

CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, JULY 5, 2011
7:30 P.M.

Meeting to be held at City Hall
301 West Main Street

AGENDA

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF JUNE 20, 2011:

ADDRESSING THE CITY COUNCIL

1. Your comments shall be made during times set aside for that purpose.
2. Stand or raise a hand to indicate that you wish to speak.
3. When recognized, give your name and address and direct your comments and/or questions to any City official in attendance.
4. Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to four (4) minutes duration during the first occasion for citizen comments and questions. Each person shall also be afforded one opportunity of up to three (3) minutes duration during the last occasion provided for citizen comments and questions and one opportunity of up to two (2) 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

1. MAGNET Update. Detective Lieutenant James Wolf will present an update on the MAGNET program.

PUBLIC HEARINGS

1. Special Assessment District No. 2011-09. Conduct a public hearing to receive citizen comment regarding Resolution No. 5 for Special Assessment District No. 2011-09 for the alley bounded by Williams Street, Adams Street, Oliver Street, and Water Street for alley improvements.
2. Special Assessment District No. 2011-10. Conduct a public hearing to receive citizen comment regarding Resolution No. 3 for Special Assessment District No. 2011-10 for the alley bounded by Main Street, Saginaw Street, Exchange Street and Hickory Street for alley improvements.
3. Downtown Rental Rehabilitation Program. Conduct a public hearing to receive citizen comment regarding the use of grant funds for the Downtown Rental Rehabilitation Program.
4. Cable Ordinance Amendment. Conduct a public hearing to receive citizen comment regarding an amendment to the cable ordinance altering the make up and purpose of the Cable Access Advisory Commission.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

Project Status Report

CONSENT AGENDA

- 1. Program Guidelines. Authorize the Program Guidelines in support of the MSHDA Downtown Rental Rehabilitation Program.
- 2. Boards and Commissions Appointments. Consider the following Mayoral boards and commissions appointments:

Name	Board/Commission	Term Expires
Debra Johnson	Downtown Development Authority/Owosso Main Street	06-30-2015
Denice Grace	Shiawassee District Library	06-30-2015

- 3. Warrant No. 425. Accept Warrant No. 425 as presented.

ITEMS OF BUSINESS

- 1. Lot Split Authorization. Authorize the division of City lot under Michigan Subdivision Control Act for platted vacant lots east of McMillan Street and south of the closed portion of Farr Avenue.
- 2. City Manager Evaluation Discussion. Discuss format and potential dates for the City Manager’s performance review.

COMMUNICATIONS

- 1. Owosso Planning Commission. Minutes of Meeting of June 13, 2011.
- 2. Owosso Historical Commission. Minutes of the Meeting of June 21, 2011.
- 3. Owosso Planning Commission. Minutes of Meeting of June 27, 2011.
- 4. Owosso Parks & Recreation Commission. Minutes of Meeting of June 27, 2011.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, July 18, 2011

BOARDS AND COMMISSIONS OPENINGS

Downtown Development Authority/Owosso Main Street, term expires 06-30-2013

ADJOURNMENT

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

OWOSSO CITY COUNCIL

JUNE 20, 2011

7:30 P.M.

- PRESIDING OFFICER:** MAYOR BENJAMIN R. FREDERICK
- OPENING PRAYER:** MAJOR KEITH BAILEY
SALVATION ARMY
- PLEDGE OF ALLEGIANCE:** RONALD ELDER
SHIAWASSEE COUNTY COMMISSIONER
- PRESENT:** Mayor Benjamin R. Frederick, Mayor Pro-Tem Cindy S. Popovitch,
Councilpersons Thomas B. Cook, Michael J. Erfourth, Christopher T.
Eveleth, Joni M. Forster, and Gary W. Martenis.
- ABSENT:** None.

APPROVE AGENDA

Motion by Councilperson Eveleth to approve the agenda as presented, removing Consent Item 8. Bid Award Rescission and moving Consent Item 10. Bid Award to Item of Business 6.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF JUNE 6, 2011

Motion by Councilperson Cook to approve the Minutes of the Regular Meeting of June 6, 2011 as presented.

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

SPECIAL PRESENTATIONS

PROCLAMATION – JAMES TREADWAY

Mayor Frederick presented a proclamation to James Treadway recognizing his years of service to the City upon the occasion of his retirement as follows:

**A Proclamation of the Mayor's Office of the City of Owosso, Michigan
Recognizing the Distinguished Public Service of**

JAMES R. TREADWAY

WHEREAS, James R. Treadway, known to many as Jim or JT, began his service to the City of Owosso as a firefighter in June of 1986 and was promoted through the ranks, eventually reaching the designation as Captain in 2005; and

WHEREAS, Jim is a confident, knowledgeable, and prepared firefighter and paramedic; and

WHEREAS, Jim has displayed great leadership and dedication to the City; taking on the challenge of leading a fire crew, becoming a certified Fire Investigator, completing numerous courses to further his knowledge as a paramedic, and serving the department as Retirement Board of Trustees representative for 17 years; and

WHEREAS, Jim was recognized for his exemplary service to the community a number of times throughout his career; including a Citation for Professional Excellence for his performance during the 2009 shooting at the High School, as well as a Citation for Meritorious Service in 2010 for his work on the residential rental inspection program.

WHEREAS, it is the intent of this Office that Jim's Dedicated and Distinguished Public Service be recognized.

NOW, THEREFORE, BE IT PROCLAIMED that I, Benjamin R. Frederick, Mayor of the City of Owosso, on behalf of the citizens of Owosso, hereby recognize and thank Jim for 25 years of dedicated service to the Owosso community and further express our sincere wishes to Jim and his family for a long, healthy and happy retirement.

Proclaimed this 20th day of June, 2011.

PUBLIC HEARINGS

PLANT REHABILITATION DISTRICT – 1070 AIKEN ROAD

A public hearing was conducted to receive citizen comment regarding the establishment of a Plant Rehabilitation District for the property located at 1070 Aiken Road, Owosso, Shiawassee County, Michigan.

The following people commented in regard to the proposed Plant Rehabilitation District:

Justin Horvath, president of the SEDP, indicated he supports the request and encouraged the use of such tools to provide incentive to rehabilitate dilapidated industrial facilities.

Motion by Councilperson Eveleth to authorize the following resolution approving the establishment of a Plant Rehabilitation District for the property located at 1070 Aiken Road.

RESOLUTION NO. 101-2011

ESTABLISHING A PLANT REHABILITATION DISTRICT FOR THE PROPERTY AT 1070 AIKEN ROAD

WHEREAS, a request was received May 19, 2011 for a Tax Abatement from Midwest Bus Corporation; and

WHEREAS, a Plant Rehabilitation District must be established to meet the needs of applicant; and

WHEREAS, this property is located in the city limits of the City of Owosso, County of Shiawassee; and

WHEREAS, the property description of proposed district is:

LOT 8, of OWOSSO SOUTHEAST INDUSTRIAL PARK OF THE CITY OF OWOSSO, according to the plat thereof as recorded in Plat Liber 14, Page 272, Shiawassee County Records; and

WHEREAS, it is determined, through an inspection by the City Assessor, that over 50% of the State Equalized Value of this Industrial Property is Obsolete; and

WHEREAS, it is determined that establishing this district would be beneficial to the city of Owosso, as well as local and regional economy;

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Owosso, Shiawassee County, Michigan that a Plant Rehabilitation District be approved for the property located at 1070 Aiken Road.

Motion supported by Councilperson Erfourth.

Roll Call Vote.

AYES: Councilperson Martenis, Mayor Pro-Tem Popovitch, Councilpersons Forster, Cook, Eveleth, Erfourth, and Mayor Frederick.

NAYS: None.

VSCI GRANT CLOSEOUT – PROJECTS 3 & 4

A public hearing was conducted to receive citizen comment regarding the close-out of the Vibrant Small Cities Initiative Grant Projects 3 & 4 for the Exchange Street Infrastructure Improvement and the Downtown Façade Projects.

The following people commented in regard to the grant projects:

Linda Keenan, Executive Director of the Owosso Community Players, thanked the Council for their support, via this grant, to help in the rebuild of the Lebowsky Center. She indicated the group hopes to hold performances in the rehabilitated structure by late next year.

Councilperson Martenis said he felt the improvements to the downtown were great. He asked for consideration in changing the location of the benches downtown.

Mayor Pro-Tem Popovitch indicated she really enjoyed the fountain. She inquired whether there would be special lighting and a plaque noting the artist. It was noted neither had been planned but it would be looked into.

Motion by Councilperson Erfourth to officially close out VSCI Projects 200775V-3 and 200775V-4 per HUD and MSHDA requirements.

Motion supported by Councilperson Forster.

Roll Call Vote.

AYES: Councilperson Erfourth, Mayor Pro-Tem Popovitch, Councilpersons Eveleth, Martenis, Forster, Cook, and Mayor Frederick.

NAYS: None.

CITIZEN COMMENTS AND QUESTIONS

Joseph Nowacki, 710 Ament Street, asked that someone look into the drainage issue on Ament Street which has caused water to enter his basement twice this year.

Remi Werner, 1220 Freeman Street, spoke on behalf of the crossing guards asking for a raise to \$9.75 per hour.

Burton Fox, 216 East Oliver Street, expressed his appreciation for the new fountain downtown.

Councilperson Martenis commended the fire department personnel for their quick response to an emergency at his home this morning. He also inquired whether Council would be interested in having SATA Director Larry Alpert speak to the group about the funding model for SATA.

Councilperson Cook noted the bike meeting that took place last Friday. He distributed a handout listing 13 different local efforts to promote biking.

Mayor Pro-Tem Popovitch inquired whether an estimate for a limestone path at Hopkins Lake had been obtained. She also expressed her support for the crossing guards.

Councilperson Forster commented on the quality of the work on Oliver Street. She also inquired about the garden at the Gould House and whether it cost the City money.

There was discussion regarding whether improvements to Bentley Park would take place this summer. It was noted that the City had applied for a grant that could potentially leverage the City's investment by a 4 to 1 ratio, the caveat being that any improvements taking place prior to the award of the grant could not be counted as part of the City's required match. It is anticipated the grant will be awarded in late September. Council directed staff to present a status report on the plans for Bentley Park on or before November 21 once word has been received on the grant.

There was also discussion regarding the BMX track. It was noted work on shaping the track should begin in the next few weeks.

CITY MANAGER REPORT

None at this time.

CONSENT AGENDA

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

Set Public Hearing – Rental Rehabilitation Program. Set a public hearing for Tuesday, July 5, 2011 to receive citizen comment regarding the use of grant funds for the Rental Rehabilitation Program as follows:

RESOLUTION NO. 102-2011

TO SET A PUBLIC HEARING REGARDING MICHIGAN STATE HOUSING AUTHORITY (MSHDA) HOUSING RESOURCE FUND RENTAL REHABILITATION GRANT # MSC-2010-0037-HO

WHEREAS, the City of Owosso has applied for and has been awarded a Community Development Block Grant (CDBG) # MSC-2010-0037-HO to be used to create rental units in downtown Owosso;

WHEREAS, the Michigan State Housing Development Authority (MSHDA) requires a public hearing allowing for citizen comment on the proposed uses of the aforementioned grant funds;

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

FIRST: the Owosso City Council sets a public hearing for July 5, 2011 on or about 7:30 p.m. in the council chambers for the purpose of hearing comments from any interested party, or resident or taxpayer, of the city of Owosso.

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

Special Assessment District No. 2011-09 Alley bounded by Williams, Adams, Oliver, and Water Streets

RESOLUTION NO. 103-2011

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements 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 at the Owosso City Hall, Owosso, Michigan at 7:30 o'clock p.m., on Tuesday, July 5, 2011 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.
4. 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
CITY OF OWOSSO
COUNTY OF SHIAWASSEE, MICHIGAN

TO THE OWNERS OF THE OF THE FOLLOWING DESCRIBED PROPERTY:

ALLEY BOUNDED BY WILLIAMS, ADAMS, OLIVER AND WATER STREETS

TAKE NOTICE that a Special Assessment roll has been prepared for the purpose of defraying the Special Assessment district's share of the cost of the following described public improvements: Alley Improvements.

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

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 assessments 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 at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on Tuesday, July 5, 2011 for the purpose of reviewing said special assessment roll and for the purpose of considering all objections to said roll submitted in writing.

Special Assessment District No. 2011- 10 The east 198' of the East- West Public Alley bounded by Hickory Street, Exchange Street, Saginaw Street and Main Street.

RESOLUTION NO. 104-2011

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

The east 198' of the East- West Public Alley bounded by Hickory St. Exchange St., Saginaw Street, Main Street for alley paving

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

Special Assessment District No. 2011-10 The east 198' of the East- West Public Alley bounded by Hickory Street, Exchange Street, Saginaw Street and Main Street.

RESOLUTION NO. 105-2011

WHEREAS, the City Council has ordered the City Manager to prepare a report for public improvement, more particularly hereinafter described; and

The east 198' of the East- West Public Alley bounded by Hickory Street, Exchange Street, Saginaw Street and Main Street for Alley Paving

WHEREAS, the City Manager prepared said report and the same has been filed with the City Council as required by the Special Assessment Ordinance of the City of Owosso and the Council has reviewed said report.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth is necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be \$2,200.00 and determines that \$2,200.00 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.

5. The City Council shall meet at the Owosso City Hall Council Chambers on Tuesday, July 5, 2011 for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
7. The notice of said hearing to be published and mailed shall be in substantially the following form:

NOTICE OF SPECIAL ASSESSMENT HEARING
CITY OF OWOSSO, MICHIGAN

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

The east 198' of the East- West Public Alley bounded by Hickory Street, Exchange Street, Saginaw Street and Main Street.

TAKE NOTICE that the City Council intends to acquire and construct the following described public improvement: **Alley Paving.**

The City Council intends to defray apart or all of the cost of the above-described public improvement by special assessment against the above described property.

TAKE FURTHER NOTICE that City Council has caused plans and an estimate of the cost and report for the above described public improvement to be prepared and made by the City Manager and the same is on file with the City Clerk and available for public examination.

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at 7:30 o'clock p.m. on Tuesday, July 5, 2011 for the purpose of hearing any person to be affected by the proposed public improvement.

Cable Ordinance Amendment. Conduct first reading and set a public hearing for Tuesday, July 5, 2011 to receive citizen comment regarding an amendment to the cable ordinance altering the make up and purpose of the Cable Access Advisory Commission as follows:

The First Reading on the proposed Ordinance Amendment was held.

A Public Hearing was scheduled for July 5, 2011 to receive citizen comment regarding the proposed amendment to Chapter 9, Cable Television, Article III, *Owosso Community Television*, Sections 9-100 through 9-110, of the Code of the City of Owosso as follow:

**AN AMENDMENT TO THE CODE OF ORDINANCES
ARTICLE III, OWOSSO COMMUNITY TELEVISION, SECTIONS 9-100 THROUGH 9-110
TO REVISE THE PURPOSE AND MAKE-UP OF THE CABLE ACCESS ADVISORY COMMISSION**

WHEREAS, the City of Owosso has an ordinance governing the use of the local cable access channels; and

WHEREAS, the ordinance dictates the membership and purpose of the Cable Access Advisory Commission, which advises the City Council on matters related to the access channels; and

WHEREAS, it has become necessary to revise the make-up of the Commission to better fit the purpose of

the channels.

THE CITY OF OWOSSO ORDAINS: that Chapter 9, Cable Television, Article III, Owosso Community Television, Sections 9-100 and 9-105 through 9-110, be amended as follows:

Section 1: Sec. 9-100, Purpose of OCTV, will be amended as follows:

(a) The Owosso Community Television (OCTV) studio has been established to provide support services necessary for video casting locally produced television programs.

(b) It is the purpose of OCTV to provide the people of the city and organizations in the Owosso area with an opportunity to be involved in using the television medium to inform, communicate, educate and entertain. It is also the purpose of OCTV to provide the Owosso community with locally produced programs of public interest.

(c) The following television channels shall be operated by OCTV:

(1) *Channel 95.* This channel or its successor shall be known as the "public access channel" and shall be used solely to cablecast non-profit, non-commercial programming produced or sponsored by individuals or organizations in the Owosso area. When the aforementioned programming is not scheduled, this channel may cablecast either an electronic message board to be known as the "public access electronic message board" or the Channel 96 electronic message board. The public access electronic message board shall be used solely for promotion of the public access channel and shall not be used for "for-profit" commercials or advertisements. Messages cablecast on the public access electronic message board may not contain any of the following:

a. Obscene material as the same is defined and regulated under Act No. 343 of the Public Acts of Michigan of 1984, being MCL 752.362 et seq.

b. Slanderous or libelous material.

(2) *Channel 96.* This channel or its successors shall be known as the "government/education access channel" and shall be used to cablecast non-profit, non-commercial programs produced or submitted by government or educational agencies. When the aforementioned programming is not scheduled, this channel shall cablecast an electronic message board containing government or educational messages submitted by government or educational agencies, or an electronic message board used for the promotion of community activities, meetings or events by non-profit organizations within the county, as determined by the city administration. Electronic messages advising of emergencies, including but not limited to weather emergencies, shall take precedence over all other programming on this channel.

Section 2: Secs. 9-105 through 9-110 will read as follows:

Sec. 9-105. Same--Membership.

Membership of the commission shall consist of three (3) citizen at large voting members possessing the qualifications to hold appointed office as stated in Charter sections 4.2 and 4.3. Whenever possible, members shall be cable subscribers.

The person from the administrative staff of the city who has been designated by the city manager as the OCTV coordinator shall be an ex officio member of the commission but without the right to vote. (Ord. No. 687, § 1, 10-15-07; Ord. No. 706, § 1, 4-20-09)

Sec. 9-106. Same--Term of members.

Each at large member of the commission shall be appointed for a term of three (3) years commencing on July 1 except that the members at the time of this reorganization shall receive terms of one (1) year, two (2) years, and three (3) years respectively.

Sec. 9-107. Same--Internal administration.

The commission shall select one (1) of its voting members as chair and shall designate the ex-officio member as secretary. The commission may adopt such rules as it deems necessary for the transaction of its business. Any decision of the commission shall require the concurrence of a majority of the members. The commission shall meet as often as necessary with at least one (1) meeting each calendar quarter and all of its meetings shall comply with the open meetings act.

Sec. 9-108. Same--Specific duties.

The commission shall have the following specific duties:

- (1) Advise the city council regarding general policy matters related to the services provided to public access producers and viewers pursuant to the Code of Ordinances of the city.
- (2) Encourage the use of public access channels among the widest range of institutions, groups, and individuals within the city.
- (3) Make an annual report to the city which shall include, but not be limited to, a summary report on the utilization of any public access channels and a summary report of the commission's deliberations throughout the year.
- (4) Request comments and encourage suggestions from the public regarding public access channels.
- (5) Perform such other functions as the city council may direct.
- (6) Conduct public hearings at the request of the city council

Sec. 9-109. Same--Finances.

The commission shall not have the power to expend public funds but may make recommendations to the city council for budget purposes.

The commission shall not engage in rate regulation, rate change request processing, financial analysis, legal interpretation, or contractual negotiation with a cable operator or public service channel operator.

Sec. 9-110. Effective date.

This article shall become effective twenty days after passage.

Section 3. Repeal Clause.

All ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict.

Section 4. Severability.

If any section, subsection, sentence, clause, phrase or portion of this amendment for any reason is held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a

separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Section 5. Inspection.

This Ordinance may be purchased or inspected in the City Clerk’s Office Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

Planning Commission Referral. Refer to the Planning Commission the request to close the alley between Cedar Street and Pierce Street from Grace Street to Hampton Avenue.

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

Name	Board/Commission	Term Expires
Brent Smith	Planning Commission	06-30-2014
Thomas Taylor	Planning Commission	06-30-2014
Melvin Renfrow	Planning Commission (to fill the unexpired term of J. Peltier)	06-30-2013
Virginia Teich*	Council on Aging	06-30-2014
Carl Ludington*	Building Board of Appeals	06-30-2014
Gary Miller Jr*	Building Board of Appeals	06-30-2014
Larry Cook*	Brownfield Redevelopment Authority	06-30-2015
Joni Forster*	Brownfield Redevelopment Authority	11-14-2011
David Vaughn*	Brownfield Redevelopment Authority	06-30-2015
Richard Williams*	Building Authority	06-30-2014
Rick Morris*	Westown Corridor Improvement Authority	06-30-2015
Marsha Ladd*	Parks & Recreation Commission	06-30-2013
Sherry Chavora*	Parks & Recreation Commission	06-30-2013
Scott Newman*	Downtown Historic District Commission	06-30-2014
Matthew Van Epps*	Downtown Historic District Commission	06-30-2014
Barbara Busci*	DDA/Main Street	06-30-2015
Randy Horton*	Zoning Board of Appeals	06-30-2014

(Bid Award Rescission. This item was removed from the agenda.)

Bid Award. Approve the bid of The Glaeser-Dawes Corporation for the 2011 Water Main Replacement Program in the amount of \$208,192.42 and further approve payment up to the contract amount as follows:

RESOLUTION NO. 106-2011

**AUTHORIZING THE EXECUTION OF A CONTRACT FOR
THE 2011 WATER MAIN REPLACEMENT PROJECT
WITH THE GLAESER-DAWES CORPORATION**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that it is necessary to replace old and undersized four inch cast iron water mains and the city portion of water service lines on streets that are to be reconstructed in 2011; and

WHEREAS, the City of Owosso has prepared detailed plans and specifications for the work; advertised and opened sealed bid(s) in accordance with City procedures; a bid was received from The Glaeser-Dawes Corporation.; and it is hereby determined that The Glaeser-Dawes Corporation is qualified to provide such services, and that it has submitted the lowest responsible and responsive bid;

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ The Glaeser-Dawes Corporation for the 2011 WATER MAIN REPLACEMENT PROJECT.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the City of Owosso, Michigan and The Glaeser-Dawes Corporation, based on bid unit prices with an estimated total contract amount of \$208,192.42 as bid.
- THIRD: The above expenses shall be paid from the 2011-2012 Water Fund Budget.

Bid Award. Accept low bid from Kemira Water Solutions, Inc. for Ferric Chloride in the amount of \$.48 per pound of iron, with an estimated annual contract of \$34,560.00, and authorize payment based on the bid unit prices for actual quantities required for the fiscal year ending June 30, 2012 as follows:

RESOLUTION NO. 107-2011

**RESOLUTION AUTHORIZING THE EXECUTION
OF A PURCHASE ORDER FOR
FERRIC CHLORIDE FOR WATER TREATMENT FOR FY 2011/12
WITH KEMIRA WATER SOLUTIONS, INC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires ferric chloride (iron) in bulk deliveries for use in treating municipal wastewater; and

WHEREAS, the City of Owosso sought bids for ferric chloride; a bid was received from Kemira Water Solutions Inc.; and it is hereby determined that Kemira Water Solutions Inc. is qualified to provide such product and that it has submitted the lowest responsible and responsive bid;

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase ferric chloride from Kemira Water Solutions Inc. in the amount of \$0.48 per pound of iron for the city fiscal year 2011/2012 with an estimated total amount for the year of \$34,560.
- SECOND: The purchase agreement between the City and Kemira Water Solutions Inc. shall be in the form of a City Purchase Order and bid documents.
- THIRD: The above expenses shall be paid from the Wastewater Fund.

Bid Award. Accept low bid from Jones Chemical, Inc. for bulk Sodium Hypochlorite in the amount of \$.75 per gallon plus \$50 per truck load for split delivery with an estimated annual contract of \$41,100.00 and authorize payment based on the bid unit prices for actual quantities required for the fiscal year ending June 30, 2012 as follows:

RESOLUTION NO. 108-2011

**RESOLUTION AUTHORIZING THE EXECUTION
OF A PURCHASE ORDER FOR
BULK CHLORINE SOLUTION FOR WATER TREATMENT
FOR FY 2011/12**

WITH JONES CHEMICAL INC.

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires chlorine solution in bulk deliveries for use in treating municipal drinking water wastewater; and

WHEREAS, the City of Owosso sought bids for bulk chlorine solution (sodium hypochlorite); a bid was received from Jones Chemical Inc.; and it is hereby determined that Jones Chemical Inc. is qualified to provide such product and that it has submitted the lowest responsible and responsive bid;

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase bulk chlorine solution from Jones Chemical Inc. in the amount of \$0.75 per gallon of solution plus \$50 per truckload for split delivery for the city fiscal year 2011/2012 with an estimated total amount for the year of \$41,100.
- SECOND: The purchase agreement between the City and Jones Chemical Inc. shall be in the form of a City Purchase Order and bid documents.
- THIRD: The above expenses shall be paid from the Water and Wastewater Funds.

Bid Award. Accept low bid from Western Lime Corporation for Quicklime in the amount of \$128.00 per ton, with an estimated annual contract of \$102,400.00 and authorize payment based on the bid unit prices for actual quantities required for the fiscal year ending June 30, 2012 as follows:

RESOLUTION NO. 109-2011

**RESOLUTION AUTHORIZING THE EXECUTION
OF A PURCHASE ORDER FOR
QUICKLIME FOR WATER TREATMENT
FOR FY 2011/12
WITH WESTERN LIME CORPORATION**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires quicklime in bulk deliveries for use in treating municipal drinking water; and

WHEREAS, the City of Owosso sought bids for quicklime; a bid was received from Western Lime Corporation; and it is hereby determined that Western Lime Corporation is qualified to provide such product and that it has submitted the lowest responsible and responsive bid;

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase quicklime from Western Lime Corporation in the amount of \$128 per ton for the city fiscal year 2011/2012 with an estimated total amount for the year of \$102,400.
- SECOND: The purchase agreement between the City and Western Lime Corporation shall be in the form of a City Purchase Order and bid documents.
- THIRD: The above expenses shall be paid from the Water and Wastewater Funds.

Payment Authorization. Authorize Progress Payment No. 6 to the Michigan Department of Transportation for the City's share of work completed on the Washington Street Streetscape in the amount of \$6,505.39 as follows:

RESOLUTION NO. 110-2011

**AUTHORIZING PAYMENT TO
THE MICHIGAN DEPARTMENT OF TRANSPORTATION
FOR WORK COMPLETED ON
THE WASHINGTON STREET STREETScape PROJECT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has received a Michigan Department of Transportation Enhancement Grant and Federal stimulus money; and

WHEREAS, using these funds in concert with monies from the Main Street Bond Fund the City undertaken a project to refurbish the downtown landscape, replacing deteriorated infrastructure and creating a pedestrian friendly and welcoming atmosphere for the downtown; and

WHEREAS, a portion of the work on this project has been completed and is now eligible for payment; and

WHEREAS, the Michigan Department of Transportation has requested reimbursement for the City's share of the work completed to date.

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 reimburse the Michigan Department of Transportation for eligible funds spent in the course of reconstructing the downtown landscape.
- SECOND: The accounts payable department is authorized to submit payment to the Michigan Department of Transportation in the amount of \$6,505.39 as detailed on the attached Payment Request #6 as authorized by Council on June 20, 2011.
- THIRD: The above expenses shall be paid from the Main Street Bond Fund.

Warrant No. 424. Accept Warrant No. 424 as follows:

Vendor	Description	Fund	Amount
Shiawassee Area Transportation Agency	Annual Local Funding Commitment Fiscal Year 2011-2012	General	\$49,724.25
Brown & Stewart, PC	Professional Services May 5, 2011 – June 8, 2011	General	\$10,143.18
Netarx, LLC	Network Engineering Services May 2011	General	\$7,616.00
Bodman PLC	Professional Services May 2011	General	\$10,425.25

Check Register. Receive and approve the Check Register for May 2011.

Revenue & Expenditure Report. Accept the May 2011 Revenue & Expenditure Report.

Motion supported by Councilperson Martenis.

Roll Call Vote.

AYES: Councilpersons Forster, Martenis, Mayor Pro-Tem Popovitch, Councilpersons Erfourth, Cook, Eveleth and Mayor Frederick.

NAYS: None.

ITEMS OF BUSINESS

SEDP FUNDING

City Manager Crawford indicated a past Council had authorized a pledge for an additional dollar per capita should funding permit. Unfortunately, the motion was unclear as to the exact terms of the additional pledge.

Justin Horvath, president of the SEDP, gave a report on the activities of the SEDP including the approximate monetary value of business expansions/creations they have assisted with.

There was discussion regarding what the City could do, outside of funding, that would help the SEDP with its economic development efforts.

There was further discussion as to how the City could fund the additional \$1/per capita pledge. It was noted the money could come from the water fund in return for the development of potential additional customers. Councilperson Forster expressed concern that using water fund monies would necessitate a water rate increase. It was noted the SEDP payment would be \$15,713 of a \$2.8 million budget.

Motion by Councilperson Cook to amend the 2010-11 Amended Budget by increasing the general ledger appropriation of Fund Balance (Acct # 101-000-695600) by \$15,713.00 and increasing the general ledger Membership and Dues balance (Acct # 101-299-858000) by \$15,713.00 which will be designated for the Shiawassee Economic Development Partnership. And further amend the 2011-2012 adopted budget to create a Membership and Dues account in the Water Fund and to budget \$15,713.00 which will be designated for the Shiawassee Economic Development Partnership and that an identical amount be included in the 2012-13 budget.

Motion supported by Councilperson Eveleth.

Roll Call Vote.

AYES: Councilpersons Eveleth, Cook, Mayor Pro-Tem Popovitch, Councilpersons Erfourth, Martenis, and Mayor Frederick.

NAYS: Councilperson Forster.

RECESSED AT 9:01 P.M.

RETURNED AT 9:07 P.M.

CITY BUDGET AMENDMENT

City Manager Crawford noted that we came in under budget in every department except Public Safety.

He also noted passage of the proposed amendment would incorporate the changes authorized during the SEDP funding discussion.

Councilperson Erfourth expressed his concern that inclusion of information relating to the 2011-12 Adopted Budget with the 2010-11 Amended Budget would be seen as implicit approval of the Adopted Budget, when the action before them was simply to approve the 2010-11 Amended Budget. It was noted that the 2011-12 Adopted Budget had been acted on at a previous meeting and was simply included for

informational purposes. The action before the Council this evening was to adopt the 2010-11 Amended Budget. He asked that any references to the 2011-12 fiscal year be removed from the document so as to only include the 2010-2011 fiscal year.

Motion by Councilperson Eveleth to adopt the 2010-2011 Amended Budget, with a friendly amendment to require the removal of references to 2011-12 fiscal year information, as follows:

Note: Subsequent to the meeting it was discovered MCL 141.435 requires the budget include an estimate of the expenditure amounts required to conduct governmental operations in the ensuing fiscal year, hence the inclusion of the 2011-12 fiscal year data in spite of the motion. The motion remains accurate in its intent that only the 2010-11 Amended Budget was acted upon.

**AMENDED BUDGET
FISCAL YEAR 2010-2011**

DESCRIPTION	2009-10 ACTUAL	2010-11 ADOPTED BUDGET	2010-11 AMENDED BUDGET	2011-12 ADOPTED BUDGET
Fund 101 - GENERAL FUND				
ESTIMATED REVENUES				
CHARGES FOR SERVICES	724,919	704,300	778,750	838,800
FEDERAL GRANTS	113,366	0	35,850	28,300
FINES & FORFEITS	65,204	66,900	58,575	68,000
INTEREST & RENTS	23,141	37,600	24,000	24,500
LICENSES & PERMITS	110,084	65,500	82,200	80,450
OTHER FINANCING SOURCES	725,575	778,500	741,150	895,000
OTHER REVENUE	28,396	3,500	106,650	19,900
STATE SOURCES	1,501,870	1,479,000	1,506,475	1,319,900
TAXES	3,557,722	3,609,500	3,625,650	3,451,000
<u>TOTAL ESTIMATED REVENUES</u>	6,850,277	6,744,800	6,959,300	6,725,850
APPROPRIATIONS				
Total - Function GENERAL SERVICES	1,682,871	1,720,350	1,720,975	1,697,925
Total - Function COMMUNITY DEVELOPMENT	227,077	254,765	194,750	348,425
Total - Function PUBLIC SAFETY	3,461,005	3,269,335	3,420,425	3,368,825
Total - Function PUBLIC WORKS	1,065,667	1,281,475	1,150,825	992,100
Total - Function TRANSFERS	171,377	79,300	205,425	81,650
<u>TOTAL APPROPRIATIONS</u>	6,802,413	6,744,800	6,959,300	6,725,850
Fund 202 - MAJOR STREET FUND				
ESTIMATED REVENUES				
FEDERAL GRANTS	234,610	509,800	0	321,800
OTHER FINANCING SOURCES	65,008	335,500	67,975	327,025
OTHER REVENUE	0	0	43,125	0
STATE SOURCES	711,078	698,800	758,800	702,500
TRANSFERS	0	0	1,062,700	0
<u>TOTAL ESTIMATED REVENUES</u>	1,010,696	1,544,100	1,932,600	1,351,325
APPROPRIATIONS				
451 CONSTRUCTION	275,683	755,000	1,064,175	606,800
463 STREET MAINTENANCE	182,400	176,500	137,250	157,400

473	BRIDGE MAINTENANCE	812	6,150	1,775	3,075
474	TRAFFIC SERVICES-MAINTENANCE	29,516	34,100	33,425	39,550
478	SNOW & ICE CONTROL	90,184	107,600	157,200	89,450
480	TREE TRIMMING	54,276	44,050	56,450	44,800
482	ADMINISTRATION & ENGINEERING	172,261	197,100	201,400	186,950
484	TRUNKLINE SUPERVISOR	2,931	4,500	4,825	4,150
485	LOCAL STREET TRANSFER	260,175	167,100	221,050	173,200
486	TRUNKLINE SURFACE MAINTENANCE	3,552	6,600	975	3,175
488	TRUNKLINE SWEEPING & FLUSHING	1,496	2,750	3,175	1,650
490	TRUNKLINE TREE TRIIM & REMOVAL	0	200	75	175
491	TRUNKLINE STORM DRAIN, CURBS	3,460	4,900	2,050	4,900
492	TRUNKLINE ROADSIDE CLEANUP	57	275	150	175
494	TRUNKLINE TRAFFIC SIGNS	547	925	600	725
495	TRUNKLINE PAVEMENT MARKING	0	0	0	0
496	TRUNKLINE TRAFFIC SIGNALS	1,798	2,725	2,625	2,025
497	TRUNKLINE SNOW & ICE CONTROL	23,574	28,125	38,300	27,800
502	TRUNKLINE LEAVE & INS BENEFITS	3,983	5,500	7,100	5,325
	<u>TOTAL APPROPRIATIONS</u>	1,106,705	1,544,100	1,932,600	1,351,325

Fund 203 - LOCAL STREET FUND

ESTIMATED REVENUES					
	FEDERAL GRANTS	12,801	12,400	0	12,400
	INTEREST & RENTS	0	0	0	0
	OTHER FINANCING SOURCES	57,803	359,775	240,225	356,950
	OTHER REVENUE	0	0	104,300	0
	STATE SOURCES	247,977	242,800	259,975	245,600
	TRANSFERS	355,525	167,100	279,450	173,200
	<u>TOTAL ESTIMATED REVENUES</u>	674,106	782,075	883,950	788,150

APPROPRIATIONS					
451	CONSTRUCTION	144,302	245,000	295,175	319,300
463	STREET MAINTENANCE	251,580	245,500	251,725	183,900
474	TRAFFIC SERVICES-MAINTENANCE	9,766	9,325	11,375	11,025
478	SNOW & ICE CONTROL	64,318	67,200	96,975	62,850
480	TREE TRIMMING	121,357	124,600	135,950	103,175
482	ADMINISTRATION & ENGINEERING	82,767	90,450	92,750	107,900
	<u>TOTAL APPROPRIATIONS</u>	674,090	782,075	883,950	788,150

Fund 245 - PUBLIC IMPROVEMENT FUND

<u>TOTAL REVENUES</u>				844,650	0
<u>TOTAL APPROPRIATIONS</u>	0	0	844,650	0	0

Fund 248 - TIF PROJECTS

<u>TOTAL ESTIMATED REVENUES</u>	198,867	227,925	187,050	0
<u>TOTAL APPROPRIATIONS</u>	119,728	227,925	187,050	0

Fund 273 - CDBG REVOLVING LOAN FUND

<u>TOTAL ESTIMATED REVENUES</u>	8,785	31,425	77,975	98,725
<u>TOTAL APPROPRIATIONS</u>	96,927	31,425	77,975	98,725

Fund 275 - HOUSING & REDEVELOPMENT

<u>TOTAL ESTIMATED REVENUES</u>	55,250	241,425	96,000	156,725
<u>TOTAL APPROPRIATIONS</u>	55,228	241,425	96,000	156,725

Fund 28X - BROWNFIELD DISTRICTS

<u>TOTAL ESTIMATED REVENUES</u>	47,804	39,125	41,075	42,050
<u>TOTAL APPROPRIATIONS</u>	41,614	39,125	41,075	42,050

Fund 296 - DOWNTOWN DEVELOPMENT AUTHORITY

<u>TOTAL ESTIMATED REVENUES</u>	170,527	153,750	184,400	232,800
<u>TOTAL APPROPRIATIONS</u>	159,204	153,750	184,400	232,800

Fund 297 - HISTORICAL FUND

<u>TOTAL ESTIMATED REVENUES</u>	38,943	87,850	52,275	62,500
<u>TOTAL APPROPRIATIONS</u>	46,991	87,850	52,275	62,500

Fund 32X - DEBT SERVICE FUNDS

<u>TOTAL ESTIMATED REVENUES</u>	205,933	253,100	316,900	125,375
<u>TOTAL APPROPRIATIONS</u>	260,398	263,500	316,900	125,375

Fund 40X - CAPITAL PROJECTS FUNDS

<u>TOTAL ESTIMATED REVENUES</u>	859,488	0	3,108,325	0
<u>TOTAL APPROPRIATIONS</u>	851,774	0	2,537,650	0

Fund 588 - TRANSPORTATION FUND

<u>TOTAL ESTIMATED REVENUES</u>	38,037	54,650	54,725	49,725
<u>TOTAL APPROPRIATIONS</u>	37,435	54,650	54,725	49,725

Fund 590 - SEWER FUND

<u>TOTAL ESTIMATED REVENUES</u>	1,415,709	1,832,245	1,832,245	1,706,270
<u>TOTAL APPROPRIATIONS</u>	1,420,210	1,832,245	1,832,245	1,706,270

Fund 591 - WATER FUND

<u>TOTAL ESTIMATED REVENUES</u>	1,942,003	2,749,755	2,749,755	2,124,700
<u>TOTAL APPROPRIATIONS</u>	2,057,931	2,749,755	2,749,755	2,775,000

Fund 599 - WASTEWATER FUND

<u>TOTAL ESTIMATED REVENUES</u>	1,454,603	2,052,050	2,052,050	2,030,000
<u>TOTAL APPROPRIATIONS</u>	1,727,436	2,052,050	2,052,050	2,252,000

Fund 661 – FLEET MAINTENANCE FUND

<u>TOTAL ESTIMATED REVENUES</u>	<u>651,290</u>	<u>599,600</u>	<u>599,600</u>	<u>788,025</u>
<u>TOTAL APPROPRIATIONS</u>	463,036	516,725	516,725	788,025

Motion supported by Councilperson Cook.

Roll Call Vote.

AYES: Councilpersons Cook, Erfourth, Martenis, Mayor Pro-Tem Popovitch, Councilpersons Eveleth and Mayor Frederick.

NAYS: Councilperson Forster.

CDBG LOAN PROGRAM

Assistant City Manager Adam Zettel indicated the City had received the funds for revolving fund loan program a number of years ago. Since that time the payback of loans has accumulated to a point where the program can consider lending again.

There was discussion regarding concern that some past loans were never paid back, if the City was eligible for more funding for the program, oversight of the program, and what the money could be used for.

There was further discussion regarding what areas of the City were eligible for the funds (DDA district only) and whether a similar program could be established for the Westown Corridor Improvement district.

Motion by Councilperson Martenis to approve the reestablishment of a CDBG Loan Program in the downtown as follows:

RESOLUTION NO. 111-2011

**ESTABLISHING A CDBG LOAN PROGRAM
IN DOWNTOWN OWOSSO**

WHEREAS, the City of Owosso previously operated a Community Development Block Grant (CDBG) revolving loan fund that was approved for programming by the State of Michigan; and

WHEREAS, the CDBG revolving loan fund assisted businesses and property owners in the downtown with historical renovations, signage, façade work, business startup costs and other programming; and

WHEREAS, the loan program was put on hold years ago because of staffing and economic issues; and

WHEREAS, the City of Owosso finds that there is a current need to assist with these former endeavors and that the funds are available to do so.

NOW, THEREFORE, BE IT RESOLVED that the City of Owosso City Council hereby reestablishes the CDBG loan program, approves the loan packet proposed by staff, and further directs the community development department to publish the proposed loan packet and carry out the program in conjunction with the loan committee for the 2012 fiscal year.

Motion supported by Mayor Pro-Tem Popovitch.

Roll Call Vote.

AYES: Councilpersons Erfourth, Forster, Eveleth, Martenis, Cook, Mayor Pro-Tem Popovitch, and Mayor Frederick.

NAYS: None.

CITY MANAGER EVALUATION PROCESS

The Council was presented with two potential forms for the City Manager evaluation. There was discussion regarding the absence of goals specifically for the City Manager and the difficulty this presents at evaluation. After some discussion the Council agreed to use Option #2, the shorter of the two forms and requested staff make some changes to the generic form to incorporate goals and weighting for different performance areas. It was also asked that Council be provided the job description for the position. The revised form and job description will be presented for consideration at the July 5th meeting.

BID AWARD – REFUSE SERVICE

Councilperson Erfourth asked if the City had received any bids from local providers. It was noted that while the local providers were sent bid materials none responded.

Motion by Councilperson Erfourth to approve the bid of Republic Services of Flint for refuse service for the 2011-12 fiscal year in the amount of \$4,758.00 and further approve payment up to the contract amount as follows:

RESOLUTION NO. 112-2011

**AUTHORIZING THE EXECUTION OF A CONTRACT FOR
THE 2011 REFUSE COLLECTION
WITH REPUBLIC SERVICES OF FLINT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that the collection and disposal of waste generated at the main city facilities is advisable, necessary and in the public interest; and

WHEREAS, the City of Owosso sought bids for the collection of the dumpsters at the main city facilities; a bid was received from Republic Services of Flint; and it is hereby determined that Republic Services of Flint is qualified to provide such services and that it has submitted the lowest responsible and responsive bid;

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Republic Services of Flint for the collection and disposal of waste from the main City facilities

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the City of Owosso, Michigan and Republic Services of Flint, with a \$4,758.00 bid for the 2011-2012 fiscal year.

THIRD: The above expenses shall be paid from the General Fund.

Motion supported by Councilperson Eveleth.

Roll Call Vote.

AYES: Councilpersons Martenis, Erfourth, Eveleth, Cook, and Mayor Frederick.

NAYS: Councilperson Forster and Mayor Pro-Tem Popovitch.

EXECUTIVE SESSION

Motion by Councilperson Eveleth to authorize holding executive session at the conclusion of regular business for the purpose of discussing pending litigation, labor negotiations, and property acquisition.

Motion supported by Councilperson Forster.

Roll Call Vote.

AYES:

NAYS:

RECESSED TO EXECUTIVE SESSION AT 9:49 P.M.

RETURNED FROM EXECUTIVE SESSION AT 10:37 P.M.

COMMUNICATIONS

Jeff Peltier. Letter of resignation.

Gary Palmer, Building Official. May 2011 Building Department Report.

Gary Palmer, Building Official. May 2011 Code Violations Report.

Michael T. Compeau, Public Safety Director. May 2011 Police Department Report.

Michael T. Compeau, Public Safety Director. May 2011 Fire Department Report.

Owosso Main Street/Downtown Development Authority. Minutes of Meeting of June 1, 2011.

Downtown Historic District Commission. Minutes of the Meeting of June 1, 2011.

Councilperson Forster inquired why only 5% of the housing budget was used last year. Staff will investigate her inquiry.

CITIZEN COMMENTS AND QUESTIONS

None.

APPROVE SEPTEMBER 20, 2010 EXECUTIVE SESSION MINUTES

Motion by Councilperson Eveleth to approve the September 20, 2010 Executive Session Minutes as presented.

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

NEXT MEETING

Tuesday, July 5, 2011

BOARDS AND COMMISSIONS OPENINGS

Cable Access Advisory Commission, term expires 06-30-2011

Downtown Historic District Commission, term expires 06-30-2013

ADJOURNMENT

Motion by Councilperson Eveleth for adjournment at 10:40 p.m.

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

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk



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

MEMORANDUM

DATE: July 5, 2011

TO: OWOSSO CITY COUNCIL

FROM: Ronald Baker, Director of Public Services

RE: Resolution 5 for improvements to the alley bounded by Oliver St., Adam St., William St., and Water Street.

Special Assessment Resolution No. 5 is the public hearing on the special assessment roll to hear from the affected property owners whether they feel that they are being assessed fairly. The special assessment roll has been prepared and has been in the Clerk's office for more than two weeks for public inspection. The estimated cost is \$8,580.00, the front foot rate is \$13.00, the length of the special assessment is 5 years.

We request Council approve Special Assessment Resolution No. 5 for improvements to the alley bounded by Oliver St., Adam St., William St., and Water Street.

RESOLUTION NO.

DISTRICT NO. 2011-09

**ALLEY BOUNDED BY OLIVER, ADAMS, WILLIAMS, AND WATER STREETS
SPECIAL ASSESSMENT RESOLUTION NO. 5**

WHEREAS, the City Council has met, after due and legal notice, and reviewed the special assessment roll prepared for the purpose of defraying the special assessment district's share of the following described public improvement: Alley pavement improvements for the alley bounded by Oliver, Adams, Williams, and Water Streets, and

WHEREAS, there being all interested parties were heard and after carefully reviewing said special assessment roll the Council deems said special assessment roll to be fair, just and equitable and that each of the assessments contained thereon results in the special assessment being in accordance with the benefits to be derived by the parcel of land assessed.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll as prepared by the City Assessor in the amount of \$8,580.00 is hereby confirmed and shall be known as Special Assessment Roll No. 2011-09.
2. Said special assessment roll shall be divided into five (5) equal annual installments, the first of which shall be due and payable on September 1, 2011, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by December 1, 2011.
3. The installments of the special assessment rolls shall bear interest at the rate of 6% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2011 and shall be paid annually on each installment due date.
4. Said special assessment roll shall be placed on file in the office of the City Clerk who shall attach her 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.



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

MEMORANDUM

DATE: June 5, 2011

TO: OWOSSO CITY COUNCIL

FROM: Ronald Baker, Director of Public Services

RE: Special Assessment Resolution 3 and 4 for Improvements to the alley bounded by E. Main St., Hickory St., Exchange St., and N. Saginaw St.

Special Assessment Resolution No. 3 is the Public Hearing of Necessity for the planned improvements to the east 198' of the alley bounded by E. Main St., Hickory St., Exchange St., and N. Saginaw Street. We plan to cap this portion of the alley with 2" of hot mixed asphalt. The estimated cost is \$2,244.00. The front foot rate is \$8.50, there is 264' of assessable frontage, not counting the Salvation Army. The Salvation Army property along the north side of the alley does not use the alley as the gate to the alley is locked and has not been used for many years.

We are requesting the Council approve Special Assessment Resolution No. 3 for pavement improvements to the east 198' of the east-west alley bounded by E. Main St., Hickory St., Exchange St., and Saginaw Street.

The Special Assessment Roll for this special assessment district has been made available in the Clerks Office for inspection by the affected property owners.

We further request Council approve Special Assessment Resolution No. 4 for this Special Assessment District to set the Public Hearing on the Assessment Roll for July 18, 2011.

RESOLUTION NO.

**EAST 198" OF ALLEY BOUNDED BY MAIN, SAGINAW, EXCHANGE & HICKORY STREETS
SPECIAL ASSESSMENT RESOLUTION NO. 3**

WHEREAS, the City Council, after due and legal notice, has met and having heard all interested parties regarding the proposed public improvement more particularly hereinafter described; and

WHEREAS, the City Council deems it advisable and necessary to proceed with said public improvement as more particularly hereinafter described.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines to make and proceed with the following described public improvement and to defray a part or the whole cost, as more particularly hereinafter provided, by special assessment upon the property specially benefited: The east 198' of Alley bounded by Main, Hickory, Exchange, and Saginaw Streets.
2. The City Council hereby approves the plans for the aforesaid public improvement as prepared and presented by the City Manager and determines the estimated cost of said public improvement to be \$2,244.00 and approves said estimated cost and determines that the estimated life of said public improvement is five (5) years.
3. The City Council determines that of said total estimated cost, the sum of \$2,244.00 be paid by special assessment upon the property specially benefited, as more particularly hereinafter described.
4. The City Council hereby designates the following described property as the special assessment district upon which the special assessment shall be levied: The east 198' of the Alley bounded by Main, Hickory, Exchange, and Saginaw Streets.
5. The City Assessor shall prepare a special assessment roll including all lots and parcels of land within the special assessment district herein designated, and the Assessor shall assess to each such lot or parcel of land such relative portion of the whole sum to be levied against all lands in the special assessment district as the benefit to such lot or parcel of land bears to the total benefits to all lands in such district.

When the Assessor shall have completed the assessment roll, he shall file the special assessment roll with the City Clerk for presentation to the City Council.

RESOLUTION NO.

**EAST 198' OF ALLEY BOUNDED BY MAIN, SAGINAW, EXCHANGE & HICKORY STREETS
SPECIAL ASSESSMENT RESOLUTION NO. 4
SETTING A PUBLIC HEARING**

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements 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 at the Owosso City Hall, Owosso, Michigan at 7:30 o'clock p.m., on Monday, July 18, 2011 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.
4. 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
CITY OF OWOSSO
COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE OF THE FOLLOWING DESCRIBED PROPERTY:

**THE EAST 198' OF ALLEY BOUNDED BY MAIN, HICKORY, EXCHANGE, AND
SAGINAW STREETS.**

TAKE NOTICE that a Special Assessment roll has been prepared for the purpose of defraying the Special Assessment district's share of the cost of the following described public improvements:
ALLEY IMPROVEMENTS

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

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 assessments 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 at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on Monday, July 18, 2011 for the purpose of reviewing said special assessment roll and for the purpose of considering all objections to said roll submitted in writing.



Memo and Resolution reprinted
from the meeting of
June 20, 2011

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

MEMORANDUM

DATE: June 7, 2011

TO: City Council

FROM: Sarah Warren-Riley, Housing Program Manager

RE: Public Hearing on CDBG #MSC-2010-0037-HO

MSHDA's Office of Community Development requires that local units of government conduct at least one public hearing on the proposed activities to be completed with grant funds. I request that you set a public hearing for July 5th to allow public comment on the proposed use of CDBG funds from grant # MSC-2010-0037-HO for the creation of rental units in the downtown.

**RESOLUTION TO SET A PUBLIC HEARING REGARDING
MICHIGAN STATE HOUSING AUTHORITY (MSHDA)
HOUSING RESOURCE FUND
RENTAL REHABILITATION
GRANT # MSC-2010-0037-HO**

WHEREAS, the City of Owosso has applied for and has been awarded a Community Development Block Grant (CDBG) # MSC-2010-0037-HO to be used to create rental units in downtown Owosso;

WHEREAS, the Michigan State Housing Development Authority (MSHDA) requires a public hearing allowing for citizen comment on the proposed uses of the aforementioned grant funds;

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

FIRST: the Owosso City Council sets a public hearing for July 5, 2011 on or about 7:30 p.m. in the council chambers for the purpose of hearing comments from any interested party, or resident or taxpayer, of the city of Owosso.

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



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

MEMORANDUM

DATE: June 15, 2011

TO: City Council

FROM: Sarah Warren-Riley, Housing Program Manager

RE: MSHDA Program Guidelines/Downtown Rental Rehab Grant

MSHDA requires that grantees establish guidelines outlining the policies and procedures that will be followed during the implementation of funded grant programs. Please review and approve the proposed program guidelines for the "Downtown Rental Rehabilitation Program" which incorporate state and federal compliance requirements.

ADOPTING PROGRAM GUIDELINES IN SUPPORT OF
THE COMMUNITY DEVELOPMENT BLOCK GRANT
DOWNTOWN RENTAL REHABILITATION
FOR THE CITY OF OWOSSO
DATED MAY 31, 2011

WHEREAS, the city of Owosso applied for and was awarded a Community Development Block Grant (CDBG) MSC-2010-0037-HO to fund a targeted rental rehabilitation program in the Downtown Development Authority District; and

WHEREAS, to receive and administer the grant the city of Owosso must adopt and agree to comply with the *Program Guidelines in Support of Community Development Block Grant Downtown Rental Rehabilitation Program (MSC-2010-0037-HO) for the City of Owosso* dated May 31, 2011.

THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THAT:

- FIRST: The attached *Program Guidelines in Support of Community Development Block Grant Downtown Rental Rehabilitation Program (MSC-2010-0037-HO) for the City of Owosso* dated May 31, 2011 are adopted.
- SECOND: The city clerk, program administrator and any other city official be authorized to execute any documents necessary to certify adoption and implementation.



PROGRAM GUIDELINES
IN SUPPORT OF
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
DOWNTOWN RENTAL REHABILITATION PROGRAM
#MSC-2010-0037-HO

May 31, 2011

Prepared by:

CITY OF OWOSSO
301 W. Main St.
Owosso, MI 48867

I. GENERAL PROVISIONS

These Program Guidelines (Guidelines) intend to set forth the policies and identify the priorities of the City of Owosso's Community Development Block Grant (CDBG) Rental Rehabilitation Program (Program). These Guidelines set forth the format that will cover general policies of the Program. However, the Program Administrator, with the approval of the City of Owosso and the Michigan State Development Authority (MSHDA), may waive or modify the requirements in individual cases based upon unforeseen circumstances. The City of Owosso may also revise any of the parameters in this document to further the intent of the Housing and Community Development Act of 1977 as amended. Federal legislation and implementation regulations have been developed and have been integrated into this program to protect the integrity of such policies.

A. GOALS

The primary emphasis of this program is to provide safe, decent, sanitary, and affordable rental housing to low/moderate income residents of the City of Owosso within the targeted Owosso Downtown Development Authority District. Financial Assistance will be provided to eligible landlords on a case by case basis to upgrade existing rental units or create new units in vacant or un-used space by improving energy efficiency, repairing health and safety deficiencies, and improving livability standards.

B. SOURCES OF FUNDS

1. MSHDA FUNDS

MSHDA has supplied \$140,000 in funding that will help facilitate rehabilitation of rental units in the target area. These funds will be loaned to eligible landlords at 0% interest for 5 years and then forgiven if landlords comply with all MSHDA and City of Owosso requirements. Maximum MSHDA funding for each dwelling unit being rehabilitated is \$35,000.

2. PROPERTY OWNER

All property owners are required to provide a minimum of 25% of total project cost. The Property Improvement Program (PIP) is available to property owners if units meet PIP qualifications.

C. PROPERTY OWNER AND RENTAL UNIT REQUIREMENTS

1. PROPERTY OWNER QUALIFICATIONS/INFORMATION

- a. MSHDA funded this program for a downtown targeted area only. Any unit to be considered must lie in the designated targeted downtown area.

- b. Proof of Deed or land contract in property owners name (if land contract, a letter from holder that they will sign the mortgage/lien agreement.
- c. Documentation showing that all property taxes on property to be rehabilitated are current and paid in full.
- d. Documentation showing that appropriate (MSHDA approved) levels of property insurance are current and paid.
- e. Documentation of most recent three (3) months owner paid utilities for units to be rehabilitated (if applicable).
- f. Prior to signing mortgage, property owner must submit required matching funds to City of Owosso to be utilized on approved project.

2. LEVEL OF IMPROVEMENT

Upon completion of the rehabilitation, the dwelling unit shall meet local building codes along with Federal Housing Quality Standards (HQS) and MSHDA Moderate Rehabilitation Standards. This includes plumbing, heating, electrical and structural components, all of which must be completed by licensed and insured contractors. There is no property owner labor or work allowed in rehabilitation process (unless approved by MSHDA prior to grant award). All materials, equipment, fixtures, and building supplies utilized in the program will be moderately priced but durable in quality. Rehabbed units will be re-inspected after three years of completion to assure conditions are being maintained to previously mentioned code.

3. FINANCIAL FEASIBILITY

Following rehabilitation the dwelling unit must be able to financially support itself. In addition all debt service, property taxes, insurance and utilities (those paid by property owner) must be current prior to the CDBG Rental Rehabilitation Program mortgage being signed and the rehabilitation commenced.

D. APPLICATION PROCESS

1. PROPERTY OWNER PARTICIPATION

- a. Applicant (property owner) completes application.
- b. Initial evaluation by program staff. At this time, staff will determine if apartment is unlivable and a priority point is given if it is.
- c. Applications will be processed on a first come, first serve process. An application is considered complete when all information required is supplied to Administrator.
- d. If qualified, applicant completes a full application.
- e. Notice sent to tenant (s) that Federal funds have been applied for (if applicable)
- f. Final Application reviewed and approved by MSDHA
- g. All Lead Based Paint Assessments will be paid for up front by owner of property. Funds for LBP Assessments will be applied to owner's matching funds.
- g. Initial inspection by Administrator, which could include City inspector.
- h. A non-refundable deposit of \$2,500 will be placed in an escrow account. If project proceeds, deposit will go toward owner's matching funds.
- i. Preparation of bid specifications, blue prints, and cost estimates.

- j. Meeting between Administrator and property owner to finalize project.

2. RESIDENT PARTICIPATION

Residents are the central aspect of this program and their participation is required in completing the application process. Consequently, residents (18 years and older) occupying dwelling units under consideration for this program will be required to submit a confidential form and written evidence (Tax returns, payroll evidence, etc.) as part of the program application. Residents with income in excess of the MSHDA guidelines may result in disqualification of the dwelling unit from the program. Following rehabilitation resident income will be verified only when rehabilitated unit becomes vacant during 5 year term and new resident is being considered. Property owner is responsible for notifying Administrator when a rehabilitated unit becomes vacant.

3. RESIDENT NOTIFICATION

Program regulations require notifications be sent to all residents in selected units regarding lead based paint hazards and displacement. It is the intent of this program that no resident be required to re-locate (displaced) to another dwelling unit during the rehabilitation of their unit, and that such event may result in the disqualification of the unit from the program. However if all parties involved agree that displacement is necessary, all associated costs shall be in accordance with the Federal Uniform Relocation Act and shall be the sole responsibility of the property owner.

NOTE: Property owners cannot elect to not renew a lease or evict a resident due to upcoming rehabilitation work. This would constitute displacement and resident would be entitled to relocation benefits.

E. MORTGAGE REQUIREMENTS

1. LIENS ON PROPERTY

MSHDA requires a lien be placed on any property approved for rehabilitation. A 0% interest mortgage will be signed and, if property owner keeps apartments affordable and complies with all other MSHDA and Administrator requirements, the loan will be forgiven after 5 years. If the property is sold during the 5 year term, the new property owner may either pay back the *entire* amount of the loan removing the rent restrictions; or, may continue the affordability requirements for the remaining period of time and not repay the assistance.

F. AFFORDABILITY REQUIREMENTS

1. PERIOD OF AFFORDABILITY

For a period of five (5) years following the signing of the mortgage and completion of the rehabilitation project, 51% of all units rehabilitated (1 of 1, 1 of 2, 2 of 3 etc.) must be occupied by residents whose income is at or below 80% of the area median income and rents shall be regulated in accordance with MSHDA and Administrator requirements. During this period rental rates will be certified annually.

2. RESIDENT INCOME LIMITS

The 2010/11 maximum household income for families residing in rental units prior to the unit being rehabilitated or upon vacancy and re-renting shall not exceed the following as determined by MSHDA (limits subject to annual review and adjustment):

Current Income Limits by Household Size

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
\$31,750	\$36,300	\$40,850	\$45,350	\$49,000	\$52,650

3. RENTAL RATES

Property Owners may not increase the rent on units in program from the pre-rehabilitation rent for a minimum of one year after the rehabilitation has been completed. After one year has passed a maximum 10% per year rental increase is allowed during the affordability period if increase does not cause rental charge to exceed Fair Market Rent for Shiawassee County. If unit is unoccupied, Fair Market rent is the maximum allowance.

Current Rent Affordability “Guideline”

<u>Number Of Bedrooms</u>	<u>Fair Market Rent (including utilities)</u>
Efficiency	\$417
1	\$513
2	\$639
3	\$880
4	\$981
5	\$1,128

NOTE: These rates are estimates only. In the event the tenant is responsible for payment of a portion of all of the utilities these rental rates will be lowered in accordance with MSHDA guidelines. The Administrator will accurately calculate rents for your project individually.

4. TERM OF LEASE

To be fair to both landlord and resident, a lease that guarantees the monthly rental charge for 1 year and only calls for eviction in cases of just cause is required. NOTE: Just causes are generally, failure to pay rent, cause excessive disturbance to other residents, damage, etc. Month to month leases are allowed if monthly rental charge is guaranteed for 1 year term.

G. CONTRACTORS

1. CONTRACTOR REQUIREMENTS

All contractors interested in participating in the Rental Rehabilitation program must be

determined eligible by the Administrator. Required items include, current State of Michigan contractor's license, active property/liability/workman's compensation insurance, Lead Based Paint Documentation (when required), and list of current references (similar jobs completed within past 12 months preferably). Proof of insurance must be submitted to Administrator for validation. *Contractors are also responsible for obtaining all necessary permits on any project they are selected for.*

2. INSURANCE

Contractors will be required to carry the following insurance coverage:

- a. **Workers Compensation** equivalent to Compensation Law of the State of Michigan.
- b. **Comprehensive General Liability Insurance** for contracts under \$35,000 a minimum of \$500,000 per occurrence Combined Single Limits (Bodily Injury/Property Damage), and for contracts over \$35,000 a minimum limit of \$1,000,000 Combined Single Limits (Bodily Injury/Property Damage).
- c. **Comprehensive Automobile Liability Insurance** for contracts under \$35,000 a minimum of \$300,000 per occurrence Combined Single Limits (Bodily Injury/Property Damage), and for contracts over \$35,000 a minimum limit of \$1,000,000 Combined Single Limits (Bodily Injury/Property Damage).
- d. Contractor shall furnish a Certificate of Insurance to the Administrator prior to commencing construction. Such Certificate shall include a thirty (30) day notification of cancellation or material change in the policy.

3. CONTRACTOR LIST

The Administrator shall solicit contractors as to their qualifications and interest in participating in the program. The Administrator will maintain a listing of interested contractors, which shall be available for review.

4. CONTRACTOR SELECTION

The Administrator shall make available qualified contractor listing for property owner review. Property owners may solicit bids from contractors not on qualified listing as long as the contractor will qualify with Administrator before bid walk thru takes place. Property Owner is required to solicit a minimum of three (3) bids from qualified contractors. With Administrator approval one (1) bid may be allowed if unforeseen circumstances exist (lack of participation by qualified contractors, etc.).

5. BID PROCESS

Bid documents and specifications shall be prepared by the Administrator and approved by property owner. Bids will be taken on specified date usually 14-21 days after contractors participate in project walk thru. All Bids must be sealed, date and time recorded. Bids will be opened publicly and recorded, allowing all property owners and landlords to be present.

The property owner shall select the contractor. In the event the property owner awards the

contract other than to the lowest responsible bidder (as determined by the Administrator), the property owner must pay the difference between the selected bidder and the low bidder.

The property owner and the contractor shall execute a Rental Rehabilitation Program Contract acceptable to the Administrator and furnish a signed copy to the Program. No CDBG funds will be expended on a project until a signed contract has been furnished to the Program. All Bidders will be notified of the results of the bid by letter indication whether the bid was accepted or not accepted.

6. PRE-CONSTRUCTION MEETING

A pre-construction meeting shall be held between the contractor, property owner, and Program staff prior to commencement of construction. At this meeting, the parties shall review specifications to be completed, construction procedures, expected construction standards, and concerns of any party.

7. NOTICE TO PROCEED

Upon completion of all necessary documentation and all construction issues have been addressed, and after the three day Right of Rescission period has expired, the Administrator and property owner shall issue a "Notice to Proceed" to the contractor. No work on the project shall commence until the "Notice to Proceed" has been issued. The "Notice to Proceed" shall contain a required commencement date.

8. WORK PERFORMANCE

The selected contractor shall begin work within thirty (30) days after signing the contract. The contractor and or the property owner shall notify any difficulties during the performance of the work; however the contract is between the property owner and the contractor and they are responsible for resolving any issues to the satisfaction of the Administrator in accordance with MSHDA regulations prior to any payment. Once work on a project begins contractor is expected to work on project until all work is completed as scheduled with property owner and Administrator. Projects should be completed within 60-90 days, per contract.

9. PAYMENTS TO CONTRACTORS

The following payment schedule shall apply to all program projects:

- Upon completion of any percentage of work, a contractor may request a draw (All payment request work must be completed).
- Contractor may request up to four (4) draws per project.
- Final LBP Clearance must be performed and passed before a final payment will be made.
- All work must be completed and a Certificate of Occupancy issued before final payment.
 - ✓ Property Owner must sign Final Acceptance Form.

- ✓ Contractor must provide a signed Final Invoice, Release of Liens, and Warranty for final payment.
- All work shall be guaranteed for a minimum of 24 months.

10. CHANGE ORDERS

Any and all change orders to the approved bid specifications shall be signed by the property owner, contractor, and Administrator prior to implementation.

NOTE: No work other than those specified in bid specifications shall take place in rental units being rehabilitated during term of contract between property owner and contractor.

H. OTHER TERMS AND CONDITIONS

1. CONFLICT OF INTEREST

No elected City of Owosso Official or immediate family member, or employee directly involved in administering the CDBG Program, or immediate family member, County Official or immediate family member, or employee directly involved in administering the CDBG Program, or immediate family member, is eligible to benefit directly from CDBG funds. Applicants who are employed by the City of Owosso or who are related to a member of the City, City staff or the City Council shall disclose their relationship on their application, and the applications shall be submitted to MSHDA for final approval. No CDBG funds will be advanced without prior MSHDA approval of the application

2. NON – DISCRIMINATION

No person shall be denied assistance based upon race, color, creed, religion, national origin, sex, marital status, reliance on public assistance, age, disability, or familial status.

3. CONFIDENTIALITY

The Program shall comply with MSHDA confidentiality practices in its transactions with all applicants and their residents.

4. FILES

The Administrator shall be responsible for establishing a permanent file for all approved applications and insuring that all necessary documents are included in the applicant's permanent file. A permanent file may be destroyed three (3) years after the loan closeout date from MSHDA. Applications which are declined or canceled shall be destroyed after three (3) years.

5. DECLINED APPLICATIONS

The Administrator shall notify in writing any applicant who submits a written application for CDBG rental rehabilitation funds and is declined, and advise the applicant of the reason for the decision.

6. LEAD BASED PAINT

All areas of a building/apartment that are being considered for funding in this program will be inspected for Lead Based Paint as required by MSHDA. At this time, the owner is responsible for paying for the Lead Based Paint Assessment, which will be applied to owner's matching funds. However, if inspection or clearance costs develop in the future, the expense will be added into the project. All lead cost are eligible expenses to the program.

7. ASBESTOS

Any structure which contains friable asbestos materials shall only be eligible to receive CDBG funds after an inspection and cost estimate for abatement performed by a licensed asbestos abatement contractor is provided to the Administrator. The cost of the inspection and estimate shall not be paid from CDBG funds.

8. HISTORICAL PROPERTY

The following procedures will be implemented in regards to projects involving historic or potentially historic properties:

- a. SHPO Notification and Compliance - The State Historic Preservation Office (SHPO) shall be notified of all potential projects in which the structure is 50 years of age or older. This is to assure compliance with all federal and state regulations concerning rehabilitation of historic properties.
- b. Owosso Downtown Historic District Commission Notification and Compliance -The Owosso Downtown Historic District Commission shall be notified of all potential projects located within their boundaries. All projects located within the Owosso Downtown Historic District shall comply with the rehabilitation standards and requirements of the local commission.

9. CHECKLISTS

The Administrator shall be responsible for preparation of an Environmental Checklist, Local Building Code Inspection Form, Historical Significance Response Sheet (if necessary), Lead Based Paint Certification Form, Noise Attenuation Checklist, and any other checklist required by MSHDA, and shall place each document in the applicant's permanent file.

10. BID PROPOSAL

The Administrator shall be responsible for preparation of the Bid Proposal and advising the property owner of contractors who have expressed an interest in bidding on the project. The property owner may solicit a licensed contractor who meets program requirements and ask them to bid once they are approved by Administrator.

11. DISABLED, FEMALE, AND MINORITY CONTRACTORS

The Program shall actively solicit participation of disabled, female and minority contractors. The Programs shall annually obtain a list of contractors in these categories doing business in the immediate area and invite them by letter to participate in the Program. Advertising will encourage their participation and give notice that the City of Owosso is an Equal Opportunity Employer.

12. CONTRACTOR PERFORMANCE

If documented complaints are filed against a contractor, the Program may use discretion in removing the contractor from the list of eligible contractors. Repeated sub-standard performance of work by a contractor which is documented by the Administrator, Building Inspectors, Bureau of Occupational and Professional Regulation, or Michigan Department of Consumer and Industry Services may result in the contractor's ineligibility to participate in the Program. The Administrator shall notify the contractor of this action in writing after board approval.

I. COMPLAINT RESOLUTION

1. The Program shall comply with MSHDA approved methods for resolution of complaints and problems.

2. REVIEW COMMITTEE

The City of Owosso shall appoint a Complaint Review Committee consisting of no less than three (3) members. One member must have building/construction expertise; one member must be a homeowner/building owner; one member must be a representative of the City of Owosso. Committee members shall be appointed for a period of no less than one year and shall receive no compensation from the Program. The Administrator or a program staff person shall not be appointed to the Committee.

3. COMPLAINT RESOLUTION PROCEDURE

The following Complaint Resolution Procedure shall be adopted to resolve all complaints by applicants or between parties participating in the Program. The Administrator shall notify the contractor and property owner prior to the commencement of the project of the procedure should the contractor or owner not be able to resolve a problem.

- a. Any party applying for or participating in a rehabilitation project administered by the Program may file a written complaint to the Administrator giving a detailed description of the complaint. The administrator shall provide a copy of the complaint to the party against which the complaint is written. If the complaint is against the Administrator, the Administrator shall convene a meeting of the Complaint Review Committee at the earliest date convenient to all parties.
- b. The Administrator shall investigate the complaint and respond in writing within fifteen (15) working days to both parties of the recommended resolution of the problem.

- c. Each party shall review the recommendation and respond in writing within fifteen (15) working days to the Administrator of their decision on the resolution recommended. The Administrator will attempt to mediate any unresolved issues between the parties.
- d. If the issue cannot be resolved between the parties and Administrator, the Administrator shall convene a meeting of the Complaint Review Committee at the earliest date convenient to all parties.
- e. The Complaint Review Committee, consisting of no less than three members in attendance, shall review all written documents and hear verbal arguments by the parties. The complaint Review Committee will make a decision during the meeting on the resolution of the complaint unless it is determined that additional information is required and it is necessary to reconvene the committee for final decision at a later date. The Administrator shall advise the parties in writing of the Committee's decision.
- f. If the parties do not accept the decision of the Complaint Review Committee, the Administrator shall advise the parties in writing that they shall be required to participate in a Dispute/Resolution Program. The costs of participation in the Dispute/Resolution Program shall be at the expense of the parties in the dispute.
- g. If mediation is unsuccessful and all of the above procedures have been adhered to and properly documented, the issue may be referred to the MSHDA Office of Community Development staff for final decision.

4. DISCRIMINATION

A person claiming discrimination based upon race, color, creed, religion, national origin, sex, marital status, reliance on public assistance, age, disability, or familial status by the Program may file a complaint with the City of Owosso, the Michigan Civil Rights Commission, or the Equal Opportunity Office, Michigan Department of Consumer and Industry Services.

J. PROGRAM ADMINISTRATION

1. ADMINISTRATOR

City of Owosso staff will oversee the administration of the program. The City of Owosso Housing Program Manager will act as the contact to MSHDA and the contracted Third Party Administrator (who will implement the program) as well as serve as the City contact for all purposes including the general day to day administration of the program.

2. APPROVAL AUTHORITY

Sole approval or disapproval of a project using CDBG funds rests with the City of Owosso. The City may consult with MSHDA and/or City and State Building Inspectors as needed, before determining approval or denial.

3. GRANT AGREEMENT

The Program shall comply with all requirements and conditions contained in the Grant Agreement between the City of Owosso and the State of Michigan. If a violation of the Agreement occurs, the Administrator shall immediately notify the City of Owosso, the Owosso City Council, and the MSHDA Office of Community Development.

4. MSHDA HOME/CDBG COMPLIANCE GUIDE

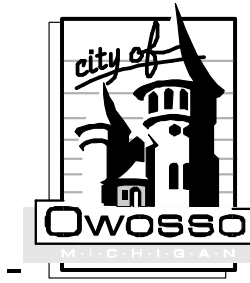
The Program shall comply with the procedures and requirements contained in the MSHDA-HOME/CDBG COMPLIANCE GUIDE (MSHDA Guide) and any subsequent revision received by the Program. The provisions contained in the MSHDA Guide shall be incorporated in the Program Guidelines.

5. MSHDA-OCD POLICY BULLETINS

The Program will comply with MSHDA-OCD Policy Bulletins. Also, any subsequent policies hereafter implemented by MSHDA.

6. MSHDA ENVIRONMENTAL REVIEW PROCEDURAL GUIDE

The Program shall comply with MSHDA Environmental Review Procedural Guide. Any subsequent revisions hereafter implemented by MSHDA, shall be adopted as required.



WARRANT 425
June 28, 2011

Vendor	Description	Fund	Amount
Shiawassee Economic Development Partnership	Economic Development Investment FY 2010-2011	General	\$15,713.00
Bodman PLC	Professional Services-June 2011	General	\$ 5,411.88
		TOTAL	\$21,124.88



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

MEMORANDUM

DATE: June 29, 2011
TO: OWOSSO CITY COUNCIL
FROM: Adam Zettel, AICP
RE: McMillan Lot Split

The City of Owosso received a petition to split a real piece of property that is composed of vacant land on McMillan Avenue, parcel number 050-010-008-001-00. This parcel is owned by Tri-Mer Corporation, which is on an adjacent parcel to the north, fronting East Monroe Street.

The applicant intends to sell this land to an industrial user that may construct an industrial facility on the property. This proposal has been reviewed by the building official, assessor, utilities director, engineering, and the director of community development. The request meets all setbacks, building, and zoning requirements for the I-2 industrial zone. Furthermore, there are no identifiable utility or engineering issues.

As such, staff recommends approval of the proposed split as described by the city assessor without further comment. Please contact me directly if there are further questions or comments on the matter.

RESOLUTION NO.

LOT SPLIT

MCMILLAN AVENUE: 78-050-008-001-00

WHEREAS, the City of Owosso received a petition from Tri-Mer Corporation for a lot split for vacant land on McMillan Avenue, parcel number 78-050-010-008-001-00, complete with a professional survey and application; and

WHEREAS, Sec. 30-5. Article I, Chapter 30 of the Code of the City of Owosso requires such applications to be approved by the city council; and

WHEREAS, the city building official, assessor, community development director, utility director, and engineer have all approved the application.

BE IT RESOLVED that the City of Owosso City Council hereby approves the split as illustrated and described by the city assessor in the application dated March 10, 2011, resulting in a new parcel, 705 McMillan Avenue.

CITY OF OWOSSO
APPLICATION TO DIVIDE
PLATTED CITY LOTS

The State of Michigan Land Division Act and City of Owosso Subdivision Regulations prohibit the division of platted City lots without prior approval of the City Council. Attached to this application you should find a copy of Section 30-5 of the Owosso City Code describing the conditions that must be met to have division of platted lots permitted. If a copy of the Section 30-5 does not accompany this application, please request one from the office of the City Clerk or Building Department, phone 989-725-0540.

INSTRUCTIONS

PLEASE FILL OUT THIS APPLICATION COMPLETELY AND ATTACH ALL DOCUMENTATION REQUESTED ON THIS APPLICATION TO AVOID DELAY IN HAVING THE CITY COUNCIL REVIEW YOUR REQUEST.

ATTACH THE RESULTING DESCRIPTIONS OF ALL PROPERTIES AFFECTED BY THIS DIVISION.

ATTACH THE RESULTING PLOT PLAN OF ALL PROPERTIES AFFECTED BY THIS DIVISION. INCLUDE DIMENSIONS OF RESULTING LOTS, LOCATION OF ALL PUBLIC RIGHT-OF-WAYS, LOCATION OF ALL EASEMENTS, LOCATION OF ALL BUILDINGS ON THE PROPERTIES AND THE BUILDING DISTANCES FROM PROPERTY LINES. YOU MAY BE REQUIRED TO PROVIDE A PROFESSIONAL SURVEY OF THE RESULTING LOTS IF DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.

Name of applicant Tri-Mer Corporation Phone (989) 723-3878

Address of applicant 1400 East Monroe Street, Owosso, MI 48867 Date March 10, 2011

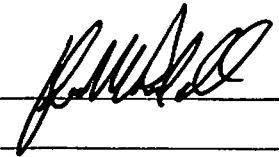
Applicant's relationship to property: [] Buyer [] Seller [X] Representing buyer or seller
[] Other (explain) _____

PARCEL ADDRESS 1400 East Monroe Street, Owosso, MI 48867

PARCEL ID # 78-050-

I (We) hereby request that the Owosso City Council approve the division of the platted lot(s) as specified in the description(s) attached hereto. The division of this lot(s) is proposed for the following reasons:

Tri-Mer Corporation (Grantor) and Ruess Winchester Manufacturing, Inc. (Grantee) are owned in common by the same shareholders. It is the intent of Grantee to construct a building on the subject property, being approximately 2 acres located on McMillan Ave as set forth on the Certified Survey. The Grantee provides goods and services to Grantor as well as the general public. The goods and services provided to Grantor are then sold to its business customers, world wide. It is anticipated that with the close proximity of the two entities, considerable cost savings will be available to both Grantor and Grantee and that will place them in a better competitive position to service and provide products to its customers. It is believed the proposed split meets the requirements of Sec 30-5, Article I, Chapter 30 of the Code of the City of Owosso.

Signed  _____

ALL DELINQUENT TAXES MUST BE PAID ON ANY PARCEL BEFORE
THE DESCRIPTION OF THE PARCEL CAN BE CHANGED.

CITY OF OWOSSO
LOT SPLIT ORDINANCE

Sec. 30-5. Article I, Chapter 30 of the Code of the City of Owosso states...

The division of a lot in a recorded plat is prohibited, unless approved following application to the city council. The application shall be filed with the city clerk and shall state the reasons for the proposed division. The city council may request review and comment by the city planning commission. The division to be approved by the city council shall have the suitability of the land for building purposes approved by the city zoning administrator, who may require submission of a professionally prepared boundary survey report. No building permit shall be issued, nor any building construction commenced, prior to the city council's approval. No lot in a recorded plat shall be divided into more than four (4) parts, and the resulting lots shall be not less in area than permitted by the city zoning ordinance. The division of a lot resulting in a smaller area than prescribed herein may be permitted but only for the purpose of adding to the existing building site or sites. The application shall so state and shall be in affidavit form.

Land Division of Platted Lots

TRI-MER Corporation

McMillan Street – Vacant Land

050-010-008-001-00

Current Description of McMillan Street Vacant Land

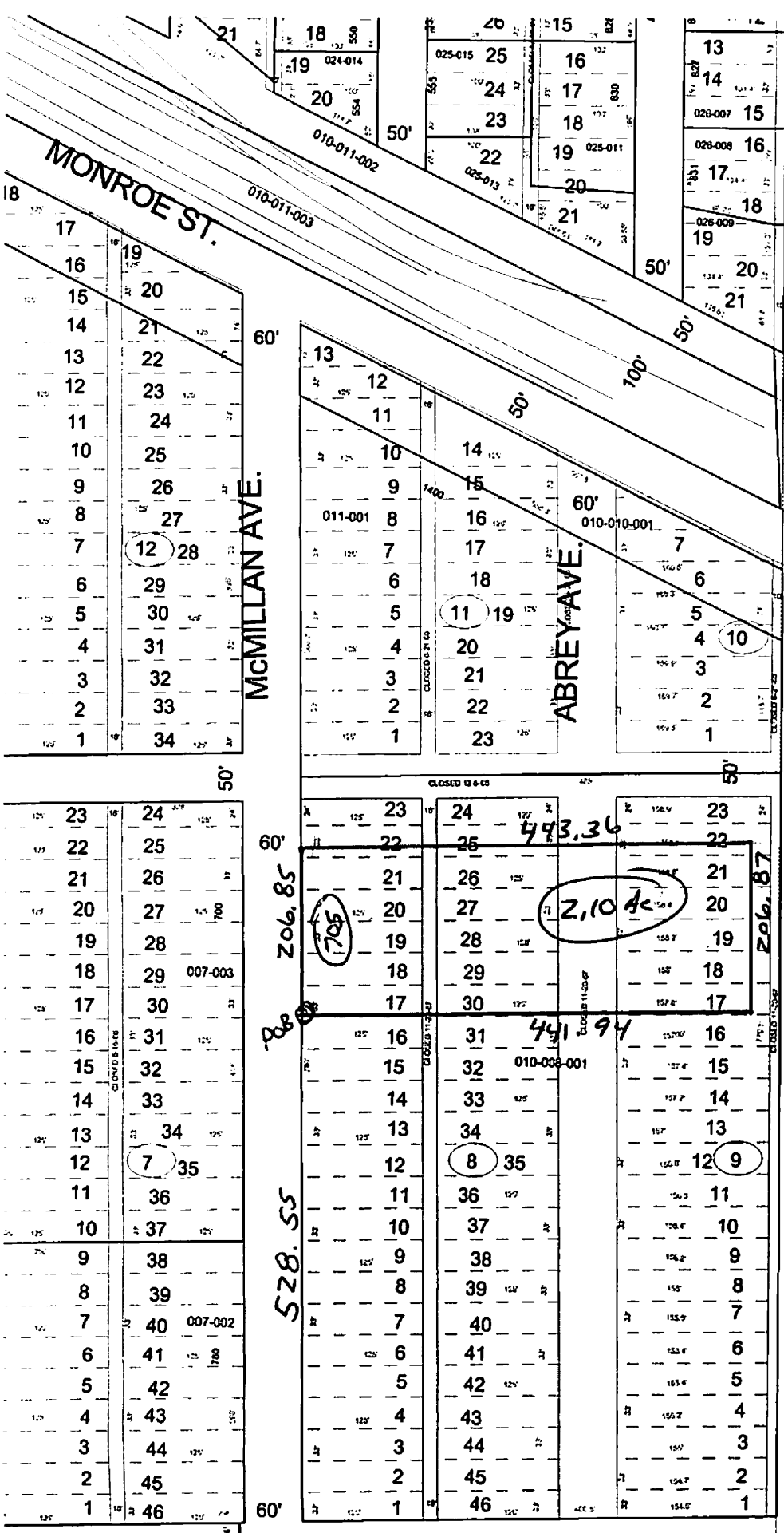
BLKS 8 & 9 GEO T ABREYS WOODLAWN PARK ADD ALSO VACATED ABREY AVE & ALLEYS ADJ & WITHIN SD BLKS

Description of Split Parcel - (705 McMillan St.)

BEG AT A PT WHICH IS 528.55' N OF SW COR LOT 1, BLK 8 ON W LN BLK 8 & E LN MCMILLAN ST, TH S89*58'12"E 441.94', N01*05'45"E 206.87', N89*58'12"W 443.36' TO W LN BLK 8 & E LN MCMILLAN ST, TH S00*42'06"W ALONG SAID W LN BLK 8 & E LN MCMILLAN ST 206.85' TO POB.
(2.10 AC M/L)

New Description After Split – 050-010-008-001-00, (McMillan St.)

BLKS 8 & 9 GEO T ABREYS WOODLAWN PARK ADD ALSO VACATED ABREY AVE & ALLEYS ADJ & WITHIN SD BLKS (EXCEPT, BEG AT A PT WHICH IS 528.55' N OF SW COR LOT 1, BLK 8 ON W LN BLK 8 & E LN MCMILLAN ST, TH S89*58'12"E 441.94', N01*05'45"E 206.87', N89*58'12"W 443.36' TO W LN BLK 8 & E LN MCMILLAN ST, TH S00*42'06"W ALONG SAID W LN BLK 8 & E LN MCMILLAN ST 206.85' TO POB.)



1370

1450

1550

SOUTH ST.

CITY OF OWOSSO
DIVISION OF PLATTED CITY LOTS
DEPARTMENTAL REVIEW

PLEASE ROUTE THIS APPLICATION IN THE FOLLOWING SEQUENCE AND RETURN TO THE BUILDING DEPARTMENT AS SOON AS POSSIBLE.

INITIAL REVIEW BY BUILDING OFFICIAL GARY L. PALMER

COMMENTS _____

***ASSESSING: LARRY COOK

RECOMMEND APPROVAL DENIAL _____

WRITE NEW DESCRIPTIONS
AT THE END OF YEAR, CHECK WITH COUNTY FOR
DELINQUENT TAXES: PAID _____ UNPAID _____

Larry J. Cook

COMMENTS *"Description attached"*

***COMMUNITY DEVELOPMENT

RECOMMEND APPROVAL DENIAL _____

COMMENTS *OK.*

[Signature]

***PUBLIC UTILITIES: GARY BURK

RECOMMEND APPROVAL DENIAL _____

COMMENTS *No UTILITY ISSUES - CITY WATER + SEWER
AVAILABLE TO SPLIT PARCEL FROM McMILLAN ST.*

GMB

***ENGINEERING: RON BAKER

RECOMMEND APPROVAL _____ DENIAL _____

COMMENTS *OK, Ron Baker*

RETURN TO BUILDING OFFICIAL FOR WRITTEN RECOMMENDATION OR DENIAL

RETURN ALL MATERIALS TO MARTY STINSON

SEND COPY OF APPLICATION TO APPLICANT WITH DATE OF COUNCIL MEETING

PREPARE MEMO AND COPY (15) FOR COUNCIL MEETING; SUBMIT TO CLERK'S OFFICE

AFTER COUNCIL APPROVAL OR DENIAL, NOTIFY APPLICANT WITH COPY OF COMPLETED APPLICATION.

AFTER COUNCIL APPROVAL OR DENIAL, NOTIFY ASSESSOR WITH ORIGINAL OF COMPLETED APPLICATION.

AFTER COUNCIL APPROVAL OR DENIAL, COPY TO BLDG FILE



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

MEMORANDUM

DATE: June 30, 2011
TO: City Council
FROM: Amy K. Kirkland, City Clerk
RE: City Manager Evaluation Materials

At the last meeting Council requested various materials to prepare for the City Manager's performance evaluation. Attached you will find the following:

- Outline of the performance evaluation process
- Guidelines for the conduct of performance evaluations
- Performance evaluation form
- Job description (as noted in the City Charter)
- Job description, draft (developed by HR, not yet approved)
- 2010 City Council Goals
- 2011-2012 City Council Goals

You may schedule the formal portion of the evaluation at this time, though you may consider delaying the process until after the one year anniversary of his hire date has passed (August 17, 2010).

Any questions regarding this process should be directed to HR Director Jessica Unangst.

<p style="text-align:center">City of Owosso 2011 City Manager Performance Evaluation</p>

The City Council is conducting an annual work performance evaluation for the City Manager. Your input is important to this process; therefore, you are asked to complete a performance evaluation form for City Manager, Donald D. Crawford. Your individual responses will be confidential and the compiled results will be shared with the Council and the City Manager.

You are being asked to complete this form and submit it in one of two ways; by hard copy or electronically. Simply fill in the fields provided, print the document, and confidentially submit it to Jessica Unangst or email the completed document back to Jessica. It is your decision to include your name on the submitted form. Please submit your completed evaluation no later than X.

All participants are encouraged to include comments; no matter what ranking was applied. If you need additional room for comments, please use a separate sheet of paper.

Thank you for taking the time to participate in this important task.

⇒ Review City Manager's job description.

City Council:
⇒ Develop measurable goals for City Manager.
⇒ Develop performance criteria.

⇒ City Council and City Manager develop goals and performance criteria for the coming year
⇒ City Council evaluates the evaluation process.

⇒ City Manager provide monthly progress report and feedback on goals to Council members.

⇒ Mid-year review of progress toward achievement of goals.

⇒ City Council (or Mayor?) presents final summary evaluation to City Manager at closed session meeting.
⇒ City Manager may reply to evaluation.

⇒ City Manager prepares self-evaluation, presents to Council.
⇒ City Council members prepare individual evaluations.
⇒ City Council discusses evaluation in detail, with discussion to take place in closed session if requested by City Manager.

⇒ HR Director prepares summary evaluation prior to anniversary.



Common mistakes when performing work evaluations:

1) Halo / horn effect

This is where we get caught focusing too much of our review on one event whether it was good (halo) or bad (horn).

2) Recency

Too often, we focus too much on events that happened recently and forget those that happened early in the review period both positive and negative.

3) Bias

Each of us is very different that's why we are human. As managers, we need to be sure our own values, beliefs, or prejudices are not influencing how we evaluate our employees' performance on the job.

4) Strictness / Leniency

There are often two types of managers. One is the type that is very reluctant to ever give someone a high rating. In their mind, nobody is outstanding and always can improve. But on the other hand, you have the type that doesn't like giving low scores to anyone. The result of either of this situation is that everyone great, good, or needing improvement tends to get the same ratings (i.e. three or four) with little differentiation for performance.

5) Contrast

Many times managers make the mistake of comparing one employee to another rather than just evaluating the employee's performance.

Things that should be done before the review:

- 1) Review the employee's job requirements / description (if it is wrong, this is the best time to update it).
- 2) Review the goals you and the employee set at the beginning of the plan year (notice I said that you AND the employee set at the BEGINNING of the plan year).
- 3) Review the employee's past performance reviews.
- 4) Seek input from others that interface more regularly with the employee than you.
- 5) Ask the employee to self evaluate him or herself and provide it to you in advance.
- 6) Identify variances between your review of the employee and their self evaluation.
- 7) Identify many positive and developmental examples so you don't get stuck referring to the same situations over and over in your review.

- 8) Identify career development opportunities for the employee as well as future goals.
- 9) Develop questions that can be used to engage the employee in the review session so it is a two way conversation.
- 10) Develop an agenda to ensure all key points are covered during the session.

Excerpt from Guidelines for Quality Performance Reviews!, web article by Robin Throckmorton, M.A., SPHR

City Manager Evaluation

Please rate the city manager using the following scale:

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets city council expectations
4	Exceptional - Generally exceeds city council's expectations
5	Outstanding - Substantially exceeds city council's expectations

Please return your evaluation form to the mayor by _____.

Supervision		
Does the city manager maintain a standard of respect for department head's ability and encourage their initiative? Does he challenge them to perform at their highest level?	Rating	Comments:

Leadership		
Does the city manager inspire others to succeed? Does the city manager actively promote efficiency in operations? Does the city manager demonstrate a high regard for personal ethics?	Rating	Comments:

Execution of Policy		
Does the city manager understand the charter and ordinances of the city and cause them to be fairly enforced?	Rating	Comments:

Community Relations		
Does the city manager work well with citizens and properly handle their complaints?	Rating	Comments:

Administrative Duties		
Does the city manager properly handle his administrative duties?	Rating	Comments:

Economic Development

Does the city manager work well with developers while protecting the city's interest? Does he work to increase the city's tax base through economic development?	Rating	Comments:
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Intergovernmental Relations

Does the city manager cooperate cordially with other governmental units and citizens while looking after the city's interests?	Rating	Comments:
--	--------	-----------

City Council Relations

Does the city manager work well with the city council in making sure there is adequate information available prior to meetings? Is the city manager willing to meet with council members to deal with individual problems and issues?	Rating	Comments:
---	--------	-----------

Planning

Does the city manager involve himself in the planning process to the correct degree? Does he review the process and look for better ways to handle development activities?	Rating	Comments:
--	--------	-----------

Financial Management / Budget

Does the city manager ensure the budget is prepared and executed in the manner approved by the city council? Does he ensure the city's monies are managed properly?	Rating	Comments:
---	--------	-----------

Additional comments

Name of Rater: _____

Date: _____

Section 7.3. The City Manager.

(a) The City Manager shall be chosen solely on the basis of his executive and administrative qualifications, with special emphasis upon his training and actual experience in municipal administration.

(b) The City Manager shall be the administrative agent of the Council; shall in such capacity be vested with all administrative powers of the city not inconsistent with the provisions of this charter; and shall perform the duties of his office under the authority of and be accountable to the Council.

(c) It shall be the duty of the City Manager to:

- (1) Supervise and coordinate the work of the administrative officers and departments of the city, except the Clerk so far as his work is that required of him by Section 7.4(a) hereof, and as otherwise provided in this charter and;
- (2) Prepare the annual budget proposals of the city, together with supporting information in explanation thereof;
- (3) Establish and maintain a central purchasing service for the city;
- (4) Employ or be responsible, subject to the Civil Service ordinance of the city, for the employment of all city employees, and supervise and coordinate the personnel policies and practices of the city;
- (5) Maintain an inventory of city-owned property;
- (6) Keep informed and report to the Council concerning city affairs and the work of the several offices and departments of the city and, to that end, he may secure from the officers, heads of all administrative departments, and professional personnel of the city such information and periodical or special reports as he or the Council shall deem necessary;
- (7) Resolve the conflict or supply the necessary authority, so far as may be consistent with law and the ordinances of the city, in case of conflict of authority between officers and administrative departments or, in case of absence of administrative authority occasioned by inadequacy of charter or ordinance provisions, and direct the necessary action to be taken in conformance therewith; making a full report promptly to the Council;
- (8) Attend all meetings of the Council, with the right to be heard in all Council proceedings, but without the right to vote;
- (9) Recommend to the Council from time to time, such measures as he deems

necessary or appropriate for the improvement of the city, its administration, or its services;

- (10) Possess such further powers and perform such additional duties as may be granted to or required of him, from time to time, by the Council;
- (11) Establish any rules necessary to carry out any of the foregoing duties.

DRAFT

CITY MANAGER

GENERAL DESCRIPTION OF THE POSITION: To administer a city government which serves the best interests of the entire Owosso community. Serves as the administrative agent of the City Council.

SUPERVISION RECEIVED: Work is performed under the direction of the City Council.

ESSENTIAL FUNCTIONS:

The City Manager shall serve effectively as Chief Administrative Officer of the City of Owosso.

- Keep informed and report to the Council concerning city affairs and the work of the departments of the city. Secure from the officers, department managers, and professional personnel of the city such information and periodical or special reports as deemed necessary.
- Attend all meetings of the Council, with the right to be heard in all Council proceedings, but without the right to vote.
- Recommend to the Council from time to time, such measures as deemed necessary or appropriate for the improvement of the city, its administration, or its services.
- Possess such further powers and performs such additional duties as may be granted to or required by the Council.
- Facilitate Council actions, including adoption of measures and ordinances by coordinating agenda preparation and necessary information and background required by the City Council.
- Keep Council members well informed on issues that might become matters for community concern.
- Establish any rules necessary to carry out any of the duties listed above.

The City Manager shall effectively and efficiently administer the City internally, its departments, programs, personnel, and other resources.

- Supervise and coordinate the work of the administrative officers and departments of the city.
- Employ or be responsible for the employment of all city employees, and supervise and coordinate the personnel policies and practices of the city.
- Resolve the conflict or supply the necessary authority, consistent with law and ordinance, in case of conflict of authority between officers and administrative departments or, in case of absence of administrative authority occasioned by inadequacy of charter or ordinance provisions, and direct the necessary action to be taken in conformance; making a full report promptly to the Council.

DRAFT

- Prepare the annual budget proposals of the city, together with supporting information.
- Establish and maintain a central purchasing service for the city.
- Council Policy shall be the basis for operating the City.
- Fairly administer the laws and ordinances of the City of Owosso and recommend amendments to ordinances or policies that have proven to be impracticable or in need of change.
- Administer City programs effectively and efficiently with progress and status reports ongoing to the City Council.
- Propose for City Council adoption, a work program for improvements in the City of Owosso, incorporating City Councils and Manager's goals and objectives.
- Supervise City employees effectively and fairly, including the appointment and removal from office when necessary of department heads, division chiefs and other employees.
- Maximize talents and skills of all City employees by continuing to implement result oriented policies.
- Administer financial resources effectively with particular emphasis on providing adequate fiscal controls on spending, revenue handling, and investing; presenting a clear balanced budget which meets the needs of the community within resources available; keeping Council clearly advised on a monthly basis of financial conditions and needs of the City.
- Present budget per requirements of the City Charter and administer in accord with the required Charter provisions.
- Maintain an inventory of city-owned property.

The City Manager shall effectively maintain City relationships with the community, other levels of government, and other appropriate entities.

- Shall present Council policy within the framework of directives or adopted policy when dealing with the public or media even when the direction is contrary to the City Manager's personal opinion.
- Represent the interests of Owosso at other levels of government.
- Maintain contacts with Federal, State, County and other governmental units.
- Maintain effective relationships with the various segments of the community.

The City Manager shall demonstrate personal characteristics that facilitate goal achievement.

- Manage the City with complete integrity and decisiveness.
- Observe professional code of ethics applicable to this position.
- Manifest a personal sense of responsibility to the City.
- Be personally available to run the City and see that authority is properly delegated so that the City will continue to operate effectively.
- Use professional knowledge and skills to manage and continually improve the operations of the City. Be creative and open to new ideas and approaches.

JOB REQUIREMENTS:

Education and experience:

- Preferred executive municipal management experience.
- Graduation from an accredited four-year college or university.
- A Master's Degree is preferred.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of municipal government.
- Working knowledge of state and federal requirements.
- Proven ability for innovation and follow-up to desirable accomplishments.
- Ability to work effectively with city officials, other governmental authorities, employees, and the general public.
- Demonstrated competence in the use of office equipment, including computers and in the operation of computer software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually quiet in the office and moderately noisy in the field.

Revised February, 2010

2010 GOALS

CORE VALUES

The health, safety, and general well being of the community
Excellence in customer service from City employees
Fiscal responsibility
Involvement and participation of the citizens
Collaboration and cooperation among City departments
Regionalism: be an active member of the Shiawassee community
Active community participation that fosters municipal empowerment
Well-equipped, clean, safe community parks and green space
Community accessibility via a variety of means of transportation

ORGANIZATIONAL VALUES

One City, One Team
Respect everyone
Deliver excellent service
Initiate, Create, Innovate
Personal responsibility
Do the right thing
Act with integrity and honesty
Have fun

OWOSSO CITY COUNCIL 2010 GOALS

1. Public Services. Fiscal soundness and growing revenue sources are required to provide quality services and maintain our infrastructure.
 - Budget: with public input, develop and adopt a budget for FY 2010-11
 - Public safety: Explore alternative delivery approaches for public safety services. Work toward a solution to realize monetary savings within the next budget.
 - Water Utilities: review status of sinking fund and take steps to ensure financial sustainability
 - Wastewater Utilities: review options for replacements to wastewater treatment plant
 - Budget: mid-year budget update; review options for revenue enhancement
 - Fees: review fee structure and make changes where appropriate

2. Economic Development. Provide leadership and effective policies to encourage the diversification and continued growth of our local economy. We will actively collaborate with our community partners to produce economic benefit to all citizens.
 - Industrial Development: adopt tax abatement policy
 - Planning Commission: work with SEDP to identify and market top six sites for economic development
 - Business Growth: review opportunities for establishment and on-going support of business incubator(s)
 - Planning Commission: Begin work on a new city-wide Master Plan; under the direction of new City Manager, engage all city departments and public in plan and bring to Council for adoption in 2011

3. Neighborhoods and Housing. Promote comprehensive neighborhood planning and active housing programs to ensure vibrant housing markets, a diversity of housing opportunities, and safe and healthy residential environments.

- Neighborhood Streets: identify streets to be resurfaced; investigate additional funding and emphasis on street maintenance and road striping.
 - Rental Housing: complete inventory; in conjunction with code enforcement seek the reversion of illegally refitted properties and/or registration of properties as appropriate.
 - Public Safety: establish a neighborhood watch program
 - Homeownership: research, review, and adopt a plan with specific programs to promote homeownership, prevent foreclosures, provide for rehabilitation assistance and ensure the stability of owner-occupied housing.
 - Blight Ordinance: Create a consistent ordinance on the external upkeep and appearance of all property in Owosso. Identify funding sources to help residents without the means to improve their properties. Utilize volunteer force as well to help with cleanup of these and vacant properties
4. Parks, Recreation and Culture. Promote and maintain a high quality of life by providing diverse opportunities for recreation, entertainment, and physical health. Establish public/private partnerships to develop key facilities for residents and visitors of all ages and abilities.
- Parks and Recreation Commission: Identify 3 visible park improvements for completion in the year; include in budget.
 - Holman Pool: update on status of pool and discussion of options; adopt plan of action for development of water recreation facilities.
 - Parks and Recreation Commission: begin park plan update in conjunction with master plan revision. Review and revise 5-year park plan consistent with new Master Plan
 - Shiawassee Performing Arts Center: update on reconstruction of Lebowsky Center; review options for City support of next phase.
 - Regional Cooperation: investigate options for creation of a regional park authority.
5. Downtown. Create a sense of place in our community that attracts visitors, new residents, and additional investment to the center of Owosso.
- Main Street Program: approve 2010-11 budget and work plans
 - Historic District Study Committee: monitor work and adopt Historic District upon recommendation of committee and Planning Commission; seek additional ways to support private redevelopment of historic downtown properties
6. Green Owosso. Promote a sustainable community, conserve natural resources and enhance the Shiawassee River and other natural assets.
- Yard Waste: review options for curbside yard-waste pick up; identify benefits, costs and budget implications.
 - WECS ordinance: review ordinance to promote and appropriately site wind energy conversion systems.
 - MML Going Green: review opportunity to participate in Michigan Municipal League program to promote sustainable communities.
 - Household Waste: identify options and opportunities for community-wide recycling and waste disposal reforms
 - Develop a plan and funding strategy for enhancement of the Shiawassee River as an environmental and recreational asset for the community
 - River Beautification: review options and funding opportunities for enhancement of the Shiawassee River as an environmental and recreational asset for the community; coordinate with new City Master Plan, Parks and Recreation Plan, and Main Street efforts.

7. Communications and Marketing. Utilizing a variety of media and technology, strive to market our services, communicate our mission and values, and engage citizens in the decisions of city government.
 - Public Access TV: identify options and institute plan to provide for City and community presence on cable television channels
 - Web-Site: redesign City website to reflect city vision and goals

**CITY OF OWOSSO
2011-2012 CITY COUNCIL GOALS**

Owosso is an attractive, vibrant and historic community. Our city provides a strong sense of community and quality of life for residents, employees and visitors. In a world of change, Owosso provides a rare sense of place while meeting the needs and expectations of the 21st century.

The City Council Goals articulate key policy and service priorities for Owosso. Council goals guide the allocation of resources through the budget and capital improvement programs to assure that organizational work plans and projects are developed in a manner that achieves the stated goals. The City's ability to make progress toward these achievements is based on the availability of resources. Implicit in the allocation of resources is the need to balance levels of taxation and community impacts with service demands and the achievement of goals.

In addition to the Council goal statements, there are operational values that guide how the city organization works toward goal achievement:

Regional Partnerships – Owosso encourages and participates in regional approaches to service delivery to the extent that a regional model produces efficiencies and cost savings, improves customer service and furthers Owosso's interests beyond municipal boundaries.

Efficiency – Owosso is committed to providing public services in the most efficient manner possible and maximizing the public's return on their investment. We believe that a culture of continuous improvement is fundamental to our responsibility as good stewards of public funds.

Accountability – The City of Owosso is accountable to the community for the achievement of goals. Meaningful performance measures will be developed for each goal area to track progress toward the stated goals. Performance measures will focus on outcomes.

Community – The City of Owosso is one community composed of multiple neighborhoods. Achievement of City Council goals will be respectful of neighborhood identity while supporting the needs and values of the community.

The City Council Goals are dynamic - Goals should be reviewed on an annual basis and updated or amended as needed to reflect citizen input and changes in the external environment and community demographics.

GOALS

PUBLIC SERVICES - *Fiscal Soundness and predictable revenues are required to provide quality services and maintain infrastructure.*

Public Safety & Public Services: Realize monetary savings by better utilizing resources, working collaboratively with other entities, and incorporating the best practices of high performing organizations.

Wastewater Utilities: Adopt plan for upgrades to wastewater treatment plant.

Revenue: Review taxes, licenses, and service fees and make changes where appropriate.

ECONOMIC DEVELOPMENT - *Provide leadership and effective policies to encourage the diversification and continued growth of our local economy. We will actively collaborate with our community partners to produce economic benefit to all citizens.*

Master Plan: Adopt a Master Plan that provides for a high quality of life and promotes growth of the community.

Wayfinding: Replace city entry signs and create a unified, comprehensive set of directional signs to city attractions.

Business Growth: Review city policies and programs and identify opportunities to support entrepreneurial activities.

NEIGHBORHOODS & HOUSING - *Promote comprehensive neighborhood planning and active housing programs to ensure vibrant housing markets, a diversity of housing opportunities, and safe and healthy residential environments.*

Streets: Review selection process and priorities for street improvements; look for new grants and revenue sources.

Housing Program: Improve the quality of existing dwelling through use of incentive and assistance programs.

PARKS, RECREATION & CULTURE - *Promote and maintain a high quality of life by providing diverse opportunities for recreation, entertainment, and physical health. Establish public/private partnerships to develop key facilities for residents and visitors of all ages and abilities.*

Regional Cooperation: Investigate options for creation of a regional park authority.

Bike City: Make Owosso a center for bicycle activity with new bike trails and other actions to promote biking in the community.

DOWNTOWN - *Create a sense of place in our community that attracts visitors, new residents, and additional investment to the center of Owosso.*

Building Renovation: Work with property owners to encourage the rehabilitation and development of buildings in the downtown historic district.

GREEN OWOSSO - *Promote a sustainable community, conserve natural resources and enhance the Shiawassee River and other natural assets.*

River Beautification: Work with community groups and neighboring communities to enhance the appearance and health of the Shiawassee River.

Energy Conservation: Develop an energy efficiency plan to for the city's infrastructure to reduce overall energy usage.

COMMUNICATIONS & MARKETING - *Utilizing a variety of media and technology, strive to market our services, communicate our mission and values, and engage citizens in the decisions of city government.*

Public Access TV: Work to obtain a fiber optics connection to the broadcast facility.

Website: Re-design city website to reflect the city's vision and goals.

REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
Council Chambers, City Hall
June 13, 2011

Meeting was called to order at 7:02 p.m. by Chairman Burton Fox.

The Pledge of Allegiance was recited by all in attendance.

Roll Call was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairman Burton Fox, Commissioners David Bandkau, Trafton Jean (arrived 7:08 p.m.), Francis Livingston, Cindy Popovitch, Thomas Taylor, and William Wascher.

MEMBERS ABSENT: Commissioners Christopher Brummel and Jeff Peltier.

OTHERS PRESENT: Adam Zettel, Assistant City Manager and Director of Community Development.

AGENDA APPROVAL:

MOTION BY COMMISSIONER POPOVITCH, SUPPORTED BY COMMISSIONER LIVINGSTON TO APPROVE THE AGENDA FOR JUNE 13, 2011 AS PRESENTED.

YEAS ALL. MOTION CARRIED.

MINUTES APPROVAL:

MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER WASCHER TO APPROVE THE MINUTES OF THE MEETING OF MAY 23, 2011 WITH THE CORRECTION ON THE MOTION FOR THE SITE PLAN REVIEW FOR 508 W WILLIAMS ST PARKING LOT TO READ "APPROVE SITE PLAN CONTINGENT UPON" INSTEAD OF "DENY SITE PLAN APPROVAL AT THIS TIME UNTIL"

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum
2. PC minutes from May 23, 2011
3. Master plan components

COMMISSIONER / CITIZEN COMMENTS:

Commissioner Popovitch commended Adam Zettel, Assistant City Manager and Director of Community Development, on the amount of work presented for this meeting.

Mr. Zettel stated that a letter was received from Commissioner Peltier that he had moved out of the city and could no longer serve on the Planning Commission or the Historic District Commission. If any of the Commissioners know someone that could help serve on the Historic District Commission, please let him or the Mayor know.

PUBLIC HEARING: None

SITE PLAN REVIEW: None

BUSINESS ITEMS: None

ITEMS OF DISCUSSION: **MASTER PLAN**

Chairman Fox started the discussion by mentioning the possibility of public input this summer. Mr. Zettel stated he would try to have the plan in good shape to present to the public for feedback, possibly in September or October for an outreach to the public. What process would the Board want to do?

Groups? Page-by-page? That would need to be determined. The most important portion is the Goals and Objectives to start with the public.

Chairman Fox stated that the fourth Monday of this month, Mr. Zettel will not be in attendance. Do we want to work on the master plan in two weeks? We will need to make a decision at the end of this meeting. Mr. Zettel mentioned that Sarah Warren-Riley or Gary Burk could attend and work on other areas of the plan.

Mr. Zettel began the discussion on Chapter I which is basic but tailored to fit Owosso's history. The master plan will be colorful and graphical. Right now we're looking at the content.

Mr. Zettel noted the Implementation Chapter will be the last chapter when the plan is completed. It will have specific action steps and objectives. Chapter II starts with the vision statement from the Blue Ribbon Report. The values shouldn't have to change over the years. Mr. Zettel welcomes the commissioners' comments regarding anything about what is presented.

Chairman Fox talked about the regional discussion for the former Holman swimming pool. Mr. Zettel stated that can start with the values. There is a big change in government thinking about regionalization. Chairman Fox added that we need to get away from isolation thinking kind of government. Commissioner Popovitch suggested that the city take an active leadership role rather than using passive language in the master plan.

Discussion followed regarding enhancing and promoting / mixing old and new guidelines. Further work on the master plan will break down some critical areas and plans. The "guiding values" make the framework for future discussions for Owosso's master plan. We need to preserve what we have – our historic buildings and expanding in the same tone.

Discussion continued about accessible transportation; community goals; healthcare opportunities; entertainment and culture; and youth and family lifestyles. Objectives and policies were defined and discussed. An initiative suggested by Chairman Fox was to make vacant lots in residential areas into mini parks for neighbors to congregate; maybe add a swing set, etc. Mr. Zettel discussed corridor housing and commercial spot zoning versus commercial nodes at intersections. Chairperson Popovitch suggested adding a point about beautification of the corridor entrances to the city. Mr. Zettel continued with suggesting a change in the policy of code enforcement if we're trying to make Owosso a destination. Previously policy has been loose with more consideration to the individual and their finances. Maybe things will need changing.

The Board will continue with Section 2.2, Residential Neighborhood at the next meeting. Mr. Zettel will try changing the size of the maps for the master plan. He suggested that board members keep the documents for this meeting for the next meeting as they will be working on the same.

COMMISSIONER / PUBLIC COMMENTS: None.

ADJOURNMENT:

**MOTION BY COMMISSIONER POPOVITCH, SUPPORTED BY COMMISSIONER WASCHER TO
ADJOURN AT 8:53 P.M. TO JUNE 27, 2011.
YEAS ALL. MOTION CARRIED.**

m.m.s.

Frank Livingston, Secretary

Minutes of the **June 21, 2011**, regular meeting
of the **Owosso Historical Commission** held
at the Gould House, 7:00 p.m.

Members Present: Chairperson Piper Brewer, and members Michael Erfourth, Shaffer Fox, Crystal Smith, Charles Wascher, Lorraine Weckwert, and Gary Wilson.

Members Absent: Jamie Brummel, JoEllen Hartley, City Treasurer Ron Tobey.

Guests Present: Don Marrah.

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

Due to the absence of the Secretary-Treasurer, Ron Tobey, Chairperson Brewer asked Shaffer Fox to serve as secretary for this meeting. Shaffer Fox agreed to the request.

There were no citizen comments.

A motion was made by Charles Wascher to accept and place on file the minutes of May 17, 2011. The motion was seconded by Michael Erfourth and carried.

Chairperson Brewer reported that the Owosso Historical Commission was under budget for the prior fiscal year, and that its income was lower than expected. She further stated that the costs were less than income. Crystal Smith made a motion to accept the report. The motion was seconded by Gary Wilson and carried.

Guest Don Marrah, the Vice President of Preservation Owosso, requested that the Owosso Historical Commission return unused money that was lent to the Owosso Historical Commission by Preservation Owosso. Don Marrah reported that Preservation Owosso is in good standing with state and federal government reporting agencies. Chairperson Brewer stated that the amount due to Preservation Owosso is \$7,929.81. A motion was made by Charles Wascher to return the money to Preservation Owosso. The motion was seconded by Shaffer Fox and carried. Chairperson Brewer recommended that, for final approval, the request for the return of the funds be presented to the Owosso City Council at its next meeting.

In regards to the planned Home Tour, Michael Erfourth stated that it's been two months since the committee met, but that he and Lorraine Weckwert would meet the coming weekend to do further planning. All members agreed that Chairperson Brewer will provide information about the dates and hours of the Home Tour to Bill Constine at the Independent Newspaper. Michael Erfourth and Lorraine Weckwert reported that the Home Tour is scheduled for Saturday, September 24, and that owners of several homes have already agreed that their homes will be part of the tour.

Chairperson Brewer reported that the Historical Commission received \$785.95 in entrance fees from visitors who toured Curwood Castle during the Curwood Festival. Visitors also purchased between \$100.00 to \$130.00 of souvenirs while at the castle.

Chairperson Brewer reported that a proof of the new plaque, to be donated by Jerry Voight, for the walking bridge, will be ready for viewing soon.

Chairperson Brewer reported that the widow of a collector of Curwood books wants to donate 5,000 Curwood books (24 complete sets) to the Owosso Historical Commission. However, the Owosso Historical Commission would have to pay for shipping. Members discussed various shipping options, and Chairperson Brewer stated that she would contact Bruckman's Moving and Storage for a bid for packaging and shipping the books to Owosso. Members also discussed options for storing the books after the books arrive in Owosso.

Adjournment

Chairman Brewer adjourned the meeting at about 8:40 p.m.

Minutes recorded and respectfully submitted by

Shaffer Fox

DRAFT

REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
Council Chambers, City Hall
June 27, 2011

Meeting was called to order at 7:10 p.m. by Chairman Burton Fox.

The Pledge of Allegiance was recited by all in attendance.

Roll Call was taken by Recording Secretary Marty Stinson.

MEMBERS PRESENT: Chairman Burton Fox, Commissioners David Bandkau, Francis Livingston, Cindy Popovitch, Thomas Taylor, and William Wascher.

MEMBERS ABSENT: Commissioners Christopher Brummel and Trafton Jean. Commissioner Melvin Renfrow has not been sworn in yet to replace Commissioner Peltier who has resigned.

OTHERS PRESENT: Adam Zettel, Assistant City Manager and Director of Community Development; and Sarah Warren-Riley, Housing Program Manager.

AGENDA APPROVAL:

MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR JUNE 27, 2011 AS PRESENTED. YEAS ALL. MOTION CARRIED.

MINUTES APPROVAL:

MOTION BY COMMISSIONER POPOVITCH, SUPPORTED BY COMMISSIONER BANDKAU TO APPROVE THE MINUTES OF THE MEETING OF JUNE 13, 2011. YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. PC minutes from June 13, 2011
2. Master plan components from June 13 meeting

COMMISSIONER / CITIZEN COMMENTS: None

PUBLIC HEARING: None

SITE PLAN REVIEW: None

BUSINESS ITEMS: None

ITEMS OF DISCUSSION: **MASTER PLAN**

Adam Zettel, Assistant City Manager and Director of Community Development, introduced Sarah Warren-Riley, Housing Program Manager for the City of Owosso. She commented that the city and Shiawassee County are moving forward with rental housing rehab programs. She also works with code enforcement with other employees in the city, and other on-going housing issues. Commissioner Taylor asked Ms. Warren-Riley what are some of the major issues. Ms. Warren-Riley replied she is often asked about emergency home repairs. She is also asked for house payments which we don't have any funding for.

Commissioner Popovitch asked what she saw in sprucing up neighborhoods. Ms. Warren-Riley stated that the city could target neighborhoods; work on rentals, and then homeowners will take on sprucing up their homes. We need to create incentives or offer rebates. It works in other communities. When a sale occurs on a four unit, put it back to a single unit and give them a financial incentive. Ownership is a problem for long term rental care. Some people made conversions or are renting their former homes.

Discussion continued on Section 2.2 RESIDENTIAL NEIGHBORHOODS AND AREAS of the Master Plan. It was noted that the City could consider multiple family structures like Woodard Station. There are few large multi units in Owosso. We don't have room to build near conveniences like markets and libraries. Stoney Creek on N. M-52 is far away from local amenities. These structures would generally reduce single family rentals if we had more big apartment rentals. Chairman Fox stated that's because we never had this in a master plan that you couldn't rent in certain areas.

Mr. Zettel commented that Ann Arbor has capitalized apartments. That means that a house divided so that eight students live in it is more valuable than a single family dwelling. The city needs to do code enforcement on landlords and then assist tenants and landlords that want to work with the system.

Ms. Warren-Riley stated there are many people who should not be homeowners. We are just starting the rental inspections. We are only just doing health and safety inspections now.

Mr. Zettel suggested the zoning ordinance may need to be changed to help prevent duplexes in R-1 zoning. We could hold the line in certain zones. Regarding code enforcement, staff is finding a tremendous volume of work. Residents lack funds to make repairs.

Chairman Fox commented that the master plan needs guidelines to get multiple family structures back to single family structures. Ms. Warren-Riley stated to accomplish that, you would need point of sale inspections.

Discussion continued what could be included in various neighborhoods for future changes; designating specific plans for specific areas such as if four particular houses in a row become available, they should be bought and have a row house built instead.

Commissioner Popovitch suggested developing a reward program – others may get interested as they see their neighbors improve their property and get a reward. Maybe we could have a neighborhood pride day; maybe a city-wide junk pick-up day.

Discussion continued on zoning; non-conforming lots; recycling and trash; neighborhood groups; residential design and functionality standards.

ADJOURNMENT:
MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER WASCHER TO
ADJOURN AT 9:07 P.M.
YEAS ALL. MOTION CARRIED.

m.m.s.

Frank Livingston, Secretary

Minutes
Regular Meeting of the Parks & Recreation Commission
Council Chambers, City Hall
June 27, 2011

The meeting was called to order at 6:02 p.m. by Chairperson Ladd.

Roll call was taken by Recording Secretary Marty Stinson.

Members Present: Commissioners Terri Brown, Sherri Chavora, Jerry Hebekeuser, Jeff Selbig, and Chairperson Marsha Ladd.

Members Absent: None

Others Present: Adam Zettel, Assistant City Manager and Director of Community Development; and Councilmember Martenis.

Approve Agenda for June 23, 2011:

A motion to approve the agenda as presented by Commissioner Hebekeuser and supported by Commissioner Brown.

Ayes: all, motion carried

Approve Minutes from May 23, 2011 meeting:

A motion to approve the minutes from the May 23, 2011 meeting was made by Commissioner Chavora and supported by Commissioner Brown.

Ayes: all, motion carried

Public / Board Comments:

Councilmember Martenis noted that the city council would like a written status report regarding the Bentley Playscape project with information such as a timeline for fundraising, how much money has been raised so far, and when the playscape may be built. Adam Zettel, Assistant City Manager and Director of Community Development, replied that the build date depends on the fundraising progress and will probably be in 2012. Maintenance improvements at the park depend on the state grant application results which may occur towards fall.

Mr. Martenis also would like to see the Parks and Recreation Commission ask the council for some money as extra money was found in the budget and they were able to give another group \$15,000 this year. He also suggested a millage proposal for all of the parks and recreation activities, not just Bentley Park.

Commissioner Hebekeuser suggested that every parks and recreation meeting should have a financial report and then turn it over to the council also.

Commissioner Brown asked what is involved with a millage proposal. Mr. Martenis stated it was too late for the November voting, but could be possible for next year.

Mr. Hebekeuser suggested that a board member attend the council meeting following a parks & recreation meeting each month to present information and be available for questions.

Communications:

1. Staff memorandum
2. May 23, 2011 minutes
3. Bike City initiatives
4. "Together We Play" essay grant contest materials

Business:

1. Trail Meeting Update

Mr. Zettel commented on the Bike City work shop on June 17 involving Councilmember Tom Cook and several other representatives from area non-motorized transportation organizations. There may be a social networking site to coordinate the various groups. CIS and Rails to Rails were present at the meeting.

Mr. Hebekeuser commented that we should have someone from this board attend the various meetings for the groups listed.

2. Park Plan Update

Mr. Zettel talked about updating the 2006 Park Plan by making adjustments to show the current status at the various parks, and then sending it to the city council for a public hearing. This will be the 2011 plan. We also need to discuss regionalization in the long term; possibly a regional park authority.

3. Fundraising

Fundraising finances were discussed. Mr. Zettel will have the city finance department contact Commissioner Chavora regarding the activities for the Buy a Brick for Bentley program. The application to order bricks is on the city website. Ms. Chavora talked to many people during the Curwood Festival and raised \$82.73. She also signed up about five volunteers.

4. Essay contest

Chairperson Ladd read some of the qualifications for the essay. Mr. Zettel suggested that a committee work together with one person doing the writing. He also suggested that someone check with Miracle of Michigan for their input.

5. Gazebo Painting

Ms. Chavora stated that people are concerned about not seeing anything being done yet at Bentley Park. She is looking for permission to paint the gazebo. Mr. Zettel suggested that maybe something could be found that is not in the pending grant application. He will meet with

Mark Sedlak, Deputy Director of Public Services, and see what can be done. Ms. Chavora has about eleven volunteers. Mr. Zettel will find some other projects to match the skills available.

Adjournment:

A motion to adjourn the meeting was made by Commissioner Hebekeuser and was supported by Commissioner Brown. The meeting adjourned at 7:06 p.m.

Ayes: all, motion carried

Marty Stinson
Recording Secretary

DRAFT