

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, FEBRUARY 05, 2018
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 JANUARY 16, 2018:

APPROVAL OF THE MINUTES OF SPECIAL MEETING OF JANUARY 20, 2018:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF JANUARY 29, 2018:

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

1. Project Status Report. (This item will be distributed at the meeting.)

CONSENT AGENDA

1. Special Assessment District No. 2018-01. Authorize Resolution No. 4 setting a public hearing for Tuesday, February 20, 2018 to receive citizen comment regarding Special Assessment District No. 2018-01 for Oliver Street, from Oak Street to Gould Street (Phase 2) for street reconstruction.

2. Special Assessment District No. 2018-05. Authorize Resolution No. 2 setting a public hearing for Tuesday, February 20, 2018 for proposed Special Assessment District No. 2018-05 for Olmstead Street from West Street to Chipman Street for street resurfacing.

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

Name	Board/Commission	Term Expires
Thomas Taylor*	Planning Commission	06-30-2020

* Indicates reappointment

4. Non-Profit Organization Recognition Request – Owosso Public Schools Foundation. Consider local governing body resolution recognizing the Owosso Public Schools Foundation as a non-profit organization operating in the City of Owosso for the purpose of obtaining a charitable gaming license from the State of Michigan Lottery.
5. Change Order No. 2 - Curwood Castle Park Renovations. Approve Change Order No. 2 to the Curwood Castle Park Renovation contract with Sumbera Excavating, Inc. which finalizes unit quantities resulting in an increase of \$1,207.75 to the contract, and authorize payment of the increased amount from the General Fund.
6. Change Order No. 2 - 2017 Street Program Engineering Services Contract. Approve Change Order No. 2 to the 2017 Street Program Engineering Services Contract (Addendum No. 3 to General Engineering Services Contract) with Fleis & Vandenbrink Engineering, Inc. increasing the contract \$64,899.00 for additional on-site inspection/administration work required when the project was split into two separate construction seasons, and authorize payment to the engineer for said additional services.
7. Change Order No. 1 - WWTP Tertiary Pump Repair. Approve Change Order No. 1 to the purchase order authorizing the repair of WWTP tertiary pump T-1-W for additional repairs due to damage sustained from undetected debris present at the time the pump was reinstalled after servicing, increase the PO in the amount of \$6,513.50, and authorize payment to the contractor upon satisfactory delivery and installation of said equipment.
8. Change Order No. 1 - Lime Softening Residuals Removal Contract. Authorize Change Order No. 1 to the Filtration Plant Lime Residuals Removal Contract with Prolime Corporation increasing the quantity to be removed from 14,070 cubic yards to 21,142 cubic yards and further authorize payment to the contractor according to unit prices up to \$296,000.00.
9. Professional Service Agreement Extension – Cross Connection Control Program. Authorize Addendum No. 3 to the professional service agreement with H2O Compliance Services of Owosso for the provision of inspection services for the Cross Connection Control Program for a period of 36 months in an amount not to exceed \$26,325.00 and further authorize the accounts payable department to issue payment upon receipt of an invoice from the inspector.
10. Purchase Authorization – Pickup Truck. Waive competitive bidding requirements, authorize the purchase of one 2018 Ford F150 4x2 pickup truck in the amount of \$24,500.00 from Owosso Motors, Inc. d/b/a Signature Auto Group of Owosso via State of Michigan Contract No. 071B7700180, and authorize payment up to the quoted amount upon satisfactory delivery of said vehicle.
11. Check Register – January 2018. Affirm check disbursements totaling \$2,065,644.51 for January 2018.

ITEMS OF BUSINESS

1. SATA Millage Request. Consider resolution authorizing the a May 8, 2018 special election and further consider placement of a millage request for SATA on said ballot.

2. Contract Approval – City Attorney. Consider approval of a Professional Services Agreement with Gould Law, P.C. for the provision of legal counsel.
3. Contract Approval – City Manager. Consider approval of a contract with Nathan Henne for the City Manager position.

COMMUNICATIONS

1. Susan K. Montenegro, Assistant City Manager. 2017 Planning Commission Annual Report.
2. Karen K. Ruddy, Finance Director. December 2017 Financial Report.
3. Parks & Recreation Commission. Minutes of December 27, 2017.
4. Downtown Development Authority/Main Street. Minutes of January 10, 2018.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Tuesday, February 20, 2018

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, 2018
Historical Commission – term expires December 31, 2019
Historical Commission – term expires December 31, 2020

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 JANUARY 16, 2018
7:30 P.M.**

PRESIDING OFFICER: MAYOR PRO-TEM SUSAN J. OSIKA

OPENING PRAYER: TOM MANKE

PLEDGE OF ALLEGIANCE: MARY RICE, SATA DIRECTOR

PRESENT: Mayor Pro-Tem Susan J. Osika, Councilmembers Loreen F. Bailey (7:40 p.m.), Burton D. Fox, Elaine M. Greenway, and Robert J. Teich, Jr.

ABSENT: Mayor Christopher T. Eveleth and Councilmember Daniel A. Law.

A moment of silence was held in memory of former City Councilman Paul Hood and his wife Annette on the occasion of their passing.

APPROVE AGENDA

Motion by Councilmember Fox to approve the agenda with the following additions:

CONSENT AGENDA

7. Memorial Healthcare Gala Permission

ITEMS OF BUSINESS

2. Discussion of City Manager Position

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF JANUARY 2, 2018

Motion by Councilmember Greenway to approve the Minutes of the Regular Meeting of January 2, 2018 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

Ordinance Amendment – Chapter 8, Buildings and Building Regulations

The proposed amendment would adopt the 2015 International Property Maintenance Code and replace former editions.

A public hearing was conducted to receive citizen comment regarding the proposed amendment to Sections 8-141 & 142 of Article VI, *Property Maintenance Code*, of Chapter 8, Buildings and Building Regulations, of the Code of Ordinances of the City of Owosso.

City Manager Donald D. Crawford introduced the amendment and briefed those present on the proposed amendment to the Code saying they were minor changes from the last version. He went on to indicate that he had received a question regarding the right of the City to enter private property and noted that the provisions in the version proposed for adoption tonight were the same as the current version, entry is allowed only upon invitation or court order.

The following person commented regarding the proposed amendment:

Tom Manke, Owosso Township resident, inquired whether the rental program would be changed to require a court order if the owner or tenant refuses to allow the City entry to a rental property. City Attorney William C. Brown indicated that is the way things are handled currently.

There were no further citizen comments regarding the proposed amendment.

Whereas, the Council, after due and legal notice, has met and having heard all interested parties, motion by Councilmember Fox that the following ordinance be adopted:

ORDINANCE NO. 790

AN ORDINANCE ADOPTING THE INTERNATIONAL PROPERTY MAINTENANCE CODE (2015)

WHEREAS the city of Owosso, Michigan (city) desires to enhance the protection of life and property in the City by regulating the condition and maintenance of properties within the city by providing the standards and requirements for utilities, facilities and physical conditions essential to ensure that such structures are safe, sanitary and fit for occupation, and by providing for issuance of permits and collection of fees and permits as may be required; and

WHEREAS the *International Property Maintenance Code* (2015) is a comprehensive uniform code that provides standards and requirements for safe and sanitary conditions of residential structures; and

WHEREAS the city finds that the standards and requirements of *International Property Maintenance Code* are suitable for properties in the city; and

WHEREAS the *International Property Maintenance Code* (2015) coordinates well with existing codes applicable to the city, including the *Michigan Residential, Building, Plumbing, and Mechanical Code*, the *State Electrical Code*, and the *International Fire Code*, and is intended to be consistent with existing ordinances; and

WHEREAS the city desires to repeal all other ordinances or parts of ordinances conflicting with this ordinance.

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

SECTION 1. REPLACE. That Sec. 8-141, International Property Maintenance Code, of Chapter 8, Buildings and Building Regulations, Article VI, *Property Maintenance Code*, shall be amended to replace "*International Property Maintenance Code, 2009*" with "*International Property Maintenance Code, 2015*".

SECTION 2. REPLACE. That Sec. 8-142, Changes in Code, shall be amended to replace "*International Property Maintenance Code, 2009*" with "*International Property Maintenance Code, 2015*".

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this article is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this article. The city hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 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 February 5, 2018.

Motion supported by Councilmember Teich.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmembers Law, Bailey and Mayor Eveleth.

Ordinance Amendment – Chapter 13, Fire Prevention and Protection

The proposed amendment would adopt the 2015 International Fire Code and replace former editions.

A public hearing was conducted to receive citizen comment regarding the proposed amendment to Section 13-7, *Flammable liquids regulations*, and Section 13-36, *Code adopted*, of Chapter 13, Fire Prevention and Protection, of the Code of Ordinances of the City of Owosso.

City Manager Crawford noted that the changes proposed were much the same as those for the property maintenance code.

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

Whereas, the Council, after due and legal notice, has met and there being no one to be heard, motion by Councilmember Teich that the following ordinance be adopted:

ORDINANCE NO. 791

**AN ORDINANCE ADOPTING
THE INTERNATIONAL FIRE CODE (2015)**

WHEREAS the city of Owosso, Michigan (city) desires to enhance the protection of life and property in the City by regulating the condition and maintenance of properties from fire and explosion within the city by providing the standards and requirements; and

WHEREAS the *International Fire Code (2015)* is a comprehensive uniform code that provides standards and requirements for the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises; and

WHEREAS the city finds that the standards and requirements of *International Fire Code* are suitable for properties in the city; and

WHEREAS the *International Fire* (2015) coordinates well with existing codes applicable to the city, including the *Michigan Residential, Building, Plumbing, and Mechanical Code*, the *State Electrical Code*, and the *International Property Maintenance Code*, and is intended to be consistent with existing ordinances; and

WHEREAS the city desires to repeal all other ordinances or parts of ordinances conflicting with this ordinance.

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

SECTION 1. AMENDMENT. That Sec. 13-7, Flammable liquids regulations, of Article I, *In General*, of Chapter 13, Fire Prevention and Protection, shall amended to read as follows:

The use, storage and processing of flammable liquids shall conform to the flammable liquids regulations of the state fire marshal, and the current rules and regulations issued by the Michigan Department of Licensing and Regulatory Affairs. Any person violating any of said regulations or failing to comply therewith, shall be guilty of a violation of this Code.

SECTION 2. REPLACE. That Sec. 13-36, Code adopted, of Article II, *Fire Prevention Code*, of Chapter 13, Fire Prevention and Protection, shall be amended to replace "*International Fire Code, 2000 Edition*" with "*International Fire Code, 2015 Edition*".

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this article is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this article. The city hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 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 February 5, 2018.

Motion supported by Councilmember Greenway.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmembers Bailey, Law and Mayor Eveleth.

CITIZEN COMMENTS AND QUESTIONS

Mayor Pro-Tem Osika introduced SATA Director Mary Rice noting that she was present this evening as a part of the Leadership Shiawassee curriculum.

Councilmember Bailey arrived at 7:40 p.m.

Lisa Frolka, 1613 Henry Street, expressed frustration with City officials in regard to the abandoned railroad property behind her home. She said she has been cited by the City for piling brush on railroad property, yet when she asks the City to barricade the tracks to prevent loitering on the property she is told the City does not possess the jurisdiction to do so. She said she is hoping to reach some sort of compromise with the City on the issue.

Kori Shook, Century 21 Looking Glass Broker/Manager, updated the Council on the sale of lots in the Osburn Lakes subdivision saying 5 lots have been sold, all for list price. She said that while the results of her efforts sound very modest she is happy with the progress given the current market conditions.

Joan Norton, 824 Division Street, said she is a landlord and was confused as to why the City refunded one of her former tenants for water and is now saying she owes the money.

In response to Ms. Frolka's comments City Manager Crawford noted that the City has been in contact with the company that owns the railroad behind her house and were told by the firm's legal department that the property belongs to the City, yet when the City attempts to block access to the property they are told it does not belong to the City and all structures must be removed. He said he has been trying to work with Ms. Frolka on the situation and is frustrated as well.

Mayor Pro-Tem Osika asked that Utilities Director Chinavare speak with Ms. Norton to try and get to the bottom of what transpired with her tenant.

Councilmember Fox gave an update on the bike path saying he recently met with a representative for Rails to Trails to determine a route into the City. He said there were many questions generated by the meeting such as, should the City team up with Owosso Township, who should apply for grant funding, and should an authority be formed. He went on to say that the railroad line behind Ms. Frolka's house figures into the possible bike route and it would be very helpful to know if the City owns the property or not.

City Attorney Brown thanked Mayor Pro-Tem Osika for honoring Paul Hood for his contributions to the City and the community. He said he worked tirelessly for the Retirement Board, sometimes taking flack but always handling himself with grace. He said it had been a pleasure to work with him.

CITY MANAGER REPORT

City Manager Crawford indicated he had nothing to report at this time.

CONSENT AGENDA

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

Special Assessment District No. 2018-09. Authorize Resolution No. 1 for Special Assessment District No. 2018-09 for Gould Street from Monroe Street to Corunna Avenue for street resurfacing, McMillan Avenue from Monroe Street to South Street for street reconstruction, and Monroe Street from Gould Street to McMillan Avenue for street reconstruction as follows:

RESOLUTION NO. 05-2018

Special Assessment District No. 2018-09 to include the following streets:

- Gould Street from Monroe Street to Corunna Avenue
- Monroe Street from Gould Street to McMillan Avenue
- McMillan Avenue from Monroe Street to South Street

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

- Gould Street from Monroe Street to Corunna Avenue – Street Resurfacing
- Monroe Street from Gould Street to McMillan Avenue – Street Reconstruction
- McMillan Avenue from Monroe Street to South Street – Street Reconstruction

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

Traffic Control Order No. 1389. Approve Traffic Control Order No. 1389 for the installation of two stop signs at the intersection of Monroe Street and Gould Street for eastbound and westbound traffic after reconstruction of the intersection is completed in August 2018.

Change Order No. 2 – Real Estate Broker Services. Authorize Change Order No. 2 to the contract with Looking Grand, Inc. d/b/a/Century 21 Looking Glass for the Provision of Real Estate Broker Services for City-owned Lots in Osburn Lakes, Phase 1, extending the term of the agreement until December 31, 2019 as detailed below:

RESOLUTION NO. 06-2018

AMENDMENT NO. 2 TO A CONTRACT WITH LOOKING GRAND, INC. D/B/A CENTURY 21 LOOKING GLASS FOR THE PROVISION OF REAL ESTATE BROKER SERVICES FOR CITY-OWNED LOTS IN OSBURN LAKES PHASE 1 BY EXTENDING THE TERM

WHEREAS, the City of Owosso, Shiawassee County, Michigan, entered into a contract with Looking Grand, Inc. d/b/a Century 21 Looking Glass on January 5, 2015 for the marketing and sale of approximately 30 vacant lots in a single-family residential condominium development known as Osburn Lakes Phase 1; and

WHEREAS, the contract provides for an extension upon reaching the term; and

WHEREAS, Looking Grand, Inc. d/b/a Century 21 Looking Glass has met the terms of the contract and satisfactorily provided the services requested, it is deemed advisable to extend the term of the agreement for an additional twenty-four months.

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to extend the agreement with Looking Grand, Inc. d/b/a Century 21 Looking Glass for the period of January 1, 2018 through December 31, 2019.

SECOND: The mayor pro-tem and city clerk are instructed and authorized to sign the document amending the Contract for Services between the City of Owosso, Michigan and Looking Grand, Inc. d/b/a Century 21 Looking Glass.

MDOT Cost Agreement No. 17-5520 for Oliver Street Reconstruction, Phase 2. Authorize execution of MDOT Cost Agreement No. 17-5520 for the reconstruction of Oliver Street from Oak Street to Gould Street as follows:

RESOLUTION NO. 07-2018

**RESOLUTION AUTHORIZING EXECUTION OF MDOT COST AGREEMENT FOR
PHASE II ROAD IMPROVEMENTS OF OLIVER STREET
FROM OAK STREET EASTERLY TO GOULD STREET**

WHEREAS, Oliver Street, from Oak Street to Gould Street, is a part of the National Functional Classification Road system; and

WHEREAS, the City is required to provide a safe and expedient road system for users which requires proper maintenance of the roadway; and

WHEREAS, the City has applied for, and is now approved to receive, Federal Small Urban Program Funds, in the form of advance Construction, to assist in road improvements of this road; and

WHEREAS, after review, city staff recommends approval of MDOT Cost Agreement No. 17-5520 for the proposed hot mix asphalt paving work along Oliver Street from Oak Street easterly to Gould Street; including intersection improvements, storm drainage, concrete curb and gutter, concrete sidewalk and ramp, permanent signing, and pavement marking work; and all together with necessary related work (also referred to as 'project'); and

WHEREAS, the Michigan Department of Transportation requires the city of Owosso adopt a resolution indicating its willingness to participate in the road improvements of Oliver Street as set forth in the agreement.

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

- FIRST: The city of Owosso has theretofore determined that it is advisable, necessary and in the public interest to approve MDOT Contract No. 17-5520 for the proposed road improvements of Oliver Street, from Oak Street easterly to Gould Street.
- SECOND: That the City of Owosso is willing to participate in the project and cost as illustrated within said contract.
- THIRD: That the Mayor Pro-Tem and City Clerk are hereby authorized to sign the Agreement as attached.
- FOURTH: The City Council hereby directs staff to allocate \$879,984.85 from the 2016 Unlimited Obligation Bond Proceeds Fund and Water Fund, and to receive another \$375,000.00 from Federal Small Urban Grant Program Funds for a total of \$1,254,984.85 to fund this project, and directs the City Manager to proceed with the project, in accordance with the MDOT Contract Agreement.

Warrant No. 554. Authorize Warrant No. 554 as follows:

Vendor	Description	Fund	Amount
Caledonia Charter Township	Caledonia Utility Fund payment-10/1/17-12/31/17	Water	\$22,272.41
Owosso Charter Township	Owosso Charter Township 2011 Water Agreement-10/1/17-12/31/17	Water	\$10,522.21

Check Register – December 2017.* Affirm check disbursements totaling \$1,292,378.54 for December 2017.

Memorial Healthcare Gala Permission. (This item was added to the agenda.) Approve request from Owosso Community Players for the closure of South Park Street from Comstock Street to Main Street on

Saturday, February 3, 2018 from 5:00 p.m. until 11:00 p.m. for handicap and valet parking for the annual Memorial Healthcare Gala, waive the insurance requirement, and approve Traffic Control Order No. 1390 formalizing the request.

Motion supported by Councilmember Bailey.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Law and Mayor Eveleth.

ITEMS OF BUSINESS

5th Monday Meeting Agenda

It was announced that one of the candidates for the City Manager position had pulled himself from consideration, leaving only one remaining candidate. Mayor Pro-Tem Osika suggested the Council move forward with the interview of the remaining candidate on Saturday, January 20, 2018 as previously scheduled but leave any decisions for a later date. A brief discussion ensued.

Motion by Councilmember Bailey to set the agenda for 5th Monday meeting scheduled for January 29, 2018 to focus on the City Manager position.

Motion supported by Councilmember Greenway.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Law and Mayor Eveleth.

Councilmember Teich indicated he would be out of town on a scheduled business trip on the 29th. City Attorney Brown indicated he could call in and listen to the discussion.

City Manager Selection (This item was added to the agenda.)

Councilmember Fox said he was concerned that given the change in the candidate pool Council would choose a new City Manager by default. He noted that it takes a super-majority vote of Council to sell property and said he would like to see a super-majority vote required when they choose a City Manager. Further, he would like to go back to the candidate pool or consult with the MML if that threshold cannot be reached. City Attorney Brown advised Council that such a requirement would violate the City Charter. He said Council was free to reach a similar consensus, but it could not be formally required. Mayor Pro-Tem Osika suggested the group could talk about next steps at the meeting on January 20th or 29th.

COMMUNICATIONS

T. Peltier, Historical Commission. Letter of Resignation.
N. Bradley Hissong, Building Official. December 2017 Building Department Report.
N. Bradley Hissong Building Official. December 2017 Code Violations Report.
Kevin D. Lenkart, Public Safety Director. December 2017 Police Report.
Kevin D. Lenkart, Public Safety Director. December 2017 Fire Report.
Downtown Development Authority/Main Street. Minutes of December 6, 2017.
Parks & Recreation Commission. Minutes of December 27, 2017.

CITIZEN COMMENTS AND QUESTIONS

Eddie Urban, 601 Glenwood Avenue, said he was late to the meeting because he was attending another meeting. He asked about the status of the item to install stop signs on Monroe Street. He was told the item was approved as proposed.

Lisa Frolka, 1613 Henry Street, inquired whether the updated International Property Maintenance Code would allow officials to write violations for items they see in the course of conducting an inspection for something entirely different. She said she had recently been cited for a problem with the fence in her back yard and was trying to determine how the violation came to light. It was noted that officials could probably only do so if the new violation found is particularly egregious.

Councilmember Teich asked that staff explain the reasoning for the traffic control order to install stop signs on Monroe Street at Gould Street. City Manager Crawford explained that the City had applied for a state grant to reconstruct the intersection which triggered an MDOT review of the site. In the resulting review MDOT noted their objection to the current stop sign on Gould Street at Monroe Street saying it could cause a vehicle to become backed up on the railroad tracks. Different traffic control devices and methods were discussed and a decision was reached to install stop signs on Monroe Street at Gould Street once the reconstruction project is completed. Further adjustment of other traffic control devices along Monroe Street will be examined should the new controls cause unintended issues.

NEXT MEETING

Saturday, January 20, 2018, 10:00 a.m. – City Manager Interviews
Monday, January 29, 2018, 7:30 p.m. – 5th Monday Meeting
Monday, February 05, 2018, 7:30 p.m. – Regular Meeting

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, 2018
Historical Commission – term expires December 31, 2019
Historical Commission – term expires December 31, 2020

ADJOURNMENT

Motion by Councilmember Bailey for adjournment at 8:15 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk

**CITY OF OWOSSO
SPECIAL MEETING OF THE CITY COUNCIL
MINUTES OF JANUARY 20, 2018
10:00 A.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

PLEDGE OF ALLEGIANCE: ALBERT MARTENIS

PRESENT: Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmembers Loreen F. Bailey (arrived at 10:06am), Burton D. Fox, Elaine M. Greenway, and Robert J. Teich, Jr.

ABSENT: Councilmember Daniel A. Law.

Mayor Eveleth announced that Councilmember Law would be unable to join the meeting due to illness.

CITIZEN COMMENTS AND QUESTIONS

There were no citizen comments or questions.

CITY MANAGER CANDIDATE INTERVIEW

Interview – Mr. Nathan Henne

Nathan Henne, current manager for the City of Springfield and former manager for the town of Lake City, Colorado responded to questions from Council and citizens from approximately 10:05 a.m. until approximately 1:05 p.m. with two brief recesses totaling 24 minutes.

NEXT MEETING

Monday, January 29, 2018

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, 2018
Historical Commission – term expires December 31, 2019
Historical Commission – term expires December 31, 2020

ADJOURNMENT

Motion by Councilmember Bailey for adjournment at 1:06 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk

**CITY OF OWOSSO
SPECIAL MEETING OF THE CITY COUNCIL
MINUTES OF JANUARY 29, 2018
7:30 P.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: TOM MANKE
EDITOR, FRIENDS & COMMUNITY OWOSSO (FB)

PLEDGE OF ALLEGIANCE: KAREN ELFORD
OWOSSO INDEPENDENT REPORTER

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

ABSENT: Councilmember Robert J. Teich, Jr.*

*Councilmember Teich was out of town on a business trip and joined the meeting via telephone. He was allowed to participate in discussion but was not allowed to vote per Charter Section 5.4(n).

CITIZEN COMMENTS AND QUESTIONS

Thomas Manke, Owosso Township resident, said he wished he was on the Council tonight because he wanted to take advantage of the opportunity to hire a city manager that is from the community and he encouraged the Council to do so.

ITEM OF DISCUSSION

City Manager Search

The Council held a lengthy discussion regarding what step should be taken next in the search for a new City Manager. When polled, a majority of the members expressed support for hiring Mr. Nathan Henne, one member was ambivalent, and one member objected.

There was discussion regarding the process that was used for selecting the new City Manager, with some members saying they felt the process was very poorly handled. All agreed they would like to discuss the creation of a written process to govern such searches in the future.

Motion by Councilmember Fox to move to closed session to discuss a written opinion of the City Attorney.

Motion supported by Councilmember Bailey.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Teich.

ADJOURNED TO CLOSED SESSION AT 8:01 P.M.

RETURNED FROM CLOSED SESSION AT 8:30 P.M.

ACTION

Motion by Mayor Pro-Tem Osika to authorize contract negotiations with Mr. Nathan Henne for the position of City Manager.

Motion supported by Councilmember Bailey.

Roll Call Vote.

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

NAYS: Councilmember Fox.

ABSENT: Councilmember Teich.

NEXT MEETING

Monday, February 05, 2018

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, 2018
Historical Commission – term expires December 31, 2019
Historical Commission – term expires December 31, 2020

ADJOURNMENT

Motion by Mayor Pro-Tem Osika for adjournment at 8:32 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk



MEMORANDUM

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

DATE: January 30, 2018

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services & Utilities

SUBJECT: Setting Public Hearing for Special Assessment Roll for Oliver Street Reconstruction

RECOMMENDATION:

City staff recommends approval of Resolution No. 4 which sets the second public hearing for the Oliver Street Reconstruction Project.

BACKGROUND:

This public hearing is intended to provide affected residents with the opportunity to comment regarding their individual assessments.

As you will recall, Step Four/Resolution No. 4 takes place after the bids are received. Estimated assessment amounts are adjusted if necessary to reflect the actual cost as dictated by the bids received. A second public hearing is set to allow property owners to comment on their particular assessment. Each property owner is sent a second notice containing the date and time of the public hearing and the amount of the proposed assessment for their property.

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

Tonight the council will be considering Resolution No. 4 for the proposed district as a part of the Consent Agenda. Staff recommends authorization of Resolution No. 4 setting a public hearing for Tuesday, February 20, 2018 to receive citizen comment regarding the proposed special assessment roll for the following public improvement:

Oliver Street, Public Street, from Oak Street to Gould Street

Attachment(s): Oliver Street Resolution No. 4
Special Assessment Roll

RESOLUTION NO.

**SPECIAL ASSESSMENT RESOLUTION NO. 4
SETTING A PUBLIC HEARING
TO RECEIVE COMMENT REGARDING
SPECIAL ASSESSMENT DISTRICT NO. 2018-01
OLIVER STREET, A PUBLIC STREET, FROM OAK STREET TO GOULD STREET**

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 7:30 o'clock p.m., on Tuesday, February 20, 2018 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in the *Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
4. The notice of said hearing to be published and mailed shall be in substantially the following form:

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

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

Oliver Street, a Public Street, from Oak Street to Gould Street

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

Street Reconstruction

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

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on Tuesday, February 20, 2018 for the purpose of reviewing said special assessment roll and for the purpose of considering all objections to said roll submitted in writing.

**DISTRICT NO. 2018-01 OLIVER STREET
SPECIAL ASSESSMENT ROLL
FINAL**

OLIVER ST. SOUTH SIDE

SPECIAL ASSESSMENT ROLL

Page 1

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	
500	Oliver	668-000-007	43.67	0.75	32.75	\$43.89	\$1,437.51	R
504	Oliver	668-000-006	66	1	66.00	\$43.89	\$2,896.74	R
510	Oliver	668-000-005	66	1	66.00	\$43.89	\$2,896.74	R
514	Oliver	668-000-004	72	1	72.00	\$43.89	\$3,160.08	R
524	Oliver	668-000-003	66	1	66.00	\$43.89	\$2,896.74	R
530	Oliver	668-000-002	60	1	60.00	\$43.89	\$2,633.40	R
536	Oliver	668-000-001	66	0.75	49.50	\$43.89	\$2,172.56	R
422	Dewey	410-003-023	66	0.75	49.50	\$43.89	\$2,172.56	R
608	Oliver	410-003-022	66.08	1	66.08	\$43.89	\$2,900.25	R
614	Oliver	111-006-001	66.12	1	66.12	\$43.89	\$2,902.01	R
620	Oliver	111-006-002	66.12	0.75	49.59	\$49.59	\$2,459.17	C
704	Oliver	111-007-001	66.12	0.75	49.59	\$43.89	\$2,176.51	R
708	Oliver	111-007-002	66.12	1	66.12	\$43.89	\$2,902.01	R
712	Oliver	111-007-009	60.12	1	60.12	\$43.89	\$2,638.67	R
720	Oliver	111-007-010	72.12	0.75	54.09	\$43.89	\$2,374.01	R
802	Oliver	111-008-001	66.12	0.75	49.59	\$43.89	\$2,176.51	R
808	Oliver	111-008-002	66.12	1	66.12	\$43.89	\$2,902.01	R
814	Oliver	111-008-006	61.75	1	61.75	\$43.89	\$2,710.21	R
820	Oliver	111-008-009	70.37	0.75	52.78	\$43.89	\$2,316.40	R
904	Oliver	111-009-001	132.25	0.75	99.19	\$43.89	\$4,353.34	R
918	Oliver	111-009-009	132.25	0.75	99.19	\$43.89	\$4,353.34	R
			1497.33		1302.08		\$57,430.73	

OLIVER ST. NORTH SIDE

SPECIAL ASSESSMENT ROLL

Page 2

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	
515	Oliver	630-001-001	439.7	0.75	329.78	\$49.59	\$16,353.54	C
603	Oliver	111-002-009	66.12	0.75	49.59	\$43.89	\$2,176.51	R
609	Oliver	111-002-010	66.12	1	66.12	\$43.89	\$2,902.01	R
615	Oliver	111-002-011	66.12	1	66.12	\$43.89	\$2,902.01	R
621	Oliver	111-002-012	66.12	0.75	49.59	\$43.89	\$2,176.51	R
701	Oliver	111-003-009	82.65	0.75	61.99	\$43.89	\$2,720.63	R
707	Oliver	111-003-010	49.5	1	49.50	\$43.89	\$2,172.56	R
713	Oliver	111-003-011	66.12	1	66.12	\$43.89	\$2,902.01	R
721	Oliver	111-003-012	66.12	0.75	49.59	\$43.89	\$2,176.51	R
809	Oliver	111-004-007	264.5	0.75	198.38	\$43.89	\$8,706.68	R
915	Oliver	111-005-017	264.5	0.75	198.38	\$43.89	\$8,706.68	R
			1497.57		1185.14		\$53,895.62	

NOTE : 515 OLIVER TOTAL FOOTAGE 511.77 IN 2017 WAS ASSESSED FOR 72.07' WITH CORNER LOT DISCOUNT 54.05'
FOR 2018 ASSESSMENT FOOTAGE AT 439.7' WITH CONNER LOT DISCOUNT 329.78'



MEMORANDUM

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

DATE: January 30, 2018

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services

SUBJECT: Olmstead Street Resurfacing – Special Assessment Resolution No 2

When deemed necessary, the city conducts a street improvement program. Public streets are selected for inclusion in the program either by citizen initiated petition or by selection of the city. Olmstead Street, from West Street to N. Chipman Street, is proposed by the city for street resurfacing. Property owners are then specially assessed to cover the cost of the proposed improvement. Past practice has been to assess property owners along the street 40% of the proposed benefit and the remaining 60% to the community at large. Each property owner can pay an assessment in one lump sum or in installments over the multi-year period (the period being determined by the amount of the average assessment).

The special assessment process has five steps, each having its own purpose and accompanying resolution.

Step One/Resolution No. 1 identifies the special assessment district(s), directs the city manager to estimate project costs and the amounts to be specially assessed, and determines the life of the proposed improvements. Resolution No. 1 for the proposed improvement was approved by City Council at its **September 18, 2017** meeting.

Step Two/Resolution No. 2 sets the date for the hearing of necessity on the projects. It directs notices to be sent to each affected property owner detailing the proposed project, notifying them of the public hearing date, and the estimated amount of their assessment. City Council is asked to act upon Resolution No. 2 on **February 5, 2018** for the proposed improvement.

Step Three/Resolution No. 3 documents the hearing of necessity. This hearing provides affected residents with the opportunity to comment on whether they feel the project is necessary and of the proper scale. After hearing citizen comment on the project the city council has three options: if they agree that the project should proceed as proposed, the district is established and staff is directed to go on with the next steps of the proposed project, including obtaining bids; if they feel the project should go forward, but with some adjustments they may direct staff to make those adjustments and proceed; if they feel the project is not warranted and should not proceed at all they would simply fail to act on Resolution No. 3, effectively stopping the process.

Step Four/Resolution No. 4 takes place after the bids are received. Estimated assessment amounts are adjusted if necessary to reflect the actual cost as dictated by the bids received. A second public hearing is set to allow property owners to comment on their particular assessment. Each property owner is sent a second notice containing the date and time of the public hearing and the amount of the proposed assessment for their property.

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

Tonight the council will be considering Resolution No. 2 for the proposed district as a part of the Consent Agenda.

Staff recommends authorization of Resolution No. 2 setting a public hearing for Tuesday, February 20, 2018 to receive citizen comment regarding the necessity of the project for the following district:

Olmstead Street, Public Street, from West Street to N. Chipman Street

Special Assessment Resolution No. 2 for Olmstead Street

Special Assessment District No. 2018-05

**Olmstead Street, a Public Street, from West Street to
N. Chipman Street**

RESOLUTION NO.

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

**Olmstead Street, a Public Street, from West Street to Chipman Street
Street Resurfacing**

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth may be necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be \$357,189.80 and determines that \$62,525.58 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that \$294,964.22 of the cost thereof shall be paid by the City at large because of benefit to the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.
5. The City Council shall meet at the Owosso City Hall Council Chambers on Tuesday, February 20, 2018 for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
7. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF SPECIAL ASSESSMENT HEARING
CITY OF OWOSSO, MICHIGAN**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

Olmstead Street, Public Street, from West Street to N. Chipman Street

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

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

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at 7:30 o'clock p.m. on Tuesday, February 20, 2018 for the purpose of hearing any person to be affected by the proposed public improvement.

29-Jan-18

OLMSTEAD STREET ENGINEER'S ESTIMATE

WORK ITEM	UNIT	OLMSTEAD QUANTITIES	UNIT PRICE	AMOUNT	ELLIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% 4"RULE
MOBILIZATION, MAX_____	LSUM	0.33	\$ 41,500.00	\$ 13,695.00	\$ 13,695.00	\$ 8,217.00	\$ 5,478.00
DR STRUCTURE, REM	EA	13.00	\$ 350.00	\$ 4,550.00			
SEWER, REM, LESS THAN 24 INCH	LFT	1310.00	\$ 10.00	\$ 13,100.00			
CURB AND GUTTER, REM	LFT	290.00	\$ 7.00	\$ 2,030.00	\$ 2,030.00	\$ 1,218.00	\$ 812.00
PAVT, REM	SYD	13.00	\$ 8.00	\$ 104.00			
SIDEWALK, REM	SYD	22.00	\$ 8.00	\$ 176.00			
SUBGRADE UNDERCUTTING, TYPE II	CYD	50.00	\$ 25.00	\$ 1,250.00			
MACHINE GRADING, MOD	STA	26.00	\$ 700.00	\$ 18,200.00			
EROSION CONTROL, INLET PROTECTION, FABRIC DROP	EA	11.00	\$ 100.00	\$ 1,100.00			
MAINTENANCE GRAVEL	TON	150.00	\$ 25.00	\$ 3,750.00			
SANITARY SERV CONFLICT	EA	2.00	\$ 1,500.00	\$ 3,000.00			
DR STRUCTURE COVER, TEMP LOWERING	EA	4.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 400.00
HMA SURFACE, REM	SYD	4537.00	\$ 3.00	\$ 13,611.00	\$ 13,611.00	\$ 8,166.60	\$ 5,444.40
AGGREGATE BASE, 6 INCH, MOD	SYD	2952.00	\$ 12.00	\$ 35,424.00			
AGGREGATE BASE, 9 INCH, MOD	SYD	1585.00	\$ 15.00	\$ 23,775.00			
GEOTEXTILE SEPARATOR	SYD	4537.00	\$ 1.50	\$ 6,805.50			
SEWER, SDR-26, 10 INCH, TRENCH DET B-MOD	LFT	230.00	\$ 40.00	\$ 9,200.00			
SEWER, SDR-26, 12 INCH, TRENCH DET B-MOD	LFT	681.00	\$ 45.00	\$ 30,645.00			
SEWER, SDR-26, 15 INCH, TRENCH DET B-MOD	LFT	604.00	\$ 52.00	\$ 31,408.00			
DR STRUCTURE COVER, ADJ, CASE 1	EA	4.00	\$ 475.00	\$ 1,900.00	\$ 1,900.00	\$ 1,140.00	\$ 760.00
DR STRUCTURE. ADJ, ADD DEPTH	FT	3.00	\$ 325.00	\$ 975.00			
DR STRUCTURE COVER, EJ 1060	EA	4.00	\$ 600.00	\$ 2,400.00	\$ 2,400.00	\$ 1,440.00	\$ 960.00
DR STRUCTURE COVER, EJ 1060 W/ TYPE N OVAL GRATE	EA	1.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 360.00	\$ 240.00
DR STRUCTURE COVER, EJ 1120 W/ GASKET SEAL	EA	4.00	\$ 650.00	\$ 2,600.00	\$ 2,600.00	\$ 1,560.00	\$ 1,040.00
DR STRUCTURE COVER, EJ 7000	EA	8.00	\$ 700.00	\$ 5,600.00			
DR STRUCTURE, 36 INCH DIA. MOD	EA	9.00	\$ 1,400.00	\$ 12,600.00			
DR STRUCTURE, 48 INCH DIA. MOD	EA	3.00	\$ 1,800.00	\$ 5,400.00			
DR STRUCTURE, 60 INCH DIA. MOD	EA	1.00	\$ 2,600.00	\$ 2,600.00			
HMA, 3C	TON	685.00	\$ 70.00	\$ 47,950.00	\$ 47,950.00	\$ 28,770.00	\$ 19,180.00
HMA, 5E3	TON	411.00	\$ 73.00	\$ 30,003.00	\$ 30,003.00	\$ 18,001.80	\$ 12,001.20
DRIVEWAY, NONREINF CONC, 6 INCH	SYD	13.00	\$ 45.00	\$ 585.00			

OLMSTEAD STREET ENGINEER'S ESTIMATE							ASSESSMENT
WORK ITEM	UNIT	OLMSTEAD QUANTITIES	UNIT PRICE	AMOUNT	ELLIGIBLE AMOUNT	CITY COST 60 PERCENT	AT 40% 4"RULE
CURB AND GUTTER, CONC, DET F4, MOD	LFT	310.00	\$ 20.00	\$ 6,200.00	\$ 6,200.00	\$ 3,720.00	\$ 2,480.00
DETECTABLE WARNING SURFACE	LFT	20.00	\$ 35.00	\$ 700.00			
SIDEWALK RAMP, CONC, 4 INCH	SFT	550.00	\$ 5.00	\$ 2,750.00			
MINOR TRAF DEVICES	LSUM	0.33	\$ 25,000.00	\$ 8,250.00	\$ 8,250.00	\$ 4,950.00	\$ 3,300.00
BARRICADE, TYPE III, HIGH INTENSITY, FURN & OPER	EA	8.00	\$ 100.00	\$ 800.00			
PEDESTRIAN TYPE II BARRICADE, TEMP	EA	20.00	\$ 150.00	\$ 3,000.00			
PLASTIC DRUM, HIGH INTENSITY, FURN & OPER	EA	40.00	\$ 20.00	\$ 800.00			
SIGN, TYPE B, TEMP, PRISMATIC, FURN & OPER	SFT	88.66	\$ 5.00	\$ 443.30			
TRAF REGULATOR CONTROL	LSUM	0.33	\$ 5,000.00	\$ 1,650.00			
TURF ESTABLISHMENT, PERFORMANCE	SYD	1200.00	\$ 5.00	\$ 6,000.00			
SIGN, TYPE III, REM	EA	10.00	\$ 10.00	\$ 100.00			
SIGN, TYPE III, ERECT, SALV	EA	10.00	\$ 40.00	\$ 400.00			
POST, STEEL, 3 POUND	FT	10.00	\$ 6.00	\$ 60.00			
SUB TOTALS				\$ 357,189.80	\$ 130,239.00	\$ 78,143.40	\$ 52,095.60
ENGINEERING AT 15% ASSESSABLE COST					\$ 19,535.85	\$ 11,721.51	\$ 7,814.34
ADMINISTRATIVE AT 5% ASSESSABLE COST					\$ 6,511.95	\$ 3,907.17	\$ 2,604.78
GRAND TOTALS					\$ 156,286.80	\$ 93,772.08	\$ 62,514.72

**Olmstead St. Special Assessment Roll
ESTIMATE**

OLMSTEAD ST. WEST END TO CHIPMAN
NORTH SIDE

SPECIAL ASSESSMENT ROLL

P1

ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT
	WEST	450.000-010	32	0.75	24.00	\$27.90	\$669.60
1460	OLMSTEAD ST.	603-006-009	91.75	0.75	68.81	\$27.90	\$1,919.87
1440	OLMSTEAD ST.	603-006-008	66	1	66	\$27.90	\$1,841.40
1424	OLMSTEAD ST.	603-006-007	66	1	66	\$27.90	\$1,841.40
1420	OLMSTEAD ST.	603-006-006	66	1	66	\$27.90	\$1,841.40
1418	OLMSTEAD ST.	603-006-005	66	1	66	\$27.90	\$1,841.40
1414	OLMSTEAD ST.	603-006-004	66	1	66	\$27.90	\$1,841.40
1410	OLMSTEAD ST.	603-006-003	66	1	66	\$27.90	\$1,841.40
1408	OLMSTEAD ST.	603-006-002	72	1	72	\$27.90	\$2,008.80
1400	OLMSTEAD ST.	603-006-001	60	0.75	45	\$27.90	\$1,255.50
1344	OLMSTEAD ST.	603-005-008	66	0.75	49.5	\$27.90	\$1,381.05
1340	OLMSTEAD ST.	603-005-007	66	1	66	\$27.90	\$1,841.40
1338	OLMSTEAD ST.	603-005-006	66	1	66	\$27.90	\$1,841.40
1332	OLMSTEAD ST.	603-005-005	66	1	66	\$27.90	\$1,841.40
1328	OLMSTEAD ST.	603-005-004	66	1	66	\$27.90	\$1,841.40
1308	OLMSTEAD ST.	603-005-003	132	1	132	\$27.90	\$3,682.80
903	CHIPMAN	603-005-002	132	0.75	99	\$27.90	\$2,762.10
			1213.75		1150.31		\$32,093.72

WEST ST. FRONT FOOT 62.66' USED 32'

1460 OLMSTEAD FRONT FOOT 99.25' USED 91.75'

OLMSTEAD ST. WEST END TO CHIPMAN
NORTH SIDE

SPECIAL ASSESSMENT ROLL

P2

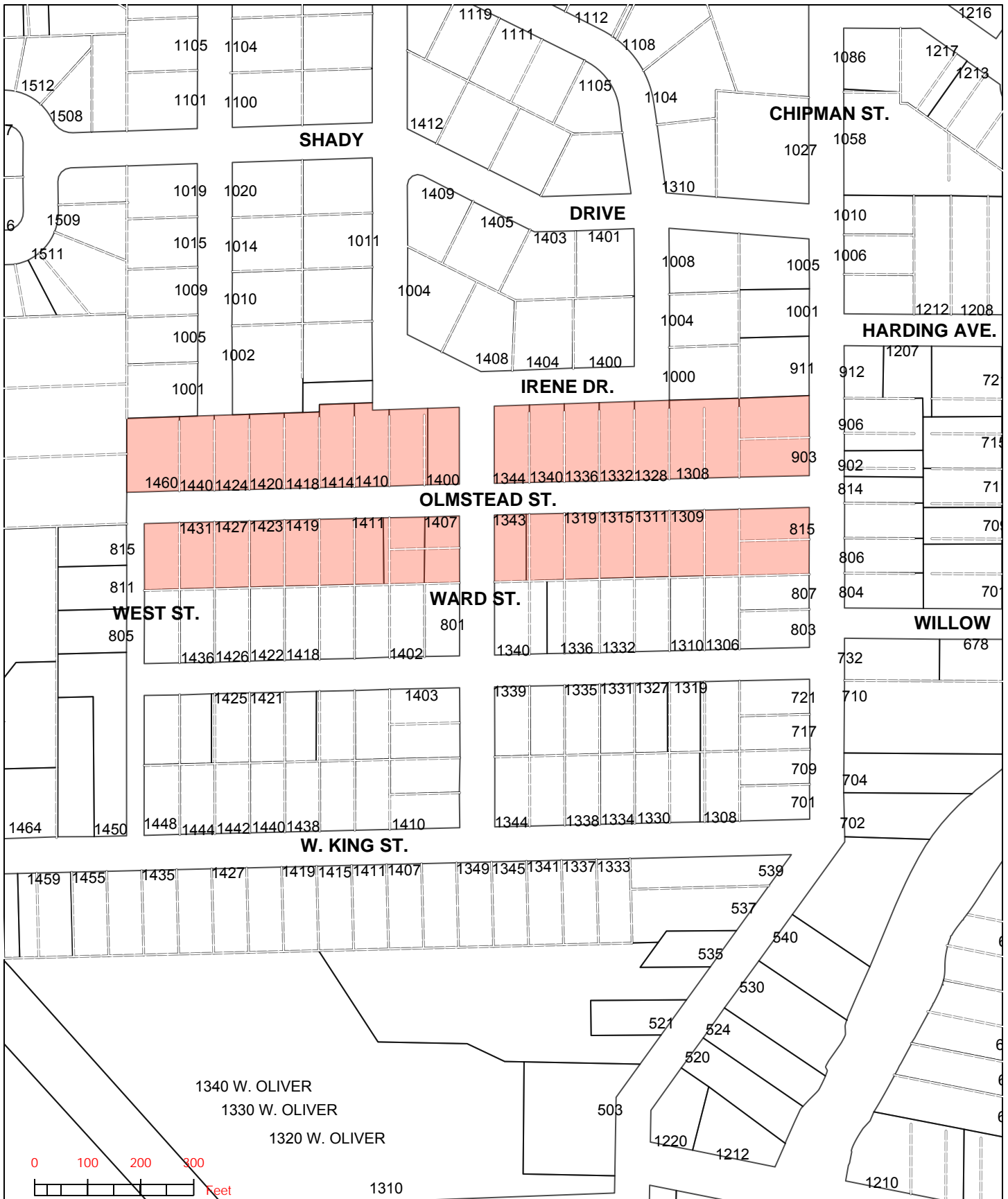
ADDRESS NO.	STREET	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT
1435	OLMSTEAD ST.	603-004-009	66.33	0.75	49.75	\$27.90	\$1,387.96
1431	OLMSTEAD ST.	603-004-008	66	1	66	\$27.90	\$1,841.40
1427	OLMSTEAD ST.	603-004-007	66	1	66	\$27.90	\$1,841.40
1423	OLMSTEAD ST.	603-004-006	66	1	66	\$27.90	\$1,841.40
1419	OLMSTEAD ST.	603-004-005	66	1	66	\$27.90	\$1,841.40
1415	OLMSTEAD ST.	603-004-004	66	1	66	\$27.90	\$1,841.40
1411	OLMSTEAD ST.	603-004-003	55	1	55	\$27.90	\$1,534.50
1409	OLMSTEAD ST.	603-004-002	77	1	77	\$27.90	\$2,148.30
1407	OLMSTEAD ST.	603-004-001	66	0.75	49.5	\$27.90	\$1,381.05
1343	OLMSTEAD ST.	603-003-009	60	0.75	45	\$27.90	\$1,255.50
1339	OLMSTEAD ST.	603-003-008	72	1	72	\$27.90	\$2,008.80
1319	OLMSTEAD ST.	603-003-007	66	1	66	\$27.90	\$1,841.40
1315	OLMSTEAD ST.	603-003-006	66	1	66	\$27.90	\$1,841.40
1311	OLMSTEAD ST.	603-003-005	66	1	66	\$27.90	\$1,841.40
1309	OLMSTEAD ST.	603-003-004	66	1	66	\$27.90	\$1,841.40
815	CHIPMAN	603-003-001	198	0.75	148.5	\$27.90	\$4,143.15
			1188.33		1090.75		\$30,431.86

Olmstead St. Special Assessment Roll
ESTIMATE

OLMSTEAD ST. SPECIAL ASSESSMENT ROLL P3

ESTIMATE FOR TOP 4" OF PAVEMENT		\$156,286.80		
CITY SHARE	60%	\$93,772.08		
LAND OWNER	40%	\$62,514.72	AMOUNT OF ASSESSMENT ROLL	\$62,525.58
TOTAL		\$156,286.80		
ASSESSABLE FRONT FOOT		TOTAL 2241.06		
FRONT FOOT RATE		\$27.90		

OWOSSO



OLMSTEAD FROM WEST TO CHIPMAN



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

MEMORANDUM

DATE: January 30, 2018
TO: City Council
FROM: Amy K. Kirkland
City Clerk
RE: Recognition of non-profit status

The Owosso Public Schools Foundation is seeking local recognition of their non-profit status in order to obtain a charitable gaming license from the State of Michigan.

Act 382 of 1972 allows qualified organizations to obtain such a license upon the fulfillment of certain requirements. A qualified organization is defined as:

A bona fide religious, educational, service, senior citizens, fraternal, or veterans' organization that operates without profit to its members and that either has been in existence continuously as an organization for a period of 5 years or is exempt from taxation under section 501(c) of the internal revenue code of 1986, 26 USC 501.

The Act goes on to further define a service organization, in part, as:

A local civic organization that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes;

Under the terms of the Act the OPS Foundation clearly qualifies for recognition as a non-profit organization and as such I recommend Council recognize this status by authorizing the provided resolution, which follows.



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(K)(ii))

At a regular meeting of the Owosso City Council
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Christopher T. Eveleth on February 5, 2018
DATE

at 7:30 a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Owosso Public Schools Foundation of Owosso,
NAME OF ORGANIZATION CITY

county of Shiawassee, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for approval.
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the Owosso City Council at a regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on February 5, 2018.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Amy K. Kirkland, City Clerk

PRINTED NAME AND TITLE

301 W. Main Street, Owosso, MI 48867

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)

QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

Please allow 8 weeks for the qualification process.

1. ORGANIZATION INFORMATION

Organization Name Owosso Public Schools Foundation			
Organization Physical Street Address 645 Alger St.			
City Owosso	State MI	Zip Code 48867	County Shiawassee
Organization Mailing Address P.O. Box 340			<input type="checkbox"/> Same as Physical Address
City Owosso	State MI	Zip Code 48867	County Shiawassee
Organization Telephone Number 989-723-8131			

2. ORGANIZATION PURPOSE

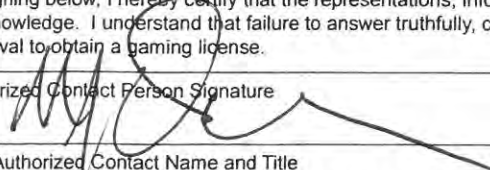
Briefly describe the purpose of your organization.

The Foundation is organized exclusively for educational, scientific, and and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986. The Foundation shall receive and disburse funds, property and gifts of any kind for the benefit of the Owosso Public

3. LICENSE APPLICATION Schools or any successor organization that may be established.

Enclosed is a completed application and fee for a ☐ Bingo ☒ Raffle ☐ Charity Game Ticket license
Make checks payable to STATE OF MICHIGAN.

4. AUTHORIZED CONTACT PERSON

First Name Matthew		Last Name Van Epps		Position/Role with Organization Chairperson of the Board	
Mailing Address 318 N. Water St.				City Owosso	
State MI	Zip Code 48867	Telephone Number (Day) 989-723-6777	Telephone Number (Evening) 989-723-6343		
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.					
Authorized Contact Person Signature 				Date 1/30/18	
Print Authorized Contact Name and Title Matthew Van Epps , Chairperson of the Board of the Owosso Public Schools Foundation					

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.





MEMORANDUM

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

DATE: January 29, 2018

TO: Mayor Eveleth and the Owosso City Council

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

SUBJECT: Change Order #2 for Curwood Castle Park Renovation Project

RECOMMENDATION:

It is recommended that City Council approve Change Order #2 for the Curwood Castle Park Renovation Project. This change order is necessary to include necessary work to complete the project.

BACKGROUND:

On August 21, 2017, Council awarded the Curwood Castle Park Renovation Project to Sumbera Excavating, Inc. in the amount of \$76,305.00. Change order #1 extended the completion date with no change to the original contract amount. Since then, the project has been completed and unit quantities finalized resulting in an overall increase of \$1,207.75. The total contract amount to complete the work is \$77,512.75.

FISCAL IMPACTS:

An increase of \$1,207.75, which is above the grant amount, is the responsibility of the city.

ATTACHMENTS:

Resolution; Curwood Castle Park Renovation Project, Change Order No. 2
Change Order No. 2
Sumbera Invoice

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

RESOLUTION NO.

**AUTHORIZING THE APPROVAL OF CHANGE ORDER NO. 2 FOR
THE 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 for renovation of Curwood Castle Park; and

WHEREAS, the city approved change order #1 on October 16, 2017 authorizing an extension of the contract completion date from October 13, 2017 to October 31, 2017; and

WHEREAS, work on the project has been all but completed and a change order finalizing unit quantities has been issued and requires approval.

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

FIRST: The City of Owosso has determined that it is advisable, necessary and in the public interest to amend the contract with Sumbera Excavating, Inc. to include Change Order No. 2 finalizing unit quantities.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Change Order No. 2, between the City of Owosso and Sumbera Excavating, Inc., increasing the original contract amount by \$1,207.75 for a total contract amount of \$77,512.75.

EXHIBIT A
CITY OF OWOSSO
CONTRACT CHANGE ORDER NO. 2

TO: Sumbera Excavating, Inc.

Date: 1/29/2018

CONTRACT: Curwood Castle Park Renovation Project

PROJECT NO.: _____

You are hereby requested to comply with the following changes from the contract plans and specifications:

1 Item No.	2 Description of Changes - Quantities, Units, Unit Prices, Change in Completion Schedule, Etc.	3 Decrease Contract Price	4 Increase Contract Price
1	(No change) Mobilization Max \$4050.00		
2	(+5 FT) Curb and Gutter, Rem		\$ 65.00
3	(+2 Syd) Pavt, Rem @ \$9.00/SYD		\$ 18.00
4	(No Change) Sidewalk, Rem		
5	(+60 CYD) Excavation, Earth @ \$11.50/SYD		\$ 435.00
6	(-10 CYD) Subgrade Undercutting, Type II @ \$15.00/CYD	\$ (150.00)	
7	(No change) Erosion Control, Inlet Protection, Fabric Drop		
8	(No change) Aggregate Base, 6 inch, Modified @ \$8.50		
9	(No change) Subbase, CIP, 12 inch @ \$5.00		
10	(No change) Geotextile, Separator @ \$1.85		
11	(No change) Sewer, SDR-26, 12 inch Tr Det, B, Modified @ \$46.00/FT		
12	(No change) Cap, 12 inch		
13	(No change) Dr Structure, Tap, 12 inch		
14	(No change) Dr Structure, Cover EJ 7000		
15	(No change) Dr Structure, 48 inch dia, Modified		
16	(+3.35 Ton) HMA, 13A @ \$110/Ton		\$ 368.50
17	(-3.00 FT) Curb and Gutter, Conc, Det F4 @ \$18.75/FT	\$ (56.25)	
18	(-350 SFT) Sidewalk, Conc, 4 inch, Modified @ \$3.37/SFT	\$ (1,312.50)	
19	(-32 SFT) Sidewalk Ramp, Cong, 4 inch, Modified @ \$5.00/SFT	\$ (160.00)	
20	(No change) Detectable Warning Surface		
21	(No change) Remove and reinstall commemorative brick pavers		
22	(No change) Barricade, Type III, High Intensity, Double-sided, Furn & Oper		
23	(No change) Pedestrian Type II Barricade, Temp		
24	(No change) Plastic Drum High Intensity, Furn & Oper		
25	(+70 SFT) Sign, Type B, Temp, Prismatic, Furn & Oper @ \$5.00/SFT		\$ 350.00
26	(No change) Pavement markings		
27	(+100 SYD) Turf establishment @ \$16.50/SYD		\$ 1,650.00
	Change in contract price due to this Change Order		
	Total Decrease	\$ (1,678.75)	XXXXXXXXXX
	Total Increase	XXXXXXXXXX	\$ 2,886.50
	Difference between Co. 3 & 4		\$ 1,207.75
	Net INCREASE contract price		\$ 1,207.75

Original Contract Price:	\$ 76,305.00
Total Net Addition or Deduction by previous C.O. No.:	\$ -
Total Amount of Contract Prior to this Change Order:	\$ 76,305.00
Net Addition or Deduction this Change Order No.:	\$ 1,207.75
Net Amount of Contract to date:	\$ 77,512.75

This time provided for completion in contract is (unchanged) (~~increased~~) (~~decreased~~) by 0 calendar days. This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

Recommended by: Susan Montenegro **Approved by:** _____

Accepted by: _____

Sumbera Excavating, Inc.

6490 McBride Road

Owosso MI 48867

CHANGE ORDER

DATE	Extra #
1/26/2018	2621

BILL TO
CITY OF OWOSSO ATTN: SUE MONTENEGRO 301 MAIN STREET OWOSSO MI 48867

DESCRIPTION	AMOUNT
PROJECT: CURWOOD CASTLE PARK RENOVATION	
CHANGE FROM ORIGINAL CONTRACT - (INCREASE) PER SUSAN MONTENEGRO & JOE SUMBERA.	1,207.75

Acknowledgement of extra work:

Signature:_____

Date:_____



MEMORANDUM

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

DATE: January 30, 2018

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services & Utilities

SUBJECT: Change Order No. 2 – 2017 Street Resurfacing Project

RECOMMENDATION

Approval of Change Order No. 2 to the contract with Fleis & Vandenbrink Engineering, Inc. for additional engineering services for the 2017 Street Resurfacing Project in the amount of \$64,899.00.

BACKGROUND

On March 6, 2017, City Council awarded a contract to Fleis & Vandenbrink Engineering, Inc. in the amount of \$120,500.00 for professional engineering services for the 2017 Street Resurfacing Project. Change Order No. 1 was approved July 17, 2017 by City Council for additional engineering design services in the amount of \$10,902.50. Now that the 2017 construction work is complete, Fleis & Vandenbrink Engineering, Inc. has submitted the attached Change Order No. 2 request for additional inspection and construction administration services, as necessary to complete its responsibilities for the upcoming 2018 construction season. Fleis & Vandenbrink had initially budgeted 15 weeks to complete work in 2017 versus the 22 weeks of effort as indicated in the attached Change Order No. 2 justification. Fleis & Vandenbrink Engineering, Inc. offers to perform said additional services for compensation in the amount of \$64,899.00 based upon consultant's estimated staff time and rate schedule. The amended contract amount after approval of Change Order No. 2 will be \$196,301.50.

FISCAL IMPACTS

Funds for this change order are available in Major Street Construction Account No. 202-451-818.000, water fund, and other funds as appropriated.

Document originated by: Glenn Chinavare, Director of Public Services

Attachments: (1) Resolution for Change Order No.2 to Fleis & Vandenbrink, Inc.
(2) Change Order No. 2 Justification from Fleis & Vandenbrink, Inc.
(3) Change Order No. 2

RESOLUTION NO.

**AUTHORIZING CHANGE ORDER NO. 2 TO ADDENDUM NO. 3 TO
THE 2017 STREET PROGRAM ENGINEERING SERVICES CONTRACT
WITH FLEIS & VANDENBRINK ENGINEERING, INC. FOR
ADDITIONAL ENGINEERING SERVICES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with Fleis & Vandenbrink Engineering Inc. on March 6, 2017 for Engineering Services for the 2017 Street Resurfacing Project; and

WHEREAS the city requests additional services of the consultant to provide additional inspection and construction administration services beyond the original contractual scope of services and schedule; and

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to amend the contract with Fleis & Vandenbrink Engineering Inc. for a cost to the City of Owosso of \$64,899.00.
- SECOND: The mayor and city clerk are requested and authorized to sign the document substantially in the form attached, Change Order No. 2 to Addendum No. 3 to the Contract between the City of Owosso, Michigan and Fleis & Vandenbrink, Inc.
- THIRD: The Accounts Payable department is authorized to make payment up to the amended amount of \$196,301.50 to Fleis & Vandenbrink Engineering, Inc. upon successful completion of stated work.
- FOURTH: The contract completion date for substantial completion by the Consultant is hereby extended to July 31, 2018.
- FIFTH: The above expenses shall be paid from the Major Street Construction Account No. 202-451-818.000, water fund, and other funds as appropriated.

CHANGE ORDER

No. 2

CONTRACTOR: FLEIS & VANDENBRINK ENGINEERING, INC.

CONTRACT NAME: 2017 STREET RESURFACING CONTRACT

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

Description: **PROVIDE ADDITIONAL INSPECTION AND CONSTRUCTION ADMINISTRATION SERVICES AS DESCRIBED IN CONSULTANT'S REQUEST FOR CHANGE ORDER NO. 2.**

Attachments: **FLEIS & VANDENBRINK'S 'CHANGE ORDER NO. 2 REQUEST', DATED JANUARY 2, 2018.**

CHANGE IN CONTRACT PRICE
Original Contract Price \$ 120,500.00
Increase (Decrease) from previously approved Change Orders No. <u>1</u> to _____: \$ 10,902.50
Contract Price prior to this Change Order: \$ 131,402.50
Increase (Decrease) of this Change Order: \$ 64,899.00
Contract Price incorporating this Change Order: \$ 196,301.50

CHANGE IN CONTRACT TIMES
Original Contract Times: Substantial Completion: SEP 1, 2017
Ready for Final Payment: _____
Increase (Decrease) from previously approved Change Orders No. <u>N/A</u> 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: JULY 31, 2018
Ready for Final Payment: DEC 31, 2018
Contract Times with all approved Change Orders: Substantial Completion: JULY 31, 2018
Ready for Final Payment: DEC 31, 2018

RECOMMENDED:

By: _____

ENGINEER (Authorized Signature)

Title: R. CHESNEY

Date: _____

APPROVED:

By: _____

OWNER (Authorized Signature)

Title: _____

Date: _____

ACCEPTED:

By: GERIE L. ROSS

CONTRACTOR (Authorized Signature)

Title: PROJECT MANAGER

Date: 1/19/18



January 2, 2018

Mr. Randy Chesney, P.E.
City of Owosso
City Hall, 301 West Main Street
Owosso, MI 48867

RE: 2017 Street Improvement Project, PO No. 000042183
Change Order No. 2 Request – Additional Construction Administration Services

Dear Randy,

We are hereby submitting a change order request for your review and consideration of the additional construction administration services requested by the City of Owosso related to the 2017 Street Improvement Project. This request is primarily a result of the additional on-site Resident Project Representative (RPR) services required for this project.

Project History

Our proposal dated February 24, 2017 planned on completion of all streets during the 2017 construction season. Due to a later than planned bidding and award cycle and increased project scope, it was decided prior to bidding to split the project into two separate construction seasons. The original construction schedule as stated in our proposal was 16 weeks. When this project was split into two seasons, the City allotted 11 weeks in 2017 for construction of Part 1, 2, and 3 and another 11 weeks in 2018 for the completion of Part 4, for a total of 22 weeks of construction. It is our understanding that additional construction time was added to account for the extensive water main replacement along W. Stewart Street and S. Chipman Street. All water main was replaced, including the cross-street runs to the adjoining side streets. All water services from the house lead to the service main were also replaced. Our proposal included 15 weeks of RPR at an average of 50 hours per week. One less week than the construction schedule was used to account for non-work rain days and holidays. With a total of 22 weeks allowed for construction (11 each season) and 15 weeks budgeted for RPR, it was determined that a change order would be necessary prior to the 2018 construction season for the additional seven (7) weeks of RPR services.

2017 Construction

In 2017 all of Part 1, 2, and 3 was completed except for the final HMA wearing course on W. Stewart Street. The on-set of winter and cold temperatures forced the delay of the final lift of HMA until the spring of 2018. The completion of the 2017 improvements took longer than anticipated. Malley commenced construction on August 21, 2017 and continued construction through November 30, 2017. This accounted for 15 weeks of construction. In December, Malley worked approximately 6 more days for a total of approximately 16 weeks of construction. There were a number of factors that impacted the construction time, including:

- Rocky ground conditions were encountered along the water main route. Time was lost due to broken pipes and drill heads, extra exploratory excavation, and bores needing to be terminated early
- Malley performing meter pit installations (originally planned to be completed by City)
- Additional storm sewer replacement work directed during construction
- Placement of gravel shoulders and sanitary cover adjustments along S. Chestnut Street

9475 Holly Road, Suite 201
Grand Blanc, MI 48439
P: 810.743.9120
F: 810.743.1797
www.fveng.com

The water main installation delays put Malley behind schedule and the ability to complete the project prior to winter became a concern. Near the end of the water main installation, Malley was able to provide multiple crews to work simultaneously in different areas and stages of the project. Malley also being working longer days and weekends in an effort to conclude construction prior to the end of the 2017 construction season.

Our Resident Project Representative, Mr. Kirk Hunter, invested more time than the budgeted 50 hours per week over the course of the 16-week construction period. This was due to the multiple crews that Malley was running, long work days, and weekend work by the Contractor. Another factor that had a significant impact on F&V's, Malley's, and the City's commitment to this project was the unexpected passing of Mr. Dennis Smith of Malley Construction. Mr. Smith was the project manager and superintendent and brought a wealth of knowledge and experience to Malley Construction. Upon his death, it was evident to both F&V and the City of Owosso that Malley's operations would be impacted. Mr. Hunter spent additional time assisting with coordination, scheduling, and other construction activities to bring Malley's new project manager up to speed with the scope and requirements of this project. Mr. Hunter is one of our most experienced construction technicians, and we were pleased that he was assigned to this project and able to contribute as he did.

2018 Construction

Per the progress schedule, the construction of Part 4 (S. Chipman Street water main and road rehabilitation) is scheduled to commence on April 16, 2018 and conclude by June 29, 2018. We are hoping that the allotted 11-weeks will be adequate time to complete this project, but it also may be dependent on the time needed for water main construction.

As shown on the Job-to-Date Summary on the attached worksheet, we have well exceeded the RPR budget for the water main component and have used approximately 67% of the projected RPR road/storm sewer budget for this project. The water main component had substantially more involvement than planned. In order to meet the project schedule, we had anticipated that the contractor would work on the N. Chipman Street and/or S. Chestnut Street road and storm sewer simultaneously with the W. Stewart Street water main in order to meet the project schedule. The work did not end up proceeding in this manner, and the contractor completed most of the W. Stewart Street water main before commencing with the other areas. Once more crews became available, work progressed on all streets.

On September 20, 2017, the attached email was sent informing the City that the water main construction administration was going to run significantly over budget, and that the road and storm sewer budget would likely be good up to the 15 weeks of budgeted services. On October 20, 2017 another email was sent (copy also attached) regarding the water main budget now being exceeded, and how a change order request would be necessary. It was decided to hold off on the change order until the completion of the 2017 work so everyone knew where we stood going into 2018.

Request for Change Order Summary

Our Request for Change Order No. 2 breakdown is detailed on the attached worksheet. Our request includes the additional water main RPR services that were completed in 2017, as well as the projected services to be completed in the 2018 construction season. It appears that the office administration/staking budgets are in decent shape heading into the 2018 season, and the only adjustment needed there is a few additional hours per week for administrative tasks (since the 15-week budgeted construction period has already been exceeded). For the 2018 services, we have preliminarily budgeted 6-weeks for water main installation and 5-weeks for road/storm sewer. We will track these by category as we did in 2017 for City accounting.

Please see the attached worksheet detailing our Job-to-Date expenses and projection of professional services for the 2018 construction season.

Summary:

CHANGE IN CONTRACT PRICE:
Original Contract Price: <u>\$120,500.00</u>
Net Increase (Decrease) from previous Change Orders No. <u>1</u> to _____: <u>\$10,902.50</u>
Contract Price prior to this Change Order: <u>\$131,402.50</u>
Net increase (decrease) of this Change Order: <u>\$64,899.00</u>
Contract Price incorporating this Change Order: <u>\$196,301.50</u>

Please contact me if you have any questions or need any additional information at this time.

Sincerely,

FLEIS & VANDENBRINK



Geric L. Rose, P.E., P.S.
Project Manager

City of Owosso
 2017 Street Program
 Engineering Design and Construction Services
 PO Number: 000042183

12/31/2017

Request for Change Order No. 2

Start of Construction: 8/21/17
 Seasonal End of Construction: 11/30/17 (End of Full Time work)
 Total number of weeks: 15
 Additional December 2017 weeks: 1
 Total number of weeks: 16 ±

Progress Schedule:

Part 1, 2, and 3: 8/14/2017 to 10/27/2017 = 11 Weeks
 Part 4: 4/16/2018 to 6/29/2018 = 11 Weeks

Job-To-Date Summary:

<u>Item</u>	<u>Budget (1)</u>	<u>JTD Expenses (2)</u>	<u>Budget Remaining (2)</u>
Construction Administration - Water Main	\$ 20,800	\$ 47,090	\$ (26,290)
Resident Project Representative	\$ 9,000	\$ 40,691	\$ (31,691)
Administration/Staking	\$ 11,800	\$ 6,399	\$ 5,401
Construction Administration - Road/Storm Sewer	\$ 69,300	\$ 41,349	\$ 27,951
Resident Project Representative	\$ 50,000	\$ 33,378	\$ 16,622
Administration/Staking	\$ 19,300	\$ 7,971	\$ 11,329

(1) Per Proposal, based on 15 weeks of Construction at 50 hours per week
 (2) As of December 31, 2017

Request for Change Order #2:

2017 (Part 1, 2, and 3) Construction Services:

Construction Administration - Water Main:

Additional 2017 Resident Project Representative Services:

\$31,691

(see JTD Summary)

2018 (Part 4) Construction Services:

<u>Item:</u>	<u>Weeks:</u>	<u>Hours / Week</u>	<u>Rate</u>	<u>Total:</u>
Construction Administration - Water Main:				\$27,180.00
RPR ST:	6	40	\$68	\$16,320.00
RPR OT:	6	10	\$102	\$6,120.00
RPR Expenses:	6		\$400	\$2,400.00
Administration:	6	3	\$130	\$2,340.00
Construction Administration - Road/Storm Sewer:				\$6,028.00
RPR ST:	5	40	\$68	\$13,600.00
RPR OT:	5	10	\$102	\$5,100.00
RPR Expenses:	5		\$400	\$2,000.00
Administration:	5	3	\$130	\$1,950.00
Adjustment for RPR Budget Remaining (see JTD Summary):				-\$16,622.00

Total Request for Change Order #2:

\$64,899.00

Notes:

- 1) Rates according to Additional Services Fee Schedule presented in proposal
- 2) F&V will hold 2017 rate schedule for 2018 services



MEMORANDUM

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

DATE: February 1, 2018

TO: City Council

FROM: Glenn M. Chinavare, Director of Public Services & Utilities

SUBJECT: Repair of Tertiary Pump T-1-W - Wastewater Treatment Facility

RECOMMENDATION:

Approval of Change Order No.1 to Kennedy Industries overhaul and repair of Tertiary Pump T-1-W for use at the Wastewater Treatment Facility.

BACKGROUND:

Council approved the overhaul and repair of Tertiary Pump T-1 in the amount of \$16,895.00 on December 4, 2017. During December of 2017, Kennedy Industries had repaired the pump and commenced installation that same month. During the installation process, the pump became clogged and damaged from undetected debris submerged in the wet-well when placed into service. Kennedy Industries pulled the pump as directed by the Public Service Director, and returned the pump to Kennedy Industries for damage assessment. Kennedy Industries provided a quote for additional services as attached.

The wet-well is scheduled for cleaning the week of February 5, 2018 to ensure no other debris can damage the pump after reinstallation and start-up.

Pump T-1-W is a large vertical pump with a 150 HP motor, powering a pump capable of pushing 3,600 gallons per minute. This pump when completed will be as good as new and therefore less expensive than replacing with a new pump.

FISCAL IMPACTS:

Change Order No.1 in the amount of \$6,513.50, plus original repair and installation services of \$16,895.00, plus contingency of \$1,000.00, for a total of \$24,408.50, will be funded from the Sewer Replacement Fund 599-901-977.000.

Document originated by:

Glenn M. Chinavare, Director of Public Services & Utilities

Attachments: (1) Resolution - Change Order
(2) Kennedy Industries Quote
(3) Original P.O.

RESOLUTION NO.

**AUTHORIZING CHANGE ORDER NO.1 TO PURCHASE AGREEMENT BETWEEN THE CITY OF
OWOSSO AND KENNEDY INDUSTRIES OF WIXOM, MICHIGAN
FOR REPAIR AND INSTALLATION SERVICES OF
TERTIARY PUMP FOR USE AT THE WASTEWATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Wastewater Plant Replacement Fund for the replacement of a tertiary pump for moving wastewater through the Wastewater Treatment Facility for processing, and

WHEREAS, the existing T-1-W Pump is inoperable due to damage that occurred after initial repair and installation, and is determined to require immediate additional repair. Kennedy Industries has provided pricing for subsequent repair of the pump at a cost of \$6,513.50.

WHEREAS, the City Director of Public Services and Utilities has reviewed the necessity for additional repairs, and has verified the replacement parts and labor needed to restore the T-1-W pump to full capacity, and recommends authorizing Kennedy Industries to provide the required additional repairs and installation services in an amount not to exceed \$6,513.50, plus initial repair and overhauls services of 16,895.00, plus contingency in the amount of \$1,000.00 for a total of \$24,408.50.

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 Kennedy Industries of Wixom, Michigan for the procurement of repair and installation services for pump T-1-W for use at the Wastewater Treatment Plant.
- SECOND: The mayor and/or city clerk are instructed and authorized to sign Change Order No.1 to the Kennedy Industries purchase services agreement in the amount of \$6,513.50.
- THIRD: The accounts payable department is authorized to submit payment to Kennedy Industries in an amount not to exceed \$24,408.50, upon delivery, installation, and successful start-up of the tertiary pump.
- FOURTH: The above expenses shall be paid from account no. 599-901-977.000.



QUOTATION		
DATE	NUMBER	PAGE
1/2/2018	0010494	1 of 2

B CITY OF OWOSSO
I 301 WEST MAIN STREET
L OWOSSO, MI 48867
T
O

Accepted By: _____

Company: _____

Date: _____

PO#: _____

ATTENTION:
TIM GUYSKY 989-277-1453 timothy.guysky@ci.owosso.mi.us

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE
	CITY OF OWOSSO, WWTP, FLOWAY,PUMP,18MKH, SEWAGE	NJH/SLS	FIELD SERVICE

QTY	DESCRIPTION
-----	-------------

THE FOLLOWING QUOTE IS FOR THE COST OF LABOR AND MATERIALS TO REPAIR THE ABOVE REFERENCED PUMP.

NEW PARTS REQUIRED:

(1) IMPELLER RING

LABOR REQUIRED:

DISASSEMBLE COMPLETE BOWL ASSEMBLY.

SANDBLAST COMPONENTS AND PREP FOR INSPECTION.

DIMENSIONALLY MEASURE ALL OPERATING CLEARANCES AND RECORD ON INSPECTION REPORT.

MACHINE BOWL RING TO ESTABLISH CONCENTRICITY.

INSTALL NEW IMPELLER RING THEN MECHANICALLY LOCK IN PLACE.

MACHINE IMPELLER RINGS FOR PROPER OPERATING CLEARANCE.

ASSEMBLE ALL ROTATING PARTS ON SHAFT AND PLACE IN BALANCING MACHINE.

VERIFY T.I.R.'S THEN DYNAMICALLY BALANCE ROTOR TO 4W/N.

MEASURE AND RECORD ALL FINAL OPERATING CLEARANCES.

FINAL ASSEMBLE BOWL ASSEMBLY.

CHECK TO ENSURE PROPER LIFT AND FREE ROTATION.

PAINT THEN PRESERVE PUMP FOR DELIVERY.

TOTAL REPAIR COST: \$ 1,175.00

DELIVERY: 2 WEEKS (AFTER RECEIPT OF ORDER)

THE FOLLOWING QUOTE IS FOR FIELD SERVICE REQUIRED ON YOUR ABOVE REFERENCED PUMP STATION:

QUOTATION		
DATE	NUMBER	PAGE
1/2/2018	0010494	2 of 2

QTY	DESCRIPTION
-----	-------------

FIELD SERVICE LABOR REQUIRED:

KENNEDY INDUSTRIES PROVIDED (2) FIELD SERVICE TECHNICIAN(S) ONSITE TO REMOVE YOUR PUMP AND TRANSPORT IT BACK TO OUR WIXOM REPAIR FACILITY.

KENNEDY INDUSTRIES WILL PROVIDE (2) FIELD SERVICE TECHNICIAN(S) ONSITE TO DELIVER AND INSTALL REPAIRED BOWL ASSEMBLY, START UP PUMP AND VERIFY PROPER OPERATION.

TOTAL REMOVAL COST: \$2,138.50

ESTIMATED INSTALL COST: \$3,200.00

ESTIMATED FIELD SERVICE COST: \$5,338.50

THE ABOVE SERVICE IS QUOTED BASED ON AN ESTIMATED (1) DAY, (8) HOURS PER DAY PLUS TRAVEL. IF TIME SPENT ON THE JOB DIFFERS FROM THIS ESTIMATE, YOU WILL BE BILLED ACCORDINGLY BASED ON THE BELOW RATES:

MONDAY THRU FRIDAY: 7:00AM-3:00PM: \$115.00/HR

MONDAY THRU FRIDAY: 3:00PM-7:00AM: \$172.50/HR

SATURDAYS (ALL HOURS): \$172.50/HR

SUNDAYS AND HOLIDAYS (ALL HOURS): \$230.00/HR

EMERGENCIES 8:00PM-6:00AM-ALL DAYS \$230.00/HR

DRIVE TIME: PER ABOVE RATES

MILEAGE: \$1.00/MILE

MEALS: \$50.00/DAY (WHEN OVERNIGHT STAY IS REQUIRED)

LODGING: COST + 15% (WHEN OVERNIGHT STAY IS REQUIRED)

TOTAL REPAIR COST: \$ 1,175.00

ESTIMATED FIELD SERVICE COST: \$5,338.50

ESTIMATED TOTAL COST: \$ 6,513.50

DELIVERY: 2 WEEKS (AFTER RECEIPT OF ORDER)

WE WILL NOT PROCEED WITH THIS REPAIR UNTIL GIVEN AUTHORIZATION. PLEASE PROVIDE WRITTEN OR VERBAL AUTHORIZATION SO THAT WE MAY RESPOND TO YOUR REQUIREMENTS. IF YOU HAVE ANY QUESTIONS, COMMENTS, OR ARE IN NEED OF ANY ADDITIONAL INFORMATION PLEASE FEEL FREE TO CONTACT ME AT (248) 684-1200.

SINCERELY,

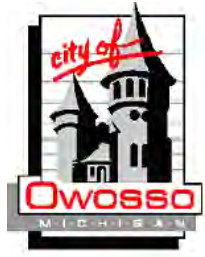
MIKE HORN
MHORN@KENNEDYIND.COM
REPAIR CENTER MANAGER

JN/SLS

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions and Customer Warranty available at www.kennedyind.com which will be provided by email upon written request. Kennedy reserves the right to changes the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE
NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL

TOTAL: \$6,513.50



City of Owosso

301 W. Main Street
Owosso, MI 48867
(989) 725-0572
www.ci.owosso.mi.us

Purchase Order

PO Number: 000042399

Issued Date: 12/07/2017
Expiration Date: 03/01/2018
Department: 901
Ordered By: GMChinavare
Requisition #: 62329
Council Approved Date: 12/04/2017

Vendor Info:

26456
KENNEDY INDUSTRIES, INC.
4825 HOLTZ DR
WIXOM, MI 48393

Shipping Info:

WASTEWATER TREATMENT PLANT

1410 CHIPPEWA TRAIL
OWOSSO, MI 48867
Phone: 989-725-0562

Description: TERTIARY PUMP T-1-W REPAIR & INSTALLATION SERVICES PER QUOTE#84300 DATED 11/17/17.

Quantity	Unit of Measure	Items Description/Item Info	Unit Price	Extended Price
1.000		REPAIR COST	\$13,795.000	\$13,795.00
		599-901-977.000	\$13,795.00	
1.000		INSTALL COST	\$3,100.000	\$3,100.00
		599-901-977.000	\$3,100.00	
Total:				\$16,895.00

TERMS AND CONDITIONS:

1. Documentation - Show our order number on all invoices, labels and shipping papers.
2. Invoice Address - Mail to City Hall, Attention: Accounts Payable
3. Sales and Use Tax - All sales are exempt
4. Purchase Order is VOID without proper insurance documentation on file with the City of Owosso for labor contracts.

For the City of Owosso

By: Donald D. Crawford



MEMORANDUM

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

DATE: February 1, 2018
TO: City Council
FROM: Glenn M. Chinavare, Director of Public Services & Utilities
SUBJECT: ProLime Contract Services Amendment No.1

RECOMMENDATION:

Approval of Amendment No.1 in the amount of \$99,000.00, to the 2015/2018 Prolime Residuals Services Agreement.

BACKGROUND:

The current contract with ProLime Corporation by resolution No. 78-2015 is for the period September 1, 2015 thru June 31, 2018, is for removal of spent lime residuals from Lagoons 1 and 4. Estimated cubic yards to be removed at that time was 14,070 at a price per cubic yard removed of \$14.00, for a total contract price of \$197,000.00.

Recent calculations indicate another 7,072 cubic yards of spent lime is required to be removed to complete Lagoon No.4, at a cost of \$99,000. Surveys of lagoon contours are now being performed after dredging is completed, which will ensure cubic yard estimates are accurate for future budgeting and service agreements.

The following breakdown shows the remaining funds required to complete this project:

Current contract price by resolution.....\$197,000.00
Funds expended to date.....\$171,150.00
Contract funds remaining for expense..... \$25,830.00

Current contract amount.....\$197,000.00
Estimated additional costs to remove residuals from lagoon No. 4..... \$99,000.00

The proposed amended contract amount..... \$296,000.00

FISCAL IMPACTS:

Impact to the Water Fund in the amount of \$296,000.00 chargeable to account 591-553-834.000.

Document originated by:

Glenn M. Chinavare, Utility Director

Attachment: (1) Contract Resolution

(2) Resolution as Amendment No.1 to ProLime Contract

RESOLUTION NO.

**RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO THE CONTRACT
BETWEEN THE CITY OF OWOSSO AND PROLIME CORPORATION
FOR THE REMOVAL OF SPENT LIME RESIDUAL MATERIAL AT THE WATER FILTRATION PLANT**

WHEREAS, the city has determined it necessary to remove lime residual material at its water treatment plant lagoons to gain lagoon capacity; and

WHEREAS, the city awarded a contract to Prolime Corporation on September 8, 2015 for removal of said residuals over the course of a three-year period; and

WHEREAS, recent calculations indicate there are an additional 7,072 cubic yards of residuals that require removal; and

WHEREAS, additional funds in the amount of \$99,000.00 are required to continue removal of spent lime material for the remainder of the contract period of FY2015/2018, and the Director of Public Services & Utilities proposes Change Order No.1 to the current Prolime Corporation services agreement.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Prolime Corporation to remove an additional 7,072 cubic yards of lime residuals for a total of 21,142 cubic yards of lime residuals at the water treatment plant at a cost of \$14.00 per yard.
- SECOND: The mayor and/or city clerk are instructed and authorized to sign Change Order No.1 to the Prolime Corporation services agreement, in the amount of \$99,000.00, for a total of \$296,000.00 for period of September 1, 2015 through June 30, 2018.
- THIRD: The accounts payable department is authorized to pay Prolime Corporation according to the revised services agreement amount of \$296,000.00 for work satisfactorily completed.
- FOURTH: The above expenses shall be paid from the Water Fund account 591-553-834.000.

**CITY OF OWOSSO
CONTRACT CHANGE ORDER NO. 1
FILTRATION PLANT LIME RESIDUALS REMOVAL CONTRACT**

TO: PROLIME CORPORATION

Date: 2/1/2018

CONTRACT: Filtration Plant Lime Residuals Removal Contract,
FYS 2015-2018

PROJECT NO.: _____

You are hereby requested to comply with the following changes from the contract plans and specifications:

1 Item No.	2 Description of Changes - Quantities, Units, Unit Prices, Change in Completion Schedule, Etc.	3 Decrease Contract Price	4 Increase Contract Price
1	ADDITIONAL WORK Residual Lime Removal - 7,072 cubic yards @ \$14.00/cyd		\$ 99,000.00
	Change in contract price due to this Change Order		
	Total Decrease	\$ -	XXXXXXXXXXXXXX
	Total Increase	XXXXXXXXXXXXXX	\$ 99,000.00
	Difference between columns 3 & 4		\$ 99,000.00
	Net INCREASE contract price		\$ 99,000.00

Original Contract Price:	\$ 197,000.00
Total Net Addition or Deduction by previous C.O. No.:	\$ -
Total Amount of Contract Prior to this Change Order:	\$ 197,000.00
Net Addition or Deduction this Change Order No.:	\$ 99,000.00
Net Amount of Contract to date:	\$ 296,000.00

The time provided for completion in contract is (unchanged) (increased) (decreased) by _____ calendar days.
This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

For the Contractor:

For the City:

By: _____
Its: _____

By: _____
Christopher T. Eveleth, Mayor

By: _____
Amy K. Kirkland, City Clerk



MEMORANDUM

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

DATE: January 29, 2018
TO: City Council
FROM: Glenn M. Chinavare, Utility Director
SUBJECT: Cross Connection Control Program Inspection Services

RECOMMENDATION:

Authorization and approval to extend the professional inspection services agreement between the city of Owosso and H2O Compliance Services, Inc. of Owosso, Michigan, as Addendum No.3.

BACKGROUND:

A Cross Connection Control Program is required by the Michigan Department of Environmental Quality (MDEQ), to ensure commercial and industrial entities do not contaminate drinking water from other process piping connections.

H2O Compliance has submitted a proposal as attached for a renewed three (3) year services agreement period, with no increase in existing inspection services as previously provided. However, the Director of Public Services requested additional inspection services to assist Water Billing and Water Distribution field crews in the identification and documentation of water meter bypass piping, metered irrigation systems, and fire suppression piping. These additional inspection services represent the sole increase as proposed for the renewed services agreement.

The proposed services agreement will be for a period from February 5, 2018 through January 31, 2021.

FISCAL IMPACTS:

These services are chargeable to the Water Fund Account 591-552-818.000 in the amount not to exceed \$26,325.00.

Document originated by:

Glenn M. Chinavare, Director of Public Services & Utilities

Attachments: (1) H2O Proposal
(2) Addendum No.2
(3) Resolution for Addendum No.3

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF ADDENDUM NO. 3 TO
THE AGREEMENT BETWEEN THE CITY OF OWOSSO AND H₂O COMPLIANCE SERVICES, INC. OF
OWOSSO, MICHIGAN FOR CROSS CONNECTION INSPECTION SERVICES**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with H₂O Compliance Services, Inc. for the provision of inspection and management services for the City's Cross Connection Control Program by the adoption of Resolution No. 103-2013 on September 16, 2013; and

WHEREAS, the contract was extended thirty-six months with the adoption of Resolution No. 11-2015 on February 2, 2015; and

WHEREAS, the city and Director of Public Services & Utilities desires to extend the Cross Connection Program Services Agreement once again and to include additional inspection services for Water Billing and Water Distribution Asset Management.

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

- FIRST: The city of Owosso Public Services Director has heretofore determined that it is advisable, necessary and in the public interest to extend the Cross Connection Control Program inspection services agreement with H₂O Compliance Services, Inc. for the period from February 5, 2018 through January 31, 2021.
- SECOND: The mayor and/or city clerk are instructed and authorized to sign Addendum No.3 to the H₂O Compliance Services Agreement, in the amount of \$26,325.00.
- THIRD: The accounts payable department is authorized to submit payment to H₂O Compliance Services, Inc. for Cross Connection Control Program inspection services in an amount not to exceed \$26,325.00.
- FOURTH: The above expenses shall be paid from Water Fund account 591-552-818.000.

**ADDENDUM NO. 3 TO AN AGREEMENT
FOR
PROFESSIONAL INSPECTION SERVICES WITH
H₂O COMPLIANCE SERVICES, INC.**

This addendum is attached and made part of the agreement for professional inspection services dated September 16, 2013 between the city of Owosso, Michigan (Owner) and H₂O Compliance Services, Inc. (Inspector) providing for professional services.

ADDENDUM NO. 3

CROSS CONNECTION CONTROL PROGRAM INSPECTION AND MANAGEMENT SERVICES

PROJECT SCOPE OF WORK

This addendum supersedes Addendum No. 2. The program scope of work is detailed in the attached Cross Connection Control Program Proposal from Inspector dated January 22, 2018.

SCHEDULE

The schedule for the program services under Addendum No. 3 is to begin February 5, 2018 and be completed by January 31, 2021.

COMPENSATION

The cost proposal of the Inspector for work under this addendum shall be \$731.25 per month for a total amount of \$26,325.00 unless terminated at an earlier date pursuant to Section 3.1.1 of the Agreement for Professional Inspection Services with H₂O Compliance Services, Inc. dated September 16, 2013. Payment by the Owner shall be on a monthly basis following receipt of invoicing from Inspector.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the date indicated below.

Approved February 5, 2018.

For the Inspector:

H₂O Compliance Services, Inc.

For the Owner:

City of Owosso, Michigan

By: _____

By: _____
Christopher T. Eveleth, Mayor

By: _____

By: _____
Amy K. Kirkland, City Clerk

Executed: _____, 2018

Executed: _____, 2018

Cross Connection Control Program Proposal

Prepared for:

City of Owosso



<p>Prepared by: Parker Brown 1.866.328.7727 pbrown@h2ocsi.com H2O Compliance Services, Inc.</p>

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1. Identification

H2O Compliance Services, Inc.
1450 E. South St.
P.O. Box 338
Owosso, MI 48867

Michael Brown – Owner/CEO
Phone: 989.729.7527
Fax: 989.723.5125
Email: mbrown@h2ocsi.com

Parker Brown – Municipal Division
Phone: 989.729.7527
Fax: 989.723.5125
Email: pbrown@h2ocsi.com

2. Qualifications

2.1. Background

Thank you for the opportunity to present our proposal to you. H2O Compliance Services is proud to have the opportunity to discuss our capabilities with you and how our services will meet your needs.

Founded in 2001 and headquartered in Owosso Michigan, H2O Compliance Services is highly recognized in the water industry for the quality of services and our customer service. Our primary focus is assisting communities with protection of their potable water distribution system through our Cross Connection Control (CCC) Program Management. Our staff has over 50 years combined experience with CCC program development/management and the cross connection industry. We utilize XC2® Software water management program as the engine for managing CCC program data and notifications. Our aim is to provide a complete CCC program management service which enables our clients to concentrate on their mainstream activities.

Our Mission is to provide superior services and responsive, friendly and attentive support to our customers so that they may be most effective in their work to provide clean safe drinking water and related services to the public.

2.2. Related Project Experience and Familiarity with Local Standards and Requirements

H2O Compliance Services works closely with the Michigan Department of Environmental Quality to assure our program management complies with State requirements.

H2O Compliance Services is currently providing complete cross connection control (CCC) program management and services to the municipalities listed below:

City of Greenville – Complete CCC Program Management including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Tom Pollock - Water Superintendent (616) 754-5098

City of East Lansing – Complete CCC Program Management including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Scott House - Director of Public Works (517) 337-9459

City of St. Johns – Complete CCC Program Management including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Justin Smith - Water Systems Supervisor (517) 749-8793

Village of Fowlerville – Complete CCC Program Management including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Kathy Arledge - Village Clerk (517) 223-3771 ext. 14

City of St. Clair Shores – Complete CCC Program Management including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Russ Miller - Superintendent of Public Works (586) 445-5374

2.3. Backflow Prevention Management Software

The provider of the software we use was founded in 1989 and is considered a leading company serving water and wastewater utilities with industry specific applications. Software capabilities include but not limited to:

-) Backflow assembly inventory
 - Assembly information: type, size, manufacturer, model, serial number
 - Record location, GPS points, hazard type and level
 - Test history: last test date and tester, next test date
-) Automatic reminders
 - Inspections due, follow-up notices, tests due, tester certification, failed/pass assembly tests, requirements due
-) Compliance reporting
 - One-click reporting for MDEQ Water Supply Cross Connection Report
 - Summary reports or detail of all activity in a date range
 - Summary reports of on-site inspection reports
 - User-definable reports allow creating whatever reports are necessary
-) Send notices automatically
 - Import City logo/letterhead
 - Test due notices and follow-up notices
 - Pre-printed test report forms
 - Certified tester list
-) Track test results history
 - Complete test results or pass/fail only
 - Next test dates are automatically calculated
 - Maintain unlimited history of test records
-) Cross connection surveys and inspections
 - Record and track surveys and inspections
 - Schedule and record inspection dates and compliance status
 - Non-compliance notices and follow-up notices

2.4. Project Team

Michael Brown – Owner/Master Plumber

Mr. Brown has been in the plumbing industry since 1976 and a business owner since 1981. As the owner of H2O Compliance Services Mr. Brown is responsible for business development and overseeing day to day operations. Mr. Brown works extensively with Ford, Chrysler, GM, Michigan Dairy and numerous municipalities within the State of Michigan. Not only responsible for daily operations Mr. Brown is entrenched in the day to day field services and has gained a thorough understanding of the intimate details of how to work with and develop long term relationships with our customers, backflow testers and your water customers.

Credentials:

- **Licensed Master Plumber since 1982**
- **Licensed Plumbing Contractor**
- **ASSE Certified Tester - 28306**
- **ASSE Certified Tester Proctor**
- **Michigan Plumbing & Mechanical Contractors Association and Michigan Board of Plumbing**
 - o *Cross Connection Control Tester 1992*
- **University of Southern California Foundation for Cross-Connection Control and Hydraulic Research**
 - o *Cross Connection Control Program Specialist 2004*
- **University of Florida – TREEO Center**
 - o *Introduction to Backflow Prevention 2007*
 - o *Cross Connection Control: Survey and Inspection 2007*
 - o *Cross Connection Control: Ordinance and Organization 2007*
 - o *Cross Connection Control Program Manager 2007*
 - o *Backflow Prevention Tester Training and Certification 2007*

Parker Brown – Municipal Division

Mr. Brown has spent the past four years as one of H2O Compliance Services lead inspectors. Mr. Brown is responsible for performing technical and program administration work in support of the Municipal Department. He coordinates and performs on-site inspections at individual water customers to evaluate each water connection for cross connection hazards. He also assists with developing educational and training material and training sessions.

Credentials:

- **ASSE Certified Backflow Tester - 31406**
- **University of Florida – TREEO Center**
 - o *Cross Connection Control: Survey and Inspection 2014*
 - o *Cross Connection Control: Ordinance and Organization 2014*
 - o *Cross Connection Control Program Manager 2014*
- **Michigan State University**
 - o *Bachelor's degree in Education – 2010*

3. Project Approach

3.1. Understanding of the Requested Services

We have designed our proposal to be responsive to what we know of your needs. Based on meetings and conversations with City personnel, our own research and our knowledge of the industry, we have aimed to demonstrate that we can meet your needs as follows:

1. Continue program review and/or update current program procedures.
2. Review/update existing Ordinance.
3. Review/update written CCC plan as required by MDEQ.
4. Conduct up to four hundred (400) initial inspections, compliance reviews and re-inspections at non-residential water customers serviced by the City of Owosso. Inspections will be performed over a three (3) year period, approximately one hundred thirty-five (135) inspections per year. Inspections will be conducted using the isolation/containment approach as supported by the Michigan Department of Environmental Quality (MDEQ).
 -) Completing the required number of inspections is contingent upon receipt of water customer information pertinent to this proposal.
5. Manage all program data using the XC2 software® water management program:
 -) Generate and mail all associated program notices e.g. inspection, non-compliance and backflow assembly testing notices.
6. Provide quarterly status reports to include; Inspections completed, Compliance Status, Inspection Notices Sent, Testing Notices Sent and Number of backflow assemblies tested.
7. Program Status Meeting(s) – Conduct a yearly meeting at the contract anniversary date or as necessary to review program progress.
8. Provide up to six (6) A.S.S.E. #1011 approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility in order to achieve compliance.
9. MDEQ Water Supply Cross Connection report – Generate and meet with you to review the required annual report.
10. Provide water customer service and support, education and awareness information via brochures, phone, fax or email.
11. Provide detailed phone logs for all incoming calls.
12. Assist with coordinating and participate in a Public Information Meeting and Tester Meeting to explain the Cross-Connection Control Program.

3.2 Contractors Summary

Our cross connection control program services, based on years of successful / practical experience, ensures that your program will be managed the way I would personally expect:

-) Our primary focus is to assure we provide the highest level of professional yet personal attentive service to you and your water customers.
-) Consistent interpretation of codes and guidelines.

Section 3.2 continued

-) Familiarity with all codes and regulations will assure a smooth transition, including documentation and data.
-) We have designed our proposal assuming that we would start work immediately.
-) We always look at more than one way to have a water customer achieve compliance keeping cost in mind, but not compromising the integrity of the CCC program.
-) Data is backed-up daily on-site and weekly data back-up is maintained at an off-site location.
-) This contract may be terminated with thirty (30) days' notice in writing by either party.

3.3 Quality Control

The quality control program for our services is headed up by Parker Brown, Municipal Director of H2O Compliance Services. His responsibility is continuously reviewing our operating procedures, in-field inspection review and behind the scene documentation e.g. inspection field forms and subsequent follow-up notifications. In addition the XC2 data management software has several built in checks and balances, to assure that only accurate information is being processed.

4. Scope of Services:

Provide complete cross connection control inspections and data management including:

- 4.1 Complete four hundred (400) inspections (initial inspection and/or re-inspection), at commercial, industrial, institutional facilities and miscellaneous water customers per year within the City of Owosso using the containment and isolation review approach as supported by the State of Michigan Department of Environmental Quality, Water Division. Unless otherwise specified, all inspections will be of the entire potable water system. Inspectors will survey all exposed piping and use the point-of-use inventory method of inspection. New inspections shall include first time inspections of new accounts not previously included in the cross connection program. Re-inspections shall include the annual inspection of high hazard accounts annually, and the periodic (every two to five years) inspection of low hazard accounts. Compliance inspections shall consist of inspections at accounts of corrective actions completed to confirm correction of previously noticed non-compliance conditions.
 -) Completing the required number of inspections is contingent upon receipt of water customer information pertinent to this proposal.
 -) Additional inspections can be completed at the rate of \$65.00 per inspection.
- 4.2 Determine the inspection schedules, obtain city approval of the schedules, and coordinate the schedules.
- 4.3 Coordinate and notify customers of testing requirements and inspections and/

Section 4 continued

or re-inspections in writing

- 4.4 Provide up to six (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place the facility into immediate compliance at the time of inspection.
- 4.5 All testable and non-testable backflow prevention devices, program requirements and relevant code violations will be documented during on-site inspections.
- 4.6 All existing backflow prevention devices, (i.e. testable and non-testable) must be inspected, inventoried and documented. Records shall be maintained of the account/owner's device test results.
- 4.7 Generate all program notifications for users failing initial inspections and/or re-inspections informing them of installation requirements and/or testing requirements.
- 4.8 Perform compliance inspections for each non-compliant location upon notification of completion of compliance requirements. All compliance inspections will be scheduled and completed as required.
- 4.9 Provide full-time phone support for customer questions staffed by a trained individual. The Contractor's phone will be staffed during normal business hours Monday through Friday. An answering service will be provided for after hour calls.
- 4.10 Detailed phone logs are maintained for all incoming calls. Date in and response dates are to be included.
- 4.11 Coordinate, manage and track the testing of all testable backflow prevention devices in accordance with MDEQ requirements. Services to include testing notification, requirements, receipt of executed test report, and maintenance of all testing data. All testing results will be maintained for a period of 7 years.
- 4.12 Submit comprehensive management reports to the City of Owosso. Status reports will include the number of inspections completed, notices sent, tests overdue, inspections overdue, a listing of inspections and re-inspections scheduled for the upcoming period, upcoming notifications, a list of facilities in, or not in, compliance.
- 4.13 Collate and deliver the MDEQ Water Supply Cross Connection Control Report
- 4.14 Provide comprehensive bound annual report that includes a program summary, copy of the annual MDEQ report, a detailed listing of all inspection locations, and individual listing of those facilities in, or not in compliance, inspections completed, sites never inspected, and notifications sent.

Section 4 continued

- 4.15 Provide progress review meetings with the City's designated representative to discuss program status and specific recommendations as requested. The City may revise the Contractor's proposed work plan to concentrate on new and/or higher priority and non-compliant cross connection locations, provided that the total number of annual inspections shall not be changed except by mutual agreement, or contract amendment.
- 4.16 The inspector will check-in/out with the City of Owosso contact person on a daily basis or as requested during the inspection period. The check in will include a list of inspections scheduled for the day. The check-out will include a verbal summary and the number of inspections completed for the day.
- 4.17 Domestic Use Water Meters
Contractor will inspect commercial and industrial account water meters during scheduled Annual Cross Connection Inspections to identify if bypass piping has been installed around the domestic use water meter. Items of note are:
-) Is bypass piping installed that would allow domestic water to flow around the water meter without being recorded.
 -) Does the bypass have isolation valves before and after the water meter.
 -) If isolation valves are present, do any of the valves have a security seal installed.
- 4.18 Fire Suppression Metered Water
Contractor will inspect commercial and industrial accounts during scheduled Annual Cross Connection Inspections to identify and record the following:
-) Does a separate water meter exist for recording water usage for a Fire Suppression System. If yes; 1) is bypass piping installed around the water meter, and 2) are isolation valves installed before and after the water meter.
 -) If applicable, is the separate water meter and associated piping installed after the incoming domestic use water meter or before the domestic use water meter.
 -) If no separate water meter is present, is there fire suppression piping installed. If yes, 1) Is the piping before or after the domestic use water meter.
- 4.19 Irrigation/ Sprinkler System Metered Water
Contractor will inspect commercial and industrial accounts during scheduled Annual Cross Connection Inspections, to identify and record the following:
-) Does a separate water meter exist for recording water usage.
 -) If no separate water meter is present, is there sprinkler system piping installed. If yes, is the piping installed before or after the domestic use water meter.
- 4.20 All expenses related to "time and travel" for completion of job scope is to be included in unit process for inspections.
- 4.21 H2O Compliance Services employees shall not be required to enter into confined spaces.
- 4.22 In the event the City of Owosso requests and the Contractor consents to perform

Section 4 continued

additional services, inspections or other changes in the scope of services involving consulting, management, operation, maintenance, and repair of the utility delivery system or private water service or cross connection device, both shall agree on the terms and compensation prior to performing such extra work.

- 4.23 Provide any required revisions to the existing Cross-Connection Control Plan specific to the City of Owosso as required by the State of Michigan Department of Environmental Quality. The plan revisions must include code adaptation, references, program intent, standard operational procedures, all program notice documentation, reporting procedures (including daily, monthly & annually), backflow prevention devices including detailed installation schematics, piping identification, and preference standards.

The plan must include a detailed re-inspection schedule for all facilities. The frequency for re-inspection of each facility will be influenced by the degree of hazard existing within the facility. The re-inspection frequency of each facility will be based on a 1 to 5 year time period. We will work with designated City of Owosso employees and the MDEQ to get the plan approved. Upon local approval we will submit the written CCC plan to the MDEQ for approval.

5. Program Costs

Conduct up to four hundred (400) initial inspections, compliance reviews and re-inspections at non-residential water customers serviced by the City of Owosso. Inspections will be completed over a three (3) year period, approximately one hundred thirty-five (135) inspections per year.

Yearly Total	\$8,775.00
We will bill in thirty six (36) monthly increments of	\$731.25

Total program cost	\$26,325.00
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H2O Compliance Services affirms that in making such Proposal neither he nor any company that he may represent nor anyone on behalf of him or company directly has entered into any combination or collusion, undertaking or arrangement with any bidder or bidders to maintain the prices of said work, or any compact to prevent any other bidder or bidders from bidding on said contract or work, and further affirms that such proposal is made without regards or reference to any other bidder or proposal and without any agreement or understanding or combination either directly or indirectly with any other person or persons with reference to such bidding in any way or manner whatsoever.

H2O Compliance Services

1450 E. South St.
P.O. Box 338
Owosso, MI 48867

Phn: 989.729.7527
Fax: 989.723.5125

By: _____
Parker S. Brown, Municipal Division Date _____

6. Authority to Execute

The parties agree that the signatures below have the authority and are duly authorized to execute this agreement on behalf of the party to the agreement

Accepted By

City of Owosso

Date

**ADDENDUM 2 TO AN AGREEMENT
FOR
PROFESSIONAL INSPECTION SERVICES WITH
H₂O COMPLIANCE SERVICES, INC.**

This addendum is attached and made part of the agreement for professional inspection services dated September 16, 2013 between the city of Owosso, Michigan (OWNER) and H₂O Compliance Services, Inc. (INSPECTOR) providing for professional services.

CROSS CONNECTION CONTROL PROGRAM

PROGRAM SCOPE OF WORK

This addendum supersedes Addendum No.1, which detailed work that has been completed. The program scope of work is detailed in the attached Proposal from INSPECTOR signed January 5, 2015.

SCHEDULE

The schedule for the program services under Addendum No. 2 is to begin February 2, 2015 and be completed by January 31, 2018.

COMPENSATION

The cost proposal of the INSPECTOR for work under this addendum shall be \$698.75 per month for a total amount of \$25,155.00 unless terminated at an earlier date pursuant to Section 3.1.3 of the Agreement for Professional Inspection Services with H₂O Compliance Services, Inc. Payment by the OWNER shall be on a monthly basis following receipt of invoicing from INSPECTOR.

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

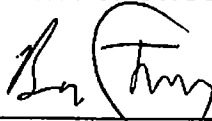
For the INSPECTOR:
H₂O COMPLIANCE SERVICES, INC.


By: 
David Cardinal, Municipal Director.

By: _____

Executed: Feb 6, 2015

For the OWNER:
CITY OF OWOSSO, MICHIGAN

By: 
Benjamin R. Frederick, Mayor

By: 
Amy K. Kirkland, City Clerk

Executed: February 2, 2015



MEMORANDUM

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

DATE: February 1, 2018
TO: The Owosso City Council
FROM: Glenn M. Chinavare, Director of Public Services & Utilities
SUBJECT: Fleet Pickup Purchase

RECOMMENDATION:

Recommend council waive the competitive bid process and approve the purchase of one new pickup for the Water Treatment Facility, using State of Michigan Contract No. 071B7700180 and Macomb County Contract 71-15 Bid.

BACKGROUND:

Owosso City Ordinance section 2-345(3) exception to competitive bidding states: Where the council shall determine that the public interest will best be served by joint purchase with, or purchase from, another unit of government.

Signature Ford Lincoln Mercury was awarded the State of Michigan bid for vehicles of which pickups are included. The bid meets the definition of the aforementioned Section 2-345(3) a joint purchase with another governmental unit. The State bid price varies with the options needed for particular units.

The vehicle to be purchased will be:

1 4X2 Pickup For use at the Water Treatment Facility

FISCAL IMPACTS:

None.

This is a replacement vehicle that was totaled in an accident during the month of December 2017. The city insurance carrier MMRMA has reimbursed the city for the cost of this vehicle. Original purchase price from the water fund was \$22,261.00. Insurance pay-off was \$24,500.00. The replacement cost for this 2018 vehicle on State Contract is \$24,376.00, plus contingency for shipping of \$124.00, for total of \$24,500.00.

Attachments: (1) Resolution
(2) Signature Ford Quote

Document originated by: Glenn Chinavare, Director of Public Services & Utilities

RESOLUTION NO.

**RESOLUTION AUTHORIZING PURCHASE OF FLEET VEHICLE (PICKUP)
FROM OWOSSO MOTORS, INC. D/B/A SIGNATURE FORD LINCOLN MERCURY
UTILIZING CONTRACT # 071B7700180**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has Water Filtration Facility requiring the use of a pickup; and

WHEREAS, these vehicles must be periodically replaced to ensure a mechanically sound and reliable fleet is available at all times; and

WHEREAS, the City of Owosso desires to purchase a replacement pickup, for a similar pickup that was previously purchased and received in 2016, and subsequently totaled in an accident in December 2017, and it is in the best interest of the City to utilize State of Michigan Contract No. 071B7700180 and Macomb County Contract 71-15 Bid held by Owosso Motors, Inc. d/b/a Signature Ford Lincoln Mercury, for said purchase; and

WHEREAS, city ordinance section 2-345(3) provides for an exception to competitive bidding when the best interest of the city would be served by jointly purchasing with another governmental unit.

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase the following vehicle from Signature Ford Lincoln Mercury using State of Michigan Contract No. 071B7700180:

1	4X2 Pickup	Water Filtration Facility	\$24,376.00
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SECOND: The Director of Public Services is hereby instructed and authorized to sign any necessary documents to complete said purchase.

THIRD: Payment is authorized to Signature Ford Lincoln Mercury in the amount of \$24,376.00 plus transportation charges of \$124.00 for total of \$24,500.00 upon delivery and acceptance.

FOURTH: Said purchase shall be paid for from the Water Fund.



January 3, 2018

City of Owosso DPW
Attn: Mark Mitchell
522 Milwaukee Street
Owosso, MI 48867

Dear Mark Mitchell:

Price on 2018 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 71-15 Bid:

2018 Ford F150 Regular Cab 4x2 Pickup 8' Box in White **\$24,376.00 ea**

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty . Service to be handled by your local Ford Dealer.

Order Cutoff Date: TBD.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

Macomb#71-15 T.1, T.2, T.3
2018 F-150
Reg. Cab, SuperCab XL
Major Standard Equipment

MECHANICAL

- 3.3L V6 PFDI with Auto Start-Stop Technology and Flex-Fuel Capability (standard 4x2/4x4; NA with 163.7" WB)
- 2.7L V6 EcoBoost® with Auto Start-Stop Technology (standard 4x2 with 163.7" WB)
- 5.0L V8 with Auto Start-Stop Technology and Flex-Fuel Capability (standard 4x4 with 157" or 163.7" WB)
- 4x4 Electronic-Shift-On-the-Fly (ESOF) with Neutral Towing Capability
- Alternator- 200Amp
- Axle, Front-Independent Front Suspension (IFS)
- Battery
 - 3.3L & 5.0L Gas engine – 610-CCA, 70-AH
 - 2.7L & 3.5L Eco Boost Gas engine – 760-CCA, 70-AH
- Brakes – 4-Wheel Disc with ABS
- Electronic Six-Speed Automatic Transmission with Selectable Drive Modes: Normal/Tow-Haul/Sport (standard w/3.3L V6 PFDI)
- Electronic Ten-Speed Automatic Transmission with Selectable Drive Modes: Normal/Tow-Haul/Snow-Wet/EcoSelect/Sport (standard w/3.5L V6 EcoBoost®, 2.7L V6 EcoBoost®, & 5.0L V8 engines)
- Fail-Safe Cooling
- Jack
- Electric Parking Brake
- SelectShift® Automatic Transmission with Progressive Range Select
- Shock Absorbers, Gas – Heavy-Duty, Front
- Shock Absorbers, Gas – Heavy-Duty, Outboard Mounted, Rear
- Springs, Front – Coil
- Springs, Rear – Leaf, Two-Stage Variable Rate
- Stabilizer Bar, Front
- Steering – Power, Rack-and-Pinion
- EXTERIOR**
- 17.0 Degree Rear-Door (SuperCab)
- Bumper and Fascia, Front – Black
- Bumper, Rear – Black
- Cargo Lamp – integrated with Center High-mounted Stop Lamp (CHMSL)
- Daytime Running Lamps (DRL) (On/Off Cluster Controllable)
- Easy Fuel® Capless Fuel - Filler
- Exhaust – Single Rear
- F-150 Fender Badge
- Fuel Tank
 - Standard Range 23 Gallon (Regular Cab and SuperCab)
- Fully Boxed Steel Frame
- Grille – Black Two Bar Style with Black Nostrils and Black Surround
- Handles, Black – Door and Tailgate with Black Bezel
- Hooks – Pickup Box Tie-Down, four (4)
- Hooks – Front Tow 4x4, two (2)
- Mirrors, Sideview – Manual-folding, Manual Glass with Black Skull Caps
- Spare Tire Carrier – Rear Under Frame
- Spare Tire/Wheel Lock
- Stone Cuffs, Front & Rear
- Tailgate – removable with key lock
- Tires
 - 245/70R 17 BSW all-season tires (A/S) BSW 4x2
 - 265/70R 17 OWL all-season/all-terrain tires (A/S A/T) 4x4
- Trailer Sway Control

- Trailer Towing – 4-pin wiring, ball mounting provisions in rear bumper
- Wheels – 17" Silver Steel
- Wipers – Intermittent speed Late Availability for Flex-Fuel Capability

INTERIOR/COMFORT

- 1st Row Manual Windows
- 2nd Row Fixed Windows (SuperCab)
- 2.3" Productivity Screen in Instrument Cluster
- 4.2" Center - stack Screen w/Audio Controls
- Air Conditioning Registers – Black Vanes with Chrome Knob
- Auxiliary Audio Input Jack (NA w/SYNC®)
- Black Vinyl Floor Covering
- Cupholder, deployable – under 20% seat
- Dome Light
- Fade- to-Off Interior Lighting
- Gauges and Meters – Fuel, Oil Pressure, Transmission Temperature and Engine Coolant Temperature Gauges; Speedometer, Odometer and Tachometer
- Grab Handles
 - Front – A-Pillar, Driver and Passenger Side
- Horn – Dual-Note
- Manual Air Conditioning, Single Zone
- Manual Locks
- Outside Temperature Display
- Powerpoint 12V – Front
- Rear-window with Fixed Glass and Solar Tint
- Rearview Mirror, Day/Night
- Scuff Plate, Driver and Front-Passenger Doors
- Seat, Front
 - Vinyl 40/20/40
 - 2-Way manual driver/passenger
- Armrest
- Seat, Rear
 - Vinyl
 - 60/40 flip-up split seat (SuperCab)
- Steering Wheel, Black Urethane – Manual Tilt/Telescoping and Manual Locking
- Visor, Driver Side; Visor with Mirror, Passenger-Side

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™)
- Airbags
 - Driver and Passenger Front Airbags
 - Driver and Passenger Seat-Mounted Side Airbags
 - Safety Canopy® Side-Curtain Airbags (1st and 2nd row coverage)
- Curve Control
- Halogen Headlamps
- Rainlamp Wiper Activated Headlamps
- Rear View Camera with Dynamic Hitch Assist
- Seat Belts, Active Restraint System (ARS). Three-point Manual Lap/Shoulder Belts with Height Adjusters, Pretensioners & Energy Mgmt Retractors on Outside Front Positions. Includes Autolock Features for Child Seats
- SecuriLock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™
- Tire Pressure Monitoring System (TPMS)

DRIVER ASSIST TECHNOLOGY

- Autolamp – Auto On/Off Headlamps

FUNCTIONAL

- AM/FM Stereo (speakers; four (4) with Regular Cab, six (6) with SuperCab)
- Hill Start Assist

XL 100A Regular Cab 8 Ft. Box

[] Base Price F1C 4x2	(3.3L PFDI V6 engine 6100 GVWR 1900 PAYLOAD) 99B/446 (T.1)	\$19,670.00
[] Base Price F1C 4x2	(2.7L V6 EcoBoost™ engine 6100 GVWR 1800 PAYLOAD) 99P/44G	\$20,888.00
[x] Base Price F1C 4x2	(5.0L 4V FFV V8 engine 6750 GVWR 2360 PAYLOAD) 99S/44G (T.2)	\$20,946.00
[] Base Price F1C 4x2	(3.5L V6 EcoBoost™ engine 7050 GVWR 2060 PAYLOAD) 99G/44G	\$22,252.00
[] Base Price F1E 4x4	(3.3 PFDI V6 engine 6100 GVWR 1670 PAYLOAD) 99B/446	\$23,239.00
[] Base Price F1E 4x4	(2.7L V6 EcoBoost™ engine 6250 GVWR 1700 PAYLOAD) 99P/44G	\$24,037.00
[] Base Price F1E 4x4	(5.0L 4V FFV V8 engine 6950 GVWR 2300 PAYLOAD) 99S/44G (T.3)	\$24,045.00
[] Base Price F1E 4x4	(3.5L V6 EcoBoost™ engine 7050 GVWR 2330 PAYLOAD) 99G/44G	\$25,401.00

XL 100A Super Cab 6.5 Ft. Box

[] Base Price X1C, 4x2	(3.3L PFDI V6 engine 6100 GVWR 1680 PAYLOAD) 99B/446	\$20,880.00
[] Base Price X1C, 4x2	(2.7L V6 EcoBoost™ engine 6250 GVWR 1740 PAYLOAD) 99P/44G	\$21,678.00
[] Base Price X1C, 4x2	(5.0L 4V FFV V8 engine 6900 GVWR 2330 PAYLOAD) 99S/44G	\$22,556.00
[] Base Price X1C, 4x2	(3.5L V6 EcoBoost™ engine 6900 GVWR 2280 PAYLOAD) 99G/44G	\$23,042.00
[] Base Price X1E, 4x4	(3.3L PFDI V6 engine 6300 GVWR 1660 PAYLOAD) 99B/446	\$23,907.00
[] Base Price X1E, 4x4	(2.7L V6 EcoBoost™ engine 6500 GVWR 1740 PAYLOAD) 99P/44G	\$24,743.00
[] Base Price X1E, 4x4	(5.0L 4V FFV V8 engine 7050 GVWR 2230 PAYLOAD) 99S/44G	\$25,583.00
[] Base Price X1E, 4x4	(3.5L V6 EcoBoost™ engine 7050 GVWR 2170 PAYLOAD) 99G/44G	\$26,069.00

XL 100A Super Cab 8 Ft. Box

[] Base Price X1C, 4x2	(2.7L V6 EcoBoost™ engine 6500 GVWR 1910 PAYLOAD) 99P/44G	\$21,982.00
[] Base Price X1C, 4x2	(5.0L 4V FFV V8 engine 7000 GVWR 2330 PAYLOAD) 99S/44G	\$22,833.00
[] Base Price X1C, 4x2	(3.5L V6 EcoBoost™ engine 7050 GVWR 2290 PAYLOAD) 99G/44G	\$23,345.00
[] Base Price X1E, 4x4	(5.0L 4V FFV V8 engine 7000 GVWR 2060 PAYLOAD) 99S/44G	\$25,847.00
[] Base Price X1E, 4x4	(3.5L V6 EcoBoost™ engine 7050 GVWR 2030 PAYLOAD) 99G/44G	\$26,358.00

XL 100A Heavy Duty Payload Package (627) 8 Ft. Box

Package Includes: 17" Silver Steel Heavy Duty Wheels, Upgraded springs, radiator and auxiliary transmission oil cooler, 9.75" gear set, 3.73 Electronic Locking Rear Axle, Trailer Towing package, and LT245/70R17E BSW All-Terrain Tires

Regular Cab Heavy Duty Payload Package

[] Base Price F1C, 4x2	(5.0L 4V FFV V8 engine 7600 GVWR 3070 PAYLOAD) 99S/44G	\$23,577.00
[] Base Price F1C, 4x2	(3.5L V6 EcoBoost™ engine 7600 GVWR 3040 PAYLOAD) 99G/44G	\$24,809.00
[] Base Price F1E, 4x4	(5.0L 4V FFV V8 engine 7600 GVWR 2680 PAYLOAD) 99S/44G	\$26,676.00
[] Base Price F1E, 4x4	(3.5L V6 EcoBoost™ engine 7600 GVWR 2820 PAYLOAD) 99G/44G	\$27,358.00

Super Cab Heavy Duty Payload Package

[] Base Price X1C, 4x2	(5.0L 4V FFV V8 engine 7600 GVWR 2790 PAYLOAD) 99S/446G	\$24,620.00
[] Base Price X1C, 4x2	(3.5L V6 EcoBoost™/engine 7600 GVWR 2770 PAYLOAD) 99G/44G	\$25,302.00
[] Base Price X1E, 4x4	(5.0L 4V FFV V8 engine 7600 GVWR 2540 PAYLOAD) 99S/44G	\$27,634.00
[] Base Price X1E, 4x4	(3.5L V6 EcoBoost™ engine 7600 GVWR 2520 PAYLOAD) 99G/44G	\$28,315.00

<u>Available Options</u>	<u>Option Code</u>	<u>Price</u>
[] Cloth 40/20/40 Split Bench Seats	CG	N/C
[] Cloth 40/Console/40 Front Bucket Seats w/Center Console (SuperCab Only)	WG	295.00
[] Manual Driver Lumbar	90L	40.00
[x] 36 Gallon Fuel Tank	655	445.00
[] LT245/70R17E BSW All-Terrain (A/T) Tires	T7C	295.00
[] CNG/Propane Gaseous Engine Prep Pack (req. 995 5.0L V8 engine)	98G	315.00
[] Trailer Tow Package	53A	995.00
[x] Trailer Towing Package with Integrated Trailer Brake Controller	53A/67T	1270.00
[] Pro Trailer Backup Assist (Includes Tailgate LED and 4.2" LCD productivity screen in instrument cluster, Power Equipment Group (85A), and Trailer Towing Package.(53A/53C))	47E/76C/85A/53B/53A	2800.00
[] Reverse Sensing System (Must Order Trailer Towing Package)	76R	275.00
[x] Axle Locking Rear	XL	570.00
[] Front / Rear Chrome Bumper with Fog Lamps	17C	315.00
[] Chrome Appearance Package (17" Silver Painted Aluminum Wheels, Chrome Front and Rear Bumpers and Fog Lamps)	86A	775.00
[] AM/FM Stereo/Clock/Single-CD	58B	290.00
[x] Cruise Control	50S	225.00
[] Cruise Control with SYNC	50S/52P	645.00
[] Power Equipment Group, Power Locks/Windows, w/Keyless Entry, Power Mirrors, Reg. Cab Only	85A	970.00
[] Power Equipment Group, Power Locks/Windows, w/Keyless Entry, Power Mirrors, SuperCab Only	85A	1170.00
[] Mirrors Sideview Manual-folding, Power Glass with Heat, Turn Signal Auto-Dimming Feature (Driver's Side), High-Intensity LED Security Approach Lamps, LED Side-mirror Spotlights and Black Skull Caps Only Available with Power Equipment Group (85A)	54R/59S	480.00
[] Trailer Tow Mirrors Sideview Manual-folding, Manual Telescoping Power Glass with Heat, Turn Signal Auto-Dimming Feature (Driver's Side), High-Intensity LED Security Approach Lamps, LED Side-mirror Spotlights and Black Skull Caps. Only Available with Trailer Tow (53A), Power Equipment Group (85A) & Rear Defroster (57Q/924)	54Y/59S	570.00
[] Skid Plates 4x4 Only	413	160.00
[] Snow Plow Prep (4x4, and Available w/5.0L Engine Only)	68P	50.00
[] Rear Window, Privacy Glass with Defroster	57Q/924	320.00
[] Black Platform Running Boards	18B	250.00
[x] Black Step Bars (Regular Cab Only)	18E	300.00
[] 110V/400W Outlet (Super Cab Only)	91V	200.00
[] Fog Lamps	595	140.00
[] Tailgate Step	63T	375.00
[] Pickup Box Access Steps (6.5' or 8' styleside box only)	63S	325.00
[] Daytime Running Lights	942	50.00
[] Engine Block Heater	41H	90.00
[x] Back up Alarm System	85H	125.00
[] Front License Plate Holder	153	N/C
[] Color-Coordinated Carpet w/Carpeted Floor Mats	168	145.00
[x] Spray in Bedliner	96W	495.00
[] Bed Liner – Plastic, Drop-in (NA w/ Cable Lock – 47S)	96P	350.00
[] LED Warning Strokes – Amber (Includes Center High-Mounted Stop Light	94S	675.00

TOTAL \$24,376.00 ea

Colors & Trim Availability:

<u>Exterior</u>	<u>Interior</u>	
	<u>(Med. Earth Grey)(AG)</u>	
Shadow Black	(G1)	[]
Oxford White	(YZ)	[x]
Magnetic	(J7)	[]
Race Red	(PQ)	[]
Blue Jeans	(N1)	[]
Ingot Silver	(UX)	[]
Stone Gray	(D1)	[]
Lightning Blue	(N6)	[]

SPECIAL PAINT

School Bus Yellow Add \$730.00	[84S53]	[]
Omaha Orange Add \$595.00	[W5684E]	[]

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 01/01/2018 - 01/31/2018

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
01/08/2018	1	129347	THE ACCUMED GROUP	NOV 2017-AMBULANCE BILLING SERVICES	\$ 8,226.51
01/08/2018	1	129348	ADVANCED DRAINAGE SYSTEMS INC	WATER-PARTS	\$ 940.12
01/08/2018	1	129349	AFLAC	PAYROLL DEDUCTION-AFLAC PREMIUM	\$ 531.68
01/08/2018	1	129350	ATA NATIONAL TITLE	2017 Win Tax Refund	\$ 741.59
01/08/2018	1	129351	COLLISION CONSULTANTS LLC	OPD-REPAIR TO #07	\$ 184.02
01/08/2018	1	129352	BISSETT, DANNY E.	2017 Sum Tax Refund	\$ 1,452.27
01/08/2018	1	129353	CENTER FOR TECHNOLOGY & TRAINING	CONSTRUCTING PEDESTRIAN FACILITIES-R CHEASNEY	\$ 65.00
01/08/2018	1	129354	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$ 30,877.37
01/08/2018	1	129355	CORELOGIC CENTRALIZED REFUNDS	2017 Win Tax Refund	\$ 440.55
01/08/2018	1	129356	CORELOGIC CENTRALIZED REFUNDS	2017 WINTER TAX	\$ 586.92
01/08/2018	1	129357	JUDY ELAINE CRAIG	COURIER SERVICE	\$ 162.00
01/08/2018	1	129358	DONALD D CRAWFORD	EXPENSE REIMBURSEMENT	\$ 521.33
01/08/2018	1	129359	D & D TRUCK & TRAILER PARTS	FLEET-STOCK PARTS	\$ 180.49
01/08/2018	1	129360	DELTA FAMILY CLINIC SOUTH PC	PRE-EMPLOYMENT EVALUATIONS (3)	\$ 1,050.00
01/08/2018	1	129361	FAMILY FARM & HOME	WWTP-ICE MELT (5)	\$ 110.89
01/08/2018	1	129362	FISHER SCIENTIFIC CO.	WTP-LAB SUPPLIES	\$ 336.07
01/08/2018	1	129363	GOULD, ROBERT J. ET AL	2017 Sum Tax Refund	\$ 746.33
01/08/2018	1	129364	H2O COMPLIANCE SERVICES INC	INSPECTION SERVICES FOR CROSS CONNECTION PROGRAM	\$ 698.75
01/08/2018	1	129365	HOME DEPOT CREDIT SERVICES	DECEMBER 2017 PURCHASES	\$ 600.75
01/08/2018	1	129366	INTERNATIONAL ASSO FOR PROPERTY MGT	OPD-ERIC CHERRY	\$ 50.00
01/08/2018	1	129367	LAMPHERE'S	LIBRARY-REPAIR LEAKS IN STEAM LINES	\$ 1,414.49
01/08/2018	1	129368	MACHALA, KIRK	MILEAGE	\$ 70.73
01/08/2018	1	129369	MCLAREN RENTALS, INC.	STREETS-PROPANE FOR CRACK SEALER	\$ 83.70
01/08/2018	1	129370	MICHIGAN MUNICIPAL LEAGUE	UNEMPLOYMENT COMPENSATION CONTRIBUTIONS	\$ 103.88
01/08/2018	1	129371	MISDU	PAYROLL DEDUCTIONS	\$ 1,359.07
01/08/2018	1	129372	NORTHSIDE ANIMAL HOSPITAL	VET SERVICES-PAID FOR BY DONATIONS	\$ 533.85
01/08/2018	1	129373	OWOSSO PUBLIC SCHOOLS	TAX COLLECTION	\$ 240,369.11
01/08/2018	1	129374	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTION-UNION DUES	\$ 854.25
01/08/2018	1	129375	RHOMAR INDUSTRIES INC	CITY HALL-LIQUID DE-ICER	\$ 374.90
01/08/2018	1	129376	SCHIEBNER, DANNY L & JACQUELINE J	2017 Sum Tax Refund	\$ 739.58
01/08/2018	1	129377	SHIAWASSEE COUNTY TREASURER	TAX COLLECTION	\$ 170,928.26
01/08/2018	1	129378	SHIAWASSEE DISTRICT LIBRARY	SATA PAYROLL SERVICES	\$ 515.34
01/08/2018	1	129379	SHIAWASSEE DISTRICT LIBRARY	TAX COLLECTION	\$ 31,127.41
01/08/2018	1	129380	SHIAWASSEE FAMILY YMCA	PAYROLL DEDUCTION-MEMBERSHIPS	\$ 261.00
01/08/2018	1	129381	SHIAWASSEE UNITED WAY	PAYROLL DEDUCTION-EMPLOYEE CONTRIBUTIONS	\$ 160.00
01/08/2018	1	129382	STATE OF MICHIGAN	ELEVATOR COMPLIANT INSPECTION FEE	\$ 185.00
01/08/2018	1	129383	STATE OF MICHIGAN	STATE SHARE OF SPECIFIC LOCAL TAXES	\$ 2,082.91
01/08/2018	1	129384	TRAMM TECH INC	WTP-PARTS FOR HS #2 REBUILD	\$ 285.00
01/08/2018	1	129385	TRI-COUNTY ASSESSOR'S ASSOCIATION	CLASS REGISTRATION-LARRY COOK	\$ 10.00
01/08/2018	1	129386	TRI-COUNTY ASSESSOR'S ASSOCIATION	MEMBERSHIP-LARRY COOK	\$ 10.00
01/09/2018	1	2771(A)	APPLIED INDUSTRIAL TECHNOLOGIES	CLARIFIER MIXER DRIVE & GEAR REDUCER	\$ 3,015.69
01/09/2018	1	2772(A)	BODMAN LLP	PROFESSIONAL SERVICES-EMPLOYEE RELATIONS	\$ 551.25
01/09/2018	1	2773(A)	C D W GOVERNMENT, INC.	EQUIPMENT/SOFTWARE	\$ 484.00
01/09/2018	1	2774(A)	CARMEUSE LIME	BULK PEBBLE QUICKLIME	\$ 4,969.53
01/09/2018	1	2775(A)	D & G EQUIPMENT INC	FLEET-STOCK PARTS	\$ 329.48
01/09/2018	1	2776(A)	DBI BUSINESS INTERIORS	CHAIR FOR ENGINEERING DEPT	\$ 250.00
01/09/2018	1	2777(A)	ETNA SUPPLY COMPANY	WATER INVENTORY	\$ 2,147.02
01/09/2018	1	2778(A)	FRONT LINE SERVICES, INC.	OFD-REPAIR TO TOWER 1	\$ 383.75
01/09/2018	1	2779(A)	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	NOVEMBER 2017 PURCHASES	\$ 222.50
01/09/2018	1	2780(A)	HACH COMPANY	WTP-LAB SUPPLIES	\$ 82.10
01/09/2018	1	2781(A)	HYDROTEX INC	FLEET-LUBES	\$ 1,106.42
01/09/2018	1	2782(A)	INTERSTATE BILLING SERVICE INC	FLEET-PARTS FOR #444 AND #445	\$ 336.92
01/09/2018	1	2783(A)	J & B MEDICAL SUPPLY INC	OFD-AMBULANCE MEDICAL SUPPLIES	\$ 965.31
01/09/2018	1	2784(A)	J & H OIL COMPANY	FUEL FOR PE 12/31/17	\$ 5,056.31
01/09/2018	1	2785(A)	KENNEDY INDUSTRIES, INC.	WWTP-FLYGT SUCTON COVER	\$ 198.25
01/09/2018	1	2786(A)	LANSING UNIFORM CO.	OPD-UNIFORMS	\$ 2,546.35

01/09/2018	1	2787(A)	LIFELOC TECHNOLOGIES INC	OPD-PORTABLE BREATH TESTER (2)	\$	520.00
01/09/2018	1	2788(A)	LOGICALIS INC	CISCO SMART NET RENEWAL FOR PHONE SYSTEM	\$	8,639.87
01/09/2018	1	2789(A)	LYNN PEAVEY COMPANY	OPD-EVIDENCE SUPPLIES	\$	67.75
01/09/2018	1	2790(A)	MEMORIAL HEALTHCARE CENTER	LAB	\$	19.75
01/09/2018	1	2791(A)	PACE ANALYTICAL SERVICES INC	WASTEWATER ANALYSES	\$	195.00
01/09/2018	1	2792(A)	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE	\$	3,425.61
01/09/2018	1	2793(A)	REEVES WHEEL ALIGNMENT, INC	VHEICLE MAINTENANCE/REPAIR	\$	1,545.64
01/09/2018	1	2794(A)	S L H METALS INC	WTP-STEEL FOR S CLARIFIER HATCH	\$	55.80
01/09/2018	1	2795(A)	THE SHERWIN-WILLIAMS CO.	DECEMBER 2017 SUPPLIES	\$	1,239.17
01/09/2018	1	2796(A)	SIGNATURE AUTO GROUP-OWOSSO MOTORS	VEHICLE MAINTENANCE/REPAIRS	\$	272.79
01/09/2018	1	2797(A)	SW CONTROLS INC	WWTP-ABB CONTROL MASTER	\$	791.03
01/09/2018	1	2798(A)	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-12/1/17-12/15/17	\$	7,113.67
01/18/2018	1	129387	AMERICAN SPEEDY PRINTING	PARK & REC 5 YR PLAN COVER PRINTING	\$	93.20
01/18/2018	1	129388	THE ARGUS PRESS	PRINTING OF LEGAL NOTICES ETC	\$	205.00
01/18/2018	1	129389	STRAUSS THERESA	UB refund for account	\$	1.14
01/18/2018	1	129390	CALEDONIA CHARTER TOWNSHIP	PAYMENT PER WATER DISTRICT AGREEMENT	\$	22,272.41
01/18/2018	1	129391	CITY OF CORUNNA	BENCH WITH CUSTOM LOGO	\$	1,050.00
01/18/2018	1	129392	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$	24,008.48
01/18/2018	1	129393	VOID		\$	-
			Void Reason: Created From Check Run Process			
01/18/2018	1	129394	DAYSTARR COMMUNICATIONS	FEB 2018-PHONE AND BROADBAND INTERNET	\$	1,002.19
01/18/2018	1	129395	DELL MARKETING LP	MONITOR FOR BUILDING DEPARTMENT	\$	245.00
01/18/2018	1	129396	DELTA DENTAL PLAN OF MICHIGAN	FEBRUARY 2017-DENTAL INSURANCE PREMIUM	\$	3,757.87
01/18/2018	1	129397	DELTA FAMILY CLINIC SOUTH PC	PRE-EMPLOYMENT EVALUATION	\$	350.00
01/18/2018	1	129398	DOWNTOWN DEVELOPMENT AUTHORITY	OCT 2017-DEC 2017COMMUNITY DEVELOPMENT SERVICES	\$	6,144.99
01/18/2018	1	129399	EMPCO INC	WASTEWATER/WATER FILTRATION EXAM	\$	324.00
01/18/2018	1	129400	FEDEX	WWTP-SHIPPIING CHARGES	\$	28.04
01/18/2018	1	129401	HAMMOND FARMS	GRIND BRUSH AT AIKEN ROAD DUMP SITE	\$	4,500.00
01/18/2018	1	129402	INTERNATIONAL ASSOCIATION OF CHIEFS	2018 MEMBERSHIP-KEVIN LENKART	\$	150.00
01/18/2018	1	129403	LERETA,LLC	2017 WIN TAX REFUND	\$	1,592.13
01/18/2018	1	129404	CARL AND SUE LUDINGTON	IRENE STREET	\$	1,717.00
01/18/2018	1	129405	WENDY MCPHERSON	PAYROLL DEDUCTION-RETURN OF DEDUCTION TAKEN	\$	192.58
01/18/2018	1	129406	MICHIGAN MUNICIPAL LEAGUE	2018 CAPITAL CONFERENCE-SUSAN MONTENEGRO	\$	225.00
01/18/2018	1	129407	MICHIGAN MUNICIPAL RISK MANAGEMENT	TACTICAL ENCOUNTERS-JENKINS/STOCKFORD	\$	400.00
01/18/2018	1	129408	MICHIGAN WATER ENVIRONMENT ASSOCIAT	ASSET MGT SEMINAR-GLENN CHINAVARE-1/24/18	\$	245.00
01/18/2018	1	129409	MISDU	PAYROLL DEDUCTIONS	\$	1,359.07
01/18/2018	1	129410	OFFICE DEPOT	SUPPLIES	\$	476.14
01/18/2018	1	129411	OWOSSO BOLT & BRASS CO	PARTS	\$	295.89
01/18/2018	1	129412	OWOSSO CHARTER TREA & JOHN D FISHER	2017 OWOSSO DRAIN ASSESSMENT PER AGREEMENT	\$	139.54
01/18/2018	1	129413	OWOSSO CHARTER TWP TREAS & EVERGREENS INC	2017 OWOSSO DRAIN ASSESSMENT PER AGREEMENT	\$	249.01
01/18/2018	1	129414	OWOSSO CHARTER TWP TREAS & NORTHWOOD MOBILE HOME ESTATES	2017 OWOSSO DRAIN ASSESSMENT PER AGREEMENT	\$	1,044.39
01/18/2018	1	129415	OWOSSO COMMUNITY AIRPORT	FIRST HALF OF FY 17/18 ANNUAL CONTRIBUTION	\$	3,489.00
01/18/2018	1	129416	OWOSSO-WATER FUND	WATER/SEWER BILLS	\$	3,265.09
01/18/2018	1	129417	P F PETTIBONE & CO	MINUTE BOOK FOR OWOSSO PLANNING COMMISSION	\$	202.45
01/18/2018	1	129418	PUMMILL PRINT SERVICE LLC	2018 PERSONAL PROPERTY TAX KIT	\$	443.06
01/18/2018	1	129419	SENSIT TECHNOLOGIES LLC	OFD-REPAIR PARTS	\$	550.57
01/18/2018	1	129420	SHIAWASSEE COUNTY HEALTH DEPARTMENT	BENTLEY PARK SPRAY PADS	\$	202.00
01/18/2018	1	129421	SHIAWASSEE COUNTY TREASURER	MOBILE HOME TAX	\$	1,737.50
01/18/2018	1	129422	SHIAWASSEE FAMILY YMCA	PAYROLL DEDUCTION-MEMBERSHIPS	\$	230.00
01/18/2018	1	129423	SOUTH CENTRAL MICHIGAN WATER ASSO	LEAD & COPPER RULE UPDATE-SIMS & WHEELER	\$	70.00
01/18/2018	1	129424	SPARTAN STORES LLC	SUPPLIES	\$	62.40
01/18/2018	1	129425	SPRINT COMMUNICATIONS	CELL PHONE SERVICE-12/7/17-1/6/18	\$	1,246.78
01/18/2018	1	129426	STAPLES ADVANTAGE	SUPPLIES	\$	603.29
01/18/2018	1	129427	STATE OF MICHIGAN	STATE WITHHOLDING TAX	\$	19,495.27
01/18/2018	1	129428	STATE OF MICHIGAN-MDNRE	WTP-SAMPLE TESTING	\$	288.00
01/18/2018	1	129429	UNITED PARCEL SERVICE	SHIPPING FEES	\$	16.02
01/18/2018	1	129430	VALLEY LUMBER	GLUE REMOVER	\$	17.68
01/18/2018	1	129431	VIC BOND SALES, INC. - OWOSSO	WWTP-VALVE	\$	11.29
01/18/2018	1	129432	WELLS FARGO	2017 Win Tax Refund	\$	30.00
01/18/2018	1	129433	WIN'S ELECTRICAL SUPPLY OF OWOSSO	PARTS/SUPPLIES	\$	1,304.18
01/19/2018	1	2799(A)	ACLARA TECHNOLOGIES LLC	AMR SYSTEM	\$	94,480.71
01/19/2018	1	2800(A)	ALS LABORATORY GROUP	WASTEWATER ANALYSES	\$	185.00

01/19/2018	1	2801(A)	MICHAEL LEVERE ASH	SCHOOL LIAISON OFFICER	\$	768.60
01/19/2018	1	2802(A)	WILLIAM C BROWN, P C	PROFESSIONAL SERVICES	\$	8,937.60
01/19/2018	1	2803(A)	CENTRON DATA SERVICES, INC.	PRINTING/MAILING SERVICES	\$	6,502.77
01/19/2018	1	2804(A)	D & K TRUCK COMPANY INC	PARTS	\$	525.08
01/19/2018	1	2805(A)	DALTON ELEVATOR LLC	CYLINDER RENTAL/SUPPLIES	\$	480.26
01/19/2018	1	2806(A)	DETROIT SALT COMPANY LLC	ROAD SALT	\$	21,883.19
01/19/2018	1	2807(A)	ED BIRKMEIER WELL DRILLING LTD	HINTZ WELL-FIELD REHAB	\$	24,070.10
01/19/2018	1	2808(A)	EMPLOYEE BENEFIT CONCEPTS INC	JANUARY 2018 MONTHLY ADMIN FEE	\$	105.00
01/19/2018	1	2809(A)	FASTENAL COMPANY	PARTS	\$	924.44
01/19/2018	1	2810(A)	FUOSS GRAVEL COMPANY	CLASS II SAND	\$	499.20
01/19/2018	1	2811(A)	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$	135.57
01/19/2018	1	2812(A)	GOYETTE MECHANICAL	PUBLIC SAFETY BOILER-12/26/17	\$	150.00
01/19/2018	1	2813(A)	IDEXX DISTRIBUTION CORPORATION	WTP-LAB SUPPLIES	\$	222.46
01/19/2018	1	2814(A)	J & H OIL COMPANY	FUEL-PE 1/15/18	\$	6,113.82
01/19/2018	1	2815(A)	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE	\$	2,809.91
01/19/2018	1	2816(A)	LOGICALIS INC	DEC 2017-NETWORK ENGINEERING SERVICES	\$	6,457.00
01/19/2018	1	2817(A)	LUDINGTON ELECTRIC, INC.	WWTP-OUTSIDE LIGHT REPAIRS	\$	549.80
01/19/2018	1	2818(A)	1ST CHOICE AUTO PARTS INC	PARTS	\$	304.23
01/19/2018	1	2819(A)	O'REILLY AUTO PARTS	WTP-TRUCK SUPPLIES	\$	14.16
01/19/2018	1	2820(A)	OWOSSO CHARTER TOWNSHIP	PAYMENT PER 2011 WATER AGREEMENT	\$	10,522.21
01/19/2018	1	2821(A)	PEERLESS-MIDWEST, INC.	WTP-WATER DISTRIBUTION STANDPIPE-PUMP	\$	17,300.00
01/19/2018	1	2822(A)	RUBOB'S INC	DRY CLEANING	\$	1,007.10
01/19/2018	1	2823(A)	SAFEBUILT MICHIGAN LLC	DEC 2017-BUILDING DEPARTMENT SERVICES	\$	10,326.67
01/19/2018	1	2824(A)	ST JOHNS ANSWERING SERVICE INC	FEBRUARY 2018-ANSWERING SERVICE	\$	84.35
01/19/2018	1	2825(A)	BRYAN GLEN THOMAS	ELECTRICAL INSPECTION SERVICES	\$	500.00
01/19/2018	1	2826(A)	USA BLUE BOOK	WWTP-PVC DISCHARGE HOSE	\$	389.68
01/19/2018	1	2827(A)	MICHAEL GENE WHEELER	SCHOOL LIAISON OFFICER	\$	768.60
01/26/2018	1	129434	OWOSSO PUBLIC SCHOOLS	DECEMBER 16-31 2017 TAX DISBURSEMENT	\$	-
			Void			
01/26/2018	1	129435	SHIAWASSEE COUNTY TREASURER	DEC 16-31 2017 TAX DISBURSEMENT	\$	-
			Void			
01/26/2018	1	129436	SHIAWASSEE DISTRICT LIBRARY	DEC 16-31 2017 TAX DISBURSEMENT	\$	-
			Void			
01/26/2018	1	129437	OWOSSO PUBLIC SCHOOLS	DECEMBER 16-31 2017 TAX DISBURSEMENT	\$	533,081.63
01/26/2018	1	129438	SHIAWASSEE COUNTY TREASURER	DEC 16-31 2017 TAX DISBURSEMENT	\$	564,967.20
01/26/2018	1	129439	SHIAWASSEE DISTRICT LIBRARY	DEC 16-31 2017 TAX DISBURSEMENT	\$	96,292.19

1 TOTALS:

(4 Checks Voided)

Total of 146 Disbursements: \$ 2,063,193.26

Rank 10 OWOSSO HISTORICAL FUND

01/24/2018	10	5041	BIZARRE DESIGN LAB	EDIT HOLIDAY POSTER, POSTCARD, AND FACEBOOK	\$	52.20
01/24/2018	10	5042	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$	1,082.73
01/24/2018	10	5043	DAYSTARR COMMUNICATIONS	FEB 2018-PHONE AND INTERNET	\$	129.50
01/24/2018	10	5044	ROBERT V DORAN-BROCKWAY	BOOKS AND MOVIES FOR CASTLE GIFT SHOP	\$	288.86
01/24/2018	10	5045	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$	135.80
01/24/2018	10	5046	OWOSSO-WATER FUND	WATER/SEWER	\$	215.91
01/24/2018	10	5047	STUDIO 52 FRAME SHOP	FRAME FOR CURWOOD PHOTO	\$	546.25

10 TOTALS:

Total of 7 Disbursements: \$ 2,451.25

REPORT TOTALS:

(4 Checks Voided)

Total of 153 Disbursements: \$ 2,065,644.51



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0570 • FAX (989) 723-8854

MEMORANDUM

DATE: January 31, 2018

TO: Owosso City Council

FROM: Donald D. Crawford, City Manager

SUBJECT: SATA renewal ballot

In October 1999 the city of Owosso was a party to an agreement establishing SATA. The agreement has no language concerning mileages for local contributions. Since that time I believe Owosso residents have approved three millages (2003, 2008 and 2013). The current millage expires in June 2018 and thus unless renewed no tax can be levied July 1, 2018.

A July 1, 2018 levy will require a May 2018 election. A special election will cost approximately \$10,000 which raises the question of who pays, SATA or the city.

Owosso has always levied and collected the maximum tax and paid whatever collected over to SATA. SATA was under the impression that a vote could be delayed until August. Because the levy is collected July 1 waiting until August would mean that SATA would have no tax money from Owosso until July 2019. Thus, SATA would be short \$33,000

This item is being placed on the agenda because no request has been received from SATA and until I spoke with SATA today a request was not going to be made for a May renewal.

RESOLUTION NO.

**CALLING A SPECIAL ELECTION AND
PLACING A PUBLIC TRANSIT MILLAGE ON THE MAY 8, 2018 BALLOT**

WHEREAS, the Shiawassee Area Transportation Agency (SATA) is an intergovernmental agency with no taxing authority; and

WHEREAS, the city of Owosso has an intergovernmental agreement with SATA whereby SATA provides transit services to the residents of the city; and

WHEREAS, in 2012 the voters of the city of Owosso approved a 0.3333 maximum millage for five (5) years on all property within the city which would go toward the support of public transit; and

WHEREAS, it is estimated that such levy would generate \$81,638.00 in the first year from property within the city of Owosso which will be sufficient to operate the system for the year without further contributions from the city of Owosso;

WHEREAS, Michigan election law provides opportunity for a special election to be held on one of the regular dates for election; and

WHEREAS, May 8, 2018 is the next available date for an election when the millage question can be placed on the ballot.

NOW THEREFORE BE IT RESOLVED THAT:

- FIRST: The city clerk is hereby authorized and directed to file a request with the Shiawassee County Clerk's office requesting a special election be held Tuesday, May 8, 2018.
- SECOND: The city clerk is hereby authorized and directed to file a request with the Shiawassee County Clerk's office requesting the millage proposal be placed on the May 8, 2018 election ballot.
- THIRD: The proposition be placed on the ballot for consideration by the registered voters in the city of Owosso be printed as follows:

**PUBLIC TRANSPORTATION MILLAGE
FOR FUNDING PUBLIC TRANSIT SYSTEM
IN THE CITY OF OWOSSO**

This proposal requests authorization for the levy of a millage upon real and tangible personal property for supporting the provision of a public transit system in the city of Owosso. The millage proceeds would be used according to Section 3.2(6) of the Owosso City Charter. It is estimated that the levy of the entire millage would generate \$81,638 in the first year.

Shall a millage for a public transit system be levied in the amount of 0.3333 mills (\$0.33 per \$1,000 of taxable value) annually for five (5) years beginning in 2018 and ending in 2022?



MEMORANDUM

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

DATE: February 1, 2018
TO: Mayor and city council
FROM: Donald D. Crawford, city manager
SUBJECT: Contract for city attorney

RECOMMENDATION:

Adopt a resolution approving a contract for professional legal services with Scott J. Gould who would serve as city attorney to be effective February 6, 2017.

Scott J. Gould is a practicing attorney whose office and home are in Owosso. In May 2012 he was admitted to the Michigan Bar after graduating from Western Michigan University's Thomas M. Cooley Law School in January 2012. He has additional study at Wayne State University with a certificate of labor law.

Mr. Gould, before receiving his law degree spent approximately 10 years handling labor law issues including contract negotiation, grievance handling and arbitration both for management and labor.

For the past four years he has handled criminal defense matters in the Shiawassee County courts. Working with city attorney Bill Brown he has provided advice to the city on matters including development review, ordinance violations and contracts.

FISCAL IMPACTS OF RECOMMENDATION

The city attorney is an independent contractor who bills on an hourly basis. The rate-per-hour varies on the type of service and includes most supplies and support services (secretarial, phone, postage, etc.) Payment is made from the appropriate fund.

CURRENT SITUATION AND ITS EFFECTS

City Attorney William Brown has announced he will retire during February after twenty-eight years of service to the city. I am therefore submitting my recommendation for city attorney to the city council as an agreement for professional services with Scott J. Gould.

BACKGROUND:

The Owosso City Charter provides:
The city attorney shall be charged with overseeing the performance of all legal services of the

city including those of legal adviser to the council and to all administrative officers and department directors of the city, and the prosecution of all cases arising out of the violation of the provisions of the city ordinances. The city attorney shall also represent, or provide for the representation of, the city in matters in which the city is interested coming before any court or tribunal and shall perform such other duties as may be required by the council. The city attorney shall be charged with the responsibility for calling to the attention of the council all matters of law affecting the city.

The Owosso Code of Ordinances further provides:

Section 7.6. - City Attorney.

(a) The Council shall designate an Attorney or firm of attorneys as the legal advisor of the Council. The attorney shall also advise the City Manager concerning legal problems affecting the city administration and the Clerk, Treasurer, and Assessor concerning their statutory and charter duties, when so requested, and shall file with the Clerk a copy of all written opinions given to the Council and such officers.

(b) It shall be the duty of the Attorney to:

- (1) At the request of the Chief of Police and other proper officers of the city, prepare complaints concerning ordinance violations and violations of this charter and shall prosecute all such violations.
- (2) Represent the city in cases before all courts and other tribunals;
- (3) Prepare or review all proposed ordinances, regulations, contracts, bonds, and such other instruments as may be required by this charter or by the Council, and shall promptly give his opinion as to the legality thereof;
- (4) Attend all regular meetings of the Council and, on the request of the Mayor with the same notice as given to members of the Council, special meetings of the Council;
- (5) Defend all officers and employees in all actions against them arising out of the performance of their official or employment duties;
- (6) Perform such other duties as may be prescribed for him by this charter or the Council;

(c) Upon the attorney's recommendation, or upon its own initiative, the Council may provide for an assistant to the attorney and may retain special legal counsel to handle any matter in which the city has an interest, or to assist the Attorney therewith.

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF A CONTRACT
FOR PROFESSIONAL LEGAL SERVICES
WITH SCOTT J. GOULD OF GOULD LAW, P.C.**

WHEREAS, the city of Owosso, Michigan, is required by city charter to have a city attorney; and

WHEREAS, it has been determined that Scott J. Gould of Gould Law, P.C. is qualified to serve as city attorney.

NOW THEREFORE BE IT RESOLVED by the city of Owosso, county of Shiawassee, state of Michigan:

FIRST: that the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Scott J. Gould as city attorney.

SECOND: that the mayor and city clerk of the city of Owosso is hereby instructed and authorized to sign the document attached, Contract for Professional Legal services with Scott J. Gould, P.C. effective February 6, 2018.

CONTRACT FOR PROFESSIONAL LEGAL SERVICES

THIS AGREEMENT made this ____ February 2018, between the city of Owosso, whose address is 301 West Main Street, Owosso, Michigan 48867 (the "City"), and Scott J. Gould (the City Attorney") of Gould Law, P.C., (the "Law Firm"), whose address is 114 East Main Street, Suite 218, Owosso, Michigan 48867.

RECITALS

WHEREAS, the city of Owosso is a home rule city organized by the Owosso city charter, which provides in Section 7.6 for the office of City Attorney who may be retained by a professional services contract to perform the duties and responsibilities described in Section 7.6 of the Charter and Section 2-77 of the Code of Ordinances of the City of Owosso; and

WHEREAS, the city council makes this agreement for retaining the City Attorney and further to provide for legal services to the City.

THE PARTIES THEREFORE AGREE:

Section 1. The city council appoints Scott Gould as the city of Owosso City Attorney, pursuant to Section 7.6 of the Owosso city charter.

Section 2. The City Attorney may appoint assistant city attorneys as necessary to perform the duties and responsibilities when necessary.

The City may obtain specialized legal services such as bond counsel, labor matters and complex litigation, which the City may secure from other legal counsel from time to time, with the advice of the City Attorney.

Section 3. The City Attorney accepts the appointment, committing to perform his legal duties to the best of his abilities and according to the highest standards of the legal profession, both as to standards of law practice and the ethics and rules of professional conduct.

Section 4. Compensation shall be by fees for services and reimbursed costs/expenses as set forth from time to time as approved by the city manager, payable to the Law Firm. No additional compensation shall be due to the City Attorney and assistant city attorneys by virtue of their appointment made pursuant to this Agreement.

All billings will be calculated in tenths of an hour, rounding up.

Payment of compensation shall generally be made monthly. Billings shall be on an hourly basis will be itemized by date, time, subject matter, and attorney performing services. Billings for expenses shall also be rendered monthly. The City Attorney shall maintain records of time and services, which shall be available for inspection by the city manager and/or the city council at reasonable times.

Section 5. The City Attorney shall have its own supplies and office equipment. On occasion, city supplies will be required for city services, and with the approval of the city manager, and by his authority, the City will furnish same at its expense. By way of example, city stationery, if required, will normally be supplied by the City.

Section 6. The City Attorney and any assistant city attorneys appointed by the City Attorney are not employees of the City. They are determined to be independent legal counsel and independent contractors.

Section 7. The City Attorney shall carry legal malpractice insurance in the amount of \$1,000,000 through the policy or policies issued to the Law Firm covering the term of this Agreement. A copy of the Certificate of Insurance shall be filed with the City.

Section 8. The City Attorney and any assistant city attorneys agree to exercise their best efforts to avoid representation of any person, party, or entity in any cause contrary to the interest of the City. The City Attorney and any assistant city attorneys shall absolutely desist from representing any private person or entity on any matter in which the City is or may become an opposing party.

The parties understand that the City Attorney currently represents clients where a potential conflict of interest because of such representation may occur, the parties shall proceed as follows:

- a. In case of a potential conflict of interest, the City Attorney shall identify the conflict and inform both parties in writing identifying the potential cause of conflict
- b. Notwithstanding the above, the City Attorney and assistant city attorneys shall act according to the letter and spirit of the *Michigan Rules of Professional Conduct* as adopted by the Michigan Supreme Court as they apply to any matter involving a conflict of interest or potential conflict of interest.

Section 9. The City Attorney shall serve at the pleasure of the city council, the city charter concerning the appointment of the City Attorney shall prevail, and nothing herein is intended to abrogate those provisions. Either party reserves the right to terminate this Agreement on 90 days written notice or in the event of a material breach of the terms and conditions hereof by the other.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals that day and year first above written.

For the City Attorney:

GOULD LAW, P.C.

For the City:

CITY OF OWOSSO

By: _____

Its: _____

Christopher T. Eveleth

Mayor

By: _____

Its: _____

Amy K. Kirkland

City Clerk

Approved as to substance:

Donald D. Crawford, City Manager

Date

Approved as to form:

William C. Brown, City Attorney

Date

Approved by City Council: February 5, 2018

RESOLUTION NO.

**AUTHORIZING EXECUTION OF AN AGREEMENT FOR THE EMPLOYMENT OF
NATHANIEL R. HENNE AS CITY MANAGER**

WHEREAS, the city of Owosso, Michigan has, through the adoption of a charter provision, created the position of city manager;

WHEREAS, the employment of a municipal manager is a matter pertaining to the local government and affairs of the city of Owosso;

WHEREAS, the city of Owosso has authority, pursuant to the Sections 7.2 and 7.3 of the *Charter for the City of Owosso*, to appoint a city manager and enter into an employment agreement for a city manager;

WHEREAS, the city council hereby appoints Nathaniel R. Henne to serve as city manager; and

WHEREAS, it is in the best interest of the health, safety and welfare of the citizens of the city of Owosso to enter into an employment agreement.

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

- FIRST: Nathaniel R. Henne be appointed as city manager for the city of Owosso and have those powers and duties granted by the *Charter for the City of Owosso*.
- SECOND: the mayor be authorized to execute for and on behalf of the city of Owosso an agreement for the employment of a city manager. A copy of said agreement, marked Exhibit A, is attached hereto and incorporated herein by reference.
- THIRD: the city clerk be authorized and directed to attest to the signature of the mayor on said agreement, and retain in the city clerk's office a fully executed original of said agreement for public inspection.

Contract negotiations are currently underway. It is anticipated the final draft of the contract will be available in time for the meeting on Monday. Should this not occur the item will be pulled from the agenda and offered for consideration at the February 20, 2018 meeting.

City of Owosso

Planning Commission Annual Report

2017



To: Members of the Owosso City Council
Don Crawford, City Manager
Bill Brown, City Attorney
Members of the Owosso Planning Commission
Members of the Owosso Zoning Board of Appeals

2017 PLANNING COMMISSION ANNUAL REPORT

The Michigan Planning Enabling Act, PA 33 of 2008, as amended, requires that an annual report of planning commission activities be prepared for the legislative body that reflects the administration and enforcement of the master plan and zoning ordinance, including recommendations for amendments or supplements to the ordinance. The statute does not require approval of this report but simply that it is filed with the city council.

City staff would like to express their sincere appreciation to the citizen volunteers who are an integral part of the city government and dedicate their time without compensation to make Owosso's government reflective of the attitudes and beliefs of all of its residents.

INTRODUCTION

Long range planning for the physical development of the city of Owosso is the primary focus of the economic and community development department, which oversees planning and zoning. In addition to preparing and maintaining the master plan, the department is responsible for the administration of the zoning ordinance and other tools that are implemented to attain the goals and objectives listed in the plan.

Planning Commission

The Planning Commission is a nine-member volunteer board appointed by the mayor and approved by the city council. They are responsible for planning the future growth of the community and review of specific development projects including special use permits, zoning ordinance amendments, and property rezoning requests. The planning commission is also charged with the preparation and adoption of plans for the city including the master plan and capital improvement plan.

The planning commission serves in an advisory capacity to the city council, deliberating on each around a set of standards, and providing a recommendation to the city council.

Planning enabling legislation outlines that the commission should represent a broad spectrum of interests, including industry, transportation, commerce, education, agriculture, etc.; this same statute outlines that the commission should represent the various geographic areas of the city. As provided for by statute, there is one city council member appointed to the planning commission with voting rights and one member of the planning commission also serves on the zoning board of appeals. The director of the economic and community development department serves as staff liaison for the planning commission and has no voting rights.

The commission conducts regular, public meetings in city council chambers at city hall on the fourth Monday of each month at 6:30 p.m. (except for the month of December, which is held on the second Tuesday). Meeting agendas are posted on the city website by 5:00 p.m. on the Friday preceding the meeting. The agendas and minutes are also posted on the city website. Planning commission members currently appointed are listed below.

Planning commission member	Term expires
William Wascher, Chairperson	6-30-2018
Francis Livingston, Vice-Chair	6-30-2018
Janae Fear, Secretary	6-30-2018
Daniel Law, Council Rep	11-9-2020
Jake Adams	6-30-2019 (appointed 7-24-17)
Michelle Collison	6-30-2019
Tom Cook	6-30-2019
Brad Kirkland	6-30-2020 (appointed 12-4-17)
Thomas Taylor	6-30-2020

The Owosso planning commission met 11 times in 2017. Attendance is listed below.

2017 Planning Commission Attendance											
	Wascher	Adams	Fear	Collison	Cook	Law	Livingston	Smith	Taylor	Weaver	Kirkland
Jan	x		x	x	x		x				
Feb	NO MEETING										
Mar	x		x	x			x	x	x	x	
Apr	x			x		x	x	x	x		
May	x		x		x	x		x		x	
Jun	x		x	x		x	x		x	resigned	
Jul		x	x				x	x	x		
Aug	x	x	x	x	x	x	x				
Sep	x		x	x	x	x	x	resigned			
Oct	x	x	x	x	x	x	x				
Nov	x	x	x	x	x	x	x		x		
Dec	x	x	x	x	x		x		x		x

Site Plan Review

The zoning ordinance requires that a sealed site plan be submitted and approved for all development or redevelopment of multi-family, commercial, and industrial structures and/or off-street parking lots (new or expansions). The primary intent of the review is to ensure that the proposed development complies with regulations in the zoning ordinance as well as to insure proper infrastructure is in place to support the project and that appropriate pedestrian, vehicular traffic flow, and stormwater management is provided. Site plans are submitted to the economic and community development department and reviewed by this

department as well as the building department and department of public services. A site plan is a legally binding document, and therefore, the building official inspects the property throughout construction to ensure compliance with the approved site plan. In 2017, six site plan reviews were performed and exhibit a significant investment in our community.

Special Use Permits

Each zoning district in the zoning ordinance outlines the land uses that are permitted by right in each district and do not need additional zoning approval. The zoning ordinance also lists special land uses that would be allowed in any district; these special land uses are those uses of land that are not necessarily incompatible with the uses permitted in each zoning district, but require review to ensure they would be compatible with surrounding land uses and additional oversight as to how they are implemented.

The specific special uses provided for by ordinance are subject to public hearing at the planning commission. Based on the local ordinance, the city council is authorized to make final determinations as to the approval, approval with conditions, or denial of special use permits. Each request is reviewed to ensure compliance with the standards outlined in the ordinance.

In 2017, one request for a special use permit was received for a group day care center.

Rezoning Requests

Rezoning requests are typically submitted by a property owner, though the city could initiate such a request. A rezoning request needs to be evaluated by looking at the highest and most intensive use of land that could be allowed under the proposed zoning district, zoning districts and land uses of the surrounding properties, and compliance with the master plan and future land use map.

A traditional rezoning approval cannot be made with conditions - the zoning district simply changes, and if the request is approved any land uses allowed in the new zoning classification would be allowed on the property. In 2006, legislation was approved to conditional rezoning in Michigan communities. Conditional rezoning allows for conditions on a rezoning request but with strict limitations and tied to a specific development and operations plan submitted as part of the application. In 2017 there were two rezoning requests, one of which was approved by city council as a conditional rezoning.

Ordinance Amendments

Proposed ordinance amendments can be initiated by the public, staff, or by the city council. Generally, the discussion is placed on the meeting agenda for initial review to determine the level of interest from the planning commission and/or city council and what type of parameters should be included in a draft ordinance. Providing there is support, a draft ordinance will later be submitted and a public hearing held.

In 2017 there were two zoning ordinance amendments considered by the planning commission – signs (sign ordinance revision that was necessary due to recent federal court decisions) and off-street parking in downtown. Planning commission has also been working on drafting ordinance language for new legislation regarding the regulating of medical marihuana facilities and the licensing process.

Each ordinance amendment includes research of best practices, review of concerns in current ordinances, and analysis of local conditions to determine what revisions would be appropriate. Additionally, most often community engagement efforts are undertaken to determine community support or opposition, which allows for revisions up front that help ensure proposed ordinances are in alignment with both professional recommendations and community perspective.

Following the future master plan update, staff expects a significant number of amendments to the zoning ordinances will be required.

Capital Improvement Program

Planning enabling legislation requires the preparation and use of a capital improvement plan (CIP) that attempts to determine and prioritize the anticipated needs of the city for a six year minimum time period. The approval of this document does not place any particular project into the budget but only serves as a guideline to determine future budgeting needs. Each year, the intent is to revise the plan to accommodate current or projected future needs. Staff and planning commission are working to develop the CIP within the coming year. Planning enabling legislation requires the CIP to be reviewed by the planning commission to ensure projects are consistent with the goals and objectives of the master plan.

Planning Commission 2017 Annual Report - Summary of Meetings

Date	Petition Type	Request	Petitioner	PC Action	CC Action
Jan	Site Plan Review 344 W. Main Parcel # 050-120-006-008-00	Rehab a 28,561 square foot mixed use building	David Russell, Owner Jeffrey Drown, Kincaid/Henry Builders	Approved with conditions	N/A
Feb	Monthly meeting cancelled - Attended MSU workshop on Medical Marihuana Facilities Licensing in Lansing				
Mar	Sign Ordinance Update	Commission members discussed a potential draft for a sign ordinance to repeal and replace current sign ordinance to meet content neutral requirements		Discussion held, suggested changes to draft will be added and brought back to planning commission in April	N/A
	Medical Marijuana Workshop	Discussion regarding MSU workshop		Discussion	N/A
Apr	Site Plan Review 745 McMillian Parcel # 050-010-008-001-00	Addition of 9,600 square foot building to existing building	Scott Perrin, Perrin Construction	Approved	N/A

	Sign Ordinance Update			Set public hearing for May meeting	N/A
May	Site Plan Review 705 McMillian Parcel # 050-010-008-002-00	Addition of 20,000 square foot building	Scott Perrin, Perrin Construction	Approved with conditions	N/A
	Public Workshop Repeal and replace Chapter 26-Signs	Repeal and Replace current sign ordinance		Approved	CC approved 6-19-17 Ordinance 783
June	Special Use Permit 1000 State Parcel # 050-114-001-020-00	Special use permit requested for a group daycare	Amber Coe, Owner	Approved with conditions	CC approved 7-3-17 Reso 104-2017
July	Ordinance revision	Sec 38-380 (12)e Off-street parking		Leave the same	N/A
	Ordinance revision	Sec 38-380 Off-street parking in downtown		Approved revisions	CC approved 9-5-17 Ordinance 787
Aug	Rezoning 621 W. Oliver Parcel # 050-660-004-006-00	From R-1 to OS-1	Michael Cross, Retriever Software	Approved	CC approved conditional rezoning 10-16-17 Ordinance 788
	Site Plan Review 503 S. Shiawassee Parcel # 050-651-000-033-00	Addition of 3,000 square foot storage unit	Tom Lister, Owner David McDade, Architect	Approved	N/A
	Set two workshop dates for Medical Marijuana	September 28 at 7-9 pm and October 21 10am-noon.			N/A
	Election of Officers	Chair: William Wascher; Vice-Chair: Frank Livingston; Secretary: Janae Fear			N/A

	Set casual workshop date for RRC Report of Findings	Hold a workshop with community stakeholders, planning commission and city council to have open discussion on the Report of Findings and discuss next steps on October 4 at 7 pm			N/A
Sept	Rezoning 912 S. Washington Parcel # 050-651-039-006-00	Cleanup multiple zoning designations and zone entire parcel as B-1	Kendra Nichols, Owner	Approved	CC approved 11-6-17 Ordinance 789
	Site Plan Review 1460 N. M-52 Parcel # 050-535-000-007-00	Increase parking lot from 49 spaces to 81 spaces	Eric Redmond, Owner Jed Dingsen, Architect	Approved	N/A
	Citizen Participation Plan	CPP document presented for discussion		Approved	CC approved 10-16-17 Reso 123-2017
Oct	Capital Improvement Plan	Mr. Germain explained the capital improvement plan and the role of planning commission			
	Master Plan Update	Mr. Germain explained the process to update the existing master plan utilizing the report of findings in the RRC process	Christopher Germain, MEDC Planner	Discussion	
Nov	MSU MMFLA webinar	Next steps in local regulation of Medical Marijuana Facilities			N/A
Dec	Site Plan Review 912 S. Washington Parcel # 050-651-039-006-00	Addition of 8,740 square foot indoor playground	Kendra Nichols, Owner Ron Mallory, Contractor	Approved	N/A

Zoning Board of Appeals

Purpose

The Zoning Board of Appeals (ZBA) is the only board authorized to interpret, waive and modify requirements of the city of Owosso Zoning Ordinance. This board operates very much like a court of appeals. Decisions made by the zoning board of appeals are final. Relief from ZBA decisions are granted only by the circuit court. They review and consider all petitions for appeals or variances to the requirements of the zoning ordinance. Variance requests include dimensional variances, such as requests for signage in excess of that which is permitted, reductions in parking or setback requirements, and buildings in excess of the size permitted by the ordinance. The other type of variance request is for a use variance, when one is asking for approval to use the property for something not otherwise permitted by right.

A dimensional variance can be approved by a simple majority of the members of the ZBA, but a use variance requires a two-thirds approval vote from its members. Based on state statute and subsequent case law, persons applying for variances must be able to prove to the ZBA that a “*practical difficulty*” exists if they are compelled to follow the ordinance as it relates to dimensional variances and that an “*unnecessary hardship*” exists in order to qualify for a use variance. The ZBA is also authorized to review appeals from an aggrieved party regarding a decision of the zoning administrator to determine if an interpretation or ruling was sufficient. Under state law, an individual's appeal of a decision of the ZBA must be filed in circuit court.

The Michigan Zoning Enabling Act of 2006, as amended, allows for one regular member of the zoning board of appeals to also be a member of the planning commission. State zoning legislation also provides for the opportunity to appoint two additional “alternate” members.

The Owosso Zoning Board of Appeals consists of five members who were appointed by city council. The city council may also appoint not more than two alternate members to act in accordance with procedures specified in the city of Owosso zoning ordinance. The ZBA conducts its public meetings in city council chambers at city hall on the third Tuesday of each month at 9:30 a.m. as needed with notices of such meetings posted not less than 15 days prior. Meeting agendas are posted on the city website by 5:00 p.m. on the Friday preceding the meeting. The agendas and minutes are posted on the city website. ZBA members currently appointed are listed below.

Zoning board of appeals member	Term
Randy Horton, Chair	6-30-2020
Christopher Eveleth, Vice-chair, council rep	11-13-2018
Dan Jozwiak, Secretary	6-30-2018
Thomas Taylor, PC representative	6-30-2020
Kent Telesz	6-30-2019
Matthew Grubb, Alternate	6-30-2018
John Horvath, Alternate	6-30-2019

The ZBA met four times in 2017. Attendance is listed below.

2017 Zoning Board of Appeals Attendance

	Horton	Eveleth	Taylor	Telesz	Jozwiak	Horvath	Grubb
Jan	X	X		X	X	X	
Feb	No Meeting						
Mar	No Meeting						
Apr	No Meeting						
May	X	X	X	X			X
Jun	X		X			X	X
Jul	No Meeting						
Aug	No Meeting						
Sept	No Meeting						
Oct	No Meeting						
Nov	X		X	X	X	X	
Dec	No Meeting						

Variances (Review actions taken by the Zoning Board of Appeals)

Date	Petition Type	Request	Petitioner	ZBA Action
January	Dimensional Variance 1400 E. Monroe St Parcel # 050-010-011-001-00	Dimensional variance to reduce setback requirements	Tri-Mer Corp.	Approved
	Election of Officers	Chair: Randy Horton Vice-Chair: Christopher Eveleth Secretary: Daniel Jozwiak		Approved
May	Dimensional Variance 439 E. Exchange Parcel # 050-666-000-008-00	Dimensional variance to reduce setback requirements	Leo & Kay Reynolds	Approved
	Dimensional Variance 705 McMillan Parcel #050-010-008-002-00	Dimensional variance to reduce setback requirements	RWI Manufacturing	Approved

June	Variance 705 McMillan Parcel #050-010- 008-002-00	Variance for parking	RWI Manufacturing	Approved
	Ordinance Interpretation 731 W. Main Parcel # 050-660- 018-014-00	Enlarge a Class A Nonconforming site as required under Section 38- 504(2)f	Josh Jones, Owner of Owosso Auto Mall	Approved
	Request Ordinance Review	Refer Off-Street Parking ordinance, Sec. 380389 (E) for industrial parking to planning commission for review and re-evaluation		
November	Use Variance 1203 W. Main Parcel # 050-113- 014-001-00	Class A Zoning Designation	Trevor Langdon, Owner	Approved



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MEMORANDUM

DATE: January 22, 2018

TO: Owosso City Council

FROM: Karen K. Ruddy, Finance Director

SUBJECT: Revenue and Expense Financial Reports for December 2017

Please find attached the December revenue and expense financial reports.

General Fund

Revenue

Year to date revenues were \$4,518,451 as of the end of December. The City has earned 61% of its budget, and completed 50% of the fiscal year. The majority of tax revenue is collected by the end of August. Therefore, the City will have actual revenue much greater than budgeted early in the year. Also, the city received its annual reimbursement from MMRMA, our general liability insurance carrier in December. This reimbursement was \$36,000 higher than budgeted.

Expenditures

Year to date expenses were \$3,551,382 as of the end of December. The City has spent 48% of its budget, and completed 50% of the fiscal year. Most departments are spending below or at budget. When making a comparison between budget and actual, the budget is spread evenly over 12 months, whereas actual spending is not as consistent. The cause of departments that are spending higher than budget is most likely attributable to the following:

- Dues and memberships are paid early in the fiscal year

- School election expenses were not budgeted, but will be reimbursed by the school system
- Cost for the restoration of painting is being expensed directly from the General Fund; since the paintings are assets of the City not the Historical Commission.

Major and Local Streets

Year to date revenues will be lower than budgeted throughout the year for these funds. The state pays gas and weight tax (the major revenue source for these funds) two month in arrears.

The expense for maintenance and improvement to roads are in these funds. These types of expenses are seasonal so expense will vary from budget throughout the year.

Originally the road construction projects were budgeted in the Capital Improvement Streets Fund. A budget amendment will be made at some point in the year to transfer the budget to major and local streets where the expenses are recorded.

Historical Commission

The City contributes \$33,000 to this fund to cover part of wages and any maintenance expenses for the castle. All other expense will be covered by either rental income for the Gould House or from donations. The City has pledged to pay for the cost to restore several paintings. In the past the restoration costs were paid as they were incurred as a transfer from the General Fund. However, going forward these expenses will be paid directly from the General Fund; as they are assets of the City not the Historical Commission. There is no effect on the Historical Commission due to this change, as the restoration was not budgeted.

At year end, a review of the General Fund transfer compared to the approved wages, and maintenance expense is performed and the General Fund transfer is either increased or decreased.

Sewer/Water/Wastewater Funds

Revenues

Year to date revenues will almost always be lower than budgeted throughout the year, as billing is done quarterly and always billed in arrears.

Sewer/Water/Wastewater Funds- Continued

Expenditures

Sewer and Waste Water Funds are spending below budget. The Water Fund is spending higher than budget because the automatic meter reading equipment is being expensed between last fiscal year and the current fiscal year. However, the funding of the project was received last year. Therefore, previous year's fund balance will be used to offset the cost in the current fiscal year.

Fleet Fund

The Fleet Fund is spending below budget because only a small amount of capital purchases have been made.

Thank you.

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017 (NORMAL (ABNORMAL))	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-401.403	GENERAL PROPERTY TAX	3,320,000.00	3,007,408.54	14,613.14	312,591.46	90.58
101-000-401.424	TRAILER PARK TAXES	800.00	2,219.50	840.00	(1,419.50)	277.44
101-000-401.430	INDUSTRIAL/COMMERCIAL FACILITIES TAX	21,651.00	0.00	0.00	21,651.00	0.00
101-000-401.431	OBSOLETE PROPERTY REHAB TAXES (OPRA)	1,950.00	0.00	0.00	1,950.00	0.00
101-000-401.443	ADMINISTRATION FEES	68,900.00	42,532.21	16,765.70	26,367.79	61.73
101-000-401.445	COLLECTION & INTEREST ON TAXES	18,500.00	4,662.99	648.41	13,837.01	25.21
101-000-450.452	PERMITS-BUILDING	107,748.00	85,391.40	3,450.00	22,356.60	79.25
101-000-450.453	LIQUOR LICENSES	9,700.00	10,060.00	0.00	(360.00)	103.71
101-000-450.454	PERMITS-ELECTRICAL	18,000.00	26,730.00	1,830.00	(8,730.00)	148.50
101-000-450.455	PERMITS-PLUMBING & MECHANICAL	38,000.00	27,383.00	4,320.00	10,617.00	72.06
101-000-450.460	MISCELLANEOUS LICENSES	2,000.00	9,440.00	910.00	(7,440.00)	472.00
101-000-450.477	PERMITS-HANDGUNS	500.00	130.00	20.00	370.00	26.00
101-000-450.478	DOG LICENSES	30.00	0.00	0.00	30.00	0.00
101-000-501.505	FEDERAL GRANT - DEPT OF JUSTICE	0.00	325.00	0.00	(325.00)	100.00
101-000-539.573	LOCAL COMMUNITY STABILIZATION SHARE	63,783.00	51,559.97	0.00	12,223.03	80.84
101-000-539.575	REVENUE SHARING-CONSTITUTIONAL	1,587,671.00	292,062.00	0.00	1,295,609.00	18.40
101-000-600.625	VACANT PROPERTY REGISTRATION/INSPECTION	11,000.00	1,200.00	100.00	9,800.00	10.91
101-000-600.626	CHARGE FOR SERVICES RENDERED	62,000.00	25,065.96	20,839.82	36,934.04	40.43
101-000-600.627	DUPLICATING SERVICES	2,000.00	259.57	10.00	1,740.43	12.98
101-000-600.628	RENTAL REGISTRATION	1,100.00	250.00	0.00	850.00	22.73
101-000-600.629	AMBULANCE CHARGES	255,400.00	97,219.26	9,446.75	158,180.74	38.07
101-000-600.630	AMBULANCE MILEAGE CHARGES	340,873.00	123,885.59	15,965.55	216,987.41	36.34
101-000-600.631	AMBULANCE/ ADVANCED LIFE SUPPORT CHARGES	475,000.00	223,940.44	25,398.19	251,059.56	47.15
101-000-600.633	FIRE SERVICES	3,000.00	(1,000.00)	0.00	4,000.00	(33.33)
101-000-600.642	CHARGE FOR SERVICES - SALES	5,000.00	1,790.00	185.00	3,210.00	35.80
101-000-600.647	CABLE TELEVISION FRANCHISE FEES	114,000.00	27,548.65	0.00	86,451.35	24.17
101-000-600.651	RECREATION	500.00	0.00	0.00	500.00	0.00
101-000-655.655	PARKING VIOLATIONS	6,500.00	2,608.00	500.00	3,892.00	40.12
101-000-655.659	PARKING LEASE INCOME	15,000.00	1,770.00	810.00	13,230.00	11.80
101-000-655.660	ORDINANCE FINES & COSTS	26,000.00	7,874.51	1,699.84	18,125.49	30.29
101-000-664.664	INTEREST INCOME	49,000.00	15,996.93	2,436.75	33,003.07	32.65
101-000-664.668	RENTAL INCOME	1,500.00	830.00	500.00	670.00	55.33
101-000-671.673	SALE OF FIXED ASSETS	5,000.00	0.00	0.00	5,000.00	0.00
101-000-671.675	DONATIONS-PRIVATE	2,700.00	289.08	(150.98)	2,410.92	10.71
101-000-671.676	DONATIONS-PUBLIC SAFETY	0.00	15.00	15.00	(15.00)	100.00
101-000-671.687	INSURANCE REFUNDS	75,000.00	111,070.00	0.00	(36,070.00)	148.09
101-000-671.692	RECOVERY OF BAD DEBTS	4,500.00	501.18	0.00	3,998.82	11.14
101-000-671.694	MISCELLANEOUS	2,500.00	25,284.36	9,944.66	(22,784.36)	1,011.37
101-000-695.676	WASTEWATER UTIL. ADMIN REIMB	211,450.00	58,845.96	0.00	152,604.04	27.83
101-000-695.677	CITY UTILITIES ADMIN REIMB	365,900.00	182,946.00	30,491.00	182,954.00	50.00
101-000-695.678	DDA/OBRA REIMBURSEMENT	4,475.00	0.00	0.00	4,475.00	0.00
101-000-695.695	ACT 51 ADMIN REIMBURSEMENT	110,900.00	50,356.25	11,998.33	60,543.75	45.41
Total Dept 000		7,409,531.00	4,518,451.35	173,587.16	2,891,079.65	60.98
TOTAL REVENUES		7,409,531.00	4,518,451.35	173,587.16	2,891,079.65	60.98
Expenditures						
Dept 101 - CITY COUNCIL						
101-101-704.000	BOARDS & COMMISSIONS	2,600.00	1,253.91	1,203.91	1,346.09	48.23
101-101-728.000	OPERATING SUPPLIES	1,200.00	56.20	0.00	1,143.80	4.68

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-101-860.000	EDUCATION & TRAINING	500.00	476.74	0.00	23.26	95.35
Total Dept 101 - CITY COUNCIL		4,300.00	1,786.85	1,203.91	2,513.15	41.55
Dept 171 - CITY MANAGER						
101-171-702.100	SALARIES	98,775.00	52,171.53	7,568.72	46,603.47	52.82
101-171-702.800	ACCRUED SICK LEAVE	3,217.00	0.00	0.00	3,217.00	0.00
101-171-715.000	SOCIAL SECURITY (FICA)	8,051.00	3,986.23	578.26	4,064.77	49.51
101-171-716.100	HEALTH INSURANCE	3,250.00	0.00	0.00	3,250.00	0.00
101-171-716.200	DENTAL INSURANCE	485.00	242.64	40.44	242.36	50.03
101-171-716.400	LIFE INSURANCE	300.00	148.50	24.75	151.50	49.50
101-171-716.500	DISABILITY INSURANCE	1,102.00	540.00	90.00	562.00	49.00
101-171-717.000	UNEMPLOYMENT INSURANCE	18.00	0.00	0.00	18.00	0.00
101-171-718.200	DEFINED CONTRIBUTION	15,785.00	7,825.68	1,135.30	7,959.32	49.58
101-171-719.000	WORKERS' COMPENSATION	300.00	118.00	0.00	182.00	39.33
101-171-728.000	OPERATING SUPPLIES	400.00	1,733.99	75.00	(1,333.99)	433.50
101-171-818.000	CONTRACTUAL SERVICES	28,000.00	0.00	0.00	28,000.00	0.00
101-171-858.000	MEMBERSHIPS & DUES	1,000.00	739.00	739.00	261.00	73.90
101-171-860.000	EDUCATION & TRAINING	3,700.00	1,426.98	0.00	2,273.02	38.57
Total Dept 171 - CITY MANAGER		164,383.00	68,932.55	10,251.47	95,450.45	41.93
Dept 201 - FINANCE						
101-201-702.100	SALARIES	172,713.00	79,184.63	13,843.98	93,528.37	45.85
101-201-715.000	SOCIAL SECURITY (FICA)	13,461.00	5,957.95	1,043.50	7,503.05	44.26
101-201-716.100	HEALTH INSURANCE	30,244.00	10,485.62	1,803.77	19,758.38	34.67
101-201-716.200	DENTAL INSURANCE	1,456.00	630.88	107.17	825.12	43.33
101-201-716.300	OPTICAL INSURANCE	181.00	78.49	13.33	102.51	43.36
101-201-716.400	LIFE INSURANCE	1,097.00	505.96	85.87	591.04	46.12
101-201-716.500	DISABILITY INSURANCE	2,018.00	893.99	164.10	1,124.01	44.30
101-201-717.000	UNEMPLOYMENT INSURANCE	53.00	0.00	0.00	53.00	0.00
101-201-718.000	RETIREMENT	12,547.00	9,256.10	2,093.29	3,290.90	73.77
101-201-718.200	DEFINED CONTRIBUTION	2,064.00	731.04	118.47	1,332.96	35.42
101-201-719.000	WORKERS' COMPENSATION	450.00	196.00	0.00	254.00	43.56
101-201-728.000	OPERATING SUPPLIES	3,500.00	677.74	148.06	2,822.26	19.36
101-201-818.000	CONTRACTUAL SERVICES	2,314.00	2,267.40	0.00	46.60	97.99
101-201-858.000	MEMBERSHIPS & DUES	550.00	545.00	0.00	5.00	99.09
101-201-860.000	EDUCATION & TRAINING	3,000.00	1,011.93	0.00	1,988.07	33.73
Total Dept 201 - FINANCE		245,648.00	112,422.73	19,421.54	133,225.27	45.77
Dept 209 - ASSESSING						
101-209-702.100	SALARIES	70,104.00	34,352.56	5,292.99	35,751.44	49.00
101-209-704.000	BOARDS & COMMISSIONS	1,250.00	300.00	200.00	950.00	24.00
101-209-715.000	SOCIAL SECURITY (FICA)	5,612.00	2,654.47	409.01	2,957.53	47.30
101-209-716.100	HEALTH INSURANCE	3,250.00	0.00	0.00	3,250.00	0.00
101-209-716.200	DENTAL INSURANCE	485.00	242.64	40.44	242.36	50.03
101-209-716.300	OPTICAL INSURANCE	112.00	55.86	9.31	56.14	49.88
101-209-716.400	LIFE INSURANCE	519.00	270.93	45.54	248.07	52.20
101-209-716.500	DISABILITY INSURANCE	844.00	430.51	72.33	413.49	51.01
101-209-717.000	UNEMPLOYMENT INSURANCE	18.00	0.00	0.00	18.00	0.00

PERIOD ENDING 12/31/2017

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-209-718.000	RETIREMENT	23,169.00	15,207.91	2,343.21	7,961.09	65.64
101-209-719.000	WORKERS' COMPENSATION	413.00	168.00	0.00	245.00	40.68
101-209-728.000	OPERATING SUPPLIES	6,500.00	191.46	146.16	6,308.54	2.95
101-209-802.000	ADVERTISING	500.00	26.25	0.00	473.75	5.25
101-209-818.000	CONTRACTUAL SERVICES	5,000.00	4,097.00	470.00	903.00	81.94
101-209-833.000	EQUIPMENT MAINTENANCE	250.00	0.00	0.00	250.00	0.00
101-209-858.000	MEMBERSHIPS & DUES	300.00	265.00	90.00	35.00	88.33
101-209-860.000	EDUCATION & TRAINING	1,250.00	747.11	0.00	502.89	59.77
Total Dept 209 - ASSESSING		119,576.00	59,009.70	9,118.99	60,566.30	49.35
Dept 210 - CITY ATTORNEY						
101-210-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	60,000.00	26,963.94	3,573.38	33,036.06	44.94
101-210-801.100	PROFESSIONAL SERVICES:POLICE/COURT	60,000.00	31,658.44	7,470.38	28,341.56	52.76
Total Dept 210 - CITY ATTORNEY		120,000.00	58,622.38	11,043.76	61,377.62	48.85
Dept 215 - CLERK						
101-215-702.100	SALARIES	105,946.00	53,264.73	7,960.00	52,681.27	50.28
101-215-706.000	ELECTIONS	0.00	11,831.34	119.32	(11,831.34)	100.00
101-215-715.000	SOCIAL SECURITY (FICA)	8,105.00	3,944.68	585.13	4,160.32	48.67
101-215-716.100	HEALTH INSURANCE	19,071.00	9,520.69	1,584.86	9,550.31	49.92
101-215-716.200	DENTAL INSURANCE	744.00	371.27	61.70	372.73	49.90
101-215-716.300	OPTICAL INSURANCE	91.00	45.22	7.52	45.78	49.69
101-215-716.400	LIFE INSURANCE	642.00	338.52	56.93	303.48	52.73
101-215-716.500	DISABILITY INSURANCE	1,239.00	643.95	108.29	595.05	51.97
101-215-717.000	UNEMPLOYMENT INSURANCE	36.00	0.00	0.00	36.00	0.00
101-215-718.000	RETIREMENT	33,171.00	23,724.07	3,523.90	9,446.93	71.52
101-215-719.000	WORKERS' COMPENSATION	264.00	116.00	0.00	148.00	43.94
101-215-728.000	OPERATING SUPPLIES	8,550.00	3,124.02	814.00	5,425.98	36.54
101-215-802.000	ADVERTISING	3,600.00	1,497.86	378.48	2,102.14	41.61
101-215-818.000	CONTRACTUAL SERVICES	7,310.00	2,801.60	0.00	4,508.40	38.33
101-215-833.000	EQUIPMENT MAINTENANCE	100.00	3,851.00	0.00	(3,751.00)	3,851.00
101-215-858.000	MEMBERSHIPS & DUES	420.00	380.00	120.00	40.00	90.48
101-215-860.000	EDUCATION & TRAINING	600.00	21.49	21.49	578.51	3.58
101-215-978.000	EQUIPMENT	8,000.00	9,455.00	7,685.00	(1,455.00)	118.19
Total Dept 215 - CLERK		197,889.00	124,931.44	23,026.62	72,957.56	63.13
Dept 226 - HUMAN RESOURCES						
101-226-702.100	SALARIES	133,570.00	64,143.43	9,500.15	69,426.57	48.02
101-226-715.000	SOCIAL SECURITY (FICA)	10,867.00	4,811.99	712.16	6,055.01	44.28
101-226-716.100	HEALTH INSURANCE	8,476.00	0.00	0.00	8,476.00	0.00
101-226-716.200	DENTAL INSURANCE	1,558.00	779.04	129.84	778.96	50.00
101-226-716.300	OPTICAL INSURANCE	223.00	111.72	18.62	111.28	50.10
101-226-716.400	LIFE INSURANCE	748.00	381.07	63.34	366.93	50.95
101-226-716.500	DISABILITY INSURANCE	1,514.00	772.68	129.82	741.32	51.04
101-226-717.000	UNEMPLOYMENT INSURANCE	36.00	0.00	0.00	36.00	0.00
101-226-718.000	RETIREMENT	24,632.00	12,118.02	1,697.58	12,513.98	49.20
101-226-718.200	DEFINED CONTRIBUTION	3,150.00	0.00	0.00	3,150.00	0.00

PERIOD ENDING 12/31/2017

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017 (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-226-719.000	WORKERS' COMPENSATION	335.00	194.00	0.00	141.00	57.91
101-226-728.000	OPERATING SUPPLIES	4,000.00	2,027.82	173.68	1,972.18	50.70
101-226-802.000	ADVERTISING	1,000.00	1,108.50	397.30	(108.50)	110.85
101-226-818.000	CONTRACTUAL SERVICES	21,000.00	4,662.60	250.00	16,337.40	22.20
101-226-833.000	EQUIPMENT MAINTENANCE	1,500.00	0.00	0.00	1,500.00	0.00
101-226-856.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
101-226-858.000	MEMBERSHIPS & DUES	500.00	409.00	150.00	91.00	81.80
101-226-860.000	EDUCATION & TRAINING	3,000.00	793.98	0.00	2,206.02	26.47
Total Dept 226 - HUMAN RESOURCES		216,609.00	92,313.85	13,222.49	124,295.15	42.62
Dept 253 - TREASURY						
101-253-702.100	SALARIES	65,003.00	33,900.95	4,759.75	31,102.05	52.15
101-253-715.000	SOCIAL SECURITY (FICA)	4,973.00	2,564.86	359.45	2,408.14	51.58
101-253-716.100	HEALTH INSURANCE	9,100.00	6,511.87	1,238.37	2,588.13	71.56
101-253-716.200	DENTAL INSURANCE	375.00	247.05	46.90	127.95	65.88
101-253-716.300	OPTICAL INSURANCE	74.00	30.76	5.78	43.24	41.57
101-253-716.400	LIFE INSURANCE	450.00	172.84	31.36	277.16	38.41
101-253-716.500	DISABILITY INSURANCE	816.00	340.01	65.01	475.99	41.67
101-253-717.000	UNEMPLOYMENT INSURANCE	25.00	0.00	0.00	25.00	0.00
101-253-718.200	DEFINED CONTRIBUTION	546.00	1,144.22	190.37	(598.22)	209.56
101-253-719.000	WORKERS' COMPENSATION	200.00	88.00	0.00	112.00	44.00
101-253-728.000	OPERATING SUPPLIES	1,400.00	1,167.16	135.81	232.84	83.37
101-253-818.000	CONTRACTUAL SERVICES	12,700.00	6,035.21	1,857.81	6,664.79	47.52
101-253-833.000	EQUIPMENT MAINTENANCE	750.00	0.00	0.00	750.00	0.00
101-253-858.000	MEMBERSHIPS & DUES	300.00	50.00	0.00	250.00	16.67
101-253-860.000	EDUCATION & TRAINING	2,000.00	0.00	0.00	2,000.00	0.00
101-253-862.000	OVER & SHORT	0.00	(0.06)	(0.06)	0.06	100.00
Total Dept 253 - TREASURY		98,712.00	52,252.87	8,690.55	46,459.13	52.93
Dept 258 - INFORMATION & TECHNOLOGY						
101-258-728.000	OPERATING SUPPLIES	5,000.00	2,306.50	0.00	2,693.50	46.13
101-258-818.000	CONTRACTUAL SERVICES	99,295.00	33,759.00	3,920.00	65,536.00	34.00
101-258-833.000	EQUIPMENT MAINTENANCE	500.00	351.00	0.00	149.00	70.20
101-258-978.000	EQUIPMENT	23,200.00	0.00	0.00	23,200.00	0.00
Total Dept 258 - INFORMATION & TECHNOLOGY		127,995.00	36,416.50	3,920.00	91,578.50	28.45
Dept 265 - BUILDING & GROUNDS						
101-265-702.200	WAGES	29,875.00	19,070.08	3,418.80	10,804.92	63.83
101-265-702.800	ACCRUED SICK LEAVE	1,668.00	0.00	0.00	1,668.00	0.00
101-265-703.000	OTHER COMPENSATION	700.00	3,788.80	280.80	(3,088.80)	541.26
101-265-715.000	SOCIAL SECURITY (FICA)	2,467.00	1,568.02	260.82	898.98	63.56
101-265-716.000	FRINGES	0.00	1,689.61	202.75	(1,689.61)	100.00
101-265-716.100	HEALTH INSURANCE	6,169.00	3,060.02	510.77	3,108.98	49.60
101-265-716.200	DENTAL INSURANCE	485.00	242.64	40.44	242.36	50.03
101-265-716.300	OPTICAL INSURANCE	60.00	30.18	5.03	29.82	50.30
101-265-716.400	LIFE INSURANCE	79.00	39.60	6.60	39.40	50.13
101-265-717.000	UNEMPLOYMENT INSURANCE	18.00	0.00	0.00	18.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017 (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-265-718.000	RETIREMENT	13,214.00	9,161.16	1,522.80	4,052.84	69.33
101-265-719.000	WORKERS' COMPENSATION	944.00	424.00	0.00	520.00	44.92
101-265-728.000	OPERATING SUPPLIES	2,500.00	1,132.66	57.53	1,367.34	45.31
101-265-820.100	ELECTRICITY	20,000.00	7,379.22	1,203.78	12,620.78	36.90
101-265-820.200	GAS	4,000.00	832.58	475.75	3,167.42	20.81
101-265-820.300	TELEPHONE	290.00	157.50	22.50	132.50	54.31
101-265-820.400	WATER & SEWER	3,000.00	864.40	0.00	2,135.60	28.81
101-265-831.000	BUILDING MAINTENANCE	12,000.00	5,725.87	1,131.50	6,274.13	47.72
101-265-843.000	EQUIPMENT RENTAL	3,000.00	3,326.48	185.34	(326.48)	110.88
Total Dept 265 - BUILDING & GROUNDS		100,469.00	58,492.82	9,325.21	41,976.18	58.22
Dept 299 - GENERAL ADMIN						
101-299-719.000	WORKERS' COMPENSATION	200.00	55.00	0.00	145.00	27.50
101-299-728.000	OPERATING SUPPLIES	22,000.00	8,899.22	2,236.25	13,100.78	40.45
101-299-810.000	INSURANCE & BONDS	132,662.00	132,552.08	66,276.04	109.92	99.92
101-299-818.000	CONTRACTUAL SERVICES	10,030.00	31,378.60	180.00	(21,348.60)	312.85
101-299-820.300	TELEPHONE	5,814.00	3,356.07	514.83	2,457.93	57.72
101-299-833.000	EQUIPMENT MAINTENANCE	500.00	168.00	0.00	332.00	33.60
101-299-850.000	BAD DEBT EXPENSE	90,000.00	39,144.92	0.00	50,855.08	43.49
101-299-856.000	MISCELLANEOUS	2,500.00	5,927.65	814.94	(3,427.65)	237.11
101-299-858.000	MEMBERSHIPS & DUES	38,415.00	38,268.00	230.00	147.00	99.62
101-299-971.000	LAND	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 299 - GENERAL ADMIN		304,621.00	259,749.54	70,252.06	44,871.46	85.27
Dept 300 - POLICE						
101-300-702.100	SALARIES	1,140,433.00	554,754.57	81,695.06	585,678.43	48.64
101-300-702.120	SALARIES-MAGNET	69,047.00	33,965.88	5,252.40	35,081.12	49.19
101-300-702.200	WAGES	21,600.00	5,901.91	749.66	15,698.09	27.32
101-300-702.300	OVERTIME	45,000.00	18,978.80	1,670.60	26,021.20	42.18
101-300-702.400	WAGES - TEMPORARY	0.00	507.30	53.40	(507.30)	100.00
101-300-702.600	UNIFORMS	1,450.00	725.00	0.00	725.00	50.00
101-300-702.800	ACCRUED SICK LEAVE	6,600.00	5,361.30	0.00	1,238.70	81.23
101-300-703.000	CROSSING GUARDS	42,000.00	20,430.80	4,080.25	21,569.20	48.64
101-300-715.000	SOCIAL SECURITY (FICA)	28,300.00	13,542.56	2,052.41	14,757.44	47.85
101-300-716.000	FRINGES	0.00	46.29	0.00	(46.29)	100.00
101-300-716.100	HEALTH INSURANCE	229,915.00	109,898.79	18,314.70	120,016.21	47.80
101-300-716.200	DENTAL INSURANCE	11,000.00	5,433.23	916.09	5,566.77	49.39
101-300-716.300	OPTICAL INSURANCE	1,300.00	592.91	102.17	707.09	45.61
101-300-716.400	LIFE INSURANCE	3,900.00	1,923.56	320.28	1,976.44	49.32
101-300-716.500	DISABILITY INSURANCE	5,050.00	2,809.58	467.52	2,240.42	55.64
101-300-716.600	PHYSICALS	500.00	150.00	0.00	350.00	30.00
101-300-717.000	UNEMPLOYMENT INSURANCE	520.00	23.11	0.00	496.89	4.44
101-300-718.000	RETIREMENT	75,000.00	47,378.80	7,001.78	27,621.20	63.17
101-300-718.100	MUNICIPAL EMPLOYEES RETIREMENT PROGRAM	120,500.00	67,058.75	9,414.81	53,441.25	55.65
101-300-718.200	DEFINED CONTRIBUTION	2,142.00	1,153.14	174.84	988.86	53.83
101-300-719.000	WORKERS' COMPENSATION	18,600.00	11,410.00	0.00	7,190.00	61.34
101-300-728.000	OPERATING SUPPLIES	14,000.00	5,876.24	543.87	8,123.76	41.97
101-300-741.000	UNIFORMS & CLEANING	9,000.00	845.85	192.00	8,154.15	9.40
101-300-751.000	GAS & OIL	25,000.00	12,515.68	2,204.55	12,484.32	50.06

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			12/31/2017 NORMAL (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-300-804.000	WITNESS JURY FEES	200.00	0.00	0.00	200.00	0.00
101-300-813.000	WRECKER SERVICE	300.00	0.00	0.00	300.00	0.00
101-300-818.000	CONTRACTUAL SERVICES	80,000.00	24,522.08	4,410.30	55,477.92	30.65
101-300-820.100	ELECTRICITY	9,600.00	3,850.88	810.71	5,749.12	40.11
101-300-820.200	GAS	5,800.00	891.63	541.14	4,908.37	15.37
101-300-820.300	TELEPHONE	5,500.00	2,946.75	371.66	2,553.25	53.58
101-300-820.400	WATER & SEWER	2,734.00	803.90	0.00	1,930.10	29.40
101-300-820.500	REFUSE	500.00	189.00	31.50	311.00	37.80
101-300-831.000	BUILDING MAINTENANCE	6,000.00	465.28	195.00	5,534.72	7.75
101-300-833.000	EQUIPMENT MAINTENANCE	1,000.00	260.00	0.00	740.00	26.00
101-300-833.400	EQUIP MAINT - MOBILE	20,000.00	5,136.10	1,744.20	14,863.90	25.68
101-300-856.000	MISCELLANEOUS	300.00	129.83	61.06	170.17	43.28
101-300-858.000	MEMBERSHIPS & DUES	2,400.00	200.00	0.00	2,200.00	8.33
101-300-860.000	EDUCATION & TRAINING	5,000.00	1,111.54	0.00	3,888.46	22.23
101-300-976.000	BUILDING ADD & IMPROVEMENTS	0.00	8,594.31	0.00	(8,594.31)	100.00
101-300-978.000	EQUIPMENT	56,500.00	40,777.00	7,853.00	15,723.00	72.17
Total Dept 300 - POLICE		2,066,691.00	1,011,162.35	151,224.96	1,055,528.65	48.93
Dept 335 - FIRE						
101-335-702.100	SALARIES	1,010,280.00	506,901.35	73,623.70	503,378.65	50.17
101-335-702.300	OVERTIME	121,000.00	59,464.80	8,982.96	61,535.20	49.14
101-335-702.400	WAGES - TEMPORARY	50.00	0.00	0.00	50.00	0.00
101-335-702.500	MEAL ALLOWANCE	13,500.00	13,500.00	0.00	0.00	100.00
101-335-702.600	UNIFORMS	1,800.00	1,000.00	1,000.00	800.00	55.56
101-335-702.800	ACCRUED SICK LEAVE	8,100.00	4,377.66	0.00	3,722.34	54.05
101-335-715.000	SOCIAL SECURITY (FICA)	21,150.00	10,166.84	1,466.57	10,983.16	48.07
101-335-716.100	HEALTH INSURANCE	262,000.00	111,332.22	18,344.01	150,667.78	42.49
101-335-716.200	DENTAL INSURANCE	7,850.00	3,526.62	597.39	4,323.38	44.93
101-335-716.300	OPTICAL INSURANCE	1,250.00	540.12	90.48	709.88	43.21
101-335-716.400	LIFE INSURANCE	4,740.00	2,238.29	378.84	2,501.71	47.22
101-335-716.500	DISABILITY INSURANCE	9,600.00	3,866.73	650.58	5,733.27	40.28
101-335-716.600	PHYSICALS	2,500.00	0.00	0.00	2,500.00	0.00
101-335-717.000	UNEMPLOYMENT INSURANCE	378.00	19.09	0.00	358.91	5.05
101-335-718.000	RETIREMENT	143,800.00	89,783.65	12,828.34	54,016.35	62.44
101-335-718.200	DEFINED CONTRIBUTION	2,072.00	1,152.86	174.80	919.14	55.64
101-335-719.000	WORKERS' COMPENSATION	24,000.00	14,096.00	0.00	9,904.00	58.73
101-335-728.000	OPERATING SUPPLIES	15,000.00	3,500.84	297.22	11,499.16	23.34
101-335-728.100	SUPPLIES	30,000.00	8,875.46	2,157.44	21,124.54	29.58
101-335-741.000	UNIFORMS & CLEANING	14,500.00	5,513.52	265.00	8,986.48	38.02
101-335-751.000	GAS & OIL	20,000.00	13,853.34	2,634.18	6,146.66	69.27
101-335-818.000	CONTRACTUAL SERVICES	70,000.00	39,830.72	0.00	30,169.28	56.90
101-335-820.100	ELECTRICITY	11,000.00	4,556.84	948.75	6,443.16	41.43
101-335-820.200	GAS	4,500.00	798.52	541.15	3,701.48	17.74
101-335-820.300	TELEPHONE	2,000.00	1,051.14	90.55	948.86	52.56
101-335-820.400	WATER & SEWER	2,000.00	803.90	0.00	1,196.10	40.20
101-335-820.500	REFUSE	500.00	189.00	31.50	311.00	37.80
101-335-831.000	BUILDING MAINTENANCE	9,000.00	3,414.35	1,080.95	5,585.65	37.94
101-335-833.000	EQUIPMENT MAINTENANCE	5,000.00	1,065.75	686.00	3,934.25	21.32
101-335-833.400	EQUIP MAINT - MOBILE	35,000.00	12,044.43	5,040.34	22,955.57	34.41
101-335-860.000	EDUCATION & TRAINING	23,000.00	20,290.56	700.00	2,709.44	88.22
101-335-976.000	BUILDING ADD & IMPROVEMENTS	0.00	8,594.30	0.00	(8,594.30)	100.00
101-335-978.000	EQUIPMENT	25,000.00	11,649.00	0.00	13,351.00	46.60

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 12/31/2017

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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017 (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 335 - FIRE		1,900,570.00	957,997.90	132,610.75	942,572.10	50.41
Dept 370 - BUILDING AND SAFETY						
101-370-702.100	SALARIES	57,539.00	17,351.82	2,667.56	40,187.18	30.16
101-370-702.200	WAGES	0.00	12,460.00	1,880.00	(12,460.00)	100.00
101-370-715.000	SOCIAL SECURITY (FICA)	4,402.00	2,278.45	347.48	2,123.55	51.76
101-370-716.100	HEALTH INSURANCE	17,530.00	9,604.96	2,606.52	7,925.04	54.79
101-370-716.200	DENTAL INSURANCE	785.00	381.64	65.29	403.36	48.62
101-370-716.300	OPTICAL INSURANCE	110.00	53.77	9.17	56.23	48.88
101-370-716.400	LIFE INSURANCE	140.00	69.65	11.63	70.35	49.75
101-370-716.500	DISABILITY INSURANCE	439.00	138.60	33.19	300.40	31.57
101-370-717.000	UNEMPLOYMENT INSURANCE	38.00	0.00	0.00	38.00	0.00
101-370-718.200	DEFINED CONTRIBUTION	1,413.00	573.68	82.76	839.32	40.60
101-370-719.000	WORKERS' COMPENSATION	355.00	376.00	0.00	(21.00)	105.92
101-370-728.000	OPERATING SUPPLIES	4,000.00	657.53	137.59	3,342.47	16.44
101-370-818.000	CONTRACTUAL SERVICES	146,000.00	52,818.35	10,391.67	93,181.65	36.18
101-370-820.300	TELEPHONE	500.00	113.81	22.85	386.19	22.76
101-370-833.000	EQUIPMENT MAINTENANCE	100.00	0.00	0.00	100.00	0.00
101-370-856.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00
101-370-858.000	MEMBERSHIPS & DUES	500.00	0.00	0.00	500.00	0.00
101-370-860.000	EDUCATION & TRAINING	500.00	0.00	0.00	500.00	0.00
101-370-978.000	EQUIPMENT	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 370 - BUILDING AND SAFETY		235,951.00	96,878.26	18,255.71	139,072.74	41.06
Dept 441 - PUBLIC WORKS						
101-441-702.100	SALARIES	61,345.00	29,220.44	4,577.30	32,124.56	47.63
101-441-702.200	WAGES	97,000.00	9,690.61	(235.84)	87,309.39	9.99
101-441-702.400	WAGES - TEMPORARY	5,000.00	18,196.90	0.00	(13,196.90)	363.94
101-441-703.000	OTHER COMPENSATION	0.00	38,499.16	5,808.23	(38,499.16)	100.00
101-441-715.000	SOCIAL SECURITY (FICA)	12,496.00	17,535.67	2,722.98	(5,039.67)	140.33
101-441-716.000	FRINGES	0.00	(127,283.14)	(20,025.79)	127,283.14	100.00
101-441-716.100	HEALTH INSURANCE	28,700.00	48,627.08	8,209.61	(19,927.08)	169.43
101-441-716.200	DENTAL INSURANCE	2,000.00	2,548.74	428.16	(548.74)	127.44
101-441-716.300	OPTICAL INSURANCE	260.00	288.88	48.57	(28.88)	111.11
101-441-716.400	LIFE INSURANCE	700.00	555.44	93.18	144.56	79.35
101-441-716.500	DISABILITY INSURANCE	1,600.00	1,869.53	300.14	(269.53)	116.85
101-441-717.000	UNEMPLOYMENT INSURANCE	68.00	17.94	0.00	50.06	26.38
101-441-718.000	RETIREMENT	21,740.00	37,592.39	5,751.95	(15,852.39)	172.92
101-441-718.100	MUNICIPAL EMPLOYEES RETIREMENT PROGRAM	0.00	5,470.50	781.50	(5,470.50)	100.00
101-441-718.200	DEFINED CONTRIBUTION	4,498.00	5,421.56	864.80	(923.56)	120.53
101-441-719.000	WORKERS' COMPENSATION	4,500.00	7,481.00	0.00	(2,981.00)	166.24
101-441-728.000	OPERATING SUPPLIES	4,000.00	2,704.18	336.56	1,295.82	67.60
101-441-751.000	GAS & OIL	3,000.00	1,792.61	36.92	1,207.39	59.75
101-441-818.000	CONTRACTUAL SERVICES	6,000.00	12,135.92	0.00	(6,135.92)	202.27
101-441-820.100	ELECTRICITY	18,000.00	2,705.33	742.62	15,294.67	15.03
101-441-820.200	GAS	7,000.00	792.17	513.47	6,207.83	11.32
101-441-820.300	TELEPHONE	5,500.00	2,288.21	480.31	3,211.79	41.60
101-441-820.400	WATER & SEWER	1,200.00	259.00	0.00	941.00	21.58
101-441-820.500	REFUSE	2,000.00	573.59	112.74	1,426.41	28.68

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		YTD BALANCE	ACTIVITY FOR	AVAILABLE		
		12/31/2017	MONTH 12/31/2017	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-441-821.000	STREET LIGHTING	200,000.00	15,554.99	(35,428.29)	184,445.01	7.78
101-441-822.000	DISPOSAL AREA (LANDFILL)	20,000.00	7,063.74	2,527.00	12,936.26	35.32
101-441-831.000	BUILDING MAINTENANCE	7,000.00	1,328.39	(137.51)	5,671.61	18.98
101-441-831.100	STORM SEWER MAINTENANCE	26,000.00	3,525.26	3,525.26	22,474.74	13.56
101-441-836.200	TREES & GARDEN	2,500.00	0.00	0.00	2,500.00	0.00
101-441-838.000	MISCELLANEOUS OPERATIONS	4,000.00	(179.69)	(50.00)	4,179.69	(4.49)
101-441-843.000	EQUIPMENT RENTAL	35,000.00	13,977.61	915.51	21,022.39	39.94
101-441-860.000	EDUCATION & TRAINING	6,000.00	689.00	0.00	5,311.00	11.48
101-441-860.100	SAFETY TRAINING	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 441 - PUBLIC WORKS		588,607.00	160,943.01	(17,100.62)	427,663.99	27.34
Dept 528 - LEAF AND BRUSH COLLECTION						
101-528-702.200	WAGES	47,000.00	34,636.36	12,561.92	12,363.64	73.69
101-528-702.400	WAGES - TEMPORARY	0.00	3,235.00	1,250.00	(3,235.00)	100.00
101-528-715.000	SOCIAL SECURITY (FICA)	0.00	247.48	95.63	(247.48)	100.00
101-528-716.000	FRINGES	30,000.00	27,030.22	9,803.32	2,969.78	90.10
101-528-728.000	OPERATING SUPPLIES	2,000.00	220.06	0.00	1,779.94	11.00
101-528-818.000	CONTRACTUAL SERVICES	20,000.00	942.57	0.00	19,057.43	4.71
101-528-843.000	EQUIPMENT RENTAL	130,000.00	80,484.85	33,473.21	49,515.15	61.91
Total Dept 528 - LEAF AND BRUSH COLLECTION		229,000.00	146,796.54	57,184.08	82,203.46	64.10
Dept 585 - PARKING						
101-585-702.200	WAGES	12,000.00	2,850.74	1,550.00	9,149.26	23.76
101-585-703.000	OTHER COMPENSATION	2,700.00	0.00	0.00	2,700.00	0.00
101-585-716.000	FRINGES	9,300.00	2,224.72	1,209.62	7,075.28	23.92
101-585-728.000	OPERATING SUPPLIES	4,500.00	330.00	0.00	4,170.00	7.33
101-585-818.000	CONTRACTUAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
101-585-834.000	MAINTENANCE	2,000.00	39.77	39.77	1,960.23	1.99
101-585-843.000	EQUIPMENT RENTAL	16,500.00	4,113.96	3,432.97	12,386.04	24.93
Total Dept 585 - PARKING		49,000.00	9,559.19	6,232.36	39,440.81	19.51
Dept 728 - COMMUNITY DEVELOPMENT						
101-728-702.100	SALARIES	75,323.00	38,391.11	6,997.27	36,931.89	50.97
101-728-702.400	WAGES - TEMPORARY	0.00	70.42	18.68	(70.42)	100.00
101-728-702.800	ACCRUED SICK LEAVE	0.00	(682.40)	(1,068.34)	682.40	100.00
101-728-715.000	SOCIAL SECURITY (FICA)	6,103.00	2,799.91	441.11	3,303.09	45.88
101-728-716.100	HEALTH INSURANCE	6,985.00	1,472.00	418.87	5,513.00	21.07
101-728-716.200	DENTAL INSURANCE	120.00	59.16	10.04	60.84	49.30
101-728-716.300	OPTICAL INSURANCE	20.00	8.46	1.43	11.54	42.30
101-728-716.400	LIFE INSURANCE	525.00	284.44	48.27	240.56	54.18
101-728-716.500	DISABILITY INSURANCE	877.00	456.02	79.41	420.98	52.00
101-728-717.000	UNEMPLOYMENT INSURANCE	20.00	0.00	0.00	20.00	0.00
101-728-718.000	RETIREMENT	0.00	31.17	8.27	(31.17)	100.00
101-728-718.200	DEFINED CONTRIBUTION	3,060.00	1,508.33	237.15	1,551.67	49.29
101-728-719.000	WORKERS' COMPENSATION	230.00	82.00	0.00	148.00	35.65
101-728-728.000	OPERATING SUPPLIES	1,500.00	167.90	74.89	1,332.10	11.19
101-728-818.000	CONTRACTUAL SERVICES	34,580.00	5,196.66	0.00	29,383.34	15.03

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-728-858.000	MEMBERSHIPS & DUES	1,000.00	120.00	0.00	880.00	12.00
101-728-860.000	EDUCATION & TRAINING	4,000.00	3,540.15	717.85	459.85	88.50
Total Dept 728 - COMMUNITY DEVELOPMENT		134,343.00	53,505.33	7,984.90	80,837.67	39.83
Dept 756 - PARKS						
101-756-702.200	WAGES	60,000.00	24,202.08	667.61	35,797.92	40.34
101-756-703.000	OTHER COMPENSATION	1,350.00	0.00	0.00	1,350.00	0.00
101-756-716.000	FRINGES	47,000.00	18,887.31	521.00	28,112.69	40.19
101-756-728.000	OPERATING SUPPLIES	3,000.00	938.16	0.00	2,061.84	31.27
101-756-818.000	CONTRACTUAL SERVICES	10,000.00	134.00	134.00	9,866.00	1.34
101-756-820.100	ELECTRICITY	11,000.00	4,214.96	407.36	6,785.04	38.32
101-756-820.200	GAS	50.00	0.00	0.00	50.00	0.00
101-756-820.400	WATER & SEWER	7,000.00	6,920.05	2,158.00	79.95	98.86
101-756-820.500	REFUSE	1,000.00	327.60	0.00	672.40	32.76
101-756-831.000	BUILDING MAINTENANCE	16,000.00	6,501.16	2,395.04	9,498.84	40.63
101-756-831.200	BLDG MAINTENANCE-BALLFIELDS	2,000.00	807.26	0.00	1,192.74	40.36
101-756-836.200	TREES & GARDEN	2,500.00	538.05	0.00	1,961.95	21.52
101-756-843.000	EQUIPMENT RENTAL	60,000.00	33,182.29	819.69	26,817.71	55.30
101-756-974.000	LAND IMPROVEMENTS	0.00	76,455.33	72,168.99	(76,455.33)	100.00
Total Dept 756 - PARKS		220,900.00	173,108.25	79,271.69	47,791.75	78.36
Dept 965 - OTHER FINANCING SOURCES (USES)						
101-965-995.000	OTHER FINANCING SOURCES (USES)	117,717.00	0.00	0.00	117,717.00	0.00
Total Dept 965 - OTHER FINANCING SOURCES (USES)		117,717.00	0.00	0.00	117,717.00	0.00
Dept 966 - TRANSFERS OUT						
101-966-999.297	TRANSFER TO HISTORICAL COMMISSION	33,000.00	16,500.00	2,750.00	16,500.00	50.00
101-966-999.700	TRANSFER TO AIRPORT	7,000.00	0.00	0.00	7,000.00	0.00
101-966-999.731	TRANSFER-RETIREMENT	126,550.00	0.00	0.00	126,550.00	0.00
Total Dept 966 - TRANSFERS OUT		166,550.00	16,500.00	2,750.00	150,050.00	9.91
TOTAL EXPENDITURES		7,409,531.00	3,551,382.06	617,890.43	3,858,148.94	47.93
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		7,409,531.00	4,518,451.35	173,587.16	2,891,079.65	60.98
TOTAL EXPENDITURES		7,409,531.00	3,551,382.06	617,890.43	3,858,148.94	47.93
NET OF REVENUES & EXPENDITURES		0.00	967,069.29	(444,303.27)	(967,069.29)	100.00

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017	MONTH	12/31/2017	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000							
202-000-501.506	GRANT-FEDERAL	375,000.00	0.00	0.00		375,000.00	0.00
202-000-539.529	STATE SOURCES	29,600.00	0.00	0.00		29,600.00	0.00
202-000-539.546	TRUNKLINE MAINTENANCE	39,378.00	6,596.81	0.00		32,781.19	16.75
202-000-539.569	GAS & WEIGHT TAX	815,000.00	368,932.38	87,905.14		446,067.62	45.27
202-000-671.694	MISCELLANEOUS	0.00	3,994.82	3,994.82		(3,994.82)	100.00
202-000-695.672	SPECIAL ASSESSMENT	26,300.00	0.00	0.00		26,300.00	0.00
Total Dept 000		1,285,278.00	379,524.01	91,899.96		905,753.99	29.53
TOTAL REVENUES		1,285,278.00	379,524.01	91,899.96		905,753.99	29.53
Expenditures							
Dept 451 - CONSTRUCTION							
202-451-728.000	OPERATING SUPPLIES	0.00	3.00	0.00		(3.00)	100.00
202-451-818.000	CONTRACTUAL SERVICES	0.00	794,548.72	65,380.05		(794,548.72)	100.00
202-451-999.411	TRANSFER TO CIF-STREETS	375,000.00	0.00	0.00		375,000.00	0.00
Total Dept 451 - CONSTRUCTION		375,000.00	794,551.72	65,380.05		(419,551.72)	211.88
Dept 463 - STREET MAINTENANCE							
202-463-702.200	WAGES	31,000.00	17,275.24	1,221.10		13,724.76	55.73
202-463-716.000	FRINGES	29,000.00	16,620.50	1,174.82		12,379.50	57.31
202-463-728.000	OPERATING SUPPLIES	20,000.00	9,376.44	36.46		10,623.56	46.88
202-463-818.000	CONTRACTUAL SERVICES	80,000.00	21,545.42	0.00		58,454.58	26.93
202-463-843.000	EQUIPMENT RENTAL	55,000.00	26,562.51	3,178.59		28,437.49	48.30
Total Dept 463 - STREET MAINTENANCE		215,000.00	91,380.11	5,610.97		123,619.89	42.50
Dept 473 - BRIDGE MAINTENANCE							
202-473-702.200	WAGES	500.00	54.50	0.00		445.50	10.90
202-473-716.000	FRINGES	500.00	52.43	0.00		447.57	10.49
202-473-728.000	OPERATING SUPPLIES	100.00	0.00	0.00		100.00	0.00
202-473-818.000	CONTRACTUAL SERVICES	700.00	0.00	0.00		700.00	0.00
202-473-843.000	EQUIPMENT RENTAL	500.00	8.52	0.00		491.48	1.70
Total Dept 473 - BRIDGE MAINTENANCE		2,300.00	115.45	0.00		2,184.55	5.02
Dept 474 - TRAFFIC SERVICES-MAINTENANCE							
202-474-702.200	WAGES	2,000.00	909.59	57.18		1,090.41	45.48
202-474-716.000	FRINGES	2,000.00	875.11	55.01		1,124.89	43.76
202-474-728.000	OPERATING SUPPLIES	3,500.00	280.25	0.00		3,219.75	8.01
202-474-818.000	CONTRACTUAL SERVICES	15,000.00	66.59	0.00		14,933.41	0.44
202-474-820.000	UTILITIES	3,500.00	30.47	10.37		3,469.53	0.87
202-474-843.000	EQUIPMENT RENTAL	1,500.00	801.56	8.52		698.44	53.44
Total Dept 474 - TRAFFIC SERVICES-MAINTENANCE		27,500.00	2,963.57	131.08		24,536.43	10.78

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017 NORMAL (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Expenditures						
Dept 478 - SNOW & ICE CONTROL						
202-478-702.200	WAGES	20,000.00	6,446.71	6,419.18	13,553.29	32.23
202-478-716.000	FRINGES	20,000.00	6,202.38	6,175.89	13,797.62	31.01
202-478-728.000	OPERATING SUPPLIES	50,000.00	0.00	0.00	50,000.00	0.00
202-478-843.000	EQUIPMENT RENTAL	35,000.00	14,526.45	14,443.34	20,473.55	41.50
Total Dept 478 - SNOW & ICE CONTROL		125,000.00	27,175.54	27,038.41	97,824.46	21.74
Dept 480 - TREE TRIMMING						
202-480-702.200	WAGES	8,000.00	7,086.66	27.53	913.34	88.58
202-480-716.000	FRINGES	8,000.00	6,818.07	26.49	1,181.93	85.23
202-480-728.000	OPERATING SUPPLIES	1,000.00	825.04	0.00	174.96	82.50
202-480-818.000	CONTRACTUAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
202-480-843.000	EQUIPMENT RENTAL	8,500.00	13,049.11	8.52	(4,549.11)	153.52
Total Dept 480 - TREE TRIMMING		30,500.00	27,778.88	62.54	2,721.12	91.08
Dept 482 - ADMINISTRATION & ENGINEERING						
202-482-702.100	SALARIES	65,500.00	21,659.40	3,039.40	43,840.60	33.07
202-482-715.000	SOCIAL SECURITY (FICA)	5,625.00	1,655.30	233.10	3,969.70	29.43
202-482-716.100	HEALTH INSURANCE	5,300.00	1,408.33	(78.39)	3,891.67	26.57
202-482-716.200	DENTAL INSURANCE	525.00	82.50	13.75	442.50	15.71
202-482-716.300	OPTICAL INSURANCE	50.00	10.28	1.71	39.72	20.56
202-482-716.400	LIFE INSURANCE	175.00	26.02	4.38	148.98	14.87
202-482-716.500	DISABILITY INSURANCE	400.00	81.49	13.69	318.51	20.37
202-482-718.000	RETIREMENT	11,600.00	2,951.85	443.59	8,648.15	25.45
202-482-719.000	WORKERS' COMPENSATION	500.00	104.00	0.00	396.00	20.80
202-482-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	200.00	1,325.00	0.00	(1,125.00)	662.50
202-482-999.101	CONTRIBUTION-GF ADMIN	81,500.00	36,893.24	8,790.51	44,606.76	45.27
Total Dept 482 - ADMINISTRATION & ENGINEERING		171,375.00	66,197.41	12,461.74	105,177.59	38.63
Dept 484 - TRUNKLINE SUPERVISOR						
202-484-702.100	SALARIES	4,500.00	0.00	0.00	4,500.00	0.00
Total Dept 484 - TRUNKLINE SUPERVISOR		4,500.00	0.00	0.00	4,500.00	0.00
Dept 485 - LOCAL STREET TRANSFER						
202-485-999.203	TRANSFER TO LOCAL STREET	252,650.00	102,978.22	27,250.59	149,671.78	40.76
Total Dept 485 - LOCAL STREET TRANSFER		252,650.00	102,978.22	27,250.59	149,671.78	40.76
Dept 486 - TRUNKLINE SURFACE MAINTENANCE						
202-486-702.200	WAGES	900.00	0.00	0.00	900.00	0.00
202-486-716.000	FRINGES	900.00	0.00	0.00	900.00	0.00
202-486-728.000	OPERATING SUPPLIES	800.00	418.65	0.00	381.35	52.33
202-486-843.000	EQUIPMENT RENTAL	600.00	0.00	0.00	600.00	0.00

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	DECREASE	NORMAL (ABNORMAL) BALANCE	
Fund 202 - MAJOR STREET FUND							
Expenditures							
Total Dept 486 - TRUNKLINE SURFACE MAINTENANCE		3,200.00	418.65	0.00	2,781.35	13.08	
Dept 488 - TRUNKLINE SWEEPING & FLUSHING							
202-488-702.200	WAGES	700.00	91.75	0.00	608.25	13.11	
202-488-716.000	FRINGES	700.00	88.27	0.00	611.73	12.61	
202-488-843.000	EQUIPMENT RENTAL	1,600.00	420.80	0.00	1,179.20	26.30	
Total Dept 488 - TRUNKLINE SWEEPING & FLUSHING		3,000.00	600.82	0.00	2,399.18	20.03	
Dept 490 - TRUNKLINE TREE TRIIM & REMOVAL							
202-490-702.200	WAGES	150.00	108.91	0.00	41.09	72.61	
202-490-716.000	FRINGES	150.00	104.78	0.00	45.22	69.85	
202-490-843.000	EQUIPMENT RENTAL	200.00	162.10	0.00	37.90	81.05	
Total Dept 490 - TRUNKLINE TREE TRIIM & REMOVAL		500.00	375.79	0.00	124.21	75.16	
Dept 491 - TRUNKLINE STORM DRAIN, CURBS							
202-491-702.200	WAGES	500.00	1,242.41	0.00	(742.41)	248.48	
202-491-716.000	FRINGES	500.00	1,195.32	0.00	(695.32)	239.06	
202-491-728.000	OPERATING SUPPLIES	3,000.00	0.00	0.00	3,000.00	0.00	
202-491-843.000	EQUIPMENT RENTAL	500.00	1,453.21	0.00	(953.21)	290.64	
Total Dept 491 - TRUNKLINE STORM DRAIN, CURBS		4,500.00	3,890.94	0.00	609.06	86.47	
Dept 492 - TRUNKLINE ROADSIDE CLEANUP							
202-492-702.200	WAGES	50.00	36.70	0.00	13.30	73.40	
202-492-716.000	FRINGES	50.00	35.31	0.00	14.69	70.62	
202-492-843.000	EQUIPMENT RENTAL	100.00	19.80	0.00	80.20	19.80	
Total Dept 492 - TRUNKLINE ROADSIDE CLEANUP		200.00	91.81	0.00	108.19	45.91	
Dept 494 - TRUNKLINE TRAFFIC SIGNS							
202-494-702.200	WAGES	200.00	0.00	0.00	200.00	0.00	
202-494-716.000	FRINGES	200.00	0.00	0.00	200.00	0.00	
202-494-728.000	OPERATING SUPPLIES	400.00	102.00	0.00	298.00	25.50	
202-494-843.000	EQUIPMENT RENTAL	200.00	0.00	0.00	200.00	0.00	
Total Dept 494 - TRUNKLINE TRAFFIC SIGNS		1,000.00	102.00	0.00	898.00	10.20	
Dept 496 - TRUNKLINE TRAFFIC SIGNALS							
202-496-702.200	WAGES	50.00	0.00	0.00	50.00	0.00	
202-496-716.000	FRINGES	50.00	0.00	0.00	50.00	0.00	
202-496-820.100	ELECTRICITY	1,300.00	0.00	0.00	1,300.00	0.00	
202-496-843.000	EQUIPMENT RENTAL	100.00	0.00	0.00	100.00	0.00	
Total Dept 496 - TRUNKLINE TRAFFIC SIGNALS		1,500.00	0.00	0.00	1,500.00	0.00	

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Expenditures						
Dept 497 - TRUNKLINE SNOW & ICE CONTROL						
202-497-702.200	WAGES	2,065.00	1,027.28	1,027.28	1,037.72	49.75
202-497-716.000	FRINGES	1,652.00	988.35	988.35	663.65	59.83
202-497-728.000	OPERATING SUPPLIES	10,000.00	0.00	0.00	10,000.00	0.00
202-497-843.000	EQUIPMENT RENTAL	3,600.00	2,968.58	2,968.58	631.42	82.46
Total Dept 497 - TRUNKLINE SNOW & ICE CONTROL		17,317.00	4,984.21	4,984.21	12,332.79	28.78
Dept 502 - TRUNKLINE LEAVE & INS BENEFITS						
202-502-702.200	WAGES	6,423.00	0.00	0.00	6,423.00	0.00
Total Dept 502 - TRUNKLINE LEAVE & INS BENEFITS		6,423.00	0.00	0.00	6,423.00	0.00
Dept 965 - OTHER FINANCING SOURCES (USES)						
202-965-995.000	OTHER FINANCING SOURCES (USES)	43,813.00	0.00	0.00	43,813.00	0.00
Total Dept 965 - OTHER FINANCING SOURCES (USES)		43,813.00	0.00	0.00	43,813.00	0.00
TOTAL EXPENDITURES		1,285,278.00	1,123,605.12	142,919.59	161,672.88	87.42
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		1,285,278.00	379,524.01	91,899.96	905,753.99	29.53
TOTAL EXPENDITURES		1,285,278.00	1,123,605.12	142,919.59	161,672.88	87.42
NET OF REVENUES & EXPENDITURES		0.00	(744,081.11)	(51,019.63)	744,081.11	100.00

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017	MONTH	12/31/2017	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-501.506	FEDERAL GRANTS	0.00	1,999.25	0.00		(1,999.25)	100.00
203-000-539.529	STATE SOURCES	10,400.00	0.00	0.00		10,400.00	0.00
203-000-539.569	GAS & WEIGHT TAX	299,000.00	134,630.05	32,078.17		164,369.95	45.03
203-000-671.694	MISCELLANEOUS	42,000.00	0.00	0.00		42,000.00	0.00
203-000-695.202	MAJOR STREET TRANSFER	252,650.00	102,978.22	27,250.59		149,671.78	40.76
203-000-695.672	SPECIAL ASSESSMENT	46,050.00	0.00	0.00		46,050.00	0.00
Total Dept 000		650,100.00	239,607.52	59,328.76		410,492.48	36.86
TOTAL REVENUES		650,100.00	239,607.52	59,328.76		410,492.48	36.86
Expenditures							
Dept 451 - CONSTRUCTION							
203-451-818.000	CONTRACTUAL SERVICES	100,000.00	0.00	0.00		100,000.00	0.00
Total Dept 451 - CONSTRUCTION		100,000.00	0.00	0.00		100,000.00	0.00
Dept 463 - STREET MAINTENANCE							
203-463-702.200	WAGES	38,000.00	28,507.44	1,436.48		9,492.56	75.02
203-463-716.000	FRINGES	38,000.00	27,427.01	1,382.04		10,572.99	72.18
203-463-728.000	OPERATING SUPPLIES	20,000.00	8,458.33	23.49		11,541.67	42.29
203-463-818.000	CONTRACTUAL SERVICES	100,000.00	49,113.15	0.00		50,886.85	49.11
203-463-843.000	EQUIPMENT RENTAL	73,500.00	54,101.86	4,448.90		19,398.14	73.61
Total Dept 463 - STREET MAINTENANCE		269,500.00	167,607.79	7,290.91		101,892.21	62.19
Dept 474 - TRAFFIC SERVICES-MAINTENANCE							
203-474-702.200	WAGES	1,000.00	414.74	29.66		585.26	41.47
203-474-716.000	FRINGES	1,000.00	399.02	28.54		600.98	39.90
203-474-728.000	OPERATING SUPPLIES	1,000.00	0.00	0.00		1,000.00	0.00
203-474-843.000	EQUIPMENT RENTAL	800.00	177.67	0.00		622.33	22.21
Total Dept 474 - TRAFFIC SERVICES-MAINTENANCE		3,800.00	991.43	58.20		2,808.57	26.09
Dept 478 - SNOW & ICE CONTROL							
203-478-702.200	WAGES	7,500.00	2,493.43	2,493.43		5,006.57	33.25
203-478-716.000	FRINGES	7,500.00	2,398.93	2,398.93		5,101.07	31.99
203-478-728.000	OPERATING SUPPLIES	23,500.00	0.00	0.00		23,500.00	0.00
203-478-843.000	EQUIPMENT RENTAL	22,000.00	6,283.74	6,283.74		15,716.26	28.56
Total Dept 478 - SNOW & ICE CONTROL		60,500.00	11,176.10	11,176.10		49,323.90	18.47
Dept 480 - TREE TRIMMING							
203-480-702.200	WAGES	20,000.00	7,322.99	39.54		12,677.01	36.61
203-480-716.000	FRINGES	20,000.00	7,045.44	38.04		12,954.56	35.23
203-480-728.000	OPERATING SUPPLIES	4,000.00	888.90	0.00		3,111.10	22.22
203-480-818.000	CONTRACTUAL SERVICES	0.00	3,900.00	0.00		(3,900.00)	100.00

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		AMENDED BUDGET	12/31/2017 (NORMAL (ABNORMAL))	MONTH 12/31/2017 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 203 - LOCAL STREET FUND						
Expenditures						
203-480-843.000	EQUIPMENT RENTAL	20,000.00	13,996.18	0.00	6,003.82	69.98
Total Dept 480 - TREE TRIMMING		64,000.00	33,153.51	77.58	30,846.49	51.80
Dept 482 - ADMINISTRATION & ENGINEERING						
203-482-702.100	SALARIES	72,800.00	27,934.42	3,982.38	44,865.58	38.37
203-482-715.000	SOCIAL SECURITY (FICA)	5,700.00	2,133.63	305.74	3,566.37	37.43
203-482-716.100	HEALTH INSURANCE	9,000.00	2,733.83	(152.15)	6,266.17	30.38
203-482-716.200	DENTAL INSURANCE	900.00	160.14	26.69	739.86	17.79
203-482-716.300	OPTICAL INSURANCE	100.00	19.90	3.32	80.10	19.90
203-482-716.400	LIFE INSURANCE	250.00	50.54	8.49	199.46	20.22
203-482-716.500	DISABILITY INSURANCE	500.00	158.21	26.58	341.79	31.64
203-482-718.000	RETIREMENT	12,000.00	5,729.94	861.05	6,270.06	47.75
203-482-719.000	WORKERS' COMPENSATION	700.00	94.00	0.00	606.00	13.43
203-482-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	200.00	1,325.00	0.00	(1,125.00)	662.50
203-482-999.101	CONTRIBUTION-GF ADMIN	29,900.00	13,463.01	3,207.82	16,436.99	45.03
Total Dept 482 - ADMINISTRATION & ENGINEERING		132,050.00	53,802.62	8,269.92	78,247.38	40.74
Dept 965 - OTHER FINANCING SOURCES (USES)						
203-965-995.000	OTHER FINANCING SOURCES (USES)	20,250.00	0.00	0.00	20,250.00	0.00
Total Dept 965 - OTHER FINANCING SOURCES (USES)		20,250.00	0.00	0.00	20,250.00	0.00
TOTAL EXPENDITURES		650,100.00	266,731.45	26,872.71	383,368.55	41.03
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		650,100.00	239,607.52	59,328.76	410,492.48	36.86
TOTAL EXPENDITURES		650,100.00	266,731.45	26,872.71	383,368.55	41.03
NET OF REVENUES & EXPENDITURES		0.00	(27,123.93)	32,456.05	27,123.93	100.00

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Fund 248 - DOWNTOWN FACADE PROGRAM						
Revenues						
Dept 000						
248-000-501.506	GRANT-FEDERAL	520,000.00	0.00	0.00	520,000.00	0.00
248-000-671.675	DONATIONS-PRIVATE	520,000.00	0.00	0.00	520,000.00	0.00
Total Dept 000		1,040,000.00	0.00	0.00	1,040,000.00	0.00
TOTAL REVENUES		1,040,000.00	0.00	0.00	1,040,000.00	0.00
Expenditures						
Dept 901 - CAPITAL OUTLAY						
248-901-965.540	CAPITAL CONTRIBUTIONS-FACADE	1,040,000.00	0.00	0.00	1,040,000.00	0.00
Total Dept 901 - CAPITAL OUTLAY		1,040,000.00	0.00	0.00	1,040,000.00	0.00
TOTAL EXPENDITURES		1,040,000.00	0.00	0.00	1,040,000.00	0.00
Fund 248 - DOWNTOWN FACADE PROGRAM:						
TOTAL REVENUES		1,040,000.00	0.00	0.00	1,040,000.00	0.00
TOTAL EXPENDITURES		1,040,000.00	0.00	0.00	1,040,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 273 - CDBG REVOLVING LOAN FUND						
Revenues						
Dept 000						
273-000-671.675	LOAN REPAYMENTS	4,700.00	8,334.10	0.00	(3,634.10)	177.32
Total Dept 000		4,700.00	8,334.10	0.00	(3,634.10)	177.32
TOTAL REVENUES		4,700.00	8,334.10	0.00	(3,634.10)	177.32
Expenditures						
Dept 200 - GEN SERVICES						
273-200-801.100	PROFESSIONAL SERVICES:AUDIT COSTS	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 200 - GEN SERVICES		1,000.00	0.00	0.00	1,000.00	0.00
Dept 965 - OTHER FINANCING SOURCES (USES)						
273-965-995.000	OTHER FINANCING SOURCES (USES)	3,700.00	0.00	0.00	3,700.00	0.00
Total Dept 965 - OTHER FINANCING SOURCES (USES)		3,700.00	0.00	0.00	3,700.00	0.00
TOTAL EXPENDITURES		4,700.00	0.00	0.00	4,700.00	0.00
Fund 273 - CDBG REVOLVING LOAN FUND:						
TOTAL REVENUES		4,700.00	8,334.10	0.00	(3,634.10)	177.32
TOTAL EXPENDITURES		4,700.00	0.00	0.00	4,700.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	8,334.10	0.00	(8,334.10)	100.00

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 275 - HOUSING & REDEVELOPMENT						
Revenues						
Dept 000						
275-000-501.521	GRANT-MSHDA:RR	240,000.00	20,383.00	0.00	219,617.00	8.49
275-000-600.634	CHARGES FOR ADMIN SERVICES	43,200.00	0.00	0.00	43,200.00	0.00
Total Dept 000		283,200.00	20,383.00	0.00	262,817.00	7.20
TOTAL REVENUES		283,200.00	20,383.00	0.00	262,817.00	7.20
Expenditures						
Dept 690 - GENERAL SERVICES						
275-690-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	43,200.00	0.00	0.00	43,200.00	0.00
275-690-818.000	HOUSING REHABILITATION	0.00	25,063.00	0.00	(25,063.00)	100.00
275-690-818.200	RENTAL REHABILITATION	240,000.00	0.00	0.00	240,000.00	0.00
Total Dept 690 - GENERAL SERVICES		283,200.00	25,063.00	0.00	258,137.00	8.85
TOTAL EXPENDITURES		283,200.00	25,063.00	0.00	258,137.00	8.85
Fund 275 - HOUSING & REDEVELOPMENT:						
TOTAL REVENUES		283,200.00	20,383.00	0.00	262,817.00	7.20
TOTAL EXPENDITURES		283,200.00	25,063.00	0.00	258,137.00	8.85
NET OF REVENUES & EXPENDITURES		0.00	(4,680.00)	0.00	4,680.00	100.00

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017 (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 297 - HISTORICAL FUND						
Revenues						
Dept 000						
297-000-600.600	SALES	5,000.00	2,741.00	198.00	2,259.00	54.82
297-000-664.664	INTEREST INCOME	50.00	32.74	0.48	17.26	65.48
297-000-664.667	RENTS & DEPOSITS	2,000.00	400.00	0.00	1,600.00	20.00
297-000-664.668	RENTAL INCOME	13,200.00	6,600.00	1,100.00	6,600.00	50.00
297-000-671.675	DONATIONS-PRIVATE	20,000.00	15,167.68	7,187.00	4,832.32	75.84
297-000-671.678	FUNDRAISER/MEMBERSHIPS	10,000.00	0.00	0.00	10,000.00	0.00
297-000-671.679	DONATIONS:HOME TOUR	5,000.00	4,613.70	0.00	386.30	92.27
297-000-695.101	GENERAL FUND TRANSFER	33,000.00	16,500.00	2,750.00	16,500.00	50.00
297-000-695.699	APPROPRIATION OF FUND BALANCE	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000		98,250.00	46,055.12	11,235.48	52,194.88	46.88
TOTAL REVENUES		98,250.00	46,055.12	11,235.48	52,194.88	46.88
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-728.000	OPERATING SUPPLIES	0.00	452.61	86.66	(452.61)	100.00
297-797-728.200	SUPPLIES-HISTORIC COLLECTION	1,000.00	0.00	0.00	1,000.00	0.00
297-797-728.300	HOME TOUR PROMOTION	0.00	149.99	0.00	(149.99)	100.00
297-797-810.000	INSURANCE & BONDS	1,250.00	0.00	0.00	1,250.00	0.00
297-797-831.000	BUILDING MAINTENANCE	2,000.00	62.50	0.00	1,937.50	3.13
297-797-856.000	MISCELLANEOUS	6,000.00	715.99	0.00	5,284.01	11.93
297-797-869.000	PROMOTION	5,000.00	1,285.94	85.00	3,714.06	25.72
297-797-870.000	EXHIBITIONS	0.00	410.00	0.00	(410.00)	100.00
Total Dept 797 - HISTORICAL COMMISSION		15,250.00	3,077.03	171.66	12,172.97	20.18
Dept 798 - CASTLE						
297-798-702.200	WAGES	40,000.00	17,157.64	2,643.64	22,842.36	42.89
297-798-702.400	WAGES - SEASONAL-DOCENTS	12,000.00	6,216.17	935.24	5,783.83	51.80
297-798-715.000	SOCIAL SECURITY (FICA)	3,978.00	1,788.10	273.79	2,189.90	44.95
297-798-717.000	UNEMPLOYMENT INSURANCE	42.00	0.00	0.00	42.00	0.00
297-798-719.000	WORKERS' COMPENSATION	80.00	0.00	0.00	80.00	0.00
297-798-728.000	OPERATING SUPPLIES	1,500.00	230.99	0.00	1,269.01	15.40
297-798-810.000	INSURANCE & BONDS	700.00	0.00	0.00	700.00	0.00
297-798-820.000	UTILITIES	4,000.00	1,701.33	454.72	2,298.67	42.53
297-798-831.000	BUILDING MAINTENANCE	7,000.00	911.99	34.08	6,088.01	13.03
297-798-856.000	MISCELLANEOUS	1,000.00	1,701.72	1,269.00	(701.72)	170.17
297-798-869.000	PROMOTION	0.00	770.87	770.87	(770.87)	100.00
Total Dept 798 - CASTLE		70,300.00	30,478.81	6,381.34	39,821.19	43.36
Dept 799 - GOULD HOUSE						
297-799-810.000	INSURANCE & BONDS	700.00	0.00	0.00	700.00	0.00
297-799-820.000	UTILITIES	4,000.00	1,357.54	340.84	2,642.46	33.94
297-799-831.000	BUILDING MAINTENANCE	5,000.00	433.48	154.61	4,566.52	8.67
297-799-831.200	BLDG MAINTENANCE-RENTAL	1,000.00	0.00	0.00	1,000.00	0.00
297-799-856.000	MISCELLANEOUS	2,000.00	562.74	0.00	1,437.26	28.14

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - HISTORICAL FUND						
Expenditures						
Total Dept 799 - GOULD HOUSE		12,700.00	2,353.76	495.45	10,346.24	18.53
TOTAL EXPENDITURES		98,250.00	35,909.60	7,048.45	62,340.40	36.55
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		98,250.00	46,055.12	11,235.48	52,194.88	46.88
TOTAL EXPENDITURES		98,250.00	35,909.60	7,048.45	62,340.40	36.55
NET OF REVENUES & EXPENDITURES		0.00	10,145.52	4,187.03	(10,145.52)	100.00

PERIOD ENDING 12/31/2017

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 325 - DEBT SERVICE-2010 GO BONDS						
Revenues						
Dept 000						
325-000-401.403	GENERAL PROPERTY TAX	74,134.00	0.00	0.00	74,134.00	0.00
325-000-401.430	INDUSTRIAL/COMMERCIAL FACILITIES TAX	535.00	0.00	0.00	535.00	0.00
325-000-401.431	OBSOLETE PROPERTY REHAB TAXES (OPRA)	204.00	0.00	0.00	204.00	0.00
Total Dept 000		74,873.00	0.00	0.00	74,873.00	0.00
TOTAL REVENUES		74,873.00	0.00	0.00	74,873.00	0.00
Expenditures						
Dept 905 - DEBT SERVICE						
325-905-980.991	PRINCIPAL	40,000.00	40,000.00	0.00	0.00	100.00
325-905-980.995	INTEREST	34,873.00	17,756.25	0.00	17,116.75	50.92
Total Dept 905 - DEBT SERVICE		74,873.00	57,756.25	0.00	17,116.75	77.14
TOTAL EXPENDITURES		74,873.00	57,756.25	0.00	17,116.75	77.14
Fund 325 - DEBT SERVICE-2010 GO BONDS:						
TOTAL REVENUES		74,873.00	0.00	0.00	74,873.00	0.00
TOTAL EXPENDITURES		74,873.00	57,756.25	0.00	17,116.75	77.14
NET OF REVENUES & EXPENDITURES		0.00	(57,756.25)	0.00	57,756.25	100.00

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 327 - DEBT SERVICE						
Revenues						
Dept 000						
327-000-401.403	GENERAL PROPERTY TAX	487,363.00	430,283.83	1,992.49	57,079.17	88.29
327-000-401.430	INDUSTRIAL/COMMERCIAL FACILITIES TAX	3,587.00	0.00	0.00	3,587.00	0.00
327-000-401.431	OBSOLETE PROPERTY REHAB TAXES (OPRA)	1,368.00	0.00	0.00	1,368.00	0.00
Total Dept 000		492,318.00	430,283.83	1,992.49	62,034.17	87.40
TOTAL REVENUES		492,318.00	430,283.83	1,992.49	62,034.17	87.40
Expenditures						
Dept 905 - DEBT SERVICE						
327-905-980.991	PRINCIPAL	242,500.00	30,000.00	0.00	212,500.00	12.37
327-905-980.995	INTEREST	248,818.00	60,153.92	0.00	188,664.08	24.18
327-905-980.998	DEBT SERVICE	1,000.00	750.00	0.00	250.00	75.00
Total Dept 905 - DEBT SERVICE		492,318.00	90,903.92	0.00	401,414.08	18.46
TOTAL EXPENDITURES		492,318.00	90,903.92	0.00	401,414.08	18.46
Fund 327 - DEBT SERVICE:						
TOTAL REVENUES		492,318.00	430,283.83	1,992.49	62,034.17	87.40
TOTAL EXPENDITURES		492,318.00	90,903.92	0.00	401,414.08	18.46
NET OF REVENUES & EXPENDITURES		0.00	339,379.91	1,992.49	(339,379.91)	100.00

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 397 - 2009 LTGO DEBT						
Revenues						
Dept 000						
397-000-671.674	DDA CONTRIBUTION	80,118.00	17,183.75	0.00	62,934.25	21.45
Total Dept 000		80,118.00	17,183.75	0.00	62,934.25	21.45
TOTAL REVENUES		80,118.00	17,183.75	0.00	62,934.25	21.45
Expenditures						
Dept 905 - DEBT SERVICE						
397-905-980.991	PRINCIPAL	45,000.00	0.00	0.00	45,000.00	0.00
397-905-980.995	INTEREST	34,368.00	17,183.75	0.00	17,184.25	50.00
397-905-980.998	DEBT SERVICE	750.00	0.00	0.00	750.00	0.00
Total Dept 905 - DEBT SERVICE		80,118.00	17,183.75	0.00	62,934.25	21.45
TOTAL EXPENDITURES		80,118.00	17,183.75	0.00	62,934.25	21.45
Fund 397 - 2009 LTGO DEBT:						
TOTAL REVENUES		80,118.00	17,183.75	0.00	62,934.25	21.45
TOTAL EXPENDITURES		80,118.00	17,183.75	0.00	62,934.25	21.45
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 588 - TRANSPORTATION FUND						
Revenues						
Dept 000						
588-000-401.403	GENERAL PROPERTY TAX	34,960.00	71,773.54	346.68	(36,813.54)	205.30
588-000-695.699	APPROPRIATION OF FUND BALANCE	10,158.00	0.00	0.00	10,158.00	0.00
Total Dept 000		45,118.00	71,773.54	346.68	(26,655.54)	159.08
TOTAL REVENUES		45,118.00	71,773.54	346.68	(26,655.54)	159.08
Expenditures						
Dept 200 - GEN SERVICES						
588-200-818.000	CONTRACTUAL SERVICES	45,118.00	33,406.38	0.00	11,711.62	74.04
Total Dept 200 - GEN SERVICES		45,118.00	33,406.38	0.00	11,711.62	74.04
TOTAL EXPENDITURES		45,118.00	33,406.38	0.00	11,711.62	74.04
Fund 588 - TRANSPORTATION FUND:						
TOTAL REVENUES		45,118.00	71,773.54	346.68	(26,655.54)	159.08
TOTAL EXPENDITURES		45,118.00	33,406.38	0.00	11,711.62	74.04
NET OF REVENUES & EXPENDITURES		0.00	38,367.16	346.68	(38,367.16)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017 (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-401.446	PENALTIES - LATE CHARGES	30,000.00	15,212.01	(83.06)	14,787.99	50.71
590-000-450.477	SWR:PERMITS/INSPECTION FEE	1,000.00	200.00	10.00	800.00	20.00
590-000-539.529	STATE SOURCES	239,310.00	0.00	0.00	239,310.00	0.00
590-000-600.601	METERED SALES	1,621,950.00	769,614.68	378,048.94	852,335.32	47.45
590-000-664.664	INTEREST INCOME	1,700.00	8,486.56	514.96	(6,786.56)	499.21
590-000-671.694	MISCELLANEOUS	0.00	4,182.87	100.00	(4,182.87)	100.00
590-000-695.699	APPROPRIATION OF FUND BALANCE	492,082.00	0.00	0.00	492,082.00	0.00
Total Dept 000		2,386,042.00	797,696.12	378,590.84	1,588,345.88	33.43
TOTAL REVENUES		2,386,042.00	797,696.12	378,590.84	1,588,345.88	33.43
Expenditures						
Dept 200 - GEN SERVICES						
590-200-702.100	SALARIES	34,000.00	19,351.67	2,995.05	14,648.33	56.92
590-200-715.000	SOCIAL SECURITY (FICA)	2,601.00	1,485.92	229.89	1,115.08	57.13
590-200-716.100	HEALTH INSURANCE	2,200.00	1,503.65	290.62	696.35	68.35
590-200-716.200	DENTAL INSURANCE	100.00	61.67	11.46	38.33	61.67
590-200-716.300	OPTICAL INSURANCE	12.00	7.44	1.39	4.56	62.00
590-200-716.400	LIFE INSURANCE	249.00	113.77	19.53	135.23	45.69
590-200-716.500	DISABILITY INSURANCE	400.00	228.97	39.93	171.03	57.24
590-200-717.000	UNEMPLOYMENT INSURANCE	36.00	0.00	0.00	36.00	0.00
590-200-718.200	DEFINED CONTRIBUTION	1,200.00	774.10	119.81	425.90	64.51
590-200-719.000	WORKERS' COMPENSATION	150.00	98.00	0.00	52.00	65.33
590-200-728.000	OPERATING SUPPLIES	1,500.00	570.30	124.00	929.70	38.02
590-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	2,900.00	0.00	0.00	2,900.00	0.00
590-200-810.000	INSURANCE & BONDS	10,000.00	9,992.34	4,996.17	7.66	99.92
590-200-818.000	CONTRACTUAL SERVICES	12,000.00	4,919.78	0.00	7,080.22	41.00
590-200-850.000	BAD DEBT EXPENSE	150.00	(188.08)	0.00	338.08	(125.39)
590-200-856.000	MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00
590-200-860.000	EDUCATION & TRAINING	0.00	152.50	152.50	(152.50)	100.00
590-200-890.200	OPERATION & MAINTENANCE	965,000.00	527,367.87	87,005.61	437,632.13	54.65
590-200-890.300	REPLACEMENT	145,000.00	70,833.24	35,129.45	74,166.76	48.85
590-200-899.101	GF CONTRIBUTION	100,800.00	50,400.00	8,400.00	50,400.00	50.00
Total Dept 200 - GEN SERVICES		1,279,298.00	687,673.14	139,515.41	591,624.86	53.75
Dept 549 - SEWER OPERATIONS						
590-549-702.200	WAGES	84,000.00	13,082.52	2,871.59	70,917.48	15.57
590-549-702.300	OVERTIME	5,800.00	1,166.73	581.08	4,633.27	20.12
590-549-703.000	OTHER COMPENSATION	21,000.00	7,315.87	549.44	13,684.13	34.84
590-549-715.000	SOCIAL SECURITY (FICA)	8,476.00	3,081.41	464.78	5,394.59	36.35
590-549-716.000	FRINGES	0.00	(14,444.82)	(1,618.06)	14,444.82	100.00
590-549-716.100	HEALTH INSURANCE	25,500.00	12,808.55	2,136.36	12,691.45	50.23
590-549-716.200	DENTAL INSURANCE	1,100.00	485.28	80.88	614.72	44.12
590-549-716.300	OPTICAL INSURANCE	140.00	60.36	10.06	79.64	43.11
590-549-716.400	LIFE INSURANCE	200.00	79.20	13.20	120.80	39.60
590-549-716.500	DISABILITY INSURANCE	0.00	68.84	34.42	(68.84)	100.00
590-549-717.000	UNEMPLOYMENT INSURANCE	41.00	5.00	0.00	36.00	12.20
590-549-718.000	RETIREMENT	30,000.00	10,085.80	1,466.73	19,914.20	33.62

PERIOD ENDING 12/31/2017

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017 NORMAL (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Expenditures						
590-549-718.200	DEFINED CONTRIBUTION	400.00	699.92	110.50	(299.92)	174.98
590-549-719.000	WORKERS' COMPENSATION	1,107.00	490.00	0.00	617.00	44.26
590-549-728.000	OPERATING SUPPLIES	5,000.00	108.57	0.00	4,891.43	2.17
590-549-751.000	GAS & OIL	6,000.00	1,735.46	351.89	4,264.54	28.92
590-549-818.000	CONTRACTUAL SERVICES	90,000.00	100,659.70	(17,384.02)	(10,659.70)	111.84
590-549-833.000	EQUIPMENT MAINTENANCE	1,000.00	24.46	0.00	975.54	2.45
590-549-833.200	SEWER REPAIR	10,500.00	(158.61)	(52.87)	10,658.61	(1.51)
590-549-833.300	SERVICE LINE REPAIR SEPARATION-SSO	16,000.00	0.00	0.00	16,000.00	0.00
590-549-836.000	LIFT STATION MAINTENANCE	15,000.00	172.64	0.00	14,827.36	1.15
590-549-836.100	LIFT STATION UTILITIES	3,000.00	1,126.59	242.68	1,873.41	37.55
590-549-843.000	EQUIPMENT RENTAL	40,000.00	9,276.38	2,665.11	30,723.62	23.19
590-549-860.000	EDUCATION & TRAINING	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 549 - SEWER OPERATIONS		365,764.00	147,929.85	(7,476.23)	217,834.15	40.44
Dept 901 - CAPITAL OUTLAY						
590-901-973.000	CAPITAL OUTLAY - SEWERS	639,310.00	66,554.28	36,106.00	572,755.72	10.41
590-901-977.000	COL - EQUIPMENT	55,000.00	0.00	0.00	55,000.00	0.00
Total Dept 901 - CAPITAL OUTLAY		694,310.00	66,554.28	36,106.00	627,755.72	9.59
Dept 905 - DEBT SERVICE						
590-905-980.991	PRINCIPAL	35,000.00	0.00	0.00	35,000.00	0.00
590-905-980.995	INTEREST	11,670.00	6,334.83	0.00	5,335.17	54.28
Total Dept 905 - DEBT SERVICE		46,670.00	6,334.83	0.00	40,335.17	13.57
TOTAL EXPENDITURES		2,386,042.00	908,492.10	168,145.18	1,477,549.90	38.08
Fund 590 - SEWER FUND:						
TOTAL REVENUES		2,386,042.00	797,696.12	378,590.84	1,588,345.88	33.43
TOTAL EXPENDITURES		2,386,042.00	908,492.10	168,145.18	1,477,549.90	38.08
NET OF REVENUES & EXPENDITURES		0.00	(110,795.98)	210,445.66	110,795.98	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017 NORMAL (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-401.446	PENALTIES - LATE CHARGES	43,000.00	22,655.85	(80.29)	20,344.15	52.69
591-000-450.477	WTR:PERMITS/INSPECTION FEE	20,000.00	7,474.04	120.00	12,525.96	37.37
591-000-600.601	METERED SALES	2,180,000.00	1,083,457.48	543,438.05	1,096,542.52	49.70
591-000-600.602	METERED SALES-WHOLESALE-USAGE	220,000.00	112,570.60	20,809.34	107,429.40	51.17
591-000-600.604	WATER MAIN REPLACEMENT CHARGE	320,000.00	203,685.02	100,693.17	116,314.98	63.65
591-000-600.640	MATERIAL & SERVICE	10,000.00	8,403.55	30.00	1,596.45	84.04
591-000-664.664	INTEREST INCOME	6,000.00	5,341.65	85.24	658.35	89.03
591-000-671.673	SALE OF FIXED ASSETS	0.00	1,775.20	0.00	(1,775.20)	100.00
591-000-671.694	MISCELLANEOUS	5,000.00	3,675.68	110.00	1,324.32	73.51
591-000-671.695	MISCELLANEOUS WATER CHARGES	10,000.00	7,769.32	4,750.00	2,230.68	77.69
591-000-695.699	APPROPRIATION OF FUND BALANCE	1,824,078.00	0.00	0.00	1,824,078.00	0.00
Total Dept 000		4,638,078.00	1,456,808.39	669,955.51	3,181,269.61	31.41
TOTAL REVENUES		4,638,078.00	1,456,808.39	669,955.51	3,181,269.61	31.41
Expenditures						
Dept 200 - GEN SERVICES						
591-200-702.100	SALARIES	50,900.00	27,038.70	4,228.45	23,861.30	53.12
591-200-715.000	SOCIAL SECURITY (FICA)	3,978.00	2,070.47	323.59	1,907.53	52.05
591-200-716.100	HEALTH INSURANCE	8,600.00	3,770.81	722.23	4,829.19	43.85
591-200-716.200	DENTAL INSURANCE	296.00	150.22	27.90	145.78	50.75
591-200-716.300	OPTICAL INSURANCE	36.00	18.22	3.39	17.78	50.61
591-200-716.400	LIFE INSURANCE	276.00	146.08	24.94	129.92	52.93
591-200-716.500	DISABILITY INSURANCE	580.00	314.57	53.81	265.43	54.24
591-200-717.000	UNEMPLOYMENT INSURANCE	22.00	0.00	0.00	22.00	0.00
591-200-718.200	DEFINED CONTRIBUTION	2,200.00	961.08	145.18	1,238.92	43.69
591-200-719.000	WORKERS' COMPENSATION	137.00	355.00	0.00	(218.00)	259.12
591-200-728.000	OPERATING SUPPLIES	2,000.00	400.11	186.00	1,599.89	20.01
591-200-810.000	INSURANCE & BONDS	43,000.00	21,482.89	0.00	21,517.11	49.96
591-200-818.000	CONTRACTUAL SERVICES	21,000.00	29,261.36	21,562.83	(8,261.36)	139.34
591-200-845.000	LEASE	850.00	0.00	0.00	850.00	0.00
591-200-850.000	BAD DEBT EXPENSE	400.00	(430.75)	0.00	830.75	(107.69)
591-200-856.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
591-200-860.000	EDUCATION & TRAINING	0.00	2,105.00	1,826.00	(2,105.00)	100.00
591-200-899.101	GF CONTRIBUTION	234,100.00	117,048.00	19,508.00	117,052.00	50.00
Total Dept 200 - GEN SERVICES		368,875.00	204,691.76	48,612.32	164,183.24	55.49
Dept 552 - WATER UNDERGROUND						
591-552-702.100	SALARIES	40,000.00	11,768.40	1,823.73	28,231.60	29.42
591-552-702.200	WAGES	227,000.00	107,129.78	11,889.00	119,870.22	47.19
591-552-703.000	OTHER COMPENSATION	55,000.00	24,571.35	2,170.45	30,428.65	44.68
591-552-715.000	SOCIAL SECURITY (FICA)	24,633.00	11,326.95	1,488.84	13,306.05	45.98
591-552-716.000	FRINGES	0.00	(3,624.74)	(2,798.52)	3,624.74	100.00
591-552-716.100	HEALTH INSURANCE	26,664.00	26,150.53	4,364.97	513.47	98.07
591-552-716.200	DENTAL INSURANCE	2,936.00	1,248.12	208.02	1,687.88	42.51
591-552-716.300	OPTICAL INSURANCE	500.00	169.08	28.18	330.92	33.82
591-552-716.400	LIFE INSURANCE	750.00	290.15	48.71	459.85	38.69
591-552-716.500	DISABILITY INSURANCE	1,800.00	1,087.77	178.50	712.23	60.43

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017	MONTH	12/31/2017	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 591 - WATER FUND							
Expenditures							
591-552-717.000	UNEMPLOYMENT INSURANCE	100.00	0.00	0.00		100.00	0.00
591-552-718.000	RETIREMENT	47,000.00	18,412.44	2,497.65		28,587.56	39.18
591-552-718.200	DEFINED CONTRIBUTION	6,000.00	3,429.81	553.09		2,570.19	57.16
591-552-719.000	WORKERS' COMPENSATION	5,000.00	4,953.00	0.00		47.00	99.06
591-552-728.000	OPERATING SUPPLIES	7,000.00	3,230.92	1,420.47		3,769.08	46.16
591-552-751.000	GAS & OIL	17,000.00	7,532.44	2,605.27		9,467.56	44.31
591-552-818.000	CONTRACTUAL SERVICES	17,000.00	10,898.16	4,898.75		6,101.84	64.11
591-552-820.100	ELECTRICITY	3,600.00	16,938.46	199.23		(13,338.46)	470.51
591-552-820.200	GAS	4,400.00	608.32	391.51		3,791.68	13.83
591-552-820.300	TELEPHONE	2,500.00	1,317.59	193.86		1,182.41	52.70
591-552-833.000	EQUIPMENT MAINTENANCE	4,000.00	618.38	192.93		3,381.62	15.46
591-552-833.200	EQUIPMENT MAINT-HYDRANTS & MAINS	195,000.00	23,728.75	1,022.90		171,271.25	12.17
591-552-833.300	EQUIP MAINT. METER & SERV	170,000.00	55,273.05	9,689.27		114,726.95	32.51
591-552-843.000	EQUIPMENT RENTAL	2,200.00	501.27	0.00		1,698.73	22.79
591-552-860.000	EDUCATION & TRAINING	4,000.00	1,323.00	38.00		2,677.00	33.08
Total Dept 552 - WATER UNDERGROUND		864,083.00	328,882.98	43,104.81		535,200.02	38.06
Dept 553 - WATER FILTRATION							
591-553-702.100	SALARIES	72,000.00	34,617.53	5,333.81		37,382.47	48.08
591-553-702.200	WAGES	240,000.00	119,099.51	18,060.89		120,900.49	49.62
591-553-702.300	OVERTIME	23,000.00	11,951.49	2,230.21		11,048.51	51.96
591-553-702.400	WAGES - TEMPORARY	10,000.00	7,107.13	1,040.00		2,892.87	71.07
591-553-702.600	UNIFORMS	0.00	4,200.00	0.00		(4,200.00)	100.00
591-553-702.800	ACCRUED SICK LEAVE	1,400.00	717.28	150.40		682.72	51.23
591-553-715.000	SOCIAL SECURITY (FICA)	26,500.00	13,197.43	2,034.92		13,302.57	49.80
591-553-716.000	FRINGES	0.00	2,991.32	0.00		(2,991.32)	100.00
591-553-716.100	HEALTH INSURANCE	58,000.00	33,294.75	6,571.58		24,705.25	57.40
591-553-716.200	DENTAL INSURANCE	3,000.00	1,699.77	294.28		1,300.23	56.66
591-553-716.300	OPTICAL INSURANCE	400.00	224.57	38.75		175.43	56.14
591-553-716.400	LIFE INSURANCE	1,000.00	509.69	85.47		490.31	50.97
591-553-716.500	DISABILITY INSURANCE	0.00	1,251.40	229.75		(1,251.40)	100.00
591-553-717.000	UNEMPLOYMENT INSURANCE	150.00	26.40	0.00		123.60	17.60
591-553-718.000	RETIREMENT	15,000.00	10,414.70	1,797.01		4,585.30	69.43
591-553-718.200	DEFINED CONTRIBUTION	11,000.00	5,668.47	868.66		5,331.53	51.53
591-553-719.000	WORKERS' COMPENSATION	5,000.00	2,664.00	0.00		2,336.00	53.28
591-553-728.000	OPERATING SUPPLIES	3,600.00	2,172.77	723.84		1,427.23	60.35
591-553-728.100	LAB SUPPLIES	16,500.00	10,523.24	2,096.94		5,976.76	63.78
591-553-743.000	CHEMICALS	135,000.00	49,871.31	7,052.02		85,128.69	36.94
591-553-751.000	GAS & OIL	1,500.00	1,118.45	108.93		381.55	74.56
591-553-818.000	CONTRACTUAL SERVICES	48,800.00	13,361.06	0.00		35,438.94	27.38
591-553-820.100	ELECTRICITY	139,000.00	48,312.63	18,843.46		90,687.37	34.76
591-553-820.200	GAS	5,150.00	1,055.96	672.20		4,094.04	20.50
591-553-820.300	TELEPHONE	4,120.00	2,170.28	227.34		1,949.72	52.68
591-553-820.500	REFUSE	1,000.00	239.31	81.81		760.69	23.93
591-553-831.000	BUILDING MAINTENANCE	8,100.00	5,254.74	13.13		2,845.26	64.87
591-553-832.000	STATIONARY EQUIPMENT	0.00	19.39	0.00		(19.39)	100.00
591-553-833.000	EQUIPMENT MAINTENANCE	35,000.00	8,959.84	1,384.83		26,040.16	25.60
591-553-833.100	EQUIP MAINT - WELLS	34,400.00	5,622.17	2,000.00		28,777.83	16.34
591-553-834.000	MAINTENANCE	0.00	20.00	20.00		(20.00)	100.00
591-553-860.000	EDUCATION & TRAINING	3,500.00	453.00	183.00		3,047.00	12.94

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017 NORMAL (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Expenditures						
Total Dept 553 - WATER FILTRATION		902,120.00	398,789.59	72,143.23	503,330.41	44.21
Dept 901 - CAPITAL OUTLAY						
591-901-972.000	MAINS & HYDRANTS	2,068,000.00	715,330.15	15,800.00	1,352,669.85	34.59
591-901-977.000	COL - EQUIPMENT	0.00	788,917.76	268,434.84	(788,917.76)	100.00
Total Dept 901 - CAPITAL OUTLAY		2,068,000.00	1,504,247.91	284,234.84	563,752.09	72.74
Dept 905 - DEBT SERVICE						
591-905-980.991	PRINCIPAL	355,000.00	355,000.00	0.00	0.00	100.00
591-905-980.995	INTEREST	80,000.00	37,481.25	0.00	42,518.75	46.85
Total Dept 905 - DEBT SERVICE		435,000.00	392,481.25	0.00	42,518.75	90.23
TOTAL EXPENDITURES		4,638,078.00	2,829,093.49	448,095.20	1,808,984.51	61.00
Fund 591 - WATER FUND:						
TOTAL REVENUES		4,638,078.00	1,456,808.39	669,955.51	3,181,269.61	31.41
TOTAL EXPENDITURES		4,638,078.00	2,829,093.49	448,095.20	1,808,984.51	61.00
NET OF REVENUES & EXPENDITURES		0.00	(1,372,285.10)	221,860.31	1,372,285.10	100.00

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

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GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017 NORMAL (ABNORMAL)	MONTH 12/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 599 - WASTEWATER FUND						
Revenues						
Dept 000						
599-000-539.529	STATE SOURCES	58,000.00	142,106.06	0.00	(84,106.06)	245.01
599-000-602.100	OP & MAINT CHRG - OWOSSO	989,700.00	527,367.87	87,005.61	462,332.13	53.29
599-000-602.200	OP & MAINT CHRG - OWOSSO TWP	135,000.00	73,589.04	12,502.45	61,410.96	54.51
599-000-602.300	OP & MAINT CHRG - CALEDONIA TWSP	111,000.00	56,001.31	10,011.98	54,998.69	50.45
599-000-602.400	OP & MAINT CHRG - CORUNNA	171,500.00	93,515.00	15,479.96	77,985.00	54.53
599-000-603.100	REPLACEMENT CHRG - OWOSSO	141,500.00	70,833.24	35,129.45	70,666.76	50.06
599-000-603.200	REPLACEMENT CHRG - OWOSSO TWP	33,350.00	16,888.67	8,497.47	16,461.33	50.64
599-000-603.300	REPLACEMENT CHRG - CALEDONIA TWSP	26,000.00	12,861.41	6,548.69	13,138.59	49.47
599-000-603.400	REPLACEMENT CHRG - CORUNNA	25,000.00	12,416.72	6,324.43	12,583.28	49.67
599-000-664.664	INTEREST INCOME	6,000.00	9,613.90	(92.26)	(3,613.90)	160.23
599-000-671.694	MISCELLANEOUS	3,000.00	1,059.31	0.00	1,940.69	35.31
599-000-695.699	APPROPRIATION OF FUND BALANCE	907,386.00	0.00	0.00	907,386.00	0.00
Total Dept 000		2,607,436.00	1,016,252.53	181,407.78	1,591,183.47	38.98
TOTAL REVENUES		2,607,436.00	1,016,252.53	181,407.78	1,591,183.47	38.98
Expenditures						
Dept 548 - WASTEWATER OPERATIONS						
599-548-702.100	SALARIES	95,529.00	47,506.75	7,266.26	48,022.25	49.73
599-548-702.200	WAGES	309,985.00	155,102.29	20,678.68	154,882.71	50.04
599-548-702.300	OVERTIME	21,500.00	19,582.51	6,587.94	1,917.49	91.08
599-548-702.400	WAGES - TEMPORARY	7,000.00	12,855.71	857.95	(5,855.71)	183.65
599-548-702.600	UNIFORMS	4,900.00	4,900.00	0.00	0.00	100.00
599-548-702.800	ACCRUED SICK LEAVE	2,000.00	1,353.60	0.00	646.40	67.68
599-548-715.000	SOCIAL SECURITY (FICA)	33,730.00	17,335.18	2,618.74	16,394.82	51.39
599-548-716.000	FRINGES	0.00	10,467.22	748.94	(10,467.22)	100.00
599-548-716.100	HEALTH INSURANCE	96,432.00	37,484.44	4,737.08	58,947.56	38.87
599-548-716.200	DENTAL INSURANCE	5,100.00	2,264.79	315.68	2,835.21	44.41
599-548-716.300	OPTICAL INSURANCE	830.00	311.61	42.94	518.39	37.54
599-548-716.400	LIFE INSURANCE	1,200.00	608.64	93.72	591.36	50.72
599-548-716.500	DISABILITY INSURANCE	3,350.00	1,558.85	227.67	1,791.15	46.53
599-548-716.600	PHYSICALS	500.00	255.94	0.00	244.06	51.19
599-548-717.000	UNEMPLOYMENT INSURANCE	200.00	45.82	0.00	154.18	22.91
599-548-718.000	RETIREMENT	57,200.00	40,399.63	6,438.04	16,800.37	70.63
599-548-718.100	MUNICIPAL EMPLOYEES RETIREMENT PROGRAM	0.00	5,470.50	781.50	(5,470.50)	100.00
599-548-718.200	DEFINED CONTRIBUTION	9,500.00	4,821.48	761.21	4,678.52	50.75
599-548-719.000	WORKERS' COMPENSATION	5,000.00	2,564.00	0.00	2,436.00	51.28
599-548-728.000	OPERATING SUPPLIES	13,230.00	5,436.67	1,974.68	7,793.33	41.09
599-548-728.100	SUPPLIES	15,100.00	8,688.21	0.00	6,411.79	57.54
599-548-743.100	CHEMICALS - IRON	40,000.00	17,012.04	0.00	22,987.96	42.53
599-548-743.200	CHEMICALS - POLYMER	17,500.00	6,655.60	2,303.10	10,844.40	38.03
599-548-743.300	CHEMICALS - CHLORINE	38,500.00	9,460.68	0.00	29,039.32	24.57
599-548-751.000	GAS & OIL	5,500.00	1,928.32	318.16	3,571.68	35.06
599-548-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	78,000.00	2,650.25	705.26	75,349.75	3.40
599-548-801.100-WAMP000000	PROFESSIONAL SERVICES-WAMP	0.00	81,566.29	24,675.35	(81,566.29)	100.00
599-548-810.000	INSURANCE & BONDS	43,000.00	42,965.78	21,482.89	34.22	99.92
599-548-820.100	ELECTRICITY	220,000.00	83,145.26	15,949.84	136,854.74	37.79
599-548-820.200	GAS	15,500.00	1,556.27	1,043.00	13,943.73	10.04
599-548-820.300	TELEPHONE	4,000.00	1,784.90	289.51	2,215.10	44.62
599-548-820.400	WATER & SEWER	3,000.00	969.00	0.00	2,031.00	32.30

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 599 - WASTEWATER FUND						
Expenditures						
599-548-820.500	REFUSE	1,100.00	440.55	31.50	659.45	40.05
599-548-831.000	BUILDING MAINTENANCE	31,000.00	7,714.78	415.01	23,285.22	24.89
599-548-832.000	STATIONARY EQUIPMENT	6,500.00	5,500.00	5,500.00	1,000.00	84.62
599-548-833.000	EQUIPMENT MAINTENANCE	80,000.00	22,312.14	4,004.29	57,687.86	27.89
599-548-834.000	MAINTENANCE	110,000.00	39,624.96	3,591.21	70,375.04	36.02
599-548-834.100	HHW PROGRAM	9,600.00	4,600.00	0.00	5,000.00	47.92
599-548-845.000	LEASE	24,000.00	0.00	0.00	24,000.00	0.00
599-548-856.000	MISCELLANEOUS	10,000.00	0.00	0.00	10,000.00	0.00
599-548-858.000	MEMBERSHIPS & DUES	1,000.00	345.00	0.00	655.00	34.50
599-548-860.000	EDUCATION & TRAINING	3,000.00	482.50	152.50	2,517.50	16.08
599-548-860.100	SAFETY TRAINING	500.00	0.00	0.00	500.00	0.00
599-548-899.101	GF CONTRIBUTION	211,450.00	58,845.96	0.00	152,604.04	27.83
Total Dept 548 - WASTEWATER OPERATIONS		1,635,436.00	768,574.12	134,592.65	866,861.88	47.00
Dept 901 - CAPITAL OUTLAY						
599-901-975.000	COL - BUILDING IMPROVEMENTS	56,500.00	0.00	0.00	56,500.00	0.00
599-901-977.000	COL - EQUIPMENT	915,500.00	432,554.60	480.00	482,945.40	47.25
Total Dept 901 - CAPITAL OUTLAY		972,000.00	432,554.60	480.00	539,445.40	44.50
TOTAL EXPENDITURES		2,607,436.00	1,201,128.72	135,072.65	1,406,307.28	46.07
Fund 599 - WASTEWATER FUND:						
TOTAL REVENUES		2,607,436.00	1,016,252.53	181,407.78	1,591,183.47	38.98
TOTAL EXPENDITURES		2,607,436.00	1,201,128.72	135,072.65	1,406,307.28	46.07
NET OF REVENUES & EXPENDITURES		0.00	(184,876.19)	46,335.13	184,876.19	100.00

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2017 (NORMAL (ABNORMAL))	MONTH 12/31/2017 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 661 - FLEET MAINTENANCE FUND						
Revenues						
Dept 000						
661-000-664.669	EQUIPMENT RENTAL	700,000.00	364,359.50	82,941.34	335,640.50	52.05
661-000-671.673	SALE OF FIXED ASSETS	0.00	1,068.75	0.00	(1,068.75)	100.00
661-000-695.699	APPROPRIATION OF FUND BALANCE	106,550.00	0.00	0.00	106,550.00	0.00
Total Dept 000		806,550.00	365,428.25	82,941.34	441,121.75	45.31
TOTAL REVENUES		806,550.00	365,428.25	82,941.34	441,121.75	45.31
Expenditures						
Dept 891 - FLEET MAINTENANCE						
661-891-702.200	WAGES	113,698.00	28,828.32	5,219.62	84,869.68	25.36
661-891-703.000	OTHER COMPENSATION	0.00	7,851.23	514.89	(7,851.23)	100.00
661-891-715.000	SOCIAL SECURITY (FICA)	8,698.00	1,969.07	242.85	6,728.93	22.64
661-891-716.000	FRINGES	0.00	8,147.42	1,937.79	(8,147.42)	100.00
661-891-716.100	HEALTH INSURANCE	37,750.00	8,345.52	1,393.01	29,404.48	22.11
661-891-716.200	DENTAL INSURANCE	1,760.00	242.64	40.44	1,517.36	13.79
661-891-716.300	OPTICAL INSURANCE	250.00	30.18	5.03	219.82	12.07
661-891-716.400	LIFE INSURANCE	200.00	39.60	6.60	160.40	19.80
661-891-716.500	DISABILITY INSURANCE	53.00	0.00	0.00	53.00	0.00
661-891-717.000	UNEMPLOYMENT INSURANCE	50.00	0.00	0.00	50.00	0.00
661-891-718.000	RETIREMENT	22,000.00	11,616.22	1,439.41	10,383.78	52.80
661-891-718.200	DEFINED CONTRIBUTION	1,951.00	0.00	0.00	1,951.00	0.00
661-891-719.000	WORKERS' COMPENSATION	1,500.00	420.00	0.00	1,080.00	28.00
661-891-728.000	OPERATING SUPPLIES	2,000.00	2,459.02	27.32	(459.02)	122.95
661-891-751.000	GAS & OIL	35,000.00	14,225.94	4,480.18	20,774.06	40.65
661-891-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	1,500.00	0.00	0.00	1,500.00	0.00
661-891-810.000	INSURANCE & BONDS	26,100.00	26,077.82	13,038.91	22.18	99.92
661-891-833.000	EQUIPMENT MAINTENANCE	70,000.00	30,018.13	1,637.86	39,981.87	42.88
661-891-860.000	EDUCATION & TRAINING	500.00	0.00	0.00	500.00	0.00
661-891-899.101	GF CONTRIBUTION	31,000.00	15,498.00	2,583.00	15,502.00	49.99
Total Dept 891 - FLEET MAINTENANCE		354,010.00	155,769.11	32,566.91	198,240.89	44.00
Dept 901 - CAPITAL OUTLAY						
661-901-979.000	COL-EQUIPMENT	452,540.00	19,622.88	0.00	432,917.12	4.34
Total Dept 901 - CAPITAL OUTLAY		452,540.00	19,622.88	0.00	432,917.12	4.34
TOTAL EXPENDITURES		806,550.00	175,391.99	32,566.91	631,158.01	21.75
Fund 661 - FLEET MAINTENANCE FUND:						
TOTAL REVENUES		806,550.00	365,428.25	82,941.34	441,121.75	45.31
TOTAL EXPENDITURES		806,550.00	175,391.99	32,566.91	631,158.01	21.75
NET OF REVENUES & EXPENDITURES		0.00	190,036.26	50,374.43	(190,036.26)	100.00

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
	TOTAL REVENUES - ALL FUNDS	21,901,592.00	9,367,781.51		1,651,286.00		12,533,810.49		42.77
	TOTAL EXPENDITURES - ALL FUNDS	21,901,592.00	10,316,047.83		1,578,611.12		11,585,544.17		47.10
	NET OF REVENUES & EXPENDITURES	0.00	(948,266.32)		72,674.88		948,266.32		100.00

**PARKS AND RECREATION COMMISSION
REGULAR MEETING
WEDNESDAY, DECEMBER 27 – 7:30 p.m.
(Postponed from Tuesday, December 12, 2017)
City Hall Conference Room
301 W. Main St. Owosso, MI 48867**

CALL TO ORDER: Chairman Espich called the meeting to order at 7:35 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 and Nell Anne Hebekeuser.

MEMBERS ABSENT: Commissioners Rick Morris, Nick Seabasty and Randy Woodworth

OTHERS PRESENT: City Manager Donald Crawford.

APPROVAL OF AGENDA: **COMMISSIONER JERRY HEBEKEUSER MADE A MOTION TO APPROVE THE AGENDA FOR DECEMBER 27, 2017 WITH THE FOLLOWING CHANGE: REMOVE PICKLEBALL ITEM**

**MOTION SUPPORTED BY COMMISSIONER NELL ANNE HEBEKEUSER
AYES ALL, MOTION CARRIED.**

APPROVAL OF MINUTES: **COMMISSIONER JERRY HEBEKEUSER MADE A MOTION TO APPROVE THE MINUTES FROM NOVEMBER 29, 2017 WITH THE FOLLOWING CHANGE: CHAIRMAN ESPICH WANTED THE MINUTES TO REFLECT THAT THE DISC GOLF COURSE WILL ALWAYS NEED CONTINUED MAINTENANCE.**

**MOTION SUPPORTED BY COMMISSIONER NELL ANNE HEBEKEUSER.
AYES ALL, MOTION CARRIED.**

PUBLIC COMMENTS/COMMISSIONER COMMENTS:
Vice Chair Selbig commented he would like to revisit Pickleball at the March meeting.

Chairman Espich would like to have an Ad-hoc meeting at the end of next week to discuss the Polar Plunge.

COMMUNICATIONS:
None

BUSINESS:

Parks and recreation plan
City Manager Crawford reported the Parks and Recreation Master Plan had been approved by City Council.

Skate park application
The City Manager explained that the state has not yet announced the results of the grants awarded for the grant the city applied for.

Commissioner Hebekeuser questioned if the State has a timeline for the grants. The City Manager explained this time last year they had already announced the grant.

Patronicity program

Chairman Espich moved this discussion until next month due to waiting on the status of the grant application.

Disc golf update

City Manager gave an update on the course. The commissioners had a short discussion about pouring the pads. Chairman Espich is going to check with Jon Beebe and Eric Sanderson (designers of the disc golf course) about coming to the January or February Parks and Rec meeting.

Concrete children's play structures

City Manager Crawford reported that the best concrete pipes are being saved for them. The pipes will be going to Hopkins Lake, the soccer field and near the Episcopal Church.

Date and time of meetings next year

Commissioners set the next meeting for January 24th at 7:30 p.m.

Future Eagle Scout projects

The City Manager reported that he has been contacted for Eagle Scout Projects and he is looking for some ideas for them.

Vice Chair Selbig suggested a labyrinth at Harmon Partridge Park. Commissioners had a short discussion regarding a labyrinth at a park. Vice Chair Selbig will bring some examples for a labyrinth in for the next meeting.

City Manager suggested commissioners think of several possible Eagle Scout Projects.

Chairman Espich suggested playground equipment is always a good project.

Vice Chair Selbig suggested way finding signs for all the parks.

Commissioners Jerry and Nell Anne Hebekeuser suggested putting a swing set at the baseball park for younger children to use.

Update on Rail Trail

City Manager reported that they are taking lime from water treatment plant to mix with the lime already in place on the trail in hopes the lime on the trail will harden up.

PUBLIC COMMENTS / COMMISSION COMMENTS

None.

VICE-CHAIR SELBIG MADE A MOTION TO ADJOURN AT 8:27 P.M.

**MOTION SUPPORTED BY COMMISSIONER JERRY HEBEKEUSER
ALL AYES, MOTION CARRIED.**

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
JANUARY 10, 2018 AT 7:45 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:45 a.m.

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

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Authority Members Jon Moore, Lance Omer, and Theresa Trecha,

MEMBERS ABSENT: Authority Members Kenn Cushman, Mayor Chris Eveleth, Kevin Wiles, and Jim Woodworth.

OTHERS PRESENT: Josh Adams, Main Street Manager; and Tracey Peltier, Owosso Main Street/DDA Program Assistant.

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE AGENDA FOR JANUARY 10, 2018 AS PRESENTED,

AYES: ALL. MOTION CARRIED.

MINUTES:

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

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: None

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE CHECK REGISTER FOR JANUARY, 2018 AS PRESENTED.

AYES ALL. MOTION CARRIED.

2) BUDGET REPORT

(SEE BOARD PACKET FOR BUDGET)

Josh Adams, Main Street Manager noted that all of the personal property tax of \$17,000 from last year and the \$12,000 for this year was received. He will have a meeting with the new city treasurer to review cash flow; to discuss a few individual items; and the need for the city to notify the DDA of future DDA expenses.

COMMITTEE UPDATES:

1) DESIGN AND BUSINESS VITALITY.

Mr. Adams noted that this committee didn't meet in December so there are no updates from then. They did meet yesterday. The New Year's Eve party was very successful. Tracey Peltier deserves much credit. She did it with care for the budget also. Facebook was a great use with a constant reminders. There were about 1,000 people on site and hundreds on Facebook. Tom Manke also had a gathering on Facebook. Jon Moore reported the tone was awesome in the community. Mr. Adams shared a comment that a friend was "never more proud of our downtown."

2) PROMOTION AND OUTREACH. No comments

3) BUSINESS OWNERS COMMITTEE

This group met last month and will be meeting this coming Tuesday. They want to see more intermingling with the businesses – downtown networking and building up other businesses. There will be a Business Education & Collaboration at 6:30 AM the 2nd Tuesday of the month at O Town Café. They want to start a networking type meeting. Jon Moore suggested doing a round table style discussion.

PUBLIC COMMENTS: None

BOARD COMMENTS:

Mr. Adams distributed the Strategic Implementation spreadsheet from the state. This year is accreditation year. 2018 will be a comprehensive year.

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:18 A.M.

AYES: ALL. MOTION CARRIED.

Dave Acton, Chairman

mms