

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, OCTOBER 16, 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 OCTOBER 2, 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

None.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

CONSENT AGENDA

1. Set Public Hearing – Parks Plan Update. Authorize setting a public hearing for Monday, November 20, 2017 to receive citizen comment on the proposed 2017 Parks and Recreation Plan Update.

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

Name	Board/Commission	Term Expires
Janae Fear	Brownfield Redevelopment Authority/LDFA filling unexpired term of T. Kurtz	06-30-2020

3. Flexible Spending Account Terms Adoption. Authorize acceptance of the terms governing the Flexible Spending Accounts available to City employees, with an effective date of January 1, 2018.
4. Change Order No. 4 – WWTP Primary Clarifiers Replacement Contract. Approve Change Order No. 4 to the WWTP Primary Clarifiers Replacement Contract with Titus Welding Company increasing the contract amount \$5,114.00 for work to repair and replace the north primary clarifier electrical conduit and concrete pad, and authorize payment to the contractor upon completion of said work.
5. Change Order No. 1 – Curwood Castle Park Renovations. Approve Change Order No. 1 to the Curwood Castle Park Renovation contract with Sumbera Excavating, Inc. adjusting the project completion date from October 13, 2017 to October 31, 2017 to accommodate requests from the Historical Commission and the Shiawassee Arts Council for use of the park for special events.
6. Check Register – September 2017. Affirm check disbursements totaling \$2,786,074.71 for September 2017.

ITEMS OF BUSINESS

1. Rezoning 621 W. Oliver Street. Authorize a potential agreement regarding the request to rezone the property at 621 West Oliver Street from R-1, Single Family Residential, to OS-1, Office Service District.
2. Redevelopment Ready Communities Program - Citizen Participation Plan. Consider adoption of the Citizen Participation Plan required by the Michigan Economic Development Corporation Redevelopment Ready Communities Program.
3. Redevelopment Ready Communities Program – Implementation of Best Practices. Authorize staff to proceed with implementation of best practices as identified by RRC Program Report of Findings, with the ultimate goal of obtaining RRC certification.

COMMUNICATIONS

1. N. Bradley Hissong, Building Official. September 2017 Building Department Report.
2. N. Bradley Hissong Building Official. September 2017 Code Violations Report.
3. Kevin D. Lenkart, Public Safety Director. September 2017 Police Report.
4. Kevin D. Lenkart, Public Safety Director. September 2017 Fire Report.
5. Planning Commission. Minutes of September 25, 2017.
6. Parks & Recreation Commission. Minutes of September 27, 2017.
7. Historical Commission. Minutes of October 2, 2017.
8. Downtown Development Authority/Main Street. Minutes of October 4, 2017.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, November 06, 2017

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2019
Brownfield Redevelopment Authority/LDFA – term expires June 30, 2018
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 OCTOBER 2, 2017
7:30 P.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: COUNCILMEMBER BURTON D. FOX

PLEDGE OF ALLEGIANCE: EAGLE SCOUT CANDIDATE DAKOTA FLATTER

PRESENT: Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmembers Loreen F. Bailey (7:43 p.m.), Burton D. Fox, Elaine M. Greenway, Daniel A. Law, and Robert J. Teich, Jr.

ABSENT: None.

APPROVE AGENDA

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

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF SEPTEMBER 18, 2017

Motion by Councilmember Fox to approve the Minutes of the Regular Meeting of September 18, 2017 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

Swearing In Ceremony- Fire Department Employees

Mayor Eveleth presided over a ceremony to swear in the City's newest firefighters: Collin Demankowski and Donald Lound. Friends and relatives of the firefighters were on hand to congratulate the newest firefighters.

Breast Cancer Awareness Campaign

City of Owosso Firefighter Captain Steve Chapko was on hand to kick-off the department's annual effort to raise money for breast cancer awareness.

PUBLIC HEARINGS

Rezoning 621 W. Oliver Street

A public hearing was conducted to receive citizen comment regarding the request to rezone the property at 621 West Oliver Street from R-1, Single Family Residential, to OS-1, Office Service District.

The following people commented regarding the proposed rezoning:

Piper Brewer (via email), 805 W. Oliver Street, indicated she was opposed to the proposed rezoning because it would lower property values and have a detrimental effect on the neighborhood. As an alternative she suggested using deed restrictions on the property to maintain the residential nature of the neighborhood.

Ann Bentley, owner of 415 N. Shiawassee Street, said that while she supports the current proposed use she has concerns over what could happen with the property in the future. She suggested the City implement deed restrictions or a special use permit.

Mike Erfourth, 801 W. Oliver Street, requested the Council deny the rezoning request saying there was no guarantee deed restrictions would be followed and the house should be returned to a residence. He felt rezoning the property would be detrimental to property values.

Carolyn O'Connel, 217 Curwood Castle Drive, said she supports Say Computer and feels it would be a great addition to the neighborhood.

Collin Rose, DayStarr president, said his business has had a successful long-term relationship with Say Computer. He went on to say that it is important to promote businesses that want to bring jobs to Owosso.

Tom Manke, Owosso Township resident, said that while he supports Say Computer he does not feel the property should be rezoned. He further indicated the area encompassing the parking lot was originally a park and was never intended to support commercial activities.

Shaffer Fox, 510 E. Oliver Street, detailed the history of Oliver Street saying it was designed as the premiere residential street for the City and should not be changed. He said he too was concerned about what may take place on the property after Say Computer moves out.

Roberto Larrivey, 702 W. Oliver Street, said he supports businesses expanding in Owosso but there is an historic overlay district that includes this property, further any change would be considered spot zoning and would not benefit the community.

Brook Baade, 701 W. Oliver Street, said she would not have purchased her home if the neighboring building was not zoned residential. She said she would not be opposed to a special use permit but felt rezoning the property would be detrimental to the value of her home and would mark the first step toward the demise of Oliver Street.

Justin Horvath, SEDP president, reminded everyone that there has been a historical use of the home for something other than housing and that it has not negatively affected property values to date. He said Say Computer is willing to take steps to be a good neighbor and that consistently using the worst case scenario to make decisions will chase away business. He encouraged the development of a creative solution to resolve the issue.

Joe Geiger, Retriever Software representative, introduced himself saying he grew up in Owosso and had now become part of the family business NCG. He went on to explain how Say Computer and Retriever Software had merged and that they were willing to work with residents to be good neighbors.

Jennifer Larrivey, 702 W. Oliver Street, said the City has a responsibility to uphold its ordinances and its Master Plan. She further stated that valid reasons would need to be given if the parcel was going to be treated differently.

Maurice Shattuck, Jr., 1348 N. Chipman Street, said he had done lots of business with Say Computer and felt the business would be a good neighbor.

Mike Cross, Say Computer president, said he really wants to be a good neighbor and to bring business to the downtown. He said he was willing to work with residents on the appearance of the building and potentially closing off the circle drive.

Seeing no others that wished to comment Mayor Eveleth closed the public hearing.

There was significant Council discussion regarding the matter touching on the following: whether the Planning Commission had considered a special use permit (they had but a special use permit is not available for the proposed use with the current zoning); whether a site plan would be required if the property is rezoned (no); taking the historic overlay district into consideration; the types of operations that could take place on the property within the current zoning designation and those allowed if the designation changes; the pitfalls of spot zoning and whether it is sometimes a necessary evil; the reluctance to change what has always been a residential street; whether Say Computer considered other properties (they did, but they were not available for purchase); and the fact that this parcel has access off of Shiawassee Street as well as Oliver Street.

Assistant City Manager Susan K. Montenegro briefly detailed the Planning Commission's discussions on the matter. She indicated that the Commission's decision to recommend the rezoning was not unanimous and suggested in light of this and the comments received earlier that Council might consider setting conditions for the rezoning.

The Council discussed different restrictions including: requiring the zoning revert back to R-1 upon sale of the property, removing the circle drive on Oliver Street, keeping the historical façade of the building, and prohibiting signage on the Oliver Street side of the building.

Councilmember Fox suggested that a decision on the item be postponed until a proposal could be drawn up.

Motion by Councilmember Fox to postpone the item until the October 16, 2017 meeting to allow time for the City Attorney to draw up a proposal that is agreeable to both the City and the applicant.

Motion supported by Councilmember Teich.

Roll Call Vote.

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

NAYS: None.

The Council took a brief recess from 8:48 p.m. until 8:57 p.m.

CITIZEN COMMENTS AND QUESTIONS

Justin Horvath, president of the SEDP, announced that Tri-Mer had recently received a significant grant from the MEDC that will allow them to expand their business.

Tom Manke, Owosso Township resident, reminded Council that previous requests for rezoning had been denied based on spot zoning. He asked why there was no consistency with the current rezoning request.

Joe Tejkl, 1700 Cook Road, asked Council to place a fence along the border of his property and Collamer Park to protect his property and the City's property.

Mike Erfourth, 801 W. Oliver Street, said he was extremely disappointed with the direction Council was moving on the rezoning of 621 W. Oliver Street. He said he has invested a lot of money in Owosso and is tired of being ignored by Council.

Eddie Urban, 601 Glenwood Avenue, offered to participate as an extra in any emergency services simulations.

Shaffer Fox, 510 E. Oliver Street, said that while he supports Say Computer Oliver Street has been kept free of commercial business (save one or two) and should stay that way.

City Manager Crawford responded to Mr. Tejkl's request saying he had recently inspected the area in question and found only one place where the trail in Collamer Park comes anywhere close to the border with Mr. Tejkl's property. He said fencing would be extremely difficult to install, but that the City would be willing to address particular areas of concern.

Mayor Eveleth noted that Council had to trim over \$300,000 from the budget this year, leaving no money for projects such as fencing.

CITY MANAGER REPORT

City Manager Donald D. Crawford detailed the latest Project Status Report.

City Manager Crawford then introduced Eagle Scout candidate Dakota Flatter. Mr. Flatter indicated he was finished with his improvement project at Adams Field and would like to hold a kick ball game to dedicate the ball field as Eagle Scout Field. The game will be held Sunday, October 29th from 1:00pm until 6:00pm. All are invited to attend.

CONSENT AGENDA

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

First Reading & Set Public Hearing – Rezoning 912 S. Washington Street. Conduct first reading and set a public hearing for Monday, November 6, 2017 to receive citizen comment regarding the proposal to rezone the parcel located at 912 S. Washington Street from R-1 Single Family Residential District, R-2 Two Family Residential, and B-1 Local Business District to B-1 Local Business District as follows:

RESOLUTION NO. 146-2017

SETTING A PUBLIC HEARING TO AMEND CHAPTER 38 ZONING OF THE CODE OF ORDINANCES TO REZONE A PARCEL OF REAL PROPERTY ON 912 S. WASHINGTON STREET AND AMEND THE ZONING MAP

WHEREAS, the city of Owosso received a petition from a land owner of real property identified as 912 S. Washington Street, parcel 050-651-039-006-00, LOTS 6 & 7 PART OF LOT 9 BEG 15' W OF SE COR LOT 9 TH E 15' N 30' SW'LY TO POB LOTS 10 11 12 & 13 BLK 39 A L WILLIAMS ADD, INCL VAC N-S ALLEY FROM N LN GUTE ST TO CENTER OF LOTS 9 & 10 to rezone the entire parcel to a B-1 Local Business District, which will eliminate multiple zoning designations of R-1 Single Family Residential District, R-2 Two Family Residential, and B-1 Local Business District currently attached to this parcel; and

WHEREAS, the planning commission published the request, held a public hearing on the request, and deliberated on the request; and

WHEREAS, the city staff and planning commission recommend, without reservations or conditions, the rezoning of parcel 050-651-039-006-00, 912 S. Washington Street from R-1 Single Family Residential District, R-2 Two Family Residential, and B-1 Local Business District to a single zoning designation of B-1 Local Business District; and

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

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

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

Indicate a zoning classification of B-1 Local Business District for 912 S. Washington Street, parcel 050-651-039-006-00.

SECTION 2. PUBLIC HEARING. A public hearing is set for Monday, November 6, 2017, 2017 at or about 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed ordinance amendment.

SECTION 3. NOTICE. Council hereby directs staff to supply a public notice concerning the rezoning to as required by the Michigan Zoning Enabling Act, Act 110 of 2006, Article I, Section 103.

SECTION 4. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

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

Oktoberfest Permission. Approve request from the Shiawassee Regional Chamber of Commerce for use of the Ball/Exchange Parking Lot (Lot # 5) and various downtown streets at various times from October 12, 2017 through October 15, 2017 for Oktoberfest 2017 and approve Traffic Control Order No. 1381 formalizing the request.

Change to Street Lighting Contract. Consider amendment to the Street Light Contract with Consumers Energy to reflect the addition of seven light poles with high pressure sodium fixtures along Hathaway Drive, authorize the Mayor and City Clerk to execute appropriate documents, and approve payment to Consumers Energy in the amount of \$700.00 as detailed below:

RESOLUTION NO. 147-2017

AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT

Consumers Energy Company is hereby authorized as of October 2, 2017, by the City of Owosso, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of Owosso, dated October 1, 2013.

Number of Luminaires	Nominal Watts	Luminaire Type	Fixture Type	Fixture Style	Install/Remove	Location
7	150	HPS	Cobrahead	Non-Cutoff	Install	Hathaway Dr

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated October 1, 2013, shall remain in full force and effect.

Resolved, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of

Owosso, dated October 1, 2013, in accordance with the Authorization for Change in Standard Lighting Contract approved March 7, 2016, heretofore submitted to and considered by this Council; and

Resolved, further, that the Mayor and City Clerk be and are authorized to execute such authorization for change on behalf of the City.

Motion supported by Councilmember Fox.

Roll Call Vote.

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

NAYS: None.

ITEMS OF BUSINESS

Bid Award – Hintz Road Well Field Rehabilitation, Phases I & II

Motion by Councilmember Teich to approve the low bid of Ed Birkmeier Well Drilling, LTD for Phase I of the Hintz Road Well Field Rehabilitation Project in the amount of \$127,173.00 plus a contingency of \$38,000, further approve the bid of Ed Birkmeier Well Drilling, LTD for Phase II of the project, contingent upon MDEQ approval, in the amount of \$109,543.00, and further approve payment to the contractor upon completion of the project or a portion thereof as follows:

RESOLUTION NO. 148-2017

AUTHORIZING CONSTRUCTION SERVICES AGREEMENT AND PAYMENT TO ED BIRKMEIER WELL DRILLING, LTD OF NEW LOTHROP, MICHIGAN FOR CONSTRUCTION OF NEW PRODUCTION WELL/S AT HINTZ ROAD WELL-FIELD

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Water Replacement Fund for the construction of ground water production wells on city of Owosso property located at 1261 N. Hintz Road, and

WHEREAS, construction of a production well as Phase I is necessary to replace an existing ground water well no longer operable, and

WHEREAS, construct of an additional ground water well within the Hintz Well-Field is desired as Phase II, pending approval from the Michigan Department of Environmental Quality (MDEQ), and

WHEREAS, the City Director of Public Services and Utilities received competitive bids from three (3) experienced well drillers, and recommends Ed Birkmeier Well Drilling Ltd as the low, responsible, and responsive bidder to provide the construction services in the amount of \$165,173.00 for Phase I construction.

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 Ed Birkmeier Well Drilling Ltd for the construction of the existing Hintz Road well as Phase I..

SECOND: The accounts payable department is authorized to submit payment to Ed Birkmeier Well Drilling Ltd, in the amount of \$127,173 plus contingency of \$38,000.00 for a total of \$165,173.00 for Phase I construction.

THIRD: The above expenses shall be paid from the Water Replacement Fund Account 591-901-977.000.

Motion supported by Councilmember Bailey.

Roll Call Vote.

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

NAYS: None.

COMMUNICATIONS

None.

CITIZEN COMMENTS AND QUESTIONS

Shaffer Fox, 510 E. Oliver Street, asked that something be done about people speeding on East Oliver Street now that the street has been reconstructed.

Tom Manke, Owosso Township resident, read a story he published on his Facebook page expressing support for our local law enforcement.

Eddie Urban, 601 Glenwood Avenue, suggested the City put a speed monitor on E. Oliver Street.

Mayor Eveleth thanked Assistant City Manager Montenegro for putting on the recent medical marijuana workshop saying he learned lots of good information.

Councilmember Fox suggested a stop sign be installed on E. Oliver Street at Hickory to slow down traffic.

City Manager Crawford commented that there are new traffic counters that will not only count cars but monitor their speed and the time of day so engineers can learn more about traffic patterns.

NEXT MEETING

Monday, October 16, 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 Bailey for adjournment at 9:39 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk



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

MEMORANDUM

DATE: October 12, 2017

TO: OWOSSO CITY COUNCIL

FROM: Donald Crawford, city manager

RE: 2017 Parks & Recreation Plan Update

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

The commission held workshops in which they reviewed changes and approved the draft for distribution and a subsequent public hearing by the city council. This distribution and hearing are required by parts 19, 703 and 716 of Act 451, P.A. 1994 of the State of Michigan, as amended.

A resolution to immediately distribute the plan and to set a subsequent public hearing regarding the amended plan on November 20, 2017 is recommended. At that point the city council will hear comments and may approve, deny, modify, or remand the plan back to the parks and recreation commission.

The 2017 Parks and Recreation Plan Update
will be sent under separate cover.

RESOLUTION NO.

**SET PUBLIC HEARING
2017 OWOSSO PARKS AND RECREATION PLAN**

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

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

WHEREAS, the parks and recreation commission reviewed the 2011 plan to get public participation and input for a potential update; and

WHEREAS, updates and amendments to the plan were made following public input by the parks and recreation commission and staff input; and

WHEREAS, the plan was approved by the Owosso parks and recreation commission for distribution and review by the city council on August 23, 2017; and

WHEREAS, a public hearing is required by the Owosso city council to be held no less than 30 days after distribution according to the above statute and DNR guidelines to validate the plan.

BE IT RESOLVED THAT City of Owosso City Council, County of Shiawassee, State of Michigan, hereby sets a public hearing for Monday, November 20, 2017 in the city council chambers within city hall, 301 West Main Street, Owosso, MI 48867 to hear all persons interested in the 2017 Owosso Parks and Recreation Plan.

BE IT FURTHER RESOLVED THAT the city council hereby directs staff to distribute the plan to the public library, city clerk's office, and the city website and to supply a public notice of its availability to a newspaper of general circulation within the city.



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MEMORANDUM

DATE: October 11, 2017

TO: City Council

FROM: Jessica B. Unangst, Director of HR & Administrative Services

RE: City of Owosso Flexible Spending Plan

Attached is an updated Service Agreement for the City of Owosso's Flexible Spending Plan. Over the past eight years we have utilized Employee Benefit Concepts (EBC) to administer our flexible spending account (FSA) plans (both health and dependent care). I have reviewed all documents and have worked with EBC to update the language as it relates to the City of Owosso. These documents are updated on an annual basis. I recommend approval and authorization of the Flexible Spending Plan.

RESOLUTION ADOPTING THE CITY OF OWOSSO FLEXIBLE SPENDING PLAN

WHEREAS, the city of Owosso, a Michigan municipal corporation, provides a cafeteria plan for its employees;

WHEREAS, under the tax laws of the United States of America the city council must adopt a resolution for the calendar year effective January 1, 2018 and subsequent years;

NOW THEREFORE, the city council of the city of Owosso, Michigan (the employer) resolves:

First, that the form of Cafeteria Plan including a Dependent Care Flexible Spending Account and Health Flexible Spending Account effective January 1, 2018 presented and attached is approved and adopted and that the duly authorized agents of the city are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

Second, that the Administrator is instructed to take such actions that they deem necessary and proper to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

Third, the undersigned certifies that attached as Exhibit A, are true copies of the *City of Owosso Flexible Spending Plan* approved and adopted in this resolution.

Fifth, that all prior resolutions and documents for the *City of Owosso Flexible Spending Plan* are rescinded as of January 1, 2018.

Passed and approved by the city council of the city of Owosso, Michigan this 16th day of October 2017.

**EMPLOYEE BENEFIT CONCEPTS, INC.
CONSULTING AND THIRD PARTY ADMINISTRATOR SERVICE AGREEMENT**

THIS AGREEMENT made by and between **City of Owosso** (hereinafter referred to as the "Employer") and Employee Benefit Concepts, Inc. (hereinafter referred to as "Third Party Administrator" or "TPA").

RECITALS

WHEREAS, the Employer has adopted and sponsors a Flexible Spending Account Plan(s) (the "Plan") for its employees and the dependents of participating employees and has agreed to provide certain benefits through the Plan;

WHEREAS, under the Plan, the Employer as the administrator has the authority to appoint, hire others to perform and/or delegate the duties it provides under the Plan;

WHEREAS, the Employer is desirous that the TPA furnish certain services to the Plan with respect to the benefits to be provided under the Plan; and

WHEREAS, the Employer is executing this Agreement on behalf of itself and the Plan.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the Employer and the TPA hereby agree as follows:

**SECTION I
PLAN**

Wherever, in the Agreement reference is made to the term "Plan" it shall mean the benefits provided under the Flexible Spending Account Plan of the Employer as furnished to TPA from time to time by the Employer and as defined in the Flexible Spending Account Plan Document(s).

**SECTION II
SERVICES TO BE PROVIDED BY THE TPA**

During the continuance of this Agreement, the TPA shall provide those certain services to the Employer relating to the administration of the plan as outlined in the Fee Schedule appended hereto as Exhibit A and incorporated herein.

**SECTION III
RESPONSIBILITIES OF THE EMPLOYER AND TPA**

(A) It is understood that the Employer retains all final authority and responsibility for the Plan and its operation and that the TPA is empowered to act on behalf of the Plan and the Employer in connection with the Plan only as expressly stated in this Agreement or as mutually agreed to in writing by the Employer and the TPA.

(B) The Health Insurance Portability and Accountability Act (“HIPAA”) of 1996, as it may be amended; from time to time requires “covered entities” to have contracts with its “business associates.” Employer has signed the Agreement on behalf of itself and the Plan. Since the Plan is a Covered Entity, it must have a contract with TPA as its Business Associate. Exhibit “B,” which is a business associate agreement and which is attached to this Agreement, is hereby added to and deemed a part of this Agreement. The meanings of the terms “covered entities” and “business associates” are as defined in HIPAA.

(C) The TPA shall, when reasonable, advise the Employer of matters which come to its attention involving potential legal actions involving the Plan and shall promptly advise of legal actions commenced against the Plan which come to its attention. The defense of any legal action involving a claim for benefits under the Plan shall not be the obligation of the TPA under this Agreement, but it is understood and agreed that the TPA shall fully cooperate with the Plan in defense of any action arising out of matters related to this Agreement.

(D) The TPA shall discharge its duties with respect to the Plan covered under this Agreement solely in the interest of the Plan, the Employer and participants of the Plan with the ordinary care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like characteristics and with like aims, and in accordance with the Plan documents, to the extent they are consistent with applicable provisions of applicable law. Further, TPA shall only be liable for losses, damages, expenses, or claims arising out of or with respect to this Agreement for the performance of any obligations or any functions in the administration of the Plan resulting from or arising out of the fraudulent, intentional, criminal or negligent acts or omissions of the TPA, or its employees.

(E) The Employer agrees to indemnify and hold harmless the TPA and its directors, officers and employees against any and all claims, lawsuits, settlements, judgments, costs, penalties and expenses, including attorney's fees resulting from, or arising out of or in connection with, a claim for benefits under the Plan during the continuance of this Agreement unless it is determined that the liability therefore resulted from or arose out of the fraudulent, intentional, criminal or negligent acts or omissions of the TPA, or its employees.

(F) If it is determined that any payment had been made under this Agreement to an ineligible employee or dependent, or if it is determined that an incorrect amount has been paid by the TPA, the TPA will make a diligent attempt to recover the payment but the TPA will not be required to initiate or continue any court proceedings for any such recovery.

SECTION IV DUTIES OF THE EMPLOYER

(A) Unless otherwise provided in Exhibit A, it shall be the obligation of the Employer (pursuant to MLA Section 550.932) to provide a written notice to each individual covered by the Plan, which notice shall contain the following information:

(i) What benefits are being provided;

(ii) Changes in benefits;

(iii) The fact that individuals covered by the Plan are not insured, or are only partially insured, as the case may be;

(iv) If the Plan is not insured, the fact that in the event the Plan or the Employer does not ultimately pay medical expenses that are eligible for payment under the Plan for any reason, the individuals covered by the Plan may be liable for those expenses;

(v) The fact that the TPA merely processes claims and does not insure that any medical expenses of individuals covered by the Plan will be paid; and

(vi) The fact that complete and proper claims for benefits made by individuals covered by the Plan will be promptly processed, but that in the event there are delays in processing claims, the individuals covered by the Plan shall have no greater rights to interest or other remedies against the TPA than as otherwise afforded them by law.

(B) In order for the TPA to perform the benefit payment and other services for the Plan as set forth in this Agreement, the Employer shall furnish to the TPA certain information concerning the Plan and employees and dependents covered under the Plan as may from time to time be required by the TPA and shall furnish monies in a timely fashion to carry out the requirements of the Plan.

(C) It shall be the sole obligation of the Employer and the Plan to comply with all provisions of HIPAA. TPA will abide by the terms of HIPAA relating to Business Associates.

SECTION V EFFECTIVE DATE; AGREEMENT PERIOD

(A) This Agreement shall be effective as of January 1, 2018 and continue until December 31, 2018 ("Initial Year") unless continued in accordance with Section (B) below.

(B) At the expiration of the Initial Year, or at the expiration of any year thereafter during which this Agreement is in effect, this Agreement shall be automatically renewed for a period of one (1) year under the same terms and conditions as were in effect for the year immediately preceding such renewal, unless written notice is given sixty (60) days in advance of the expiration of any such Plan year by either the TPA or the Employer to the other party to this Agreement.

SECTION VI TPA SERVICE CHARGES

(A) In consideration of the TPA providing the services provided for under this Agreement, the Employer agrees to pay the TPA those fees as provided for in the Fee Schedule.

(B) In addition to the TPA fees as set forth on Exhibit A, the Plan shall reimburse the TPA for any premium taxes, or other charges or fees in connection therewith assessed against the TPA with respect to any benefit payments made by the TPA under the Plan and this Agreement.

**SECTION VII
EXAMINATION OF RECORDS**

Subject to the provisions of Exhibit "B," the Employer shall have the right, upon reasonable request, to examine any records of the TPA relating to the services provided hereunder: provided, however, that any examination of participant payment records shall be carried out in a manner agreed to between the Employer and the TPA designed to protect the confidentiality of the participant.

**SECTION VIII
BENEFIT ENTITLEMENT DETERMINATION**

(A) During the continuance of this Agreement, all requests for benefit payments under the Plan will be made to the TPA. The TPA shall determine the entitlement of any participating employee requesting benefits under the Plan. Such determination will be made in accordance with the Plan documents.

(B) With respect to any person who makes a request for benefits which is denied, the TPA will notify said person of the denial and of his or her right of review of the denial, in a manner agreed to between the Employer and the TPA designed to satisfy the requirements of the Employee Retirement Income Security Act of 1974, as amended.

**SECTION IX
GENERAL ADMINISTRATION**

The TPA's personnel will be available to assist the Employer in connection with the general administration of the Plan, including assistance as to the enrollment of eligible Employees under the Plan and administration and record keeping systems for the ongoing operation of the Plan.

**SECTION X
MAINTENANCE AND RETURN OF RECORDS**

The TPA shall maintain all records in connection with its administration of the plan. In the event of discontinuance of this Agreement, any such records in possession of the TPA shall be forwarded to the Employer as soon as practicable, but in any case, within forty-five (45) days of the date of discontinuance.

**SECTION XI
DEFAULT; TERMINATION**

(A) The occurrence of any of the following events shall constitute a default under this agreement:

Assignment. TPA shall neither assign, transfer nor convey this Agreement nor suffer or permit any such assignment, transfer or encumbrance to occur by operation of law or otherwise, without the prior written consent of the Employer. If the TPA purports to affect any assignment or transfer without the written consent of the Employer, the Employer may, without prejudice to any other rights or remedies contained in this Agreement or provided by law or equity, terminate this Agreement.

(i) TPA makes, or has made, any gross misrepresentation to the Employer including inducing the Employer to enter into this Agreement.

(ii) TPA materially defaults in the performance of any other obligations under this Agreement.

(iii) TPA or any of its directors or officers shall have performed or have been guilty of fraudulent or criminal conduct in their administration under this Agreement.

(B) Upon occurrence of any of the events set forth in Paragraph XI (A), the Employer may, without prejudice to any other rights or remedies contained in this Agreement or provided by law or equity, terminate this Agreement. Such termination shall be effective sixty (60) days after the Employer gives written notice to the TPA of any of the events set forth above.

(C) The TPA will use its best efforts to provide the services contemplated by this Agreement.

**SECTION XII
TERMINATION**

If this Agreement is terminated for any reason, TPA at the Employer's expense shall assist in the transition to a successor third party administrator so as not to unduly interrupt or disrupt the business of the Plan. TPA shall provide such assistance for a period of sixty (60) days, during which time the TPA will be paid reasonable compensation for time actually spent.

**SECTION XIII
GOVERNING LAWS**

This Agreement shall be deemed to have been made and entered into in the State of Michigan, and all rights and obligations of the parties hereto shall be governed by and constructed in accordance with the laws of the State of Michigan.

**SECTION XIV
ENTIRE AGREEMENT**

This Agreement constitutes the entire Agreement between TPA and the Employer in respect of the subject matter hereof, and this Agreement supersedes all prior and contemporaneous agreements between TPA and the Employer in connection with the subject matter of this Agreement. No officer, employee or other servant or agent of the TPA or the Employer is authorized to make any representation, warranty or other promise not contained in this Agreement. No change, modification, termination, or attempted waiver of any of the provisions of this Agreement shall be binding upon the TPA or the Employer unless in writing and signed by the TPA and the Plan.

**SECTION XV
EXECUTION OF AGREEMENT**

IN WITNESS WHEREOF, the Employer and the TPA have caused this Agreement to be executed in duplicate by their respective officers duly authorized to do so.

Dated at _____, Michigan this ____ day of _____, 20_____.

WITNESS:

City of Owosso

By: _____

Title: _____

**Employee Benefit Concepts, Inc.
A Group Resources, Inc.
A Michigan Corporation**

By: _____

Title: _____

City of Owosso

Exhibit A

January 1, 2018 - December 31, 2020

Compliance/Legislation

- Discrimination Testing (as required)
- Initial Preparation Flexible Spending Account Plan Document/Summary Plan Description

Re-enrollment

- Employee Group Meetings
- Communication Materials
- Enrollment Forms
- Claim Forms (available via paper or online)
- Pre-addressed Return Envelopes
- System Data Loading

Administration

- Initial System Plan and Data Programming/Set Up
- Payroll Posting/Reconciliation (to each employee account)
- Claim Administration (via mail/fax/email)
- Check Writing/Printing ACH Direct to Participants*
- Monthly Bank Account maintenance/Reconciliation**
- Eligibility Administration (adds/terms/change in status via paper or online)
- On Line Statement to Employees
- Claim Forms (available via paper or online)
- Postage
- COBRA Administration/Termination Notification
- Employee/Employer Account Access via Internet
- Toll Free Telephone Support Service Number (outside 248 area code)
- Employer Management Reporting (via paper or online)
- Annual Information for Form 5500 Filing if required

Fee Schedule

Initial one-time plan implementation services are \$800.00 payable on or before the effective date of the TPA Agreement.

5 Year Administration Fee Schedule as follows:

Plan Years 1/1/16 – 12/31/18: \$5.25 per participant per month with a minimum of \$100.00, whichever is greater, invoiced upon the commencement of TPA service.

Plan Years: 1/1/19 – 12/31/20: \$5.50 per participant per month with a minimum of \$100.00, whichever is greater, invoiced upon the commencement of TPA service.

Re-enrollment services of \$300.00 are payable annually in advance of the applicable plan year(s).

Take Care Debit Card \$15.00 per year per family to be paid by employee.

Fees for required amendments to Plan Document/Summary Plan Description will be quoted at the time of the applicable occurrence.

This fee schedule is exclusive of printing, travel and ongoing administrative costs, bank fees**, which will be invoiced monthly as incurred.

* Daily or weekly as determined between TPA and Employer. **Net monthly bank charges will be billed to the employer/employee, as determined between the TPA and Employer upon each applicable charge.

Signature for City of Owosso

Signature for EBC, Inc.
A Group Resources® Company

Date_____

Date_____



MEMORANDUM

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

DATE: October 11, 2017
TO: City Council
FROM: Glenn M. Chinavare, Director of Public Services & Utilities
SUBJECT: Change Order No.4 North Primary Clarifier

RECOMMENDATION:

Approval of Change Order No. 4 with Titus Welding Company, to provide labor and materials for the repair and replacement of the north Primary Clarifier electrical conduit and concrete pad.

BACKGROUND:

Titus Welding Company of Farmington Hills, Michigan was awarded a contract by city council on December 19, 2016 for the rebuilding of the two Primary Clarifiers.

During installation of the north Primary Clarifier components, the electrical conduit providing means of protection and routing for electrical cabling from the motor control panel to the clarifier drive units was found to be broken. Some structural concrete will need to be replaced outside the clarifier in order to make access to and repair to the underground conduit.

Change Order No. 1: Additional electrical work in amount of \$17,390.00

Change Order No. 2: Handrails and kick-plates in amount of \$15,987.00

Change Order No. 3: Replace damaged weir, trough, and baffles in amount of \$201,045.00

Change Order No. 4: Repair and replace concrete pad and electrical conduit in amount of \$5,114.00

FISCAL IMPACTS:

The cost of the two Primary Clarifiers, as approved by city council, is \$369,000.00, plus contingency funding in the amount of \$36,900.00, for a total of \$405,900.00. Change orders 1 through 4 in the accumulated amount of \$239,536.00 will bring the total project amount of this project to \$608,536.00, chargeable to account 599-901-977.000.

Document originated by:

Glenn M. Chinavare, Director of Public Services and Utilities

Attachments: (1) Change Order No. 4
(2) Resolution

RESOLUTION NO.

**AUTHORIZING CHANGE ORDER NO. 4 WITH TITUS WELDING COMPANY, INC
FOR THE MANUFACTURE, DELIVERY, AND INSTALLATION OF CIRCULAR
TROUGH, WEIR AND BAFFLE PLATES FOR 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 north Primary Clarifier was discovered to have a broken electrical conduit, and Titus Welding Company, Incorporated of Farmington Hills, Michigan has provided a proposal for the repair and replacement of a section of concrete and the electrical conduit, and

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal and verified the repair and replacement needed to restore the north clarifier electrical conduit to, and recommends authorizing Titus Welding Company, Incorporated to provide the necessary materials, labor, and installation services in the amount of \$5,114.00 to make these repairs..

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 Titus Welding Corporation, Incorporated for the repair and replacement of the north Primary Clarifier concrete pad and electrical conduit at the Wastewater Treatment Plant.
- SECOND: The accounts payable department is authorized to submit payment to Titus Welding Company, Incorporated in the amount of \$5,114.00 for the repair and replacement of the concrete pad and electrical conduit, and to increase the amount authorized for payment from \$603,422.00 to \$608,536.00.
- THIRD: The above expenses shall be paid from the Wastewater Plant Fund 599-901-977.000.



Lansing, MI Grand Rapids, MI
 Gaylord, MI Escanaba, MI
 Kalamazoo, MI Canton, NY
 P: 866.454.3923 www.c2ae.com

CHANGE ORDER #4

DATE OF ISSUANCE September 29, 2017

EFFECTIVE DATE September 29, 2017

OWNER City of Owosso
 CONTRACTOR Titus Welding Co. Inc.
 CONTRACT: Owosso Wastewater Treatment Plant Clarifier Equipment Replacement
 PROJECT: Owosso Wastewater Treatment Plant Clarifier Equipment Replacement
 OWNER'S CONTRACT NO. 16-0053.03 ARCHITECT/ENGINEER'S CONTRACT NO. 16-0053.03
 ARCHITECT/ENGINEER C2AE

You are directed to make the following changes in the Contract Documents:

Description: Remove concrete pad outside of the North Clarifier overtop of existing conduit. Repair broken electrical conduit underground, and replace concrete pad.

Concrete Removal and Reinstallation \$ 3,358
 D.F. Best Electrical – Supply and Install New Conduit \$ 1,673
 Titus Welding Company (Vendor Fee at 15%) \$ 83
 Total \$ 5,114

Reason for Change Order: Items not included in original proposal for the electrical work to replace broken underground conduits.

CHANGE IN CONTRACT PRICE:
Original Contract Price \$369,000.00
Net Increase (Decrease) from previous Change Orders No. <u>3</u> to <u>3</u> : \$234,422.00
Contract Price prior to this Change Order: \$603,422.00
Net increase (decrease) of this Change Order: \$5,114.00
Contract Price with all approved Change Orders: \$608,536.00

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: <u>November 1, 2017</u> Ready for final payment: <u>November 1, 2017</u> (days or dates)
Net change from previous Change Orders No. <u>3</u> to No. <u>3</u> : Substantial Completion: <u>181</u> Ready for final payment: <u>181</u> (days)
Contract Times prior to this Change Order: Substantial Completion: <u>May 1, 2018</u> Ready for final payment: <u>May 1, 2018</u> (days or dates)
Net increase (decrease) this Change Order: Substantial Completion: <u>N/A</u> Ready for final payment: <u>N/A</u> (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>May 1, 2018</u> Ready for final payment: <u>May 1, 2018</u> (days or dates)

RECOMMENDED:
 By: [Signature]
 ARCH/ENGR (Authorized Signature)

APPROVED:
 By: _____
 OWNER (Authorized Signature)

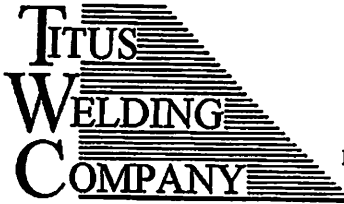
ACCEPTED:
 By: [Signature]
 CONTRACTOR (Authorized Signature)

Date: 9/29/2017

Date: _____

Date: 10/2/17

EJCDC 1910-8-8 (1996 Edition)
 Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.



MISCELLANEOUS STEEL FABRICATORS & INSTALLERS OF WASTE WATER TREATMENT EQUIPMENT
20750 SUNNYDALE AVE. FARMINGTON HILLS, MI 48336 OFFICE PHONE: (248) 476-9366 FAX: (248) 476-9223

TWC-005

September 29, 2017

To: C2AE
Attn: Brian VanZee
Re: Owosso WWTP Clarifier Replacement
Subject: Clarifier #1 Conduit Repair Quote

Mr. VanZee,

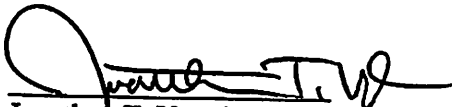
As you are aware we ran into issues while trying to run new electrical wire through the existing conduits for Clarifier #1. We offer the following:

Concrete Removal and Reinstallation	\$ 3,358
D.F. Best Electrical – Supply and Install new conduit	\$ 1,673
Titus Welding Company (Vendor Fee @ 15%)	<u>\$ 83</u>
Total	\$ 5,114

Please issue a change order in the amount of Five Thousand One Hundred Fourteen and 00/100 (\$5,114.00).

Please note that this is only for Clarifier #1 (North Tank).

Respectfully,


Jonathan T. Vogel

Attachments: D.F. Best letter dated September 28, 2017 (1p)

D.F.BEST COMPANY
ELECTRICAL CONSTRUCTION SERVICES

628 Pathway Drive
Howell, Michigan
48843

Tel: 517-548-0612
Fax: 517-548-0911
dfbest@comcast.net

J.F. Cavanaugh Company
20750 Sunnydale Avenue
Farmington Hills, MI 48336

September 28, 2017

Attn: Brian Pass

**Re: City of Owosso Wastewater treatment Plant
Clarifier Equipment Replacement
Repair underground conduit**

We are pleased to submit our proposal for the electrical work to repair broken underground conduits in accordance with the following clarifications:

- Per documents prepared by C2AE
- Division 26 Electrical
- Furnishing and installation of new 1" conduit to replace seven existing broken conduits is included.

The following items are **not included** in our proposal:

- Concrete removal or replacement
- Excavation or backfill

Lump Sum price for this work is:

\$ 1,673.00

Sincerely,

David F. Best

David F. Best
(C) 517-404-7637



MEMORANDUM

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

DATE: October 5, 2017

TO: Mayor Eveleth and the Owosso City Council

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

SUBJECT: Change Orders No. 1 for Curwood Castle Park Renovation Project

RECOMMENDATION:

It is recommended that City Council approve Change Order No.1 for the Curwood Castle Park Renovation Project. This change order is necessary to extend the contract completion date from October 13, 2017 to October 31, 2017.

BACKGROUND:

On August 21, 2017, Council awarded the Curwood Castle Park Renovation Project to Sumbera Excavating, Inc. in the amount of \$76,305.00 with a completion date of October 13, 2017. Since then, managers of both Curwood Castle and the Shiawassee Arts Center requested use of park grounds for their special events. Sumbera Excavating, Inc. offered to adjust its schedule with revised completion date set as October 31, 2017 in order to satisfy said requests, with no change in contract price. Change Order No.1 is presented herewith to change the contract completion date from October 13, 2017 to October 31, 2017.

FISCAL IMPACTS:

There is no change as to expenses.

ATTACHMENTS: Resolution; Curwood Castle Park Renovation Project, Change Order No. 1
Change Order No. 1
Sumbera Letter

Document originated by: Susan Montenegro, Assistant City Manager/Director of Community Development

RESOLUTION NO.

**AUTHORIZING THE APPROVAL OF CHANGE ORDER #1 FOR
CURWOOD CASTLE PARK RENOVATION PROJECT
WITH SUMBERA EXCAVATING, INC.**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with Sumbera Excavating, Inc. on August 21, 2017 in the amount of \$76,305.00; and

WHEREAS, an extension of the contract completion date from October 13, 2017 to October 31, 2017 is necessary; and

WHEREAS, there is no change as to expense; and

WHEREAS, the work is necessary to complete the project in accordance with agreements between the city of Owosso, MDNR, 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 Sumbera Excavating, Inc. changing the contract completion date from October 13, 2017 to October 31, 2017.

SECOND: The mayor and city clerk are instructed and authorized to sign Change Order #1 between the City of Owosso and Sumbera Excavating, Inc.

CHANGE ORDER

No. 1

CONTRACTOR: Sumbera Excavating, Inc.
 CONTRACT NAME: Curwood Castle Park Renovation

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

Description: Change contract completion date to October 31, 2017 with no change in contract pricing. Reason is due to special events occurring at both Curwood Castle and Art Center that require adjustments as to schedule.

Attachments: Sumbera Letter

CHANGE IN CONTRACT PRICE
Original Contract Price \$ <u>\$76,305.00</u>
Increase (Decrease) from previously approved Change Orders No. _____ to _____: \$ <u>N/A</u>
Contract Price prior to this Change Order: \$ <u>\$76,305.00</u>
Increase (Decrease) of this Change Order: \$ <u>N/A</u>
Contract Price incorporating this Change Order: \$ <u>\$76,305.00</u>

CHANGE IN CONTRACT TIMES
Original Contract Times: Substantial Completion: <u>October 13, 2017</u> Ready for Final Payment: _____
Increase (Decrease) from previously approved Change Orders No. _____ to _____: Substantial Completion: _____ Ready for Final Payment: _____
Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____
Increase (Decrease) of this Change Order: Substantial Completion: <u>October 31, 2017</u> Ready for Final Payment: _____
Contract Times with all approved Change Orders: Substantial Completion: <u>October 31, 2017</u> Ready for Final Payment: _____

RECOMMENDED:

By: R Chesney

APPROVED:
By: _____

ACCEPTED:
By: _____

ENGINEER (Authorized Signature)
Title: _____
Date: _____

OWNER (Authorized Signature)
Title: _____
Date: _____

CONTRACTOR (Authorized Signature)
Title: _____
Date: _____

SUMBERA EXCAVATING, INC.

EXCAVATING • SEPTIC SYSTEMS • SAND • GRAVEL



6490 McBRIDE ROAD OWOSSO, MI 48867

(989) 723-1985 FAX (989) 723-1722

9/6/17

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

To Whom It May Concern:

This is in regards to the scheduling of the Curwood Castle Park Renovation Project. We will begin work the first week of October and figure 3 weeks to completion. If you have any questions feel free to contact the office at 989-723-1985.

Thank you,

A handwritten signature in blue ink, appearing to read "Joe Sumbera".

Joe Sumbera
Sumbera Excavating, Inc.

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 09/01/2017 - 09/30/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
GENERAL FUND (POOLED CASH)						
09/01/2017	1	128806	01418	A ADVANCED TRUCK CAPS & ACCESSORIES	FIBERGLASS TRUCK CAP FOR 2017 F250-UNIT	\$ 2,600.00
09/01/2017	1	128807	00239	THE ACCUMED GROUP	AMBULANCE BILLING SERVICES & STATE REPORTING	\$ 7,167.07
09/01/2017	1	128808	01115	H K ALLEN PAPER CO	SUPPLIES	\$ 443.50
09/01/2017	1	128809	01718	THE ARGUS PRESS	PRINTING OF LEGAL NOTICES ETC	\$ 183.42
09/01/2017	1	128810	05477	AVERY PEST CONTROL	WWTP-HORNET REMOVAL	\$ 150.00
09/01/2017	1	128811	REFUND UB	BOOMER THOMAS	UB refund for account: 2991900002	\$ 59.94
09/01/2017	1	128812	REFUND UB	PATTON DANYL	UB refund for account: 1292500017	\$ 121.27
09/01/2017	1	128813	REFUND UB	PIROCHTA CARYN	UB refund for account: 2961340002	\$ 113.00
09/01/2017	1	128814	REFUND UB	SEELY DEBORAH	UB refund for account: 5928570004	\$ 36.87
09/01/2017	1	128815	REFUND UB	WALTZ SANDRA	UB refund for account: 5473530003	\$ 34.82
09/01/2017	1	128816	REFUND UB	TUMA JOSHUA	UB refund for account: 2591790002	\$ 79.37
09/01/2017	1	128817	REFUND UB	JACOBS CASEY	UB refund for account: 2966920013	\$ 39.30
09/01/2017	1	128818	REFUND UB	MIROSO ROXANNA	UB refund for account: 5846170009	\$ 49.09
09/01/2017	1	128819	REFUND UB	MARSH MICHAEL / LICHTYEN COURTNEY	UB refund for account: 2894190011	\$ 15.50
09/01/2017	1	128820	REFUND UB	JOE MULLANEY REALTY	UB refund for account: 5018570003	\$ 35.71
09/01/2017	1	128821	REFUND UB	EVANS SARA	UB refund for account: 3483070018	\$ 29.30
09/01/2017	1	128822	MISC	CHAPMAN, DAVID	REFUND	\$ 75.57
09/01/2017	1	128823	04384	COBAN TECHNOLOGIES INC	OPD-TRANSMITTER	\$ 320.00
09/01/2017	1	128824	06674	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$ 15,844.04
09/01/2017	1	128825	MISC	CORELOGIC	Sum Tax Refund	\$ 7,622.40
09/01/2017	1	128826	01163	D'MAR BANQUET & CONFERENCE CENTER	PLANNING SESSION	\$ 376.74
09/01/2017	1	128827	01227	DELTA FAMILY CLINIC SOUTH PC	PRE-EMPLOYMENT EXAMS	\$ 1,750.00
09/01/2017	1	128828	MISC	DUNTLEY, JAMES	REIMBURSEMENT	\$ 150.00
09/01/2017	1	128829	09141	DURAND AUTO PARTS	PARTS	\$ 319.56
09/01/2017	1	128830	06817	FAMILY FARM & HOME	PARTS	\$ 34.99
09/01/2017	1	128831	19026	FIRST DUE FIRE SUPPLY	FIRE RESCUE CHAIN SAW	\$ 2,204.98
09/01/2017	1	128832	19645	HOME DEPOT CREDIT SERVICES	SUPPLIES	\$ 683.23
09/01/2017	1	128833	28640	LAMPHERE'S	CITY HALL A/C COMPRESSOR REPLACEMENT	\$ 3,159.40
09/01/2017	1	128834	29083	LENNOX ELECTRIC	WTP-DEHUMIDIFIERS REPAIR	\$ 164.00
09/01/2017	1	128835	32073	LLOYD MILLER & SONS, INC	FLEET-PARTS	\$ 178.75
09/01/2017	1	128836	04472	MEMORIAL HEALTHCARE EDUCATION DEPT	OFD-BLS CARDS (14)	\$ 49.00
09/01/2017	1	128837	08854	MICHIGAN MUNICIPAL TREASURERS ASSOC	MEMBERSHIP-KAREN RUDDY	\$ 50.00
09/01/2017	1	128838	32022	MICHIGAN STATE INDUSTRIES	US FLAGS (6)	\$ 258.90
09/01/2017	1	128839	33290	MICHIGAN WATER ENVIRONMENT ASSOCIATES	SEMINAR-TIM GUYSKY	\$ 130.00
09/01/2017	1	128840	02660	MISDU	PAYROLL DEDUCTIONS	\$ 1,382.06
09/01/2017	1	128841	01478	NATIONAL TANK OUTLET	WTP-STORAGE TANK	\$ 306.74
09/01/2017	1	128842	38620	OWOSSO BOLT & BRASS CO	PARTS	\$ 427.24
09/01/2017	1	128843	48742	P F PETTIBONE & CO	CLERK-MINUTE BOOK	\$ 196.90
09/01/2017	1	128844	04941	PETTY CASH-TREASURER	CASH DRAWERS (2)	\$ 450.00
09/01/2017	1	128845	08174	PORTFOLIO RECOVERY ASSOCIATES LLC	PAYROLL DEDUCTION-GARNISHMENT	\$ 192.58
09/01/2017	1	128846	90019	RADIO SHACK DEALER 22-H074	SUPPLIES	\$ 47.98
09/01/2017	1	128847	5690	SAFETY-KLEEN SYSTEMS INC	WWTP-QUARTERLY SERVICE-PARTS WASHER	\$ 275.00
09/01/2017	1	128848	03645	SEIFERT CONCRETE	2017 SIDEWALK REPLACEMENT PROGRAM	\$ 12,336.34
09/01/2017	1	128849	47519	SHIAWASSEE AREA TRANSPORTATION AGENCY	LOCAL FUNDING COMMITMENT	\$ 33,406.38
09/01/2017	1	128850	02460	SHIAWASSEE FAMILY YMCA	PAYROLL DEDUCTIONS-MEMBERSHIPS	\$ 261.00
09/01/2017	1	128851	48721	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE PREMIUM	\$ 4,532.32
09/01/2017	1	128852	05710	STAPLES ADVANTAGE	SUPPLIES	\$ 167.07
09/01/2017	1	128853	48745	STATE OF MICHIGAN	OLIVER ST FROM WASHINGTON TO OAK	\$ 64,808.70
09/01/2017	1	128854	48748	STATE OF MICHIGAN	STATE OF MICHIGAN WITHHOLDING TAX	\$ 21,181.13
09/01/2017	1	128855	49860	TERRY M BACK	FLEET-TIRE FOR #429	\$ 90.00

09/01/2017	1	128856	50220	TRACTOR SUPPLY COMPANY	SUPPLIES	\$	167.74
09/01/2017	1	128857	53377	UNITED PARCEL SERVICE	SHIPPING CHARGES	\$	10.59
09/01/2017	1	128858	55400	VERIZON WIRELESS	MODEM FEES	\$	555.94
09/01/2017	1	128859	55030	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-8/1/17-8/15/17	\$	5,250.74
09/01/2017	1	128860	57520	WATER ENVIRONMENT FEDERATION	MEMBERSHIP-TIM GUYSKY	\$	145.00
09/01/2017	1	128861	06781	WRIGHT WAY TREE COMPANY	REMOVAL OF LARGE OAK TREE	\$	3,900.00
09/01/2017	1	2426(A)	03441	ACLARA TECHNOLOGIES LLC	AMR SYSTEM	\$	5,000.00
09/01/2017	1	2427(A)	02841	MICHAEL LEVERE ASH	SCHOOL LIAISON OFFICER	\$	1,070.55
09/01/2017	1	2428(A)	02633	B & D ELEVATOR SERVICES INC	CITY HALL-ELEVATOR MAINTENANCE-8/7/17	\$	125.00
09/01/2017	1	2429(A)	04055	BOUND TREE MEDICAL LLC	OFD-AMBULANCE MEDICAL SUPPLIES	\$	225.00
09/01/2017	1	2430(A)	62000	C E & A PROFESSIONAL SERVICES INC	RANDOM DOT DRUG TESTING	\$	369.98
09/01/2017	1	2431(A)	04040	CAPITAL CONSULTANTS	WWTP-DEVELOPMENT OF AN ASSET MGT PROGRAM	\$	17,720.84
09/01/2017	1	2432(A)	01780	D & G EQUIPMENT INC	WWTP-EQUIPMENT/PARTS	\$	17,110.00
09/01/2017	1	2433(A)	01640	D & K TRUCK COMPANY INC	FLEET-PARTS	\$	205.62
09/01/2017	1	2434(A)	12350	ETNA SUPPLY COMPANY	WATER INVENTORY	\$	2,158.00
09/01/2017	1	2435(A)	13409	FASTENAL COMPANY	PARTS	\$	316.74
09/01/2017	1	2436(A)	06687	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING DESIGN & CONSTRUCTION SERVICES	\$	10,902.50
09/01/2017	1	2437(A)	15655	GALL'S INC.	OPD-VESTS (6)	\$	129.00
09/01/2017	1	2438(A)	19620	HODGE GLASS SERVICE INC	PUBLIC SAFETY-DOOR REPAIR	\$	204.99
09/01/2017	1	2439(A)	24940	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE	\$	2,770.21
09/01/2017	1	2440(A)	31283	MAURER HEATING & COOLING, INC.	WWTP-FILTERS (4)	\$	54.00
09/01/2017	1	2441(A)	44223	MICHIGAN BUSINESS & PROFESSIONAL AS	SEPTEMBER 2017-COBRA ADMIN FEE	\$	50.00
09/01/2017	1	2442(A)	02945	MICHIGAN PAVING & MATERIALS CO	STREETS-AMS SEAL	\$	1,656.27
09/01/2017	1	2443(A)	03156	MID MICHIGAN EMERGENCY EQUIPMENT	OFD-UP FITTING OF A FORD F250 PICK UP	\$	8,281.00
09/01/2017	1	2444(A)	02050	NCL OF WISCONSIN INC	WWTP-LAB SUPPLIES	\$	335.70
09/01/2017	1	2445(A)	36710	OFFICE SOURCE	SUPPLIES	\$	138.05
09/01/2017	1	2446(A)	38232	ORCHARD HILTZ & MCCLIMENT INC	ENGINEERING SERVICES	\$	40,070.50
09/01/2017	1	2447(A)	48744	POLYDYNE INC	WWTP-AF 4500 POLYMER	\$	2,212.50
09/01/2017	1	2448(A)	39005	PVS TECHNOLOGIES, INC.	WWTP-FERRIC CHLORIDE	\$	3,389.99
09/01/2017	1	2449(A)	44610	REEVES WHEEL ALIGNMENT, INC	REPAIR TO CITY VEHICLES	\$	1,448.54
09/01/2017	1	2450(A)	47920	S L H METALS INC	FLEET-PARTS FOR #22	\$	113.80
09/01/2017	1	2451(A)	47890	SLC METER LLC	WATER INVENTORY	\$	920.56
09/01/2017	1	2452(A)	00122	MICHAEL GENE WHEELER	SCHOOL LIAISON OFFICER	\$	1,098.00
09/14/2017	1	128862	00510	AFLAC	PAYROLL DEDUCTION-AFLAC PREMIUM	\$	531.68
09/14/2017	1	128863	01253	AMERICAN SPEEDY PRINTING CENTERS	SUPPLIES	\$	398.00
09/14/2017	1	128864	01718	THE ARGUS PRESS	PRINTING OF LEGAL NOTICES ETC	\$	373.13
09/14/2017	1	128865	06674	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$	234.90
09/14/2017	1	128866	06721	JUDY ELAINE CRAIG	COURIER SERVICE	\$	207.00
09/14/2017	1	128867	03649	DAYSTARR COMMUNICATIONS	SEPTEMBER 2017 PHONE AND BROADBAND INTERNET SERVICE	\$	2,036.41
09/14/2017	1	128868	05455	DANE A DEISLER	ELECTRICAL INSPECTIONS (4)	\$	140.00
09/14/2017	1	128869	08233	DELTA DENTAL PLAN OF MICHIGAN	OCTOBER 2017-DENTAL INSURANCE PREMIUM	\$	3,773.96
09/14/2017	1	128870	01227	DELTA FAMILY CLINIC SOUTH PC	PRE-EMPLOYMENT EXAM	\$	350.00
09/14/2017	1	128871	09295	DOWNTOWN DEVELOPMENT AUTHORITY	TAX COLLECTION	\$	6,097.46
09/14/2017	1	128872	19026	FIRST DUE FIRE SUPPLY	OFD-EQUIPMENT	\$	691.66
09/14/2017	1	128873	MISC	GRANT, JEAN	Sum Tax Refund 050-542-000-005-00	\$	85.03
09/14/2017	1	128874	MISC	HABERMEHL, DONALD AND VICKI	TEMPORARY CONSTRUCTION EASEMENT	\$	1.00
09/14/2017	1	128875	01465	IPMA-HR	FIRE CAPTAIN PROMOTION EXAM	\$	129.00
09/14/2017	1	128876	100010	MICHIANA HEALTHCARE EDUCATION	INSTRUCTOR COURSE (2) AND MATERIALS	\$	992.89
09/14/2017	1	128877	02660	MISDU	PAYROLL DEDUCTIONS	\$	1,382.06
09/14/2017	1	128878	35200	NORTH AMERICAN OVERHEAD DOOR INC	OFD-DOOR REPAIR	\$	168.97
09/14/2017	1	128879	04154	NORTHSIDE ANIMAL HOSPITAL	VET SERVICES-PAID FOR BY DONATIONS	\$	1,332.61
09/14/2017	1	128880	36718	OFFICE DEPOT	SUPPLIES	\$	101.65
09/14/2017	1	128881	40405	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTION-UNION DUES	\$	854.25
09/14/2017	1	128882	08174	PORTFOLIO RECOVERY ASSOCIATES LLC	PAYROLL DEDUCTION-GARNISHMENT	\$	192.58
09/14/2017	1	128883	40480	POSTMASTER	BULK MAILING OF AV APPLICATIONS	\$	114.64
09/14/2017	1	128884	37534	SHIAWASSEE COUNTY TREASURER	TAX COLLECTION	\$	1,457,713.50

09/14/2017	1	128885	MISC	SPARKS, JUSTIN AND ALEXIS STONE	TEMPORARY CONSTRUCTION EASEMENT	\$	1.00
09/14/2017	1	128886	34350	SPRINT COMMUNICATIONS	CELL PHONE SERVICE AND EQUIPMENT	\$	1,169.79
09/14/2017	1	128887	05710	STAPLES ADVANTAGE	SUPPLIES	\$	352.95
09/14/2017	1	128888	48745	STATE OF MICHIGAN	TRAFFIC SIGNAL MAINTENANCE	\$	66.59
09/14/2017	1	128889	48746	STATE OF MICHIGAN	TAX COLLECTION	\$	12,014.22
09/14/2017	1	128890	32093	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION FEE	\$	60.00
09/14/2017	1	2453(A)	07971	AMAZON CAPITAL SERVICES	SUPPLIES	\$	177.36
09/14/2017	1	2454(A)	02841	MICHAEL LEVERE ASH	SCHOOL LIAISON OFFICER	\$	1,088.85
09/14/2017	1	2455(A)	02675	THE BANK OF NEW YORK MELLON NA	BOND PAYMENT	\$	6,334.83
09/14/2017	1	2456(A)	06942	BIDNET	AUCTION FEES	\$	56.25
09/14/2017	1	2457(A)	07825	DALTON ELEVATOR LLC	CYLINDER RENT/SUPPLIES	\$	515.44
09/14/2017	1	2458(A)	43620	DELAU FIRE & SAFETY INC	SEMI-ANNUAL INSPECTION OF SERVER ROOM	\$	351.00
09/14/2017	1	2459(A)	02365	EMPLOYEE BENEFIT CONCEPTS INC	SEPT 2017-FSA ADMIN FEE	\$	100.00
09/14/2017	1	2460(A)	06687	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING SERVICES	\$	1,950.00
09/14/2017	1	2461(A)	14835	FRONT LINE SERVICES, INC.	OFD-REPAIRS TO ENGINE 2	\$	260.00
09/14/2017	1	2462(A)	05441	J & H OIL COMPANY	FUEL PE 8/31/17	\$	4,808.26
09/14/2017	1	2463(A)	03613	LOGICALIS INC	AUGUST 2017 NETWORK ENGINEERING SERVICES	\$	7,840.00
09/14/2017	1	2464(A)	32044	MICHIGAN MUNICIPAL LEAGUE WORKERS' COMPENSATION FUND	FY 17/18 WORKERS COMP-1ST INSTALLMENT	\$	19,162.00
09/14/2017	1	2465(A)	36710	OFFICE SOURCE	DESKS (3)	\$	4,874.30
09/14/2017	1	2466(A)	05641	SAFEBUILT MICHIGAN LLC	AUGUST 2017 BUILDING DEPARTMENT SERVICES	\$	9,786.67
09/14/2017	1	2467(A)	06374	BRYAN GLEN THOMAS	ELECTRICAL INSPECTIONS	\$	500.00
09/14/2017	1	2468(A)	00122	MICHAEL GENE WHEELER	SCHOOL LIAISON OFFICER	\$	1,079.70
09/19/2017	1	128891	01115	H K ALLEN PAPER CO	OFD-SUPPLIES	\$	21.00
09/19/2017	1	128892	02604	B S & A SOFTWARE	UTILITY BILLING TRAINING FOR THE AMR SYSTEM	\$	1,050.00
09/19/2017	1	128893	03453	BEATTIE SPRING AND WELDING, INC.	FLEET-PARTS FOR #424	\$	1,967.39
09/19/2017	1	128894	00612	MICHAEL L BUSH	SIDE TAP	\$	30.00
09/19/2017	1	128895	02547	C & S SOLUTIONS INC	WATER-UNDER GROUND LOCATORS (2)	\$	6,470.90
09/19/2017	1	128896	6699	CENTER FOR TECHNOLOGY & TRAINING	2017 LOCAL CONCRETE SEMINAR-RANDY CHESNEY	\$	65.00
09/19/2017	1	128897	05608	CENTRAL MICHIGAN DIESEL, INC.	WWTP-ANNUAL INSPECTION OF DUMP TRUCK	\$	354.05
09/19/2017	1	128898	06674	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$	42,185.91
09/19/2017	1	128899	06674	VOID		\$	-
				Void Reason: Created From Check Run Process			
09/19/2017	1	128900	06945	CRYSTAL MOUNTAIN RESORT	HOTEL-KAREN RUDDY	\$	496.17
09/19/2017	1	128901	07808	D & D TRUCK & TRAILER PARTS	PARTS	\$	1,693.72
09/19/2017	1	128902	100011	WESTON DODGE	WTP-EXAM FEE-F-4	\$	70.00
09/19/2017	1	128903	13415	FEDEX	SHIPPING CHARGES	\$	51.14
09/19/2017	1	128904	13875	FISHER CHIPPEWA REDI-MIX, INC.	CEMENT	\$	1,505.00
09/19/2017	1	128905	12351	H2O COMPLIANCE SERVICES INC	INSPECTION SERVICES FOR CROSS CONNECTION PROGRAM	\$	698.75
09/19/2017	1	128906	19025	HI QUALITY GLASS, INC	FLEET-MIRROR REPAIR TO #19	\$	28.00
09/19/2017	1	128907	22130	INDUSTRIAL SUPPLY OF OWOSSO INC	DPW-SAFETY GLASSES (20)	\$	80.00
09/19/2017	1	128908	02866	J & M TREE SERVICE	2017 GRASS MOWING PROGRAM	\$	2,656.00
09/19/2017	1	128909	01141	JAY'S SEPTIC TANK SERVICE	PORTABLE RENTAL UNITS	\$	865.00
09/19/2017	1	128910	04971	KAR LABORATORIES INC	WASTEWATER ANALYSES-FOUR SAMPLES	\$	260.00
09/19/2017	1	128911	32007	MICHIGAN CO INC	SUPPLIES	\$	290.41
09/19/2017	1	128912	04483	MICHIGAN CRITICAL POWER	WTP-DIESEL GENERATOR SYSTEM	\$	68,184.00
09/19/2017	1	128913	32067	MICHIGAN RURAL WATER ASSOCIATION	WATER REVIEW-S3 & S4-N SIMS & T WHEELER	\$	1,060.00
09/19/2017	1	128914	01174	NEAL'S TRUCK PARTS	FLEET-PARTS AND LABOR TO REPAIR AXLE	\$	4,795.00
09/19/2017	1	128915	03418	OENASEK INC	INVENTORY-A1 LIMESTONE-50.28/TONS	\$	1,558.68
09/19/2017	1	128916	38620	OWOSSO BOLT & BRASS CO	PARTS	\$	390.36
09/19/2017	1	128917	30638	OWOSSO POOLS LLC	PARKS-SPLASH PAD SUPPLIES	\$	9.60
09/19/2017	1	128918	02417	KAREN K RUDDY	2017 MMTA FALL CONFERENCE	\$	305.00
09/19/2017	1	128919	03645	SEIFERT CONCRETE	2017 SIDEWALK REPLACEMENT PROGRAM	\$	26,997.86
09/19/2017	1	128920	07548	SPARTAN STORES LLC	SEWER-CLEAN UP KITS (6)	\$	82.20
09/19/2017	1	128921	MISC	ST JOSEPH CHURCH	TEMP CONSTRUCTION EASEMENT	\$	1.00
09/19/2017	1	128922	54630	VALLEY LUMBER	SUPPLIES/MATERIALS	\$	475.64
09/19/2017	1	128923	08240	VIC BOND SALES, INC. - OWOSSO	DPW-WATER HEATER AND PARTS	\$	216.69

09/19/2017	1	128924	55030	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-8/16/17-8/31/17	\$	6,969.62
09/19/2017	1	128925	58065	WIN'S ELECTRICAL SUPPLY OF OWOSSO	SUPPLIES	\$	678.07
09/20/2017	1	2469(A)	13000	ALS LABORATORY GROUP	WASTEWATER ANALYSES-8/10/17	\$	135.00
09/20/2017	1	2470(A)	31245	CARMEUSE LIME	WTP-QUICKLIME-40.66/TONS	\$	10,058.08
09/20/2017	1	2471(A)	01780	D & G EQUIPMENT INC	FLEET-CHAINS AND OIL FOR SAWS	\$	145.54
09/20/2017	1	2472(A)	07825	DALTON ELEVATOR LLC	CYLINDER RENT/SUPPLIES	\$	77.81
09/20/2017	1	2473(A)	12350	ETNA SUPPLY COMPANY	WATER INVENTORY	\$	3,362.20
09/20/2017	1	2474(A)	13409	FASTENAL COMPANY	PARTS	\$	234.80
09/20/2017	1	2475(A)	16300	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$	276.75
09/20/2017	1	2476(A)	18215	HACH COMPANY	WWTP-2017 ANNUAL LAB SUPPLY ORDER	\$	5,421.08
09/20/2017	1	2477(A)	44217	INTERSTATE BILLING SERVICE INC	PARTS	\$	361.16
09/20/2017	1	2478(A)	05441	J & H OIL COMPANY	REC GAS/LUBE	\$	367.76
09/20/2017	1	2479(A)	31650	MEMORIAL HEALTHCARE CENTER	DRUG SCREEN	\$	50.00
09/20/2017	1	2480(A)	02945	MICHIGAN PAVING & MATERIALS CO	STREETS-AMS SEAL	\$	743.43
09/20/2017	1	2481(A)	33790	1ST CHOICE AUTO PARTS INC	SUPPLIES/PARTS	\$	255.60
09/20/2017	1	2482(A)	06997	O'REILLY AUTO PARTS	PARTS	\$	32.34
09/20/2017	1	2483(A)	49520	POWERTECH SERVICES, INC.	PM ON INSIDE CIRCUIT BREAKER GEAR	\$	2,390.00
09/20/2017	1	2484(A)	44661	REPUBLIC SERVICES #237	SEPTEMBER 2017 REFUSE SERVICE	\$	411.81
09/20/2017	1	2485(A)	46216	RUBOB'S INC	PUBLIC SAFETY-JULY 2017 DRY CLEANING	\$	337.55
09/20/2017	1	2486(A)	47920	S L H METALS INC	WTP-PREP AND MOVE OF STANDBY GENERATOR	\$	5,949.60
09/20/2017	1	2487(A)	47522	THE SHERWIN-WILLIAMS CO.	PAINT	\$	579.12
09/29/2017	1	128926	AMBULANCE	MAHONEY, MICHAEL E	REFUND	\$	84.34
09/29/2017	1	128927	AMBULANCE	LOSEY, ESTATE OF SHIRLEY	REFUND	\$	312.13
09/29/2017	1	128928	00239	THE ACCUMED GROUP	AUG 2017-AMBULANCE BILLING SERVICES	\$	8,923.14
09/29/2017	1	128929	08234	ADVANCED DRAINAGE SYSTEMS INC	MATERIALS FOR OWOSSO TOWNSHIP WATERMAIN	\$	1,566.74
09/29/2017	1	128930	07747	ALL ABOUT ANIMALS	SPAY/NEUTER/MEDICAL FEES-PAID FOR BY DONATIONS	\$	658.00
09/29/2017	1	128931	MISC	BARTZ EXCAVATING	BD Bond Refund	\$	50.00
09/29/2017	1	128932	03453	BEATTIE SPRING AND WELDING, INC.	FLEET-SPRINGS FOR #425	\$	1,967.13
09/29/2017	1	128933	REFUND UB	WOODWORTH PROPERTIES	UB refund for account: 2801490004	\$	72.74
09/29/2017	1	128934	REFUND UB	BRADLEY JENNIFER	UB refund for account: 3762080026	\$	22.63
09/29/2017	1	128935	REFUND UB	NORRIS MARK	UB refund for account: 3993070003	\$	10.14
09/29/2017	1	128936	REFUND UB	TAYLOR GARY	UB refund for account: 4662240001	\$	50.09
09/29/2017	1	128937	REFUND UB	PFEIFER CHRIS	UB refund for account: 4646700003	\$	12.20
09/29/2017	1	128938	REFUND UB	EUASHKA MICHAEL	UB refund for account: 3890070004	\$	39.90
09/29/2017	1	128939	REFUND UB	GORBUTT OLYNN	UB refund for account: 5846170010	\$	43.58
09/29/2017	1	128940	REFUND UB	TONY R SCHMIDT REALTY. INC	UB refund for account: 2175540003	\$	13.10
09/29/2017	1	128941	06674	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$	18,672.29
09/29/2017	1	128942	MISC	CORDIER EXCAVATING	BD Bond Refund	\$	50.00
09/29/2017	1	128943	MISC	CORELOGIC	Sum Tax Refund	\$	22.80
09/29/2017	1	128944	09295	DOWNTOWN DEVELOPMENT AUTHORITY	TAX COLLECTION	\$	1,042.78
09/29/2017	1	128945	07788	FIREPROGRAMS	SUPPORT AND UPGRADE SERVICE FOR ONE YEAR	\$	1,560.00
09/29/2017	1	128946	19026	FIRST DUE FIRE SUPPLY	EQUIPMENT/SUPPLIES	\$	1,749.94
09/29/2017	1	128947	13880	FISHER SCIENTIFIC CO.	LAB SUPPLIES	\$	7,257.39
09/29/2017	1	128948	100016	HALFMOON EDUCATION INC	STORMWATER MGT 2017 SEMINAR-RANDY CHESNEY	\$	279.00
09/29/2017	1	128949	01451	DAVID HAUT	REIMBURSEMENT	\$	116.58
09/29/2017	1	128950	MISC	HUNTINGTON BANK	Sum Tax Refund	\$	1,141.87
09/29/2017	1	128951	22130	INDUSTRIAL SUPPLY OF OWOSSO INC	WWTP-PILLOW BLOCK	\$	71.40
09/29/2017	1	128952	02866	J & M TREE SERVICE	2017 GRASS MOWING PROGRAM	\$	1,328.00
09/29/2017	1	128953	03970	RYAN JENKINS	REIMBURSEMENT OF MEAL	\$	12.16
09/29/2017	1	128954	MISC	LARRY HOZAK	BD Bond Refund	\$	50.00
09/29/2017	1	128955	32009	MICHIGAN ASSOCIATION OF CHIEFS OF POLICE	2018 WINTER CONFERENCE-K LENKART-FEB 7-9, 2018	\$	280.00
09/29/2017	1	128956	33290	MICHIGAN WATER ENVIRONMENT ASSOCIATES	PURPOSE AND FUNDAMENTALS OF WASTEWATER TREATMENT CLASS	\$	200.00
09/29/2017	1	128957	02660	MISDU	PAYROLL DEDUCTIONS	\$	1,382.06
09/29/2017	1	128958	00193	NEOFUNDS BY NEOPOST	POSTAGE FUNDS AND INK FOR MAILING MACHINE	\$	2,195.00
09/29/2017	1	128959	35200	NORTH AMERICAN OVERHEAD DOOR INC	FIRE DEPARTMENT GARAGE DOOR REPAIR	\$	1,415.50
09/29/2017	1	128960	100015	NORTHERN MICHIGAN FIRE CHIEFS ASSOCIATION	MEMBERSHIP MEETING-LAYNE LITTLE-OCT 19, 2017	\$	35.00

09/29/2017	1	128961	36718	OFFICE DEPOT	SUPPLIES	\$	282.32
09/29/2017	1	128962	04437	PARTNERS IN ARCHITECTURE PLC	P/S-PROFESSIONAL SERVICES	\$	16,288.61
09/29/2017	1	128963	08174	PORTFOLIO RECOVERY ASSOCIATES LLC	PAYROLL DEDUCTION-GARNISHMENT	\$	192.58
09/29/2017	1	128964	100013	RIVERS FAB AND WELDING INC	RINGS (22) FPR OWOSSO TOWNSHIP WATERMAIN	\$	2,970.00
09/29/2017	1	128965	37534	SHIAWASSEE COUNTY TREASURER	TAX COLLECTION	\$	68,109.60
09/29/2017	1	128966	47535	SHIAWASSEE DISTRICT LIBRARY	PAYOUT FROM COUNTY	\$	23,095.87
09/29/2017	1	128967	05924	SHIAWASSEE ECONOMIC DEV PARTNERSHIP	ANNUAL ECONOMIC DEVELOPMENT INVESTMENT	\$	31,426.00
09/29/2017	1	128968	02460	SHIAWASSEE FAMILY YMCA	PAYROLL DEDUCTIONS-MEMBERSHIPS	\$	261.00
09/29/2017	1	128969	47540	SHIAWASSEE UNITED WAY	PAYROLL DEDUCTION-CONTRIBUTIONS	\$	140.00
09/29/2017	1	128970	MISC	SMITH PUMPS & PLUMBING INC	BD Bond Refund	\$	50.00
09/29/2017	1	128971	48721	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE PREMIUM	\$	4,377.27
09/29/2017	1	128972	48748	STATE OF MICHIGAN	STATE OF MI WITHHOLDING	\$	21,539.62
09/29/2017	1	128973	32093	STATE OF MICHIGAN	TRAM SCHOOL-M WHEELER & M ASH	\$	800.00
09/29/2017	1	128974	49860	TERRY M BACK	FLEET-MOUNT NEW TIRES #22	\$	140.00
09/29/2017	1	128975	04144	TITUS WELDING COMPANY INC	WWTP-REPLACE OPERATING COMPONENTS	\$	266,603.13
09/29/2017	1	128976	05444	TOBY'S INSTRUMENT SHOP INC	WTP-ANNUAL CALIBRATION OF SCALES	\$	116.00
09/29/2017	1	128977	50220	TRACTOR SUPPLY COMPANY	SUPPLIES/PARTS	\$	447.19
09/29/2017	1	128978	53377	UNITED PARCEL SERVICE	SHIPPING CHARGES	\$	4.79
09/29/2017	1	128979	55400	VERIZON WIRELESS	MODEM FEES	\$	518.77
09/29/2017	1	128980	08240	VIC BOND SALES, INC. - OWOSSO	WATER-PEX WATER LINE	\$	273.30
09/29/2017	1	128981	55030	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-9/1/17-9/15/17	\$	4,267.62
09/29/2017	1	2488(A)	02841	MICHAEL LEVERE ASH	SCHOOL LIAISON OFFICER	\$	1,399.95
09/29/2017	1	2489(A)	08217	BELL FORK LIFT INC	WWTP-ANNUAL INSPECTION AND MAINTENANCE	\$	325.00
09/29/2017	1	2490(A)	04350	WILLIAM C BROWN, P C	PROFESSIONAL SERVICES	\$	10,151.18
09/29/2017	1	2491(A)	04040	CAPITAL CONSULTANTS	DEVELOPMENT OF AN ASSET MGT PROGRAM	\$	13,834.75
09/29/2017	1	2492(A)	01780	D & G EQUIPMENT INC	WTP-TRIMMER S/N 511097262	\$	263.96
09/29/2017	1	2493(A)	06687	FLEIS & VANDENBRINK ENGINEERING INC	2018 STREET PROGRAM ENGINEERING SERVICES	\$	23,477.00
09/29/2017	1	2494(A)	21110	IDEXX DISTRIBUTION CORPORATION	WTP-LAB SUPPLIES	\$	968.44
09/29/2017	1	2495(A)	05441	J & H OIL COMPANY	FUEL PE 9/15/17	\$	4,053.14
09/29/2017	1	2496(A)	24940	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE	\$	2,170.02
09/29/2017	1	2497(A)	28659	LANSING UNIFORM CO.	OPD-VEST COVER AND SUSPENDERS-M OLSEY	\$	154.90
09/29/2017	1	2498(A)	03419	MATHESON TRI-GAS INC	WTP-CARBON DIOXIDE	\$	2,111.11
09/29/2017	1	2499(A)	31430	MCMASTER-CARR SUPPLY CO	WWTP-PARTS	\$	156.73
09/29/2017	1	2500(A)	31650	MEMORIAL HEALTHCARE CENTER	OPD-LAB	\$	39.50
09/29/2017	1	2501(A)	44223	MICHIGAN BUSINESS & PROFESSIONAL ASSOCIATION	OCT 2017-COBRA ADMIN FEE	\$	50.00
09/29/2017	1	2502(A)	02945	MICHIGAN PAVING & MATERIALS CO	STREETS-AMS SEAL	\$	1,562.18
09/29/2017	1	2503(A)	32685	MOTION INDUSTRIES, INC.	WTP-PARTS	\$	508.45
09/29/2017	1	2504(A)	04471	NATIONAL VISION ADMINISTRATORS LLC	SEPTEMBER VISION INSURANCE PREMIUM	\$	936.69
09/29/2017	1	2505(A)	02050	NCL OF WISCONSIN INC	WTP-LAB SUPPLIES	\$	57.53
09/29/2017	1	2506(A)	36710	OFFICE SOURCE	CLERK-ADDRESS LABELS/STORAGE BOXES	\$	73.98
09/29/2017	1	2507(A)	38232	ORCHARD HILTZ & MCCLIMENT INC	CONTRACTUAL SERVICES-SAW GRANT PROJECT	\$	19,471.00
09/29/2017	1	2508(A)	39785	PHYSICIANS HEALTH PLAN OF MID-MICH	OCTOBER 2017 HEALTH INSURANCE PREMIUM	\$	75,943.04
09/29/2017	1	2509(A)	39005	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE	\$	3,382.22
09/29/2017	1	2510(A)	05973	SAFEWAY TRANSPORT INC	CLEAN SANITARY SEWER PIPES	\$	14,955.80
09/29/2017	1	2511(A)	47617	SIGNATURE AUTO GROUP-OWOSSO MOTORS	OPD-REPAIR TO UNIT 6	\$	68.57
09/29/2017	1	2512(A)	48400	SPICER GROUP, INC.	ENGINEERING SERVICES FOR THE OLIVER ST	\$	45,646.75
09/29/2017	1	2513(A)	46814	ST JOHNS ANSWERING SERVICE INC	OCT 2017-TELEPHONE ANSWERING SERVICE	\$	77.20
09/29/2017	1	2514(A)	23891	JESSICA UNANGST	MILEAGE AND MEALS AT MPELRA CONFERENCE	\$	228.00
09/29/2017	1	2515(A)	00122	MICHAEL GENE WHEELER	SCHOOL LIAISON OFFICER	\$	1,290.15

1 TOTALS:

(1 Check Voided)

Total of 265 Disbursements:

\$ 2,784,850.43

Bank 10 OWOSSO HISTORICAL FUND

09/20/2017	10	5004	06674	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$	270.70
09/20/2017	10	5005	03649	DAYSTARR COMMUNICATIONS	INTERNET/PHONE	\$	129.38
09/20/2017	10	5006	01159	ROBERT V DORAN-BROCKWAY	REIMBURSEMENT	\$	185.20
09/20/2017	10	5007	18264	HANKERD SPORTSWEAR	CURWOOD CASTLE T-SHIRTS	\$	535.00
09/20/2017	10	5008	48831	SUNNYSIDE FLORIST	FLOWERS FOR MOONLIGHT MARKET	\$	<u>104.00</u>

10 TOTALS:

Total of 5 Disbursements:

\$ 1,224.28

REPORT TOTALS:

(1 Check Voided)

Total of 270 Disbursements:

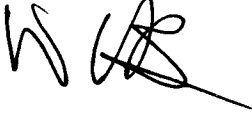
\$ 2,786,074.71



301 WEST MAIN STREET • OWOSSO, MICHIGAN 48867-2958

MEMORANDUM

TO: Owosso City Council, Donald Crawford, Susan Montenegro, Amy Kirkland

FROM: William C. Brown, City Attorney 

DATE: October 12, 2017

RE: 621 West Oliver Street, Owosso, Michigan

Attached you will find a Conditional Re-Zoning Agreement and companion Ordinance. It should be noted that the Zoning Enabling Act, at Section 405, requires that the owner of land offer conditions for re-zoning. Thus, the Agreement is the result of a meeting with Mike Cross of Say Computer, LLC.

While I believe the Agreement reflects our discussions and the offer of Say Computer, LLC, as of the writing of this memo Mr Cross has not reviewed the document. Hopefully he will do so before the October 16, 2017 meeting.

Feel free to contact me with any questions or comments prior to or during the meeting.

WCB:jmr

ORDINANCE NO.

**AMENDING CHAPTER 38 ZONING OF THE CODE OF ORDINANCES
TO REZONE A PARCEL OF REAL PROPERTY
AT 621 W. OLIVER STREET
AND AMENDING THE ZONING MAP**

WHEREAS, the city of Owosso received a petition from a land owner of real property identified as 621 W. Oliver Street, parcel 050-660-004-006-00, LOT 1 BLK 4 (EX N 266') ALSO E 171' 2 1/2" OF LOT 2 BLK 4 A L & B O WILLIAMS ADD to rezone the parcel from R-1 Single Family Residential District to OS-1 Office Service District; and

WHEREAS, the planning commission published the request, held a public hearing on the request, and deliberated on the request; and

WHEREAS, the city staff and planning commission recommend, without reservations or conditions, the rezoning of parcel 050-660-004-006-00, 621 W. Oliver Street from R-1 Single Family Residential District to OS-1 Office Service District; and

WHEREAS, the City Council held a public hearing July 5, 2016 and having heard all interested persons and deliberated on the request; and

WHEREAS, the City Council finds that the zoning petition meets the intent and criteria for a zoning map amendment, with conditions as defined in the Conditional Re-Zoning Agreement between Say Computer, LLC and the City of Owosso dated October 16, 2017.

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

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

Indicate a zoning classification of OS-1 Office Service District for 621 W. Oliver Street, parcel 050-660-004-006-00, pursuant to the provisions of the Conditional Re-Zoning Agreement between Say Computer, LLC and the City of Owosso dated October 16, 2017

SECTION 2. SEVERABILITY. Should any section, clause or provision of this Ordinance be declared unconstitutional, illegal or of not force and effect by a court of competent jurisdiction, then and in that event such portion thereof shall not be deemed to affect the validity of any other party or portion of this ordinance.

SECTION 3. 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 4. EFFECTIVE DATE. This amendment shall become effective November 6, 2017.

CONDITIONAL RE-ZONING AGREEMENT

This Conditional Re-Zoning Agreement is by and between Say Computer, LLC, of 2005 East Main Street, Owosso, Michigan 48867 (“Owner”), and the City of Owosso, a Michigan municipal corporation, of 301 West Main Street, Owosso, Michigan 48867, and is entered into this _____ day of _____, 2017.

RECITALS

WHEREAS Owner intends to purchase real property commonly known as 621 West Oliver Street, Owosso, Michigan, being parcel number 050-660-004-006-00 (“the property”) and specifically described on Exhibit A.

WHEREAS Owner has requested that the City of Owosso re-zone said property from R-1 One-Family Residential Districts to OS-1 Office Service District for the purpose of computer service and repair;

WHEREAS Owner has requested the re-zoning of the property to allow for operation of a computer service and repair facility by a contract that stipulates the terms and conditions for use under the authority of Section 405 of the Michigan Zoning Enabling Act, P.A. 110 of 2006 (MLC 125.404).

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The real property described on Exhibit A is hereby re-zoned to OS-1 Office Service District subject to the following terms and conditions.
2. The U-shaped driveway in the front of the building shall be removed within ninety (90) days of the date of this Agreement.
3. The signs on Oliver Street shall remain the same in structure as currently exist, only changing the name on the sign to the current owner.
4. Vehicle parking shall remain on the south portion of the premises. The north entryway into the building shall only be used for emergency purposes.

5. Lighting on the premises shall remain in the current configuration.

6. This Agreement is transferrable. If the Owner were to transfer the property to a third party, the only OS-1 uses that will be allowed would be:

- Office buildings for any of the following occupations: executive administrative, professional, accounting, writing, clerical, stenographic, telecommunications, data farms, data centers, internet service providers, software development, call centers, drafting and sales subject to the limitations contained in section 38-174 of the City of Owosso Ordinances.
- Off-street parking lots;
- Churches;
- Accessory structures and uses customarily incident to the permitted uses; and
- Residential structures.

The following uses shall not be permitted in the event of a transfer:

- Professional services including the following: offices of doctors, dentists, osteopaths and similar or allied professions including clinics;
- Facilities for human care such as hospitals, sanitariums, rest and convalescent homes;
- Banks, credit unions, savings and loan associations and similar uses; drive-in facilities as an accessory use only;
- Personal service establishments including barber shops, beauty shops and health salons; and
- Photographic studios and interior decorating studio.

7. This Agreement constitutes the entire agreement between the parties with respect to the matter set forth herein, and there are no representations, warranties, covenants or obligations except as set forth herein. This Agreement supersedes all prior contemporaneous agreements, understandings, negotiations statements and discussion, written or oral, of the parties hereto, relating to the matters contemplated by the Agreement.

8. If the Owner or any transferee defaults in any way of the terms of this Agreement, or the re-zoning ordinance of the City of Owosso in any way, this Agreement shall be automatically terminated by a notice sent to Owner by the City of Owosso. If this Agreement is terminated, the property shall revert back to R-1 Residential zoning.

9. This Agreement shall run with the land.

10. A copy of this Agreement or a memorandum of this Agreement may be recorded with the Shiawassee County Register of Deeds.

CITY OF OWOSSO

SAY COMPUTER, LLC

BY: _____

BY: _____

Christopher T. Eveleth

ITS: Mayor

NAME: _____

ITS: _____

ATTEST:

BY: _____

Amy K. Kirkland

ITS: Clerk

PREPARED BY:

William C. Brown P 33871

Owosso City Attorney

114 East Main Street, Suite 218

Owosso, Michigan 48867

(989)729-0071

EXHIBIT A

Lot 1, Block 4 (except the North 266'), also the East 171' 2 ½" of Lot 2, Block 4 of A L & B O Williams Addition, City of Owosso, Shiawassee County, Michigan.



MEMORANDUM

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

DATE: October 11, 2017

TO: City Council

FROM: Susan Montenegro, assistant city manager / community development director

SUBJECT: Citizen Participation Plan as required by the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) program

RECOMMENDATION:

Staff recommends that the city of Owosso adopt the citizen participation plan.

BACKGROUND:

The RRC program is a statewide program that certifies Michigan communities who actively engage stakeholders and plan for the future. An RRC certification signals to business owners, developers and investors that the community has removed development barriers by building deliberate, fair and consistent processes. Communities that participate in the RRC program undergo a rigorous assessment to determine areas of strengths and weaknesses and how the community can improve. In essence, RRC is a way to benchmark where a community is currently at by using best practices already established by the MEDC. Each best practice addresses key elements of community and economic development.

FISCAL IMPACTS:

n/a

Document originated by: Susan Montenegro

**RESOLUTION NO.
AUTHORIZING THE ADOPTION OF A CITIZEN PARTICIPATION PLAN**

WHEREAS, the City of Owosso evaluates each project on an individual basis to determine project scope, stakeholders, project limitations, approving body, points of community impact during the decision making process, internal and external resources, and level of appropriate community involvement; and

WHEREAS, the City of Owosso makes information available in a timely manner to enable interested parties to be involved in decisions at various stages of the review and approval process; and

WHEREAS, the City of Owosso engages citizens in a transparent manner, making information easy to access for all interested members of the community; and

WHEREAS, the City of Owosso seeks public participation for matters involving future development of the City, such as the City of Owosso Master Plan and City of Owosso Zoning Ordinance update process; and

WHEREAS, the City of Owosso seeks creative ways to involve a diverse set of community stakeholders in planning, land use, and development decisions; and

WHEREAS, the City of Owosso uses comments and information received from interested members of the community to make decisions regarding planning, land use, and future development; and

WHEREAS, the City of Owosso tracks and analyzes the results of all public participation to the extent feasible and provides summaries back to the public; and

WHEREAS, the City of Owosso will provide for and encourage participation by persons of Low and Moderate Income (LMI) who are residents of slum or blighted areas and of areas in which funds are proposed to be used.

WHEREAS, the City of Owosso understands and values public involvement in the decision-making process; and

WHEREAS, the City is dedicated to maximizing opportunities for its residents and customers to provide input on policies, programs, and projects in order to reach the best decisions for the people of Owosso; and

WHEREAS, the Owosso Planning Commission has approved a plan to enhance and expand public participation processes:

NOW, THEREFORE BE IT RESOLVED, the Owosso City Council hereby adopts the City of Owosso Public Participation Plan.



Citizen Participation Plan

City of Owosso

301 W. Main Street

Owosso, MI 48867

Adopted _____

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Participation Goals and Objectives

Owosso strives to involve the community in the decision making process and recognizes its citizens as “key stakeholders” in the future development of the city. City staff draws on a variety of methods of communication and outreach in order to understand what our citizens want. Goals of our citizen participation plan are outlined below.

Solicit public participation in each phase of planning processes. Throughout the planning process, the goal is to foster public participation in important policy or project decisions before they are finalized. Many opportunities exist for the public to play a role in shaping short- and long-term needs, solutions, and funding priorities. The earlier the public is involved in the process, the greater the opportunity to influence important land - use decisions.

Effective and attentive communication with residents. Every resident has a voice and a say in the planning process, so the city must reach as many as possible. Many techniques are available to ensure that a diverse public is well-informed and able to play a role in the planning process. Recognizing that no single technique or mechanism will work in all cases, it is up to the municipality to consider the special communication needs of the public and use the best approaches to accomplish this objective.

Educational and participation initiatives to engage residents. The city of Owosso will provide educational materials to aide in the decision-making process that help residents understand land-use issues for making local investment decisions. Planning professionals and officials will use visualization techniques that increase public understanding of issues and concepts for specific sites or areas of re-development.

Develop and maintain staff expertise in all aspects of participation. This includes techniques for bridging language, cultural, and economic differences that affect participation; ways to convey issues and information in meaningful ways to various cultural groups; and means for ensuring equal representation for all segments of the population and sectors of the economy.

Provide information to the public. The city of Owosso is committed to seeking new and innovative ways to engage and keep the public involved and informed throughout the process.

Report results. Record results of public engagement and report these results back to the public. To properly capture the concerns, priorities, and vision of the public, the municipality will develop a system to track the various techniques and mechanisms of public input. To maintain transparency and consistency, the municipality will develop a method for sharing participation with the public.



State & Local Regulations

- Owosso City Charter
- Owosso City Code of Ordinances
- Michigan Open Meetings Act (PA 267 of 1976)
- Michigan Planning Enabling Act (PA 33 of 2008)
- Home Rule City Act (PA 279 of 1909)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- Tax Increment Finance Authority Act (PA 450 of 1980)
- Obsolete Property Rehabilitation Act (PA 146 of 2000)
- Section 508 of the Housing and Community Development Act of 1974, as amended
- Title I of the Housing and Community Development Act of 1974, as amended
- National Historic Preservation Act of 1966, as amended
- Neighborhood Enterprise Zone (PA 147 of 1992)
- Other applicable local, state, and federal regulations



Key Stakeholders in the City of Owosso

In the city of Owosso, each project will be evaluated on an individual basis to ensure inclusion for all stakeholders in the community. Each will vary according to the project being reviewed. Possible key stakeholders include, but are not limited to:

- Local residents
- Neighboring jurisdictions
- Michigan Department of Transportation
- Municipal employees
- Emergency personnel
- Baker College
- Commercial business owners and their employees
- Memorial Healthcare
- Industrial facilities located in the city
- Neighborhood groups
- Board of Realtors
- Churches
- Schools
- Senior groups
- Community visitors and tourists
- Service clubs
- Citizen volunteer groups
- Shiawassee County Community Foundation
- Shiawassee Regional Chamber of Commerce
- Shiawassee Economic Development Partnership
- City's boards and commissions



Boards/Commissions	Members
Board of Review	5
Brownfield Redevelopment Authority/Local Development Finance Authority	9
Building Authority	3
Building Board of Appeals	5
City Council	7
Downtown Development Authority	9
Downtown Loan Committee	4
Downtown Historic District Commission	7
Employees Retirement System Board	7
Historical Commission	11
Parks and Recreation Commission	7
Planning Commission	9
Zoning Board of Appeals	7

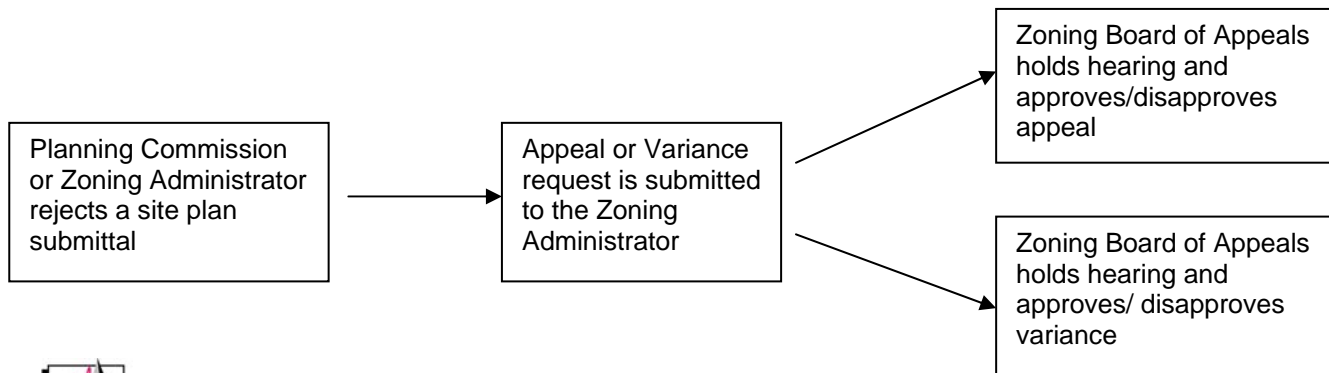
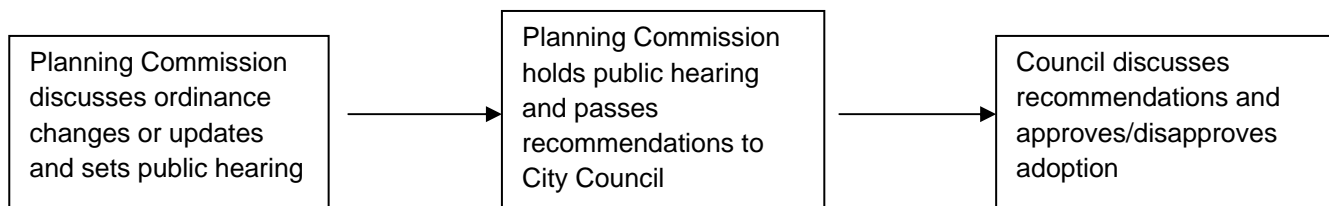
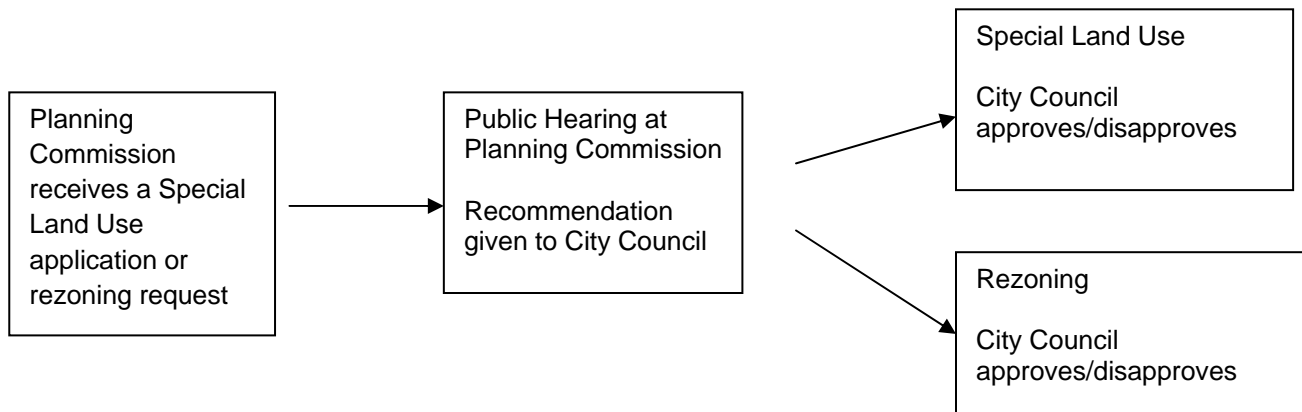
County-Wide Boards also supported

- Joint Trail Authority
- Mid-County Wastewater Treatment Plant Review Board
- Owosso Community Airport – Shiawassee Airport Board of Trustees
- Shiawassee Area Transportation Agency
- Shiawassee Council on Aging
- Shiawassee District Library



Processes for Development

Various times exist in the planning process when the city council, the planning commission, and/or the zoning board of appeals request public input. These processes include public hearings for rezoning of land, development of the zoning or sign ordinances, the master plan, requested variances and special land uses. The flowchart below outlines the time limits for these processes:



Development Review Bodies

The city encourages citizen participation in local government planning and policy decisions. Therefore, all citizens are invited to apply for appointments to city boards and commissions. The city has established a number of boards and commissions. Some are state-mandated and others are purely a local creation; however they all make significant contributions to the community and its betterment. Some groups provide recommendations to the city council on a variety of issues.. All residents are invited to apply for appointments to city boards and commissions. Vacant positions are advertised on the city's Website at www.ci.owosso.mi.us

Some of the boards and commissions review proposed plans and land use projects. These boards and commissions function in two capacities, the first being the public policy process, the second in advisory and administrative. These boards or commissions may make recommendations to the city council based on the project. These advisory boards and commissions have regularly scheduled meetings in place during which they review projects, deliberate on issues, and hosts special events.

City boards and commission meet regularly and provide opportunities for public participation in the planning and development review process. These are public meetings and a public comment period is on each agenda. Listed below are the boards and commissions in the city of Owosso that work on the planning and development review process.

City Council

Owosso's City Council is composed of seven members, the mayor and six representatives from the city. For many processes (excluding site plan and variances) council is the final approving body. The city council is the legislative authority and governing body for the city. It is responsible for hiring and overseeing the city manager, setting policy and adopting ordinances and resolutions. One of the most important policies is budgetary which is carried out through reviewing and adopting the annual budget which funds the city's operations, capital projects and council's priorities fiscal year which begins every July.

Brownfield Redevelopment Authority

Owosso's Brownfield Redevelopment Authority was formed to facilitate the sensible redevelopment of numerous underutilized or vacant commercial and industrial properties throughout the city.

Historic District Commission

Owosso's Historic District Commission is charged with overseeing the city's historic district. The establishment of the Historic District allows property owners with contributing properties the opportunity to apply for both federal and state tax credits.

Main Street / Downtown Development Authority

Owosso's Main Street / Downtown Development Authority is charged with overseeing the orderly development of the downtown. It is funded by taxpayer dollars through a tax



increment financing arrangement. This board also oversees the Main Street program.

Planning Commission

Owosso's Planning Commission is a nine member body, including one member of city council. All full members are appointed by the Mayor for three year terms. Planning commissioners deal with development issues in the city such as rezoning, special land uses, and site plans. They are responsible for writing the zoning and sign ordinances and updating the city's master plan. Many of their recommendations go before council for final approval and adoption.

Zoning Board of Appeals (ZBA)

Owosso's Zoning Board of Appeals has five full members, with two alternate members, including one member of planning commission and one member of city council. Each member is appointed by the Mayor for a three year term. When a resident of the city cannot meet the zoning or sign ordinance requirements, an application for variance is filed with this body.

There are many other boards and committee's throughout the city. Agendas along with dates and times of meetings can be found on the public meeting notice page of Owosso's website at www.ci.owosso.mi.us. Minutes for city council and the planning commission can also be found on the city website.

The city is always looking for talented, committed people to serve on its boards and commissions. If you are interested, please contact the city clerk's office and fill out an application. Vacancies on our boards come up quite frequently and we are always looking to fill open positions. These are advertised on the city website and posted on the city Facebook page. The city strives to make sure our volunteers experience is as productive and rewarding as possible. A complete list of boards and commissions, their responsibilities, meeting agendas and minutes can be found on the city's website.

Open Meetings

All meetings of the city council, and its various boards and commissions, shall be open to the public in accordance with the "Open Meetings Act," PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public notices for these meetings are posted on the website at www.ci.owosso.mi.us and hung at city hall (as required by the Act). The following processes require that neighbors within 300 feet of a property be personally notified:

- Rezoning of property
- Special land use
- Variance requests

Statutes require these processes be noticed in a newspaper of general distribution in the city as well as mailed to neighbors within 300 feet at least 15 days prior to the meeting. All meetings are held in a facility accessible to persons with disabilities, and the city provides and will provide reasonable accommodations. Individuals with disabilities requiring reasonable accommodations or



services should contact the city clerk's office, 989-725-0500. The city shall also provide for the reasonable needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can be expected to participate.

The city shall provide for technical assistance to groups representative of persons of Low/Moderate Income (LMI) that request such assistance in developing proposals with the level and type of assistance to be determined by the Unit of General Local Government (UGLG).

Interested persons are encouraged to contact the city clerk or to check the city's website at: www.ci.owosso.mi.us in order to be kept informed of any meeting schedule, agendas, variations, or location changes. Meeting agendas and packets are available on the city's website in advance of the meeting.

Methods for Community Participation

There are many situations in which the city will solicit public input for a plan or project. Public participation in the planning process not only satisfies political and public need, it also increases the likelihood of plan success by making a more durable document. When residents are involved in the plan process, they are more likely to stay involved afterwards by forwarding the vision and partaking in the action plan to better their community with a sense of ownership. Broad engagement in the planning process also helps to prevent delays caused by unforeseen issues. Engagement efforts will vary depending upon the type, intensity, and location of a project or plan.

The following are methods that may be used to reach the appropriate level of public participation when taking action on land use or development applications. The city of Owosso will always attempt to use more than one tool or method, depending on the specific project and target audience. This list is flexible and can change based on each project's needs and circumstance.

Inform – provide information and assist public understanding

- ✓ **Website** – www.ci.owosso.mi.us announces meetings, posts packets and agendas, minutes, and sometimes will contain pages or links for topics of major interest.
- ✓ **Newspaper** – The Argus Press and Independent are the city of Owosso's newspaper outlets. The Argus is printed daily while the Independent is printed weekly.
- ✓ **Internet** – City council meetings are recorded and posted on the city website.
- ✓ **Printed postings** – Available for viewing at the city hall 1st floor lobby bulletin board.
- ✓ **Announcements** – Announcements during meetings of the city council, planning commission and other boards and commissions.
- ✓ **Postal mail** – Postal mailings to neighbors within 300 feet, according to statute.

Consult – obtain public feedback

- ✓ **Social Media** – The city currently uses Facebook to announce street closures, storm



news, etc. and may also use Facebook to notify the community of meetings.

- ✓ **Surveys** – Utilizing online and paper surveys allows for the collection of large amounts of data and opinions from the public.
- ✓ **Public Hearings** – Public attendance at meetings is strongly supported and allows for an appropriate venue for public input.

Involve – work directly with public throughout the process

- ✓ **Open Houses** – In order to create two-way communication, the city will hold open house events for projects and initiatives as needed.
- ✓ **Community workshops** – Issues that require community feedback can benefit from a noticed workshop.
- ✓ **Charrettes** – “Share-ettes” are multiple day design and information gathering sessions to allow a larger group of people to participate in the community engagement activity and “share” in the development process.

Collaborate – partner with public in decision making

- ✓ **Focus Groups** – Bringing together stakeholders to discuss and brainstorm decision making options.

Master Plan Update. The Master Plan is the visioning document for the city which future developments and policy are created from. Therefore, it is the most important planning process to get the broadest engagement and most public input. A variety of communication tools should be used with an effort to gain attention and involvement from the widest sample of residents, representative of the entire city.

At least two workshops or visioning forums should be held. Notice will be given to all residents when the planning process begins and when a draft plan has been created. A public forum will be held to review the draft document. Various other input methods should be used as well, including, but not limited to, web surveys, interactive mapping projects, electronic updates, or focus groups.

Zoning Ordinance Update. The zoning ordinance is the regulating document which helps forward the vision of the city as well as promote the public health, safety and general welfare. Since the document establishes comprehensive zoning regulations and provides for the administration, enforcement and amendment of those regulations, it is important that the public are informed of and can give input about updates. Zoning regulation is based off of the master plan and therefore doesn't need as extensive of an input process. However, informing and educating the public about updates or revisions of the ordinance is important. Traditional communications methods are most appropriate.

Downtown Development Plan. The downtown development plan is the guiding document for the vision and success of the downtown. Downtown development planning is integral to the success



of a city and its economic development. Public input and engagement in this process is important. Education on topics, such as Tax Increment Financing (TIF), make this process easier as well as visioning techniques that can help the public understand various planning concepts.

Owners can be useful in bridging any misunderstandings. Public visioning sessions, websites, interactive mapping, and focus groups can all be useful in creating the downtown development plan.

Parks and Recreation Plan. Workshops, focus groups, surveys, websites, and/or alternative methods are useful in recreation planning. The last update of the Owosso Parks and Recreation Plan had a public input process that included a community survey and multiple public meetings.

Low Engagement Development Plan. Development plans require a review city staff and may be approved administratively. If there are any questions, it may be forwarded to the planning commission for review and approval.

High Engagement Development Plan. A development plan that will most likely require one or more focus groups of relevant residents, business owners, and/or organizational leaders. Proactive notification and timely education can prevent some controversy. Mailings, media, websites, and other methods can keep residents informed to prevent misinformation and misunderstanding. Public hearings can allow developers, residents and officials to work through development plans and solicit input.

Citizen Participation Plan Update. Like all documents, the city of Owosso understands that the citizen participation plan will need to be reviewed and updated on a routine basis. This plan will be updated as needed, at a minimum of every five years, in conjunction with the city's master plan. Updates to this plan will be drafted by staff, reviewed and recommended by planning commission, and approved through city council. At least one public hearing will be held during the process to gather community input and to generate new ideas.

Communicating Results

The city of Owosso will:

- Publicly communicate all results of community input on planning and development issues.
- Utilize one or more of the "Inform" methods to relay results back to the public.
- Provide for a formal written procedure that will accommodate a timely written response to written complaints and grievances, within 15 days where practicable.



Evaluation and Improvement

Continuous review of our public input processes is the only way that Owosso will remain a thriving and connected community. The residents are what make Owosso such a great community to live in; their creativity and talent are irreplaceable in the planning processes of the community. Therefore, reflection on communication and involvement efforts is needed to verify that optimal methods are used. A communication event satisfaction survey will be used at each event (see appendix). Results can be analyzed by keeping records of participation, including the types of communication used, the quality and quantity of comments received, and the number of participants involved. The hired consultant or staff will be in charge of recording participation.

Each plan and project shall include a public participation review. The public participation review sample can be found in the appendix. Documentation will contribute to a public participation process that is continuously evolving to better obtain public input. To insure that methods are effective, the plan will be reviewed annually and updated when necessary. Methods that have failed will not be removed from the citizen participation plan, but will be reviewed and documented so that the same mistakes will not be made in the future.



Appendix

Please take a moment before you leave to complete the following:

Community Event Satisfaction Survey
Event:
How did you hear about this event?
Was this event held at a convenient location and time? What time or location would have been more ideal?
Are you glad you came to the event? How would you improve it?

The city of Owosso thanks you for your attendance. This survey will assist city personnel to learn from attendees the success of the event/public input process.



Facilitators are asked to complete the following:

Internal Public Participation Evaluation
Type of public participation:
Date and Time:
How was the event advertised?
Where was the event held?
How many people attended? Was there a group under-represented? Over-represented?
Who facilitated the event?
How could the event have been improved?

Please return this form to the planning and zoning department. Thank you!





MEMORANDUM

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

DATE: October 11, 2017

TO: City Council

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

SUBJECT: Authorization for staff to proceed with the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) program.

RECOMMENDATION:

Staff recommends the city of Owosso proceed with the MEDC's RRC program.

BACKGROUND:

Christopher Germain of the MEDC RRC program met with staff, city council, planning commission and key stakeholders to present the Report of Findings taken from the city's self-evaluation on October 4, 2017. The next part of the process is to adopt a resolution authorizing staff to proceed in implementing best practices with the ultimate goal of obtaining certification in the RRC program.

FISCAL IMPACTS:

n/a

Document originated by: Susan Montenegro

**RESOLUTION AUTHORIZING THE IMPLEMENTATION OF
RECOMMENDATIONS NECESSARY TO RECEIVE
REDEVELOPMENT READY COMMUNITIES CERTIFICATION
FROM THE MICHIGAN ECONOMIC**

WHEREAS, the city of Owosso has engaged in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Community Assessment Report and Evaluation of Findings dated August 2017; and

WHEREAS, the MEDC has developed a program for certifying Redevelopment Ready Communities and the city of Owosso desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

WHEREAS, the city of Owosso is currently updating its Master Plan and will utilize recommendations and technical assistance to ensure that development readiness is appropriately addressed in that document; and

WHEREAS, the program includes evaluating the strong partnerships with city boards and commissions related to development including the Owosso City Council, Owosso Planning Commission, Owosso Brownfield Redevelopment Authority, Board of Zoning Appeals, Downtown Development Authority, Shiawassee Regional Chamber of Commerce, and Shiawassee Economic Development Partnership; and

WHEREAS, after review of the Redevelopment Ready Community Assessment Report, the city of Owosso is willing to complete the tasks as outlined, which will involve interaction with the aforementioned City commissions and boards; and

WHEREAS, certain recommendations have and will be made by the MEDC that are required in order for the city of Owosso to attain Redevelopment Ready Communities Certification.

THEREFORE, BE IT RESOLVED, that the city of Owosso, through its city council, authorizes the implementation of recommendations made by the MEDC, which are necessary to receive Redevelopment Ready Communities Certification from the MEDC.

To: Owosso City Council
 From: Brad Hissong, Building Official
 Date: 10/02/2017

Building Department Report SEPTEMBER 2017

Category	Estimated Cost	Permit Fee	Number of Permits
DECK	\$7,450	\$350	2
Demolition	\$5,000	\$264	1
Electrical	\$0	\$1,015	8
Fence - Residential	\$4,200	\$320	4
Garage, attached	\$50,000	\$670	1
Garage, detached	\$15,000	\$220	1
Mechanical	\$0	\$3,400	25
Non-Res. Add/Alter/Repair	\$1,700	\$140	1
Non-Res. New	\$30,000	\$420	1
Plumbing	\$0	\$485	3
PORCH	\$2,200	\$230	2
Res. Add/Alter/Repair	\$48,500	\$1,080	5
ROOF	\$113,742	\$2,720	20
ROW-ENG	\$0	\$80	4
ROW-SIDEWALK OCCUPA	\$0	\$0	3
ROW-UTILITY	\$0	\$320	16
Sign	\$0	\$170	2
VACANT PROPERTY REGI	\$0	\$100	1
WINDOWS	\$20,663	\$520	3
ZONING COMPLIANCE CE	\$0	\$50	1
Totals	\$298,455	\$12,554	104

2016 COMPARISON TOTALS

		BUILDING PERMITS ONLY	-	26
SEPTEMBER 2016 Totals	\$1,479,831	\$33,863		108

Enforcements By Category

10/03/17

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SEPTEMBER 2017

APPLIANCES

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0672	108 STATE ST	LETTER SENT	Resolved	09/13/17		09/14/17	Y
				Total Entries:	1		

AUTO REP/JUNK VEH

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0641	404 N BALL ST	LETTER SENT	Resolved	09/01/17		09/21/17	Y
ENF 17-0642	637 N WATER ST	LETTER SENT	Resolved	09/05/17		09/13/17	Y
ENF 17-0649	819 E COMSTOCK ST	COMPLAINT LOGGED	Resolved	09/06/17		09/07/17	Y
ENF 17-0664	313 CASS ST	CONTACT WITH OCCUPANT	Extension Granted	09/11/17	10/11/2017		Y
ENF 17-0668	715 FLETCHER ST	CONTACT WITH HOMEOWNER	Resolved	09/12/17		09/14/17	Y
ENF 17-0669	512 N SAGINAW ST	COMPLAINT LOGGED	LETTER SENT	09/12/17	10/11/2017		Y
ENF 17-0670	422 N SAGINAW ST	COMPLAINT LOGGED	LETTER SENT	09/12/17	10/11/2017		N
ENF 17-0682	620 THIRD ST	CONTACT HOMEOWNER	Resolved	09/15/17		09/20/17	N
ENF 17-0701	410 S WASHINGTON ST	COMPLAINT LOGGED	CONTACT WITH BUSINESS	09/26/17	10/05/2017		Y
ENF 17-0703	1249 N CHIPMAN ST	REF TO POLICE	Resolved	09/27/17		09/27/17	N
ENF 17-0712	401 RANDOLPH ST	COMPLAINT LOGGED	LETTER SENT	09/28/17	10/12/2017		Y
ENF 17-0713	E HOWARD ST	COMPLAINT LOGGED	LETTER SENT	09/28/17	10/09/2017		VAC
				Total Entries:	12		

BRUSH PILES

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0659	514 HAMPTON AV	CONTACT HOMEOWNER	Resolved	09/07/17		09/27/17	N
				Total Entries:	1		

Enforcements By Category

10/03/17

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SEPTEMBER 2017

BUILDING VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0652	428 S LYON ST	COMPLAINT LOGGED	INSPECTION PENDING	09/06/17	10/12/2017		Y
ENF 17-0683	1115 W STEWART ST	CONTACT HOMEOWNER	Resolved	09/15/17		09/20/17	N
ENF 17-0686	1107 STATE ST	LETTER SENT	Resolved	09/18/17		09/27/17	N
ENF 17-0693	626 ALGER AV	COMPLAINT LOGGED	LETTER SENT	09/20/17	12/01/2017		Y
				Total Entries:	4		

DOG FECES

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0680	313 N HICKORY ST	LETTER SENT	Resolved	09/14/17		09/21/17	Y
				Total Entries:	1		

FENCE VIOLATION

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0653	203 OAKWOOD AV	LETTER SENT	Resolved	09/06/17		09/28/17	N
				Total Entries:	1		

FRONT YARD PARKING

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0646	303 E KING ST	COMPLAINT LOGGED	Resolved	09/06/17		09/13/17	N
ENF 17-0647	628 N SAGINAW ST	COMPLAINT LOGGED	Resolved	09/06/17		09/13/17	Y
ENF 17-0648	815 E COMSTOCK ST	COMPLAINT LOGGED	Resolved	09/06/17		09/13/17	Y
ENF 17-0660	627 E COMSTOCK ST	COMPLAINT LOGGED	Resolved	09/07/17		09/19/17	Y
ENF 17-0708	1210 S SHIAWASSEE ST	COMPLAINT LOGGED	LETTER SENT	09/28/17	10/05/2017		N
ENF 17-0710	1235 N SHIAWASSEE ST	COMPLAINT LOGGED	LETTER SENT	09/28/17	10/05/2017		Y

Enforcements By Category

10/03/17

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SEPTEMBER 2017

Total Entries: 6

GARBAGE & DEBRIS

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0643	927 FLETCHER ST	LETTER SENT	INSPECTION PENDING	09/05/17	10/11/2017		N
ENF 17-0644	713 E OLIVER ST	CONTACT WITH OCCUPANT	Resolved	09/05/17		09/13/17	Y
ENF 17-0661	1005 W STEWART ST	LEFT PHONE MESSAGE	Resolved	09/07/17		09/11/17	N
ENF 17-0662	320 CASS ST	COMPLAINT LOGGED	Resolved	09/07/17		09/11/17	N
ENF 17-0665	1434 PEARCE ST	CONTACT HOMEOWNER	Resolved	09/11/17		09/11/17	VAC
ENF 17-0676	1201 HANOVER ST	LETTER SENT	Resolved	09/14/17		09/14/17	N
ENF 17-0677	221 S CHIPMAN ST	COMPLAINT LOGGED	Resolved	09/14/17		09/20/17	Y
ENF 17-0684	433 E COMSTOCK ST	LETTER SENT	Resolved	09/15/17		09/25/17	Y
ENF 17-0688	905 N GOULD ST	COMPLAINT LOGGED	LETTER SENT	09/19/17	10/05/2017		N
ENF 17-0690	1704 W STEWART ST	LETTER SENT	Resolved	09/19/17		09/26/17	Y
ENF 17-0691	712 NAFUS ST	INSPECTED PROPERTY	Resolved	09/19/17		09/20/17	N
ENF 17-0694	1210 PEARCE ST	LETTER SENT	Resolved	09/20/17		09/27/17	N
ENF 17-0699	318 MONROE ST	CONTACT HOMEOWNER	Resolved	09/22/17		09/25/17	Y
ENF 17-0700	902 N CHIPMAN ST	COMPLAINT LOGGED	Resolved	09/26/17		09/26/17	Y
ENF 17-0702	814 GRACE ST	COMPLAINT LOGGED	LETTER SENT	09/27/17	10/05/2017		Y
ENF 17-0714	1222 W SOUTH ST	COMPLAINT LOGGED	LETTER SENT	09/28/17	10/09/2017		Y
Total Entries:				16			

HEALTH & SAFETY

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0654	603 CORUNNA AV	REF TO CODE OFFICER	INSPECTION PENDING	09/07/17	10/05/2017		Y
Total Entries:				1			

Enforcements By Category

10/03/17

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SEPTEMBER 2017

LAWN MAINTENANCE

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0639	1112 LYNN ST	LETTER SENT	Resolved	09/01/17		09/18/17	T
				Total Entries:	1		

MISC.

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0651	200 N WASHINGTON ST	CONTACT WITH BUSINESS	Resolved	09/06/17		09/06/17	N
ENF 17-0679	1224 WILLOW ST	COMPLAINT LOGGED	LETTER SENT	09/14/17	10/11/2017		Y
				Total Entries:	2		

MULTIPLE VIOLATIONS

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0645	614 ALGER AV	LETTER SENT	INSPECTION PENDING	09/05/17	12/05/2017		N
ENF 17-0656	304 CORUNNA AV	COMPLAINT LOGGED	LETTER SENT	09/07/17	10/12/2017		Y
ENF 17-0658	709 CLINTON ST	LETTER SENT	Resolved	09/07/17		09/14/17	Y
ENF 17-0666	748 BROADWAY AV	LETTER SENT	Resolved	09/12/17		10/02/17	YES
ENF 17-0675	1110 W MAIN ST	TICKET ISSUED	Civil Infrac Issued	09/13/17	10/05/2017		Y
ENF 17-0685	1013 RYAN ST	COMPLAINT LOGGED	INSPECTION PENDING	09/18/17	10/10/2017		N
ENF 17-0687	323 N BROOKS ST	COMPLAINT LOGGED	INSPECTION PENDING	09/18/17	10/10/2017		N
ENF 17-0709	503 MILWAUKEE ST	COMPLAINT LOGGED	LETTER SENT	09/28/17	10/09/2017		N
				Total Entries:	8		

NO BUILDING PERMIT

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0671	215 STRATFORD DR	NO VIOLATION	Resolved	09/12/17		09/12/17	N

Enforcements By Category

10/03/17

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SEPTEMBER 2017

ENF 17-0678	315 S SHIAWASSEE ST	LETTER SENT	Extension Granted	09/14/17	10/16/2017		N
ENF 17-0689	825 CLYDE ST	OBTAINED BUILDING PERMIT	Resolved	09/19/17		09/26/17	N
ENF 17-0695	1024 S CHIPMAN ST	COMPLAINT LOGGED	LETTER SENT	09/20/17	11/21/2017		VAC
ENF 17-0698	1011 GRAND AV	INSPECTED PROPERTY	Resolved	09/21/17		09/25/17	Y
ENF 17-0707	1011 CLYDE ST	LETTER SENT	Resolved	09/27/17		10/02/17	N
ENF 17-0711	805 QUEEN ST	COMPLAINT LOGGED	LETTER SENT	09/28/17	10/05/2017		Y
Total Entries:				7			

RENTAL UNIT VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0655	637 N WATER ST	DISMISSED	Resolved	09/07/17		09/14/17	N
ENF 17-0657	304 CORUNNA AV	LETTER SENT	Resolved	09/07/17		09/14/17	Y
ENF 17-0667	1415 YOUNG ST	LETTER SENT	Resolved	09/12/17		09/28/17	Y
ENF 17-0673	108 STATE ST	LETTER SENT	INSPECTION PENDING	09/13/17			Y
ENF 17-0674	1224 WILLOW ST	LETTER SENT	Resolved	09/13/17		09/26/17	Y
ENF 17-0681	316 OAKWOOD AV	COMPLAINT LOGGED	LETTER SENT	09/14/17			Y
Total Entries:				6			

SIGN VIOLATION

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0704	301 E MAIN ST	CONTACT WITH BUSINESS	Resolved	09/27/17		09/27/17	N
ENF 17-0705	200 S WASHINGTON ST	COMPLAINT LOGGED	INSPECTION PENDING	09/27/17	10/30/2017		N
ENF 17-0706	110 W EXCHANGE ST	CONTACT WITH BUSINESS	Resolved	09/27/17		09/29/17	N
Total Entries:				3			

VACANT PROPERTY REG

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
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Enforcements By Category

10/03/17

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SEPTEMBER 2017

ENF 17-0696	1024 S CHIPMAN ST	COMPLAINT LOGGED	LETTER SENT	09/21/17	10/05/2017	VAC
Total Entries:				1		

ZONING

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 17-0650	120 N WASHINGTON ST	CONTACT WITH BUSINESS	Resolved	09/06/17		09/06/17	
ENF 17-0663	1110 W MAIN ST	COMPLAINT LOGGED	REF TO POLICE	09/08/17	10/05/2017		Y
Total Entries:				2			

Total Records: 73

Total Pages: 6

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: 10 October 2017

TO: Owosso City Council

FROM: Eric E. Cherry
Police Department Lieutenant

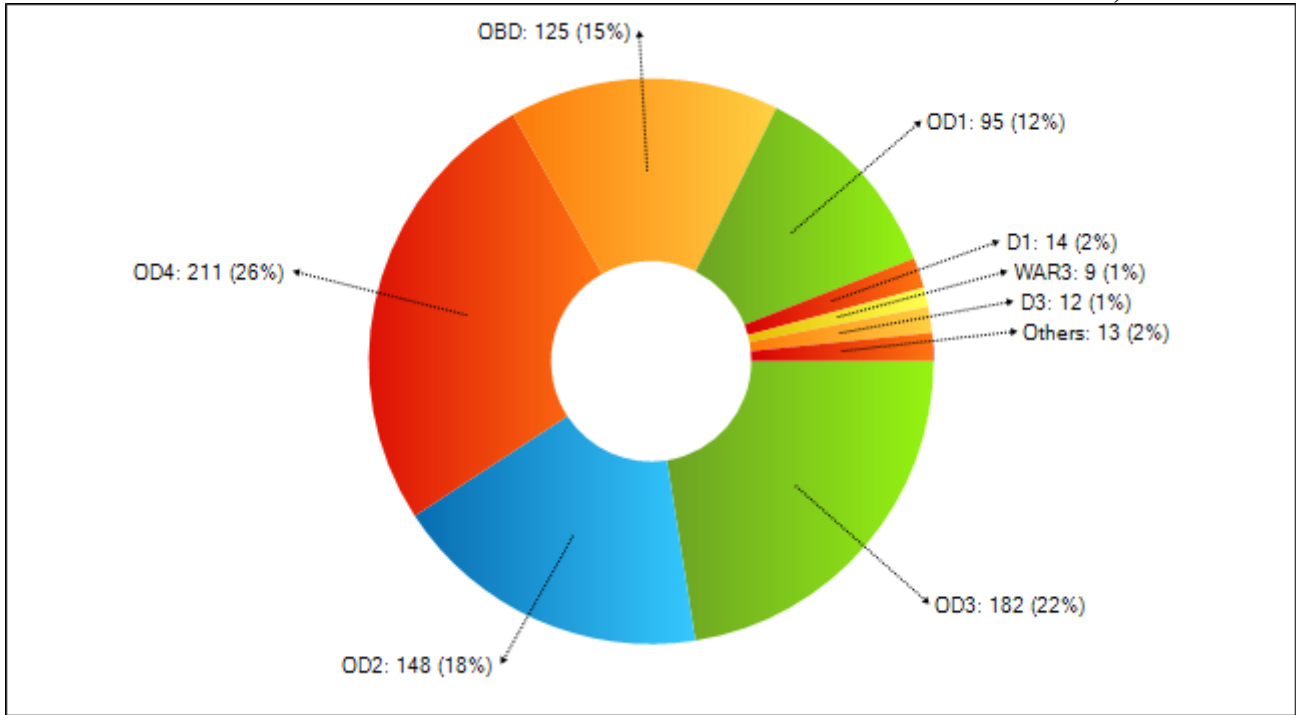
RE: September 2017 Police Reports

Attached are the statistics for the Police Department for September 2017. One report includes case clearance activity for the month of September 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 was 1 citation issued for burning violations during September. There were six (6) field contacts for burning investigations in September.

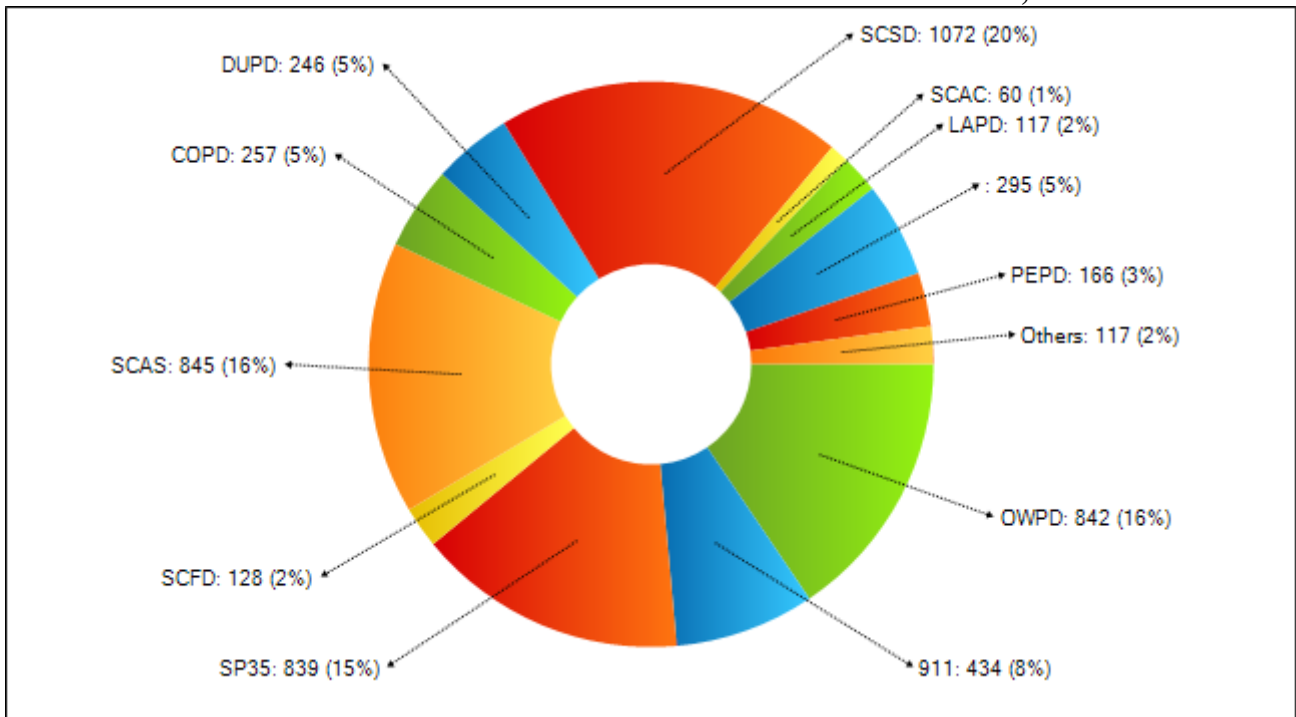
For September 2017 the Police handled eight hundred nine (809) events, one hundred thirty three (133) were traffic stops, about sixteen (16) percent of their work activity.

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
- DUPD: Durand City Police
- SCFD: Shiawassee County Fire Departments
- PEPD: Perry City Police
- LAPD: Laingsburg City Police
- SCAC: Shiawassee County Animal Control
- Others: All Other Departments
- SP35: Michigan State Police Post #35
- OWPD: Owosso City Police
- COPD: Corunna City Police
- 911: Shiawassee County 911 Center

Case Assignment/Clearance Report For September, 2017

Month, Year: 09, 2017

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
<i>PART I OFFENSES</i>					
ROBBERY	1	1	7	10	142 %
AGGRAVATED ASSAULT	4	6	26	39	150 %
BURGLARY	7	7	40	48	120 %
LARCENY	21	28	144	175	121 %
MOTOR VEHICLE THEFT	0	0	4	8	200 %
SIMPLE ASSAULT	22	25	182	203	111 %
ARSON	0	0	2	5	250 %
FORGERY & UTTERING	1	1	4	6	150 %
COUNTERFEITING	0	0	1	1	100 %
FRAUD	2	2	38	44	115 %
EMBEZZLEMENT	0	0	0	2	0 %
WEAPON CRIMES- CARRY, POSS,	1	1	7	14	200 %
PROSTITUTION	0	0	0	0	0 %
SEX OFFENSES 1/ UNDER AGE -	0	0	6	10	166 %
NARCOTICS VOLIATIONS	7	7	36	145	402 %
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	4	5	30	34	113 %
PARENTAL KIDDNAP	0	0	0	0	0 %
KIDNAPPING	0	0	1	1	100 %
BURGLARY RESIDENTIAL	0	1	9	12	133 %
BURGLARY COMMERCIAL	1	1	2	2	100 %
RESISTING/OBSTRUCTING	0	0	12	18	150 %
<i>PART I OFFENSES</i>	<i>71</i>	<i>85</i>	<i>551</i>	<i>779</i>	<i>141 %</i>
<i>PART II OFFENSES</i>					
PAROLE/PROBATION VIOLATION	1	1	22	23	104 %
NATURAL DEATH	0	0	0	0	0 %
RETAIL FRAUD	0	1	6	8	133 %
RUNAWAY	4	5	19	19	100 %
VIOLATION PPO/ COURT ORDER	2	3	23	24	104 %

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
FAMILY NONSUPPORT	0	0	0	0	0 %
SUSPICIOUS DEATH	0	0	3	8	266 %
TRAFFIC OFFENSES OTHER	11	11	69	71	102 %
CRIMINAL CASE OTHER	0	0	0	0	0 %
WARRANT ARREST	15	15	108	116	107 %
SUSPICIOUS CIRCUMSTANCES	0	0	10	17	170 %
WARRANT ADVISED	0	0	0	0	0 %
MENTAL ORDER-ECO / TDO	3	3	40	43	107 %
DOMESTIC ASSAULT/SITUATION	0	0	9	13	144 %
ILLEGAL DUMPING	0	0	0	0	0 %
FOUND PROPERTY	12	12	81	130	160 %
RECOVERED PROPERTY	0	0	1	1	100 %
ANNOYING PHONE CALLS	0	0	0	0	0 %
TRESPASSING	1	1	9	9	100 %
DOA	3	3	17	21	123 %
ANIMAL COMPLAINTS	0	0	9	10	111 %
MISSING PERSON	0	0	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	5	7	36	47	130 %
FIRES - NOT ARSON	1	1	6	6	100 %
LOST PROPERTY	0	0	0	0	0 %
NON-CRIMINAL CASE	9	9	83	99	119 %
CRIMES AGAINST FAMILY &	0	0	6	7	116 %
DRIVING WHILE IMPAIRED	7	8	26	37	142 %
LIQUOR LAW VIOLATIONS	1	1	6	9	150 %
DISORDERLY CONDUCT	3	3	39	44	112 %
OTHER CRIMES	16	18	97	110	113 %
IMPOUND / TOW FOLLOW-UP	0	0	0	0	0 %
FALSE ALARM	0	0	0	0	0 %
MOTOR VEHICLE CRASH	24	25	231	234	101 %
THREATS	0	0	1	1	100 %
PROPERTY CRIMES, POSS, SALE,	0	0	0	0	0 %
DAMAGE TO PROPERTY	6	7	72	90	125 %
<i>PART II OFFENSES</i>	<i>124</i>	<i>134</i>	<i>1,033</i>	<i>1,204</i>	<i>116 %</i>
Grand Totals:	195	219	1,584	1,983	125 %

Field Contact By Reason Summary Report

Date Range: 09/01/2017 - 09/30/2017, Agency: OWPD

Reason for Contact	Count
911 Hang Up	18
Abandoned Vehicle	1
False Alarm Commercial	16
False Alarm Fire	1
False Alarm Residential	5
All Other Service Reports	23
Animal Complaints Other	11
Assist Ambulance	7
Assist To Other Dept	26
Assist Fire Dept	1
Attempt To Locate	21
Barking Dog	3
Burning Ordinance	6
Civil Dispute	18
Deliver Emergency Message	1
Disturbance	10
Fight / No Assault	1
Fireworks	2
Found Property	5
Gun Permit/register	52
Harrassment	5
Investigate Vehicle	3
Loud Music	8
Loud Party	2
Motorist Assist	3
Ordinance Violation	5
Parking Problem	6
Pawn Ticket	102
Peace Officer	8
Prowler	1
Reckless Driver	3
Road Hazard	6
Road Rage	1

Reason for Contact	Count
Suspicious Person	18
Suspicious Situation	44
Suspicious Vehicle	22
Trouble With Kids	20
Trouble With Neighbor	12
Trouble With Subject	58
Trespassing	1
Unwanted Subject	3
Vacation Check	3
Welfare Check	44
Wire Down	1
Work Traffic	103

FIELD CONTACTS FOR BURNING

September 2017

CASE_ID	FCDATE	STREET
201705502	09/13/2017 19:35:00	S LINCOLN AVE
201705499	09/13/2017 17:42:00	S WALNUT ST/W CLYDE ST
201705733	09/23/2017 20:32:00	E JEROME ST/S GOULD ST
201705347	09/05/2017 19:42:00	W MAIN ST
201705305	09/04/2017 01:21:00	S ABREY ST
201705326	09/04/2017 21:07:00	S LANSING ST



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

MEMORANDUM

DATE: October 9, 2017
TO: Owosso City Council
FROM: Kevin Lenkart
Director of Public Safety
RE: September 2017 Fire & Ambulance Report

During the month of September 2017:

Fire Department responded to **257** Ambulance calls

Fire Department responded to **21** Fire calls –

- 0 – Accidents (no injuries)
- 4 – False Alarms
- 9 – Service Calls (Wire Down, Smell of Gas etc.)
- 0 – Building Fires (Mutual Aid)
- 3 – Building Fires
- 2 - Assist Police- Ordinance Violations
- 1 – Grass Fire
- 2 – Assist Police

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, SEPTEMBER 25, 2017 – 6:30 P.M.**

CALL TO ORDER: Chairman Wascher called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE: Recited.

ROLL CALL: Tanya Buckelew, Recording Secretary.

MEMBERS PRESENT: Chairman Wascher, Vice-Chair Livingston, Secretary Janae Fear, Commissioners Michelle Collison, Tom Cook and Dan Law.

MEMBERS ABSENT: Commissioners Jake Adams and Tom Taylor.

OTHERS PRESENT: Assistant City Manager Susan Montenegro, Justin Horvath - SEDP

APPROVAL OF AGENDA:

MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER COLLISON TO APPROVE THE AGENDA FOR SEPTEMBER 25, 2017.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER LIVINGSTON SUPPORTED BY COMMISSIONER COLLISON TO APPROVE THE MINUTES FOR THE AUGUST 28, 2017 MEETING.

YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum
2. PC minutes from August 28, 2017.
3. 912 S. Washington rezoning application and notice
4. 1460 N. M-52 site plan application
5. What is Green Infrastructure article

COMMISSIONER/PUBLIC COMMENTS

None.

PUBLIC HEARING: Rezoning of 912 S. Washington. This location has been a day care and playground for approximately 20 years. Kendra Nichols, Director expressed having the zoning changed to B-1 Local Business District. Currently it is zoned R-1 Single Family Residential District, R-2 Multi-Family Residential District and B-1 Local Business District. Being zoned as B-1 Local Business District only, would allow for expansion for the building and meeting the setback requirements. Diane Osmer of 829 S. Washington received the notice and thinks it's an OK thing to do.

**MOTION BY VICE CHAIRMAN LIVINGSTON, SUPPORTED BY COMMISSIONER LAW:
THE OWOSSO PLANNING COMMISSION, FIND THE REQUEST OF THE REZONING PETITION FOR PARCEL 050-651-039-006-00, ALSO KNOW AS 912 S WASHINGTON STREET FROM R-1 SINGLE**

FAMILY RESIDENTIAL DISTRICT, R-2 MULTI-FAMILY RESIDENTIAL DISTRICT AND B-1 LOCAL BUSINESS DISTRICT ZONING TO THE ENTIRE PARCEL BEING DESIGNATED AS A B-1 LOCAL BUSINESS DISTRICT TO BE IN CONFORMANCE WITH THE CRITERIA FOR A ZONING CHANGE, HEREBY RECOMMENDS APPROVAL TO THE CITY COUNCIL.

ROLL CALL VOTE:

YEAS: COMMISSIONERS COLLISON, COOK, FEAR, LAW, LIVINGSTON AND CHAIRMAN WASCHER.

NAYS: NONE

MOTION PASSED

SITE PLAN REVIEW FOR 1460 N M-52:

Jed Dingens, Architect, presented the site plan to add 32 parking spaces, for a total of 81 including 6 barrier free spaces. Also, the plan included restriping the existing parking spaces to improve the traffic flow and allow for additional spaces. This location is the Greg & Lou's restaurant. Eric Redmond is now the President of Greg & Lou's and spoke about adding to the area behind restaurant. Storm drainage was discussed and Mr. Redmond stated he got approval from Kiwanis Village to use their private drain for additional storm water run-off.

MOTION BY COMMISSIONER COLLISON, SUPPORTED BY COMMISSIONER LIVINGSTON: THE OWOSSO PLANNING COMMISSION HEREBY APPROVES THE APPLICATION FOR SITE PLAN REVIEW FOR 1460 N. M-52, PARCEL # 050-535-000-007-00 AS APPLIED AND ATTACHED HERETO IN PLANS DATED SEPTEMBER 15, 2017.

ROLL CALL VOTE:

YEAS: COMMISSIONERS COLLISON, COOK, FEAR, LAW, LIVINGSTON AND CHAIRMAN WASCHER.

NAYS: NONE

MOTION PASSED

BUSINESS ITEMS:

1. **Citizens Participation Plan.** Ms. Montenegro presented a revision of the plan as far as wording it to make it easier to read. Discussion about low and high controversy.

MOTION BY COMMISSIONER LIVINGSTON SUPPORTED BY COMMISSIONER COOK TO APPROVE THE CITIZEN PARTICIPATION PLAN (SUBJECT TO INPUT FROM THE MEDC) AND HEREBY RECOMMENDS CITY COUNCIL ADOPTION.

ROLL CALL:

YEAS: COMMISSIONERS COLLISON, COOK, FEAR, LAW, LIVINGSTON AND CHAIRMAN WASCHER.

NAYS: NONE

MOTION PASSED

ITEMS OF DISCUSSION:

1. Upcoming Workshop Dates.
Medical Marihuana Facilities Licensing Act Workshops:

Thursday, September 28 – 7-9 pm at city hall
Saturday, October 21 – 10-noon location TBD

Ms. Montenegro will have informational handouts and a PowerPoint presentation at the Medical Marihuana Workshops.

Redevelopment Ready Communities Casual Workshop:
Wednesday, October 4, 2017 p.m. at the Wesener Building

COMMISSIONER/PUBLIC COMMENT: NONE

ADJOURNMENT:

MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER LAW TO ADJOURN AT 8:35 P.M. UNTIL THE NEXT MEETING ON OCTOBER 23, 2017.

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary

**PARKS AND RECREATION COMMISSION
REGULAR MEETING
WEDNESDAY, SEPTEMBER 27, 2017 – 7:30 p.m.
(Postponed from Tuesday, September 26, 2017)
City Hall Council Chambers
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, Rick Morris, and Nick Seabasty.

MEMBERS ABSENT: Commissioners Nell Anne Hebekeuser and Randy Woodworth.

OTHERS PRESENT: James Duntley, (Dakota Flatter's Eagle Scout mentor) involved with working on Adams Street Park, Donald Crawford, City Manager.

APPROVAL OF AGENDA: **COMMISSIONER JERRY HEBEUKESER MADE A MOTION TO APPROVE THE AGENDA FOR SEPTEMBER 27, 2017 WITH THE FOLLOWING CHANGES: CHANGE ITEM # 3 FROM UPDATE ON SPLASH PAD GRANT TO UPDATE ON SKATE PARK GRANT, REMOVE PICKLEBALL AND ADD RAIL TO TRAILS AS ITEM OF BUSINESS #7.**

**MOTION SUPPORTED BY VICE-CHAIR SELBIG.
AYES ALL, MOTION CARRIED.**

APPROVAL OF MINUTES: **COMMISSIONER MORRIS MADE A MOTION TO APPROVE THE MINUTES AS CORRECTED FOR AUGUST 23, 2017 WITH THE FOLLOWING CORRECTIONS: CHAIRMAN ESPICH CLARIFIED SOME OF THE LANGUAGE MISSING IN THE MINUTES FROM 8-27-17 SHOULD READ, THE STATE NEEDS A COPY OF THE PARKS AND RECREATION PLAN IN THE NEW FORMAT.
MOTION SUPPORTED BY COMMISSIONER JERRY HEBEKEUSER.
AYES ALL, MOTION CARRIED.**

PUBLIC COMMENTS/COMMISSIONER COMMENTS:

James Duntley on behalf of the Dakota Flatter Adams Park gave an update. He reported that it will be completed by October 1, 2017. He also asked about the name of the park. Mr. Duntley thanked the city manager and the DPW for all their help. He said Dakota would like to have a kick ball game instead of a normal dedication. Mr. Duntley stated that the neighbors have been very cooperative.

Commissioners had a discussion about the name of the field. They decided to recommend "Eagle Scout Field" to city council.

Mr. Duntley also shared with the commission on some ideas of the design of the sign. He stated his

concern was the safety of the sign.

**COMMISSIONER MORRIS MADE A MOTION TO RECOMMEND TO CITY COUNCIL TO NAME THE FIELD "EAGLE SCOUT FIELD".
SUPPORTED BY COMMISSIONER SEABASTY.
AYES ALL, MOTION CARRIED.**

BUSINESS:

Disc Golf Status update

City Manager stated he is going tomorrow morning for a tour of the course along with Phil Hathaway.

Skate park grant application – status report

City manager Crawford went through the report received from the State and explained the scoring and why or why not the scoring received. Commissioners and city manager discussed the scoring system and ways to improve the score.

Patronicity Program

Commissioners agreed at this point it would be best to wait until the update on the grant application.

Commissioners discussed a possible "Polar Plunge" Chairman Espich stated he would like the "Polar Plunge" on the next agenda.

Parks and Recreation plan

City Manager reported that City Council will hold the public hearing for the Parks and Recreation Plan on October 16, 2017.

Rails to Trails

Commissioner Morris reported that he had a meeting on the bringing the "Owosso to Ionia Trail" into the city with State Representative Ben Frederick. He explained some of the challenges in bringing the trail into the city.

PUBLIC COMMENTS / COMMISSIONER:

Chairman Espich formally congratulated Vice-Chair Selbig on the addition to his family.

Commissioners agreed the next meeting to be held Wednesday, October 25, 2017 at 7:30 p.m.

ADJOURNMENT:

**VICE-CHAIR SELBIG MADE A MOTION TO ADJOURN AT 8:44 P.M.,
MOTION SUPPORTED BY COMMISSIONER MORRIS.
ALL AYES, MOTION CARRIED.**

OWOSSO HISTORICAL COMMISSION
Regular Meeting Minutes
October 2, 2017, 7:00 PM Curwood Castle



CALL TO ORDER: CHAIRPERSON CAROL VAUGHN CALLED THE MEETING TO ORDER AT 7:00 PM.

PRESENT: CHAIRPERSON CAROL VAUGHN, COMMISSIONER CAROLYN EBERT, CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY, COMMISSIONER ROBERT BROCKWAY, COMMISSIONER ANNIE LUDINGTON, COMMISSIONER HEATHER QUINN

ABSENT: VICE CHAIR TRACEY PELTIER, COMMISSIONER KAREN MARUMOTO, COMMISSIONER SARAH ADAMS, AND COMMISSIONER JENELLE STEELE-ELKINS.

APPROVAL OF AGENDA: COMMISSIONER ROBERT BROCKWAY MOVED TO APPROVE THE AGENDA, SECONDED BY COMMISSIONER CAROLYN EBERT. AYES ALL, MOTION PASSED.

CONSENT AGENDA:
September 11 Minutes; Treasure's Report: OHC Revenues and Expenditures, Curwood Castle Admissions and Financials, Curwood Castle Gift Shop Sales, OHC Check Register and OHC Balance Sheet

CITY COUNCIL REPRESENTATIVE ELAINE GREENWAY MOVED TO APPROVE THE SEPTEMBER 11 MINUTES, CURWOOD CASTLE ADMISSIONS, FINANCIALS AND CASTLE GIFT SHOP SALES, AND THE OHC CHECK REGISTER. *DUE TO OUTSTANDING ISSUES WITH THE FINANCIALS, THE COMMISSION WILL NOT APPROVE OHC REVENUES AND EXPENDITURES OR THE OHC BALANCE SHEET UNTIL A MEETING WITH CITY MANAGER AND FINANCIAL DIRECTOR CAN BE ARRANGED; FUTURE MEETING TO BE DETERMINED.* COMMISSIONER HEATHER QUINN SECONDED. AYES ALL, MOTION CARRIED.

CITIZEN COMMENTS: NONE

COMMUNICATIONS: NONE

OLD BUSINESS:

Home Tour Report and Financials – the Commission reviewed the financials from the 2017 Home Tour. (Please see attached Income and Expense statement.)
Update on Paintings – Two paintings are currently with the restorer, and will be completed by the end of November. The Commission is still very concerned over how the paintings are going to be paid for, since the paintings from last fiscal year have yet to be settled.
Update on Financials: There are still discrepancies and open questions from 2016/2017 financials that require further discussion with the Financial Director and the City Manager
Review 2014 through September 17 Castle Attendance and Financials: This report was reviewed by the Commission and the Exhibitions Committee will come back at the next regular OHC meeting with ideas on how to increase attendance at the Castle. (This report was included in the Consent Agenda)

NEW BUSINESS:

ELAINE GREENWAY LEFT THE MEETING AT 7:21 PM

Review Strategic Plans and Committees: Director Doran distributed the final version of the various Committees and Committee structures. This included the committee descriptions and goals from the June OHC meeting along with the goals from our Strategic Plan. The next step is for each standing committee to meet during the month of October and return with short and long term goals and initiatives at the regular November OHC meeting. A part of the discussion was dedicated to next steps as they relate the completion of the 501(c)3 status.

Review December 7 OHC Holiday Party and Silent Auction goals: A committee was formed of the following board members: Karen Marumoto, Tracey Peltier and Robert Brockway as Co-Chairs. This committee will meet during the week of October 2.

Curwood Highlander – October 28: On October 28 the SRI is bringing 400 people into Owosso on the 1225. Director Doran is working with the SRI to create an “experience” for these visitors. Members of the Commission agreed to be “on call” for this event.

Robert Doran – new contract – the Commission discussed the pros and cons of Robert Doran’s proposed contract. A decision will be made by Robert in the near future whether or not to sign the contract.

CITIZEN COMMENTS:

NONE

ADJOURN:

CHAIRPERSON CAROL VAUGHN MOVED TO ADJOURN AT 8:10 PM, SECONDED BY COMMISSIONER HEATHER QUINN. AYES ALL, MOTION PASSED

2017 Owosso Historic Home Tour - Income and Expense

INCOME

Sponsor - Shiawassee CVB	1,000
Ticket Sales	
475 @ \$20	9,500
10 @ \$10	100
14 complimentary	
TOTAL GROSS	10,600

TOTAL NET **\$9,162**

EXPENSES

ADVERTISING

Argus Press full-page 7-13	325
Posters & Flyers	111.04
6-month FB Boost	180
7 individual home boosts	134
General event boosts	125

EVENTS

Nathan Cox	100
Old Time Weavers	100
Firewood	51.87

MISCELLANEOUS

Michael Paine Photography	100
Homeowners reception	50
Homeowner Plaques	61.25
VFW - American Flag Placement	100

TOTAL **1438.2**

OHC **\$4,581.00**
SAC **\$4,581.00**

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
OCTOBER 4, 2017 AT 7:33 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:33 a.m.

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

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Authority Members Jon Moore, Theresa Trecha, and Jim Woodworth.

MEMBERS ABSENT: Authority Members Kenn Cushman, Mayor Chris Eveleth, Lance Omer, and Kevin Wiles.

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

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA FOR OCTOBER 4, 2017 AS PRESENTED,

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE MINUTES OF SEPTEMBER 6, 2017, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None at this time.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

Josh Adams commented that the security system crew got called out to the state of Georgia. Otherwise it would have been installed by now. There will be an additional camera installed for Woodard Place. There was a discussion on various additional locations for cameras to be installed and advertising possibilities.

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE CHECK REGISTER FOR SEPTEMBER, 2016 AS PRESENTED.

AYES ALL. MOTION CARRIED.

2) BUDGET REPORT

Mr. Adams noted that the budget report will look really good about mid-October when Michigan submits the Personal Property they owe for 2016 (about \$19,000) and 2017 (about \$12,000). Char Haskins has made a donation in honor of her father of \$12,000. That will go towards an addition to the Christmas tree in 2018. That will make the tree taller than the Nail Boutique building. It's too late to order it for this year.

3) FAÇADE GRANT UPDATE

Mr. Adams commented that everything is submitted. It will go before their committee next week.

4) MCACA MINIGRANT AWARD

Mr. Adams stated that the city was awarded a Michigan Council of Arts grant for a gateway sculpture in front of the Birch and Elm store and the Lebowksi Theater. Linda Beeman is administering the grant. Each sculpture is for sale, but must remain at the site for six months even if it is sold at month two. The grant is for \$2,100 and the DDA will put in \$200-300 for the pads that the sculptures will be installed on. When the sculptures are sold, then Ms. Beeman will solicit for the next artist/sculpture.

5) RRC MEETINGS (SELF EVALUATION FINDINGS) TONIGHT

Ms. Susan Montenegro noted that the Redevelopment Ready Communities Meeting is tonight at Dave Acton's new building at 7 p.m. This is to improve the zoning ordinance available to businesses; implement a citizens participant plan; improve communication with citizens; and improve the negative image some people have with city administration. Invited are the city council, the DDA and their subcommittees, the Planning Commission, and officials of the Chamber of Commerce. There will be a representative from MEDC making the presentation. Our zoning ordinance is very outdated, and needs to be development oriented and proactive. There is a two year window to implement, but the goal is to shorten this procedure and make Owosso a fine example.

6) PATRICE FREY VISIT (RECAP)

Per Mr. Adams, Patrice Frey and the several other senior leadership attendees hopefully saw how well Owosso is handling the funds coming to Owosso and they will continue to funnel those funds to keep "Moving Owosso Forward".

BOARD COMMENTS: None at this time.

COMMITTEE UPDATES:

1) DESIGN AND BUSINESS VITALITY

There are two downtown clean-ups scheduled in October.

2) PROMOTION AND OUTREACH

There is a Volunteer Party tomorrow night at the bowling alley. Work continues on the Glo event in December. Reminder that November 1st from 6-9 PM is the final training event.

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO ADJOURN AT 8:51 A.M.

AYES: ALL. MOTION CARRIED.

Kevin Wiles, Board Secretary

mms