

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, OCTOBER 19, 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 OCTOBER 5, 2020:

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 five (5) minutes duration during the occasion for citizen comments and questions. Each person shall also be afforded 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

1. Proposed Special Assessment District No. 2020-01 - Hazards and Nuisances. Conduct a public hearing to receive citizen comment regarding proposed Special Assessment District No. 2020-01, Hazards and Nuisances, as it relates to unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances.

CITIZEN COMMENTS AND QUESTIONS

CONSENT AGENDA

1. Proposed Ordinance Amendment – Small Cell Wireless Facilities. Set a public hearing for Monday, November 2, 2020 to receive citizen comment regarding the proposal to add Article VII, Small Cell Wireless Facilities, to Chapter 34, Utilities and Services, of the Code of Ordinances of the City of Owosso.

2. Pink Panther Fun Run Permission. Approve the request of the DDA/Main Street for use of Exchange Street from Water Street to Washington Street, Water Street from Exchange Street to North Street, and North Street east to the High School for a 5K fun run on Saturday, October 24, 2020 from 8:30 am until 10:30 am, waive the insurance requirement, and authorize Traffic Control Order No. 1439 formalizing the request.
3. Professional Services Agreement – Water System Risk & Resiliency Assessment & Emergency Response Plan. Authorize professional services agreement with Tetra Tech for development of a Water System Risk & Resiliency Assessment and an update to the Water System Emergency Response Plan in the amount of \$19,900.00, plus a contingency of \$3,800.00.
4. Professional Services Agreement – Supervisory Control & Data Acquisition System. Authorize professional services agreement with Tetra Tech for development of a supervisory control and data acquisition system for the water treatment plant in the amount \$346,000.00, plus a contingency amount of \$41,000.00 with prior written approval.
5. Warrant No. 591. Authorize Warrant No. 591 as follows:

Vendor	Description	Fund	Amount
Gould Law, PC	Professional services-9/15/20-10/12/20	General	\$11,089.48

6. Check Register – September 2020. Affirm check disbursements totaling \$3,276,648.97 for September 2020.

ITEMS OF BUSINESS

1. City Budget Amendment. Adopt Amendment No. 1 to the 2020-2021 Budget.
2. Tax Foreclosed Property – Genesee Street. Consider authorizing acquisition of the tax foreclosed property located at 305 Genesee Street through the first right of refusal process in the amount of \$4,710.20.

COMMUNICATIONS

1. Cheryl A. Grice, Finance Director. September 2020 Revenue & Expenditure Report.
2. N. Bradley Hissong, Building Official. September 2020 Building Department Report.
3. N. Bradley Hissong Building Official. September 2020 Code Violations Report.
4. N. Bradley Hissong Building Official. September 2020 Inspections Report.
5. N. Bradley Hissong Building Official. September 2020 Certificates Issued Report.
6. Kevin D. Lenkart, Public Safety Director. September 2020 Police Report.
7. Kevin D. Lenkart, Public Safety Director. September 2020 Fire Report.
8. Planning Commission. Minutes of September 28, 2020.
9. Historical Commission. Minutes of October 12, 2020.

NEXT MEETING

Monday, November 02, 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

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 VIRTUAL MEETING OF THE CITY COUNCIL
MINUTES OF OCTOBER 5, 2020
7:30 P.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: COUNCILMEMBER NICHOLAS L. PIDEK

PLEDGE OF ALLEGIANCE: MAYOR PRO-TEM SUSAN J. OSIKA

PRESENT: Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmembers Loreen F. Bailey (7:36p.m.), Janae L. Fear, Jerome C. Haber, Daniel A. Law, and Nicholas L. Pidek.

ABSENT: None.

APPROVE AGENDA

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

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF SEPTEMBER 21, 2020

Motion by Councilmember Pidek to approve the Minutes of the Regular Meeting of September 21, 2020 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

Marlene Webster, County Commissioner District 1, gave kudos to the Council and city manager for all the good work they are doing. She went on to note some of the things happening at the county level including the closing of the County's defined benefit plan to new hires and a 15% reduction in spending.

Councilmember Pidek inquired whether the new party store at the corner of Gould and Main Streets would warrant a left turn signal at the adjacent intersection. It was noted that any change in the signal would come from MDOT, not the City.

Councilmember Fear remembered that the intersection had been "improved" by MDOT about 5 or 6 years back.

CITY MANAGER REPORT

City Manager Nathan R. Henne detailed the latest Project Status Report for Council.

The rules were suspended and Tom Manke was allowed to make a citizen's comment.

Tom Manke, 2910 W. M21, inquired how many of the people on the Hazards & Nuisances list were elderly people that had no means of mowing their grass. He also asked if a tree planting program could be placed back in the budget and whether the City was siding with the Governor or the people when it comes to the recent Supreme Court ruling.

Mayor Eveleth indicated he would think about opening up City Hall for those that wish to comment on the Hazards & Nuisances roll but do not have access to Zoom.

Attorney Gould addressed the recent Michigan Supreme Court opinion regarding the Governor's executive orders saying the City shouldn't make any changes until further guidance is issued by the court.

There was discussion regarding how the City's state of emergency is tied to the State's state of emergency, when the Governor's orders expire, and thusly when the City's expire. Councilmember Pidek asked that regardless of what happens in Lansing that the City make an extra effort to keep local businesses informed.

CONSENT AGENDA

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

Proposed Special Assessment District No. 2020-01 - Hazards and Nuisances. Authorize Resolution No. 1 setting a public hearing for Monday, October 19, 2020 to receive citizen comment regarding proposed Special Assessment District No. 2020-01, Hazards and Nuisances, as it relates to unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances as follows:

RESOLUTION NO.

SPECIAL ASSESSMENT DISTRICT NO. 2020-01 HAZARDS AND NUISANCES

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet virtually at 7:30 o'clock p.m., on Monday, October 19, 2020 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in *The Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further

cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.

The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF HEARING TO REVIEW
SPECIAL ASSESSMENT ROLL – HAZARDS AND NUISANCES
CITY OF OWOSSO
COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE OF THE FOLLOWING DESCRIBED PROPERTY:

TAKE NOTICE that a Special Assessment Roll-Hazards and Nuisances has been prepared for the purpose of defraying the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances on the property listed below.

Inv Date	Invoice #	Srvc	Customer #	Owner Name	Total
Due Date	Code			Address	Due
09/27/18	4710	CLEAN	050-621-002-006-00	BAILEY, DOROTHY J/MATTSON, SHARON	\$765.00
10/27/2018				321 STATE ST	
09/27/18	4712	WEEDS	050-390-004-012-00	HEASLIP, MARILEE	\$150.00
10/27/2018				1260 ADAMS ST	
10/31/18	4731	CLEAN	050-010-024-003-00	SMITH, DANIEL	\$170.67
11/30/2018				1210 CORUNNA AVE	
10/31/18	4732	CLEAN	050-010-024-003-00	SMITH, DANIEL	\$256.74
11/30/2018				1210 CORUNNA AVE	
01/17/19	4769	CLEAN	050-602-006-009-00	NIEMI, BARBARA	\$495.33
2/16/2019				823 TRACY ST	
03/08/19	4794	MISC	050-470-017-005-00	HUTCHINSON, THOMAS / LUPU, TAVI	\$297.72
4/7/2019				220 N PARK ST	
05/22/19	4832	CLEAN	050-310-002-003-00	SILVERNAIL, MILDRED	\$2,106.24
6/21/2019				900 ADA ST	
06/13/19	4840	WEEDS	050-010-017-030-00	LARRIVEY ROBERTO	\$150.00
7/13/2019				614 ALGER AVE	
06/13/19	4841	WEEDS	050-240-003-020-00	SVARC, Nanci ANN	\$170.00
7/13/2019				652 N PARK ST	
06/13/19	4842	WEEDS	050-390-004-012-00	HEASLIP, MARILEE	\$150.00
7/13/2019				1260 ADAMS ST	
06/13/19	4843	WEEDS	050-010-018-007-00	COCHRAN, KAREN	\$150.00
7/13/2019				740 WOODLAWN AVE	
06/13/19	4845	WEEDS	050-660-011-011-00	MANSSUR, TINA LYNN	\$150.00
7/13/2019				216 N LANSING ST	
07/15/19	4861	POOL	050-010-022-003-00	UNDERWOOD, THEODORE,	\$50.00

JR. & LAURA						
8/14/2019				980 CORUNNA AVE		
08/05/19	4874	WEEDS	050-240-003-020-00	SVARC, Nanci ANN		\$170.00
9/4/2019				652 N PARK ST		
08/05/19	4877	WEEDS	050-390-004-012-00	HEASLIP, MARILEE		\$150.00
9/4/2019				1260 ADAMS ST		
08/05/19	4878	WEEDS	050-390-004-012-00	HEASLIP, MARILEE		\$150.00
9/4/2019				1260 ADAMS ST		
08/05/19	4884	WEEDS	050-710-001-012-00	SPENCER, DANIEL J. ET AL		\$210.00
9/4/2019				915 CORUNNA AVE		
08/05/19	4885	WEEDS	050-390-004-012-00	HEASLIP, MARILEE		\$150.00
9/4/2019				1260 ADAMS ST		
08/06/19	4887	CLEAN	050-651-006-007-00	VANDIVER, ALAN		\$293.22
9/5/2019				320 CASS ST		
08/22/19	4897	CLEAN	050-420-011-011-00	JOLLEY, JOHN JR. / JOLLEY, STACIE		\$502.96
9/21/2019				719 BROADWAY AVE		
09/24/19	4914	MISC	050-470-027-003-00	200 MAIN, LLC		\$263.45
10/24/2019				200 E MAIN ST		
09/25/19	4915	WEEDS	050-651-006-007-00	VANDIVER, ALAN		\$150.00
10/25/2019				320 CASS ST		
09/25/19	4916	WEEDS	050-090-002-003-00	CHRIS COULTER		\$150.00
10/25/2019				210 CARMODY ST		
10/01/19	4925	MISC	050-602-003-011-00	WISELEY, CHARLES S. II		\$611.06
10/31/2019				830 WILKINSON ST		
10/04/19	4931	WEEDS	050-710-001-012-00	SPENCER, DANIEL J. ET AL		\$320.00
11/3/2019				915 CORUNNA AVE		
10/22/19	4941	CLEAN	050-651-025-005-00	HARTWICK CHERIE		\$523.01
10/22/2019				616 S WASHINGTON ST		
10/30/19	4943	CLEAN	050-660-014-012-00	HARRAND, CHRISTOPHER R.		\$217.11
11/29/2019				104 N LANSING ST		
12/19/19	4974	CLEAN	050-391-000-026-00	ARMSTRONG, JOSHUA/COLBORN, KRISTI		\$282.84
1/18/2020				322 N HICKORY ST		
01/09/20	4989	CLEAN	050-651-003-010-00	BAC HOME LOAN SERVICING, LP		\$1,971.70
2/8/2020				419 CLINTON ST		
01/27/20	4991	CLEAN	050-660-012-004-00	VINCENT, ANGELIA M		\$244.69
2/26/2020				211 N HOWELL ST		
06/02/20	5043	MISC	050-390-004-012-00	HEASLIP, MARILEE		\$577.04
7/2/2020				1260 ADAMS ST		
07/14/20	5104	MISC	050-651-003-010-00	BAC HOME LOANS SERVICING, LP		\$230.04

8/13/2020				419 CLINTON ST	
07/14/20	5105	MISC	050-114-002-004-00	HAMILTON, LESTER & LESLIE	\$230.04
8/13/2020				821 STATE ST	
07/15/20	5106	MISC	050-710-001-012-00	SPENCER, DANIEL J. ET AL	\$310.14
8/14/2020				915 CORUNNA AVE	
07/15/20	5107	MISC	050-420-005-015-00	ANDERSON CAMERON	\$168.93
8/14/2020				716 GRAND AVE	
07/15/20	5108	MISC	050-270-000-128-00	KRHOVSKY, SALLIE S	\$306.76
8/14/2020				1002 WALNUT ST	
07/15/20	5109	MISC	050-010-033-006-00	1115 CORUNNA LLC	\$282.00
8/14/2020				1115 CORUNNA AVE	
07/15/20	5110	MISC	050-010-003-024-00	WEST, CHRISTOPHER M.	\$221.95
8/14/2020				904 GLENWOOD AVE	
07/16/20	5111	MISC	050-011-021-001-00	FRE OWOSSO MI REALTY, LLC	\$282.00
8/15/2020				918 CORUNNA AVE	
07/16/20	5112	CLEAN	050-010-017-035-00	FATTEH SAIF	\$624.05
8/15/2020				626 ALGER AVE	
07/20/20	5116	MISC	050-010-033-008-00	BUGH, DOUGLAS	\$236.01
8/19/2020				720 FRAZER	
07/20/20	5117	MISC	050-651-006-011-00	SCHLISKA, THERESA E.	\$236.01
8/19/2020				305 GENESEE ST	
07/20/20	5118	MISC	050-621-002-006-00	BAILEY, DOROTHY J/MATTSON, SHARON	\$236.01
8/19/2020				321 STATE ST	
TOTALS 43 Invoices					\$15,362.72

TAKE NOTICE THAT ANY HAZARDS/NUISANCES INVOICES OR CHARGES REMAINING UNPAID AS OF THEIR DUE DATE WILL BE INCLUDED ON THIS ROLL.

The said Special Assessment Roll-Hazards and Nuisances is on file for public examination with the City Clerk and any objections to said Special Assessment Roll-Hazards and Nuisances must be filed in writing with the City Clerk prior to the close of the hearing to review said Special Assessment Roll-Hazards and Nuisances.

TAKE FURTHER NOTICE that appearance and protest at this hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal if an appeal should be desired. A property owner or party in interest, his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her appearance by letter and his or her personal appearance shall not be required. The property owner or any person having an interest in the property subject to the proposed special assessment may file a written appeal of the special assessment with the State Tax Tribunal within thirty days after confirmation of the special assessment roll if that special assessment was protested at this hearing.

TAKE FURTHER NOTICE that the City Council will meet virtually at 7:30 p.m. on Monday, October 19, 2020 for the purpose of reviewing said Special Assessment Roll-Hazards and Nuisances and for the purpose of considering all objections to said roll submitted in writing. If you have questions regarding this notice, please contact the City Treasurer's Office at 725-0599.

Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments:

Name	Board/Commission	Term Expires
Elaine Greenway*	Parks & Recreation Commission	06-30-2022
Jeff Selbig*	Parks & Recreation Commission	06-30-2022
Paula Alexander	Parks & Recreation Commission	06-30-2022

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

ITEMS OF BUSINESS

None.

COMMUNICATIONS

Cheryl A. Grice, Finance Director. Revenue & Expenditure Report – August 2020.

Downtown Development Authority/Main Street. Minutes of September 2, 2020.

WWTP Review Board. Minutes of September 22, 2020.

Parks & Recreation Commission. Minutes of September 23, 2020.

NEXT MEETING

Monday, October 19, 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

ADJOURNMENT

Motion by Councilmember Fear for adjournment at 8:03 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk

RESOLUTION NO.

**AUTHORIZING THE ROLL FOR
SPECIAL ASSESSMENT DISTRICT NO. 2020-01, HAZARDS & NUISANCES**

WHEREAS, the Council, after due and legal notice, has met and [there being no one to be heard](#), motion by [YYY](#) to adopt Special Assessment Resolution No. 2 for the annual hazards & nuisances roll, as follows:

Inv Date	Invoice #	Srv	Customer #	Owner Name			Total
Due Date	Code			Address			Due
09/27/18	4710	CLEAN	050-621-002-006-00	BAILEY, DOROTHY J/MATTSON, SHARON			\$765.00
10/27/2018				321 STATE ST			
09/27/18	4712	WEEDS	050-390-004-012-00	HEASLIP, MARILEE			\$150.00
150.00	0.00	0.00	150.00				
10/27/2018				1260 ADAMS ST			
10/31/18	4731	CLEAN	050-010-024-003-00	SMITH, DANIEL			\$170.67
11/30/2018				1210 CORUNNA AVE			
10/31/18	4732	CLEAN	050-010-024-003-00	SMITH, DANIEL			\$256.74
11/30/2018				1210 CORUNNA AVE			
01/17/19	4769	CLEAN	050-602-006-009-00	NIEMI, BARBARA			\$495.33
2/16/2019				823 TRACY ST			
03/08/19	4794	MISC	050-470-017-005-00	HUTCHINSON, THOMAS / LUPU, TAVI			\$297.72
4/7/2019				220 N PARK ST			
05/22/19	4832	CLEAN	050-310-002-003-00	SILVERNAIL, MILDRED			\$2,106.24
6/21/2019				900 ADA ST			
06/13/19	4840	WEEDS	050-010-017-030-00	LARRIVEY ROBERTO			\$150.00
7/13/2019				614 ALGER AVE			
06/13/19	4841	WEEDS	050-240-003-020-00	SVARC, Nanci ANN			\$170.00
7/13/2019				652 N PARK ST			
06/13/19	4842	WEEDS	050-390-004-012-00	HEASLIP, MARILEE			\$150.00
7/13/2019				1260 ADAMS ST			
06/13/19	4843	WEEDS	050-010-018-007-00	COCHRAN, KAREN			\$150.00
7/13/2019				740 WOODLAWN AVE			
06/13/19	4845	WEEDS	050-660-011-011-00	MANSSUR, TINA LYNN			\$150.00
7/13/2019				216 N LANSING ST			
07/15/19	4861	POOL	050-010-022-003-00	UNDERWOOD, THEODORE, JR. & LAURA			\$50.00
8/14/2019				980 CORUNNA AVE			
08/05/19	4874	WEEDS	050-240-003-020-00	SVARC, Nanci ANN			\$170.00
9/4/2019				652 N PARK ST			
08/05/19	4877	WEEDS	050-390-004-012-00	HEASLIP, MARILEE			\$150.00
9/4/2019				1260 ADAMS ST			
08/05/19	4878	WEEDS	050-390-004-012-00	HEASLIP, MARILEE			\$150.00
9/4/2019				1260 ADAMS ST			

08/05/19	4884	WEEDS	050-710-001-012-00	SPENCER, DANIEL J. ET AL		\$210.00
9/4/2019					915 CORUNNA AVE	
08/05/19	4885	WEEDS	050-390-004-012-00	HEASLIP, MARILEE		\$150.00
9/4/2019					1260 ADAMS ST	
08/06/19	4887	CLEAN	050-651-006-007-00	VANDIVER, ALAN		\$293.22
9/5/2019					320 CASS ST	
08/22/19	4897	CLEAN	050-420-011-011-00	JOLLEY, JOHN JR. / JOLLEY, STACIE		\$502.96
9/21/2019					719 BROADWAY AVE	
09/24/19	4914	MISC	050-470-027-003-00	200 MAIN, LLC		\$263.45
10/24/2019					200 E MAIN ST	
09/25/19	4915	WEEDS	050-651-006-007-00	VANDIVER, ALAN		\$150.00
10/25/2019					320 CASS ST	
09/25/19	4916	WEEDS	050-090-002-003-00	CHRIS COULTER		\$150.00
10/25/2019					210 CARMODY ST	
10/01/19	4925	MISC	050-602-003-011-00	WISELEY, CHARLES S. II		\$611.06
10/31/2019					830 WILKINSON ST	
10/04/19	4931	WEEDS	050-710-001-012-00	SPENCER, DANIEL J. ET AL		\$320.00
11/3/2019					915 CORUNNA AVE	
10/22/19	4941	CLEAN	050-651-025-005-00	HARTWICK CHERIE		\$523.01
10/22/2019					616 S WASHINGTON ST	
10/30/19	4943	CLEAN	050-660-014-012-00	HARRAND, CHRISTOPHER R.		\$217.11
11/29/2019					104 N LANSING ST	
12/19/19	4974	CLEAN	050-391-000-026-00	ARMSTRONG, JOSHUA/COLBORN, KRISTI		\$282.84
1/18/2020					322 N HICKORY ST	
01/09/20	4989	CLEAN	050-651-003-010-00	BAC HOME LOAN SERVICING, LP		\$1,971.70
2/8/2020					419 CLINTON ST	
01/27/20	4991	CLEAN	050-660-012-004-00	VINCENT, ANGELIA M		\$244.69
2/26/2020					211 N HOWELL ST	
06/02/20	5043	MISC	050-390-004-012-00	HEASLIP, MARILEE		\$577.04
7/2/2020					1260 ADAMS ST	
07/14/20	5104	MISC	050-651-003-010-00	BAC HOME LOANS SERVICING, LP		\$230.04
8/13/2020					419 CLINTON ST	
07/14/20	5105	MISC	050-114-002-004-00	HAMILTON, LESTER & LESLIE		\$230.04
8/13/2020					821 STATE ST	
07/15/20	5106	MISC	050-710-001-012-00	SPENCER, DANIEL J. ET AL		\$310.14
8/14/2020					915 CORUNNA AVE	
07/15/20	5107	MISC	050-420-005-015-00	ANDERSON CAMERON		\$168.93
8/14/2020					716 GRAND AVE	
07/15/20	5108	MISC	050-270-000-128-00	KRHOVSKY, SALLIE S		\$306.76
8/14/2020					1002 WALNUT ST	
07/15/20	5109	MISC	050-010-033-006-00	1115 CORUNNA LLC		\$282.00

8/14/2020					1115 CORUNNA AVE		
07/15/20	5110	MISC	050-010-003-024-00	WEST, CHRISTOPHER M.			\$221.95
8/14/2020					904 GLENWOOD AVE		
07/16/20	5111	MISC	050-011-021-001-00	FRE OWOSSO MI REALTY, LLC			\$282.00
8/15/2020					918 CORUNNA AVE		
07/16/20	5112	CLEAN	050-010-017-035-00	FATTEH SAIF			\$624.05
8/15/2020					626 ALGER AVE		
07/20/20	5116	MISC	050-010-033-008-00	BUGH, DOUGLAS			\$236.01
8/19/2020					720 FRAZER		
07/20/20	5117	MISC	050-651-006-011-00	SCHLISKA, THERESA E.			\$236.01
8/19/2020					305 GENESEE ST		
07/20/20	5118	MISC	050-621-002-006-00	BAILEY, DOROTHY J/MATTSON, SHARON			\$236.01
8/19/2020					321 STATE ST		
TOTALS	43 Invoices						\$15,362.72

and

WHEREAS, the Council deems said Special Assessment Roll- Hazards and Nuisances to be fair, just and equitable and that each of the assessments 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 properties.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said Special Assessment Roll-Hazards and Nuisances as prepared by the City Assessor in the amount of \$15,362.72 is hereby confirmed and shall be known as Special Assessment Roll-Hazards and Nuisances No. 2020-01.
2. Said Special Assessment Roll-Hazards and Nuisances No. 2020-01 shall be placed on file in the office of the City Clerk who shall attach his warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.



DATE: 10.9.20
TO: CITY COUNCIL
FROM: CITY MANAGER
SUBJECT: Small Cell Wireless Ordinance - First Reading to Schedule Public Hearing for Nov 2, 2020

BACKGROUND:

In 2018, the State legislature passed Public Acts 365 and 366 to allow small cell wireless infrastructure to be placed within municipal rights-of-way. The Michigan Municipal League, on advice and consent from its membership, opposed this legislation. It passed anyway but with slightly stronger regulatory powers granted to municipalities to protect public rights-of-way.

This legislation mandates that cities must allow such infrastructure within the right of way but that it may enforce land use rules, placement protocol, and reasonable fees for permitting. These regulations and fees must be adopted with appropriate local legislation.

FISCAL IMPACT:

Depends on permit fee for small cell wireless application.

RECOMMENDATION:

In order to maintain reasonable control of 3rd party infrastructure placement within public rights-of-way, staff recommends scheduling the public hearing for November 2, 2020 to receive comments regarding the addition of section 34-313 to the Owosso Code of Ordinances.

RESOLUTION NO.

**SET A PUBLIC HEARING TO
AMEND CHAPTER 34, UTILITIES AND SERVICES, OF THE CODE OF ORDINANCES
TO ALLOW ADMINISTRATIVE SITE PLAN REVIEW**

WHEREAS, the State of Michigan requires municipalities to allow small-cell wireless infrastructure within the public rights-of-way through Public Act 365 of 2018; and

WHEREAS, PA 365 allows municipalities to regulate such infrastructure and establish reasonable fees associated with placement of infrastructure within public rights-of-way; and

WHEREAS, the State of Michigan Public Act 366 of 2018 amends the Michigan Zoning Enabling Act with respect to wireless communications equipment and supporting structures and also small-cell wireless facilities; and

NOW THEREFORE BE IT RESOLVED, that a public hearing shall be scheduled for the regular council meeting of November 2, 2020 to receive public comment regarding the addition of Article VII, Small Cell Wireless Facilities, to Chapter 34, Utilities and Services, of the Code of the City of Owosso as follows:

AMENDMENT TO THE CITY OF OWOSSO CODE OF ORDINANCES

An ordinance to amend Chapter 34 of the City of Owosso Code of Ordinances to secure the health, safety, and general welfare of the residents and property owners of the City of Owosso, Shiawassee County, Michigan, by regulating small wireless facilities within the City pursuant to the Small Wireless Communications Facilities Deployment Act, Act 365 of 2018, as amended.

THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN ORDAINS:

SECTION 1. ADDITION. That Article VII, Small Cell Wireless Facilities, shall be added to Chapter 34, Utilities and Services, of the Code of Ordinances of the City of Owosso as follows:

ARTICLE VII. —SMALL CELL WIRELESS FACILITIES

Sec. 34-330. — Definitions.

Act means the Small Wireless Communications Facilities Deployment Act, Act 365 of 2018.

Authorization means permission from the city to do work in the public way or to maintain facilities in the public way and includes but is not limited to a franchise, a license, a permit, a letter, construction drawing approval. Multiple authorizations may be required for certain activities.

Colocate means to install, mount, maintain, modify, operate, or replace wireless facilities on or adjacent to a wireless support structure or utility pole. Colocate does not include make-ready work or the installation of a new utility pole or new wireless support structure.

Contractor means and includes any of the following licensed entities performing work on an owner's behalf: contractor; subcontractor; or any employee or agent of a contractor, subcontractor, or owner.

Department means the City Department of Public Works.

Emergency means a condition that poses a clear and immediate danger to life or health, or a significant loss of property, or requires immediate repair to restore service to a group of users of such

service.

Emergency work means the replacement or repair of damage to active facilities, including main lines and services, where all 811 dig requirements are met.

Excavate means without limitation any cutting, digging, grading, tunneling, boring, or other alteration of the surface or subsurface material or earth in the public way.

Facilities means poles, pipes, culverts, conduits, ducts, cables, wires, fiber, amplifiers, pedestals, antennas, transmission or receiving equipment, other electronic equipment, electrical conductors, manholes, appliances, signs, pavement structures, irrigation systems, landscaping, monument signs, monument mailboxes and any other similar equipment, for public or private use.

Owner means any property owner, company owner, or any entity by which work within the right-of-way has been ordered, or any entity on behalf of which any work within the right-of-way is caused to be performed, or any agent thereof.

Person means an individual, association, firm, partnership, limited liability company, joint venture, corporation, government, utility, or other organized entity able to contract for the activities described in this ordinance, whether for profit or not for profit. The term does not include the city.

Public right-of way means the area on, below, or above a public roadway, highway, street, alley, easement or waterway. The term "public right-of-way" does not include a federal, state, or private right-of-way.

Small cell wireless facility means a wireless facility that meets both of the following requirements:

- (i) Each antenna is located inside an enclosure of not more than 6 cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements would fit within an imaginary enclosure of not more than 6 cubic feet.

- (ii) All other wireless equipment associated with the facility is cumulatively not more than 25 cubic feet in volume. The following types of associated ancillary equipment are not included in the calculation of equipment volume: electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.

User means a person that proposes to place facilities in the public way, places such facilities, or owns or maintains such facilities. The term includes but is not limited to licensees and franchisees.

Utility pole means a pole or similar structure that is or may be used in whole or in part for cable or wireline communications service, electric distribution, lighting, traffic control, signage, or a similar function, or a pole or similar structure that meets the height requirements in section 13(5) of the Act and is designed to support small cell wireless facilities. Utility pole does not include a sign pole less than 15 feet in height above ground.

Wireless facility means equipment at a fixed location that enables the provision of wireless services between user equipment and a communications network, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration. Wireless facility includes a small cell wireless facility. Wireless facility does not include (i) the structure or improvements on, under, or within which the equipment is colocated, (ii) a wireline backhaul facility, or (iii) coaxial or fiber-optic cable between utility

poles or wireless support structures or that otherwise is not immediately adjacent to or directly associated with a particular antenna.

Wireless provider means a wireless infrastructure provider or a wireless services provider. Wireless provider does not include an investor-owned utility whose rates are regulated by the Michigan Public Service Commission ("MPSC").

Wireless services means any services, provided using licensed or unlicensed spectrum, including the use of Wi-Fi, whether at a fixed location or mobile location.

Wireless services provider means a person that provides wireless services.

Wireless support structure means a freestanding structure designed to support, or capable of supporting, small cell wireless facilities. Wireless support structure does not include a utility pole.

Sec. 34-331. — General Requirements.

- (a) No wireless providers shall occupy, wholly or in part, the streets, alleys, or public rights-of-way within the geographical boundaries of the City without first receiving a franchise and consent and permit for that purpose.
- (b) No wireless providers shall attach, alter, or modify a City-owned pole or wireless support structure without entering into a license agreement with the City.
- (c) The City may establish appropriate requirements for new franchises, licenses, and ordinance requirements consistent with state and federal law, and may modify the requirements of this article from time to time to reflect changes in the industry. The City further retains the right to make any modifications based on court rules, injunctions, or statutory amendments addressing the federal and state law mandates requiring the City to provide this process under its current regulations. The City further reserves any constitutional or statutory challenges it may have under federal and state law to the process mandated, despite its efforts to comply such changes in the law.
- (d) Notwithstanding any other provisions of this article to the contrary, a wireless provider shall at all times comply with all laws and regulations of the state and federal government or any administrative agencies thereof. Provided, however, if any such state or federal law or regulation shall require a wireless provider to perform any service, or shall permit a provider to perform any service, or shall prohibit a wireless provider from performing any service, in conflict with the terms of this article or resulting franchise or of any law or regulation of the City, then as soon as possible following knowledge thereof, a wireless provider shall notify the City of the point of conflict believed to exist between such regulation or law and the laws or regulations of the City or any applicable franchise.
- (e) Subject to this article, wireless providers may occupy and use the public right-of-way to colocate small cell wireless facilities to provide wireless services upon, along, over and under the public right-of-way in the city such that such collocations do not inhibit other utility installations within the public right-of-way.
- (f) The city retains its right to impose fees and compensation consistent with federal and state law.
- (g) Wireless providers shall pay taxes for telecommunications services that are subject to taxation.

- (h) Use of the public right-of-way is allowed only to the extent the city itself possesses such rights.
- (i) Wireless providers shall obtain approvals legally necessary to use the public right-of-way from owners, other than the city, of property interests in the public right-of-way or adjacent to the roadway system located within the city. To the extent any wireless provider obtains approval through a statutory authorization, as opposed to review and approval by the City, the wireless provider's placement or location of any small cell wireless facility, wireless facility, and utility pole within the City's public right-of-way shall comply the general and specific design and location requirements of this article.
- (j) No wireless provider shall have the exclusive right or privilege to occupy or use the public right-of-way for delivery of wireless services or any other purpose.
- (k) The city reserves all rights to use the public right-of-way for any purpose not prohibited by law, including the provision of wireless services, and all rights to grant authorizations to any other person(s), including any wireless provider, to use the public right-of-way.
- (l) Wireless providers shall have no right, title, or interest in the public right-of-way, and any franchise, consent, permit, or license provided by the city provides not right, title or interest to occupy any space outside of the public right-of-way or any private property not owned by the city.
- (m) Wireless providers use of the public right-of-way shall not divest the city of any interest in the public right-of-way.
- (n) The city does not warrant its legal interest in the public right-of-way.
- (o) Nothing in this section shall be deemed or construed to stop or limit the city from exercising any regulatory, police, governmental, or legislative function pursuant to applicable law, which powers include, but are not limited to, the authority to enact regulations, ordinances, rules, and orders not prohibited by state or federal law that affect the public right-of-way or a wireless provider's use of the public right-of-way.
- (p) The terms of this section do not permit the wireless provider to operate a cable system or to provide cable service, as those terms are defined by Section 602 of the Cable Communications Policy Act of 1984, as amended (47 U.S.C. Section 522), or install any wires or facilities that are required to be permitted under the METRO Act, Public Act 48 of 2002, MCL 484.310.
- (q) This article only permits the wireless provider, upon obtaining required approvals and permits, to place its small cell wireless facilities in those portions of the public right-of-way approved by the city.
- (r) Under no circumstances shall any wireless provider be permitted to place small cell wireless facilities on any building that is on the National Register of Historic Places, pursuant to 47 C.F.R. § 1.1307(a)(4).
- (s) Colocation of small cell wireless facilities shall commence within six months of permit issuance and shall be activated for use no later than one year from the permit issuance date. Failure to commence colocation within six months of permit issuance shall void said permit. A small cell wireless facility not activated within one year of permit issuance shall be considered abandoned and shall be removed from the public right-of-way at the

wireless provider's sole expense.

- (t) A wireless provider shall notify the city in writing of the location and date that any wireless facility located in the city whose use will be discontinued. If the use of the facility is discontinued for 180 days without notice from the owner/operator or the owner of the property or other information indicates that the facility is not in use, the City may declare the facility abandoned. The City will provide notice and provide the wireless provider an opportunity to show cause before the City Manager as to why the wireless facility should not be removed. Following determination of the City Manager, the city may take the necessary steps to remove the facilities from the City's right-of-way.

Sec. 34-332. — Permit Required.

- (a) *Permit Requirement.* Except as otherwise provided in the Act, a wireless services provider seeking to use public rights-of-way in the city for its small cell wireless facilities shall apply for and obtain a permit pursuant to this article.
- (b) *Limitations on Facilities in Application.* No more than 20 small cell wireless facilities may be included in a single permit application.
- (c) *Application.* A wireless provider shall apply for a permit on an application form made available by the city clerk. **A wireless provider shall file one copy of the application with the city clerk, one copy with the department, and one copy with the city attorney.** Applications shall be complete and include all required information. An application is not considered complete until all required materials have been submitted and accepted by the city. At a minimum, the applications shall require submission of the following:
 - (1) Applicant contact information, including an address, phone contact, twenty-four-hour emergency contact information, e-mail address, and any applicable license numbers;
 - (2) Applicant's contractor and subcontractor information, including the names, addresses, phone contact, e-mail addresses, emergency contact numbers, and name of the supervisor(s) assigned to any facility project of all contractors or subcontractors that will work within the City's rights-of-way under a permit;
 - (3) Number of wireless facilities that will be deployed;
 - (4) The scope of the deployment, including whether the deployment is modification of a current facility or utility pole, colocation on an existing pole or structure, or installation of a new or replacement structure or pole;
 - (5) GIS maps and coordinates detailing locations for each proposed attachment and related facilities associated with each attachment;
 - (6) A coverage map showing the projected coverage areas of existing and proposed small cell wireless facilities;
 - (7) Site plan at a scale not smaller than one-inch equals twenty feet with dimensions showing the following:
 - i. Proposed location within the right-of-way including nearest cross street

- intersection;
 - ii. Parcel identification number and property ownership for parcels located within 75 feet of the proposed facility;
 - iii. Height of the proposed facility;
 - iv. The distance of the proposed facilities and the nearest property line, roadways, rights-of-way, and utilities within the rights-of-way; and
 - v. Any other proposed improvements that are part of the deployment;
- (8) An application fee as established by the City Council;
 - (9) Executed franchise, license and consent agreement for access to and use of the City's rights-of-way;
 - (10) Specification sheets for all attachments and equipment that will be located within the City, including the dimensional size of the small cell wireless facility and all other wireless equipment;
 - (11) Attachment drawings and demonstrations of each type of installation, including photograph simulations showing collocations, new or replacement poles, and concealment and design characteristics satisfying this article;
 - (12) Structure loading analysis if being colocated on any pole within the City including but not limited to a utility pole or a Consumer's Energy pole or any other structure;
 - (13) Attestation that the small cell wireless facilities will be operational for use by a wireless services provider within one (1) year after the permit issuance date;
 - (14) Work plan describing the location of the proposed work, the work to be performed, the limits of disturbance to the public right-of-way and the method and materials to be used;
 - (15) Landscape plans for ground-mounted facilities, if applicable;
 - (16) Site/structure remediation plans for restoring the public right-of-way after removal of the wireless facilities;
 - (17) Certificate of compliance with FCC radio frequency emission regulations;
 - (18) For all new poles, replacement poles, and wireless structures, demonstration of compliance with AN SI/TIA 222-G-2 standards;
 - (19) For all new poles, replacement poles, and wireless support structures, a certification by the wireless provider and a structural analysis sealed by a licensed engineer attesting that the towers and structures design and present condition (if existing prior to the application) will accommodate collocation of additional antennas, including the extent of such collocation space;
 - (20) For all new poles, replacement poles, and wireless support structures, a statement from a licensed engineer why no current existing towers or structures are adequate to provide the services planned with the wireless facility;

- (21) An inventory of any existing and approved small cell wireless facilities, poles, and wireless support structures that are within the jurisdiction of the City;
 - (22) Copy of all other permits related to the deployment, including any applicable METRO Act application and permit;
 - (23) For deployments in downtown or residential districts, documentation of compliance with design and location requirements;
 - (24) Documentation showing adequate insurance, including the City named as an additional insured;
 - (25) A performance bond meeting the requirements of this Article; and
 - (26) Any additional information requested by the City.
- (d) *Confidential information.* If a wireless provider claims that any portion of the information submitted by it as part of its application contains trade secret, proprietary, or confidential information, which is exempt from the Freedom of Information Act (MCL 15.231 et seq.), the wireless provider shall prominently so indicate on the application.
 - (e) *Application fee.* Except as otherwise provided by the Act, the application shall be accompanied by a one-time nonrefundable application fee in the amount as established by City Council.
 - (f) *Permit Approval Process.* Permit applications shall comply with the following process.
 - (1) *Submission.* The wireless provider may file the application, including all required documents, fees and information as guided by 34-315 (c).
 - (2) *Initial Review for Completeness.* Submitted applications will first be reviewed for completeness to ensure that all required information is included. If an application is deemed incomplete, the City will provide written notice to the wireless provider which clearly delineates all missing documents or information. Any applicable statutory review times will be tolled from the time the City notifies the wireless provider that the application is incomplete until a supplemental submission is received.
 - (3) *Review by City Staff* Once an application is deemed complete, it will be reviewed by the City Manager, the City Department of Public Works, the City Building Official, the Chairperson of the Downtown Development Authority (if said application pertains to a location within the DDA District), the City Attorney and any other designees of the City Manager.
 - (4) *Post-application Meeting.* If review by the City raises any issues or concerns, meetings with the wireless provider and relevant members of the City staff may be requested.
 - (5) *Final Approval.* Upon the conclusion of the City's review, the City Council will review the application and any recommendations from City staff. If the City Council is satisfied that all the requirements of this article are satisfied, it will approve the application. The wireless provider is requested to attend this meeting.
 - (6) *Issuance of Permit.* Once an application is approved by the City Council, the City

Department of Public Works shall issue a permit granting wireless provider access to and use of the public rights-of-way.

(7)*Notice of Completion.* Wireless provider will notify the City within 48 hours after completing the work allowed by the permit.

(8)*Final Inspection.* Within 30 days after receiving notice that the wireless provider has completed the work under the permit, the City will inspect the wireless provider's facilities and make a written report as to the satisfaction of the permit, the City Code, any applicable agreements and state and federal law.

(g) *Timeline for Review.* Applications will be processed consistent with the following timelines:

(1) *Colocation Requests.* Applications requesting to colocate small cell wireless facilities on poles located within the public right-of-way will be approved or denied within 60 days after the date the application is submitted, subject to the following:

- i. The City will determine whether the application is complete within 25 days after the application is submitted. The City will provide written notice to the wireless provider if the application is deemed incomplete and a supplemental response is required.
- ii. If a supplemental response is required, the City's deadline for approving or denying the application will be tolled by however many days it takes for the wireless provider to submit a supplemental response to the City after receiving notice that the wireless provider's application was incomplete. The City will notify the wireless provider whether the application remains incomplete within 10 days of receiving a supplemental response. If more than one supplemental response is required, the deadline for approving or denying the application will continue to be tolled by the number of days between the City providing notice to the wireless provider and the City receiving a supplemental submission.
- iii. The City may add 15 days to the deadline for approving or denying the application if another wireless provider also submitted an application within 7 days of the date of the submission of the application in question.
- iv. The City may extend the deadline for approving or denying the application by an additional 15 days if the City notifies the wireless provider in writing that an extension is needed and the reasons for the extension.
- v. If the City denies a completed application, it will provide written notice explaining the reason for denial. The wireless provider may cure the identified deficiencies and resubmit its application within 30 days after the denial without paying an additional fee. The City will approve or deny the revised application within 30 days after receiving the revised application.
- vi. The deadline for approving or denying the application may be extended by mutual agreement between the City and the wireless provider.

(2) *Requests to Install a New or Replacement Utility Pole:* Applications requesting to install a new or replacement utility pole and associated small cell wireless facility within the public right of way will be approved or denied within 90 days after the date the application is submitted. The City will determine whether the application is

complete, deny the application, and review and consider a revised application as provided for collocation requests.

- (3) *Requests to Install Facilities Outside the ROW, New or Replacement Wireless Support Structures Within the ROW or to Modify Wireless Support Structures.* Applications to install or modify small cell wireless facilities outside of the public right-of-way, application to install new or replacement wireless support structures within the public right-of-way, and applications to install or modify wireless support structures to be used for small cell wireless facilities will be approved or denied within 90 days after the date the application is submitted, subject to the following:

- i. The City will determine whether the application is complete within 30 days the wireless provider if the application is deemed incomplete and a supplemental response is required.
- ii. If a supplemental response is required, the City's deadline for approving or denying the application will be tolled by however many days it takes for the wireless provider to submit a supplemental response to the City after receiving notice that the wireless provider's application was incomplete. The City will notify the wireless provider whether the application remains incomplete within 10 days of receiving a supplemental response. If more than one supplemental response is required, the deadline for approving or denying the application will continue to be tolled by the number of days between the City providing notice to the wireless provider and the City receiving a supplemental submission.
- iii. The deadline for approving or denying the application may be extended by mutual agreement between the City and the wireless provider.

- (4) *Requests to Install New Wireless Support Structures Outside of the ROW.* Applications to install or construct new wireless support structures outside of the public right-of-way to be used for small cell wireless facilities will be approved or denied within 150 days after the date the application is submitted, subject to the following:

- i. The City will determine whether the application is complete within 30 days after the application is submitted. The City will provide written notice to the wireless provider if the application is deemed incomplete and a supplemental response is required.
- ii. If a supplemental response is required, the City's deadline for approving or denying the application will be tolled by however many days it takes for the wireless provider to submit a supplemental response to the City after receiving notice that the wireless provider's application was incomplete. The City will notify the wireless provider whether the application remains incomplete within 10 days of receiving a supplemental response. If more than one supplemental response is required, the deadline for approving or denying the application will continue to be tolled by the number of days between the City providing notice to the wireless provider and the City receiving a supplemental submission.
- iii. The deadline for approving or denying the application may be extended by mutual agreement between the City and the wireless provider.

- (h) *Standards for Review of Application.* The city may grant or deny the location and installation of any small wireless facility, pole, or wireless support structure prior to installation, if installation would:

- (1) Materially interfere with the safe operation of traffic control equipment.
- (2) Materially interfere with sight lines or clear zones for transportation or pedestrians.
- (3) Materially interfere with compliance with the Americans with Disabilities Act of 1990, Public Law 101-336, or similar federal, state, or local standards regarding pedestrian access or movement.
- (4) Materially interfere with or endanger the use of City bike paths, walkways, parks, or recreational areas used by City residents.
- (5) Materially interfere with use or maintenance of the City's public utility infrastructure.
- (6) Materially interfere with maintenance or use of the City's drainage infrastructure as it was originally designed, or not be located a reasonable distance from the drainage infrastructure to ensure maintenance.
- (7) Fail to comply with spacing requirements as set forth in this article.
- (8) Fail to comply with applicable codes.
- (9) Fail to comply with design and concealment requirements as set forth in this article.
- (10) Fail to maximize existing infrastructure, i.e. applicant's refusal to colocate upon an available established structure without reasonable explanation, data or proof of how colocation will be detrimental to the service or performance of the small cell wireless equipment.

Sec. 34-333. —General Design and Location Requirements.

Small cell wireless facilities, related equipment and accessories, poles and wireless support structures shall comply with the following design and concealment standards:

- (a) *Compatible Design.* All small cell wireless facilities and related equipment must use materials, colors, textures, and screening so as to be aesthetically and architecturally compatible with the surrounding environment, including:
 - (1) Be compatible in design to match existing street lights, traffic control devices, poles, infrastructure, outside furniture, garbage receptacles, and adjacent buildings.
 - (2) Be aesthetically pleasing.
 - (3) Be the similar in color to existing architecture and adjacent infrastructure.
- (b) *Lighting.* Facilities shall not be artificially lighted. If lighting is required, the lighting fixtures and installation must cause the least disturbance to surrounding properties.
- (c) *Colocation.* Unless physically or technically infeasible, all wireless facilities shall be attached and colocated to existing structures within the City. The attachment and colocation is an effort to maximize the municipality's infrastructure and to avoid excessive structures. Any wireless provider must openly allow another provider to

colocate upon its wireless facility under rates and conditions that are acceptable within the industry to promote colocation. Unless physically or technically infeasible to attach a new wireless facility to an existing pole or structure, any City approved new wireless facilities shall be constructed to accommodate two or more users.

- (d) *Ancillary Facility Equipment.* All other wireless equipment with the facility shall be designed and painted to satisfy this section. The equipment will be required by the City to be located underground in any locations where the equipment will be visible from adjacent roadways and lots and public electrical utility lines are already placed underground. Where underground placement of equipment is not required or would impair service, aboveground placement is permitted upon the City's approval. Ground-mounted equipment shall comply with the following requirements:
 - (1) All equipment shall be completely concealed from view within an enclosed cabinet. Cabinets must be compatible in color and design to match existing infrastructure and architecture.
 - (2) So as not to impede or impair public safety or the legal use of the public right-of-way by the traveling public, in no case shall ground-mounted equipment be located closer than two feet from the public right-of-way, edge line, face of curb, sidewalk, bike lane or shared-use path.
 - (3) Ground-mounted equipment shall be located a minimum of 12 feet from any permanent object or existing lawful encroachment in the public right-of-way to allow for access.
 - (4) Ground-mounted equipment must be secured to a concrete foundation or slab with a breakaway design in the event of collisions.
 - (5) Ground-mounted equipment must either be screened with plant material that is consistent with the characteristics of the surrounding area, be integrated into the base of an existing utility pole, wireless support structure or other infrastructure, or be otherwise camouflaged so as to be aesthetically and architecturally compatible with surrounding environment, without detracting from the streetscape. The City and the wireless provider shall agree on mutually acceptable design criteria prior to any aboveground deployment.
- (e) *Separation Distances.* New utility poles and ground-mounted equipment shall be installed at least 300 feet from any existing or proposed utility pole or ground-mounted equipment. Any wireless provider desiring to install poles less than 300 feet apart shall demonstrate to the City's satisfaction that the wireless provider could not serve a location without the desired placement.
- (f) *Marking and Signage.* No small cell wireless facility, utility pole, wireless support structure or any portion thereof shall have any signage except as expressly permitted by this article or as required by state or federal law. Aerial portions of small cell wireless facilities shall be marked with a marker which shall state wireless provider's name and provide a toll-free number to call for assistance. Underground portions of small cell wireless facilities shall have a stake or other appropriate above ground markers with wireless provider's name and a toll-free number indicating that there is buried equipment below. Any marking required by this section shall not be used for advertising purposes and shall not exceed one (1) square foot in area unless approved by the City.

Sec. 34-334. —Design and Location Requirements for Deployments on Existing Poles.

Small cell wireless facilities installed on existing utility, street light, traffic signal poles, or wireless support structures located in residential and downtown districts shall comply with the following design and concealment standards:

- (a) The maximum pole height shall be 40 feet.
- (b) They shall be aesthetically pleasing, similar in design to existing infrastructure and architecture, consistent with the local character of the area and shall not detract from the streetscape.
- (c) To the extent practicable, all accessory cables and equipment shall be installed underground.
 - (1) If any equipment cannot be installed underground, then it shall be installed at the base of the pole and concealed with skirting compatible in design and color to the pole.
- (d) Antenna shall be installed within the pole and not visible. If any antenna cannot be installed within the pole and made not visible, then it shall extend vertically from the pole or be flush-mounted to the side of the pole and shall be designed to be an architecturally compatible extension of the pole. The diameter of the antenna shall be consistent with the diameter of the pole, not including other appurtenances or extensions from the pole, or the base to which the pole is mounted. The antenna shall not extend more than ten feet above the top of the pole and not exceed forty feet in total height as measured from the ground.

Sec. 34-335. — Design and Location Requirements for Deployments Requiring New Poles

Small cell wireless facilities requiring the installation of a new pole or wireless support structure in residential, historic, and downtown districts shall comply with the following design and concealment standards:

- (a) If available, small cell wireless facilities shall attach to existing poles or wireless support structures.
- (b) In the event that the only alternative to locating a small cell wireless facility upon an existing pole or wireless support structure is new construction of a pole or wireless support structure, the new pole or wireless support structure shall be designed to accommodate multiple small cell wireless provider facilities.
- (c) Poles shall be located a minimum of 15 feet from any tree, measured to the nearest edge of the tree-trunk. Additionally, 80 percent of the root protection zone shall remain undisturbed. The root protection zone shall either be a six-foot radius around the tree or a one-foot radius for every inch of tree diameter at breast height, whichever is greater. This minimum separation shall not apply for a new pole that replaces an existing pole, where the new pole is installed in the same place as, or immediate vicinity of, the existing pole.
- (d) Poles shall be designed pursuant to city standards or the applicable utility's standard, and function as street light poles, utility poles, or traffic signal poles in consultation with the city or the applicable utility and shall be incorporated into the applicable utility or

signaling system.

(e) Poles shall comply with the following height regulations:

(1) In residential districts, poles shall not exceed 33 feet in height from ground level.

(2) In downtown districts, poles shall not exceed 10% of an adjacent building or exceed 40 feet in height from ground level, whichever is less.

(3) In all other districts, poles shall not exceed 40 feet in height from ground level.

(f) Poles shall be designed and installed with materials and appearance consistent with existing poles in the adjacent public way, unless materials and appearance are prescribed by other ordinance, law, or City requirements. Poles shall be aesthetically pleasing, consistent with the local character of the area and shall not detract from the streetscape.

(g) Antenna shall be installed within the pole and not visible. If any antenna cannot be installed within the pole and made not visible, then it shall extend vertically from the pole or be flush-mounted to the side of the pole and shall be designed to be an architecturally compatible extension of the pole. The diameter of the antenna shall be consistent with the diameter of the pole, not including other appurtenances or extensions from the pole, or the base to which the pole is mounted. The antenna shall not extend more than five feet above the top of the pole.

(h) To the extent practicable, all accessory cables and equipment shall be installed within the pole or placed underground as required by this article.

Sec. 34-336. — Insurance and Bonding Requirements

(a) *Insurance.* The wireless provider shall furnish proof of insurance in an amount and form satisfactory to the City, naming the City as an additional insured. Such insurance shall cover a period of not less than the term of this permit and shall provide that it cannot be cancelled without thirty (30) days advance written notice to the City.

(b) *Bonding.* Before any work under a permit issued pursuant to this Article may commence, a wireless provider shall furnish to the City a performance bond in the form of an irrevocable bank letter of credit form or surety bond form approved by City, in the amount of \$1,000.00 per small cell wireless facility included in the application for a permit, to provide for the reasonable costs of removal of abandoned or improperly maintained small cell wireless facilities, to repair the ROW or to recoup unpaid rates or fees.

Sec. 34-337. — Assignment; Speculation

(a) *Assignment; Transfer.* No permit may be transferred or assigned by a wireless provider without the City's express written permission until the construction and installation of all permitted small cell wireless facilities is completed. After completion of such construction, wireless provider must provide notice to the City no later than thirty (30) days after any assignment or transfer, provided that the transferee or assignee:

- (1) Is qualified to perform under the terms of this Article, the permit issued by the City and any applicable agreement with the City, and shall be subject to the obligations set forth in the same;
 - (2) Supplies the City with all relevant information required by this Article, the permit issued by the City and any applicable agreement with the City; and
 - (3) Complies with any updated insurance and bond requirements deemed reasonably necessary by the City.
- (b) *Speculation.* Any permit obtained pursuant to this Article shall not be held for speculative purposes.

Sec. 34-338. — Revocation of Permit; Removal

- (a) **Revocation of Permit.** A permit to install small cell wireless facilities issued pursuant to this Article shall be revoked upon the occurrence of any of the following events:
- (1) The wireless provider does not commence construction of the permitted small cell wireless facilities six (6) months after the date of issuance;
 - (2) The permitted small cell wireless facilities are not operational within one (1) year after the date of issuance;
 - (3) The wireless provider or the permitted small cell wireless facilities violate the terms or conditions of this Article, any applicable agreement with the City, any permit issued by the City, applicable codes or any relevant provision of state or federal law, and such violations are not corrected within thirty (30) days after receiving written notice from the City;
 - (4) After the permitted small cell wireless facilities become operational, the wireless provider discontinues the use of the small cell wireless facilities for a period of one hundred and eighty (180) consecutive days;
 - (5) The wireless provider fails to renew the permit, or the permit otherwise expires by its own terms; or
 - (6) The wireless provider voluntarily requests that a permit be terminated.

These deadlines may be extended only with express written permission from the City. If small cell wireless facilities, utility poles or wireless support structures are installed prior to the revocation of a permit, the wireless provider shall comply with the procedures for removal in the following Section.

- (b) *Removal of Facilities; Restoration.*
- (1) A wireless provider shall remove all small cell wireless facilities, utility poles and wireless support structures, and shall restore the public right-of-way to its preinstallation condition within forty-five (45) days after receiving written notice from the City that a permit issued pursuant to this Article has been revoked.

- (2) If the wireless provider does not complete removal and restoration within forty-five (45) days after receiving such notice, the City shall have the right, but not the obligation, to complete the removal and restoration and assess the costs and expenses against the wireless provider, including, without limitation, any administrative costs.
- (3) If the City exercises its right to effectuate removal and restoration, the wireless provider shall pay to the City the costs and expenses incurred by the City in performing any removal work and any storage of the wireless provider's property after removal (including any portion of the small cell wireless facilities) within fifteen (15) business days of the date of a written demand for this payment from the City. The City may, in its discretion, obtain reimbursement for the above by making a claim under the wireless provider's performance bond. After the City receives the reimbursement payment from the wireless provider for the removal work performed by the City, the City shall promptly return to the wireless provider the property belonging to the wireless provider and removed by the City pursuant to this Section at no liability to the City. If the City does not receive the reimbursement payment from the wireless provider within such fifteen (15) business days, or if City does not elect to remove such items at the City's cost after the wireless provider's failure to so remove prior to forty-five (45) days subsequent to the issuance of notice pursuant to this Section, any items of the wireless provider's property, including without limitation the small cell wireless facilities, remaining on or about the public right-of-way or stored by the City after the City's removal thereof may, at the City's option, be deemed abandoned and the City may dispose of such property in any manner allowed by law, and in accordance with any legal rights of persons other than the City who own utility poles located in the public right-of-way and used by the wireless provider. Alternatively, the City may elect to take title to such abandoned property, regardless of whether the City is provided a valid instrument satisfactory to the City, which transfers the ownership of such property to the City.
- (4) The deadline for removal and restoration may be extended only with express written permission from the City Manager.

Sec. 34-339. — Severability

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Sec. 34-340.— Repeal

Any and all ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

Sec. 34-341. — Effective Date

This Ordinance shall become effective upon publication of a notice in a newspaper circulated in the City, stating the date of the enactment and the effective date of the ordinance, a brief notice as to the subject matter of this ordinance, and such other facts as the City Clerk shall deem pertinent and that a copy of the ordinance is available for public use and inspection at the office of the City Clerk.



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

MEMORANDUM

DATE: October 13, 2020

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order # 1434

John Hankerd, Promotion Chairman for Owosso Mainstreet is requesting permission for a 5K Race.

LOCATION:

Water St., north to North St, then to the High School turnaround then back the same route.

DATE/TIME:

Saturday October 24th, 8:30am to 10:30 am.

INSURANCE:

The Public Safety Department has issued Traffic Control Order No. 1439 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval, waiver of the insurance requirement, and further authorization of a traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.

DATE

TIME

1439

10/13/20

4:00 pm

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street Closure/5K Race

LOCATION OF CONTROL

Exchange St., to Water St., to North St., then to turnaround at Owosso H.S., then back the same route.

EVENT:

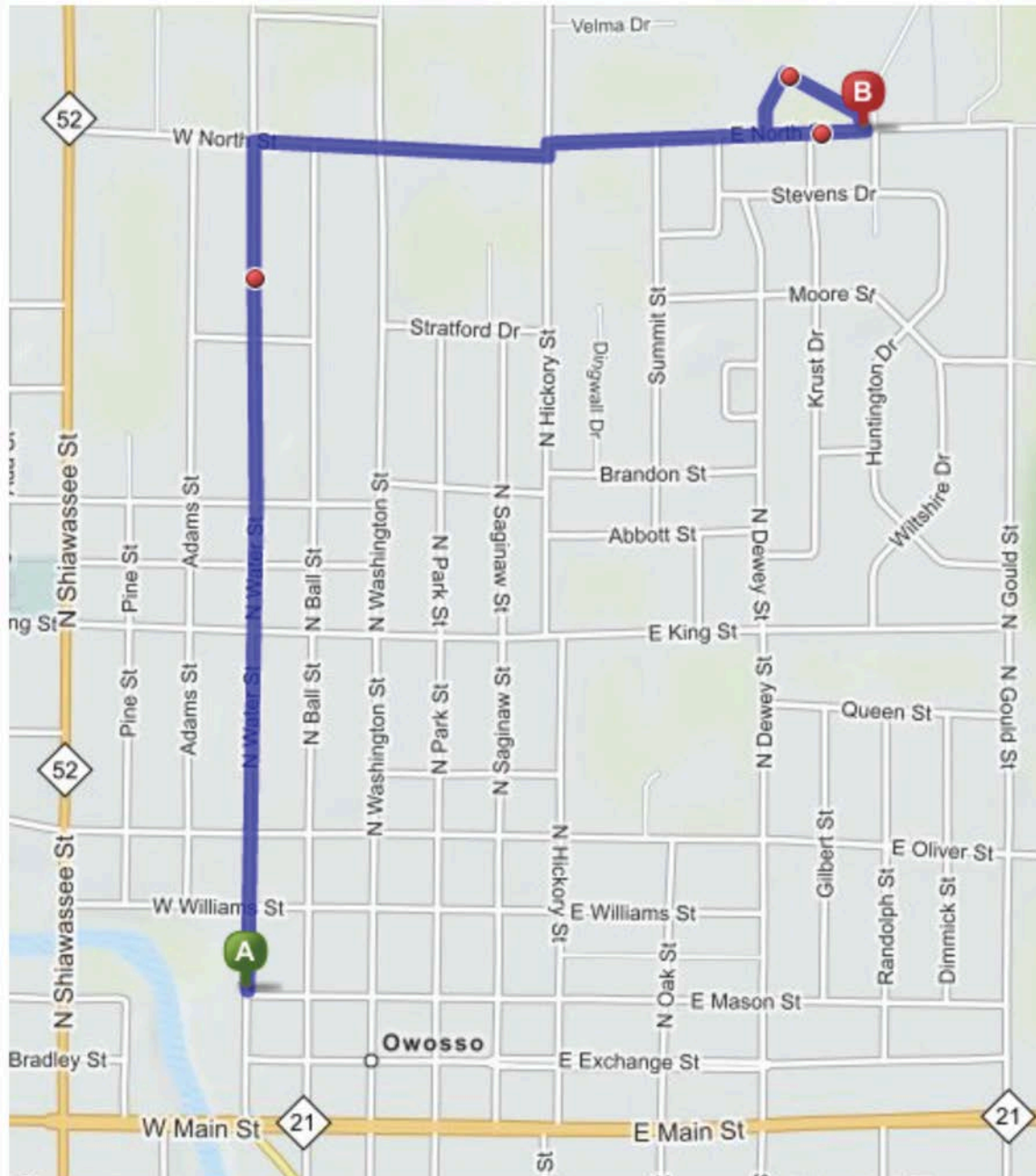
Owosso Main Street/DDA Pink Panther Fun Run

APPROVED BY COUNCIL

_____, 20 ____

REMARKS

Pink Panther Fun Run Route





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

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

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

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

Name of individual or group: _____ Date: _____

Primary Contact Person

Name: _____

Title: _____

Address: _____

Phone: _____

Requested Date(s): _____ Requested Hours: _____

Area Requested (Parking Lot - Parade Route): _____

Detailed description of the use for which the request is made: _____

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

.....
Do Not Write Below This Line - For Officials Use Only

Approved ☐ Not Approved ☐ Date: _____ Traffic Control Order Number _____

Cc: DDA - Director
WCIA - Chairperson



MEMORANDUM

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

DATE: October 13, 2020
TO: Mayor Eveleth and the Owosso City Council
FROM: Glenn Chinavare, Director of Public Services & Utilities
SUBJECT: USEPA Risk & Resiliency Assessment and Emergency Response Plan

RECOMMENDATION:

Authorization to enter into a professional services agreement with Tetra Tech engineering consultants of Ann Arbor, Michigan, for development of a Water System Risk & Resiliency Assessment (RRA) and an updated Water System Emergency Response Plan (ERP) in the amount of \$19,900.00.

BACKGROUND:

The City of Owosso is required under the America's Water Infrastructure Act (AWIA) to conduct a RRA and a ERP update of its physical operational assets and cyber networks. The RRA assessment must be completed by June 30, 2021 and the ERP by December 31, 2021. Failure to comply with these dates may incur fines of up to \$25,000 per day the City is out of compliance. This Act is administered by the United States Environmental Protection Agency (EPA). The assessment is designed to determine the water system's vulnerabilities to malevolent acts, natural hazard, and proximity and dependency risks.

Proposals were solicited to four engineering firms previously approved by city council on October 7, 2019, for providing water and wastewater engineering services. Proposals received are:

- | | |
|---|-------------|
| 1. Tetra Tech (Ann Arbor, MI)..... | \$19,900.00 |
| 2. Orchard, Hiltz & McClement (OHM) Advisors (Saginaw, MI)..... | \$19,000.00 |
| 3. C2ae/ Black & Veach (Lansing, MI)..... | \$28,000.00 |
| 4. Jones & Henry (Kalamazoo, MI)..... | \$46,500.00 |

All four firms are fully capable of providing these services, and the deliverables required for the AWIA compliance are the same for each proposal. Selection then became a matter of price and preference. OHM is most familiar with the Owosso water distribution system, having developed the water system geodatabase in 2018 and the water system reliability study in 2017. Tetra Tech has also become familiar with some of Owosso's water infrastructure, from a water treatment plant control and raw water pumping telemetry control and security perspective. Tetra Tech is also the preferred firm to begin engineering design on the Water Treatment Plant Systems Control and Data Acquisition (SCADA) system, which will have an integral association and integration relationship with the AWIA Risk & Resilience Assessment and the ERP regulatory compliance requirement.

FISCAL IMPACTS:

Professional services of \$19,900.00, plus contingency in the amount of \$3,800.00 for possible additional data analysis will be provided from the FY2020-2021 Water Fund Account 591-552-818.000.

Document originated by: Glenn M. Chinavare, Director of Public Services

Attachments: (1) Proposals
(2) Bid Summary
(3) Resolution

RESOLUTION NO.

**AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH TETRA TECH
OF ANN ARBOR, MICHIGAN FOR DEVELOPMENT OF A WATER SYSTEM RISK AND RESILIENCE
ASSESSMENT AND EMERGENCY RESPONSE PLAN**

WHEREAS, the city of Owosso, Shiawassee County, is required to develop and submit a Risk & Resilience Assessment (RRA) and an updated Emergency Response Plan (ERP) by June 30, 2021 and December 31, 2021 respectively, in accordance with the USEPA American's Water Infrastructure Act (AWIA), and

WHEREAS, the city of Owosso and the Director of Public Services & Utilities desires to enter into a professional services agreement with Tetra Tech, for development of a RRA and ERP, in accordance with the AWIA.

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 enter into an agreement with Tetra Tech for providing professional services for the development of the USEPA required RRA and ERP in accordance with the AWIA.

SECOND: The accounts payable department is authorized to submit payment to Tetra Tech in an amount not to exceed \$19,900.00, plus an additional contingency amount of \$3,800.00 with prior authorization, for a total of \$23,700.00.

THIRD: The above expenses shall be paid for from the FY 2020-2021 Water Fund Account 591-552-818.000.



106 W. Allegan St. Suite 500
Lansing, MI 48933
O: 517.371.1200
www.c2ae.com

October 12, 2020

Mr. Glenn Chinavare
Director of Public Services & Utilities
City of Owosso
301 West Main Street
Owosso, MI 48867

Re: Proposal for Professional Services
AWIA Water System Risk and Resilience Assessment and Emergency Response Plan
City of Owosso, Shiawassee County, MI

Dear Mr. Chinavare:

C2AE is pleased to submit our proposal for professional services to conduct a Risk and Resilience Assessment (RRA) and to update the Emergency Response Plan (ERP) for the City's water system, including physical operational assets and cyber networks, in accordance/for compliance with the American Water Infrastructure Act of 2018 (AWIA).

PROJECT UNDERSTANDING/APPROACH

In order to comply with the AWIA, the City will conduct a RRA and update its ERP for the water system; the AWIA also requires the City to certify the completion of the RRA and the ERP to EPA by June 30, 2021 and December 31, 2021, respectively. Furthermore, AWIA stipulates the City shall maintain and update the records as necessary, and recertify every five years.

EPA, AWWA, and other agencies have developed numerous guidance documents and tools, which are readily available online, to assist both large and small water systems with AWIA compliance. The resources are intentionally flexible, which allows a community to develop a RRA and ERP specific to its water system. Additionally, while AWIA defines the requirements for RRAs and ERPs and offers guidance documents and tools, it does not dictate means/methods for accomplishing the work. As such, C2AE recommends using the following EPA documents/forms: Guidance for Small Community Water Systems on Risk and Resilience Assessments and Community Water System Emergency Response Plan Template and Instructions. Additional EPA, AWWA, FEMA, etc. resources will be utilized to support the RRA and ERP process.

The C2AE approach includes facilitating a Team composed of 'subject matter experts' knowledgeable about the City water system and the Owosso area to complete the RRA and to update the ERP. Available existing information will be used in conjunction with collaborative meetings with deliberate agendas and action items/task assignments with defined, yet realistic, completion schedules. This efficient/effective approach will also allow the concurrent development, completion and certification of the RRA and ERP.



Mr. Glenn Chinavare
October 12, 2020
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SCOPE OF SERVICES

We propose the following Scope of Services:

1. Kickoff Meeting: Conduct a kickoff meeting with the City to review the project requirements, including scope of services, and schedule; more specifically, the agenda will include the following:
 - a. Project Approach
 - b. Background Information
 - c. Goals/Objectives
 - d. AWIA Team/Stakeholders – City lead, utility staff and fire department; Local Emergency Planning Committee and mutual aid partners
 - e. Communication Plan
 - f. Meeting Schedule
 - g. Available existing documentation, which may include, but not be limited to, the following:
 - i. Description of existing water system, including drawings, O&M Manual(s) with description of system operations, facility security, GIS, etc.
 - ii. Standard Operating Procedures
 - iii. Water System Asset Management Program
 - iv. Capital Improvement Plan
 - v. Water System Reliability Study
 - vi. Wellhead Protection Plan
 - vii. Water Shortage Response Plan
 - viii. Emergency Response Plan
 - ix. Source Water Protection Plan
 - x. Mutual Aid Agreements
 - xi. Other emergency plans such as county emergency operations plan, Hazmat response plan, and/or hazard mitigation plan
 - xii. Pertinent water system reports
 - xiii. Pertinent EGLE communications such as the Sanitary Survey
 - xiv. Health and Safety Plan

Prepare/distribute meeting minutes within one week of the meeting.

2. Progress Meetings: Conduct monthly progress meetings with the AWIA Team via Microsoft Teams or Zoom; six progress meetings are included. Prepare meeting minutes with action items as appropriate and distribute to the AWIA Team within one week of the meeting.
3. Monthly Progress Reports: Prepare/submit monthly progress reports, which include work accomplished during the month, anticipated work elements for next month, input required from the City, City decisions/directives, and budget and schedule status.
4. Existing Information/Document Review: Review existing information/documents provided by the City (refer to list included in Item 1. Kickoff Meeting above).
5. RRA and ERP Meeting Preparation: Utilize the following information, as well as other EPA and AWWA documents/tools, to prepare a detailed agenda for the RRA Critical Asset Scenario and ERP meeting and distribute to the AWIA Team:

- a. EPA Guidance for Small Community Water Systems on Risk and Resilience Assessments under America's Water Infrastructure Act
 - b. Baseline Information on Malevolent Acts for Community Water Systems
 - c. AWWA J100 Risk and Resilience Management of Water and Wastewater Systems
 - d. EPA Community Water System Emergency Response Plan Template and Instructions
6. **RRA Critical Asset Definition and ERP Meeting:** Conduct a meeting with the AWIA Team utilizing the above Item 5. Agenda to define high-risk asset categories specific to the City, which will be used to assign specific threats and to create approximately six asset/threat pairs; assign action items to AWIA Team members; prepare meeting minutes with action items as appropriate and distribute to the AWIA Team within one week of the meeting.
7. **Risk and Resilience Assessment:** Utilize information obtained via the above items perform the RRA and to complete the form titled EPA Community Water System Risk and Resilience Assessment; submit draft to AWIA Team for review.
8. **Emergency Response Plan Update:** Utilize information obtained via the above items to update the ERP and to complete the EPA Community Water System Emergency Response Plan Template; submit draft to AWIA Team for review.
9. **RRA and ERP Review Meeting:** Conduct a meeting to discuss AWIA Team review comments.
10. **Finalize RRA and ERP:** Revise the RRA and ERP based on AWIA Team review comments/meeting discussions.

DELIVERABLES

1. Electronic copy in both PDF and MSWord of the following:
 - a. EPA Community Water System Risk and Resilience Assessment (RRA)
 - b. EPA Community Water System Emergency Response Plan (ERP)
2. Copies of pertinent EPA documents used to develop/prepare the RRA and ERP.
3. Memo with the following recommended record storage/maintenance instructions, which the City may use to complete the required recertification in five years:
 - a. for storing the ERP including up-to-date plans and schematics of the WTP and distribution system, as well as O&M manuals
 - b. for tracking/logging improvements relative to defined critical assets
 - c. for reviewing and updating the RRA and ERP as required
 - d. for submitting the recertification via the (current) online process
 - e. Memo will also note the responsible/primary contact

ASSUMPTIONS

1. The City will provide a copy of the previously completed (2002) Vulnerability Assessment Plan. The Bioterrorism Act of 2002 required drinking water utilities, which served more than 3,300 people, to conduct an assessment to

determine if the utilities are susceptible to terrorist attacks on their systems; the Plans were submitted to/are on file at EPA.

The City may obtain a copy of the Vulnerability Assessment Plan by contacting EPA via email at WSD-Outreach@epa.gov and attaching a written request on City letterhead, including utility name, PWSID, address, and point of contact.

2. The City's primary contact will identify City staff for the AWIA Team, including utility, fire, etc., as well as representatives from other agencies such as Local Emergency Planning Committees (LEPC) and regional mutual aid partners.
3. The City will provide copies (preferably electronic copies in PDF format) of the documents listed under 1. Kickoff Meeting.
4. The City has current drawings of its water system facilities.
5. The RRA does not include a countermeasure analysis, which, per AWIA, is optional; it is not required for AWIA compliance.
6. For the ERP, the City will be responsible for Plan storage and maintenance and for conducting and/or exercising trainings.
7. Once the RRA and ERP are finalized, the City will be responsible for completing/submitting the RRA and ERP certifications via the online process.
8. Unless noted otherwise, it is anticipated the meetings outlined in the above scope of services will occur in person at the City. Also, if the City requests additional meetings, they be invoiced on a time and material basis.
9. The report will cover the City of Owosso district and does not include the City of Corunna.

SCHEDULE

The project schedule, including submittal in accordance with the AWIA stipulated dates, will be dependent on the availability of the AWIA Team; more specifically, progress meetings, agency meetings, and action items, which involve City staff will be accomplished in addition to current workload.

A detailed schedule will be defined per discussions at the Kickoff Meeting and will be based on milestone dates established by the AWIA Team members. Efficient/effective communication amongst the AWIA Team will be critical to achieving the milestone dates.

Preliminarily, C2AE would propose a final completion date of May 1, 2021 for the RRA and the ERP, which will allow the City to submit the required RRA certification via the online process by May 15, 2021. While the regulations require the ERP certification to be submitted no later than six months after the RRA certification, C2AE would suggest the City consider submitting the RRA and ERP concurrently.



Mr. Glenn Chinavare
October 12, 2020
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FEE FOR SERVICES

C2AE proposes to provide the services, as outlined herein, for a lump sum fee of \$28,000.

Invoices will be forwarded on a monthly basis reflecting the level of work completed and are due upon receipt.

We have included our Standard Contract Provisions as part of our proposal. If the terms stated in this proposal are acceptable, please countersign and return one (1) copy to our office. We appreciate the opportunity to submit this proposal for consideration and look forward to working with Owosso on this project. If you have questions regarding our proposal, please contact us. Thank you.

Sincerely,

C2AE

Brian W. VanZee
Project Manager

Roger F. Marks, PE
Client Services Leader

MLW/BD-1027



Standard Contract Provisions Studies/Reports/Mapping Services

The parties to this agreement, Capital Consultants, Inc., a Michigan Corporation doing business as C2AE in the State of Michigan, hereinafter called the A|E CONSULTANT and the City of Owosso, Michigan, hereinafter called the OWNER, hereby agree to the following conditions:

- A. Limit of Scope: The services provided by the A|E CONSULTANT shall be limited to those described in the Scope of Services.
- B. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the A|E CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the A|E CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The A|E CONSULTANT shall notify the OWNER of the changed conditions necessitating renegotiation, and the A|E CONSULTANT and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
- C. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.
- D. Standard of Care: In providing services under this Agreement, the A|E CONSULTANT will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to the A|E CONSULTANT and by mutual agreement between the parties, the A|E CONSULTANT will without additional compensation, correct those services not meeting such a standard.
- E. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the A|E CONSULTANT has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the A|E CONSULTANT's opinions of probable construction costs are made on the basis of the A|E CONSULTANT's professional judgment and experience. The A|E CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the A|E CONSULTANT's opinion of probable construction cost.
- F. Schedule for Rendering Services: The A|E CONSULTANT shall prepare and submit for OWNER approval a schedule for the performance of the A|E CONSULTANT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the A|E CONSULTANT's reasonable control.
- G. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data, documents and other materials produced by the A|E CONSULTANT in the course of and for the purpose of meeting this contract are the property of the A|E CONSULTANT, and shall remain in the possession of the A|E CONSULTANT. The OWNER shall have access to the above named material during normal business hours of the A|E CONSULTANT during and after completion of this contract. The OWNER may obtain copies of any of the above named material. Copies of electronic media may be obtained by the OWNER via execution of this Agreement. (See Alteration and Reuse of CAD Information provision of this Agreement.)
- H. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the A|E CONSULTANT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the A|E CONSULTANT in CAD form. Copies shall be for information and used by the OWNER for the specific purpose for which the A|E CONSULTANT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the A|E CONSULTANT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's



Standard Contract Provisions
Studies/Reports/Mapping Services

sole risk, and the OWNER agrees to defend, indemnify, and hold the A|E CONSULTANT harmless, from all claims, injuries, damages, losses, expenses, and attorneys fees arising out of the unauthorized modification of these materials.

- I. **Payment Terms:** Invoices will be submitted by the A|E CONSULTANT monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date.
- J. **Disputed Invoices:** If the OWNER objects to any portion of an invoice, the OWNER shall so notify the A|E CONSULTANT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the A|E CONSULTANT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
- K. **Abandonment of Work:** If any work is abandoned or suspended, the A|E CONSULTANT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
- L. **Errors and Omissions Insurance:** The A|E CONSULTANT maintains an errors and omissions insurance policy as part of normal business practice. The OWNER agrees to limit the A|E CONSULTANT's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to the A|E CONSULTANT's negligent acts, errors, or omissions, such that the total aggregate liability of the A|E CONSULTANT to all those named shall not exceed **\$28,000**.
- M. **Indemnification:** The A|E CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of the A|E CONSULTANT in the performance of professional services under this Agreement, to the extent that the A|E CONSULTANT is responsible for such damages, liabilities and costs on a comparative basis of fault and responsibility between the A|E CONSULTANT and the OWNER. The A|E CONSULTANT shall not be obligated to indemnify the OWNER for the OWNER's own negligence.
- N. **Consequential Damages:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the A|E CONSULTANT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the A|E CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
- O. **Dispute Resolution:** The OWNER agrees that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing per State law and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to a court of competent jurisdiction.

ADDENDUM

Addendum No. 1

Owner: City of Owosso
Project: AWIA Regulatory Requirements Proposal
Engineer: City of Owosso

NOTICE TO ALL PROSPECTIVE BIDDERS

BIDS DUE: Friday, October 9, 2020

=====

This Addendum is a part of the Contract Documents and modifies the previously issued Bidding Documents. Acknowledge receipt of this Addendum in the space provided on the *Signature Page and Legal Status* section of the Bid Proposal. Failure to do so may result in rejection of the Bid.

ITEM NO. 1:

As result of an inquiry, the following addendum is hereby provided:

- Owosso is a Small Water System by definition. Owosso will accept VSAT or the Small Systems Guidance for completion of the Risk & Resilience Assessment.

I acknowledge receipt of Addendum No. 1.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: C2AE
MAILING ADDRESS: 106 West Allegan Street, Suite 500
CITY, STATE, ZIP: Lansing, MI 48933
TELEPHONE NUMBER (517) 371-1200 EMAIL I.D. brian.vanzee@c2ae.com FAX # (517) 371-2013

BY: SIGNATURE: Brian W. VanZee
OF AUTHORIZED REPRESENTATIVE
NAME (typed/printed) Brian W. VanZee TITLE: Project Manager

END OF ADDENDUM NO. 1



Glenn M. Chinavare, Director of Public Services
AWIA Regulatory Requirements
October 9, 2020
Page 2

- Reliability Study
- Water Distribution Model
- Vulnerability Assessment
- Emergency Response Plan
- Contingency Plan
- Geographic Information System (GIS) – water distribution system, sanitary sewer system, storm water system (in-progress)
- Wellhead Protection Plan
- Sanitary Survey
- Drinking Water Pilot Grant – spreadsheet for lead/galvanized service line replacement
- Data from Advanced Meter Reading, SCADA and other systems, as may be available.

Jones & Henry Engineers will work closely with the City to ensure that the RRA meets the City's goals and objectives. The project will be completed in accordance with acceptable USEPA methodology.

Project Approach – Risk and Resilience Assessment

We will utilize EPA's Guidance for Small Community Water Systems on Risk and Resilience Assessments under America's Water Infrastructure Act. The guidance specifies water system assets that the assessment must address, if applicable. These assets are listed in Tables 1a-10b in the Risk and Resilience Assessment Checklist:

1. Physical Barriers
2. Source Water
3. Pipes and Constructed Conveyances, Water Collection, and Intake
4. Pretreatment and Treatment
5. Storage and Distribution
6. Electronic, Computer, or Other Automated Systems (including the security of such systems)
7. Monitoring Practices
8. Financial Infrastructure
9. Use, Storage, or Handling of Chemicals
10. Operation and Maintenance of the System
11. Countermeasures (Optional)

As an alternative, at the direction of the City, we may utilize EPA's Vulnerability Self-Assessment Tool (VSAT) Web 2.0 in completing the assessment. VSAT provides a more quantitative assessment of risk, compared to the Small System Checklist which provides a more qualitative analysis.

We will review existing planning documents, including the current water system ERP, Vulnerability Assessment, Asset Management Plan and Reliability Study, and incorporate relevant information into the RRA. We will then



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October 9, 2020

Glenn M. Chinavare, Director of Public Services
City of Owosso, Michigan
301 West Main Street
Owosso, Michigan 48867

Subject: City of Owosso, Michigan
Proposal to provide Professional Engineering Services
AWIA Regulatory Requirements

Via: E-mail

Dear Mr. Chinavare:

Jones & Henry Engineers, Ltd. is pleased to provide a proposal for a Water System Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) Update in response to your request for proposals and our conversation on Monday, October 5, 2020. The RRA and ERP Update will be completed in accordance with America's Water Infrastructure Act (AWIA) regulatory requirements by addressing the water system's vulnerabilities to malevolent acts, natural hazards, and proximity and dependency risks. We are pleased to provide the following proposed work plan and deliverables for the project.

Project Understanding

The City of Owosso has a population of 14,604 residents according to the most recent American Community Survey (ACS) 5-Year Estimates. Six groundwater wells serve as the City's water supply source. The wells deliver water to a central treatment plant. Generally, only one or two wells are used at any given time. The water treatment process consists of lime softening for hardness reduction and iron removal, dual media filtration and chlorine disinfection. Fluorine is added as a dental health measure. On average, the City treats and delivers approximately 1,500,000 gallons of water per day. The water treatment plant is staffed and operated 24 hours per day.

The City has a desire to develop an RRA, as well as an ERP Update, to support the proactive operation of its water system. The City is looking for a sustainable work product that it can put into action and continue to update into the future.

We understand that the City has the following available information for our use during this project:

- Drinking Water Asset Management Plan



Glenn M. Chinavare, Director of Public Services
AWIA Regulatory Requirements
October 9, 2020
Page 4

Please feel free to contact us regarding any aspect of the project and/or our submittal. Thank you for your consideration and we look forward to working with the City on this project. The City can authorize this proposal by countersigning below.

JONES & HENRY ENGINEERS, LTD.

Aaron J. Davenport, PE
Vice President, Kalamazoo Office Director

AJD/ajd

(Authorized by)

Date

(Print Name)

(Title)

Attach: Addendum 1 Acknowledgement, Breakdown of Deliverables and Estimated Hours



Glenn M. Chinavare, Director of Public Services
AWIA Regulatory Requirements
October 9, 2020
Page 3

perform an on-site visit of applicable water system facilities with City staff, including the following critical infrastructure:

- Two wells (Hintz and Osburn) located north and east of Owosso
- Two wells (Local Wells #1 and #13) located near the Water Treatment Plant off of South Gould Street
- Two wells (Palmer Wells No. 2 and 3) located south of Owosso off of Palmer Street near Hoplins Lake
- Drinking water treatment plant located east of South Gould Street just north of Allendale Avenue

A preliminary Risk and Resilience Assessment Checklist (deliverable) which identifies malevolent acts, natural hazards, proximity, and dependency risks, along with a brief description of impacts, will be prepared based on our review of the existing documents and on-site visit. Field Data Sheets from the on-site visit of critical infrastructure will be provided.

We will then conduct a work session with the City, and its emergency response partners, to discuss the preliminary findings. Information from the work session will be incorporated into the final RRA Checklist (deliverable).

We understand that the RRA is required to be certified to USEPA by June 30, 2021. We will work closely with the City to ensure that it is able to meet the deadline.

Project Approach – Emergency Response Plan Update

Following completion of the RRA, we will update the ERP to incorporate the findings from the RRA. A draft ERP Update (deliverable) will be provided to the City, and its emergency response partners, for review. A final ERP (deliverable) will be provided which incorporates comments received during the review.

We understand that the ERP Update is required to be certified to USEPA by December 30, 2021. We will work closely with the City to ensure that it is able to meet the deadline.

Fee

The estimated fee to perform the Risk and Resilience Assessment is \$29,500.00 and our estimated fee for the ERP Update is \$17,000.00. We have attached a list of tasks and deliverables, along with a breakdown of our estimated hours.

The standard of care for all professional engineering and related services performed or furnished by Jones & Henry Engineers under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Jones & Henry Engineers makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Jones & Henry Engineers.

ADDENDUM

Addendum No. 1

Owner: City of Owosso
Project: AWIA Regulatory Requirements Proposal
Engineer: City of Owosso

NOTICE TO ALL PROSPECTIVE BIDDERS

BIDS DUE: Friday, October 9, 2020

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I acknowledge receipt of Addendum No. 1.


(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: Jones & Henry Engineers, Ltd. _____

MAILING ADDRESS: 4791 Campus Drive _____

CITY, STATE, ZIP: Kalamazoo, Michigan 49008 _____

TELEPHONE NUMBER (269) 353-9650 EMAIL I.D. adavenport@jheng.com _____ FAX # (269) 353-9651 _____

BY: SIGNATURE:  _____
OF AUTHORIZED REPRESENTATIVE
NAME (typed/printed) _____ Aaron J Davenport, PE _____ TITLE: Vice President, Kalamazoo Office Director _____

END OF ADDENDUM NO. 1



City of Owosso, Michigan Risk and Resilience Assessment Task Breakdown/Estimated Hours and Deliverables

Task	Description	Number of Meetings	Estimated Hours				Total
			Project Principal (Aaron Davenport)	Project Manager (Tim Warren)	Project Engineer (Tyler Kindel)	Clerical	
A	Review of Existing Documents			16	16	5	37
B	On-site Visit of Existing Facilities	1	8	8			16
C	Complete Draft Risk and Resilience Assessment for Review		2	60	16	12	94
D	Work Session with Township and Emergency Response Partners	1	8	16			24
E	Obtain Comments			8			8
F	Finalize Risk and Resilience Assessment		2	24	8	4	42
G	Prepare (4) Complete Bound Hard Copies and Electronic Copies					4	4
	Total Estimated	2	20	132	40	25	225
Deliverables							
1	Draft Risk and Resilience Assessment						
2	Final Risk and Resilience Assessment						
3	Risk and Resilience Assessment Field Data Sheets						

Note: Work session will be virtual, if necessary due to COVID-19

Emergency Response Plan Update Task Breakdown/Estimated Hours and Deliverables

Task	Description	Number of Meetings	Estimated Hours				Total
			Project Principal (Aaron Davenport)	Project Manager (Tim Warren)	Project Engineer (Tyler Kindel)	Clerical	
A	Prepare Draft Emergency Response Plan Update		4	60		12	80
B	Obtain Comments			8			8
C	Prepare Final Emergency Response Plan Update		2	24		4	34
D	Provide (4) Complete Bound Hard Copies and Electronic Copies					4	4
	Total Estimated	0	6	92	0	20	126
Deliverables							
1	Draft Emergency Response Plan Update						
2	Final Emergency Response Plan Update						



October 8, 2020

Mr. Glenn M. Chinavare
Director of Public Services
City of Owosso
301 West Main
Owosso, MI 48867

RE: America's Water Infrastructure Act of 2018 (AWIA)
Risk and Resilience Assessment and Emergency Response Plan Proposal for Services

Dear Mr. Chinavare:

OHM Advisors (OHM) is pleased to provide this proposal for professional services for the preparation of documents needed for compliance with America's Water Infrastructure Act of 2018 (AWIA). Under AWIA, the City of Owosso is required to prepare a Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP). Based on discussions with City staff, it is understood that the City wants to comply with these regulatory requirements and is seeking professional services to guide this process.

PROJECT UNDERSTANDING

There are several voluntary consensus standards and resources for Risk and Resilience Assessment available through the EPA, Department of Homeland Security, and professional organizations. OHM proposes to use EPA's Voluntary Self-Assessment Tool (VSAT) which is based on AWWA's J100-10 Risk and Resilience Management of Water and Wastewater Systems and AWWA's Water Sector Cybersecurity Risk Management Tool. AWIA requires community water systems to coordinate with the local emergency planning committee and agencies. OHM will facilitate interactions between the City and other state, regional, or local agencies as appropriate.

The RRA must be completed by June 30, 2021 and address the following:

- ▶ The risk to the system from malevolent acts and natural hazards;
- ▶ the resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
- ▶ the monitoring practices of the system;
- ▶ the financial infrastructure of the system;
- ▶ the use, storage, or handling of various chemicals by the system; and
- ▶ the operation and maintenance of the system.

The ERP must be complete and certified to EPA by December 31, 2021 and include the following:

- ▶ Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system.
- ▶ Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water.

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34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150

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America's Water Infrastructure Act of 2018 (AWIA)
Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP)
October 8, 2020
Page 2 of 4



- ▶ Actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water.
- ▶ Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

The City provides potable water within the City limits and to some customers in Owosso Township and Caledonia Township. The City of Corunna is a wholesale customer to the City of Owosso. The City owns and operates a 5.4-MGD water treatment plant which receives its water from six public wells. The City maintains 108 miles of water main, 1 elevated water storage tank, 1 standpipe storage tank, 1 clear well, 1 underground storage tank and a water booster station connected to the standpipe storage tank. The City's goal is to provide water service that meets all state and federal standards, with affordable rates and a high level of customer service and satisfaction. This study shall address each of these assets.

SCOPE OF SERVICES

The objective of OHM Advisors proposed scope of services is to prepare a plan with the requirements as it relates to the City's water system. The following scope of services is proposed for the City's consideration:

Task 1: Project Initiation and Data Review

Under this task, OHM will initiate the project and obtain necessary information to proceed with the analysis. Specific work efforts include:

- ▶ Organize and attend a kick-off meeting with City staff to review project goals, objectives, and project schedule.
- ▶ Obtain necessary supporting plans and reports
- ▶ Review current hazard mitigation and emergency response plans relevant to the water system

Task 2: Risk and Resilience Assessment

Under this task, OHM will complete the RRA through a series of workshops and online tools. We propose to use EPA's VSAT to quantify the system's risk of and resilience to malevolent acts or natural hazards. AWWA's Water Sector Cybersecurity Risk Management Tool was designed to support utilities in developing their cybersecurity risk management strategy while also facilitating compliance with the cybersecurity provisions in AWIA. This tool will be completed by the City with assistance from OHM.

Specific work efforts under this task include:

- ▶ Identify and pair the EPA recommended 6-10 critical assets with up to 3 threats each.
- ▶ Workshop with City Staff on Consequence, Threat Likelihood, Vulnerability using definitions from AWWA's J100 Standard.
- ▶ Workshop with City Staff to discuss countermeasures and recommend actions, procedures, and equipment which can prevent or significantly lessen the impact of a malevolent act or natural hazard.
- ▶ Workshop with City Staff to review recommendations from Water Sector Cybersecurity Risk Management Tool.
- ▶ Facilitate interactions between the City and MiWARN (Michigan Water/Wastewater Agency Response Network), Local Emergency Planning Committees, the Michigan Intelligence Operations Center, and Shiawassee County Emergency Management as appropriate.
- ▶ Compile Final Report for internal City use and to certify completion to EPA.

OHM will compile a final report for internal City use and reference. Per requirements, the City will certify completion to EPA via an approved submission process.

Task 3: Emergency Response Plan (ERP)

OHM will provide support to City staff during development of the required EPA ERP components by providing guidance

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F 734.522.6427

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materials and attending two meetings with key staff and invited partners. The ERP will describe the following:

- Strategies – Resilience strategies incorporate how you will assign roles and responsibilities, how you will work with response partners, and how you intend to communicate both internally and externally during an incident.
- Plans and Procedures – This will document plans, procedures, and equipment that can be used in the event of a malevolent act or natural hazard.
- Detection Strategies – These strategies will aid in the detection of malevolent acts or natural hazards identified during the RRA.
- Mitigation Actions – These actions will be based on the results of the RRA developed in Task 2.

OHM will compile a final report for internal City use and reference. Per requirements, the City will certify completion to EPA via an approved submission process.

ASSUMPTIONS AND CLARIFICATIONS

The above-listed scope of services was prepared with the following assumptions:

- The City will provide the most recent Emergency Response Plan submitted to EGLE, the 2004 Homeland Security plan, Shiawassee County emergency plans, and any other supporting, relevant documents.
- Key City staff will fully participate in proposed workshops and provide data and information, as necessary.

SCHEDULE

Assuming authorization by December 1, 2020, OHM Advisors proposes to submit the final RRA report deliverables to the City no later than June 15, 2021. OHM will provide the ERP report and deliverables no later than December 15, 2021. This schedule is based on timely responses from the City when information requests are verbally or formally submitted. As outlined in the Scope of Services, on-going involvement is needed from the City to maintain task progress and schedule.

COVID-19 DISCLAIMER

As we submit this proposal, the world is still in the midst of the Covid-19 health crises and we believe there is an increased risk for potential schedule impacts. The project schedule is made with the understanding that virtual meetings may be necessary. Our team, like the City, has adjusted our workflow logistics and our teams are working remotely in an effective manner. However, be aware that schedule impacts from elements such as required resource agencies, and key staff illness that neither OHM Advisors nor the City have control over are more likely in the current environment. We will communicate proactively, clearly identify project issues as they arise, and work with the City's staff to develop a plan to deal with unforeseen issues.

FEE SCHEDULE

OHM Advisors proposed to provide the above-outlined professional services on an hourly, not-to-exceed basis and shall not exceed the total amount based on the task breakdown shown below:

Task 1 – Project Initiation and Data Review	\$ 2,500
Task 2 – Risk and Resilience Assessment (RRA)	\$ 8,500
Task 3 – Emergency Response Plan (ERP)	\$ 8,000
Total	\$ 19,000

SERVICES NOT INCLUDED

The following task are not included in this proposal but can be provided on a time-and-materials basis upon the request of the City.



- Additional field verification or assistance.
- Additional field data collection.
- Additional GIS development or assistance.
- Other requested tasks, meetings, or efforts not outlined in the above scope of services.

OHM Advisors thanks you for the opportunity to provide professional services to the City. If there are any questions, please contact us directly. Should you find our proposal acceptable, please sign the authorization page below and return a copy of this signed proposal to us for our file.

Sincerely,
OHM Advisors

Christine Spitzley, AICP
Principal

cc: Andrew VanWormer, PE OHM Advisors

**City of Owosso
America's Water Infrastructure Act of 2018 (AWIA)
Risk and Resilience Assessment (RRA)
Emergency Response Plan (ERP)**

Accepted by: _____

Printed Name: _____

Title: _____

Date: _____

ADDENDUM

Addendum No. 1

Owner: City of Owosso
Project: AWIA Regulatory Requirements Proposal
Engineer: City of Owosso

NOTICE TO ALL PROSPECTIVE BIDDERS

BIDS DUE: Friday, October 9, 2020

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I acknowledge receipt of Addendum No. 1.

(PLEASE TYPE OR PRINT BELOW)
Orchard, Hiltz, and McCliment, Inc

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: 34000 Plymouth Road _____

CITY, STATE, ZIP: Livonia, MI 48150 _____

TELEPHONE NUMBER 517-522-6711 EMAIL I.D. Christine.spitzley@ohm-advisors.com FAX # 734-466-4517

BY: SIGNATURE: Christine V. Spitzley _____
OF AUTHORIZED REPRESENTATIVE
NAME Christine V. Spitzley TITLE: Principal _____

END OF ADDENDUM NO. 1



October 9, 2020

Mr. Glenn Chinavare
Public Utility Director
301 West Main Street
Owosso, MI 48867

**Re: America's Water Infrastructure Act
Water System Risk and Resilience Assessment and Emergency Response Plan
Proposal for Professional Engineering Services**

Dear Mr. Chinavare:

The City of Owosso is required under the America's Water Infrastructure Act (AWIA) to conduct a Water System Risk and Resilience Assessment (RRA) and Emergency Response Plan Update (ERP) of its physical operational assets and cyber networks. The RRA assessment must be completed by June 30, 2021 and the ERP by December 31, 2021. Failure to comply with these dates may incur fines of up to \$25,000 per day the City is out of compliance. This Act is administered by the United States Environmental Protection Agency (EPA). The assessment is designed to determine the water system's vulnerabilities to malevolent acts, natural hazard, and proximity and dependency risks.

This proposal has been prepared to provide professional engineering services to assist Owosso to comply with the requirements of the AWIA RRA and ERP. The work will be performed in accordance with Covid-19 health and safety requirements.

The RRA phase of the project will evaluate the vulnerabilities, threats and consequences from potential hazards. The following items will be evaluated:

- Natural hazards and malevolent acts (i.e., all hazards).
- Resilience of water infrastructure (including pipes, physical barriers, water sources and collection, treatment, storage and distribution, and electronic, computer and other automated systems).
- Monitoring practices.
- Financial systems (e.g., billing systems).

Tetra Tech
710 Avis Drive, Ann Arbor, MI 48108
Tel 734.665.6000 Fax 734.213.3003 www.tetrattech.com



- Chemical storage and handling.
- Operation and maintenance.

The ERP phase of the project will include:

- Strategies and resources to improve resilience, including physical security and cybersecurity.
- Plans and procedures for responding to a natural hazard or malevolent act that threatens safe drinking water.
- Actions and equipment to lessen the impact of a malevolent act or natural hazard, including but not limited to alternative water sources.
- Strategies to detect malevolent acts or natural hazards that threaten the system.

SCOPE OF WORK

Task 1 Kickoff Phone Conference

Tetra Tech will conduct a project planning meeting with the City via video conference. The objectives of this meeting will be to confirm the project timeline and coordinate compilation of the necessary documents to conduct the plan reviews. The critical path item in developing a plan of this nature is data collection. Using the AWIA requirements as a minimum baseline, we will develop a data needs list, data needs submission log, and draft data collection plan. The data collection schedule will be finalized at the kickoff video conference call.

During the meeting, Tetra Tech will confirm the overall project goals, scope, tasks, assumptions, deliverables and schedule.

Deliverables:

- Data request
- Kickoff meeting summary

Task 2 Data Collection and Review

Data gathering and review of existing documents will address the following:



- Malevolent acts (physical and cyber intrusion by internal/external perpetrators) and natural hazards (it is assumed that the list of natural hazards can be limited to earthquakes, fires, floods and storm events)
- System resilience
- Monitoring practices
- Financial network infrastructure
- Chemical handling
- Operation and maintenance (including dependencies such as utilities and chemical suppliers)
- Network diagrams addressing schematics and system descriptions
- Drawings showing the relationship of each system to the treatment process (i.e., process flow diagrams, record drawings and O&M manuals).
- City records of previous malevolent acts, natural events, service outages due to utility or external factors

The focus of this task will be to identify the status of existing systems and analyze existing systems and deficits per the EPA guidelines and City's objectives. It is assumed that the following documents will be provided to Tetra Tech:

- Current Emergency Operations/Response Plan

Additional technical documentation that may be requested if available includes:

- Latest version of all security policies and procedures
- Any contract/asset access service agreements
- Security documentation such as post orders, recent calls for service, and security organization chart.
- Electronic engineering files of the administration and operations building utilities, communications and security systems
- Available O&M manuals
- New assets that are in some phase of planning, design, or construction



Task 3 Asset and Threat Characterization Workshop (#1)

Tetra Tech will conduct an Asset and Threat Characterization Workshop by video conference with City staff to confirm the City's water system mission and identify critical facilities, assets and threats. Tetra Tech will review the Vulnerability Self-Assessment Tool (VSAT) assessment approach. The workshop will be attended by Tetra Tech's project manager, project engineer, and cybersecurity expert.

Tetra Tech will review the major system assets and how each asset is critical to the City's mission. At a minimum, this analysis will include the following assets:

- Transmission pipelines
- Pump stations
- Source of supply
- Treatment facilities
- Finished water storage
- Security systems and practices
- Operations center
- Chemical handling

We will conduct a threat characterization discussion to assess malevolent acts and natural hazards, including threats that can impact off-site assets controlled by others (e.g., utilities and chemical suppliers). The workshop will identify reasonable, worst-case threats using the VSAT table of potential hazards and threat scenarios.

Tetra Tech will prepare for, and facilitate, the threat characterization process at the workshop. This part of the workshop will identify threats and narrow the focus of threats that represent real, physically possible threats to critical assets identified during the asset characterization.

Tetra Tech will prepare an Asset Classification and Threat Characterization Technical Memorandum summarizing the key assets and associated criticality identified during the workshop.



Deliverables:

- Prepare workshop materials
- Facilitate workshop
- Critical assets list
- Threat characterization table

Task 4: Quantitative Analysis Workshop (#2) (Optional)

Tetra Tech proposes to perform a quantitative assessment within the VSAT framework for approximately five highest risk asset-threat pairs during the second session of the workshop. The City could choose to perform the comprehensive quantitative analysis (RAMCAP/J100 framework) at a future date on its own schedule.

To perform the quantitative analysis, Tetra Tech will implement the VSAT framework to conduct a Baseline Risk Assessment. This includes estimating the consequences of the threat occurring, likelihood of the threat occurring, and the vulnerability of the asset to the specific threat. The consequences of the asset-threat pair event occurring will be calculated by estimating the potential fatalities, injuries, and direct monetary impacts to the utility and region. The threat likelihood will be calculated using historical information or, when this information is not available, typical values provided by the EPA and other governmental organizations. Tetra Tech will prepare an Asset Classification and Threat Characterization Technical Memorandum summarizing the critical assets, asset-threat pairs, and the results of the Baseline Risk Assessment.

Deliverables:

- Prepare workshop materials
- Facilitated workshop.
- Baseline Risk Assessment results to be included in the final report

Task 5: Draft and Final Risk and Resilience Assessment Report



Following completion of the workshops Tetra Tech will prepare a Draft Risk and Resilience Assessment (RRA) Report (perhaps three to five pages) compiling and summarizing the process, results, recommendations, decisions, and action items that will provide the City with Risk and Resilience Action Plan for review. Following review, Tetra Tech will conduct a meeting by video conference with City staff to review comments and revisions. Tetra Tech will prepare a Final RRA Report for the City's records. This will enable the City to meet AWIA requirements and have all risk and resilience documentation in a single location. Tetra Tech will also prepare the required Compliance Letter for the City's submission to the EPA. Tetra Tech will provide five hard copies along with PDF and Microsoft Word copies on a flash drive.

Deliverables:

- Draft and Final RRA Reports
- EPA RRA Compliance Letter

Task 6: Draft Final and Final Emergency Response Plan (ERP)

To improve efficiency, Tetra Tech proposes to prepare components of the ERP (5 to 10 pages) while the RRA is being prepared than to wait and prepare the ERP months after the RRA. At the workshop, Tetra Tech will develop broad recommendations for responding to emergencies (public official and media notifications, supply chain stoppages, natural events, malicious acts, etc.) in the system. Tetra Tech will follow the EPA suggested report outline for preparation of this report.

Deliverables:

- Draft and Final ERP reports`
- EPA ERP Compliance Letter

PROPOSAL ASSUMPTIONS

- Tasks 1, 2, 3, 5, and 6 of the proposed scope of work is the minimum required to meet the federal requirements. **Task 4, a basic quantitative analysis, is an optional addition to the project scope. It is not included in the scope of this project.**



- Detailed security investigations and recommendations (including cybersecurity) comprise an additional scope of work and require a separate authorization. Such investigations and recommendations are not included in the scope of this project.
- Task 6 assumes that documentation from a previous Reliability Study will be available for editing.
- Implementation of any ERP report recommendation is not included in this scope of work.
- We have not included public presentations as part of this scope. Presenting Owosso's water system vulnerabilities in a public meeting would work against the objective of improving reliability.
- The City will provide a single set of reviewed and resolved comments of the Draft RRA and ERP reports.
- **We acknowledge receipt of the City's addendum number 1 which stated: "Owosso is a Small Water System by definition. Owosso will accept VSAT or the Small Systems Guidance for completion of the Risk & Resilience Assessment."**

SCHEDULE

We can hold the kickoff meeting conference call (task 1, above) within two weeks of receiving your written authorization to proceed. We estimate the draft RRA report will be delivered within four months of receiving your authorization.

COMPENSATION

We will complete the tasks described in the scope of work, above, (i.e. only tasks 1, 2, 3, 5 and 6) for a lump sum \$19,900. This amount will not be exceeded without the City's written authorization. We can perform optional task 4 at an additional cost, to be determined, upon the City's written authorization. Our standard terms and conditions are attached and considered a part of this proposal.



EXECUTION

Should you agree with this proposal, please sign in the space provided and return one copy for our files.

Thank you for the opportunity to be of service to the City of Owosso. Please do not hesitate to contact me at 734-213-4063 or at victor.cooperwasser@tetratech.com if you require additional information.

Sincerely,

Vic Cooperwasser, P.E.
Senior Project Manager

PROPOSAL ACCEPTED BY: _____

TITLE: _____ DATE: _____

AWIA Risk and Resiliency Assessment and Emergency Response Plan

Tetra Tech of Michigan, PC
Engineering Services Standard Terms & Conditions



Services Consultant will perform services for the Project as set forth in Attachment A and in accordance with these Terms & Conditions. Consultant has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed Agreement.

Compensation In consideration of the services performed by Consultant, the Client shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of Consultant. Where total project compensation has been separately identified for various tasks, Consultant may adjust the amounts allocated between tasks as the work progresses so long as the total compensation amount for the project is not exceeded.

Fee Definitions The following fee types shall apply to methods of payment:

- **Salary Cost** is defined as the individual's base salary plus customary and statutory benefits. Statutory benefits shall be as prescribed by law and customary benefits shall be as established by Consultant employment policy.
- **Cost Plus** is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.
- **Lump Sum** is defined as a fixed price amount for the scope of services described.
- **Standard Rates** is defined as individual time multiplied by standard billing rates for that individual.
- **Subcontracted Services** are defined as Project-related services provided by other parties to Consultant.
- **Reimbursable Expenses** are defined as actual expenses incurred in connection with the Project.

Payment Terms Consultant shall submit invoices at least once per month for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. Client payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. In the event the Client disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this Agreement. Invoices not in dispute and unpaid after 30 days shall accrue interest at the rate of one and one-half percent per month (or the maximum percentage allowed by law, whichever is the lesser). Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current. Non-payment beyond 70 days shall be just cause for termination by Consultant.

Additional Services The Client and Consultant acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant shall notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

Site Access The Client shall obtain all necessary approvals for Consultant to access the Project site(s).

Underground Facilities Consultant and/or its authorized subcontractor will conduct research and perform site reconnaissance in an effort to discover the location of existing underground facilities prior to developing boring plans, conducting borings, or undertaking invasive subsurface investigations. Client recognizes that accurate drawings or knowledge of the location of such facilities may not exist, or that research may reveal as-built drawings or other documents that may inaccurately show, or not show, the location of existing underground facilities. In such events, except for the sole negligence, willful misconduct, or practice not conforming to the Standard of Care cited in this Agreement, Client agrees to indemnify and hold Consultant and/or its Subcontractor harmless from any and all property damage, injury, or economic loss arising or allegedly arising from borings or other subsurface penetrations.

Regulated Wastes Client is responsible for the disposal of all regulated wastes generated as a result of services provided under this Agreement. Consultant and Client mutually agree that Consultant assumes no responsibility for the waste or disposal thereof.

Contractor Selection Consultant may make recommendations concerning award of construction contracts and products. The Client acknowledges that the final selection of construction contractors and products is the Client's sole responsibility.

Ownership of Documents Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement are instruments of service and are, and shall remain, the property of Consultant. Record documents of service shall be based on the printed copy. Consultant will retain all common law, statutory, and other reserved rights, including the copyright thereto. Consultant will furnish documents electronically; however, the Client releases Consultant from any liability that may result from documents used in this form. Consultant shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to Consultant.

Standard of Care Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

Period of Service This Agreement shall remain in force until completion and acceptance of the services or until terminated by mutual agreement. Consultant shall perform the services for the Project in a timely manner consistent with sound professional practice. Consultant will strive to perform its services according to the Project schedule set forth in the provisions for Scope of Work/Fee/Schedule in Attachment A. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. Consultant shall be entitled to an extension of time and compensation adjustment for any delay beyond Consultant control.

Insurance and Liability Consultant shall maintain the following insurance and coverage limits during the period of service. The Client will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

Workers Compensation – as required by applicable state statute

Commercial General Liability - \$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate

Automobile Liability –\$1,000,000 combined single limit for bodily injury and property damage

Professional Liability (E&O) - \$1,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Consultant shall be a named insured on those policies where Consultant may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

Indemnification Consultant shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused solely by the negligent act, error, or omission of Consultant in the performance of services under this Agreement. If such damage results in part by the negligence of another party, Consultant shall be liable only to the extent of Consultant's proportional negligence.

Dispute Resolution The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work. Causes of action between the parties to this Agreement shall be deemed to have accrued and the applicable statutes of repose and/or limitation shall commence not later than the date of substantial completion.

Suspension of Work The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Consultant may terminate services on the Project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Client shall pay Consultant all outstanding invoices, together with all costs arising out of such termination, within fourteen (14) days. The Client may withhold an amount for services that may be in dispute provided that the Client furnishes a written notice of the basis for their dispute and that the amount withheld represents a reasonable value.

Authorized Representative The Project Manager assigned to the Project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. Only authorized representatives of Consultant are authorized to execute contracts and/or work orders on behalf of Consultant. The Client shall designate a representative with similar authority. Email messages between Client and members of the project team shall not be construed as an actual or proposed contractual amendment of the services, compensation or payment terms of the Agreement.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to Consultant at Project inception. Consultant will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Independent Consultant Consultant is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client. Consultant shall retain control over the means and methods used in performing Consultant's services and may retain subconsultants to perform certain services as determined by Consultant.

Compliance with Laws Consultant shall perform its services consistent with sound professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Consultant shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Permits and Approvals Consultant will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed \$50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Consequential Damages Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project or with this Agreement.

Waiver of Subrogation Consultant shall endeavor to obtain a waiver of subrogation against the Client, if requested in writing by the Client, provided that Consultant will not increase its exposure to risk and Client will pay the cost associated with any premium increase or special fees.

Environmental Matters The Client warrants that they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Consultant shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify Consultant from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Consultant.

Cost Opinions Consultant shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Consultant acknowledge that actual costs may vary from the cost opinions prepared and that Consultant offers no guarantee related to the Project cost.

Contingency Fund The Client acknowledges the potential for changes in the work during construction and the Client agrees to include a contingency fund in the Project budget appropriate to the potential risks and uncertainties associated with the Project. Consultant may offer advice concerning the value of the contingency fund; however, Consultant shall not be liable for additional costs that the Client may incur beyond the contingency fund they select unless such additional cost results from a negligent act, error, or omission related to services performed by Consultant.

Safety Consultant shall be responsible solely for the safety precautions or programs of its employees and no other party.

Information from Other Parties The Client and Consultant acknowledge that Consultant will rely on information furnished by other parties in performing its services under the Project. Consultant shall not be liable for any damages that may be incurred by the Client in the use of third party information.

Force Majeure Consultant shall not be liable for any damages caused by any delay that is beyond Consultant's reasonable control, including but not limited to unavoidable delays that may result from any acts of God, strikes, lockouts, wars, acts of terrorism, riots, acts of governmental authorities, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either party.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Warranty Consultant warrants that it will deliver services under the Agreement within the standard of care. No other expressed or implied warranty is provided by Consultant.

Severability Any provision of these terms later held to be unenforceable shall be deemed void and all remaining provisions shall continue in full force and effect. In such event, the Client and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Survival All obligations arising prior to the termination of this Agreement and all provisions of these terms that allocate responsibility or liability between the Client and Consultant shall survive the completion or termination of services for the Project.

Assignments Neither party shall assign its rights, interests, or obligations under the Agreement without the express written consent of the other party.

Governing Law The terms of Agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Collection Costs In the event that legal action is necessary to enforce the payment provisions of this Agreement if Client fails to make payment within sixty (60) days of the invoice date, Consultant shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs, and expenses incurred by Consultant in connection therewith and, in addition, the reasonable value of Consultant's time and expenses spent in connection with such collection action, computed at Consultant's prevailing fee schedule and expense policies.

Equal Employment Opportunity Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring. It is Consultant's policy to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

Attorney Fees Should there be any suit or action instituted to enforce any right granted in this contract, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party. The party that is awarded a net recovery against the other party shall be deemed the substantially prevailing party unless such other party has previously made a bona fide offer of payment in settlement and the amount of recovery is the same or less than the amount offered in settlement. Reasonable attorney fees may be recovered regardless of the forum in which the dispute is heard, including an appeal.

Third Party Beneficiaries Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

Lien Rights Consultant may file a lien against the Client's property in the event that the Client does not make payment within the time prescribed in this Agreement. The Client agrees that services by Consultant are considered properly improvements and the Client waives the right to any legal defense to the contrary.

Captions The captions herein are for convenience only and are not to be construed as part of this Agreement, nor shall the same be construed as defining or limiting in any way the scope or intent of the provisions hereof.

ADDENDUM

Addendum No. 1

Owner: City of Owosso
Project: AWIA Regulatory Requirements Proposal
Engineer: City of Owosso

NOTICE TO ALL PROSPECTIVE BIDDERS

BIDS DUE: Friday, October 9, 2020

=====

This Addendum is a part of the Contract Documents and modifies the previously issued Bidding Documents. Acknowledge receipt of this Addendum in the space provided on the *Signature Page and Legal Status* section of the Bid Proposal. Failure to do so may result in rejection of the Bid.

ITEM NO. 1:


As result of an inquiry, the following addendum is hereby provided:

- Owosso is a Small Water System by definition. Owosso will accept VSAT or the Small Systems Guidance for completion of the Risk & Resilience Assessment.

I acknowledge receipt of Addendum No. 1.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: Tetra Tech of Michigan _____
MAILING ADDRESS: 710 Avis Drive, _____
CITY, STATE, ZIP: Ann Arbor, MI 48108 _____
TELEPHONENUMBER 734-213-4063 _____
EMAIL I.D. victor.cooperwasser@tetratech.com _____
FAX # 734-213-3003 _____

BY: SIGNATURE:  _____
OF AUTHORIZED REPRESENTATIVE
NAME (typed/printed) Victor Cooperwasser, PE TITLE: Senior Project Manager

END OF ADDENDUM NO. 1



MEMORANDUM

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

DATE: October 13, 2020

TO: Mayor Eveleth and the Owosso City Council

FROM: Glenn Chinavare, Director of Public Services & Utilities

SUBJECT: Supervisory Control & Data Acquisition (SCADA) Development at the Water Treatment Plant

RECOMMENDATION:

Authorization to enter into a professional services agreement with Tetra Tech engineering consultants of Ann Arbor, Michigan, for development of a Water Treatment Plant SCADA System in the amount not to exceed \$346,000.00.

BACKGROUND:

Development of a SCADA system is essential for the following reasons:

1. Asset & Operations Management. A concept Utility Directors and Superintendents have been implementing for decades, state and federal regulators have now imposed ownership of this.
2. Increasing regulatory oversight of physical plant processes.
3. Change in work force skills from hands-on to digital and visual aptitudes.
4. Physical and cyber security as well as real-time & historical monitoring practices.
5. Optimization of auto plant operating schedule, by elimination of third shift.
6. Optimization of raw and finished water pumping, with significant maintenance and energy savings expected.

The Water Treatment Plant currently utilizes a very primitive monitoring system called SCADATA, which is radio frequency based with an on/off (pump operating Yes/No) technology. This system was purchased in 2006 at about \$15,000.00 from a company who has recently gone bankrupt. This antiquated system is not compatible for integration with any other 21st century technology. Current SCADA technology offers a variety of visual display boards for process equipment, with real-time programming and adjustments manually or auto-pilot via sensors, programmable logic computers, variable speed drives, sonic levelers, etc.

Proposals were solicited to four engineering firms previously approved by city council on October 7, 2019, for providing water and wastewater engineering services. Proposals received for SCADA design are:

1. Tetra Tech (Ann Arbor, MI)..... \$346,000.00
Programming Included
2. Orchard, Hiltz & McClement (OHM) Advisors (Saginaw, MI)..... \$383,978.00
Programming Not Included
3. C2ae/ Black & Veatch (Lansing, MI)..... Declined to Submit
Proposal
4. Jones & Henry (Kalamazoo, MI)..... Declined to Submit
Proposal

OHM initially planned to subcontract programming to a company named ERAMOSA out of Canada. Later this summer ERAMOSA dropped out of any subcontract agreement with OHM. OHM has since partnered with a company called UIS out of Ypsilanti, Michigan for similar programming services. UIS is a very good company, except provides only proprietary SCAADA systems, which are very costly for on-going support.

Tetra Tech will design the SCADA system utilizing state of the art off the shelf technology components that can be serviced by local electrical contractors. This provides great flexibility and less expensive support than a proprietary system. Tetra Tech also performs own programming for designed installations. Tetra Tech is a leader in this field, as I have a long productive working history with Tetra Tech and their staff dating back to 1999.

The SCADA system development will be accomplished in four phases as attached. As design for each phase is completed, component materials/instruments will be bid out along with contract labor (except labor for phase I) for installation. This type design/build approach provides for much better control of the end product, which ensures each phase is operating as designed before moving onto the next phase. This is particularly important since there is no existing SCADA system template to upgrade from. This system will be constructed from inception. Installation would commence in 2021 and be completed by 2022 – 2023 and as budget parameters allow.

FISCAL IMPACTS:

Professional services of \$346,000.00, plus contingency in the amount of \$41,000.00 with prior written approval for plan modifications. Regulatory agencies are often the initiator of design plan modifications. Funds will be provided from the FY2020-2021 Water Fund Account 591-553-818.000.

Document originated by: Glenn M. Chinavare, Director of Public Services

Attachments: (1) Proposals
(2) Bid Summary
(3) Resolution

RESOLUTION NO.

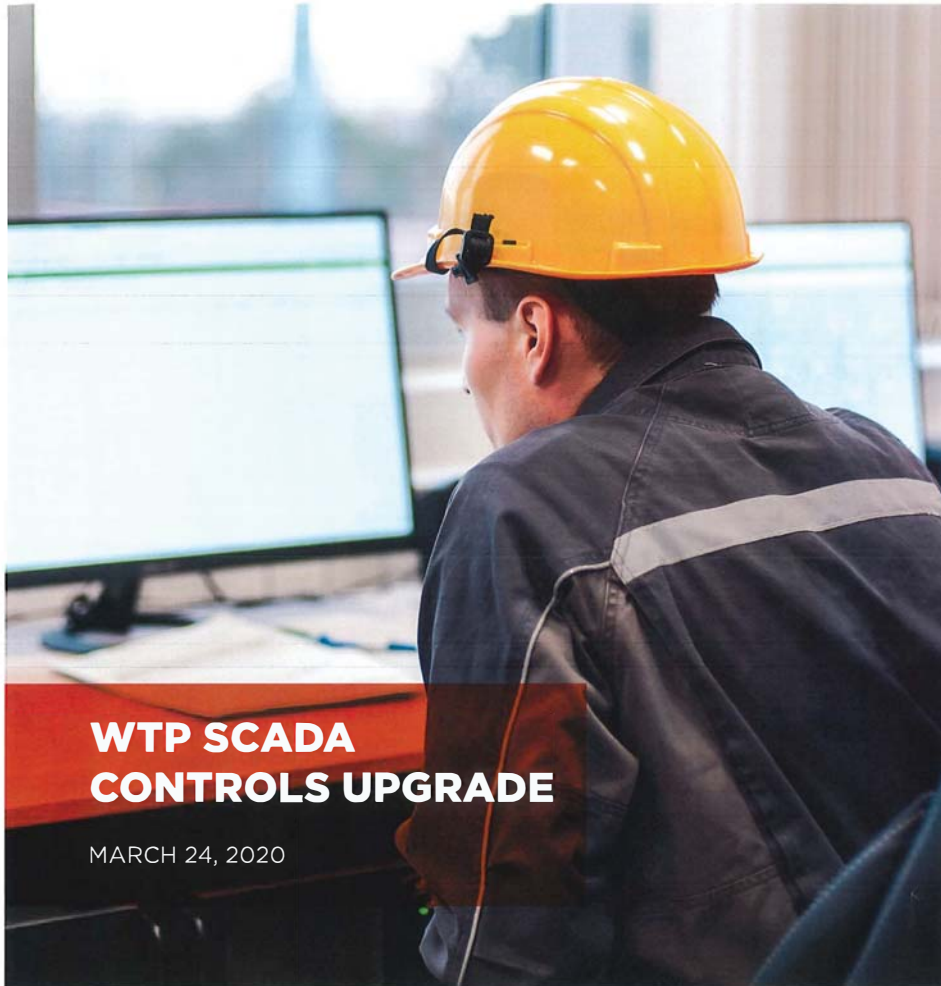
**AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH TETRA TECH
OF ANN ARBOR, MICHIGAN FOR DEVELOPMENT OF A SUPERVISORY CONTROL AND DATA
ACQUISITION (SCADA) SYSTEM FOR USE AT THE WATER TREATMENT PLANT**

WHEREAS, the city of Owosso, Shiawassee County, proposes to develop a new SCADA system for use at the Water Treatment Plant, and replace the obsolete SCADATA system currently in use, and

WHEREAS, the city of Owosso and the Director of Public Services & Utilities desires to enter into a professional services agreement with Tetra Tech, for engineering design and construction administration of a new SCADA system at the Water Treatment Plant.

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 enter into an agreement with Tetra Tech for providing professional engineering design services and construction administration for the development of a new SCADA system at the Water Treatment Plant.
- SECOND: The accounts payable department is authorized to submit payment to Tetra Tech in an amount not to exceed \$346,000.00, plus an additional contingency amount of \$41,000.00 with prior authorization, for a total of \$387,000.00.
- THIRD: The above expenses shall be paid for from the FY 2020-2021 Water Fund Account 591-553-818.000.



WTP SCADA CONTROLS UPGRADE

MARCH 24, 2020



CITY OF OWOSSO
David Haut, Superintendent
Water Treatment Plant
301 W. Main Street, Owosso, MI 48867



Mr. David Haut
Superintendent Water Filtration Plant
City of Owosso
301 W. Main Street
Owosso, MI 48867

RE: Request for Proposals
WTP SCADA Controls Upgrade

Dear Mr. Haut,

The City of Owosso (City) is making significant investments into improving the water treatment and distribution system to improve reliability and efficiency of operations. The next task on this improvement journey is to upgrade the existing supervisory control and data acquisition (SCADA) system. As such, the City is seeking proposals to select a qualified and knowledgeable firm to design the SCADA upgrades. We believe key factors for a successful project include having a team with the following qualities:

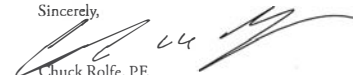
- Knowledgeable about the City's systems and has expertise in SCADA upgrade designs and integration.
- Experience in simplifying SCADA installations to provide reliable, maintainable and accessible system for rapid disaster recovery
- Understands security issues and procedures to allow for operators to have remote access to monitor operations and alarms.
- Capable of documenting the current operations and controls and any new controls narratives to improve long-term maintenance of the SCADA system.
- Expertise in data management to improve the City's reporting and troubleshooting efficiencies.
- Practiced in delivering controls and instrumentation upgrades with minimal and/or low risk impacts on operations.

OHM Advisors and Eramosa International have entered into a teaming arrangement in order to collaborate to meet these objectives. OHM will use our knowledge of the City's source water pumping system, the treatment plant and the distribution system to enhance the design of the SCADA upgrades by Eramosa International to meet the City's needs. We've done our homework and formed this team over a year ago to develop a deep understanding of the project, the City's expectations, and an understanding of each other as teammates.

We are the best team for this project because we share a common culture for collaborative project delivery, and we have deep experience with the City's water system and in SCADA system upgrades. Our team will maintain tight control of the project and schedule to meet the funding timelines.

We are excited at the prospect of working with the City of Owosso on this project and would welcome the opportunity to meet with you to discuss our qualifications further.

Sincerely,



Chuck Rolfe, PE
Principal in Charge

OHM Advisors | 929 Bridgeview South, Saginaw, Michigan 48604 | T 989.393.4200

04. Cost Proposal

Hours & Rates

Below is a summary of fees for the six tasks proposed in *Section 03. Our Approach*. Please see the following two pages for a detailed breakdown of rates, hours, and fee per task.

TASK	HOURS	TOTAL FEE
Task 1 - Investigation	304	\$46,975
Task 2 - Preliminary Design	283	\$42,229
Task 3 - Final Design	642	\$91,174
Task 4 - Permitting & Bidding	76	\$11,460
Task 5 - Construction Phase Engineering Services	908	\$125,980
Task 6 - Construction Observation	472	\$66,160
TOTAL	2,685	\$393,494

\$383,978.00

04. COST PROPOSAL

	Principal	Process	Process	Subtotal	Electrical	Construction	Construction	Total	18C P&B	18C	18C	Network	Cyber	CAD	QA/QC	Total	Subconsultant		
Task	PM	QA/QC	PE II	QA/QC	PE II	Task II	Quid II	OHM	Design Lead	Design	Design	Design	Security	Design	Design	Exposure	Markup 10%	Total	
	\$265	\$160	\$160	\$130	\$135	\$165	\$115	\$135		\$175	\$130	\$115	\$130	\$130	\$80	\$160			
Task 1 - Investigation																			
Obtain and review existing data			16																
Site-off meeting - Internal with team	4	5	4	1	1	1													
Site-off meeting with the City			8																
Interview staff & draft Process Control Narratives			24																
SCADA software/hardware alternative analysis			2																
Radio/Cellular data log alternative analysis			2																
Security System alternative analysis			2																
Draft basis of design, IO list, network diagram, conceptual costs			8			2				8	12	24	8	4	8				
QA/QC			8							8	8								
Project Management and Communication with Oversight	8		4							10									
Task 1 Hours	14	9	70	1	17	3	0	0	116	24	28	44	18	20	8	16		324	
Task 1 Cost	\$3,380	\$1,620	\$10,600	\$130	\$3,285	\$495	\$0	\$0	\$18,320	\$9,410	\$3,240	\$5,040	\$3,240	\$2,600	\$720	\$2,240	\$10,910	\$2,605	\$46,975
Task 2 - Preliminary Design																			
Prepare Construction Cost Estimate for selected alternatives: SCADA software, hardware, communication, security			8							4	12								
Develop Process Flow Diagram			2	8															
IO all existing instrumentation and tags update P&IDs			2	8						8						4			
IO all new instrumentation and tags update P&IDs			2	8															
IO new I/Os required			4		24	4													
Draft Project Manual			4	12						2	8	8							
Prepare preliminary cost estimates			4	8	8	2				2	8								
SOE Deliverable QA/QC			4	8		8													
Meeting with City at 50% review	4	8																	
Preliminary Design Submitted to E&E	2	4	4	4	2														
Project Management, Design Meetings, Communication with City	8		5							10									
Task 2 Hours	14	12	47	48	46	14	0	0	181	22	48	8	0	0	8	18		383	
Task 2 Cost	\$3,380	\$3,160	\$7,060	\$42,440	\$6,210	\$2,310	\$0	\$0	\$26,840	\$2,850	\$5,840	\$930	\$0	\$0	\$720	\$2,240	\$13,950	\$3,995	\$42,229
Task 3 - Final Design																			
Finalize contract drawings			16	40	20					10	44	44	16	12	52	2			
Finalize technical specifications			8	16	12	4				4	20	24	16	8					
Develop sequence of construction			8							2	52								
Complete Test and control documents			4	8															
Prepare final cost estimates			4	8	4														
QA/QC			4	8		8				4	4								
Final Design review meeting			4	8															
Submitted to E&E			4	8															
Complete Bid Documents			8	12	8					8	8	8							
Project Management, Design Meetings, Communication with City	8		12	8						12	12								
Task 3 Hours	20	8	74	84	63	12	0	0	264	48	128	72	28	24	60	8		651	
Task 3 Cost	\$4,000	\$1,440	\$11,400	\$15,180	\$7,820	\$1,980	\$0	\$0	\$32,220	\$8,400	\$17,840	\$6,740	\$4,680	\$3,320	\$5,400	\$1,280	\$49,240	\$4,914	\$91,174
Subtotal Design Hours	50	25	193	135	115	25	0	0	551	124	210	128	54	44	76	42		1229	
Subtotal Design Cost	\$16,280	\$5,320	\$29,950	\$17,850	\$15,635	\$4,765	\$0	\$0	\$89,280	\$21,700	\$37,200	\$14,720	\$7,020	\$5,720	\$6,840	\$1,880	\$89,820	\$9,018	\$160,278

04. COST PROPOSAL

Task	Principal	PER IV	Process	Process	Electrical	Electrical	Construction	Construction	Total	I&C PM &	I&C	I&C	Network	Cyber	CAD	QA/QC	Total	Subcontract	Total
	PM	QA/QC	PER	Coord	Coord	PE III	Tech III	Coord III	OHM	Design Lead	Design	Design	Design	Security	500	500	Estimate	Markup 10%	
Task 4 - Permitting & Bidding																			
Buildout Permit submittals				4	4														
EGLE permit preparation and submittal	2		4																
Intermittent correspondence with EGLE	2		4																
Bidding Assistance			8	8	8	4													
Review bids and Letter of Recommendation			8	4	4														
Project Management meetings with Chicago	4		4																
Task 4 Permit & Bid Hours	8	4	28	16	16	4	0	0	76	0	0	0	0	0	0	0	0	0	76
Task 4 Permit & Bid Cost	\$1,640	\$720	\$4,320	\$2,560	\$2,560	\$640	\$0	\$0	\$11,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,800
Task 5 - Construction Phase Engineering Services																			
Pre-Construction Meeting	4		12	4	8					12									
Shop Drawing Review			16	12	12	4				4	24	24	8	4					
RFIs & Change Orders			16	12						2	16	16							
Payment Requests			24	16			40												
Permit EIR, Certificate of environmental completion			4	16	8					2	16	16	4	4					
Construction Progress Meetings & Narratives				16	20	24				24									
Conflict Resolutions				16						4	12	12	4	4	24				
Permitting Oversight				16	40	24													
SCADA Integration				24						24	80								
Project Management			24																
Task 6 Hours	28	4	220	144	88	4	40	0	528	72	188	18	18	12	24	0	380		908
Task 6 Cost	\$5,740	\$720	\$23,040	\$18,720	\$11,840	\$640	\$4,800	\$0	\$78,200	\$13,600	\$24,440	\$7,800	\$5,400	\$1,200	\$0	\$0	\$20,680		\$141,800
Task 6 Construction Observation																			
Electrical and instrumentation			80		16				300		36	40							
Task 6 Hours	0	0	80	0	16	0	0	300	396	36	40	0	0	0	0	0	76		472
Task 6 Cost	\$0	\$0	\$1,280	\$0	\$2,560	\$0	\$0	\$40,800	\$54,000	\$6,200	\$0	\$0	\$0	\$0	\$0	\$0	\$11,800		\$66,900
Subtotal Construction Phase Hours	28	4	220	144	104	4	40	300	924	108	228	68	18	12	24	0	456		1380
Subtotal Construction Phase Cost	\$5,740	\$720	\$23,040	\$18,720	\$14,400	\$640	\$4,800	\$40,800	\$60,000	\$13,600	\$25,640	\$7,800	\$5,400	\$1,200	\$0	\$0	\$23,480		\$161,980
Other Direct Costs - Mileage allowance																	\$3,000		
Total Project Hours	88	37	521	288	232	37	40	300	1551	232	438	186	70	56	100	40	1134		2683
Total Project Cost	\$176,300	\$6,480	\$281,520	\$238,360	\$211,720	\$6,100	\$4,800	\$823,720	\$1,468,000	\$168,400	\$222,400	\$9,000	\$7,200	\$9,000	\$5,800	\$0	\$154,240	\$16,424	\$2,793,494



PROPOSAL FOR:

WTP SCADA Controls Upgrade

March 24, 2020



Cover Letter

March 24, 2020

Bid Coordinator
City of Owosso
301 West Main Street
Owosso, MI 48867

RE: Proposal for Professional Engineering Services - WTP SCADA Controls Upgrade

Dear Selection Committee:

The City of Owosso is preparing to implement a new control system for the Water Treatment Plant (WTP) and related remote stations. This significant investment requires the City retain the Midwest controls experts to ensure this gets completed correctly. Our proposal shows the benefit and value that Tetra Tech's Michigan SCADA controls team offers Owosso. We have addressed all five of the evaluation criteria included in your request for proposals as follows:

FIRMS EXPERIENCE

The Tetra Tech SCADA team is uniquely qualified to perform this work due to our knowledge of your current system and our over 30 years of experience with similar systems. We strongly encourage you to contact the many references we have included for the following important Michigan projects:

- | | |
|---|--|
| ◆ Grand Rapids WRRF Biodigestion | ◆ Pontiac WRRF Biodigestion |
| ◆ Saginaw WWTP Electrical Upgrades | ◆ Bay Area WTP SCADA Upgrades |
| ◆ Saginaw Water System SCADA Upgrades | ◆ Holland WWTP Upgrades |
| ◆ East Lansing WRRF Biodigestion | ◆ Holland WTP SCADA Upgrades |
| ◆ Kalamazoo Water System SCADA Upgrades | ◆ Muskegon Water Filtration Plant SCADA Upgrades |

In addition, we are proud of the Owosso work we recently completed:

1. New standby generator specification, one-line diagrams, and recommended construction method.
2. Fiber optic communication from the WTP SCADA system to the well house at the WTP.
3. Sludge blow down valves wiring.
4. Wiring list and details for connecting the newest wellhouse to the existing SCADATA system.
5. WTP radio system signal strength concerns. Recommended sweep test on the cables, checked the connectors and antenna aiming, and fixed any connectors or cable found to be defective.
6. Performed a preliminary software path analysis to each remote station to develop communication alternatives.

EVALUATION OF KEY PERSONNEL ASSIGNED

Our SCADA team includes:

Project Manager Mick Jones, PE, with 25 years of experience designing real-time process control systems for water and wastewater facilities, ranging from simple water recirculation pump stations to complete WTPs and WWTPs. He is responsible for SCADA staff and project management including project cost estimating, scheduling, and execution. He is experienced in the assessment, design, and implementation of complex control systems including PLC ladder logic, computer network design, computer system interface design, telemetry systems design, and complete specification of system components, including networking hardware, operating systems, and communication systems (radio/ fiber/cellular/modem).

Lead Designer Gene Jones, PE, with 32 years of experience designing simple to complex electrical and process instrumentation systems for water and wastewater facilities. Lead designer for the recent Owosso water system improvements including specification of a new stand-by generator, review of plant one-line diagrams, and recommended a method of construction. Resolved fiber optic communication failure from the WTP SCADA system to the wellhouse at WTP. Reviewed wiring for sludge blow down valves and determined there was a wiring issue with the panel selector switches and PLC input wiring. Developed wiring list and details for connecting the newest wellhouse to the SCADADA system. Identified signal strength issues with WTP radio system and recommended a communications contractor to perform a sweep test on the cables, check connectors and antenna aiming, and fix any connectors or cable found to be defective.

Quality Control Bill Paison, PE, LEED AP, with 25 years of experience completing electrical and instrumentation designs and specifications of water and wastewater treatment systems. These facilities feature computerized monitoring and control systems, radio telemetry, telephone telemetry, power distribution systems, security, and networking. Also experienced with power distribution systems, automatic light control to conserve energy, LEED design recommendations, video-based security with remote monitoring, communications, lightning protection, and addressable fire systems. Specialty areas include: medium and low voltage power distribution design, SCADA design, instrumentation, medium voltage substations, motor control, process control, chemical feed system instrumentation, generators and standby power systems, and lighting.

Software Technical Lead Rob Reinhard with 16 years of experience in designing process control systems for municipal water and wastewater facilities. Ranging from simple pump stations to complete facilities. Responsible for design and implementation of PLC ladder logic, computer network layout, computer system interface design, and complete specification of computer system components including networking hardware, operating systems, and communication systems. Control systems he has worked on utilize Programmable Logic Controllers (PLCs) (Allen-Bradley ControlLogix, CompactLogix, MicroLogix, PLC-5 and SLC 500 family), Human Machine Interface (Wonderware InTouch, GE IFIX, RSView32 and RS Studio SE and ME Station). Worked on design through construction including: start-up of interface and computer network systems, owner personnel training, and writing comprehensive computer control system operation and maintenance manuals.

Control Engineer, Erin Maxwell, PE, with 5 years of experience in SCADA design for municipal water and wastewater treatment facilities, including PLC programming, HMI design, and configuration, system startup, panel design, and SQL reporting services. She also has experience in instrumentation and controls design services, including process and implementation drawings, I&C specifications, instrument selection, and cost estimates. Proficient with RSLogix 5000, RSLogix 500, FactoryTalk View, Wonderware InTouch, Wonderware System Platform, GE IFix, VTSADA, SQL, and AutoCAD.

Control Engineer, Lynley Champion, with 25 years of experience the design, development, and implementation of SCADA systems with manual and automatic controls for water and wastewater facilities. Projects ranged from sewage pump stations and unmanned equalization basins to complete water and wastewater treatment facilities. Project management duties involve project cost estimating, scheduling, staff assignments, and following assigned projects through construction, start-up, and to the training of owner personnel. Other duties include design and implementation of ladder logic, computer network layout, computer system interface design, radio systems programming, and specification of computer system components including networking hardware, operating systems and communication systems.

Cybersecurity Bob George, CISSP, with 33 years of experience designing, implementing, managing, assessing, and supporting computer, network, and security infrastructure. He is a Certified Information Systems Security Professional (CISSP). He is Tetra Tech's national technical consultant on IT and SCADA/ Industrial Control System (ICS) and cybersecurity projects for water/ wastewater utilities. Specialties include design and implementation of network security architectures for SCADA/ICS in accordance with DHS, AWWA, NIST SP800-82 and other current cybersecurity guidance. Served as sector cybersecurity lead on the American Water Works Association Cybersecurity Guidance Tool in 2014 and Subject Matter Expert (SME) representing Water/Wastewater sectors during development of (CS)2SAT, the precursor to the current DHS Cyber Security Evaluation Tool (CSET) for SCADA/ICS.

Many engineering consultants in Michigan retain Tetra Tech to complete their controls engineering. By retaining Tetra Tech, Owosso will be directly retaining the consultant who over 50 Michigan municipalities and other consultants turn to.

PROJECT APPROACH AND SCHEDULE

APPROACH

We will complete the complete using a traditional design-bid-build approach with the option that the City can choose to have us complete the programming tasks. Tetra Tech's approach is has two major differences compared to the majority of our competitors. These differences allow us to deliver a superior result at an overall lower cost.

Design Phase Difference: We prepare detailed design drawings and project specifications that describe the entire complex system to the bidding contractor. This approach differs from some of our competitors who follow a "performance specification type approach" which leaves much of the final design up to the contractor, which can result in a lower quality product and much higher construction costs. Our engineers work with your plant staff and perform site visits to review design details and develop full detailed design solutions rather than the less desirable "performance specification" approach.

Tetra Tech Construction Phase Difference: We develop the control system logic and program the control software. These control systems must be correctly developed for the facility to function properly. The ease of use of the controls will impact the operators throughout the life of the facility. There are two options to consider with this part of a project. You may choose the "contractor-led" approach where all of this work is completed through the construction contract. Alternatively, you may choose to have the contractor supply all hardware and have the design engineer complete all of the programming and troubleshooting. This is the "engineer-led" approach. We believe the "engineer-led" approach is more beneficial to you than the "contractor-led" approach because:

- It allows for control modifications based on SCADA work without contractor cost increases;
- Our software development staff are experts in developing software graphic and logic standards for complex SCADA systems. This will be a direct cost savings for Owosso because we will use these same standards throughout the utility;
- Utility staff will be involved with the development of the logic necessary to control the facilities, as well as the checkout, and start-up. This will benefit the utility long term by making the system easy to maintain and trouble shoot.
- We are very familiar with Owosso's current SCADA system. We have already investigated remote site communication and how to integrate the WTP and remote facilities into a single application;
- Software quality assurance will be the responsibility of our Project Manager, Mick Jones. Mick is intimately familiar with current/new standards;
- We have successfully completed many similar projects showing the value of this approach. We urge you to contact the references included herein. We can also arrange for you to see examples of recent software development projects;
- We understand the need for well-documented control software standards to simplify program design and support;
- We will train your staff so they are comfortable with the system.

NOTE: The contractor-led approach uses an integration firm that may not be familiar with the current system and standards. The work is completed by the low bid contractor and the contractor's lowest bid subcontractor. We believe it is in Owosso's best interest to have our team provide this service. Our experience with providing this service has shown that money invested here will reduce construction costs and coordination difficulties.

Transition Plan. To maintain plant operations through the transition to the upgraded SCADA system, Tetra Tech will prepare a transition plan so the WTP continues to operate with minimal disruption.

We have used several methods to minimize impact to plant operations including: preliminary setup of PLC hardware; firmware upgrades and network setting and verification before final installation; expert oversight during the entire upgrade of the existing control panel sub-plates with new hardware; oversight of installing contractor wiring and commissioning; temporary mounting of new hardware with signal-by-signal conversion; and proven solutions for nearly every situation.

To reduce service interruptions during the on-site conversion process we recommend:

1. Consistent coordination with City staff and contractors;
2. In-house software testing completed prior to on-site software commissioning to minimize on-site debugging of logic;
3. Setup the new system side-by-side with the old system to ease transition.

PLC Programming. We will complete the majority of in-house programming before on-site commissioning of equipment. We will utilize our existing control logic library to create a new control logic based on the Rockwell Logix standards. Logic standards will replace the existing control logic for each of the new control panels. Existing control panels will be upgraded to include migration of the current control logic. **Benefit:** The existing plant control theory will stay mostly the same except upgrading processes such as the filtration and high-service pumping.

Wonderware Configuration. After we start PLC reprogramming we will upgrade the current Wonderware application to the latest version. Then we will integrate the remote stations and conduct in-house testing of the completed application.

Startup. We will conduct an on-site pre-construction meeting to review system upgrade schedules and discuss project expectations with the contractors. Our lead designer, Gene Jones, will perform on-site construction inspection to verify the contractor has installed and configured equipment correctly. Our programmers will complete the on-site software commissioning to verify the operation of the software at the same time as the installing contractor installs and terminates field devices to the new PLC hardware. The transition plan will be reviewed with the City and contractors to ensure all parties are knowledgeable about any plant operation changes and coordinate disabling of the process equipment. *Maintaining plant operations will be the primary goal while integrating new PLCs.* Each system will undergo rigorous validation before moving to the next system/task. We will review documentation to verify it is as-built quality. Process operations will be observed by City staff with documented sign-off.

SCHEDULE

This project will be required to meet the proposed Michigan Department of Energy, Great Lakes and Environment second quarter funding schedule for Drinking Water Revolving Loan projects. We will complete the 30% design in August, final design in November and Bidding in December of this year.

BUDGET CONTROL

Tetra Tech has a successful approach to managing the overall budget of our projects. By overall budget we mean not only our engineering budgets but also the far greater construction budgets. Our approach includes the following steps:

Accurate Study Costs. We base our opinions of probable construction cost on the latest construction data available, including recent construction cost breakdowns from our Michigan projects. The accuracy level in our studies is typically +/- 30%.

Key Concept Review. A team of discipline experts reviews the project concepts, looking for design ideas and alternatives that may not have been considered or potential innovative solutions to enhance the project. We often do not recommend replacing equipment items that have reached the end of their useful lives with "in-kind" equipment. Rather, we research the latest technologies available to determine if a better approach is available.

Peer Review of Costs. We conduct constructability reviews by experienced construction managers to identify cost avoidance opportunities based on their first-hand field experience.

Recommendation for Contract Award. After construction bids are received we prepare a recommendation for contract award based on an impartial assessment of the completeness of the bidder information and demonstration of the construction contractor's ability and experience to perform the work. We do not automatically recommend the low bidder. In many cases not recommending the low bidder results in the final construction cost being lower than it would have been had the low bidder been selected. Where there are challenging construction issues, it is critical to get the best construction team that has the best plan to execute the project. This may not always be the lowest bidder. For example, we have recommended bidders who were not the low bidder in major construction projects for Saginaw and East Lansing. In both cases, with the benefit of hindsight, both projects turned out to be very successful.

List of Representative Completed Construction Projects				
Project	Construction Award	Final Construction	Change	Reference
Saginaw Wastewater Treatment Plant Coarse Screen	\$2,291,000	\$2,337,000	+2%	Brian Baldwin, WWTP Superintendent, 989.759.1630; bbaldwin@saginaw-mi.com
Saline Wastewater Treatment Plant Improvements	\$1,276,000	\$1,303,000	+2%	Jeff Fordice, DPW Director: 734.429.4907 ext 2601; jfordice@cityofsaline.org
Northfield Township East Shore Wastewater Pump Station	\$557,000	\$537,000	-2%	Dan Willis, WWTP Superintendent: 734.449.4159; willisd@northfieldmi.gov
Brighton North Second Street Road and Utility Improvements	\$2,195,000	\$2,257,000	+2%	Nate Geinzer, City Manager: 810.225.8022; geinzer@BrightonCity.org
Kalamazoo Water Reclamation Plant Secondary Improvements	\$7,314,000	\$7,385,000	+1%	Jim Cornell, Wastewater System Division Manager: 269.337.8644; cornellj@kalamazocity.org

CLARITY OF DETAILS (INSTRUMENTATION AND SOFTWARE)

Our drawings are extremely detailed. For example, at our current Kalamazoo Water System Pump Station Phosphate and Electrical & Instrumentation project we have prepared approximately 200 electrical and instrumentation drawings.

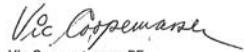
For this Owosso project we estimate a total of 100 drawings for the electrical and instrumentation design. That includes demolition details and new drawings that properly show the work and also as-built the system for long term maintenance and trouble-shooting after the system is installed and programmed.

We can show you examples of our detailed drawings. We are certain that you will be impressed with the level of design detail we will deliver to you compared to our competition. This detail ensures the City gets what they envision and lowers the cost of construction.

In accordance with Addendum No. 4, item 3, we have not included programming services in our price proposal. The staff hours and fees for programming services are available upon request.

In conclusion we look forward to bringing you the benefit of our SCADA team and starting the project!

Sincerely,



Vic Cooperwasser, PE
Senior Project Manager

PS: In accordance with Addendum No. 4, we acknowledge receiving the following addenda:

- Addendum No. 1: February 19, 2020
- Addendum No. 2: February 20, 2020
- Addendum No. 3: February 20, 2020
- Addendum No. 4: February 21, 2020



Staff Hours and Cost

The staff hours and cost, organized by task, sub-task and staff members, are shown in the Price Proposal below. We agree to provide the required services for the following prices. We will not exceed the total price of \$346,000 without the City's written authorization.

TASK	PRICE
DESIGN	\$126,000
BIDDING	\$7,000
CONSTRUCTION ADMINISTRATION	\$44,000
PROGRAMMING	\$169,000
TOTAL	\$346,000

Price Proposal		Hours by Person, Task and Subtask								
OWosso WTP SCADA Upgrades Base Project (Does Not Include Programming) Contract Type: Time & Materials			Client Manager (Vic Cooperwasser)	Senior Project Manager (Nick Jones)	Senior Engineer (Gene Jones)	GIS Designer (Dawn Shunk)	QA/QC (Bill Pason)	QA/QC (Robert Reinhardt)	Cyber Professional (John George)	
Tasks and Subtasks	Hours									Price
	927									177,075
DESIGN	708	16	100	268	248	12	56	8		125,878
Project Management	12	12								2,508
MEETINGS	44	4	20	20	-	-	-	-		10,079
Kickoff Meeting	12	4	4	4						2,729
50% Design Review	16		8	8						3,679
90% Design Review	16		8	8						3,679
DESIGN	652	-	80	248	248	12	56	8		113,291
Radio System Upgrades	40		12	32	16					11,267
Remote Site PLC Upgrades	48		4	32	32					11,030
Remote Site Controls Upgrades	84		4	40	40					13,531
Security System Upgrades	52		4	24	24					8,484
Coronva Interconnection	28		12	8	8					5,258
Distribution Controls Upgrades	32			16	16					5,049
Filter Controls Upgrades	104		4	50	50					16,689
Standpipe and Water Tower Controls	16			8	8					2,524
Emergency Gen Monitoring	8			4	4					1,262
Computer Architecture Design	52				4	24	24			8,329
Network/Cyber Design	76		24	4	16		24	8		15,369
Control Room Upgrades	16			8	8					2,524
Specifications	36		16	16			4			7,970
QA/QC	20			2	2	12	4			4,094
BIDDING	32	2	28	7	-	-	-	-		7,293
Project Management	2	2								418
Front-End Docs	16		16							3,645
Bidding Service Coordination	2		2							456
Pre-Bid Meeting	4			4						981
Respond to Questions	4		2	2						891
Review Low Bid	2		1	1						446
Recommendation of Award Letter	2		2							456
CONSTRUCTION	187	4	1	182	-	-	-	-		43,904
Project Management	4	4								861
Pre-Construction Meeting	7		1	6						1,601
Factory Testing Panels	16			16						3,809
Construction Oversight	80			80						19,046
Onsite Electrical Startup	80			80						18,496
Totals	927	22	124	457	248	12	56	8		177,075



October 13, 2020

Mr. Glenn Chinavare
Public Utility Director
301 West Main Street
Owosso, MI 48867

Re: Water Treatment Plant SCADA Controls Upgrade
Four-Phased Approach
Proposal for Professional Engineering Services

Dear Mr. Chinavare:

Per your request we have prepared the following four-phased approach for implementing the Water Treatment Plant SCADA Upgrades. These costs are for Tetra Tech's engineering services which include design, bidding, construction administration and programming required to complete to each phase. We will not exceed the total cost without the City's written authorization:

Phase	Design	Bidding	Construction Administration	Programming	Total Engineering Cost
1. Computer hardware and software upgrades.	\$15,000	\$2000	\$0	\$55,000	\$72,000
2. Remote PLC and radio system upgrades.	\$36,000	\$2000	\$15,000	\$40,000	\$93,000
3. Cybersecurity and network system upgrades.	\$25,000	\$1000	\$9000	\$4000	\$39,000
4. Filter & Distribution controls upgrades.	\$50,000	\$2000	\$20,000	\$70,000	\$142,000
Total	\$126,000	\$7,000	\$44,000	\$169,000	\$346,000

Price Proposal		Hours by Person, Task and Subtask										
Owosso WTP SCADA Upgrades		Hours	Client Manager (Vic Coggesweller)	Senior Project Manager (Mark Jones)	Senior Engineer (Gene Jones)	CAD Designer (Jason Stank)	Senior Programmer (Stephen Loran)	QA/QC (Bill Pason)	Senior Programmer (Erik Maxwell)	QA/QC (Robert Hinchard)	Cyber Professional (Bob George)	Price
Contract Type: T&M			12	12	64	-	816	-	100	52	-	
Tasks and Subtasks		1,056	12	12	64	-	816	-	100	52	-	169,029
PROGRAMMING		1,056	12	12	64	-	816	-	100	52	-	169,029
PM		12	12			-						2,643
HMI Review Meetings (call)		12				-	8	-		4		2,058
Hardware Review Meeting		8				-	8	-				1,383
Develop Hardware BOM		8		8		-						1,921
Program New Remote PLCs/Screens		80				-	80	-				11,727
Program New WTP PLCs/Screens		80				-	80	-				11,727
HSP Control Scheme Programming		40				-	40	-				5,864
Radio System Programming, Setup, Document		48	-	-	24	-	24	-	-	-		9,850
Radio Setup and Commissioning		48			24	-	24	-				9,850
HMI		272	-	-		-	272	-	-	-		39,873
Upgrade HMI to latest WW		24				-	24	-				3,318
Incorporate SCADA app		100				-	100	-				17,091
WIN 911 programming		40				-	40	-				5,864
Configure terminal or Access Anywhere		40				-	40	-				5,864
Configure Wonderware Historian		24				-	24	-				3,318
Verify Software Operation		24				-	24	-				3,318
VM and Backup Programming (HyperV)		56				-	40	-		16		9,406
Cyber Security - Assist Contractor		52		4		-	40	-		8		8,595
Reporting		100	-	-	-	-	-	-	100	-	-	13,915
Flow Summaries		40				-		-	40			5,864
Daily Operations Reports		40				-		-	40			5,864
Onsite Startup		144				-	120	-		24		24,554
Training		16			8	-	8	-				3,119
Follow-up		16				-	16	-				2,565
Ongoing Maintenance (12-months)		112			32	-	80	-				20,744
Totals		1,056	12	12	64	-	816	-	100	52	-	169,029



Thank you for the opportunity to be of service to the City of Owosso. Please do not hesitate to contact me at 734-213-4063 or at victor.cooperwasser@tetratech.com if you require additional information.

Sincerely,

A handwritten signature in black ink that reads 'Vic Cooperwasser'.

Vic Cooperwasser, P.E.
Senior Project Manager

Water Treatment Plant SCADA Upgrades, Four-Phased Approach



Warrant 591
October 13, 2020

Vendor	Description	Fund	Amount
Gould Law, PC	Professional services-9/15/20-10/12/20	General	\$11,089.48
Total			\$11,089.48

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 09/01/2020 - 09/30/2020

Check Date	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)				
09/04/2020	132936	THE ARGUS-PRESS	ADS	\$ 179.99
09/04/2020	132937	CALEDONIA CHARTER TOWNSHIP	CROP DAMAGE WHILE MOVING EQUIPMENT	V
09/04/2020	132938	CENTRAL MICHIGAN DIESEL, INC.	TROUBLESHOOT DUMP TRUCK HIGH TEMP ISSUES	\$ 1,017.81
09/04/2020	132939	CHARTIER, CATHERINE T.	2020 Sum Tax Refund 050-580-000-020-00	\$ 6.00
09/04/2020	132940	CHEMCO SYSTEMS LP	FEEDER PADDLES	\$ 574.89
09/04/2020	132941	CORELOGIC CENTRALIZED REFUNDS	2020 Sum Tax Refund 050-192-000-023-00	\$ 14,496.40
09/04/2020	132942	JUDY ELAINE CRAIG	COURIER SERVICE	\$ 189.00
09/04/2020	132943	ELHORN ENGINEERING COMPANY	ACCU-TAB TABLETS	\$ 1,965.00
09/04/2020	132944	BENJAMIN R FREDERICK	EGLE LSL REPLACEMENT PROGRAM	\$ 1,686.00
09/04/2020	132945	H2O COMPLIANCE SERVICES INC	INSPECTION SERVICES FOR CROSS CONNECTION	\$ 731.25
09/04/2020	132946	HOME DEPOT CREDIT SERVICES	SUPPLIES	\$ 1,056.97
09/04/2020	132947	HOWARD, LARRY J & KERRY A	BD Payment Refund	\$ 25.00
09/04/2020	132948	LAMPHERE'S	CITY HALL LADIES UPSTAIRS SINK REPAIR	\$ 326.76
09/04/2020	132949	LERETA, LLC	2020 Sum Tax Refund 050-360-000-008-00	\$ 1,685.64
09/04/2020	132950	MICHIGAN CO INC	RAGS	\$ 243.80
09/04/2020	132951	MICROBAC LABORATORIES INC	WATER TESTING	\$ 70.00
09/04/2020	132952	OWEN G DUNN CO INC	ROLLING BALLOT BOXES (7)	\$ 1,309.54
09/04/2020	132953	STATE OF MICHIGAN-EGLE	WATER SAMPLE TESTING	\$ 2,444.00
09/04/2020	132954	SUNNYSIDE FLORIST	FUNERAL PLANT-PAID FOR BY EMPLOYEE DONATIONS	\$ 39.00
09/04/2020	132955	TRACTOR SUPPLY COMPANY	BACKPACK SPRAYER/SPRAY	\$ 133.97
09/04/2020	5871(A)	THE ACCUMED GROUP	JULY 20-AMBULANCE BILLING SERVICES & STATE REPORTING	\$ 5,582.96
09/04/2020	5872(A)	AMAZON CAPITAL SERVICES	SD CARD READER	\$ 120.56
09/04/2020	5873(A)	APPLIED INDUSTRIAL TECHNOLOGIES	COMPRESSOR REBUILD	\$ 1,887.29
09/04/2020	5874(A)	BAKER TILLY MUNICIPAL ADVISORS LLC	PROFESSIONAL SERVICE-WATER ASSET MANAGEMENT	\$ 5,500.00
09/04/2020	5875(A)	THE BANK OF NEW YORK MELLON NA	PROJECT 5314-01-SEWER BOND PAYMENT	\$ 6,407.70
09/04/2020	5876(A)	BIO-CARE INC	FIT TESTING	\$ 160.00
09/04/2020	5877(A)	BIOTRAID ENVIRONMENTAL INC	ODOR NEUTRALIZER	\$ 209.23
09/04/2020	5878(A)	BODMAN PLC	PROFESSIONAL SERVICES	\$ 585.00
09/04/2020	5879(A)	BOUND TREE MEDICAL LLC	AMBULANCE MEDICAL SUPPLIES	\$ 361.16
09/04/2020	5880(A)	CINTAS CORPORATION #308	FLOOR MATS	\$ 46.08
09/04/2020	5881(A)	CRAWFORD CONTRACTING INC	2020 STREET PROGRAM & 2020 DWRF WATER MAIN PROJECT	\$ 239,132.50
09/04/2020	5882(A)	CRUISERS INC	NEW PRINTER FOR OPD #05	\$ 544.97
09/04/2020	5883(A)	D & G EQUIPMENT INC	PARTS	\$ 457.95
09/04/2020	5884(A)	ELECTION SOURCE	SUPPLIES	\$ 169.70
09/04/2020	5885(A)	ETNA SUPPLY COMPANY	WATER INVENTORY	\$ 1,705.00
09/04/2020	5886(A)	FAMILY FARM & HOME	DRAIN TUBE COUPLING	\$ 49.95
09/04/2020	5887(A)	GRAND RIVER CONSTRUCTION INC	WASTEWATER TREATMENT PLANT HEADWORKS IMPROVEMENTS	\$ 41,242.50
09/04/2020	5888(A)	GRAYMONT WESTERN LIME INC	BULK PEBBLE QUICK LIME	\$ 6,645.30
09/04/2020	5889(A)	JON STEWART HARRIS	ELECTRICAL INSPECTIONS	\$ 550.00

09/04/2020	5890(A)	J & H OIL COMPANY	FUEL PE 8/31/20	\$	2,955.69
09/04/2020	5891(A)	JERRYS TIRE & AUTO SERVICE INC	TIRE REPAIR ON DUMP TRUCK	\$	144.00
09/04/2020	5892(A)	AMY K KIRKLAND	REIMBURSEMENT	\$	158.38
09/04/2020	5893(A)	MEMORIAL HEALTHCARE CENTER	LAB	\$	119.25
09/04/2020	5894(A)	MICHIGAN ELECTION RESOURCES	STICKERS/MASTER VOTER CARD/ABSENT VOTER	\$	627.14
09/04/2020	5895(A)	MICHIGAN MUNICIPAL LEAGUE WORKERS' COMP FUND	WORKER'S COMPENSATION	\$	23,110.00
09/04/2020	5896(A)	1ST CHOICE AUTO PARTS INC	PARTS	\$	546.22
09/04/2020	5897(A)	NATIONAL VISION ADMINISTRATORS LLC	SEPTEMBER 2020-VISION INSURANCE PREMIUM	\$	504.12
09/04/2020	5898(A)	NEOGEN CORPORATION	LAB SUPPLIES	\$	81.00
09/04/2020	5899(A)	OFFICE DEPOT	SUPPLIES	\$	397.13
09/04/2020	5900(A)	OFFICE SOURCE	SUPPLIES	\$	263.51
09/04/2020	5901(A)	OLIN CORPORATION	SODIUM HYPOCHLORITE	\$	3,978.06
09/04/2020	5902(A)	ORCHARD HILTZ & MCCLIMENT INC	GROUNDWATER RESOURCE EVALUATION	\$	23,430.80
09/04/2020	5903(A)	PASSPORT LABS INC	APRIL 20-TICKET PROCESSING SERVICES	\$	51.52
09/04/2020	5904(A)	PHP INSURANCE COMPANY	SEPTEMBER 2020-HEALTH INSURANCE PREMIUM	\$	84,450.70
09/04/2020	5905(A)	REEVES WHEEL ALIGNMENT, INC	VEHICLE REPAIRS	\$	618.79
09/04/2020	5906(A)	REPUBLIC SERVICES INC	SEPT 2020 REFUSE SERVICE	\$	414.48
09/04/2020	5907(A)	RUBOB'S INC	JULY 20 OPD DRY CLEANING	\$	262.53
09/04/2020	5908(A)	SAFETY-KLEEN SYSTEMS INC	WWTP-QUARTERLY REPLACE/RECYCLE OF PARTS WASHER FLUID	\$	275.00
09/04/2020	5909(A)	SIGNATURE AUTO GROUP-OWOSSO MOTORS	REPAIRS TO OPD VEHICLES	\$	682.13
09/04/2020	5910(A)	SMITH SAND & GRAVEL INC	2020 STREET PATCH REPAIR PROGRAM	\$	22,621.29
09/04/2020	5911(A)	SUMMIT COMPANIES	RECHARGE EXTINGUISHERS	\$	28.00
09/04/2020	5912(A)	UNITED PARCEL SERVICE	SHIPPING	\$	34.47
09/04/2020	5913(A)	VERIZON WIRELESS	MODEM FEES-7/11/20-8/10/20	\$	480.12
09/16/2020	132956	AFLAC	PAYROLL DEDUCTION-ALFAC PREMIUM	\$	732.34
09/16/2020	132957	CHAPTER 13 TRUSTEE AT FLINT	PAYROLL DEDUCTION	\$	115.40
09/16/2020	132958	DOWNTOWN DEVELOPMENT AUTHORITY	TAX COLLECTION DISBURSEMENT	\$	16,764.80
09/16/2020	132959	FIELD MANUFACTURING	PERMANENT STORM SEWER EASEMENT	\$	1.00
09/16/2020	132960	FIRST BANKCARD	EXPENSES	\$	398.18
09/16/2020	132961	MISDU	PAYROLL DEDUCTIONS	\$	1,611.95
09/16/2020	132962	OWOSSO PUBLIC SCHOOLS	DELINQUENT PERSONAL PROPERTY DISBURSEMENT	\$	683.07
09/16/2020	132963	SHIAWASSEE COUNTY HEALTH DEPARTMENT	2021 N GOULD STREET PROJECT	\$	173.00
09/16/2020	132964	SHIAWASSEE COUNTY TREASURER	TAX COLLECTION DISBURSEMENT LESS CAPTURE	\$	1,856,297.35
09/16/2020	132965	SHIAWASSEE COUNTY TREASURER	MOBILE HOME TAX DISBURSEMENT	\$	1,065.00
09/16/2020	132966	SHIAWASSEE COUNTY TREASURER	DELINQUENT PERSONAL PROPERTY TAX	\$	391.10
09/16/2020	132967	SHIAWASSEE DISTRICT LIBRARY	DELINQUENT PERSONAL PROPERTY DISBURSEMENT	\$	44.56
09/18/2020	132968	A RIFKIN CO	SUPPLIES	\$	213.19
09/18/2020	132969	H K ALLEN PAPER CO	SUPPLIES	\$	309.50
09/18/2020	132970	ARBOR PROFESSIONAL SOLUTIONS INC	LEGAL FEES/COST FOR COLLECTIONS	\$	333.88
09/18/2020	132971	ASCENSION MICHIGAN CORPORATE SERVICES	ACLS UPDATE/RECERT FOR MUNRO	\$	175.00
09/18/2020	132972	AVERY PEST CONTROL	PEST REMOVAL AT WWTP	\$	175.00
09/18/2020	132973	CENTRAL MICHIGAN DIESEL, INC.	JETTER TRUCK REPAIRS	\$	1,141.74
09/18/2020	132974	CRINER MARCELLA J	BD Payment Refund	\$	25.00
09/18/2020	132975	DAYSTARR COMMUNICATIONS	OCTOBER 20-PHONE/BROADBAND INTERNET SERVICE	\$	1,083.81
09/18/2020	132976	EMPCO INC	EXAMS FOR WATER OPERATOR/LABORS	\$	288.00

09/18/2020	132977	FIREPROGRAMS	ANNUAL BILLING-11/15/20-11/15/21	\$	660.00
09/18/2020	132978	FIRST DUE FIRE SUPPLY	HELMET (2)	\$	599.04
09/18/2020	132979	GLOBAL ENVIRONMENTAL CONSULTING LLC	CHRONIC TOXICITY TESTING	\$	500.00
09/18/2020	132980	GRAHAM MARK	LSL REPLACEMENT	\$	1,300.00
09/18/2020	132981	PAULA GREGORICKA	ELECTION WORK	\$	344.50
09/18/2020	132982	H & G IRRIGATION LLC	REPAIR AT 630 CLARK ST	\$	390.00
09/18/2020	132983	HAMMOND FARMS SOUTH	COMPOST GRINDING, SCREENING AND TURNING	\$	4,820.00
09/18/2020	132984	KROVOSKY MARTIN	CROP DAMAGE WHILE MOVING EQUIPMENT INTO FIELD	\$	438.00
09/18/2020	132985	LAMPHERE'S	PLUMBING REPAIR	\$	244.19
09/18/2020	132986	LLOYD MILLER & SONS, INC	PARTS FOR 444/445/442	\$	568.32
09/18/2020	132987	LYON, ROBIN L & JANET K	BD Bond Refund	\$	12,262.00
09/18/2020	132988	MICHIGAN ASSOCIATION OF CHIEFS OF POLICE	WINTER CONFERENCE-KEVIN LENKART	\$	280.00
09/18/2020	132989	MICHIGAN FIRE INSPECTORS SOCIETY	RICHARD BREWBAKER-MEMBERSHIP/CLASS	\$	460.00
09/18/2020	132990	MICHIGAN MUNICIPAL LEAGUE	CITY OF OWOSSO MEMBERSHIP-10/1/20-9/30/21	\$	6,292.00
09/18/2020	132991	MICHIGAN MUNICIPAL RISK MANAGEMENT	BUILDING AND PROPERTY INSURANCE PREMIUM	\$	64,067.75
09/18/2020	132992	MID MICHIGAN TURF CARE INC	WALNUT MULCH FOR DOWNTOWN	\$	35.00
09/18/2020	132993	OWOSSO BOLT & BRASS CO	PARTS	\$	250.95
09/18/2020	132994	PROFESSIONAL ANSWERING SERVICES	SEPT 20-TELEPHONE ANSWERING SERVICE	\$	78.30
09/18/2020	132995	R & D SEPTIC TANK CLEANING LLC	PORTABLE SANITATION SERVICES-8/7/20-9/3/20	\$	1,350.00
09/18/2020	132996	ROBERTSON CHARLES A	LSL REPLACEMENT	\$	1,389.71
09/18/2020	132997	SPRINT COMMUNICATIONS	CELL PHONE SERVICE/EQUIPMENT-8/7/20-9/6/20	\$	757.97
09/18/2020	132998	STATE OF MICHIGAN	CLASSES FOR PEIFFER/CLARK/RILEY	\$	300.00
09/18/2020	132999	STATE OF MICHIGAN	AERIAL IMAGERY-GIS DEVELOPMENT 16 SQUARE	\$	2,500.64
09/18/2020	133000	STATE OF MICHIGAN	QUALITY ASSURANCE ASSESSMENT-7/1/20-9/30/20	\$	400.17
09/18/2020	133001	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION FEE	\$	30.00
09/18/2020	133002	STATION PROPERTIES, LLC	2020 Sum Tax Refund 050-760-000-055-00	\$	725.88
09/18/2020	133003	T-MOBILE USA INC	GPS LOCATE	\$	51.00
09/18/2020	133004	THE TOWN TUB	FUEL FOR OPD/OFD	\$	231.94
09/18/2020	133005	VALLEY LUMBER	SUPPLIES/MATERIALS	\$	130.56
09/18/2020	133006	WATER ENVIRONMENT FEDERATION	TIM GUYSKY MEMBERSHIP	\$	152.00
09/18/2020	133007	WIN'S ELECTRICAL SUPPLY OF OWOSSO	SUPPLIES/MATERIALS	\$	185.88
09/18/2020	5914(A)	THE ACCUMED GROUP	AUG 20-AMBULANCE BILLING SERVICES & STATE REPORTING	\$	5,364.92
09/18/2020	5915(A)	ALS LABORATORY GROUP	WASTEWATER ANALYSES	\$	1,378.00
09/18/2020	5916(A)	AMAZON CAPITAL SERVICES	SUPPLIES	\$	248.78
09/18/2020	5917(A)	APPLIED SPECIALTIES INC	LIMECURE-25	\$	4,603.50
09/18/2020	5918(A)	BODMAN PLC	LABOR RELATIONS-PATROL GRIEVANCE	\$	306.25
09/18/2020	5919(A)	C & B AIR COMPRESSORS	SUPPLIES/PARTS	\$	1,245.20
09/18/2020	5920(A)	C D W GOVERNMENT, INC.	SCANNER FOR ENGINEERING DEPT	\$	379.05
09/18/2020	5921(A)	CAPITAL CONSULTANTS	ADDENDUM #6-ENG DESIGN & CONST ADMIN SERVICES	\$	5,704.76
09/18/2020	5922(A)	CINTAS CORPORATION #308	FLOOR MATS	\$	46.08
09/18/2020	5923(A)	CONSTINE GRAVEL COMPANY	AGGREGATES	\$	6,435.83
09/18/2020	5924(A)	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$	50,396.08
09/18/2020	5925(A)	VOID	V		
09/18/2020	5926(A)	CRAWFORD CONTRACTING INC	2020 WATER MAIN REPLACEMENT PROJECT	\$	154,341.81
09/18/2020	5927(A)	CROOKED TREE NURSERY	IRRIGATION SYSTEM REPAIRS	\$	2,350.00

09/18/2020	5928(A)	DALTON ELEVATOR LLC	AUG 20-CYLINDER RENTAL	\$	380.81
09/18/2020	5929(A)	ELECTION SOURCE	ONLINE CREATION OF CHART	\$	70.00
09/18/2020	5930(A)	EMPLOYEE BENEFIT CONCEPTS INC	SEPT 20-FSA ADMIN FEE	\$	105.00
09/18/2020	5931(A)	ENGINEERED PROTECTION SYSTEMS INC	FRONT DESK-10/1/20-12/31/20	\$	150.00
09/18/2020	5932(A)	ETNA SUPPLY COMPANY	MATERIALS	\$	186.95
09/18/2020	5933(A)	FASTENAL COMPANY	PARTS	\$	357.68
09/18/2020	5934(A)	FRONT LINE SERVICES, INC.	FABRICATE BRACKET	\$	80.00
09/18/2020	5935(A)	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$	111.11
09/18/2020	5936(A)	GRAYMONT WESTERN LIME INC	BULK PEBBLE QUICK LIME	\$	6,734.52
09/18/2020	5937(A)	HALLIGAN ELECTRIC INC	LIFT STATION TROUBLESHOOT AND REPAIR	\$	559.00
09/18/2020	5938(A)	INTERSTATE BILLING SERVICE INC	PARTS FOR 444 AND 445	\$	1,453.98
09/18/2020	5939(A)	J & H OIL COMPANY	FUEL-PE 9/15/20	\$	2,369.66
09/18/2020	5940(A)	JERRYS TIRE & AUTO SERVICE INC	WWTP-DUMP TRUCK TIRE REPAIR	\$	29.00
09/18/2020	5941(A)	LANSING UNIFORM CO.	OPD UNIFORMS	\$	1,976.45
09/18/2020	5942(A)	LOGICALIS INC	AUG 20-NETWORK ADMINISTRATOR/ENGINEERING	\$	6,615.00
09/18/2020	5943(A)	LUDINGTON ELECTRIC, INC.	REPAIRS	\$	85.00
09/18/2020	5944(A)	MCGUIRK SAND-GRAVEL INC	2020 STREET PROGRAM & 2020 DWRF WATER MAIN PROJECT	\$	128,484.28
09/18/2020	5945(A)	MEMORIAL HEALTHCARE CENTER	TESTING	\$	248.25
09/18/2020	5946(A)	MICHIGAN ELECTION RESOURCES	ELECTION SUPPLIES	\$	469.57
09/18/2020	5947(A)	MUNETRIX LLC	PREMIUM EDITION-RENEWAL-10/1/20-9/30/21	\$	4,844.00
09/18/2020	5948(A)	NCL OF WISCONSIN INC	2020 ANNUAL LAB SUPPLY ORDER	\$	3,321.89
09/18/2020	5949(A)	NORTHERN CONCRETE PIPE INC	MATERIALS FOR BENNETT FIELD DRAINAGE	\$	3,975.00
09/18/2020	5950(A)	OFFICE DEPOT	SUPPLIES	\$	160.35
09/18/2020	5951(A)	ORCHARD HILTZ & MCCLIMENT INC	2020 WATER MAIN & STREET REHABILITATION	\$	152,498.18
09/18/2020	5952(A)	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTION-OPD UNION DUES	\$	854.25
09/18/2020	5953(A)	POLYDYNE INC	AF 4500 POLYMER	\$	2,237.99
09/18/2020	5954(A)	PRINTING SYSTEMS, INC.	AV BALLOT OUTER ENVELOPES (4000)	\$	124.69
09/18/2020	5955(A)	PVS NOLWOOD CHEMICALS INC	SODIUM METABISULFITE	\$	1,572.68
09/18/2020	5956(A)	RUBOB'S INC	AUG 20 PUBLIC SAFETY DRY CLEANING	\$	255.35
09/18/2020	5957(A)	SAFEUILT MICHIGAN LLC	AUG 20-BUILDING DEPARTMENT SERVICES	\$	10,757.60
09/18/2020	5958(A)	SIGNATURE AUTO GROUP-OWOSSO MOTORS	OPD VEHICLES REPAIRS	\$	607.26
09/18/2020	5959(A)	STAPLES BUSINESS CREDIT	SUPPLIES	\$	1,023.74
09/18/2020	5960(A)	SUMMIT COMPANIES	ANNUAL INSPECTION AND REPAIRS	\$	752.75
09/18/2020	5961(A)	TELEFLEX LLC	AMBULANCE MEDICAL SUPPLIES	\$	677.50
09/18/2020	5962(A)	THOMAS JANITORIAL INC	DISINFECTION OF VEHICLES	\$	250.00
09/18/2020	5963(A)	UNITED PARCEL SERVICE	SHIPPING	\$	28.08
09/18/2020	5964(A)	UNITED STATES PLASTIC CORP	BUTTERFLY VALVE	\$	396.80
09/18/2020	5965(A)	USA BLUE BOOK	SUPPLIES	\$	676.09
09/18/2020	5966(A)	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-8/16/20-8/31/20	\$	9,545.99
09/22/2020	133008	ETC CUSTODIAN IRA	UB refund for account: 5467500006	\$	169.94
09/22/2020	133009	KAGLE ROBERT	UB refund for account: 5928570007	\$	89.90
09/22/2020	133010	WILKES DIANA	UB refund for account: 2499990003	\$	147.89
09/22/2020	133011	NUNN TYLER	UB refund for account: 2038290008	\$	128.09
09/22/2020	133012	SPENCER JANA E	UB refund for account: 1750000005	\$	47.12
09/22/2020	133013	SUTTON TAMARA	UB refund for account: 3737070006	\$	122.62

09/22/2020	133014	CORDIER EXCAVATING	BD Bond Refund	\$	100.00
09/22/2020	133015	DOWNTOWN DEVELOPMENT AUTHORITY	FUNDS RECEIVED BY THE CITY FOR THE DDA	\$	46,000.00
09/22/2020	133016	DR POWER EQUIPMENT	PUMPS (2)	\$	339.98
09/22/2020	133017	HARRIS ELECTRIC	ELECTRICAL REPAIR 515 E NORTH ST	\$	175.00
09/22/2020	133018	LOPEZ ENGINEERING INC	STRUCTURAL INSPECTION-318 MAIN ST	\$	600.00
09/29/2020	133019	CHAPTER 13 TRUSTEE AT FLINT	PAYROLL DEDUCTION	\$	115.40
09/29/2020	133020	DOWNTOWN DEVELOPMENT AUTHORITY	TAX COLLECTION DISBURSEMENT	\$	1,288.92
09/29/2020	133021	MISDU	PAYROLL DEDUCTIONS	\$	1,611.95
09/29/2020	133022	NORTHERN PUMP & WELL INC	WELL DRILLING SERVICES	\$	21,310.00
09/29/2020	133023	ORCHARD HILTZ & MCCLIMENT INC	WELLHEAD PROTECTION FACILITATION SERVICE	\$	10,825.80
09/29/2020	133024	SHIAWASSEE COUNTY TREASURER	TAX COLLECTION DISBURSEMENT	\$	<u>122,988.84</u>

1 TOTALS:

(2 Checks Voided)

Total of 183 Disbursements:	\$	<u>3,273,480.03</u>
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Bank 10 OWOSSO HISTORICAL FUND

09/18/2020	5374	GRAZIER MICHELLE	SECURITY DEPOSIT REFUND	\$	500.00
09/18/2020	5375	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$	154.26
09/18/2020	5376	DAYSTARR COMMUNICATIONS	PHONE/INTERNET SERVICE	\$	104.68
09/18/2020	5377	ALBERT W MARTENIS III	OCTOBER 20-HISTORICAL DIRECTOR SERVICES	\$	2,250.00
09/18/2020	5378	NO MOW PROBLEMS LAWN CARE	AUGUST 20-GOULD HOUSE MOWING	\$	<u>160.00</u>

10 TOTALS:

Total of 5 Disbursements:	\$	<u>3,168.94</u>
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REPORT TOTALS:

(2 Checks Voided)

Total of 188 Disbursements:	\$	<u>3,276,648.97</u>
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CITY OF OWOSSO BUDGET AMENDMENTS
Quarter Ending 9/30/20 For Approval 10/19/20
FY2020-21

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>REQUESTED INCREASE (DECREASE)</u>	<u>AMENDED BUDGET</u>
<u>General Fund</u>		<u>To reflect spending, collections and labor changes</u>		
	General Fund			
1	101-300-702.100 Police Salaries	1,226,480	17,000	1,243,480
	101-300-702.120 Police Salaries-Magnet	70,287	1,000	71,287
	101-335-702.100 Fire Salaries	1,083,791	18,000	1,101,791
	101-000-528.000 Other Federal Grants	-	36,000	36,000
	Record Hazard Pay-CARES ACT			
2	101-000-695.699 Use of Fund Balance	223,688	(24,746)	198,942
	101-300-702.100 Police Salaries	1,226,480	42,226	1,268,706
	101-335-702.100 Fire Salaries	1,083,791	42,226	1,126,017
	101-000-528.000 Other Federal Grants	36,000	109,198	145,198
	Record CARES ACT Coronavirus Relief Local Gov't Grants Funds -- rcvd 8/31/20			
3	101-756-974.000 Contractual Services Parks	18,000	30,955	48,955
	101-000-695.699 Use of Fund Balance	198,942	30,955	229,897
	To move splash pad conversion to Genl Fd and record actual expenditures			
	Other Funds			
4	208-756-831.000 Building Maintenance	76,815	(9,000)	67,815
	To move splash pad conversion to Genl Fd			



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

DATE: 10.13.20
TO: CITY COUNCIL
FROM: CITY MANAGER
SUBJECT: First Right of Refusal – Tax Foreclosed Property Acceptance – 305 Genesee Street

BACKGROUND:

The County Treasurer sent a list of properties that were on the list for tax auction to the city earlier this month. The City has an opportunity through a process known as ‘first right of refusal’ to acquire property before they go to auction.

The parcel in question is a single family home for which Habitat for Humanity has expressed interest.

FISCAL IMPACT:

The city will have to pay \$4,410.20 in back taxes plus a \$300 state application fee in order to acquire the property. Another option is to bid on the property with any other interested parties. That bidding process may be greater than the current tax lien, however.

RECOMMENDATION:

Since Habitat for Humanity has expressed interest in completing a housing project in the community, this would be a good opportunity to partner with the organization to provide a home for a Habitat-eligible family.

RESOLUTION NO.

**RESOLUTION AUTHORIZING ACQUISITION OF 305 GENESEE STREET THROUGH
FIRST RIGHT OF REFUSAL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has the opportunity from time to time to acquire property before tax auction; and

WHEREAS, the City of Owosso received a First Right of Refusal list from the County Treasurer containing a single family home at 305 Genesee Street – parcel number 050-651-006-011-00; and

WHEREAS, this will be an opportunity for the city to partner with a developer to provide a new housing opportunity for family.

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 acquire the aforementioned property through the City's first right of refusal in the amount of \$4,710.20
- SECOND: The mayor is instructed and authorized to sign the document substantially in the form attached, Application to Purchase Tax Foreclosed Property – Local Government, in the amount of \$4,710.20
- THIRD: The above expenses shall be paid from the General fund, 101-299-971-000

Application to Purchase Tax Foreclosed Property - Local Government (Following Minimum Bid Auction)

Issued under the authority of 206 PA 1893; Section 211.78(m). This information is required to issue a deed.

INSTRUCTIONS: File this completed form and proof of amount owed the local unit. Send payment via check made payable to the *Title-Check LLC Escrow Account* by the instructed deadline. **Late applications will be rejected.**

TREASURY USE ONLY	
Date Application Received	Date Application Reviewed
Payment Amount	Deed Number
Deed Date	Deed Mail Date

PART 1: APPLICANT INFORMATION

Governmental Agency Name		
City of Owosso		
Address (Street Number, P.O. Box)		
301 West Main Street		
City	State	ZIP Code
Owosso	Michigan	48867

PART 2: DEED ISSUANCE

Issue deed to: ☒ Same as Governmental Agency in Part 1

Grantee Name		
Address (Street Number, P.O. Box)		
City	State	ZIP Code
Owosso	Michigan	

Mail deed to:

Address (Street Number, P.O. Box)		
301 West Main Street		
City	State	ZIP Code
Owosso	Michigan	48867

PART 3: BIDDING INFORMATION

County	Sale Number	Local Parcel Number	Minimum Bid as Identified on Title Check Site	Amount Due Local Unit (see attached evidence)	Balance Owing to State
Shiawassee	9567	050-651-006-011-00	\$0.00	\$4,410.20	\$0.00
			Treasury Application Fee		\$300.00
<input type="checkbox"/> Check this box if additional parcels are attached.				TOTAL	\$4,710.20

PART 4: CERTIFICATION

The deed issued by the State of Michigan may reserve to the State of Michigan all mineral rights including coal, oil and gas, etc., rights of ingress and egress over and across any watercourse or stream, pursuant to the provisions of Public Act 451 of 1994, as amended and allaboriginal antiquities, mounds, earthworks, etc., pursuant to the provisions of Public Act 451 of 1994.

Representative Name	Title	
Christopher Eveleth	Mayor	
Representative Signature	Date	Telephone Number
		(989) 725-0599

Return Completed Application to:
Title Check LLC
Attention Auction Department
622 W. Kalamazoo Avenue
Kalamazoo, MI 49007

Questions may be directed to (269) 585-1252.

PERIOD ENDING 09/30/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED	BUDGET	09/30/2020 (NORMAL (ABNORMAL))	MONTH 09/30/2020 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
000 - REVENUE		7,845,497.00		4,657,211.49	2,851,408.91	3,188,285.51		59.36
TOTAL REVENUES		7,845,497.00		4,657,211.49	2,851,408.91	3,188,285.51		59.36
101 - CITY COUNCIL		5,300.00		0.00	0.00	5,300.00		0.00
171 - CITY MANAGER		226,078.00		52,737.63	16,946.46	173,340.37		23.33
201 - FINANCE		274,929.00		66,670.05	20,861.39	208,258.95		24.25
209 - ASSESSING		154,669.00		36,090.66	10,606.20	118,578.34		23.33
210 - CITY ATTORNEY		117,917.00		25,065.89	0.00	92,851.11		21.26
215 - CLERK		281,689.00		76,936.21	21,805.73	204,752.79		27.31
226 - HUMAN RESOURCES		226,051.00		51,304.60	15,855.65	174,746.40		22.70
253 - TREASURY		155,169.00		34,962.89	10,914.26	120,206.11		22.53
258 - INFORMATION & TECHNOLOGY		107,359.00		17,359.10	6,615.00	89,999.90		16.17
265 - BUILDING & GROUNDS		137,714.00		28,043.75	7,193.47	109,670.25		20.36
299 - GENERAL ADMIN		312,700.00		188,223.54	76,783.97	124,476.46		60.19
300 - POLICE		2,197,591.00		552,034.42	148,648.73	1,645,556.58		25.12
335 - FIRE		2,058,464.00		533,290.57	197,833.43	1,525,173.43		25.91
370 - BUILDING AND SAFETY		253,052.00		48,569.67	18,637.19	204,482.33		19.19
441 - PUBLIC WORKS		683,000.00		158,053.79	50,512.95	524,946.21		23.14
528 - LEAF AND BRUSH COLLECTION		226,363.00		36,402.83	13,113.47	189,960.17		16.08
585 - PARKING		42,448.00		1,667.71	236.73	40,780.29		3.93
728 - COMMUNITY DEVELOPMENT		67,372.00		3,446.61	725.07	63,925.39		5.12
756 - PARKS		201,350.00		53,316.43	18,285.60	148,033.57		26.48
966 - TRANSFERS OUT		116,282.00		78,142.99	3,333.33	38,139.01		67.20
TOTAL EXPENDITURES		7,845,497.00		2,042,319.34	638,908.63	5,803,177.66		26.03

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

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PERIOD ENDING 09/30/2020

DB: Owosso

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		7,845,497.00	4,657,211.49	2,851,408.91	3,188,285.51	59.36
TOTAL EXPENDITURES		7,845,497.00	2,042,319.34	638,908.63	5,803,177.66	26.03
NET OF REVENUES & EXPENDITURES		0.00	2,614,892.15	2,212,500.28	(2,614,892.15)	100.00
Fund 202 - MAJOR STREET FUND						
000 - REVENUE		2,531,360.00	252,117.65	251,680.45	2,279,242.35	9.96
TOTAL REVENUES		2,531,360.00	252,117.65	251,680.45	2,279,242.35	9.96
451 - CONSTRUCTION		1,462,386.00	441,475.16	84,340.62	1,020,910.84	30.19
463 - STREET MAINTENANCE		371,000.00	38,442.76	16,609.94	332,557.24	10.36
473 - BRIDGE MAINTENANCE		12,400.00	0.00	0.00	12,400.00	0.00
474 - TRAFFIC SERVICES-MAINTENANCE		25,000.00	1,071.81	559.32	23,928.19	4.29
478 - SNOW & ICE CONTROL		87,000.00	0.00	0.00	87,000.00	0.00
480 - TREE TRIMMING		67,000.00	3,651.70	1,226.94	63,348.30	5.45
482 - ADMINISTRATION & ENGINEERING		175,892.00	37,910.98	29,199.40	137,981.02	21.55
485 - LOCAL STREET TRANSFER		288,882.00	78,027.18	78,027.18	210,854.82	27.01
486 - TRUNKLINE SURFACE MAINTENANCE		4,000.00	7,173.74	5,295.00	(3,173.74)	179.34
488 - TRUNKLINE SWEEPING & FLUSHING		3,300.00	2,008.25	0.00	1,291.75	60.86
490 - TRUNKLINE TREE TRIIM & REMOVAL		400.00	0.00	0.00	400.00	0.00
491 - TRUNKLINE STORM DRAIN, CURBS		5,500.00	816.24	540.61	4,683.76	14.84
492 - TRUNKLINE ROADSIDE CLEANUP		600.00	0.00	0.00	600.00	0.00
494 - TRUNKLINE TRAFFIC SIGNS		800.00	52.00	0.00	748.00	6.50
496 - TRUNKLINE TRAFFIC SIGNALS		200.00	0.00	0.00	200.00	0.00
497 - TRUNKLINE SNOW & ICE CONTROL		27,000.00	0.00	0.00	27,000.00	0.00
TOTAL EXPENDITURES		2,531,360.00	610,629.82	215,799.01	1,920,730.18	24.12
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		2,531,360.00	252,117.65	251,680.45	2,279,242.35	9.96

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

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DB: Owosso

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
TOTAL EXPENDITURES		2,531,360.00	610,629.82	215,799.01	1,920,730.18	24.12
NET OF REVENUES & EXPENDITURES		0.00	(358,512.17)	35,881.44	358,512.17	100.00
Fund 203 - LOCAL STREET FUND						
000 - REVENUE		1,512,157.00	170,268.45	170,171.87	1,341,888.55	11.26
TOTAL REVENUES		1,512,157.00	170,268.45	170,171.87	1,341,888.55	11.26
451 - CONSTRUCTION		787,367.00	295,716.86	94,617.57	491,650.14	37.56
463 - STREET MAINTENANCE		445,000.00	81,756.10	29,711.19	363,243.90	18.37
474 - TRAFFIC SERVICES-MAINTENANCE		5,400.00	456.13	0.00	4,943.87	8.45
478 - SNOW & ICE CONTROL		85,000.00	0.00	0.00	85,000.00	0.00
480 - TREE TRIMMING		90,000.00	20,980.09	8,510.49	69,019.91	23.31
482 - ADMINISTRATION & ENGINEERING		99,390.00	21,805.44	13,170.29	77,584.56	21.94
TOTAL EXPENDITURES		1,512,157.00	420,714.62	146,009.54	1,091,442.38	27.82
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		1,512,157.00	170,268.45	170,171.87	1,341,888.55	11.26
TOTAL EXPENDITURES		1,512,157.00	420,714.62	146,009.54	1,091,442.38	27.82
NET OF REVENUES & EXPENDITURES		0.00	(250,446.17)	24,162.33	250,446.17	100.00
Fund 208 - PARK/RECREATION SITES FUND						
000 - REVENUE		139,992.00	115,738.11	84,297.07	24,253.89	82.67
TOTAL REVENUES		139,992.00	115,738.11	84,297.07	24,253.89	82.67
756 - PARKS		106,815.00	47,721.63	17,038.60	59,093.37	44.68
TOTAL EXPENDITURES		106,815.00	47,721.63	17,038.60	59,093.37	44.68
Fund 208 - PARK/RECREATION SITES FUND:						
TOTAL REVENUES		139,992.00	115,738.11	84,297.07	24,253.89	82.67
TOTAL EXPENDITURES		106,815.00	47,721.63	17,038.60	59,093.37	44.68
NET OF REVENUES & EXPENDITURES		33,177.00	68,016.48	67,258.47	(34,839.48)	205.01
Fund 248 - DOWNTOWN FACADE PROGRAM						
000 - REVENUE		0.00	0.80	(0.37)	(0.80)	100.00

PERIOD ENDING 09/30/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN FACADE PROGRAM						
TOTAL REVENUES		0.00	0.80	(0.37)	(0.80)	100.00
Fund 248 - DOWNTOWN FACADE PROGRAM:						
TOTAL REVENUES		0.00	0.80	(0.37)	(0.80)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.80	(0.37)	(0.80)	100.00
Fund 273 - OMS/DDA REVLG LOAN FUND						
000 - REVENUE		32,000.00	34,130.28	7,374.50	(2,130.28)	106.66
TOTAL REVENUES		32,000.00	34,130.28	7,374.50	(2,130.28)	106.66
200 - GEN SERVICES		1,500.00	25,000.00	0.00	(23,500.00)	1,666.67
TOTAL EXPENDITURES		1,500.00	25,000.00	0.00	(23,500.00)	1,666.67
Fund 273 - OMS/DDA REVLG LOAN FUND :						
TOTAL REVENUES		32,000.00	34,130.28	7,374.50	(2,130.28)	106.66
TOTAL EXPENDITURES		1,500.00	25,000.00	0.00	(23,500.00)	1,666.67
NET OF REVENUES & EXPENDITURES		30,500.00	9,130.28	7,374.50	21,369.72	29.94
Fund 275 - HOUSING & REDEVELOPMENT						
000 - REVENUE		0.00	0.08	(0.04)	(0.08)	100.00
TOTAL REVENUES		0.00	0.08	(0.04)	(0.08)	100.00
Fund 275 - HOUSING & REDEVELOPMENT:						
TOTAL REVENUES		0.00	0.08	(0.04)	(0.08)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.08	(0.04)	(0.08)	100.00
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA						
000 - REVENUE		21,803.00	0.85	(0.39)	21,802.15	0.00
TOTAL REVENUES		21,803.00	0.85	(0.39)	21,802.15	0.00
730 - PROFESSIONAL SERVICES		515.00	0.00	0.00	515.00	0.00
905 - DEBT SERVICE		28,171.00	0.00	0.00	28,171.00	0.00
TOTAL EXPENDITURES		28,686.00	0.00	0.00	28,686.00	0.00

PERIOD ENDING 09/30/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	09/30/2020	MONTH 09/30/2020	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA						
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA:						
TOTAL REVENUES		21,803.00	0.85	(0.39)	21,802.15	0.00
TOTAL EXPENDITURES		28,686.00	0.00	0.00	28,686.00	0.00
NET OF REVENUES & EXPENDITURES		(6,883.00)	0.85	(0.39)	(6,883.85)	0.01
Fund 283 - OBRA FUND-DISTRICT#3-TIAL						
000 - REVENUE		23,600.00	0.00	0.00	23,600.00	0.00
TOTAL REVENUES		23,600.00	0.00	0.00	23,600.00	0.00
730 - PROFESSIONAL SERVICES		750.00	0.00	0.00	750.00	0.00
905 - DEBT SERVICE		21,703.00	0.00	0.00	21,703.00	0.00
964 - TAX REIMBURSEMENTS		1,147.00	0.00	0.00	1,147.00	0.00
TOTAL EXPENDITURES		23,600.00	0.00	0.00	23,600.00	0.00
Fund 283 - OBRA FUND-DISTRICT#3-TIAL:						
TOTAL REVENUES		23,600.00	0.00	0.00	23,600.00	0.00
TOTAL EXPENDITURES		23,600.00	0.00	0.00	23,600.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 288 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)						
000 - REVENUE		190,000.00	0.00	0.00	190,000.00	0.00
TOTAL REVENUES		190,000.00	0.00	0.00	190,000.00	0.00
730 - PROFESSIONAL SERVICES		9,902.00	0.00	0.00	9,902.00	0.00
905 - DEBT SERVICE		180,098.00	0.00	0.00	180,098.00	0.00
TOTAL EXPENDITURES		190,000.00	0.00	0.00	190,000.00	0.00
Fund 288 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8):						
TOTAL REVENUES		190,000.00	0.00	0.00	190,000.00	0.00
TOTAL EXPENDITURES		190,000.00	0.00	0.00	190,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT)						
000 - REVENUE		3,343.00	0.00	0.00	3,343.00	0.00
TOTAL REVENUES		3,343.00	0.00	0.00	3,343.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

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DB: Owosso

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT)						
730 - PROFESSIONAL SERVICES		1,200.00	0.00	0.00	1,200.00	0.00
TOTAL EXPENDITURES		1,200.00	0.00	0.00	1,200.00	0.00
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT):						
TOTAL REVENUES		3,343.00	0.00	0.00	3,343.00	0.00
TOTAL EXPENDITURES		1,200.00	0.00	0.00	1,200.00	0.00
NET OF REVENUES & EXPENDITURES		2,143.00	0.00	0.00	2,143.00	0.00
Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL)						
000 - REVENUE		6,450.00	0.00	0.00	6,450.00	0.00
TOTAL REVENUES		6,450.00	0.00	0.00	6,450.00	0.00
730 - PROFESSIONAL SERVICES		864.00	0.00	0.00	864.00	0.00
964 - TAX REIMBURSEMENTS		5,586.00	0.00	0.00	5,586.00	0.00
TOTAL EXPENDITURES		6,450.00	0.00	0.00	6,450.00	0.00
Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL):						
TOTAL REVENUES		6,450.00	0.00	0.00	6,450.00	0.00
TOTAL EXPENDITURES		6,450.00	0.00	0.00	6,450.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT)						
000 - REVENUE		112,160.00	0.00	0.00	112,160.00	0.00
TOTAL REVENUES		112,160.00	0.00	0.00	112,160.00	0.00
730 - PROFESSIONAL SERVICES		1,000.00	0.00	0.00	1,000.00	0.00
964 - TAX REIMBURSEMENTS		111,160.00	0.00	0.00	111,160.00	0.00
TOTAL EXPENDITURES		112,160.00	0.00	0.00	112,160.00	0.00
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT):						
TOTAL REVENUES		112,160.00	0.00	0.00	112,160.00	0.00
TOTAL EXPENDITURES		112,160.00	0.00	0.00	112,160.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 295 - OBRA-DIST#15 -ARMORY BUILDING						
000 - REVENUE		75,000.00	0.00	0.00	75,000.00	0.00

PERIOD ENDING 09/30/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 295 - OBRA-DIST#15 -ARMORY BUILDING						
TOTAL REVENUES		75,000.00	0.00	0.00	75,000.00	0.00
730 - PROFESSIONAL SERVICES		3,861.00	0.00	0.00	3,861.00	0.00
964 - TAX REIMBURSEMENTS		71,139.00	0.00	0.00	71,139.00	0.00
TOTAL EXPENDITURES		75,000.00	0.00	0.00	75,000.00	0.00
Fund 295 - OBRA-DIST#15 -ARMORY BUILDING:						
TOTAL REVENUES		75,000.00	0.00	0.00	75,000.00	0.00
TOTAL EXPENDITURES		75,000.00	0.00	0.00	75,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 297 - HISTORICAL FUND						
000 - REVENUE		82,554.00	12,975.22	4,058.39	69,578.78	15.72
TOTAL REVENUES		82,554.00	12,975.22	4,058.39	69,578.78	15.72
797 - HISTORICAL COMMISSION		63,354.00	12,032.81	3,012.08	51,321.19	18.99
798 - CASTLE		8,700.00	1,596.11	330.58	7,103.89	18.35
799 - GOULD HOUSE		9,500.00	1,845.57	465.94	7,654.43	19.43
800 - COMSTOCK/WOODARD		1,000.00	87.00	0.00	913.00	8.70
TOTAL EXPENDITURES		82,554.00	15,561.49	3,808.60	66,992.51	18.85
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		82,554.00	12,975.22	4,058.39	69,578.78	15.72
TOTAL EXPENDITURES		82,554.00	15,561.49	3,808.60	66,992.51	18.85
NET OF REVENUES & EXPENDITURES		0.00	(2,586.27)	249.79	2,586.27	100.00
Fund 298 - HISTORICAL SITES FUND						
000 - REVENUE		139,992.00	115,736.94	84,296.18	24,255.06	82.67
TOTAL REVENUES		139,992.00	115,736.94	84,296.18	24,255.06	82.67
798 - CASTLE		113,000.00	0.00	0.00	113,000.00	0.00
799 - GOULD HOUSE		12,000.00	0.00	0.00	12,000.00	0.00
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00

PERIOD ENDING 09/30/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 298 - HISTORICAL SITES FUND						
Fund 298 - HISTORICAL SITES FUND:						
TOTAL REVENUES		139,992.00	115,736.94	84,296.18	24,255.06	82.67
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00
NET OF REVENUES & EXPENDITURES		14,992.00	115,736.94	84,296.18	(100,744.94)	771.99
Fund 325 - DEBT SERVICE-2010 GO BONDS						
000 - REVENUE		89,233.00	0.00	0.00	89,233.00	0.00
TOTAL REVENUES		89,233.00	0.00	0.00	89,233.00	0.00
905 - DEBT SERVICE		89,233.00	0.00	0.00	89,233.00	0.00
TOTAL EXPENDITURES		89,233.00	0.00	0.00	89,233.00	0.00
Fund 325 - DEBT SERVICE-2010 GO BONDS:						
TOTAL REVENUES		89,233.00	0.00	0.00	89,233.00	0.00
TOTAL EXPENDITURES		89,233.00	0.00	0.00	89,233.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 327 - DEBT SERVICE						
000 - REVENUE		804,733.00	800,260.32	551,868.87	4,472.68	99.44
TOTAL REVENUES		804,733.00	800,260.32	551,868.87	4,472.68	99.44
905 - DEBT SERVICE		804,733.00	500.00	0.00	804,233.00	0.06
TOTAL EXPENDITURES		804,733.00	500.00	0.00	804,233.00	0.06
Fund 327 - DEBT SERVICE:						
TOTAL REVENUES		804,733.00	800,260.32	551,868.87	4,472.68	99.44
TOTAL EXPENDITURES		804,733.00	500.00	0.00	804,233.00	0.06
NET OF REVENUES & EXPENDITURES		0.00	799,760.32	551,868.87	(799,760.32)	100.00
Fund 368 - 2009 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	121.50	0.00	(121.50)	100.00
TOTAL REVENUES		0.00	121.50	0.00	(121.50)	100.00
Fund 368 - 2009 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	121.50	0.00	(121.50)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 9/15

User: CAGrice

PERIOD ENDING 09/30/2020

DB: Owosso

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 368 - 2009 SPECIAL ASSESSMENT						
NET OF REVENUES & EXPENDITURES		0.00	121.50	0.00	(121.50)	100.00
Fund 372 - 2011 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	2,165.57	2,165.57	(2,165.57)	100.00
TOTAL REVENUES		0.00	2,165.57	2,165.57	(2,165.57)	100.00
Fund 372 - 2011 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	2,165.57	2,165.57	(2,165.57)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	2,165.57	2,165.57	(2,165.57)	100.00
Fund 374 - 2012 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	2,793.28	2,136.13	(2,793.28)	100.00
TOTAL REVENUES		0.00	2,793.28	2,136.13	(2,793.28)	100.00
Fund 374 - 2012 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	2,793.28	2,136.13	(2,793.28)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	2,793.28	2,136.13	(2,793.28)	100.00
Fund 376 - 2013 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	2,478.65	2,478.65	(2,478.65)	100.00
TOTAL REVENUES		0.00	2,478.65	2,478.65	(2,478.65)	100.00
Fund 376 - 2013 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	2,478.65	2,478.65	(2,478.65)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	2,478.65	2,478.65	(2,478.65)	100.00
Fund 382 - 2016 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	1,401.99	1,401.99	(1,401.99)	100.00
TOTAL REVENUES		0.00	1,401.99	1,401.99	(1,401.99)	100.00

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED	BUDGET	NORMAL	09/30/2020 (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 382 - 2016 SPECIAL ASSESSMENT									
Fund 382 - 2016 SPECIAL ASSESSMENTS:									
TOTAL REVENUES		0.00		1,401.99		1,401.99		(1,401.99)	100.00
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		1,401.99		1,401.99		(1,401.99)	100.00
Fund 383 - 2017 SPECIAL ASSESSMENTS									
000 - REVENUE		0.00		11,821.83		11,821.83		(11,821.83)	100.00
TOTAL REVENUES		0.00		11,821.83		11,821.83		(11,821.83)	100.00
Fund 383 - 2017 SPECIAL ASSESSMENTS:									
TOTAL REVENUES		0.00		11,821.83		11,821.83		(11,821.83)	100.00
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		11,821.83		11,821.83		(11,821.83)	100.00
Fund 384 - 2018 SPECIAL ASSESSMENTS									
000 - REVENUE		0.00		20,554.46		20,404.46		(20,554.46)	100.00
TOTAL REVENUES		0.00		20,554.46		20,404.46		(20,554.46)	100.00
Fund 384 - 2018 SPECIAL ASSESSMENTS:									
TOTAL REVENUES		0.00		20,554.46		20,404.46		(20,554.46)	100.00
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		20,554.46		20,404.46		(20,554.46)	100.00
Fund 385 - 2019 SPECIAL ASSESSMENTS									
000 - REVENUE		0.00		29,288.77		26,658.76		(29,288.77)	100.00
TOTAL REVENUES		0.00		29,288.77		26,658.76		(29,288.77)	100.00
Fund 385 - 2019 SPECIAL ASSESSMENTS:									
TOTAL REVENUES		0.00		29,288.77		26,658.76		(29,288.77)	100.00
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		29,288.77		26,658.76		(29,288.77)	100.00
Fund 386 - 2020 SPECIAL ASSESSMENTS									
000 - REVENUE		0.00		72,585.10		72,585.10		(72,585.10)	100.00
TOTAL REVENUES		0.00		72,585.10		72,585.10		(72,585.10)	100.00

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 386 - 2020 SPECIAL ASSESSMENTS						
Fund 386 - 2020 SPECIAL ASSESSMENTS:						
TOTAL REVENUES		0.00	72,585.10	72,585.10	(72,585.10)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	72,585.10	72,585.10	(72,585.10)	100.00
Fund 397 - 2009 LTGO DEBT						
000 - REVENUE		78,885.00	14,067.50	14,067.50	64,817.50	17.83
TOTAL REVENUES		78,885.00	14,067.50	14,067.50	64,817.50	17.83
905 - DEBT SERVICE		78,885.00	0.00	0.00	78,885.00	0.00
TOTAL EXPENDITURES		78,885.00	0.00	0.00	78,885.00	0.00
Fund 397 - 2009 LTGO DEBT:						
TOTAL REVENUES		78,885.00	14,067.50	14,067.50	64,817.50	17.83
TOTAL EXPENDITURES		78,885.00	0.00	0.00	78,885.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	14,067.50	14,067.50	(14,067.50)	100.00
Fund 401 - CAPITAL PROJECT FUND						
000 - REVENUE		68,143.00	68,143.00	0.00	0.00	100.00
TOTAL REVENUES		68,143.00	68,143.00	0.00	0.00	100.00
000 - REVENUE		68,143.00	1,577.82	0.00	66,565.18	2.32
TOTAL EXPENDITURES		68,143.00	1,577.82	0.00	66,565.18	2.32
Fund 401 - CAPITAL PROJECT FUND:						
TOTAL REVENUES		68,143.00	68,143.00	0.00	0.00	100.00
TOTAL EXPENDITURES		68,143.00	1,577.82	0.00	66,565.18	2.32
NET OF REVENUES & EXPENDITURES		0.00	66,565.18	0.00	(66,565.18)	100.00
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM						
000 - REVENUE		1,000,000.00	848.43	161.62	999,151.57	0.08
TOTAL REVENUES		1,000,000.00	848.43	161.62	999,151.57	0.08
966 - TRANSFERS OUT		1,000,000.00	0.00	0.00	1,000,000.00	0.00
TOTAL EXPENDITURES		1,000,000.00	0.00	0.00	1,000,000.00	0.00

PERIOD ENDING 09/30/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED	BUDGET	09/30/2020	MONTH	09/30/2020	BALANCE	
				NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM								
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM:								
	TOTAL REVENUES	1,000,000.00		848.43		161.62	999,151.57	0.08
	TOTAL EXPENDITURES	1,000,000.00		0.00		0.00	1,000,000.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00		848.43		161.62	(848.43)	100.00
Fund 466 - CAPITAL PROJECTS-BUILDING AUTH								
	000 - REVENUE	0.00		1.95		(0.88)	(1.95)	100.00
	TOTAL REVENUES	0.00		1.95		(0.88)	(1.95)	100.00
Fund 466 - CAPITAL PROJECTS-BUILDING AUTH:								
	TOTAL REVENUES	0.00		1.95		(0.88)	(1.95)	100.00
	TOTAL EXPENDITURES	0.00		0.00		0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00		1.95		(0.88)	(1.95)	100.00
Fund 494 - CAPITAL PROJECTS FUND								
	000 - REVENUE	10,250.00		1.94		(0.87)	10,248.06	0.02
	TOTAL REVENUES	10,250.00		1.94		(0.87)	10,248.06	0.02
	270 - ADMINISTRATIVE	10,000.00		0.00		0.00	10,000.00	0.00
	TOTAL EXPENDITURES	10,000.00		0.00		0.00	10,000.00	0.00
Fund 494 - CAPITAL PROJECTS FUND:								
	TOTAL REVENUES	10,250.00		1.94		(0.87)	10,248.06	0.02
	TOTAL EXPENDITURES	10,000.00		0.00		0.00	10,000.00	0.00
	NET OF REVENUES & EXPENDITURES	250.00		1.94		(0.87)	248.06	0.78
Fund 497 - CAPITAL PROJECTS-SUBDIVISION								
	000 - REVENUE	0.00		28,332.23		28,332.23	(28,332.23)	100.00
	TOTAL REVENUES	0.00		28,332.23		28,332.23	(28,332.23)	100.00
Fund 497 - CAPITAL PROJECTS-SUBDIVISION:								
	TOTAL REVENUES	0.00		28,332.23		28,332.23	(28,332.23)	100.00
	TOTAL EXPENDITURES	0.00		0.00		0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00		28,332.23		28,332.23	(28,332.23)	100.00
Fund 588 - TRANSPORTATION FUND								
	000 - REVENUE	76,000.00		76,109.38		57,068.51	(109.38)	100.14

PERIOD ENDING 09/30/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 (NORMAL (ABNORMAL))	MONTH 09/30/2020 (INCREASE (DECREASE))	BALANCE NORMAL (ABNORMAL)	
Fund 588 - TRANSPORTATION FUND						
TOTAL REVENUES		76,000.00	76,109.38	57,068.51	(109.38)	100.14
200 - GEN SERVICES		76,000.00	64,047.97	0.00	11,952.03	84.27
TOTAL EXPENDITURES		76,000.00	64,047.97	0.00	11,952.03	84.27
Fund 588 - TRANSPORTATION FUND:						
TOTAL REVENUES		76,000.00	76,109.38	57,068.51	(109.38)	100.14
TOTAL EXPENDITURES		76,000.00	64,047.97	0.00	11,952.03	84.27
NET OF REVENUES & EXPENDITURES		0.00	12,061.41	57,068.51	(12,061.41)	100.00
Fund 590 - SEWER FUND						
000 - REVENUE		3,352,244.00	509,606.73	507,314.90	2,842,637.27	15.20
TOTAL REVENUES		3,352,244.00	509,606.73	507,314.90	2,842,637.27	15.20
200 - GEN SERVICES		1,784,986.00	467,673.11	212,770.37	1,317,312.89	26.20
549 - SEWER OPERATIONS		347,241.00	34,789.17	13,769.25	312,451.83	10.02
901 - CAPITAL OUTLAY		1,440,000.00	0.00	0.00	1,440,000.00	0.00
905 - DEBT SERVICE		71,294.00	4,897.33	4,897.33	66,396.67	6.87
TOTAL EXPENDITURES		3,643,521.00	507,359.61	231,436.95	3,136,161.39	13.92
Fund 590 - SEWER FUND:						
TOTAL REVENUES		3,352,244.00	509,606.73	507,314.90	2,842,637.27	15.20
TOTAL EXPENDITURES		3,643,521.00	507,359.61	231,436.95	3,136,161.39	13.92
NET OF REVENUES & EXPENDITURES		(291,277.00)	2,247.12	275,877.95	(293,524.12)	0.77
Fund 591 - WATER FUND						
000 - REVENUE		6,907,249.00	1,008,992.35	968,288.36	5,898,256.65	14.61
TOTAL REVENUES		6,907,249.00	1,008,992.35	968,288.36	5,898,256.65	14.61
200 - GEN SERVICES		516,441.00	135,652.15	43,720.69	380,788.85	26.27
552 - WATER UNDERGROUND		970,176.00	174,870.08	48,739.02	795,305.92	18.02
553 - WATER FILTRATION		1,147,443.00	244,893.38	105,202.23	902,549.62	21.34
901 - CAPITAL OUTLAY		3,522,219.00	976,309.30	546,523.52	2,545,909.70	27.72

PERIOD ENDING 09/30/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED	BUDGET	09/30/2020 (NORMAL (ABNORMAL))	MONTH 09/30/2020 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND								
905 - DEBT SERVICE		547,453.00		1,510.37	1,510.37	545,942.63		0.28
TOTAL EXPENDITURES		6,703,732.00		1,533,235.28	745,695.83	5,170,496.72		22.87
Fund 591 - WATER FUND:								
TOTAL REVENUES		6,907,249.00		1,008,992.35	968,288.36	5,898,256.65		14.61
TOTAL EXPENDITURES		6,703,732.00		1,533,235.28	745,695.83	5,170,496.72		22.87
NET OF REVENUES & EXPENDITURES		203,517.00		(524,242.93)	222,592.53	727,759.93		257.59
Fund 599 - WASTEWATER FUND								
000 - REVENUE		4,491,000.00		599,506.01	299,297.06	3,891,493.99		13.35
TOTAL REVENUES		4,491,000.00		599,506.01	299,297.06	3,891,493.99		13.35
548 - WASTEWATER OPERATIONS		1,789,427.00		393,021.62	135,808.97	1,396,405.38		21.96
901 - CAPITAL OUTLAY		2,731,000.00		67,600.81	46,947.26	2,663,399.19		2.48
905 - DEBT SERVICE		35,000.00		0.00	0.00	35,000.00		0.00
TOTAL EXPENDITURES		4,555,427.00		460,622.43	182,756.23	4,094,804.57		10.11
Fund 599 - WASTEWATER FUND:								
TOTAL REVENUES		4,491,000.00		599,506.01	299,297.06	3,891,493.99		13.35
TOTAL EXPENDITURES		4,555,427.00		460,622.43	182,756.23	4,094,804.57		10.11
NET OF REVENUES & EXPENDITURES		(64,427.00)		138,883.58	116,540.83	(203,310.58)		215.57
Fund 661 - FLEET MAINTENANCE FUND								
000 - REVENUE		720,000.00		157,350.04	51,312.87	562,649.96		21.85
TOTAL REVENUES		720,000.00		157,350.04	51,312.87	562,649.96		21.85
891 - FLEET MAINTENANCE		371,919.00		74,944.63	27,540.76	296,974.37		20.15
901 - CAPITAL OUTLAY		453,000.00		0.00	0.00	453,000.00		0.00
TOTAL EXPENDITURES		824,919.00		74,944.63	27,540.76	749,974.37		9.09
Fund 661 - FLEET MAINTENANCE FUND:								
TOTAL REVENUES		720,000.00		157,350.04	51,312.87	562,649.96		21.85
TOTAL EXPENDITURES		824,919.00		74,944.63	27,540.76	749,974.37		9.09
NET OF REVENUES & EXPENDITURES		(104,919.00)		82,405.41	23,772.11	(187,324.41)		78.54

PERIOD ENDING 09/30/2020

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2020	MONTH 09/30/2020	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
TOTAL REVENUES - ALL FUNDS		30,313,645.00	8,764,610.90	6,070,649.23	21,549,034.10	28.91
TOTAL EXPENDITURES - ALL FUNDS		30,496,572.00	5,804,234.64	2,208,994.15	24,692,337.36	19.03
NET OF REVENUES & EXPENDITURES		(182,927.00)	2,960,376.26	3,861,655.08	(3,143,303.26)	1,618.34

From: Building Department
To: Owosso City Council
Report Month: September 2020

Category	Estimated Cost	Permit Fee	Number of Permits
ACCESSORY STRUCTURES	\$0	\$50	1
Electrical	\$0	\$1,707	13
FENCE	\$0	\$160	2
FENCE PERMIT	\$0	\$50	1
GARAGE, DETACHED	\$7,000	\$290	1
Mechanical	\$0	\$1,840	10
NON-RES. ADD/ALTER/REPAIR	\$26,865	\$686	2
Plumbing	\$0	\$322	3
PORCH	\$2,000	\$315	2
RAMP	\$1,300	\$0	1
RES. ADD/ALTER/REPAIR	\$40,900	\$1,105	4
ROOF	\$93,373	\$1,687	10
ROW-ENG	\$0	\$240	8
ROW-OTHER	\$0	\$30	1
ROW-SIDEWALK OCCUPANCY	\$0	\$0	3
ROW-UTILITY	\$0	\$210	7
SIDING	\$8,000	\$160	2
SIGN	\$0	\$55	2
SOLAR PANELS	\$55,816	\$600	1
UTILITIES	\$0	\$0	9
VACANT PROPERTY REGISTRATION	\$0	\$200	2
WINDOWS	\$1,059	\$80	1
WWTP UPGRADES	\$2,698,000	\$12,106	1
Totals	\$2,934,313	\$21,893	87

2019 COMPARISON TOTALS

September 2019 Totals	\$766,700	\$28,048	119
	BUILDING PERMITS ONLY	-	38

Code Enforcement Activity
SEPTEMBER 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
<u>ANIMALS</u>								
ENF 20-0722	1203 DEVONSHIRE CT	CONTACT WITH OWNER	NO VIOLATION AT THIS TIME	09/11/2020	09/21/2020		09/22/2020	Y
				Total Entries	1			
<u>AUTO REP/JUNK VEH</u>								
ENF 20-0656	622 PINE ST	2ND NOTICE SENT	CLOSED	08/24/2020	09/08/2020		09/11/2020	Y
ENF 20-0370	702 CORUNNA AV	2ND NOTICE SENT	CLOSED	06/22/2020	09/21/2020		09/21/2020	Y
ENF 20-0659	830 WILKINSON ST	2ND NOTICE SENT	CLOSED	08/24/2020	09/01/2020		09/11/2020	N
ENF 20-0650	115 W KING ST	COMPLAINT LOGGED	CLOSED	08/20/2020	08/20/2020		09/11/2020	Y
ENF 20-0813	407 MAPLE AVE		COMPLAINT LOGGED	09/30/2020				Y
				Total Entries	5			
<u>BUILDING VIOL</u>								
ENF 17-0839	1218 S SHIAWASSEE ST	CONTACT WITH CONTRACTOR	CLOSED	12/11/2017	01/28/2020		09/14/2020	N
				Total Entries	1			
<u>BUILDING VIOL</u>								
ENF 20-0698	815 W MAIN ST	CONTACT WITH PROPERTY MANAGER	EXTENSION GRANTED	09/03/2020	09/17/2020	05/03/2021		COMM
ENF 20-0748	609 MARTIN ST	LETTER SENT	CONTACT WITH HOMEOWNER	09/16/2020	09/22/2020	10/06/2020		VAC
ENF 20-0764	1122 S CEDAR ST	COMPLAINT LOGGED	LETTER SENT	09/21/2020	09/28/2020	10/06/2020		VAC
ENF 20-0154	326 S DEWEY ST	FINAL NOTICE SENT	REF TO CITY ATTY	03/09/2020	09/14/2020	10/07/2020		VAC
ENF 20-0552	201 W MAIN ST	CONTACT WITH OWNER	COMPLIED	07/28/2020	07/30/2020		09/15/2020	COMM
ENF 20-0084	213 S WASHINGTON ST	OBTAINED PERMIT	CLOSED	01/31/2020	01/31/2020		09/30/2020	COMM
ENF 20-0652	816 N WASHINGTON ST	LETTER SENT	CLOSED	08/20/2020	09/08/2020		09/08/2020	N
ENF 20-0701	119 S CEDAR ST	COMPLAINT LOGGED	LETTER SENT	09/03/2020	09/22/2020	12/03/2020		Y

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ENF 20-0720	401 HURON ST	LETTER SENT	INSPECTED PROPERTY	09/10/2020	09/28/2020	10/01/2020		N
				Total Entries	9			
<u>BUSHES-SIDEWALK VISIBILITY</u>								
ENF 20-0714	1101 CLYDE ST	LETTER SENT	CLOSED	09/09/2020	09/23/2020		09/23/2020	N
ENF 20-0519	307 S SHIAWASSEE ST	INSPECTED PROPERTY	CLOSED	07/22/2020	08/11/2020		08/11/2020	N
				Total Entries	2			
<u>DEAD TREE</u>								
ENF 20-0694	118 S CEDAR ST	LETTER SENT	CLOSED	09/02/2020	09/22/2020		09/22/2020	VAC
ENF 20-0695	1123 N BALL ST	CONTACT WITH OWNER	EXTENSION GRANTED	09/02/2020	09/11/2020	02/01/2021		N
ENF 20-0808	324 N PARK ST	COMPLAINT LOGGED	LETTER SENT	09/29/2020	09/29/2020	10/29/2020		N
ENF 20-0744	302 GENESEE ST	INSPECTED PROPERTY	CLOSED	09/15/2020	09/22/2020		09/22/2020	Y
				Total Entries	4			
<u>DOG FECES</u>								
ENF 20-0787	712 ISHAM ST	COMPLAINT LOGGED	NO VIOLATION	09/24/2020	09/25/2020		09/25/2020	Y
ENF 20-0779	912 KENWOOD DR	COMPLAINT LOGGED	NO VIOLATION	09/23/2020	09/25/2020		09/25/2020	N
				Total Entries	2			
<u>DOORS IN VIOLATION</u>								
ENF 20-0585	328 N PARK ST	INSPECTED PROPERTY	CLOSED	08/05/2020	09/30/2020		09/30/2020	Y
				Total Entries	1			
<u>DRAIN ISSUES</u>								
ENF 20-0739	709 N WASHINGTON ST	INSPECTED PROPERTY	CLOSED	09/14/2020	09/17/2020		09/17/2020	Y
ENF 20-0765	1534 HIAWATHA DR	COMPLAINT LOGGED	INSPECTION PENDING	09/21/2020	09/21/2020	10/15/2020		N
ENF 20-0740	1291 JACKSON DR	COMPLAINT LOGGED	RESOLVED	09/15/2020	09/21/2020		09/21/2020	N

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ENF 20-0785	1275 ALLENDALE AVE	INSPECTED PROPERTY	CLOSED	09/24/2020	10/01/2020		10/01/2020	N
ENF 20-0769	215 N ELM ST	COMPLAINT LOGGED	LETTER SENT	09/22/2020	09/22/2020	10/06/2020		Y
ENF 20-0689	210 N ELM ST	INSPECTED PROPERTY	CLOSED	09/01/2020	09/01/2020		09/28/2020	Y
ENF 20-0600	622 PINE ST	LETTER SENT	CLOSED	08/10/2020	08/24/2020		09/11/2020	Y
ENF 20-0751	119 ELIZABETH ST	LETTER SENT	CLOSED	09/17/2020	09/28/2020		09/28/2020	N
ENF 20-0372	944 KRUST DR	LETTER SENT	CLOSED	06/22/2020	09/22/2020		09/22/2020	N
ENF 20-0161	402 HUGGINS ST	FINAL NOTICE SENT	CLOSED	03/11/2020	08/25/2020		08/18/2020	N
ENF 20-0812	124 E KING ST	COMPLAINT LOGGED	INSPECTION PENDING	09/30/2020	09/30/2020	10/08/2020		Y
ENF 20-0159	401 E KING ST	CONTACT WITH OWNER	CLOSED	03/10/2020	09/09/2020		09/09/2020	N
ENF 20-0617	912 KENWOOD DR	LETTER SENT	CLOSED	08/12/2020	09/10/2020		09/10/2020	N
ENF 20-0679	1315 FREDERICK ST	LETTER SENT	COMPLIED	08/28/2020	09/10/2020		09/10/2020	N
ENF 20-0684	702 S WASHINGTON ST	CONTACT WITH OWNER	COMPLIED	08/28/2020	09/10/2020		09/10/2020	Y
ENF 20-0774	503 MILWAUKEE ST	LETTER SENT	CLOSED	09/22/2020	10/01/2020		10/01/2020	N
				Total Entries		13		
GARBAGE CANS								
ENF 20-0788	809 RYAN ST	LETTER SENT	COMPLIED	09/24/2020	09/24/2020		09/28/2020	VAC
ENF 20-0801	805 E KING ST	CONTACT WITH OCCUPANT	CLOSED	09/28/2020	09/28/2020		10/01/2020	Y
ENF 20-0795	727 E MASON ST	LETTER SENT	CLOSED	09/25/2020	09/29/2020		09/29/2020	Y
ENF 20-0686	920 PINE ST	LETTER SENT	CLOSED	08/31/2020	09/23/2020		09/23/2020	N
				Total Entries		4		
GARBAGE/JUNK IN ROW								
ENF 20-0810	667 GLENWOOD AVE	COMPLAINT LOGGED	LETTER SENT	09/30/2020	09/30/2020	10/08/2020		Y
ENF 20-0746	636 ALGER AVE	LETTER SENT	CLOSED	09/16/2020	09/23/2020		09/23/2020	N

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ENF 20-0736	114 S CEDAR ST	LETTER SENT	CLOSED	09/14/2020	09/22/2020		09/22/2020	V.L.
ENF 20-0734	812 ADAMS ST	LETTER SENT	CLOSED	09/14/2020	09/22/2020		09/22/2020	Y
ENF 20-0591	815 N WATER ST	CONTACT WITH OCCUPANT	COMPLIED	08/05/2020	09/08/2020		09/08/2020	Y
ENF 20-0780	722 ADAMS ST	HOMEOWNER CALLED IN	CLOSED	09/23/2020	10/01/2020		10/01/2020	N
ENF 20-0704	612 GRACE ST	COMPLAINT LOGGED	REF TO DPW	09/08/2020	09/15/2020		09/15/2020	N
ENF 20-0766	952 W STEWART ST	LETTER SENT	CLOSED	09/21/2020	09/30/2020		09/30/2020	N
ENF 20-0737	1005 FLETCHER ST	LETTER SENT	CLOSED	09/14/2020	09/24/2020		09/24/2020	Y
ENF 20-0713	402 S CHIPMAN ST	WO SUBMITTED	REF TO DPW	09/09/2020	09/28/2020		09/28/2020	N
ENF 20-0752	410 S CHIPMAN ST	LETTER SENT	CLOSED	09/17/2020	09/28/2020		09/28/2020	Y
ENF 20-0676	215 N ELM ST	LETTER SENT	CLOSED	08/27/2020	09/22/2020		09/22/2020	Y
ENF 20-0742	210 N ELM ST	WO SUBMITTED	REF TO DPW	09/15/2020	09/24/2020		09/24/2020	Y
ENF 20-0706	1411 SUMMIT ST	LETTER SENT	CLOSED	09/08/2020	09/15/2020		09/15/2020	N
ENF 20-0707	561 ABBOTT ST	LETTER SENT	CLOSED	09/08/2020	09/15/2020		09/15/2020	Y
ENF 20-0657	1509 YOUNG ST	COMPLAINT LOGGED	COMPLIED	08/24/2020	09/08/2020		09/08/2020	N
ENF 20-0732	614 N HICKORY ST	WO SUBMITTED	REF TO DPW	09/14/2020	09/23/2020		09/23/2020	Y
ENF 20-0685	620 PINE ST	COMPLAINT LOGGED	COMPLIED	08/31/2020	09/09/2020		09/11/2020	N
ENF 20-0575	1202 WALNUT ST	LETTER SENT	CLOSED	08/04/2020	08/04/2020		09/10/2020	N
ENF 20-0683	1008 N BALL ST	COMPLAINT LOGGED	COMPLIED	08/28/2020	09/08/2020		09/08/2020	N
ENF 20-0768	111 E KING ST	LETTER SENT	CLOSED	09/22/2020	09/30/2020		09/30/2020	Y
ENF 20-0761	825 E EXCHANGE ST	INSPECTED PROPERTY	REF TO DPW	09/21/2020	09/30/2020		10/01/2020	Y
ENF 20-0708	1233 N WATER ST	LETTER SENT	CLOSED	09/08/2020	09/15/2020		09/15/2020	N
ENF 20-0741	216 N DEWEY ST	LETTER SENT	CLOSED	09/15/2020	09/23/2020		09/23/2020	Y

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ENF 20-0796	617 E MASON ST	COMPLAINT LOGGED	LETTER SENT	09/25/2020	09/25/2020	10/06/2020		N
ENF 20-0724	842 BROADWAY AV	LETTER SENT	CLOSED	09/11/2020	09/17/2020		09/17/2020	N
ENF 20-0723	828 BROADWAY AV	LETTER SENT	CLOSED	09/11/2020	09/17/2020		09/17/2020	N
ENF 20-0784	831 BROADWAY AV	COMPLAINT LOGGED	LETTER SENT	09/24/2020	09/24/2020	10/05/2020		N
ENF 20-0662	424 N SAGINAW ST	COMPLAINT LOGGED	COMPLIED	08/25/2020	09/08/2020		09/08/2020	Y
ENF 20-0731	321 E MASON ST	WO SUBMITTED	REF TO DPW	09/14/2020	09/22/2020		09/22/2020	Y
ENF 20-0797	321 E MASON ST	INSPECTED PROPERTY	NO VIOLATION	09/25/2020	09/25/2020		09/25/2020	Y
ENF 20-0800	651 N WASHINGTON ST	COMPLAINT LOGGED	LETTER SENT	09/28/2020	09/28/2020	10/06/2020		N
ENF 20-0688	618 RIVER ST	LETTER SENT	CLOSED	09/01/2020	09/24/2020		09/24/2020	N
ENF 20-0770	1008 BUCKLEY DR	LETTER SENT	CLOSED	09/22/2020	10/01/2020		10/01/2020	N
ENF 20-0772	1105 BUCKLEY DR	LETTER SENT	CLOSED	09/22/2020	10/01/2020		10/01/2020	N
ENF 20-0776	301 OAKWOOD AV	LETTER SENT	CLOSED	09/23/2020	10/01/2020		10/01/2020	N
ENF 20-0730	818 GROVER ST	LETTER SENT	CLOSED	09/11/2020	09/17/2020		09/17/2020	N
ENF 20-0705	1108 HARDING AVE	LETTER SENT	CLOSED	09/08/2020	09/15/2020		09/15/2020	Y
ENF 20-0773	1108 HARDING AVE	LETTER SENT	CLOSED	09/22/2020	10/01/2020		10/01/2020	N
ENF 20-0725	827 MICHIGAN AVE	LETTER SENT	CLOSED	09/11/2020	09/28/2020		09/28/2020	N
ENF 20-0799	215 W RIDGE ST	COMPLAINT LOGGED	LETTER SENT	09/28/2020	09/28/2020	10/06/2020		N
ENF 20-0798	937 KENWOOD DR	COMPLAINT LOGGED	LETTER SENT	09/25/2020	09/25/2020	10/06/2020		N
ENF 20-0729	1601 FREEMAN ST	LETTER SENT	CLOSED	09/11/2020	09/28/2020		09/28/2020	N
ENF 20-0712	209 STATE ST	LETTER SENT	CLOSED	09/09/2020	09/28/2020		09/28/2020	N
ENF 20-0738	309 CASS ST	LETTER SENT	CLOSED	09/14/2020	09/22/2020		09/22/2020	Y
ENF 20-0762	833 S WASHINGTON ST	WO SUBMITTED	REF TO DPW	09/21/2020	09/30/2020		10/01/2020	N
ENF 20-0702	900 DIVISION ST	LETTER SENT	CLOSED	09/03/2020	09/24/2020		09/24/2020	N

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ENF 20-0670	809 RIVER ST	COMPLAINT LOGGED	COMPLIED	08/25/2020	09/08/2020		09/08/2020	Y
ENF 20-0786	620 CLINTON ST	COMPLAINT LOGGED	LETTER SENT	09/24/2020	09/24/2020	10/05/2020		N
ENF 20-0700	729 CLINTON ST	WO SUBMITTED	REF TO DPW	09/03/2020	09/15/2020		09/15/2020	Y
ENF 20-0583	540 E EXCHANGE ST A	LETTER SENT	CLOSED	08/05/2020	08/05/2020		09/10/2020	Y
ENF 20-0805	529 E MAIN ST	COMPLAINT LOGGED	LETTER SENT	09/29/2020	09/29/2020	10/08/2020		Y
ENF 20-0664	518 E WILLIAMS ST	COMPLAINT LOGGED	COMPLIED	08/25/2020	09/08/2020		09/08/2020	Y
ENF 20-0781	617 SEVENTH ST	LETTER SENT	CLOSED	09/23/2020	10/01/2020		10/01/2020	N
				Total Entries	54			
HANDRAILS AND GUARDS REQUIRED								
ENF 20-0663	311 N SAGINAW ST	LETTER SENT	CLOSED	08/25/2020	09/28/2020		09/28/2020	N
				Total Entries	1			
HEALTH & SAFETY								
ENF 20-0457	503 STATE ST	INSPECTED PROPERTY	CLOSED	07/08/2020	09/18/2020		09/18/2020	IND
				Total Entries	1			
HOUSE FIRE								
ENF 19-0762	626 LINCOLN AVE	CONTACT WITH OWNER	REF TO BLDG OFFICIAL	10/29/2019	10/28/2019		09/18/2020	VAC
				Total Entries	1			
HOUSE NUMBERS								
ENF 20-0625	1102 BEEHLER ST	LETTER SENT	CLOSED	08/13/2020	09/30/2020		09/30/2020	N
				Total Entries	1			
LAWN MAINTENANCE								
ENF 20-0692	755 WOODLAWN AVE	COMPLAINT LOGGED	CLOSED	09/01/2020	09/01/2020		09/08/2020	N
ENF 20-0648	1115 CORUNNA AVE	LETTER SENT	REF TO DPW	08/20/2020	09/08/2020		09/08/2020	COMM

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ENF 20-0649	735 W STEWART ST	COMPLAINT LOGGED	COMPLIED	08/20/2020	09/08/2020		09/11/2020	Y
ENF 20-0661	214 S WASHINGTON ST	COMPLAINT LOGGED	COMPLIED	08/25/2020	09/08/2020		09/08/2020	COMM
ENF 20-0530	328 STATE ST	LETTER SENT	CLOSED	07/23/2020	08/04/2020		08/06/2020	VAC
ENF 20-0536	625 QUEEN ST	LETTER SENT	CLOSED	07/24/2020	08/04/2020		08/06/2020	N
ENF 20-0535	556 RANDOLPH ST	LETTER SENT	CLOSED	07/24/2020	08/04/2020		08/06/2020	N
ENF 20-0671	1203 W MAIN ST	COMPLAINT LOGGED	COMPLIED	08/26/2020	09/08/2020		09/08/2020	COMM
ENF 20-0521	427 W STEWART ST	LETTER SENT	CLOSED	07/22/2020	07/31/2020		08/06/2020	Y
ENF 20-0539	1032 N DEWEY ST	LETTER SENT	CLOSED	07/24/2020	08/04/2020		08/06/2020	N
ENF 20-0404	804 N DEWEY ST	RE-OPENED ENF	COMPLIED	06/25/2020	09/08/2020		09/08/2020	N
ENF 20-0710	213 S OAK ST	LETTER SENT	CLOSED	09/09/2020	09/23/2020		09/23/2020	N
ENF 20-0298	326 S DEWEY ST	WO SUBMITTED	REF TO DPW	06/04/2020	09/24/2020		09/24/2020	Y
ENF 20-0537	817 HUNTINGTON DR	LETTER SENT	CLOSED	07/24/2020	09/21/2020		09/21/2020	N
ENF 20-0802	817 HUNTINGTON DR	COMPLAINT LOGGED	INSPECTION PENDING	09/28/2020	09/28/2020	10/07/2020		N
ENF 20-0546	1619 LYNN ST	LETTER SENT	CLOSED	07/27/2020	07/27/2020		08/06/2020	Y
ENF 20-0526	614 N HICKORY ST	LETTER SENT	CLOSED	07/23/2020	08/06/2020		08/06/2020	N
ENF 20-0543	1220 WALNUT ST	LETTER SENT	CLOSED	07/24/2020	07/24/2020		08/06/2020	N
ENF 20-0374	900 ADA ST	RE-OPENED ENF	REF TO DPW	06/22/2020	09/17/2020		09/22/2020	VACANT
ENF 20-0727	1301 W SOUTH ST	LETTER SENT	CLOSED	09/11/2020	09/21/2020		09/21/2020	Y
ENF 20-0728	1227 W SOUTH ST	LETTER SENT	CLOSED	09/11/2020	09/23/2020		09/23/2020	V.L.
ENF 20-0550	621 LINGLE AVE	LETTER SENT	CLOSED	07/28/2020	08/06/2020		08/06/2020	N
ENF 20-0551	831 GRAND AVE	LETTER SENT	CLOSED	07/28/2020	08/06/2020		08/06/2020	Y
ENF 20-0665	603 CORUNNA AV	COMPLAINT LOGGED	REF TO DPW	08/25/2020	09/10/2020		09/10/2020	Y
ENF 20-0749	811 WEST ST	WO SUBMITTED	REF TO DPW	09/16/2020	09/23/2020		09/23/2020	V.L.

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ENF 20-0809	208 E OLIVER ST	COMPLAINT LOGGED	LETTER SENT	09/29/2020	09/29/2020	10/08/2020		N
ENF 20-0631	211 E WILLIAMS ST	COMPLAINT LOGGED	COMPLIED	08/17/2020	09/08/2020		09/08/2020	Y
ENF 20-0540	909 ADAMS ST	LETTER SENT	CLOSED	07/24/2020	07/24/2020		08/06/2020	Y
ENF 20-0528	201 OAKWOOD AV	LETTER SENT	CLOSED	07/23/2020	07/23/2020		08/06/2020	Y
ENF 20-0726	832 S BALL ST	LETTER SENT	CLOSED	09/11/2020	09/21/2020		09/21/2020	VAC
ENF 20-0696	823 TRACY ST	LETTER SENT	CLOSED	09/02/2020	09/15/2020		09/15/2020	Y
ENF 20-0719	913 NAFUS ST	LETTER SENT	CLOSED	09/10/2020	09/17/2020		09/17/2020	Y
ENF 20-0750	1448 STINSON ST	LETTER SENT	CLOSED	09/16/2020	09/23/2020		09/23/2020	N
ENF 20-0281	305 GENESEE ST	INSPECTED PROPERTY	CLOSED	06/02/2020	09/15/2020		09/15/2020	VAC
ENF 20-0678	409 S SHIAWASSEE ST	COMPLAINT LOGGED	COMPLIED	08/27/2020	09/08/2020		09/08/2020	COMM
ENF 20-0677	420 W HOWARD ST	COMPLAINT LOGGED	COMPLIED	08/27/2020	09/08/2020		09/08/2020	COMM
ENF 20-0745	801 S WASHINGTON ST	COMPLAINT LOGGED	LETTER SENT	09/16/2020	09/28/2020	10/06/2020		COMM
ENF 20-0715	619 S WASHINGTON ST	LETTER SENT	CLOSED	09/09/2020	09/17/2020		09/17/2020	COMM
ENF 20-0743	920 S PARK ST	LETTER SENT	CLOSED	09/15/2020	09/23/2020		09/23/2020	N
ENF 20-0693	313 N CEDAR ST	INSPECTED PROPERTY	NO VIOLATION	09/02/2020	09/02/2020		09/02/2020	N

Total Entries 40

MULTIPLE VIOLATIONS

ENF 20-0653	1207 DEVONSHIRE CT	INSPECTED PROPERTY	COMPLIED	08/21/2020	09/08/2020		09/08/2020	Y
ENF 20-0716	1501 W MAIN ST	INSPECTED PROPERTY	2ND NOTICE SENT	09/09/2020	09/17/2020	10/19/2020		N
ENF 20-0709	623 ADAMS ST	LETTER SENT	CLOSED	09/08/2020	09/17/2020		09/17/2020	N
ENF 20-0603	524 CORUNNA AVE	COMPLAINT LOGGED	CLOSED	08/10/2020	09/09/2020		09/09/2020	Y
ENF 20-0806	705 LINGLE AVE	COMPLAINT LOGGED	LETTER SENT	09/29/2020	09/29/2020	10/08/2020		N
ENF 20-0783	813 DIVISION ST	COMPLAINT LOGGED	LETTER SENT	09/24/2020	09/24/2020	10/05/2020		N

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ENF 20-0811	328 N PARK ST	COMPLAINT LOGGED	LETTER SENT	09/30/2020	09/30/2020	10/08/2020		Y
ENF 20-0601	1542 W MAIN ST	INSPECTED PROPERTY	CLOSED	08/10/2020	09/10/2020		09/11/2020	N
ENF 20-0771	1310 SHADY LANE	COMPLAINT LOGGED	LETTER SENT	09/22/2020	09/22/2020	10/08/2020		N
ENF 20-0777	205 OAKWOOD AVE	COMPLAINT LOGGED	LETTER SENT	09/23/2020	09/23/2020	10/08/2020		N
ENF 20-0807	904 KENWOOD DR	INSPECTED PROPERTY	COMPLAINT LOGGED	09/29/2020	09/30/2020	10/07/2020		N
ENF 20-0782	404 S BALL ST	COMPLAINT LOGGED	LETTER SENT	09/24/2020	09/24/2020	10/05/2020		Y
ENF 20-0804	443 E MAIN ST	COMPLAINT LOGGED	LETTER SENT	09/29/2020	09/29/2020	10/13/2020		VAC
ENF 20-0791	523 FLETCHER ST	COMPLAINT LOGGED	LETTER SENT	09/24/2020	09/24/2020	10/13/2020		N
ENF 20-0747	607 FLETCHER ST	CONTACT WITH OWNER	RE-INSPECT PENDING	09/16/2020	09/30/2020	10/07/2020		N
ENF 19-0046	401 HURON ST	INSPECTED PROPERTY	CLOSED	01/16/2019	09/10/2020		09/10/2020	N
				Total Entries	16			
NO BUILDING PERMIT								
ENF 20-0717	713 WILTSHIRE DR	OBTAINED PERMIT	COMPLIED	09/09/2020	09/09/2020		09/14/2020	N
ENF 20-0703	624 E COMSTOCK ST	LETTERS SENT	OBTAINED BLDG PERMIT	09/04/2020	09/04/2020		09/10/2020	Y
ENF 20-0735	730 BRADLEY ST	LETTER SENT	OBTAINED BLDG PERMIT	09/14/2020	09/25/2020		09/25/2020	Y
				Total Entries	3			
RENTAL UNIT INSPECT								
ENF 20-0721	110 ELLIOT ST	COMPLAINT LOGGED	CONTACTED PROPERTY OWNER	09/10/2020	09/14/2020		09/14/2020	Y
				Total Entries	1			
ROW VIOLATIONS								
ENF 20-0792	620 GRAND AVE	COMPLAINT LOGGED	CLOSED	09/24/2020	09/24/2020		09/29/2020	N
ENF 20-0793	117 OAKWOOD AVE	COMPLAINT LOGGED	CLOSED	09/24/2020	09/24/2020		09/29/2020	N

Code Enforcement Activity

SEPTEMBER 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0697	113 N OAK ST	LETTER SENT	CLOSED	09/03/2020	09/15/2020		09/15/2020	N
ENF 20-0790	613 RYAN ST	COMPLAINT LOGGED	CLOSED	09/24/2020	09/24/2020		09/29/2020	N
Total Entries				4				
RV/CAMPER VIOLATIONS								
ENF 20-0763	1311 STATE ST	COMPLAINT LOGGED	NO VIOLATION AT THIS TIME	09/21/2020	09/30/2020		10/01/2020	N
Total Entries				1				
SIDEWALK VIOLATION								
ENF 20-0803	604 RIVER ST	COMPLAINT LOGGED	LETTER SENT	09/28/2020	09/29/2020	10/06/2020		N
Total Entries				1				
SIGN VIOLATION								
ENF 20-0775	1203 W MAIN ST	COMPLAINT LOGGED	CONTACT WITH BUSINESS	09/22/2020	09/22/2020	10/15/2020		COMM
ENF 20-0794	835 E COMSTOCK ST	COMPLAINT LOGGED	LETTER SENT	09/24/2020	09/24/2020	10/08/2020		N
ENF 20-0789	401 W MAIN ST	COMPLAINT LOGGED	CLOSED	09/24/2020	09/24/2020		09/29/2020	COMM
Total Entries				3				
VACANT STRUCTURES								
ENF 20-0760	626 LINCOLN AVE	INSPECTED PROPERTY	VIOLATIONS EXIST	09/18/2020	09/21/2020	10/21/2020		V.L.
ENF 20-0755	220 CARMODY ST	COMPLAINT LOGGED	LETTER SENT	09/18/2020	09/24/2020	10/07/2020		VAC
ENF 20-0756	1407 YOUNG ST	COMPLAINT LOGGED	LETTER SENT	09/18/2020	09/24/2020	10/07/2020		VAC
ENF 20-0758	1434 PEARCE ST	COMPLAINT LOGGED	LETTER SENT	09/18/2020	09/24/2020	10/07/2020		VAC
ENF 20-0754	1330 ADAMS ST	COMPLAINT LOGGED	LETTER SENT	09/18/2020	09/24/2020	10/07/2020		VAC
ENF 20-0759	825 LINGLE AVE	COMPLAINT LOGGED	CONTACTED PROPERTY OWNER	09/18/2020	09/18/2020	10/07/2020		VAC
ENF 20-0757	321 STATE ST	COMPLAINT LOGGED	LETTER SENT	09/18/2020	09/24/2020	10/07/2020		VAC
Total Entries				7				

10/01/20

Code Enforcement Activity

12/12

SEPTEMBER 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
<u>ZONING</u>								
ENF 20-0691	1202 W OLIVER ST	CONTACT WITH OWNER	CLOSED	09/01/2020	09/01/2020		09/17/2020	N
Total Entries				1				
Total Records:		193				Total Pages:	12	

Monthly Inspection List

SEPTEMBER 2020

BOOTH, MARK

MECHANICAL & PLUMBING INSPECTOR

Total Inspections: 27

FREEMAN, GREG

CODE ENFORCEMENT

Total Inspections: 127

HARRIS, JON

ELECTRICAL INSPECTOR

Total Inspections: 16

HISSONG, BRAD

BUILDING OFFICIAL

Total Inspections: 67

Report Summary

Grand Total Inspections:

237

Certificates Issued by Month for 2020

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BENTLEY PARK RENTAL												
20	4	1	1	0	3	7	3	1	0	0	0	40
\$225.00	0.00	0.00	0.00	0.00	75.00	225.00	75.00	25.00	0.00	0.00	0.00	\$625.00
HARMON PATRIDGE PARK RENTAL												
5	0	3	0	0	17	13	9	0	0	0	0	47
\$100.00	0.00	50.00	0.00	0.00	575.00	450.00	450.00	0.00	0.00	0.00	0.00	\$1,625.00
Rental - RENEWALS -												
8	7	3	1	0	3	0	0	0	0	0	0	22
\$250.00	425.00	100.00	25.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	\$900.00
RENTAL REGISTRATIONS - NEW -												
5	1	1	0	0	0	2	3	3	0	0	0	15
\$100.00	25.00	25.00	0.00	0.00	0.00	50.00	75.00	75.00	0.00	0.00	0.00	\$350.00
RESIDENTIAL DESIGNATED PARKING												
0	0	0	0	0	1	0	0	0	0	0	0	1
\$0.00	0.00	0.00	0.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00	\$840.00
RESIDENTIAL PARKING PERMIT												
0	0	1	0	0	0	0	0	0	0	0	0	1
\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
TOTALS:												
38	12	9	2	0	24	22	15	4	0	0	0	126
\$675.00	450.00	175.00	25.00	0.00	1,590.00	725.00	600.00	100.00	0.00	0.00	0.00	4,340.00



OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: 1 October 2020

TO: Owosso City Council

FROM: Eric E. Cherry
Police Department Lieutenant

RE: September 2020 Police Reports

Attached are the statistics for the Police Department for September 2020. One report is an offense summary for the month of September, by offense type. The other report, neighborhood crime report, lists the occurred on date, case number, location, and the complaint type for reports in September. The officers completed three hundred thirty-three (333) field interviews this month, which are calls where a full criminal report is not needed. Your Owosso Police Officers arrested nineteen (19) persons this month for twenty-five (25) total offenses.

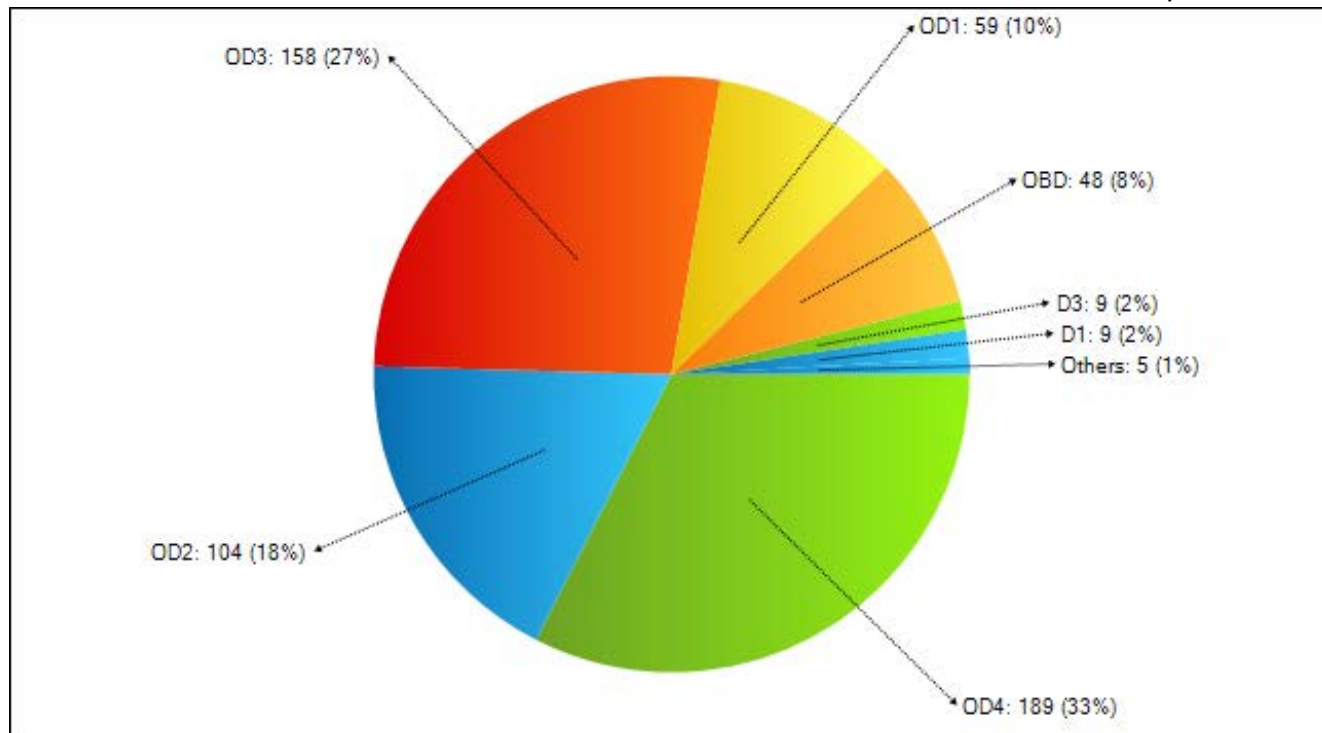
For September 2020 the police handled five hundred eighty-one (581) police events, fifty-five (55) were traffic stops, about one (1) percent of their work activity.

On the following page are two (2) pie charts one showing calls handled by Owosso City Police District, there are five (5) districts within the City of Owosso. The second pie chart is calls throughout the county handled by agency.

Respectfully,

Lt. Eric E. Cherry

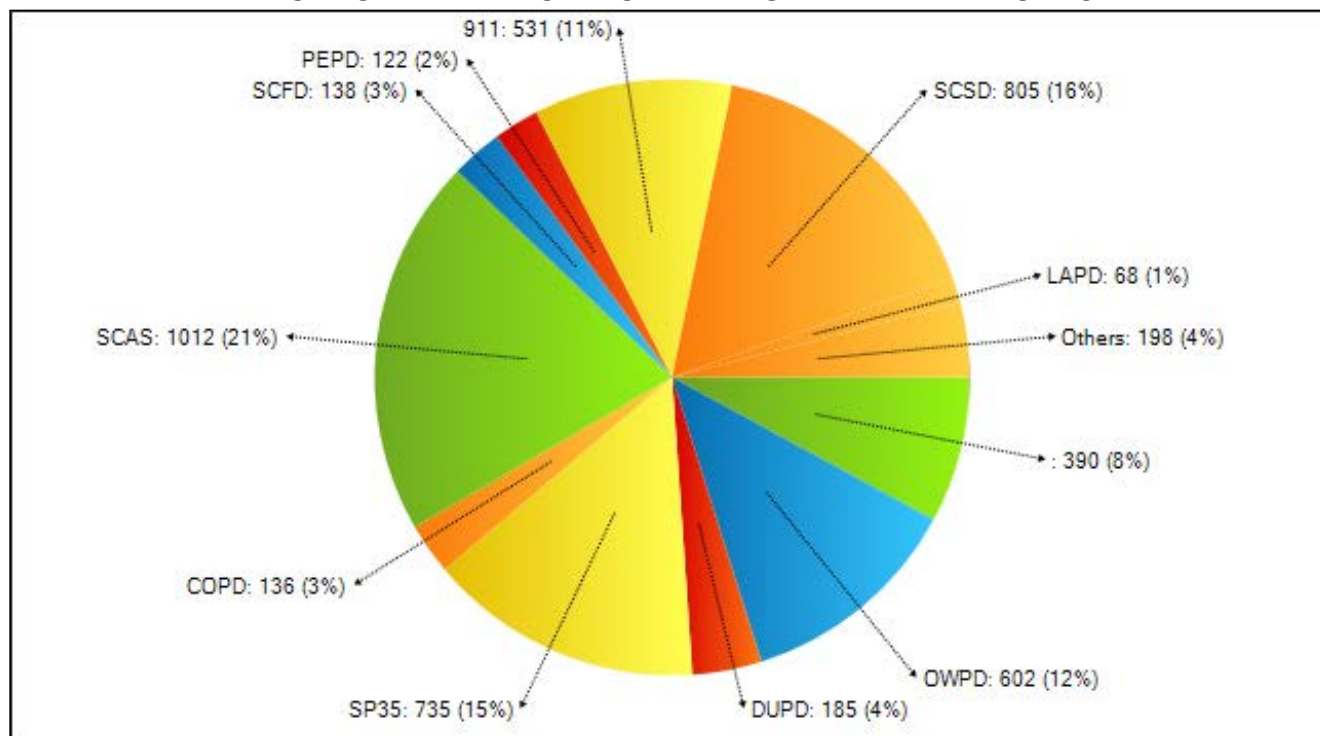
BELOW IS A BREAKDOWN OF POLICE EVENTS HANDLED BY OWOSSO POLICE, BY DISTRICT



OD1:

- Owosso City District 1 (northwest, north of M-21 and west of M-52)
 OD2: Owosso City District 2 (northeast, north of M-21 and east of M-52)
 OD3: Owosso City District 3 (southwest, south of M-21 and west of M-52)
 OD4: Owosso City District 4 (southeast, south of M-21 and east of M-52, excluding business district and police office)
 ODB: Owosso City Downtown Business District
 D1: Shiawassee County northwest district (west of M-52 and north of Hibbard Road)
 D3: Shiawassee County northeast district (east of M-52 and north of Hibbard Road)
 Others: Included City of Corunna's 3 districts and any other area officer's responded.

BELOW IS A BREAKDOWN OF EVENTS HANDLED BY AGENCY



- SCSD: Shiawassee County Sheriff's Office
 PEPD: Perry City Police
 Others: All Other Departments
 SCAS: Shiawassee County Ambulance Services
 DUPD: Durand City Police
 LAPD: Laingsburg City Police
 SP35: Michigan State Police Post #35
 COPD: Corunna City Police
 MOPD: Morrice City Police
 SCFD: Shiawassee County Fire Departments
 SCAC: Shiawassee County Animal Control
 OWPD: Owosso City Police
 911: Shiawassee County 911 Center

SEPTEMBER NEIGHBORHOOD CRIME REPORT

Occurred Date	Case No	Location	Offense
9/2/2020	2064501183	700 block Glenwood Ave	AGGRAVATED/FELONIOUS ASSAULT
9/6/2020	2064501205	300 block N Lansing St	AGGRAVATED/FELONIOUS ASSAULT
9/11/2020	2064501224	300 block E Corunna Ave	AGGRAVATED/FELONIOUS ASSAULT
9/25/2020	2064501290	300 block S Chipman St	AGGRAVATED/FELONIOUS ASSAULT
9/30/2020	2064501309	700 block N Washington St	AGGRAVATED/FELONIOUS ASSAULT
9/23/2020	2064501285	800 block W Grace St	ARSON
9/6/2020	2064501199	600 block W River St	BURGLARY - UNLAWFUL ENTRY (NO INTENT)
9/21/2020	2064501272	2000 block S Chipman St	BURGLARY - UNLAWFUL ENTRY (NO INTENT)
9/4/2020	2064501194	1300 block S Walnut St	BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)
9/2/2020	2064501185	400 block E King St	BURGLARY -FORCED ENTRY
9/4/2020	2064501195	300 block W Prindle St	BURGLARY -FORCED ENTRY
9/5/2020	2064501207	400 block N Chipman St	BURGLARY -FORCED ENTRY
9/7/2020	2064501206	500 block S Washington St	BURGLARY -FORCED ENTRY
9/7/2020	2064501209	1200 block S Walnut St	BURGLARY -FORCED ENTRY
9/9/2020	2064501233	600 block S Washington St	BURGLARY -FORCED ENTRY
9/11/2020	2064501227	1200 block S Walnut St	BURGLARY -FORCED ENTRY
9/28/2020	2064501300	600 block N Pine St	BURGLARY -FORCED ENTRY
9/2/2020	2064501182	600 block Martin St	CIVIL CUSTODIES - INCAPACITATION
9/4/2020	2064501193	1200 block N Devonshire Ct	CIVIL CUSTODIES - INCAPACITATION
9/9/2020	2064501214	600 block S Chipman St	CIVIL CUSTODIES - INCAPACITATION
9/9/2020	2064501216	400 block N Chipman St	CIVIL CUSTODIES - INCAPACITATION
9/12/2020	2064501231	200 block E North St	CIVIL CUSTODIES - INCAPACITATION
9/16/2020	2064501250	300 block N Ball St	CIVIL CUSTODIES - INCAPACITATION
9/12/2020	2064501235	1000 block N Water St	CIVIL CUSTODIES - WALK AWAY - MENTAL INSTITUTE/HOSPITAL
9/23/2020	2064501279	600 block S Chipman St	CIVIL CUSTODIES - WALK AWAY - MENTAL INSTITUTE/HOSPITAL
9/2/2020	2064501183	700 block Glenwood Ave	DAMAGE TO PROPERTY
9/7/2020	2064501208	Woodard Paymaster Bldg	DAMAGE TO PROPERTY
9/15/2020	2064501245	500 block E Main St	DAMAGE TO PROPERTY
9/16/2020	2064501257	500 block N Adams St	DAMAGE TO PROPERTY
9/16/2020	2064501252	600 block N Water St	DAMAGE TO PROPERTY
9/21/2020	2064501284	600 block N Shiawassee St	DAMAGE TO PROPERTY

9/21/2020	2064501270	1000 block Krust Dr	DAMAGE TO PROPERTY
9/22/2020	2064501273	1500 block W Henry St	DAMAGE TO PROPERTY
9/4/2020	2064501195	300 block W Prindle St	DISORDERLY CONDUCT
9/6/2020	2064501201	1000 block W Main St	DISORDERLY CONDUCT
9/9/2020	2064501212	500 block E Oliver St	DISORDERLY CONDUCT
9/18/2020	2064501260	700 block W Stewart St	DISORDERLY CONDUCT
9/26/2020	2064501296	600 block N Pine St	DISORDERLY CONDUCT
9/6/2020	2064501204	300 block N Oak St	ESCAPE/FLIGHT
9/5/2020	2064501198	1300 block N Hickory St	FAMILY -ABUSE/NEGLECT NONVIOLENT
9/10/2020	2064501218	400 block N Saginaw St	FAMILY -ABUSE/NEGLECT NONVIOLENT
9/9/2020	2064501275	700 block E North St	HEALTH AND SAFETY
9/3/2020	2064501188	300 block S Washington St	HIT and RUN MOTOR VEHICLE ACCIDENT
9/1/2020	2064501179	100 block N Howell St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
9/4/2020	2064501191	400 block N Water St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
9/6/2020	2064501200	200 block E Corunna Ave	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
9/21/2020	2064501274	700 block E North St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
9/29/2020	2064501303	200 block S Water St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
9/14/2020	2064501243	400 block E Corunna Ave	INSPECTIONS/INVESTIGATIONS - SUSPICIOUS SITUATIONS
9/16/2020	2064501271	200 block S Elm St	INTIMIDATION/STALKING
9/18/2020	2064501259	300 block N Shiawassee St	INTIMIDATION/STALKING
9/20/2020	2064501267	1000 block Grand Ave	JUVENILE RUNAWAY
9/30/2020	2064501306	700 block W Stewart St	JUVENILE RUNAWAY
9/3/2020	2064501190	1400 block S Chipman St	LARCENY -OTHER
9/12/2020	2064501232	E Farr Ave/S Glenwood Ave	LARCENY -OTHER
9/13/2020	2064501239	200 block N Water St	LARCENY -OTHER
9/19/2020	2064501280	100 block N Washington St	LARCENY -OTHER
9/22/2020	2064501283	1300 block S Pearce St	LARCENY -THEFT FROM BUILDING
9/24/2020	2064501288	300 block N Washington St	LARCENY -THEFT FROM BUILDING
9/29/2020	2064501307	700 block W Lee St	LARCENY -THEFT FROM MOTOR VEHICLE
9/21/2020	2064501277	700 block E North St	MISCELLANEOUS - ASSIST TO OTHER POLICE AGENCY
9/16/2020	2064501253	800 block S Woodlawn Ave	MISCELLANEOUS - GENERAL ASSISTANCE
9/1/2020	2064501181	700 block W Grace St	MISCELLANEOUS - NATURAL DEATH
9/3/2020	2064501189	700 block W Lynn St	MISCELLANEOUS - NATURAL DEATH
9/8/2020	2064501211	1200 block N Orchard St	MISCELLANEOUS - NATURAL DEATH

9/24/2020	2064501287	200 block N Saginaw St	MISCELLANEOUS - NATURAL DEATH
9/4/2020	2064501196	1300 block W Roslyn Dr	MISCELLANEOUS - NON-CRIMINAL
9/16/2020	2064501248	N Chipman St	MISCELLANEOUS - NON-CRIMINAL
9/16/2020	2064501254	700 block S Shiawassee St	MOTOR VEHICLE VIOLATION
9/22/2020	2064501276	700 block E Jerome St	MOTOR VEHICLE VIOLATION
9/1/2020	2064501178	400 block E Exchange St	NONAGGRAVATED ASSAULT
9/2/2020	2064501185	400 block E King St	NONAGGRAVATED ASSAULT
9/4/2020	2064501213	700 block S Lincoln Ave	NONAGGRAVATED ASSAULT
9/5/2020	2064501197	400 block N Saginaw St	NONAGGRAVATED ASSAULT
9/7/2020	2064501210	700 block S Alger Ave	NONAGGRAVATED ASSAULT
9/11/2020	2064501224	300 block E Corunna Ave	NONAGGRAVATED ASSAULT
9/11/2020	2064501228	600 block W Main St	NONAGGRAVATED ASSAULT
9/12/2020	2064501234	900 block S Nafus St	NONAGGRAVATED ASSAULT
9/13/2020	2064501237	900 block W Main St	NONAGGRAVATED ASSAULT
9/13/2020	2064501238	700 block E Jerome St	NONAGGRAVATED ASSAULT
9/14/2020	2064501241	500 block E Exchange St	NONAGGRAVATED ASSAULT
9/14/2020	2064501244	Bentley Park	NONAGGRAVATED ASSAULT
9/15/2020	2064501247	1700 block S Chipman St	NONAGGRAVATED ASSAULT
9/16/2020	2064501252	600 block N Water St	NONAGGRAVATED ASSAULT
9/19/2020	2064501264	400 block E Exchange St	NONAGGRAVATED ASSAULT
9/20/2020	2064501265	300 block S Oakwood Ave	NONAGGRAVATED ASSAULT
9/20/2020	2064501268	1600 block S Chipman St	NONAGGRAVATED ASSAULT
9/23/2020	2064501286	800 block E Grover St	NONAGGRAVATED ASSAULT
9/24/2020	2064501289	600 block W Main St	NONAGGRAVATED ASSAULT
9/25/2020	2064501292	200 block S Chipman St	NONAGGRAVATED ASSAULT
9/26/2020	2064501294	100 block N Elliot St	NONAGGRAVATED ASSAULT
9/27/2020	2064501297	400 block S Chipman St	NONAGGRAVATED ASSAULT
9/28/2020	2064501301	1100 block W Clyde St	NONAGGRAVATED ASSAULT
9/29/2020	2064501302	600 block E Main St	NONAGGRAVATED ASSAULT
9/20/2020	2064501221	2000 block S Chipman St	OBSCENITY
9/6/2020	2064501204	300 block N Oak St	OBSTRUCTING JUSTICE
9/9/2020	2064501215	600 block S Washington	OBSTRUCTING JUSTICE
9/16/2020	2064501249	600 block N Water St	OBSTRUCTING JUSTICE
9/19/2020	2064501261	300 block E Corunna Ave	OBSTRUCTING JUSTICE
9/20/2020	2064501266	N Chipman St	OBSTRUCTING POLICE
9/29/2020	2064501304	E Corunna Ave/Woodlawn Ave	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
9/18/2020	2064501258	400 block E Exchange St	PARENTAL KIDNAPPING
9/9/2020	2064501223	1100 block W Main St	RETAIL FRAUD -THEFT
9/25/2020	2064501295	200 block S Shiawassee St	RETAIL FRAUD -THEFT

9/13/2020	2064501240	500 block E Exchange St	SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE
9/6/2020	2064501202	W South St/S Chipman St	TRAFFIC - DRIVER LICENSE LAW VIOLATIONS
9/20/2020	2064501269	W Main St/S Lansing St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
9/25/2020	2064501291	W Main St/S Michigan Ave	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
9/29/2020	2064501305	S Chipman St/W Stewart St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
9/17/2020	2064501256	W Main St/N Cedar St	TRAFFIC - NO OPERATORS LICENSE
9/20/2020	2064501269	W Main St/S Lansing St	TRAFFIC - NO PROOF OF INSURANCE
9/3/2020	2064501187	E Williams St/N Oak St	TRAFFIC - RECKLESS DRIVING
9/17/2020	2064501256	W Main St/N Cedar St	TRAFFIC - REGISTRATION LAW VIOLATIONS
9/1/2020	2064501180	W M-21/Water St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/4/2020	2064501192	Main St/Gould St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/6/2020	2064501202	W South St/S Chipman St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/10/2020	2064501217	Main St/Saginaw St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/10/2020	2064501222	E Corunna Ave/S Gould St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/11/2020	2064501225	E Williams St/N Park St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/12/2020	2064501229	700 block W Main St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/12/2020	2064501230	S Shiawassee St/W Gute St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/13/2020	2064501236	W Main St/S Cedar St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/17/2020	2064501255	Chipman St/Main St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/17/2020	2064501256	W Main St/N Cedar St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/19/2020	2064501262	Shiawassee St/Main St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/19/2020	2064501263	Ball St/King St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/23/2020	2064501281	Main St/Washington St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/27/2020	2064501278	1100 block S Chipman St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/27/2020	2064501298	S Shiawassee St/W Stewart St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/28/2020	2064501299	Emerson School Parking Lot	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/29/2020	2064501305	S Chipman St/W Stewart St	TRAFFIC, NON-CRIMINAL - ACCIDENT
9/15/2020	2064501246	700 block E North St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
9/16/2020	2064501251	1100 block W Main St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
9/6/2020	2064501199	600 block W River St	TRESPASS
9/7/2020	2064501226	100 block N Washington St	TRESPASS
9/14/2020	2064501242	800 block S Lingle Ave	TRESPASS
9/15/2020	2064501245	500 block E Main St	TRESPASS

9/25/2020	2064501293	200 block S Cedar St	TRESPASS
9/29/2020	2064501304	E Corunna Ave/Woodlawn Ave	VIOLATION OF CONTROLLED SUBSTANCE ACT
9/2/2020	2064501186	1000 block E Allendale Ave/S Gould St	WEAPONS OFFENSE - OTHER
Total	140		

SEPTEMBER OFFENSE REPORT

Offense	Total Offenses
1072 - 10002 - Parental Kidnap	1
1171 - 11001 - CSC First (1st) Degree -Penetration Penis/Vagina	1
1302 - 13002 - Aggravated/Felonious Assault - Family - Other Weapon	3
1311 - 13002 - Aggravated/Felonious Assault - Police Officer - Other Weapon	1
1313 - 13001 - Assault and Battery/Simple Assault	24
1316 - 13003 - Intimidation	1
1384 - 13003 - Computer/Internet Used for Harassment, Threats	1
2073 - 20000 - Arson - Burning of Personal Property	1
2202 - 22001 - Burglary - Forced Entry - Residence (Including Home Invasion)	4
2203 - 22001 - Burglary - Forced Entry - Non-Residence	3
2204 - 22002 - Burglary - No Forced Entry - Residence (Including Home Invasion)	1
2298 - 22003 - Burglary - Entering Without Permission	2
2299 - 22001 - Burglary -Other Forced Entry	1
2305 - 23005 - Larceny - Personal Property from Vehicle	1
2308 - 23003 - Larceny - From Building (Includes library, office used by public, etc)	2
2399 - 23007 - Larceny (Other)	4
2901 - 29000 - Damage to Property - Business Property	1
2902 - 29000 - Damage to Property - Private Property	4
2903 - 29000 - Damage to Property - Public Property	1
2999 - 29000 - Damage to Property (other)	2
3073 - 30002 - Retail Fraud Theft 1st Degree	1
3078 - 30002 - Retail Fraud Theft 3rd Degree	1
3592 - 35001 - Crack - Possess	1
3705 - 37000 - Obscene Material - Distribute	1
3806 - 38001 - Neglect Child	2
4877 - 48000 - Fleeing and Eluding (Felony)	1
4904 - 49000 - Harboring (Escapee or Fugitive)	1
5005 - 50000 - Contempt of Court	1
5006 - 50000 - Obstructing Justice	1
5012 - 50000 - Probation Violation	1
5070 - 50000 - Violation of Preliminary Injunctive Order (Peace Bond)	1
5299 - 52003 - Weapons Offense (Other)	1

5311 - 53001 - Disorderly Conduct	4
5312 - 53001 - Disturbing the Peace	1
5570 - 55000 - Persons under 18 years of age in Possession or Use of Tobacco Products	1
5707 - 57001 - Trespass (Other)	5
7070 - 70000 - Runaway	2
8011 - 54001 - Motor Vehicle Accident - Failed to Stop and Identify	1
8041 - 54002 - Operating Under the Influence of Intoxicating Liquor	1
8073 - 54003 - Traffic - Reckless Driving	1
8271 - 54003 - Traffic - No Operators License	1
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	3
8275 - 54003 - Traffic - Driver License Law Violations	1
8277 - 54003 - Traffic - Registration Law Violations	1
8280 - 54003 - Traffic - No Proof of Insurance	1
8328 - 54003 - Motor Vehicle Violation	2
9220 - 92003 - Civil Custodies - Walk Away - Mental Institute/Hospital	2
9906 - 92002 - Civil Custodies - Incapacitation	6
9910 - 93001 - Traffic, Non-Criminal - Accident	18
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	2
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	5
9947 - 99002 - Miscellaneous - Natural Death	4
9953 - 99008 - Miscellaneous - General Assistance	1
9954 - 99009 - Miscellaneous - Non-Criminal	2
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	1
Total	138

SEPTEMBER DAILY ACTIVITY REPORTS SUMMARY REPORT

Activity	Total
Alarms	10
Appearance Citations	1
Assist Another Unit	293
Business Property Inspections	28
Community Service	19
Directed Patrols	216
Original Arrests	12
OWI Arrests	2
Park Patrols	72
Parking/Municipal Citations Issued	1
School Patrols	259
Supplemental Complaints	55
Traffic Accidents	17
Traffic Citations Issued	6
Traffic Warnings	42
Training	4
Warrant Arrests	4
Written Complaints	441
Total Activities	1482



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MEMORANDUM

DATE: October 13, 2020

TO: Owosso City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: September 2020 Fire & Ambulance Report

Attached are the statistics for the Owosso Fire Department (OFD) for August 2020. The Owosso Fire Department responded to 271 incidents in the month of July.

OFD responded to 24 fire calls and responded to 247 EMS calls.

Previous Month ▾

Sep 1, 2020 - Sep 30, 2020 ▾

9%

FIRE

Percentage of Total Incidents

91%

EMS

Percentage of Total Incidents

271

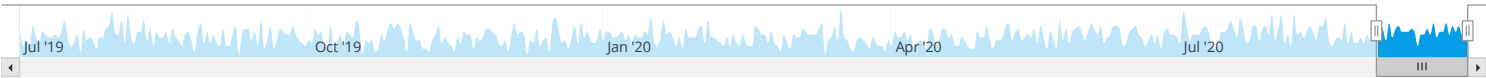
INCIDENTS

In Selected Time Slice

30

DAYS

In Selected Time Slice



Counts % Rows % Columns % All

Week Ending	9/6/20	9/13/20	9/20/20	9/27/20	10/4/20	10/11/20	10/18/20	10/25/20	11/1/20	11/8/20	11/15/20	11/22/20	11/29/20	Total
(11) Structure Fire	1													1
(13) Mobile property (vehicle) fire				1										1
(15) Outside rubbish fire				1	1									2
(32) Emergency medical service (EMS) incident	51	60	52	64	20									247
(40) Flammable gas or liquid condition, other					1									1
(41) Combustible/f... spills & leaks	3	1												4
(44) Electrical wiring/equipm.. problem		1			1									2
(46) Accident, potential accident			2											2
(60) Good intent call, other		1												1
(61) Dispatched and canceled en route		1	2	2										5
(62) Wrong location, no emergency found		1												1
(73) System or detector malfunction			1											1
(74) Unintentional system/detect... operation (no fire)		2		1										3
Total	55	67	57	69	23									271

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
VIRTUAL MEETING
Monday, September 28, 2020 – 6:30 P.M.**

Virtual Meeting due to the COVID-19 pandemic, under the authority of Executive Order No. 2020-15 of the Office of the Governor of the State of Michigan.

CALL TO ORDER: Chairman Wascher called the meeting to order at 6:36 p.m.

ROLL CALL: Recording Secretary Tanya Buckelew

MEMBERS PRESENT: Chairman Wascher, Vice-Chair Livingston, Commissioners Morris and Robertson

MEMBERS ABSENT: Secretary Fear, Commissioners Jenkins, Law, Taylor and Yerian

OTHERS PRESENT: Justin Sprague, CIB Planning

NO QUORUM

APPROVAL OF AGENDA: September 28, 2020 NO ACTION
APPROVAL OF MINUTES: August 24, 2020 NO ACTION
PUBLIC HEARINGS: NONE
OLD BUSINESS: NONE
NEW BUSINESS: Master Plan Draft Updates NO ACTION

Justin Sprague, CIB Planning, stated that after he completes the Action Table this week, the draft will be ready for public comment. The city can utilize Facebook and website to ask residents for their comments before sending the draft to City Council to approve the 63-day comment period.

OTHER BOARD BUSINESS: NONE
PUBLIC COMMENTS AND COMMUNICATIONS: NONE
ADJOURNMENT: NO ACTION



OWOSSO HISTORICAL COMMISSION
THE CURWOOD COLLECTION

Call to order: Vice-Chair Acton called the meeting to order at 6:04 p.m.

Roll call: Was taken by Amy Fuller

Present: Vice-Chair Acton, Commissioners Sue Osika, Betsy Galloway, Mark Erickson, and Sara Adams.

Absent: Commissioners Paul Rogers, Steven Flayer, Heather Jacobs, and Gary Wilson

Others Present: Executive Director, Albert Martenis and Assistant to the City Manager, Amy Fuller

Agenda and Minutes:

Approve the 9/14/2020 minutes: Commissioner Adams suggested the following changes to the 09/14/2020 minutes; change the meeting date to September 14, 2020, have the record show Commissioner Adams was present for the meeting, strike Ex Officio Adams from the absent list.

Motion by Commissioner Erickson to approve minutes with purposed changes. Motion supported by Commissioner Osika. Ayes, all. Motion carried.

Approve the 10/12/2020 agenda: **Motion by Commissioner Osika to approve 10/12/2020 agenda. Motion supported by Commissioner Adams. Ayes, all. Motion carried.**

Financial Review and Discussion:

Review budget vs actual at the close of the fiscal year June 30, 2020:

Reviewed by Executive Director Martenis. Executive Director Martenis and Vice-Chair Acton will schedule a meeting with the City Manager and Finance Director. The Commission would like a more thorough representation of the finances to accurately prepare future budgets.

Review approved 2020-21 fiscal year budget vs. actual income and expenses:

Reviewed by Executive Director Martenis - no questions

Review check register(s):

Reviewed by Executive Director Martenis. Discussion regarding the DayStarr payment. Executive Director Martenis explained it was an accumulation of several months.

Visitor welcome and comments: none

Commissioner comments: none

Executive Director Report: Executive Director Martenis shared the importance of strategy and policies in planning for the future vision of the organization. Priorities included:

- Exhibition review and editing
- Communication: media, website, phone
- Fall clean-up
- Insect/Pest Control
- Archiving and inventory process at Gould House
- Capital improvements
- Grants
- Events
- Completing goals for the next 3 fiscal years. Along with an outline to allocate responsibilities.

Committee Reports:

1. Facilities: Commissioner Erickson shared that the committee hasn't met since the last OHC meeting, they are working on reviewing architectural bids.
2. Historic Assets: Vice-Chair Acton shared the work plan model that has been developed to help with project management. The Historic Assets Committee will be the first to use it.
3. Finance: Vice-Chair Acton shared that he and Executive Director Martenis have requested a meeting with the City Manager and Finance Director to talk about the budget. Specifically to answer the following questions: did the OHC come in under budget for fiscal year 2019-20 and what was the \$10,000 maintenance item on the budget report (the OHC believes that it did not submit purchase requisitions for this amount)?
4. Governance: Vice-Chair Acton talked about capacity and the importance of recruiting at least one new commissioner and reiterated the desired selection criteria:
 - a. The candidate has a passion for the goals and objectives of the Commission
 - b. The candidate has the time to attend Commission meetings and the time to take on committee and other assignments outside of the monthly commission meetings
 - c. The candidate has a skill set or skill sets that align with and ideally enhance the capability and capacity of the Commission.
5. Volunteers: It was discussed that Committee Chairs recruit their own volunteers
6. Archiving/Cataloging: Executive Director Martenis shared updates from Commissioner Flayer which included news that the library was looking into contracting out some data hosting services, this is something the Commission might be interesting in getting more information about.
7. Education: Commissioner Adams reported this is on hold due to COVID

Visitor Comments: none

Commissioner Comments:

Commissioner Osika asked about the castle opening. Executive Director Martenis said he met with the City Manager and they decided it was best to leave the castle closed through the remainder of the 2020 calendar year.

Commissioner Adams asked if she should update the website reflecting the castle being closed at least until 12/31/20. The Commissioners agreed that would be best. Commissioner Adams also asked about the procedure for renewing the Executive Director's contract. Vice-Chair Acton stated he would reach out to each Commissioner independently first, then the Finance and Governance Committees would bring forward a proposal to the Commission and then to the Executive Director.

Adjourn: Commissioner Adams made a motion to adjourn at 6:52 p.m. Motion supported by Commissioner Erickson. Ayes, all. Motion carried.

