

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, AUGUST 21, 2017
7:30 P.M.**

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

AGENDA

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF AUGUST 7, 2017:

ADDRESSING THE CITY COUNCIL

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

1. Special Assessment District No. 2017-03. Conduct a public hearing to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2017-03 for Stewart Street, from Chestnut Street to Chipman Street for resurfacing.
2. Special Assessment District No. 2017-04. Conduct a public hearing to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2017-04 for Chipman Street, from South Street to Stewart Street for resurfacing.
3. Special Assessment District No. 2017-06. Conduct a public hearing to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2017-06 for Chipman Street, from Oliver Street to King Street for resurfacing.
4. Special Assessment District No. 2017-07. Conduct a public hearing to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2017-07 for Chipman Street, from Willow Springs Drive to Harding Avenue for resurfacing.
5. Special Assessment District No. 2017-09. Conduct a public hearing to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2017-09 for Chestnut Street, from South Street to Stewart Street for resurfacing.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

CONSENT AGENDA

1. First Reading & Set Public Hearing – Ordinance Amendment – Downtown/Westown Parking. Conduct first reading and set a public hearing for Tuesday, September 5, 2017 to receive citizen comment regarding the proposal to amend Chapter 38, Zoning, Article XVII, General Provisions, Section 38-380, Off-street parking requirements, Subsections (2) & (11) to allow downtown and Westown residents to park in any public parking lot with a parking tag.
2. Cantu 5K Walk/Run Permission. Approve application of Shelly Ochodnicki for the partial closure of various streets on Sunday, August 27, 2016 from 7:00am - 12:00pm for the Cantu 5K Walk & Run, waive the insurance requirement, and authorize Traffic Control Order No. 1377 formalizing permission.
3. Vintage Motorcycle Days Permission. Approve the request from Owosso Main Street for the closure of Washington Street from Exchange to Williams, Exchange Street from Washington to Park, and Washington Street from Mason to Williams (in case of overflow only) for the Vintage Motorcycle Days event on Saturday, August 26, 2017 from 5:00 am to 5:00 pm, waive the insurance requirement, and authorize Traffic Control Order No. 1378 formalizing the action.
4. Contract Amendment No. 5 – Clarifier Engineering. Approve Amendment No. 5 to the Professional Services Agreement with c2ae adding \$1,500.00 for additional engineering services related to the replacement of the trough, baffle, and weirs at the wastewater treatment plant, and further approve payment up to the amount of Amendment No. 5.
5. Addendum No. 2 – Sanitary Sewer Cleaning Services Contract. Authorize Addendum No. 2 to the Contract for Service with Safeway Transport, Inc. for sanitary sewer cleaning services requesting additional cleaning, televising, and PACP coding services in the amount of \$30,000.00, and further authorize payment to the contractor upon satisfactory completion of the additional work or portion thereof.
6. Purchase Authorization — Road Salt. Waive competitive bidding requirements, authorize purchase order with The Detroit Salt Company, LLC, via State of Michigan Contract No. 071B1300339, for early delivery of 200 tons of road salt, plus an additional quantity of 1,400 tons at \$34.42/ton and a contingency of 200 tons at \$34.42/ton, and further authorize payment up to \$61,956.00 upon satisfactory receipt of the product.
7. Bid Award – Curwood Castle Park Renovations. Approve bid award to Sumbera Excavating, Inc. for the Curwood Castle Park Renovations bid in the amount of \$76,305.00 and authorize payment to the contractor upon satisfactory completion of the work or a portion thereof.
8. Warrant No. 548. Authorize Warrant No. 548 as follows:

Vendor	Description	Fund	Amount
Safebuilt Inc	Building department services- June 2017	General	\$10,506.67
Safebuilt Inc	Building department services- July 2017	General	\$10,546.67
B S & A Software	Annual service and support for ten modules-8/1/17-8/1/18	Various	\$11,814.00

ITEMS OF BUSINESS

1. SEDP Contribution. Consider a resolution appropriating the SEDP contribution for the 2017-18 fiscal year. (Documentation for this item will be presented at the meeting.)
2. Set Medical Marijuana Workshops. Set dates for workshops to determine the future of medical marijuana in the City.
3. Closed Session. Consider holding closed session after the last session of Citizen Comments and Questions for the purpose of consulting with an attorney regarding trial or settlement strategy in connection with specific pending litigation.

COMMUNICATIONS

1. N. Bradley Hissong, Building Official. July 2017 Building Department Report.
2. N. Bradley Hissong Building Official. July 2017 Code Violations Report.
3. Kevin D. Lenkart, Public Safety Director. July 2017 Police Report.
4. Kevin D. Lenkart, Public Safety Director. July 2017 Fire Report.
5. Downtown Development Authority/Main Street. Minutes of August 2, 2017.
6. Planning Commission. Minutes of July 24, 2017.
7. Parks & Recreation Commission. Minutes of July 25, 2017.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Saturday, August 26, 2017, 8:00am - Special Meeting
Tuesday, September 5, 2017, 7:30pm – Regular Meeting

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2019
Brownfield Redevelopment Authority/LDFA – term expires June 30, 2018
Brownfield Redevelopment Authority/LDFA – term expires June 30, 2020
Building Board of Appeals - term expires June 30, 2019
Building Board of Appeals – Alternate - term expires June 30, 2018
Historical Commission – term expires December 31, 2019

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
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF AUGUST 7, 2017
7:30 P.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: PAULA TEMPLE

PLEDGE OF ALLEGIANCE: BAKER COLLEGE NURSING STUDENTS JESSICA AND OLIVIA

PRESENT: Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmembers Loreen F. Bailey, Burton D. Fox, Elaine M. Greenway, Daniel A. Law, and Robert J. Teich, Jr.

ABSENT: Councilmember Daniel A. Law.

APPROVE AGENDA

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

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF JULY 17, 2017

Motion by Councilmember Fox to approve the Minutes of the Regular Meeting of July 17, 2017 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

Paula Temple, 533 Ament Street offered a public apology to Mayor Eveleth regarding her Letter to the Editor on the adoption of the Alcoholic Liquor Ordinance. Mayor Eveleth accepted. Ms. Temple stated she will begin a petition against this ordinance and will also write a Letter to the Editor publicly apologizing to Mayor Eveleth.

CITY MANAGER REPORT

City Manager Don Crawford presented the latest updates in regards to ongoing projects. Additional information was presented on the LED feasibility study with the payback occurring in less than 2 years and would reduce the monthly bills by \$1,000.

Osborn Lakes was discussed and the possibility of combining lots. This would require a change to the master deed. Councilmember Fox asked how many vacant lots are for sale. Assistant City Manager Susan Montenegro will check into this. Councilmember Fox expressed wanting to sell these lots for lesser dollars to get rid of and start collecting property taxes. Time to start closing Osborn Lakes and combining lots is ok. Councilmember Fox would like this as an action item at the September meeting. Attorney William Brown will look into amending the master deed.

City Manager Don Crawford stated the Strategic Planning Session will be held at D'mar Banquet Center for Department Heads and Council.

Councilmember Fox updated the Oak Hill Cemetery project. He met with the manager at ADS for some possible piping. Baker College has offered volunteer help and the Sheriff's office can get help to clean out the current ditch.

CONSENT AGENDA

Motion by Councilmember Bailey to approve the Consent Agenda as follows:

Special Assessment District No. 2017-03 – Resolution No. 4. Authorize Resolution No. 4 setting a public hearing for Monday, August 21, 2017 to receive citizen comment regarding Special Assessment District No. 2017-03 for Stewart Street, from Chestnut Street to Chipman Street for resurfacing as follows:

RESOLUTION NO. 111-2017

SETTING A PUBLIC HEARING TO RECEIVE COMMENT REGARDING SPECIAL ASSESSMENT DISTRICT NO. 2017-03 STEWART STREET, FROM CHESTNUT STREET TO CHIPMAN STREET

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 7:30 o'clock p.m., on Monday, August 21, 2017 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in the *Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
4. The notice of said hearing to be published and mailed shall be in substantially the following form:

NOTICE OF HEARING TO REVIEW SPECIAL ASSESSMENT ROLL

CITY OF OWOSSO, COUNTY OF SHIAWASSEE, MICHIGAN

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

Stewart Street, Public Street, from Chestnut Street to Chipman Street

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

Street Resurfacing

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

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on August 21, 2017 for the purpose of reviewing said special assessment roll and for the purpose of considering all objections to said roll submitted in writing.

Special Assessment District No. 2017-04 – Resolution No. 4. Authorize Resolution No. 4 setting a public hearing for Monday, August 21, 2017 to receive citizen comment regarding Special Assessment District No. 2017-04 for Chipman Street, from South Street to Stewart Street for resurfacing as detailed below:

RESOLUTION NO. 112-2017

**SETTING A PUBLIC HEARING
TO RECEIVE COMMENT REGARDING
SPECIAL ASSESSMENT DISTRICT NO. 2017-04
CHIPMAN STREET, FROM SOUTH STREET TO STEWART STREET**

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 7:30 o'clock p.m., on Monday, August 21, 2017 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.

3. The City Clerk is directed to publish the notice of said hearings once in the *Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
4. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF HEARING
TO REVIEW SPECIAL ASSESSMENT ROLL
CITY OF OWOSSO, COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

Chipman Street, Public Street, from South Street to Stewart Street

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

Street Resurfacing

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

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on August 21, 2017 for the purpose of reviewing said special assessment roll and for the purpose of considering all objections to said roll submitted in writing.

Special Assessment District No. 2017-06 – Resolution No. 4. Authorize Resolution No. 4 setting a public hearing for Monday, August 21, 2017 to receive citizen comment regarding Special Assessment District No. 2017-06 for Chipman Street, from Oliver Street to King Street for resurfacing as follows:

RESOLUTION NO. 113-2017

**SETTING A PUBLIC HEARING
TO RECEIVE COMMENT REGARDING
SPECIAL ASSESSMENT DISTRICT NO. 2017-06
CHIPMAN STREET, FROM OLIVER STREET TO KING STREET**

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 7:30 o'clock p.m., on Monday, August 21, 2017 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in the *Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
4. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF HEARING
TO REVIEW SPECIAL ASSESSMENT ROLL
CITY OF OWOSSO, COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

Chipman Street, Public Street, from Oliver Street to King Street

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

Street Resurfacing

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

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on August 21, 2017 for the purpose of reviewing said special assessment roll and for the purpose of considering all objections to said roll submitted in writing.

Special Assessment District No. 2017-07 – Resolution No. 4. Authorize Resolution No. 4 setting a public hearing for Monday, August 21, 2017 to receive citizen comment regarding Special Assessment District No. 2017-07 for Chipman Street, from Willow Springs Drive to Harding Avenue for resurfacing as detailed:

RESOLUTION NO. 114-2017

**SETTING A PUBLIC HEARING
TO RECEIVE COMMENT REGARDING
SPECIAL ASSESSMENT DISTRICT NO. 2017-07
N. CHIPMAN STREET, FROM WILLOW SPRINGS DRIVE TO HARDING AVENUE**

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 7:30 o'clock p.m., on Monday, August 21, 2017 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in the *Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
4. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF HEARING
TO REVIEW SPECIAL ASSESSMENT ROLL
CITY OF OWOSSO, COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

N. Chipman Street, Public Street, from Willow Springs Drive to Harding Avenue

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

Street Resurfacing

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

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on August 21, 2017 for the purpose of reviewing said special assessment roll and for the purpose of considering all objections to said roll submitted in writing.

Special Assessment District No. 2017-09 – Resolution No. 4. Authorize Resolution No. 4 setting a public hearing for Monday, August 21, 2017 to receive citizen comment regarding Special Assessment District No. 2017-09 for Chestnut Street, from South Street to Stewart Street for resurfacing as shown below:

RESOLUTION NO. 115-2017

**SETTING A PUBLIC HEARING
TO RECEIVE COMMENT REGARDING
SPECIAL ASSESSMENT DISTRICT NO. 2017-08
CHESTNUT STREET, FROM SOUTH STREET TO STEWART STREET**

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 7:30 o'clock p.m., on Monday, August 21, 2017 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in the *Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
4. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF HEARING
TO REVIEW SPECIAL ASSESSMENT ROLL
CITY OF OWOSSO, COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

Chestnut Street, Public Street, from South Street to Stewart Street

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

Street Resurfacing

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

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on August 21, 2017 for the purpose of reviewing said special assessment roll and for the purpose of considering all objections to said roll submitted in writing.

Gilbert Street Block Party Permission. Consider authorization of the application of Jaimi Redmond, on behalf of the Gilbert Street block party group, for use of Gilbert Street from Oliver Street to Queen Street on August 26, 2017 from 2:00 p.m. to 11:00 p.m. for a block party, waive the insurance requirement, and approve Traffic Control Order No. 1374 formalizing the action.

Owosso Bike Fest Permission. Approve application of Rick Morris on behalf of the Westtown Corridor Improvement Authority for use of the parking lot and alley on the north side of the 800 block of West Main Street (Lot# 11) from 8:00am to 3:00pm on Sunday, August 13, 2017 for an antique bike show, waive the insurance requirement, and authorize Traffic Control Order No. 1375 formalizing the request.

Lebowsky Center Parking Reservation Permission. Approve application of the Owosso Community Players for use of the two parking spaces on Main Street in front of their building to serve as a drop off zone before, after, and during performances to be held September 8, 2017 – April 29, 2018, waive the insurance requirement, and authorize Traffic Control Order No. 1376 formalizing the request.

Professional Services Agreement Addendum No. 6 – Professional Engineering Services Contract with Orchard Hiltz & McCliment. Approve Addendum No. 6 to the Professional Engineering Services Contract with Orchard, Hiltz & McCliment, Inc. to include GIS database maintenance services for water distribution, sanitary sewer, and storm sewer mapping systems in the amount of \$666,355.00 as follows:

RESOLUTION NO. 116-2017

AUTHORIZING THE EXECUTION OF ADDENDUM NO. 6 TO AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS

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

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

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

FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to expand the contract approved by Resolution 26-2015 on April 6, 2015

with Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors to include additional services for ongoing GIS database mapping and maintenance services.

SECOND: The accounts payable department is authorized to submit payment to OHM Advisors for professional services, up to and including addendum No. 6, in an amount not to exceed \$666,355 for engineering services.

THIRD: The above expenses shall be paid from water funds, sewer funds, and street funds.

Change Order Nos. 1 & 2 – Cargill/Sonoco Road & Watermain Construction Contract. Approve Change Order Nos. 1 & 2 to the Cargill/Sonoco Road & Watermain Construction Contract for additional labor and materials due to changes in field conditions in the amount of \$202,728.59, and further approve payment to the contractor up to \$1,824,039.66 as detailed:

RESOLUTION NO. 117-2017

AUTHORIZING THE APPROVAL OF CHANGE ORDERS # 1 AND #2 FOR CARGILL ACCESS ROAD PROJECT WITH CRAWFORD CONTRACTING, INC.

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has approved a contract with Crawford Contracting, Inc. on September 19, 2017 in the amount of \$1,621,311.07 ; and

WHEREAS, additional materials and labor were required to complete the project pursuant to Change Order #1 in the amount of \$15,686.30 and Change Order #2 in the amount of \$187,042.29; with total change amount as \$202,728.59.

WHEREAS, the work is necessary to complete the project in accordance with agreements between the city of Owosso, MDEC, MDEQ, and other interested parties related to the project.

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 amend the contract with Crawford Contracting, Inc. in the amount of \$202,728.59, increasing the original contract from \$1,621,311.07 to \$1,824,039.66.

SECOND: The mayor and city clerk are instructed and authorized to sign Change Orders #1 and #2 between the City of Owosso and Crawford Contracting, Inc.

THIRD: The above expenses shall be paid from the General Appropriations General Appropriations Account No. 288-901-974.200 (\$94,698.79) and Water Fund Account Fund Account No. 288-901-972.000 (\$108,029.80).

FOURTH: The Accounts Payable Department is authorized to pay Crawford Contracting for additional work provided, up to the revised contract price of \$1,824,039.66.

Contract Extension – Auditing Services. Authorize a one year extension of the Professional Services Agreement with Rehmann Robson, PLLC for the provision of Financial Audit Services at a cost not to exceed \$23,300.00, and further authorize payment up to the extension amount upon successful completion of the audit as follows:

RESOLUTION NO. 118-2017

**RESOLUTION AUTHORIZING THE EXECUTION OF A LETTER OF ENGAGEMENT WITH
REHMANN ROBSON, CERTIFIED PUBLIC ACCOUNTANTS,
TO AUDIT FISCAL YEAR ENDING JUNE 30, 2017**

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

WHEREAS, obtaining certified public accountants to prepare the audit of the financial statements is necessary and it is hereby determined that Rehmann Robson, PLLC, are qualified to provide such services;

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

- FIRST: that the city of Owosso has heretofore determined that engaging Rehmann Robson, PLLC, certified public accountants, is advisable and necessary, to conduct and prepare an audit of the basic financial statements for the city of Owosso, Michigan;
- SECOND: that the letter of engagement between the city of Owosso and Rehmann Robson, attached as Exhibit A for a cost not to exceed \$23,300 is hereby approved; and
- THIRD: that the city manager of the city of Owosso is hereby instructed and authorized to sign the document attached as Exhibit A for the city of Owosso.
- FOURTH: Payment of \$23,300 is hereby approved per the schedule below from the various funds being audited;

September 30, 2017	\$ 7,000
October 15, 2017	11,300
October 31, 2017	5,000

Bid Award – Fire Truck. Accept the sole bid of HME, Inc. for one 2017 (1) HME Ahrens-Fox MiniEvo Mini Pumper on a Ford F550 Four Door Cab & Chassis from HME, Inc. in the amount of \$210,959.00 and authorize payment to the vendor at time of delivery, but not before July 1, 2018, through equipment financing or general appropriation as detailed below:

RESOLUTION NO. 119-2017

**AUTHORIZING THE PREPARATION AND EXECUTION OF A CONTRACT WITH
HME INCORPORATED
FOR ONE 2017 FORD F550 HME-AHRENS MINIEVO PUMPER**

WHEREAS, the City of Owosso, Shiawassee County, Michigan operates a fire department requiring the use of fire vehicles; and

WHEREAS, the replacement schedule calls for the replacement of one unit in 2018; and

WHEREAS, the City of Owosso sought and received one bid on June 18, 2017 for a Ford F550 Mini Pumper; and

WHEREAS, the bid has been analyzed to determine it is a responsible and responsive bid that is in the city's best interest.

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 purchasing one 2017 (1) HME Ahrens-Fox MiniEvo Mini Pumper on a Ford F550 Four Door Cab & Chassis from HME Incorporated, and it is advisable, necessary and in the public interest for \$210,959.00.
- SECOND: The city manager and the city attorney shall prepare the contract for purchase for which the mayor and city clerk are instructed and authorized to sign.
- THIRD: The above expense was budgeted for the 2017-2018 and 2018-2019 fiscal years and shall be paid from the Fire Division Equipment fund 101-335-978.000 through equipment financing or general appropriation at time of delivery, but not before July 1, 2018 in the amount of \$210,959.00.

Warrant No. 547. Authorize Warrant No. 547 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal Risk Management Authority	Building and property insurance-2 nd installment	Various	\$134,818.50

Check Register – July 2017.* Affirm check disbursements totaling \$2,224,020.07 for July 2017.

Motion supported by Councilmember Greenway.

Roll Call Vote.

AYES: Councilmembers Teich, Greenway, Bailey, Mayor Pro-Tem Osika, Councilmember Fox and Mayor Eveleth

NAYS: NONE.

ABSENT: Council Member Law.

ITEMS OF BUSINESS

MML Delegate

Motion by Councilmember Fox to designate Assistant City Manager Susan K. Montenegro as the City Representative to cast the vote of municipality at the Michigan Municipal League annual business meeting on September 13, 2017.

Motion supported by Councilmember Fox.

Roll Call Vote.

AYES: Mayor Pro-Tem Osika, Councilmembers Teich, Bailey, Fox, Greenway and Mayor Eveleth.

NAYS: NONE

ABSENT: Councilmember Law.

Bid Award – Street Program

Motion by Councilmember Bailey to approve the low bid of Malley Construction, Inc. for the 2017 Street Program in the amount of \$2,887,363.25, and further approve payment up to the contract amount upon satisfactory completion of the work or portion thereof as follows:

RESOLUTION NO. 120-2017

**AUTHORIZING THE EXECUTION OF A CONTRACT WITH
MALLEY CONSTRUCTION, INC FOR
THE 2017 STREET RESURFACING PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that it is in the best interest of the public to replace water main, and perform pavement improvements along portions of S. Chestnut Street, N. Chipman Street, S. Chipman Street, and Stewart Street as set forth in the contract documents; and

WHEREAS, the city has sufficient funds to perform said improvements from its water funds, sewer funds, and 2016 Unlimited Obligation Bond Proceeds funds to facilitate undertaking of the project; and

WHEREAS, the city of Owosso sought bids for the 2017 Street Resurfacing Program and a bid was received from Malley Construction, Inc. and it is hereby determined that Malley Construction, Inc. 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 Malley Construction, Inc. for the 2017 Street Resurfacing Program.

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 Malley Construction, Inc. in the amount of \$2,887,383.25.

THIRD: The accounts payable department is authorized to pay Malley Construction, Inc. for work satisfactorily completed on the project up to the bid amount of \$2,887,383.25.

FOURTH: The above expenses shall be paid from the 2016 Unlimited Obligation Bond Proceeds (\$1,776,539.25), and City Water Fund 591-901-972.000 (\$1,110,844.00).

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

AYES: Councilmembers Fox, Greenway, Bailey, Mayor Pro-Tem Osika, Councilmember Teich and Mayor Eveleth.

NAYS: NONE.

ABSENT: Councilmember Law.

City Manager Evaluation

City Manager Don Crawford requested a Closed Session to conduct the periodic evaluation of his performance.

CITIZEN COMMENTS AND QUESTIONS

Larry Sullivan, 446 Abbott Street, asked why the meters are being replaced. He is scheduled for February and does not appreciate it being in the cold month and the installers would be tracking into his house. He then asked about traffic control on Summit Street especially after school. He wants to see an officer on patrol there.

Eddie Urban, 601 Glenwood Avenue, asked what is Owosso doing in real estate and agrees with Councilmember Fox to take 75% of the value of lots to get them sold.

Utilities Director Glenn Chinavare responded to Mr. Sullivan on the meter project. Mr. Chinavare explained that the current meters are out of date and do not get accurate usage reads. The entire meter reading system is overdue for an upgrade. In regard to scheduling, this is only an estimate at this time and it is possible that the installers will get ahead on the schedules.

Mayor Eveleth adjourned the regular meeting at 8:15 p.m. for a 5 minute break and then council will proceed to Closed Session in the conference room.

CLOSED SESSION WAS HELD FROM 8:20 P.M. UNTIL 9:08 P.M.

COMMUNICATIONS

S. Gale, Board of Review. Letter of Resignation.
Downtown Development Authority/Main Street. Minutes of July 12, 2017.
Downtown Historic District Commission. Minutes of July 12, 2017.

NEXT MEETING

Monday, August 21, 2017

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2019
Brownfield Redevelopment Authority/LDFA – term expires June 30, 2018
Brownfield Redevelopment Authority/LDFA – term expires June 30, 2020
Building Board of Appeals - term expires June 30, 2019
Building Board of Appeals – Alternate - term expires June 30, 2018
Historical Commission – term expires December 31, 2019

ADJOURNMENT

Motion by Councilmember Teich for adjournment at 9:09 p.m.

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

Christopher T. Eveleth, Mayor

Tanya S. Buckelew, Recording Secretary



MEMORANDUM

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

DATE: August 16, 2017

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services

SUBJECT: Resolution No. 5 for W. Stewart Street Resurfacing; Special Assessment Roll

RECOMMENDATION:

Approval of Resolution No. 5 which documents the public hearing, finalizes the special assessment roll, and sets the terms of payment.

BACKGROUND:

The public hearing for the subject project will be held on August 21, 2017 and the Special Assessment process is at Step Five as follows:

Step Five/Resolution No. 5 documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if it is felt all the assessments are fair and equitable the resolution may be passed as written.

Tonight the council will be considering Resolution No. 5 for the proposed district as a part of the Consent Agenda. Staff recommends authorization of Resolution No. 5 for the following public improvement:

Special Assessment District No. 2017-03
W. Stewart Street, Public Street, from Chestnut Street to Chipman Street

Attachment/s: W. Stewart Street Resolution No. 5

Special Assessment District No. 2017-03 W. Stewart Street from S. Chestnut St. to S. Chipman St.

RESOLUTION NO.

**DISTRICT NO. 2017-03
W. STEWART STREET FROM S. CHESTNUT STREET TO S. CHIPMAN 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: West Stewart Street, from S. Chestnut Street to S. Chipman 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 \$154,550.12 is hereby confirmed and shall be known as Special Assessment Roll No. 2017-03.
2. Said special assessment roll shall be divided into five installments, the first of which shall be due and payable on December 1, 2017, 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, 2017.
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, 2017 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.

Address No.	Street	Roll Number	Front Footage	Corner Lot Discount	Assessable Front Feet	Front Foot Rate	Amount of Assessment
720	Chipman	113-008-00	132	0.75	99.00	\$45.17	\$4,471.83
715	Martin	113-008-00	15	0.75	11.25	\$38.27	\$430.54
	Stewart	113-008-00	+/- 101.25	1	101.25	\$45.17	\$4,573.46
1206	Stewart	113-008-03	111	1	111.00	\$45.17	\$5,013.87
	Stewart	113-008-03	12	1	12.00	\$45.17	\$542.04
1310	Stewart	113-009-00	66	1	66.00	\$38.27	\$2,525.82
1318	Stewart	113-009-00	72	0.75	54.00	\$38.27	\$2,066.58
1314	Stewart	113-009-00	60	1	60.00	\$38.27	\$2,296.20
1306	Stewart	113-009-00	123.75	0.75	92.81	\$38.27	\$3,551.93
1402	Stewart	113-010-00	99	1	99.00	\$38.27	\$3,788.73
1408	Stewart	113-010-00	49.5	1	49.50	\$38.27	\$1,894.37
1410	Stewart	113-010-00	49.5	1	49.50	\$38.27	\$1,894.37
715	Ash	113-010-00	132	0.75	99.00	\$38.27	\$3,788.73
		130-000-00	29	0.75	21.75	\$38.27	\$832.37
795	Coverntry	130-000-02	75.01	0.75	56.26	\$38.27	\$2,152.97
775	Chestnut	546-000-02	341.53	0.75	256.15	\$38.27	\$9,802.76
1740	Stewart	546-000-04	94	1	94.00	\$38.27	\$3,597.38
1716	Stewart	546-000-04	94	1	94.00	\$38.27	\$3,597.38
1510	Stewart	570-000-00	66.5	1	66.50	\$38.27	\$2,544.96
1514	Stewart	570-000-00	66	0.75	49.50	\$38.27	\$1,894.37
1600	Stewart	570-000-01	54	0.75	40.50	\$38.27	\$1,549.94
1604	Stewart	570-000-01	54	1	54.00	\$38.27	\$2,066.58
1608	Stewart	570-000-01	54	1	54.00	\$38.27	\$2,066.58
1612	Stewart	570-000-01	54	1	54.00	\$38.27	\$2,066.58
1616	Stewart	570-000-01	54	0.75	40.50	\$38.27	\$1,549.94
716	Nafus	570-000-02	94.91	0.75	71.18	\$38.27	\$2,724.15
1700	Stewart		67.5	0.75	50.63	\$38.27	\$1,937.42
1704	Stewart	570-000-02	67.5	0.75	50.63	\$38.27	\$1,937.42
800	Chipman	602-001-00	115.5	0.75	86.63	\$38.27	\$3,315.14
1225	Stewart	602-001-01	87.8	0.75	65.85	\$45.17	\$2,974.44
1225	Stewart	602-002-00	44	0.75	33.00	\$45.17	\$1,490.61
1315	Stewart	602-002-00	154.96	1	154.96	\$38.27	\$5,930.32
1313	Stewart	602-002-00	80	1	80.00	\$45.17	\$3,613.60
1319	Stewart	602-002-00	66	1	66.00	\$38.27	\$2,525.82
1325	Stewart	602-002-01	78.5	1	78.50	\$38.27	\$3,004.20
1329	Stewart	602-002-01	70	0.75	52.50	\$38.27	\$2,009.18
	Stewart	602-002-01	+/- 120.45	1	120.45	\$45.17	\$5,440.73
802	Wilkinson	602-003-00	132	0.75	99.00	\$38.27	\$3,788.73
1405	Stewart	602-003-00	66	1	66.00	\$38.27	\$2,525.82
1419	Stewart	602-003-00	66	0.75	49.50	\$38.27	\$1,894.37
1501	Stewart	602-004-00	66	0.75	49.50	\$38.27	\$1,894.37
1511	Stewart	602-004-00	74.25	1	74.25	\$38.27	\$2,841.55
1517	Stewart	602-004-00	74.25	1	74.25	\$38.27	\$2,841.55
1523	Stewart	602-004-00	66	0.75	49.50	\$38.27	\$1,894.37
1603	Stewart	602-005-00	66	0.75	49.50	\$38.27	\$1,894.37
1605	Stewart	602-005-00	74.25	1	74.25	\$38.27	\$2,841.55
1623	Stewart	602-005-00	74.25	1	74.25	\$38.27	\$2,841.55
1625	Stewart	602-005-00	66	0.75	49.50	\$38.27	\$1,894.37
1701	Stewart	602-006-00	66	0.75	49.50	\$38.27	\$1,894.37

Address No.	Street	Roll Number	Front Footage	Corner Lot Discount	Assessable Front Feet	Front Foot Rate	Amount of Assessment
1705	Stewart	602-006-00	74.25	1	74.25	\$38.27	\$2,841.55
1709	Stewart	602-006-00	74.25	1	74.25	\$38.27	\$2,841.55
1711	Stewart	602-006-00	66	0.75	49.50	\$38.27	\$1,894.37
1813	Stewart	602-007-00	107.5	1	107.50	\$38.27	\$4,114.03
1817	Stewart	602-007-00	107	0.75	80.25	\$38.27	\$3,071.17
1803	Stewart	602-007-00	114.18	0.75	85.64	\$38.27	\$3,277.25
			2130.94		1968.27		\$154,550.12

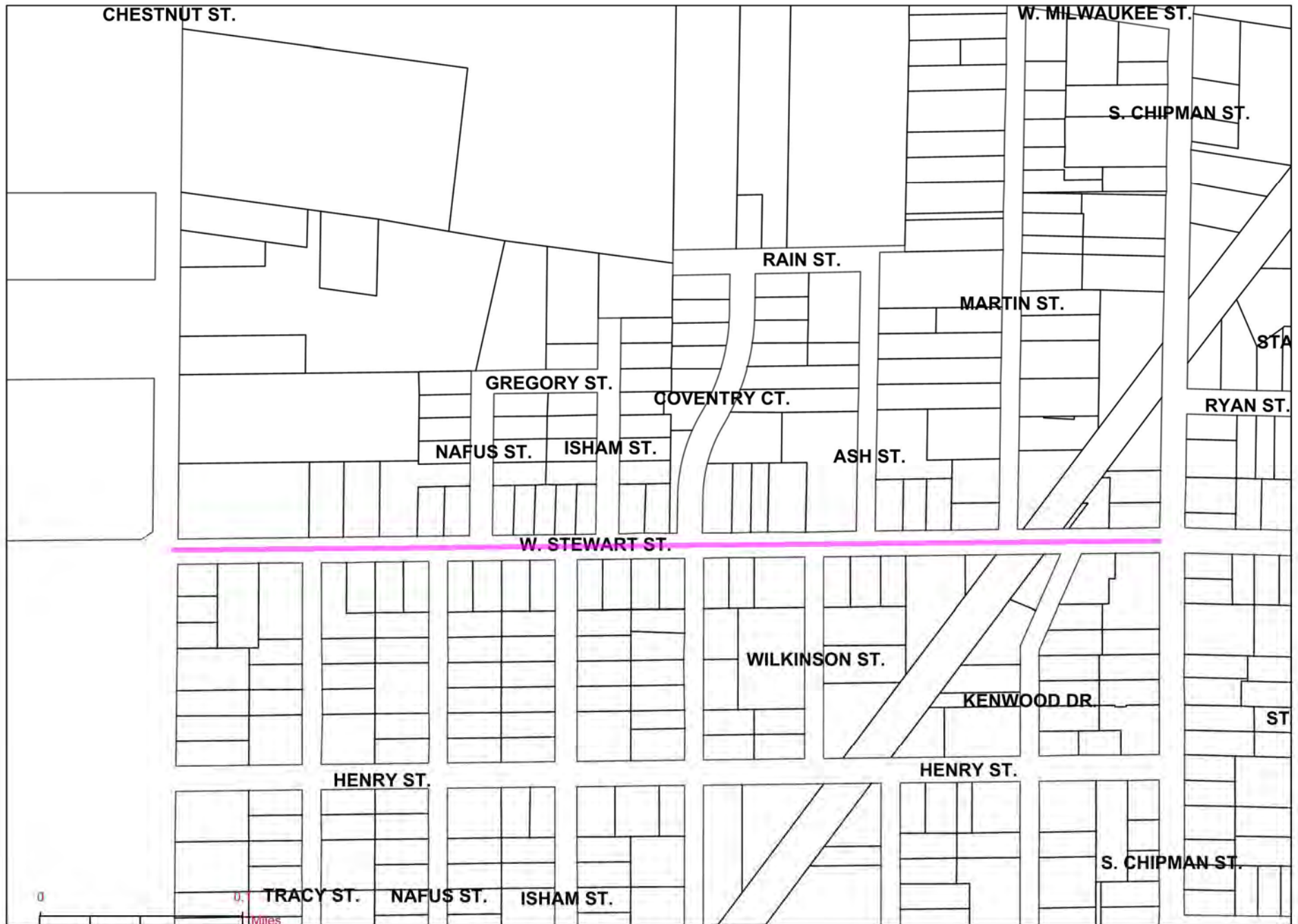
STEWART STREET
CHESTNUT TO CHIPMAN

SPECIAL ASSESSMENT ROLL

PG. 3

ENGINEER'S ESTIMATE		\$437,672.54	NORTH SIDE	\$77,159.26
CITY SHARE	60%	\$262,603.52	SOUTH SIDE	\$77,390.86
LAND OWNER	40%	\$175,069.02		\$154,550.12
	TOTAL	\$437,672.54		
ASSESSABLE FRONT FOOT	TOTAL 3926.17	COMMERCIAL 709.18	NON-COMMERCIAL 3166.37	
FRONT FOOT RATE		\$ 45.17	\$ 38.27	

OWOSSO





MEMORANDUM

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

DATE: August 15, 2017

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services

SUBJECT: Resolution No. 5 for S. Chipman Street Resurfacing; Special Assessment Roll

RECOMMENDATION:

Approval of Resolution No. 5 which documents the public hearing, finalizes the special assessment roll, and sets the terms of payment.

BACKGROUND:

The public hearing for the subject project will be held on August 21, 2017 and the Special Assessment process is at Step Five as follows:

Step Five/Resolution No. 5 documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if it is felt all the assessments are fair and equitable the resolution may be passed as written. Please note that for this project, that assessments will be postponed until 2018 as noted in the resolution.

Tonight the council will be considering Resolution No. 5 for the proposed district as a part of the Consent Agenda. Staff recommends authorization of Resolution No. 5 for the following public improvement:

Special Assessment District No. 2017-04

S. Chipman Street, Public Street, from South Street to Stewart Street

The nature of the work involved in this project necessitates the work be performed in the spring to avoid running into cold weather with only a portion of the project complete. Property owners will not be billed until after the work is completed.

Attachment/s: S. Chipman Street Resolution No. 5

RESOLUTION NO.

**DISTRICT NO. 2017-04
CHIPMAN STREET FROM SOUTH STREET TO STEWART 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: South Chipman Street, from South Street to Stewart 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 \$153,207.52 is hereby confirmed and shall be known as Special Assessment Roll No. 2017-04.
2. Said special assessment roll shall be divided into five installments, the first of which shall be due and payable on December 1, 2018, 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, 2018.
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, 2017 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.

Address No.	Street	Roll Number	Front Footage	Corner Lot Discount	Assessable Front Feet	Front Foot Rate	Amount of Assessment
1415	Chipman	040-000-001	66	0.75	49.50	\$37.06	\$1,834.47
1411	Chipman	040-000-002	66	1	66.00	\$37.06	\$2,445.96
1405	Chipman	040-000-008	66	1	66.00	\$37.06	\$2,445.96
1401	Chipman	040-000-009	66	0.75	49.50	\$37.06	\$1,834.47
1303	Chipman	040-000-017	132	0.75	99.00	\$37.06	\$3,668.94
1114	Mary	040-000-018	94.5	0.75	70.88	\$37.06	\$2,626.63
1337	Chipman	040-000-030	132	0.75	99.00	\$37.06	\$3,668.94
803	Chipman	114-001-004	66	0.75	49.50	\$37.06	\$1,834.47
805	Chipman	114-001-005	66	1	66.00	\$37.06	\$2,445.96
817	Chipman	114-001-008	132	1	132.00	\$37.06	\$4,891.92
901	Chipman	114-001-009	60	1	60.00	\$37.06	\$2,223.60
903	Chipman	114-001-012	72	1	72.00	\$37.06	\$2,668.32
911	Chipman	114-001-013	66	1	66.00	\$37.06	\$2,445.96
919	Chipman	114-001-016	66	1	66.00	\$37.06	\$2,445.96
925	Chipman	114-001-017	66	1	66.00	\$37.06	\$2,445.96
1003	Chipman	114-001-019	66	1	66.00	\$37.06	\$2,445.96
1005	Chipman	114-001-021	87.83	1	87.83	\$37.06	\$3,254.98
1009	Chipman	114-001-023	66	1	66.00	\$37.06	\$2,445.96
1013	Chipman	114-001-025	66	1	66.00	\$37.06	\$2,445.96
1021	Chipman	114-001-026	66	0.75	49.50	\$37.06	\$1,834.47
1025	Chipman	114-003-003	66	0.75	49.50	\$37.06	\$1,834.47
1031	Chipman	114-003-004	66	1	66.00	\$37.06	\$2,445.96
1101	Chipman	114-003-005	72	1	72.00	\$37.06	\$2,668.32
1111	Chipman	114-003-008	66	1	66.00	\$37.06	\$2,445.96
1115	Chipman	114-003-009	82.5	1	82.50	\$37.06	\$3,057.45
925	Hampton	114-006-008	484.5	0.75	363.38	\$37.06	\$13,466.68
800	Chipman	602-001-001	198	0.75	148.5	\$47.76	\$7,092.36
820	Chipman	602-001-004	66	1	66	\$37.06	\$2,445.96
830	Chipman	602-001-005	66	1	66	\$37.06	\$2,445.96
900	Chipman	602-001-006	66	1	66	\$37.06	\$2,445.96
918	Chipman	602-001-008	132	0.75	99	\$37.06	\$3,668.94
1000	Chipman	602-008-001	104	0.75	78	\$37.06	\$2,890.68
1008	Chipman	602-008-002	80	1	80	\$37.06	\$2,964.80
1012	Chipman	602-008-003	80	1	80	\$37.06	\$2,964.80
1026	Chipman	602-008-014	66	0.75	49.5	\$37.06	\$1,834.47
1024	Chipman	602-008-015	58	1	58	\$37.06	\$2,149.48
1022	Chipman	602-008-016	74	1	74	\$37.06	\$2,742.44
1018	Chipman	602-008-017	66	1	66	\$37.06	\$2,445.96
1102	Chipman	602-015-001	66	0.75	49.5	\$37.06	\$1,834.47
1118	Chipman	602-015-007	66	0.75	49.5	\$37.06	\$1,834.47
1116	Chipman	602-015-007	66	1	66	\$37.06	\$2,445.96
1114	Chipman	602-015-009	66	1	66	\$37.06	\$2,445.96
1108	Chipman	602-015-011	66	1	66	\$37.06	\$2,445.96
1202	Chipman	602-022-001	66	0.75	49.5	\$37.06	\$1,834.47
1210-1212	Heman	602-022-006	66	0.75	49.5	\$37.06	\$1,834.47
1210	Chipman	602-022-007	66	1	66	\$37.06	\$2,445.96
1206	Chipman	602-022-008	66	1	66	\$37.06	\$2,445.96
1300	Chipman	602-029-001	109	0.75	81.75	\$37.06	\$3,029.66

Address No.	Street	Roll Number	Front Footage	Corner Lot Discount	Assessable Front Feet	Front Foot Rate	Amount of Assessment
1318	Chipman	602-029-014	75.78	0.75	56.835	\$37.06	\$2,106.31
1312	Chipman	602-029-015	86	1	86	\$37.06	\$3,187.16
1304	Chipman	602-029-016	81	1	81	\$37.06	\$3,001.86
1408	Chipman	602-040-007	132	0.75	99	\$37.06	\$3,668.94
1404	Chipman	602-040-008	66	1	66	\$37.06	\$2,445.96
1400	Chipman	602-040-009	66	0.75	49.5	\$37.06	\$1,834.47
			2001.78		1764.585		\$65,395.52

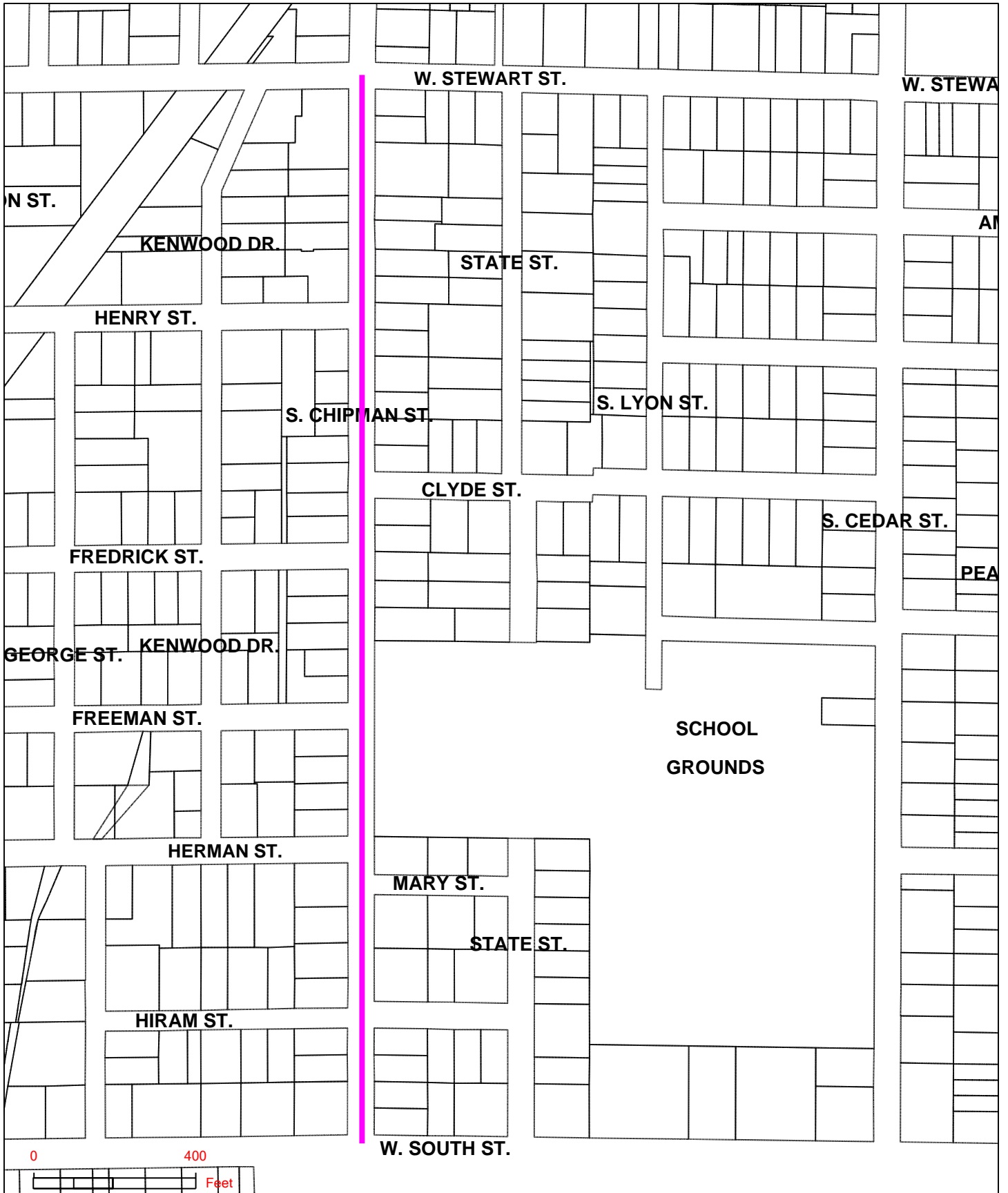
CHIPMAN STREET
SOUTH TO STEWART

SPECIAL ASSESSMENT ROLL

PG. 3

ENIGINEER'S ESTIMATE		\$488,528.12		WEST SIDE	\$74,933.84
CITY SHARE	60%	\$293,116.87		EAST SIDE	\$78,273.68
LAND OWNER	40%	\$195,411.25		LAND OWNER	\$153,207.52
	TOTAL	\$488,528.12		CITY SHARE	\$293,116.87
ASSESSABLE FRONT FOOT	TOTAL 4091.17	COMMERCIAL 148.5	NON-COMMERCIAL 3942.67		\$446,324.40
FRONT FOOT RATE	\$47.76 \$37.06	COMMERCIAL NON-COMMERCIAL			

OWOSSO





MEMORANDUM

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

DATE: August 15, 2017

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services

SUBJECT: Resolution No. 5 for N. Chipman Street Resurfacing; Special Assessment Roll

RECOMMENDATION:

Approval of Resolution No. 5 which documents the public hearing, finalizes the special assessment roll, and sets the terms of payment.

BACKGROUND:

The public hearing for the subject project will be held on August 21, 2017 and the Special Assessment process is at Step Five as follows:

Step Five/Resolution No. 5 documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if it is felt all the assessments are fair and equitable the resolution may be passed as written.

Tonight the council will be considering Resolution No. 5 for the proposed district as a part of the Consent Agenda. Staff recommends authorization of Resolution No. 5 for the following public improvement:

Special Assessment District No. 2017-06
N. Chipman Street, Public Street, from Oliver Street to King Street

Attachment/s: N. Chipman Street Resolution No. 5

RESOLUTION NO.

DISTRICT NO. 2017-06

**N. CHIPMAN STREET FROM OLIVER STREET TO KING 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: North Chipman Street, from Oliver Street to King 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 \$25,790.16 is hereby confirmed and shall be known as Special Assessment Roll No. 2017-06.
2. Said special assessment roll shall be divided into five installments, the first of which shall be due and payable on December 1, 2017, 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, 2017.
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, 2017 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.

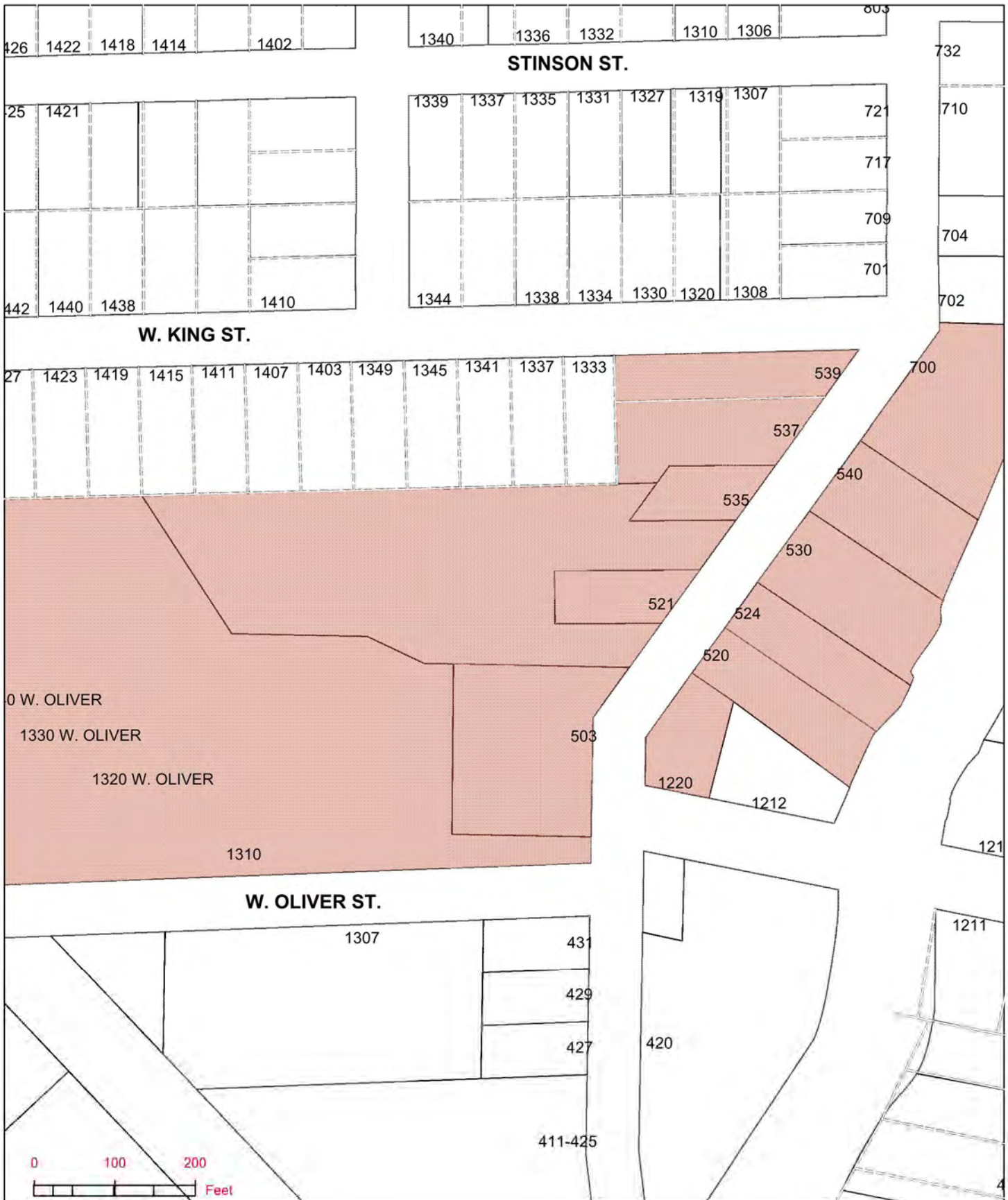
RESO #4 CHIPMAN STREET
8/2/2017 OLIVER TO KING

SPECIAL ASSESSMENT ROLL

PG. 2

ENGINEER'S ESTIMATE		\$64,475.39 WEST SIDE	13,274.07
CITY SHARE	60%	\$38,685.23 EAST SIDE	12,516.09
LAND OWNER	40%	\$25,790.16	25,790.16
	TOTAL	\$64,475.39	
ASSESSABLE FRONT FOOT	1251.18		
FRONT FOOT RATE	\$20.61		

OWOSSO





MEMORANDUM

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

DATE: August 16, 2017

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services

SUBJECT: Resolution No. 5 for N. Chipman Street Resurfacing; Special Assessment Roll

RECOMMENDATION:

Approval of Resolution No. 5 which documents the public hearing, finalizes the special assessment roll, and sets the terms of payment.

BACKGROUND:

The public hearing for the subject project will be held on August 21, 2017 and the Special Assessment process is at Step Five as follows:

Step Five/Resolution No. 5 documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if it is felt all the assessments are fair and equitable the resolution may be passed as written.

Tonight the council will be considering Resolution No. 5 for the proposed district as a part of the Consent Agenda. Staff recommends authorization of Resolution No. 5 for the following public improvement:

Special Assessment District No. 2017-07
N. Chipman Street, Public Street, from Willow Springs Drive to Harding Avenue

Attachment/s: N, Chipman Street Resolution No. 5

Special Assessment District No. 2017-07 N. Chipman Street from Willow Springs Dr. to Harding Ave.

RESOLUTION NO.

**DISTRICT NO. 2017-07
N. CHIPMAN STREET FROM WILLOW SPRINGS DRIVE TO HARDING AVENUE
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: North Chipman Street, from Willow Springs Drive to Harding Avenue, 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 \$25,435.67 is hereby confirmed and shall be known as Special Assessment Roll No. 2017-07.
2. Said special assessment roll shall be divided into five installments, the first of which shall be due and payable on December 1, 2017, 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, 2017.
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, 2017 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.

Address No.	Street	Roll Number	Front Footage	Corner Lot Discount	Assessable Front Footage	Front Foot Rate	Amount of Assessment
1001	Chipman	537-000-014	90	1	90	\$27.20	\$2,448.00
911	Chipman	537-000-015	113.81	1	113.81	\$27.20	\$3,095.63
815	Chipman	603-000-001	66	0.75	49.5	\$27.20	\$1,346.40
807	Chipman	603-003-016	66	1	66	\$27.20	\$1,795.20
803	Chipman	603-003-017	66	0.75	49.5	\$27.20	\$1,346.40
903	Chipman	603-005-002	150.1	0.75	112.575	\$27.20	\$3,062.04
912	Chipman	690-006-002	99	0.75	74.25	\$27.20	\$2,019.60
906	Chipman	690-006-004	99	1	99	\$27.20	\$2,692.80
902	Chipman	690-006-006	49	1	49	\$27.20	\$1,332.80
814	Chipman	690-006-007	50	1	50	\$27.20	\$1,360.00
	Chipman	690-006-010	66	1	66	\$27.20	\$1,795.20
806	Chipman	690-006-011	66	1	66	\$27.20	\$1,795.20
804	Chipman	690-006-014	66	0.75	49.5	\$27.20	\$1,346.40
			495.00		453.75		\$25,435.67

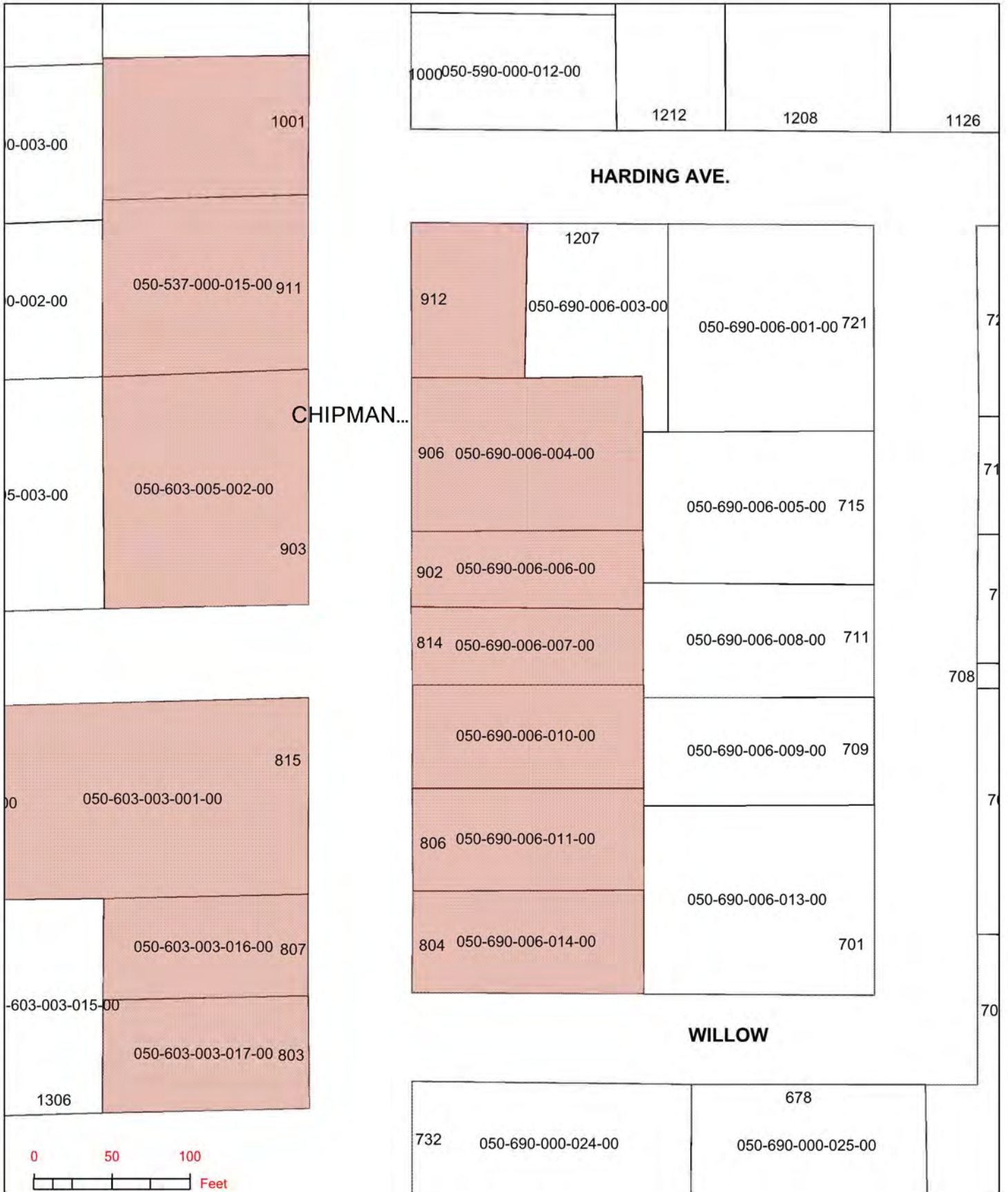
RESO #4 CHIPMAN STREET
8/2/2017 WILLOW SPRINGS TO HARDING

SPECIAL ASSESSMENT ROLL

PG. 2

ENGINEER'S ESTIMATE		\$63,580.00 WEST SIDE	\$13,091.78
CITY SHARE	60%	\$38,148.00 EAST SIDE	\$12,340.22
LAND OWNER	40%	\$25,432.00	\$25,432.00
	TOTAL	\$63,580.00	
ASSESSABLE FRONT FOOT	935.14		
FRONT FOOT RATE	\$27.20		

OWOSSO





MEMORANDUM

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

DATE: August 15, 2017

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services

SUBJECT: Resolution No. 5 for S. Chestnut Street Resurfacing; Special Assessment Roll

RECOMMENDATION:

Approval of Resolution No. 5 which documents the public hearing, and finalizes the special assessment roll, and sets the terms of payment.

BACKGROUND:

The public hearing for the subject project will be held on August 21, 2017 and the Special Assessment process is at Step Five as follows:

Step Five/Resolution No. 5 documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if it is felt all the assessments are fair and equitable the resolution may be passed as written.

Tonight the council will be considering Resolution No. 5 for the proposed district as a part of the Consent Agenda. Staff recommends authorization of Resolution No. 5 for the following public improvement:

Special Assessment District No. 2017-09
S. Chestnut Street, Public Street, from South Street to Stewart Street

Attachment/s: S. Chestnut Street Resolution No. 5

RESOLUTION NO.

DISTRICT NO. 2017-09

**S. CHESTNUT STREET FROM SOUTH STREET TO STEWART 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: S. Chestnut Street, public street, from South Street to Stewart 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 \$25,117.76 is hereby confirmed and shall be known as Special Assessment Roll No. 2017-09.
2. Said special assessment roll shall be divided into five installments, the first of which shall be due and payable on December 1, 2017, 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, 2017.
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, 2017 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.

Address	Street	Roll Number	Front Footage	Corner Lot Discount	Assessable Front Footage	Front Foot Rate	Amount of Assessment
1817	Stewart	602-007-002	78	0.75	58.5	\$5.92	\$346.32
807	Chestnut	602-007-003	67.5	1	67.5	\$5.92	\$399.60
811	Chestnut	602-007-004	67.5	1	67.5	\$5.92	\$399.60
817	Chestnut	602-007-007	110	1	110	\$5.92	\$651.20
821	Chestnut	602-007-008	66	1	66	\$5.92	\$390.72
825	Chestnut	602-007-009	66	1	66	\$5.92	\$390.72
829	Chestnut	602-007-010	66	0.75	49.5	\$5.92	\$293.04
1001	Chestnut	602-014-002	132	0.75	99	\$13.81	\$1,367.19
1007	Chestnut	602-014-003	132	1	132	\$13.81	\$1,822.92
	Chestnut	602-014-004	66	1	66	\$13.81	\$911.46
	Chestnut	602-014-005	66	1	66	\$13.81	\$911.46
1029	Chestnut	602-014-006	132	0.75	99	\$13.81	\$1,367.19
1101	Chestnut	602-021-001	693	0.75	519.75	\$13.81	\$7,177.75
	Chestnut	602-033-006	420.09	1	420.09	\$13.81	\$5,801.44
1415	Chestnut	602-039-002	278.75	0.75	209.0625	\$13.81	\$2,887.15
			2440.84		2095.9025		\$25,117.76

RESO. #4 CHESTNUT STREET

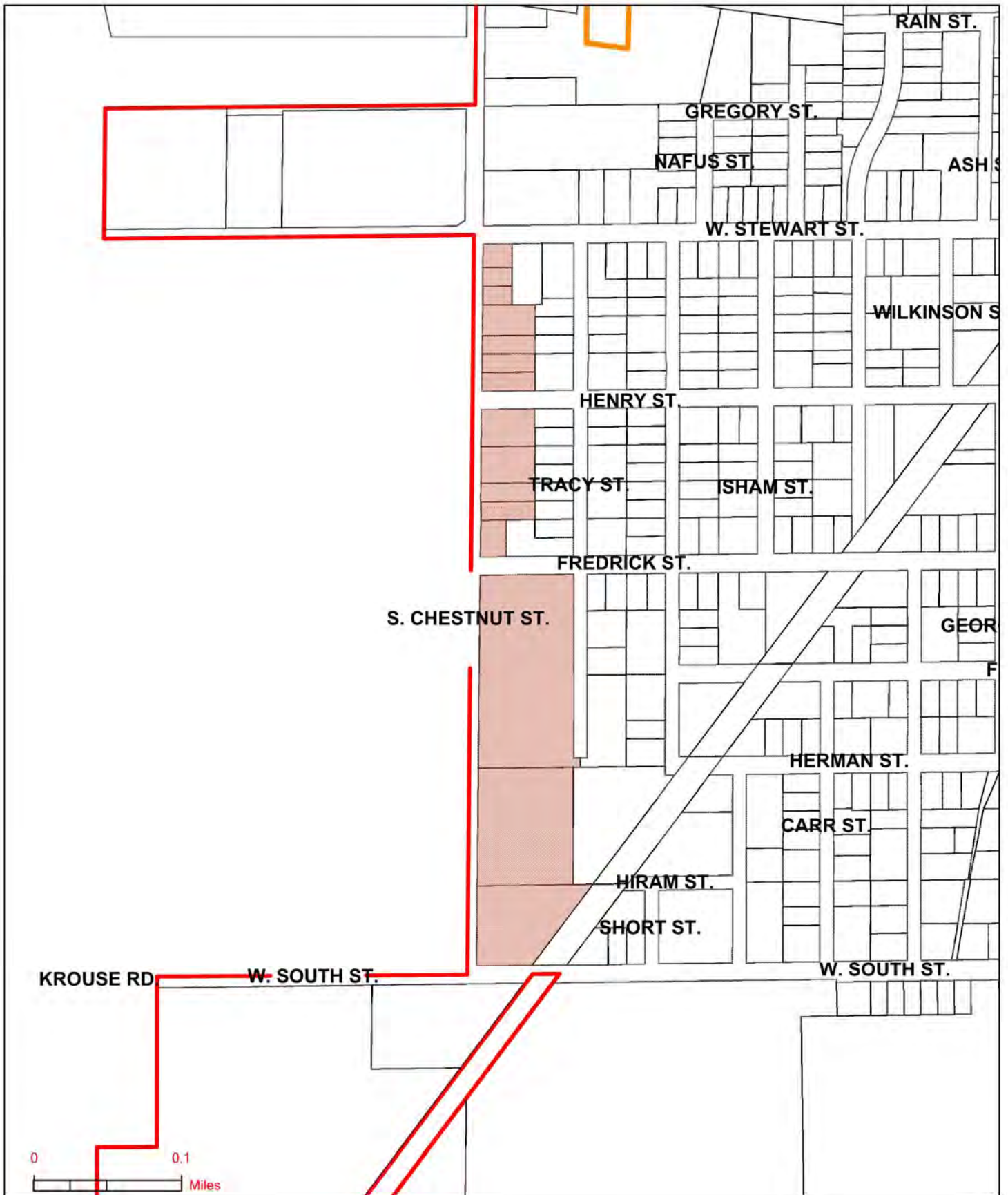
SPECIAL ASSESSMENT ROLL

PG. 2

8/2/2017

ENGINEER'S ESTIMATE			\$170,538.72
CITY SHARE	60%		\$102,323.23
CITY LAND OWNER	20%		\$34,107.74
TOWNSHIP LAND OWNER	20%		\$34,107.74
	TOTAL		\$170,538.72
ASSESSABLE FRONT FOOT	TOTAL	COMMERCIAL	NON-COMMERCIAL
	2,095.90	1,610.90	485
FRONT FOOT RATE	\$13.81	COMMERCIAL	
	\$5.92	NON-COMMERCIAL	

OWOSSO





MEMORANDUM

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

DATE: August 17, 2017

TO: Mayor Eveleth and the Owosso City Council

FROM: Susan Montenegro, Assistant City Manager/Director of Community Development

SUBJECT: Amend Section 38-380 Off-Street Parking for residents in the DDA and Westtown Districts.

RECOMMENDATION:

Approve the amendment of sections 38-380 (2) and (11) for off-street parking in the DDA and Westtown Districts; regarding residential parking requirements in item (2) of the section and a map to replace written language in item (3) of the section.

BACKGROUND

Historically, residential parking in the downtown has been handled through a lease program administered by the city. The current lease structure has become problematic due to the language on the signage in these lots. Current language restricts parking from 8:00 am to 5:00 pm except for those with lease tags hanging in their windows, tying up viable parking spaces throughout the day primarily when lessees are at work and do not need those spaces. Additionally, those spots are not reserved after 5:00 pm and appear open to others looking for a parking space during special events held in the downtown, forcing lessees to park elsewhere and run the risk of receiving a ticket. A way to overcome this is to allow residential parking in any of the public lots in the downtown for residents with a parking tag. The new language in the ordinance reflects those requested changes and would allow them to park anywhere during that time.

FISCAL IMPACTS:

n/a

RESOLUTION NO.

FIRST READING & SET PUBLIC HEARING FOR AN ORDINANCE AMENDING SECTIONS 38-380 (2) & (11) – OFF-STREET PARKING, OF THE OWOSSO CITY ZONING CODE

WHEREAS, the City of Owosso Zoning Code Section 38-380, Off-street parking, outlines off-street parking requirements; and

WHEREAS, the city of Owosso, Shiawassee County, Michigan, Planning Commission believe Section 38-380 of the Zoning Code, also known as off-street parking, does not address current parking needs for downtown residents in the city of Owosso; and

WHEREAS, the city of Owosso seeks to provide parking areas in the downtown in any of the city owned parking lots for downtown residents as stated in the new language in section 38-380(2); and

WHEREAS, a map that delineates the areas where downtown residential parking shall be allowed is shown in section 38-380(11).

NOW THEREFORE BE IT RESOLVED:

SECTION 1. AMENDMENT #1. That existing Section 38-380 (2), Off-street parking requirements, of Chapter 38, Zoning, Article XVII, *General Provisions*, of the Owosso City Code be amended to read:

Sec. 38-380. - Off-street parking requirements.

- (2) Off-street parking for other than residential use shall be either on the same lot or within three hundred (300) feet of the building it is intended to serve, measured from the nearest point of the building to the nearest point of the off-street parking lot. Ownership shall be shown of all lots or parcels intended for use as parking by the applicant. **However, in the DDA and Westtown Districts, as shown in the map in Figure 1, residential parking for downtown residents shall be allowed in any public parking lot with a residential parking permit, according to the terms of the lease agreement.**

SECTION 2. MAP. That existing Section 38-380 (11), Off-street parking requirements, of Chapter 38, Zoning, Article XVII, *General Provisions*, of the Owosso City Code be amended to show a map of the affected areas:

Sec. 38-380. - Off-street parking requirements.

- (11) The requirements of subsection (12) shall not apply to the erection, alteration or extension of any building or structure, with the exception of those to be used for residential purposes, including transients, within the developed portion of the central business district (except as required by the subsection (5) within the following boundary):

~~Beginning at the center of the intersection of Main Street and the Shiawassee River, thence northerly along the Shiawassee River to the imaginary north right of way line of Exchange Street extended to the River, thence east along said imaginary line to the center of Water Street, thence north along Water Street to Mason Street, thence east along Mason Street to Park Street, thence south along Park Street to Exchange Street, thence east along Exchange Street to Saginaw Street, thence south along Saginaw Street and continuing south along the imaginary west right of way line of Saginaw Street extended to Comstock Street, thence west along Comstock Street to Park Street, thence south along Park Street approximately one hundred twenty (120) feet to the alley right-of-way, thence west along the alley right-of-way to the alley running north and southwest of Park Street, thence south along said alley to Jerome~~

Street and the Shiawassee River, thence northwesterly along said Shiawassee River to the Point of Beginning. Also to include Block fourteen (14), Lots three (3) through fourteen (14) including South six (6) feet of the alley on the north; Block 15, Lots three (3) through ten (10) and Lot fourteen (14) including South six (6) feet of the alley on the North, of the A. L. & B. O. Williams Addition to City of Owosso. Also Lots one (1) through eleven (11) of the Eratus Barnes Addition to the City of Owosso.



Figure 1

SECTION 3. SEVERABILITY. The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.

SECTION 4. INCONSISTENT ORDINANCES. All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are repealed.

SECTION 5. EFFECTIVE DATE. This amendment shall become effective 20 days after approval.

SECTION 6. 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 7. PUBLIC HEARING. A public hearing is set for Tuesday, September 5, 2017 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed ordinance amendment.



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

MEMORANDUM

DATE: August 4, 2017

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order # 1377

Shelly Ochodonicky, Chair of the Cantu 5k, has requested the following street closures for a 5k race:

LOCATION:

**Mason St. from Park to Gould
Gould St. from Mason to North
North St. from Gould to Ball
Ball St. from North to King
King St. from Ball to Park
Race ends at Park and Mason Streets**

DATE:

August 27, 2017

TIME:

7:00 am – 12:00 pm

The Public Safety Department has issued Traffic Control Order No. 1377 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.

DATE

TIME

1377

8/4/17

9:30 am

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street Closure

LOCATION OF CONTROL

Mason St. from Park to Gould
Gould St. from Mason to North
North St. from Gould to Ball
Ball St. from North to King
King St. from Ball to Park
Race ends at Park and Mason Streets

EVENT/DATES:

August 27, 2017

TIME: 7 am – 12 pm

APPROVED BY COUNCIL

_____, 20 ____

REMARKS



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

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

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

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

Name of individual or group: Cantu 5K Date: 8/27/17

Primary Contact Person
Name: Shelly Ochodnicki
Title: Chair Person
Address: 494 Hunter Rd.
Owosso, mi 48867
Phone: 989-277-0769

Requested Date(s): Aug 27, 2017 Requested Hours: 7AM - NOON

Area Requested (Parking Lot - Parade Route): Sent in Email

Detailed description of the use for which the request is made: 5K

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

Do Not Write Below This Line - For Officials Use Only

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

Cc: DDA - Director
WCIA - Chairperson

Normal

Hybrid

Satellite

N Water St

N Bail St

Summit St

Krust Dr

Huntington Dr

E Williams St

U W U C C U



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

MEMORANDUM

DATE: August 15, 2017

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order # 1378

Josh Adams, Executive Director of Owosso Main Street, has requested a street closure for Owosso Vintage Motorcycle Days

LOCATION:

Washington Street from Exchange Street to Williams Street; and Exchange Street from Washington Street to Park Street. NOTE: Washington Street from Mason Street to Williams Street will be optional and used for event overflow only.

DATE:

August 26, 2017

TIME:

5:00 am – 5:00 pm

The Public Safety Department has issued Traffic Control Order No. 1378 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval of the application, waiver of the insurance requirement, and authorization of a traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.

DATE

TIME

1378

8/15/17

8:30 am

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street Closure

LOCATION OF CONTROL

Washington Street from Exchange Street to Williams Street
Exchange Street from Washington Street to Park Street

NOTE: Washington Street from Mason Street to Williams Street will be optional and used for event overflow only.

EVENT/DATES:

Owosso Vintage Motorcycle Days

DATE: August 26, 2017

TIME: 5 am – 5 pm

APPROVED BY COUNCIL

_____, 20____

REMARKS



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

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

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

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

Name of individual or group: Owosso Main Street/DDA Date: 8/14/17

Primary Contact Person

Name: Josh Adams
 Title: Executive Director - Owosso Main Street
 Address: 301 W. Main Street
Owosso, MI 48867
 Phone: 989.277.1553

Requested Date(s): 8/26/17 Requested Hours: 5am to 5pm

Area Requested (Parking Lot - Parade Route): **Washington Street from Exchange Street to Williams Street; and Exchange Street from Washington Street to Park Street = NOTE: Washington Street from Mason Street to Williams Street will be optional and used for event overflow ONLY.**

Detailed description of the use for which the request is made: **Owosso Vintage Motorcycle Days**

Attach copies of any rules or policies applicable to persons participating in the event.

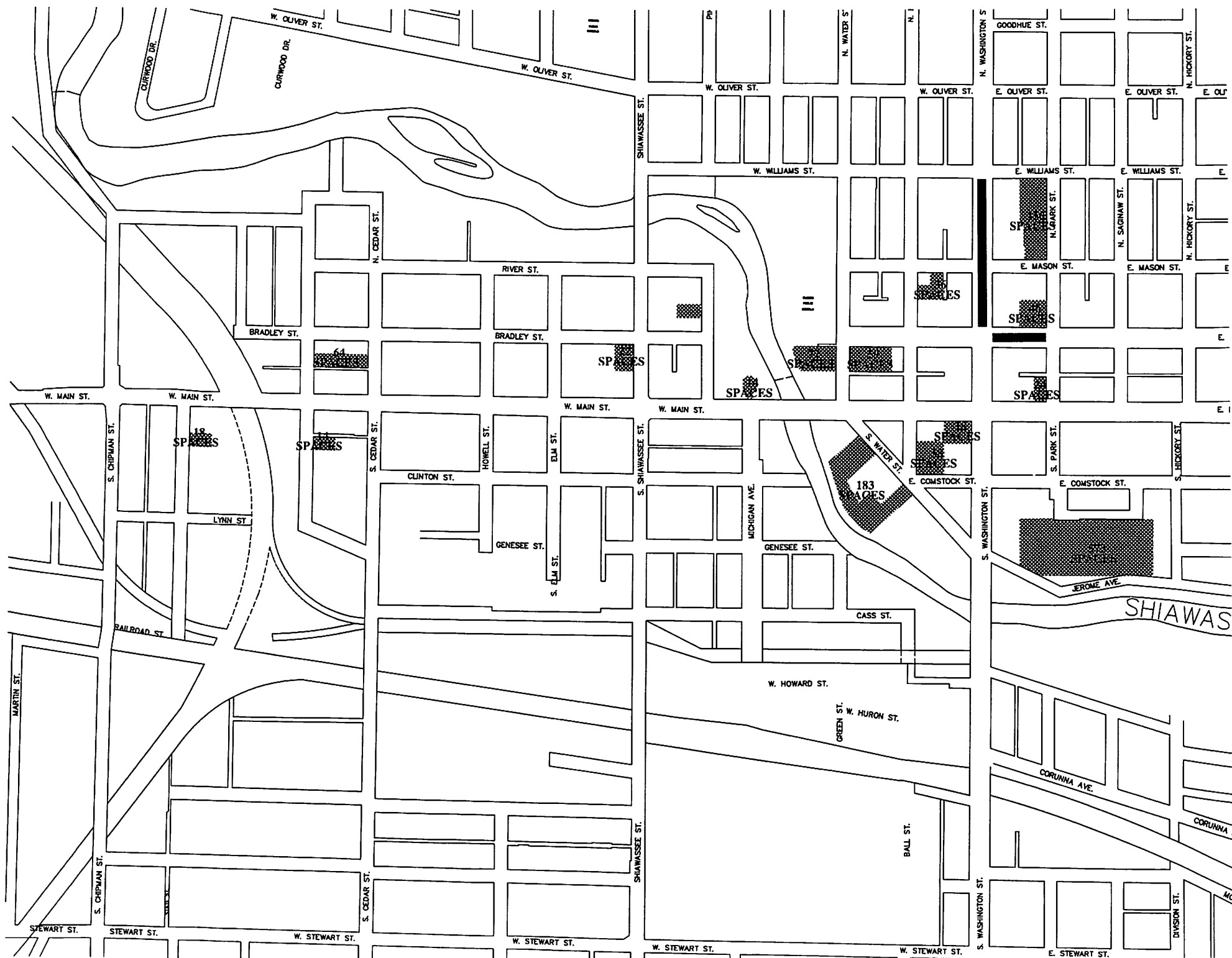
Evidence to the City of insurance coverage applicable to the event or activity naming the City as an additional insured in an amount of not less than \$500,000 combined single limit.

or

The City Council may waive such insurance requirement if it determines that insurance coverage is unavailable or cannot be obtained at a reasonable cost and the event or activity is in the public interest or fulfills a legitimate and recognized public purpose.

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

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





MEMORANDUM

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

DATE: August 17, 2017
TO: City Council
FROM: Glenn M. Chinavare, Director of Public Services & Utilities
SUBJECT: C2ae Engineering Services Amendment No.5

RECOMMENDATION:

Authorization to amend the Agreement between the City of Owosso and C2ae of Lansing, Michigan dated November 3, 2014 in the amount of \$47,300.00, as Amendment No.5 for providing additional design layout and construction engineering services to repair the north primary clarifier in the amount of \$1,500.00 for a revised engineering services contract of \$48,800.00.

BACKGROUND:

On May 19, 2017 during normal plant operations, the sludge skimmer arm caught the circular baffle and moved and broke the trough (trough/baffle/weirs all connected together) away from its attaching points. This occurred when the torque limiter on the north Primary Clarifier drive unit failed to disengage when sensing excessive torque. Contributing to the damage of the trough includes rusted attaching bolts and a brittle fiberglass trough due to age and sun exposure.

The circular baffle and circular weir plates were not damaged, and could be useful for another 5 to 7 years of service. However, since the weirs and baffles also require removal and reinstallation to accommodate replacement of the damaged trough, it would be more cost effective to replace these additional components now versus later.

FISCAL IMPACTS:

Capital replacement funding is budgeted in the FY2017/2018 for this project. These additional services are chargeable to account 599-901-977.000.

Document originated by:

Glenn M. Chinavare, Utility Director

Attachments: (1) C2ae Proposal
(2) Resolution

RESOLUTION NO.

**AUTHORIZING AMENDMENT NO.5 TO THE AGREEMENT BETWEEN THE CITY OF
OWOSSO AND C2AE ENGINEERS AND PLANNERS FOR ADDITIONAL DESIGN
AND CONSTRUCTION SERVICES TO REPAIR THE NORTH PRIMARY CLARIFIER
AT THE WASTEWATER PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Wastewater Plant Replacement Fund for the replacement of Primary Clarifier components, and

WHEREAS, the existing Primary Clarifier circular trough was damaged during normal operations, and C2ae of Lansing, Michigan has provided a proposal for the necessary additional engineering services to guide the repair and installation of the new circular trough, weir and baffle plates, and

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal and verified the additional engineering services to repair and restore the north clarifier to operational capability, and recommends authorizing C2ae to provide the design layout and construction services in the amount of \$1,500.00.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with C2ae Engineers and Planners for design services to repair and restore the circular trough, weir and baffle plates at the Wastewater Treatment Plant.
- SECOND: The accounts payable department is authorized to submit payment to C2ae in the amount of \$47,300.00 plus \$1,500.00 for a total amount of \$48,800.00.
- THIRD: The above expenses shall be paid from the Wastewater Plant Fund 599-901-977.000.

August 3, 2017

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

**Re: Amendment No. 5 – Proposal for Professional Services
Clarifier Improvements and Influent Screening
City of Owosso, Shiawassee County, Michigan**

Dear Mr. Chinavare,

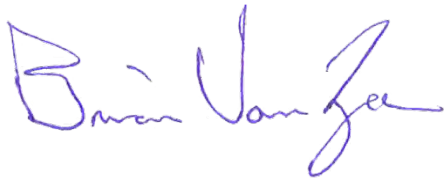
Pursuant to our discussions, we are providing this Amendment No. 5 to our Agreement for Professional Services for the Clarifier Equipment Replacement. This Amendment No. 5 includes additional engineering services associated with the following:

1. Design layout and construction services for the additional weirs, baffles, and troughs on the north Clarifier tank: \$1,500.00

These additional services will adjust the construction services line item by \$1,500

If the terms and conditions as stated are acceptable, please countersign and return one copy to our office. Please do not hesitate to contact us should you have any questions or concerns, or if you need additional information.

Sincerely,
C2AE



Brian W. VanZee
Project Manager

BWV/bad/160053

AMENDMENT NO. 5 TO AGREEMENT FOR PROFESSIONAL SERVICES
FOR
CLARIFIER IMPROVEMENTS AND INFLUENT SCREENING
CITY OF OWOSSO, SHIAWSSEE COUNTY, MICHIGAN

DESCRIPTION

Amendment No. 5 includes additional engineering services associated with weirs, baffles, and trough

Revised Fee Breakdown

Clarifier Improvements:

Preliminary Design:	\$10,300	Lump Sum
Final Design:	\$ 5,000	Lump Sum

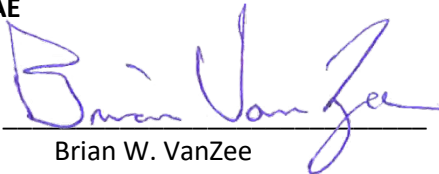
Screening System Including Building Revisions:

Design:	\$12,420	Lump Sum
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Bidding Services for Both:	\$ 8,800	Lump Sum
Construction Services for Both:	\$10,280	Time & Material
Project Closeout:	<u>\$ 2,000</u>	Lump Sum
TOTAL:	\$48,800	

ACCEPTED BY:

C2AE

BY: 
Brian W. VanZee

ACCEPTED BY:

CITY OF OWOSSO, MICHIGAN

BY: _____
Client

DATE: 8/3/2017

DATE: _____



MEMORANDUM

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

DATE: August 17, 2017
TO: City Council
FROM: Glenn M. Chinavare, Utility Director
SUBJECT: Sanitary Sewer Cleaning of Collection System - SAW Grant

RECOMMENDATION:

Authorization and approval to issue Addendum No. 2 to the professional service agreement with Safeway Transport Incorporated, of Romulus, Michigan in the amount of \$30,000.00, to perform required SAW Grant Task No.5 Cleaning and Televising of Sanitary Sewer Mains.

BACKGROUND:

The original contract was approved by city council on June 20, 2016, in the amount of \$61,539.28. Addendum No.1 in the amount of \$30,000.00 for additional services was approved by city council on September 6, 2016. Addendum No.2 will bring the contract total to \$121,539.28.

A total of ten (10) tasks were identified in the SAW Grant for development of a Collection System Asset Management Plan. Task No. 5 requires cleaning and televising of the sanitary sewer collection system. Safeway Transport was contracted to clean segments of the collection system not passable by the camera equipment owned and operated by contractor RedZone Robotics. Safeway Transport will clean, televise, and PACP Code structural condition of remaining pipe segments not previous accessible.

FISCAL IMPACTS:

No impact on operating funds.

Remaining unallocated SAW Grant funds will be utilized for these additional services. All remaining SAW Grant funds received must be invoiced by October 29, 2017.

Document originated by:

Glenn M. Chinavare, Utility Director

Attachment: (1) Proposed resolution

RESOLUTION NO.

**AUTHORIZING SERVICE AGREEMENT ADDENDUM NO.1 AND PAYMENT TO
SAFEWAY TRANSPORT, INCORPORATED OF ROMULUS, MICHIGAN
FOR CLEANING OF SANITARY SEWERS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has received Grant funds from the Michigan Department of Environmental Quality to accomplish 10 Tasks in the development of an Asset Management Plan, of which Task No. 5 is for the cleaning, televising, and PACP structural condition coding of sanitary sewer mains, and

WHEREAS, numerous sections of sewer main require cleaning to allow passage of closed circuit televising (CCTV) equipment in order to complete required video inspections, as identified in detailed documentation provided by the CCTV contractor RedZone Robotics, and

WHEREAS, the City Director of Public Services & Utilities has reviewed the incomplete CCTV pipe segment documentation of RedZone Robotics, and verified the necessity to clean said pipes, and recommends authorizing Safeway Transport, Incorporated to perform additional services for the cleaning, televising & PACP structural condition coding in the amount of \$30,000.00.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Safeway Transport, Incorporated for the cleaning, televising and PACP structural condition coding of an estimated additional 21,882 linear feet of sanitary sewer main.
- SECOND: The accounts payable department is authorized to submit payment to Safeway Transport, Incorporated in accordance with their bid amount of \$61,539.28, plus Addendum No.1 in the amount of \$30,000.00, and addendum No.2 in the amount of \$30,000.00 for a total of \$121,539.28, upon satisfactory completion of work.
- THIRD: The above expenses shall be paid from account no. 590-549-818.000 SAWGrantSwr.



MEMORANDUM

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

DATE: August 17, 2017
TO: City Council
FROM: Glenn M. Chinavare, Director of Public Services & Utilities
SUBJECT: State Salt Contract 071B1300339

RECOMMENDATION:

Approval of award to Detroit Salt Company, LLC under State of Michigan Contract in the amount of \$6,884.00 for early delivery of 200 ton of road salt at \$34.42/ton, plus an additional quantity of 1,400 ton in the amount of \$48,188.00 to be delivered as needed during the 2017/2018 contract period.

BACKGROUND:

The State of Michigan has taken competitive bids for road salt. The Detroit Salt Company, LLC was the low bidder at \$34.42 per ton.

FISCAL IMPACTS:

The above expenses in the amount of \$55,072.00 shall be paid from the Local and Major Street Fund accounts 202/203.478.728.000 and State Trunk-line account 202.497.728.000.

Document originated by:

Glenn M. Chinavare
Director, Public Services & Utilities

Attachments: (1) Resolution
(2) MiDeal Salt Order
(3) MiDeal State Contract

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF A PURCHASE ORDER WITH
THE DETROIT SALT COMPANY, LLC
FOR THE WINTER SUPPLY OF ROAD SALT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has a responsibility to keep its streets safe during the winter months, and that this winter ice control maintenance is advisable, necessary and in the public interest; and

WHEREAS, the most efficient way to remove ice from the streets is the application of road salt onto the icy pavements; and

WHEREAS, in order to obtain the best price for road salt material, it is in the best interest of the city of Owosso to waive competitive bidding requirements and utilize the state wide contract number 071B300339 held by The Detroit Salt Company, LLC for the purchase of road salt at \$34.42 per ton.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase 1,600 tons of road salt from The Detroit Salt Company, LLC in the amount of \$55,072.00.
- SECOND: The contract between the City and The Detroit Salt Company, LLC shall be in the form of a Purchase Order, with reference to State of Michigan Contract No. 071B1300339.
- THIRD: The accounts payable department is authorized to pay The Detroit Salt Company, LLC for road salt satisfactorily received, up to \$55,072.00, plus 200 ton contingency in the amount of \$6,884.00, for a total of \$61,956.00.
- FOURTH: The above expenses shall be paid from Local and Major Street Fund and State Trunk-line accounts 202/203.478.728.000 and 202.497.728.000.



STATE OF MICHIGAN ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget

525 W. ALLEGAN ST., LANSING, MICHIGAN 48913

P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **9**

to

Contract Number **071B1300338**

CONTRACTOR	DETROIT SALT COMPANY LC	STATE	Program Manager	Melissa Longworth	MDOT
	12841 Sanders			517-636-4386	
	Detroit, MI 48217			LongworthM@Michigan.gov	
	Martha Geyer		Contract Administrator	Lymon C. Hunter, CPPB	DTMB
	313-841-5144			(517) 284-7015	
	mgeyer@detroitssalt.com			hunterl@michigan.gov	
	*****1484				

CONTRACT SUMMARY

SALT, BULK SALT, EARLY FILL

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
September 1, 2011	August 31, 2016	2 - 1 Year	August 31, 2018
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45 Days		Per the specifications	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-Card	<input type="checkbox"/> Direct Voucher (DV)	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS

Per the specifications

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	EXPIRATION DATE
<input type="checkbox"/>		<input type="checkbox"/>		August 31, 2018
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$10,200,266.20	\$1,340,367.50	\$11,540,633.70		

DESCRIPTION

Effective September 1, 2017, this contract is increased by \$1,340,367.50. Additionally, the drop points for the 2017/2018 Road Salt year are per the attached spreadsheets. All other terms, conditions, and specifications remain unchanged. Per vendor and agency agreement, and DTMB Central Procurement approval.

MiDeal - Grand Region - Early Fill 2017/2018 Detroit Salt Co.

Item	County	Org. Name	Drop Point Address	City	State	Zip	Org. Phone	Early Delivery	Price per Ton
1	Ionia	PEWAMO, VILLAGE OF	305 W. Lincoln Street	Pewamo	Michigan	48873	(989) 593-2553	50	\$38.18
2	Ionia	SARANAC, VILLAGE OF	455 Main St	Saranac	MI	48881	(616) 642-6324	50	\$38.18
3	Ionia	IONIA COUNTY ROAD COMMISSION	170 East Riverside Drive	Ionia	mi	48846	(616) 527-1700	500	\$38.18
4	Ionia	BELDING, CITY OF	317 E. Ellis Ave	Belding	MI	48809	(616) 260-2319	100	\$38.18
5	Ionia	MUIR, VILLAGE OF	216 Maple st.	Muir	Mi.	48860	(989) 855-2144	50	\$38.18
6	Ionia	LYONS, VILLAGE OF	977 E Bridge	Lyons	MI	48851	(616) 902-5838	50	\$38.18
7	Ionia	PORTLAND, CITY OF	451 Morse Drive	Portland	MI	48875	(517) 647-2931	100	\$38.18
8	Ionia	LAKE ODESSA VILLAGE OF	800 Sewer Plant Road	Lake Odessa	MI	48849	(616) 374-7228	50	\$38.18
9	Mecosta	MECOSTA COUNTY ROAD COMMISSION	120 N DeKrafft	Big Rapids	MI	49307	(231) 796-2611	500	\$38.91
10	Mecosta	MECOSTA COUNTY ROAD COMMISSION	2945 Arthur Road	Remus	MI	49340	(231) 796-2611	300	\$38.91
11	Mecosta	MECOSTA COUNTY ROAD COMMISSION	19675 Jefferson Road	Morley	MI	49336	(231) 796-2611	300	\$38.91
12	Mecosta	FERRIS STATE UNIVERSITY	111 West Knollview	Big Rapids	MI	49307	(231) 591-2925	150	\$38.91
13	Montcalm	HOWARD CITY, VILLAGE OF	605 Cedar	Howard City	Mich	49329	(231) 937-4311	150	\$42.52
14	Montcalm	GREENVILLE, CITY OF	1414 Chase Rd.	Greenville	Michigan	48838	(616) 754-5098	100	\$42.52
15	Montcalm	GREENVILLE, CITY OF	218 E. FAIRPLAINS	Greenville	MICHIGAN	48838	(616) 754-5098	100	\$42.52
16	Montcalm	LAKEVIEW, VILLAGE OF	10300 townline rd	Lakeview	Michigan	48850	(989) 352-7473	100	\$42.52

36	Shiawassee	PERRY, CITY OF	220 Lamb ST.	Perry	MI	48872		50	\$34.42
37	Shiawassee	MORRICE, VILLAGE OF	1470 W. Britton	Morrice	MI	48857	(517) 625-3430	50	\$34.42
38	Shiawassee	SHIAWASSEE CTY ROAD COMMISSION	701 W Corunna Ave	Corunna	MI	48817	(989) 743-2228	1300	\$34.42
39	Shiawassee	OWOSSO, CITY OF	522 milwaukee	owosso	MI	48867		200	\$34.42
40	Washtenaw	ANN ARBOR, CITY OF	4251 Stone School Road	Ann Arbor	MI	48108	(734) 794-6500	1000	\$31.92
41	Washtenaw	SCIO TOWNSHIP	8875 Dexter Chesea Rd.	Dexter	MI	48130		50	\$31.92
42	Washtenaw	DEXTER COMMUNITY SCHOOLS	2200 N. Parker Rd	Dexter	MI	48130	(734) 424-4100	150	\$31.92
43	Washtenaw	SALINE, CITY OF	1234 Tefft Ct	Saline	MI	48176	(734) 429-5624	200	\$31.92
44	Washtenaw	DEXTER, VILLAGE OF	3600 Central	Dexter	MI	48130	(734) 426-8530	200	\$31.92
45	Washtenaw	ANN ARBOR PUBLIC SCHOOLS	601 W.Stadium Blvd	Ann Arbor	MI	48104	(734) 994-8118	300	\$31.92
46	Washtenaw	WASHTENAW CTY ROAD COMM	555 North Zeeb Road	Ann Arbor	MI	48103	(734) 761-1500	4500	\$31.92
47	Washtenaw	WASHTENAW CTY ROAD COMMISSION	630 W. Middle Street	Chelsea	MI	48118	(734) 761-1500	600	\$31.92
48	Washtenaw	WASHTENAW CY ROAD COMMISSION	219 N. Ann Arbor Street	Manchester	MI	48158	(734) 761-1500	1000	\$31.92
49	Washtenaw	WASHTENAW CTY ROAD COMMISSION	1222 E N Territorial Rd	Whitmore Lake	MI	48189	(734) 761-1500	3000	\$31.92
50	Washtenaw	WASHTENAW CTY ROAD COMMISSION	5250 West Michigan Avenue	Ypsilanti	MI	48197	(734) 761-1500	3000	\$31.92
51	Washtenaw	CHELSEA, CITY OF	440 W North St	Chelsea	MI	48118	(734) 216-1252	100	\$31.92
52	Washtenaw	LINCOLN CONSOLIDATED SCHOOLS	8970 Whittaker Road	Ypsilanti	MI	48197	(734) 484-7081	50	\$31.92



MEMORANDUM

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

DATE: August 17, 2017

TO: Mayor Eveleth and the Owosso City Council

FROM: Susan Montenegro, Assistant City Manager/Director of Community Development

SUBJECT: Bid award for Curwood Castle Park Renovations to Sumbera Excavating.

RECOMMENDATION:

Upon the review of the submitted bid, staff recommends that council approve the bid award to Sumbera Excavating for the Curwood Castle Park Renovation Project in an amount not to exceed \$76,305.00.

BACKGROUND

The city applied for and received a recreation passport grant in the amount of \$45,000.00 in the 2016 funding round from the Michigan Department of Natural Resources (MDNR). Grant dollars, along with money from the city, will pay for improving and widening of existing sidewalks in this park and the addition of bus parking off Curwood Castle Drive. The city put this project out to bid and received one bid in the amount listed above.

FISCAL IMPACTS:

The city will be responsible to pay for any amount necessary to complete the work that is over and above the grant amount of \$45,000 provided by the MDNR.

**RESOLUTION NO.
AUTHORIZING BID AWARD TO
SUMBERA EXCAVATING, INC.
FOR CURWOOD CASTLE PARK RENOVATION**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, owns parcel # 050-120-002-008-00, commonly known as Curwood Castle Park; and

WHEREAS, the city deems it necessary to upgrade existing pathways within the park and installation of bus parking on Curwood Castle Drive; and

WHEREAS, the city was awarded a recreation passport grant from the Michigan Department of Natural Resources (MDNR) in the amount of \$45,000 toward the costs of said renovations; and

WHEREAS, bids for the renovation project of said improvements were advertised on the city website and through Michigan Inter-Governmental Trade Network through August 15, 2017; and

WHEREAS, one bid was received from Sumbera Excavating, Inc. for said project; and

WHEREAS, staff recommends awarding of the contract to Sumbera Excavating, Inc..

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

FIRST: The city of Owosso has determined that it is advisable, necessary and in the public interest to contract with Sumbera Excavating, Inc. for the above renovation project as outlined in the grant.

SECOND: The accounts payable department is authorized to submit payment to Sumbera Excavating, Inc. in an amount not to exceed \$76,305.00, based upon unit pricing, upon satisfactory completion of the project.

CITY OF OWOSSO BID TABULATION SHEET PAGE 1 OF 2

DATE 8/15/2017DEPT. COMM DEVSUBJECT: CURWOOD CASTLE PARK RENOVATION

Sumbera Excavating
6490 McBride Rd.
Owosso, MI 48867

ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	MOBILIZATION	1	LSUM	\$ 1,200.00	\$ 1,200.00		\$ -	\$ -	\$ -
2	CURB & GUTTER REMV	150	FT	\$ 13.00	\$ 1,950.00		\$ -	\$ -	\$ -
3	PAVT, REM	50	SYD	\$ 9.00	\$ 450.00		\$ -	\$ -	\$ -
4	SIDEWALK, REM	600	SYD	\$ 11.50	\$ 6,900.00		\$ -	\$ -	\$ -
5	EXCAVATION, EARTH	180	CYD	\$ 7.25	\$ 1,305.00		\$ -	\$ -	\$ -
6	SUBGRADE, UNDERCUTTING	20	CYD	\$ 15.00	\$ 300.00		\$ -	\$ -	\$ -
7	EROSION CONTROL, INLET PROTC	3	EA	\$ 75.00	\$ 225.00		\$ -	\$ -	\$ -
8	AGGREGATE BASE 6"	270	SYD	\$ 8.50	\$ 2,295.00		\$ -	\$ -	\$ -
9	SUBBASE CIP 12"	270	SYD	\$ 5.00	\$ 1,350.00		\$ -	\$ -	\$ -
10	GEOTEXTILE, SEPARATOR	270	SYD	\$ 1.85	\$ 499.50		\$ -	\$ -	\$ -
11	SEWER, SDR26, 12"	158	FT	\$ 46.00	\$ 7,268.00		\$ -	\$ -	\$ -
12	CAP, 12"	1	EA	\$ 75.00	\$ 75.00		\$ -	\$ -	\$ -
13	DR STRUCTURE, TAP 12"	1	EA	\$ 300.00	\$ 300.00		\$ -	\$ -	\$ -
14	DR STRUCTURE, COVER	2	EA	\$ 600.00	\$ 1,200.00		\$ -	\$ -	\$ -
15	DR STRUCTURE 48"	2	EA	\$ 3,000.00	\$ 6,000.00		\$ -	\$ -	\$ -
16	HMA, 13A	65	TON	\$ 110.00	\$ 7,150.00		\$ -	\$ -	\$ -
17	CURB/GUTTER CONC	170	FT	\$ 18.75	\$ 3,187.50		\$ -	\$ -	\$ -
18	SIDEWALK, CONC, 4"	6500	SFT	\$ 3.75	\$ 24,375.00		\$ -	\$ -	\$ -
19	SIDEWALK RAMP, CONC, 4"	150	SFT	\$ 5.00	\$ 750.00		\$ -	\$ -	\$ -
20	DETECTABLE WARNING SURFACE	6	FT	\$ 250.00	\$ 1,500.00		\$ -	\$ -	\$ -
21	REMOVE/REINSTALL PAVERS	1	LSUM	\$ 750.00	\$ 750.00		\$ -	\$ -	\$ -
22	BARRICADE, TYPE 111	4	EA	\$ 43.75	\$ 175.00		\$ -	\$ -	\$ -
23	PEDESTRIAN TYPE II BARRICADE	6	EA	\$ 40.00	\$ 240.00		\$ -	\$ -	\$ -
TOTAL BID									

TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:

DEPT.

HEAD:

PURCH.

AGENT:

STAFF

REC.:

GENERAL LIABILITY INSURANCE

EXPIRATION DATE:

3/13/2018

WORKERS COMPENSATION INSURANCE

EXPIRATION DATE:

3/13/2018

SOLE PROPRIETORSHIP

EXPIRATION DATE:

AWARDED: _____

COUNCIL

APPROVED: _____

PO NUMBER: _____

MontenegroDonald D. CrawfordSumbera Excavating

SUBJECT: CURWOOD CASTLE PARK RENOVATION

Sumbera Excavating
6490 McBride Rd.
Owosso, MI 48867

ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
24	PLASTIC DRUM	10	EA	\$ 10.000	\$ 100.00		\$ -		\$ -
25	SIGN, TYPE B	12	SFT	\$ 5.00	\$ 60.00		\$ -		\$ -
26	PAVEMENT MARKINGS	1	LSUM	\$ 100.00	\$ 100.00		\$ -		\$ -
27	TURF ESTABLISHMENT	400	SYD	\$ 16.50	\$ 6,600.00		\$ -		\$ -
TOTAL BID				\$	76,305.00	\$	-	\$	-

TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:



Warrant 548 August 15, 2017

Vendor	Description	Fund	Amount
Safebuilt Inc	Building department services-June 2017	General	\$10,506.67
Safebuilt Inc	Building department services-July 2017	General	\$10,546.67
B S & A Software	Annual service and support for ten modules-8/1/17-8/1/18	Various	\$11,814.00
Total			\$32,867.34



MEMORANDUM

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

DATE: August 17, 2017

TO: Mayor Eveleth and the Owosso City Council

FROM: Susan Montenegro, Assistant City Manager/Director of Community Development

SUBJECT: Setting of Medical Marijuana Workshops for public participation.

RECOMMENDATION:

Staff recommends setting at least two public workshops in the next two months to provide an opportunity to educate the general public on new legislation slated to become effective in December as well as allow for public feedback regarding this matter.

BACKGROUND:

New legislation requires a municipality to adopt an ordinance authorizing one or more of the five licenses listed in the bill if the local municipality wishes to allow any of the facilities to operate within its boundaries. A municipality may ban facilities entirely as well. The current ordinance for dispensaries and growing facilities will become invalid on December 15, 2017 as this is the effective date of the new legislation.

The citizens of Owosso are key decision makers on this issue and must be given the opportunity to understand what the new legislation says as well as offer feedback. Setting a public workshop will allow city council to engage citizens. Council may also wish to consider having a panel discussion in which potential owners of said facilities would be available to answer questions as part of the public workshop.

FISCAL IMPACTS:

n/a

To: Owosso City Council
 From: Brad Hissong, Building Official
 Date: 08/01/2017

Building Department Report JULY 2017

Category	Estimated Cost	Permit Fee	Number of Permits
DECK	\$14,500	\$320	1
Demolition	\$500	\$135	2
Electrical	\$0	\$12,685	17
Fence - Residential	\$0	\$210	3
Garage, attached	\$21,760	\$390	1
Garage, detached	\$5,000	\$220	1
INDUSTRIAL, NEW BUILD	\$5,950,739	\$58,852	1
Mechanical	\$0	\$6,153	31
Non-Res. Add/Alter/Repair	\$175,000	\$2,955	1
Plumbing	\$0	\$1,750	6
Pools	\$0	\$50	1
PORCH	\$700	\$130	1
Res. Add/Alter/Repair	\$17,300	\$640	4
ROOF	\$89,044	\$1,650	8
ROW-ENG	\$0	\$60	3
ROW-UTILITY	\$0	\$80	4
SIDING	\$8,300	\$130	1
Sign	\$0	\$390	4
VACANT PROPERTY REGI	\$0	\$100	1
Totals	\$6,282,843	\$86,900	91

2016 COMPARISON TOTALS

		BUILDING PERMITS ONLY	-	25
JULY 2016 Totals	\$1,198,643	\$25,297		119

Enforcements By Category**08/04/17**

1 / 8

JULY 2017

ACCESSORY STRUCTURES

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0514	411 RANDOLPH ST	CONTACT HOMEOWNER	Resolved	07/25/17		08/02/17	N
ENF 17-0521	110 ELLIOT ST	COMPLAINT LOGGED	LETTER SENT	07/26/17	08/09/2017		N
Total Entries:				2			

ANIMALS

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0445	114 S OAK ST	COMPLAINT LOGGED	Resolved	07/05/17		07/17/17	Y
ENF 17-0447	814 GRACE ST	LETTER SENT	Resolved	07/06/17		07/07/17	Y
ENF 17-0532	610 FRANKLIN AV	COMPLAINT LOGGED	Resolved	07/27/17		08/02/17	N
Total Entries:				3			

AUTO REP/JUNK VEH

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0449	409 N SAGINAW ST	CONTACT OCCUPANT	Resolved	07/06/17		07/19/17	Y
ENF 17-0459	223 S DEWEY ST	LETTER SENT	Extension Granted	07/10/17	08/10/2017		N
ENF 17-0460	1006 W STEWART ST	LETTER SENT	Resolved	07/10/17		07/18/17	Y
ENF 17-0475	828 HUNTINGTON DR	LETTER SENT	Resolved	07/14/17		07/24/17	N
ENF 17-0481	612 GRAND AV	COMPLAINT LOGGED	LETTER SENT	07/18/17	08/17/2017		N
ENF 17-0484	609 MARTIN ST	COMPLAINT LOGGED	Resolved	07/18/17		08/03/17	Y
ENF 17-0485	1546 W MAIN ST	LETTER SENT	Resolved	07/18/17		08/03/17	Y
ENF 17-0486	725 LINGLE AV	CONTACT OCCUPANT	INSPECTION PENDING	07/19/17	08/14/2017		N
ENF 17-0491	606 GRAND AV	COMPLAINT LOGGED	LETTER SENT	07/19/17	08/17/2017		Y
ENF 17-0508	642 MARTIN ST	CONTACT OCCUPANT	INSPECTION PENDING	07/24/17	08/07/2017		Y
ENF 17-0512	638 MARTIN ST	COMPLAINT LOGGED	LETTER SENT	07/25/17	08/09/2017		Y

Enforcements By Category**08/04/17**

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JULY 2017

ENF 17-0513	1318 W STEWART ST	LETTER SENT	Resolved	07/25/17	07/27/17	Y
ENF 17-0520	218 S HOWELL ST	LETTER SENT	Resolved	07/26/17	08/02/17	Y
ENF 17-0522	110 ELLIOT ST	COMPLAINT LOGGED	LETTER SENT	07/26/17	08/09/2017	N
ENF 17-0525	531 HARRISON AV	COMPLAINT LOGGED	LETTER SENT	07/26/17	08/09/2017	N
ENF 17-0528	520 HARRISON AV	LETTER SENT	Resolved	07/26/17	07/31/17	N
ENF 17-0530	1318 W STEWART ST	LETTER SENT	Resolved	07/27/17	07/27/17	Y
ENF 17-0531	705 LINGLE AV	COMPLAINT LOGGED	LETTER SENT	07/27/17	08/17/2017	Y
ENF 17-0541	705 WILTSHIRE DR	COMPLAINT LOGGED	LETTER SENT	07/31/17	08/15/2017	N
ENF 17-0545	1301 FREEMAN ST	COMPLAINT LOGGED	Resolved	07/31/17	08/03/17	N
ENF 17-0547	1445 W KING ST	COMPLAINT LOGGED	LETTER SENT	07/31/17	08/08/2017	Y

Total Entries: 21**BUILDING VIOL**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0458	526 FLETCHER ST	INSPECTION PENDING	Resolved	07/06/17		07/10/17	N
ENF 17-0467	800 W MAIN ST	COMPLAINT LOGGED	LETTER SENT	07/13/17	08/21/2017		Y
ENF 17-0500	520 N WATER ST	LETTER SENT	INSPECTION PENDING	07/20/17	09/20/2017		Y
ENF 17-0502	1409 PENBROKE LOT 170	REF TO BLDG OFFICIAL	INSPECTION PENDING	07/20/17	08/07/2017		Y
ENF 17-0523	830 S CHIPMAN ST	COMPLAINT LOGGED	LETTER SENT	07/26/17	08/28/2017		Y
ENF 17-0524	900 S CHIPMAN ST	COMPLAINT LOGGED	LETTER SENT	07/26/17	09/07/2017		N
ENF 17-0546	1301 FREEMAN ST	COMPLAINT LOGGED	Resolved	07/31/17		08/03/17	N

Total Entries: 7**CHICKENS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0540	526 HARRISON AV	CONTACT HOMEOWNER	Resolved	07/28/17		08/01/17	N

Enforcements By Category**08/04/17**

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JULY 2017

Total Entries: 1**FENCE VIOLATION**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0440	850 BROADWAY AV	LETTER SENT	Resolved	07/05/17		07/28/17	N
ENF 17-0537	915 W KING ST	LETTER SENT	Resolved	07/27/17		07/31/17	N

Total Entries: 2**FRONT YARD PARKING**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0453	1128 GEORGE ST	COMPLAINT LOGGED	Resolved	07/07/17		07/10/17	N
ENF 17-0478	122 S HOWELL ST	CONTACT HOMEOWNER	Resolved	07/17/17		07/24/17	N
ENF 17-0487	1118 S SHIAWASSEE ST	LETTER SENT	Resolved	07/19/17		07/24/17	N
ENF 17-0517	1307 MACK ST	LETTER SENT	Resolved	07/25/17		08/02/17	Y
ENF 17-0518	422 W WILLIAMS ST	REF TO POLICE	Resolved	07/25/17		07/31/17	N
ENF 17-0534	601 GLENWOOD AV	LETTER SENT	Resolved	07/27/17		08/02/17	N

Total Entries: 6**GARAGE SALE**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0457	403 E KING ST	LETTER SENT	Resolved	07/10/17		07/18/17	Y
ENF 17-0488	1118 S SHIAWASSEE ST	LETTER SENT	Resolved	07/19/17		07/24/17	N

Total Entries: 2**GARBAGE & DEBRIS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
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Enforcements By Category**08/04/17**

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JULY 2017

ENF 17-0437	1201 HANOVER ST	LETTER SENT	Resolved	07/05/17	07/10/17	N
ENF 17-0439	524 PINE ST	CONTACT OWNER	Resolved	07/05/17	07/06/17	N
ENF 17-0444	1110 W MAIN ST	CONTACT OCCUPANT	Resolved	07/05/17	07/10/17	Y
ENF 17-0464	622 S CHIPMAN ST	COMPLAINT LOGGED	LETTER SENT	07/11/17	08/07/2017	Y
ENF 17-0465	1013 W STEWART ST	INSPECTED	Resolved	07/11/17	07/14/17	Y
ENF 17-0468	625 WOODLAWN AV	COMPLAINT LOGGED	LETTER SENT	07/13/17	08/07/2017	N
ENF 17-0469	344 W MAIN ST	REFER TO DPW	Resolved	07/13/17	07/14/17	VAC
ENF 17-0477	1299 S SHIAWASSEE ST	CONTACT OCCUPANT	Resolved	07/14/17	07/17/17	Y
ENF 17-0483	112 E RIDGE ST	CONTACT HOMEOWNER	Resolved	07/18/17	07/18/17	Y
ENF 17-0489	408 N HICKORY ST	COMPLAINT LOGGED	LETTER SENT	07/19/17	08/17/2017	Y
ENF 17-0496	1210 MACK ST	CONTACT OWNER	Resolved	07/20/17	07/20/17	N
ENF 17-0501	1208 DEVONSHIRE CT	LETTER SENT	Resolved	07/20/17	07/24/17	N
ENF 17-0506	603 BROADWAY AV	CONTACT HOMEOWNER	Resolved	07/24/17	07/27/17	N
ENF 17-0511	508 GROVER ST	LETTER SENT	Resolved	07/24/17	08/02/17	N
ENF 17-0516	425 HAMBLIN ST	CONTACT NEIGHBOR	Resolved	07/25/17	07/25/17	Y
ENF 17-0526	526 HARRISON AV	LETTER SENT	Resolved	07/26/17	07/27/17	N
ENF 17-0535	808 S PARK ST	COMPLAINT LOGGED	LETTER SENT	07/27/17	08/10/2017	VAC
ENF 17-0542	755 BROADWAY AV	COMPLAINT LOGGED	LETTER SENT	07/31/17	08/17/2017	VAC
ENF 17-0548	524 HARRISON AV	COMPLAINT LOGGED	LETTER SENT	07/31/17	08/17/2017	N

Total Entries: 19**GARBAGE CANS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0497	314 MORRIS ST	CONTACT HOMEOWNER	Resolved	07/20/17		07/20/17	N

Total Entries: 1**LAWN MAINTENANCE**

Enforcements By Category**08/04/17**

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JULY 2017

Enforcement Number	Address	Previous Status	Status	Filed	Date	Closed	Rental
ENF 17-0441	1509 W SOUTH ST	LETTER SENT	Resolved	07/05/17		07/13/17	VL
ENF 17-0442	1505 W SOUTH ST	LETTER SENT	Resolved	07/05/17		07/13/17	VL
ENF 17-0443	1501 W SOUTH ST	LETTER SENT	Resolved	07/05/17		07/13/17	VL
ENF 17-0450	625 WOODLAWN AV	CONTRACTOR TO MOW	Resolved	07/07/17		08/02/17	N
ENF 17-0452	755 BROADWAY AV	INVOICED	Resolved	07/07/17		07/19/17	V
ENF 17-0462	1260 ADAMS ST	REF TO CONTRACTOR	Resolved	07/10/17		08/02/17	V
ENF 17-0463	222 CASS ST	REF TO DPW	Resolved	07/11/17		07/21/17	N
ENF 17-0470	440 E HOWARD ST	LETTER SENT	Resolved	07/13/17		07/21/17	N
ENF 17-0471	408 HUGGINS ST	LETTER SENT	Resolved	07/13/17		07/21/17	N
ENF 17-0473	344 W MAIN ST	REF TO CONT	CONTRACTOR TO MOW	07/14/17	08/07/2017		V
ENF 17-0482	821 STATE ST	LETTER SENT	Resolved	07/18/17		07/31/17	N
ENF 17-0490	703 CLINTON ST	RESOLVED	Resolved	07/19/17		08/02/17	V
ENF 17-0492	332 PRINDLE ST	COMPLAINT LOGGED	Resolved	07/19/17		07/31/17	Y
ENF 17-0494	714 LINCOLN AV	LETTER SENT	Resolved	07/20/17		07/31/17	V
ENF 17-0498	N WASHINGTON ST	REF TO CONTRACTOR	CONTRACTOR TO MOW	07/20/17	08/11/2017		VL
ENF 17-0505	1260 ADAMS ST	INSPECTED	Resolved	07/21/17		07/24/17	V
ENF 17-0510	813 S PARK ST	REF TO CONTRACTOR	CONTRACTOR TO MOW	07/24/17	08/07/2017		VL
ENF 17-0519	707 JEROME AV	REF TO DPWCONTRACTOR	CONTRACTOR TO MOW	07/25/17	08/11/2017		Y
ENF 17-0529	525 HARRISON AV	INSPECTED	LETTER SENT	07/26/17	08/07/2017		N
ENF 17-0536	1603 HENRY ST	COMPLAINT LOGGED	LETTER SENT	07/27/17	08/07/2017		Y
ENF 17-0538	1600 W MAIN ST	COMPLAINT LOGGED	LETTER SENT	07/27/17	08/07/2017		Y
ENF 17-0543	202 N CEDAR ST	REF TO CONTRACTOR	CONTRACTOR TO MOW	07/31/17	08/11/2017		Y
ENF 17-0544	203 N CEDAR ST	COMPLAINT LOGGED	LETTER SENT	07/31/17	08/07/2017		Y
ENF 17-0549	705 WILTSHIRE DR	LETTER SENT	INSPECTION PENDING	07/31/17	08/08/2017		N

Enforcements By Category**08/04/17**

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JULY 2017

ENF 17-0550	755 BROADWAY AV	SENT TO CONTRACTOR	CONTRACTOR TO MOW	07/31/17	08/11/2017		VAC
Total Entries:				25			

MULTIPLE VIOLATIONS

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0448	625 WOODLAWN AV	LETTER SENT	Extension Granted	07/06/17	08/07/2017		N
ENF 17-0466	826 LINGLE AV	LETTER SENT	INSPECTION PENDING	07/13/17	09/18/2017		Y
ENF 17-0493	920 FARR AV	LETTER SENT	Resolved	07/20/17		07/27/17	Y
ENF 17-0495	610 FRANKLIN AV	COMPLAINT LOGGED	LETTER SENT	07/20/17	08/10/2017		N
ENF 17-0503	832 DIVISION ST	CONTACT HOMEOWNER	Resolved	07/21/17		08/01/17	Y
ENF 17-0507	421 HURON ST	LETTER SENT	Resolved	07/24/17		08/04/17	Y
ENF 17-0515	460 E HOWARD ST	COMPLAINT LOGGED	LETTER SENT	07/25/17	08/09/2017		N
ENF 17-0527	1210 CORUNNA AV	LETTER SENT	OWNER CONTACTED CIT	07/26/17	08/09/2017		Y
Total Entries:				8			

NO BUILDING PERMIT

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0446	401 W WILLIAMS ST	COMPLAINT LOGGED	Resolved	07/06/17		07/10/17	Y
ENF 17-0451	1415 FREDERICK ST	LETTER SENT	Resolved	07/07/17		07/19/17	Y
ENF 17-0454	827 LINGLE AV	INSPECTED	Resolved	07/07/17		07/19/17	V
ENF 17-0474	1010 N CHIPMAN ST	LETTER SENT	Resolved	07/14/17		07/21/17	N
ENF 17-0480	826 E MAIN ST	LETTER SENT	INSPECTION PENDING	07/17/17	08/07/2017		Y
ENF 17-0533	319 W OLIVER ST	CONTACT HOMEOWNER	Resolved	07/27/17		07/27/17	Y
Total Entries:				6			

ROW VIOLATIONS

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
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Enforcements By Category**08/04/17**

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JULY 2017

ENF 17-0499	615 E KING ST	CONTACT CONTRACTOR	Resolved	07/20/17	07/28/17	N
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Total Entries: 1**RV/CAMPER VIOLATIONS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0479	1603 HENRY ST	CONTACT OCCUPANT	Resolved	07/17/17		07/20/17	Y
ENF 17-0539	608 RYAN ST	COMPLAINT LOGGED	LETTER SENT	07/28/17	08/10/2017		Y

Total Entries: 2**SIGN VIOL**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0509	120 N WASHINGTON ST	CONTACT OCCUPANT	Resolved	07/24/17		07/27/17	Y

Total Entries: 1**TRAILER VIOLATIONS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0455	1200 ORCHARD ST	LETTER SENT	Resolved	07/07/17		08/02/17	N

Total Entries: 1**VACANT/SQUATTERS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0476	206 S HOWELL ST	CONTACT HOMEOWNER	INSPECTION PENDING	07/14/17	08/14/2017		Y

Total Entries: 1**VISIBILITY**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0438	728 W OLIVER ST	LETTER SENT	Resolved	07/05/17		07/19/17	N

Enforcements By Category

08/04/17

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JULY 2017

Total Entries: 1

Total Records: 110

Total Pages: 8

RENTAL COLUMN DEFINITIONS

Y - Yes, it's a rental

N - No, it's not a rental - owner occupied

APTS - Apartment Building

COMM - Commercial

REPO - Repossession

TRAIL - Trailer Park

VAC - Vacant House

VL - Vacant Lot

IND - Industrial

HOME OCC - Home Occupied

*These are on-going complaints and will be resolved with compliance or possible court action.



OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: 15 August 2017

TO: Owosso City Council

FROM: Eric E. Cherry
Police Department Lieutenant

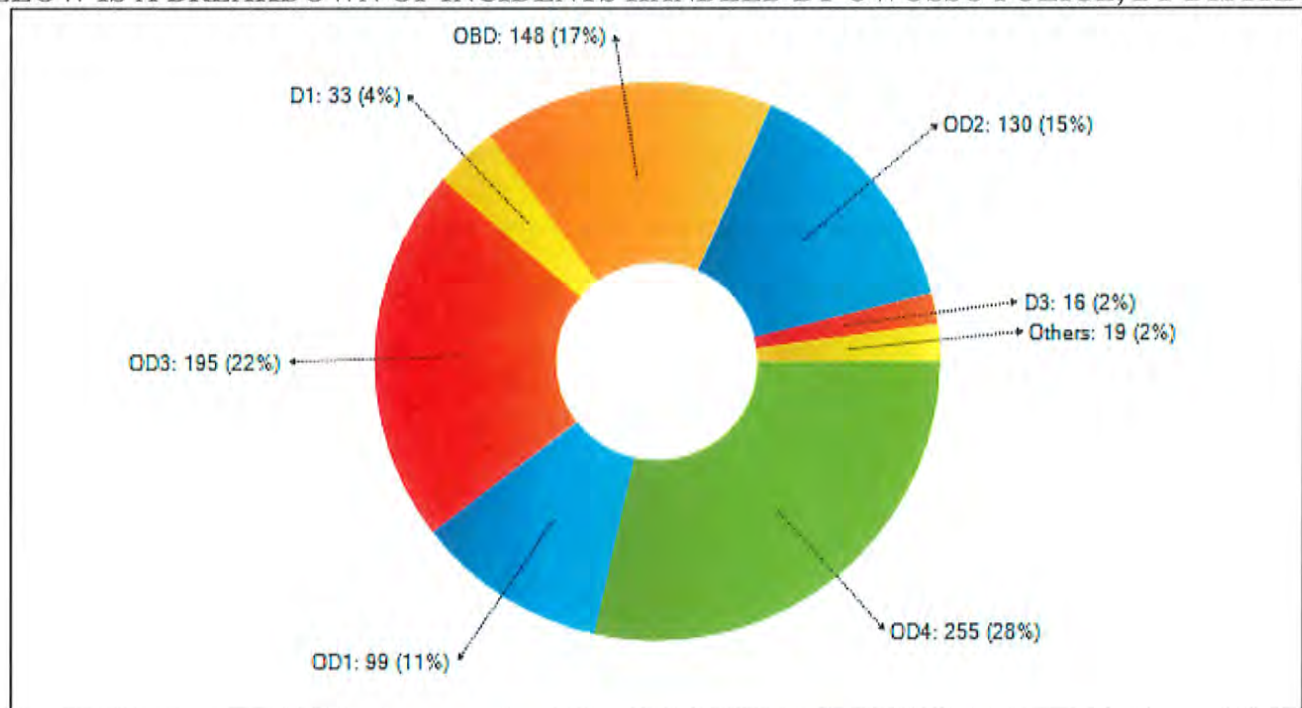
RE: July 2017 Police Reports

Attached are the statistics for the Police Department for July 2017. One report includes case clearance activity for the month of July and year-to-date statistics. Also, attached is a list of field contacts, which are incidents that the police are dispatched to and requires no further follow-up other than the officer's initial response.

Additionally, there were no citations issued for burning violations during July. There were three (3) field contacts for burning investigations in July.

For July 2017 the Police handled eight hundred ninety five (895) events, ninety nine (99) were traffic stops, about eleven (11) percent of their work activity.

BELOW IS A BREAKDOWN OF INCIDENTS HANDLED BY OWOSSO POLICE, BY DISTRICT.



OD1: Owosso City District 1 (northwest, north of M-21 and west of M-52)

OD2: Owosso City District 2 (northeast, north of M-21 and east of M-52)

OD3: Owosso City District 3 (southwest, south of M-21 and west of M-52)

OD4: Owosso City District 4 (southeast, south of M-21 and east of M-52, excluding business district and police office is in this district)

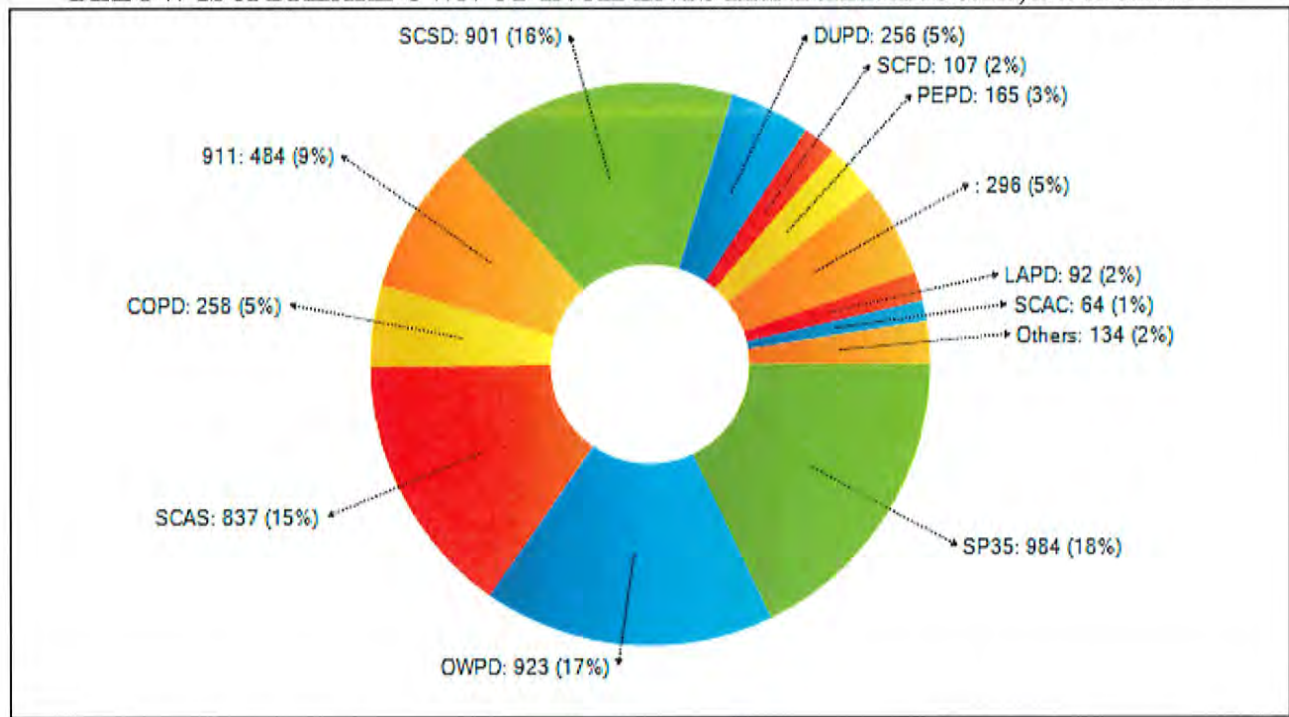
ODB: Owosso City Downtown Business District

D1: Shiawassee County northwest district (west of M-52 and north of Hibbard Road)

D3: Shiawassee County northeast district (east of M-52 and north of Hibbard Road)

Others: Included City of Corunna's 3 districts and any other area officer's responded.

BELOW IS A BREAKDOWN OF INCIDENTS HANDLED IN JULY, BY AGENCY.



SCSD: Shiawassee County Sheriff's Office

PEPD: Perry City Police

Others: All Other Departments

SCAS: Shiawassee County Ambulance Services

DUPD: Durand City Police

LAPD: Laingsburg City Police

SP35: Michigan State Police Post #35

COPD: Corunna City Police

SCFD: Shiawassee County Fire Departments

SCAC: Shiawassee County Animal Control

OWPD: Owosso City Police

911: Shiawassee County 911 Center



Case Assignment/Clearance Report For July, 2017

July 2017

	Offenses	Current Month Assigned	Current Month Cleared	Year-To-Date Assigned	Year-To-Date Cleared	Percent Cleared
PART I OFFENSES						
	ROBBERY	2	1	6	8	133 %
	AGGRAVATED ASSAULT	2	9	20	32	160 %
	BURGLARY	6	5	27	34	125 %
	LARCENY	17	19	100	128	128 %
	MOTOR VEHICLE THEFT	0	1	3	7	233 %
	SIMPLE ASSAULT	15	21	136	158	116 %
	ARSON	0	1	2	5	250 %
	FORGERY & UTTERING	0	0	2	5	250 %
	COUNTERFEITING	0	0	1	1	100 %
	FRAUD	2	7	33	40	121 %
	EMBEZZLEMENT	0	1	0	2	0 %
	WEAPON CRIMES- CARRY, POSS,	0	3	6	13	216 %
	PROSTITUTION	0	0	0	0	0 %
	SEX OFFENSES 1/ UNDER AGE -	0	0	5	9	180 %
	NARCOTICS VOLIATIONS	7	7	28	135	482 %
	GAMBLING VIOLATIONS	0	0	0	0	0 %
	VANDALISM-DAMAGE-DESTRUCTIO	0	0	0	1	0 %
	HOMICIDE 1	0	0	0	0	0 %
	HOMICIDE	0	0	0	0	0 %
	RAPE / NON - FAMILY	0	0	0	1	0 %
	SEX OFFENSES 2	6	8	22	25	113 %
	PARENTAL KIDDNAP	0	0	0	0	0 %
	KIDDNAPPING	0	0	1	1	100 %
	BURGLARY RESIDENTIAL	4	2	7	9	128 %
	BURGLARY COMMERCIAL	0	0	1	1	100 %
	RESISTING/OBSTRUCTING	3	3	11	14	127 %
	PART I OFFENSES	64	88	411	629	153 %
PART II OFFENSES						
	PAROLE/PROBATION VIOLATION	2	2	16	17	106 %
	NATURAL DEATH	0	0	0	0	0 %
	RETAIL FRAUD	2	2	6	8	133 %
	RUNAWAY	1	2	13	14	107 %
	VIOLATION PPO/ COURT ORDER	2	1	17	17	100 %

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
FAMILY NONSUPPORT	0	0	0	0	0 %
SUSPICIOUS DEATH	0	1	3	7	233 %
TRAFFIC OFFENSES OTHER	6	6	48	50	104 %
CRIMINAL CASE OTHER	0	0	0	0	0 %
WARRANT ARREST	18	18	80	88	110 %
SUSPICIOUS CIRCUMSTANCES	2	4	10	17	170 %
WARRANT ADVISED	0	0	0	0	0 %
MENTAL ORDER-ECO / TDO	5	7	33	36	109 %
DOMESTIC ASSAULT/SITUATION	5	3	7	9	128 %
ILLEGAL DUMPING	0	0	0	0	0 %
FOUND PROPERTY	18	24	65	114	175 %
RECOVERED PROPERTY	0	0	1	1	100 %
ANNOYING PHONE CALLS	0	0	0	0	0 %
TRESPASSING	1	2	8	8	100 %
DOA	2	2	11	15	136 %
ANIMAL COMPLAINTS	1	1	9	10	111 %
MISSING PERSON	1	1	3	4	133 %
WARRANT OBTAINED	0	0	0	0	0 %
PROPERTY-LOST	0	0	0	0	0 %
SAFEKEEPING OF WEAPON	0	0	0	0	0 %
SUICIDE AND ATTEMPTED SUICIDES	0	0	1	3	300 %
TRAFFIC - HIT & RUN	3	3	26	37	142 %
FIRES - NOT ARSON	2	2	5	5	100 %
LOST PROPERTY	0	0	0	0	0 %
NON-CRIMINAL CASE	9	13	63	77	122 %
CRIMES AGAINST FAMILY &	0	1	5	6	120 %
DRIVING WHILE IMPAIRED	3	3	17	29	170 %
LIQUOR LAW VIOLATIONS	1	1	3	6	200 %
DISORDERLY CONDUCT	2	4	28	33	117 %
OTHER CRIMES	12	15	61	74	121 %
IMPOUND / TOW FOLLOW-UP	0	0	0	0	0 %
FALSE ALARM	0	0	0	0	0 %
MOTOR VEHICLE CRASH	24	24	182	185	101 %
THREATS	0	0	1	1	100 %
PROPERTY CRIMES, POSS, SALE,	0	0	0	0	0 %
DAMAGE TO PROPERTY	8	9	54	71	131 %
<i>PART II OFFENSES</i>	<i>130</i>	<i>151</i>	<i>776</i>	<i>942</i>	<i>121 %</i>
Grand Totals:	194	239	1,187	1,571	132 %

Field Contact By Reason Summary Report

July 2017

Reason for Contact	Count
911 Hang Up	50
Abandoned Vehicle	3
False Alarm Commercial	18
False Alarm Residential	1
All Other Service Reports	32
Animal Complaints Other	18
Assist Ambulance	13
Assist To Other Dept	30
Assist Fire Dept	4
Assist Officer	1
Attempt To Locate	15
Barking Dog	2
Burning Ordinance	3
Civil Dispute	17
Disturbance	19
Directed Patrol	2
Fireworks	23
Found Property	6
Gun Permit/register	31
Harrassment	18
Homeless Voucher	6
Investigate Vehicle	2
Lost Property	1
Loud Music	3
Motorist Assist	2
Open Door	3
Ordinance Violation	6
Parking Problem	10
Pawn Ticket	104
Peace Officer	8
Private Property Pda / Non Reportable	1
Reckless Driver	1
Road Hazard	4

Reason for Contact	Count
Suspicious Person	23
Suspicious Situation	52
Suspicious Vehicle	18
Transport - Other	1
Trouble With Kids	21
Trouble With Neighbor	12
Trouble With Subject	58
Trespassing	1
Phone Harassment	1
Unwanted Subject	2
Vacation Check	2
Welfare Check	47
Wire Down	2
Work Traffic	68

FIELD CONTACTS FOR BURNING

July 2017

CASE_ID	FCDATE	STREET
201704336	07/24/2017 15:28:00	E CORUNNA AVE
201704345	07/24/2017 22:16:00	W PRINDLE ST
201704410	07/28/2017 01:26:00	E CORUNNA AVE



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

MEMORANDUM

DATE: August 15, 2017
TO: Owosso City Council
FROM: Kevin Lenkart
Director of Public Safety
RE: July 2017 Fire & Ambulance Report

During the month of July 2017:

Fire Department responded to **246** Ambulance calls

Fire Department responded to **18** Fire calls –

- 5 – Accidents (no injuries)
- 8 – False Alarms
- 1 – Service Calls
- 2 – Building Fires (Mutual Aid)
- 2 – Building Fires

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
AUGUST 2, 2017 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:30 a.m.

ROLL CALL: Was taken by Recording Secretary, Marty Stinson.

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Authority Members Kenn Cushman, Mayor Chris Eveleth, Jon Moore (arrived 7:44 a.m.), Lance Omer, Theresa Trecha, and Jim Woodworth.

MEMBERS ABSENT: Authority Member Kevin Wiles.

OTHERS PRESENT: Josh Adams, Main Street Manager; Tracey Peltier, Owosso Main Street/DDA Program Assistant, and Sue Montenegro, Assistant City Manager & Community Development Director.

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER EVELTH AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE AGENDA FOR AUGUST 1, 2017 AS PRESENTED, BUT TO MOVE THE VOTING ITEMS OF BUSINESS TO THE BEGINNING OF THE AGENDA TO FACILITATE TIME CONSTRAINTS AND TO ADD AN ITEM ABOUT DOWNTOWN DUMPSTERS FOR APPROVAL.

AYES: ALL. MOTION CARRIED.

ITEMS OF BUSINESS:

1) WELCOME TRACEY!

Chairman Acton welcomed Tracey Peltier from the audience as the new Owosso Main Street/DDA Program Assistant. Owosso Main Street Manager Josh Adams presented a new job description for the assistant to the board.

2) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER EVELTH AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE CHECK REGISTER FOR JULY, 2016 AS PRESENTED.

AYES ALL. MOTION CARRIED.

3) BUDGET REPORT

(SEE BOARD PACKET FOR BUDGET)

Mr. Adams commented that it was sparse as this was the beginning of the fiscal year.

7:33 Board Member Omer arrived.

4) BOARD SECRETARY SELECTION

Per Mr. Adams, a resolution today is not necessary. Since Alaina Kraus left, no one has held the position. If anyone wants to volunteer today, we can make a motion. This is just for signatures – to sign the minutes as Marty is taking the minutes. We also need someone to sign for TIF, yearly tax collections. It was suggested to put a job description in the packet next month.

5) FAÇADE GRANT UPDATE

Per Mr. Adams, revisions will need to take place. The costs are now six months old. Then we can resubmit. If the rates haven't changed, we'll only need to change the dates. We will request bids in January and the construction can begin next spring for six buildings, seven facades.

6) DUMPSTER PLANS

Mr. Acton described the plan to eliminate about four dumpsters cluttering the alley behind his building on N. Washington and use one large dumpster on J & S Tires property for all the buildings in the area.

7:44 a.m. Board Member Moore arrived.

Those involved will pay the DDA annually for the service. This will allow more parking room in the alley, more room for fire trucks if needed, and a more clean and neat area in the alley. Mr. Adams added the DDA will have written agreements with all involved and will help if there are new businesses to prevent any misunderstandings.

IT WAS MOVED BY AUTHORITY MEMBER EVELTH AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE DUMPSTER PLAN AS PRESENTED.

AYES ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER EVELTH AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE MINUTES OF JULY 12, 2017, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

7:50 a.m. Board Member Eveleth left the meeting.

BOARD COMMENTS:

Board Member Woodworth asked who was responsible to clean-up around the Amphitheater. The bushes are overgrown around the entryway. It should be cleaned up before tomorrow night's concert. Ms. Montenegro noted that the city probably couldn't get it done by then. Discussion followed about volunteer organization. Mr. Adams will try to make some phone calls.

Ms. Peltier noted that only one light works around the castle park. It's really dark around there and when vendors are packing up, they have to hold flashlights for them. Ms. Montenegro sent e-mail from the meeting about getting light bulbs replaced.

COMMITTEE UPDATES:

1) DESIGN AND BUSINESS VITALITY.

Board Member Omer commented about realigning common goals for fundraising. Brainstorming discussion continued with needing more work plans and taking advantage of the architecture and history

to create day trip planners and invitations. Mr. Adams continued with suggestions for class reunions or weddings – event destinations; making business recruitment packets. We need a class to teach decorating for retail windows for store fronts and to work on vacant store fronts.

8 a.m. Board Member Gilbert left.

Mr. Adams noted that September 29 the representative from national is coming in because she's heard about Owosso Main Street. In November Michigan Main Street will be going over Training Events. He also announced ERE has invited four Main Street Managers to work on a possible new type of loan which is not made public yet. He was invited and it sounds like an exciting potential for Owosso. Nothing is formalized yet.

2) PROMOTION AND OUTREACH.

Mr. Adams said they have been busy with Cruise to the Pits. Raised \$12,000, spent just over \$7,000 with \$4,600 going to the Child's Advocacy. Ms. Peltier noted the market had a stellar seller day. Some even sold out. The extended hours were great. Mr. Adams said the police reports were great also – very quiet.

Board Member Cushman said that events should pay for themselves and the ones that don't should be repeated. Mr. Adams noted that the film at the Fountain doesn't pay much, but it brings a lot of social investment.

BOARD COMMENTS:

Chairman Acton asked what else should we be doing?

Board Member Trecha asked about Belanger Meat closing. Should we have been doing something more there? Mr. Adams commented it was a family decision to consolidate. Board thought we still needed a meat market in town. Mr. Acton said we need to build a relationship with owners / customer service. Mr. Cushman said that opportunities are missed because avenues aren't available between investors and entrepreneurs. A subcommittee was formed with Cushman as chair with Woodworth, Acton, Peltier and Omer on the committee. More to follow by e-mail on meeting times, etc.

Board Member Moore commented on clean-up around town. Discussion followed about coordinating volunteers with listed chores and blocks of time; possibly services groups too. It was suggested to look into Signup.com.

8:46 a.m. Board Member Cushman left.

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER OMER AND SUPPORTED BY AUTHORITY MEMBER MOORE TO ADJOURN AT 8:50 A.M.

AYES: ALL. MOTION CARRIED.

Dave Acton, Chairman

mms

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, JULY 24, 2017 – 6:30 P.M.**

MOTION BY COMMISSIONER FEAR, SUPPORTED BY COMMISSIONER SMITH TO NOMINATE COMMISSIONER LIVINGSTON TO CHAIR THE MEETING DUE TO THE ABSENCE OF CHAIRMAN WASCHER AND VICE CHAIR WEAVER RESIGNED.

YEAS ALL. MOTION CARRIED.

CALL TO ORDER: Commissioner Livingston called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE: Recited.

ROLL CALL: Tanya Buckelew, Recording Secretary.

MEMBERS PRESENT: Secretary Janae Fear, Commissioners Jake Adams, Frank Livingston, Tom Taylor, Brent Smith.

MEMBERS ABSENT: Chairman Wascher, Commissioners Michelle Collison, Tom Cook, Dan Law.

OTHERS PRESENT: Assistant City Manager Susan Montenegro, Josh Adams - DDA

APPROVAL OF AGENDA:
MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE AGENDA FOR JULY 24, 2017.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:
MOTION BY COMMISSIONER TAYLOR SUPPORTED BY COMMISSIONER SMITH TO APPROVE THE MINUTES FOR THE JUNE 26, 2017 MEETING.

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum
2. PC minutes from June 26, 2017.
3. Section 38-380 Off-street parking requirements
4. Review/revision of off-street requirements in downtown
5. Citizen participation plan updating

COMMISSIONER/PUBLIC COMMENTS

None.

PUBLIC HEARING:

None

BUSINESS ITEMS:

1. Election of Officers. Elect the chair, vice-chair and secretary for the 2017-18 fiscal year.
 - This item was moved to end of agenda
2. Review of Section 38-380 (12)e.
 - Ms. Montenegro presented copies of ordinances from other communities for samples relevant to the current wording for off street industrial parking.
 - Discussion was held in comparing the various ordinances from Port Huron, Roseville, Berkley, Southfield, Novi and Big Rapids.
 - It was noted that City of Owosso's ordinance on off street industrial square footage of usable floor space requirement is 550, that falls about in the middle as other communities have as low as 250 and as high as 700.
 - Commissioners do not want to change the ordinance at this time.
3. Review of Section 38-380. Look at language regarding off-street parking requirements in the downtown and consider revision of section 38-380 (2).
 - Ms. Montenegro presented information relating to downtown off street parking including parking lease application and parking space lease.
 - Discussion was concentrated on parking for downtown residents.
 - Josh Adams explained the current parking setup as having 24 hour and 72 hours lots on the outside of the downtown area and as the lots get closer to downtown the hours for parking are decreased down to 4.
 - Downtown residential living has increased and is expected to grow by 80-100 units.
 - The goal is to allow a downtown resident to park in an available space at any time.
 - Signage currently states no parking between 8a-5p.
 - The plan going forward is to phase out employee parking leases. Remove signage and let residents park anywhere (with a parking lease). Add new signs showing the allowable hours to park in each lot.
 - Parking lease – change wording in #10. Residential Lease – add the following:
 - a. Extended Residential Parking – Residential vehicles shall not be parked more than 48 hours at any given time. Residential lessees planning an extended leave shall be required to park in a 72-hours lot during that time and shall give notice to public safety detailing the vehicle type, license, dates and duration of extended parking (not to exceed seven (7) days). If a resident plans a longer extended leave than seven (7) days it will be up to the lessee to find alternate parking during that time.
 - One (1) free tag to the building owner and the building owner would obtain the parking tags for their residents.
 - City of Southfield's ordinance wording is recommended.

MOTION BY COMMISSIONER FEAR, SUPPORTED BY COMMISSIONER TAYLOR TO AMEND THE LANGUAGE IN THE ZONING ORDINANCE SECTION 38-380 (2) BY ADDING THE FOLLOWING: *HOWEVER, IN THE DDA AND WESTOWN DISTRICTS, AS SHOWN IN THE MAP, RESIDENTIAL PARKING FOR DOWNTOWN RESIDENTS SHALL BE ALLOWED IN ANY PUBLIC PARKING LOT WITH A RESIDENTIAL PARKING PERMIT, ACCORDING TO THE TERMS OF THE LEASE AGREEMENT.*

YEAS ALL, MOTION CARRIED.

4. Citizen participation plan. Review of current citizen participation plan.
- Ms. Montenegro presented a revised plan using Quincy's plan as a guideline.
 - Page 7 change wording to the last sentence – remove “the time limits for these processes” add “the process.
 - Page 11 describe what a Low and a High Controversy Development Plan is.
 - Page 10 change wording by removing charrettes and replacing with a more common known word.
 - Suggestion to make the document more understandable is to change wording to a 5th grade level.
 - This plan will be presented again at the August meeting for addition review/approval.

ITEMS OF DISCUSSION: NONE

COMMISSIONER/PUBLIC COMMENT: Commissioner Smith will be moving out of the city limits but will still be able to attend the August meeting.

MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER FEAR TO TABLE THE ELECTION OF OFFICERS TILL THE AUGUST MEETING.

YEAS ALL, MOTION CARRIED.

ADJOURNMENT:

MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER SMITH TO ADJOURN AT 7:45 P.M. UNTIL THE NEXT MEETING ON AUGUST 28, 2017.

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary

**PARKS AND RECREATION COMMISSION
REGULAR MEETING
TUESDAY, JULY 25, 2017 – 7:30 p.m.
City Hall Conference Room
301 W. Main St. Owosso, MI 48867**

CALL TO ORDER: Chairman Espich called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE: Was recited.

ROLL CALL: Was taken by Deputy City Clerk Roxane Cramer.

MEMBERS PRESENT: Chairman Mike Espich, Vice-Chair Jeff Selbig, Commissioners Jerry Hebekeuser, Nell Anne Hebekeuser and Nick Seabasty.

MEMBERS ABSENT: Commissioners Rick Morris and Randy Woodworth.

OTHERS PRESENT: Donald Crawford, City Manager, Jon Beebe and Eric Sanderson, (designers of the disc golf course) and Tim Law (working with John and Eric on the disc golf course)

APPROVAL OF AGENDA: **COMMISSIONER JERRY HEBEKEUSER MADE A MOTION TO APPROVE THE AGENDA FOR JULY 25, 2017 WITH THE FOLLOWING CHANGES: ADD TO ITEM OF BUSINESS NUMBER 4, REVISIT DAY AND TIME OF MEETING. SUPPORTED BY COMMISSIONER SEABASTY. AYES ALL, MOTION CARRIED**

APPROVAL OF MINUTES: **VICE-CHAIR SELBIG MADE A MOTION TO APPROVE THE MINUTES FOR THE MEETING OF SPECIAL MEETING OF JANUARY 10, 2017 AND MARCH 7, 2017. SUPPORTED BY COMMISSIONER JERRY HEBEKEUSER. AYES ALL, MOTION CARRIED**

PUBLIC COMMENTS/COMMISSIONER COMMENTS:

Vice-Chair Selbig stated he was approached by Mr. Lowman, from Wrought Iron Grill, about creating a Pickleball Court in the spot where the ice skating rink is placed in the winter. Vice-Chair Selbig reported that he believes Pickleball is a modified Tennis. He also shared that he thought it would be relatively inexpensive to create and that Mr. Lowman had offered to be a sponsor of it. Vice-Chair Selbig stated he would like the commissioners to research it and discuss it at the next meeting.

Chairman Espich asked for Vice-Chair Selbig to get some numbers to look at for the next meeting. Vice-Chair Selbig agreed to do that.

Chairperson Espich shared that he was disappointed that the Splash Pad had been vandalized but was thankful the DPW got it repaired quickly.

Commissioner Jerry Hebekeuser was also impressed by the quick repair of the Splash Pad.

City manager stated he wasn't certain it was an act of vandalism or if someone might have fallen into it and it was made to break off.

COMMUNICATIONS:

Staff memorandum
Minutes from January 10, and March 7, 2017

BUSINESS:

Disc Golf Project

Tim Law reported that personal issues and weather have slowed the progress but explained that he was hoping now for an early fall opening. They are now to the point they need to make some contacts with the city for assistance. There was a discussion regarding what materials are needed to finish the project. Tim Law said he will work with John Beebe, Eric Sanderson and Mark Mitchell, supervisor for DPW, to finish the project.

Eric Sanderson reported John Beebe and himself have been working all summer on the course. He also reported that they need to have brush hauled away.

Commissioners thanked all of them for their continued work on the project.

Skate Park - Status of passport grant application

City Manager Crawford reported that the application is in. He reported that in October the State will review the application and give comments where the city may want to clarify things per their checklist. In November they will release a list of rankings for each request. And around December 15th they will announce which one they will fund based on the amount of money they have. City Manager Crawford reported this is based on previous grant application and not necessarily the timeline for this specific grant.

Plunge for parks – funds collected and funds pledged and not collected.

City Manager reported the following:

\$ 695.00, collected day of the Plunge
90.00 Additional donation
515.00 Previously collected
1,000.00 From House of Wheels

\$ 1,785 short of pledges made. Commissioner Woodworth says he has this amount.

City Manager Crawford also reported that with the \$1,785.00 Commissioner Woodworth has that this meets the \$25,000.00 requirement for the grant.

Additional fund raising – Patronicity program.

Chairman Espich requested that this put on the next meeting to be discussed.

Parks and Recreation Plan

- a. Completion
- B. Submission

Chairman Espich stated he had asked the City Manager to put this on the agenda.

He explained the grant coordinator stated if the New Parks and Recreation Master Plan was on file that the grant request would score better.

Vice Chair Selbig suggested allowing the new members to review the plan. Chairman Espich would like to have the new plan completed by the end of September to have it on file by October.

City Manager said he would send the plan to the members. He also advised commissioners to review the new Park and Recreation Plan.

Chairman Espich requested the discussion of the new Parks and Recreation Plan at the next meeting.

4. Other Business

Date and time of meeting.

Chairman Espich polled each member present and asked if they could make the Tuesday meeting or if a different day would work better.

Commission decided to change the next meeting from Tuesday, August 22, to Wednesday, August 23, 2017 at 7:30 p.m.

PUBLIC COMMENTS / COMMISSIONER:

Chairman Espich wanted to clarify with everyone that 3 missed meetings in a fiscal year you give up your seat on the commission.

There was a short discussion regarding this. Chairman Espich stated he felt that the commission could eliminate this by scheduling each meeting the month prior.

ADJOURNMENT:

**VICE-CHAIR SELBIG MADE A MOTION TO ADJOURN AT 8:24 P.M., SUPPORTED BY
COMMISSIONER SEABASTY
ALL AYES, MOTION CARRIED.**