

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MAY 02, 2016
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 SPECIAL MEETING OF APRIL 13, 2016:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF APRIL 18, 2016:

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

1. Buddy Poppy Sale Kickoff. Poppy Queen Kylee Tobey and her grandfather Bill Dennis will sell the ceremonial first Buddy Poppy to Mayor Benjamin Frederick marking the start of the annual Buddy Poppy Sale in Owosso.

PUBLIC HEARINGS

1. 2016-2017 Proposed City Budget. Conduct a Public Hearing to receive citizen comment regarding the proposed 2016-2017 City Budget.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

CONSENT AGENDA

1. Set Public Hearing-Obsolete Property Rehabilitation Exemption. Set a Public Hearing for Monday, May 16, 2016 to receive citizen comment regarding the application from REI Group, LLC for an Obsolete Property Rehabilitation Exemption Certificate for their property at 300 West Main Street.

2. First Reading and Set Public Hearing - Rezoning 1007 S. Washington Street. Conduct first reading and set a public hearing for Monday, May 16, 2016 to receive citizen comment regarding the request to rezone the property at 1007 South Washington Street from B-1, Local Business District, to B-4, General Business District.
3. Accept Donation & Authorize Payment – James Oliver Curwood Statue. Facilitate the transaction between the Cook Family Foundation and Nathan Leslie, accepting a donation from the Foundation for \$5,000 and authorizing payment of said amount to Nathan Leslie.
4. Professional Services Agreement & Change Order No. 1 – Engineering Services for Oliver Street Reconstruction Project. Authorize contract with Spicer Group, Inc. for design engineering and construction administration services for the Oliver Street Reconstruction Project in the amount of \$184,850.00, approve Change Order No. 1 increasing the contract to \$259,625.00, and further authorize payment to Spicer Group, Inc. upon satisfactory completion of the project or portion thereof.

ITEMS OF BUSINESS

1. Surface Transportation Program Fund Application - South Cedar Street. Approve grant application to the Michigan Department of Transportation for Surface Transportation Program funds to assist in the resurfacing of South Cedar Street from Hampton Avenue to Main Street, authorize participation in the Small Urban Program, and further authorize commitment of City funds equal to a 20% match plus the cost of project design and engineering.
2. Surface Transportation Program Fund Application Addition - East Oliver Street. Approve separation of the East Oliver Street Reconstruction Project into two parts spanning two fiscal years, authorizing a grant application to the Michigan Department of Transportation for Surface Transportation Program funds to assist in Phase 2 of the project, authorize participation in the Small Urban Program for Phase 2, and further authorize commitment of City funds equal to a 20% match plus the cost of project design and engineering for Phase 2.
3. Transportation Economic Development Funds-Category F Application – South Washington Street. Approve resolution supporting the application to seek Transportation Economic Development Fund-Category F funds for the resurfacing of South Washington Street from Stewart Street to Corunna Avenue and authorize the obligation of City funds for the project per the terms of the TEDF-F Program match requirement.

COMMUNICATIONS

1. Parks & Recreation Commission. Minutes of March 28, 2016.
2. Planning Commission. Minutes of March 28, 2016.
3. Downtown Development Authority/Main Street. Minutes of April 6, 2016.
4. Historical Commission. Minutes of April 11, 2016.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, May 16, 2016, 7:30 p.m.

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2020
 Building Board of Appeals – Alternate - term expires June 30, 2018

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, calling, or emailing the following: Owosso City Clerk's Office, 301 West Main Street, Owosso, MI 48867; Phone: (989) 725-0500; Email: city.clerk@ci.owosso.mi.us. The City of Owosso Website address is www.ci.owosso.mi.us.

**CITY OF OWOSSO
SPECIAL MEETING OF THE CITY COUNCIL
MINUTES OF APRIL 13, 2016
6:30 P.M.**

PRESIDING OFFICER: MAYOR BENJAMIN R. FREDERICK

PLEDGE OF ALLEGIANCE: MAYOR BENJAMIN R. FREDERICK

PRESENT: Mayor Benjamin R. Frederick, Mayor Pro-Tem Christopher T. Eveleth, Councilpersons Loreen F. Bailey, Burton D. Fox, Elaine M. Greenway, Michael J. O'Leary, and Robert J. Teich, Jr.

ABSENT: None.

Motion by Mayor Pro-Tem Eveleth to set a meeting end time of 8:00 p.m. Motion supported by Councilperson O'Leary and concurred in by unanimous vote.

CITIZEN COMMENTS AND QUESTIONS

There were no citizen comments.

DISCUSSION ITEMS

A. Review projects underway for balance of 2015-16

1. **Gould Street overlay – Start June 13, 2016**
2. **North Street culvert – Start June 15, 2016**
3. **Seal coating – Start late May 2016**
4. **Sidewalk replacement – Start late April 2016**
5. **Sonoco/Cargill roadway - Planning stages**
6. **Block 21 alley – Small alley running parallel to Main Street going west from Park**

City Manager Donald D. Crawford briefly detailed the list of street projects that are currently underway. He said he had been approached by property owners along the Block 21 alley inquiring about having the alley paved. He indicated specially assessing each adjacent parcel is difficult due to the configuration of the alley. He said he is working with the property owners now to develop a cost sharing agreement.

B. Projects planned for 2016-17

1. **Oliver Street -phase one**
2. **Crack sealing**
3. **Sidewalk replacement**
4. **Woodland Trails possible street completion for association**

City Engineer Randy Chesney distributed handouts with a map of City streets, the pavement life cycle curve, best practices for pavement repair, information on how streets are rated, and those streets marked for resurfacing and reconstruction. He noted that the average pavement condition for City streets is about 45, on a scale of 1 to 100. He expressed the critical nature of things saying approximately 14 miles of streets need to be resurfaced, to the tune of about \$11 million, and approximately half of the City's streets are included on the reconstruction list at an estimated cost of \$25 million. Speeding up the maintenance schedule will not necessarily prolong the life of the streets when you factor in the costs involved. He said

the best practice for pavement management is commonly referred to as “right fix, right time, right place”, meaning that all three factors need to be correct to reach the maximum expected pavement life using the least amount of funding.

He went on to say that East Oliver Street has deteriorated significantly in the last couple of years and the latest analysis revealed the need to entirely reconstruct the street, including curb, gutter, and storm sewers. Early estimates put the project over \$1 million. Even with the \$375,000 promised by MDOT the City will not be able to afford to undertake the entire project at this time. Mr. Chesney proposed splitting the project into two phases to allow the City to seek additional funds from MDOT for the second phase.

On the topic of road maintenance funding Mr. Chesney indicated that the condition of the street system continues to decline and the City hasn’t had the funding to undertake any major street maintenance since 2012. The storm sewer system also needs a significant amount of work. He estimated it would take at least three times the current annual funding to begin to improve the overall condition of the system. To that effect he asked Council to consider placing a bond issue before voters, target the streets that need resurfacing should the bond pass. He went on to say he would seek grant funding for those streets requiring total reconstruction.

City Manager Crawford then very briefly touched on the streets in the Woodland Trails subdivision saying the condo association was debating whether to dedicate their streets to the City.

C. Projects planned for 2017-18

- 1. Oliver Street phase two**
- 2. Slurry seal/seal coating**
- 3. Oliver Street west of Chipman Street**

City Manager Crawford noted that TIF monies from Brownfield District No. 8 would be used to reconstruct Oliver street west of Chipman Street.

D. Projects 2018-19 and beyond

- 1. South Washington Street - phase one and possible phase two**
- 2. East Monroe Street**
- 3. South Chestnut Street**
- 4. South Cedar Street**
- 5. ChipmanStreet, from Main Street to Oliver Street**

Mr. Crawford indicated the City currently does not have the money to fund any of the 2018-19 projects and would be applying for grants for these projects in the coming weeks.

E. Bond issue

- 1. Should we have one?**
- 2. If so, when should we have one?**
- 3. What would the issue be? Amount? Term? Wording?**
- 4. How does the City communicate with the voters?**

City Manager Crawford said that all of the questions listed above would need to be answered if the City is to try for a bond. The Council discussed the timing of the potential bond issue, leaving trails out of the bond funding question, how much to ask for, and how the City should go about getting the message out on the need for supplemental street funding.

NEXT MEETING

Regular Meeting - Monday, April 18, 2016, 7:30p, Council Chamber
Budget Meeting - Saturday, April 23, 2016, 9:00am – 12:00pm, Council Chamber
Budget Meeting – Tuesday, April 26, 2016, 6:30pm – 8:30pm, Conference Room

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2020
Building Board of Appeals – Alternate - term expires June 30, 2018

ADJOURNMENT

Motion by Mayor Pro-Tem Eveleth for adjournment at 7:57 p.m.

Motion supported by Councilperson O'Leary and concurred in by unanimous vote.

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF APRIL 18, 2016
7:30 P.M.**

PRESIDING OFFICER: MAYOR BENJAMIN R. FREDERICK

OPENING PRAYER: PASTOR RAY STRAWSER
MEMORIAL HOSPITAL CHAPLAIN

PLEDGE OF ALLEGIANCE: TRACEY PELTIER
FARMERS MARKET - MARKET MASTER &
HISTORICAL COMMISSION MEMBER

PRESENT: Mayor Benjamin R. Frederick, Mayor Pro-Tem Christopher T. Eveleth,
Councilpersons Loreen F. Bailey, Burton D. Fox, Elaine M. Greenway,
Michael J. O'Leary, and Robert J. Teich, Jr.

ABSENT: None.

APPROVE AGENDA

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

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF APRIL 4, 2016

Motion by Mayor Pro-Tem Eveleth to approve the Minutes of the Regular Meeting of April 4, 2016 as presented.

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

Mayor Frederick noted the two handouts distributed to members just prior to the meeting.

PROCLAMATIONS / SPECIAL PRESENTATIONS

Arbor Day Proclamation

Mayor Frederick read aloud the following proclamation of the Mayor's Office declaring April 30, 2016 as Arbor Day in the City of Owosso:

**A PROCLAMATION
OF THE MAYOR'S OFFICE OF THE CITY OF OWOSSO, MICHIGAN
DESIGNATING APRIL 30, 2016 AS
ARBOR DAY IN THE CITY OF OWOSSO**

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees. This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, decades before this in the 1830's, Owosso was making the transition from settlement to city thanks to the amazing vision of Alfred and Benjamin Williams. The Williams brothers

joined with early settlers, Dr. and Mrs. John Barnes, in designing a city layout that would preserve a natural character and aesthetic appeal. This led them to plant many of the trees that have made our city streets so beautiful for over 175 years, leading to the lovely arbors of trees that frame so many of our boulevards and the many mature trees that stand in our yards, and

Whereas, these trees have reduced the erosion of our precious topsoil by wind and water, cut our heating and cooling costs by shading our homes, cleansed the air, produced life-giving oxygen, and provided habitat for wildlife, at the same time increasing property values, enhancing the economic vitality of business areas, and generally adding beauty to our neighborhoods and parks, and

Whereas, it falls to each generation to continue the stewardship that was launched by our founding families through the planting of new trees throughout our city to replace those that are lost, and

Whereas, Owosso is proud to hold the Tree City USA designation and to be engaged once again with the citizens of Owosso to plant new trees throughout the City.

Now, Therefore, I, Benjamin R. Frederick, Mayor of the City of Owosso, do hereby proclaim April 30th, 2016 as Arbor Day in the City of Owosso, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge our citizens to plant trees to promote the well-being of this generation and our posterity.

Proclaimed this 18th day of April, 2016.

Property Auction Update

Sheridan Realty & Auction Co. representative Troy Crowe gave an update on preparations for the City's property auction. He noted that all the properties have been appropriately signed, there are 17 bidders registered for the auction to date, and plenty of questions regarding the lots with clouded titles. He also noted that the sale had been rescheduled for May 12, 2016 at the request of the City. All signage and advertising will be updated and registered bidders will be notified of the change by mail.

Historical Commission Annual Review

Historic Facilities Project Director Robert Doran delivered a PowerPoint presentation of the activities of the Historical Commission in 2014 and 2015 and the goals for 2016 and beyond. The Commission continues to work toward their goal of becoming a fully independent non-profit organization. They have also been busy creating relationships with other historical organizations, non-profits, and the schools, inventorying the City's historical assets, adopting new branding, and establishing a social media presence. There are numerous activities planned for the coming year including an extensive exhibition called Made in Owosso, moving one of Curwood's cabins to Curwood Castle Park, hiring docents, and potentially sending 5 valuable paintings in for restoration.

Mayor Pro-Tem Eveleth said Mr. Doran works tirelessly at his job.

PUBLIC HEARINGS

Obsolete Property Rehabilitation District – Mueller Building

A Public Hearing was conducted to receive citizen comment regarding the application from Owosso REI Group, LLC for the creation of an Obsolete Property Rehabilitation District for their property at 300 W. Main Street.

The following person commented regarding the proposed amendment:

Randy Woodworth, REI Group representative, said he was hoping to start construction on the project yet this year and the OPRA, if its approved, will be an integral part of the finance package making the project possible.

There were no other citizen comments received during, or prior to, the meeting.

Whereas, the Council, after due and legal notice, has met and having heard all interested parties, motion by Mayor Pro-Tem Eveleth that the following resolution be adopted:

RESOLUTION NO. 32-2016

**TO APPROVE ESTABLISHING AN
OBSOLETE PROPERTY REHABILITATION DISTRICT DESCRIBED AS:
PART OF ORIGINAL PLAT DESCRIBED AS; SOUTH 1/2 BLOCK 24 & SOUTH 10' OF NORTH 1/2
BLOCK 24, ALSO ADJACENT RESERVE 1, LYING BETWEEN EAST BANK OF SHIAWASSEE RIVER
AND SAID DESCRIPTION – 300 W. MAIN ST.**

WHEREAS, Obsolete Property Rehabilitation Exemption Application was received March 11, 2016 along with a City of Owosso Application for Tax Abatement from Randy Woodworth of Owosso REI Group, LLC, to create an Obsolete Property Rehabilitation District, described as:

PART OF ORIGINAL PLAT DESCRIBED AS; SOUTH 1/2 BLOCK 24 & SOUTH 10' OF
NORTH 1/2 BLOCK 24, ALSO ADJACENT RESERVE 1, LYING BETWEEN EAST BANK OF
SHIAWASSEE RIVER AND SAID DESCRIPTION; and

WHEREAS, the Obsolete Rehabilitation Act, Act 146 of 2000 is available to the city of Owosso; and

WHEREAS, the act permits the city of Owosso to establish an obsolete property rehabilitation district; and

WHEREAS, a public hearing was held for the purpose of hearing comments from those within the proposed district, and any other resident or taxpayer, of the city of Owosso; and

WHEREAS, the city clerk has given notification as required by law and this act; and

WHEREAS, the city council has determined that the qualifications of the act are satisfied.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that, on this date April 18, 2016, in accordance with the Obsolete Rehabilitation Act, Act 146 of 2000, does hereby approve this district.

Motion supported by Councilperson Greenway.

Roll Call Vote.

AYES: Councilpersons Fox, Greenway, O'Leary, Bailey, Mayor Pro-Tem Eveleth, Councilperson Teich, and Mayor Frederick.

NAYS: None.

CITIZEN COMMENTS AND QUESTIONS

Mark Hanna, building owner at 220 West Main Street, relayed the concerns he has with regard to his recent interactions with the City's new Building Official. He spoke about the importance of using the proper building code when reviewing plans and the difficulty he and his architect have had communicating with the Building Official. He asked that the Council direct the City Manager to insist that the Building Inspector reply, in writing, to his pending request for a building permit.

Tom Manke, 2910 W M-21, indicated he agreed with Mr. Hanna and said he doesn't recommend Owosso to investors. He also blamed the Mayor for the "brain drain" of young people from the community as well as the fact that someone of local origin is not leading the day to day operations of the City.

Randy Woodworth, 648 First Street, said he supported the comments regarding use of the "rehabilitation code" for buildings in the downtown. He said he really wants to keep the momentum downtown moving and this issue was endangering that effort.

Mike Erfourth, 801 West Oliver Street, thanked Mr. Doran for his work with the Historical Commission. He went on to say that he too hopes the momentum downtown is not squashed by the building code issue.

Councilperson Fox indicated he has seen some of the struggles building owners face when remodeling their buildings and that many of those problems could be solved using common sense and open communication on the part of City staff. He also said there was no compromise on fire safety issues.

Councilperson Teich directed staff to reply to Mr. Hanna's request in writing. He asked about the status of the Building Board of Appeals meeting to address Mr. Hanna's appeal. City Manager Donald D. Crawford indicated that a special meeting of the BBA would be called and that staff would be meeting tomorrow morning to work on all the issues involved, which were rather complex.

Councilperson Bailey changed the subject thanking staff for the detailed rental inspection report. She went on to say that she was pleased to hear about the City's plan to increase enforcement efforts with repeat offenders of the program.

Mayor Frederick said staff needed make more of an effort to follow-up with citizens to make sure all parties understand the solution. He also noted that Mr. Hanna was correct in stating that the architect for a project has the authority to choose which code should be used when they submit a set of plans.

CITY MANAGER REPORT

City Manager Crawford indicated he had no report at this time.

Following up on the building code conversation he suggested that building owners not tear out the existing interior before consulting with the Building Department because many of the features and fixtures may be able to be grandfathered in, eliminating significant cost in replacing them according to code.

CONSENT AGENDA

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

Set Public Hearing - 2016-2017 City Budget. Set required Public Hearing pursuant to Chapter 8 of the City Charter for May 2, 2016 to receive citizen comment regarding proposed 2016-2017 City Budget.

Boards and Commissions Appointment. Approve the following Mayoral Boards and Commissions appointment:

Name	Board/Commission	Term Expires
Bill Gilbert*	Downtown Development Authority/ Main Street Board	06-30-2020

*Indicates reappointment

457 Deferred Compensation Plan Loan Agreement.* Approve agreement to establish terms and conditions under which the City will grant loans from an employee's 457 Deferred Compensation Plan Account as follows:

RESOLUTION NO. 33-2016

**AMENDING THE CITY OF OWOSSO
ICMA-RC 457 DEFERRED COMPENSATION PLAN #303247**

WHEREAS, the city of Owosso, a Michigan municipal corporation, has employees rendering valuable services; and

WHEREAS, the city of Owosso has established a 457 Deferred Compensation retirement plan (the "Plan") for such employees which serves the interest of the city by enabling employees to supplement their retirement savings, by providing the city increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the city of Owosso has determined that permitting participants in this retirement plan to take loans from the Plan will serve these objectives.

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

FIRST: the 457 Plan will permit loans to employees as governed by the Loan Guidelines Agreement, dated April 19, 2016.

SECOND: the City Manager is instructed and authorized to sign the agreement substantially in the form attached.

Professional Services Agreement – Replacement of WWTP Primary Clarifiers & Screening.*

Authorize contract with C2ae Engineering Consultants to perform engineering design, bidding assistance, and construction management for the removal and replacement of two primary clarifiers and two flow channel screening units at the Waste Water Treatment Plant in an amount not to exceed \$43,700.00, and further authorize payment to the contractor upon satisfactory completion of the project or portion thereof as follows:

RESOLUTION NO. 34-2016

**AUTHORIZING ADDENDUM NO. 2 TO THE OCTOBER 21, 2013 CONTRACT
BETWEEN THE CITY OF OWOSSO AND CAPITAL CONSULTANTS, INC. D/B/A C2AE
FOR PROFESSIONAL ENGINEERING SERVICES
FOR THE OWOSSO MID-COUNTY WASTEWATER TREATMENT PLANT
AS IT RELATES TO THE SAW GRANT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined, through the development of an Asset Management Plan funded by an MDEQ SAW grant, that it is necessary to remove and replace two primary clarifiers and two flow channel screening units at the Waste Water Treatment Plant; and

WHEREAS, the city desires to contract out for engineering services related to this project; and

WHEREAS, the city previously selected Capital Consultants, Inc. d/b/a C2AE for professional engineering services related to the application for the SAW grant as well as work completed as a result of the award of the SAW grant ; and

WHEREAS, the city wishes to contract with C2AE for engineering design, bidding assistance, and construction management for the removal and replacement of two primary clarifiers and two flow channel screening units at the Waste Water Treatment Plant based on their familiarity with the plant, its equipment, and satisfactory work performed in the past; and

WHEREAS, the engineer desires to contract with the city for rendering professional services for the project as described in detail in their April 12, 2016 proposed Addendum No. 2.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Capital Consultants, Inc. d/b/a C2AE to provide engineering design, bidding assistance, and construction management for the removal and replacement of two primary clarifiers and two flow channel screening units at the Waste Water Treatment Plant.
- SECOND: The mayor and city clerk are instructed and authorized to sign the Addendum No. 2 document substantially in the form attached, Addendum No. 2 to an Agreement for Professional Engineering Services with Capital Consultants d/b/a C2AE, in an amount not to exceed \$47,300.00.
- THIRD: The above expenses shall be paid on a monthly cost basis following staff review not to exceed the contract amount of Addendum No. 2, \$47,300.00 from capital outlay account no. 599-901-977000.

Bid Award – Portable Toilets.* Authorize contract with Greenwood Enterprises, Incorporated d/b/a Jay's Septic Tank Service for the supply and service of seven (7) portable toilets for City parks in the amount of \$935.00/month for the period of July 1, 2016 – June 30, 2019 and further authorize payment up to the contract amount upon satisfactory completion of said services as follows:

RESOLUTION NO. 35-2016

AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE SUPPLY AND SERVICE OF PORTABLE TOILETS WITH GREENWOOD ENTERPRISES, INCORPORATED D/B/A JAY'S SEPTIC TANK SERVICE

WHEREAS, the city of Owosso, Shiawassee County, Michigan, owns and operates numerous parks and these parks do not have permanent bathroom facilities; and

WHEREAS, the City of Owosso sought bids for the supply and service of portable toilets; a bid was received from Greenwood Enterprises, Incorporated d/b/a Jay's Septic Tank Service; and it is hereby determined that Greenwood Enterprises, Incorporated d/b/a Jay's Septic Tank Service is qualified to provide such services and that it has submitted the lowest responsible and responsive bid.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Greenwood Enterprises, Incorporated d/b/a Jay's Septic Tank Service for the supply and service of portable toilets for the city park system for the fiscal years 2016-2017, 2017-2018 and 2018-2019.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the City of Owosso, Michigan and Greenwood Enterprises, Incorporated d/b/a Jay's Septic Tank Service for fiscal year 2016-2017, 2017-2018 and 2018-2019, with a bid amount of \$935 per month for each fiscal year.

THIRD: The accounts payable department is authorized to pay Greenwood Enterprises, Incorporated d/b/a Jay's Septic Tank Service for work satisfactorily completed up to the bid amount.

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

Warrant No. 522. Authorize Warrant No. 522 as follows:

Vendor	Description	Fund	Amount
Logicalis, Inc.	Network engineering support – March 2016	Various	\$7,806.00
Owosso Charter Township	Owosso Charter Township 2011 Water Agreement payment – 1/1/16 – 3/31/16	Water	\$9,034.64
Caledonia Charter Township	Caledonia Utility Fund payment- 1/1/16 - 3/31/16	Water	\$20,222.93
Waste Management	Landfill disposal charges- 3/16/16 – 3/31/16	Streets/ WWTP	\$6,001.69
William C. Brown, P.C.	Professional services- 3/9/16 – 4/11/16	General	\$8,900.84
Centron Data Services Inc.	Water/sewer billing services	Various	\$5,107.46

Check Register – March 2016.* Affirm check disbursements totaling \$895,946.46 for March 2016.

Motion supported by Councilperson Fox.

Roll Call Vote.

AYES: Councilpersons O'Leary, Fox, Greenway, Mayor Pro-Tem Eveleth, Councilpersons Bailey, Teich, and Mayor Frederick.

NAYS: None.

ITEMS OF BUSINESS

Special Assessment District No. 2016-01 **Gould Street from Corunna Avenue to Main Street**

Motion by Councilperson Bailey to authorize Resolution No. 5 for Special Assessment District No. 2016-01 for Gould Street from Main Street to Corunna Avenue for street resurfacing as follows:

RESOLUTION NO. 36-2016

DISTRICT NO. 2016-01 GOULD STREET FROM CORUNNA AVENUE TO MAIN STREET SPECIAL ASSESSMENT RESOLUTION NO. 5

WHEREAS, the City Council has met, after due and legal notice, and reviewed the special assessment roll prepared for the purpose of defraying the special assessment district's share of the following described public improvement: Gould Street from Corunna Avenue to Main Street, and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll as prepared by the City Assessor in the amount of \$108,723.93 is hereby confirmed and shall be known as Special Assessment Roll No. 2016-01.
2. Said special assessment roll shall be divided into fifteen installments, the first of which shall be due and payable on September 1, 2016, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by December 1, 2016.
3. The installments of the special assessment rolls shall bear interest at the rate of 6% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2016 and shall be paid annually on each installment due date.
4. Said special assessment roll shall be placed on file in the office of the City Clerk who shall attach her warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

Motion supported by Councilperson Fox.

Roll Call Vote.

AYES: Councilpersons Bailey, Teich, Greenway, O'Leary, Fox, Mayor Pro-Tem Eveleth, and Mayor Frederick.

NAYS: None.

Lot Split Authorization – 308 Morris Street

Motion by Mayor Pro-Tem Eveleth to authorize the division of a City lot under the Michigan Subdivision Control Act for platted lot at 308 Morris Street as follows:

Current Parcels:

Address	Status	Parcel #
308 Morris Street	To be split	050-623-000-013-00
Description E 112 LOT 12 & N 112 LOT 13 EXC S'LY 12' OF LOT 13 GEO THOMAS 3RD ADDN		
Address	Status	Parcel #
314 Morris Street	Neighbor A	050-623-000-014-00

Description S'L Y 12' OF N 1/2 LOT 13 ALSO S 1/2 LOT 13 GEO THOMAS 3RD ADDN		
Address	Status	Parcel #
1308 Mack Street	Neighbor B	050-623-000-015-00
Description LOT 14 & W 66' LOT 12 GEO THOMAS 3RD ADD		

Parcels After Split:

Address	Status	Parcel #
314 Morris Street	Neighbor A	050-623-000-014-00
Description LOT 13, GEO THOMAS 3RD ADD. ALSO, BEG AT TH NE COR OF LOT 13, TH N 4' ALONG E LN OF LOT 12, TH W TO NW COR LOT 13, THE E ALNG S LN OF LOT 12 & N LN OF LOT 13 TO POB.		
Address	Status	Parcel #
1308 Mack Street	Neighbor B	050-623-000-015-00
Description LOT 12 & 14, GEO THOMAS 3RD ADD. (EXCEPT, BEG AT TH NE COR OF LOT 13, TH N 4' ALONG E LN OF LOT 12, TH W TO NW COR LOT 13, THE E ALNG S LN OF LOT 12 & N LN OF LOT 13 TO POB.)		

Motion supported by Councilperson Teich.

Roll Call Vote.

AYES: Councilpersons Greenway, Teich, Mayor Pro-Tem Eveleth, Councilpersons O'Leary, Fox, Bailey, and Mayor Frederick.

NAYS: None.

COMMUNICATIONS

Tyler J. Leppanen, Housing Program Manager. Rental Inspection Program Update.

Building Official. March 2016 Building Department Report.

Building Official. March 2016 Code Violations Report.

Kevin D. Lenkart, Public Safety Director. March 2016 Police Report.

Kevin D. Lenkart, Public Safety Director. March 2016 Fire Report.

Downtown Development Authority/Main Street. Minutes of March 4, 2016.

Historical Commission. Minutes of March 14, 2016.

CITIZEN COMMENTS AND QUESTIONS

Mike Erfourth, 801 West Oliver Street, said that many older buildings still contain the original structures and fixtures but they've been modified by previous remodeling efforts.

Tom Manke, 2910 West M-21, noted that many downtown building were built with removable facades that could easily be changed out.

Gene Lader, 1308 Mack Street, thanked Council for approving his request for a lot split. He also asked Council to consider keeping the drop-off site open more frequently as he finds that the current hours are not compatible with his work schedule.

Mark Hanna, building owner at 220 West Main Street, indicated that he had not received any communication from the City to date since he received a letter indicating his building was unsafe. He again asked the Council to direct the City Manager to instruct the Building Official to respond to his original request for a permit.

Mayor Frederick stated that he thought the hours for the drop-off site were increased last year. Public Works Director Sedlak indicated that they had once again had problems with people dumping trash and construction waste at the site and had to restrict the hours it was open.

Councilperson Fox expressed the importance of written communication and functioning with understanding.

Councilperson Bailey noted that safety is a major concern for her and she didn't want staff to think that she would be willing to relax safety regulations in an effort to be more accommodating to citizens.

Councilperson Greenway indicated she too would like to see the drop-off site open more frequently.

Councilperson Bailey noted that the Community Cats organization was nearing a milestone, after just 18 months in operation they will have assisted in having 1000 cats spayed/neutered. Their next big event will be held May 5th.

NEXT MEETING

Budget Meeting - Saturday, April 23, 2016, 9:00am – 12:00pm
Budget Meeting – Tuesday, April 26, 2016, 6:30pm – 8:30pm
Regular Meeting - Monday, May 02, 2016, 7:30pm

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2020
Building Board of Appeals – Alternate - term expires June 30, 2018

ADJOURNMENT

Motion by Mayor Pro-Tem Eveleth for adjournment at 9:04 p.m.

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

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk



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

MEMORANDUM

DATE: April 20, 2016

TO: Mayor Benjamin Frederick, City Council, and Manager Don Crawford

FROM: Larry Cook, Assessor

RE: Obsolete Property Rehabilitation – 300 W. Main Street

As mentioned in my memo of March 29, 2016, the city clerk received a request from Randy Woodworth of Owosso REI Group, LLC, owners of 300 W. Main Street, an application for tax abatement under the city's policy. The clerk also received an application for an Obsolete Property Rehabilitation Exemption. The council approved establishing an Obsolete Property Rehabilitation District at the meeting of April 18, 2016.

The project proposes to completely renovate the building by creating a riverside restaurant/pub in the west section and multi-level mixed use in the east section. The application for this project estimates there will be 35 jobs created with 20 full time and 15 part time, besides the jobs created during the renovation and construction. The wages are estimated to range from \$14.00 - \$24.00.

The statutory limit under Public Act 146, section 7 (2) is 12 years. In calculating the number of abatement years on the abatement schedule, the applicant exceeds the limits for approval of 12 years.

It is recommended by staff that the city council set a public hearing for May 16, 2016, for input from the public both within and out of the district. The city clerk will send notice to all taxing jurisdictions as required by the statute and the city's tax abatement policy.

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

RESOLUTION NO.

**RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER APPLICATION FOR
AN OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE
FOR THE PROPERTY LOCATED AT 300 WEST MAIN STREET
AND DESCRIBED AS:
PART OF ORIGINAL PLAT DESCRIBED AS; SOUTH 1/2 BLOCK 24 & SOUTH 10'
OF NORTH 1/2 BLOCK 24, ALSO ADJACENT RESERVE 1, LYING BETWEEN
EAST BANK OF SHIAWASSEE RIVER AND SAID DESCRIPTION**

WHEREAS, the City of Owosso received application for an Obsolete Property Rehabilitation Exemption Certificate on March 11, 2016, from Owosso REI Group, LLC, and

WHEREAS, the City of Owosso approved the request to establish an Obsolete Property Rehabilitation District on April 18, 2016 and described as:

PART OF ORIGINAL PLAT DESCRIBED AS; SOUTH 1/2 BLOCK 24 & SOUTH 10' OF NORTH 1/2 BLOCK 24, ALSO ADJACENT RESERVE 1, LYING BETWEEN EAST BANK OF SHIAWASSEE RIVER AND SAID DESCRIPTION, and

WHEREAS, it must be determined that approval of the Obsolete Property Rehabilitation Certificate would be beneficial to the city of Owosso, as well as the local and regional economies.

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

- FIRST: the Owosso City Council sets public hearing for Monday, May 16, 2016 on or about 7:30 p.m. in the council chambers for the purpose of hearing comments for those within the district, and any other resident or taxpayer, of the city of Owosso; and
- SECOND: the city clerk gives the notifications as required by law; and
- THIRD: the city staff is directed to investigate and determine if the qualifications of the act are satisfied and report findings at the hearing.



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

APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) **Owosso REI Group, LLC**

Business Name (If Different) _____

Address of Proposed Project **300 Main Street, Owosso, MI 48867**

Mailing Address (If Different) **120 W. Exchange, Suite 203 Owosso, MI 48867**

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

Type of Abatement Requested (if known) **Obsolete Property Rehabilitation - OPRA**

Total square footage of all current buildings on site +/- **35,000 sq/ft**

Description of proposed project including type of current business activity and product to be manufactured (if applicable), size of proposed structure and proposed activity and/or product.

The existing property contains (3) adjacent buildings. All are vacant and under major disrepair. The proposed plans have the West building fully rehabilitated into a riverside restaurant/pub and a brewing facility (Owosso Brewing Co.). This space will also be connected with an outdoor patio area that overlooks the river. The center building will remain as the access point for the both the Pub and the East building. The East building will be rehabilitated into a multi-level mixed-use facility. The first floor will house a mix of professional office and retail. There will also be some storage and individual garage units to support the residential users on the floors above. The upper levels will contain 16 new living units that are supported by MSHDA's Rental Rehabilitation Program. Combined, the property will provide the ability to live, work, and play in Owosso's downtown.

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

Land improvements (excluding land): **10,000 sq/ft (Entry Drive, Patio, Ingress/Egress)**

Building improvements: **Size 35,000 sq/ft - \$7,000,000**

Machinery & Equipment: **NA**

Furniture & Fixtures: **NA**

Time schedule for start and completion of construction and equipment installation (if applicable):

Building:

Start Date: **October 2016**

Completion Date: **December 2017**

Equipment installation (if applicable):

Start Date: **August 2017**

Completion Date: **October 2017**

Abatement Application

Page 2

Will project be owned or leased by applicant? **Leased**

Will machinery be owned or leased by applicant? **NA**

How many employees do you currently employ? Full Time 0 Part Time 0

How many new employees do you estimate after project complete?

Full Time 20

Part Time 15

When project is complete, how many will be:

Management/Professional 5 Wage level \$ +50,000

Skilled 15 Wage level \$ +40,000

Semi-Skilled 15 Wage level \$ +30,000

Un-Skilled Wage level \$

How many current employees live within the city limits of the City of Owosso? 0

Date your business located within the City of Owosso. 2012

Name of Company Officer (contact person) **Randy Woodworth**

Title: **Manager/Member**

Signature  Date 3-10-16

Phone Number 989-277-2815

For City Staff Use Only

Was the applicant given a copy of Tax Abatement Policy? (Y) N

Is an abatement district in place for this project? (Y) N

If no, legal description of proposed district. District approved 4/18/16

If yes, type of district in place OPRA District Year established 2016

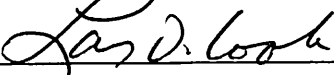
Does the proposed project meet the guidelines for Tax Abatement under the policy? (Y) N

If no, explain

If yes, was notice given to taxing jurisdictions within the proposed project area? (Y) N

If yes, was notice given to applicant and proper state documents sent? (Y) N

Name of reviewer Larry Cook

Signature  Date 4/20/16

Abatement Schedule

This schedule applies to Industrial or Commercial Property as defined in 211.34c of the General Property Tax Act

1. Capital investment \$Up to \$100,000 \$100,001 to \$250,000 \$250,001 to \$500,000 \$500,001 to \$1,000,000 \$1,000,001 to \$2,500,000 \$2,500,001 to \$5,000,000 * - \$5,000,001 and up <i>\$7,000,000</i>	Years of tax abatement 1 2 3 4 5 6 7	Rehabilitated/restored additional two years in any capital investment
2. Job creation as Full Time Equivalent (40hrs.per week) 1-10 * - 11-25 <i>20 Full Time</i> 26-50 <i>15 Part Time</i> 51 and up	Years of tax abatement 2 3 4 5	
3. Job wages Average wage > 1.5x minimum wage * - Average wage > 2x minimum wage Average wage > 3x minimum wage	Years of tax abatement 2 4 6	<i>\$14.40 HR to \$24.00 HR.</i>
4. Number of years located in city of Owosso 2-10 11-15 16 and up <i>New</i>	Years of tax abatement 1 2 3	
5. Employees with city of Owosso residency 1-10 11-25 26+ <i>N/A</i>	Years of tax abatement 1 2 3	

14 yrs.

Note: Total number of tax abatement years shall not exceed statutory limits.

Land Look - Assessor
4/20/16



MEMORANDUM

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

DATE: April 27, 2016

TO: Mayor Frederick and the Owosso City Council

FROM: Susan Montenegro
Asst. City Manager/Community Development Director

SUBJECT: Set Public Hearing - Rezoning of 1007 S. Washington Street

RECOMMENDATION:

The Planning Commission and city staff recommend amending the zoning ordinance to rezone parcel 050-652-011-013-00, 1007 S. Washington Street from B-1 Local Business District to B-4 General Business District.

BACKGROUND:

The City is in receipt of a rezoning request from Troy Crowe to rezone the parcel located at 1007 S. Washington Street from B-1 Local Business District to B-4 General Business District. Mr. Crowe states his auction business requires a dealer's license to sell vehicles by auction and the current zoning designation does not allow this use.

The Planning Commission, after mailing notices and holding a public hearing, voted at its regular meeting on April 25, 2016 to rezone parcel 050-652-011-013-00, also known as 1007 S. Washington Street. The rezoning request is in line with other uses along this street.

Staff has no objection to the proposed rezoning.

City Code Section 38-555 lists the criteria when considering the rezoning of a property as follows:

Sec. 38-555. Criteria for amendment of the official zoning map.

In considering any petition for an amendment to the official zoning map, the planning commission and city council shall consider the following criteria in making its findings, recommendations and decision:

- (1) Consistency with the goals, policies, and future land use map of the City of Owosso Master Plan. If conditions upon which the master plan was developed (such as market factors, demographics, infrastructure, traffic and environmental issues) have changed significantly since the master plan was adopted, as determined by the city, the planning commission and council shall consider the consistency with recent development trends in the area.
- (2) Compatibility of the site's physical, geological, hydrological, and other environmental features with the host of uses permitted in the proposed zoning district.
- (3) Evidence the applicant cannot receive a reasonable return on investment through developing the property with at least one (1) use permitted under the current zoning.

- (4) The compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.
- (5) The capacity of the city's infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety, and welfare."
- (6) The apparent demand for the types of uses permitted in the requested zoning district in relation to the amount of land currently zoned and available to accommodate the demand.
- (7) The request has not previously been submitted within the past one (1) year, unless conditions have changed or new information has been provided.
- (8) Other factors deemed appropriate by the planning commission and city council.

FISCAL IMPACTS:

There are no direct fiscal impacts to the City presented by the rezoning.

Document originated by: Susan Montenegro

RESOLUTION NO.

**TO SET A PUBLIC HEARING TO CONSIDER AMENDING CHAPTER 38 ZONING
OF THE CODE OF ORDINANCES
TO REZONE A PORTION OF THE PARCEL AT 1007 S. WASHINGTON STREET
AND AMEND THE ZONING MAP**

WHEREAS, the city council of the city of Owosso received a petition from Crowe Properties, LLC, owner of real property identified as 1007 S. Shiawassee Street, parcel number 050-652-011-013-00, to rezone the parcel from B-1 Local Business District to B-4 General Business District; and

WHEREAS, the planning commission subsequently published the request and mailed notices of the request to surrounding property owners, held a public hearing on the request, and deliberated on the request; and

WHEREAS, the city staff and planning commission recommend, without reservations or conditions, the rezoning of 1007 S. Washington Street, parcel number 050-652-011-013-00, as petitioned; and

WHEREAS, the item must now be considered by the city council and a public hearing by the council is required before any such ordinance amendment can be acted upon.

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF OWOSSO ORDAINS:

SECTION 1. OFFICIAL ZONING MAP AMENDMENT. That Chapter 38, Zoning, Sec. 38-27, *Zoning Districts and Map*, reflect the following change, to be noted on the official map and filed with the city clerk:

Parcel Address	Current Zoning	Amended Zoning
1007 S. Washington Street	B-1, Local Business District	B-4, General Business District
Description		
LOT 14 OF THE PLAT OF WOODARD'S SUBDIVISION OF BLOCK NO. 1 OF A. L. WILLIAMS ADDITION TO THE VILLAGE (NOW CITY) OF OWOSSO, SHIAWASSEE COUNTY		

SECTION 2. PUBLIC HEARING. A public hearing is set for Monday, May 16, 2016 at or about 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed ordinance amendment.

SECTION 3. NOTICE. Council hereby directs staff to supply a public notice concerning the rezoning to a newspaper of general circulation within the city.

SECTION 4. AVAILABILITY. 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.

SECTION 5. EFFECTIVE DATE. This amendment shall become effective twenty days after passage.

City of Owosso

1007 S. Washington















Legend

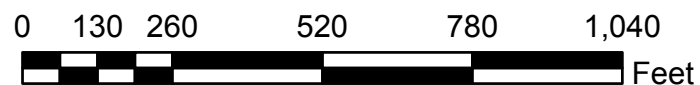
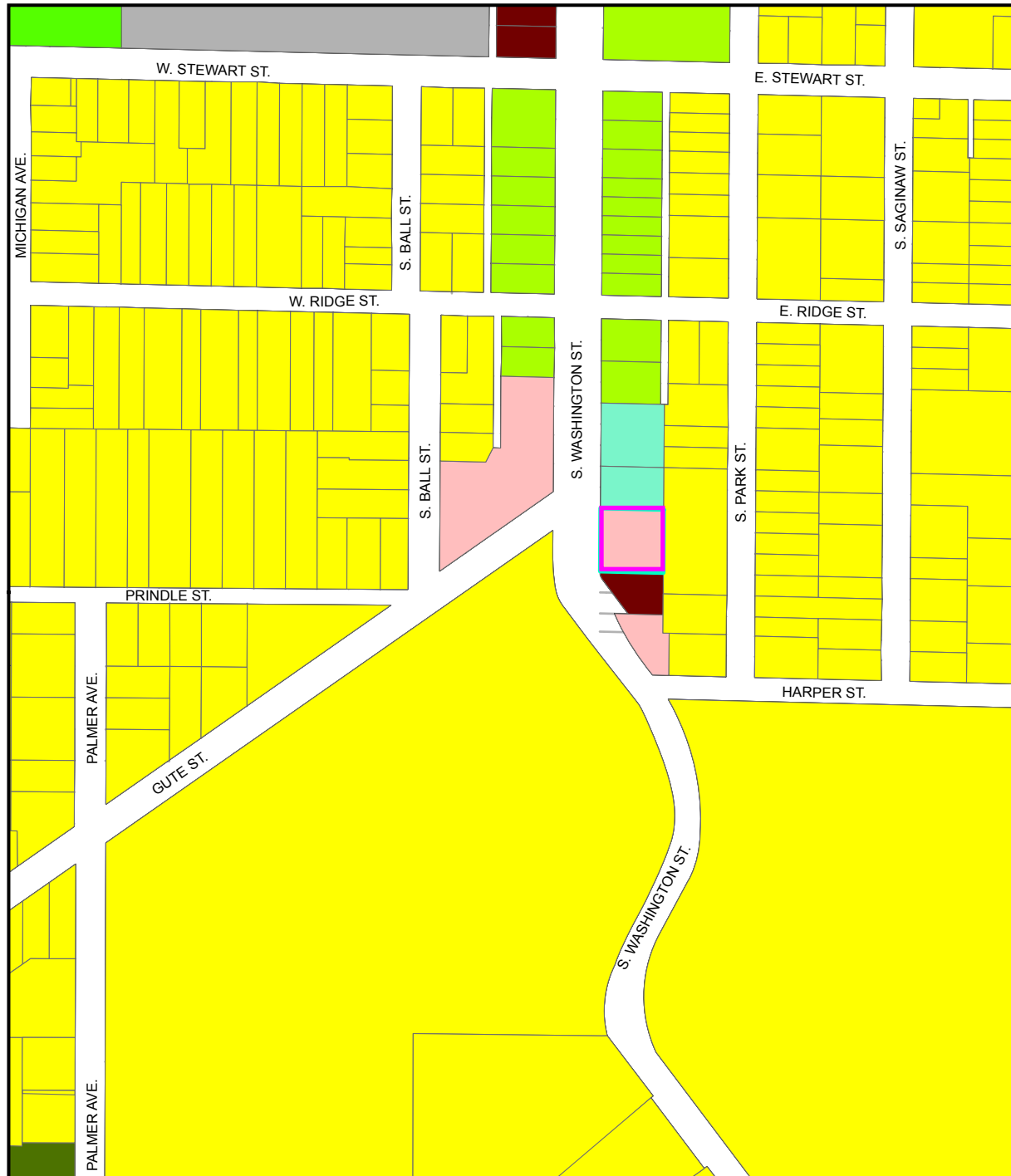
Zoning

<all other values>

Z_PRIMARY

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-  B1
-  B2
-  B3
-  B4
-  C-OS
-  I1
-  I2
-  OS1
-  P1
-  PUD
-  R1
-  R2
-  RM1
-  RM2



City of Owosso

1007 S. Washington



0 50 100 200 300 400 Feet

April 6, 2016

APPLICATION FOR REZONING

CITY OF OWOSSO

301 W. Main Street, Owosso, Michigan 48867, TX 989-725-0540, FX 989-723-8854

Note to Applicants:

1. In order that this application may be processed, the applicant must completely fill in the application and make a non-refundable payment of Three Hundred Dollars (\$300) to the Treasurer's Office, to cover costs associated with the processing.
2. The applicant or his/her representative must be present at the Planning Commission and City Council public hearings for action to be taken on this request.

TO THE OWOSSO CITY COUNCIL:

I, (we), the undersigned, do hereby respectfully make application and petition the City Council to amend the Zoning Ordinance and change the Zoning Map as hereinafter requested,

1. PROPERTY TO BE REZONED: Street Address 1007 S. WASHINGTON ST OWOSSO
Description: (lot, block or metes and bounds) LOTS 22, 23, 24, 8, 9, 10, 11, 12, 13
Frontage in Feet 88' Depth in Feet 264'
2. PROPERTY OWNERSHIP: (Name, Address, and Phone Number)
CROWE PROPERTIES LLC PO BOX 1627 OWOSSO MI 989-666-6339
3. ZONING REQUEST Current Zoning B-1 Requested Zoning B-4
Proposed Use of the Property _____

Indicate why, in your opinion, the requested change is consistent with the Ordinance in prompting and protecting the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the City of Owosso:

OUR AUCTION BUSINESS REQUIRES US TO HAVE A DEALERS LICENSE TO SELL VEHICLES BY AUCTION, SO WE NEED TO HAVE THE LICENSE.

The above information has been submitted in support of the rezoning and is accurate and truthful to the best of our knowledge.

(Signature of Applicant)

PO BOX 1627 OWOSSO MI
(Address)

(Signature of Co-Applicant)

989-666-6339
(Phone)

☐ Legal Representative

☒ Owner

☐ Option to Purchase

FOR OFFICIAL USE ONLY

Case # _____

Receipt # _____

Date Filed _____

Description Checked _____

Planning Commission Hearing Date _____

Action Taken _____

City Council Hearing Date _____

Action Taken _____



MEMORANDUM

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

DATE: April 28, 2016

TO: Mayor Frederick and the Owosso City Council

FROM: Susan Montenegro
Asst. City Manager/Community Development Director

SUBJECT: Accepting donation from the Cook Family Foundation and authorizing payment to Mr. Nathan Leslie

RECOMMENDATION:

Staff recommends accepting a check in the amount of \$5,000 from the Cook Family Foundation. Staff further recommends that council authorize writing a check in the full amount, payable to Mr. Nathan Leslie.

BACKGROUND:

Nathan Leslie has created a statue in the image of James Oliver Curwood that will be bronzed and placed near the Curwood Castle during the 2016 Curwood Festival. The Cook Family Foundation wishes to show their support for this endeavor and has submitted a check to the city of Owosso in the amount of \$5,000. The Cook Family Foundation requests the city send the full amount to Mr. Nathan Leslie as a show of their support and appreciation.

FISCAL IMPACTS:

There are no fiscal impacts of a consequential nature.

Document originated by: Susan Montenegro

RESOLUTION NO.

**RESOLUTION ACCEPTING DONATION FOR CURWOOD STATUE AND
AUTHORIZING PAYMENT TO MR. NATHAN LESLIE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, accepted a check in the amount of \$5,000 from the Cook Family Foundation; and

WHEREAS, the Cook Family Foundation asks that the city use this money to show their support for the creation of the James Oliver Curwood Statue created by Mr. Nathan Leslie; and

WHEREAS, Mr. Leslie has asked to have the full amount paid to him.

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 donation of \$5,000 from the Cook Family Foundation.

SECOND: The accounts payable department is instructed and authorized to forward the full amount to Mr. Nathan Leslie to help pay for the creation of the Curwood Statue.



MEMORANDUM

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

DATE: May 2, 2016

TO: Owosso City Council

FROM: Mark Sedlak, Director of Public Services

SUBJECT: Professional Engineering Services for Oliver Street Reconstruction Project

RECOMMENDATION:

I recommend City Council accept the proposal from the Spicer Group and award a contract to them in the amount of \$184,850.00 for professional engineering services for the Oliver Street Reconstruction Project. I further recommend accepting Change Order No. 1 in the amount of \$74,775.00 that amends the contract; changing the contract amount to \$259,625.00 and extending the completion date to December 31, 2018.

BACKGROUND:

On April 16, 2014, City Council approved the Oliver Street Reconstruction project and directed city staff to make its application to MDOT for funding. MDOT has approved the application and has offered federal Small Urban Program funds for the project during the 2017-2020 construction seasons. MDOT requires that the City furnish professional engineering services to perform design engineering and construction administration for the project. City staff received proposals from the three pre-selected firms for General Engineering Services and finds the proposal from Spicer Group as the most qualified. Spicer Group offers to provide said professional engineering services for a fee of \$184,850.00. A copy of the bid-tab and Spicer Group's proposal are included in the meeting packet. Work scope includes engineering design and construction oversight for road reconstruction, storm sewer replacement, and watermain relocation; altogether with other related work items. Because recent discovery finds the project is financially constrained and must be divided into two separate MDOT contracts spanning two separate years, the scope of services has changed. Spicer Group is willing to perform the additional work and has submitted its amended proposal for your consideration. Spicer Group offers to perform the additional work at a fee of \$74,775.00, revising the contract amount to \$259,625.00, contingent upon City Council acceptance and award.

FISCAL IMPACTS:

MDOT requires these services to utilize the Federal Small Urban Program funds. Funds for these services are available in a combination of the 2010 Unlimited Obligation Bond Proceeds fund, the Water Fund, and other funds as appropriated.

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE EXECUTION OF
AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
& CHANGE ORDER NO. 1
WITH SPICER GROUP, INC.
FOR THE OLIVER STREET RECONSTRUCTION PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is considering the necessary road reconstruction and water main replacement of Oliver Street, from Washington Street to Gould Street; and

WHEREAS, this project requires the services of a professional engineering firm and, the City sought proposals from its QBS list of firms to perform such work; and

WHEREAS, Spicer Group, Inc. is selected as the most qualified firm to perform such work and offers to complete full design and construction administration services of said project in return for compensation in an amount not to exceed of \$184,850.00; and

WHEREAS, the City requests additional services of Spicer Group, Inc. as part of the Oliver Street project, dividing the project into two separate construction contracts for FY2017-20, and that Spicer Group agrees to perform said changes at an additional fee of \$74,775.00.

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to employ the firm of Spicer Group, Inc. to provide professional engineering services for the Oliver Street Reconstruction Project.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Addendum 2016-01 to an Agreement for Professional Engineering Services between the City of Owosso, Michigan and Spicer Group, Inc. in the amount of \$184,850.00.
- THIRD: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Change Order No. 1 to Addendum 2016-01 in the amount of \$74,775.00, resulting in a revised contract amount of \$259,625.00.
- FOURTH: The Accounts Payable department is authorized to make payment up to the amount of \$259,625.00 to Spicer Group, Inc. upon successful completion of stated work or a portion thereof.
- FIFTH: The above expenses shall be paid from the 2010 Unlimited Obligation Bond Proceeds Account, City Public Act 51 - Major Street Fund, the Water Fund, and other funds as appropriated.

CITY OF OWOSSO BID TABULATION SHEET

DATE 2/19/2016DEPT. PUBLIC SERVICESSUBJECT: OLIVER ST ENGINEERING SRVCS

				SPICER GROUP		FISHBECK, THOMPSON, CARR & HUBER		FLEIS & VANDENBRINK	
ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	DESIGN ENGINEERING-WATER	1	LOT	\$ 8,575.000	\$ 8,575.00	SEE BELOW		\$ 17,500.000	\$ 17,500.00
2	DESIGN ENGINEERING-RD/STM SWR	1	LOT	\$ 39,125.00	\$ 39,125.00		\$ -	\$ 76,000.00	\$ 76,000.00
3	CONSTRUCTION ADMIN-WATER	1	LOT	\$ 24,675.00	\$ 24,675.00		\$ -	\$ 24,000.00	\$ 24,000.00
4	CONSTRUCTION ADMIN-RD/STM SWR	1	LOT	\$ 112,475.00	\$ 112,475.00		\$ -	\$ 140,000.00	\$ 140,000.00
						DESIGN	\$ 63,700.00		
						TESTING	\$ 22,000.00		
						CONSTRUCTION	\$ 160,900.00		
TOTAL BID					\$ 184,850.00		\$ 246,600.00		\$ 257,500.00

TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:

DEPT.

GENERAL LIABILITY INSURANCE

HEAD:

EXPIRATION DATE:

AWARDED:

PURCH.

WORKERS COMPENSATION INSURANCE

COUNCIL

AGENT:

EXPIRATION DATE:

APPROVED:

STAFF

SOLE PROPRIETORSHIP

REC.:

EXPIRATION DATE:

PO NUMBER:

**ADDENDUM 2016-01 TO AN AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES WITH
SPICER GROUP, INC.**

This addendum is attached and made part of the agreement for professional engineering services dated August 5, 2013 between the city of Owosso, Michigan (owner) and Spicer Group, Inc. (Engineer) providing for professional services.

**DESIGN & CONSTRUCTION ENGINEERING SERVICES-
OLIVER STREET RECONSTRUCTION PROJECT**

PROJECT SCOPE OF WORK

The project scope of work is detailed in the attached RFP – OLIVER STREET RECONSTRUCTION

SCHEDULE

The schedule for the project is shown beginning by March 11, 2016 and completed by December 31, 2017.

COMPENSATION

The cost proposal of the engineer for the project is attached as the Proposal to Provide Design Engineering and Full Construction Administration to the City of Owosso for Oliver Street Reconstruction: Design Engineering totaling \$47,700.00 and Construction Administration totaling \$137,150.00. The engineer shall submit for payment based on monthly progress of the work.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date first above written.

Approved: May 2, 2016

For the engineer:
Spicer Group, Inc.

For the owner:
City of Owosso, Michigan

By: _____
Its: _____

By: _____
Benjamin R. Frederick
Mayor

By: _____
Its: _____

By: _____
Amy K. Kirkland
City Clerk

Executed: _____, 2016

Executed: _____, 2016

REQUEST FOR PROPOSAL CITY OF OWOSSO OLIVER STREET RECONSTRUCTION

BACKGROUND:

The City of Owosso is listed to receive a MDOT Transportation Small Urban grant for FY2017. The grant is for the proposed reconstruction of Oliver Street from Washington St to Gould St. The city plans to replace watermain and storm sewer altogether with the road project. Total estimated construction cost is \$1,550,000. Of that amount, road and storm sewer cost is \$1,000,000 and watermain is \$550,000. More accurate cost breakdowns will be determined after completing final design.

Oliver Street serves an area that is primarily residential with some small business and a school (Emerson Elementary). Oliver Street is classified as a minor arterial street in the NFC system. Average Daily Traffic count is 4,000 (2015) and of that amount about 3% is commercial. The existing street pavement, from Washington to Dewey, is a composite of brick base and asphalt overlay (1967). Although recent investigation has not found any pavement under the brick, records suggest the brick sits on top of a concrete base. The existing pavement, from Dewey to Gould, is 7" asphalt. The City has completed base drawings and preliminary design of the road and water main and will offer the information and notes to the selected Consultant. The City will prepare detour plans and submit to the selected Consultant at a later date.

Landmark Surveying performed alignment, topographic and elevation survey last year. This information is available upon request. Landmark has been directed to release this information. Please feel free to contact them at landmark@michonline.net or call them at 989-725-8725. Consultant will be responsible for additional survey work necessary to complete design. Recent information from Landmark indicates the street width varies slightly from what is cited in the preliminary design notes. Existing curb and gutter is MDOT Detail F-4. The street width from Washington to Dewey is 34' back-to-back. From Dewey to Gould, the width changes to 35'-36' back-to-back. The proposed road shall be 31' edge-to-edge with MDOT detail F-4 curb and gutter.

Consumers Energy anticipates a significant amount of gas main relocation along portions of the project. The present location of a couple utility poles will have to be evaluated as whether they may remain for the proposed road.

PROJECT DETAILS

Total estimated construction cost is \$1,550,000; and of that amount the City is expected to receive \$375,000 from federal Small Urban Funds, \$550,000 from Water Fund, and the balance from other city supported funds. City Water and General Funds will pay for the engineering cost. Preliminary engineering documents and notes are included with this RFP. The Consultant is expected to organize the project so that timelines are met to ensure the project is entered into MDOT's February, 2017 bid letting. The Consultant will be responsible to coordinate the project with other agencies, especially MDOT, SHPO, and MDEQ. The Consultant will perform Construction Administration of the project in cooperation with both MDOT and City of Owosso. Road construction shall be staged such that it will not interfere with school activities. The intersections of Washington/Oliver and Gould/Oliver are to be open to traffic except when construction occurs in the intersections. All work must be completed in the 2017 construction season. Consultant will deliver to the City as-built documents. As-built documents shall include a full set of project documents and as-built drawings, both in electronic form plus one set of as-built drawings in paper form.

SCOPE OF SERVICES:

Consultant to furnish the following **Design Engineering** services as follows:

1. Provide geotechnical services; review current information and conduct additional pavement borings up to three feet depth with soil analysis and engineer's opinion. Investigation should determine extent of brick and concrete underlayment. The City will provide necessary traffic control while cores are taken.

2. Review preliminary design information and perform Design Engineering for the road and storm sewer. Deliverables shall include sealed project plans and bid documents for MDOT review and acceptance. Delivery date shall fit MDOT timeline for a February, 2017 bid letting date.
3. Review preliminary design information for water main and advise city administration on construction method (open cut vs. directional drilling) and pipe material (CI 52 D.I. or C900 PVC). Complete Design Engineering for city water main. Consultant will prepare draft specifications for water main construction that meet MDEQ and industry standards; submit them to the City for acceptance; make any revisions; then prepare specifications in final form. Consultant will seal drawings and apply for MDEQ permit.
4. Provide Quality Assurance review of city detour plans. Consultant shall make comment and advice as to modifications to fit with MDOT and industry standards for construction. Consultant shall incorporate the detour route into the construction plans and bid documents for submittal to MDOT.
5. Prepare a Critical Path Bar Schedule in calendar form of the proposed construction plan, listing major work items, timelines, and other important key elements of the project.
6. Coordinate and attend Utilities meeting. Receive and incorporate utility information into the project plans.
7. Coordinate and participate in the Grade Inspection meeting. Prepare final plans and bid documents for MDOT and federal acceptance so the project may be entered into the February, 2017 MDOT bid letting.
8. Address questions and issue Addendums through the bid letting process.
9. Review Contractor bids and make recommendation to the City for its submittal to MDOT.

Consultant to furnish **Full Construction Administration** services that includes field surveying, construction observation and recording, material testing, quality control and general project administration as follows:

1. Organize and attend the pre-construction meeting at City Hall.
2. Project oversight and assurance in the field and at the production plants, as required by MDOT and MDEQ, with properly certified staff; to ensure that all work is performed in compliance with state and federal requirements.
3. Coordinate project with utilities for their relocation in advance of road construction.
4. Provide all necessary construction staking and general surveying of project, as needed.
5. Attend progress meetings as required.
6. Provide, minimum, one full-time Construction Services Technician on a regular basis during construction phase.
7. Provide professional engineer that will report to both MDOT Construction Engineer and City Engineer. Act as liaison between both agencies.
8. Perform all qualified field testing of materials as required by MDOT.
9. Provide all daily field reports, material testing reports, soil and sedimentation control reports, and any other necessary reports to fulfill services; all in MDOT form.
10. Provide all record keeping and reporting in Field Book and Field Manager.
11. Process pay estimates.
12. Process work orders.
13. Process contract change orders.
14. Assist City in resolving problems, citizen complaints and/or claims related to the project.

15. Provide project close-out services to satisfaction of MDOT and City.
16. Produce all final documents and files at completion of project to MDOT and City.

ADDITIONAL SERVICES

Any additional services after acceptance of proposal will be administered as a Contract Amendment that must be approved by City Council, and after ordered by Purchase Order, prior to the start of any additional work.

REQUIREMENTS:

Scope of services shall be performed in compliance with:

1. MDOT standards, procedures, and oversight.
2. MDEQ and City of Owosso standards.
3. FHWA standards, procedures, and oversight.

ATTACHMENTS AND REFERENCES:

The following attachments and references are part of this proposal:

1. Master Agreement between the City of Owosso and Consultant: by reference.
2. MDOT 2012 Standard Specifications for Construction, its Standard Plans, its policies and procedures for field inspection and materials testing; all by reference.
3. MDEQ and AWWA standards for water main; all by reference.
4. City preliminary design information, electronic form. Paper copies available upon request.
5. Landmark Survey information available upon request.
6. Pavement Boring logs from PSI, electronic form.

COMPENSATION FOR SERVICES:

The City agrees to pay the Consultant as full compensation for services rendered as set forth in this contract in the form of Cost-Not-To-Exceed as agreed upon under the Contract. Periodic progress payments shall be made on a monthly schedule, based upon percent of work completed. Additional compensation must be agreed to between both parties, in advance as stated in the Additional Services section of this RFP.

SUBMITTALS EXPECTED FROM CONSULTANT:

Consultant must submit four (4) copies of written proposals to the City of Owosso's contact person no later than 3:00 p.m., Friday, February 19, 2016 to be considered. Please include within your proposal, a brief letter of understanding and scope of services that will be performed under this agreement. Please include information regarding firm background and experience relative to this project's scope of work. Please include any specialized knowledge and qualifications that are specific to this project. Consultant's proposal should include:

1. Consultant's team members and role.
2. Consultant's familiarity with MDOT, MDEQ-Water Quality projects of this type with examples (three maximum) of similar projects.
3. Consultant to affirm that given current workload and current capacity, how it may accomplish the project within the required time period.
4. Level of Effort Estimate with classification and hour distribution of each team member, in tabular form.

5. Critical Path Bar Schedule of both design and construction phases of this project. Schedule should anticipate Consultant receiving its Notice-to-Proceed on March 11, 2016. Schedule should include logical task process from project initiation through project closeout, with important milestones and critical dates.
6. Cost Proposal identifying all costs for services offered as outlined in this proposal, plus any other anticipated costs (list as optional) that Consultant believes should be added to complete services to the City.
 - a. Separate Design Engineering and Construction Administration Costs.
 - b. Separate Water Cost from Road Cost (Storm Sewer is part of Road).

ISSUING OFFICE:

This RFP is issued by the City's Department of Public Services. All correspondence, questions, and additional information regarding the RFP shall be addressed in written form and submitted no later than seven (7) days prior to the proposal letting date to:

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

All responses to written questions will be made available to all three firms that are asked to submit proposals. Written proposals (total of four copies) must be sealed and delivered to the Department of Public Service no later than the date indicated within this RFP.

The following table will be used by the City's Selection Committee. The Consultant is advised that proposals will be weighed as illustrated herein. Therefore, the Consultant is advised to submit proposals that fully address selected criteria so as to gain a maximum score of 150 points from each committee member. The combined scores of the committee members will be used to establish the successful proposal. The City, at its sole discretion, may choose to interview the top rated firm at a future date. The following evaluation sheet will be used to determine which consultant's proposal is 'In the Best Interest of the City':

<u>Selection Criteria</u>	<u>Rating (1-5)</u>	x	<u>Weight</u>	=	<u>Score</u>
1. Firm's History and Capability to Perform Required Services:	_____	x	10	=	_____
a. List of Sub-Consultant's (If any).					
b. Design Services Experience.					
c. Construction Administration Experience.					
d. Quality Control Experience.					
2. Evaluation of Firm's Key Personnel:	_____	x	10	=	_____
a) Experience of Key Members.					
b) Familiarity with Similar Projects.					
3. Performance Measures:	_____	x	5	=	_____
a. Ability to Meet Schedule.					
b. Meet Established Project Budget.					
4. Firm's Pricing Proposal:	_____	x	5	=	_____
a. Understanding of Cost-Not-to-Exceed.					
b. Assurance that Current Pricing Will Fulfill Services.					
Total Score					_____

**OLIVER STREET RECONSTRUCTION PROJECT
FROM WASHINGTON STREET TO GOULD STREET
CITY OF OWOSSO, SHIAWASSEE COUNTY
February 18, 2016
DESIGN ENGINEERING**

CLASSIFICATION	EST PERSON-HOUR
Project Manager III	113
Senior Construction Manager	20
Design Engineer I	31
Designer III	215
Project Surveyor II	18
Project Assistant	10

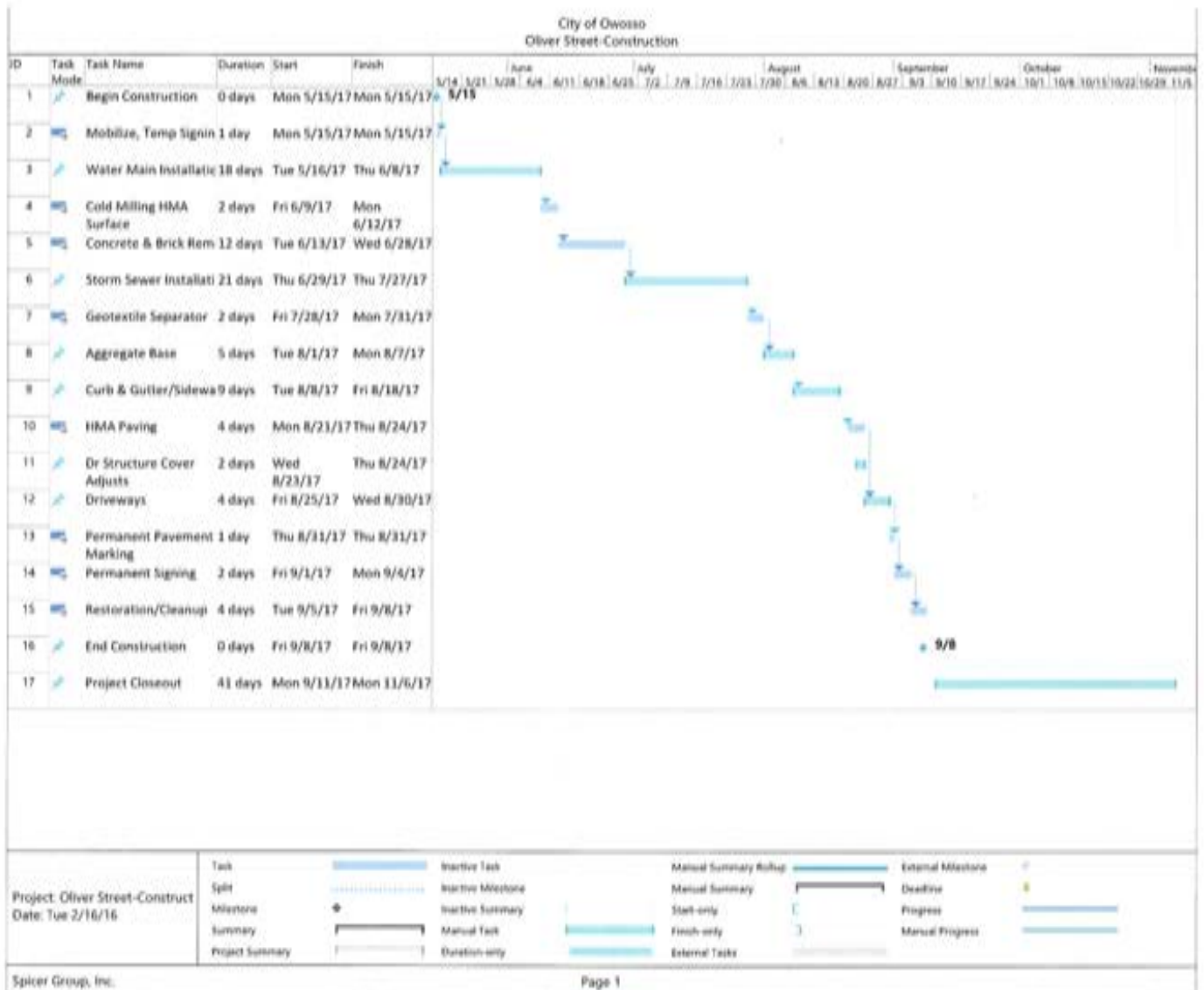
CONSTRUCTION ENGINEERING

CLASSIFICATION	EST PERSON-HOUR
Project Manager III	22
Construction Manager	84
Construction Administrator	114
Construction Services Technician	600
Construction Services Technician (OT)	210
Surveyor III	49
Survey Crew Chief	140
Survey Crew Chief (OT)	30
Technician III (Survey)	100
Technician III (Survey) (OT)	30
Designer III	12
Project Assistant	31

Critical Path Bar Schedule



Critical Path Bar Schedule



For the City of Owosso's Oliver Street Reconstruction Project, Spicer Group's cost proposal is as follows:

Design Engineering

Water: \$8,575

Road/Storm Sewer: \$39,125

Construction Engineering

Water: \$24,675

Road/Storm Sewer: \$112,475

Spicer Group will not mark up the Geotechnical sub-consultant fee for this project in an effort to save money for the City.

CHANGE ORDER

No. 1

CONTRACTOR: **SPICER GROUP, INC.**

CONTRACT NAME: **OLIVER STREET RECONSTRUCTION**

The Contract is modified as follows upon execution of this Change Order:

Description: **Provide additional professional services per City request. Changes are described in the following attachments.**

Attachments: **Level of Effort, Critical Path Bar Schedules, and Cost Proposal.**

CHANGE IN CONTRACT PRICE
Original Contract Price \$ 184,850.00
Increase (Decrease) from previously approved Change Orders No. N/A to _____ \$ _____
Contract Price prior to this Change Order: \$ 184,850.00
Increase (Decrease) of this Change Order: \$ 74,775.00
Contract Price incorporating this Change Order: \$ 259,625.00

CHANGE IN CONTRACT TIMES
Original Contract Times: Substantial Completion: Dec. 31, 2017
Ready for Final Payment: _____
Increase (Decrease) from previously approved Change Orders No. N/A to _____: Substantial Completion: _____
Ready for Final Payment: _____
Contract Times prior to this Change Order: Substantial Completion: Dec. 31, 2017
Ready for Final Payment: _____
Increase (Decrease) of this Change Order: Substantial Completion: Dec. 31, 2018
Ready for Final Payment: _____
Contract Times with all approved Change Orders: Substantial Completion: Dec. 31, 2018
Ready for Final Payment: _____

RECOMMENDED:

By: _____

ENGINEER (Authorized Signature)

Title: _____

Date: _____

APPROVED:

By: _____

OWNER (Authorized Signature)

Title: _____

Date: _____

ACCEPTED:

By: E.S. B.

CONTRACTOR (Authorized Signature)

Title: Principal

Date: 4/26/16



April 26, 2016

Mr. Randy Chesney, PE, City Engineer
City of Owosso
301 West Main Street
Owosso, MI 48867-2958

RE: Amendment for Proposal for Preliminary Design & Construction Engineering Services
Oliver Street Rehabilitation Project
Washington Street to Gould Street
City of Owosso, Shiawassee County

Dear Mr. Chesney:

We are pleased to submit this amendment to our proposal to provide design and construction engineering services for the above-referenced project. This amendment is pursuant to the meeting we had yesterday at the City of Owosso with you, Mr. Chinavare, and Mr. Sedlak. This understanding is related to the City of Owosso obtaining an additional \$375,000 of MDOT Small Urban Funding for construction in FY 2019 for the project. The City would like to break the project into two phases:

Phase 1 from Washington Street to Oak Street
Phase 2 from Oak Street to Gould Street

Phase 1 would be constructed in the year 2017. Phase 2 would be constructed in the year 2018 (advanced construction money from MDOT FY 2019).

The matchline between the two phases will be the east springpoint of Oak Street for road improvements and Dewey Street for water main installation.

This amendment is required as addition time and effort will be required during design and during construction due to the project construction schedule.

Fees

We propose to provide the above design and construction services based on the break down below.

Design Engineering

Water: \$2,100.00
Road/Storm Sewer: \$16,400.00
Subtotal: \$18,500.00

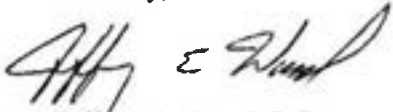
Construction Engineering

Water: \$8,300.00
Road/Storm Sewer: \$47,975.00
Subtotal: \$ 56,275.00
Total Design & Construction Engineering: \$74,775.00

Oliver Street from Washington Street to Gould Street Rehabilitation Project
April 26, 2016
Page 2 of 2

We deeply appreciate your confidence in Spicer Group, and we look forward to working with you and for you on your project.

Sincerely,



Jeffrey E. Wood, P.S.
Principal/Senior Project Surveyor



Michael G. Niederquell, P.E.
Director of Transportation

SPICER GROUP, INC
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 921-5510
Fax: (989) 754-2607
mailto: miken@spicergroup.com

Cc: SGI File, Accounting

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Design\Amendment\Chesney04262016.docx

**OLIVER STREET RECONSTRUCTION PROJECT
FROM WASHINGTON STREET TO GOULD STREET
CITY OF OWOSSO, SHIAWASSEE COUNTY**

April 26, 2016

DESIGN ENGINEERING

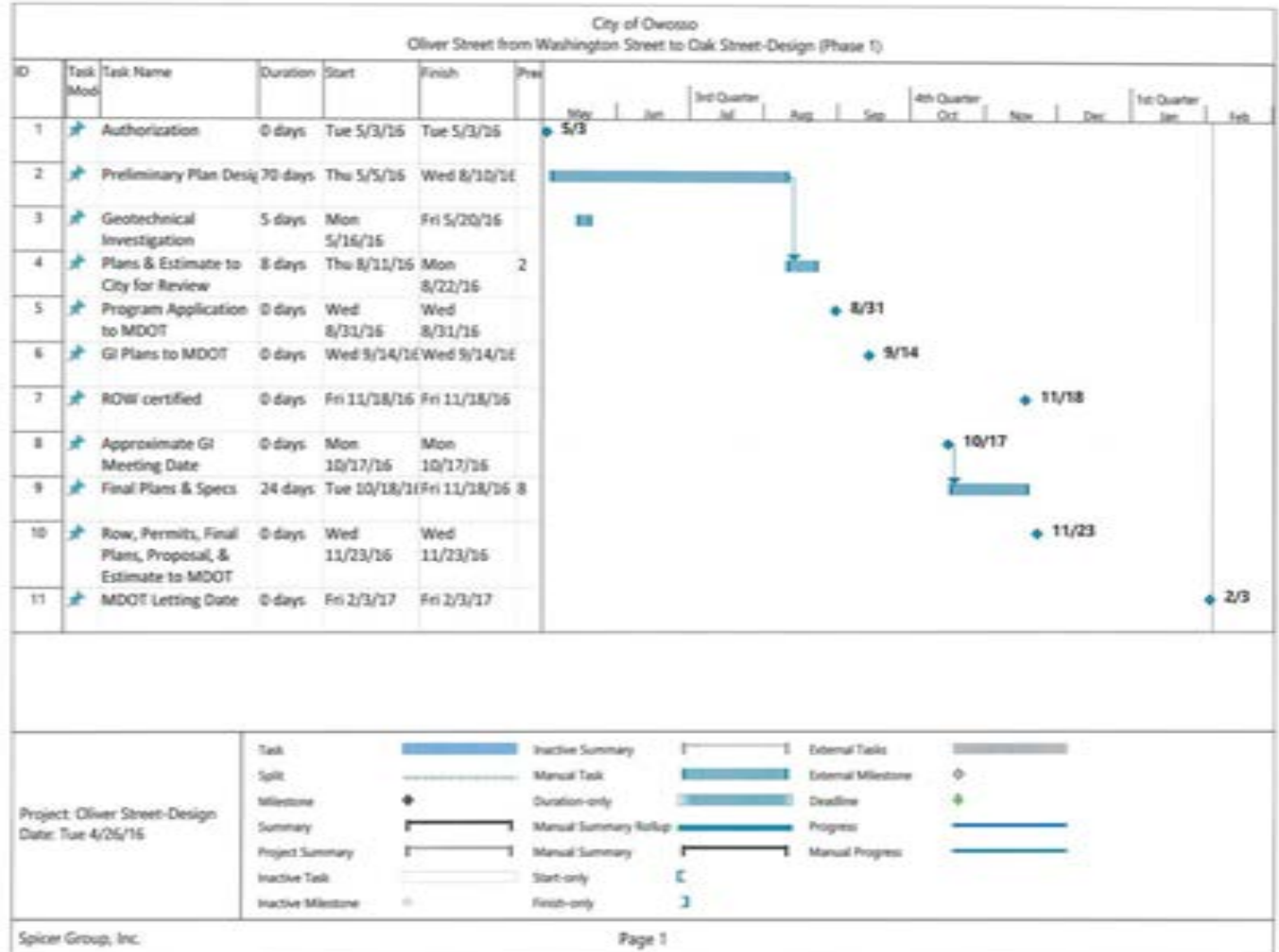
AMENDMENT #1

CLASSIFICATION	EST PERSON-HOUR
Project Manager III	66
Senior Construction Manager	4
Design Engineer I	16
Designer III	63
Project Surveyor II	0
Project Assistant	10

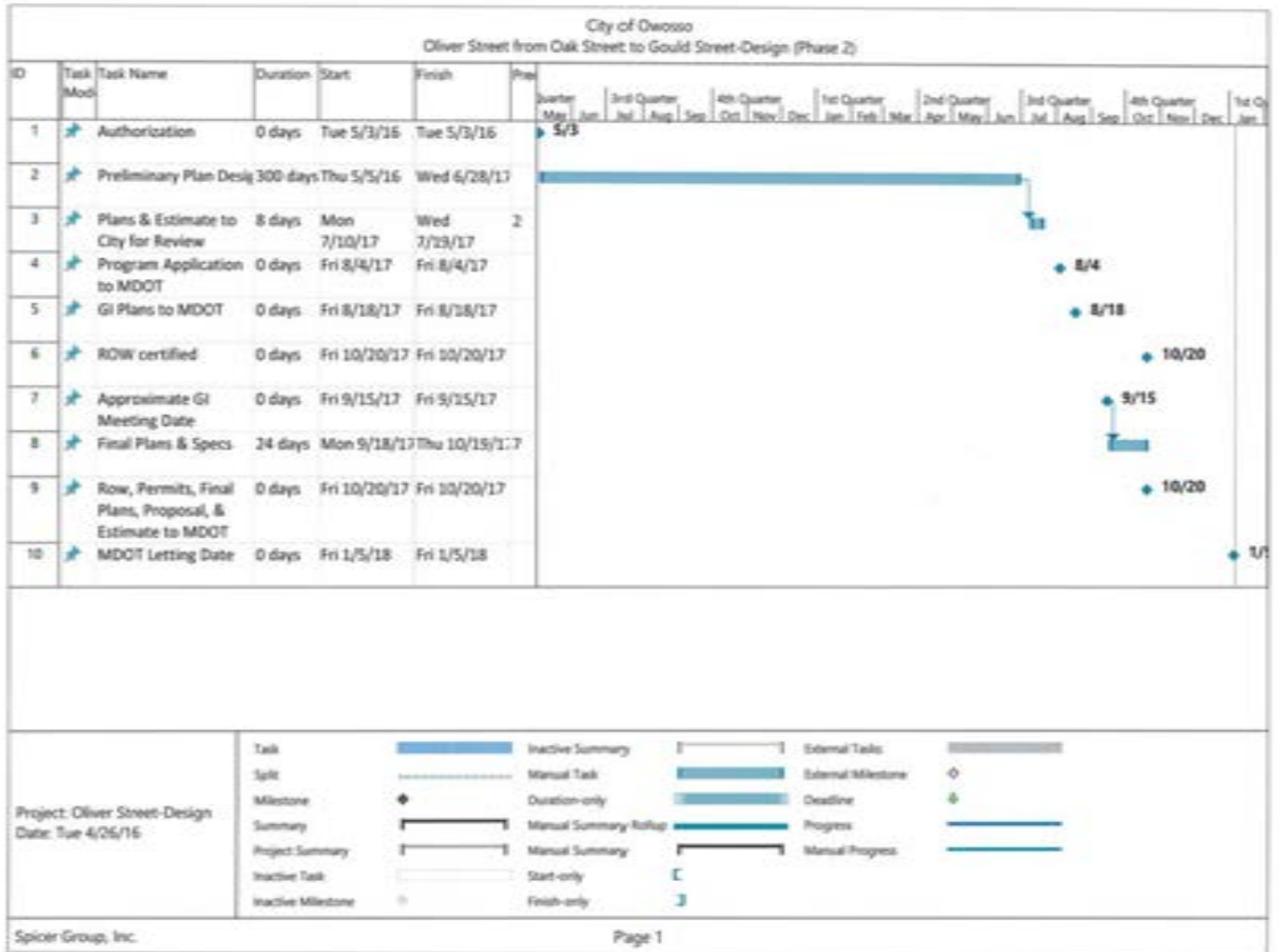
CONSTRUCTION ENGINEERING

CLASSIFICATION	EST PERSON-HOUR
Project Manager III	19
Construction Manager	48
Construction Administrator	60
Construction Services Technician	240
Construction Services Technician (OT)	105
Surveyor III	7
Survey Crew Chief	21
Survey Crew Chief (OT)	5
Technician III (Survey)	15
Technician III (Survey) (OT)	5
Designer III	0
Project Assistant	14

Critical Path Bar Schedule



Critical Path Bar Schedule



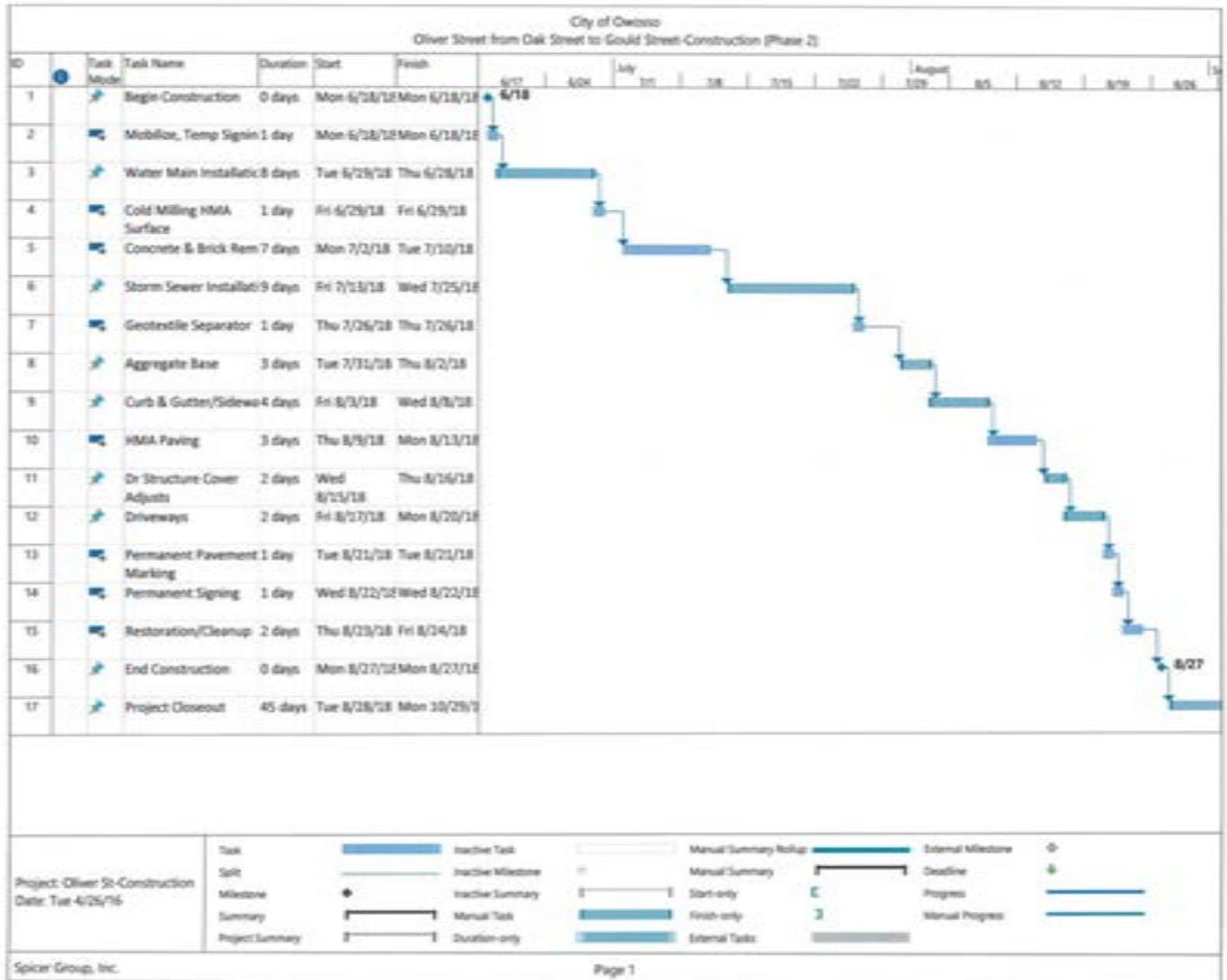


Critical Path Bar Schedule



GILBERT
E OLIVER

Critical Path Bar Schedule





Cost Proposal

For the City of Owosso's Oliver Street Reconstruction Project, Spicer Group's cost proposal for Amendment #1 is as follows:

Design Engineering

Water: \$2,100

Road/Storm Sewer: \$16,400

Subtotal: \$18,500

Construction Engineering

Water: \$8,300

Road/Storm Sewer: \$47,975

Subtotal: \$56,275

Total Design and Construction Engineering: \$74,775

Spicer Group will not mark up the Geotechnical sub-consultant fee for this project in an effort to save money for the City.



MEMORANDUM

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

DATE: May 2, 2016

TO: Owosso City Council

FROM: Mark Sedlak, Director of Public Service Department

SUBJECT: Application for Surface Transportation Program for the resurfacing of S. Cedar Street from Hampton Street to Main Street.

RECOMMENDATION:

I recommend that City Council approve the attached resolution supporting the proposed resurfacing of S. Cedar Street, from Hampton Street to Main Street, as the first step in seeking MDOT Surface Transportation Program funds for the project.

BACKGROUND:

The Michigan Department of Transportation has announced a call for projects for its FY 2018-20 Surface Transportation Program. MDOT reports that sufficient federal funds should be available for street projects on the Federal-Aid road system. The City proposes to enter an application, specifically to resurface S. Cedar Street from Hampton Street to Main Street. The work scope would include cold-milling and bituminous resurfacing, curb and gutter repairs, and installation of ADA sidewalk ramps at intersections; altogether with related work. This work will improve traffic flow and improve safety for vehicular and pedestrian traffic.

FISCAL IMPACTS:

The total estimated cost for this project is \$500,000.00; of which MDOT Small Urban funds, if approved by MDOT, will pay \$375,000.00. The City's share would be \$125,000.00 and would be funded by Public Act-51 Major Street funds. The City will be responsible for providing full design engineering and construction administration services for the project. Approval of the attached resolution will indicate Council's willingness and support for the project, and the funding required of the City. MDOT requires the submission of such a resolution prior to consideration of any application for funds.

If MDOT does not approve the project and/or the necessary Surface Transportation Program funds, then the project will be delayed until sufficient funds are made available.

RESOLUTION NO.

**AUTHORIZING APPLICATION FOR
SURFACE TRANSPORTATION PROGRAM FUNDS
FOR SOUTH CEDAR STREET IMPROVEMENTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Public Service Department recommends the resurfacing of South Cedar Street from Hampton Avenue to Main Street; and

WHEREAS, the Michigan Department of Transportation offers a portion of its federal funds known as Surface Transportation Program funds for this work through its Surface Transportation Program; and

WHEREAS, the roadway proposed for improvement must be within federal-aid small urbanized areas, such as Owosso; and

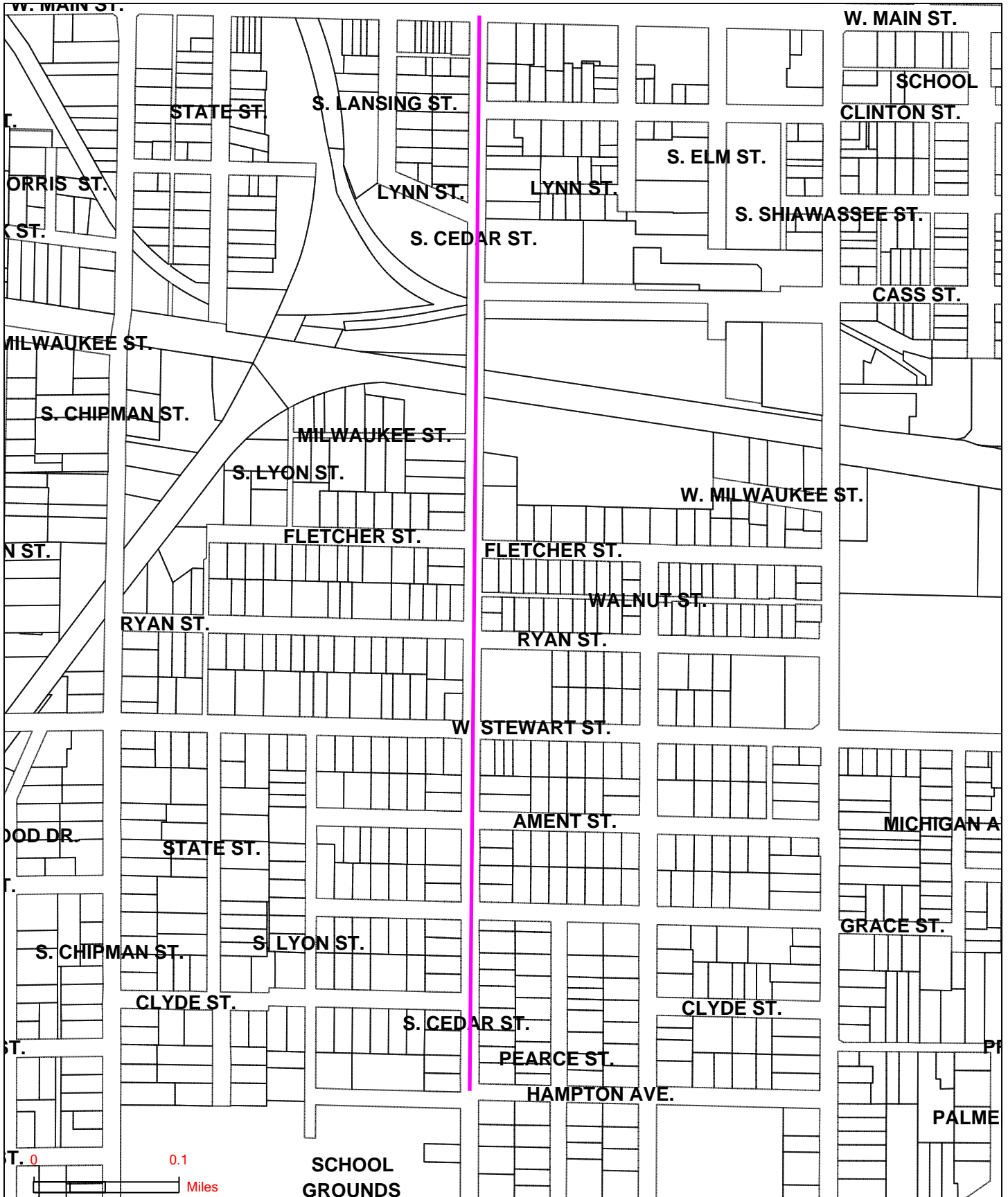
WHEREAS, the roadway proposed for improvements must be on the federal-aid route system, which includes South Cedar Street; and

WHEREAS, the City of Owosso proposes to procure Surface Transportation Program funds for the purpose of providing a maximum of 80 percent (80%) federal match to the City's Public Act 51 - Major Street fund as outlined in its application.

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 proceed with the resurfacing of South Cedar Street from Hampton Avenue to Main Street.
- SECOND: That the City of Owosso is actively seeking Surface Transportation Program funds to partially fund the proposed roadway improvements and is willing to participate in the Small Urban Program.
- THIRD: That appropriate city officials are authorized to sign the application documents and are further authorized to obligate City funds as its match of the project cost.
- FOURTH: The City's portion of costs shall be paid from the City's Public Act 51 - Major Street fund.

OWOSSO



**MDOT SMALL URBAN PROGRAM
PROJECT APPLICATION**

ALL FIELDS MUST BE COMPLETED

REQUESTING AGENCY INFORMATION

AGENCY NAME City of Owosso	CONTACT PERSON Mark Sedlak	TELEPHONE NUMBER (989) 725-0550
STREET ADDRESS 301 W. Main Street	CITY/ZIP Owosso, MI 48867	E-MAIL ADDRESS mark.sedlak@ci.owosso.mi.us

PROJECT INFORMATION

SMALL URBAN AREA Owosso/Corunna	SMALL URBAN AREA PRIORITY 4	YEAR OF IMPROVEMENT FY 2018-20	
ROAD NAME/TRANSIT PROJECT S. Cedar Street	PROJECT LIMITS/LOCATION Hampton Street to Main Street	LENGTH (MILES) 0.75	WORK TYPE CODE 16

DESCRIPTION

HMA pavement rehabilitation, miscellaneous curb and gutter replacement, ADA sidewalks; altogether with related work.

IS THE ROAD SEGMENT/PROJECT FEDERAL-AID ELIGIBLE? YES ☒ NO ☐
IS SIDEWALK WORK TO BE INCLUDED IN THE PARTICIPATING COSTS? YES ☒ NO ☐
IS RIGHT-OF-WAY/LAND ACQUISITION REQUIRED? YES ☐ NO ☒

If Yes, please explain: _____

DOES THE ROAD HAVE TRUCK RESTRICTIONS (Road Projects)? YES ☒ NO ☐

If Yes, please explain: Route is designed to discourage cut-through truck traffic from a residential neighborhood. Through truck traffic is encouraged to use near-by alternate route.

COST INFORMATION

Include participating construction or transit capital costs only. DO NOT include non-participating costs, including charges related to feasibility studies, design, testing, preliminary engineering, construction engineering, or right-of-way acquisition.

STP-URBAN REQUESTED..... \$ 375,000.00
LOCAL MATCH \$ 125,000.00
MDOT-BUS MATCH (Transit Projects) \$
OTHER (Describe: _____) \$
PARTICIPATING CONSTRUCTION/TRANSIT CAPITAL TOTAL \$ 500,000.00

OTHER COMMENTS

City will furnish full engineering design and construction administration services, in accordance with MDOT and FHWA guidelines. Please refer to attachments for additional information.

SUBMITTED BY Mark A. Sedlak	TITLE Director of Public Services	DATE 04/20/16
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MEMORANDUM

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

DATE: May 2, 2016

TO: Owosso City Council

FROM: Mark Sedlak, Director of Public Service Department

SUBJECT: Application for Surface Transportation Program funds for the reconstruction of E. Oliver Street from Washington Street to Gould Street, Parts 1 and 2.

RECOMMENDATION:

I recommend that City Council approve the attached resolution supporting the proposed reconstruction of East Oliver Street, from Washington Street to Gould Street, and separating it into two parts, as the first step in seeking FY2018-20 Surface Transportation Program funds for the project.

BACKGROUND:

On April 14, 2014, City Council approved the Oliver Street project application for MDOT's FY2015-17 federal Surface Transportation Program. MDOT approved the project for its FY2017 program. Since then, city staff analyzed the project and found the estimated cost for road improvement to be closer to \$1,202,005.00. Because the current federal share is capped at \$375,000.00, the project is financially constrained. The Owosso/Corunna Small Urban Group recently met and lent its support for additional funding for Oliver Street. City staff recommends separating the Oliver Street project over two fiscal years to gain additional Surface Transportation Program funds. Oliver Street, Part 1, from Washington Street to Oak Street, will be done during MDOT's FY2017 construction season. Oliver Street, Part 2, from Oak Street to Gould Street will be done during MDOT's FY2018-20 fiscal period; subject to MDOT's acceptance of the City application. The work scope is total pavement replacement, with new curb and gutter, ADA compliant sidewalk and ramps, and storm sewer rehabilitation; altogether with related work. City watermain will be replaced in conjunction with the road work and at city cost. This work will improve traffic flow and safety for both vehicular and pedestrian traffic.

FISCAL IMPACTS:

The total estimated cost for this road project is \$1,202,005.00 of which Surface Transportation Program funds, if approved by MDOT, will pay \$750,000.00 (combined between Parts 1 & 2). The City's share would be \$452,005.00 and will be funded from combination of the 2010 Unlimited Tax General Obligation Bond proceeds, Special Assessment, and PA 51 - Major Streets funds. The City will be responsible for providing full design engineering and construction administration services for the project. Approval of the attached resolution will indicate Council's support for the project, its division into two parts, and the funding required of the City. MDOT requires the submission of such a resolution prior to consideration of any application for funds.

If MDOT does not approve the project and/or the necessary Surface Transportation Program funds, then the project will be delayed until sufficient funds are made available.

RESOLUTION NO.

AMENDING EXISTING APPLICATION FOR SURFACE TRANSPORTATION PROGRAM FUNDS AND AUTHORIZING NEW APPLICATION FOR SURFACE TRANSPORTATION PROGRAM FUNDS FOR OLIVER STREET FROM WASHINGTON STREET TO GOULD STREET

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Public Service Department recommends the reconstruction of East Oliver Street from Washington Street to Gould Street (Project); and

WHEREAS, the Project has been approved by the Michigan Department of Transportation (MDOT) for its FY2017 funding period. With its share of federal funds capped at \$375,000.00, the project is deemed financially constrained; and

WHEREAS, the Owosso/Corunna Small Urban Group has approved the City of Owosso request to divide the Project into two parts and receive Surface Transportation Program funds from two separate funding periods; and

WHEREAS, the Owosso/Corunna Small Urban Group approves the Oliver Street Reconstruction Project from Washington Street to Oak Street, Part 1, shall continue as planned for MDOT's FY2017 funding period with funding as approved; and

WHEREAS, the Owosso/Corunna Small Urban Group approves the Oliver Street Reconstruction Project from Oak Street to Gould Street, as Part 2, and that it shall receive its top priority for MDOT's FY2018-20 Call For Projects; and

WHEREAS, the Michigan Department of Transportation offers a portion of its federal funds known as Surface Transportation Program funds for this work through its Small Urban Program; and

WHEREAS, roadway improvements that are eligible for these funds must be located on the federal-aid highway system and within the federal urban area boundary, such as Oliver Street in the City of Owosso; and

WHEREAS, for the Oliver Street Reconstruction Project, Part 2, the City of Owosso proposes to procure FY2018-20 Surface Transportation Program funds for the purpose of providing a maximum of 80 percent (80%) federal match, capped at \$375,000.00, to the City's funds as outlined in its application.

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 proceed with the reconstruction of Oliver Street from Washington Street to Gould Street, divided into Parts 1 and 2 as described.
- SECOND: The City of Owosso is actively seeking Surface Transportation Program funds to partially fund the proposed roadway improvements for both Part 1 and Part 2 and is willing to participate in the Small Urban Program.
- THIRD: That Part 1, Oliver Street from Washington Street to Oak Street shall continue as planned and be completed during MDOT's FY2017 construction season.
- FOURTH: That Part 2, Oliver Street from Oak Street to Gould Street shall proceed as outlined in the project application and that the project shall be entered into MDOT's FY2018-20 Call for Projects.
- FIFTH: That appropriate city officials are authorized to sign the application documents and are further authorized to obligate City funds as its match of the project cost.
- SIXTH: The City's portion of costs shall be paid from the City's 2010 Unlimited Tax Obligation Bond proceeds, the City Water Fund, and other funds as appropriated.



MEMORANDUM

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

DATE: May 2, 2016

TO: Owosso City Council

FROM: Mark Sedlak, Director of Public Service Department

SUBJECT: Application for Transportation Economic Development Funds, Category F, for the pavement rehabilitation of S. Washington Street from Stewart Street to M-71 (Corunna Avenue).

RECOMMENDATION:

I recommend that Council approve the attached resolution supporting the proposed pavement rehabilitation of S. Washington Street from Stewart Street to Corunna Avenue as the first step in seeking Transportation Economic Development, Category F funds (TEDF-F) for the project.

BACKGROUND:

The Michigan Department of Transportation has announced its call for applications for Transportation Economic Development, Category F funds (TEDF-F) made available to local agencies for proposed roadway improvements that will provide system continuity with secondary all-season commercial routes in federal aid small urbanized boundaries, including the City of Owosso. Candidate streets must meet certain criteria to become eligible for this category of funding and then entered into a state-wide competition for selection. The City recently was awarded a project under this process and Washington Street is the City's next most eligible street. The City proposes to make necessary repairs to the pavement of Washington Street from Stewart Street to M-71. Work scope is pavement replacement, lengthen the existing right-turn lane for M-71, replace worn curb and gutter in select areas, storm sewer improvements, and ADA compliant sidewalk ramps; altogether with related work items. The work is scheduled for the 2018 construction season because MDOT requires advance submittal of applications for TEDF-F funded projects. This work will improve traffic flow for vehicular traffic and provide system continuity for the city's secondary all-season commercial truck route system.

FISCAL IMPACTS:

The total estimated cost for this project is \$518,200.00 of which TEDF-F funds, if approved by MDOT, will pay \$375,000.00. The City's share will be \$143,200.00 and funded by combination of its Public Act-51 Major Streets fund and Special Assessment. The City will be responsible for providing full design engineering and construction administration services for the project. Approval of the attached resolution will indicate Council's support for the project and the funding required of the City. MDOT requires the submission of such a resolution prior to consideration of any application for funds.

If MDOT does not approve the project and/or the necessary TEDF-F funds, then it will be delayed until sufficient funds become available.

RESOLUTION NO.

**RESOLUTION AUTHORIZING APPLICATION FOR
TRANSPORTATION ECONOMIC DEVELOPMENT FUNDS, CATEGORY F
FOR S. WASHINGTON STREET IMPROVEMENTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Public Service Department recommends pavement rehabilitation of Washington Street from Stewart Street to Corunna Avenue (M-71) for the FY2018 construction season; and

WHEREAS, the Michigan Department of Transportation offers special funding known as Transportation Economic Development Fund-Category F (TEDF-F) for roadway improvements that provide continuity with the secondary all-season commercial truck route system; and

WHEREAS, the roadway proposed for improvement meets all of the requirements of the TEDF Program; and

WHEREAS, the City of Owosso proposes to procure TEDF-F funds for the purpose of providing a state match that will be the lesser of 80 percent (80%) or \$375,000.00; to the City's Public Act-51 Major Streets Fund as outlined in its application.

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 proceed with the proposed roadway improvements.
- SECOND: That the City of Owosso is actively seeking TEDF-F funds to partially fund the pavement rehabilitation of Washington Street from Stewart Street to Corunna Avenue (M-71) and is willing to participate in this program.
- THIRD: That the proper city officials are authorized to sign the application documents.
- FOURTH: Staff is hereby authorized to obligate City share of Public Act 51 - Major Street Funds as its match of the project cost.

PARKS AND RECREATION COMMISSION
Monday, March 28, 2016 - 6:00 p.m.
City Hall Council Chambers
301 W. Main St. Owosso, MI 48867

CALL TO ORDER: Vice Chair Selbig called the meeting to order at 6:06 p.m.

PLEDGE OF ALLEGIANCE: Was recited.

ROLL CALL: Was taken by Recording Secretary Roxane Cramer

MEMBERS PRESENT: Vice Chair Jeff Selbig, Commissioner Shane Nelson and Commissioner Randy Woodworth.

MEMBERS ABSENT: Chairman Mike Espich, Commissioner Kristen Woodbury.

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

APPROVAL OF AGENDA: **COMMISSIONER NELSON MADE THE MOTION TO APPROVE THE AGENDA FOR MARCH 28, 2016, SUPPORTED BY COMMISSIONER WOODWORTH, AYES ALL, MOTION CARRIED**

APPROVAL OF MINUTES: **COMMISSIONER NELSON MADE THE MOTION TO APPROVE THE MINUTES FOR FEBRUARY 22, 2016, SUPPORTED BY COMMISSIONER WOODWORTH, AYES ALL, MOTION CARRIED**

PUBLIC COMMENTS:

Thomas Manke, Community Views and News, expressed his disapproval of the fact that they are thinking of moving the Skate Park from Monroe Street. He stated the commission shouldn't place the Skate Park in a swamp on South Street. He feels the commission should not have changed their mind about the Monroe Street site because a couple of people complained. He talked about a lady in the audience that lived in a neighborhood and that the city allowed racks to be stacked 25 foot high and the neighbors didn't want it but he felt the city said too bad.

Alberta Phillips stated that the Monroe Street property would be great. It could be seen by people driving down Corunna Avenue. It would be in the center of town. People driving by would see it and that would draw people to the town. She would like the commission to reconsider the Monroe Street Site.

COMMUNICATIONS:

1. Staff memorandum
2. Minutes from February 22, 2016

3. 2016 Plunge results
4. Communication from the City of Corunna

BUSINESSS

1. 2016 Polar Plunge results

There were 22 plungers.

The top 6 pledgers were: Randy Woodworth, Jim Woodworth, Iron Wheels, Gary Burk, Justin Horvath, Nick Seabasty. The plan is to hand out awards at the April 4, 2016 council meeting. Ms. Montenegro reported there was \$23,600 between last year and this year's Polar Plunge raised for the skate park.

2. Skate Park update

Ms. Montenegro commented that the South Street address was something suggested by the audience at the public hearing.

Commissioner Woodworth questioned who took Monroe Street off the list.

Commissioner Nelson responded that Monroe Street wasn't taken off the list but the issues that were discussed at the public hearing were legitimate concerns. He felt they wanted to do this right and do what is right for the kids.

Commissioner Woodworth shared that he was disappointed that the grant was off the table for this year. He suggested reconvene some ad-hoc meetings so they can come back to the April 25, 2016 meeting with a clear vision for the skate park.

Vice Chair Selbig asked if any new project requires environmental test or is it dependent on the previous use of the land. Ms. Montenegro explained that the grant states - if the property has been contaminated it cannot be used unless you can prove it has been cleaned up. Ms. Montenegro stated for the Monroe Street property that the DEQ had remediated the property but there is still ground water contamination along the railroad line. In this case you would be putting cement over it (encapsulating it) so there isn't any hazard to anyone as far as the DEQ is concerned. The DEQ would write a letter to state that and the DNR would consider that the contamination has been remediated.

Ms. Montenegro explained even though the Parks and Recreation Commission has been discussing the Monroe Street location this was the first time the neighbors had heard of the skate park being located on Monroe Street.

3. Disc Golf update

Ms. Montenegro stated the holes are staked out and Chairman Espich is going to video tape this and bring it back to the commission. Ms. Montenegro stated that we want to make sure that the course doesn't cross the trails. She also reported that she received a communication from Merilee Lawson, City of Corunna, regarding the impact that the disc golf course has had on the community. The letter stated that the police did not see any increase in police calls, the Corunna DPW did not see an increase in trash and her final comment was, "the disc golf course has been one of our best success stories and it doesn't take much maintenance."

4. Annual "Clean-up" date

Ms. Montenegro explained that the "Downtown Clean-up" was tentatively set for April 16th. She asked the commissioners if they wanted to piggyback with the downtown or set a different date. She also mentioned that April 30th the Saturday after Arbor Day, as another possible day. Commissioner Woodworth thought the best thing would be to hold the same day as the "Downtown Clean-up". Commissioner Woodworth suggested putting the information for the "Clean-up" in the paper, on Mr. Manke's Website, Facebook and on the City of Owosso Website. Ms. Montenegro encouraged the audience members to share the "Clean-up" information on Facebook.

DISCUSSION:

1. Updating the 2011 Parks and Recreation Master Plan

Ms. Montenegro wanted to point out to the commissioners that it is time to update the 2011 Parks and Recreation Master Plan. Her thought was to take a park or two per month and figure out what needs to be done to plan for the next 5 years. She suggested talking to community about the vision they had for the parks.

PUBLIC COMMENTS:

Rick Morris presented to the commissioners a Parks and Rec Survey from 2002. This survey was done when he was on the Parks and Recreation Commission. The survey asked students and adults (City of Owosso residents and residents that lived outside of the city) what they would want to see in the parks. Commissioner Woodworth said he would scan it and send it to the members of the Parks and Recreation Commission. Mr. Morris also questioned what would be the problem locating the skate park at Bennett Field.

ADJOURNMENT:

**MOTION BY COMMISSIONER WOODWORTH TO ADJOURN AT 6:55 P.M.
SUPPORTED BY COMMISSIONER NELSON, ALL AYES, MOTION CARRIED**

Next meeting - Monday, April 25, 2016 at 6 p.m.

Roxane Cramer, Recording Secretary

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, MARCH 28, 2016 – 7:00 P.M.**

CALL TO ORDER: Chairperson Bill Wascher called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Was recited.

ROLL CALL: Roll call was taken by Recording Secretary Roxane Cramer.

MEMBERS PRESENT: Chairman Bill Wascher, Vice-Chair Craig Weaver, Commissioners Tom Taylor, Michelle Collison, Janae Fear, Frank Livingston and Garfield Warren.

MEMBERS ABSENT: Commissioners Mike O’Leary and Brent Smith.

OTHERS PRESENT: Susan Montenegro, Assistant City Manager and Director of Community Development.

APPROVAL OF AGENDA:
MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR MARCH 28, 2016.
YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:
MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES FOR FEBRUARY 2, 2016 WITH THE FOLLOWING CHANGES: ADJOURNMENT TIME TO BE CORRECTED FROM 7:08 P.M. TO THE CORRECT TIME OF 9:08 P.M.
YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum
2. PC minutes for February 2, 2016
3. ROWE seminar invite
4. Current sign ordinance
5. City of New Baltimore, MI sign ordinance

COMMISSIONER/PUBLIC COMMENTS

None.

PUBLIC HEARINGS:

None.

SITE PLAN REVIEW:

None.

BUSINESS ITEMS:

None.

ITEMS OF DISCUSSION:

1. Sign Ordinance Updating.

Ms. Montenegro explained that while the city was in search of a new building official she was the person that was in charge of issuing permits for signs. While serving in this capacity she found the sign ordinance was difficult to navigate. She had supplied the commission with an example of the New Baltimore, Michigan Sign Ordinance and felt this was a much easier ordinance to understand. There was a lengthy discussion regarding this between the commissioners and Ms. Montenegro. Commissioners discussed how much they could change the ordinance. Ms. Montenegro gave an example of when General Dollar applied for their sign permit that is zoned B-1 district. In a B-1 district a sign can only be 100 square foot but in B-2, 3 and 4 zoned districts a sign can be 300-400 square foot. She also asked commissioners on the B-1, B-2, B-3 and B-4 if they had any idea why the 4 zoning districts. Commissioners stated they had inherited that zoning and therefore didn't know why the 4 districts. The commissioners suggested contacting professional sign makers in the area to get some input from them. Ms. Montenegro asked the commissioners to look at different communities and look at the sign ordinance and either e-mail her or bring them back to the next meeting. Commissioners suggested looking at Grand Blanc, Grand Blanc Township, Rockford, Houghton, Grandville, Holland, Grand Haven, and Traverse City.

COMMISSIONER/PUBLIC COMMENTS:

Ms. Montenegro invited all commissioners to a free seminar offered by ROWE Engineering. The seminar topics will cover - Signs, Wedding Barns, Changes to the Right to Farm Act, and Adaptive Reuse of Obsolete Buildings.

Chairman Wascher questioned how Cargill is coming along. Ms. Montenegro explained it is coming along. The Brownfield will be amended to pay for the infrastructure to go in at the site. There will be meeting with Doug Scott, from ROWE, and building official to start going over the building plan and hope to close on the property in May. They can't close until the Brownfield has been amended. The MEDC is looking at the numbers right now. Commissioner Fear questioned if they had a signed purchase agreement. Ms. Montenegro explained there will be an adjustment to the sale price because there is a small adjustment to the amount of property.

Vice Chair Weaver asked about the QDOBA property and when they are going to start on that. Ms. Montenegro said the DEQ has finished their review of the packet they were sent. They should be able to start within the next month or two. She said it is moving along but it is a slow process.

Ms. Montenegro encouraged the commissioners to stop in and meet the new Building Official, Keith Lussenden, with any questions or concerns they have for him.

Commissioner Fear questioned if the commission should be proactive and not reactive. She wanted to know if that is the way of commission. She questioned why all the houses were rezoned near the new Dollar General store except the one and why they didn't rezone this lone house left on the block. Ms. Montenegro cautioned you have to be careful about rezoning because if you rezone and the house would burn down then they could not rebuild because it wouldn't be zoned correctly.

ADJOURNMENT:

**MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER COLLISON TO
ADJOURN AT 8:12 P.M. UNTIL THE NEXT MEETING ON APRIL 25, 2016.**

YEAS ALL, MOTION CARRIED.

Janae Fear, Secretary

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MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
APRIL 6, 2016 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Vice-Chairman Bill Gilbert at 7:36 a.m.

ROLL CALL: Was taken by Recording Secretary, Bridget Cannon.

MEMBERS PRESENT: Vice-Chairman Bill Gilbert, Authority Members Kevin Wiles, Ken Cushman, Shar Haskins, Theresa Trecha, Jon Moore, (Mayor Ben Frederick 7:40 a.m.)

MEMBERS ABSENT: Chairman Dave Acton, and Authority Member Lance Omer.

OTHERS PRESENT: Josh Adams, Main Street Manager; Susan Montenegro, Assistant City Manager and Director of Community Development.

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE AGENDA FOR APRIL 6, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE MINUTES OF MARCH 4, 2016 AS PRESENTED.

ABSTAIN: BILL GILBERT (Not present at March, 2016 meeting)

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

COMMITTEE UPDATES:

1) DESIGN

BIKE RACKS:

The design committee had a successful meeting in March. As referenced in meeting notes, Baker College has agreed to help with this project. Josh Adams stated the design committee does have a plan for the placement of the bike racks, and will forward the plan to the DDA.

WAY-FINDING SIGNS:

Josh met with MDOT in March, and is hoping sign installation will be started by end of May. MDOT must approve the overall design of each of the signs, in addition to the placement of each sign. Insert design and breakaway pole adjustments are being made. Vice-Chairman Gilbert feels when the signs do go up,

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they will make Owosso proud and is excited to see the fruition of this plan that has been discussed for the last 2-3 years at the design committee meetings.

FLOWER PROGRAM:

The sponsorship program is under way. Main Street plaza will experience great landscaping change and updates. There is also a new irrigation plan for this area that will work more efficiently. Authority Member Wiles noted the Masons are planning a Fried Chicken and Waffle Brunch fundraiser on Sunday, April 24 from 10 a.m. – 2 p.m. All proceeds from this fundraiser will benefit the Downtown Flowers program.

2) ECONOMIC RESTRUCTURING

Josh Adams referred to the ER Committee Meeting notes, included in the packet. The committee is currently organizing an “Ask Owosso” team. 20-30 volunteers are needed to be recruited to field questions, and distribute informational materials to an assigned area in the downtown business district. The “Ask Owosso” team will be used as a communication tool.

3) ORGANIZATION

The Organization Committee is working with a specialist from Michigan Main Street. They are developing a program for the Design, ER and Promotion Committees that will create tools to seek out sponsorships. Josh Adams noted the Ugly Sweater Run that recently took place had 170 participants, while the Leprechaun Run had 100 runners.

4) PROMOTION

Update on the Promotion Committee Meeting & reference to the meeting notes included in the packet. Nick Pidek is in the process of gathering information and designing the downtown map, and will present concepts.

Business owners will soon have the opportunity to work with Jordan Sovis, Sovis Productions, to develop a two-minute video highlighting their business' story and background. The completed video will allow business owners to showcase their retail space on YouTube, social media, and later can be used as a television commercial. The price point being offered is \$500.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER FREDERICK AND SUPPORTED BY VICE-CHAIRMAN GILBERT TO APPROVE THE CHECK REGISTER FOR MARCH, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) BUDGET REPORT/BUDGET UPDATES

(SEE BOARD PACKET FOR BUDGET)

The board reviewed the Profit & Loss Budget vs. Actual. Josh Adams offered clarification for any board members that might need it, and offered to meet one-on-one with them to review.

3) FAÇADE GRANT UPDATES

Ms. Montenegro updated the board that the review and design stage for the initial applicants for the façade grant is under way. There are currently thirteen properties as applicants that are hoping to be approved for the first round of the program through MEDC. The applicants will have to go before the Owosso Historic District Commission for façade design approval, as well as the State Historic Preservation Office. These façade designs will be presented to both the HDC and the Building Department as a group. Authority Member Frederick hopes the designs being presented as a group will create a momentum that will allow them to move forward with ease.

4) WEBSITE IMPROVEMENTS

Josh Adams states there is a gap with the website improvements & website design, since Owosso Main Street has lost its volunteer secretary/member Alaina Kraus. Josh is suggesting a budget amount of \$2,000 for the year to hire the website design & improvements through a contractor. The website bid out will be presented as an agenda item at a future meeting.

5) UPCOMING STAKEHOLDER MEETING UPDATE

Josh Adams is looking forward to bringing more education and information to the business owners. There will be an informative meeting with property owners, Building Department of City of Owosso, and DDA Representative Josh Adams on Friday, April 15th @ 7:30 am, at Shiawassee Chamber of Commerce that will afford an opportunity for education on investing in your business and steps to take with re-development. Materials will be available for those not available to attend the meeting. Design Committee, ER Committee, "Ask Owosso" team can serve as catalysts for education.

PUBLIC COMMENTS: There were no public comments.

BOARD COMMENTS: Authority Member Frederick invited the board to the community Arbor Day Celebration on April 30, 2016, 10:00 a.m., at City Hall for the formal ceremony and first tree planting. Volunteers and the public are welcome to attend and participate in community planting and clean-up activities.

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO ADJOURN AT 8:29 A.M.

AYES: ALL. MOTION CARRIED.

David Acton, Chairman

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OWOSSO HISTORICAL COMMISSION
Regular meeting
Monday April 11, 2016
Curwood Castle

CALL TO ORDER: CHAIR ELAINE GREENWAY CALLED THE MEETING TO ORDER AT 7:04 P.M.

PRESENT: CHAIR ELAINE GREENWAY, VICE-CHAIR JENNIFER MAHONEY, COMMISSIONER ROBERT BROCKWAY, COMMISSIONER TRACEY PELTIER, COMMISSIONER JENELLE STEELE-ELKINS, COMMISSIONER DENNIS MAHONEY, COMMISSIONER CHRIS EVELETH, HISTORICAL FACILITIES DIRECTOR ROBERT DORAN.

ABSENT: COMMISSIONER NICK PIDEK

APPROVAL OF AGENDA: COMMISSIONER DENNIS MAHONEY MOTIONED TO ADD THE 2016/2017 OHC BUDGETS TO NEW BUSINESS. COMMISSIONER MAHONEY MADE THE MOTION TO ACCEPT THE AGENDA, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.

TREASURERS REPORT: COMMISSIONER CHRIS EVELETH MADE THE MOTION TO ACCEPT THE TREASURES REPORT, SECONDED BY COMMISSIONER DENNIS MAHONEY. AYES ALL, MOTION CARRIED.

APPROVAL OF MINUTES: COMMISSIONER CHRIS EVELETH MADE THE MOTION TO ACCEPT THE MARCH, 14 2016 MINUTES, SECONDED BY COMMISSIONER JENNIFER MAHONEY. AYES ALL, MOTION CARRIED.

CITIZENS COMMENTS: NONE

COMMUNICATIONS: Director Robert Doran stated that there was a packet of Curwood photographs – roughly 20-25 – received by the commission from a Curwood ancestor. Doran has been in contact with Janis Durham, a direct descendant of James Olive Curwood’s sister. She donated to the OHC a scrap book containing vintage family photos, many of Curwood.

DIRECTORS REPORT: DIRECTOR ROBERT DORAN DEFERRED DIRECTOR’S REPORT TO OLD AND NEW BUSINESS.

OLD BUSINESS: **VOLUNTEERS DATABASE:** Director Doran stated that a volunteer database is still needed in order for the O.H.C. to thrive. Chairwoman Greenway will work with several volunteers to maintain the gardening at the Paymaster Building.

CASTLE CONCERT SERIES: Director Doran distributed a financial report regarding the concerts. He stated that as of yet they have not yielded the revenue hoped. The commission questioned the advertising expenses; Mr. Doran noted that the commission approved \$500 for an advertising budget. The commission further discussed concert financials. Commissioner Eveleth stated he could contact a friend for a possible volunteer to save funds.

The Eventbrite page that Commissioner Pidek created - www.historicowosso.eventbrite.com – is still live and selling tickets for the remaining three concerts, which are: April 30: B Side Jeff Deason; May 21: Evening of Baroque Music – Harpsichord, Lute & Recorder

MADE ON OWOSSO EXHIBITION: Director Doran updated the Commission on the Made in Owosso exhibition. The commission viewed the research done by Doran for the exhibition. It was noted that the commission will be in charge of three locations; The Comstock Cabin, Curwood Castle, and the Paymaster Building. The Commission viewed conceptual plans of the exhibition. Director Doran thanked Piper Brewer for assisting in the tracking down of items. The Commission congratulated Doran the volumes of work he has done for the exhibition.

Doran handed out the preliminary budget for the exhibition. He further discussed other fundraising possibilities and asks that have been made for funds. He also discussed possibilities for expenditures for funds raised.

MOTION WAS MADE BY COMMISSIONER BROCKWAY, 2ND COMMISSIONER ELKINS TO APPROVE LIGHT FIXTURES FOR THE COMSTOCK CABIN. AYES: ALL.

MOTION WAS MADE BY T. PELTIER TO APPROVE PROPOSAL FROM LUDINGTON ELECTRIC IN THE AMOUNT OF \$2,400, 2ND J. MAHONEY. AYES: ALL

MOTION TO PAY FOR LIGHT FIXTURES IN PAYMASTER BUILDING IN THE AMOUNT OF \$500 MADE BY ELKINS, 2ND D. MAHONEY. AYES: ALL

CURWOOD CABIN: UPDATE: Director Doran distributed proposed plans for the permanent foundation for the cabin. There was discussion amongst Doran and the commission regarding the proposed. Doran is still working with H2A regarding the drawings and any potential concerns on the viability of the plans.

Doran distributed the invoice for the preliminary drawings. There was discussion amongst the Commission and Mr. Doran regarding the invoice and options for payment thereof.

MOTION MADE TO PAY HALF OF THE H2A INVOICE IN FULL BY COMMISSIONER EVELETH, 2ND ELKINS. AYES: ALL

OIL PAINTINGS IN THE CASTLE UPDATE: Director Doran distributed the estimates for all paintings being conserved in Curwood Castle. The estimated cost from the conservator for restoring and cleaning the paintings is between \$30,000 and \$40,000 dollars. Doran further discussed the associated costs and possibilities for coverage of these costs. He stated that the cleaning and repair of said paintings will add great value to the works of art. Mr. Doran stated that the repair is an investment in the historical equity of the Castle and the Community.

2016 HOME TOUR: Mr. Doran distributed a handout displaying a list of possible homes for the 2016 Home Tour.

Doran distributed the home tour rack card and stated that it will discuss both the 2016 Home Tour and the Made in Owosso exhibition.

Chairwoman Greenway distributed the 2016 Michigan Festivals & Events Association schedule of festivals. She stated that OHC should consider appearing on the 2017 calendar. Commissioner J. Mahoney stated she had concerns with the cost of appearing in the publication. There was consensus among commission members after discussion that appearance in said publication would be cost prohibitive.

Doran further discussed the advertising budget for Made in Owosso and the 2016 Home Tour. He discussed sponsorship ideas with regard to local realtors sponsoring homes and providing volunteer docents. It was noted that it would be made clear that any homes sponsored by local real estate agents are not for sale. There was discussion amongst the OHC regarding the viability and implementation of the plan.

NEW BUSINESS:

COMMITTEE REPORTS:

MERCHANDISING – COMMISSIONER PELTIER: Peltier discussed her plan, work done, and future work to be done regarding the sale of merchandise thereby raising funds for the OHC. She further discussed plans for the upcoming Moonlight Market.

(COMMISSIONER PELTIER EXITED THE MEETING AT 8:16 pm)

EDUCATION – COMMISSIONER STEELE-ELKINS: Commissioner Steele-Elkins shared an education committee report which outlined committee goals and projects. She provided committee ideas for gaining exposure to Owosso Public School students to Owosso's historical assets as well as local history. Director Doran stated that there may be a prior commitment by the OHC regarding a local vendor with regard to one idea listed.

VOLUNTEERS - CHAIRWOMAN GREENWAY: Greenway stated that she is working on the volunteer database. There was discussion regarding various activities on the 3rd floor of Curwood Castle and displays being moved between the Castle and the Gould House.

FUNDRAISING - COMMISSIONER D. MAHONEY: D. Mahoney stated there was not yet a report.

FACILITIES & GARDENS – COMMISSIONERS BROCKWAY, EBERT AND J. MAHONEY: There was discussion defining the scope and responsibility of the Facilities & Gardens Committee. No report was given.

EXHIBITIONS, AQUISITIONS AND EVENTS – DIRECTOR ROBERT DORAN: See above old and new business for report on exhibitions, acquisitions and events: Made in Owosso, Curwood Cabin, 2016 Home Tour, etc.

MARKETING, SOCIAL MEDIA & PR – COMMISSIONER PIDEK: Pidek was absent, no report given.

CASTLE PARK GRANT: Director Doran distributed a map of the Curwood Castle Park renovation project. He updated the OHC on the repairs, additions, and renovations to the aforementioned park.

2016-17 OHC BUDGET: Director Doran distributed the city's version of the OHC Budget for 2016-17. Doran provided explanation for revenues and expenditures, and noted that little has changed.

CITIZEN COMMENTS:

NONE

ADJOURN:

COMMISSIONER CHRIS EVELETH MADE THE MOTION TO ADJOURN AT 8:44 P.M., SUPPORTED BY COMMISSIONER DENNIS MAHONEY. AYES ALL, MOTION CARRIED

Robert Doran, Historical Facilities Director