to the City of Owosso, as well as local and regional economy;

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

- FIRST: the Owosso City Council sets public hearing for Tuesday, January 21, 2020 on or about 7:30 p.m. in the council chambers for the purpose of hearing comments from those within the district, and any other resident or taxpayer, of the City of Owosso; and
- SECOND: the city clerk gives the notifications as required by law; and
- THIRD: the city staff is directed to investigate and determine if the qualifications of the act are satisfied and report findings at the hearing.



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

APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) RUESSWOOD REI GROUP LLC
Business Name (If Different) _____
Address of Proposed Project 114-116 W. MAIN ST.

Mailing Address (If Different) _____

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

Type of Abatement Requested (if known) PA-146

Total square footage of all current buildings on site 40,260

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.

DEMOLITION AND SUBSEQUENT REDEVELOPMENT OF 3RD
FLOOR LEVEL INTO (10) NEW APARTMENT RESIDENCES.
12,000⁺ Sq. Ft. OF UNUTILIZED SPACE CONVERTED TO
INCREASED DOWNTOWN PRIVATE RESIDENCE AVAILABILITY THAT
IS MUCH NEEDED.

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

Land improvements (excluding land): _____
Building improvements: Size 12,000⁺ sf \$ 813,200⁰⁰
Machinery & Equipment: _____
Furniture & Fixtures: _____

Time schedule for start and completion of construction and equipment installation (if applicable):
Building: _____ Equipment installation (if applicable): _____
Start Date MAR 2020 Start Date _____
Completion Date DEC 2020 Completion Date _____

Abatement Application
Page 2

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 _____ Part Time _____

How many new employees do you estimate after project complete? Full Time _____
Part Time _____

When project is complete, how many will be:

Management/Professional _____ Wage level \$ _____

Skilled _____ Wage level \$ _____

Semi-Skilled _____ Wage level \$ _____

Un-Skilled _____ Wage level \$ _____

** SEE
ATTACHED
LETTER*

Name of Company Officer (contact person) RANDALL WOODWORTH

Title PRESIDENT

Signature [Signature] Date 12/5/19

Phone Number 989-723-3711

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 _____

PA -146
114 -116 W. MAIN

One of, if not the single greatest key to a vibrant downtown, are the people who frequent it. Both Owosso Mainstreet and the DDA have shifted their focus to bringing more residents downtown by utilizing upper story space for apartments. Having permanent residents in our downtown helps small business thrive and bolsters our local economy.

The upper floors of 114-116 W. Main have been functionally obsolete for decades and it is our intention to rehabilitate the third floor into ten (10) modern fully functioning living spaces. As we work through the math to try to make this a viable undertaking, it has become apparent that an increase in property taxes will greatly hinder the economic viability of the project to a point of significant negative cashflow. We must burden this building with additional debt in order to appropriately design and build that many apartments. That debt is only covered if the property taxes remain frozen for the 15 years the debt is amortized over.

We ask the city to partner in the success of our downtown by allowing a 15 year property tax freeze at current taxable values in order to sustain the property through the initial debt cycle.



MEMORANDUM

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

DATE: January 2, 2020

TO: City Council

FROM: Nathan Henne, City Manager

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

RECOMMENDATION:

Approve a resolution authorizing a 21-day posting period for an agreement to lease approximately 10 acres of farm land on a cash rent basis to Matt and Kevin Dutcher for \$500.00 per year. The agreement is for a five-year term.

BACKGROUND:

The city has a small tract of farmable land south of the city that has been leased on a cash rent basis to Matt Dutcher and Kevin Dutcher for several years. The land is landlocked with access across farmland that the Dutchers also farm.

FISCAL IMPACTS:

The cash rent will generate \$500 per year from 2020-2024.

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 five-year period; and

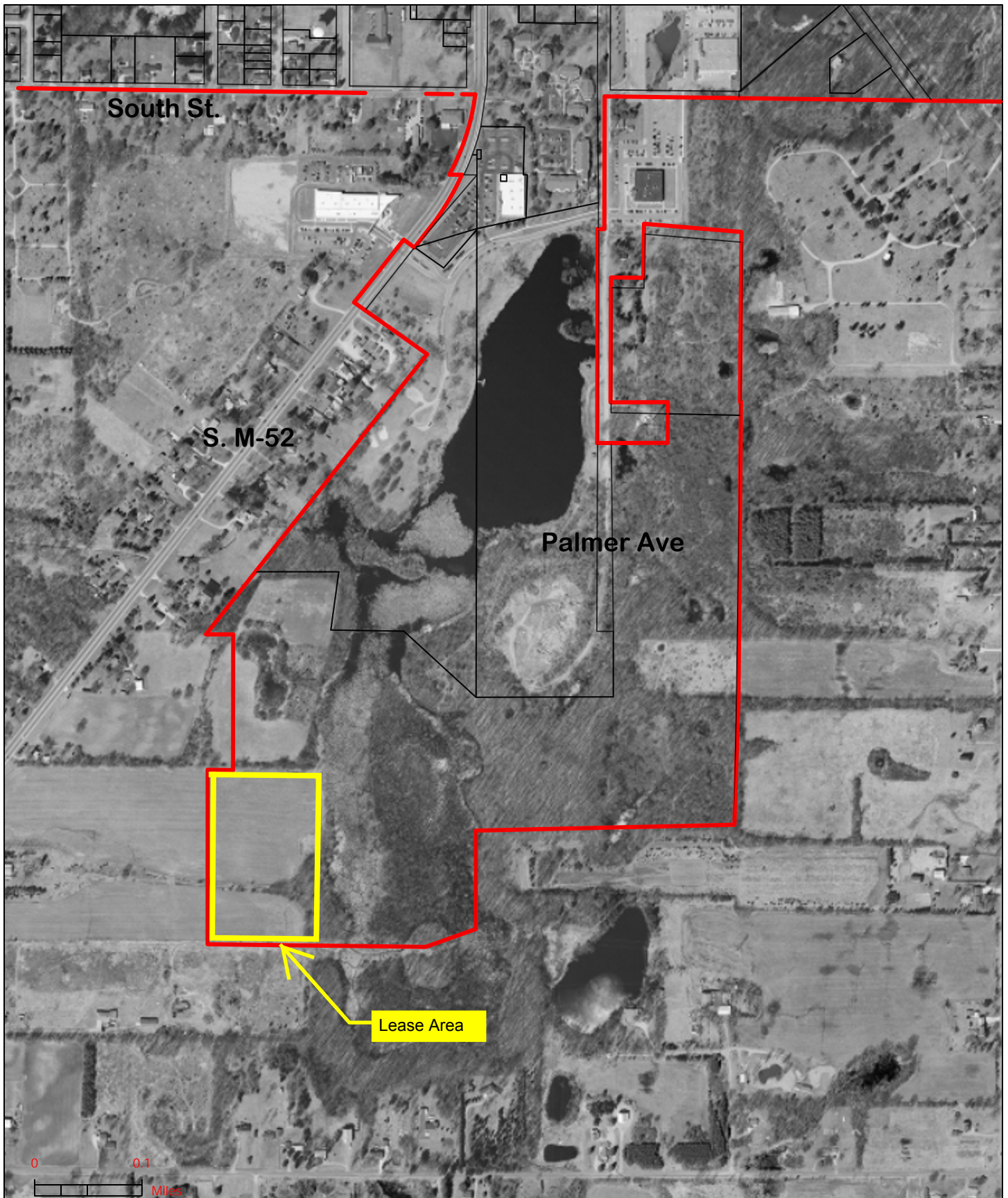
WHEREAS, Charter Section 14.3 (b)(2) provides for a twenty one day posting period to allow public inspection of the proposed lease.

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

- FIRST: the city of Owosso is in receipt of a proposed five-year cash rent agreement for ten acres of tillable farmland near Hopkins Lake from Matt Dutcher and Kevin Dutcher, d/b/a Shawnee Creek Farms, which farm 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.
- THIRD: the agreement be returned to council at the meeting of February 3, 2020 for potential final determination.

Shawnee Creek Farms LLC. agrees to rent ALL TILLAGE acres on A cash rent basis. Agreeing to pay a total of \$ 500 payable by December 31 of each year rented

OWOSSO





MEMORANDUM

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

DATE: January 3, 2020
TO: City Council
FROM: Glenn M. Chinavare, Utility Director
SUBJECT: GIS Support Services - Water & Sewer System Mapping Services

RECOMMENDATION:

Approval to amend professional services agreement with Orchard, Hiltz, and McClement (OHM) of Livonia, Michigan, as an addendum to city council approved resolution 26-2015 dated April 6, 2015, providing additional GIS & Asset Management Services in the amount of \$15,000.00.

BACKGROUND:

OHM has developed geodatabases for the Water Distribution System, the Sanitary Sewer Collection System, and the Storm Sewer Collection. These mapping and asset management systems will require as needed support for the implementation of new GIS field applications, training of staff, and up keep of other field data where required.

Previous approvals for such services are:

Council approved 07 August 2017.....	\$30,000.00 - Support Services
Council approved 06 August 2018	\$20,000.00 - Support Services
Council approved 17 December 2018...	\$30,000.00 - Support Services

FISCAL IMPACTS:

The additional services proposed are a not-to-exceed \$15,000.00. Services are chargeable to the FY 2018-2019 Water Fund account 591-552-818.000, Sewer Fund account 590-549-818.000, and Street Fund accounts 202/203-463-818.000.

Document originated by:

Glenn M. Chinavare, Director of Public Services & Utilities

Attachments: (1) Resolution

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF ADDENDUM TO
AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors by the adoption of Resolution 26-2015 on April 6, 2015; and

WHEREAS, the city and Director of Public Services & Utilities desires to expand the contract to include additional services for providing additional GIS database maintenance, new application, and training services for water distribution, sanitary sewer, and storm sewer mapping systems.

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 expand the contract approved by Resolution 26-2015 on April 6, 2015 with Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors to include additional services in the amount of \$15,000.00 for ongoing GIS database mapping services.
- SECOND: The accounts payable department is authorized to submit payment to OHM Advisors, in the amount of \$80,000.00 plus addendum in the amount of \$15,000.00, for a total not to exceed of \$95,000.00 for GIS-Asset Management General Services.
- THIRD: The above expenses shall be paid from water funds, sewer funds, and street funds.



MEMORANDUM

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

DATE: December 26, 2019

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services & Utilities

SUBJECT: Professional Engineering Services for Gould Street Project

RECOMMENDATION

Approval of the proposal provided by Fleis & Vandenbrink, Inc. in the amount of \$132,900.00, for engineering and construction administration services for the 2021 Gould Street Project.

BACKGROUND

On October 9, 2019, the City received official notification that its application for the Gould Street Project, from Oliver Street to Moore Street, was accepted and awarded for federal Small Urban Program funding. On December 13, 2019 the City received proposals from its four QBS selected firms for professional engineering and construction administration services for the Gould Street project. These services are required by MDOT for quality control and construction oversight.

All proposals were evaluated based on, 1) Firm's history & capabilities to perform similar projects, 2) Key personnel assigned, 3) Performance measures, and 4) Pricing. Fleis & Vandenbrink, Incorporated (F&V) is considered the best fit and most qualified to provide services for this project, based on past performance and the proposal submitted. Specifically, F&V submitted a construction work schedule that is more aligned with what city staff projected, field personnel assigned was a plus, and city staff is very familiar with F&V basis of design. Attached is a partial copy of the Fleis & Vandenbrink, Inc. proposal.

Competing firms listed in ranked order with proposals and pricings are:

- ENG Engineering & Surveying \$110,180.00
- Spicer Group \$147,400.00
- OHM Advisors proposal \$119,565.00

FISCAL IMPACTS

Funds for the above proposed services in the amount of \$132,900.00 will be issued from the 2016 Unlimited Obligation Street Bonds proceeds, Water Fund, and other funds as appropriated.

ENCLOSURES: (1) Resolution awarding Contract to Fleis & Vandenbrink, Inc.
(2) F&V Gould Street Proposal
(3) MDOT Notification of Small Urban Award
(4) Map of Project Area

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF AN AGREEMENT
FOR PROFESSIONAL ENGINEERING SERVICES WITH
FLEIS & VANDENBRINK, INC
FOR THE 2021 N. GOULD STREET PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is considering the necessary resurfacing of N. Gould Street, from Oliver Street to Moore Street, as outlined within its RFP for professional engineering services; and

WHEREAS, the city of Owosso has received notification from the Michigan Department of Transportation (MDOT) of an award of federal Small Urban Program Grant funding for said project; and

WHEREAS, this project requires the services of a professional engineering firm for compliance with MDOT program funding; and

WHEREAS, the City sought proposals from its Qualification Based Selection (QBS) list of firms to perform such work; and

WHEREAS, Fleis & Vandenbrink, Inc. is selected as the most qualified firm to perform said design assistance and construction administration services, in an amount not to exceed \$132,900.00.

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 employ the firm of Fleis & Vandenbrink, Inc. to provide professional engineering services for the 2021 N. Gould Street Project.
- SECOND: The mayor and city clerk are instructed and authorized to sign the necessary documents as an Agreement for Professional Engineering Services between the City of Owosso, Michigan and Fleis & Vandenbrink, Inc.
- THIRD: The Accounts Payable department is authorized to make payment up to the amount of \$132,900.00 to Fleis & Vandenbrink, Inc. upon successful completion of stated work.
- FOURTH: The above expenses shall be paid from the 2016 Unlimited Obligation Bond Proceeds Acct No. 202-451-818.000-NGOULDST21 (\$85,500.00), Water Main & Hydrants Account No. 591-901-972.000-NGOULDST21 (\$47,400.00), and other funds as appropriated.



December 13, 2019

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

RE: RFP: City of Owosso - Gould Street Reconstruction

Dear Mr. Chesney:

The City of Owosso's consistent improvements to your public infrastructure is impressive. The rehabilitation of Gould Street will result in roadway and utility improvements that will benefit the many users who utilize this route to the various residential neighborhoods and community schools. The timing of this improvement project is ideal with the expansion of the school's campus currently underway and the anticipated additional development in the Osburn Lakes community.

Fleis & VandenBrink (F&V) is pleased to have assisted the City with professional engineering and surveying services to help serve your 16,000 residents and visitors. Over the past several years we have provided engineering services for numerous roadways in your community, such as the Gould Street resurfacing and the 2017, 2018, and 2019 street improvement programs. In all of these previous assignments our professional services have been completed under or on budget. Prior to this recent work, we were involved in the planning and engineering as Gould Engineering for the Osburn Lakes development located at the northerly limits of this project. We know your community and staff and are familiar with your needs and expectations to deliver another successful project.

F&V also provides several benefits related to this specific project. We are currently in the process of finishing the topographic surveying and mapping that will be utilized by the City of Owosso in the design of these improvements. We are pleased that we were able to complete the topographic survey prior to the snow flying so you can proceed with the design this winter. We have also provided AutoCAD Civil 3D mentoring and training to the City's engineering department. This prior training and coaching will be a great asset to the City as you proceed with the design of this project. I think we both agree that the quality of the City's engineering plans has increased significantly over the past few years with the addition of your qualified supporting staff. The quality and accuracy of your plans is evident in the very competitive bids that you have received on your recent projects. As the Gould Street project involves oversight and advisement during the design stage, we look forward to continuing to serve as an extension of your staff in the development of this project.

Please give us a call if you any questions or comments.

Sincerely,

FLEIS & VANDENBRINK

Geric Rose, PE, PS,
Project Manager

9475 Holly Road, Suite 201
Grand Blanc, MI 48439
P: 810.743.9120
F: 810.771.7860
www.fveng.com

STATEMENT OF UNDERSTANDING

The City of Owosso is requesting limited design engineering and full construction administration services to assist with the rehabilitation of Gould Street from Oliver Street northerly approximately one-half mile to Moore Street. Gould Street serves several surrounding residential areas and Owosso High School. New residential development and an expansion of the school campus is expected to increase the daily traffic in the future.

Improvements will include replacement of the pavement section, storm sewer, and water main. Curb and gutter, sidewalk ramps, and sidewalk will be replaced as needed. The deteriorating pavement is likely due to an inadequate base beneath the HMA pavement. A geotechnical investigation is underway to evaluate the existing road section and underlying base material. It is desired to complete the roadway improvements during the school summer recess to minimize traffic impacts. During construction Gould Street will be open to local traffic only. Thru traffic will be detoured.

The City intends to complete the design of the roadway and utility improvements in house with oversight and advisement from an engineering consultant. The consultant shall assist in project design, scheduling, NEPA & SHPO clearance, permitting, and project delivery in accordance with MDOT's project planning guide. The City's engineering department will prepare the project plans up to the grade inspection (GI) level where handoff to the consultant will occur to perform a QA/QC review and assist with the grade inspection submittal. This submittal will be approximately 80% complete plans, program application, cost estimate, special provisions, notice to bidders, maintaining of traffic, and progress clause. The consultant will then coordinate the project, submittals, approvals, and permitting from this stage through the MDOT letting.

This project will include participating roadway items under the small urban grant and also non-participating water main items. New 12-inch watermain will replace the aging 8-inch main currently located along the project. Watermain improvements will include new PVC pipe, valves, service lines, and curb stops. It is anticipated that the water main will be installed within the greenbelt on the east side of Gould Street. The east side of Gould Street is mostly undeveloped at this time within the project limits and the new watermain could be installed with minimal hard surface restoration needs. The new 12-inch watermain will help complete the primary watermain loop in this portion of the City and provide adequate capacity for future development.

Utility coordination will be another aspect of the project in which the consultant will assist the City. Meetings and correspondence with the utility owners will be required to coordinate their desired improvements and/or conflicts into the project schedule and plans. It appears that gas is currently located on the east side of Gould Street in the southern portion of the project and on the west side in the northern portion. In order to facilitate the placement of the new watermain within the east greenbelt, it may be desired that any gas main replacements be completed on the west side of the street. This will also help standardize the location of public and private utilities within the road right-of-way.

The desired schedule for this project per the RFP is a February 2021 MDOT bid letting. This will require a GI submittal in September of 2020. The new NEPA form will need to be completed and submitted (but not necessarily approved) before a GI meeting can be scheduled. Approval of the NEPA classification will be required prior to obligation of funds by MDOT. In our review of the project area we noted a fair number of trees along the easterly side of Gould Street where the city may desire to place the new watermain. With the absence of driveways and sidewalks on this side of the street, installation by open cut may be the most cost effective option. This will likely require removal of some of these trees. While installation by horizontal direction drilling could save on the amount of tree removal required, there will still be the need to frequently expose the main to install the new long side service leads. With tree removals likely being part of this project, the removal restrictions associated with federal funds and the federally protected bat species may come into play. It is typically desired to remove all trees between October 1 and March 31 to avoid the need to complete an additional environmental evaluation along the route. A February letting would likely allow construction to begin in mid-March following contract award. While there still may be time to remove the trees prior to March 31st, the proposed schedule would be cutting it close. In our scheduling of the project we would suggest that the city consider targeting a January 2021 letting. This will allow a slightly larger buffer should there be delays in the obligation and letting due to permitting or environmental clearances, or a delay in the contract award by MDOT.

The construction administration stage of the project will be completed during the 2021 construction season. These services will include survey layout, construction observation, record keeping, material testing, quality assurance, and assisting the City with the overall management of the project. All material and quality assurance testing will be completed in accordance with the MDOT Construction Manual and Standard Specifications for Construction to ensure compliance with state and federal requirements. It is anticipated that the City will hold the title as Project/Construction Engineer and therefore will be signing all payment applications, work orders, and contract modifications. The consultant will assist with the preparation, recommendations, and review of these documents.

In summary, the City is looking for a consultant to assist with the various stages of the design, permitting, approval and construction process. The capabilities of the City's engineering staff are pleasantly increasing every year. The forming of a cohesive team between City and consultant will make this street and utility improvement project a success for the City of Owosso and its residents.

TEAM HIGHLIGHTS RELATIVE TO PROJECT

F&V is pleased to have assisted the City's engineering department over the past several years with AutoCAD Civil 3D training and development, roadway and storm sewer design, topographic surveying, and overall plan preparation. We have also assisted the City's water and sewer department with water main design and the preparation of standard watermain detail sheets and specifications. We understand the capabilities of the City's engineering department and your approach to design and construction. We feel that this will be a great asset to the City in the development of this project. We recently completed similar services on several of the City's street and watermain improvements projects, providing design assistance, quality assurance review, and construction administration. Furthermore, having completed the topographic surveying for this project to allow the City to complete the design this winter, we have a firm understanding of the existing conditions and potential issues and challenges. The desired work scope of the Gould Street rehabilitation project is for the consultant and the City to work as a team, combining expertise and experience to make this project a success. We feel that we have shown our ability to serve as an extension of your staff in providing oversight, advisement, and as-needed services.

SCOPE OF SERVICES

Our work plan centers around providing the required assistance and professional services required to allow the City to successfully complete this road and utility improvement project during the 2021 construction season. We will provide a consistent project team through both the design and construction administration phases and our project manager will serve the City through the duration of the project.

PROJECT MANAGEMENT ASSISTANCE

Besides the regular and consistent communication with the City staff to have a successful project, there are many agencies and stakeholders involved in this project. We will assist the City with the coordination of the project's schedule and milestone dates, environmental and water main permitting and approvals, and private utility improvements to meet the goals and expectations of the project. Our project team will work closely with the City, MDOT, and EGLE to coordinate the efforts of all parties to keep this project on schedule and on budget.

LIMITED DESIGN ENGINEERING

Our limited design engineering services for this project primarily involves being a technical resource for the City's engineering staff to provide project oversight, advisement, and assistance with the roadway, storm sewer, and watermain design. We will assist with the tasks commonly associated with a MDOT LAP project including plan and specification development, plan delivery, utility coordination, permit application preparation and processing, and coordination with the various state agencies including MDOT, EGLE, and SHPO. The limited design services outlined in the RFP will be fulfilled as part of our professional services.

CONSTRUCTION ENGINEERING

Under the construction administration phase, F&V will provide full construction engineering and administration services to the City in accordance with state and federal requirements for a MDOT LAP project. All construction documentation will be organized electronically following MDOT's E-Construct file format for easy archiving and retrieval. Key items to be completed as part of our construction administration services include:

- Survey layout of the roadway, watermain, and storm sewer improvements
- Full time construction observation and record keeping (average of 50 hours per week for anticipated 14



week construction schedule). The duration of construction will be further evaluated with the City during the design phase.

- On-site and off-site quality assurance testing. Our field technicians are certified in materials testing and are typically able to complete both the daily observation and testing. We will arrange all laboratory testing, as well as in-plant HMA testing, with the local office of PSI and/or SME.
- Office technician tasks including preparation of pay estimates, work orders, contract modifications, and other related administrative duties during the duration of this project.

Our construction administration services will also include all other requested services outlined in the RFP and those required to fulfill the requirements of this project. From the preconstruction meeting to final project closeout, we will work closely with the City and all other agencies to ensure that this project is completed on schedule and on budget.

PROFESSIONAL FEES

We propose to complete the services noted within this proposal for the following not-to-exceed fees.

Phase	Fee
Design Engineering:	
Water Main:	\$6,400
Road and Storm Sewer:	\$9,500
Construction Administration:	
Water Main:	\$41,000
Road and Storm Sewer:	\$76,000
Total Lump Sum Not-to-Exceed Fee:	\$132,900

The above fees include outside services such as geotechnical investigations and laboratory materials testing.

Glenn M. Chinavare

From: Randy J. Chesney
Sent: Thursday, December 26, 2019 9:55 AM
To: Glenn M. Chinavare
Subject: FW: Small Urban project list and Owosso/Corunna Illustrative project
Attachments: FY 2020 - 2023 Small Urban.xls; Owosso-Corunna Small Urban Packet.pdf

Glenn,

Below is first notice of approved Gould Street Project. Funding year was since changed to FY2021 per our request.

Randy

From: Kloha, Mark (MDOT) [<mailto:KlohaM@michigan.gov>]
Sent: Wednesday, October 09, 2019 12:10 PM
To: Randy J. Chesney; Glenn M. Chinavare; bfriess@shiawasseeroads.com; citymanager@corunna-mi.gov; ccannon@shiawasseeeco.com; sgregory@co.geneseee.mi.us
Subject: Small Urban project list and Owosso/Corunna Illustrative project

Hello,

First – please review the attached FY 2020-2023 Small Urban project list for accuracy. This is what is currently programmed in JobNet for FY 2020-2023. If anything is not correct, please let me know. Owosso-Corunna has projects listed for FY 2021 and FY 2023.

Second – there is extra funding available in FY 2020 for a few illustrative projects. The Owosso/Corunna Gould Street project has been selected for funding in FY 2020. I have the 2606 form for that project – it is in the Owosso-Corunna Small Urban packet. Please review that 2606 form to make sure that information is correct. I will use that information to program this project into JobNet. Also, I will need a letter of assurance that the local match is in fact available in FY 2020 for this project.

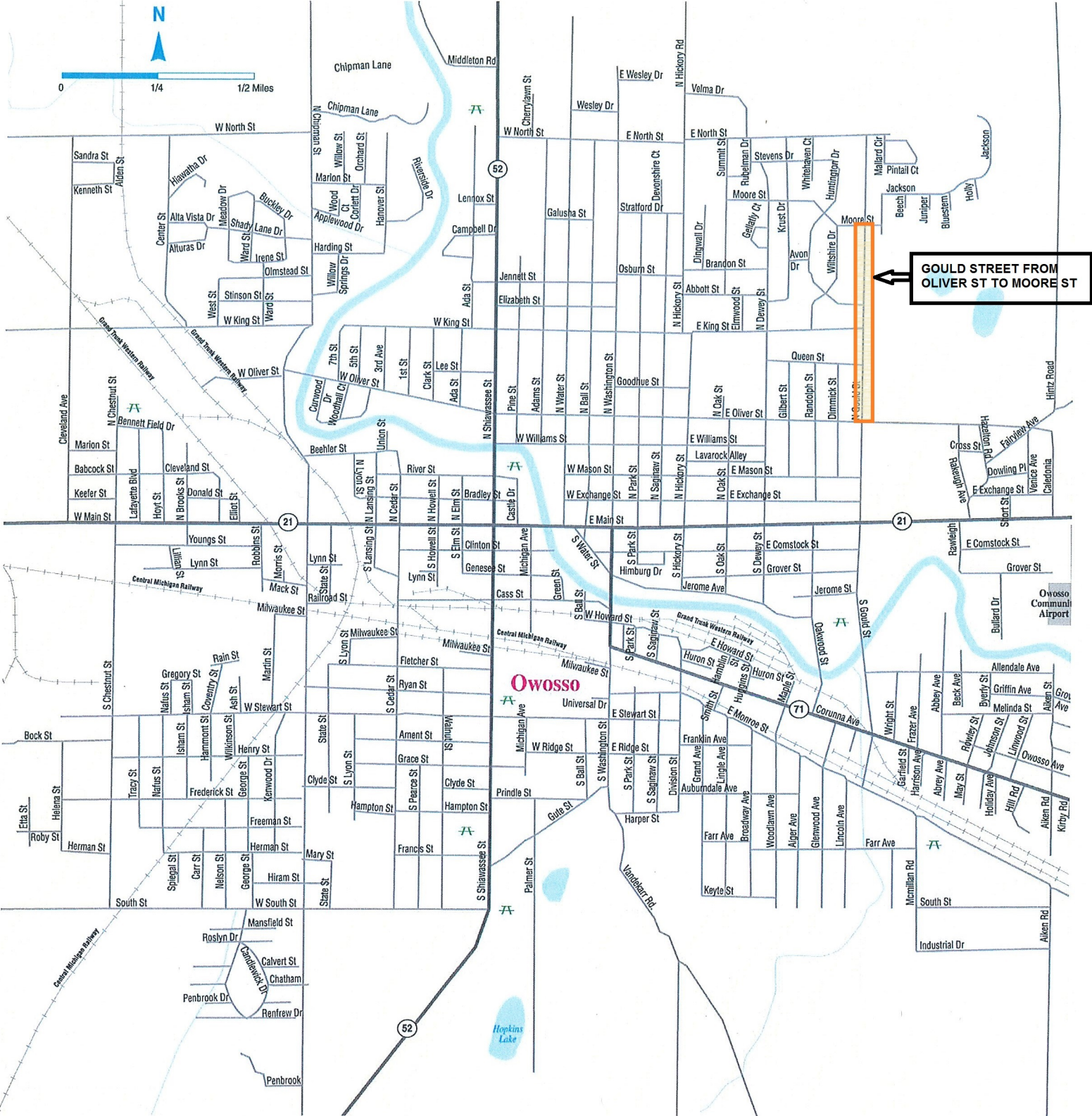
Just to clarify, the awarding of this illustrative project in FY 2020 will **not** affect the FY 2021 or FY 2023 projects.

If anyone has any comments or questions, please let me know.

Mark Kloha
MDOT – Small Urban program
517-241-3675
kloham@michigan.gov

2021 Small Urban Project List

Fiscal Year	Job#	Small Urban	Project Name	Limits	County	Length	Primary Work Type	Project Description	Fed Estimated Amount	State Estimated Amount	Local Estimated Amount	Total Estimated Amount	Responsible Agency
2021	208349	Adrian	Michigan Ave	Charles to Scott	Lenawee	0.499	Road Rehabilitation	Resurface	\$375,000	\$0	\$93,750	\$468,750	Adrian
2021	207242	Albion	Division Dr	Clark Street to E County Line	Calhoun	1.071	Road Rehabilitation	Resurfacing	\$375,000	\$0	\$93,750	\$468,750	Calhoun County
2021	207255	Allegan	Second St	M-89 to Brady Street	Allegan	0.142	Road Rehabilitation	Resurfacing and Bridge Rehab	\$375,000	\$0	\$438,039	\$813,039	Allegan
2021	207331	Alma-St. Louis	W State St	Main St west to Michigan Avenue	Graiot	0.369	Reconstruction	Reconstruction	\$375,000	\$0	\$375,000	\$750,000	St. Louis
2021	127913	Alpena	N Bagley St	Bagley St Bridge over Thunder Bay River, Alpena Twp, Alpena County	Alpena	0.057	Bridge Rehabilitation	Miscellaneous Bridge Rehabilitation and add ped/bike facilities, Alpena City	\$375,000	\$0	\$83,155	\$458,155	Alpena County
2021	207414	Au Sable	E Kings Corner Rd	Birch Acres Road to Love Road	Iosco	0.851	Road Rehabilitation	Resurfacing	\$61,400	\$0	\$111,600	\$173,000	Iosco County
2021	207429	Au Sable	Loud Dr	Cedar Lake Road to Love Road	Iosco	2.908	Road Rehabilitation	Resurface	\$313,600	\$0	\$78,400	\$392,000	Iosco County
2021	208217	Big Rapids	Colburn Ave	S 3rd Ave (M-20) to East City Limits	Mecosta	0.392	Road Rehabilitation	Resurface	\$300,000	\$0	\$60,000	\$360,000	Big Rapids
2021	208087	Big Rapids	Transit Operating	Areawide	Mecosta	0.000	SP1203-admin/maintenance facility improvements	Transit Equipment and Facility Renovations	\$75,000	\$15,000	\$0	\$90,000	Big Rapids Dial-A-Ride
2021	208362	Charlotte	E Harris St	Cochran (M-50) to Lansing Rd (BL69)	Eaton	0.258	Reconstruction	Rconstruct	\$375,000	\$0	\$225,000	\$600,000	Charlotte
2021	208388	Chelsea	Sibley Rd	M-52 to City Limits	Washtenaw	0.698	Road Rehabilitation	Resurface	\$375,000	\$0	\$93,750	\$468,750	Chelsea
2021	208218	Coldwater	Marshall Rd	State to Jonesville	Branch	2.020	Road Rehabilitation	Resurface	\$375,000	\$0	\$200,000	\$575,000	Branch County
2021	208222	Dowagiac	Pokagon St	M-51 to Cass Avenue	Cass	1.334	Road Rehabilitation	Resurface	\$375,000	\$0	\$93,750	\$468,750	Cass County
2021	209369	Eaton Rapids	Brook St	City limits to M-50	Eaton	0.774	Road Rehabilitation	Crush and shape, repave, striping, repair curb and ramps, storm repairs	\$315,000	\$0	\$85,000	\$400,000	Eaton Rapids
2021	208219	Goodrich	Gale Rd	Green Road to McCandlish Road	Genesee	0.500	Road Rehabilitation	Restoration and Rehabilitation	\$375,000	\$0	\$95,000	\$470,000	Genesee County
2021	208293	Houghton	E Houghton Ave	Bridge to Dodge / Pearl to College	Houghton	0.177	Road Rehabilitation	Resurface	\$187,828	\$0	\$46,957	\$234,785	Houghton
2021	208294	Houghton	Hecla St	Hecla St. , Ignot St., Ethel Ave.	Houghton	0.306	Road Rehabilitation	Resurface	\$187,500	\$0	\$49,500	\$237,000	Hancock
2021	208225	Houghton Lake	S Loxley Rd	CR 400 (Emery Rd) to M-55	Roscommon	3.142	Road Rehabilitation	Resurface	\$375,000	\$0	\$125,000	\$500,000	Roscommon County
2021	208354	Ironwood	W McLeod Ave	McLeod Ave. and Lowell St.	Gogebic	0.399	Road Rehabilitation	Resurface	\$216,000	\$0	\$54,000	\$270,000	Ironwood
2021	208385	Ironwood	Transit - Capital	Areawide	Gogebic	0.000	SP1203-admin/maintenance facility improvements	Facility Upgrade	\$30,000	\$7,500	\$0	\$37,500	Gogebic County Transit
2021	208256	Ishpeming	Empire St	3rd to Main	Marquette	0.201	Road Rehabilitation	Resurface	\$375,000	\$0	\$95,000	\$470,000	Ishpeming
2021	208396	Kinross	Industrial Park Drive	M-80 Southerly to its end	Chippewa	0.702	Road Rehabilitation	Resurface	\$375,000	\$0	\$93,750	\$468,750	Chippewa County
2021	208105	Manistee	Transit Capital	Areawide	Manistee	0.000	1110-Bus Rolling Stock	Bus Purchase	\$375,000	\$93,750	\$0	\$468,750	Manistee County Transportation, Inc.
2021	208252	Marinette--Menominee	13th St	10th Ave. to 26th Ave.	Menominee	1.004	Road Rehabilitation	Resurface	\$375,000	\$0	\$320,000	\$695,000	Menominee
2021	208254	Marshall	E Mansion St	East Drive/North Drive E & Mansion St.	Calhoun	0.366	Reconstruction	Resurface and Reconstruct	\$375,000	\$0	\$412,000	\$787,000	Marshall
2021	208382	Milan	Platt St	Main Street to Redman Road	Washtenaw	0.885	Reconstruction	Reconstruct	\$375,000	\$0	\$1,863,000	\$2,238,000	Milan
2021	208943	Otsego--Plainwell	12th St	12th Street - 102nd Avenue to M-89	Allegan	0.993	Road Rehabilitation	Mill and resurface with 2" HMA	\$187,500	\$0	\$62,500	\$250,000	Allegan County
2021	208944	Otsego--Plainwell	S 16th St	16th Street from 102nd Avenue to the Otsego City Limits with 2" HMA	Allegan	0.877	Road Rehabilitation	Resurface with 2" of HMA	\$187,500	\$0	\$62,500	\$250,000	Allegan County
2021	208229	Owosso	Parmenter Rd	Sta. 101 + 118+50	Shiawassee	0.218	Reconstruction	Reconstruct	\$375,000	\$0	\$195,000	\$570,000	Corunna



GOULD STREET FROM
OLIVER ST TO MOORE ST



Recreational Marijuana Facility Licensing

How we got here...

- November, 2018 - Voters Passed the Michigan Regulation and Taxation of Marihuana Act
 - It passed in Owosso 3178 to 2292 (58% - 42%)
 - Michigan Bureau of Licensing and Regulatory Affairs (LARA) given until December 6, 2019 to formulate rules for licensing
- December, 2018 - Owosso City Council voted to impose a moratorium on Recreational Marijuana facility licensing to give the LARA time to formulate licensing rules
- July, 2019 – LARA releases emergency rules for recreational marijuana facility licensing

Michigan Regulation and Taxation of Marihuana Act (MRTMA – Recreational)

- Ten Licenses
 - Grower, Processor, Transporter, Provisioning Center, Safety Comp,
 - NEW - Event Organizer, Temp MJ Event, Designated Consumption Establishment (club), Excess Marijuana Grower, Microbusiness
- No capitalization requirement for license application and fewer financial docs required
- State-level application fee of \$6000 plus additional fees depending on the type of license
- Applicants are required to submit a social equity plan
- If a city does nothing, recreational marijuana facilities are automatically allowed with no caps and no zoning rules.

Medical Marihuana Facilities Licensing Act (MMFLA – Medical)

- Five Licenses
 - Grower, Processor, Transporter, Provisioning Center, Safety Comp.
- Depending on license, applicants could need up to \$500,000 to be considered for a license.
- State-level application fees are \$6000 per license
- If a city does nothing, medical marijuana facilities are prohibited.

New Recreational Licenses Explained

Microbusiness (Rule 27)

- Grow up to 150 plants
 - Can come from an existing registered caregiver if the microbusiness owner and the caregiver are the same person.
- Processing and packaging
- Retail sale of marijuana
 - To people. Not other marijuana businesses
- Transfer of marijuana to safety compliance facility
- Cannot operate at multiple locations
- Must enter all information into state database regularly
 - Transactions, inventory, etc

Marijuana Event Organizer (Rule 61)

- Can organize temporary special events where onsite sale and/or consumption of marijuana is authorized at a particular location.

- Excess Grower (Rule 60)
 - Exempt from state \$6,000 base fee
 - Issued to a person who holds 5 stacked Class C marijuana grow licenses under MRTMA AND 2 Class C grower licenses under MMFLA
 - Each Excess Grow License is for 2000 plants
 - Total Excess Grow Licenses shall not exceed the total amount of plants allowed under current regular Class C grow licenses held.
- Designated Consumption Establishment – Club (Rule 59)
 - Must fit with City’s zoning code – if allowed
 - MANY specific rules regarding layout, smoke free areas, employee observation areas, operations plan, ventilation system, insurance, etc.
 - Refer to Rule 59 for a complete list of requirements.

Annual State Level Recreational License Fees - \$6,000 base fee +...

- | | | | |
|---------------------------|----------|--|---|
| • Class A Grower | \$4,000 | • Secure Transporter | \$25,000 |
| • Class B Grower | \$8,000 | • Safety Comp (tester) | \$25,000 |
| • Class C Grower | \$40,000 | • Event Organizer | \$1,000 |
| • Excess Grower | \$8,000 | • Consumption Club | \$1,000 |
| • Processor | \$40,000 | • Temp MJ Event (exempt from base fee) | |
| • Retailer (provisioning) | \$25,000 | • No sales | \$500 |
| | | • Sales | \$500/day +\$500 per business that is at the event selling product. |

- Rule 32

- A medical (MMFLA) facility license holder can also have a recreational (MRTMA) license at the same location as long as it is a comparable license type:
 - Retailer and Provisioning Center
 - Grower and Grower
 - Transporter and Transporter
 - Etc...

- Rule 9

- Applicants for a Microbusiness or Class A Grow license must be a Michigan resident (rule ends on Dec 6, 2021)
- Only current medical license holders for provisioning center, B grower, processor, or transporter licenses are eligible to apply for a recreational license.

What Owosso voters said...

Medical Marijuana (2008)

- Yes – 60.1%
- No – 39.9%

Recreational Marijuana (2018)

- Yes – 63.4%
- No – 36.6%

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
DECEMBER 4, 2019 AT 7:30 A.M.
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:35 A.M.

ROLL CALL: Was taken by Recording Secretary, Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Commissioner Ken Cushman, Commissioner Bobbi Fuller, Commissioner Jon Moore, Commissioner Lance Omer, Commissioner Theresa Trecha and Commissioner Jim Woodworth.

MEMBERS ABSENT: Vice-Chairman Bill Gilbert and Mayor Chris Eveleth,

OTHERS PRESENT: Josh Adams, DDA Director

AGENDA: IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO AMEND THE AGENDA WITH THE FOLLOWING CHANGE:

- 1) Remove Item #3 under Items of Business – 2018/2019 Draft Audit Approval

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO CORRECT THE MINUTES OF REGULAR MEETING HELD NOVEMBER 6, 2019 TO REFLECT THE CALLED TO ORDER TIME CORRECTLY AS 7:32 A.M.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: NONE

ITEMS OF BUSINESS:

- 1) **CHECK REGISTER** – As the register was reviewed, expenses labeled Downtown Repairs were described as electrical work, Chairman Light Bulbs. The commissioners shared their desire for a good repair procedure to maintain the brick inlay pavers including limestone underneath.

IT WAS MOVED BY AUTHORITY LANCE OMER, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE CHECK REGISTER FOR NOVEMBER, 2019 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) DECEMBER 2019 BUDGET REPORT- The budget is “on track” per DDA Director, Josh Adams. Expenses had increased in Maintenance for watering, the hiring of an individual to weed and lawn maintenance in specific areas to be fine-tuned in the Annual Budget Meeting.

- 3) **2018/2019 Draft Audit Approval** – Voted by board to remove from agenda, see motion above.

4) Revolving Loan Fund Application Approvals – The City of Owosso Finance Department provided information to the Commission that a total of \$438,756.79 has been granted/loaned. \$272,206.79 was done historically. \$106,975.00 has been loaned by the DDA commission along with \$59,575.00 provided as grants. There is amount of \$813.191.14 available balance to disperse.

4) (cont.) Revolving Loan Fund & Grant Program Rational Worksheets were reviewed and presented by the Design and Business Vitality Committee for the following:

Insight Vision Center, LLC requested a loan in the amount of \$50,000 from the OMS/DDA Revolving Loan Fund in the amount of \$50,000 for interior and exterior renovations for their location at 122 N. Washington Street, and future home of Insight Vision Center. Owosso, MI.

Shook Westown Development, LLC requested a loan in the amount of \$50,000 from the OMS/DDA Revolving Loan Fund for interior and exterior renovations for their location at 804 W. Main Street, Owosso, MI.

IT WAS MOVED BY AUTHORITY WOODWORTH, SUPPORTED BY AUTHORITY MEMBER CUSHMAN ON THE RECOMMENDATIONS OF THE DESIGN AND BUSINESS VITALITY COMMITTEE, TO APPROVE THE REVOLVING LOAN APPLICATIONS AS PRESENTED.

AYES: ALL. MOTION CARRIED.

5) Yearly Board Self-Assessment Form – Annual Assessment to begin conversation for gaps in Strategic Planning. The power of the survey is to determine the next focus. Each commissioner will choose 2-3 focus items for discussion at the Board Retreat. A final report will be submitted to Michigan Main Street.

COMMITTEE UPDATES:

- 1) Design and Business Vitality** – Continuing with Revolving Loan Fund applications, working with Historic District Commission to develop design standards for downtown district as an information sheet. Two design stylists were hired to develop the Downtown Decorations. All expressed their approval of the appearance of the decorations. There was discussion on the problems with the light strands. Future plans are being made to purchase a better/different quality.
- 2) Promotion & Outreach** – This year's GLO Parade was the largest attended Glo Parade in the history of the parade. There were 134 Runners. Floats were outstanding with a 1st place prize of \$500. It was a huge success. Apple Tree Lane reported records sales over other Glo Events. Blossom had mores sales this year than last. Glo Queen contestants raised approx. \$6,000. The winner was Kathy Watson representing Angel's Hands Outreach raising \$3,500. Owosso Main Street receives 10% of monies raised.

American Express cut back on the number of bags provided for Small Business Saturday. Plans are being made to invest monies to create bags rather than depending on American Express. A live remote with 99.1 was done from 9-11 A.M. at Apple Tree Lane along with a 2-week promotion prior paid by the GLO Committee. It was apparent that it was beneficial by the Social Media increase.

3) Business Owners Committee – Pulse Survey was conducted with 452 responses, as required by Michigan Main Street. The survey exposed a vulnerability to the Downtown Owosso area. 72% specified they attend the Farmer's Market. Director's recommendation is to consider entering into an agreement to assist with sustaining the market perhaps to assist financially. Ideas were exchanged for the continuation of the Farmer's Market. Director Adams will seek further information and interest to report back to the Commission.

Sixty-Two percent of the responses to the survey stated they come downtown to eat. It would be beneficial to seek out a restaurant open in evenings to fill the empty Jumbo's building to continue that interest.

Seventy Percent of survey responders were females.

4) Manager Updated – See Director Report.

Board Continuing Education/Information:

- **Director Report** – Board Retreat, December 11, 2019, 7:30 p.m. at Armory.

PUBLIC COMMENTS: None

BOARD COMMENTS: Commissioner Trecha reported that vandals turned off the main power supply to Capitol Bowl again. The vandals were caught. Tournaments were being held, in the last 2-3 frames. It was a hardship to reset and restart the tournament. Police reported there was little that could be done because physical damage was doen. A couple of the vandals did do some Community Service for Capitol Bowl.

**ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY
AUTHORITY MEMBER WOODWORTH TO ADJOURN AT 8:25 A.M.**

AYES: ALL. MOTION CARRIED.

OWOSSO HISTORICAL COMMISSION

Regular Meeting Minutes

December 9, 2019, 6:00 PM Curwood Castle



CALL TO ORDER: MEETING WAS CALLED TO ORDER AT 6:02 PM BY VICE CHAIRMAN DAVE ACTON.

PRESENT: Chairman Elaine Greenway; Vice Chair Dave Acton; Commissioner Sara Adams; Commissioner Mark Erikson; Commissioner Steven Flayer;

ABSENT: Commissioner Carolyn Ebert; Commissioner Heather Jacobs; Commissioner Paul Rogers.

OTHERS PRESENT: Denice Grace, Curwood Castle Head Docent and Linda Beeman

APPROVAL OF AGENDA: Commissioner Flayer made a motion to amend the agenda and supported by Commissioner Adams, ALL AYES, Motion carried.
to include additional New Business: 1) Payment Adjustment – Auction Item
2) Commissioner absence due to illness; 3) Steve Flayer – Handouts for future meeting discussion.

APPROVAL OF NOVEMBER, 2019 REVENUE AND EXPENDITURE REPORT:

No reports were available at this time for review. Financial Director at City offices will be contacted to obtain reports for future meetings.

CONSENT AGENDA: OHC Balance Sheet; OHC Check Register were not available for the Commissioner's review. Plans were discussed to have them available at future meetings.

APPROVAL OF MINUTES OF MEETING HELD NOVEMBER 12, 2019 – None, meeting not held due to lack of quorum.

CITIZEN COMMENTS: Linda Beeman informed Commission that grants remain available and extended her services to write grants for the commission.

OLD BUSINESS:

Email rec'd from the Monte Carlo Club requesting to have a daylong meeting 9 a.m. – 3 p.m. display cars outside of castle and have meeting inside. No date specified. – Commissioners recommended follow-up with Monte Carlo Club for more details. Concerns were noted about renting the Castle with no policy in place and liability issues.

Executive Director – Applications due by 12/18/19. Interview dates have not been determined. Interview panel will be developed.

Christmas Party Recap – \$2,950.00 funds were raised, beverage and food costs were low. Previous years raised more; however, expenses were also much higher. The party was a Historical Commission Family Event. It was determined to be a successful event. All of this was accomplished without an employee leading the event. Left over unopened food will be purchased by interested parties reimbursing the Commission for the expense. Receipts will be obtained from the City Finance Department to determine cost.

Suggestions for next year were requested. A recommendation was made for fewer baskets. A total of 44 items were available for auction. Suggestions were made to showcase local business baskets.

Gould House plumbing - issues were discussed. Contact will be made to arrange repairs.

Archiving Update – The commission has requested Steve Flayer thru his capacity as Director of the Library to move forward archiving materials in the care of the Owosso Historical Commission.

Recording Secretary Position – There has been no interest in filling the position. The commission will purchase recorder and offer paid training. Commissioners will continue to seek a replacement.

NEW BUSINESS:

- **Debit/Credit Card Use** – The service was made available for purchases and auction items. The internet service was unreliable and made it impossible to utilize during the Christmas Party. IT suspects a new router is needed for the Castle. One has been ordered. The service will remain available for gift shop purchases.
- **Member Absences** – discussion surrounding Commissioners absences due to illness. Also, absences in general. The bylaws will be reviewed and a decision made at a future meeting.
- **Review of Auction Bids at Christmas Party:** Benches were auctioned separately. The starting bid was not the same. It was determined that both benches should be valued at the same amount. A refund of \$200.00 will be made to Nathan Henne. His check will be returned and he will be asked to reissue a new check in the amount of \$100. **A motion was made by Commissioner Flayer, supported by Commissioner Adams. All Ayes. Motion Carried.**
- **Commissioner Flayer** offered several documents for Commission to review on various topics for future meetings. It is a list that will prove helpful moving forward with strategic planning of the Commission. Appreciation of the documents was expressed. These are items to review once the transition is complete.

ADJOURN: Commissioner Acton motioned to adjourn at 7:18 PM, Supported by Commissioner Adams. Ayes All, Motion Carried.



BACKGROUND

On December 11, 2019, the Owosso Main Street/DDA (OMS) board held a Board Retreat in preparation for the 2020/21 programming year. The strategic planning process is used to assist with budget prioritization, strategic Planning, and to further focus the direction of the OMS Program.

The Board of Directors gathered together to discuss the future direction of the program and to set the goals and objectives for the Owosso Main Street/DDA organization & committees. Under the Main Street model, communities take a four-point approach to tackle downtown revitalization in a comprehensive way. The four points are Organization, Design, Economic Vitality, and Promotions. These points are meant to work together to create a healthy and attractive downtown with an engaged population, being served by a number of diverse businesses. This four-point approach is implemented through OMS' two committees: the Promotion & Outreach Committee; and the Design & Business Vitality Committee (each with their own sub-committees and task teams).

PROGRAM STRUCTURE

OMS is a volunteer-driven organization. While there is a paid employee in the form of an Executive Director, this employee is there to help guide the efforts of the board and program volunteers.

To give the committees direction, the OMS Board of Directors sets goals and objectives allowing each committee to work towards those goals through the lens of their committee's skill set. Under each goal, committees create specific projects to help achieve their objectives. These projects should have specific tasks, goals and a means to measure success.

Once projects are determined by committee members under board goals and objectives, it is up to the committees to create a work plan for each project. Work plans should include all steps necessary to complete the plan, including a start and finish time for each task, as well as a budget, and the person assigned to complete each task. One person should act as the chair for each project, taking the lead to make sure that the work plan is completed. Individual volunteers should be assigned to complete the individual tasks.

Once a work plan is completed, it is compiled with the other proposed project work plans to help determine an overall program budget. It is up to the board to either approve or deny a project and work plan, based on how the proposed project is slated to meet the board's objectives and how the work plan is laid out. Once a project is approved, the committee has the authority to carry out the tasks and complete the project without board interference.

MISSION STATEMENT

The board reviewed the mission statement developed for the organization during the 2015/2016 board retreat:

“Owosso Main Street’s mission is to foster an active and thriving downtown that is the heart of our community by promoting historic preservation and drawing both local residents and visitors to our city.”

The board agreed that this mission statement still fits the values of the organization and will remain for the 2020/2021 year.

VISION STATEMENT

The board reviewed the vision statement developed for the organization during the 2015/2016 board retreat:

“Our downtown, bright with promise and potential, captures the spirit of community. It is a gathering place to work, eat, play, and stay. Downtown Owosso is rich with opportunities in art, entertainment, business, and learning. Owosso Main Street unites individuals, businesses, and local government to revitalize our historic downtown. It is a comprehensive approach that focuses on community assets and partnerships to preserve and promote historic Owosso.”

The board agreed that this vision statement still fits the path the organization is planning, and will remain for the 2020/2021 year.

TRANSFORMATION STRATEGIES

In 2017, OMS worked with the National and Michigan Main Street Centers to develop new transformation strategies for our downtown. Using market data, community input, and reviewing all our community assets, the board of directors approved two transformation strategies for the downtown. They are as follows:

- *Day Trip Destination*
- *Increase Upper-Floor Residential Development/Density*

****For a deeper dive into OMS’ Transformation Strategy Development please review the National Main Street Center’s powerpoint presentation and OMS’ Transformation Strategy write-up.****

TAGLINE

During our 2018 Rebranding Services provided by the Michigan Main Street Center and the MEDC, OMS received and new brand logo, brand strategy, brand statement, and community tagline. The new Downtown Owosso tagline is: *“Gather Around”*

****For all rebranding information please review the Rebranding Report and/or YouTube presentation provided by Arnett-Muldrow.****

BOARD OF DIRECTORS SELF-ASSESSMENT

This year the Board of Directors did something different with the annual self-assessment. Each board member was asked to review the assessment and make notes, listing what they believe is the largest gap or rooms for improvement needed with the program.

During the Board Retreat members then had an open discussion, sharing their notes with one another. After much discussion, the Board determined that two board-level initiatives should take place over the next year. They are as follows:

1. Develop a comprehensive volunteer recruitment & retention strategy that increases the capacity of the overall program; and
2. Develop a fund generation structure/program (in addition to DDA & TIF funding) that secures adequate financial resources for building program capacity.

The board agreed to form new sub-committees around this effort to ensure completion of these initiatives.

2019/20 GOALS, OBJECTIVES, & RESULTS

During 2019 Strategic Planning with the Michigan Main Street Center, the Board of Directors developed a new set of goals and objective. Each goal and objective, and their 2019/20 reported results are located in the table below:

NOTE: These objectives are still in-process

2019-2020 GOAL & OBJECTIVE EVALUATION	
Goal 1: CULTIVATE AN ENVIRONMENT THAT DEMONSTRATES A COMMITMENT TO THE DEVELOPMENT OF BUSINESSES, HOUSING AND COMMUNITY ORGANIZATIONS IN DOWNTOWN OWOSSO.	
Objective	Result
Increase in # of available residential units.	3 residential units restored in 2019 (without any local support); However, as a result of OMS/DDA's new oversight of the City's Revolving Loan Fund - up to 17 new residential units are in the pipeline for development over the next 3-years - using revolving loan funding.
Increase the # of new businesses.	Downtown saw 4 new business join the district in 2019, however the district saw the loss of 7 businesses.
Increase in approved façade grant applications.	3 Facade Restorations were completed in 2019 using MEDC/CDGB Facade Grant funds, resulting in a total investment of over \$600,000.00.
Increase in building renovation and/or restoration	Over \$800,000.00 in investment within the OMS/DDA district, much of it influenced by the facade grant.
Increase in Main Street Volunteerism of City Staff and other community organizations	Our program has been able to maintain all of our gains in volunteerism that were accomplished last year. In addition, we have gained new volunteer relationships with one additional non-profit & one new church.

Active involvement of City in the Redevelopment Ready Community Program	OMS/DDA Executive Director is on the City's RRC development team along with the City Manager.
Evidence of improved internal communication between City Departments (including Main Street) and other community organizations	While there are still gaps in communication OMS/DDA has achieved substantial improvements between City Departments. Due mainly to the efforts & inclusivity the City Manager provides.
Goal 2: CREATE AND DEMONSTRATE A WELCOMING CULTURE OF HOSPITALITY FOR THE VISITORS, BUSINESSES, AND RESIDENTS OF DOWNTOWN OWOSSO	
Objective	Result
Increase training and educational opportunities to existing small businesses.	As a result of the new Match on Main Programming and a revitalized collaboration between OMS/DDA and the SBDC, over 9 downtown businesses have participated in business planning development and other trainings with the SBDC.
Increase in # of available residential units.	3 residential units restored in 2019 w/ an additional 17 in the works as a result the the RLF program.
Increase in gross sales; daily, monthly, annually	Sales amongst downtown businesses varied; overall sales reported slightly lower than year's past. OMS/DDA formed the Retail Event Committee in 2019 to help encourage/develop a "Event-based" retail model to boost future sales.
Increase in online digital outreach and connections	OMS/DDA worked with a local web developer in 2019 to create an online store for all downtown businesses. We are confident that this site will drastically increase our district's outreach. The site will go live in early 2020
Increase in real-estate sales/development activity	8 downtown buildings were sold in 2019 for a grand total of \$1,424,945.00
Goal 3: EXPAND AND SUSTAIN A MODEL OF "COOPETITION" AMONG DOWNTOWN OWOSSO BUSINESSES, ORGANIZATIONS AND ATTRACTIONS.	
Objective	Result
Evidence of cross-business referrals and promotion	OMS/DDA has observed an average of 6 cross-promotional posts per week amongst downtown businesses
Increase in collaborative, promotional strategies	In 2019 the Retail Event Committee increased their coordinated shopping events to 8 per year.
Increase in networks and networking events	OMS/DDA has continued our monthly business owners meetings; in the fall of 2019 conducted the implementation of a new initiative called "Entrepreneurial Ecosystem". The National Main Street Center led us in this formation which will be our platform of networking and business development for the near future.
Increase the # of new businesses	Downtown saw 4 new business join the district in 2019, however the district saw the loss of 7 businesses.

Increase in collaboration and improved communication between Main Street, City Depts. and other community organizations	In the fall of 2019 conducted the implementation of a new initiative called “Entrepreneurial Ecosystem”. The National Main Street Center led us in this formation which will be our platform of networking and business development for the near future.
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After review, the OMS board elected to keep the current 2019/2020 goals and update their objectives. The board indicated that there was still a lot to accomplish within the current goals but after two years of implementation objectives should/could be updated to better facilitate each goal and measure the program’s impact. A greater focus will be on objectives that better serve district stakeholders with greater tie to work plan outcomes.

2020/2021 Goals and Objectives are as follows:

2020-2021 GOALS & OBJECTIVES	
GOAL # 1:	
<i>CULTIVATE AN ENVIRONMENT THAT DEMONSTRATES A COMMITMENT TO THE DEVELOPMENT OF BUSINESSES, HOUSING AND COMMUNITY ORGANIZATIONS IN DOWNTOWN OWOSSO.</i>	
OBJECTIVES: <ul style="list-style-type: none"> • <u>Increase the # of residential units in the pipeline for development.</u> - Use current programming resources (local, private, & public) to better assist property owners in preparing properties for residential development. • <u>Increase the # touch-points with perspective and existing property owners.</u> - Develop a pipeline for persecutive business owners using entrepreneurial ecosystems best practices. Develop better training and communication tools to aid existing downtown businesses. • <u>Increase in approved façade grant applications.</u> - Work with the MEDC and local property owners to start a new round of CDGB facade grants. • <u>Increase in Main Street volunteerism throughout stakeholders.</u> • <u>Active, collaborative involvement between Owosso Main Street/DDA and City in moving the Redevelopment Ready Communities initiative forward (including the City’s Master Plan).</u> • <u>Evidence of improved internal communication between Owosso Main Street/DDA, district non-profits, and City Departments.</u> 	
GOAL # 2:	
<i>CREATE AND DEMONSTRATE A WELCOMING CULTURE OF HOSPITALITY FOR THE VISITORS, BUSINESSES, AND RESIDENTS OF DOWNTOWN OWOSSO</i>	
OBJECTIVES: <ul style="list-style-type: none"> • <u>Create a training and educational network to support small businesses.</u> - Using entrepreneurial ecosystems best practices and our program’s relationship with the SBDC, develop/find better educational tools to aid small businesses. • <u>Increase event-driven gross sales for small business with the district.</u>- Work with committee programming and business owners to ensure programming & events translate to larger sale numbers for downtown businesses. 	

- Develop a Downtown Hospitality training/structure for businesses within the district.
- Increase in online digital outreach and connections. - Continue to build out *downtownowosso.org* to include greater tourism elements and include all state required reporting criteria. In addition increase the number of businesses participating in the online store option.
- Increase in development activity and historic preservation within the district.
- Increase streetscape improvements within the district.
- Create a program that promotes the occupation of vacant spaces.

GOAL # 3:

EXPAND AND SUSTAIN A MODEL OF “COOPETITION” AMONG DOWNTOWN OWOSSO BUSINESSES, ORGANIZATIONS AND ATTRACTIONS.

OBJECTIVES:

- Help promote cross-business referrals and events within the district.
- Maintain/increase collaborative, promotional strategies
- Create new networking events for businesses within the district. Maintain monthly business owner’s meetings.
- Work to expand coopetition to the boundaries of the district.
- Create coopetition and best practice educational opportunities.
- Improve communication between Main Street, City Depts. and other community organizations