

CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, NOVEMBER 21, 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 NOVEMBER 7, 2011:

APPROVAL OF THE MINUTES OF ORGANIZATIONAL MEETING OF NOVEMBER 14, 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 three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
5. In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

1. Parks & Recreation Plan. Conduct a public hearing to receive citizen comment regarding the proposed 2011 Parks & Recreation Master Plan.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

CONSENT AGENDA

1. Set Public Hearing – Ordinance Amendment. Set a public hearing for December 5, 2011 to receive citizen comment regarding the proposed amendment to Chapter 2, Administration, Article VII, *Municipal Employees' Pensions*, Section 2-403, Board of Trustees.
2. Homelessness Awareness Event Permission. Consider granting request from Owosso High School National Honor Society for use of the Main Street Plaza Saturday, December 3, 2011 from 5:00 pm until 8:00 am December 4, 2011 for an event to raise homelessness awareness in the community.

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

Name	Board/Commission	Term Expires
Brent Wesley	Owosso Community Airport Board	12-31-2013
Christopher Eveleth	Zoning Board of Appeals	06-30-2014
Jerry Jones	Board of Review	12-31-2016

4. Repair Authorization. Waive competitive bidding requirements and authorize the rehabilitation of one Peerless split case centrifugal pump at the Water Treatment Plant in the amount of \$7,423.00.
5. Warrant No. 432. Accept Warrant No.⁴³² as presented.
6. Check Register. Receive and approve the Check Register for October 2011.

ITEMS OF BUSINESS

1. National Register of Historic Places. Consider application to the Michigan State Historic Preservation Organization seeking funding for an application to the National Register of Historic Places for the downtown.
2. Recreation Passport Grant Agreement. Authorize agreement with the Michigan Department of Natural Resources for a Recreation Passport Grant in the amount of \$29,300 for the renovation of Bentley Park.
3. Property Sale Policy. Consider the development of a Property Sale Policy
4. Vacant and Foreclosed Property Ordinance. Discuss the proposed vacant and foreclosed property ordinance

COMMUNICATIONS

1. Charles Wascher, Historical Commission. Letter of Resignation.
2. Gary Palmer, Building Official. October 2011 Building Department Report.
3. Gary Palmer, Building Official. October 2011 Code Violations Report.
4. Michael T. Compeau, Public Safety Director. October 2011 Police Department Report.
5. Michael T. Compeau, Public Safety Director. October 2011 Fire Department Report.
6. Historical Commission. Minutes of the Meeting of November 15, 2011.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, December 5, 2011

BOARDS AND COMMISSIONS OPENINGS

Historical Commission, term expiring December 31, 2014
 Planning Commission, term expiring June 30, 2012
 Zoning Board of Appeals – Alternate, term expiring June 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

NOVEMBER 7, 2011

7:30 P.M.

PRESIDING OFFICER: MAYOR BENJAMIN R. FREDERICK

OPENING PRAYER: MAJOR HENRY TEMPEL
SALVATION ARMY

PLEDGE OF ALLEGIANCE: DEHRIAN PATTERSON AND CAEDEN PALMER
OWOSSO PUBLIC SCHOOLS STUDENTS

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 Cook to approve the agenda with the following changes:

Move Consent Item 2. Change Order to Item of Business 1.
Move Consent Item 3. Payment Authorization to Item of Business 2.
Move Item of Business 1. Publicly Funded Health Insurance Contribution Act to Item of Business 5.
Move Item of Business 2. LED Lighting Grant to Item of Business 3.
Move Item of Business 3. Executive Session to Item of Business 4.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF OCTOBER 17, 2011

Motion by Councilperson Martenis to approve the Minutes of the Regular Meeting of October 17, 2011 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

PROCLAMATION – COUNCILPERSON JONI FORSTER

Mayor Frederick read aloud the following proclamation recognizing the service of Councilperson Joni M. Forster.

**A PROCLAMATION
OF THE MAYOR'S OFFICE OF THE CITY OF OWOSSO, MICHIGAN
RECOGNIZING**

JONI M. FORSTER

WHEREAS, Joni M. Forster was first appointed to the City Council to fill a vacancy in June 2007 and was elected to a four-year term in November of that year; and

WHEREAS, Joni has faithfully discharged the duties of the offices of Councilwoman during her four years of service to the City by regularly attending meetings, serving on various boards and commissions and representing the City at official and community events; and

WHEREAS, Joni has paid particular attention to citizen concerns during her tenure, bringing important questions forward to the council on behalf of the public. She has also been very active as a volunteer on numerous community projects for the betterment of Owosso, including beautification of our downtown and Westown areas in concert with Owosso Main Street and the Westown Corridor Improvement Authority, numerous initiatives focusing on our neighborhoods, and park and trail projects that encourage recreation in our city.

WHEREAS, it is fitting that this record of dedicated community service devoted to the interests of the citizens of Owosso be officially recognized.

NOW, THEREFORE, I, Mayor Benjamin R. Frederick, on behalf of my fellow Council members and the residents of Owosso, do hereby acknowledge Joni M. Forster for her years of service to Owosso and thank her for contributing her time and energy to improving the community.

Proclaimed November 7, 2011

Councilperson Forster thanked the community for the opportunity to serve and she asked that everyone remember that “time does not change things, choices change things.”

PROCLAMATION – COUNCILPERSON GARY MARTENIS

Mayor Frederick read aloud the following proclamation recognizing the service of Councilperson Gary W. Martenis.

**A PROCLAMATION
OF THE MAYOR’S OFFICE OF THE CITY OF OWOSSO, MICHIGAN
RECOGNIZING**

GARY W. MARTENIS

WHEREAS, Gary W. Martenis was elected to a four-year term on the City Council in November 2007; and

WHEREAS, Gary has faithfully discharged the duties of the offices of Councilman during his four years of service to the City by regularly attending meetings, serving on various boards and commissions and representing the City at official and community events; and

WHEREAS, Gary has created a greater awareness of the need for recreation offerings during his tenure and has advocated for numerous community projects that would benefit our youth. Resulting in a number of recreation-based accomplishments during his time in office. He has also consistently raised questions on behalf of citizens to ensure that they are handled promptly by city staff. Throughout, he has sought to serve as a councilmember that is readily available to the public.

WHEREAS, it is fitting that this record of dedicated community service devoted to the interests of the citizens of Owosso be officially recognized.

NOW, THEREFORE, I, Mayor Benjamin R. Frederick, on behalf of my fellow Council members and the residents of Owosso, do hereby acknowledge Gary W. Martenis for his years of service to Owosso and thank him for contributing his time and energy to improving this community.

Proclaimed November 7, 2011

Councilperson Martenis thanked everyone and gave a speech on the “responsibility” of being a Council person.

PUBLIC HEARINGS

ORDINANCE AMENDMENT – CHAPTER 8 BUILDINGS AND BUILDING REGULATIONS

A public hearing was to receive citizen comment regarding proposed ordinance amendment to add Chapter 8, Buildings and Building Regulations, Article VIII, *Registering Abandoned and Foreclosed Homes*, Sections 8-160 through 8-176 to the Code of Ordinances of the City of Owosso, Michigan and rename current Articles VIII and IX as Articles IX and X respectively.

City Attorney William C. Brown indicated he felt a few terms needed to be clarified prior to adoption.

The following people commented regarding the proposed ordinance:

Norman Pugh, 3030 Copas Road, indicated he felt the proposed ordinance would be a waste of money and the City would find more benefit in hiring more police officers rather than adopting another ordinance.

There was significant discussion regarding the benefit the City would see if the ordinance were adopted, the cost to the City for administering the ordinance, the enforceability of such an ordinance, requiring an inspection process prior to inhabitation, and when a property would be removed from the list.

Council asked that the proposed ordinance be reworked to include the language proposed by the City Attorney as well as the concerns that were discussed.

INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE – MIDWEST BUS CORPORATION

A Public Hearing was conducted to receive citizen comment regarding the application of Midwest Bus Corporation for an Industrial Facilities Exemption Certificate for real property improvements at 1070 Aiken Street.

The following people commented regarding the proposed tax exemptions:

Tim Rudolph, General Counsel for Midwest Bus, indicated the company had worked with both the SEDP and City staff leading up to this application for an abatement and the company was staying here in town due to the abatement.

Burton Fox, 216 East Oliver Street, asked that Council keep the company's contribution to the community in mind when considering the abatements.

Justin Horvath, president/CEO of the SEDP, said Midwest Bus was a tremendous company that brings lots of revenues into the area from outside the state.

Council expressed pleasure in seeing another local business expanding its operations.

There was a question regarding whether there was any litigation between the City and any of the principles of the company. It was noted there was not.

Motion by Mayor Pro-Tem Popovitch to approve the following resolutions authorizing a 12 year real and personal property tax abatement for Midwest Bus Corporation.

RESOLUTION NO. 168-2011

APPROVING AN IFE APPLICATION MIDWEST BUS CORPORATION 1070 AIKEN ROAD

WHEREAS, pursuant to PA 198 of 1974, as amended, after a duly noticed public hearing held on June 20, 2011, this City Council, by resolution established a Plant Rehabilitation Development District; and

WHEREAS, Midwest Bus Corporation has filed an application for Industrial Facilities Exemption Certificates with respect to real and personal property within the Plant Rehabilitation District; and

WHEREAS, before acting on said application, the City of Owosso held a hearing on November 7, 2011, in City Hall, at 301 W. Main Street, Owosso, MI, 48867, at 7:30 p.m. at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, construction of and/or acquisition of the real and personal property had not begun earlier than six (6) months before October 12, 2011, the date application received for the Industrial Facilities Exemption Certificates; and

WHEREAS, construction of the real property and acquisition of the personal property is calculated to and will, at the time of issuance of the certificates, have the reasonable likelihood to retain, create or prevent the loss of employment in the City of Owosso; and

WHEREAS, the aggregate SEV of property exempt from ad valorem taxes within the City of Owosso, after granting this certificates, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of property thus exempted.

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of Owosso that:

FIRST: The City Council finds and determines that the granting of the Industrial Facilities Exemption Certificates considered together with the aggregate amount of certificates previously granted and currently in force under PA 198 of 1974, as amended and PA 225 of 1978, as amended shall not have the effect of substantially impeding the operation of the City of Owosso, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Owosso.

SECOND: The application from Midwest Bus Corporation for the Industrial Facilities Exemption Certificates, with respect to Real and Personal Property on the following described parcel of real property situated within the Plant Rehabilitation District, to wit:

LOT 8 OWOSSO SOUTHEAST INDUSTRIAL PARK

is hereby approved.

THIRD: The Industrial Facilities Exemption Certificates, when issued, shall be and remain in force for a period of 12 years.

Motion supported by Councilperson Eveleth.

Roll Call Vote.

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

NAYS: None.

CITIZEN COMMENTS AND QUESTIONS

Justin Horvath, president/CEO of the SEDP, announced a ground breaking ceremony for RWI Manufacturing on Monday November 14th at 11:00 am. All are invited.

Thomas Moorehead, 1265 Ada Street, introduced himself as the spokesperson for a group of landlords that would like to see changes made to the rental registration ordinance.

Richard Wheeler, 6420 East M21, Corunna, was on hand to announce his efforts at raising funds to have a statue of James Oliver Curwood created and installed in Curwood Castle Park.

Rick Morris, owner of House of Wheels, asked the Council to see that work begins on the development of a Rails to Trails plan.

Tom Manke, owner of Serene Bean, thanked Councilpersons Forster and Martenis for their service, integrity, and efforts during their terms in office.

Burton Fox, 216 East Oliver Street, thanked Councilpersons Forster and Martenis for their service to the community. He noted that the Planning Commission is dealing with the Rails to Trails project as a part of the Master Plan.

Wayne Cope, of Grayling and former Owosso resident, spoke of the great Rails to Trails projects in the area he lives in. He asked that Council start to develop plans for such a trail in town.

Shelva Cebulski, 1243 Marion Street, thanked Councilpersons Forster and Martenis for the service to the City.

Norman Pugh, 3030 Copas Road, owner of 19 rental units, indicated he felt the City does not need an ordinance requiring the registration of vacant homes but rather needs to enforce the laws already on its books.

Andrew Heney, 7370 South Morrice Road and local landlord, indicated he does not see his rentals as a money making venture but more of a mission to assist those that are in dire need of a decent place to live. He said the City's rental registration requirements were another added burden on his business.

Pat Skutt, City employee, asked the Council to consider opting out of PA 152 for this year to wait until the dust settles on the new federal health care law and how it works in conjunction with PA 152.

Richard Bowen, 217 Curwood Castle Drive and local landlord, said he takes pride in his property and feels the City is trying to tell him how to take care of his property.

Eddie Urban, 601 Glenwood Avenue, asked if the City would consider paying Mike Tillotson for his efforts in video taping the Council meetings.

The Council took a brief recess from 9:17 p.m. until 9:23 p.m.

Councilpersons Eveleth, Erfourth, Cook and Mayor Pro-Tem Popovitch thanked Councilpersons Forster and Martenis for their service to the City, saying their contributions will be missed.

Councilperson Martenis indicated he had talked with the volunteers for the BMX track and the plan seems to be back on track.

Mayor Frederick said he appreciated the formation of the new landlord group and their offers of dialogue. He said he recently became a landlord and told of his experience with having a rental inspection.

CITY MANAGER REPORT

City Manager Crawford detailed the Project Status Report.

Assistant City Manager Zettel noted the award of a \$29,300 Recreation Passport grant for improvements in Bentley Park. He said the grant would cover approximately ½ of the planned improvements and repairs.

Mayor Pro-Tem Popovitch asked for an update on the hire of a new Main Street manager. It was noted interviews will be held Friday.

CONSENT AGENDA

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

Traffic Control Order No. 1260. Authorized Traffic Control Order No. 1260 for a sign “No Parking 8:00 a.m. to 5:00 p.m., School Days Only” on both sides of Oak Street north of Oliver Street.

Change Order. Approve change #2 to the purchase order with One Way Asphalt for additional street patches for the 2011 Street Patch Program in the amount of \$1,921.47 as follows:

RESOLUTION NO. 169-2011

**AUTHORIZING CHANGE ORDER NO. 2
ONE WAY ASPHALT CO.
FOR WORK RELATED TO
THE 2011 STREET PATCHING PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with One Way Asphalt Co. for the 2011 Street Patching Program; and

WHEREAS, the work on this project has been completed and Change Order No.2 in the amount of \$1,921.47 involving additional street patching has been done to take advantage of the low unit prices.

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 pay One Way Asphalt Co. for the additional construction items as shown in Change Order No. 2.
- SECOND: The accounts payable department is authorized increase the purchase order for the 2011 Street Patching Program by the amount of \$1,921.47 as shown in change order no. 2.
- THIRD: The above expenses shall be paid from the Water and Sewer Funds.

Payment Authorization. Authorize Final Payment to One Way Asphalt for work completed on the 2011 Street Patch Program in the amount of \$3,245.74 as follows:

RESOLUTION NO. 170-2011

**AUTHORIZING FINAL PAYMENT TO
ONE WAY ASPHALT CO.
FOR WORK RELATED TO
THE 2011 STREET PATCHING PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with One Way Asphalt Co. for the 2011 Street Patching Program; and

WHEREAS, the work on this project has been completed and the amount of work has been agreed to and approved by the Engineer in the amount of \$69,969.47.

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 pay One Way Asphalt Co. for the work completed and approved by the Engineer on the 2011 Street Patching Program.
- SECOND: The accounts payable department is authorized to submit a final payment to One Way Asphalt Co. in the amount of \$3,245.74.
- THIRD: The above expenses shall be paid from the Water and Sewer Funds.

Emergency Repair Authorization. Authorize payment to Alfa Laval, Inc. for emergency repairs to the sludge dewatering centrifuge at the wastewater treatment plant in the amount of \$31,918.00 as follows:

RESOLUTION NO. 171-2011

**RESOLUTION AUTHORIZING PAYMENT TO ALFA-LAVAL, INC.
IN THE AMOUNT OF \$31,918 FOR THE EMERGENCY REPAIR
TO THE SLUDGE DEWATERING CENTRIFUGE
USED AT THE WASTEWATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, required the emergency repair and refurbishing of the dewatering centrifuge at its Wastewater Treatment Plant; and

WHEREAS, Alfa Laval, Inc. is the original equipment manufacturer and sole source for the necessary equipment repair and refurbishing; and had the capacity to do the extensive work in the timely manner dictated by the operational needs of our wastewater treatment plant and has completed the emergency repair in a timely and professional manner;

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

- FIRST: The City of Owosso determined that it was necessary to repair and refurbish the sludge dewatering centrifuge on an emergency basis at the original equipment manufacturer's service center in the amount of \$31,918 as proposed from Alfa Laval, Inc.
- SECOND: The purchase agreement between the City and Alfa Laval is in the form of an Alfa Laval Proposal and City Purchase Order.
- THIRD: The above expenses shall be paid from the Wastewater Pant Replacement Fund.

Warrant No. 431. Accept Warrant No. 431 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal League	Membership October 1, 2011 – September 30, 2012	General	\$5,913.00
Shiawassee Economic Development Partnership	Economic Development Semi- Annual Investment FY 2011-2012	General/Water	\$15,713.00

Motion supported by Councilperson Erfourth.

Roll Call Vote.

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

NAYS: None.

ITEMS OF BUSINESS

CHANGE ORDER – 2011 STREET PROGRAM

There was significant discussion regarding the amount of the overage, how such a discrepancy between the estimate and the actual work could occur, where the money for such an overage comes from, and what can be done to prevent this from happening again in the future. City Engineer Ronald Baker conceded his estimate for the work in the Osburn Lakes subdivision was off, but noted the street program overall still came in under budget.

Motion by Councilperson Martenis to approve a change to the purchase order with Ace Asphalt & Paving Company for additional paving for the 2011 Street Program in the amount of \$43,316.69 as follows:

RESOLUTION NO. 172-2011

**AUTHORIZING CHANGE ORDER NO. 1
ACE ASPHALT & PAVING CO.
FOR WORK RELATED TO
THE 2011 STREET PAVING PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Ace Asphalt & Paving Co. for the 2011 Street Paving Program; and

WHEREAS, the work on this project has been completed and Change Order No.1 in the amount of \$43,316.69 involving additional asphalt paving has been submitted by the contractor and reviewed by the Engineer.

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 pay Ace Asphalt & Paving Co. for the additional construction items completed.
- SECOND: The accounts payable department is authorized increase the purchase order for the 2011 Street Paving Program by the amount of \$43,316.69 as shown in change order no. 1.
- THIRD: The above expenses shall be paid from the Local and Major Street Construction Funds.

Motion supported by Councilperson Erfourth.

Roll Call Vote.

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

NAYS: Councilpersons Eveleth, Forster and Mayor Pro-Tem Popovitch.

PAYMENT AUTHORIZATION – 2011 STREET PROGRAM

Motion by Councilperson Erfourth to authorize Final Payment to Ace Asphalt & Paving Company for work completed on the 2011 Street Program in the amount of \$53,326.34 as follows:

RESOLUTION NO. 173-2011

**AUTHORIZING FINAL PAYMENT TO
ACE ASPHALT & PAVING CO.
FOR WORK RELATED TO
THE 2011 STREET PAVING PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Ace Asphalt & Paving Co. for the 2011 Street Paving Program; and

WHEREAS, the work on this project has been completed, and the invoices for the work have been submitted by the contractor and reviewed by the Engineer in the amount of \$305,522.49.

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 pay Ace Asphalt & Paving Co. for the work completed.
- SECOND: The accounts payable department is authorized to submit a final payment to Ace Asphalt & Paving Co. in the amount of \$53,326.34 subject to verification of final quantities.
- THIRD: The above expenses shall be paid from the Local and Major Street Construction Funds.

Motion supported by Councilperson Martenis.

Roll Call Vote.

AYES: Councilperson Erfourth, Martenis, Cook and Mayor Frederick.

NAYS: Councilperson Forster, Mayor Pro-Tem Popovitch and Councilperson Eveleth.

LED LIGHTING GRANT

City Manager Crawford detailed the grant and contract saying the grant awarded was for \$40,500, but due to budget constraints the State could only release \$29,000 of the funding now, with the remainder to be distributed at a later date. The contract reflects the initial partial payment only. Since the receipt of the contract staff has received notice from the State that they will be able to distribute the entire \$40,500 at the current time. A contract amendment to this effect will follow shortly.

Motion by Councilperson Eveleth to approve the grant for LED lighting in the downtown as follows:

RESOLUTION NO. 174-2011

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR
THE PURCHASE AND INSTALLATION OF LED LIGHTING IN THE DOWNTOWN
UTILIZING MICHIGAN STRATEGIC GRANT FUNDS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, provides street lighting in the downtown; and

WHEREAS, the energy costs for street lighting have steadily risen over the years; and

WHEREAS, there is new LED technology available that will provide lighting that uses significantly less energy thereby saving the City money; and

WHEREAS, the City of Owosso submitted a grant application to the State of Michigan Energy Office seeking funding assistance to convert existing lights to LED lights; and

WHEREAS, as a result of the application the Michigan Energy Office has awarded the City with a grant from the Michigan Strategic Fund in the amount of \$40,000 (\$29,000 upon acceptance of the agreement and the remaining \$11,000 at a date to be determined), to replace a total of 100 street lights with LED lights; and

WHEREAS, the State requires City matching funds in the amount of \$6,515 for the initial disbursement.

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to enter into an agreement with Michigan Strategic Fund/Michigan Energy Office for the conversion of 100 street lights to LED lights.
- SECOND: The City Manager is instructed and authorized to sign the document substantially in the form attached, Agreement between the City of Owosso, Michigan and Michigan Strategic Fund/Michigan Energy Office.
- THIRD: Expenses related to this project shall be paid from the General Fund with initial reimbursement from the Michigan Strategic Fund/Michigan Energy Office in the amount of \$29,000.00 after the local match is reached.

Motion supported by Councilperson Martenis.

Roll Call Vote.

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

NAYS: None.

Mayor Frederick asked that the rules of order be suspended to allow the final session of Citizen Comments and Questions prior to Council adjourning to Executive Session.

CITIZEN COMMENTS AND QUESTIONS

Thomas Moorehead said required rental inspections are rife with the potential to be overbearing. He also went on to detail various housing laws and how they are contrary to the City's rental registration ordinance. He also wanted to know how the City makes use of the fees collected as a part of the ordinance.

Frances Kukulis, City employee, asked that Council consider the fact that a number of employees are not represented by unions when considering the new health care law.

EXECUTIVE SESSION

Motion by Councilperson Eveleth to authorize holding executive session at the conclusion of regular business for the purpose of discussing collective bargaining.

Motion supported by Councilperson Cook.

Roll Call Vote.

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

NAYS: None.

THE COUNCIL RECESSED TO EXECUTIVE SESSION AT 10:31 P.M.

THE COUNCIL RETURNED FROM EXECUTIVE SESSION AT 11:01 P.M.

Publicly Funded Health Insurance Contribution Act. (The Council did not discuss this item upon their return from Executive Session.)

APPROVE OCTOBER 3, 2011 EXECUTIVE SESSION MINUTES

Motion by Councilperson Erfourth to approve the minutes of the October 3, 2011 Executive Session.

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

COMMUNICATIONS

Donald D. Crawford, City Manager. Annual Liquor License Inspection Report.
Owosso Historical Commission. Minutes of the Meeting of October 18, 2011.
Owosso Zoning Board of Appeals. Minutes of Meeting of October 18, 2011.
Downtown Historic District Commission. Minutes of the Meeting of October 19, 2011.
Owosso Planning Commission. Minutes of Meeting of October 24, 2011.
Owosso Parks & Recreation Commission. Minutes of Meeting of October 24, 2011.

NEXT MEETING

Monday, November 14, 2011 – Organizational Meeting
Monday, November 21, 2011 – Regular Meeting

BOARDS AND COMMISSIONS OPENINGS

Historical Commission, term expires 12-31-2011

ADJOURNMENT

Motion by Councilperson Martenis for adjournment at 11:04 p.m.

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

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk

**OWOSSO CITY COUNCIL
ORGANIZATIONAL MEETING**

NOVEMBER 14, 2011

7:30 PM

City Clerk Amy K. Kirkland administered the Oath of Office to Loreen F. Bailey (four year term); Christopher T. Eveleth (four year term); Benjamin R. Frederick (four year term); and Burton D. Fox (two year term).

City Manager Donald D. Crawford addressed the City Council regarding the custom of having the City Clerk chair the meeting until a Mayor is elected.

City Clerk Kirkland called the meeting to order at 7:38 p.m. and led the Pledge of Allegiance to the Flag.

PRESENT: Councilpersons Bailey, Erfourth, Eveleth, Fox, Frederick and Popovitch.

ABSENT: Councilperson Cook.

APPROVE AGENDA

Motion by Councilperson Eveleth to approve the Agenda as presented with the addition of an item to consider the date and time of meetings.

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

ADOPTION OF RULES OF ORDER

City Attorney William C. Brown addressed the City Council regarding the staff recommendation for the adoption of Robert's Rules of Order, 1990 Edition – 9th Edition, as the rules of procedure.

Motion by Councilperson Popovitch to adopt Robert's Rules of Order, 1990 Edition – 9th Edition as the rules of procedure.

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

ELECTION OF MAYOR

City Clerk Kirkland explained the method of voting for Mayor and Mayor Pro-Tem.

Councilperson Popovitch nominated Councilperson Frederick for Mayor.
Councilperson Fox nominated Councilperson Erfourth for Mayor.

Nominations were closed with 2 nominees.

Roll Call Vote.

Bailey:	Frederick
Erfourth:	Erfourth
Eveleth:	Frederick
Fox:	Erfourth
Frederick:	Frederick
Popovitch:	Frederick

Cook: Absent

City Clerk Kirkland administered the Oath of Office and turned over the chair of the meeting to Mayor Frederick.

ELECTION OF MAYOR PRO-TEM

Councilperson Eveleth nominated Councilperson Popovitch for Mayor Pro-Tem.

Nominations were closed with one nominee.

Roll Call Vote.

AYES: Councilpersons vi, Erfourth, Eveleth, Fox, Popovitch and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Cook.

City Clerk Kirkland administered the Oath of Office to Mayor Pro-Tem Popovitch.

CONSIDERATION OF CITY COUNCIL RULES OF PROCEDURE

There was discussion regarding adjusting the time limits for citizen comment during public hearings and citizen comments and questions sessions.

Motion by Councilperson Eveleth to adopt the following Rules of Procedure as amended.

CITY COUNCIL RULES OF PROCEDURE

Rules for Roll Call Votes

1. *These rules are adopted pursuant to Section 5.4(j) of the Charter of the City of Owosso.*
2. *The purpose of these rules is to establish the procedure to be followed when conducting a roll call vote of City Council members.*
3. *When requested by the Mayor or, in his or her absence, the presiding officer, to conduct a roll call vote, the City Clerk shall call the names of all Council members except the Mayor in a random order followed by the name of the Mayor.*
4. *The City Clerk shall implement these rules in such a manner as to insure that the order in which names of Council members is called shall vary from one roll call vote to the next.*
5. *The City Clerk shall use a computer randomization program or other similar method to insure that each Council member's name has a statistically equal probability of appearing in any given position in the order of the roll call.*
6. *If a member of the Council is absent from a meeting, the City Clerk may strike his or her name from the roll call and such striking shall not constitute a violation of the procedure for random roll call voting. If the Mayor is absent from a meeting, the name of the presiding officer shall be included in the random roll call vote.*

Rules for Addressing A Meeting of the City Council

1. *These rules are adopted pursuant to Section 3(5) of P.A. 267 of 1976, commonly known as the Open Meetings Act.*
2. *The purpose of these rules is to establish procedures to be followed when persons desire to address a meeting of the City Council so as to insure that all persons who wish to do so are afforded an adequate opportunity to exercise the right to address their city government while conducting the public business in an orderly, professional manner.*
3. *Persons wishing to address a meeting of the City Council shall do so during times set aside on the agenda for that purpose and at other times when recognized by the Mayor for the purpose of addressing the meeting.*
4. *Persons wishing to address the City Council and attending officials shall stand, raise a hand, or otherwise signal a desire to speak, and wait to be recognized by the Mayor. When so recognized, persons shall give their names and addresses, and address their comments and/or questions to any City official attending the council meeting.*
5. *Each person wishing to address the City Council shall be afforded one opportunity of up to four (4) minutes duration during the first occasion provided for citizen comments and questions, one opportunity of up to three (3) minutes duration during the last occasion provide for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing; provided, however, that comments made during public hearings shall be relevant to the subject for which the public hearings are held.*
6. *In addition to the opportunities to address the City Council described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council provided that members of the Council have been given the floor by the Mayor to pose such questions.*
7. *Each citizen comment and question period described in paragraph 6 excluding public hearings shall last up to thirty minutes. If time expires for the comment and question period and additional time appears necessary to accommodate citizens wishing to address city officials, the council may vote to extend the period for a specific length of time. Only one such extension of each comment and question period shall be permitted during a Council meeting.*

Rule of Civility

1. *Council members, City staff, and members of the public will communicate respectfully with each other in their conversations, reports, debates, and testimony. All present will listen attentively to others when they are speaking, not interrupt others or carry on side conversations; and when given the floor will speak to the issues at hand, not engage in personal attacks or use derogatory language, and will honor the right of all to contribute to public policy deliberation.*

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Councilpersons Erfourth, Bailey, Mayor Pro-Tem Popovitch, Councilpersons Eveleth, Fox and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Cook.

MEETING SCHEDULE

Motion by Councilperson Fox to continue to hold City Council meetings on the first and third Monday of each month at 7:30 p.m.

Motion supported by Mayor Pro-Tem Popovitch.

Roll Call Vote.

AYES: Councilpersons Fox, Eveleth, Mayor Pro-Tem Popovitch, Councilpersons Erfourth, Bailey and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Cook.

Councilpersons Erfourth noted his desire to see more work sessions for Council to discuss complex topics.

CITIZEN COMMENTS AND QUESTIONS

Reverend Ray Strawser, formerly of 416 West Williams Street, indicated he had moved north of St. Charles recently and would no longer be at First Baptist Church after December 31st. He said Owosso is a wonderful city, a great place to raise children and he will miss being a resident here.

Mayor Frederick thanked his fellow Council members for their vote of confidence in electing him mayor. He said he was optimistic about working together.

Councilperson Erfourth thanked former Councilperson Martenis for his years of service (he was present as an audience member this evening).

Councilperson Fox said he was honored to be a part of Council. He said he had attended many meetings over the years and was hopeful the Council would realize it could be more responsive to citizens.

Councilperson Bailey said it was an honor to be elected and she looked forward to serving.

Mayor Pro-Tem Popovitch said she was looking forward to working with everyone.

ADJOURNMENT

Motion by Councilperson Eveleth, supported by Councilperson Erfourth for adjournment at 8:01 p.m. and concurred in by unanimous vote.

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk



MEMORANDUM

DATE: November 16, 2011

TO: OWOSSO CITY COUNCIL

FROM: Adam Zettel, AICP

RE: 2011 Parks & Recreation Plan Update

The Owosso Parks and Recreation Commission, in accordance with their 2011 action plan and DNR guidelines, has updated the 2006 Owosso Parks and Recreation Plan and approved the plan for distribution and review by the city council. The 2006 plan was updated to bring its contents in line with the most current circumstances and so that it will not lose its validity under DNR guidelines. Failure to meet DNR guidelines would result in the city becoming ineligible for most grants related to recreation purposes.

The commission held workshops on August 22nd and September 13th on the plan. They also followed this up with a meeting on September 26th in which they reviewed changes and approved the draft for distribution and a subsequent public hearing by the city council. This distribution and hearing are required by parts 19, 703 and 716 of Act 451, P.A. 1994 of the State of Michigan, as amended.

The plan changes include:

- General updates to reflect work accomplished since 2006 in the parks, such as the dog park, the community garden, and ongoing work at Bentley Park
- The addition of disc golf as a potential use for Rosevear Park
- The addition of fishing piers, a boat launch, and potable water as potential uses at Collamer Park
- A stronger affirmation of the need for trailheads, greenways, and the integration of the river to a comprehensive non-motorized plan
- The addition of the proposed playscape at Bentley Park
- The potential for ice skating at Holman Grove and other parks
- The potential for a splash pad at Bentley Park

A resolution to adopt this plan, pending any public comment at the city council meeting on November 21, 2011, is recommended.

RESOLUTION NO. _____

**Final Adoption
2011 Owosso Parks and Recreation Plan**

WHEREAS, the City of Owosso must review its parks and recreation plan every five years in accordance with parts 19, 703 and 716 of Act 451, P.A. 1994 of the State of Michigan, as amended; and

WHEREAS, the city council has appointed a parks and recreation commission to oversee the plan; and

WHEREAS, the parks and recreation commission reviewed the 2006 plan this summer by holding workshops and meetings on August 22nd, September 13th, and September 26th in order to get public participation and input for a potential update; and

WHEREAS, updates and amendments to the plan were made in accordance with public, commissioner, and staff input; and

WHEREAS, the plan was approved by the Owosso parks and recreation commission for distribution and review by the city council on September 26, 2011; and

WHEREAS, a public hearing is required by the Owosso city council to be held no less than 30 days after distribution in accordance with the above statute and DNR guidelines in order to validate the plan and where this hearing was held on November 21, 2011.

NOW THEREFORE BE IT RESOLVED THAT City of Owosso City Council, County of Shiawassee, State of Michigan, hereby approves the amended 2011 Owosso Parks and Recreation Plan.

BE IT FURTHER RESOLVED THAT the council hereby directs staff to distribute the plan to the city clerk's office, the County of Shiawassee Planning Commission, the City of Corunna, the Region V Planning Commission, Caledonia Charter Township, Owosso Charter Township, SATA, and the city website.

Due to the size of the proposed Parks & Recreation plan it is not included in this packet. Click on the following link to access the plan:

[2011 Parks & Recreation Plan](#)



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

MEMORANDUM

DATE: November 21, 2011

TO: City Council

FROM: Amy K. Kirkland
Owosso City Clerk

RE: Retirement Ordinance Amendment

Currently, the City Employees' Retirement Board of Trustees consists of seven members including the Mayor and one other Council member. As written the ordinance requires membership by the Mayor. The Mayor has requested Council consider amending the ordinance to allow the appointment of another Council member to serve in his/her place, maintaining the 2 members of Council on the board simply allowing for some flexibility given the other responsibilities the Mayor must take on.

Attached you will find the language of the proposed amendment.

Staff recommends Council set a public hearing for Monday, December 5th to hear citizen comments regarding the proposed amendment.

**AN ORDINANCE TO AMEND THE MAKE-UP OF THE CITY EMPLOYEES' RETIREMENT
SYSTEM BOARD OF TRUSTEES**

AN ORDINANCE to amend Section 2-403, Board of Trustees, of Chapter 2, Administration, Article VII, *Municipal Employees' Pensions*, to allow the Mayor to appoint a Council designee to serve in his/her place on the City Employees' Retirement System Board of Trustees.

WHEREAS, the City of Owosso has a retirement system that is managed by a Board of Trustees; and

WHEREAS, Ordinance currently dictates the Mayor serve as a part of this Board; and

WHEREAS, it has been requested Council consider allowing the Mayor the option of appointing a Council designee to serve in his/her place on the Board; and

WHEREAS, it is felt such an amendment will provide flexibility while maintaining the composition of the Board.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Owosso, Michigan that, Chapter 2, Administration, Article VII, *Municipal Employees' Pensions*, Section 2-403, Board of Trustees, read as follows:

THE CITY OF OWOSSO ORDAINS:

SECTION 1. Sec. 2-403 shall read as follows:

Sec. 2-403. Board of trustees.

(a) There is hereby created a board of trustees (the "board") in whom is vested the general administration, management, and responsibility for the proper operation of the retirement system and for making effective the provisions of this article. The board shall consist of seven (7) trustees as follows:

- (1) The mayor **or a councilman who is not eligible to participate in the retirement system as a member or retiree**;
- (2) A **second** councilman who is not eligible to participate in the retirement system as a member or retiree;
- (3) A citizen who has the qualifications required by the charter for holding an elective city office and who is not eligible to participate in the retirement system as a member or retiree, to be appointed by the council;
- (4) A police officer member to be chosen by the police officer members;
- (5) A fire fighter member to be chosen by the fire fighter members; and
- (6) Two (2) general city members: one (1) general city member to be chosen by non-unionized general city members and one (1) general city member to be chosen by the unionized general city members.

(b) The choosing of the trustees provided for in paragraphs (4), (5), and (6), above, shall be held in the month of May in each year under such rules and regulations as the board shall, from time to time, adopt.

Section 2: Effective Date.

This ordinance shall take effect 20 days after passage.

Section 3: 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.



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

MEMORANDUM

DATE: November 17, 2011

TO: City Council

FROM: Michael Compeau
Director of Public Safety

RE: Traffic Control Order No# 1261

The Owosso High School National Honor Society purposes the use of Main Street Plaza at Washington Street and Main Street on Friday December 2, 2011 from 5:00pm until Saturday December 3, 2011 8:00am. The National Honor Society Students (12-15) will be spending the night in make shift shelters in the Plaza to raise awareness and funds for the homeless.

This is an Owosso School sponsored event that will be chaperoned by adults.

The Public Safety Department has issued Traffic Control Order No# 1261 in accordance with the Rules for Issuance of Certain Traffic Control Orders; Staff recommends approval and further authorization of a traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1261	11/17/11	1:30 PM

REQUESTED BY
Ron Baker - City Engineer
Michael Compeau – Director of Public Safety

TYPE OF CONTROL
Closure of the Main Street Plaza at Washington Street & Main Street on Friday, December 2, 2011 from 5:00 PM until Saturday, December 3, 2011 at 8:00 AM for the Owosso High School National Honor Society

LOCATION OF CONTROL
Main Street Plaza at Washington Street & Main Street

APPROVED BY COUNCIL _____ 20 _____

REMARKS



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

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

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

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

Name of individual or group: Owosso High School Honor Society Date: 11/18/11

Primary Contact Person Name: Mrs Leskowiak Evan R. Her

Title: Teacher / NHS coord. Student

Address: 765 E. North St 413-5153
Owosso, MI

Phone: 723-8231

Requested Date(s): Dec 2-3, 2011 Requested Hours: Dec 2 5pm to Dec 3 8am

Area Requested (Parking Lot - Parade Route): Main St Plaza - Main - Washington

Detailed description of the use for which the request is made: Fundraiser - Awareness for homeless
Spend the night in make shift housing

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

Do Not Write Below This Line - For Officials Use Only

Approved Not Approved Date: _____ Traffic Control Order Number _____

Cc: DDA - Director
WCIA - Chairperson

CERTIFICATE OF INSURANCE

Producer

SET SEG
415 W. Kalamazoo Street
Lansing, MI 48933

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

Insured

Owosso Public Schools
1405 W North Street
Owosso, MI 48867-0340

A MASB-SEG Property/Casualty Pool, Inc.

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Premises/Operations <input checked="" type="checkbox"/> Incidental Medical Malpractice Coverage <input checked="" type="checkbox"/> Products/Completed Operations <input checked="" type="checkbox"/> Contractual <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Personal Injury	PC-00604-201107	7/1/11	7/1/12	BI & PD COMBINED OCCURRENCE	\$1,000,000
					BI & PD COMBINED AGGREGATE	N/A
					PERSONAL INJURY OCCURRENCE	\$1,000,000
					PERSONAL INJURY AGGREGATE	N/A

DESCRIPTION City of Owosso is hereby added as an additional insured for liability but only as respects to the activities performed by or on behalf of the named Insured as it represents the district's event being held at the Main Plaza - corner of Main Street and Washington, 5:00 p.m., December 2, 2011 through 8:00 A.M. on December 3, 2011.

CERTIFICATE HOLDER

City of Owosso
301 W. Main Street
Owosso, MI 48867

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Tara Stage

TARA STAGE
PROPERTY/CASUALTY DEPARTMENT

Date November 18, 2011



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

MEMORANDUM

DATE: For November 21, 2011 Council Agenda (Consent Item)

TO: Owosso City Council

FROM: Gary Burk, Utilities Director

RE: Water Plant High Service Pump # 4 - Rehab Authorization
Peerless Midwest Inc. - \$7,423

Staff requests Council authorization to waive competitive bidding requirements and proceed with the rehabilitation of one of our four high service pumps at the Water treatment Plant by Peerless Midwest Inc. at a cost of \$7,423.

The plant has 4 Peerless split case centrifugal pumps for pumping treated water to the distribution system, each with a design capacity of 2,800 gallons per minute as powered by 150 horsepower electric motors. The pump in question is one of two primary pumps that are equipped with variable frequency drives for optimal efficiency and thus is in operation over 4000 hours per year. This pump was purchased in 1980 as a spare and placed in full service in 1996. This will be the first major overhaul since that time, which equates to excellent service life. The need for overhaul was determined through routine inspection by plant staff. Peerless Midwest Inc. was selected for the service work since they are an authorized Peerless pump distributor and repair facility with ready access to Peerless pump parts, and we have had good service from Peerless Midwest in the past. The pump was sent in to their repair facility where it was given a detailed inspection to develop a proposal for rehabilitation of the pump to like new condition. It is not feasible to obtain competitive proposals for this work without incurring additional costs and delays for sending the pump to alternate repair facilities for the necessary inspection and quotation.

The proposal summary is attached and a more detailed parts and labor breakdown is available on request. We recommend the rehabilitation of the existing pump. Despite its being over 30 years old, wear parts are still available and the overall pump is still in good condition for another long service run. A new pump would cost over \$15,000 plus costs for modifying piping as new model pump dimensions would not directly replace the older, beefier pump design. Though not directly identified as a budget expense, this cost can be accommodated in the Water Plant equipment capital outlay budget.

GMB
Enc.

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE EXECUTION
OF A PURCHASE ORDER FOR
REHABILITATION OF HIGH SERVICE PUMP # 4
FOR THE WATER TREATMENT PLANT
WITH PEERLESS MIDWEST, INC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires rehabilitation of a Peerless Split Case Centrifugal Pump at its Water Treatment Plant; and

WHEREAS, Peerless Midwest, Inc. is an authorized Peerless pump distributor and repair facility and has inspected the pump and developed a detailed proposal to restore the pump to like new condition;

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 have peerless Midwest, Inc. rehabilitate the pump at a cost of \$7,423.
- SECOND: The purchase agreement between the City and Peerless Midwest, Inc. shall be in the form of a City Purchase Order.
- THIRD: The above expenses shall be paid from the Water Fund.



QUOTATION

City of Owosso
Attn: Gary Burk
301 Main Street
Owosso, MI 48867

QUOTE # HS110411-1
City of Owosso - Water Treatment Plant

DATE: November 4, 2011

REFERENCE Rehabilitation of Peerless - Horizontal Pump S/N 409089

Table with 2 columns: Item, Total. Contains detailed description of pump rehabilitation work and a total cost of \$7,423.00.

QUOTE VALID FOR 90 Days
ACCEPTED BY
TITLE
DATE

PEERLESS-MIDWEST, INC.
Jeffrey R. Stollhans
Jeffrey R. Stollhans, Project Manager



WARRANT 432
November 15, 2011

Vendor	Description	Fund	Amount
Brown & Stewart, PC	Professional Services - October 5, 2011 – November 9, 2011	General	\$10,578.60
Netarx	Network Engineering - October 2011	General	\$ 7,854.00
Michigan Municipal League Workers' Compensation Fund	Workers' Compensation Insurance - 3 rd Installment	General	\$26,986.00
Michigan Municipal Risk Management Authority	Building and Property Insurance - 2 nd Installment	General	\$69,105.00
		TOTAL	\$114,523.60

11/15/2011

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 10/01/2011 - 10/31/2011

Check Date	Ba	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
10/07/2011	1	116865	LEVALLEY REAL ESTATE	UB REFUND FOR ACCOUNT: 1295000003	36.74
10/07/2011	1	116866	DERSA SANDRA	UB REFUND FOR ACCOUNT: 2756490002	83.94
10/07/2011	1	116867	PARK JAMES	UB REFUND FOR ACCOUNT: 1074000003	67.80
10/07/2011	1	116868	SMITH AMY R	UB REFUND FOR ACCOUNT: 3753070007	40.00
10/07/2011	1	116869	MARQUARDT JASON	UB REFUND FOR ACCOUNT: 3035070001	30.55
10/07/2011	1	116870	LITTLE JESSICA	UB REFUND FOR ACCOUNT: 3035070002	63.64
10/07/2011	1	116871	SVARC OPAL	UB REFUND FOR ACCOUNT: 2262840002	40.50
10/07/2011	1	116872	HAYWOOD, WENDELL GEORGE	OPD-SUBPOENAED-WITNESS JURY FEES-10/4/11	10.24
10/07/2011	1	116873	HAZEL, ERIC JASON	OPD-SUBPOENAED-WITNESS JURY FEES-10/5/11	10.24
10/07/2011	1	116874	GOULD, SHIRLEY ANN	OPD-SUBPOENAED-WITNESS JURY FEES-10/4/11	10.24
10/07/2011	1	116875	GARVIN, LUCINDA MARIE	OPD-SUBPOENAED-WITNESS JURY FEES-10/5/11	13.36
10/07/2011	1	116876	WILCOX, HEATHER LEIGH	OPD-SUBPOENAED-WITNESS JURY FEES-9/29/11	10.24
10/07/2011	1	116877	123.NET	IT-CONTRACTUAL-SEPT 2011-POSTINING SPAM SE	32.00
10/07/2011	1	116878	ACCUMED BILLING INC	OFD-SEPT 2011-AMB BILLING SRVS/STATE REPOR	3,140.81
10/07/2011	1	116879	ACE ASPHALT AND PAVING CO INC	STS-CONTRACTUAL-2011 PAVING PROG-EST.2	75,303.95
10/07/2011	1	116880	AFLAC	EMPLOYEE DEDUCTIONS-AFLAC PREMIUM	1,143.54
10/07/2011	1	116881	AMERICAN PLANNING ASSOCIATION	PLANNING-MMBRSH/ DUES-1-1/12-31-12-ZETTEL	463.00
10/07/2011	1	116882	AMERICAN SPEEDY PRINTING CENTERS	DDA-SUPPLIES-ARTWALK POSTERS/QUESTIONNA	304.00
10/07/2011	1	116883	AMWAY GRAND PLAZA HOTEL	PLANNING-ED/TRAINING-OCT 19-21, 2011-ZETTEL/I	712.80
10/07/2011	1	116884	THE ARGUS PRESS	CLERK-PRINTING-SEPT 2011-LEGAL NOTICES/ELE	289.38
10/07/2011	1	116885	KENNY ARNETT	MEDICAL REIMBURSEMENT	15.00
10/07/2011	1	116886	BANDIT INDUSTRIES, INC.	FLEET-EQUIP MTN-KNIFES	607.06
10/07/2011	1	116887	BLUMERICH COMMUNICATIONS SERVICE	OPD-EQUIP MTN MOBILE-REPAIR TO UNIT 74	30.00
10/07/2011	1	116888	BODMAN LLP	HR-CONTRACTUAL-PETTIGREW ARBITRATION/EMI	2,920.21
10/07/2011	1	116889	MARY BORROUM	DDA-REIMB-FARMERS MKT VOUCHERS-EBT	20.00
10/07/2011	1	116890	C & S MOTORS, INC.	WWTP-EQUIP MTN-AIR HORN FOR DUMP TRUCK	33.61
10/07/2011	1	116891	C D W GOVERNMENT, INC.	IT-OPER SUPPLIES-ANNUAL SYMANTEC ANTIVIRUS	2,280.00
10/07/2011	1	116892	CERVENY JEWELERS	COUNCIL-OPERATING-ENGRAVING-1961 KEY/WALI	120.25
10/07/2011	1	116893	CITY MOWING SERVICES	CONTRACTUAL-MOW/TRIM RESIDENTIAL LOTS	300.00
10/07/2011	1	116894	CITY OF OWOSSO	DDA-REIMBURSEMENTS-CELLPHONE/COPIES	97.64
10/07/2011	1	116895	CLARK FIRE & SAFETY, INC.	WATER-OPERATING SUPPLIES-FILL CO2 TANK	25.00

11/15/2011

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 10/01/2011 - 10/31/2011

Check Date	Ba	Check	Vendor Name	Description	Amount
10/07/2011	1	116896	CONNECTIC MARKETING	DDA-ADVERTISING-FINAL PAYMENT	75.00
10/07/2011	1	116897	CONSUMERS ENERGY	UTILIITES-AUG 2011-MULTIPLE LOCATIONS	24,332.24
10/07/2011	1	116898	ROBERT W CRAIG	SEPT 2011-CONTRACTUAL-MAIL PICKUP/DELIVERY	180.00
10/07/2011	1	116899	D & D TRUCK & TRAILER PARTS	FLEET-PARTS/SUPPLIES-FUEL INJ TEST KIT	1,154.31
10/07/2011	1	116900	D & G EQUIPMENT INC	FLEET-PARTS/SUPPLIES-STIHL MS250	982.28
10/07/2011	1	116901	DAYSTARR COMMUNICATIONS	DDA-CONTRACTUAL-OCT 2011-PHONE FORWARDI	25.32
10/07/2011	1	116902	DELAU FIRE SERVICES INC	IT-EQUIP/MTN-SEMI ANNUAL SRVC/INSP/RPR	232.50
10/07/2011	1	116903	DELTA DENTAL PLAN OF MICHIGAN	OCT 2011-DENTAL INSURANCE PREMIUM	4,790.61
10/07/2011	1	116904	EDS CUSTOMER ACCOUNT OPERATIONS	ASSESSING-OPERATING SUPPLIES-COMPUTER	883.24
10/07/2011	1	116905	EDWARDS SIGN & SCREEN PRINTING, INC	PLANNING-CONTRACTUAL-DIGITAL GRAPHICS MA	50.00
10/07/2011	1	116906	CHARLOTTE A ELLIOTT	DDA-REIMB-FARMERS MKT VOUCHERS-EBT	2.00
10/07/2011	1	116907	EMPLOYEE BENEFIT CONCEPTS INC	HR-OCTOBER 2011-MONTHLY FSA ADMIN FEE	100.00
10/07/2011	1	116908	FASTENAL COMPANY	WWTP-EQUIP MTN-SUPPLIES	82.08
10/07/2011	1	116909	FEDEX	WWTP-SHIPPING SERVICES FOR LAB SAMPLES	9.12
10/07/2011	1	116910	FISHER SCIENTIFIC CO.	WWTP 2011 ANNUAL LAB SUPPLY ORDER.	2,735.07
10/07/2011	1	116911	TODD FOLLEN	MEDICAL REIMBURSEMENT	40.00
10/07/2011	1	116912	FRONTIER	UTILITIES-SEPT 2011-MULTIPLE LINES/TRAFFIC SIC	975.88
10/07/2011	1	116913	GEORGE INSTRUMENT COMPANY INC	WWTP-COL EQUIP-CONTROLLER	745.56
10/07/2011	1	116914	MARY GIBSON	DDA-REIMB-FARMERS MKT VOUCHERS-EBT	42.00
10/07/2011	1	116915	GLAESER DAWES CORP	2011 SUMPLINE COLLECTOR BID PER SPECS DA	43,008.40
10/07/2011	1	116916	AUBREY ANNE GRANT	DDA-CONTRACTUAL-OCT 2011-FARMERS MKT MS	100.00
10/07/2011	1	116917	AUBREY ANNE GRANT	DDA-CONTRACTUAL-OCT 2011-FARMERS MKT MS	100.00
10/07/2011	1	116918	AUBREY ANNE GRANT	DDA-CONTRACTUAL-OCT 2011-FARMERS MKT MS	100.00
10/07/2011	1	116919	AUBREY ANNE GRANT	DDA-CONTRACTUAL-OCT 2011-FARMERS MKT MS	100.00
10/07/2011	1	116920	AUBREY ANNE GRANT	DDA-CONTRACTUAL-OCT 2011-FARMERS MKT MS	100.00
10/07/2011	1	116921	BRADLEY E GROLL	MEDICAL REIMBURSEMENT	15.00
10/07/2011	1	116922	HACH COMPANY	WTP-OPERATING SUPPLIES	699.52
10/07/2011	1	116923	DAWN MARIE HALL	DDA-REIMB-FARMERS MKT VOUCHERS-EBT	34.00
10/07/2011	1	116924	HALLIGAN ELECTRIC INC	WWTP-EQUIP MTN-VDF FOR TOWER FAN-CENTRII	341.00
10/07/2011	1	116925	HOME DEPOT CREDIT SERVICES	OFD/DPW/WWTP-SUPPLIES/EQUIP MTN-RAKES-SI	258.92
10/07/2011	1	116926	INDEPENDENT NEWSPAPERS	DDA-CONTRACTUAL-ADVERTISING-ARTISAN MARI	1,145.00
10/07/2011	1	116927	INDEPENDENT STATIONERS	ENG/FIN/DPW/ADMIN-OPRATING SUPPLIES-TONEF	648.77

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10/07/2011	1	116928	INTELLIGENT PRODUCTS INCORPORATEI	DDA-OPERATING SUPPLIES-MUTT MITT DISPENSE	57.63
10/07/2011	1	116929	J & B MEDICAL SUPPLY INC	OFD-SUPPLIES-AMB MEDICAL SUPPLIES	1,255.75
10/07/2011	1	116930	J R HOWELL AIRPORT LIGHTING LLC	OFD-CONTRACTUAL-GENERATOR PURCHASE/INS	30,000.00
10/07/2011	1	116931	JOSEPH M JELINEK	DDA-REIMB-FARMERS MKT VOUCHERS-EBT/PROJ	117.00
10/07/2011	1	116932	KELLY'S REFUSE	DDA-CONTRACTUAL-AUG/SEPT 2011-TRASH SRV [1,125.00
10/07/2011	1	116933	KEMIRA WATER SOLUTIONS INC	WWTP-FERRIC CHLORIDE	2,600.28
10/07/2011	1	116934	CHARLES B KINCAID II	MEDICAL REIMBURSEMENT	30.00
10/07/2011	1	116935	AMY K KIRKLAND	REIMB-COUNCIL-OPER SUPPLIES-CITIZEN OF YEA	87.04
10/07/2011	1	116936	LIFELOC TECHNOLOGIES INC	OPD-OPERATING SUPPLIES-BAGS	132.00
10/07/2011	1	116937	LONG'S TRANSMISSION SERVICE INC	OFD-EQUIP MTN MOBILE-SERVICE MEDIC 1 & 2	252.60
10/07/2011	1	116938	LUDINGTON ELECTRIC, INC.	DDA-MAINTENANCE-DOWNTOWN REPAIRS	418.59
10/07/2011	1	116939	MATTHEW BENDER & CO., INC.	FINANCE-ED/TRAINING-GOVT ACCT-R.WILLIAMS	235.52
10/07/2011	1	116940	MAURER'S TEXTILE RENTAL SERVICES, I	FLEET-UNIFORM RENTAL	38.16
10/07/2011	1	116941	MICHAEL MCCLOSKEY	MEDICAL REIMBURSEMENT	105.00
10/07/2011	1	116942	MCMASTER-CARR SUPPLY CO	WWTP-EQUIP MTN-PARTS	146.31
10/07/2011	1	116943	MEMORIAL HEALTHCARE CENTER	HR-CONTRACTUAL-DRUG SCREENS-HARVEY/HETI	729.00
10/07/2011	1	116944	MEMORIAL HEALTHCARE CENTER	OFD-ED/TRAINING-AMER HEART ASSO HEALTHCA	39.00
10/07/2011	1	116945	MEMORIAL HEALTHCARE CENTER	OPD-MISCELLANEOUS-LAB-J. SOUTHWELL	15.00
10/07/2011	1	116946	TRACEY ELIZABETH MERCADO	DDA-CONTRACTUAL-OCT 2011-FARMERS MKT MS	100.00
10/07/2011	1	116947	TRACEY ELIZABETH MERCADO	DDA-CONTRACTUAL-OCT 2011-FARMERS MKT MS	100.00
10/07/2011	1	116948	TRACEY ELIZABETH MERCADO	DDA-CONTRACTUAL-OCT 2011-FARMERS MKT MS	100.00
10/07/2011	1	116949	TRACEY ELIZABETH MERCADO	DDA-CONTRACTUAL-OCT 2011-FARMERS MKT MS	100.00
10/07/2011	1	116950	TRACEY ELIZABETH MERCADO	DDA-CONTRACTUAL-OCT 2011-FARMERS MKT MS	100.00
10/07/2011	1	116951	MICHIGAN ASSOCIATION OF CHIEFS OF F	OPD-MEMBERSHIP/DUES-1/1-12/31/12-M.COMPEAU	115.00
10/07/2011	1	116952	MICHIGAN POLICE EQUIPMENT CO.	OPD-UNIFORMS/CLEANING-DUTY HOLSTERS (2)	266.00
10/07/2011	1	116953	ROBIN MINNICK	DDA-REIMB-FARMERS MKT VOUCHERS-EBT	24.00
10/07/2011	1	116954	MISDU	EMPLOYEE DEDUCTIONS-GARNISHMENTS	959.89
10/07/2011	1	116955	VICKY MONROE-MONROE PRODUCE	DDA-REIMB-FARMERS MKT VOUCHERS-EBT	59.00
10/07/2011	1	116956	MUNIMETRIX SYSTEMS CORP.	CLERK-CONTRACTUAL-IFL-SOFTWARE SU	499.00
10/07/2011	1	116957	NAPA AUTO PARTS	WWTP/FLEET-AUTO PARTS/SUPPLIES-WIPER BLAI	634.87
10/07/2011	1	116958	OFFICE DEPOT	PLANNING/DDA/FINANCE/PS-OPER SUPPLIES-BINC	212.77
10/07/2011	1	116959	OLD DOMINION BRUSH	FLEET-EQUIP MTN PARTS-LEAF VAC	1,699.91

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10/07/2011	1	116960	ONE WAY ASPHALT PAVING AND EXCAVA	STS-CONTRACTUAL-2011 ST PATCH PROG-EST 3	10,843.44
10/07/2011	1	116961	OWOSSO COMMUNITY PLAYERS	DDA-SUPPLIES-ARTWALK GIVEAWAY-2 SEASON TI	26.00
10/07/2011	1	116962	PERRIN CONSTRUCTION CO., INC.	STS-CONTRACTUAL-2011 CURB RPLMT-EST 1	11,407.70
10/07/2011	1	116963	POLICE OFFICERS LABOR COUNCIL	OPD-EMPLOYEE DEDUCTIONS-UNION DUES	769.25
10/07/2011	1	116964	PROTON DEVELOPMENT LLC	DDA-CONTRACTUAL-RESTROOM USE 2011 FARM	175.00
10/07/2011	1	116965	Q2A ASSOCIATES LLC	CONTRACTUAL SERVICES 9/4-9/17-11-R.WILLIAMS	2,257.50
10/07/2011	1	116966	QUALITY RENTAL LLC	CITY HALL-BLDG MTN-RENTAL-SOD CUTTER	113.40
10/07/2011	1	116967	REPUBLIC SERVICES OF FLINT	OCTOBER 2011-REFUSE SERVICE	396.50
10/07/2011	1	116968	ROSCOR CORPORATION	CABLE COMM-PROGRAMMING-CONTRACTUAL-FIN	995.00
10/07/2011	1	116969	MICHAEL LAWRENCE CONSTINE	WTP-BLDG MNT-BRUSH HOG AROUND LAGOONS	650.00
10/07/2011	1	116970	S L H METALS INC	WWTP-EQUIP MTN-SHEET METAL	186.60
10/07/2011	1	116971	SCOTT FREDERICKSON CONSTRUCTION	HOUSING-CONTRACTUAL-FINAL-419 E MASON ST	31,130.00
10/07/2011	1	116972	SIGNATURE FORD-LINCOLN-MERCURY-JE	FLEET-EQUIP MTN-REPAIR TO UNIT #310	774.70
10/07/2011	1	116973	SLINGERLAND CHRYSLER DODGE INC	WWTP-EQUIP MTN-DODGE PICKUP	999.90
10/07/2011	1	116974	SMITH JANITORIAL SUPPLY	WWTP/PARKS/CH-SUPPLIES-LINERS/RAGS/DISINF	323.73
10/07/2011	1	116975	SPARTAN STORES LLC	EMPLOYEE DEDUCTIONS-RETIREMENT-J.CARLSO	35.65
10/07/2011	1	116976	STECHSCHULTE GAS & OIL, INC.	FUEL-PE 9/30/11	5,469.17
10/07/2011	1	116977	PATRICIA STEVENSON	DDA-CONTRACTUAL-ART WALK ENTERTAINMENT	200.00
10/07/2011	1	116978	SUNBURST GARDENS, INC.	DDA-CONTRACTUAL-RPR SPRINKLER PLAZA LOT	2,070.00
10/07/2011	1	116979	U S BANK, N A	BOND PMTS-'02 WATER REV BOND/'00 HVAC EQUI	328,360.63
10/07/2011	1	116980	JESSICA UNANGST	REIMB-EMP DEDS-RTRMT GIFT CARD-J.CARLSON	100.00
10/07/2011	1	116981	UNITED PARCEL SERVICE	WATER-OPERATING SUPPLIES-SHIPPING CHARGE	9.35
10/07/2011	1	116982	USA BLUE BOOK	WWTP-OPER SUPPLIES-EQUIP MTN PARTS	307.55
10/07/2011	1	116983	VALLEY LUMBER	ENG/PARKS/CH-OPERATING SUPPLIES-SILL SEALE	80.97
10/07/2011	1	116984	WASTE MANAGEMENT OF MICHIGAN	DISPOSAL CHARGES-9/1/11-9/16/11	2,014.50
10/07/2011	1	116985	LORRIANE WECKWERT	DDA-REIMBURSEMENT-PLANTS DOWNTOWN	701.42
10/07/2011	1	116986	WEST SHORE FIRE, INC.	OFD-EQUIP MTN-ANNUAL INSP OUTDOOR WARNIN	1,540.00
10/07/2011	1	116987	MERLE E WEST II	BUILDING-CONTRACTUAL-PLAN REVIEW-MECHAN	225.00
10/07/2011	1	116988	WIN'S ELECTRICAL SUPPLY	DDA/WTP/OPD/CH/FLEET/WWTP-DOWNTOWN LIGI	792.75
10/07/2011	1	116989	XEROX CORPORATION	CH-EQUIP MTN-COPIERS-SEPTEMBER 2011	714.04
10/07/2011	1	116990	ADAM ZETTEL	REIMBURSEMENT-2010 & 2011 DEDUCTIBLES	2,020.70
10/07/2011	1	116991	ZIMMERMAN, JAMES N	REFUND-WITHDRAWL VARIANCE HEARING REQUE	90.00

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10/07/2011	1	116992	LON ZIMMERMAN	WWTP-REIMB.-FUEL-TRIP TO FREMONT, IN	49.01
10/13/2011	1	116993	DEANA L DOAN	REFUND-MISC.DENTAL DEDUCTION IN ERROR	69.51
10/13/2011	1	116994	POSTMASTER	COMM.DVLP/LEAF&BRUSH-POSTAGE-PLANNING S	899.28
10/13/2011	1	116995	REEVES WHEEL ALIGNMENT, INC.	DPW/OPD-MAINTENANCE-POLICE VEHICLES/CLEA	2,803.47
10/13/2011	1	116996	SOUTHSIDE CAR WASH	OPD-CAR WASHES-SEPTEMBER 2011	36.10
10/13/2011	1	116997	RONALD J TOBEY	TREAS-ED/TRAINING-REIMBUR-MMTA CONFERENC	43.21
10/21/2011	1	116998	ACE ASPHALT AND PAVING CO INC	STS-CONTRACTUAL-2011 STREET PAVING PROG-#	58,132.20
10/21/2011	1	116999	AFLAC	EMPLOYEE DEDUCTIONS-AFLAC PREMIUM	1,143.54
10/21/2011	1	117000	H K ALLEN PAPER CO	CITY HALL-OPERATING SUPPLIES	109.00
10/21/2011	1	117001	AMERICAN SPEEDY PRINTING CENTERS	DDA-SUPPLIES-OWOSSO PALOOZA POSTERS	32.00
10/21/2011	1	117002	APS WATER SERVICES CORPORATION	WWTP-LAB SUPPLIES	400.45
10/21/2011	1	117003	B & D ELEVATOR SERVICES INC	BLDG/GRDS-BLDG MTN-ELEVATOR-10/17/11	105.00
10/21/2011	1	117004	THE BANK OF NEW YORK MELLON N.A.	2009 LTGO BONDS-INTEREST PMT	21,062.50
10/21/2011	1	117005	BLUMERICH COMMUNICATIONS SERVICE	OPD-EQUIP MTN MOBILE-REPAIR TO CAR #74	60.00
10/21/2011	1	117006	BROWN & STEWART P C	OPD/ADMIN-PROF SERVICES-9/8/11-10/4/11	9,913.24
10/21/2011	1	117007	DAVID B BUTCHER	MEDICAL REIMBURSEMENT	15.00
10/21/2011	1	117008	CALEDONIA CHARTER TOWNSHIP	JULY-SEPT 2011-WATER DISTRICT AGRMNT PMT	20,166.27
10/21/2011	1	117009	JON D CECIL	MEDICAL REIMBURSEMENT	750.00
10/21/2011	1	117010	CENTRON DATA SERVICES, INC.	WATER/SEWER BILL PRINTING & MAILING SERV	3,511.44
10/21/2011	1	117011	CHEMICAL BANK WEALTH MANAGEMENT	2010 GO BONDS-PRINCIPAL/INTEREST	34,182.50
10/21/2011	1	117012	CITY MOWING SERVICES	CONTRACTUAL-MOW/TRIM RESIDENTIAL LOT	340.00
10/21/2011	1	117013	CONSUMERS ENERGY	UTILITIES-SEPT 2011-MULTIPLE LOCATIONS	29,988.70
10/21/2011	1	117014	VOID		0.00 V
			Void Reason: Created From Check Run Process		
10/21/2011	1	117015	VOID		0.00 V
			Void Reason: Created From Check Run Process		
10/21/2011	1	117016	VOID		0.00 V
			Void Reason: Created From Check Run Process		
10/21/2011	1	117017	CONSUMERS ENERGY	OFD-EQUIPMENT-GAS LINE FOR GENERATOR	672.60
10/21/2011	1	117018	CONSUMERS ENERGY	ELECTRIC SERVICE-BALLFIELD CONCESSION STD	577.50
10/21/2011	1	117019	LARRY D COOK	ASSESSING-ED/TRAINING-REIMB-CONFERENCE E)	95.97
10/21/2011	1	117020	CRITICAL INFORMATION NETWORK LLC	OFD-ONLINE TRAINING-FETN/PULSE-7/1/11-6/30/1	1,080.00

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10/21/2011	1	117021	DALTON ELEVATOR	OFD/FLEET/WWTP-EQUIP MTN-OXYGEN	323.76
10/21/2011	1	117022	DAYSTARR COMMUNICATIONS	IT/DDA-NOV 2011-DSL CONNECTION FEES	432.38
10/21/2011	1	117023	DELTA DENTAL PLAN OF MICHIGAN	NOV 2011-DENTAL INSURANCE PREMIUM	4,789.70
10/21/2011	1	117024	JAKE A DYE	MEDICAL REIMBURSEMENT	380.77
10/21/2011	1	117025	EAST JORDAN IRON WORKS, INC.	MAINS/HYDRANTS-MTLS USED BAKER COLLEGE W	353.00
10/21/2011	1	117026	EDS CUSTOMER ACCOUNT OPERATIONS	OFD/CLERK-EQUIP-COMPUTERS W/MONITORS	1,766.48
10/21/2011	1	117027	ENVIRONMENTAL TESTING & CONSULTIN	HOUSING-CONTRACTUAL-419 E MASON	250.00
10/21/2011	1	117028	ETNA SUPPLY COMPANY	WATER-INVENTORY-CURB BOXES (25)	1,250.00
10/21/2011	1	117029	FIRST CONTRACTING INC	HOUSING-CONTRACTUAL-535 E EXCHANGE ST	16,893.90
10/21/2011	1	117030	FISHER GRAVEL	ADMIN-DEMOLITION-STRUCTURE 328 PRINDLE S	6,000.00
10/21/2011	1	117031	TODD FOLLEN	MEDICAL REIMBURSEMENT	20.00
10/21/2011	1	117032	GALL'S INC.	OPD-OPERATING SUPPLIES-NAME TAGS (4)	39.35
10/21/2011	1	117033	GILBERT'S TRUE VALUE HARDWARE	OPD/OFD/ENG/WTR/STS/CH/DPW-OPERATIG SUPP	229.04
10/21/2011	1	117034	GOYETTE MECHANICAL	PUB SAFETY-BLDG MTN-REPAIR	859.68
10/21/2011	1	117035	GRAINGER, INC.	WWTP-EQUIP MTN/OPERATING SUPPLIES	309.92
10/21/2011	1	117036	BRADLEY E GROLL	MEDICAL REIMBURSEMENT	15.00
10/21/2011	1	117037	HALLIGAN ELECTRIC INC	WWTP-EQUIP MTN-REPAIR WORK	632.00
10/21/2011	1	117038	HSBC BUSINESS SOLUTIONS	FLEET-EQUIP MTN-PARTS FOR LEAF LOADER	377.14
10/21/2011	1	117039	HUGGETT SOD FARM INC	BLDG/GRDS-SOD FOR CITY HALL LAWN	3,656.70
10/21/2011	1	117040	IDEXX DISTRIBUTION CORPORATION	WTP-OPERATING SUPPLIES-WP200 COLILERT	824.97
10/21/2011	1	117041	INDEPENDENT STATIONERS	ENGINEERING-OPERATING SUPPLIES-LABELS	39.63
10/21/2011	1	117042	MARLENE JUNGNITSCH	MEDICAL REIMBURSEMENT	475.05
10/21/2011	1	117043	KEMIRA WATER SOLUTIONS INC	WWTP-FERRIC CHLORIDE	2,573.50
10/21/2011	1	117044	PAUL KLEEMAN	MEDICAL REIMBURSEMENT	10.00
10/21/2011	1	117045	LUDINGTON ELECTRIC, INC.	PARKING-MTN-REPAIR LIGHTS COMSTOCK LOT	157.82
10/21/2011	1	117046	DONALD LUFT	EMPLOYEE DEDUCTIONS-REIMB.-SODA EMP LUNC	13.80
10/21/2011	1	117047	MAGNETROL ENVIRONMENTAL	WWTP-EQUIP-MAGNETROL RADAR TRANSMITTER	2,113.29
10/21/2011	1	117048	MCMASTER-CARR SUPPLY CO	WWTP-QUIP MTN-PARTS	121.38
10/21/2011	1	117049	METLIFE	EMPLOYEE DEDUCTIONS-MET LIFE PAYMENT	26.84
10/21/2011	1	117050	MICHIGAN METER TECHNOLOGY GROUP	WATER-INVENTORY/OPER SUPPLIES-METER GUN	9,385.48
10/21/2011	1	117051	MICHIGAN MUNICIPAL LEAGUE	UNEMPLOYEMENT INS-3RD QTR CONTRIBUTIONS	15.50
10/21/2011	1	117052	MICHIGAN MUNICIPAL RISK MANAGEMEN	INS/BONDS-BUILDING/PROPERTY INSURANCE	138,211.00

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10/21/2011	1	117053	MISDU	EMPLOYEE DEDUCTIONS-GARNISHMENTS	959.89
10/21/2011	1	117054	DOUGLAS LEE MORRICE	MEDICAL REIMBURSEMENT	10.00
10/21/2011	1	117055	MUNICIPAL WEB SERVICES	IT-CONTRACTUAL-AUG 2011-WEBSITE HOSTING	175.00
10/21/2011	1	117056	MUTUAL EYE CLAIM AUDITS	NOV 2011-VISION COVERAGE PREMIUM	687.55
10/21/2011	1	117057	NETARX	IT-SEPT 2011-NETWORK ENGINEERING SUPPORT	8,806.00
10/21/2011	1	117058	NEXTEL COMMUNICATIONS	SEPT 2011-CELLPHONES-SERVICE & EQUIPMENT	1,386.69
10/21/2011	1	117059	ODEN TRAINING	WATER-ED/TRAINING-EXAM REVIEW CLASS-D.ELV	520.00
10/21/2011	1	117060	OFFICE DEPOT	HR/FINANCE-SUPPLIES-TONER/ENVELOPES	161.29
10/21/2011	1	117061	OFFICE SOURCE	TREAS/ASSESSING-OPERATING SUPPLIES-TASK C	263.61
10/21/2011	1	117062	OWOSSO BOLT & BRASS CO	PARKS/WATER-EQUIP MTN METER-CONCESSION	84.94
10/21/2011	1	117063	OWOSSO READY MIX COMPANY	PARKS-CONCRETE LITTLE LEAGUE CONCESSION	1,057.50
10/21/2011	1	117064	OWOSSO-WATER FUND	DDA-UTILITIES-JULY-SEPT 2011-WATER-SEWER	1,804.40
10/21/2011	1	117065	OWOSSO-WATER FUND	UTILITIES-JULY-SEPT 2011-WATER/SEWER BILLS	4,648.60
10/21/2011	1	117066	GARY L PALMER	BLDG-CONTRACTUAL-OCT 2011-BUILDING OFFICIAL	2,000.00
10/21/2011	1	117067	PITNEY BOWES GLOBAL FINANCIAL SERV	ADMIN-EQUIP MTN-OCT 2011-MAILING MACHINE 5E	156.00
10/21/2011	1	117068	PRE-PAID LEGAL SERVICES INC	EMPLOYEE DEDUCTIONS-LEGAL SERVICES	51.80
10/21/2011	1	117069	PREIN & NEWHOF	WTP-CONTRACTUAL-SAMPLES	540.00
10/21/2011	1	117070	Q2A ASSOCIATES LLC	CONTRACTUAL SERVICES-9/18-10/1/11-R.WILLIAM	2,268.00
10/21/2011	1	117071	ESTHER RAY	OPD-ED/TRAINING-REIMBURSEMENT	18.87
10/21/2011	1	117072	RUTHY'S LAUNDRY CENTER	OPD/OFD-SEPT 2011-DRY CLEANING	492.25
10/21/2011	1	117073	S L H METALS INC	FLEET-EQUIP MTN-PARTS FOR LEAF MACHINE	142.61
10/21/2011	1	117074	GORDON R SETTLEMYRE	MEDICAL REIMBURSEMENT	80.00
10/21/2011	1	117075	SHIAWASSEE COUNTY CENTRAL DISPATCH	OPD-CONTRACTUAL-LEIN 7/1/11 - 9/30/11	583.33
10/21/2011	1	117076	SHIAWASSEE COUNTY HEALTH DEPT	OPD-PHYSICALS-HEP B INJECTION-J.GRAHAM	15.00
10/21/2011	1	117077	SHIAWASSEE COUNTY SHERIFFS DEPAR	OPD-CONTRACTUAL-SHARE OSSI NEW SERVER	5,350.38
10/21/2011	1	117078	SHIAWASSEE DISTRICT LIBRARY	CONTRACTUAL-SATA PAYROLL SRVS-7-1/9-30-11	417.89
10/21/2011	1	117079	SHIAWASSEE FAMILY YMCA	EMPLOYEE DEDUCTIONS-MEMBERSHIPS	399.60
10/21/2011	1	117080	SIGNATURE FORD-LINCOLN-MERCURY-JE	FLEET-EQUIP MTN-REPAIR TO UNIT #310	60.25
10/21/2011	1	117081	ST JOHNS ANSWERING SERVICE INC	NOVEMBER 2011-ANSWERING SERVICE	60.00
10/21/2011	1	117082	STAPLES CREDIT PLAN	DPW/WATER-OPERATING SUPPLIES-TONER	82.58
10/21/2011	1	117083	STATE OF MICHIGAN	OCT 2011-PAYROLL-MICHIGAN WITHHOLDING TAX	13,540.31
10/21/2011	1	117084	STATE OF MICHIGAN	OPD-MISC-SEX OFFENDER REGISTRATION FEES	60.00

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10/21/2011	1	117085	STECHSCHULTE GAS & OIL, INC.	WTP-DIESEL FUEL PE 10/15/11	5,928.43
10/21/2011	1	117086	SUMBERA EXCAVATING, INC.	STS-CONTRACTUAL-2011 CURB & GUTTER PROJEI	119,468.23
10/21/2011	1	117087	SWIM LLC	CONTRACTUAL SERVICES-10/2-10/15/11-G.BURK	1,680.00
10/21/2011	1	117088	SWIM LLC	CONTRACTUAL SERVICES-9/18-10/1/11-G.BURK	1,260.00
10/21/2011	1	117089	TRAMM TECH INC	WWTP-EQUIP MTN-MACHINING	50.00
10/21/2011	1	117090	JESSICA UNANGST	EMPLOYEE DEDUCTIONS-REIMB-PIZZA EMPLOYEE	140.25
10/21/2011	1	117091	WAL-MART STORE #1733	EMPLOYEE DEDUCTIONS-RETIREMENT GIFT CARC	100.00
10/21/2011	1	117092	WASTE MANAGEMENT OF MICHIGAN	DISPOSAL CHARGES-9/16/11-9/30/11	2,252.08
10/21/2011	1	117093	MERLE E WEST II	BUILDING-CONTRACTUAL-PLUMBING/MECHANICAI	600.00
10/21/2011	1	117094	WESTERN LIME CORPORATION	WTP-QUICKLIME/45.67/TONS	5,845.76
10/21/2011	1	117095	WILLOUGHBY PRESS	PLANNING-PRINTING-MASTER PLAN SURVEY (65	1,184.00
10/21/2011	1	117096	YOUNG CHEVROLET CADILLAC	OPD-EQUIP MTN MOBILE-REPAIRS #80	1,058.68
10/26/2011	1	41(E)	MUNICIPAL EMPLOYEES RETIREMENT SY	EMPLOYEE CONTRIBUTIONS-SEPT 2011-POLICE	6,681.94
10/27/2011	1	117097	BENNETT CONSTRUCTION	REFUND-PERFORMANCE DEPSOIT #2011063 REC #	50.00
10/27/2011	1	117098	HAYWOOD, WENDELL GEORGE	OPD-SUBPOENAED-WITNESS JURY FEES-10/25/11	10.24
10/27/2011	1	117099	JACK FRANKLIN SMITH	OPD-SUBPOENAED-WITNESS JURY FEES	10.24
10/27/2011	1	117100	GOULD, SHIRLEY ANN	OPD-SUBPOENAED-WITNESS JURY FEES-10/25/11	10.24
10/27/2011	1	117101	MARY GIBSON	DDA-REIMB-FARMERS MKT VOUCHERS-EBT/PROJI	126.00
10/27/2011	1	117102	DAWN MARIE HALL	DDA-REIMB-FARMERS MKT VOUCHERS-EBT/PROJI	180.00
10/27/2011	1	117103	VICTORIA MONROE	DDA-REIMB-FARMERS MKT VOUCHERS-EBT/PROJI	41.00 V
			Void Reason: WRONG FIRST NAME S/B VICKY		
10/27/2011	1	117104	OUTDOORS PLUS, INC.	REFUND-PERFORMANCE DEPOSIT #2011066 REC #	100.00
10/27/2011	1	117105	PHYSICIANS HEALTH PLAN OF MID-MICH	NOVEMBER 2011-HEALTH INSURANCE PREMIUM	83,603.42
10/27/2011	1	117106	POSTMASTER	OPER SUPPLIES-2011/2012 DWNTWN/WSTWN SNC	47.55
10/27/2011	1	117107	STANDARD INSURANCE COMPANY	NOVEMBER 2011-GROUP LIFE INSURANCE PREMIL	2,143.48
10/27/2011	1	117108	WILLIAM S WESENBERG	DDA-REIMB-FARMERS MKT VOUCHERS-EBT/PROJI	102.00
10/27/2011	1	117109	FOREST WOLFROM	DDA-REIMB-FARMERS MKT VOUCHERS-EBT/PROJI	8.00
10/27/2011	1	117110	PAM WYRICK	DDA-REIMB-FARMERS MKT VOUCHERS-EBT/PROJI	112.00
10/27/2011	1	117111	ADAM ZETTEL	COMM DVLPMNT-REIMB-CONFERENCE EXPENSES	124.00

1 TOTAL of 244 Non-Void Checks:

1,279,024.78

1 TOTAL of 4 Void Checks:

41.00

11/15/2011

CHECK REGISTER FOR CITY OF OWOSSO
 CHECK DATE FROM 10/01/2011 - 10/31/2011

Check Date	Ba	Check	Vendor Name	Description	Amount
1 TOTAL - 248 Checks:					1,279,065.78
Bank 10 OWOSSO HISTORICAL FUND					
10/10/2011	10	4259	POUCH, NICOLE	HISTORICAL-RENT-CASTLE DEPOSIT-9/17/11	50.00
10/10/2011	10	4260	SMITH, CRYSTAL	HISTORICAL-REIMB-TRAVEL EXPENSES-DONATIO	814.94
10/10/2011	10	4261	CHARTER COMMUNICATIONS	HISTORICAL-CABLE/INTERNET-9-27/10-28-11-515 N	98.45
10/10/2011	10	4262	CONSUMERS ENERGY	HISTORICAL-UTILITIES-515 N WASHINGTON ST	403.86
10/10/2011	10	4263	FRONTIER	HISTORICAL-PHONE-PE 9/28/11-515 N WASHINGTO	36.90
10/10/2011	10	4264	ROSEMARY MAGLEY	HISTORICAL-SEPT 2011-CLEANING SERVICE-CAST	100.00
10/10/2011	10	4265	KENDRA NICHOLS	HISTORICAL-CONTRACTUAL-LAWN MOWING-GOU	140.00
10/28/2011	10	4266	CHARTER COMMUNICATIONS	HISTORICAL-CABLE/INTERNET-10-27-11/28/11-515	98.39
10/28/2011	10	4267	CITY OF OWOSSO	HISTORICAL-BLDG MTN-STREET RECONSTRUCTIC	1,386.00
10/28/2011	10	4268	CITY OF OWOSSO	HISTORICAL-UTILITIES-JUNE/AUG 2011-WATER/SE	96.60
10/28/2011	10	4269	GILBERT'S TRUE VALUE HARDWARE	HISTORICAL-BLDG MTN-CAULK FOR GOULD HOUS	182.28
10/28/2011	10	4270	ROSEMARY MAGLEY	HOSTIRICAL-OCT 2011-CLEANING SERVICES	100.00
10/28/2011	10	4271	SECURITY ALARM CO INC	HISTORICAL-BLDG MTN-ALARM REPAIR	119.95
10 TOTAL of 13 Non-Void Checks:					3,627.37
10 TOTAL of 0 Void Checks:					0.00
10 TOTAL - 13 Checks:					3,627.37
Bank 2 TRUST & AGENCY					
10/10/2011	2	6086	DOWNTOWN DEVELOPMENT AUTHORITY	2011 TAX REAL/PP COLLECTIONS	1,620.39
10/10/2011	2	6087	SHIAWASSEE AREA TRANSPORTATION A	2011 TAX REAL/PP COLLECTIONS	317.85
10/10/2011	2	6088	SHIAWASSEE COUNTY TREASURER	2011 TAX REAL/PP COLLECTIONS	18,025.94
10/10/2011	2	6089	SHIAWASSEE COUNTY TREASURER	2011 TAX REAL/PP COLLECTIONS-TRAILER FEES	390.00
10/27/2011	2	6090	SHIAWASSEE AREA TRANSPORTATION A	2011 TAX REAL/PP COLLECTIONS	186.52
10/27/2011	2	6091	SHIAWASSEE COUNTY TREASURER	2011 TAX REAL/PP COLLECTIONS	10,663.76
2 TOTAL of 6 Non-Void Checks:					31,204.46
2 TOTAL of 0 Void Checks:					0.00
2 TOTAL - 6 Checks:					31,204.46

11/15/2011

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 10/01/2011 - 10/31/2011

Check Date	Ba	Check	Vendor Name	Description	Amount
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REPORT TOTALS:

REPORT TOTAL of 263 Non-Void Checks:

1,313,856.61

REPORT TOTAL of 4 Void Checks:

41.00

REPORT TOTAL - 267 Checks:

1,313,897.61



MEMORANDUM

DATE: November 17, 2011

TO: OWOSSO CITY COUNCIL

FROM: Adam Zettel, AICP

RE: National Register of Historic Places

The Owosso Downtown Historic District Commission (HDC) was created in August 2010 to preserve historically contributing downtown properties through regulation and the provision of state tax credits. Over the last year, the newly created commission has been successfully regulating applications to perform work in the downtown and has also been engaged with projects seeking, and ultimately acquiring, state tax credits for preservation work.

Recently, **the State of Michigan has drastically reduced the amount of tax credits available for such projects.** Meetings with the State Historic Preservation Office (SHPO), city staff, and other professionals indicate that these incentive credits are effectively unavailable to Owosso moving forward. This means that the HDC is left with a stick but no carrot to preserve and enhance historic structures in the downtown.

As an alternate to the state program, the HDC has been investigating the potential to list the downtown on the National Register of Historic Places (NRHP) in order to make projects eligible for a similar federal tax credit. This option has been reviewed and denied in the recent past because of potential conflicts and complications that this program could pose as used in conjunction with the state program. With the state program effectively gone, this is no longer a concern.

Therefore, **the HDC finds that the federal program, which is voluntary, would offer strong benefits with little or no risks or complications to the community.** To this end, the commission requests that the city council permit a study that would allow for a nomination to the NRHP. Furthermore, SHPO is offering funds that would cover the cost of this study if Owosso commits to executing the nomination by November 30, 2011. The cost of such a study would likely be between \$15,000 and \$30,000.

Based upon the months of deliberation, research, and legislative changes that have occurred on this issue, **I strongly recommend that the council support a NRHP nomination study. I further recommend that the city pursue the funds offered by SHPO to execute this study.** Though these funds are not guaranteed, I have an extraordinarily high degree of confidence that they will be available for Owosso's use. If these funds do not become available, there is a chance the original study committee that formed the HDC could work on such a study. Otherwise, the city is not committed to submitting a nomination if a study is not contracted.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE NOMINATION OF
THE OWOSSO DOWNTOWN HISTORIC DISTRICT FOR REGISTRY ON
THE NATIONAL REGISTER OF HISTORIC PLACES
AND SEEKING GRANT SUPPORT FROM
THE STATE HISTORIC PRESERVATION OFFICE (SHPO)**

WHEREAS, the City of Owosso is authorized by the provision of Act 169, Public Acts of Michigan, 1970, as amended, to create an Historic District Commission (HDC); and

WHEREAS, the Owosso Downtown Historic District Commission (HDC) was created by Ordinance No. 717 in August of 2010; and

WHEREAS, the historic district was created to preserve historic buildings in the downtown through regulation as well as through the provision of dedicated state tax credits that would provide an incentive for preservation work; and

WHEREAS, the State of Michigan has greatly reduced the amount and availability of these tax credits; and

WHEREAS, SHPO is offering funds to the City of Owosso to perform a nomination study to place this district on the National Register of Historic Places, thereby making the district eligible for federal tax credits; and

WHEREAS, the Owosso Planning Commission and the Historic District Commission, finding such a study and nomination to be in the best interest of the community, have resolved to recommend pursuit of the national nomination and the funds to execute nomination study.

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

- FIRST: The City of Owosso, finding that the pursuit of a designation for the district on the National Register of Historic Places (NRHP) is in the best interest of the city, hereby approves and permits an application to the NRHP for the current and/or amended downtown historic district for nomination.
- SECOND: The City of Owosso further directs staff to pursue a grant by the State Historic Preservation Office (SHPO) to conduct such a nomination study and to consider the Steam Railroading Institute for inclusion in a resulting district.
- THIRD: Furthermore, the council resolves to support the nomination by showing a willingness to educate the community on the NRHP, and to provide local assistance to any retained consultant via access to historic information, local education activities, and by taking part in the research and public participation process.
- FOURTH: Furthermore, the council hereby directs staff to engage other community and private interests to secure letters of support, resolutions, and correspondence as necessary to fulfill the needs of SHPO and the grant process timeline.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THIS 21ST DAY OF NOVEMBER, 2011.

AYES:

NAYS:
ABSTENTIONS:
ABSENT:

CITY OF OWOSSO

ATTEST:

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
STATE HISTORIC PRESERVATION OFFICE

GARY HEIDEL
EXECUTIVE DIRECTOR

October 24, 2011

Adam Zettel, Asst. City Manager
City of Owosso
301 W. Main Street
Owosso, MI 48867

Re: Nomination of Downtown Owosso to the National Register of Historic Places

Dear Mr. Zettel:

The State Historic Preservation Office (SHPO) has funds available to prepare National Register of Historic Places (NRHP) nominations for a small number of downtown districts over the coming year. The SHPO's goal is to target communities that are positioning themselves to utilize historic preservation as an economic development tool, integrating historic preservation principles in long-term planning efforts, and/or have several important historic preservation rehabilitation projects in early planning stages that would benefit from access to federal historic tax credits. For this small number of selected communities, the SHPO would carry out and pay for the entire cost of the nomination project as well as work with local historians and the business community. This is a service the SHPO has rarely been able to provide in the past.

The SHPO has preliminarily identified downtown Owosso as a prime candidate for this service because of its important stock of historic buildings and its value as a historic and economic asset to the broader area. Another goal of this NRHP nomination project is to make federal historic tax credits available to owners of income-producing historic buildings within the district. These tax credits have proved an invaluable tool for downtown revitalization over the past several decades.

Below is more information on the SHPO's initiative including the scope of the project, the SHPO's expectations of the community, and the tentative schedule for hiring a consultant, completing the nomination, and officially listing the downtown in the NRHP.

We are requesting that your community consider this offer of the NRHP nomination service and notify us whether the community would like to be a part of this project or not. If the community would like to move forward, all requested information (see below) must be received by **November 30, 2011**.

What is the National Register of Historic Places?

The National Register of Historic Places (NRHP) is the nation's list of cultural resources worthy of preservation and is maintained by the National Park Service, United States Department of the

Michigan Library and Historical Center • 702 West Kalamazoo Street • P.O. Box 30740
Lansing, Michigan 48909-8240
michigan.gov/shpo • 517.373.1630 • FAX 517.335.0348 • TTY 800.382.4568



Interior. In Michigan, the State Historic Preservation Office (SHPO) administers the program which boasts over 1500 NRHP listings including such diverse historic properties as commercial buildings and districts, houses and residential districts, farm and factory complexes, cemeteries and parks, monuments, ships and shipwreck sites.

The NRHP is more than just a list of resources that have been researched and documented as significant to the nation, state or community. It is a tool for preserving historic properties. NRHP listed properties are given special consideration when the federal government is planning or giving aid to projects. Listed properties can provide property owners with access to federal historic tax credits for the rehabilitation of their properties. Listing properties gives private citizens and public officials credibility when attempting to protect these resources. Listing in the NRHP, however, does not prevent a property owner from altering or managing their property in any way.

Scope of the Project

The scope of the NRHP nomination project includes: 1) the SHPO selecting three downtown districts to be part of the project, 2) the SHPO hiring and paying for a consultant to write the nominations, 3) the consultant doing all work required for researching and writing the nomination, 4) the consultant submitting the nomination for review and approval by the State Historic Preservation Review Board, 5) the SHPO submitting the nomination to the National Park Service, and 6) the downtown officially being listed in the National Register of Historic Places. The tentative schedule for the project is outlined below.

The SHPO will administer the process for hiring a consultant. This will be done through a formal Request for Proposals process outlined by the Michigan State Housing Development Authority. The SHPO will keep the community updated throughout this process. The hired consultant will be required to meet federal professional qualifications for historian and architectural historian set forth in 36 CFR 61 of the National Park Service's "Professional Qualifications Standards."

Expectations of the Community

The community is *not* expected to contribute funding towards hiring and paying for a consultant to write the nomination. If the community would like to move forward with the SHPO's initiative, the community will be expected to:

- Provide a primary contact person who will be able to provide general assistance to the consultant (i.e. directing the consultant towards and/or providing access to sources of historical information, photographs, and base maps, providing contact information for key individuals, providing an electronic list of property owners and addresses, etc.)
- Actively educate downtown stakeholders and the community at-large on the benefits of the downtown being listed on the NRHP and progress on the project (i.e. organizing public presentations, informational brochures/handouts, press releases on key steps in the process, etc.)
- Cover nominal expenses relating to providing access to historic information (i.e. printing base maps) and to local educational activities (i.e. flyers and brochures promoting the project, coffee/snacks during public meetings, etc.)
- Submit a resolution of support by City Council stating a desire to be a part of the SHPO's project, support of the downtown being listed in the NRHP, willingness to educate the community on the NRHP, and willingness to provide local assistance (as outlined above) to the consultant,

- Submit letters of support from other stakeholder organizations stating their support of the project (such as the local Downtown Development Authority, planning commission, historic society, chamber of commerce, business and/or merchants association, key stakeholders, etc.)
- Submit all information requested above by **November 30, 2011**. Mail to Kelly Larson, Michigan State Housing Development Authority, State Historic Preservation Office, 702 W. Kalamazoo Street, PO Box 30740, Lansing, MI 48909-8240.

If you have any questions or concerns about this project, please feel free to contact Kelly Larson, Main Street Architect for the State Historic Preservation Office, at 517-241-0242 or email l Larsonk@michigan.gov.

Cordially,



Brian Conway, State Historic Preservation Officer
State Historic Preservation Office

Tentative Schedule for the Project

There are many variables that can impact the timeline for listing the downtown on the National Register of Historic Places. The SHPO will keep the community updated on the progress of hiring a consultant and the consultants schedule for completing the project. For preliminary planning purposes only, the SHPO anticipates the following timeline. The community will be expected to conduct their local educational activities about the NRHP during the course of the project.

October 17, 2011	SHPO	Contact community about the SHPO writing an NRHP nomination for the downtown district
(November)	Community	Community's city council meetings
November 30, 2011	Community	Deadline for community to submit resolution of support by city council and letters of support from local stakeholders to the SHPO. <ul style="list-style-type: none"> • Mail originals to Kelly Larson, Michigan State Housing Development Authority, State Historic Preservation Office, 702 W. Kalamazoo Street, PO Box 30740, Lansing, MI 48909-8240.
December 9, 2011	SHPO	Review resolution and letters of support, official selection of the community to be part of project <ul style="list-style-type: none"> • The SHPO will review all letters of support to ensure there is enough local support for listing the downtown on the NRHP. If the community does not appear to be supportive, the SHPO will select another community.
December 16, 2011	SHPO	Letter to community stating the SHPO is moving forward with the NRHP nomination
(December)	SHPO	NRHP Coordinator visit community (optional) <ul style="list-style-type: none"> • The coordinator may need to visit each community to finalize boundaries for the district. This will help the SHPO in writing the RFP to hire a consultant.
(January, 2012)	SHPO	Draft Request for Proposals (RFP) to hire consultant
February 1, 2012	SHPO	Request for Proposals released
February 21, 2012	Bidders	Questions by bidders on RFP due
March 1, 2012	Bidders	Proposals due
(March)	SHPO	Proposal evaluation by the SHPO
April 1, 2012	SHPO	Select consultant
April 15, 2012	SHPO	Civil Service approval
May 23, 2012	SHPO	MSHDA Board approval
(June)	SHPO	Prepare consultant contract
July 1, 2012	SHPO	Execute consultant contract (begin work)
September 15, 2012	Consultant	Consultant submits Quarterly Progress Report to the SHPO
December 1, 2012	Consultant	Consultant submits first draft of NRHP nomination to community and SHPO for review and comment
January 1, 2013	Community/ SHPO	Comments due back to consultant
January 15, 2013	Consultant	Consultant submits Quarterly Progress Report to the SHPO

March 1, 2013	Consultant	<p>Consultant submits:</p> <ul style="list-style-type: none"> • Electronic list of property owners and addresses to SHPO for preparation of public notification letters regarding NRHP nomination to State Historic Preservation Review Board • Final NRHP nomination to the SHPO and community
April 15, 2013	Consultant	Consultant submits Quarterly Progress Report to the SHPO
May, 2013	Consultant	<p>Consultant presents NRHP nomination to State Historic Preservation Review Board</p> <ul style="list-style-type: none"> • A representative of the community may attend the Review Board meeting to discuss the community's support of the nomination. The representative will not be required to present on specific information in the nomination. • The Review Board meets three times per year, usually in mid-January, early May, and mid-September
July 15, 2013	Consultant	Consultant submits Quarterly Progress Report to the SHPO
(Upon approval by Review Board)	SHPO	Submission of nomination materials to National Park Service
(Approx 45 days after submission of materials)	NPS	Official listing by National Park Service
(Within two weeks of SHPO being notified by NPS)	SHPO	SHPO notifies community of official listing



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

MEMORANDUM

DATE: November 21, 2011
TO: OWOSSO CITY COUNCIL
FROM: Adam Zettel, AICP
RE: Recreation Passport Grant – Bentley Park

As you are aware, the Owosso Parks and Recreation Commission has developed a capital rehabilitation plan for Bentley Park. This was first devised and presented to the city council in October of 2010 and included rehabilitation of the courts, the pavilion, and other facilities. The plan was established as a precursor to the construction of a multi-phase playscape that would increase the use and function of Bentley Park, taking it from an underutilized neighborhood park to a more community or even regional park with more activities. In short, the plan was presented as a way to reinvent and invigorate Bentley Park. Since this plan was presented to the council, the OPRC has included it as a big ticket item in their 2011 Action Plan. The plan has been modified slightly since then, and the OPRC has also moved forward with more concrete plans for the playscape.

To execute the capital rehabilitation plan and the playscape, the OPRC and city staff separated the projects into two efforts. The playscape will be acquired through fund raising and a partial match (\$15,000) by the city. The rehabilitation plan is proposed to be funded through an expansive partnership between Kiwanis, the City of Owosso, the Shiawassee Community Foundation, and volunteers. To date, the city has secured \$10,000 from Kiwanis to rebuild the basketball courts and other facilities. The Shiawassee Community Foundation is also committing at least \$2,265 towards caps on the Gazebo walls. As the final piece to plan the city applied for a State of Michigan Recreation Passport Grant (RPG) to leverage the local sources to complete the project. As a result of this application the City was lucky enough to receive a grant of \$29,300.

Attached you will find the Development Project Agreement for the grant laying out the parameters and requirements of the grant, along with the latest cost estimate for the project. Staff recommends Council accept the grant agreement and authorize the Mayor and City Clerk to execute the appropriate documents.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR
THE RENOVATION OF BENTLEY PARK
UTILIZING MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANT FUNDS**

WHEREAS, Bentley Park is noted as being one of the oldest parks with the most public exposure in the city; and

WHEREAS, the park facilities are exceeding their useful life, and regular maintenance cannot effectively address some shortcomings anymore; and

WHEREAS, the City of Owosso has developed partnerships with area civic groups to rehabilitate the existing facilities, increase accessibility, enhance the natural features, and increase use with a planned playscape; and

WHEREAS, the City of Owosso has also submitted a grant application to the State of Michigan Department of Natural Resources seeking funding assistance to renovate the park; and

WHEREAS, as a result of the application the Department of Natural Resources has awarded the City with a grant in the amount of \$29,300; and

WHEREAS, the State requires City matching funds in the amount of \$36,500 for the project; and

WHEREAS, the City of Owosso, the Evening Owosso Kiwanis Chapter, and the Shiawassee Community Foundation are morally and financially committed to carrying out the improvements in Bentley Park as noted in the grant application; and

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to accept the grant and enter into an agreement with the Michigan Department of Natural Resources for the renovation of Bentley Park.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign the document substantially in the form attached, Agreement between the City of Owosso, Michigan and the Michigan Department of Natural Resources.
- THIRD: The Owosso City Council commits to funding the capital rehabilitation plan as outlined in the Bentley Park Capital Rehabilitation Grant application. Expenses related to this project shall be paid from the General Fund with reimbursement from the Michigan Department of Natural Resources in the amount of \$29,300.
- FOURTH: The City of Owosso agrees to maintain satisfactory financial accounts, documents and records and make them available to the Department of Natural Resources for auditing at reasonable times.
- FIFTH: The City of Owosso agrees to regulate the use of the facility under this agreement to assure the use thereof by the public on equal and reasonable terms.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THIS 21ST DAY OF NOVEMBER, 2011.

AYES:

NAYS:

ABSTENTIONS:
ABSENT:

CITY OF OWOSSO

Benjamin R. Frederick, Mayor

ATTEST:

Amy K. Kirkland, City Clerk

Bentley Park Capital Rehabilitation Plan

Feature	Conditions	Costs	Notes
Basketball Courts			
Surface	Surface is cracked and heaved	\$5,100	Cap with 2" of asphalt
Backboards/rims	Rusted/old	\$1,500	Kiwanis project
BB court lighting	Operational	\$200	Direction/Use sign installation
Tennis Court			
Surface	Severely cracked & heaved	\$16,000	Professional sealing and painting
Tennis court lighting	Operational	\$200	Direction/Use sign installation
Fence	North side in poor condition	\$2,500	Replace chain link
Gate	Inadequate equipment ingress	\$1,000	Install wider gate
Replace drinking fountain	Missing	\$950	Confirm water availability in spring
Gazebo			
Roof	Requires repair	\$2,000	Full replacement
Exterior sides	Needs paint	\$2,000	Repaint after wood replacement
Replace wood supports	wood is cracking/rotting	\$1,092	Replace only the lowest 8'
Old electrical	Unnecessary, non-functional	\$500	DPS to remove
Wall caps	Missing	\$4,000	Install limestone caps
Pavilion			
Flatwork	Heaving & cracks	\$2,600	Remove and replace
Columns & walls	Graffiti and mixed paint	\$1,500	Paint uniform color
Doors x3	Severely damaged	\$6,626	Replace all doors with wider ADA, center locks
Waste Bins	Rusted and outdated	\$800	Two new sturdy waste bins
New plumbing fixtures	Severely damaged/not ADA	\$10,804	Replace with new ADA features
Both bath ceilings	Old plaster and rusted panels	\$1,258	Kemlite fiberglass panels
Partitions	Damaged/not ADA	\$1,230	Remove and redesign for ADA access
Lighting & GFI	All fixtures broken, no GFI's	\$1,140	Replace w/ energy efficient, caged fixtures: GFI's
Misc.			
Horseshoe pits	Generally poor condition	\$200	Add sand, general rehabilitation
Tree planting	x5	\$1,000	Eastern property line screening
Engineering	General site engineering	\$1,289	2% of costs
Play apparatus	Requires paint	\$250	Paint using volunteers

Total restoration cost:

\$65,739

Bentley Park Capital Rehabilitation Grant

Kiwanis Donation	\$10,000
Shia. Community Foundation Grant	\$2,265
City Contribution	\$16,450

City In-kind	\$7,274
Volunteer Labor	\$500
Total Local Match	\$36,489
Grant Request	\$29,250
Total City Contribution	\$23,724



**MICHIGAN RECREATION PASSPORT GRANT PROGRAM
DEVELOPMENT PROJECT AGREEMENT**

Project Number: RP11-431

Project Title: Bentley Park Community Renovation

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and the CITY OF OWOSSO IN THE COUNTY OF SHIAWASSEE ("GRANTEE"). The DEPARTMENT has authority to issue grants to local units of government for the development of public recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended. The GRANTEE has been approved by the Director of the Department to receive a grant. In PA 63 of 2011, the Legislature appropriated funds from the Recreation Passport Grant Program (RPGP) to the DEPARTMENT for a grant-in-aid to the GRANTEE. As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the necessary attachments by January 15, 2012.

1. The legal description of the project area (APPENDIX A); boundary map of the project area (APPENDIX B); and Recreation Grant application bearing the number RP11-431 (APPENDIX C) are by this reference made part of this Agreement. The Agreement together with the referenced appendices constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
2. The time period allowed for project completion is the date of execution by the DEPARTMENT through July 30, 2014, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.
3. This Agreement shall be administered on behalf of the DEPARTMENT through Grants Management.
 - a. All reports, documents, or actions required of the GRANTEE shall be submitted to the:

RECREATION PASSPORT GRANT PROGRAM
GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925

b. The GRANTEE'S representative for this project is:

Name _____ Title _____

Mailing Address _____

Telephone _____ FAX _____

Email Address _____

- c. All notices, reports, requests or other communications from the DEPARTMENT to the GRANTEE shall be sufficiently given when mailed and addressed as indicated above. The DEPARTMENT and the GRANTEE may by written notice designate a different address to which subsequent notices, reports, requests, or other communications shall be sent.
4. The words "project area" shall mean the land and area described in the attached legal description (APPENDIX A) and shown on the attached boundary map (APPENDIX B).
5. The words "project facilities" shall mean the following individual components, as further described in APPENDIX C.

Basketball Courts	Play Apparatus and Horseshoes
Tennis Courts	Trees
Gazebo/Bandstand	
Pavilion/Bathroom	

6. The DEPARTMENT agrees as follows:
- a. To grant to the GRANTEE a sum of money equal to **Forty-Five (45%) percent of Sixty-Five Thousand Eight Hundred (\$65,800.00) dollars**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **Twenty-Nine Thousand Three Hundred (\$29,300.00) dollars**.
- b. To grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
- i. Payments will be made on a reimbursement basis at **Forty-Five (45%) percent** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.

- ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE on a form provided by the DEPARTMENT which includes an expenditure list supported by documentation as required by the DEPARTMENT, including but not limited to copies of invoices, cancelled checks, and/or list of force account time and attendance records.
- iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
- iv. Final payment will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected a RPGP sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE agrees as follows:

- a. To immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Thirty-Six Thousand Five Hundred (\$36,500.00) dollars** in local match. This sum represents **Fifty-Five (55%) percent** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. With the exception of engineering costs as provided for in Section 8, to incur no costs toward completion of the project facilities before execution of this Agreement and before written DEPARTMENT approval of plans, specifications and bid documents.
- c. To complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
 - i. All projects with a total project cost of \$15,000 or greater shall retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
 - ii. Within 180 days following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the

- project facilities, sealed by the GRANTEE'S Prime Professional (Prime Professional is not required for grants less than \$15,000).
- iii. Upon written DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$25,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon written DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$1,000 and \$25,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, as amended; including the federal Americans with Disabilities Act (ADA) of 1990, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; and the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Acts, Act 453 of 1976, as amended.
 - vii. Bury all new telephone and electrical wiring within the project area.
 - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. To operate the project facilities for a minimum of Twenty (20) years (useful life of facilities anticipated), to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
 - e. To provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.

- f. To adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
 - g. To separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and recreation program.
 - h. To furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
 - i. To maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
 - j. To erect and maintain a sign on the property for the life of the facilities which designates this project as one having been constructed with the assistance of the RPGP. A sign will be provided by the DEPARTMENT. Any replacement sign(s) will be at the expense of the GRANTEE.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning **the effective date of the Project Agreement** and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with the DEPARTMENT requirements. At a minimum, the GRANTEE shall:
 - a. Submit a written progress report every 180 days during the project period.
 - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun. For grants \$15,000 or less, reimbursement should be submitted for entire amount at completion of the project.
 - c. Submit a complete request for final reimbursement within 90 days of project completion and no later than **October 30, 2014**. If the GRANTEE fails to submit a complete final request for reimbursement by **October 30, 2014**, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.

10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, during the life of the facilities, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area.
11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in APPENDIX C and this Agreement.
12. The project area and all facilities provided thereon and the land and water access ways to the project facilities shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title acquired shall not be subject to: 1) any possibility of reverter or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) to any reservations or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
 - a. Received a written exemption from the DEPARTMENT before the execution of this Agreement, and
 - b. Received prior written approval from the DEPARTMENT of a lease and/or easement for any portion of the property not held in fee simple title as indicated in written correspondence from the DEPARTMENT dated _____, and
 - c. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
 - d. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.

15. During the life of the facilities, none of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and commits the project area to Michigan's recreation estate for the useful life of the project facilities, therefore:
 - a. The GRANTEE agrees that, during the life of the facilities, the project area or any portion thereof will not be converted to other than public recreation use without prior written approval by the DEPARTMENT and implementation of mitigation approved by the DEPARTMENT, including but not limited to replacement with land and/or project facilities of similar recreation usefulness and fair market value.
 - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT.
 - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with recreation lands and project facilities of equal or greater fair market value, and of reasonably equivalent usefulness and location. The DEPARTMENT shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other recreation properties and project facilities of equal or greater fair market value and of reasonably equivalent usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
18. The GRANTEE acknowledges that:
 - a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
 - b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and

- c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing same.
19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts 451 of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give written approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
 - a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
 - or
 - b. If any portion of the project area is a facility, documentation that Department of Environmental Quality-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public recreation use and/or the resource protection values of the project area.
22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and

- against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
 25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
 26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
 27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
 28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT may, in addition to any other remedy provided by law,:
 - a. Terminate this Agreement; and/or
 - b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
 - c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the RPGP, Michigan Natural Resources Trust Fund, and Land and Water Conservation Fund; and/or
 - d. Require repayment of grant funds already paid to GRANTEE.
 - e. Require specific performance of the Agreement.
 29. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and the net increase in the quality of public recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate

remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.

30. Prior to the completion of the project facilities, the GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
31. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status or disability that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
32. The DEPARTMENT shall terminate and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Labor and Economic Growth pursuant to Public Act No. 278 of 1980.
33. The GRANTEE agrees to assist DEPARTMENT personnel in promotion of the Recreation Passport Program by distributing marketing materials provided by the DEPARTMENT.
34. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
35. The rights of the DEPARTMENT under this Agreement shall continue for the anticipated life of the project facilities as stated in Section 7(d).
36. The Agreement may be executed separately by the parties. This Agreement is not effective until:
 - a. The GRANTEE has signed the Agreement and returned both copies together with the necessary attachments within 90 days of the date the Agreement is issued by the DEPARTMENT, and
 - b. The DEPARTMENT has signed the Agreement. IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, on this date.

Approved by resolution (true copy attached) of the

(date)

(special or regular)

meeting of the

(name of approving body)



MEMORANDUM

DATE: November 21, 2011
TO: City Council
FROM: City Manager
RE: Sale of city owned real property

I put this on the agenda a couple of months ago and was sick when it came up. I want to address it again. It is designed as a policy which is to serve as a guideline expanding upon the charter and existing ordinances. I have used this policy for about 20 years with modifications as different situations were encountered.

Staff has a problem in dealing with people who from time to time approach the city about purchasing a piece of property. Currently, there are three or four pending. Trust Thermal wants to buy the Triangle at Washington and Water Streets and exchange land for the river walkway (the city does not own it across Trust Thermal's property). Someone else wants to purchase the likely contaminated land at Washington and Monroe. We have several people who want to purchase small isolated properties adjacent to property they already own.

We currently run into the problem of trying to decide how to proceed. Do we say, approach the city council? Then what does the city council do? Do we say, see staff and figure out something?

We should also try to sell unused property where all we have is an upkeep expense and receive no taxes. I foresee gradually going over the property inventory and from time to time getting city council approval to market these properties in accordance with the procedure.

When the council discussed this in my absence there was discussion as to whether the planning commission should review all city owned property and come up with a policy. The policy provides for routing of proposed sales through the planning commission and other commissions for input.

CITY OF OWOSSO POLICY FOR DISPOSITION OF CITY-OWNED REAL PROPERTY

BACKGROUND

The city of Owosso is or may become the owner of real property which is used for various municipal purposes, including land-banking. As public service needs change, the requirements for these properties may be revised, and, on occasion, certain parcels may be found greater than the city's current need. This requires reviewed of the site's potential for future public use and its potential economic benefit to the city.

PURPOSE

It is the purpose of this policy to:

- A. establish a procedure by which unused or marginally used city-owned real estate is reviewed for its potential public use and for designating unneeded parcels for lease or sale;
- B. provide guidance for the auction, negotiated sale, or exchange of city-owned real estate; and
- C. establish the conditions under which city-owned real property may be leased.

POLICY

It is the city's policy to manage its real estate assets so that they may properly carry out municipal needs which rely on these assets. It is not the city's policy to speculate in real estate. The city council will review all city-owned real estate not adequately used for municipal purposes and determine the appropriate use of the property. Those properties needed for municipal purposes may be so designated. If a property is not needed for public use within the foreseeable future, it may be made available for lease or sale, or if it will be needed at a future time, it may be suitable for lease in the interim. Those properties not required for municipal use, including those acquired because the owner failed to pay taxes, or designated for lease may be designated for sale or reserved to be exchanged for other land the city needs.

The city shall optimize the sale price or lease rent from city-owned real estate based on relevant factors including:

- A. an appraisal of the property which is no more than six months old at the time the sales agreement is presented to the city council,
- B. prevailing economic conditions and recent applicable trends, and
- C. any special benefits to accrue from the sale or lease.

Discounts will not be negotiated unless an extraordinary need or circumstance is recognized by city council resolution before negotiation, setting forth the amount of the discount and the justification for it. The purpose of this is to demonstrate to the community that the city is not making a gift of public assets.

The *Owosso City Charter* places limitations on the sale of property as follows:

Section 14.3. Limitations on Contractual Power.

- (b) The city shall not have power to purchase, sell, lease, or dispose of any real estate, unless:
- (1) Such action is approved by the affirmative roll call vote of five or more members of the Council, and, unless;
 - (2) In the case of real estate owned by it, the resolution authorizing the sale, lease, or disposal thereof shall be completed in the manner in which it is to be finally passed and has remained on file with the Clerk for public inspection for twenty-one days after its original introduction at a meeting of the Council before the final adoption or passage thereof and, unless;
 - (3) When the proposition is to sell any park cemetery or any part thereof, except when such park is not required under an official master plan of the city, or any property bordering on a water front, the proposition to sell, lease, or dispose of the same shall also be approved by a three-fifths vote of the electors of the city voting thereon at any general or special election.

Section 15.5. Disposal of Municipal Utility Plants and Property.

The city shall not sell, exchange, lease, or in any way dispose of any property, easement, equipment, privilege, or asset needed to continue the operation of any municipal public utility, unless the proposition to do so is approved by a three-fifths majority vote of the electors of the city voting on such proposition at a regular or special city election. All contracts, grants, leases, or other forms of transfer in violation of this section shall be void and of no effect as against the city. The restrictions of this section shall not apply to the sale or exchange of articles of machinery or equipment of any municipally owned public utility which are no longer useful or which are replaced by new machinery or equipment, or to the leasing of property not necessary for the operation of the utility, or to the exchange of property or easements for other needed property or interests in property

PROCEDURE

A. Real estate review

All unused and marginally used city-owned real estate will be reviewed on a continuing basis to determine public facility needs and to implement the comprehensive plan on a timely basis. The following procedure will apply:

1. Review by appropriate city departments.
2. Review by any applicable city commission(s).
3. Review by the planning commission for consistency with the comprehensive plan and environmental impact.
4. The staff's recommendation and relevant comments along with those of the planning commission are submitted to the city council.
5. The city council then determines the designation to be applied to the property (e.g., public facility, open space, surplus, sale, or lease).

B. Comprehensive plan and rezoning.

Before marketing a parcel, staff will review the parcel for likely changes in density or intensity of use since the city acquired the property. If such changes are likely, then staff shall initiate a necessary rezoning and comprehensive plan amendment through the planning commission to enable marketing the property at its highest and best use. When different land-use classifications divide projects, staff will seek lot splits, lot mergers, or property-line adjustments to divide the property along use lines, to reserve rights-of-way for streets and utilities, and to be able to disclose the terms of development of the property.

C. Lease versus sale

City-owned real property not required for municipal uses may be designated for lease or sale using criteria listed below. At the time staff recommends whether the property should be sold, leased, or reserved for exchange purposes, council shall be provided with an appropriate analysis of the alternatives.

D. Sale of real estate

1. Auction

Unless otherwise directed by the city council, land which is readily marketable and unrestricted in its sale potential will be sold to the highest bidder at a public auction by either oral or sealed bid, provided that the highest bid equals or exceeds the minimum published price established by the city before bid opening, which price shall not be lower than the amount shown on the appraisal. Notice of the sale by bid shall be published in a newspaper of general circulation at least ten days before bid opening. If sealed bids are requested, a deposit must accompany each bid in the form of certified or cashiers' check made payable to the city in an amount equal to at least 10 percent of the bid amount. After sealed bids are opened, oral bids are permitted from bidders who can meet the 10 percent deposit requirement. The initial oral bid must be at least 5 percent higher than highest sealed bid. Subsequent oral bids must be in increments of not less than \$100.00. If the person whose bid is accepted fails to pay the total bid price within 60 days from acceptance of bid, the bidder's deposit is forfeited, and at the sole option of this city, property may be offered for sale to the next highest bidder on the same terms as granted the high bidder. The council shall be notified of bids received or, if applicable, the fact that no bids had been received. The council may reject any and all bids.

The minimum acceptable bid will usually be the appraised fair market value as determined by the city assessor or an independent Member of Appraisal Institute (MAI) appraiser. The intent of this procedure is to set a minimum bid which will ensure a fair return to the city for its property, while encouraging maximum participation in the bidding process.

The city council may determine that property should be developed in a specific manner and may issue a request for competitive proposals (RFP) based upon preestablished criteria, in which case the property would not be sold at auction but sold through public advertising and the solicitation of proposals which will be publicly examined. See appendix A.

2. Negotiated sales

If the property is to be developed in a manner that would satisfy a long-term objective of the city or no bids are received or no bids are deemed acceptable by the city council, the city may seek to sell land by one of the following:

Marketing - Competitive offers for lease or sale may be solicited from the open market. This may be accomplished through several marketing techniques, such as requests for proposals (RFPs), a marketing subscription system, direct advertising, exposure through real estate services, posting the property, and any other appropriate means.

Direct marketing - seeking to sell the property through direct contacts under the following circumstances:

- a. When the land is not readily marketable because of its odd shape, lack of sufficient area to meet minimum space requirements for building in the zone in which it is located, landlocked state, or other lack of sales potential, the land may be sold by taking offers or by negotiation with adjoining landowners, provided the purchase price agreed upon is within 10 percent of the appraisal or the land is exchanged for public improvements of equal or greater value that would otherwise be the obligation of the city.

- b. When the sale to a contiguous owner would correct a site deficiency or improve access to the other property in a manner desired by the city.
- c. When a fee interest in public right-of-way is no longer required, it may be sold to a contiguous owner or exchanged for public improvements of equal or greater value. A restrictive easement of adequate width or other required easements may be reserved from said sale.
- d. When other governmental, public, and quasi-public agencies submit proposals to acquire city property, the city shall consider such requests before making the land available to the general public. Such sales shall be at fair market value, unless the council finds that selling at a lesser value is in the city's interest. Selling land at less than the appraised fair market value shall require a four-fifths vote of the city council to do so.
- e. When qualified, nonprofit institutional organizations offer to purchase city-owned land, a negotiated sale may be consummated at fair market value, providing there is (1) a development commitment and (2) a right to repurchase or a reversion upon a condition subsequent. Nonprofit and institutional organizations are required to develop under the city's conditional use permit procedure.
- f. When a property has been offered by public auction and no acceptable bids have been received, it may be sold on a negotiated basis to any applicant submitting an acceptable offer within six months following the date of auction. After six months, any offer must be based on an updated appraisal.
- g. When a property is to be developed in a manner that would satisfy a long term objective of the city, the sale may be negotiated as long as the objectives of the city are protected by the sale agreement.
- h. Real property exchanges may be consummated by direct negotiation; however, exchanges will be considered only when there is an advantage to the city, when it results in land needed for a public purpose, or to further the goals and objectives of the city's comprehensive plan.

E. Easements

Where the city or other governmental agency has paid for easements, rights-of-way, or access rights and requests to vacate such interests are received and approved, the city shall receive the current fair market value or equivalent compensation for the removal of the restriction. Easements may be exchanged for other easements or relocated to other locations without compensation.

F. Exchanges

When land is exchanged, it shall be done based on the fair market value of each property as determined by MAI appraisal. Any difference in value shall be made up by the party with the lower appraisal value.

G. Payment for city surplus property

Sales of real property shall be on an all cash-basis, with the following exceptions:

1. Upon written recommendation and approval by the council, a parcel of surplus real property may be sold on such credit terms as are deemed to be necessary in each case. After the required down payment has been made, the balance of the purchase price shall be secured by a note and deed of trust. The credit payment period shall not exceed five years from the date of execution of the trust deed. Interest shall be

at the prevailing rate in the community, and the use of term payments shall be linked to job generation for the sale of commercial or industrial property.

2. Sales to nonprofits performing a public purpose may be in the form of a loan or residual receipts note at less than the prevailing interest rates and for more than five years, provided the note is tied to affordable housing.

H. Leasing

1. Rate of return. Except for the areas listed below, the city shall obtain a fair market rate of return on city-owned property being considered for lease and negotiate terms and conditions which will continue to sustain a fair rate of return through rent review, consumer price index adjustments, reappraisals, or the application of percentage rents to gross income. The rate of return shall be based upon the highest rate commensurate with the highest and best use of the property or a fair rate of return commensurate with the designated public use. Rental rates shall be established by the city council based on a current appraisal, comparative studies, or past rents received.
2. Long-term lease. A lease greater than one (1) year requires council approval.
3. Short-term lease. Unless there are special circumstances, the city manager without council approval may execute a lease term of less than one (1) year. A short-term lease may not be renewed without council approval.
4. Selection of lessee. Lease proposals shall be evaluated in terms of:
 - a. Consideration offered as rent,
 - b. Financial capability,
 - c. Expertise regarding the proposed leasehold development and operation,
 - d. Nature of proposed development,
 - e. Special public benefits to be derived (if any), and
 - f. Consistency of the intended use with the comprehensive plan and zoning.
5. Leasehold assignments. Requests for assignment of leasehold interest will be evaluated on the same basis as the criteria used in evaluating a leasehold proposal. The city manager may authorize assignments which do not require amendment of the master lease provisions and do not extend beyond the term of the lease.
6. Subleases. Requests for sublease approval will be considered on the merits of each individual transaction. No sublease shall be approved which would be detrimental to the city's rights under the master lease. The city manager may authorize subleases which meet this condition and which do not require amendment of the master lease or extend the term of the lease.
7. Amendments. Amendments of long-term leases require council authorization. Whenever there is a substantial amendment, staff shall provide the council an indication of the fair return for the leasehold. This can be accomplished by appraisals, a survey of the market rate of return, a combination of the above, or any other relevant information.
8. Updating lease terms. Lease terms shall be updated as often as practicable whenever there is a request for assignment or significant amendments or subleases are proposed.
9. Financial encumbrances. The city will generally not subordinate its fee interest to encumbrances placed against the leasehold by the lessee without specific authorization of the city council.

10. Tenant improvements. Improvements installed by the lessee will be removed at termination without cost to the city or they will revert to the city. In the event of removal, the property will be returned to "as was" condition. All leasehold improvements and alterations require prior approval by the city manager or city council, depending on the term of the lease. Any improvements within a public right-of-way by a lessee shall be deeded to the city.
11. Lease term. Lease terms will be limited to the shortest practical time commensurate with capital investment in permanent improvements to be made by the lessee following state law.
12. Audits. The city may audit all percentage leases in the first year of operation to establish proper reporting procedures and at least once every three years afterwards. More frequent audits may be made if appropriate. The city shall reserve the right to audit all other leases and agreements if determined warranted by the director of finance or city manager. Absent a city audit, a lessee shall submit an annual report certified by a certified public accountant each year within 30 days of the anniversary date of the lease.
13. Cancellation clauses. Short-term leases shall not have cancellation clauses unless they are month-to-month leases.

I. Option agreements

1. Option to sell. When properties have been put up for sealed or oral bids and bids have not either been received or been rejected by the city, the city manager may enter an option agreement of up to 90 days with someone interested in purchasing surplus property. Any such option agreement shall be subject to the following minimum terms:
 - a. Shall not exceed 90 days without approval of the city council;
 - b. Shall provide time for the prospective buyer to perform do diligence to see if the property is feasible for his/her purposes;
 - c. Shall require a minimum non-refundable deposit of not less than 10 percent of the value of the property per month of the option agreement;
 - d. Shall require forfeiture of the deposit if the property is not placed in escrow within 90 days;
 - e. Shall set the minimum purchase price of the property at not less than the appraised fair market value, based on an appraisal prepared within six months of the date escrow was opened, and shall provide a non-refundable deposit in an amount agreed upon by the city council and set the length of escrow;
 - f. Shall disclose all realtors involved, if any; and
 - g. Shall disclose the name of the buyer and his/her intended use of the property.

J. Real estate listing

It will be the presumption that the city will act as its own agent and that any real estate agent or broker will represent the buyer. When it is determined that any real property owned by the city is to be disposed of by sale, the city council may authorize a written listing contract with a real estate broker licensed by the state of Michigan.

Selecting a real estate broker to provide real estate services will be accomplished through a competitive recruitment process based on the type of property to be marketed, relevant experience, knowledge of the community, proposed commission, qualifications, necessary licenses in good standing, and demonstrated competence.

Absent a real estate listing, the council may still designate certain surplus property for sale or lease for which the city would pay a partial commission upon the successful conclusion of a sale or lease. The agent or broker that procures a buyer or lessee for the city would be eligible for a commission. A commission would not be paid for subleases and existing leases on city property.

While the city will allow agent or broker participation on designated properties in the sale and lease of land not covered by contract, inherent in this is the right of the city to solicit and obtain sales or leases through in-house capabilities. There will not be any discount in land values or lease rates due to the absence of a commission to real estate brokers.

K. Time of payment of a real estate commission for a sale

In the event an agent or broker covered by contract with the city gets a buyer who submits either the highest bid or an offer to purchase based on the fair market value of the parcel and the sale is made and completed in due course, the commission provided in the contract will be paid to the agent or broker by the escrow agent from the sales proceeds.

L. Real estate commissions

Unless there is a written contract between a real estate agent or broker and the city, the city shall represent itself and practice good business practices in all real estate transactions. The city may pay a real estate brokerage fee for qualified representation of a selected lessee or purchaser of city property. While the amount of rental or purchase price offered is a criterion for selecting a lessee or purchaser in competitive situations, the selection will be based on the highest net rental or net purchase price, without taking into account any brokerage fees involved in the competition.

M. Real estate agent or broker certification

For any sale or lease involving a real estate agent or broker not under contract to the city on designated properties, the city shall require the following:

1. That the buyer or lessee certify that the real estate agent or broker is his/her agent in the transaction and has performed a service and procured the sale or lease.
2. That the real estate agent or broker certify that he or she is not an employee of the lessee or buyer.

N. Use of proceeds

Unless otherwise directed by the city council, proceeds from sales or leases shall be assigned as follows:

1. To enterprise accounts, if the property was purchased using ratepayer funds.
2. To the general fund

3. To a program or grant that requires refunding if the land was purchased using a source of money with that type of restriction.

O. Costs to sell, lease, and market surplus properties

Unless otherwise directed, the costs to sell, lease, exchange, or market surplus properties will be charged to the fund to which the proceeds of a sale would go.

APPENDIX A

Owosso from time to time will have parcels that are vital to community and economic development for which proposals should be sought and examined by preestablished criteria. This will normally involve redevelopment projects. In such circumstances, Owosso will follow a process similar to the following.

1. Preparation of a site development program

Illustrative development plans and guidelines are prepared by the city that reflect and addresses:

- economic parameters and feasibility
- community goals and design criteria
- physical capacity

There may be extensive public participation in the process to address critical issues such as height, orientation, parking, traffic, general design/materials, and community character. Open workshops or charettes may be held early in the process. Typically, this task includes the services of a planning/design firm, civil engineer, and traffic planners and often the services of a development advisor. The result should be a project that is economically feasible and physically reasonable and that meets the goals of Owosso.

Development guidelines will be crafted that give prospective developers direction but still allow the community to tap the creativity and resourcefulness of the private sector.

2. Address development readiness of the site

There must be realistic assessment of factors that may impede development and may be difficult for the developer to address. Issues may include ownership holdouts, demolition, environmental contamination, soil conditions, storm water requirements, infrastructure status and responsibility, title exceptions and other similar problems.

Who is in the best position to address these issues must be evaluated and action taken to resolve the issues. Decisions must be made as to the role the developer may have to play in their resolution. At the very least the key issues should be disclosed.

3. Prepare request for qualifications and proposals

A two-step process will usually be followed, first seeking qualifications (RFQ), then requesting proposals (RFP) from only a shortlist of not more than five qualified firms or teams. The request for qualifications provides full background information on the project and seeks the experience, track record, financial capacity, and references of development teams.

The two-step process is followed because Owosso wants to advertise sale of land and other development opportunities. This creates a “beauty contest” in the eyes of qualified developers. Firms may hire an architect to prepare attractive exhibits, whether or not they represent a feasible plan or the firm has the financial and development capability to deliver. As a result, many best qualified firms will avoid a request for full proposals that is open to all and for which they cannot reasonably assess the odds of success. The cost of a full proposal is too great to incur unless there is a reasonable chance of success.

4. Review qualifications and determine a short list

Qualifications will be reviewed and a short list selected. The review of qualifications will include assessing the relevance and depth of the background of each team, a confidential review of financial capacity, and interviews of references. A short list will be made. This may require interviews and staff/ consultant review.

5. Solicit/receive proposals from a short list

Meetings will be held with short-listed teams to provide additional background information and to answer questions that may arise. Other discussions also may occur during this period to help the developers fully understand the municipality's goals. The full proposals will include conceptual site and building plans, financial analysis, requests for city participation, and proposed payments to the city. Each developer will approach the project differently.

6. Evaluate proposals

Proposals will be evaluated in terms of overall quality, financial proposal, responsiveness, level of commitment from financing sources and tenants, etc. This is sometimes a summary and comparison or may be more evaluative. In either case, this provides information for use in interviews of the teams.

7. Interviews

Developers will publicly present their proposals to the city council.

8. Selection

Results of the interviews and public comment, if any, then will be considered along with the evaluation of the proposal as for quality, character, track record, ease of working relationship, price offered, and other factors.

9. Negotiation of redevelopment agreement

Following selection, Owosso will negotiate the business terms of the redevelopment agreement for the project. This includes both financial terms and the responsibilities of parties. City and special legal counsel may be involved. A redevelopment agreement is the basis for the public-private partnership that occurs. It will be far more than a land sale contract to ensure that Owosso gets what it wants. The typical redevelopment agreement will include:

- Approved development
- Time of performance
- Protection on undeveloped land
- Acceptable tenants
- Payments to city
- Excess profit sharing
- Financing terms and public financial role, if any
- Requirements for closing, such as full funding, in balance
- Review and monitoring provisions

This is the opportunity to provide for requirements that reflect the desire to steward the land and achieve key public goals. Some may impact the economics of the project and value of the land, but if they are affordable and acceptable, the redevelopment agreement and covenants that run with the land are the mechanisms to do so and must be done before transfer.

ORDINANCE NO. ____

**AN ORDINANCE TO REQUIRE ABANDONED OR FORECLOSED PROPERTY
REGISTRATION AND MAINTENANCE**

AN ORDINANCE to amend Sections 08-160 through 08-176, naming a new Article VIII, *Registering Abandoned and Foreclosed Homes*, Chapter 8, Buildings and Building Regulations, to insure the health, safety and welfare of the residents of the city of Owosso, by preventing blight, protecting property values and neighborhood integrity, avoiding the creation and maintenance of nuisances and ensuring safe and sanitary maintenance of structures, and repealing all ordinances and/or resolutions in conflict therewith.

WHEREAS, the City of Owosso has been hit particularly hard by the recent recession; and

WHEREAS, the recession has lead to a large increase in foreclosed and abandoned homes in the City; and

WHEREAS, foreclosed and abandoned homes are many times subject to neglect bringing down property values and presenting a health and safety risk to the neighborhoods they are a part of; and

WHEREAS, the City needs a mechanism to track foreclosed and abandoned homes to prevent them from becoming nuisances.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Owosso, Michigan that all foreclosed and abandoned homes in the City of Owosso be registered in accordance with Article VIII, *Registering Abandoned and Foreclosed Homes*, of Chapter 8, Buildings and Building Regulations, as follows:

THE CITY OF OWOSSO ORDAINS:

SECTION 1. Short Title.

This Ordinance shall be known and cited as the *City of Owosso Abandoned or Foreclosed Property Registration and Maintenance Ordinance*.

SECTION 2. Secs 8-160 through 8-176 shall read as follows:

Sec. 8-160. Purpose.

It is the purpose and intent of the city of Owosso, through the adoption of this article, to establish an abandoned residential property registration program as a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned properties.

Sec. 8-161. Definitions.

For the purpose of this article, certain words and phrases are defined as follows:

Abandoned means a property that is vacant and is under a current complaint for foreclosure or notice of foreclosure and/or notice of trustee's sale, pending tax sale, and/or properties that have been the subject of a foreclosure sale where the title was retained by the beneficiary of a mortgage involved in the foreclosure and any properties transferred under a deed in lieu of foreclosure/sale.

Accessible property means a property that is accessible through a compromised/breached gate, fence, wall, etc.

Accessible structure means a structure/building that is unsecured and/or breached in such a way as to allow access to the interior space by unauthorized persons.

Agreement means any agreement or written instrument which provides that title to residential property shall be transferred or conveyed from one owner to another owner after the sale, trade, transfer, or exchange.

Assignment of rents means an instrument that transfers the beneficial interest under a mortgage from one lender/entity to another.

Beneficiary means a lender under a note secured by a mortgage.

Buyer means any person, co-partnership, association, corporation, or fiduciary who agrees to transfer anything of value in consideration for property described in an agreement of sale, as defined in this section.

Dangerous building means any building/structure that is in violation of any condition referenced in chapter 8 of this Code.

Days means consecutive calendar days.

Deed in lieu of foreclosure/sale means a recorded document that transfers ownership of a property from the trustor to the holder of a mortgage upon consent of the beneficiary of the mortgage of a deed from mortgagor to mortgagee.

Default means the failure to fulfill a contractual obligation, monetary, or conditional.

Distressed means a property that is under a current notice of default and/or notice of trustee's sale and/or pending tax assessor's lien sale or has been foreclosed upon by the trustee or has been conveyed to the beneficiary/trustee via a deed in lieu of foreclosure/sale.

Evidence of vacancy means any condition that on its own or combined with other conditions present would lead a reasonable person to believe that the property is vacant. Such conditions include, but are not limited to, overgrown and/or dead vegetation, accumulation of newspapers, circulars, flyers and/or mail, past due utility notices and/or disconnected utilities, accumulation of trash, junk and/or debris, the absence of window coverings such as curtains, blinds and/or shutters, the absence of furnishings and/or personal items consistent with residential habitation, statements by neighbors, passersby, delivery agents, government employees that the property is vacant.

Foreclosure means the process by which a property, placed as security for a real estate loan, is sold at auction to satisfy the debt if the trustor or mortgagor (borrower) defaults.

Local means within forty (40) road/driving miles distance of the subject property.

Mortgage means an instrument by which title to real estate is transferred to a third party trustee as security for a real estate loan or by which a mortgagor grants mortgagee a lien on real estate.

Mortgagee means a lender that has taken a lien on real property to secure a loan.

Mortgagor means an owner of real property that has granted a lien on real property to secure a loan.

Neighborhood standard means those conditions that are present on a simple majority of properties within a three-hundred-foot radius of an individual property. A property that is the subject of a neighborhood standard comparison, and any other abandoned property within the three-hundred-foot radius, shall not be counted toward the simple majority.

Out-of-area means in excess of forty (40) road/driving miles distance of the subject property.

Owner means any person, co-partnership, association, corporation, or fiduciary having a legal or

equitable title or any interest in any real property excluding governmental agencies.

Owner of record means the person having recorded title to the property.

Property means any unimproved or improved real property, or portion thereof, situated in the city and includes the buildings or structures located on the property regardless of condition.

Residential building means any improved real property, or portion thereof, situated in the city, designed, or permitted to be used for dwelling purposes, and shall include the buildings or structures located on such improved real property. This includes any real property being offered for sale, trade, transfer, or exchange as residential whether or not it is legally permitted and/or zoned for such use.

Secure or secured means such measures as may be directed by the city of Owosso building official or his or her designee that render the property inaccessible to unauthorized persons, including but not limited to the repairing of fences and walls, chaining/padlocking of gates, and the repair or boarding of doors, broken windows and/or other openings. In the case of broken windows, securing means the reglazing or boarding of the window. Boarding shall be completed or required. In addition, secure or secured means closing and locking windows, doors (walk-through, sliding and garage), gates and any other opening of such size that it may allow a person to access the interior of a property and/or structure(s).

Trustee means the person, firm, or corporation holding a mortgage on a property.

Trustor means a borrower under a mortgage, who deeds property to a trustee as security for the payment of a debt.

Vacant means a building/structure that is not legally occupied.

Sec. 8-162. Registration.

Any beneficiary/trustee or mortgagee, who holds a mortgage on a property located within the city, shall perform an inspection, to the extent permitted by law or under the mortgage, of the property that is the security for the mortgage, upon default by the trustor or mortgagor, within five (5) days after either filing a complaint for foreclosure (if foreclosure is by judicial action) or publishing a notice of foreclosure (if foreclosure is by advertisement). If the property is found to be vacant or shows evidence of vacancy, it is, by this article, deemed abandoned and the beneficiary/trustee or mortgagee shall, within ten (10) days of the inspection, register the property with the city of Owosso building official or his or her designee on forms provided by the city.

If the property is occupied but remains in default, it shall be inspected, to the extent permitted by law and the mortgage, by the beneficiary/trustee or mortgagee, or his designee, monthly until (1) the trustor, mortgagor or other party remedies the default or (2) it is found to be vacant or shows evidence of vacancy at which time it is deemed abandoned, and the trustee shall, within ten (10) days of that inspection, register the property with the city of Owosso building official or his or her designee on forms provided by the city.

In either case the registration shall contain the name of the beneficiary/trustee or mortgagee (corporation or individual), the direct street/office mailing address of the beneficiary/trustee or mortgagee (no P.O. boxes), a direct contact name and phone number for the beneficiary/trustee or mortgagee and, in the case of a corporation or out-of-area beneficiary/trustee or mortgagee, the local property management company responsible for the security, maintenance, and marketing of the property. Registration fees will not be prorated.

An annual registration fee shall accompany the registration form. The fee and registration shall be valid for the calendar year, or remaining portion of the calendar year, in which the registration was initially required. Subsequent registrations and fees are due January 1 of each year and must be received no later than January 31 of the year due.

This section shall also apply to properties that have been the subject of a foreclosure sale where the title was transferred to the beneficiary of a mortgage or mortgagee involved in the foreclosure and any properties transferred under a deed in lieu of foreclosure/sale. Such properties shall be registered with the city in accordance with the terms of this section upon transfer even if occupied at the time of transfer.

Properties subject to this article shall remain under the annual registration requirement, security, and maintenance standards of this section as long as they remain vacant. A person, firm, or corporation that has registered a property under this article must report any change of information contained in the registration to the city of Owosso building official within ten (10) days of the change.

Sec. 8-163. Maintenance requirements.

Vacant and abandoned properties subject to this section shall be, in comparison to the neighborhood standard, kept free of weeds, dry bush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circular, flyers, notices, except those required by federal, state, or local law, discarded personal items including but not limited to furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned.

The property shall be maintained free of graffiti, tagging, or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure.

Visible front and side yards shall be landscaped and maintained to the neighborhood standard at the time registration was required. Landscape includes, but is not limited to, grass, ground covers, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod designed specifically for residential installation. Landscape does not include weeds, gravel, broken concrete, asphalt, decomposed granite, plastic sheeting, mulch, indoor-outdoor carpet or any similar material.

Maintenance includes but is not limited to regular watering, irrigation, cutting, pruning, and moving of required landscape and removal of all trimmings.

Pools and spas shall be either kept in working order so the water remains clear and free of pollutants and debris or drained and kept dry or drained and covered. In either case properties with pools and/or spas must comply with the minimum security fencing requirements of the state of Michigan.

Adherence to this section does not relieve the beneficiary/trustee or property owner of any obligations set forth in any covenants, conditions, and restrictions and/or homeowners' association rules and regulations which may apply to the property.

Sec. 8-164. Security requirements.

Properties subject to this section shall be secured so as not to be accessible to unauthorized persons. If the property is owned by a corporation and/or out-of-area beneficiary/trustee/owner/mortgagee, a local property management company shall be contracted to perform weekly inspections to verify that the requirements of this section, and any other applicable laws, are being met.

The local property management company shall inspect the property on a weekly basis to determine if the property is in compliance with the requirements of this article.

Sec. 8-165. Additional authority.

In addition to the enforcement remedies established in this article or other chapters of the *Code of Ordinances*, the city of Owosso building official or his or her designee shall have the authority to require the beneficiary/trustee/owner/mortgagor/mortgagee and/or owner of record of any property affected by this section to implement additional maintenance and/or security measures including but not limited to securing any/all door, window, or other openings, installing additional security lighting, increasing on-site

inspection frequency, employment of an on-site security guard or other measures as may be reasonably required to arrest the decline of the property.

Sec. 8-166. Fees.

The fee for registering an abandoned residential property shall be set by resolution of the city of Owosso.

Sec. 8-167. Failure to secure and maintain.

If a property has not been maintained or secured, the city and/or its contracted agent may maintain and/or secure the property and assess costs to the owner, beneficiary or trustee.

Sec. 8-168. Re-occupancy.

A registered property may not be occupied until all outstanding costs, assessments and/or liens owed to the city have been paid in full.

An abandoned and/or vacant residential structure shall not be occupied until a certificate of occupancy has been issued by the city, and all violations have been corrected in accordance with the applicable requirements of the *Michigan Building/Residential Code, Michigan Electrical Code, Michigan Mechanical Code, Michigan Plumbing Code, International Property Maintenance Code* and applicable provisions of the *City of Owosso Code of Ordinances*. All mechanical, electrical, plumbing, and structural systems shall be certified by a licensed contractor as being in good repair.

Sec. 8-169. Violation/abatement.

Violations of this article shall be treated as a strict liability offense regardless of intent. Violations of this article may be enforced as allowed in this chapter. Alternatively, at the sole discretion of the city, the city may issue to the beneficiary/trustee/owner/mortgagor/mortgagee and/or owner of record a notice to abate. The notice to abate shall include:

- (1) The nature and location of the violation;
- (2) The time within which the violation must be abated;
- (3) Notice that the city may act to abate the violation if it is not abated by the owner within a reasonable time stated in the notice, but which may not exceed fifteen (15) days;
- (4) Notice that the cost of such action by the city, plus an administrative fee, shall be a personal debt of the owner, which may be assessed as a lien against the property until paid; and
- (5) Notice that any refusal to allow the city to abate an uncorrected violation shall be a separate violation under this Code.

Sec. 8-170. Authorization for city abatement.

Upon failure of a beneficiary/trustee/owner/mortgagor/mortgagee and/or owner of record to abate a violation as ordered in a notice to abate, the city may abate the nuisance. This abatement may be performed by the city, by a contract vendor, or by other means determined by the city.

Sec. 8-171. Administrative fees.

The fees necessary for the administration of this article shall be established from time to time by resolution of the city council. Such administrative fees shall include the following:

- (1) Notice to abate;
- (2) Search warrant;
- (3) Contact request or warning of abatement action;
- (4) Warning letter;

- (5) Civil infraction preparation;
- (6) Additional inspections;
- (7) Vending;
- (8) Second and subsequent vending;
- (9) Vehicle removal;
- (10) Second and subsequent vehicle removal; and
- (11) Denied entry.

Sec. 8-172. Charge for costs.

When the city has abated a cited nuisance, the cost of abatement, plus any applicable administrative charges as established by city council resolution, shall be billed to the property owner or beneficiary/trustee/mortgagor/mortgagee. Such billing shall be a personal debt of the owner to the city, which may be assessed as a lien against the property, including interest thereon, until paid.

Sec. 8-173. Appeals.

Any person aggrieved by any of the requirements of this section may appeal to the Owosso Building Board of Appeals, provided that a written application for appeal is filed within twenty (20) days after the day the decision, notice, or order was served. An application for appeal shall be based on a claim that the true intent of this Code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this Code do not fully apply, the requirements of this Code are adequately satisfied by other means, or the strict application of any requirement of this Code would cause an undue hardship.

Sec. 8-174. Owner, unoccupied premises.

If a property is not in foreclosure but is otherwise unoccupied, the owner shall comply with all of the following:

- (1) Maintain the property in accordance with section 8-163 herein and article VI of this chapter.
- (2) Register the property in accordance with section 8-162
- (3) Responsible for the fee identified pursuant to section 8-166 herein.
- (4) Keep the property secure in accordance with sections 8-164 and 8-165 herein.
- (5) Not permit re-occupancy until all outstanding costs, assessments and/or liens owed to the city are paid in full.
- (6) If the owner leases or lets the property, the owner shall comply with article VII of this chapter in addition to the requirements herein.

Sec. 8-175. Exempt properties.

Properties currently registered with the City as a rental dwelling unit in accordance with Section VII of this Chapter are exempt from the *City of Owosso Abandoned or Foreclosed Property Registration and Maintenance Ordinance*.

Sec. 8-176. Penalty.

Violation of this article is a civil infraction wherein a fine of up to five hundred dollars (\$500.00) may be assessed for each violation.

Section 3: Renumbering of Articles VIII, IX & X.

The current Article VIII, *Numbering of Buildings*, will become Article IX, *Numbering of Buildings*, with Sections 8-161 and 8-162 becoming Sections 8-190 and 8-191 respectively, the text to remain as written.

The current Article IX, *Historic Districts*, will become Article X, *Historic Districts*.

Section 4: Severability.

If any section, subsection, sentence, clause or phrase of this article is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this article. The city hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5: Effective Date.

This ordinance shall take effect 20 days after passage.

Section 6: 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.

Shiawassee County Historical Society

P. O. Box 526
Owosso, Michigan 48867-0526

11-10-2011

To:
Owosso Historical Commission

Effective this date I hereby resign as the Shiawassee County Historical Society representative to the Owosso Historical Commission.

In my place Jo- Ellen Hartley is named as the representative of the Shiawassee County Historical Society to the Owosso Historical Commission.

Wishing you well in the future.

Charles Wascher
Charles Wascher



To: Owosso City Council
 From: Gary Palmer, Building Official
 Date:
 Subject: Building Department Report for October, 2011

Category	Estimated Cost	Permit Fee	Number of Permits
Apartments - Add & Alt	\$89,000	\$245.00	1
Demolition	\$0	\$50.00	1
Electrical	\$0	\$1,141.00	11
Fence - Residential	\$3,167	\$80.00	3
Garage, detached	\$5,000	\$72.00	1
Mechanical	\$0	\$1,420.00	9
Non-Res. Add/Alter/Repair	\$27,865	\$358.00	6
Plumbing	\$0	\$312.00	3
Res. Add/Alter/Repair	\$228,212	\$1,844.50	28
Res. Utility Building	\$2,500	\$54.00	1
Sign	\$0	\$45.00	2
	\$355,744	\$5,621.50	66

2010 COMPARISON TOTALS		BUILDING PERMITS ONLY	-	32
OCTOBER, 2010 TOTALS	\$221,075	\$6,397.00		57

Enforcements By Category

11/15/11

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ANIMALS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 11-1153	210 W WILLIAMS ST		No Violation	10/14/11	10/17/11	Y
Total Entries:				1		

AUTO REP/JUNK VEH

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 11-1117	501 KEYTE ST	N & O SENT	Closed	10/12/11	10/14/11	N
ENF 11-1133	415 N WASHINGTON ST	RED TAGGED	REF TO POLICE	10/13/11		Y
ENF 11-1150	310 LAFAYETTE BL	N & O SENT	Resolved	10/14/11	10/28/11	N
ENF 11-1151	1107 HANOVER ST	N & O SENT	REF TO POLICE	10/14/11		N
ENF 11-1172	404 N BALL ST	N & O SENT	Resolved	10/24/11	11/08/11	APT BLDG
ENF 11-1174	1525 ALTA VISTA DR	N & O SENT	Resolved	10/24/11	11/07/11	N
ENF 11-1189	835 KENWOOD DR	N & O SENT	Resolved	10/26/11	11/10/11	N
ENF 11-1190	831 GRAND AV	N & O SENT	Resolved	10/26/11	11/10/11	N
Total Entries:				8		

BUILDING VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 11-1089	205 E OLIVER ST	RED-TAGGED	RED-TAGGED	10/05/11		VAC
ENF 11-1090	1300 WHITEHAVEN CT		REF TO PALMER	10/06/11		Y
ENF 11-1102	415 W STEWART ST	LETTER SENT	Resolved	10/07/11	10/13/11	N
ENF 11-1103	515 E NORTH ST	LETTER SENT	Resolved	10/07/11	10/12/11	CHURCH PA
ENF 11-1104	1221 MACK ST		REF TO PALMER	10/10/11		N
ENF 11-1105	812 MICHIGAN AV	LETTER SENT	Resolved	10/10/11	10/13/11	N
ENF 11-1106	824 LINGLE AV	LETTER SENT	Resolved	10/10/11	10/17/11	Y
ENF 11-1107	522 W OLIVER ST		REF TO PALMER	10/10/11		Y
ENF 11-1108	536 RYAN ST	LETTER SENT	Letter Sent	10/10/11		N
ENF 11-1109	826 WOODLAWN AV	LETTER SENT	Resolved	10/10/11	10/14/11	N

Enforcements By Category

11/15/11

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ENF 11-1114	626 ALGER AV	LETTER SENT	Resolved	10/12/11	10/27/11	N
ENF 11-1115	636 N PARK ST		Resolved	10/12/11	10/18/11	VAC
ENF 11-1134	617 E MASON ST	LETTER SENT	Letter Sent	10/13/11		N
ENF 11-1136	1007 LINGLE AV	COMPLAINT LOGGED	REF TO PALMER	10/14/11		N
ENF 11-1152	508 W OLIVER ST	LETTER SENT	REF TO PALMER	10/14/11		N
ENF 11-1156	901 HUNTINGTON DR	LETTER SENT	Resolved	10/18/11	10/21/11	N
ENF 11-1161	741 JEROME AV	LETTER SENT	Resolved	10/18/11	10/27/11	Y
ENF 11-1163	300 N WASHINGTON ST	LETTER SENT	Resolved	10/19/11	10/21/11	COMM
ENF 11-1164	615 GRAND AV	LETTER SENT	Resolved	10/19/11	10/21/11	Y
ENF 11-1165	1105 N CHIPMAN ST	COMPLAINT LOGGED	REF TO PALMER	10/20/11		Y
ENF 11-1166	1021 HUNTINGTON DR	LETTER SENT	Resolved	10/21/11	10/25/11	N
ENF 11-1169	802 W MAIN ST	COMPLAINT LOGGED	REF TO PALMER	10/24/11		COMM
ENF 11-1191	636 WOODLAWN AV	LETTER SENT	Resolved	10/27/11	10/31/11	N

Total Entries: 23

GARBAGE & DEBRIS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 11-1091	1106 W MAIN ST	LETTER SENT	Resolved	10/03/11	10/24/11	Y
ENF 11-1101	1016 LINGLE AV	LETTER SENT	REF TO POLICE	10/07/11		VL
ENF 11-1110	303 N CEDAR ST		No Violation	10/10/11	10/11/11	Y
ENF 11-1111	301 MICHIGAN AV		No Violation	10/10/11	10/11/11	Y
ENF 11-1116	1161 BEECH ST	LETTER SENT	Resolved	10/12/11	11/11/11	N
ENF 11-1118	1616 FREDERICK ST	LETTER SENT	Resolved	10/12/11	10/26/11	Y
ENF 11-1119	1013 TRACY ST	LETTER SENT	Resolved	10/12/11	10/26/11	N
ENF 11-1120	120 STATE ST	LETTER SENT	Resolved	10/12/11	10/27/11	N
ENF 11-1121	216 N DEWEY ST	LETTER SENT	Resolved	10/12/11	10/26/11	VAC
ENF 11-1122	136 S CHIPMAN ST	LETTER SENT	REF TO POLICE	10/12/11		N
ENF 11-1123	421 GENESEE ST	LETTER SENT	Resolved	10/12/11	10/26/11	Y

Enforcements By Category

11/15/11

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ENF 11-1124	821 KENWOOD DR	LETTER SENT	Resolved	10/12/11	10/26/11	Y
ENF 11-1125	919 BEEHLER ST	LETTER SENT	Resolved	10/12/11	10/28/11	N
ENF 11-1126	990 CORUNNA AV	LETTER SENT	Resolved	10/12/11	10/27/11	Y
ENF 11-1127	432 E EXCHANGE ST	LETTER SENT	Resolved	10/12/11	10/28/11	N
ENF 11-1128	643 N HICKORY ST	REFERRED TO COMPEAU	Resolved	10/12/11	10/13/11	N
ENF 11-1129	910 LINGLE AV	LETTER SENT	Resolved	10/12/11	10/27/11	N
ENF 11-1130	749 WOODLAWN AV	LETTER SENT	Resolved	10/12/11	10/27/11	N
ENF 11-1131	601 GLENWOOD AV	LETTER SENT	REF TO POLICE	10/12/11		N
ENF 11-1132	634 WOODLAWN AV	LETTER SENT	Resolved	10/12/11	10/27/11	Y
ENF 11-1135	726 CLINTON ST	LETTER SENT	Resolved	10/13/11	10/19/11	Y
ENF 11-1137	401 E HOWARD ST		REF TO POLICE	10/14/11		COMM
ENF 11-1162	322 RANDOLPH ST		REF TO POLICE	10/19/11		N
ENF 11-1171	616 S WASHINGTON ST	LETTER SENT	Resolved	10/24/11	10/28/11	N
ENF 11-1175	303 N CEDAR ST		Resolved	10/25/11	10/28/11	Y
ENF 11-1188	1604 W STEWART ST		Resolved	10/26/11	10/28/11	VAC
ENF 11-1196	1311 YOUNG ST	INSPECTION	REF TO POLICE	10/31/11		Y
ENF 11-1197	1315 W MAIN ST		No Violation	10/31/11	10/31/11	Y
ENF 11-1198	830 BROADWAY AV	LETTER SENT	REF TO POLICE	10/31/11		Y

Total Entries: 29

LAWN MAINTENANCE

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 11-1138	990 CORUNNA AV	GAVE TO CONTRACTOR TO	WO Submitted	10/14/11		Y
ENF 11-1139	528 GARFIELD AV	WORK ORDER TO CONTRAC	WO Submitted	10/14/11		Y
ENF 11-1140	516 GARFIELD AV	WORK ORDER ISSUED TO CC	WO Submitted	10/14/11		N
ENF 11-1141	602 N DEWEY ST	LETTER SENT	Resolved	10/14/11	10/24/11	V
ENF 11-1142	612 N DEWEY ST	LETTER SENT	Resolved	10/14/11	10/24/11	VAC
ENF 11-1143	1420 YOUNG ST	LETTER SENT	Resolved	10/14/11	10/24/11	VAC

Enforcements By Category

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ENF 11-1144	814 BROADWAY AV	GAVE TO CONTRACTOR TO	WO Submitted	10/14/11		N
ENF 11-1145	930 JEROME AV	LETTER SENT	Resolved	10/14/11	10/24/11	VAC
ENF 11-1146	835 AMENT ST	SENT TO CONTRACTOR TO M	Resolved	10/14/11	10/17/11	VAC
ENF 11-1147	502 JENNETT ST	LETTER SENT	Resolved	10/14/11	10/24/11	N
ENF 11-1148	1260 ADAMS ST	SENT TO CONTRACTOR TO M	Resolved	10/14/11	10/17/11	N
ENF 11-1149	1024 S CHIPMAN ST	GAVE TO CONTRACTOR TO	Resolved	10/14/11	10/24/11	N
ENF 11-1154	912 N CHIPMAN ST	GAVE TO CONTRACTO TO M	Resolved	10/17/11	10/17/11	VAC
ENF 11-1157	1064 TRACY ST	GAVE TO CONTRACTOR TO	Resolved	10/18/11	10/19/11	VAC
ENF 11-1158	MONROE ST	WORK ORDER SUBMITTED	WO Submitted	10/18/11		VAC
ENF 11-1159	832 S BALL ST	LETTER SENT	Resolved	10/18/11	10/24/11	Y

Total Entries: 16

MISC.

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 11-1173	627 PINE ST	N & O SENT	Resolved	10/24/11	11/08/11	Y
ENF 11-1195	903 CORUNNA AV	LETTER SENT	REF TO POLICE	10/28/11		N

Total Entries: 2

MULTIPLE VIOLATIONS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 11-1194	1318 W STEWART ST		Complaint Logged	10/27/11		N

Total Entries: 1

RENTAL UNIT INSPECT

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 11-1092	415 PINE ST	REPAIR LETTER SENT	REPAIR LETTER SEN	10/06/11		Y
ENF 11-1093	926 S SAGINAW ST	INSPECTION APPOINTMENT	INSPECTION PENDIN	10/06/11		Y
ENF 11-1094	427 W STEWART ST	RE-INSPECTION APPOINTME	RE-INSPECT PENDIN	10/06/11		Y
ENF 11-1095	816 W STEWART ST	REPAIR LETTER SENT	REPAIR LETTER SEN	10/06/11		Y

Enforcements By Category

11/15/11

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ENF 11-1096	1219 N WASHINGTON ST	REPAIR LETTER SENT	REPAIR LETTER SENT	10/06/11		Y
ENF 11-1097	713 WRIGHT AV	INSPECTION APPOINTMENT	INSPECTION PENDING	10/06/11	11/03/11	Y
ENF 11-1098	1217 W MAIN ST	RE-INSPECTION APPT. SET	RE-INSPECT PENDING	10/07/11		Y
ENF 11-1099	210 W MASON ST	2ND BROCHURE MAILED CE	BROCHURE - 2ND	10/07/11		Y
ENF 11-1100	313 MICHIGAN AV	REPAIR LETTER SENT	REPAIR LETTER SENT	10/07/11		Y
ENF 11-1112	621 GRAND AV	INSPECTION APPOINTMENT	INSPECTION PENDING	10/11/11	11/03/11	N
ENF 11-1113	719 BROADWAY AV	2ND BROCHURE MAILED	Resolved	10/11/11	10/27/11	N
ENF 11-1155	402 E COMSTOCK ST	INSPECTION APPOINTMENT	INSPECTION PENDING	10/18/11		Y
ENF 11-1160	1236 PEARCE ST	2ND BROCHURE MAILED	BROCHURE - 2ND	10/18/11		Y
ENF 11-1167	432 E MAIN ST	RENTAL INSPECTION	Resolved	10/21/11	10/21/11	Y
ENF 11-1168	819 W MAIN ST	INSPECTION PENDING	Resolved	10/21/11	11/07/11	Y
ENF 11-1170	715 CLINTON ST	INSPECTION APPOINTMENT	INSPECTION PENDING	10/24/11		Y
ENF 11-1176	217 E OLIVER ST	REPAIR LETTER SENT	REPAIR LETTER SENT	10/25/11		Y
ENF 11-1177	805 S PARK ST	INSPECTION APPOINTMENT	INSPECTION PENDING	10/25/11		Y
ENF 11-1178	532 PINE ST	INSPECTION APPOINTMENT	INSPECTION PENDING	10/25/11		Y
ENF 11-1179	710 RIVER ST	INSPECTION APPT SET	INSPECTION PENDING	10/25/11		Y
ENF 11-1180	1230 ADAMS ST	INSPECTION APPOINTMENT	Resolved	10/26/11	11/09/11	Y
ENF 11-1181	625 AMENT ST	INSPECTION APPOINTMENT	INSPECTION PENDING	10/26/11		Y
ENF 11-1182	837 BROADWAY AV	INSPECTION APPOINTMENT	Resolved	10/26/11	11/11/11	Y
ENF 11-1183	214 CASS ST	2ND BROCHURE MAILED	BROCHURE - 2ND	10/26/11		Y
ENF 11-1184	627 E COMSTOCK ST	REPAIR LETTER SENT	REPAIR LETTER SENT	10/26/11		Y
ENF 11-1185	408 CURWOOD CASTLE DR	2ND BROCHURE MAILED	Resolved	10/26/11	11/10/11	Y
ENF 11-1186	725 DIVISION ST	2ND BROCHURE MAILED	BROCHURE - 2ND	10/26/11		Y
ENF 11-1187	1410 W STEWART ST	REPAIR LETTER SENT	REPAIR LETTER SENT	10/26/11		Y
ENF 11-1192	629 E MAIN ST	REPAIR LETTER SENT	REPAIR LETTER SENT	10/27/11		Y
ENF 11-1193	713 LYNN ST	INSPECTION APPOINTMENT	INSPECTION PENDING	10/27/11		Y

Total Entries: 30

Status Definitions

For Code Violations

Complaint Logged – Complaint has been received. This is a term used within the first 24 hours after receiving the complaint before it is inspected. A complaint is usually inspected in less than 24 hours after receiving it.

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

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

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

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

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

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

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

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

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

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

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

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

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



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

MEMORANDUM

DATE: November 10, 2011

TO: City Council

FROM: Michael Compeau
Director of Public Safety

RE: October Police Report

Attached are the statistics for the police department for October 2011. This report includes activity for the month of October and year to date statistics. Also attached is a list of field contacts. Field contacts are incidents that the police are dispatched to that require no further follow up than the police officers initial response.

Twelve burning complaints were reported in October. Three were found to be in violation of the city ordinance and were issued a citation.

Included in this months report is the Michigan Incident Crime Reporting System Agency Report for 2011 thru September for the City of Owosso Police Department. This report also includes a comparison to the same period for 2010.



Case Assignment/Clearance Report For October, 2011

Month, Year: 10, 2011

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
<i>PART I OFFENSES</i>					
ROBBERY	0	0	3	7	233 %
AGGRAVATED ASSAULT	1	3	35	42	120 %
BURGLARY	8	8	43	52	120 %
LARCENY	32	30	321	322	100 %
MOTOR VEHICLE THEFT	0	0	9	11	122 %
SIMPLE ASSAULT	9	9	101	100	99 %
ARSON	0	0	2	2	100 %
FORGERY & UTTERING	1	0	3	2	66 %
COUNTERFEITING	0	0	1	1	100 %
FRAUD	4	6	43	42	97 %
EMBEZZLEMENT	0	1	3	2	66 %
WEAPON CRIMES- CARRY, POSS,	0	0	8	12	150 %
PROSTITUTION	0	0	0	0	0 %
SEX OFFENSES 1/ UNDER AGE -	4	3	32	36	112 %
NARCOTICS VOLIATIONS	7	12	53	74	139 %
GAMBLING VIOLATIONS	0	0	0	0	0 %
VANDALISM-DAMAGE-DESTRUCTIO	0	0	1	4	400 %
HOMICIDE 1	0	0	0	0	0 %
HOMICIDE	0	0	0	0	0 %
RAPE / NON - FAMILY	1	1	7	8	114 %
SEX OFFENSES 2	4	3	32	36	112 %
PARENTAL KIDNAP	0	0	0	0	0 %
KIDNAPPING	0	0	0	0	0 %
BURGLARY RESIDENTIAL	0	0	29	30	103 %
BURGLARY COMMERCIAL	2	1	13	14	107 %
RESISTING/OBSTRUCTING	0	0	6	6	100 %
<i>PART I OFFENSES</i>	73	77	745	803	107 %
<i>PART II OFFENSES</i>					
PAROLE/PROBATION VIOLATION	0	0	13	13	100 %
NATURAL DEATH	1	2	10	10	100 %
RETAIL FRAUD	4	2	18	17	94 %
RUNAWAY	12	11	57	55	96 %
VIOLATION PPO/ COURT ORDER	0	0	8	7	87 %

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
FAMILY NONSUPPORT	0	0	0	0	0 %
SUSPICIOUS DEATH	1	1	5	7	140 %
TRAFFIC OFFENSES OTHER	0	0	31	27	87 %
CRIMINAL CASE OTHER	0	0	4	5	125 %
WARRANT ARREST	12	13	156	142	91 %
SUSPICIOUS CIRCUMSTANCES	4	5	25	27	108 %
WARRANT ADVISED	0	0	0	0	0 %
MENTAL ORDER-ECO / TDO	12	12	75	70	93 %
DOMESTIC ASSAULT/SITUATION	26	28	173	175	101 %
ILLEGAL DUMPING	0	0	0	0	0 %
FOUND PROPERTY	16	13	129	155	120 %
RECOVERED PROPERTY	0	0	0	0	0 %
ANNOYING PHONE CALLS	0	0	3	4	133 %
TRESPASSING	1	3	15	15	100 %
DOA	1	1	4	4	100 %
ANIMAL COMPLAINTS	0	1	38	35	92 %
MISSING PERSON	1	1	9	8	88 %
WARRANT OBTAINED	0	0	0	0	0 %
PROPERTY-LOST	0	0	0	0	0 %
SAFEKEEPING OF WEAPON	0	0	0	0	0 %
SUICIDE AND ATTEMPTED SUICIDES	0	0	0	0	0 %
TRAFFIC - HIT & RUN	4	3	51	51	100 %
FIRES - NOT ARSON	3	3	10	7	70 %
LOST PROPERTY	0	0	0	0	0 %
NON-CRIMINAL CASE	19	17	181	171	94 %
CRIMES AGAINST FAMILY &	2	4	25	26	104 %
DRIVING WHILE IMPAIRED	4	7	46	48	104 %
LIQUOR LAW VIOLATIONS	1	1	44	46	104 %
DISORDERLY CONDUCT	7	7	53	53	100 %
OTHER CRIMES	23	24	222	219	98 %
IMPOUND / TOW FOLLOW-UP	0	0	1	1	100 %
FALSE ALARM	0	0	0	0	0 %
MOTOR VEHICLE CRASH	35	31	312	286	91 %
THREATS	0	0	2	2	100 %
PROPERTY CRIMES, POSS, SALE,	0	0	1	1	100 %
DAMAGE TO PROPERTY	17	15	179	173	96 %
<i>PART II OFFENSES</i>	206	205	1,900	1,860	97 %
Grand Totals:	279	282	2,645	2,663	100 %

Field Contact By Reason Summary Report

Date Range: 10/01/2011 - 10/31/2011, Agency: OWPD

Reason for Contact	Count
911 Hang Up	18
Aban	3
False Alarm Commercial	8
False Alarm Residential	1
All Other Service Reports	9
Animal Complaints Other	22
Assist Ambulance	5
Assist To Other Dept	8
Assist Officer	2
Attempt To Locate	21
Barking Dog	9
Burning Ordinance	9
Civil Dispute	16
Code Enforcement - Owosso	20
Disturbance	14
Fight / No Assault	5
Fireworks	1
Found Property	4
Gun Permit/register	15
Harrassment	9
Loud Music	10
Loud Party	2
Damage To Property	2
Motorist Assist	2
Open Door	1
Ordinance Violation	12
Parking Problem	35
Pawn Ticket	141
Peace Officer	19
Reckless Driver	1
Road Hazard	12
Suspicious Person	8
Suspicious Situation	52

Reason for Contact	Count
Suspicious Vehicle	11
Trouble With Kids	25
Trouble With Neighbor	19
Trouble With Subject	64
Phone Harassment	9
Unwanted Subject	15
Vacation Check On Home	7
Vehicle Inspection	2
Warrant Arrest	1
Welfare Check	23
Wire Down	4
Work Traffic	60

OPEN FIRES - CITATION ISSUED

October 2011

INCI_ID	DATE_REPT	STREET	STREET	STREET
201107094	10/02/2011 19:35:51	216	N DEWEY ST	
201107187	10/05/2011 18:25:43	401	E KING ST	
201107710	10/26/2011 10:47:36	1650	E INDUSTRIAL DR	

OPEN FIRES - NO CITATION ISSUED

October 2011

CASE_ID	FCDATE	STREET	STREET	STREET
201107127	10/03/2011 19:19:00	117	S	OAKWOOD ST
201107204	10/06/2011 13:47:00	615	S	GLENWOOD AVE
201107397	10/13/2011 08:53:00	309	W	GENESEE ST
201107403	10/13/2011 12:34:00	1431	W	MAIN ST
201107448	10/15/2011 12:53:00	725	W	RIVER ST/N HOWELL ST
201107452	10/15/2011 14:36:00	439	W	CURWOOD DR
201107459	10/15/2011 19:26:00	439	W	CURWOOD DR
201107637	10/22/2011 23:24:00	212	N	HOWELL ST
201107747	10/27/2011 18:02:00	1022	N	DINGWALL DR



Michigan Incident Crime Reporting (MICR) System

AGENCY REPORTING STATUS FOR 2011

ORI#: MI7864500 **ORINAME:** OWOSSO POLICE DEPT **REPORT TYPE:** MICR(DEG) **VENDOR:** OSSI

Below are the number of incidents reported by your agency for 2011. Please verify the number of incidents submitted and submit any corrections or delinquent data. If your report type or vendor has changed, please notify your Crime Reporting Section representative.

2011 Data received as of: 10/17/2011

Reporting Status (Testing/Live):	L	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTAL	# MONTHS PROCESSED
2011 Incident Count:		118	102	123	125	147	164	204	178	141				1302	9
2010 Incident Count:		127	113	142	167	155	178	214	155	136	173	113	100	1773	
2011 Error Count:		4	0	1	1	0	0	3	3					12	
2011 Error %:		3.4%		0.8%	0.8%			1.5%	1.7%					0.9%	
2011 Custody Death Reports:		1st Quarter Received:		2nd Quarter Received:			3rd Quarter Received:			4th Quarter Received:					
		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>					

Please Be Advised:

>>

<<

MICR Unit Contacts:

- Darlene Smith, Department Manager, 517-241-0383
- Wendy Easterbrook, Dept. Specialist, 517-241-1875, Specialty Report Requests
- Monica Jenkins, Dept. Analyst, 517-241-1880, MICR for Portal Agencies
- Vacant, Dept. Technician, 517-241-1889, MICR for Counties 01-49
- Elizabeth Pizzo, Dept. Technician, 517-241-1907, MICR for Counties 50-83, CLEMIS, RMS Testing
- Vacant, Dept. Analyst, 517-241-1914
- Vacant, Dept. Analyst, 517-241-1886

MICR

MICHIGAN INCIDENT CRIME REPORTING

Report Date: 10/18/2011

MV Stolen Count	Premises Entered Count
10	0

MI7864500 OWOSSO PD

2011 QUALITY ASSURANCE REPORT

Number of Police Officers As of October 31, 2010: 19

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

Total Officers Killed: 0
 Total Officers Assaulted Without Injury: 2
 Total Officers Assaulted With Injury: 0

REPORTING PERIOD: JANUARY - SEPTEMBER

File Class and Description	Victim Totals	Total Incidents	Number of Arrests	Exceptionally Cleared	Clearance Rate	2011 Offenses	2010 Offenses	Percent Change
10001 KIDNAPPING/ABDUCTION	0	0	0	0	0 %	0	1	0.0%
11001 SEXUAL PENETRATION PENIS/VAGINA CSC 1ST	6	6	0	0	0 %	6	9	-33.3%
11002 SEXUAL PENETRATION PENIS/VAGINA CSC 3RD	2	2	0	0	0 %	2	1	100.0%
11003 SEXUAL PENETRATION ORAL/ANAL CSC 1ST	2	2	0	0	0 %	2	1	100.0%
11005 SEXUAL PENETRATION OBJECT CSC 1ST	1	1	0	0	0 %	1	0	0.0%
11007 SEXUAL CONTACT FORCIBLE CSC 2ND	7	7	0	0	0 %	7	7	0.0%
11008 SEXUAL CONTACT FORCIBLE CSC 4TH	5	5	0	0	0 %	5	3	66.7%
12000 ROBBERY	3	3	0	0	0 %	3	11	-72.7%
13001 NONAGGRAVATED ASSAULT	250	230	92	0	40 %	235	251	-6.4%
13002 AGGRAVATED/FELONIOUS ASSAULT	46	38	14	0	37 %	38	43	-11.6%
13003 INTIMIDATION/STALKING	5	5	1	0	20 %	5	9	-44.4%
20000 ARSON	0	2	0	0	0 %	2	4	-50.0%
22001 BURGLARY FORCED ENTRY	34	42	7	0	17 %	43	64	-32.8%
22002 BURGLARY ENTRY WITHOUT FORCE (INTENT)	14	14	1	0	7 %	14	25	-44.0%
22003 BURGLARY ENTRY W/OUT AUTH. W/OR W/OUT FORCE	4	4	1	0	25 %	5	8	-37.5%
22004 POSSESSION OF BURGLARY TOOLS	0	0	0	0	0 %	0	1	0.0%
23001 LARCENY POCKETPICKING	1	1	0	0	0 %	1	0	0.0%
23003 LARCENY THEFT FROM BUILDING	37	39	0	0	0 %	39	70	-44.3%
23004 LARCENY THEFT FROM COIN OPERATED MACHINE/DEV.	0	1	0	0	0 %	1	0	0.0%
23005 LARCENY THEFT FROM MOTOR VEHICLE	56	53	1	0	2 %	53	90	-41.1%
23006 LARCENY THEFT OF MOTOR VEH PARTS/ACCESSORIES	2	2	0	0	0 %	2	2	0.0%
23007 LARCENY OTHER	151	175	9	0	5 %	176	182	-3.3%
24001 MOTOR VEHICLE THEFT	8	9	3	0	33 %	10	5	100.0%
25000 FORGERY/COUNTERFEITING	1	2	0	0	0 %	2	9	-77.8%
26001 FRAUD FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	7	8	0	0	0 %	8	5	60.0%
26002 FRAUD CREDIT CARD/ATM	5	5	0	0	0 %	5	15	-66.7%
26003 FRAUD IMPERSONATION	5	5	0	0	0 %	5	13	-61.5%
26004 FRAUD WELFARE	0	0	0	0	0 %	0	1	0.0%
26005 FRAUD WIRE	1	1	0	0	0 %	1	3	-66.7%
26006 FRAUD BAD CHECKS	1	6	2	0	33 %	6	9	-33.3%
27000 EMBEZZLEMENT	0	2	0	0	0 %	2	2	0.0%
28000 STOLEN PROPERTY	2	1	0	0	0 %	2	3	-33.3%
29000 DAMAGE TO PROPERTY	128	155	9	0	6 %	161	178	-9.6%
30002 RETAIL FRAUD THEFT	0	19	6	0	32 %	19	18	5.6%
35001 VIOLATION OF CONTROLLED SUBSTANCE	0	44	37	0	84 %	49	51	-3.9%
35002 NARCOTIC EQUIPMENT VIOLATIONS	0	2	1	0	50 %	2	0	0.0%

MICR

MICHIGAN INCIDENT CRIME REPORTING

Report Date: 10/18/2011

<u>MV Stolen</u> Count	<u>Premises Entered</u> Count
10	0

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

Total Officers Killed:	0
Total Officers Assaulted Without Injury:	2
Total Officers Assaulted With Injury:	0

MI7864500 OWOSSO PD 2011 QUALITY ASSURANCE REPORT

Number of Police Officers As of October 31, 2010: 19

REPORTING PERIOD: JANUARY - SEPTEMBER

File Class and Description	Victim Totals	Total Incidents	Number of Arrests	Exceptionally Cleared	Clearance Rate	2011 Offenses	2010 Offenses	Percent Change
36004 SEX OFFENSE OTHER	7	10	2	0	20 %	11	8	37.5%
37000 OBSCENITY	0	2	0	0	0 %	2	2	0.0%
38001 FAMILY ABUSE/NEGLECT NONVIOLENT	15	17	1	0	6 %	17	13	30.8%
38002 FAMILY NONSUPPORT	0	1	1	0	100 %	1	6	-83.3%
38003 FAMILY OTHER	5	3	0	0	0 %	3	0	0.0%
41002 LIQUOR VIOLATIONS OTHER	0	19	6	0	32 %	23	31	-25.8%
42000 DRUNKENNESS	0	0	0	0	0 %	0	6	0.0%
48000 OBSTRUCTING POLICE	0	2	2	0	100 %	16	11	45.5%
50000 OBSTRUCTING JUSTICE	0	109	68	0	62 %	130	84	54.8%
52001 WEAPONS OFFENSE CONCEALED	0	1	1	0	100 %	1	2	-50.0%
52003 WEAPONS OFFENSE OTHER	0	4	2	0	50 %	4	9	-55.6%
53001 DISORDERLY CONDUCT	0	36	31	0	86 %	48	22	118.2%
53002 PUBLIC PEACE OTHER	0	4	0	0	0 %	4	6	-33.3%
54001 HIT AND RUN MOTOR VEHICLE ACCIDENT	37	37	2	0	5 %	41	55	-25.5%
54002 OUIL OR OUID	0	58	55	0	95 %	65	50	30.0%
55000 HEALTH AND SAFETY	1	2	0	0	0 %	2	3	-33.3%
57001 TRESPASS	12	9	5	0	56 %	15	19	-21.1%
70000 JUVENILE RUNAWAY	9	56	0	0	0 %	57	30	90.0%
73000 MISCELLANEOUS CRIMINAL OFFENSE	23	41	8	0	20 %	46	52	-11.5%
AGENCY TOTALS:	893	1,302	369	0	28 %	1,398	1,503	-7.0%



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

MEMORANDUM

DATE: November 14, 2011

TO: City Council

FROM: Michael Compeau
Director of Public Safety

RE: October Fire Report

Attached is the October 2011 activity report for the fire department. The report includes a list of fire/EMS training, rental inspections, fire inspections, fire calls, ambulance calls and a informational summary of actual fires.

Owosso Fire Department Report

October 2011

Training:

EMS: Operations: 800 MHz Radios

Fire: Great Lakes Central Railroad: 2 classes on October 22 and 23, 2011 covering railroad emergencies with railroad cars and locomotives.

Fire Education: Fire alarm drill for Baker College Students at Woodard's Lofts 317 S Elm St.

Inspections:

Rental: 82 rental inspection and re-inspections were completed in October.

Fire: 14 Fire Inspection were completed during October.

Alarms:

Medicals: 185

Fire Alarms: 14 (see attachments)

Informational

Alarm 11-1823: 514 N Park. Apartment fire caused by a resident making Methamphetamine. Damage was contained to room of origin with some extension to the unit above and the basement below. The male received burns to his arm chest and face and is currently in the burn unit at Hurley.

Alarm 11-1980: 515 Comstock: A suspicious fire in a garage. The fire caused damage to the rear wall of the garage and the roof.

OWOSSO FIRE DEPARTMENT, OWOSSO, MICHIGAN 48867

Incident History

10/01/2011 through 10/31/2011

Printed: 11/13/2011

Inc. No.-Exp.	Alarm Date	Alarm Time	Clear Time	Shift/ Platoon Location	Incident Type
0001823-000	10/04/2011	17:52	00:00	C 514 N PARK ST	111 Building fire
0001833-000	10/06/2011	17:19	17:37	C 211 S ELM ST	745 Alarm system activation, no fire - unintentional
0001857-000	10/09/2011	13:12	14:30	B 1699 S M-52 HWY	411 Gasoline or other flammable liquid spill
0001876-000	10/12/2011	15:23	15:50	A 718 S CHIPMAN ST	412 Gas leak (natural gas or LPG)
0001890-000	10/15/2011	12:00	13:16	C 640 WOODLAWN AVE	444 Power line down
0001891-000	10/15/2011	14:18	14:24	C 219 S OAK ST	440 Electrical wiring/equipment problem, other
0001892-000	10/15/2011	14:26	15:29	C 513 GROVER ST	440 Electrical wiring/equipment problem, other
0001913-000	10/18/2011	09:47	10:07	B 918 E CORUNNA AVES	412 Gas leak (natural gas or LPG)
0001915-000	10/19/2011	06:16	06:34	B 922 N BALL ST	424 Carbon monoxide incident
0001922-000	10/19/2011	23:26	00:32	A 623 E GROVER ST	444 Power line down
0001928-000	10/20/2011	18:45	19:20	C 201 W MAIN ST	531 Smoke or odor removal
0001952-000	10/23/2011	13:36	14:16	B 812 N SHIAWASSEE ST	100 Fire, other
0001961-000	10/25/2011	10:53	11:25	B 115 N SHIAWASSEE ST	412 Gas leak (natural gas or LPG)
0001980-000	10/28/2011	23:47	01:07	A 515 COMSTOCK ST	111 Building fire

OWOSSO FIRE DEPARTMENT, OWOSSO, MICHIGAN 48867

Sites With

Inspections Done

from 10/01/2011 through 10/31/2011

Printed: 11/14/2011

Business Name: JUMPSTART MINISTRIES/ KOKVIDEO PRODUCTIONS

Phone:

Site Address: 605 S WASHINGTON ST
OWOSSO MI 48667

On-Site Contact: CEO CHRISTOPHER HARDWICK

P.F. Survey No.: 222

Type of Site: ASSEMBLY

Property Use: 131 Church, mosque, synagogue, temple, chapel

Insp. Date: 10/04/2011

Status: OPERATING

Next Insp.: 10/04/2012

Person/Team: MICHAEL BRADLEY

Period: YEARLY

Comment: POST OCCUPANCY FOR ALL MEETING ROOMS

REPLACE OR REPAIR CEILING IN BATHROOM

SAFETY ALL WALL ELECTRICAL PLUGS IN NURSERY

LIMIT THE USE OF EXTENSION CORDS: NOT TO BE USED 24/7

INSTALL SMOKE DETECTOR IN BREAK RM & BOARD RM

INSTALL EMERGENCY LIGHTS IN STAIRWELL, WAREHOUSE RM & MAIN AREA (3 LIGHTS)

NEED SECOND MEANS OF EGRESS FROM CHURCH (OPEN BACK STAIRWAY TO OUTSIDE (NORTH WALL)

REMOVE WALL COVERING LIMITED TO ONLY 10%.

WALL SEPARATING BETWEEN THE MEETING RMS NEEDS TO BE A RATED WALL (SHEET ROCK 5/8 INCH THICK)

Business Name: TILE PRODUCTS

Phone: (989) 729-8553

Site Address: 450 S SHIAWASSEE
OWOSSO MI 48667

On-Site Contact: CEO/OWNER GREGG JONES

P.F. Survey No.: 212

Type of Site: FACTORY/INDUSTRIAL

Property Use: 700 Manufacturing, processing

Insp. Date: 10/05/2011

Status: NEW CONSTRUCTION

Next Insp.: / /

Person/Team: MICHAEL BRADLEY

Period: ACCEPTANCE TEST

Comment:

INSPECTION ON NEW SYSTEM ADDED TO BECAUSE OF NEW ADDITION

Sites With
Inspections Done
from 10/01/2011 through 10/31/2011

Printed: 11/14/2011

Page: 2

Business Name: DDLT Phone: (989) 732-1763
Site Address: 426 E MAIN
OWOSSO MI 48667
On-Site Contact: CEO/OWNER DEB KING
P.F. Survey No.: 152 Type of Site: MERCANTILE
Property Use: 511 Convenience store
Insp. Date: 10/06/2011 Status: OPERATING
Next Insp.: 10/06/2014 Person/Team: MICHAEL BRADLEY Period: COMPLIANT
Comment: NO VIOLATIONS FOUND

Business Name: AMERICAN LEGION POST 57 Phone: (989) 723-4046
Site Address: 201 E MASON ST
OWOSSO MI 48667
On-Site Contact: POST COMMANDER/CEO JAMES
P.F. Survey No.: 193 Type of Site: BUSINESS
Property Use: 162 Bar or nightclub
Insp. Date: 10/06/2011 Status: OPERATING
Next Insp.: 10/06/2014 Person/Team: MICHAEL BRADLEY Period: COMPLIANT
Comment: REPAIR OR REPLACE EXIT LIGHT AT HALL SOUTH DOOR

KEEP OPEN ALL MEANS OF EGRESS, DO NOT STORE OR BLOCK ANY DOORWAY

INSTALL GFI PROTECTION IN KITCHEN

POST OCCUPANCY LOAD (100 CLUB / 180 HALL)

Business Name: OWOSSO FRATERNAL ORDER OF EAGLES #851 Phone:
Site Address: 308 N WASHINGTON ST
OWOSSO MI 48667
On-Site Contact: MANAGER/ POST COMMAR PHILLIP JENKINS
P.F. Survey No.: 194 Type of Site: ASSEMBLY
Property Use: 162 Bar or nightclub
Insp. Date: 10/06/2011 Status: OPERATING
Next Insp.: 10/06/2014 Person/Team: MICHAEL BRADLEY Period: COMPLIANT
Comment: REPLACE OR REPAIR MISSING CEILING TILES IN BASEMENT AREA (JANITORS CLOSET,
STORAGE ROOM)

INSTALL GFI IN BOWLING AREA KITCHEN BY WATER SOURCE (GFI NEEDED WITHIN 36"
OF A WATER SOURCE

Business Name: KORNER PUB Phone: (989) 723-9843
Site Address: 1017 W MAIN
OWOSSO MI 48667
On-Site Contact: MANAGER/CEO CHARLES STONE
P.F. Survey No.: 196 Type of Site: ASSEMBLY
Property Use: 162 Bar or nightclub
Insp. Date: 10/06/2011 Status: OPERATING
Next Insp.: 10/06/2014 Person/Team: MICHAEL BRADLEY Period: COMPLIANT
Comment: POST OCCUPENCY (95 PEOPLE)

INSTALL PANIC BARS ON ALL EGRESS DOORS (2)

Sites With
Inspections Done
from 10/01/2011 through 10/31/2011

Printed: 11/14/2011

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Business Name: KORNER PUB Phone: (989) 723-9843
Site Address: 1017 W MAIN
OWOSSO MI 48667
On-Site Contact: MANAGER/CEO CHARLES STONE
P.F. Survey No.: 196 Type of Site: ASSEMBLY
Property Use: 162 Bar or nightclub
MAKE DOOR TO PATIO AS "NOT AN EXIT"

R & R HEATER AND EXTENSION CORD FROM SHED

R & R CEILING TILES IN BACK ROOM

Business Name: SPORTMAN INN BAR Phone: (989) 723-6922
Site Address: 1011 W MAIN
OWOSSO MI 48667
On-Site Contact: CEO/OWNER SUSAN K COCKE
P.F. Survey No.: 200 Type of Site: ASSEMBLY
Property Use: 162 Bar or nightclub
Insp. Date: 10/06/2011 Status: OPERATING
Next Insp.: 10/06/2014 Person/Team: MICHAEL BRADLEY Period: COMPLIANT
Comment: NEED LIGHTED EXIT LIGHTS ANT ENTERANCES

NEED LIGHTED EXIT SIGN

DO NOT USE EXTENSION CORD AS A SOURCE OF POWER 26 4/7

INSTALL GFI AT KITCHEN SINK

BASEMENY USED FOR STORAGE ONLY

Business Name: HICKORY LOUNGE Phone: (989) 723-9037
Site Address: 311 CORUNNA ST
OWOSSO MI 48667
On-Site Contact: CEO/OWNER TERRY OTT
P.F. Survey No.: 204 Type of Site: ASSEMBLY
Property Use: 162 Bar or nightclub
Insp. Date: 10/06/2011 Status: OPERATING
Next Insp.: 10/06/2014 Person/Team: MICHAEL BRADLEY Period: COMPLIANT
Comment: R & R BOTH DOORS IN DANCING AREA (LOWER LEVEL) AND INSTALL PANIC BARS ON
BOTH

PANT OSB BOARD CEILING IN LOUNGE AREA WITH LATEX PAINT

LOCATE GAS SHUT OFF FOR EMPLOYEES AT DEP FYRER

SERVICE DEEP FRYER SYSTEM, SEND COPPY TO FD

LOCATE GAS SHUT OFF FOR STOVE

SERVICE DEEP FYRER FIRE SUPESION SYSTEM

Sites With
Inspections Done
from 10/01/2011 through 10/31/2011

Printed: 11/14/2011

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Business Name: HICKORY LOUNGE

Phone: (989) 723-9037

Site Address: 311 CORUNNA ST
OWOSSO MI 48667

On-Site Contact: CEO/OWNER TERRY OTT

P.F. Survey No.: 204

Type of Site: ASSEMBLY

Property Use: 162 Bar or nightclub
INSTALL GFI PLUG IN KITCHENN AREA

Business Name: RAINBOW BAR

Phone: (989) 725-9880

Site Address: 905 W MAIN ST
OWOSSO MI 48667

On-Site Contact: CEO/OWNER TIM LAW

P.F. Survey No.: 223

Type of Site: ASSEMBLY

Property Use: 162 Bar or nightclub

Insp. Date: 10/06/2011

Status: OPERATING

Next Insp.: 10/06/2014

Person/Team: MICHAEL BRADLEY

Period: COMPLIANT

Comment:

REMOVE WALL COVERING FROM LOUNGE AREA (ONLY 10% ALLOWED) BY CODE FOR ASSEMBLY'S

LOCATE GAS SHUT OFF ON GRILL FOR STAFF

HAVE VENDORS SERVICING THE UL-300 SYSTEM TO SEND SERVICE REPORTS THE OWOSSO FIRE DEPARTMENT ANY TIME THE SYSTEM IS SERVICED OR INSPECTED

MOUNT FIRE EXTINGUISHER IN ACCESSIBLE LOCATION FOR STAFF

R & R ALL MISSING CEILING TILES

BASEMENT NOT FOR OCCUPANCY STORAGE ONLY

NO STORAGE UNDER BASEMENT STAIRS

NEEDS TO INSTALL PANIC HARDWARE ON ALL EXIT DOORS AS SOON AS POSSIBLE

"905" ON REAR DOOR (4")

Business Name: MAIN BEVERAGE CO

Phone: (989) 725-8515

Site Address: 202 S LANSING ST
OWOSSO MI 48667

On-Site Contact: WAREHOUSE FOREMAN DOUG SABILEK

P.F. Survey No.: 95

Type of Site: FACTORY/INDUSTRIAL

Property Use: 891 Warehouse

Insp. Date: 10/12/2011

Status: RERENOVATION

Next Insp.: 10/12/2012

Person/Team: MICHAEL BRADLEY

Period: ACCEPTANCE TEST

Comment:

INSPECTION AND TEST OF NEW SPRINKLER SYSTEM IN STALLED IN THE WAREHOUSE AFTER A FIRE IN FEB 2011.

TEST ALARM SYSTEM NOTIFICATION WITH ALARM COMPANY (SECURITY ALARM)

R & R CAPS ON FDC AT FRONT

Sites With
Inspections Done
from 10/01/2011 through 10/31/2011

Printed: 11/14/2011

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Business Name: MAIN BEVERAGE CO
Site Address: 202 S LANSING ST
OWOSSO MI 48667

Phone: (989) 725-8515

On-Site Contact: WAREHOUSE FOREMAN DOUG SABILEK
P.F. Survey No.: 95
Property Use: 891 Warehouse

Type of Site: FACTORY/INDUSTRIAL

TEST RESULTS ON FILE AT OFD

Business Name: RISTO'S BISTRO ROCK BOTTOM BLUES CLUB
Site Address: 115 S WASHINGTON
OWOSSO MI 48667

Phone: (517) 230-0185

On-Site Contact: CEO BETTY NICEVSKI
P.F. Survey No.: 201
Property Use: 162 Bar or nightclub

Type of Site: ASSEMBLY

Insp. Date: 10/19/2011 Status: OPERATING
Next Insp.: 10/19/2014 Person/Team: MICHAEL BRADLEY
Comment: R & R ALL EMERGENCY LIGHTS

Period: COMPLIANT

BASEMENT

USE OF EXTENSION CORDS IN BASEMENT FOR FIRST FLOOR EQUIPMENT

OPEN FUSE PANEL: EXPOSED WIRES IN PANEL

RATED WIRE (ROMEX) USED AS AN EXTENSION CORD 24/7

ADDRESS ON BACK DOOR "115"

R & R ALL CEILING TILES (BATHROOM, STORAGE AREA,)

R & R MISSING WALL PLATE COVERS

Minutes of the **November 15, 2011**, regular meeting
of the **Owosso Historical Commission** held
at the Gould House, 7:00 p.m.

Members Present: Chairperson Piper Brewer, and members Shaffer Fox, JoEllen Hartley, Crystal Smith, Lorraine Weckwert, and Gary Wilson.

Members Absent: Michael Erfourth. Charles Wascher, resigned.

Guests Present: none

The meeting was called to order at 7:05 p.m. by Chairperson Brewer. It was noted a letter of resignation had been received from Charles Wascher as representative for the Shiawassee County Historical Society. JoEllen Hartley has been named the Society replacement.

There were no citizen comments.

Motion to accept and place on file the minutes of October 18th was made by Hartley and supported by Wilson. Approved.

Smith nominated Brewer for the position of Chairperson. Supported by Hartley. Motion carried with Weckwert dissenting.

Fox nominated Hartley for the position of Vice-Chair. Support given by Wilson and motion carried.

The Treasurer's Report was reviewed. A motion by Wilson to accept the Treasurer's Report, seconded by Fox and carried.

Discussion on the upcoming Curwood book sale for December 3-4. Wilson suggested that ten copies of each volume be placed out for sale at one time. Wilson and docent Speers will price the volumes. Erfourth will be asked about shelving for display. There is a work day for those who can attend on 11-20 from noon to five to organize. It is hoped to have the upper level decorated for the holidays including some of the donated trains.

Tobey was asked to contact a locksmith to open the bookcase by the fireplace.

Members were advised of a contact number for someone seeking electric trains. Members decided to keep the number for future contact, if desired.

The Historical Commission has been requested to consider a letter of support for the downtown to be nominated to the National Register of Historic Places. Both Wilson and Weckwert serve on the Downtown Historic District Commission and apprised the group of their activities. Motion by Hartley to write a letter of support for this nomination. Fox supported and motion carried.

The Shiawassee Arts Council requested use of the Paymaster Building during June and July of 2012 during the Woodard furniture exhibition. The building would be staged as it would have appeared for its original use and open during specific time periods. Motion by Wilson for this use to be approved with support by Hartley and carried.

Members decided not to hold a regularly scheduled meeting on December 20, 2011.

Wilson reported on the functioning of the Historic District Commission. Members urged historic preservation as foremost in the decision making process.

DRAFT

Tobey reported difficulty in scheduling pest services for the cabin. Member suggested the company presently used might offer recommendation of another source.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,
Ronald J. Tobey, Secretary/Treasurer