

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, JUNE 18, 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 JUNE 4, 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**

1. Public Safety Building Presentation. Fred Meinberg and Andy Sowinski of Partners in Architecture, PLC will present the results of their analysis of the Public Safety Building.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**

**CONSENT AGENDA**

1. Fund Balance Policy Amendment. Approve amendments to the Fund Balance Policy.

2. Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments:

Name	Board/Commission	Term Expires
Matt Lafferty	Planning Commission filling unexpired term of T. Cook	06-30-2019
Kenn Cushman*	Downtown Development Authority/ Main Street Board	06-30-2022
Jerry Hebekeuser*	Parks & Recreation Commission	06-30-2020
Jeff Selbig*	Parks & Recreation Commission	06-30-2020
Michael Espich*	Parks & Recreation Commission	06-30-2020
Janae Fear*	Planning Commission	06-30-2021

\*Indicates reappointment

3. Cruise the Pits Car Show Permission. Approve request from The Child Advocacy Center for the closure of Washington Street from Mason to just north of Main, Washington Street from just south of Main to Jerome, Exchange Street from Ball to Park, and Comstock Street from Ball to Park for the Cruise the Pits Car Show on Saturday, July 21, 2018 from 6:00 a.m. to 4:00 p.m. and authorize Traffic Control Order No. 1395 formalizing the action.
4. Contract Amendment No. 4 – 2018 Street Program Engineering Services Contract. Approve Amendment No. 4 to the 2018 Street Program Engineering Services Contract with Fleis & Vandenbrink Engineering, Inc. adding \$8,635.00 for making changes to the water main designs of project sites and to finish construction plans for Howard Street, and authorize payment to the contractor upon satisfactory completion of the additional work or a portion thereof.
5. General Engineering Services Contract Addendum No. 4 – Sanitary Sewer Rehabilitation. Waive competitive bidding requirements and authorize Addendum No. 4 to the General Engineering Services contract with OHM Advisors for the development of repair specifications and the provision of construction oversight services as a part of the efforts to repair the most severe sanitary sewer structural deficiencies identified during the 2017 SAW Grant Project, in an amount not to exceed \$80,000.00, and further authorize payment to the engineer upon satisfactory completion of the project or portion thereof.
6. General Engineering Services Contract Addendum No. 5 – Retention Basin Analysis. Waive competitive bidding requirements and authorize Addendum No. 4 to the General Engineering Services contract with OHM Advisors for the development of an alternatives analysis for a proposed retention basin on Beehler Street in the amount of \$28,455.00, and further authorize payment to the engineer upon satisfactory completion of the project or portion thereof.
7. Emergency Repair Authorization – Oliver Street Sanitary Sewer. Approve emergency repair of 575' of sanitary sewer on East Oliver Street between Randolph Street and Dimmick Street by Monchilov Sewer Service LLC and authorize payment of up to \$33,600.00 upon satisfactory completion of the repairs.
8. Bid Award – 2018 Sidewalk Replacement Program. Approve the low bid of Seifert Construction LLC for the 2018 Sidewalk Replacement Program in the amount of \$115,245.00, authorize an additional \$20,000.00 for miscellaneous restoration and replacement services required during the calendar year, and further authorize payment to the contractor according to unit prices upon satisfactory completion of the project or portion thereof.
9. Professional Services Agreement – 2018 Audit. Approve an agreement with Gabridge & Company, PLC to provide an independent financial audit of the city for its 2018 fiscal year in an amount not to exceed \$27,960.00.

10. Warrant No. 558. Authorize Warrant No. 558 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal Risk Management Authority	Building and property insurance- 1 <sup>st</sup> of 3 installments for FY 18/19	Various	\$127,452.00
Shiawassee Area Transportation Agency	Annual local funding commitment for FY 18/19	General	\$75,315.23
Michigan Municipal League Workers' Compensation Fund	Workers' compensation insurance- 1 <sup>st</sup> of 3 installments for FY 18/19	Various	\$20,230.00

11. Check Register – May 2018. Affirm check disbursements totaling \$926,742.58 for May 2018.

### **ITEMS OF BUSINESS**

1. City Budget Amendment. Adopt the 2017-2018 Amended Budget.
2. Credit Card Policy Approval. Consider approval of the proposed Credit Card Policy governing the use of City-owned credit cards for travel/conference purposes only.
3. Osburn Lakes Lots – Purchase Agreement. Consider the purchase agreement from J. Harrison Properties, LLC for the sale of the remaining 23 city-owned parcels in the Osburn Lakes Subdivision in the amount of \$92,000.00, \$60,000.00 of which would be financed by the City over a period of 10 years.
4. Osburn Lakes Lots – Realtor Selection. Consider the recommendation of the Osburn Lakes Realtor Selection Committee to hire Shannon Howanski of Century 21 Looking Glass for the marketing and future sale of the remaining city-owned lots in the development.

### **COMMUNICATIONS**

1. Karen K. Ruddy, Finance Director. May 2018 Finance Report.
2. Building Department, Building Official. May 2018 Building Department Report.
3. Building Department, Building Official. May 2018 Code Violations Report.
4. Kevin D. Lenkart, Public Safety Director. May 2018 Police Report.
5. Kevin D. Lenkart, Public Safety Director. May 2018 Fire Report.
6. Historical Commission. Minutes of May 14, 2018.
7. Parks & Recreation Commission. Minutes of May 23, 2018.
8. Planning Commission. Minutes of May 29, 2018.

### **CITIZEN COMMENTS AND QUESTIONS**

### **NEXT MEETING**

Monday, July 02, 2018

### **BOARDS AND COMMISSIONS OPENINGS**

Building Board of Appeals – Alternate - term expires June 30, 2019  
Building Board of Appeals – Alternate - term expires June 30, 2021  
Historical Commission – term expires December 31, 2020  
Zoning Board of Appeals – term expires June 30, 2021

## **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](mailto:city.clerk@ci.owosso.mi.us). The City of Owosso Website address is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MINUTES OF JUNE 4, 2018  
7:30 P.M.**

**PRESIDING OFFICER:** MAYOR CHRISTOPHER T. EVELETH

**OPENING PRAYER:** PASTOR MARLENE WEBSTER  
CITY CHURCH

**PLEDGE OF ALLEGIANCE:** PLANNING COMMISSIONER FRANK LIVINGSTON

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

**ABSENT:** Councilmembers Loreen F. Bailey and Robert J. Teich, Jr.

**APPROVE AGENDA**

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

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF MAY 21, 2018**

Motion by Councilmember Fox to approve the Minutes of the Regular Meeting of May 21, 2018 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

**Special Assessment District No. 2018-04      Howard Street from Washington to 150' east of Park**

A public hearing was conducted to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2018-04 for Howard Street, from Washington Street to 150' east of Park Street for street reconstruction.

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

Motion by Councilmember Fox that the following resolution be adopted:

**RESOLUTION NO. 84-2018**

**HOWARD STREET  
FROM WASHINGTON STREET TO 150' EAST OF PARK STREET  
SPECIAL ASSESSMENT RESOLUTION NO. 5**

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

**HOWARD STREET FROM WASHINGTON STREET TO 150' EAST OF PARK STREET  
STREET RECONSTRUCTION**

and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll as prepared by the City Assessor in the amount of \$23,098.72 is hereby confirmed and shall be known as Special Assessment Roll No. 2018-04.
2. Said special assessment roll shall be divided into ten installments, the first of which shall be due and payable on September 1, 2018, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by November 1, 2018.
3. The installments of the special assessment rolls shall bear interest at the rate of 6% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2018 and shall be paid annually on each installment due date.
4. Said special assessment roll shall be placed on file in the office of the City Clerk who shall attach her warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmembers Bailey and Teich.

**Special Assessment District No. 2018-06      Stewart Street from Cedar to Shiawassee**

A public hearing was conducted to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2018-06 for Stewart Street, from Cedar Street to Shiawassee Street for resurfacing.

The following people commented regarding the proposed special assessment roll:

Jared Kemppainen, 515 West Stewart Street, inquired why his property is being charged the commercial rate when he does not have a business there. He said he recognized the zoning of the property is B-1 but it is being used for residential purposes. He asked if he was being charged a higher rate because of the zoning designation. Utilities Director Glenn M. Chinavare said there are different rates charged for residential and commercial properties. He asked to speak to Mr. Kemppainen after the meeting to obtain details to allow staff to look into the matter.

Renee Brown, 625 West Stewart Street, wanted to know exactly what work will be performed on the street as the first letter she received regarding the project listed a number of repairs that were being proposed, but the second letter she received showing her actual assessment indicated the street was only being resurfaced. Utilities Director Chinavare noted that the scope of the project had not changed since the first letter was sent out. City Clerk Amy K. Kirkland asked to speak with Ms. Brown after the meeting to discuss potential changes to the letters that residents receive for special assessments.

Motion by Councilmember Fox that the following resolution be adopted:

**RESOLUTION NO. 85-2018**

**STEWART STREET  
FROM CEDAR STREET TO SHIAWASSEE STREET  
SPECIAL ASSESSMENT RESOLUTION NO. 5**

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

STEWART STREET FROM CEDAR STREET TO SHIAWASSEE STREET  
STREET RESURFACING

and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll as prepared by the City Assessor in the amount of \$75,155.58 is hereby confirmed and shall be known as Special Assessment Roll No. 2018-06.
2. Said special assessment roll shall be divided into ten installments, the first of which shall be due and payable on September 1, 2018, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by November 1, 2018.
3. The installments of the special assessment rolls shall bear interest at the rate of 6% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2018 and shall be paid annually on each installment due date.
4. Said special assessment roll shall be placed on file in the office of the City Clerk who shall attach her warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

Motion supported by Councilmember Greenway.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmembers Bailey and Teich.

### **CITIZEN COMMENTS AND QUESTIONS**

Tom Manke, Owosso Township resident, recalled that Mr. Kemppainen's house was zoned commercial because the property was once used for commercial purposes by the auto repair shop next door, requiring a commercial zoning designation.

Marlene Webster, leader of the Alliance for a Drug-Free Shiawassee, relayed some startling statistics to Council regarding use of marijuana by local youth. She said she wants the Council to make sure that marijuana will not become more accessible to area youth if the City allows medical marijuana facilities to operate within the city limits.

Jerry Jones, 640 North Ball Street, indicated he works for a large title company and as such he has direct knowledge that medical marijuana related facilities cannot obtain title insurance for their property, banks will not bank them, and insurance companies will not insure them. He asked that the former planning restrictions be returned to any proposed ordinance if one is to be passed.

Kori Shook, member of Alliance for a Drug-Free Shiawassee, asked the Council to reconsider the date of the public hearing because it will be very close to the 4<sup>th</sup> of July holiday. She also said that she doesn't want Owosso to become one of the first communities to pioneer the pot business. She asked that Council wait and see what happens in other communities first.

Councilmember Law said he had asked about flooding issues near the corner of State Street and Main Street last year. He was told that plans were underway to fix the issue at the time, but it has become apparent that the fix never happened because water was flooding into the Korner Pub during a heavy rain Memorial Day weekend. Staff indicated they will look into the matter.

Councilmember Fox said his rain gauge showed we received 3" of rain in 37 minutes during the storm noted by Councilmember Law. After the storm he said he received emails regarding the terrible flood conditions at Oak Hill Cemetery. He said he knows that the County Drain Commissioner is looking into a comprehensive drainage fix for the Gute Drain which runs through the area but he is not willing to wait until that process is completed and wants to have larger tile installed in the cemetery now in an effort to alleviate some of the problem immediately. Staff encouraged the City to hold off on such a fix until the engineering evaluation of the drain is completed. It is thought that the installation of larger tile in the cemetery would do little to nothing to relieve the problem. Councilmember Fox expressed his frustration with the situation saying he could make a motion to require the tile is installed.

### **CITY MANAGER REPORT**

City Manager Nathan R. Henne detailed the latest Project Status Report for Council. He also discussed planned changes to the permit process for outdoor seating in the downtown saying he wants to make it friendlier for businesses.



Councilmember Fox inquired whether any of the current façade grant applicants had made the required financial contribution to proceed with their projects and whether there was a deadline for such payments. City Manager Henne indicated he will look into the matter. He did note that the DDA is working to develop a policy for the payments.

## **CONSENT AGENDA**

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

**First Reading & Set Public Hearing - Ordinance Amendments for Medical Marihuana Related Facilities.** Conduct first reading and set a public hearing for Monday, July 2, 2018 to receive citizen comment on the proposal to add Chapter 16.5, Medical Marihuana Facilities Licensing, and amend various sections of Chapter 38, Zoning, of the Code of Ordinances of City of Owosso to authorize and regulate medical marihuana related facilities within the City as follows:

### **RESOLUTION NO. 86-2018**

#### **AUTHORIZING SETTING A PUBLIC HEARING TO ADD CHAPTER 16.5, MEDICAL MARIHUANA FACILITIES LICENSING, AND AMEND VARIOUS SECTIONS OF CHAPTER 38, ZONING, OF THE CODE OF THE CITY OF OWOSSO TO AUTHORIZE AND REGULATE MEDICAL MARIHUANA RELATED FACILITIES**

WHEREAS, Public Act 281 of 2016 (MCL 333.27101 et. seq.) authorizes the State of Michigan to license five different types of facilities related to medical marihuana (grower, processor, secure transporter, provisioning center, and safety compliance facility); and

WHEREAS, Section 205 of PA 281 of 2016 (MCL 333.27205) provides that “[a] marihuana facility shall not operate in a municipality unless the municipality has adopted an ordinance that authorizes that type of facility”; and

WHEREAS, Section 205 of PA 281 of 2016 further provides that “[a] municipality may adopt other ordinances relating to marihuana facilities within its jurisdiction, including zoning regulations...”; and

WHEREAS, the Owosso Planning Commission has spent considerable time examining PA 281 of 2016, gathering feedback from the community, listening to experts, and learning from other municipalities so as to develop an informed recommendation to City Council; and

WHEREAS, the Planning Commission held a public hearing on May 29, 2018 at its regularly scheduled meeting regarding the proposal to add Chapter 16.5, Medical Marihuana Facilities Licensing, and amend various sections of Chapter 38, Zoning, in which no citizen comments were voiced or received; and

WHEREAS, having concluded its efforts to vet the options presented by the new law the Planning Commission recommends the City authorize the operation of all of the five types of medical marihuana facilities authorized by PA 281 of 2016 within the City limits; and

WHEREAS, the Planning Commission further recommends adoption of the following amendments to the Code of the City of Owosso to govern the operation of medical marihuana related facilities.

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

SECTION 1. ADDITION – CHAPTER 16.5. That the Code of Ordinances of the City of Owosso, Michigan, is hereby amended by adding a chapter, to be numbered Chapter 16.5, Medical Marihuana Facilities Licensing, which shall read as follows:

### **Sec. 16.5-1. - Purpose.**

- (a) It is the intent of this ordinance to authorize the establishment of certain types of medical marihuana facilities in the city of Owosso and provide for the adoption of reasonable restrictions to protect the public health, safety, and general welfare of the community at large; retain the character of neighborhoods; and mitigate potential impacts on surrounding properties and persons. It is also the intent of this ordinance to help defray administrative and enforcement costs associated with the operation of a marihuana facility in the city of Owosso through imposition of an annual, nonrefundable fee of \$5,000.00 on each medical marihuana facility licensee. Authority for the enactment of these provisions is set forth in the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq. Further, the city does not intend that permitting and regulation under this chapter be construed as a finding that such facilities comply with any law.
- (b) Nothing in this ordinance is intended to grant immunity from criminal or civil prosecution, penalty, or sanction for the cultivation, manufacture, possession, use, sale, or distribution of marihuana, in any form, that is not in compliance with the Michigan Medical Marihuana Act, Initiated Law 1 of 2008, MCL 333.26421 et seq.; the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq.; the Marihuana Tracking Act, MCL 333.27901 et seq.; and all other applicable rules promulgated by the state of Michigan.
- (c) As of the effective date of this ordinance, marihuana remains classified as a Schedule 1 controlled substance under the Federal Controlled Substances Act, 21 U.S.C. Sec. 801 et seq., which makes it unlawful to manufacture, distribute, or dispense marihuana, or possess marihuana with intent to manufacture, distribute, or dispense marihuana. Nothing in this ordinance is intended to grant immunity from any criminal prosecution under federal laws.
- (d) Must comply with all state building codes, including but not limited to plumbing, mechanical, electrical, building energy and fire codes which includes the city of Owosso zoning ordinance, as applicable under law.

### **Sec. 16.5-2. – Definitions.**

For the purposes of this ordinance:

- (a) Any term defined by the Michigan Medical Marihuana Act, MCL 333.26421 et seq., shall have the definition given in the Michigan Medical Marihuana Act.
- (b) Any term defined by the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq., shall have the definition given in the Medical Marihuana Facilities Licensing Act.
- (c) Any term defined by the Marihuana Tracking Act, MCL 333.27901 et seq., shall have the definition given in the Marihuana Tracking Act.

*Grower* means a licensee that is a commercial entity located in this state that cultivates, dries, trims, or cures and packages marihuana for sale to a processor or provisioning center.

*Licensee* means a person holding a state operating license issued under the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq.

*Marijuana* or *marihuana* means that term as defined in the Public Health Code, MCL 333.1101 et seq.; the Michigan Medical Marihuana Act, MCL 333.26421 et seq.; the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq.; and the Marihuana Tracking Act, MCL 333.27901 et seq.

*Marihuana facility* means an enterprise at a specific location at which a licensee is licensed to operate under the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq., including a marihuana grower, marihuana processor, marihuana provisioning center, marihuana secure transporter, or

marihuana safety compliance facility. The term does not include or apply to a “primary caregiver” or “caregiver” as that term is defined in the Michigan Medical Marihuana Act, MCL 333.26421 et seq.

*Person* means an individual, corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited liability limited partnership, trust, or other legal entity.

*Processor* means a licensee that is a commercial entity located in Michigan that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana-infused product for sale and transfer in packaged form to a provisioning center.

*Provisioning center* means a licensee that is a commercial entity located in Michigan that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver in accordance with the Michigan Medical Marihuana Act, MCL 333.26421 et seq., is not a provisioning center for purposes of this article.

*Safety compliance facility* means a licensee that is a commercial entity that receives marihuana from a marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the marihuana facility.

*Secure transporter* means a licensee that is a commercial entity located in this state that stores marihuana and transports marihuana between marihuana facilities for a fee.

#### **Sec. 16.5-3. - Authorization of Facilities and Fee.**

- (a) The maximum number of each type of marihuana facility allowed in the city of Owosso shall be as follows.

<u>Facility</u>	<u>Number</u>
Grower	unlimited
Processor	unlimited
Provisioning center	#4
Safety compliance facility	unlimited
Secure transporter	unlimited

- (b) Planning commission shall review the number of facilities allowed at the one year mark to re-evaluate and determine if the number allowed needs to be adjusted. From that point on, every three (3) years, city council shall review the maximum number of each type of marihuana facility allowed and determine whether this maximum number should be changed. The review and its findings shall be recorded in the minutes of the relevant meeting of the city council.
- (c) A nonrefundable fee shall be paid by each marihuana facility licensed under this ordinance in an annual amount of \$5,000.00 as set by resolution of the city of Owosso City Council.
- (d) The first four provisioning center licenses shall be awarded via lottery. The application fee of \$5,000 shall be paid in full at the time the application is submitted. The first round of applications will be accepted for a 30 day period, to be determined by city council. All names of applicants will be entered into the drawing on a day to be set by council and shall be open to the public. Applicants who are not awarded a license shall receive a refund of \$2,500 within 30 days of the drawing. A second round of applications may be accepted at a later date if all four licenses are not awarded in the first round, to be determined by city council.
- (e) Vacated or revoked licenses. The city will hold another lottery to award the license to another applicant should a provisioning center license be vacated or revoked. The process would mimic

the steps outlined above but would be limited to the number of vacated or revoked license(s) available.

**Sec. 16.5-4. - Requirements and Procedure for Issuing License.**

- (a) No person shall operate a marihuana facility in city of Owosso without a valid marihuana facility license issued by the city of Owosso pursuant to the provisions of this ordinance.
- (b) Every applicant for a license to operate a marihuana facility shall file an application in the city clerk's office upon a form provided by the city of Owosso.
- (c) Every applicant for a license to operate a marihuana facility shall submit with the application a photocopy of the applicant's valid provisional license issued by the State of Michigan in accordance with the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq.
- (d) Upon an applicant's completion of the above-provided form and furnishing of all required information and documentation, the city clerk shall accept the application and assign it a sequential application number by facility type based on the date and time of acceptance. The city clerk shall act to approve or deny an application not later than fourteen (14) days from the date the application was accepted. If approved, the city clerk shall issue the applicant a provisional license.
- (e) A provisional license means only that the applicant has submitted a valid application for a marihuana facility license, and the applicant shall not locate or operate a marihuana facility without obtaining all other permits and approvals required by all other applicable ordinances and regulations of the city of Owosso. A provisional license will lapse and be void if such permits and approvals are not diligently pursued to completion.
- (f) Within fourteen (14) days from the applicant submitting proof of obtaining all other required permits and approvals and payment of the license fee, the city clerk shall approve or deny the marihuana facility license. The city clerk shall issue marihuana facility licenses in order of the sequential application number previously assigned.
- (g) Maintaining a valid marihuana facility license issued by the state is a condition for the issuance and maintenance of a marihuana facility license under this ordinance and continued operation of any marihuana facility.
- (h) A marihuana facility license issued under this ordinance is not transferable.
- (i) If the application is for a grower's license, the maximum number of plants that the applicant intends to grow will be included.
- (j) The License requirement in this chapter applies to all facilities whether operated for profit or not for profit.

**Sec. 16.5-5. - License Renewal.**

- (a) A marihuana facility license shall be valid for one year from the date of issuance, unless revoked as provided by law.
- (b) A valid marihuana facility license may be renewed on an annual basis by submitting a renewal application upon a form provided by the city of Owosso and payment of the annual license fee. Application to renew a marihuana facility license shall be filed at least thirty (30) days prior to the date of its expiration.

- (c) Applications for renewal or amendment of existing permits shall be reviewed and granted or denied before applications for new permits are considered.

**Sec. 16.5-6. – Applicability.**

The provisions of this ordinance shall be applicable to all persons and facilities described herein, whether the operations or activities associated with a marihuana facility were established without authorization before the effective date of this ordinance.

**Sec. 16.5-7. - Penalties and Enforcement.**

- (a) Any person who violates any of the provisions of this ordinance shall be responsible for a misdemeanor. Each day a violation of this Ordinance continues to exist constitutes a separate violation. A violator of this Ordinance shall also be subject to such additional sanctions, remedies and judicial orders as are authorized under Michigan law.
- (b) A violation of this Ordinance is deemed to be a nuisance per se. In addition to any other remedy available at law, the city of Owosso may bring an action for an injunction or other process against a person to restrain, prevent, or abate any violation of this Ordinance.
- (c) This Ordinance shall be enforced and administered by the zoning administrator, or such other city official as may be designated from time to time by resolution of the city council.
- (d) A license issued under this chapter may be suspended or revoked for any of the following violations:
  - (1) Any person required to be named on the permit application is convicted of or found responsible for violating any provision of this chapter;
  - (2) A permit application contains any misrepresentation or omission of any material fact, or false or misleading information, or the applicant has provided the city with any other false or misleading information related to the facility;
  - (3) Any person required to be named on the permit application is convicted of a crime which, if it had occurred prior to submittal of the application, could have been cause for denial of the permit application;
  - (4) Marihuana is dispensed on the business premises in violation of this chapter or any other applicable state or local law, rule or regulation;
  - (5) The facility is operated or is operating in violation of the specifications of the permit application, any conditions of approval by the city or any other applicable state or local law, rule or regulation.
  - (6) The city, the county, or any other governmental entity with jurisdiction, has closed the facility temporarily or permanently or has issued any sanction for failure to comply with health and safety provisions of this chapter or other applicable state or local laws related to public health and safety.
  - (7) The facility is determined by the city to have become a public nuisance.
  - (8) The facility's state operating license has been suspended or revoked.
- (e) Possession, sale or consumption of any form of alcohol is strictly prohibited in any of the licensed medical marihuana facilities.

**Sec. 16.5-8. - Severability.**

In the event that any one or more sections, provisions, phrases or words of this Ordinance shall be found to be invalid by a court of competent jurisdiction, such holding shall not affect the validity or the enforceability of the remaining sections, provisions, phrases or words of this Ordinance.

SECTION 2. AMENDMENT 38-5. That Sec. 38-5. Definitions, of the Owosso City Code be amended to read:

**Sec. 38-5. - Definitions.**

*Accessory building.* A building detached from a principal building on the same lot and customarily incidental and subordinate to the principal building or use.

*Accessory use, or accessory.* A use which is clearly incidental to, customarily found in connection with, and (except in the case of accessory off-street parking spaces or loading) located on the same zoning lot as the principal use to which it is related.

When "accessory" is used in this text, it shall have the same meaning as accessory use.

An accessory use includes, but is not limited to, the following:

- (1) Residential accommodations for servants and/or caretakers.
- (2) Swimming pools for the use of the occupants of a residence or their guests.
- (3) Domestic or agricultural storage in a barn, shed, tool room, or similar accessory building or other structure.
- (4) A newsstand primarily for the convenience of the occupants of a building, which is located wholly within such building and has no exterior signs or displays.
- (5) Storage of merchandise normally carried in stock in connection with a business or industrial use, unless such storage is excluded in the applicable district regulations.
- (6) Storage of goods used in or produced by industrial uses or related activities, unless such storage is excluded in the applicable district regulations.
- (7) Accessory off-street parking spaces, open or enclosed, subject to the accessory off-street parking regulations.
- (8) Uses clearly incidental to a main use such as, but not limited to, offices of an industrial or commercial complex located on the site of the commercial or industrial complex.
- (9) Accessory off-street loading, subject to the off-street loading regulations for the district in which the zoning lot is located.
- (10) Accessory signs, subject to the sign regulations for the district in which the zoning lot is located.
- (11) Satellite receiving antennae: An apparatus capable of receiving communications from a transmitter relay located in planetary orbit.
- (12) Usable satellite signal: A satellite signal which when received on a conventional television set is at least equal in picture quality to that received from local commercial television stations or by way of cable television.

*Adult foster care facility.* A governmental or non-governmental establishment having as its principal function the receiving of adults for foster care. It includes facilities and foster care family homes for adults who are aged, emotionally disturbed, developmentally disabled, or physically handicapped who require supervision on an ongoing basis but who do not require continuous nursing care. Beginning March 27, 1984, adult foster care facility shall include home for the aged.

*Adult foster care small group home.* An adult foster care facility with the approved capacity to receive at least seven (7) but not more than twelve (12) adults shall be provided with foster care.

*Alley.* Any dedicated public way affording a secondary means of access to abutting property, and not intended for general traffic circulation.

*Alterations.* Any change, addition or modification in construction or type of occupancy, or in the structural members of a building, such as walls or partitions, columns, beams or girders, the consummated act of which may be referred to herein as "altered" or "reconstructed."

*Apartment.* A suite of rooms or a room in a multiple-family building arranged and intended for a place of residence of a single family or a group of individuals living together as a single housekeeping unit.

*Auto repair station.* A place where, along with the sale of engine fuels, the following services may be carried out: general repair, engine rebuilding, rebuilding or reconditioning of motor vehicles, collision service, such as body, frame, or fender straightening and repair; overall painting and undercoating of automobiles.

*Basement.* That portion of a building which is partly or wholly below grade but so located that the vertical distance from the average grade to the floor is greater than the vertical distance from the average grade to the ceiling. A basement shall not be counted as a story.

*Bed and breakfast operations.* A use which is subordinate to the principal use of a dwelling unit as a single-family dwelling unit and a use in which transient guests are provided a sleeping room and board in return for payment.

*Block.* The property abutting one (1) side of a street and lying between the two (2) nearest intersecting streets, (crossing or terminating) or between the nearest such street and railroad right-of-way, unsubdivided acreage, lake, river or live stream; or between any of the foregoing and any other barrier to the continuity of development, or corporate boundary lines of the city.

*Building.* Any structure, either temporary or permanent, having a roof supported by columns or walls, and intended for the shelter, or enclosure of persons, animals, chattels or property of any kind.

*Building height.* The vertical distance measured from the established grade to the highest point of the roof surface for flat roofs; to the deck line of mansard roofs; and to the average height between eaves and ridge for gable, hip and gambrel roofs.

*Building line.* A line formed by the face of the building, and for the purposes of this chapter, a minimum building line is the same as a front setback line. See Article XVIII for porches and horizontal projections such as eaves and bay windows.

*Child or adult care center.* A facility other than a private home where one (1) or more persons are received for care and supervision for periods of less than twenty-four (24) hours a day and for four (4) weeks during a calendar year.

*Club.* An organization of persons for special purposes or for the promulgation of sports, arts, sciences, literature, politics or the like, but not operated for profit.

*Convalescent or nursing home.* A structure with sleeping rooms, where persons are housed or lodged and are furnished with meals, nursing and medical care.

*Drive-in.* A business establishment so developed that its retail or service character is dependent on providing a drive-way approach or parking spaces for motor vehicles so as to serve patrons while in the motor vehicle rather than within a building or structure.

*Dwelling unit.* A building, or portion thereof, designed for occupancy by one (1) family for residential purposes and having cooking facilities.

*Dwelling, one-family.* A building designed exclusively for and occupied by one (1) family.

*Dwelling, two-family.* A building designed exclusively for occupancy by two (2) families living independently of each other.

*Dwelling, multiple-family.* A building, or a portion thereof, designed exclusively for occupancy by three (3) or more families living independently of each other.

*Development.* The construction of a new building or other structure on a zoning lot, the relocation of an existing building on another zoning lot, or the use of open land for a new use.

*District.* A portion of the incorporated area of the city within which certain regulations and requirements or various combinations thereof apply under the provisions of this chapter.

*Erected.* Built, constructed, altered, reconstructed, moved upon, or any physical operations on the premises which are required for construction, excavation, fill, drainage, and the like, shall be considered a part of erection.

*Essential services.* The erection, construction, alteration or maintenance by public utilities or city departments of underground, surface or overhead gas, electrical, steam, fuel or water transmission or distribution systems, collection, communication, supply or disposal systems, including towers, poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm and police call boxes, traffic signals, hydrants and similar equipment in connection herewith, but not including buildings which are necessary for the furnishing of adequate service by such utilities or city departments for the general health, safety or welfare.

*Excavation.* Any breaking of ground, except common household gardening and ground care.

*Family.* One (1) or two (2) persons or parents, with their direct lineal descendants and adopted children (and including the domestic employees thereof) together with not more than two (2) persons not so related, living together in the whole or part of a dwelling comprising a single housekeeping unit. Every additional group of two (2) or less persons living in such housekeeping unit shall be considered a separate family for the purpose of this chapter.

*Family day care home.* A private home in which one (1) to six (6) children are received for care and supervision for periods of less than twenty-four (24) hours a day and for more than four (4) weeks during a calendar year.

*Farm.* The carrying on of any agricultural activity or the raising of livestock or small animals as a source of income.

*Floor area, residential.* For the purpose of computing the minimum allowable floor area in a residential dwelling unit, the sum of the horizontal areas of such story of the building shall be measured from the exterior faces of the exterior walls or from the centerline of walls separating two (2) dwellings. The floor area measurement is exclusive of areas of basements, unfinished attics, attached garages, breezeways and enclosed and unenclosed porches.

*Floor area, usable.* (For the purposes of computing parking.) That area used for or intended to be used for the sale of merchandise or services, or for use to serve patrons, clients, or customers. Such floor area which is used or intended to be used principally for the storage or processing of merchandise, hallways, or for the utilities or sanitary facilities, shall be excluded from this computation of "usable floor



area": Measurement of usable floor area shall be the sum of the horizontal areas of the several floors of the building, measured from the interior faces of the exterior walls.

*Floor area ratio.* A volume control wherein a building ratio of 1.0 means that the floor area may equal the lot area. An F.A.R. of 5.0 means that the floor area may be up to five (5) times as large as the lot area: and an F.A.R. of 0.5 means that the floor area shall be no more than one-half of the lot area.

*Foster family group home.* A private home in which more than four (4) but less than seven (7) children, who are not related to an adult member of the household by blood, marriage or adoption, are provided care for twenty-four (24) hours a day for four (4) or more days a week, for two (2) or more consecutive weeks, unattended by a parent or legal guardian.

*Foster family home.* A private home in which one (1) but not more than four (4) minor children, who are not related to an adult member of the household by blood, marriage or adoption, are given care and supervision for twenty-four (24) hours a day, for four (4) or more days a week, for two (2) or more consecutive weeks, unattended by a parent or legal guardian.

*Garage, private.* An accessory building or portion of a main building designed or used solely for the storage of motor-driven vehicles, boats and similar vehicles owned and used by the occupants of the building to which it is accessory.

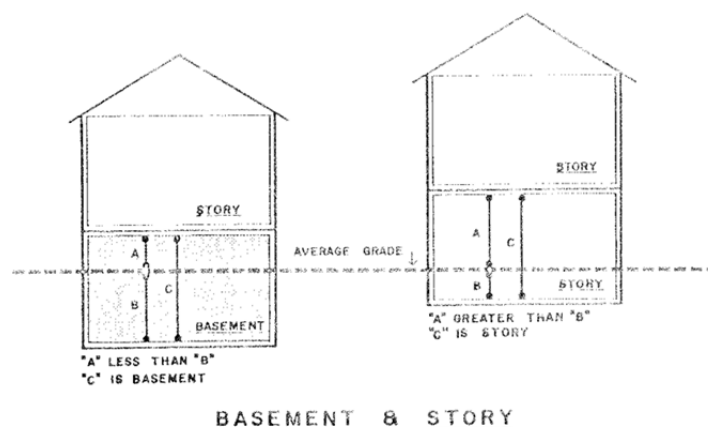
*Garage, service.* Any premises used for the storage or care of motor-driven vehicles, or where any such vehicles are equipped for operation, repaired, or kept for remuneration, hire or sale.

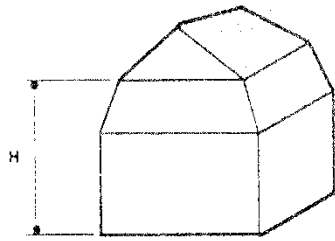
*Gasoline service station.* A place for the dispensing, sale or offering for sale of motor fuels directly to users of motor vehicles, together with the sale of minor accessories and services for motor vehicles, but not including major automobile repair.

*Grade.* The ground elevation established for the purpose of regulating the number of stories and the height of buildings. The building grade shall be the level of the ground adjacent to the walls of the building if the finished grade is level. If the ground is not entirely level, the grade shall be determined by averaging the elevation of the ground for each face of the building.

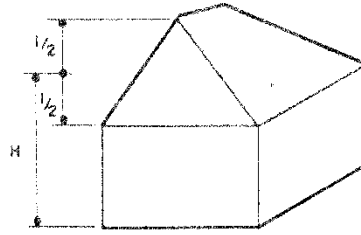
*Group day care home.* A private home where seven (7) to twelve (12) children are received for care and supervision for periods of less than twenty-four (24) hours a day and for more than four (4) weeks during a calendar year.

**Grower.** A licensee that is a commercial entity located in this state that cultivates, dries, trims, or cures and packages marihuana for sale to a processor or provisioning center.

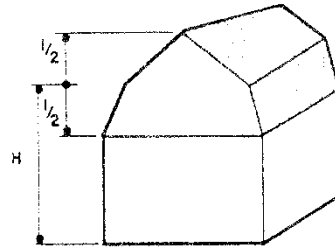




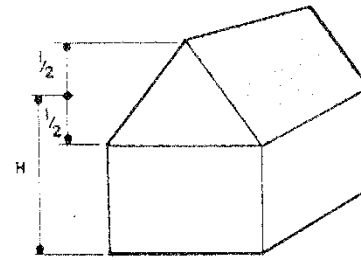
MANSARD ROOF



HIP ROOF



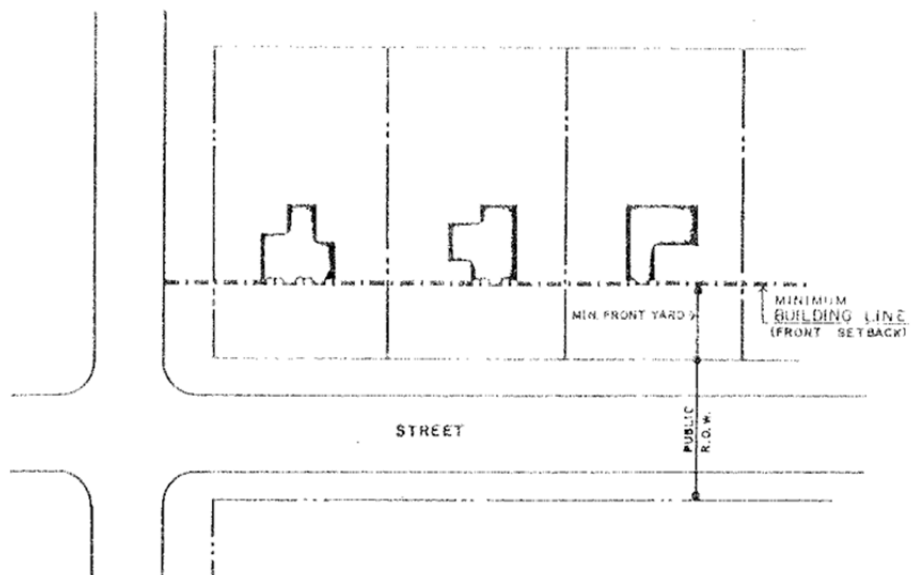
GAMBREL ROOF



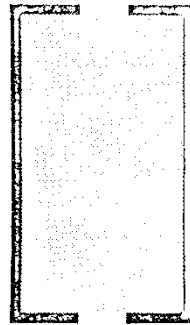
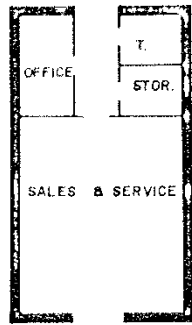
GABLE ROOF

H = HEIGHT OF BUILDING

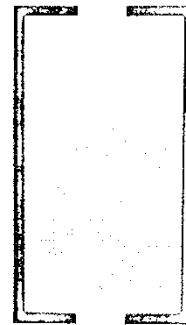
## BUILDING HEIGHT



## BUILDING LINE

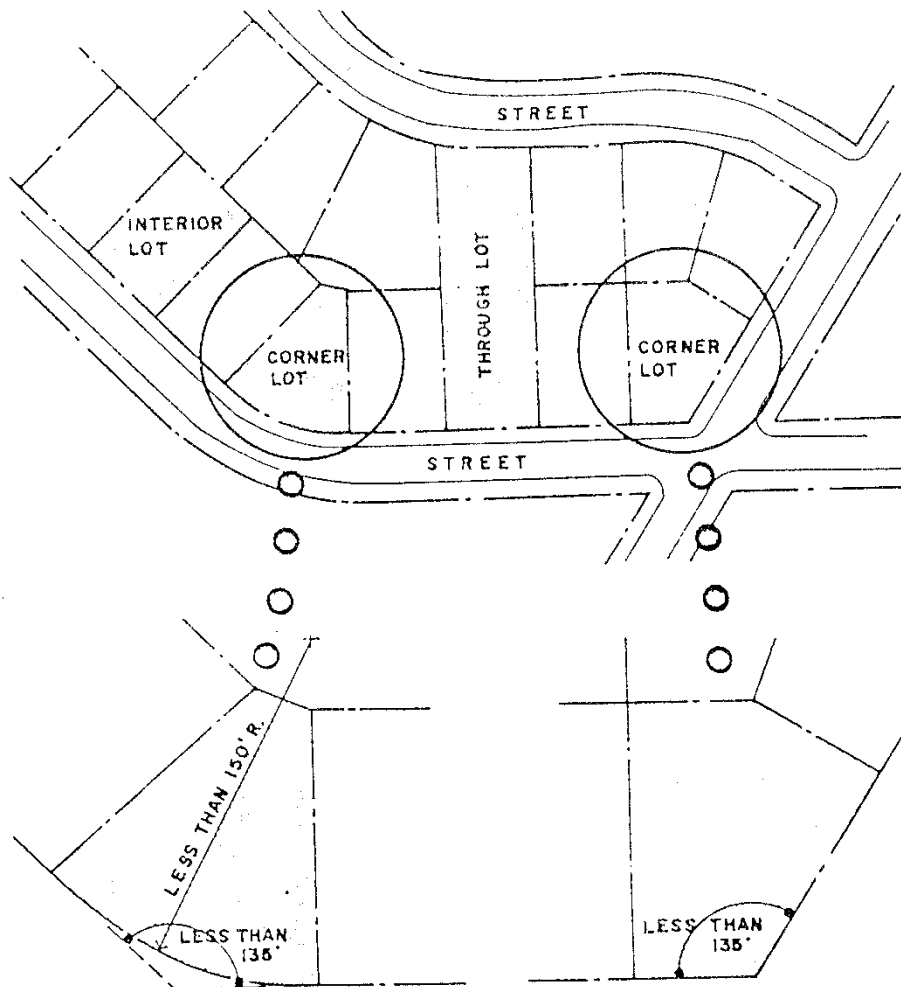


TOTAL FLOOR AREA



USABLE FLOOR AREA  
(FOR PURPOSES OF COMPUTING PARKING)

FLOOR AREA



INTERIOR, THROUGH & CORNER LOTS

*Hotel.* A building or part of a building, with a common entrance or entrances, in which the dwelling units or rooming units are used primarily for transient occupancy, and in which one (1) or more of the following services are offered: Mail service, furnishing of linen, telephone, secretarial, or desk service, and bellboy service. A hotel may include restaurant or cocktail lounge, public banquet halls, ballrooms or meeting rooms.

*Junkyard.* An area where waste, used or secondhand materials are bought and sold, exchanged, stored, baled, packed, disassembled, or handled including, but not limited to: Scrap iron and other metals, paper, rags, rubber tires and bottles. A "junkyard" includes automobile wrecking yards and includes any open area of more than two hundred (200) square feet for storage, keeping or abandonment of junk.

*Kennel, commercial.* Any lot or premises on which three (3) or more dogs, cats or other household pets are either permanently or temporarily boarded. Kennel shall also include any lot or premises where household pets are bred or sold.

***Licensee.* A person holding a state operating license issued under the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq.**

*Loading space.* An off-street space on the same lot with a building, or group of buildings, for the temporary parking of a commercial vehicle while loading and unloading merchandise or materials.

*Local street.* A street that provides frontage and access residential lots but also carries some through traffic to lower ordered cul-de-sac streets and lanes.

*Lot.* A parcel of land occupied, or intended to be occupied, by a main building or a group of such buildings and accessory buildings, or utilized for the principal use and uses accessory thereto, together with such yards and open spaces as are required under the provisions of this chapter. A lot may or may not be specifically designated as such on public records.

*Lot, corner.* A lot where the interior angle of two (2) adjacent sides at the intersection of two (2) streets is less than one hundred thirty-five (135) degrees. A lot abutting upon a curved street or streets shall be considered a corner lot for the purposes of this chapter if the arc is of less radius than one hundred fifty (150) feet and the tangents to the curve, at the two (2) points where the lot lines meet the curve or the straight street line extended from an interior angle of less than one hundred thirty-five (135) degrees.

*Lot, interior.* Any lot other than a corner lot.

*Lot, through.* Any interior lot having frontage on two (2) more or less parallel streets as distinguished from a corner lot. In the case of a row of double frontage lots, all yards of said lots adjacent to streets shall be considered frontage, and front yard setbacks shall be provided as required.

*Lot, zoning.* A single tract of land, located within a single block, which, at the time of filing for a building permit, is designated by its owner or developer as a tract to be used, developed or built upon as a unit, under single ownership or control.

A zoning lot shall satisfy this chapter with respect to area, size, dimensions and frontage as required in the district in which the zoning lot is located. A zoning lot, therefore, may not coincide with a lot of record as filed with the county register of deeds, but may include one (1) or more lots of record.

*Lot area.* The total horizontal area within the lot lines of the lot.

*Lot coverage.* The part or percent of the lot occupied by buildings including accessory buildings.

*Lot depth.* The horizontal distance between the front and rear lot lines, measured along the median between the side lot lines.

*Lot lines.* The lines bounding a lot as defined herein:

- (1) **Front Lot Line.** In the case of an interior lot, is that line separating said lot from the street. In the case of a through lot, is that line separating said lot from either street. In the case of a corner lot, is that line as designated on the building plans filed for approval with the Building Inspector.
- (2) **Rear Lot Line.** That lot line opposite the front lot line. In the case of lot pointed at the rear, the rear lot line shall be an imaginary line parallel to the front lot line, not less than ten (10) feet long lying farthest from the front lot line and wholly within the lot.
- (3) **Side Lot Line.** Any lot line other than the front lot line or rear lot line. A side lot line separating a lot from a street is a side street lot line. A side lot line separating a lot from another lot or lots is an interior side lot line.

*Lot of record.* A parcel of land, the dimensions of which are shown on a document or map on file with the county register of deeds or in common use by city or county officials, and which actually exists as so shown, or any part of such parcel held in a record ownership separate from that of the remainder thereof.

*Lot width.* The horizontal straight line distance between the side lot lines, measured between the two (2) points where the front setback line intersects the side lot lines.

*Main building.* A building in which is conducted the principal use of the lot upon which it is situated.

*Major thoroughfare.* An arterial street which is intended to serve as a large volume trafficway for both the immediate municipal area and the region beyond, and is designated as a major thoroughfare, parkway, freeway, expressway or equivalent term on the major thoroughfare plan to identify those streets comprising the basic structure of the major thoroughfare plan.

***Marijuana or marihuana.*** That term as defined in the Public Health Code, MCL 333.1101 et seq.; the Michigan Medical Marihuana Act, MCL 333.26421 et seq.; the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq.; and the Marihuana Tracking Act, MCL 333.27901 et seq.

***Marihuana facility.*** An enterprise at a specific location at which a licensee is licensed to operate under the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq., including a marihuana grower, marihuana processor, marihuana provisioning center, marihuana secure transporter, or marihuana safety compliance facility. The term does not include or apply to a “primary caregiver” or “caregiver” as that term is defined in the Michigan Medical Marihuana Act, MCL 333.26421 et seq.

*Master plan.* The comprehensive community plan, including graphic and written proposals indicating the general location for streets, parks, schools, public buildings and all physical development of the city, and includes any unit or part of such plan, and any amendment to such plan or parts thereof. Such plan may or may not be adopted by the planning commission and/or the council.

*Medical marihuana dispensary (or clinic)* means any retail store, store front, office building or other structure or any type of mobile unit or entity that dispenses, facilitates, sells, or provides, in any manner, marihuana or cannabis, any product containing marihuana or cannabis, or medical marihuana paraphernalia as described herein. This definition does not apply to patients or caregivers operating pursuant to [subsection] 38-52(9).

*Medical marihuana growing facility* means any building, or portion thereof, that allows cultivation, growing, processing or distribution of medical marihuana, excluding the cultivation, growing or processing allowed inside a qualifying patient's primary, legal residence.

*Mezzanine.* An intermediate floor in any story occupying not to exceed one-third ( 1/3 ) of the floor area of such story.

*Mobile home (trailer coach).* Any vehicle designed, used, or so constructed as to permit its being used as a conveyance upon the public streets or highways and duly licensable as such, and constructed in such a manner as will permit occupancy thereof as a dwelling or sleeping place for one (1) or more persons.

*Mobile home park (trailer court).* Any plot of ground upon which two (2) or more trailer coaches, occupied for dwelling or sleeping purposes are located.

*Motel.* A series of attached, semi-detached or detached rental units containing a bedroom, bathroom and closet space. Units shall provide for overnight lodging and are offered to the public for compensation, and shall cater primarily to the public traveling by motor vehicle.

*Nonconforming building.* A building or portion thereof lawfully existing at the effective date of the ordinance from which this chapter was derived (December 6, 1970), or amendments thereto, and that does not conform to the provisions of the chapter in the district in which it is located.

*Nonconforming use.* A use which lawfully occupied a building or land at the effective date of the ordinance from which this chapter was derived (December 6, 1970), or amendments thereto, and that does not conform to the use regulations of the district in which it is located.

*Nursery, plant materials.* A space, building or structure, or combination thereof, for the storage of live trees, shrubs or plants offered for retail sale on the premises including products used for gardening or landscaping. The definition of nursery within the meaning of this chapter does not include any space, building or structure used for the sale of fruits, vegetables or Christmas trees.

*Nuisance factors.* An offensive, annoying, unpleasant or obnoxious thing or practice, a cause or source of annoyance, especially a continuing or repeating invasion of any physical characteristics of activity or use across a property line which can be perceived by or affects a human being, or the generation of an excessive or concentrated movement of people or things, such as, but not limited to:

- (1) Noise;
- (2) Dust;
- (3) Smoke;
- (4) Odor;
- (5) Glare;
- (6) Fumes;
- (7) Flashes;
- (8) Vibration;
- (9) Shock waves;
- (10) Heat;
- (11) Electronic or atomic radiation;
- (12) Objectionable effluent;
- (13) Noise of congregation of people, particularly at night;
- (14) Passenger traffic;
- (15) Invasion of nonabutting street frontage by traffic.

*Off-street parking lot.* A facility providing vehicular parking spaces along with adequate drives and aisles, for maneuvering, so as to provide access for entrance and exit for the parking of more than three (3) vehicles.

*Open front store.* A business establishment so developed that service to the patron may be extended beyond the walls of the structure, not requiring the patron to enter the structure. The term "open front store" shall not include automobile repair stations or automobile service stations.

***Outdoor production.* Growing marihuana in an expanse of open or cleared ground or in a greenhouse, hoop house, or similar non-rigid structure that does not utilize any artificial lighting, including but not limited to electrical lighting sources.**

*Parking space.* An area of definite length and width, said area shall be exclusive of drives, aisles or entrances giving access thereto, and shall be fully accessible for the parking of permitted vehicles.

*Plaza.* An open area accessible to the public which is either:

- (1) An open area along the front lot line not less than five (5) feet deep, measured perpendicular to the front lot line; or
- (2) An open area on a through lot, extending from street to street and not less than forty (40) feet wide. Such plaza shall not at any point be more than five (5) feet above the curb level of the nearest adjoining street, and shall be unobstructed from its lowest level up, except for covered pedestrian walks.

*Principal use.* The main use to which the premises are developed and the principal purpose for which the premises exist.

***Processor.* A licensee that is a commercial entity located in this state that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana-infused product for sale and transfer in packaged form to a provisioning center.**

***Provisioning center.* A licensee that is a commercial entity located in this state that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver in accordance with the Michigan Medical Marihuana Act, MCL 333.26421 et seq., is not a provisioning center for purposes of this article.**

*Public utility.* A person, municipal department, board or commission duly authorized to furnish and furnishing under federal, state or city regulations to the public: Gas, steam, electricity, sewage disposal, communication, telegraph, transportation or water.

*Room.* For the purpose of determining lot area requirements and density in a multi-family district, a room is a living room, dining room or bedroom, equal to at least eighty (80) square feet in area. A room shall not include the area in kitchen, sanitary facilities, utility provisions, corridors, hallways, and storage. Plans presented showing one (1), two (2), or three (3) bedroom units and including a "den," "library" or other extra room shall count such extra room as a bedroom for the purpose of computing density.

***Safety compliance facility.* A licensee that is a commercial entity that receives marihuana from a marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the marihuana facility.**

*Secondary thoroughfare.* A principal artery within residential or commercial areas that carries relatively high traffic volumes and connects lower ordered streets with major thoroughfares. Its primary function is to promote the free flow of traffic.

***Secure transporter.*** A licensee that is a commercial entity located in this state that stores marihuana and transports marihuana between marihuana facilities for a fee.

*Setback.* The distance required to obtain minimum front, side or rear yard open space provisions of this chapter.

*Shadow flicker.* The moving shadow, created by the sun or other permanent light source shining through the rotating blades of a wind energy system (WES). The amount or degree of shadow flicker is calculated and quantified by computer models.

*Sign.* Any device, fixture, placard, or structure that uses any color, form, graphic, illumination, symbol, or writing to advertise, announce the purposes of, or identify the purpose of a person or entity, or to communicate information of any kind to the public.

*Small structure-mounted wind energy system (SSWES).* A structure-mounted small wind energy system that converts wind energy into electricity by using equipment that includes any base, blade, foundation, generator, nacelle, rotor, tower, transformers, vane, wire, inverter, batteries, or other components ancillary to such use in the system. This structure [is] an accessory building that is permanently affixed to a structure's roof, walls, or other elevated surface. The SSWES does not exceed ten (10) kilowatts or fifteen (15) [feet] in height as measured from the highest point of the roof, excluding chimneys, antennae, and similar protuberances.

*Small tower-mounted wind energy system (STWES).* A tower-mounted small wind energy system that converts wind energy into electricity by using equipment that includes any base, blade, foundation, generator, nacelle, rotor, tower, transformers, vane, wire, inverter, batteries, or other components ancillary to such use in the system. The SWES is an accessory building that does not exceed fifty (50) kilowatts or one hundred twenty (120) feet.

*Small wind energy system (SWES)* represent all SSWES and STWES systems.

*Smoking lounge* shall mean an establishment, which has a state-issued smoking ban exemption certificate, and that allows smoking of tobacco products or non-tobacco products or substances on the premises. The term "smoking lounge" includes, but is not limited to, facilities commonly described as tobacco retail specialty stores, cigar bars and lounges, hookah cafes and lounges, tobacco bars and lounges, tobacco clubs or zero (0) percent nicotine establishments.

*Story.* That part of a building, except a mezzanine as defined herein, included between the surface of one floor and the surface of the next floor, or if there is no floor above, then the ceiling next above. A story thus defined shall not be counted as a story when more than fifty (50) percent, by cubic content, is below the height level of the adjoining ground.

*Story, half.* An uppermost story lying under a sloping roof having an area of at least two hundred (200) square feet with a clear height of seven (7) feet six (6) inches. For the purposes of this chapter, the usable floor area is only that area having at least four (4) feet clear height between floor and ceiling.

*Street.* A public dedicated right-of-way, other than an alley, which affords the principal means of access to abutting property.

*Structure.* Anything constructed or erected, the use of which requires location on the ground or attachment to something having location on the ground.



*Temporary structure.* Any structure erected for the purpose of temporarily housing displaced persons or permitting occupancy for construction related functions related to an ongoing construction or building project.

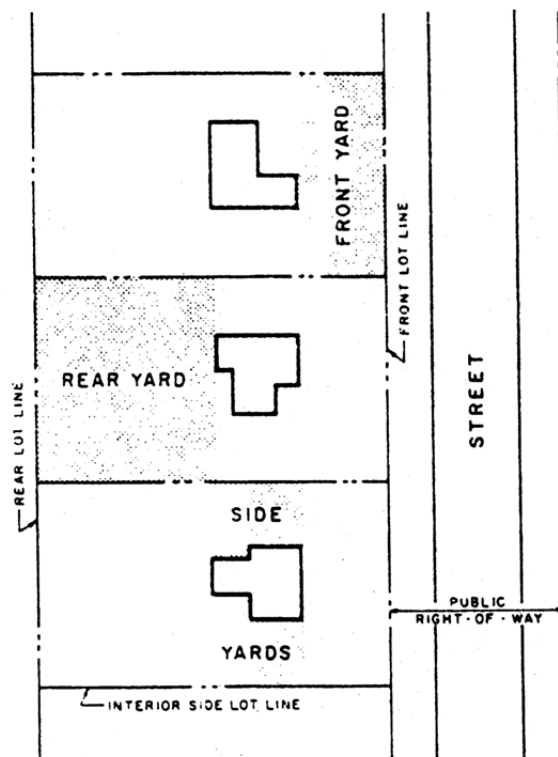
*Temporary use.* Any use, event, or display of a temporary, seasonal, or portable nature that is customary and incidental to the primary permitted use, providing that such use is not otherwise regulated or permitted by this article or a valid site plan.

*Use.* The principal purpose for which land or a building is arranged, designed or intended, or for which land or a building is or may be occupied.

*Wall.* A structure of definite height and location to serve as an obscuring screen in carrying out the requirements of this chapter.

*Yards.* The open spaces on the same lot with a main building unoccupied and unobstructed from the ground upward except as otherwise provided in this chapter (see sections 38-418 and 38-419) and as defined herein:

- (1) *Front yard.* An open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and the nearest point of the main building.
- (2) *Rear yard.* An open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the rear lot line and the nearest point of the main building. In the case of a corner lot, the rear yard may be opposite either street frontage.
- (3) *Side yard.* An open space between the main building and the side lot line, extending from the front yard to the rear, the width of which is the horizontal distance from the nearest point on the side lot line to the nearest point of the main building.



SECTION 3. AMENDMENT 38-197. That Sec. 38-197. Principal uses permitted, of the Owosso City Code be amended to read:

**Sec. 38-197. - Principal uses permitted.** (B-1, Local Business District)

In a B-1 district, no building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses unless otherwise provided in this chapter:

- (1) Generally recognized retail businesses which supply commodities on the premises, such as but not limited to, groceries, meats, dairy products, baked goods or other foods, drugs, dry goods, clothing and notions or hardware;
- (2) Personal service establishments which perform services on the premises, such as but not limited to, repair shops (watches, radio, television, shoe, etc.), tailor shops, beauty parlors or barber shops, photographic or interior decorating studios and self-service laundries and drycleaners;
- (3) Office buildings for any of the following occupations: executive, administrative, professional, accounting, writing, clerical, stenographic, drafting and sales;
- (4) Dry cleaning establishments, or pickup stations, dealing directly with the consumer. Central dry cleaning plants serving more than one retail outlet shall be prohibited;
- (5) Business establishments which perform services on the premises, such as but not limited to: banks, loan companies, insurance offices, and real estate offices;
- (6) Professional services including the following: offices of doctors, dentists, osteopaths and similar or allied professions, including clinics;
- (7) Off-street parking;
- (8) Other uses similar to the above uses;
- (9) Accessory structures and uses customarily incident to the above permitted uses;
- (10) Residential structures existing as of January 1, 2012.
- (11) A marihuana provisioning center as authorized by the city of Owosso's police power authorizing ordinance.**

**a. Provisioning centers shall be subject to the following standards:**

1. **Hours.** A provisioning center may only sell to consumers or allow consumers to be present in the building space occupied by the provisioning center between the hours of 8:00 a.m. and 9:00 p.m.
2. **Indoor Activities.** All activities of a provisioning center, including all transfers of marihuana, shall be conducted within the structure and out of public view. A provisioning center shall not have a walk-up window or drive-thru window service.
3. **Other Activities.** Marihuana and tobacco products shall not be smoked, ingested, or otherwise consumed in the building space occupied by the provisioning center.
4. **Nonconforming Uses.** A provisioning center may not locate in a building in which a nonconforming retail use has been established in any district.
5. **Physical Appearance.** The exterior appearance of the structure shall remain compatible with the exterior appearance of structures already constructed or under construction within the immediate area, and shall be maintained so as to prevent blight or deterioration or substantial diminishment or impairment of property values within the immediate area.

6. **Buffer Zones.** A provisioning center may not be located within the distance specified from the uses below as determined by the city of Owosso. Distance shall be measured as stipulated in the Michigan Liquor Control Act as follows: The distance between the school building and the contemplated location must be measured along the center line of the street or streets of address between 2 fixed points on the center line determined by projecting straight lines, at right angles to the center line, from the part of the school building nearest to the contemplated location and from the part of the contemplated location nearest to the school building.
  - i. A provisioning center may not be located within 200 feet of the real property comprising or used by a public or private elementary, vocational, or secondary school.
  - ii. A provisioning center may not be located within 100 feet of a residentially zoned property.
  - iii. A new application for a provisioning center, or a request to transfer location of an existing license, may be denied if the proposed location is within 200 feet of a school. The City may waive the school provision if the school does not file an objection to the proposed license. If the school does file an objection, the City shall hold a hearing before making a decision on the issuance of the license.
7. **Odor.** As used in this subsection, building means the building, or portion thereof, used for a provisioning center.
  - i. The building shall be equipped with an activated carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter.
  - ii. The filtration system shall consist of one or more fans and activated carbon filters. At a minimum, the fan(s) shall be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.
  - iii. The filtration system shall be maintained in working order and shall be in use. The filters shall be changed a minimum of once every 365 days.
  - iv. Negative air pressure shall be maintained inside the building.
  - v. Doors and windows shall remain closed, except for the minimum time length needed to allow people to ingress or egress the building.
  - vi. An alternative odor control system is permitted if the special use applicant submits and the municipality accepts a report by a mechanical engineer licensed in the State of Michigan demonstrating that the alternative system will control odor as well or better than the activated carbon filtration system otherwise required. The municipality may hire an outside expert to review the alternative system design and advise as to its comparability and whether in the opinion of the expert it should be accepted.

SECTION 4. AMENDMENT 38-217. That Sec. 38-217. Principal uses permitted, of the Owosso City Code be amended to read:

**Sec. 38-217. - Principal uses permitted.** (B-2, Planned Shopping Center District)

In a B-2 district, no building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses unless otherwise provided in this chapter:

- (1) Any retail business or service establishment permitted in B-1 districts as principal uses permitted;
- (2) All retail business, service establishments or processing uses as follows:
  - a. Any retail business whose principal activity is the sale of merchandise in an enclosed building;
  - b. Any service establishment of an office, showroom or workshop nature of a decorator, dressmaker, tailor, baker, painter, upholsterer or an establishment doing radio or home appliance repair, photographic reproduction, and similar service establishments that require a retail adjunct;
  - c. Private clubs, fraternal organizations and lodge halls;
  - d. Restaurants or other places serving food or beverage, except those having the character of a drive-in;
  - e. Theaters, assembly halls, concert halls or similar places of assembly when conducted completely within enclosed buildings;
  - f. Business schools and colleges or private schools operated for profit;
  - g. ~~Medical marijuana dispensary or clinic provided that the medical marijuana dispensary or clinic is operated in full compliance with the Medical Marijuana Act, MCL 333.26421, and no medical marijuana dispensary or clinic shall be located within one thousand (1,000) feet of another dispensary, any park identified and so signed by the city, or any public or private school, college, or university property, nor shall any dispensary be located within five hundred (500) feet of the following uses, as defined and measured by the Michigan Liquor Control Act, MCL 436.15031:~~
    - ~~1. Any house of worship;~~
    - ~~2. Any parcel zoned and used for residential purposes;~~
    - ~~3. Any licensed day care facility;~~
    - ~~4. Any public library.~~
  - g h. Other uses similar to the above uses;
  - h i. Accessory structures and uses customarily incident to the above permitted uses.
  - i j. Smoking lounges shall not be located within one thousand (1,000) feet of another smoking lounge, any park identified and so signed by the city, or any public or private school, college, or university property, nor shall any smoking lounge be located within five hundred (500) feet of the following uses, as defined and measured by the Michigan Liquor Control Act, MCL 436.15031:
    1. Any house of worship;
    2. Any parcel zoned and used for residential purposes;
    3. Any licensed day care facility;
    4. Any public library.
- (3) Residential structures existing as of January 1, 2012.
- (4) A marijuana provisioning center as authorized by the city of Owosso's police power authorizing ordinance.**
  - a. **Provisioning centers shall be subject to the following standards:**

1. **Hours.** A provisioning center may only sell to consumers or allow consumers to be present in the building space occupied by the provisioning center between the hours of 8:00 a.m. and 9:00 p.m.
2. **Indoor Activities.** All activities of a provisioning center, including all transfers of marihuana, shall be conducted within the structure and out of public view. A provisioning center shall not have a walk-up window or drive-thru window service.
3. **Other Activities.** Marihuana and tobacco products shall not be smoked, ingested, or otherwise consumed in the building space occupied by the provisioning center.
4. **Nonconforming Uses.** A provisioning center may not locate in a building in which a nonconforming retail use has been established in any district.
5. **Physical Appearance.** The exterior appearance of the structure shall remain compatible with the exterior appearance of structures already constructed or under construction within the immediate area, and shall be maintained so as to prevent blight or deterioration or substantial diminishment or impairment of property values within the immediate area.
6. **Buffer Zones.** A provisioning center may not be located within the distance specified from the uses below as determined by the city of Owosso. Distance shall be measured as stipulated in the Michigan Liquor Control Act as follows: The distance between the school building and the contemplated location must be measured along the center line of the street or streets of address between 2 fixed points on the center line determined by projecting straight lines, at right angles to the center line, from the part of the school building nearest to the contemplated location and from the part of the contemplated location nearest to the school building.
  - i. A provisioning center may not be located within 200 feet of the real property comprising or used by a public or private elementary, vocational, or secondary school.
  - ii. A provisioning center may not be located within 100 feet of a residentially zoned property.
  - iii. A new application for a provisioning center, or a request to transfer location of an existing license, may be denied if the proposed location is within 200 feet of a school. The City may waive the school provision if the school does not file an objection to the proposed license. If the school does file an objection, the City shall hold a hearing before making a decision on the issuance of the license.
7. **Odor.** As used in this subsection, building means the building, or portion thereof, used for a provisioning center.
  - i. The building shall be equipped with an activated carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter.
  - ii. The filtration system shall consist of one or more fans and activated carbon filters. At a minimum, the fan(s) shall be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.
  - iii. The filtration system shall be maintained in working order and shall be in use. The filters shall be changed a minimum of once every 365 days.

- iv. **Negative air pressure shall be maintained inside the building.**
- v. **Doors and windows shall remain closed, except for the minimum time length needed to allow people to ingress or egress the building.**
- vi. **An alternative odor control system is permitted if the special use applicant submits and the municipality accepts a report by a mechanical engineer licensed in the State of Michigan demonstrating that the alternative system will control odor as well or better than the activated carbon filtration system otherwise required. The municipality may hire an outside expert to review the alternative system design and advise as to its comparability and whether in the opinion of the expert it should be accepted.**

SECTION 5. AMENDMENT 38-242. That Sec. 38-242. Principal uses permitted, of the Owosso City Code be amended to read:

**Sec. 38-242. - Principal uses permitted.** (B-3, Central Business District)

In a B-3 district, no building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses unless otherwise provided in this chapter:

- (1) Any retail business or service establishment permitted in the B-2 district as principal uses permitted;
- (2) Offices and showrooms of plumbers, electricians, decorator or similar trades, in connection with which not more than twenty-five (25) percent of the floor area of the building or part of the building occupied by said establishment is used for making, assembling, remodeling, repairing, altering, finishing or refinishing its product or merchandise, and provided that, the ground floor premises facing upon, and visible from, any abutting street shall be used only for entrances, offices, or display. All storage of materials of any kind shall be within the confines of the building or part thereof occupied by said establishment;
- (3) Newspaper offices and printing plants;
- (4) Storage facilities when incident to and physically connected with any principal use permitted, provided that such facility be within the confines of the building or part thereof occupied by said establishment;
- (5) Hotels;
- (6) Other uses similar to the above uses;
- (7) Accessory structures and uses customarily incident to the above permitted uses;
- (8) Residential structures existing as of January 1, 2012.
- (9) A marihuana provisioning center as authorized by the city of Owosso's police power authorizing ordinance.**
  - a. Provisioning centers shall be subject to the following standards:**
    - 1. Hours. A provisioning center may only sell to consumers or allow consumers to be present in the building space occupied by the provisioning center between the hours of 8:00 a.m. and 9:00 p.m.**
    - 2. Indoor Activities. All activities of a provisioning center, including all transfers of marihuana, shall be conducted within the structure and out of public view. A provisioning center shall not have a walk-up window or drive-thru window service.**

3. **Other Activities.** Marihuana and tobacco products shall not be smoked, ingested, or otherwise consumed in the building space occupied by the provisioning center.
4. **Nonconforming Uses.** A provisioning center may not locate in a building in which a nonconforming retail use has been established in any district.
5. **Physical Appearance.** The exterior appearance of the structure shall remain compatible with the exterior appearance of structures already constructed or under construction within the immediate area, and shall be maintained so as to prevent blight or deterioration or substantial diminishment or impairment of property values within the immediate area.
6. **Buffer Zones.** A provisioning center may not be located within the distance specified from the uses below as determined by the city of Owosso. Distance shall be measured as stipulated in the Michigan Liquor Control Act as follows: The distance between the school building and the contemplated location must be measured along the center line of the street or streets of address between 2 fixed points on the center line determined by projecting straight lines, at right angles to the center line, from the part of the school building nearest to the contemplated location and from the part of the contemplated location nearest to the school building.
  - i. A provisioning center may not be located within 200 feet of the real property comprising or used by a public or private elementary, vocational, or secondary school.
  - ii. A provisioning center may not be located within 100 feet of a residentially zoned property.
  - iii. A new application for a provisioning center, or a request to transfer location of an existing license, may be denied if the proposed location is within 200 feet of a school. The City may waive the school provision if the school does not file an objection to the proposed license. If the school does file an objection, the City shall hold a hearing before making a decision on the issuance of the license.
7. **Odor.** As used in this subsection, building means the building, or portion thereof, used for a provisioning center.
  - i. The building shall be equipped with an activated carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter.
  - ii. The filtration system shall consist of one or more fans and activated carbon filters. At a minimum, the fan(s) shall be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.
  - iii. The filtration system shall be maintained in working order and shall be in use. The filters shall be changed a minimum of once every 365 days.
  - iv. Negative air pressure shall be maintained inside the building.
  - v. Doors and windows shall remain closed, except for the minimum time length needed to allow people to ingress or egress the building.
  - vi. An alternative odor control system is permitted if the special use applicant submits and the municipality accepts a report by a mechanical engineer licensed in the State of Michigan demonstrating that the alternative system will control odor as well or better than the activated carbon filtration

**system otherwise required. The municipality may hire an outside expert to review the alternative system design and advise as to its comparability and whether in the opinion of the expert it should be accepted.**

SECTION 6. AMENDMENT 38-267. That Sec. 38-267. Principal uses permitted, of the Owosso City Code be amended to read:

**Sec. 38-267. - Principal uses permitted.** (B-4, General Business District)

In a B-4 district, no building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses unless otherwise provided in this chapter:

- (1) Any retail business or service establishment permitted in the B-1, B-2 and B-3 districts as principal uses permitted;
- (2) Mortuary establishments subject to the conditions of section 38-173;
- (3) Bowling alley, billiard hall, indoor archery range, indoor tennis courts, or other commercial recreation operation when completely enclosed in a building;
- (4) New and used motor vehicle salesroom, showroom, or office;
- (5) Public utility offices, exchanges, transformer stations and substations, pump stations but not including outdoor storage;
- (6) Establishments of plumbers, heating contractors, decorators and electricians or similar trades;
- (7) Other uses similar to the above uses;
- (8) Accessory structures and uses customarily incident to the above permitted uses;
- (9) Residential structures existing as of January 1, 2012.

**(10)A marihuana provisioning center as authorized by the city of Owosso's police power authorizing ordinance.**

**a. Provisioning centers shall be subject to the following standards:**

1. **Hours.** A provisioning center may only sell to consumers or allow consumers to be present in the building space occupied by the provisioning center between the hours of 8:00 a.m. and 9:00 p.m.
2. **Indoor Activities.** All activities of a provisioning center, including all transfers of marihuana, shall be conducted within the structure and out of public view. A provisioning center shall not have a walk-up window or drive-thru window service.
3. **Other Activities.** Marihuana and tobacco products shall not be smoked, ingested, or otherwise consumed in the building space occupied by the provisioning center.
4. **Nonconforming Uses.** A provisioning center may not locate in a building in which a nonconforming retail use has been established in any district.
5. **Physical Appearance.** The exterior appearance of the structure shall remain compatible with the exterior appearance of structures already constructed or under construction within the immediate area, and shall be maintained so as to prevent blight or deterioration or substantial diminishment or impairment of property values within the immediate area.
6. **Buffer Zones.** A provisioning center may not be located within the distance specified from the uses below as determined by the city of Owosso. Distance shall be measured as stipulated in the Michigan Liquor Control Act as follows:



The distance between the school building and the contemplated location must be measured along the center line of the street or streets of address between 2 fixed points on the center line determined by projecting straight lines, at right angles to the center line, from the part of the school building nearest to the contemplated location and from the part of the contemplated location nearest to the school building.

- i. A provisioning center may not be located within 200 feet of the real property comprising or used by a public or private elementary, vocational, or secondary school.
- ii. A provisioning center may not be located within 100 feet of a residentially zoned property.
- iii. A new application for a provisioning center, or a request to transfer location of an existing license, may be denied if the proposed location is within 200 feet of a school. The City may waive the school provision if the school does not file an objection to the proposed license. If the school does file an objection, the City shall hold a hearing before making a decision on the issuance of the license.

7. **Odor.** As used in this subsection, building means the building, or portion thereof, used for a provisioning center.

- i. The building shall be equipped with an activated carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter.
- ii. The filtration system shall consist of one or more fans and activated carbon filters. At a minimum, the fan(s) shall be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.
- iii. The filtration system shall be maintained in working order and shall be in use. The filters shall be changed a minimum of once every 365 days.
- iv. Negative air pressure shall be maintained inside the building.
- v. Doors and windows shall remain closed, except for the minimum time length needed to allow people to ingress or egress the building.
- vi. An alternative odor control system is permitted if the special use applicant submits and the municipality accepts a report by a mechanical engineer licensed in the State of Michigan demonstrating that the alternative system will control odor as well or better than the activated carbon filtration system otherwise required. The municipality may hire an outside expert to review the alternative system design and advise as to its comparability and whether in the opinion of the expert it should be accepted.

SECTION 7. AMENDMENT 38-292. That Sec. 38-292. Principal uses permitted, of the Owosso City Code be amended to read:

**Sec. 38-292. - Principal uses permitted.** (I-1, Light Industrial District)

In an I-1 district, no building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses unless otherwise provided in this chapter and subject further to the review and approval of the site plan by the planning commission in accordance with section 38-390:

- (1) Any use charged with the principal function of basic research, design and pilot or experimental product development when conducted within a completely enclosed building;

- (2) Any of the following uses when the manufacturing, compounding or processing is conducted wholly within a completely enclosed building. That portion of the land used for open storage facilities for materials or equipment used in the manufacturing, compounding, or processing shall be totally obscured by a wall on those sides abutting any residential, office or business districts, and on any front yard abutting a public thoroughfare except as otherwise provided in section 38-289. In I-1 districts, the extent of such a wall may be determined by the planning commission on the basis of usage. Such a wall shall not be less than four (4) feet six (6) inches in height and may, depending upon land usage, be required to be eight (8) feet in height, and shall be subject further to the requirements of article XVII, general provisions. A chain link fence, with intense evergreen shrub planting, shall be considered an obscuring wall. The height shall be determined in the same manner as the wall height as above set forth.
- a. Warehousing and wholesale establishments, and trucking facilities;
  - b. The manufacture, compounding, processing, packaging or treatment of such products such as, but not limited to, bakery goods, candy, cosmetics, pharmaceuticals, toiletries, food products, hardware and cutlery, tool, die, gauge and machine shops;
  - c. The manufacture, compounding, assembling, or treatment of articles or merchandise from previously prepared materials: bone, canvas, cellophane, cloth, cork, elastomers, feathers, felt, fibre, fur, glass, hair, horn, leather, paper, plastics, rubber, precious or semi-precious metals or stones, sheet metal, shell, textiles, tobacco, wax, wire, wood and yarns;
  - d. The manufacture of pottery and figurines or other similar ceramic products using only previously pulverized clay, and kilns fired only by electricity or gas;
  - e. Manufacture of musical instruments, toys, novelties and metal or rubber stamps, or other molded rubber products;
  - f. Manufacture or assembly of electrical appliances, electronic instruments and devices, radios and phonographs;
  - g. Laboratories—experimental, film or testing;
  - h. Manufacturing and repair of electric or neon signs, light sheet metal products, including heating and ventilating equipment, cornices, eaves and the like;
  - i. Central dry cleaning plants or laundries provided that such plants shall not deal directly with consumer at retail;
  - j. All public utilities, including buildings, necessary structures, storage yards and other related uses.
- (3) Warehouses, storage and transfer and electric and gas service buildings and yards; public utility buildings, telephone exchange buildings, electrical transformer stations and substations, and gas regulator stations; water supply and sewage disposal plants; water and gas tank holders; railroad transfer and storage tracks; railroad rights-of-way; freight terminals;
- (4) Storage facilities for building materials, sand, gravel, stone, lumber, storage of contractor's equipment and supplies, provided such is enclosed within a building or within an obscuring wall or fence on those sides abutting all residential, office, or business districts, and on any yard abutting a public thoroughfare. In any "I-1" district, the extent of such fence or wall may be determined by the planning commission on the basis of usage. Such fence or wall shall not be less than five (5) feet in height, and may, depending on land usage, be required to be eight (8) feet in height. A chain link type fence, with heavy evergreen shrubbery inside of said fence, shall be considered to be an obscuring fence;
- (5) Municipal uses such as water treatment plants, and reservoirs, sewage treatment plants, and all other municipal buildings and uses, including outdoor storage;
- (6) Commercial kennels;

- (7) Greenhouses;
- ~~(8) The operation of a medical marihuana growing facility provided that the medical marihuana growing facility is operated in full compliance with the Medical Marihuana Act, MCL 333-26421, and no medical marihuana growing facility shall be located within one thousand (1,000) feet of any other medical marihuana growing facility, any park identified and so signed by the city, or any public or private school, college, or university property, nor shall any medical marihuana growing facility be located within five hundred (500) feet of the following uses, as defined and measured by the Michigan Liquor Control Act, MCL 436.15031:~~
- ~~a. Any house of worship;~~
  - ~~b. Any parcel zoned and used for residential purposes;~~
  - ~~c. Any licensed day care facility;~~
  - ~~d. Any public library.~~
- ~~(9)(9) Other uses of a similar and no more objectionable character to the above uses;~~
- ~~(9)(10) Accessory buildings and uses customarily incident to any of the above permitted uses;~~
- ~~(10)(11) Residential structures existing as of January 1, 2012.~~
- (11) A marihuana provisioning center, grower, processor, safety compliance facility or secure transporter as authorized by the city of Owosso's police power authorizing ordinance.**
- a. Any uses or activities found by the state of Michigan or a court with jurisdiction to be unconstitutional or otherwise not permitted by state law may not be permitted by the city of Owosso. In the event that a court with jurisdiction declares some or all of this article invalid, then the city of Owosso may suspend the acceptance of applications for Medical Marihuana Facilities Licenses pending the resolution of the legal issue in question.**
  - b. The use or facility must be at all times in compliance with all other applicable laws and ordinances of the city of Owosso.**
  - c. The city of Owosso may suspend or revoke a Medical Marihuana Facilities License based on the finding that the provisions of the Medical Marihuana Facilities Licensing Act, all other applicable provisions of this zoning ordinance, the city of Owosso's police power authorizing ordinance, or the approved site plan are not met.**
  - d. A marihuana facility, or activities associated with the licensed growing, processing, testing, transporting, or sales of marihuana, may not be permitted as a home business or accessory use nor may they include accessory uses except as otherwise provided in this ordinance.**
  - e. Signage requirements for marihuana facilities, unless otherwise specified, are as provided in Chapter 26 – Signs of the *Owosso Code of Ordinances*.**
- (12) Marihuana growers and marihuana processors shall be subject to the following standards:**
- a. Minimum Yard Depth/Distance from Lot Lines. Minimum yard depth/distance from lot lines shall adhere to measurement requirements as listed in Article XVI. – Schedule of Regulations for each zoning designation as listed.**
  - b. Indoor Production and Processing. In the I-1 light industrial district, marihuana processing shall be located entirely within one or more completely enclosed buildings. In the I-1 light industrial district, marihuana production shall be located entirely within a fully enclosed, secure, indoor facility or greenhouse with rigid walls, a roof, and doors.**

- c. **Maximum Building Floor Space.** The following standards apply in the I-1 light industrial district:
  - 1. If only a portion of a building is authorized for use in marihuana production, a partition wall at least seven feet in height, or a height as required by the applicable building codes, whichever is greater, shall separate the marihuana production space from the remainder of the building. A partition wall must include a door, capable of being closed and locked, for ingress and egress between the marihuana production space and the remainder of the building.
- d. **Lighting.** Lighting shall be regulated as follows:
  - 1. Light cast by light fixtures inside any building used for marihuana production or marihuana processing shall not be visible outside the building from 7:00 p.m. to 7:00 a.m. the following day.
  - 2. Outdoor marihuana grow lights shall not be illuminated from 7:00 p.m. to 7:00 a.m. the following day.
- e. **Odor.** As used in this subsection, building means the building, or portion thereof, used for marihuana production or marihuana processing.
  - 1. The building shall be equipped with an activated carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter.
  - 2. The filtration system shall consist of one or more fans and activated carbon filters. At a minimum, the fan(s) shall be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.
  - 3. The filtration system shall be maintained in working order and shall be in use. The filters shall be changed a minimum of once every 365 days.
  - 4. Negative air pressure shall be maintained inside the building.
  - 5. Doors and windows shall remain closed, except for the minimum length of time needed to allow people to ingress or egress the building.
  - 6. An alternative odor control system is permitted if the special use permit applicant submits and the municipality accepts a report by a mechanical engineer licensed in the state of Michigan demonstrating that the alternative system will control odor as well or better than the activated carbon filtration system otherwise required. The municipality may hire an outside expert to review the alternative system design and advise as to its comparability and whether in the opinion of the expert it should be accepted.
- f. **Security Cameras.** Security cameras must be used and shall be directed to record only the subject property and may not be directed to public rights-of-way as applicable, except as required to comply with licensing requirements of the state of Michigan. Recordings shall be kept for 90 days.

SECTION 8. 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 9. PUBLIC HEARING. A public hearing is set for Monday, July 2, 2018 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed addition of Chapter 16.5, Medical Marihuana Facilities Licensing, and amendments to various sections of Chapter 38, Zoning, of the Code of Ordinances of the City of Owosso.

SECTION 10. 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 11. EFFECTIVE DATE. This amendment shall become effective 20 days after approval.

**Contract Renewal - General Engineering Services.** Approve the required annual renewal of the General Engineering Services contracts with Eng., Inc., Fleis & Vandenbrink, Inc., Orchard, Hiltz & McCliment, Inc., and Spicer Group, Inc. to provide engineering services through June 30, 2019 as detailed below:

**RESOLUTION NO. 87-2018**

**AUTHORIZING THE EXECUTION OF AGREEMENTS  
FOR PROFESSIONAL ENGINEERING SERVICES WITH  
ENG., INC.  
FLEIS & VANDENBRINK ENGINEERING, INC.  
ORCHARD, HILTZ & MCCLIMENT, INC.  
SPICER GROUP, INC.**

WHEREAS, the city of Owosso, Michigan, has determined that it is advisable, necessary and in the public interest to secure professional engineering services for various public improvement projects in the city; and

WHEREAS, a quality based selection process was developed to select a qualified engineering firm; and

WHEREAS, the Eng., Inc., Fleis & Vandenbrink Engineering, Inc., Orchard, Hiltz & McCliment, Inc., Spicer Group, Inc. have been determined as most qualified to perform engineering services through this process.

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 renew the contracts and employ the firms of Eng., Inc., Fleis & Vandenbrink Engineering, Inc., Orchard, Hiltz & McCliment, Inc., Spicer Group, Inc. to provide professional engineering services for future engineering projects; and
- SECOND: that the mayor and city clerk of the city of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit A-SG-5, Renewal of Agreement for Professional Engineering Services with Spicer Group, Inc.; and
- THIRD: that the mayor and city clerk of the city of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit C-FV-5, Renewal of Agreement for Professional Engineering Services with Fleis & Vandenbrink Engineering, Inc.; and
- FOURTH: that the mayor and city clerk of the city of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit D-ENG-2, Renewal of Agreement for Professional Engineering Services with Eng., Inc.; and
- FIFTH: that the mayor and city clerk of the city of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit A-OHM-1, Renewal of Agreement for Professional Engineering Services with Orchard, Hiltz & McCliment, Inc.; and
- SIXTH: that the city manager of the city of Owosso is hereby instructed to receive cost proposals from each of these four firms for future projects and make recommendation to the City

Council for acceptance and award in accordance with the city of Owosso Purchasing Policy for a period renewed through June 30, 2019.

**Bid Award - 2018 Street Program - Contract No. 2.** Approve the low bid of Joe Raica Excavating, Inc. for the 2018 Street Program - Contract No. 2 in the amount of \$836,385.30, further authorize a contingency amount of \$50,000.00 for City field staff adjustments, and further approve payment up to the contract amount plus the contingency (with prior written approval) upon satisfactory completion of the work or portion thereof as follows:

**RESOLUTION NO. 88-2018**

**AUTHORIZING THE EXECUTION OF A CONTRACT WITH  
JOE RAICA EXCAVATING, INC. FOR  
THE 2018 STREET RESURFACING PROGRAM - CONTRACT NO. 2**

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

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

WHEREAS, the city of Owosso sought bids for the 2018 Street Resurfacing Program - Contract No. 2, and a bid was received from Joe Raica Excavating, Inc. and it is hereby determined that Joe Raica Excavating, Inc. is qualified to provide such services and that it has submitted the lowest responsible and responsive bid.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Joe Raica Excavating, Inc. for the 2018 Street Resurfacing Program - Contract No. 2.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the city of Owosso, Michigan and Joe Raica Excavating, Inc. in the amount of \$836,385.30.
- THIRD: The accounts payable department is authorized to pay Joe Raica Excavating Inc. for work satisfactorily completed on the project up to the bid Contract amount of \$836,385.30, plus a contingency amount not to exceed \$50,000.00 for city field staff adjustments.
- FOURTH: The above expenses shall be paid from the 2016 Unlimited Obligation Bond Proceeds Account (\$550,330.30), City Water Main & Hydrants Account No. 591-901-972.000 (\$286,085.00), and other funds as appropriated.

**Professional Services Agreement – Skatepark Design.** Authorize Professional Services Agreement with Artisan Concrete Services, Inc. d/b/a Artisan Skateparks for the design of a concrete skatepark and the production of associated construction documents in an amount not to exceed \$5,000.00 as detailed below:

**RESOLUTION NO. 89-2018**

**AUTHORIZING SKATEPARK DESIGN CONTRACT WITH  
ARTISAN CONCRETE SERVICES, INC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Parks & Recreation Commission has been working with Owosso Mainstreet, local donors, and Artisan Concrete Services, Inc. d/b/a Artisan Skateparks on a new skate park for the old Holman Pool site; and

WHEREAS, the City of Owosso has received a design contract proposal from Artisan Skateparks for the purpose of designing the new skate park; and

WHEREAS, Owosso Mainstreet, the Owosso Parks & Recreation Commission, and numerous community members have raised fifty-seven thousand (\$57,000) dollars to build the skate park; and

WHEREAS, the Michigan Economic Development Corporation has awarded the City of Owosso a thirty thousand (\$30,000) dollar grant through its Patronicity Program; and

WHEREAS, Artisan Skateparks has assisted Mainstreet and the Parks & Recreation Commission with a project budget and preliminary design options.

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 a contract with Artisan Concrete Services, Inc. d/b/a Artisan Skateparks to design a concrete skatepark and produce certified plans for said park.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Proposed Scope of Work for Owosso Skatepark between the City of Owosso, Michigan and Artisan Concrete Services, Inc. d/b/a Artisan Skateparks in an amount not to exceed five thousand (\$5,000.00) dollars.
- THIRD: The accounts payable department is authorized to pay Artisan Concrete Services, Inc. d/b/a Artisan Skateparks up to the maximum contract amount upon satisfactory receipt of construction documents.
- FOURTH: The above expenses shall be paid from the Parks fund, Contractual Services Account (101-756-818.000)

**Bid Award – Legal Printing Services.** Authorize the sole bid of The Argus-Press Company for legal notice and minutes synopsis printing services for the period of July 1, 2018 – June 30, 2020 in the amount of \$2.50 per column inch and \$5.00 for affidavits of publication as follows:

#### **RESOLUTION NO. 90-2018**

#### **AUTHORIZING THE EXECUTION OF A CONTRACT FOR LEGAL ADVERTISING 2018-2020 WITH THE ARGUS-PRESS COMPANY**

WHEREAS, various laws and ordinances applying to the city of Owosso, Shiawassee County, Michigan, require publication of legal notices such as public hearing notices, meeting notices, and the minutes of meetings in a newspaper of general circulation; and

WHEREAS, the city of Owosso sought bids for the publication of required items; a bid was received from The Argus-Press Company; and it is hereby determined that The Argus-Press Company is qualified to provide such services and that it has submitted the sole bid.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ The Argus-Press Company for legal advertising for fiscal years 2018-19 and 2019-20.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the City of Owosso, Michigan and The Argus-Press Company, with a unit price of \$2.50 per column inch and \$5.00 per affidavit of publication.
- THIRD: Authorization is given for the above expenses to be paid from the General Fund according to unit prices.

**Bid Award – WWTP Sludge Thickener Improvement Project.** Approve the low bid of L.D. Docsa & Associates, Inc. d/b/a L.D. Docsa Associates, Inc. for rehabilitation of the sludge thickener process at the WWTP in the amount of \$539,000.00, approve a contingency of \$28,000.00, and further approve payment to the contractor up to the contract amount plus the contingency (with prior written approval) upon satisfactory completion of the work or a portion thereof as detailed below:

#### **RESOLUTION NO. 91-2018**

#### **AUTHORIZING CONTRACT WITH L.D. DOCSA & ASSOCIATES, INC. D/B/A/ L.D. DOCSA ASSOCIATES, INC. FOR DEMOLITION AND REHABILITATION OF THE SLUDGE THICKENER PROCESS EQUIPMENT AT THE WASTEWATER PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Wastewater Plant Replacement Fund for the demolition and rehabilitation of various operating equipment and appurtenances for the Sludge Thickener Process Room; and

WHEREAS, the existing Sludge Thickener process equipment is badly worn, is beyond its useful service life, and is rated as severe for probability of failure, and L.D. Docsa Associates, Inc. has submitted the low responsive bid of \$539,000.00 for the demolition and rehabilitation of said process equipment; and

WHEREAS, the Director of Public Services & Utilities has reviewed the Bid proposals and verified the necessity for demolition and replacement of said process equipment, and recommends authorizing L.D. Docsa Associates, Inc. to provide the demolition and construction services at the not to exceed price of \$539,000.00, and requests authorization for the Director to expend up to \$28,000.00 in additional funds for possible installation modification contingencies.

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 L.D. Docsa & Associates, Inc. d/b/a L.D. Docsa Associates, Inc. for the demolition and rehabilitation of the Sludge Thickener process equipment and appurtenances at the Wastewater Treatment Plant.
- SECOND: The mayor and city clerk of the city of Owosso are hereby instructed and authorized to sign the document attached as Contract for Services between L.D. Docsa & Associates, Inc. d/b/a L.D. Docsa Associates, Inc. and the city of Owosso in the amount of \$539,000.00.
- THIRD: The accounts payable department is authorized to submit payment to L.D. Docsa & Associates, Inc. d/b/a L.D. Docsa Associates, Inc. \$539,000.00, and up to \$28,000.00 in additional contingency expenses upon written authorization of the city.



FOURTH: The above expenses shall be paid from the Wastewater Treatment Capital Replacement Fund 599-901-977.100.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmembers Bailey and Teich.

### **ITEMS OF BUSINESS**

#### **Fee Schedule Update**

City Manager Henne indicated it is his intention to update the fee schedule each year as the budget process begins but he felt that a more immediate update was necessary as the schedule had not seen a full-scale review in a number of years. Substantive changes are proposed to Building Department fees in an effort to try to reduce costs for do-it-yourselfers and discourage working without a permit. Changes are also proposed for parking violations and an ordinance amendment will be introduced in the coming weeks removing the policy of forgiving the first two tickets each calendar year. He said the fees being suggested for approval this evening are comparable to those in other communities.

There was discussion among Council members about business owners and employees parking in spots intended for customers, repeat offenders of the parking time limits, and asking people to walk a short distance to reach their destination.

Councilmember Fox left the meeting at 8:16 p.m. to attend to an emergency.

Motion by Mayor Pro-Tem Osika to adopt the 2018 Fee Schedule updating various fees and charges for City services as follows:

#### **RESOLUTION NO. 92-2018**

#### **UPDATING THE SCHEDULE FOR FEES, LICENSES, FINES AND CHARGES FOR THE CITY OF OWOSSO**

WHEREAS, the *City of Owosso Code of Ordinances* provides for the establishment of many fees, licenses, fines and charges to be established by resolution; and

WHEREAS, on August 5, 2013 the city council adopted Resolution No. 90-2013 creating a schedule of fees, licenses, fines and charges; and

WHEREAS, said schedule must be periodically reexamined and updated; and

WHEREAS, the city council has reviewed the charges and determined that from July 1, 2018 fees, licenses, fines and charges shall be in accordance with this resolution and the attached schedule.

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

- FIRST: the attached schedule for fees, licenses, fines and charges is hereby adopted effective July 1, 2018.
- SECOND: any parts of resolutions and memoranda in conflict with this resolution are hereby repealed.
- THIRD: this resolution is intended to preserve all existing charges and fees set forth in any resolution, ordinance, or law which are not in conflict with this resolution and attached schedule and to fulfill the requirements of any ordinance authorizing the city council to establish fees by resolution.
- FOURTH: fees for public records not set forth in this resolution and attached schedule, or in any other resolution, ordinance, or law, shall be set by the city manager in accordance with Act 442 of the Public Acts of 1976, as amended.
- FIFTH: fees for public services not specifically set forth in this resolution and the attached schedule or in any other resolution, ordinance, or law may be established by the city manager, who shall promptly notify the city council in writing of each of them. The city manager shall establish fees for public services based upon the cost of providing the public service.

Motion supported by Councilmember Greenway.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmembers Bailey, Fox, and Teich.

### **COMMUNICATIONS**

Historical Commission. Minutes of April 9, 2018.

Downtown Development Authority/Main Street. Minutes of May 2, 2018.

### **CITIZEN COMMENTS AND QUESTIONS**

Tom Manke, Owosso Township resident, said that the City seems to experience a big parking problem about every 5 years. He said that downtown businesses don't want parking tickets and neither do residents. He also thanked Councilmembers Fox and Law for bringing up the drainage issues again. He said these items get a lot of talk but no action and a 30-day time should be implemented on a fix.

Pete Yerian, new owner of Niche, reported that he had a really nice exchange with City Manager Henne regarding his outdoor seating area after the City had initially aggressively pursued him. He suggested the City put together a booklet for new business owners to make them aware of various rules and regulations, negating the need to send violation notices.

Lester Donelson, business owner on Clark Street, wanted to know what his tax dollars are used for if he is being specially assessed for repairs to the street alongside his building. Mayor Eveleth noted that the City had a long-standing practice of sharing the cost for street repairs between property owners and the City at large. He also indicated that Mr. Donelson's tax dollars contribute toward the City's portion of the cost.

Renee Brown, 625 W. Stewart Street, said she has a City tree on her property that is sick. It is hanging over her house and the powerlines and she is worried about it. She asked the City to trim it a few weeks ago but nothing has happened. Staff requested the opportunity to speak to Ms. Brown about the tree after the meeting.

### **NEXT MEETING**

Monday, June 18, 2018

### **BOARDS AND COMMISSIONS OPENINGS**

Building Board of Appeals – Alternate - term expires June 30, 2019  
Building Board of Appeals – Alternate - term expires June 30, 2021  
Historical Commission – term expires December 31, 2020  
Planning Commission – term expires June 30, 2019  
Zoning Board of Appeals – term expires June 30, 2021

### **ADJOURNMENT**

Motion by Mayor Pro-Tem Osika for adjournment at 8:23 p.m.

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

---

Christopher T. Eveleth, Mayor

---

Amy K. Kirkland, City Clerk



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

---

# ***MEMORANDUM***

---

DATE: June 11, 2018

TO: Owosso City Council

FROM: Karen K. Ruddy, CPA, Finance Director

SUBJECT: Fund Balance Policy

---

Please find the resolution replacing the existing Fund Balance Policy with a new updated policy shown as Exhibit A.

This policy updates the previous policy in an attempt to do the following:

- > To eliminate any possible non-compliant sections
- > To remove specific assigned and/or committed sections that may become obsolete
- > To give a clear direction as to appropriate levels and uses of Fund Balance

## **RECOMMENDED ACTION**

Approve the revised Fund Balance Policy

## RESOLUTION NO.

### RESOLUTION AUTHORIZING REPLACEMENT OF THE FUND BALANCE POLICY ADOPTED UNDER RESOLUTION NO. 150-2011

WHEREAS, GASB 54 requires certain actions by the governing body in order to establish a means to segregate fund balance for reporting purposes. In addition, although not required by any accounting standard, in order to ensure that governments maintain adequate levels of fund balance to mitigate risks and provide a back-up for revenue shortfalls, it is the recommended best practice that governments establish a minimum level of unrestricted fund balance in their general fund, along with policies related to use and replenishment of fund balance; and

WHEREAS, The City of Owosso believes that sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. To retain this stable financial base, the organization needs to maintain a fund balance in the General Fund that is sufficient to fund all cash flows of the organization, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances.

THEREFORE BE IT RESOLVED, by the city council of the city of Owosso, Shiawassee County, Michigan that the Fund Balance Policy attached as Exhibit A is hereby adopted and applied to financial statements for the fiscal year ended June 30, 2018.

## EXHIBIT A

### CITY OF OWOSSO FUND BALANCE POLICY

#### PURPOSE

To establish an appropriate level of fund balance in the General Fund, define the components of fund balance, and direct officials in the methods to be used for increasing or decreasing fund balance when trends indicate fund balance will fall outside the minimum levels.

#### POLICY

Fund balance is created from excess revenues over expenditures. It is a fund's net assets, mostly made up of cash and investments and, unless otherwise restricted, available for spending. There are five components of fund balance, namely:

1. **Nonspendable Fund Balance.** This portion of fund balance is *nonspendable* because its form, for example inventory and non-financial assets, or because legal or contractual requirements.
2. **Restricted Fund Balance.** This portion of fund balance is *restricted* due to external limitations place on the use of the funds. The restriction typically comes from outside the local government as a condition of revenue source.
3. **Committed Fund Balance.** Fund balance is *committed* if a limitation is set in place by formal action of the City Council prior to the end of the fiscal year. The limitation remains binding until the City Council takes formal action to remove it.
4. **Assigned Fund Balance.** Fund balance may be *assigned* to reflect the intended use of the resource. The assignment of funds may come from the City Council or from a designee of the City Council. The City Council's designee will be the Finance Director. Less formality is needed to impose, remove or modify a constraint reflected in *Assigned Fund Balance*. No funds other than the General Fund may have Unassigned Fund Balance, therefore any amounts remaining in excess of Nonspendable, Restricted or Committed funds in funds other than the General Fund will

automatically be reported as *Assigned Fund Balance*. If any portion of existing fund balance will be used to eliminate a projected deficit in the subsequent year's budget, this amount will also be categorized as *Assigned Fund Balance*.

5. **Unassigned Fund Balance.** The General Fund, and no other governmental fund, may have resources that cannot be classified in one of the four categories described above.

**General Fund Unrestricted Fund Balance.** General Fund Unrestricted Fund Balance is the total of Committed, Assigned and Unassigned Fund Balances. Because Nonspendable and Restricted fund balance are not available for spending due to external enforceable conditions, this fund balance policy is focused on the appropriate level of General Fund Unrestricted fund balances.

Financial flexibility, provided by adequate fund balance, is needed to cushion the impact of unanticipated emergencies and revenue shortfalls. These include loss of major taxpayers, loss of state revenue sharing, infrastructure emergencies and other economic distresses that serve to impair the City's ability to deliver essential community services. Without this cushion taxpayers would be subject to millage increases, cuts in services, and/or deferred investment in and maintenance of infrastructure.

### **Minimum Unrestricted Fund Balance**

Minimum Unrestricted fund balance shall be 25% of General Fund Operating Expenses.

### **Remedy for Maintaining Minimum Fund Balance Range**

When fund balance approaches its minimum threshold the following measures in no specific order, as directed by the City Council, shall be used to build up fund balance:

1. Cut and/or delay slated capital improvements from the Capital Improvement Plan.
2. Cut or delay road projects not funded through voted approved bond millage.
3. Cut general operating expenses.
4. Increase rates and charges funding specific services to make them self-sufficient where possible.
5. Increase millage where possible.

When fund balance exceeds the minimum threshold the following measures in no specific order, as directed by the City Council, can be used to reduce fund balance:

1. Reduce pension unfunded liability with catch-up contributions, if unfunded liability exists.
2. Accelerate capital improvement purchases in the Capital Improvement Plan.
3. Increase road project funding, if projects are available.
4. Forego debt financing and pay with current funds.
5. Move up the debt schedule for existing bond payments to lower the debt burden.



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

---

# *MEMORANDUM*

---

DATE: June 12, 2018  
TO: City Council  
FROM: Kevin Lenkart  
Director of Public Safety  
RE: Traffic Control Order # 1395

---

Mark Agnew, Cruise the Pits Event Organizer, has requested street closures for the "Cruise the Pits Car Show".

**LOCATION:**

Washington Street from Mason Street to Main Street and from Main Street to Jerome Street; Exchange and Comstock Streets from Ball Street to Park Street.

**DATE:**

7/21/18

**TIME:**

6:00 am – 4:00 pm

The Public Safety Department has issued Traffic Control Order No. 1395 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.

DATE

TIME

1395

6/12/18

1:00 pm

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street Closure

LOCATION OF CONTROL

Washington Street from Mason Street to just north of Main Street;  
Washington Street from just south of Main Street to Jerome Street;  
Exchange Street from Ball Street to Park Street;  
Comstock Street from Ball Street to Park Street

EVENT:

Cruise the Pits Car Show  
Saturday, July 21, 2018 6 am – 4 pm

APPROVED BY COUNCIL

\_\_\_\_\_, 20 \_\_\_\_

REMARKS

Main Street will remain open during this event.





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

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

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

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

Name of individual or group: Child Advocacy Center of Shiawassee County Date: \_\_\_\_\_

Primary Contact Person  
Name: Mark Agnew  
Title: Cruise the Pits Event Organizer  
Address: 642 N. Shiawassee Street  
Owosso, MI 48867  
Phone: 989.277.5568

Requested Date(s): Saturday, July 21st Requested Hours: 6:00am to 4:00pm

Area Requested (Parking Lot - Parade Route): Washington Street from Mason St. to Main St. and from Main St. to Jerome St.; Exchange & Comstock Streets from Ball St. to Park St. (see attached map)

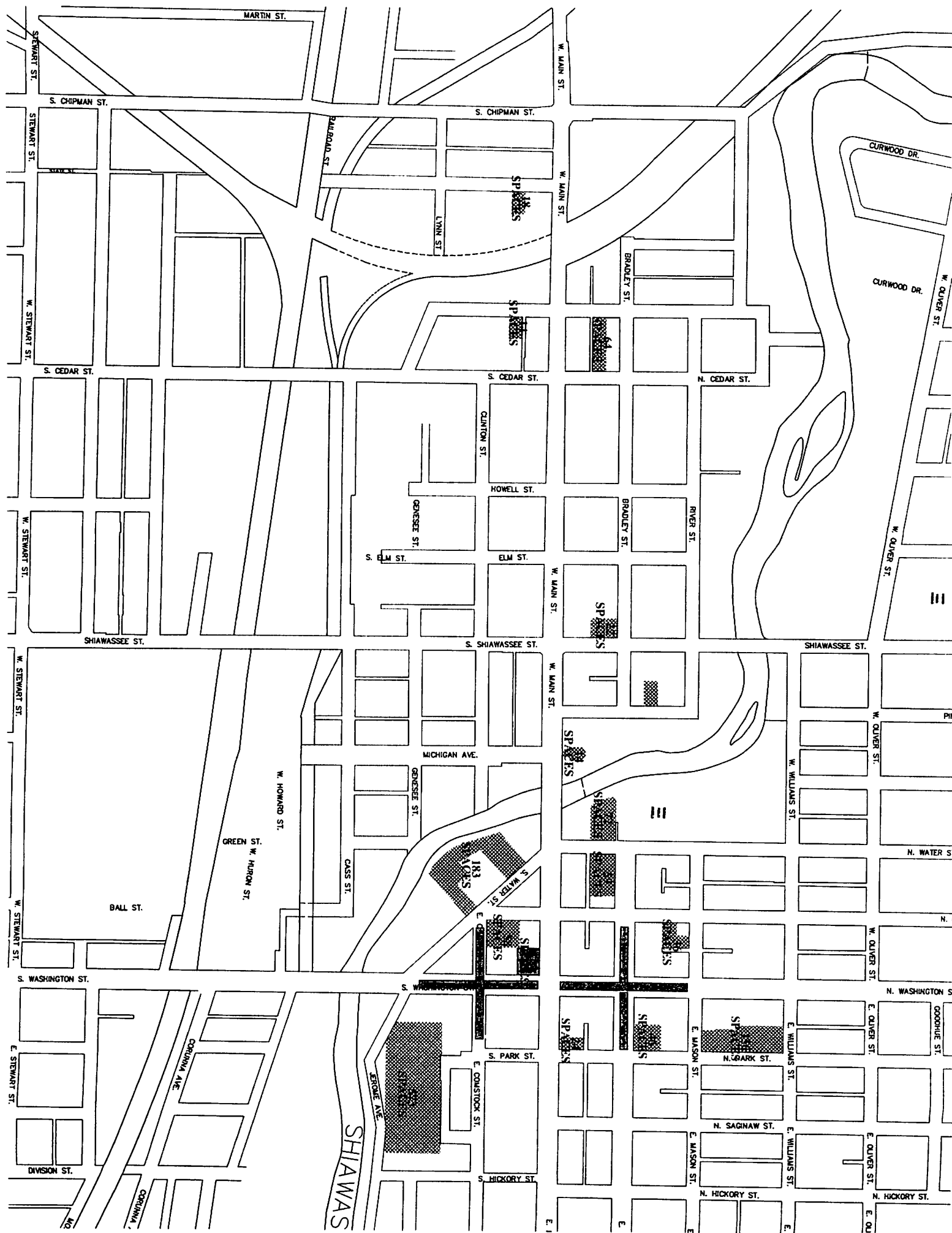
Detailed description of the use for which the request is made: Cruise the Pits Car Show

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

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

Approved ☐ Not Approved ☐ Date: \_\_\_\_\_ Traffic Control Order Number \_\_\_\_\_

Cc: DDA - Director  
WCIA - Chairperson





**PHILADELPHIA  
INSURANCE COMPANIES**

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100  
Bala Cynwyd, Pennsylvania 19004  
610.617.7900 Fax 610.617.7940  
PHLY.com

**FLEXIPLUS FIVE**

NOT-FOR-PROFIT ORGANIZATION DIRECTORS & OFFICERS LIABILITY INSURANCE  
EMPLOYMENT PRACTICES LIABILITY INSURANCE  
FIDUCIARY LIABILITY INSURANCE  
WORKPLACE VIOLENCE INSURANCE  
INTERNET LIABILITY INSURANCE

**Philadelphia Indemnity Insurance Company**

Policy Number: PHSD1342054

**DECLARATIONS**

**NOTICE: EXCEPT TO SUCH EXTENT AS MAY OTHERWISE BE PROVIDED HEREIN, THIS POLICY IS WRITTEN ON A CLAIMS MADE BASIS AND COVERS ONLY THOSE CLAIMS FIRST MADE DURING THE POLICY PERIOD AND REPORTED IN WRITING TO THE INSURER PURSUANT TO THE TERMS HEREIN. THE AMOUNTS INCURRED FOR DEFENSE COST SHALL BE APPLIED AGAINST THE RETENTION.**

Item 1. Parent Organization and Address:  
Child Abuse Prevention Council of  
Shiawassee  
1216 W Main St  
Owosso, MI 48867-2040

Internet Address: [www. scap.council.org](http://www.scap.council.org)

Item 2. Policy Period: From: 06/11/2018 To: 06/11/2019  
(12:01 A.M. local time at the address shown in Item 1.)

Item 3. Limits of Liability:

(A)	Part 1, D&O Liability:	\$	1,000,000	each Policy Period.
(B)	Part 2, Employment Practices:	\$	1,000,000	each Policy Period.
(C)	Part 3, Fiduciary Liability:	\$		each Policy Period.
(D)	Part 4, Workplace Violence:	\$		each Policy Period.
(E)	Part 5, Internet Liability:	\$		each Policy Period.
(F)	Aggregate, All Parts:	\$	1,000,000	each Policy Period.

Item 4. Retention:

(A)	Part 1, D&O Liability:	\$	1,000	for each Claim under Insuring Agreement B & C.
(B)	Part 2, Employment Practices:	\$	2,500	for each Claim.
(C)	Part 3, Fiduciary Liability:	\$		for each Claim.
(D)	Part 4, Workplace Violence:	\$		for each Workplace Violence Act.
(E)	Part 5, Internet Liability:	\$		for each Claim.

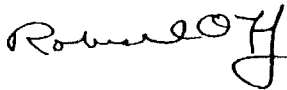
Item 5. Prior and Pending Date: Part 1 06/11/2012 Part 2 06/11/2012 Part 3 No Date Applies  
Part 4 No Date Applies Part 5 No Date Applies

Item 6. Premium: Part 1 \$ 786.00 Part 2 \$ 432.00 Part 3  
Part 4 Part 5

State Surcharge/Tax: Total Premium: \$ 1,218.00

Item 7. Endorsements: PER SCHEDULE ATTACHED

In witness whereof, the Insurer issuing this Policy has caused this Policy to be signed by its authorized officers, but it shall not be valid unless also signed by the duly authorized representative of the Insurer.



Authorized Representative

Countersignature

Countersignature Date



## **MEMORANDUM**

---

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

---

DATE: June 11, 2018

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services & Utilities

SUBJECT: Amendment No. 4 – 2018 Street Resurfacing Program

### **RECOMMENDATION**

Approval of Amendment No. 4 to the contract with Fleis & Vandenbrink Engineering, Incorporated for additional engineering design services in the amount of \$8,635.00.

### **BACKGROUND**

On July 3, 2017, City Council awarded a contract to Fleis & Vandenbrink Engineering, Inc. in the amount of \$251,000.00 for professional engineering services for the 2018 Street Program. Additional amendments No.1 thru 3 approved by city council totaled \$42,700.00, thereby increasing the current Contract amount to \$293,700.00.

City staff has since requested additional engineering services from the consultant. Specifically, to make changes as to water main designs of project sites and finish construction plans for the Howard Street project. Fleis & Vandenbrink Engineering, Inc. has submitted a proposal to perform the requested additional design work at a cost of \$8,635.00.

### **FISCAL IMPACTS**

Requested services in the amount of \$8,635.00 can be funded from the Water Mains & Hydrants Account No. 591-901-972.000 (\$7,435.00) and the 2016 Unlimited Obligation Bond Proceeds Account (\$1,200.00).

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

Attachments: (1) Proposal - Fleis & Vandenbrink, Inc., Change Order No. 4 Request  
(2) Amendment No. 4 to the Contract with Fleis & Vandenbrink, Inc.

**RESOLUTION NO.**

**AUTHORIZING AMENDMENT NO. 4 TO ADDENDUM NO. 4  
TO THE CONTRACT FOR ENGINEERING SERVICES WITH  
FLEIS & VANDENBRINK ENGINEERING, INC. FOR  
THE 2018 STREET PROGRAM ENGINEERING SERVICES CONTRACT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a Contract with Fleis & Vandenbrink Engineering Inc. on July 3, 2017 for Engineering Survey and Design Services for the 2018 Street Program in the amount of \$251,000.00; and

WHEREAS, City Council approved Amendments Nos. 1 through 3 totaling \$42,700.00 to the Contract with Fleis & Vandenbrink Engineering, Inc. for additional engineering services, making the current Contract amount \$293,700.00; and

WHEREAS, the city requests additional services of the consultant in the amount of \$8,635.00 to provide water main design for Summit Street and road and storm sewer design for Howard Street projects, that are beyond the original contractual scope of services.

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 \$8,635.00 as outlined within its proposal.
- SECOND: The mayor and city clerk are requested and authorized to sign Contract Amendment No. 4 to Addendum No. 4 to the Contract between the City of Owosso, Michigan and Fleis & Vandenbrink Engineering, Inc. as attached.
- FOURTH: The Accounts Payable department is authorized to make payment up to the amended amount of \$302,335.00 to Fleis & Vandenbrink Engineering, Inc. upon successful completion of stated work.
- FIFTH: The above expenses shall be paid from the Water Mains & Hydrants Account No.591-901-972.000 (\$7,435.00) and the 2016 Unlimited Obligation Bond Proceeds Account (\$1,200.00).

**AMENDMENT NO. 4 TO  
A CONTRACT FOR SERVICES WITH  
FLEIS & VANDENBRINK ENGINEERING, INC.  
FOR THE 2018 STREET PROGRAM ENGINEERING SERVICES CONTRACT**

This amendment is attached and made part of the contract for services for the 2018 Street Program Engineering Services Contract, authorized by City Council July 3, 2017, between the city of Owosso, Michigan (City) and Fleis & Vandenbrink Engineering, Inc. (Contractor).

2018 Street Program Engineering Services Contract

**PROJECT SCOPE OF WORK**

The project scope of work is amended as follows;

Fleis & Vandenbrink, Engineering Inc. to provide additional engineering design services as requested by city staff and as described in its letter dated June 5, 2018, attached.

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

For the Contractor:

By: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Executed: \_\_\_\_\_, 2018

For the City:

By: \_\_\_\_\_

Christopher T Eveleth , Mayor

By: \_\_\_\_\_

Amy K. Kirkland, City Clerk

Executed: \_\_\_\_\_, 2018



June 5, 2018

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

RE: 2018 Street Improvement Project, PO No. 42299  
**Change Order No. 4 Request**

Dear Randy,

We are hereby submitting a change order request for your review and consideration of the additional professional services requested by the City of Owosso related to the 2018 Street Improvement Project. This change order request covers several related items, each of which is briefly described below.

**Item No. 1 Water Main Design Additional Services**

Summit Street – Abbot Street to Rubelman Drive Water Main Addition to Project

The City of Owosso has requested that the scope of work for water main replacement be expanded to include Summit Street, from Abbot Street to Rubelman Drive. This addition to the project will allow the City to make improvements to the storm sewer, water main, and roadway along Summit Street. Our scope of services for this addition to the 2018 Street Program will include topographic surveying, water main design and drafting, and QA/QC. This addition to the project is approximately 1615 feet in length.

Water Main Replacement Reduction to Project

On February 23, 2018 we were notified by the City of Owosso to eliminate water main replacement on certain streets or portions of streets due to funding shortfalls. Only the most critical areas were now being targeted for replacement. This involved design, plan sheet drafting, and quantity changes to Hanover Street, Harding Street, Olmstead Street, and Williams Street.

Postponement of Williams Street and Summit Street Projects for 2018

On March 16, 2018 we were notified by the City of Owosso to remove Williams Street and Summit Street from the 2018 project. This involved design, plan sheet drafting, plan sheet removal, quantity changes, and revisions to our cost opinion for Contract 2.

**Item No. 2 Howard Street – Road and Storm Sewer Additional Services**

Additional design and drafting was completed along Howard Street as directed by the City and as a result of our QA/QC review of the City's 60% complete plans. Plan modifications included cleaning up and eliminating the many excess labels, correlating storm sewer plan and profile notes, revising curb and gutter for on-street parking area and modifying storm sewer accordingly, and revising curb and road grades in the plan and profile.

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



**Proposed Additional Professional Service Fees:**

Over the course of completing the additional services described above we logged the labor requirements of our design staff. Now that we have completed the design phase (both road/storm and watermain) for the 2018 Street Program, we were able to offset some of the additional labor expenses with remaining budgets in the original scope of work.

We propose to complete the above additional services for the following professional service fees. We have separated these design engineering fees between Water Main and Road/Storm Sewer:

Watermain Design Additional Services.....	\$7,435
Road and Storm Sewer Design Additional Services.....	\$1,200
<b>Total.....</b>	<b>\$8,635</b>

For comparison, we also looked at a straight-line, additional fee projection for the Summit Street water main addition to the project. The addition of the Summit Street water main added 1615 feet of water main design to the project. The removal of the water main design along Howard Street resulted in an approximately 500 foot reduction to the project. The Howard Street water main replacement is now being replaced by City crews and F&V did not complete water main design along this street. The addition of the Summit Street water main (1615 feet) and the deduction of the Howard Street water main (500 feet) resulted in an 18% increase to the project scope. Based on the original fee of \$39,500 for the water main design portion of the 2018 Street Program, our additional professional service fees utilizing this method would be \$7,110 ( $\$39,500 \times 18\%$  increase) for just the Summit Street addition to the project. The additional services described above to eliminate portions of the water main from the plans, remove entire streets from the 2018 street program, and complete the modifications to Howard Street are all included in the additional \$1,525.

**Summary:**

CHANGE IN CONTRACT PRICE:	
Original Contract Price:	<u>\$251,000.00</u>
Net Increase (Decrease) from previous Change Orders No. <u>1</u> to <u>3</u> :	<u>\$42,700.00</u>
Contract Price prior to this Change Order:	<u>\$293,700.00</u>
Net increase (decrease) of this Change Order:	<u>\$8,635</u>
Contract Price incorporating this Change Order:	<u>\$302,335.00</u>

Thank you for your consideration of this change order. Please contact me if you have any questions or need any additional information.

Sincerely,

FLEIS & VANDENBRINK



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



## MEMORANDUM

---

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

---

**DATE:** June 13, 2018

**TO:** City Council

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

**SUBJECT:** Sanitary Sewer Rehabilitation

**RECOMMENDATION:**

Authorization to amend the professional service agreement with Orchard, Hiltz, and McClement (OHM) of Livonia, Michigan as addendum no. 4 to the General Engineering Services Agreement for development of repair specifications and construction over-site of the most severe sanitary sewer structural deficiencies identified during the 2017 SAW Grant project, in an amount not to exceed \$80,000.00.

**BACKGROUND:**

The city of Owosso completed a Sanitary Sewer Asset Management Plan in 2017, funded from a \$1.2 million State of Michigan SAW Grant. Approximately 85% of the sewer collection was televised and rated for minor, moderate, and severe structural repairs. Only the most severe deteriorated locations will be addressed at this time. Most of these repairs will involve spot lining, which does not require open trench excavation. A very minimal amount may require excavation and replacement of pipe.

OHM Advisors developed and completed the State of Michigan required asset management plan and sanitary sewer collection geodatabase in 2017, and is most familiar with the structural defects.

**FISCAL IMPACTS:** OHM proposed engineering services in the amount of \$80,000.00 will be funded from the wastewater capital replacement fund account 590-901.973.000.

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

Attachment: (1) Resolution  
(2) OHM Proposal  
(3) Map of Severe Defects

**RESOLUTION NO.**

**AUTHORIZING THE EXECUTION OF ADDENDUM NO. 4 TO  
AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES  
WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors by the adoption of Resolution 69-2017 on May 15, 2017; and

WHEREAS, the city and Director of Public Services & Utilities desire to expand the contract to include additional services for sanitary sewer rehabilitation specification development and construction over-site, to make necessary structural repairs identified during the State of Michigan funded 2017 SAW Grant project.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to expand the contract approved by Resolution 69-2017 on May 15, 2017 with Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors to include additional services for sanitary sewer rehabilitation specification development and construction over-site for correcting structural defects in the sewer collection system.
- SECOND: The mayor and city clerk are requested and authorized to sign Addendum No. 4 to the General Engineering Services Contract between the City of Owosso, Michigan and Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors in an amount not to exceed \$80,000.00, attached as Exhibit A.
- THIRD: The accounts payable department is authorized to submit payment to OHM Advisors for professional services in an amount not to exceed \$80,000.00 for engineering additional services.
- FOURTH: The above expenses shall be paid for from the wastewater capital fund account 590-901-973.000.



ARCHITECTS, ENGINEERS, PLANNERS.

April 11, 2018

Mr. Glenn M. Chinavare  
Director of Public Services  
City of Owosso  
301 West Main  
Owosso, MI 48867

RE: Engineering Services Proposal – Sanitary Sewer Rehabilitation

Dear Mr. Chinavare,

OHM Advisors is pleased to submit this engineering scope of services proposal for rehabilitation of the sanitary sewer collection system.

## PROJECT UNDERSTANDING

In developing the city's wastewater asset management plan, OHM Advisors has evaluated the physical condition of a large portion of the sanitary sewer collection system, including pipes and manholes. Some of the sewer main and manholes analyzed are recommended for immediate rehabilitation. Construction for this work is estimated at \$965,000 and will include heavy cleaning, replacement and lining of sewer main and manholes throughout the City. OHM Advisors proposes the following scope to assist the city with contract bidding and construction.

## SCOPE OF SERVICES

Our scope of services for the overall work effort is as follows:

- ▶ Prepare contract bid specifications and maps showing project locations
- ▶ Prepare MDEQ permitting (if necessary)
- ▶ Prepare contractor recommendation to City Council
- ▶ Facilitate pre-construction meeting
- ▶ Perform part-time construction observation
- ▶ Attend progress meetings
- ▶ Prepare contractor pay estimates
- ▶ Review post-construction sewer televising
- ▶ Coordinate final punchlist with the contractor

## DELIVERABLES

- ▶ Provide the city with maps, construction plans, technical specifications and bid form for bidding
- ▶ Provide the city staff with contractor recommendation letter
- ▶ Provide preconstruction meeting minutes to city staff and contractor
- ▶ Provide city staff with contractor pay estimates



## SCHEDULE

OHM Advisors has the capacity to start work immediately upon authorization by the City of Owosso. The following schedule is anticipated:

Phase of Work	Duration
Preliminary Engineering	4 weeks
Construction Observation	12 weeks
Contract Administration	

## FEES

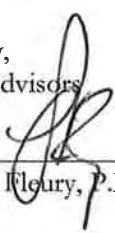
The services outlined above will be performed on an hourly basis with a total not-to-exceed fee for the sum of all tasks outlined in our scope of work. An estimated amount per task is listed in the table below as a summary of our fee, based on our 2018 rates for public projects. The total Not-to-Exceed Fee for this current scope of work, based on the below summary table is **\$80,000**.

	Fee
Preliminary Engineering	\$ 40,000
Construction Observation/Contract Administration	\$ 40,000
	<b>\$ 80,000</b>

## ACCEPTANCE

If this proposal is acceptable to you, a signature on the enclosed copy of this letter and initials on the contract terms and conditions will serve as our authorization to proceed. Thank you for giving us the opportunity to be of service. We look forward to another successful project with the city.

Sincerely,  
OHM Advisors

  
\_\_\_\_\_  
Louis P. Fleury, P.E.

**Orchard, Hiltz, & McCliment, Inc.**  
CONSULTANT

**City of Owosso**  
CLIENT

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

ATTEST:

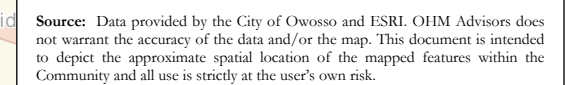
\_\_\_\_\_  
Christopher T. Eveleth

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
06/18/2018

\_\_\_\_\_  
Amy K. Kirkland, City Clerk  
06/18/2018

 Main in Need of Immediate Attention  
 Sewer Gravity Main



**Map Published:** February 2, 2018





## MEMORANDUM

---

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

---

**DATE:** June 13, 2018

**TO:** City Council

**FROM:** Glenn M. Chinavare, Utility Director

**SUBJECT:** Sanitary Sewer Collection System - Beehler Street Retention Basin

**RECOMMENDATION:**

Authorization to amend the professional service agreement with Orchard, Hiltz, and McClement (OHM) of Livonia, Michigan as amendment No. 5, for engineering services to perform Phase I alternatives analysis for a proposed retention basin in the amount of \$28,455.00.

**BACKGROUND:**

The city of Owosso is currently under an Administrative Consent Order by the Michigan Department of Environmental Quality, for reoccurring Sanitary Sewer Overflows (SSOs) to the Shiawassee River. SSO events routinely occur at two manholes along the Shiawassee River near N. Shiawassee and at the end of Union Street. The choke point in the collection system is at N. Chipman and Beehler Streets, where a 27-inch interceptor along the river runs head-on into flows coming up from the south through a 12-inch sanitary sewer pipe, where both compete to enter into a 30-inch sewer pipe flowing north to the wastewater treatment plant. During high rain events, sanitary sewer backs up at that point and surcharges out of the two manhole locations as previously noted.

These additional services are required to conduct soil analysis, engineering design, and construction alternatives. The proposed retention basin site would be located on city property (old Vaungard site) located at 1000 Bradley Street, and the proposed pumping station would be located on city property located at 1122 Beehler Street. Excessive flows would be pumped from the 27-inch interceptor to the retention basin and then gravity flow back to the 27-inch interceptor when collection system piping capacity becomes available.

**FISCAL IMPACTS:** OHM proposed engineering services in the amount of \$28,455.00 will be funded from the wastewater fund account 590-549-818.000.

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

Attachment: (1) Resolution  
(2) OHM Proposal



**RESOLUTION NO.**

**AUTHORIZING THE EXECUTION OF ADDENDUM NO. 5 TO  
AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES  
WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors by the adoption of Resolution 69-2017 on May 15, 2017; and

WHEREAS, the city and Director of Public Services & Utilities desires to expand the contract to include additional services for performing alternatives analysis and engineering design services for construction of a sanitary sewer collection system retention basin, to pursue compliance with a Michigan Department of Environmental Quality (MDEQ) Consent Order regarding Sanitary Sewer Overflows (SSO's).

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to expand the contract approved by Resolution 69-2017 on May 15, 2017 with Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors to include additional services for the site analysis, engineering design, and construction alternatives for construction of a retention basin at 1000 Bradley Street, and a and pump station located at 1122 Beehler Street.
- SECOND: The mayor and city clerk are requested and authorized to sign Addendum No. 4 to the General Engineering Services Contract between the City of Owosso, Michigan and Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors in an amount not to exceed \$28,455.00, attached as Exhibit A.
- THIRD: The accounts payable department is authorized to submit payment to OHM Advisors in an amount not to exceed \$28,455.00 for engineering services.
- FOURTH: The above expenses shall be paid for from the wastewater fund account 590-549-818.000.





ARCHITECTS. ENGINEERS. PLANNERS.

June 11, 2018

Mr. Glenn M. Chinavare  
Director of Public Services  
City of Owosso  
301 West Main  
Owosso, MI 48867

RE: Alternatives Analysis for Proposed Retention Basin on Beehler Street

Dear Mr. Chinavare,

OHM Advisors is pleased to submit this proposal for conceptual engineering services for the proposed retention basin on Beehler Street.

### PROJECT UNDERSTANDING

The City of Owosso is currently entertaining an opportunity to sell a portion of the property located at the corner of Beehler and Lyon Streets to a light industrial user. This site has been initially identified as a preferred location for a retention basin and pumping station to address issues identified by the MDEQ in the open Consent Order. In order to evaluate the proposed site to determine if it is suitable for the construction of a retention basin and pumping station, OHM would need to perform an alternative analysis as described below.

### SCOPE OF SERVICES

Our scope of services for the overall work effort is as follows:

- ▶ Kick off meeting to verify scope
- ▶ Evaluation of two process scenarios - pump into a ground storage tank at grade or pump out of an underground basin
- ▶ Establish conceptual dimensions of retention basin and pumping station and the horizontal/vertical alignment of basin, assuming operational capacity of 1 million gallons
- ▶ Soil borings performed by a geotechnical sub consultant to determine soil conditions and ground water levels
- ▶ Prepare conceptual layout using existing GIS data and sewer as-built drawings provided by Owosso
- ▶ Conceptual estimate of design and construction costs
- ▶ Meeting to discuss the conceptual alternatives analysis
- ▶ Issue final report



### DELIVERABLES:

- Report documenting findings of geotechnical investigations, constructability considerations, conceptual cost estimates of two process alternatives, and summary of pros and cons related to use of the proposed site.

### SCHEDULE

OHM Advisors intends to start work in January upon authorization by the City of Owosso.

Phase of Work	Duration
Kick off meeting – within 1 week of authorization	1 week
Geotechnical investigations and Report	4 weeks
Evaluation of geotechnical report and process alternatives	2 weeks
Prepare site layout	2 weeks
Conceptual cost estimates for alternatives	2 weeks
Draft report and review with Owosso	1 week
Finalize report	1 week

### FEES

The services outlined above will be performed on an hourly basis with a total not-to-exceed fee for the sum of all tasks outlined in our scope of work, in accordance with our *Standard Terms and Conditions*. An estimated amount per task is listed in the table below as a summary of our fee, based on our attached 2018 rates for public projects. The total Not-to-Exceed Fee for this current scope of work, based on the below summary table is \$28,455.

	Fee
Soil Borings	\$ 12,075
Conceptual Engineering Tech Memo	\$ 16,380
	<hr/>
	\$ 28,455

### ADDITIONAL SERVICES

Should the client require services beyond the scope of work outlined above such as additional presentations at city council meetings, additional fees may apply and will be addressed on an as-needed basis (see attached Exhibit 1 2018 Hourly Rate Schedule). Major portions of work associated with additional services may require a separate future agreement.

If the alternative analysis for an underground storage tank is feasible and desirable, additional dewatering tests will need to be performed by the geotechnical consultant. Costs for these tests can range up to \$40,000. OHM Advisors recommends postponing this step pending the results of the initial soil borings and alternatives analysis.



### ACCEPTANCE

If this proposal is acceptable to you, a signature on the enclosed copy of this letter and initials on the contract terms and conditions will serve as our authorization to proceed. Thank you for giving us the opportunity to be of service. We look forward to working with you on this project. This proposal is valid for 60 days from the date of this letter.

**Orchard, Hiltz, & McCliment, Inc.**  
CONSULTANT

**City of Owosso**  
CLIENT

_____	(Signature)	_____
_____	(Name)	Christopher T. Eveleth
_____	(Title)	Mayor
_____	(Date)	06-18-2018

ATTEST:

Name	Amy K. Kirkland
Title	City Clerk
Date	06-18-2018



## MEMORANDUM

---

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

---

**DATE:** June 14, 2018  
**TO:** City Council  
**FROM:** Glenn M. Chinavare, Utility Director  
**SUBJECT:** Emergency Sanitary Sewer Repair - E. Oliver Street

**RECOMMENDATION:**

Authorization to issue a purchase order to Monchilov Sewer Service, LLC of Fairgrove, Michigan, in the amount of \$33,600.00.

**BACKGROUND:**

During Phase II construction activities along E. Oliver Street between Randolph and Dimmick, it was discovered approximately 575 linear feet of 10" sanitary sewer will need to be cleaned/televised/repairs made to 8 abandoned sewer laterals. These abandoned laterals were not identified prior to construction as result of outdated and/or incomplete records, and were struck by directional boring equipment causing construction debris to enter into the sewer main. Both abandoned and active service laterals will need to be verified, with necessary repairs made to prevent any further issues in this one block area.

Monchilov Sewer Service is currently performing other work for the city of Owosso, and is available to provide these urgent repair services immediately.

This is an emergency services request, and waiver of the competitive bid process as required by the purchasing policy is requested.

**FISCAL IMPACTS:**

Funds for the above expense, not to exceed \$33,600.00, are budgeted for the FY2017-2018 Wastewater Replacement Fund Account 590-901-973.000.

**Document originated by:**

Glenn M. Chinavare, Utility Director

Attachment: (1) Resolution  
(2) Services Quote

**RESOLUTION NO.**

**AUTHORIZING PURCHASED SERVICES AGREEMENT AND PAYMENT TO  
MONCHILOV SEWER SERVICES, LLC FOR EMERGENCY REPAIR OF SANITARY SEWER PIPE AND  
SERVICE LATERALS ON E. OLIVER STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Wastewater Collection Replacement Fund for the repair of sanitary sewer collection system piping, and

WHEREAS, the 10 inch sanitary sewer main located on E. Oliver Street between Randolph and Gimmick Streets are in need of immediate cleaning/televising/repair services, as delineated in the quoted price dated June 14, 2018 provided by Monchilov Sewer Services LLC in the amount of \$33,600.00; and

WHEREAS, the City Director of Public Services & Utilities has reviewed the quote and verified the repairs as necessary to restore the sanitary sewer main and attaching service laterals to original structural operating condition, and recommends authorizing Monchilov Sewer Service LLC to provide the required repair services in an amount not to exceed \$33,600.00.00.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to enter into a services agreement with Monchilov Sewer Services, LLC for the emergency repairs of the sanitary sewer main and service laterals on the 10 inch sewer main located on E. Oliver Street between Randolph and Dimmick streets.
- SECOND: The accounts payable department is authorized to submit payment to Monchilov Sewer Services LLC, in an amount not to exceed \$33,600.00 upon completion of these repair services.
- THIRD: The above expenses shall be paid from account no. 590-901-973.000.

# Monchilov Excavating Inc.

2930 N. Thomas Road ~ Fairgrove, MI 48733

Ph# (989) 693-6690 ~ Fax (989) 693-6797

## Proposal

June 14, 2018

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

Attn: Randy Chesney

### City of Owosso

Televise & Clean 10" x 575' Sanitary Sewer	@	\$4.00 ft.	\$2,300.00
Televise 11 Sewer Laterals	@	\$300.00 each	\$3,300.00
Patch 8 old Laterals	@	\$3,500.00 each	<u>\$28,000.00</u>
Estimated Bid			\$33,600.00

6% Michigan Sales Tax applicable on all materials, unless a Sales Tax exemption certificate is provided. Quote is valid for 30 days.



## MEMORANDUM

---

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

---

DATE: June 8, 2018  
TO: City Council  
FROM: Glenn M. Chinavare, Director of Public Services & Utilities  
SUBJECT: 2018 Sidewalk Replacement Program Bid Award

### RECOMMENDATION:

Award of sidewalk restoration services to Seifert Construction, LLC of Ashley, Michigan, for the 2018 Sidewalk Replacement Program.

### BACKGROUND:

Bids were received on June 5, 2018 for the 2018 Sidewalk Restoration and Replacement Program. Five (5) bids were received as follows:

- LA Construction of Flushing, MI in the amount of \$261,960.00
- KMI Road Maintenance of Burton, MI in the amount of \$174,457.00
- Epic Excavating of Grand Rapids, MI in the amount of \$165,205.00
- JB Contractors of Detroit, MI in the amount of \$145,450.
- Seifert Concrete of Ashley, MI in the amount of \$115,245.00

Seifert Concrete received the award for the 2017 season at \$56,260.00, and performed well. Seifert unit prices have increased by 5.6% over last years, and the unit quantities requested by city staff have increased by 33% over 2017 unit quantities. Additional restoration and replacement funds of \$20,000.00 will be used to address other areas requiring immediate attention, as well as completed street construction areas not covered under existing contracts.

### FISCAL IMPACTS:

Funds for this work are to be charged to the Major and Local Street Maintenance Funds, Account Nos. 203-463-728-000 and 202-463-728-000 in the amount of \$115,245.00, plus additional restoration and replacement services required during the calendar year in the amount of \$20,000.00 for a total of \$135,245.00.

Attachment: (1) Resolution  
(2) Project Map  
(3) Bid Tab

**RESOLUTION NO.**

**AUTHORIZING THE AWARD OF THE 2018 SIDEWALK RESTORATION AND  
REPLACEMENT SERVICES PROGRAM TO SEIFERT CONSTRUCTION LLC OF  
ASHLEY, MICHIGAN**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined sections of the sidewalk on various streets in the City have become misaligned, deteriorated, or damaged and that replacement is advisable, necessary and in the public interest; and

WHEREAS, the city of Owosso sought bids for the replacement of these sections of sidewalk as part of the 2018 Sidewalk Replacement Program, and the low responsive and responsible bid was received from Seifert Concrete LLC in the amount of \$115,245.00; and

WHEREAS, Seifert Construction, LLC is hereby determined to be qualified to provide such services, and has performed the same type services in 2017.

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 Seifert Construction LLC for replacement of sections of damaged or misaligned sidewalk as part of the 2018 Sidewalk Replacement Program.
- SECOND: The mayor and city clerk are instructed and authorized to sign the necessary documents to execute the services contract with Seifert Concrete in the amount of \$115,245.00, plus additional restoration and replacement services required as contingency during the calendar year, in the amount of \$20,000.00, for a total of \$135,245.00.
- THIRD: The accounts payable department is authorized to pay Seifert Construction LLC for work satisfactorily completed on the project up to the initial contact amount of \$115,245.00 plus contingency in the amount of \$20,000.00 for a total of \$135,245.00.
- FOURTH: The above expenses shall be paid from the Major and Local Street Maintenance Funds accounts 203-463-728-000 and 202-463-728-000.



**EXHIBIT A**

**Contract for Services Between**

**The City of Owosso**

**and**

**Seifert Construction Llc**

**2018 Sidewalk Replacement Program**

**June 2018**

## **CONTRACT**

THIS AGREEMENT is made on June \_\_\_\_, 2018 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and SEIFERT CONSTRUCTION LLC ("contractor"), a Michigan company, whose address is 1444 Thistleridge Drive, Holly, Michigan 48442.

Based upon the mutual promises below, the contractor and the city agree as follows:

### **ARTICLE I - Scope of work**

The contractor agrees to furnish all of the materials, equipment and labor necessary and to abide by all the duties and responsibilities applicable to it for the project entitled "Name Of Bid", in accordance with the requirements and provisions of the following documents, including all written modifications incorporated into any of the documents, which are incorporated as part of this contract:

- Bid Documents
- Bid Proposal
- Contract and exhibits
- Performance Bond

### **ARTICLE II - The Contract Sum**

(A) The city shall pay to the contractor for the performance of the contract, the unit prices as given in the bid forms not to exceed one hundred thirty-five thousand two hundred forty-five dollars (\$135,245.00). No additional work shall be performed unless a change order is issued by the city.

(B) The amount paid shall be equitably adjusted to cover changes in the work ordered by the city but not required by the contract documents where there is a written change order.

### **ARTICLE III – Assignment**

This contract may not be assigned or subcontracted without the written consent of the city.

### **ARTICLE IV - Choice of law**

This contract shall be construed, governed, and enforced in accordance with the laws of the state of Michigan. By executing this agreement, the contractor and the city agree to a venue in a court of appropriate jurisdiction sitting within Shiawassee County for purposes of any action arising under this contract.

Whenever possible, each provision of the contract will be interpreted in a manner as to be effective and valid under applicable law. The prohibition or invalidity, under applicable law, of any provision will not invalidate the remainder of the contract.

### **ARTICLE V - Relationship of the parties**

The parties of the contract agree that it is not a contract of employment but is a contract to accomplish a specific result. Contractor is an independent contractor performing services for the city. Nothing contained in this contract shall be deemed to constitute any other relationship between the city and the contractor.

Contractor certifies that it has no personal or financial interest in the project other than the compensation it is to receive under the contract. Contractor certifies that it is not, and shall not become, overdue or in default to the city for any contract, debt, or any other obligation to the city including real or personal property taxes. City shall have the right to set off any such debt against compensation awarded for services under this agreement.

**ARTICLE VI – Notice**

All notices given under this contract shall be in writing, and shall be by personal delivery or by certified mail with return receipt requested to the parties at their respective addresses as specified in the contract documents or other address the contractor may specify in writing.

**ARTICLE VII - Indemnification**

To the fullest extent permitted by law, for any loss not covered by insurance under this contract; contractor shall indemnify, defend and hold harmless the city, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, in whole or in part, from any act or omission, which is in any way connected or associated with this contract, by the contractor or anyone acting on the contractor's behalf under this contract. Contractor shall not be responsible to indemnify the city for losses or damages caused by or resulting from the city's sole negligence.

**ARTICLE VIII - Entire agreement**

This contract represents the entire understanding between the city and the contractor and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations in entering into this contract. This contract may be altered, amended or modified only by written amendment signed by the city and the contractor.

FOR CONTRACTOR

By\_\_\_\_\_

Its:\_\_\_\_\_

Date:\_\_\_\_\_

THE CITY OF OWOSSO

By\_\_\_\_\_

Its: Christopher T. Eveleth, Mayor

Date:

By\_\_\_\_\_

Its: Amy K. Kirkland, City Clerk

Date:

## CITY OF OWOSSO BID TABULATION SHEET

DATE 6/5/2018

DEPT. DPW

SUBJECT: 2018 SIDEWALK PROGRAM

				Engineer's Estimate		Seifert Concrete 608 W Oak St Ashley, MI 48806		JB Contractors 3201 Livernois Ave Detroit, MI 48210	
ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	4" SIDEWALK REMOVAL & REPLC	18,500	SF	\$ 4.25	\$ 78,625.00	5.50	\$ 101,750.00	\$ 6.70	\$ 123,950.00
2	6" SIDEWALK REMOVAL & REPLC	1,050	SF	\$ 4.75	\$ 4,987.50	6.00	\$ 6,300.00	\$ 7.80	\$ 8,190.00
3	LAWN RESTORATION	4,400	SF	\$ 1.00	\$ 4,400.00	0.80	\$ 3,520.00	\$ 0.90	\$ 3,960.00
4	SAW CUT	1,450	LF	\$ 1.50	\$ 2,175.00	1.50	\$ 2,175.00	\$ 3.00	\$ 4,350.00
5	CURB REMOVAL & REPLC	50	LF	\$ 25.00	\$ 1,250.00	30.00	\$ 1,500.00	\$ 50.00	\$ 2,500.00
	LOCAL PREFERENCE ADJUSTMENT								\$ 2,500.00
TOTAL BID				\$ 91,437.50		\$ 115,245.00		\$ 145,450.00	

				Epic Excavating 1351 Briarcliff Drive SE Grand Rapids, MI 49546		KMI Road Maintenance 4153 Jimbo Dr Burton, MI 48529		LA Construction Corporation 4067 Commerce Drive Flushing, MI 48433	
ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	4" SIDEWALK REMOVAL & REPLC	18,500	SF	\$ 7.80	\$ 144,300.00	7.73	\$ 143,005.00	\$ 11.80	\$ 218,300.00
2	6" SIDEWALK REMOVAL & REPLC	1,050	SF	\$ 8.80	\$ 9,240.00	8.24	\$ 8,652.00	\$ 13.00	\$ 13,650.00
3	LAWN RESTORATION	4,400	SF	\$ 0.85	\$ 3,740.00	0.75	\$ 3,300.00	\$ 2.40	\$ 10,560.00
4	SAW CUT	1,450	LF	\$ 1.50	\$ 2,175.00	10.00	\$ 14,500.00	\$ 8.00	\$ 11,600.00
5	CURB REMOVAL & REPLC	50	LF	\$ 65.00	\$ 3,250.00	50.00	\$ 2,500.00	\$ 107.00	\$ 5,350.00
	LOCAL PREFERENCE ADJUSTMENT				\$ 2,500.00		\$ 2,500.00		\$ 2,500.00
TOTAL BID				\$ 165,205.00		\$ 174,457.00		\$ 261,960.00	

TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE: \$2,500

DEPT.  
HEAD:PURCH.  
AGENT:STAFF  
REC.:GENERAL LIABILITY INSURANCE  
EXPIRATION DATE:WORKERS COMPENSATION INSURANCE  
EXPIRATION DATE:SOLE PROPRIETORSHIP  
EXPIRATION DATE:

AWARDED:

COUNCIL  
APPROVED:

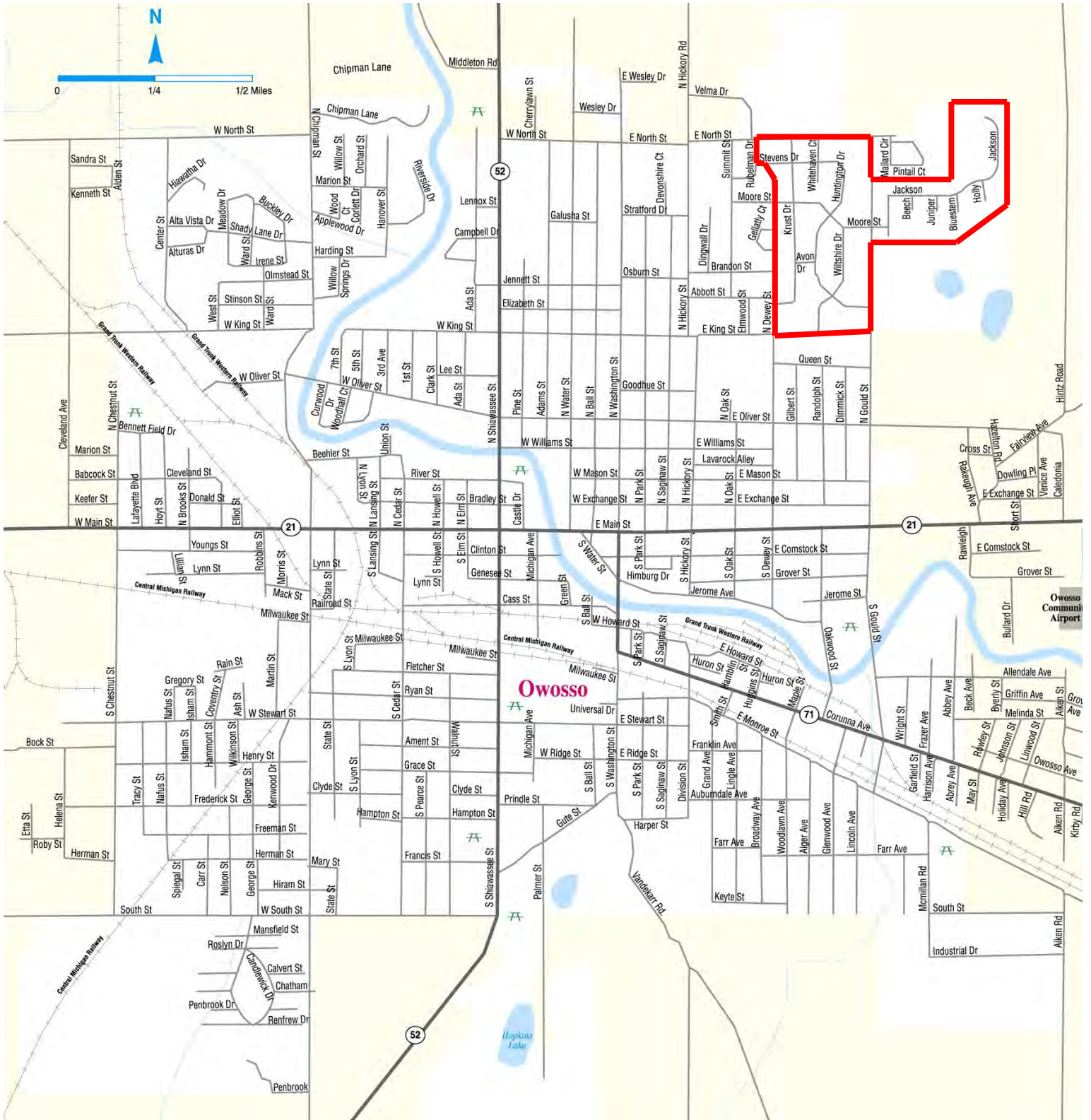
PO NUMBER:

Seifert Concrete

# CITY OF OWOSSO

## 2018 SIDEWALK PROGRAM

### WORK AREA





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

---

# ***MEMORANDUM***

---

DATE: June 11, 2018

TO: Owosso City Council

FROM: Karen K. Ruddy, Finance Director

SUBJECT: Professional Services Agreement for Financial Audit Services

---

## ***BACKGROUND:***

Gabridge & Co. provided a RFP along with three other audit firms. At the May 21st city council meeting the city council approved retaining Gabridge & Co. for a the city's 2017-2108, 2018-2019 and 2019-2020 audit services.

## ***RECOMMENDATION:***

Approve an agreement with Gabridge & Co. to provide an independent financial audit of the city for its 2018 fiscal year in the amount of \$27,960.

Attachments: Resolution  
Engagement Letter

**RESOLUTION NO.**

**AUTHORIZING THE EXECUTION OF A LETTER OF ENGAGEMENT WITH  
GABRIDGE & COMPANY, PLC, CERTIFIED PUBLIC ACCOUNTANTS,  
TO AUDIT FISCAL YEAR ENDING JUNE 30, 2018**

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

WHEREAS, obtaining certified public accountants to prepare the audit of the financial statements is necessary and it is hereby determined that Gabridge & Company, PLC, are qualified to provide such services.

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

- FIRST: that the city of Owosso has heretofore determined that engaging Gabridge & Company, PLC, certified public accountants, is advisable and necessary, to conduct and prepare an audit of the basic financial statements for the city of Owosso, Michigan;
- SECOND: that the letter of engagement between the city of Owosso and Gabridge & Company, attached as Exhibit A for a cost not to exceed \$27,960 is hereby approved; and
- THIRD: that the city manager of the city of Owosso is hereby instructed and authorized to sign the document attached as Exhibit A for the city of Owosso.
- FOURTH: payment of \$27,960 is hereby approved with payment to be rendered monthly as work progresses.



## EXHIBIT A

June 7, 2018

To the City Council and Management of the City of Owosso  
301 W. Main Street  
Owosso, Michigan 48867

We are pleased to confirm our understanding of the services we are to provide the City of Owosso (the "City") for the year ended June 30, 2018. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules.
- 3) Schedule of Changes in the City's Net Pension Liability and Related Ratios for the Employees' Retirement System Single Employer Pension Plan and the MERS Agent Multiple-Employer Defined Benefit Pension Plan.
- 4) Schedule of Employer (pension) Contributions for the Employees' Retirement System Single Employer Pension Plan and the MERS Agent Multiple-Employer Defined Benefit Pension Plan.
- 5) Schedule of Investment Returns for the Employees' Retirement System Single Employer Pension Plan.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing



procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining and Individual Statements for Nonmajor Governmental Funds, Nonmajor Proprietary Funds, and Employee Trust Funds.
- 2) Statement of Net Position and Governmental Fund Balance Sheet for the Brownfield Redevelopment Authority Component Unit.
- 3) Statement of Activities and Governmental Fund Statement of Revenues, Expenditures, and Change in Fund Balance for the Brownfield Redevelopment Authority Component Unit.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the City Council of the City of Owosso. We will make reference to Rehmann Robson's audit of the Owosso Downtown Development Authority in our report on your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

## **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will

communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also assist with the reconciliation of capital assets and the net pension liability. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud

could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services, including assistance with reconciling capital assets and the net pension liability, that we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, along with the capital asset and net pension liability reconciliations, and that you have reviewed and approved the capital asset and net pension liability reconciliations and the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be

asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Gabridge & Company, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Michigan Department of Treasury, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gabridge & Company, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Michigan Department of Treasury. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately October 1, 2018 and to issue our reports no later than November 30, 2018. Joe Verlin is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$27,960. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Gabridge & Company*

Gabridge & Company, PLC  
Grand Rapids, MI

RESPONSE:

This letter correctly sets forth the understanding of the City.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: Nathan R. Henne, City Manager

Date: \_\_\_\_\_



## Warrant 558

### June 12, 2018

Vendor	Description	Fund	Amount
Michigan Municipal Risk Management Authority	Building and property insurance-1 <sup>st</sup> of 3 installments for FY 18/19	Various	\$127,452.00
Shiawassee Area Transportation Agency	Annual local funding commitment for FY 18/19	General	\$75,315.23
Michigan Municipal League Workers' Compensation Fund	Workers' compensation insurance-1 <sup>st</sup> of 3 installments for FY 18/19	Various	\$20,230.00
Total			\$222,997.23

CHECK REGISTER FOR CITY OF OWOSSO  
CHECK DATE FROM 05/01/2018 - 05/31/2018

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
05/08/2018	1	129762	ROOT, ALVIN F	RUN NUMBER 17-75488	\$ 19.07
05/08/2018	1	129763	CORK, CLAYTON J., JR.	CHECK #129041 FOR JILL CORK	\$ 78.56
05/08/2018	1	129764	COLDWELL BANKER	UB refund for account: 2537340005	\$ 34.00
05/08/2018	1	129765	NORRIS MARK	UB refund for account: 3993070003	\$ 10.14
05/08/2018	1	129766	FELTON BRIAN	UB refund for account: 5496770001	\$ 32.22
05/11/2018	1	129767	PASSOW, DOROTHY	DUPLICATE PAYMENT-RUN 18-29622	\$ 712.00
05/11/2018	1	129768	ALL ABOUT ANIMALS	SPAY/NEUTER EVENT-PAID FOR BY DONATIONS	\$ 480.00
05/11/2018	1	129769	THE ARGUS PRESS	PRINTING OF LEGAL NOTICES ETC	\$ 411.25
05/11/2018	1	129770	B S & A SOFTWARE	ANNUAL SERVICE/SUPPORT-5/1/2018 - 5/1/2019	\$ 8,346.00
05/11/2018	1	129771	BELANGER LISA	UB refund for account: 1019000003	\$ 25.42
05/11/2018	1	129772	RILEY LAURIE	UB refund for account: 1128000007	\$ 23.59
05/11/2018	1	129773	TAYLOR APRIL	UB refund for account: 1375500007	\$ 62.08
05/11/2018	1	129774	GOSSETT DIANE	UB refund for account: 2686740003	\$ 83.36
05/11/2018	1	129775	HURD DAVID JR	UB refund for account: 2368590004	\$ 24.56
05/11/2018	1	129776	BLANCHETT JOHN/CONNIE	UB refund for account: 2089140002	\$ 69.79
05/11/2018	1	129777	OWOSSO EAST LLC	UB deposit for account: 569750000	\$ 750.00
05/11/2018	1	129778	NORRIS MARK	UB refund for account: 1639500015	\$ 26.04
05/11/2018	1	129779	DASEN TED	UB refund for account: 5473400002	\$ 58.38
05/11/2018	1	129780	COVERT CINDY	UB refund for account: 3565570005	\$ 56.56
05/11/2018	1	129781	FELVER TIMOTHY	UB refund for account: 3367570001	\$ 48.28
05/11/2018	1	129782	SCHMIDT REALTY	UB refund for account: 1910000003	\$ 50.92
05/11/2018	1	129783	OLIVER TOWNHOUSE, LLC	UB refund for account: 2493690003	\$ 12.86
05/11/2018	1	129784	JUDY ELAINE CRAIG	COURIER SERVICE	\$ 189.00
05/11/2018	1	129785	D & D TRUCK & TRAILER PARTS	PARTS/SUPPLIES	\$ 243.52
05/11/2018	1	129786	DELL MARKETING LP	PARTS	\$ 14.25
05/11/2018	1	129787	DOWNTOWN DEVELOPMENT AUTHORITY	MARCH 2018-COMMUNITY DEVELOPMENT SERVICES	\$ 2,048.33
05/11/2018	1	129788	FISHER CHIPPEWA REDI-MIX, INC.	CEMENT	\$ 456.00
05/11/2018	1	129789	GENESEE COUNTY METROPOLITAN	WORKSHOP-MONTENEGRO/HORTON/LIVINGSTON/HORVATH/FEAR	\$ 100.00
05/11/2018	1	129790	H2O COMPLIANCE SERVICES INC	APRIL 2018-INSPECTION SERVICES FOR CROSS CONNECTION PROGRAM	\$ 1,462.50
05/11/2018	1	129791	HOME DEPOT CREDIT SERVICES	PARTS	\$ 381.14
05/11/2018	1	129792	INDUSTRIAL SUPPLY OF OWOSSO INC	FILE/SAFETY GLASSES	\$ 165.71
05/11/2018	1	129793	MCLAREN RENTALS, INC.	SWEEPER RENTAL	\$ 64.80
05/11/2018	1	129794	MICHIGAN ASSOCIATION OF CHIEFS OF POLICE	MEMBERSHIP-KEVIN LENKART-5/1/18-4/30/19	\$ 115.00
05/11/2018	1	129795	MICHIGAN CO INC	RAGS	\$ 243.80
05/11/2018	1	129796	MISDU	PAYROLL DEDUCTIONS	\$ 1,257.00
05/11/2018	1	129797	OWOSSO BOLT & BRASS CO	PARTS	\$ 282.50
05/11/2018	1	129798	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTION-UNION DUES	\$ 804.00
05/11/2018	1	129799	POST, BARBARA	PARK PAVILION RESERVATION REFUND	\$ 50.00
05/11/2018	1	129800	RICOH USA	MAINTENANCE/SUPPLIES FOR RICOH COPIERS	\$ 1,185.76
05/11/2018	1	129801	KAREN K RUDDY	MGFOA MEMBERSHIP-EXPIRES 9/30/18	\$ 120.00
05/11/2018	1	129802	SPARTAN STORES LLC	LARRY COOK RETIREMENT PARTY-PAID BY EMPLOYEE DONATIONS	\$ 72.64
05/11/2018	1	129803	STRYKER SALES CORPORATION	AMBULANCE MEDICAL SUPPLIES	\$ 399.17



05/11/2018	1	129804	TRACTOR SUPPLY COMPANY	SUPPLIES	\$ 591.72
05/11/2018	1	129805	US DEPARTMENT OF EDUCATION	PAYROLL DEDUCTION	\$ 167.68
05/11/2018	1	129806	VALLEY LUMBER	MATERIALS	\$ 1,212.42
05/11/2018	1	129807	WIN'S ELECTRICAL SUPPLY OF OWOSSO	SUPPLIES	\$ 229.58
05/11/2018	1	3108(A)	AMAZON CAPITAL SERVICES	COMPUTER MOUSE (4)	\$ 79.96
05/11/2018	1	3109(A)	THE BANK OF NEW YORK MELLON	2009 BONDS-PAYING AGENT FEE	\$ 750.00
05/11/2018	1	3110(A)	BELL EQUIPMENT COMPANY	PARTS	\$ 394.38
05/11/2018	1	3111(A)	C B SMITH COMPANY INC	SEALANT	\$ 422.00
05/11/2018	1	3112(A)	CAPITAL CONSULTANTS	WWTP-REPAIRS TO THE SLUDGE THICKENER	\$ 2,197.45
05/11/2018	1	3113(A)	CARMEUSE LIME	BULK PEBBLE QUICKLIME-40.03/TONS	\$ 4,963.32
05/11/2018	1	3114(A)	CINTAS CORPORATION #308	FLOOR MATS	\$ 39.78
05/11/2018	1	3115(A)	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$ 43,542.78
05/11/2018	1	3116(A)	D & K TRUCK COMPANY INC	TRANSMISSION WORK ON TRUCK #429	\$ 2,923.79
05/11/2018	1	3117(A)	SCOTT D DAVIS	REIMBURSEMENT	\$ 15.00
05/11/2018	1	3118(A)	EMPLOYEE BENEFIT CONCEPTS INC	MAY 2018 ADMIN FEE	\$ 115.50
05/11/2018	1	3119(A)	ETNA SUPPLY COMPANY	PARTS	\$ 16,274.58
05/11/2018	1	3120(A)	FASTENAL COMPANY	PARTS	\$ 942.55
05/11/2018	1	3121(A)	FLEIS & VANDENBRINK ENGINEERING INC	2018 STREET PROGRAM ENGINEERING SERVICES	\$ 11,394.95
05/11/2018	1	3122(A)	FUOSS GRAVEL COMPANY	22A GRAVEL/SAND	\$ 4,213.40
05/11/2018	1	3123(A)	GILBERT'S DO IT BEST HARDWARE & APP	SUPPLIES	\$ 462.00
05/11/2018	1	3124(A)	GOYETTE MECHANICAL	MAINTENANCE FOR BOILER IN PUBLIC SAFETY BUILDING	\$ 150.00
05/11/2018	1	3125(A)	HANNA INSTRUMENTS USA INC	LAB SUPPLIES	\$ 205.00
05/11/2018	1	3126(A)	HYDROTEX INC	ACCULUBE	\$ 725.82
05/11/2018	1	3127(A)	INTERSTATE BILLING SERVICE INC	PUMP RENTAL	\$ 1,757.13
05/11/2018	1	3128(A)	J & H OIL COMPANY	FUEL-PE 4/30/18	\$ 6,170.76
05/11/2018	1	3129(A)	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE	\$ 2,737.74
05/11/2018	1	3130(A)	BRIAN JENKINS	REIMBURSEMENT	\$ 10.00
05/11/2018	1	3131(A)	LOGICALIS INC	NETWORK ADMINISTRATOR/ENGINEERING SERVICES	\$ 4,674.00
05/11/2018	1	3132(A)	MEMORIAL HEALTHCARE CENTER	PRE-EMPLOYMENT DRUG SCREENS	\$ 150.00
05/11/2018	1	3133(A)	MICHIANA HEALTHCARE EDUCATION CENTER	AHA BLS INSTRUCTOR COURSE-JOHN MCKAY	\$ 300.00
05/11/2018	1	3134(A)	MID MICHIGAN EMERGENCY EQUIPMENT	REPAIR TO #09-SPOTLIGHT HANDLE	\$ 86.00
05/11/2018	1	3135(A)	1ST CHOICE AUTO PARTS INC	PARTS	\$ 886.06
05/11/2018	1	3136(A)	NEOPOST USA INC	POSTAGE METER RENTAL/MAINT-6/1/18-8/31/18	\$ 287.10
05/11/2018	1	3137(A)	NORTHERN CONCRETE PIPE INC	INVENTORY-MANHOLE BLOCKS	\$ 385.70
05/11/2018	1	3138(A)	OFFICE DEPOT	SUPPLIES	\$ 356.96
05/11/2018	1	3139(A)	ORCHARD HILTZ & MCCLIMENT INC	GIS-GEODATABASE SUPPORT SERVICES	\$ 11,703.75
05/11/2018	1	3140(A)	PACE ANALYTICAL SERVICES INC	WASTEWATER ANALYSES	\$ 195.00
05/11/2018	1	3141(A)	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE	\$ 3,426.24
05/11/2018	1	3142(A)	REPUBLIC SERVICES #237	MAY 2018-REFUSE SERVICE	\$ 329.91
05/11/2018	1	3143(A)	SAFEBUILT MICHIGAN LLC	APRIL 2018-BUILDING DEPARTMENT SERVICES	\$ 9,146.67
05/11/2018	1	3144(A)	THE SHERWIN-WILLIAMS CO.	PAINT/SUPPLIES	\$ 305.17
05/11/2018	1	3145(A)	ST JOHNS ANSWERING SERVICE INC	JUNE 2018-ANSWERING SERVICE	\$ 75.00
05/11/2018	1	3146(A)	STAPLES ADVANTAGE	SUPPLIES	\$ 122.72
05/11/2018	1	3147(A)	BRYAN GLEN THOMAS	INSPECTIONS/PLAN REVIEW	\$ 600.00
05/11/2018	1	3148(A)	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-4/16/18-4/30/18	\$ 4,696.35
05/11/2018	1	3149(A)	MICHAEL GENE WHEELER	SCHOOL LIAISON OFFICER-70/HRS	\$ 1,281.00
05/16/2018	1	129808	THE ACCUMED GROUP	APRIL 2018-AMBULANCE BILLING SERVICES	\$ 9,336.91
05/16/2018	1	129809	H K ALLEN PAPER CO	SUPPLIES	\$ 359.95

05/16/2018	1	129810	JOHN MCKAY	REIMBURSEMENT	\$ 105.00	
05/16/2018	1	129811	SHIAWASSEE COUNTY HEALTH DEPARTMENT	SOIL EROSION PERMIT	\$ 204.00	
05/16/2018	1	129812	STATE OF MICHIGAN	CERT AND INSPECTION FEES	\$ 130.00	
05/16/2018	1	129813	STATE OF MICHIGAN-USDA WILDLIFE SERVICE	2018 GOOSE ROUND UP FEE	\$ 200.00	
05/16/2018	1	3150(A)	MICHAEL LEVERE ASH	SCHOOL LIAISON OFFICER-75/HRS	\$ 1,372.50	
05/16/2018	1	3151(A)	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$ 8,962.77	
05/16/2018	1	3152(A)	VOID		\$ -	V
05/16/2018	1	3153(A)	H2A ARCHITECTS INC	PROFESSIONAL SERVICES	\$ 8,710.00	
05/16/2018	1	3154(A)	OFFICE DEPOT	SUPPLIES	\$ 756.84	
05/16/2018	1	3155(A)	REEVES WHEEL ALIGNMENT, INC	REPAIRS TO CITY VEHICLES	\$ 1,179.18	
05/16/2018	1	3156(A)	SPICER GROUP, INC.	ENGINEERING SERVICES	\$ 64,899.29	
05/25/2018	1	129814	AFLAC	PAYROLL DEDUCTIONS-AFLAC PREMIUM	\$ 877.24	
05/25/2018	1	129815	H K ALLEN PAPER CO	SUPPLIES	\$ 1,085.50	
05/25/2018	1	129816	THE ARGUS PRESS	EMPLOYMENT ADS	\$ 216.06	
05/25/2018	1	129817	MAYER JANET	UB refund for account: 2148990001	\$ 4.28	
05/25/2018	1	129818	BEEHLER GABRIELLE	UB refund for account: 2831200035	\$ 41.87	
05/25/2018	1	129819	CERILLIANT	LAB SUPPLIES	\$ 743.00	
05/25/2018	1	129820	TREENA CHICK	REIMBURSEMENT	\$ 250.00	
05/25/2018	1	129821	CORUNNA MILLS FEED LLC	GRASS SEED	\$ 200.00	
05/25/2018	1	129822	CSH ELECTRIC MOTOR SUPPLY	SPLASH PAD WATER PUMPS REPAIRS	\$ 406.42	
05/25/2018	1	129823	DAYSTARR COMMUNICATIONS	JUNE 2118-PHONE AND BROADBAND INTERNET	\$ 978.83	
05/25/2018	1	129824	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE PREMIUM	\$ 3,529.36	
05/25/2018	1	129825	DELTA FAMILY CLINIC SOUTH PC	PRE-EMPLOYMENT TESTING	\$ 350.00	
05/25/2018	1	129826	FEDEX	SHIPPING	\$ 31.92	
05/25/2018	1	129827	GALLOUP	SOLENOIDS FOR COMPRESSORS	\$ 975.60	
05/25/2018	1	129828	THE GIS JOBS CLEARING HOUSE	EMPLOYMENT AD	\$ 25.00	
05/25/2018	1	129829	HART, DONIELLE	REFUND	\$ 50.00	
05/25/2018	1	129830	INDEPENDENT NEWSPAPERS	EMPLOYMENT ADS	\$ 144.20	
05/25/2018	1	129831	INTERNATIONAL ASSOCIATION OF CHIEFS	NET SERVICE ACCESS-5/8/18-5/27/19	\$ 525.00	
05/25/2018	1	129832	J & M TREE SERVICE	2018 GRASS MOWING PROGRAM	\$ 2,206.00	
05/25/2018	1	129833	JAY'S SEPTIC TANK SERVICE	PORTABLE TOILET RENTALS	\$ 490.00	
05/25/2018	1	129834	KIMBLE, KEVIN	REFUND	\$ 50.00	
05/25/2018	1	129835	LAMPHERE'S	INSTALL NEW VALVE AT AMPHITHEATER	\$ 911.82	
05/25/2018	1	129836	LENNOX ELECTRIC	WATER PLANT WORK	\$ 347.00	
05/25/2018	1	129837	MICHIGAN ASSOCIATION OF PLANNING	EMPLOYMENT AD	\$ 75.00	
05/25/2018	1	129838	MICHIGAN PUBLIC EMPLOYER LABOR RELATIONS ASSO	REGISTRATION-JESSICA UNANGST	\$ 50.00	
05/25/2018	1	129839	MISDU	PAYROLL DEDUCTIONS	\$ 1,257.00	
05/25/2018	1	129840	NORTH AMERICAN OVERHEAD DOOR INC	WIRELESS KEY PAD AND LUBE	\$ 123.87	
05/25/2018	1	129841	NORTHSIDE ANIMAL HOSPITAL	VET SERVICES-PAID FOR BY DONATIONS	\$ 560.13	
05/25/2018	1	129842	OWOSSO BOLT & BRASS CO	PARTS	\$ 362.39	
05/25/2018	1	129843	OWOSSO PUBLIC SCHOOLS	REFUND	\$ 1,055.09	
05/25/2018	1	129844	PALMER-SCOREY, PAULA	REFUND	\$ 50.00	
05/25/2018	1	129845	PENCHURA LLC	CAST IRON BENCH ENDS WITH HARDWARE	\$ 739.20	
05/25/2018	1	129846	PETTY CASH-TREASURER	CASH DRAWERS FUNDS	\$ 200.00	
05/25/2018	1	129847	RUBY, JEFFREY	REFUND	\$ 50.00	
05/25/2018	1	129848	SHIAWASSEE COUNTY TREASURER	PILOT	\$ 4,258.36	
05/25/2018	1	129849	SHIAWASSEE DISTRICT LIBRARY	PILOT	\$ 437.37	
05/25/2018	1	129850	SHIAWASSEE FAMILY YMCA	PAYROLL DEDUCTION-MEMBERSHIPS	\$ 186.15	

05/25/2018	1	129851	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE PREMIUM	\$ 4,260.06
05/25/2018	1	129852	STATE OF MICHIGAN	PILOT	\$ 11,398.31
05/25/2018	1	129853	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION FEES	\$ 90.00
05/25/2018	1	129854	TERRY M BACK	TIRE REPAIR	\$ 35.00
05/25/2018	1	129855	TREVINO, ALICIA	REFUND	\$ 50.00
05/25/2018	1	129856	UNITED PARCEL SERVICE	SHIPPING FEES	\$ 10.78
05/25/2018	1	129857	US DEPARTMENT OF EDUCATION	PAYROLL DEDUCTION	\$ 217.09
05/25/2018	1	3157(A)	ALS LABORATORY GROUP	WASTEWATER ANALYSES	\$ 194.50
05/25/2018	1	3158(A)	AMAZON CAPITAL SERVICES	SUPPLIES	\$ 389.23
05/25/2018	1	3159(A)	ARROW INTERNATIONAL INC	AMBULANCE MEDICAL SUPPLIES	\$ 346.46
05/25/2018	1	3160(A)	MICHAEL LEVERE ASH	SCHOOL LIAISON OFFICER-72/HRS	\$ 1,317.60
05/25/2018	1	3161(A)	B & D ELEVATOR SERVICES INC	QUARTERLY MAINT-CITY HALL	\$ 130.00
05/25/2018	1	3162(A)	BELL EQUIPMENT COMPANY	PARTS FOR #255	\$ 1,039.69
05/25/2018	1	3163(A)	C D W GOVERNMENT, INC.	SAMSUNG GALAXY TAB	\$ 199.00
05/25/2018	1	3164(A)	C M P DISTRIBUTORS INC	UNIFORM ACCESSORIES AND AMMO	\$ 325.45
05/25/2018	1	3165(A)	CARMEUSE LIME	BULK PEBBLE QUICKLIME-39.96/TONS	\$ 4,954.94
05/25/2018	1	3166(A)	CENTRON DATA SERVICES, INC.	2018 SUMMER TAX BILLS-POSTAGE ADVANCE	\$ 1,825.00
05/25/2018	1	3167(A)	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$ 4,030.88
05/25/2018	1	3168(A)	DALTON ELEVATOR LLC	CYLINDER RENT/SUPPLIES	\$ 769.21
05/25/2018	1	3169(A)	EJ USA INC	WATER PARTS	\$ 5,476.41
05/25/2018	1	3170(A)	ENG INC	ENGINEERING DESIGN AND CONSTRUCTION ADMIN SERVICES	\$ 9,619.82
05/25/2018	1	3171(A)	ETNA SUPPLY COMPANY	MATERIALS	\$ 1,481.78
05/25/2018	1	3172(A)	FASTENAL COMPANY	PARTS	\$ 172.64
05/25/2018	1	3173(A)	FERGUSON ENTERPRISES INC	E HOWARD ST WATER MAIN PARTS	\$ 490.97
05/25/2018	1	3174(A)	FRONT LINE SERVICES, INC.	BULBS	\$ 12.00
05/25/2018	1	3175(A)	GOULD LAW PC	PROFESSIONAL SERVICES	\$ 10,854.48
05/25/2018	1	3176(A)	GOYETTE MECHANICAL	PUBLIC SAFETY-BOILER REPAIR	\$ 934.11
05/25/2018	1	3177(A)	HODGE GLASS SERVICE INC	REPAIR TO LOCK AT WWTP	\$ 290.00
05/25/2018	1	3178(A)	J & H OIL COMPANY	FUEL PE 5/15/18	\$ 4,772.00
05/25/2018	1	3179(A)	LOCKWOOD, ANDREWS & NEWNAM INC	GUTE DRAINAGE DISTRICT BOUNDARY SETUP	\$ 3,600.00
05/25/2018	1	3180(A)	LOGICALIS INC	PHONE SYSTEM UPGRADE	\$ 6,000.00
05/25/2018	1	3181(A)	LUDINGTON ELECTRIC, INC.	ELECTRICAL WORK	\$ 1,202.84
05/25/2018	1	3182(A)	MALLEY CONSTRUCTION INC	2017 STREET RESURFACING PROGRAM	\$ 290,833.12
05/25/2018	1	3183(A)	MCMMASTER-CARR SUPPLY CO	PARTS	\$ 119.42
05/25/2018	1	3184(A)	MICHIGAN BUSINESS & PROFESSIONAL AS	JUNE 2018-COBRA ADMIN FEE	\$ 50.00
05/25/2018	1	3185(A)	MICHIGAN PAVING & MATERIALS CO	AM SEAL	\$ 1,816.15
05/25/2018	1	3186(A)	MUNICIPAL CODE CORPORATION	ADMINISTRATIVE SUPPORT-5/1/18-4/30/19	\$ 950.00
05/25/2018	1	3187(A)	OFFICE DEPOT	SUPPLIES	\$ 290.65
05/25/2018	1	3188(A)	ORCHARD HILTZ & MCCLIMENT INC	INDUSTRIAL PARK CONNECTOR PROJECT ENGINEERING	\$ 9,334.05
05/25/2018	1	3189(A)	PACE ANALYTICAL SERVICES INC	WASTEWATER ANALYSES	\$ 260.00
05/25/2018	1	3190(A)	PHP INSURANCE COMPANY	JUNE 2018-HEALTH INSURANCE PREMIUM	\$ 54,219.42
05/25/2018	1	3191(A)	PHYSICIANS HEALTH PLAN	JUNE 2018-HEALTH INSURANCE PREMIUM	\$ 20,667.26
05/25/2018	1	3192(A)	SENSIT TECHNOLOGIES LLC	REPAIR	\$ 279.02
05/25/2018	1	3193(A)	SPICER GROUP, INC.	ENGINEERING SERVICES FOR OLIVER ST	\$ 7,426.75
05/25/2018	1	3194(A)	U S BANCORP GOVERNMENT LEASING	ANNUAL VACTOR PAYMENT	\$ 68,095.97
05/25/2018	1	3195(A)	USA BLUE BOOK	PARTS/TOOLS	\$ 474.09
05/25/2018	1	3196(A)	VERIZON WIRELESS	MODEM FEES FOR PUBLIC SAFETY-4/11/18-5/10/18	\$ 474.04
05/25/2018	1	3197(A)	VERIZON WIRELESS	MODEM FEES FOR AMR SYSTEM-4/11/18-5/10/18	\$ 166.66

05/25/2018	1	3198(A)	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-5/1/18-5/15/18	\$ 6,446.11
05/25/2018	1	3199(A)	MICHAEL GENE WHEELER	SCHOOL LIAISON OFFICER-70/HRS	\$ 1,281.00
05/31/2018	1	129858	CONKLIN JACOB	UB refund for account: 3382570018	\$ 40.54
05/31/2018	1	129859	CORELOGIC TAX	OVERPAYMENT	\$ 41.08
05/31/2018	1	129860	HUNTINGTON COMMUNITY DEV CORP	ELIGIBLE DEVELOPER EXPENSES	\$ 93,816.92
05/31/2018	1	129861	PETTY CASH-TREASURER	NEW DRAWER	\$ 225.00
05/31/2018	1	129862	KAREN K RUDDY	CONFERENCE-WEBINARS-5/30/18-6/18/18	\$ 924.00
05/31/2018	1	129863	SHIAWASSEE COUNTY TREASURER	PRE-ROLL DRAIN PAYMENTS	\$ 204.75
05/31/2018	1	129864	SHIAWASSEE REGIONAL CHAMBER OF COMM	ELIGIBLE DEVELOPER EXPENSES	\$ 303.67
05/31/2018	1	129865	TIAL PRODUCTS INC	ELIGIBLE DEVELOPER EXPENSES	\$ 1,147.42
05/31/2018	1	129866	TRECHA ENTERPRISES DPHU, LLC	ELIGIBLE DEVELOPER EXPENSES	<u>\$ 5,596.91</u>

1 TOTALS:

(1 Check Voided)

Total of 196 Disbursements:	<u>\$ 924,801.47</u>
-----------------------------	----------------------

Bank 10 OWOSSO HISTORICAL FUND

5/15/2018	10	5079	AMERICAN SPEEDY PRINTING	POST CARDS (400)	\$ 194.00
5/15/2018	10	5080	HEATHER DAWN BROOKS	DESIGN WORK	\$ 150.00
5/15/2018	10	5081	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$ 362.84
5/15/2018	10	5082	ROBERT V DORAN-BROCKWAY	REIMBURSEMENT	\$ 654.57
5/15/2018	10	5083	HANKERD SPORTSWEAR	T-SHIRTS (30) COASTERS (20) CAP (2)	\$ 215.00
5/15/2018	10	5084	OFFICE DEPOT	ENVELOPES	\$ 21.99
5/15/2018	10	5085	SECURITY ALARM CO INC	ALARM SERVICE-6/1/18-8/31/18	\$ 63.00
5/29/2018	10	5086	DAYSTARR COMMUNICATIONS	PHONE AND BROADBAND INTERNET SERVICES	\$ 127.71
5/29/2018	10	5087	OUTDOORS REAL ESTATE INC	GOULD HOUSE MOWING	\$ 152.00

10 TOTALS:

Total of 9 Disbursements:	\$ 1,941.11
---------------------------	-------------

REPORT TOTALS:

(1 Check Voided)

Total of 205 Disbursements:	\$ 926,742.58
-----------------------------	---------------



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

---

# ***MEMORANDUM***

---

DATE: June 4, 2018

TO: Owosso City Council

FROM: Karen K. Ruddy, CPA, Finance Director

SUBJECT: 2017-2018 Budget Amendment

---

Please find attached the 2017-2018 final budget amendment. This amendment is necessary to be compliant with the state's budget act. This is the final budget amendment of the fiscal year. This amendment is being done to make sure we do not overspend approved expenditures. Many departments' actual expenses may be under budget by year-end, but it is important to amend the budget to make sure no department goes over the approved budget.

This budget amendment includes revenue and expense amendments. When possible I adjust revenue up to cover any additional expenses. Three funds are being amended at this time. I am listing them below with a summary of why the changes are being made.

## **General Fund**

### **Revenue**

Permits and License revenue is higher than the current budget, therefore I am amending this budget and using the increased revenue to cover the items below:

- Higher than normal ambulance bad debt expense (the part of old ambulance billing that has been sent to collections), and the cost to restore two paintings.
- Reduce interest income. Interest earning has not rebounded as predicted.

### **Expenses**

- Defined benefit expense for the general administration group were expensed throughout the year using the actuarial percent of wages. However, since this is a closed group the city must contribute a flat amount. At year-end, the flat amount is compared to the percent of wage expense. This year the difference was \$98,000. Therefore, a budget amendment is needed for some departments. The increase to these departments was netted against a reduction to other departments that will be under budget at year end.
- Ambulance bad debt was higher than budgeted. The increase in budget is being netted against higher permits and license revenue as noted above in the revenue section.

- The building and grounds budget was increased due to an allocation of labor and equipment costs from the public works department. This allocation was for moving furniture, etc. in preparation for the new carpeting installation. This increase was netted against a reduction in the public works department budget.

#### **Major Streets Fund**

- A few departments were over budget, and were increased. This increase was netted against a decrease to the street maintenance department as it looks to have been budgeted high
- The transfer out expense is being increased because it is a calculation based on the amount of gas & weight tax being received. Gas & weight tax is estimated to be higher than budgeted at year-end, which will increase the transfer. The increase in transfers out is being netted against fund balance (which is a line item that balances the budget.) When revenues are greater than expense an entry to Other Financing Sources-Fund Balance is used to balance revenues and expenses to each other.

#### **Local Streets Fund**

- Since the Cargill street project is now finished, we know the final road costs. This entry is needed so we can transfer the remaining asset (road) cost to the Local Streets Fund. For accounting purposes, this is shown as an increase in Transfers In (contribution) increasing revenue and offset by an increase to the Contractual Services (road construction) expense for the same amount.
- Snow and Ice Removal department was higher than budgeted and needed to be increased. Since the Tree Trimming department was budgeted high I was able to decrease that budget by the same amount as the snow and ice removal increase.

#### **RECOMMENDATION:**

Recommend approval of a 2017-2018 final budget amendment resolution.

## RESOLUTION NO.

### CITY OF OWOSSO ADOPTION OF AMENDED 2017-2018 BUDGET

WHEREAS, the City Council of Owosso has adopted The General Appropriations Act Budget for 2017-2018 by Resolution, and

WHEREAS, Section 9 of the General Appropriations Act requires a departmental budget which stipulates that no transfers of departmental appropriations shall be made without prior approval of the Council, and

WHEREAS, MCL 141.437 states that the local legislative body of the local unit shall amend the general appropriations act as soon as it becomes apparent that a deviation from the original general appropriations act is necessary, and

WHEREAS, the Finance Director has made recommendations that include proposals for measures necessary to provide revenues sufficient to meet expenditures of the fund or both, and

WHEREAS, the City Council of Owosso has determined these changes in the 2017-2018 Owosso Budget (Act) is needed and necessary to monitor the financial operations of the City and to ensure the appropriations do not exceed the expenditures;

NOW THEREFORE BE IT RESOLVED that the City Council of Owosso hereby adopts the amended revenues and expenditures listed below to be reflected in the 2017-2018 Amended Annual Budget (Act).

<b>GENERAL FUND</b>	<u>Approved</u>	<u>Change</u>	<u>Amended</u>
<u>Revenues</u>			
License and Permits	193,000	40,500	233,500
Interest Income	23,000	(8,500)	14,500
Total Amendment		\$ 32,000	

<u>Expenditures</u>			
Clerk	221,889	11,000	232,889
Human Resources	207,609	3,000	210,609
Building/Grounds	175,469	20,000	195,469
General Administration	312,021	32,000	344,021
Public Works	588,607	(20,000)	568,607
Leaf & Brush	229,000	(7,000)	222,000
Parking	43,000	(4,000)	39,000
Parks	302,900	(3,000)	299,900
Total Amendment		\$ 32,000	

<b>MAJOR STREETS FUND</b>	<u>Approved</u>	<u>Change</u>	<u>Amended</u>
<u>Expenditures</u>			
Street Maintenance	\$ 215,000	(56,875)	\$ 158,125
Snow & Ice Control	125,000	25,000	150,000
Tree Trimming	30,500	4,030	34,530
Admin & Engineering	171,375	13,540	184,915
Trunkline Roadside Cleanup	200	100	300
Trunkline Snow & Ice Control	17,317	14,205	31,522
Transfers Out	332,070	4,000	336,070
Other Financing-Fund Balance	30,649	(4,000)	26,649
Total Amendment		\$ -0-	

**LOCAL STREETS FUND**Revenues

Transfers In

Approved

\$ 252,650

Change

233,909

Amended

\$ 486,559

Expenditures

Contractual Services

\$ 629,850

233,909

\$ 863,759

Snow &amp; Ice Control

60,500

17,550

78,050

Tree Trimming

64,000

(17,550)

46,450

Total Amendment

\$ 233,909





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

---

# ***MEMORANDUM***

---

DATE: May 29, 2018

TO: Owosso City Council

FROM: Karen K. Ruddy, CPA, Finance Director

SUBJECT: Credit Card Policy

---

The State of Michigan requires a credit card policy for municipalities using credit cards. Therefore, I have attached a credit card policy for approval by the City Council.

This policy approves credit card use **only** for conference registrations, conference hotels and meals; these will be the only type of purchases allowed. At this time, credit cards will be restricted to department heads. Per the bank, each credit card will be in the name of both the employee and the city, so transactions can be easily tracked and monitored. The Finance Director will be closely monitoring all purchases. The credit card will be revoked and credit card privileges will be terminated for any misuse.

The restricted use of credit cards by the City of Owosso will eliminate the need to carry around a paper check to pay for hotel accommodations. In addition, it will eliminate occasions when it was necessary to reserve a hotel room for someone else and a department head has had to use their own personal credit card.

## **RECOMMENDED ACTION**

Approve the city credit card policy

Thank you.

**RESOLUTION NO.**

**CITY OF OWOSSO, MICHIGAN  
CREDIT CARD POLICY**

WHEREAS, the City of Owosso wishes to use a credit card, restricted for payment of travel and conference expenditures for all departments in conducting official business of the City; and

WHEREAS, the City of Owosso wishes to use a credit card restricted for use by only designated personnel approved by the City Manager; and

WHEREAS, in accordance with Public Act 266 of 1995 the City is required to adopt a Credit Card Use policy.

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

- FIRST: the Finance Director or designee is responsible for credit card issuance, accounting, monitoring, retrieval and for overseeing compliance with credit card policies and procedures.
- SECOND: that the credit card will be issued and used only by authorized City of Owosso employees.
- THIRD: that the user of the credit card will submit documentation, in a timely organized manner, for every purchase which includes in detail the goods or services purchased, the date of purchase and the official business for which purchased.
- FOURTH: that the employee issued the credit card is responsible for its protection and custody and will immediately notify the City of Owosso Finance Department if the card is lost or stolen and will turn in the card prior to termination of employment.
- FIFTH: that the Finance Director for the City of Owosso will establish internal controls including proper approval(s) of invoices before payment and that statements will be paid in full within not more than 60 days of the statement date.
- SIXTH: that the misuse of the credit card by an employee could result in revocation of the card and/or criminal charges and/or termination of employment.
- SEVENTH: that the total combined authorized credit limit of the credit cards issued by the City of Owosso shall not exceed the credit limit of \$10,000.
- EIGHTH: that the policy and procedures adopted by this resolution will be separately compiled and made available to the public by the City Clerk.



DATE: 6.12.18  
TO: CITY COUNCIL  
FROM: CITY MANAGER  
SUBJECT: OSBURN LAKES PURCHASE OFFER – 23 LOTS

#### BACKGROUND:

The City has 23 lots left to develop in the Osburn Lakes neighborhood off of Gould St. We have received an offer to purchase all 23 lots with the following terms:

- \$92,000 purchase price
  - \$32,000 down payment
  - \$60,000 financed by the City at 6.05% interest over 10 years – balloon payment after 2 years
- Water/Sewer connection fees included in purchase price for first 10 homes
- Sidewalk improvements included in sales price
- Construction on 1<sup>st</sup> home to begin within 30 days of closing
- Construction on 2<sup>nd</sup> home to begin within 60 days of closing
- City to maintain lots (mowing, snow removal) until Jan 1, 2019

A purchase price of \$92,000 means that we would be selling for about \$4,000 per lot. This is 50% to 75% lower than what we are currently asking depending on lot size and location. If approved, this proposal will require a 21-day review period per City ordinance because we are changing the price of the lots.

#### FISCAL IMPACT:

A full amortization schedule is included in the packet for the \$60,000 loan from the City. Over the course of 10 years, a little over \$20,000 in interest will be collected. However, if the loan is paid off before the balloon after 24 months, the city would collect less in interest:

With Balloon Payment	Without Balloon Payment	Assessor's Valuation
\$32,000 down payment	\$32,000 down payment	
\$60,000 paid over 24 months (\$51,000 paid at month 25)	\$60,000 paid over 120 months	<i>Not including water/sewer/ sidewalk fees</i>
\$6,732.63 collected in interest	\$20,115.66 interest collected	
<b>\$98,732.63 TOTAL</b>	<b>\$113,115.66 TOTAL</b>	<b>\$169,025.00 TOTAL</b>

Currently, these lots are not collecting tax revenue for the City. With a build out of 2-5 years, it is estimated that the project will collect \$70,000 - \$75,000 per year.

## **RECOMMENDATION/OPTIONS:**

This proposal is a bit unorthodox because it involves the city financing a portion of the project for up to 10 years (although I'm told by the purchaser that a balloon payment at the 25 month mark is more realistic given the current housing market). However, it is not unheard of for a city to do this. The City of Muskegon has recently loaned \$500,000 to a local developer to finish a mixed use project in their downtown. So far, this is the only offer to purchase all 23 lots. It would be a concession on the city's part by discounting the lot prices so drastically as well as agree to maintain them for another 6 months. The alternative is to hire a new realtor and continue marketing lots to builders.

The City's property sales policy states that when real property is sold, the assessor must provide the assessed market value for the property and that the minimum 'bid' for the property should be set at that amount. The assessed market value is \$169,025.00 and this proposal is for \$92,000. A request for proposal was sent out by me and the SEDP to builders and realtors alike. This purchase proposal is the only one to come in for all 23 lots and it is below the assessed market value of the property.

Your options are:

1. Approve this purchase agreement while waiving the requirements of the city's property sales policy
2. Present a counter offer on this purchase agreement
3. Decline the purchase agreement and hire a realtor that the selection committee recommends

**RESOLUTION NO.**

**AUTHORIZING 21-DAY POSTING OF PURCHASE AGREEMENT  
FOR THE SALE OF REMAINING OSBURN LAKES LOTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, seeks to develop the remaining 23 lots in the Osburn Lakes neighborhood development project; and

WHEREAS, the City of Owosso has received an offer for \$92,000.00 to purchase the remaining 23 vacant lots in Osburn Lakes from J. Harrison Property, LLC; and

WHEREAS, the Buyer will provide a \$32,000 down payment; and

WHEREAS, the City will finance the remaining \$60,000.00 over 10 years at 6.05% interest; and

WHEREAS, the Buyer may pay the City a balloon payment after 24 months for the remainder of the principal owed; and

WHEREAS, the purchase price will include water and sewer connection fees on the first 10 homes constructed; and

WHEREAS, the purchase price will include all outstanding sidewalk improvement reimbursements to the City; and

WHEREAS, the City will maintain the lots until January 1, 2019; and

WHEREAS, the Buyer agrees to begin construction on the first home within 30 days of closing; and

WHEREAS, the Buyer agrees to begin construction on the second home within 60 days of closing; and

WHEREAS, the City Charter requires a 21-day posting period prior to the sale of any City-owned property to allow for public comment and other potential offers.

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

FIRST: the purchase agreement for the property described above be posted for a 21-day period to allow for citizen comment and other offers.

SECOND: the proposed agreement be returned to Council at the meeting of Monday, July 16, 2018 for potential final disposition.

May 21, 2018

To whom it may concern:

On behalf of J. Harrison Property, I am excited to extend an offer for the remaining 23 vacant lots in Osburn Lakes. With the offer, we are committed to building high quality homes with many positive side effects that will help the City of Owosso and extended area which include but are not limited to:

1. Allow the city to start collecting tax revenue at a much quicker rate than continuing to list vacant land as potential development opportunities
2. Hiring a local builder who hires local sub-contractors, keeping a majority of our proposed \$2,900,000 in new home construction development dollars right here in Shiawassee County!
3. Help our area employers attract the best possible talent with new construction homes close to the (soon to be) newly remodeled high school and middle school.

Satisfactory estimates and blueprints have already been received to begin new home construction immediately upon closing.

If you would like to meet to discuss further, I would be happy to share plans in more detail.

Sincerely,

James H. Woodworth, Member

J. Harrison Property

 Authentisign  
*James Woodworth*  
5/28/2018 8:57:22 PM EDT



**THIS IS A LEGALLY BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK LEGAL COUNSEL.**  
**East Central Association of REALTORS® - Purchase Agreement**

**1. AGENCY RELATIONSHIP:** The undersigned Buyer(s) acknowledge that they have read and signed the Disclosure Regarding Real Estate Agency Relationships dated 5/22/18. The selling licensee is acting as a buyer's agent.

**2. OFFER TO PURCHASE** – The undersigned, hereinafter known as “Buyer(s)” hereby agrees to purchase property listed with none and purchased through Kori Shook & Associates, the property commonly known as: Osburn Lakes Zip: \_\_\_\_\_ and legally described as: To be provided

(Property size and square footage of all structures located herein are approximate and not guaranteed.) Tax I.D.# \_\_\_\_\_ and located in the ☒ City ☐ Village ☐ Township of Owosso, County of Shiawassee, Michigan. Buyer(s) accepts all existing building and use restrictions, deed restrictions easements and zoning ordinances, if any, and to pay therefore, the sum of Ninety-Two Thousand dollars (\$ 92,000.00).

**3. TERMS OF PURCHASE** – As indicated by “X” below, (other unmarked terms do not apply). Payment of the cash portion of the purchase price is to be a cashier’s check or certified funds.

☐ **Cash Sale:** The full purchase price payable in the form of a cashier’s check or certified funds upon the delivery of a recordable Warranty Deed conveying title in the condition provided for herein. Funds to be verified on or before \_\_\_\_\_, In the event the Buyer(s) or Buyer(s) Agent does not provide the Seller(s) Agent with verified funds by the date provided, the Seller(s) may terminate this agreement by a written notice to the Buyer(s) or Buyer(s) Agent.

☐ **New Mortgage:** The full purchase price upon the delivery of a recordable Warranty Deed conveying title in the condition provided for herein. Contingent upon property appraising for a minimum of sales price, if required and the Buyer(s)’s ability to obtain a \_\_\_\_\_ mortgage, at no cost to the Seller(s) unless agreed to in writing, amortized for no less than \_\_\_\_\_ years, in the amount of \_\_\_\_\_ % of purchase price, which Buyer(s) shall make written application within three (3) business days after the later of: (a) Seller(s) and Buyer(s) acceptance of this contract; and (b) waiver/satisfaction of any inspection contingencies contained in paragraph 13 below. If Buyer(s) fail to deliver to Seller(s) evidence of the loan approval before \_\_\_\_\_, 20, Seller(s) may cancel this agreement with written notification to the Buyer(s) and/or Buyer(s) agent.

In the event that the Buyer(s) does not make written application for financing by the date provided above, the Seller(s) may terminate this agreement by written notification to the Buyer(s) or Buyer(s) Agent.

**Any extensions to the above time frames must be in writing and agreed to by both parties to be valid.**

☐ **Sale to Existing Mortgage Land Contract:** Upon execution and delivery of

- ☐ A recordable Warranty Deed and subject to existing mortgage
- ☐ Assignment of vendee’s interest in Land Contract.

Buyer(s) to pay the difference (approximately \$ \_\_\_\_\_) between the purchase price and the balance as of day of closing, of said mortgage or land contract bearing interest at \_\_\_\_\_ % per annum and with monthly payments of \$ \_\_\_\_\_ which \_\_\_\_\_ do \_\_\_\_\_ do not include tax and/or insurance, which Buyer(s) assumes and agrees to pay. Buyer(s) agrees to reimburse Seller(s) for any funds held in escrow. Buyer(s) to pay all taxes and insurance costs if not included in the monthly payment stated above (see paragraph 11). **SELLERS(S) UNDERSTANDS THAT THE SALE OR TRANSFER OF THE PROPERTY DESCRIBED IN THIS AGREEMENT MAY NOT RELIEVE THE SELLER(S) OF ANY LIABILITY THAT SELLER(S) MAY HAVE UNDER THE MORTGAGE(S) OR LAND CONTRACT(S) TO WHICH THE PROPERTY IS SUBJECT, UNLESS OTHERWISE AGREED TO BY THE LENDER OR VENDOR OR REQUIRED BY LAW OR REGULATION.**

☒ **Land Contract:** The down payment of Thirty-Two Thousand Dollars (\$ 32,000.00) and the execution of a 10 yr amortized land contract, acknowledging payment of that sum and calling for the payment of the remainder of the purchase money of \$ 60,000.00 in 24 payments of \$667.63 or more, which ☒ (SHALL) ☐ (SHALL NOT) include interest payment at the

Address: Osburn Lakes

This contract is for use by Kori Shook. Use by any other party is illegal and voids the contract.

rate of 6.05 % percent per annum, and which ☐ (SHALL) ☒ (SHALL NOT) include prepaid taxes and insurance. The contract shall be paid in full on or before 2 years from date of sale. Buyer(s) agrees to provide Seller(s) a recent credit report on or before n/a, which must be approved or rejected in writing by the Seller(s) within n/a days of receipt of said credit report. In the event Buyer(s) does not provide the Seller(s) with a written credit report by the date provided above, the Seller(s) may terminate this agreement by a written notice to the Buyer(s).

**4. SELLER CONTRIBUTIONS-** At close of sale, in addition to Seller's normal closing cost(s), Seller hereby agrees to pay the following from their proceeds on behalf of the buyer up to: 0 % of sales price or \$\_\_\_\_\_, toward Buyer closing costs, pre-pays, and escrows, and Lender approved costs. \_\_\_\_\_

**5. CLOSING FEES-** Seller shall pay transfer taxes and other costs required to convey title. Buyer shall pay all costs required for recording Deed and any security instruments. When the sale is either Cash or Seller Financed, the closing fee charged by the closing agent shall be divided equally (50/50) between the Buyer and Seller. When the sale is lender financed the closing fee charged by the closing agent shall be paid in full by the buyer. Buyer shall not be responsible for Seller contracted closing fees.

**6. PURSUANT TO THE ABOVE IDENTIFIED TERMS OF PURCHASE, SELLER(S) AND BUYER(S) AGREE TO CLOSE ON OR BEFORE 7/12/18 (DATE) UNLESS OTHERWISE MUTUALLY AGREED IN WRITING. BUYER(S) AND SELLER(S) HAVE A RIGHT TO REQUEST A COMPLETE COPY OF CLOSING DOCUMENTS 48 HOURS PRIOR TO CLOSING.**

**7. FIXTURES AND IMPROVEMENTS** – All improvements and fixtures are included in the purchase price if in or on the property, including the following: all buildings, landscaping; lighting fixtures and their shades and bulbs; ceiling fans, drapery and curtain hardware, window coverings, shades and blinds, built-in kitchen appliances including; garbage disposal, drop-in ranges and range hoods; wall to wall carpeting, if attached; all attached mirrors; all attached shelving; attached work benches, stationary laundry tubs, water softener (unless rented), water heater, sump pump, water pump and pressure tank; heating and air conditioning equipment (window units excluded), attached humidifiers; heating units including; add-on wood stoves and wood stoves connected by flue pipe, fireplace screens, inserts and grates, fireplace doors, if attached, liquid heating and cooking fuel tanks if owned by Seller(s); TV antenna and complete rotor equipment, television wall and/or ceiling brackets, invisible fence, equipment and accessories, all support equipment for in ground pools; screens, storm windows and doors; awnings, basketball backboard and goal, mailbox, fences, detached storage buildings, underground sprinkling, including the pump, installed outdoor grills, all plantings and bulbs, garage door opener and control(s); and any and all items and fixtures permanently affixed to the property.

**Exclusions:** n/a

**8. PRIMARY HEATING FUEL** – (propane, fuel oil, corn, wood, etc., if applicable) Seller(s) shall maintain an adequate amount of primary heating fuel (if primary heating system requires) on the property until possession is surrendered. Any remaining heating fuel after possession is surrendered shall belong to the Buyer(s) and Seller(s) shall not be entitled to any credit from the fuel provider.

☐ **See attached Bill of Sale / Personal Property Statement**

**9. TITLE** – As evidence of title, Seller(s) agrees to furnish Buyer(s) at Seller(s)'s cost, a title commitment and after closing, a policy of title insurance in an amount not less than the purchase price, bearing date later than the acceptance hereof and insuring the title in marketable condition. Any additional expenses incurred in obtaining a Without Exceptions Title Policy shall be the responsibility of the Buyer(s). **Title Objections:** If objection to the title is made, based upon written opinion of the Buyer(s)'s attorney that the title is not marketable as required for performance hereunder, the Seller(s) shall have thirty (30) days from the date they are notified in writing of the particular defects claimed, either (1) to remedy the title, or (2) if unable to remedy the title, to refund the deposit in full termination of this agreement. If the Seller(s) remedies the title within the time specified, the Buyer(s) agrees to complete the sale. Seller(s) agrees to sell and convey marketable title to the property subject to easements and restrictions of record and including gas, oil and mineral rights owned by Seller(s). Title to any gas, oil and mineral rights to be conveyed but not warranted by Seller(s).

**10. POSSESSION** – Possession to be given ☒ immediately following closing; up to ☐ \_\_\_\_\_ days after closing by 12:00 noon; subject to rights of tenants, if any. Seller(s) shall pay Buyer(s) rent (which commences the day of closing), during time of Seller(s) occupancy after closing ☐ \$\_\_\_\_\_ per day; ☐ at an amount prorated per day equal to Buyer(s) monthly payment including principal, interest, taxes, insurance, condominium dues and association dues. Seller(s) further agree and authorize said REALTOR® to retain and deposit in REALTOR®'S or designee's Trust Account, monies agreed upon during Seller(s)'s occupancy. Seller(s) further authorizes said REALTOR® or designee to disburse said funds necessary following possession, paying to Buyer(s) the amount due and returning to Seller(s) the unused portion as determined by date property is vacated and keys surrendered to Buyer(s) or the Listing REALTOR® and further paying the final water and sewer bill, if applicable, and disbursing remaining funds to the Seller(s). **The parties acknowledge that the REALTOR®(s) has no obligation implied or otherwise for seeing that the property is vacated on the date specified or for the condition of the**

Address: Osburn Lakes



property, etc., but is acting only as an escrow agent for holding of the occupancy deposit. If possession is for more than 50 days occupancy money is to be released in 30-day increments, if requested by Buyer(s).

**10a.** At the time of possession, the Seller(s) agree to have the property free and clear of trash, debris and in "broom clean" condition. Seller(s) shall maintain utilities and property in its present condition until time of possession including but not limited to lawn care and snow removal. Seller(s) is liable to Buyer for damage to the property occurring after closing and before vacating, to the extent not covered by the Buyer's homeowner's policy, as well as for any deductible portions of a covered claim. Buyer(s) acknowledges responsibility of transferring all utilities the day possession is given.

**10b.** Any notification received by the Seller(s) pertaining to the property must be disclosed to the Buyer(s) prior to closing.

**10c.** If Seller(s)'s Tenants occupy the property, then:

- ☐ Seller(s) shall have the tenants vacate the property before closing.
- ☐ Buyer(s) shall be assigned all Landlord Rights and security deposit and rents pro-rated to date of closing, with Buyer(s) assuming Landlord Rights and obligations the day of closing.

**11. TAXES:** Unless otherwise indicated below, real estate taxes billed before close of sale are to be paid by Seller. All Real Estate taxes billed on or after close of sale shall be paid by the Buyer. **FOR PURPOSES OF THIS CONTRACT**, taxes are to be prorated as indicated by an "x" below. The amount to be based on latest tax figures regardless of the Personal Residence Exemption Status (formerly known as Homestead/Non-Homestead). **NOTE:** Local Municipalities' taxes may be based on different due dates which have no bearing on tax prorations as agreed upon in this contract. **The Personal Residence Exemption Status and any potential property assessment/tax increases due to change of ownership should be verified with the local taxing entity by the buyer.** After closing buyer is responsible for verifying that Property Transfer Affidavit and Personal Residence Exemption is filled with the local Assessor. All special assessments, including current installments and unbilled portion of future installments, which have become a lien upon the land, shall be paid by the Seller at closing (except for perpetual type assessments; i.e. trash removal, street lighting, county drain maintenance water debt or bonds, aquatic weed control).

- ☐ Taxes to be pro-rated in **ADVANCE**, with July bill covering July 1 through June 30; December bill covering January 1 through December 31. Buyer to be responsible for taxes from and including the day of closing.
- ☒ **No Tax Proration.**
- ☐ **Other:** \_\_\_\_\_

**12. BUYER(S) AGREES** – that they have examined the before identified property, the Seller(s)'s property disclosure, if applicable and agrees to accept the same "AS IS", in current condition, subject to any inspection contingencies contained in paragraph 13 below. Buyer shall have the right to a walk-through inspection of the property within forty-eight (48) hours prior to closing in order to determine the property has been maintained in its current condition.

**13. PROPERTY INSPECTIONS** – Buyer acknowledges that REALTOR®/Broker has strongly recommended that the Buyer(s) selects a licensed contractor and/or a qualified inspector to inspect and investigate the property as well as conduct tests for possible environmental hazards including but not limited to mold, radon, etc. Buyer(s) understands and agrees there may be defects that cannot be observed or discovered during the home inspection process. **Buyer(s) agrees to indemnify, and hold harmless the Seller(s), real estate brokerages and their agents for any loss, damage and/or injuries to persons or property incurred during any inspections.**

☒ Buyer(s) does not desire to obtain any inspections of the property and agrees to accept the property "AS IS", in its present condition, with no warranties expressed or implied from the Seller(s), real estate brokerages or their agents.

Buyer(s) Initials JSW \_\_\_\_\_

☐ This Contract is contingent upon Buyer(s) receipt of satisfactory inspection report(s) of the below checked item(s), at Buyer(s) expense. Buyer(s) Initials \_\_\_\_\_

- |                                                                                         |                                                                              |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 1. <input type="checkbox"/> Yes <input type="checkbox"/> No HOME INSPECTION             | 2. <input type="checkbox"/> Yes <input type="checkbox"/> No RADON TEST       |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No WELL/WATER TEST             | 4. <input type="checkbox"/> Yes <input type="checkbox"/> No PERCOLATION TEST |
| 5. <input type="checkbox"/> Yes <input type="checkbox"/> No SEPTIC TEST                 | 6. <input type="checkbox"/> Yes <input type="checkbox"/> No INFESTATION TEST |
| 7. <input type="checkbox"/> Yes <input type="checkbox"/> No OTHER INSPECTIONS OF: _____ |                                                                              |

**14. ALL REQUESTED INSPECTIONS AND TESTS ABOVE MUST BE COMPLETED WITHIN \_\_\_\_\_ CALENDAR DAYS OF SELLER(S) AND BUYER(S) ACCEPTANCE OF THIS CONTRACT UNLESS OTHERWISE AGREED TO ABOVE.** If not satisfied with the condition of the property, the Buyer(s) shall notify the Seller(s) and/or Seller(s)'s Agent in writing with a copy of the inspection report(s) if requested specifying any defective or unsatisfactory condition(s), no later than 5 business days following inspection. **If no written notice of a defective condition is received or no inspection or test is held within the time allotted, the right to inspect shall be deemed waived and the Buyer(s) accepts the property "as is".** In the event of a timely and valid notice of unsatisfactory defect or unsatisfactory test result, the Buyer(s) shall have the option to request Seller(s) to correct the defect, or terminate this agreement with full refund of the Earnest Money Deposit to the Buyer(s). In the event Buyer(s) requests a correction of the defect, Seller(s) has the option to **notify in writing within 3 business days of said notice** agreeing **to** correct the defect as outlined above or the **Buyer(s)'s Earnest Money Deposit will be returned in full termination of this agreement.** \*Upon Buyer(s) removal or waiver of requested inspections if any or upon Seller(s) and Buyer(s) written mutual agreement to inspection corrections, if any, Buyer(s) shall make written application for financing within **(3) Business** days of receipt of said agreement and proceed with the TERMS OF PURCHASE – according to (*paragraph 3*) New Mortgage.

**NOTICE:** If mortgage report (survey) is required by mortgage lender, said lender may deny financing due to easements, encroachments or other unforeseen circumstances. Buyer(s) shall be responsible to pay for the cost of all inspections shall be paid for by buyer unless otherwise agreed to in writing.

**15. SURVEY:** Buyer(s) and Seller(s) acknowledge the REALTORS®/Brokers recommend a stake survey at Buyer's expense to determine the true and accurate boundaries of the property and the location of the improvements thereon. Buyer(s) understands and agrees that the REALTORS®/Brokers do not warrant location of the improvements, easements, and the boundaries of the property, nor assume any responsibility for the representations by the Seller(s) regarding the location of the improvements, easements, and the boundaries of the property. When closing occurs, Buyer(s) shall be deemed to have accepted the location of the improvements, easements, and the boundaries of the property.

**SURVEY: MORTGAGE:** ☐ Yes ☒ No **STAKE:** ☐ Yes ☒ No Initial \_\_\_\_\_

**FLOOD INSURANCE:** Determining the existence of a Flood Insurance requirement or wetlands is the responsibility of the Buyer(s).

**LENDER REQUIRED REPAIRS, if any, shall be paid by:**

☐ Seller(s) not to exceed \$ \_\_\_\_\_. ☐ Buyer(s) not to exceed \$ \_\_\_\_\_.

☐ Yes ☐ No **HOME WARRANTY:**

**Paid for by:** ☐ Seller(s) ☐ Buyer(s)

**16. RECEIPT OF DISCLOSURES** – Buyer(s) acknowledge that they have received copies of the following:

☒ Agency Disclosure ☐ Lead Based Paint ☐ Seller(s)'s Disclosure ☐ Land Division Act, P.A. 87 ☐ Exempt under Sellers Disclosure Act #92 of 1993

**17. FEES OR CONSIDERATIONS** – Buyer(s) and Seller(s) hereby acknowledge notice of the fact that REALTOR®(s) may accept a fee consideration with regard to the placement of a loan, mortgage, home warranty, life, fire, theft, title insurance, casualty or hazard insurance arising from this transaction and expressly consent thereto as required by the provisions of rules promulgated under the Michigan Real Estate Licensing Law.

**18.** The Seller(s) and Buyer(s) agree that the terms of this transaction may be released to the East Central Association of REALTORS® for distribution according to the rules and regulations promulgated for distribution of the same.

**19. "TIME IS OF THE ESSENCE"** - With respect to this agreement, the parties agree that no extensions of time limits are binding unless specifically agreed to in writing. This agreement shall be construed without regard to the party or parties responsible for its preparation.

**20. BINDING ARBITRATION** – Any claim or demand of Seller(s) or Buyer(s) arising out of the agreement but limited to any dispute over the disposition of any earnest money deposits or arising out of or related to the physical condition of any property covered by this agreement, including without limitation, claims of fraud, misrepresentation, warranty and negligence, shall be settled in accordance with the rules, then in effect, adopted by the American Arbitration Association for residential arbitration. This is a voluntary agreement between the Buyer(s), Seller(s) and REALTOR® Broker/REALTOR® agents. Failure to agree to arbitrate does not affect the validity of this agreement. A judgment of any circuit court shall be rendered on the award or determination made pursuant to this agreement. This agreement is specifically made subject to and incorporates the provisions of

Address: Osburn Lakes

Michigan law governing arbitrations, MCL 600.5001; MSA 27A.5001, as amended, and the applicable court rules, MCR 3.602, as amended. **This agreement is enforceable as to all parties and REALTOR® Broker(s) / REALTOR® Agent(s) who have agreed to arbitrate as acknowledged by their initials below.** The terms of this provision shall survive the closing.

Seller(s) Initials \_\_\_\_\_  
 REALTOR® Broker(s) \_\_\_\_\_  
 REALTOR® Agent(s) Initials \_\_\_\_\_

Buyer(s) Initials \_\_\_\_\_  
 REALTOR® Broker(s) \_\_\_\_\_  
 REALTOR® Agent(s) Initials \_\_\_\_\_

*JS*  
*KS*

**21. DEFAULT** – In the event Seller(s) or Buyer(s) defaults in the completion of this transaction, Seller(s) or Buyer(s) may pursue his or her legal or equitable remedies. In the event of Buyer(s) default, the earnest money deposit shall be forfeited.

**22. REALTOR'S® AUTHORIZATION** – The undersigned REALTOR®(s) is hereby authorized to present this offer to the Seller(s), and to obtain the Seller(s)' signature to which written acceptance of this Purchase Agreement, when signed, and acceptance conveyed to the buyer, shall constitute a binding agreement between Buyer(s) and Seller(s). The Buyer(s) herewith deposits the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in the form of \_\_\_\_\_, as goodwill or earnest money that Buyer(s) shall comply with the terms and conditions hereof and within the time limited therefore, which sum is to be credited on the purchase price in the event the sale is completed or refunded forthwith if offer is not accepted by Seller(s) making this agreement null and void. Said deposit must be verified in REALTOR®'s account before deposit can be refunded to Buyer(s).

**23. RECEIPT** - REALTOR® on this date, acknowledges receipt from the Buyer(s) of the amount of earnest money herein before mentioned. All deposits are to be held in the Selling REALTOR®'s trust account, unless otherwise specified, in accordance with the terms hereof and in accordance with the current regulations of the Michigan Department of Licensing and Regulatory Affairs or unless otherwise specified:

Date: \_\_\_\_\_ Office ID # ( \_\_\_\_\_ ) Company: \_\_\_\_\_ Kori Shook & Associates  
 By: \_\_\_\_\_ SALESPERSON, Perm. ID #: ( \_\_\_\_\_ ) Phone: \_\_\_\_\_

**24. AGREEMENT** – The Buyer(s) and Seller(s) agree that they have read this document and understand thoroughly the contents herein and agree that there are no different or additional written or verbal understandings. The covenants herein, shall also bind the heirs, personal representatives, administrators, executors, assigns and successors of the respective parties. This entire agreement supercedes any and all understandings and agreements, and both parties agree that neither party has relied on any representation of the REALTOR®, his/her REALTOR® salesperson(s) or REALTOR®'s agent(s) concerning the fitness and condition of the property. **The REALTOR® and his/her REALTOR® agent(s) assume no responsibility for the condition of the property or for the performance of the contract. The parties hereto hold harmless the real estate offices and agents for any adverse conditions.** We acknowledge that REALTOR®(s) are not acting as appraisers, builders, accountants, environmentalists, inspectors, tax advisors, or lawyers. As an alternative to physical delivery, the Buyer(s) and Seller(s) agree that this Agreement, any amendment or modification of this Agreement and/or any written notice or communication in connection with this Agreement may be delivered via electronic mail and/or by facsimile. The parties agree that the electronic signatures and initials shall be deemed to be valid and binding upon the parties as if the original signatures or initials were present in the documents in the handwriting of each party.

**25. OTHER TERMS AND CONDITIONS -**

Purchase property to be 23 lots owned by City of Owosso in Osburn Lakes. Buyer will start construction of first home no later than 30 days after closing. Buyer will start construction of 2nd home no later than 60 days after closing. Buyer will assume all maintenance on lots as of Jan 1, 2019, seller to maintain prior to that date. Water and sewer service line charges for all lots included in sales price. Water and sewer system connection charges included in sales price for first 10 homes built by purchaser. Sidewalk cost for lots where sidewalk is already installed included in sales price. As homes are completed and sold, seller to convey clear title prior to balloon being paid. If all lots/homes are sold prior to 2 years, remaining balance to convert to promissory note. No real estate broker commission is paid by seller in accordance with this sale unless a listing brokerage agreement is established, in which case Kori Shook & Associates to be paid buyer broker commission. Kori Shook & Associates represents buyer.

Address: \_\_\_\_\_ Osburn Lakes \_\_\_\_\_

**26. ACKNOWLEDGEMENT** – Buyer(s), by signing this offer, further acknowledges receipt of a copy of this written offer.

Buyer(s) has the right to rescind this offer in writing until notice is given to Buyer(s) or Buyer's Agent of Seller(s)'s acceptance. If notice of acceptance of this offer by the Seller(s) is not given by **(Date)** \_\_\_\_\_ at \_\_\_\_\_ ☐AM/☐PM, this offer shall expire and be of no further force and effect.

<u>J. Harrison Property</u> Buyer: Print Name	_____	Marital Status	<u>James Woodworth</u> Buyer: Signature <small>Authentisign 5/28/2018 9:36:30 PM EDT</small>	<u>05/28/2018</u> Date
<u>James H. Woodworth, Member</u> Buyer: Print Name	_____	Marital Status	_____	_____
Address: _____ City: _____ State: _____ Zip: _____			Phone: _____	
<u>Kori Shook</u> Agent Acknowledgement <small>Authentisign 5/28/2018 9:00:16 PM EDT</small>	_____		<u>05/28/2018</u> Date	_____

**27. SELLER(S) ACCEPTANCE** – Seller(s)'s hereby accept the Buyer(s)'s offer and acknowledge receipt of a copy of this agreement.

_____	_____	_____	_____
Seller: Print Name	Marital Status	Seller: Signature	Date
_____	_____	_____	_____
Seller: Print Name	Marital Status	Seller: Signature	Date
Address: _____ City: _____ State: _____ Zip: _____ Phone: _____			
_____		_____	
Agent Acknowledgement		Date	

**28. COUNTER OFFER** – This Purchase Agreement is amended as follows:

Seller(s) has the right to rescind this offer in writing and accept other offers until notice is given to Seller(s) or Listing Agent of Buyer(s)'s acceptance. If notice of acceptance of this offer by the Buyer(s) is not given by **(Date)** \_\_\_\_\_ at \_\_\_\_\_ AM/PM, this offer will expire and be of no further force and effect.

_____	_____	_____	_____
Seller: Print Name	Marital Status	Seller: Signature	Date
_____	_____	_____	_____
Seller: Print Name	Marital Status	Seller: Signature	Date
Address: _____ City: _____ State: _____ Zip: _____ Phone: _____			
_____		_____	
Agent Acknowledgement		Date	

Address: Osburn Lakes

29. **BUYER'S ACCEPTANCE OF COUNTER OFFER** – (Date) \_\_\_\_\_ at \_\_\_\_\_ ☐AM/☐PM.

In the event the acceptance was subject to certain changes from Buyer(s) offer, Buyer(s) agrees to accept said changes, and all other terms and conditions remain unchanged.

\_\_\_\_\_  
Buyer: Signature

\_\_\_\_\_  
Buyer: Signature

\_\_\_\_\_  
Agent Acknowledgement

\_\_\_\_\_  
Date

30. **REALTOR® CONTACT INFORMATION** –

\_\_\_\_\_  
**Kori Shook**  
Buyer(s) REALTOR® Name

\_\_\_\_\_  
Seller(s) REALTOR® Name

\_\_\_\_\_  
**korishook@hotmail.com**  
Agent Email/Cell Phone

\_\_\_\_\_  
Agent Email/Cell Phone

\_\_\_\_\_  
**Kori Shook & Associates**  
Broker/Company Name

\_\_\_\_\_  
**none**  
Broker/Company Name

\_\_\_\_\_  
**9892773295**  
Company Phone Number

\_\_\_\_\_  
Company Phone Number

# Loan Amortization Schedule

Enter values	
Loan amount	\$ 60,000.00
Annual interest rate	6.05 %
Loan period in years	10
Number of payments per year	12
Start date of loan	7/1/2018
Optional extra payments	\$ -

Loan summary	
Scheduled payment	\$ 667.63
Scheduled number of payments	120
Actual number of payments	120
Total early payments	\$ -
Total interest	\$ 20,115.66

Lender name:

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	8/1/2018	\$ 60,000.00	\$ 667.63	\$ -	\$ 667.63	\$ 365.13	\$ 302.50	\$ 59,634.87	\$ 302.50
2	9/1/2018	59,634.87	667.63	-	667.63	366.97	300.66	59,267.90	603.16
3	10/1/2018	59,267.90	667.63	-	667.63	368.82	298.81	58,899.08	901.97
4	11/1/2018	58,899.08	667.63	-	667.63	370.68	296.95	58,528.40	1,198.92
5	12/1/2018	58,528.40	667.63	-	667.63	372.55	295.08	58,155.85	1,494.00
6	1/1/2019	58,155.85	667.63	-	667.63	374.43	293.20	57,781.42	1,787.20
7	2/1/2019	57,781.42	667.63	-	667.63	376.32	291.31	57,405.10	2,078.52
8	3/1/2019	57,405.10	667.63	-	667.63	378.21	289.42	57,026.89	2,367.93
9	4/1/2019	57,026.89	667.63	-	667.63	380.12	287.51	56,646.77	2,655.44
10	5/1/2019	56,646.77	667.63	-	667.63	382.04	285.59	56,264.73	2,941.04
11	6/1/2019	56,264.73	667.63	-	667.63	383.96	283.67	55,880.77	3,224.71
12	7/1/2019	55,880.77	667.63	-	667.63	385.90	281.73	55,494.87	3,506.44
13	8/1/2019	55,494.87	667.63	-	667.63	387.84	279.79	55,107.03	3,786.22
14	9/1/2019	55,107.03	667.63	-	667.63	389.80	277.83	54,717.23	4,064.06
15	10/1/2019	54,717.23	667.63	-	667.63	391.76	275.87	54,325.46	4,339.92
16	11/1/2019	54,325.46	667.63	-	667.63	393.74	273.89	53,931.72	4,613.81
17	12/1/2019	53,931.72	667.63	-	667.63	395.72	271.91	53,536.00	4,885.72
18	1/1/2020	53,536.00	667.63	-	667.63	397.72	269.91	53,138.28	5,155.63
19	2/1/2020	53,138.28	667.63	-	667.63	399.73	267.91	52,738.55	5,423.53
20	3/1/2020	52,738.55	667.63	-	667.63	401.74	265.89	52,336.81	5,689.42
21	4/1/2020	52,336.81	667.63	-	667.63	403.77	263.86	51,933.05	5,953.29
22	5/1/2020	51,933.05	667.63	-	667.63	405.80	261.83	51,527.25	6,215.12
23	6/1/2020	51,527.25	667.63	-	667.63	407.85	259.78	51,119.40	6,474.90
24	7/1/2020	51,119.40	667.63	-	667.63	409.90	257.73	50,709.50	6,732.63
25	8/1/2020	50,709.50	667.63	-	667.63	411.97	255.66	50,297.53	6,988.29
26	9/1/2020	50,297.53	667.63	-	667.63	414.05	253.58	49,883.48	7,241.87
27	10/1/2020	49,883.48	667.63	-	667.63	416.13	251.50	49,467.34	7,493.37
28	11/1/2020	49,467.34	667.63	-	667.63	418.23	249.40	49,049.11	7,742.77
29	12/1/2020	49,049.11	667.63	-	667.63	420.34	247.29	48,628.77	7,990.06
30	1/1/2021	48,628.77	667.63	-	667.63	422.46	245.17	48,206.31	8,235.23
31	2/1/2021	48,206.31	667.63	-	667.63	424.59	243.04	47,781.72	8,478.27
32	3/1/2021	47,781.72	667.63	-	667.63	426.73	240.90	47,354.99	8,719.17
33	4/1/2021	47,354.99	667.63	-	667.63	428.88	238.75	46,926.11	8,957.91
34	5/1/2021	46,926.11	667.63	-	667.63	431.04	236.59	46,495.06	9,194.50
35	6/1/2021	46,495.06	667.63	-	667.63	433.22	234.41	46,061.84	9,428.91
36	7/1/2021	46,061.84	667.63	-	667.63	435.40	232.23	45,626.44	9,661.14
37	8/1/2021	45,626.44	667.63	-	667.63	437.60	230.03	45,188.84	9,891.17
38	9/1/2021	45,188.84	667.63	-	667.63	439.80	227.83	44,749.04	10,119.00
39	10/1/2021	44,749.04	667.63	-	667.63	442.02	225.61	44,307.02	10,344.61
40	11/1/2021	44,307.02	667.63	-	667.63	444.25	223.38	43,862.77	10,567.99
41	12/1/2021	43,862.77	667.63	-	667.63	446.49	221.14	43,416.28	10,789.13
42	1/1/2022	43,416.28	667.63	-	667.63	448.74	218.89	42,967.54	11,008.02
43	2/1/2022	42,967.54	667.63	-	667.63	451.00	216.63	42,516.54	11,224.65
44	3/1/2022	42,516.54	667.63	-	667.63	453.28	214.35	42,063.26	11,439.01
45	4/1/2022	42,063.26	667.63	-	667.63	455.56	212.07	41,607.70	11,651.07
46	5/1/2022	41,607.70	667.63	-	667.63	457.86	209.77	41,149.84	11,860.85
47	6/1/2022	41,149.84	667.63	-	667.63	460.17	207.46	40,689.67	12,068.31
48	7/1/2022	40,689.67	667.63	FALSE	667.63	462.49	205.14	40,227.19	12,273.45
49	8/1/2022	40,227.19	667.63	-	667.63	464.82	202.81	39,762.37	12,476.27
50	9/1/2022	39,762.37	667.63	-	667.63	467.16	200.47	39,295.21	12,676.73
51	10/1/2022	39,295.21	667.63	-	667.63	469.52	198.11	38,825.69	12,874.85
52	11/1/2022	38,825.69	667.63	-	667.63	471.88	195.75	38,353.81	13,070.59
53	12/1/2022	38,353.81	667.63	-	667.63	474.26	193.37	37,879.54	13,263.96
54	1/1/2023	37,879.54	667.63	-	667.63	476.65	190.98	37,402.89	13,454.94
55	2/1/2023	37,402.89	667.63	-	667.63	479.06	188.57	36,923.83	13,643.51
56	3/1/2023	36,923.83	667.63	-	667.63	481.47	186.16	36,442.36	13,829.67
57	4/1/2023	36,442.36	667.63	-	667.63	483.90	183.73	35,958.46	14,013.40



Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
58	5/1/2023	35,958.46	667.63	-	667.63	486.34	181.29	35,472.12	14,194.69
59	6/1/2023	35,472.12	667.63	-	667.63	488.79	178.84	34,983.33	14,373.53
60	7/1/2023	34,983.33	667.63	-	667.63	491.26	176.37	34,492.07	14,549.90
61	8/1/2023	34,492.07	667.63	-	667.63	493.73	173.90	33,998.34	14,723.80
62	9/1/2023	33,998.34	667.63	-	667.63	496.22	171.41	33,502.11	14,895.21
63	10/1/2023	33,502.11	667.63	-	667.63	498.72	168.91	33,003.39	15,064.11
64	11/1/2023	33,003.39	667.63	-	667.63	501.24	166.39	32,502.15	15,230.51
65	12/1/2023	32,502.15	667.63	-	667.63	503.77	163.87	31,998.39	15,394.37
66	1/1/2024	31,998.39	667.63	-	667.63	506.31	161.33	31,492.08	15,555.70
67	2/1/2024	31,492.08	667.63	-	667.63	508.86	158.77	30,983.22	15,714.47
68	3/1/2024	30,983.22	667.63	-	667.63	511.42	156.21	30,471.80	15,870.68
69	4/1/2024	30,471.80	667.63	-	667.63	514.00	153.63	29,957.80	16,024.30
70	5/1/2024	29,957.80	667.63	-	667.63	516.59	151.04	29,441.20	16,175.34
71	6/1/2024	29,441.20	667.63	-	667.63	519.20	148.43	28,922.01	16,323.77
72	7/1/2024	28,922.01	667.63	-	667.63	521.82	145.82	28,400.19	16,469.59
73	8/1/2024	28,400.19	667.63	-	667.63	524.45	143.18	27,875.74	16,612.77
74	9/1/2024	27,875.74	667.63	-	667.63	527.09	140.54	27,348.65	16,753.31
75	10/1/2024	27,348.65	667.63	-	667.63	529.75	137.88	26,818.91	16,891.20
76	11/1/2024	26,818.91	667.63	-	667.63	532.42	135.21	26,286.49	17,026.41
77	12/1/2024	26,286.49	667.63	-	667.63	535.10	132.53	25,751.38	17,158.94
78	1/1/2025	25,751.38	667.63	-	667.63	537.80	129.83	25,213.58	17,288.77
79	2/1/2025	25,213.58	667.63	-	667.63	540.51	127.12	24,673.07	17,415.88
80	3/1/2025	24,673.07	667.63	-	667.63	543.24	124.39	24,129.84	17,540.28
81	4/1/2025	24,129.84	667.63	-	667.63	545.98	121.65	23,583.86	17,661.93
82	5/1/2025	23,583.86	667.63	-	667.63	548.73	118.90	23,035.13	17,780.83
83	6/1/2025	23,035.13	667.63	-	667.63	551.50	116.14	22,483.64	17,896.97
84	7/1/2025	22,483.64	667.63	-	667.63	554.28	113.35	21,929.36	18,010.33
85	8/1/2025	21,929.36	667.63	-	667.63	557.07	110.56	21,372.29	18,120.89
86	9/1/2025	21,372.29	667.63	-	667.63	559.88	107.75	20,812.41	18,228.64
87	10/1/2025	20,812.41	667.63	-	667.63	562.70	104.93	20,249.71	18,333.57
88	11/1/2025	20,249.71	667.63	-	667.63	565.54	102.09	19,684.17	18,435.66
89	12/1/2025	19,684.17	667.63	-	667.63	568.39	99.24	19,115.78	18,534.90
90	1/1/2026	19,115.78	667.63	-	667.63	571.26	96.38	18,544.53	18,631.28
91	2/1/2026	18,544.53	667.63	-	667.63	574.14	93.50	17,970.39	18,724.77
92	3/1/2026	17,970.39	667.63	-	667.63	577.03	90.60	17,393.36	18,815.37
93	4/1/2026	17,393.36	667.63	-	667.63	579.94	87.69	16,813.42	18,903.06
94	5/1/2026	16,813.42	667.63	-	667.63	582.86	84.77	16,230.56	18,987.83
95	6/1/2026	16,230.56	667.63	-	667.63	585.80	81.83	15,644.76	19,069.66
96	7/1/2026	15,644.76	667.63	-	667.63	588.75	78.88	15,056.00	19,148.54
97	8/1/2026	15,056.00	667.63	-	667.63	591.72	75.91	14,464.28	19,224.44
98	9/1/2026	14,464.28	667.63	-	667.63	594.71	72.92	13,869.57	19,297.37
99	10/1/2026	13,869.57	667.63	-	667.63	597.70	69.93	13,271.87	19,367.29
100	11/1/2026	13,271.87	667.63	-	667.63	600.72	66.91	12,671.15	19,434.21
101	12/1/2026	12,671.15	667.63	-	667.63	603.75	63.88	12,067.40	19,498.09
102	1/1/2027	12,067.40	667.63	-	667.63	606.79	60.84	11,460.61	19,558.93
103	2/1/2027	11,460.61	667.63	-	667.63	609.85	57.78	10,850.76	19,616.71
104	3/1/2027	10,850.76	667.63	-	667.63	612.92	54.71	10,237.84	19,671.42
105	4/1/2027	10,237.84	667.63	-	667.63	616.01	51.62	9,621.82	19,723.03
106	5/1/2027	9,621.82	667.63	-	667.63	619.12	48.51	9,002.70	19,771.54
107	6/1/2027	9,002.70	667.63	-	667.63	622.24	45.39	8,380.46	19,816.93
108	7/1/2027	8,380.46	667.63	-	667.63	625.38	42.25	7,755.08	19,859.18
109	8/1/2027	7,755.08	667.63	-	667.63	628.53	39.10	7,126.55	19,898.28
110	9/1/2027	7,126.55	667.63	-	667.63	631.70	35.93	6,494.85	19,934.21
111	10/1/2027	6,494.85	667.63	-	667.63	634.89	32.74	5,859.96	19,966.95
112	11/1/2027	5,859.96	667.63	-	667.63	638.09	29.54	5,221.88	19,996.50
113	12/1/2027	5,221.88	667.63	-	667.63	641.30	26.33	4,580.57	20,022.83
114	1/1/2028	4,580.57	667.63	-	667.63	644.54	23.09	3,936.04	20,045.92
115	2/1/2028	3,936.04	667.63	-	667.63	647.79	19.84	3,288.25	20,065.76
116	3/1/2028	3,288.25	667.63	-	667.63	651.05	16.58	2,637.20	20,082.34
117	4/1/2028	2,637.20	667.63	-	667.63	654.33	13.30	1,982.86	20,095.64
118	5/1/2028	1,982.86	667.63	-	667.63	657.63	10.00	1,325.23	20,105.63
119	6/1/2028	1,325.23	667.63	-	667.63	660.95	6.68	664.28	20,112.32
120	7/1/2028	664.28	667.63	-	664.28	660.93	3.35	0.00	20,115.66



## DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIPS



Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency relationship you have with that licensee. A real estate transaction is a transaction involving the sale or lease of any legal or equitable interest in real estate consisting in not less than 1 or not more than 4 residential dwelling units or consisting of a building site for a residential unit on either a lot as defined in section 102 of the land division act, 1967 PA 288, MCL 560.102, or a condominium unit as defined in section 4 of the condominium act, 1978 PA 59, MCL 559.104.

- (1) An agent providing services under any service provision agreement owes, at a minimum, the following duties to the client:
  - (a) The exercise of reasonable care and skill in representing the client and carrying out the responsibilities of the agency relationship.
  - (b) The performance of the terms of the service provision agreement.
  - (c) Loyalty to the interest of the client.
  - (d) Compliance with the laws, rules and regulations of the state and any applicable federal statutes or regulations.
  - (e) Referral of the client to other licensed professionals for expert advice related to material matters that are not within the expertise of the licensed agent.
  - (f) An accounting in timely manner of all money and property received by the agent in which the client has or may have an interest.
  - (g) Confidentiality of all information, obtained within the course of the agency relationship, unless disclosed with the client's permission or as provided by law, including the duty not to disclose confidential information to any licensee who is not an agent or the client.
  
- (2) A real estate broker or real estate salesperson acting pursuant to a service provision agreement shall provide the following services to his or her client.
  - (a) When the real estate broker or real estate salesperson is representing a seller or lessor, the marketing of the client's property in the manner agreed upon in the service provision agreement.
  - (b) Acceptance of delivery and presentation of offers and counteroffers to but, sell or lease the client's property or the property the client seeks to purchase or lease
  - (c) Assistance in developing, communicating, negotiating, and presenting offers, counteroffers, and related documents or notices until a purchase or lease agreement is executed by all parties and contingencies are satisfied or waived.
  - (d) After execution of a purchase agreement by all parties, assistance as necessary to complete the transaction under the terms specified in the purchase agreement.
  - (e) For a broker or associate broker who is involved at the closing of a real estate or business opportunity transaction, furnishing, or causing to be furnished, to the buyer and seller, a complete and detailed closing statement signed by the broker or associate broker showing each party all receipts and disbursements affecting that party.

Michigan law requires real estate licensees who are acting as agents of sellers or buyers of real property to advise the potential sellers or buyers with whom they work of the nature of their agency relationship.

### SELLER'S AGENTS

A seller's agent, under a listing agreement with the seller, acts solely on behalf of the seller. A seller can authorize a seller's agent to work with subagents, buyers agents and/or transaction coordinators. A subagent of the seller is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the seller. Seller's agents and their subagents will disclose to the seller known information about the buyer, which may be used to the benefit of the seller.

Individual services may be waived by the seller through execution of a limited service agreement. Only those services set forth in paragraph (2) (b), (c), and (d) above may be waived by the execution of a limited service agreement.

### BUYER'S AGENTS

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. A subagent of the buyer is one who has signed to work with the buyer's agent and who, like the buyer's agent, acts solely on behalf of the buyer. Buyer's agents and their subagents will disclose to the buyer known information about the seller, which may be used to benefit the buyer.

Individual service may be waived by the buyer through execution of a limited service agreement. Only those services set forth in paragraph (2) (b), (c), and (d) above may be waived by the execution of a limited service agreement.

### DUAL AGENTS

A real estate licensee can be the agent of both the seller and the buyer in a transaction, but only with the knowledge and informed consent, in writing, of both the seller and the buyer.



In such a dual agency situation, the licensee will not be able to disclose all known information to either the seller or the buyer. As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the seller or the buyer.

The Obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller and the buyer.

### TRANSACTION COORDINATOR

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete the real estate transaction.

### DESIGNATED AGENCY

A buyer or seller with a designated agency agreement is represented only by agents specifically named in the agreement. Any agents of the firm not named in the agreement do not represent the buyer or seller. The named "designated" agent acts solely on behalf of his or her client and may only share confidential information about the client with the agent's supervisory broker who is also named in the agreement. Other agents in the firm have no duties to the buyer or seller and may act solely on behalf of another party in the transaction.

### LICENSEE DISCLOSURE (Check One)

I hereby disclose that the agency status of the licensee named below is:

- ☐ Seller's agent (I will not be representing the buyer unless otherwise agreed in writing.)  
☐ Seller's agent – limited service agreement  
☐ Buyer's agent  
☒ Buyer's agent – limited service agreement  
☐ Dual agent  
☐ Transaction coordinator (A licensee who is not acting as an agent of either the seller or the buyer.)  
☐ None of the above

### AFFILIATED LICENSEE DISCLOSURE (Check One)

- ☐ Check here if acting as a designated agent. Only the licensee's broker and a named supervisory broker have the same agency relationship as the licensee named below. If the other party in a transaction is represented by an affiliated licensee, then the licensee's broker and all named supervisory brokers shall be considered disclosed consensual dual agents.  
☒ Check here if not acting as a designated agent. All affiliated licensees have the same agency relationship as the licensee named below.

Authentisign  
**Kori Shook**  
 5/28/2018 9:00:17 PM EDT  
 Licensee

05/28/2018

Date

Licensee

Date

Further, this form was provided to the buyer or seller before disclosure of any confidential information.

The undersigned ☐ DOES ☒ DOES NOT have a agency relationship with any other real estate licensee. If an agency relationship exists, the undersigned is represented as ☐ SELLER ☐ BUYER.

### ACKNOWLEDGEMENT:

By signing below, the parties confirm that they have received and read the information in this agency disclosure statement and that this form was provided to them before the disclosure of any confidential information specific to the potential sellers or buyers. **THIS IS NOT A CONTRACT.**

Authentisign  
**James Woodworth**  
 5/28/2018 9:56:45 PM EDT  
 Potential ☒ Buyer ☐ Seller (circle one)

05/28/2018

Date

Potential ☐ Buyer ☐ Seller (circle one)

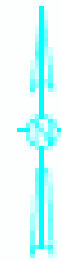
Date

**Disclaimer** This form is provided as a service of the Michigan Association of REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan Association of REALTORS® is not responsible for use or misuse of the form, for misrepresentation, or for warranties in connection with the form.



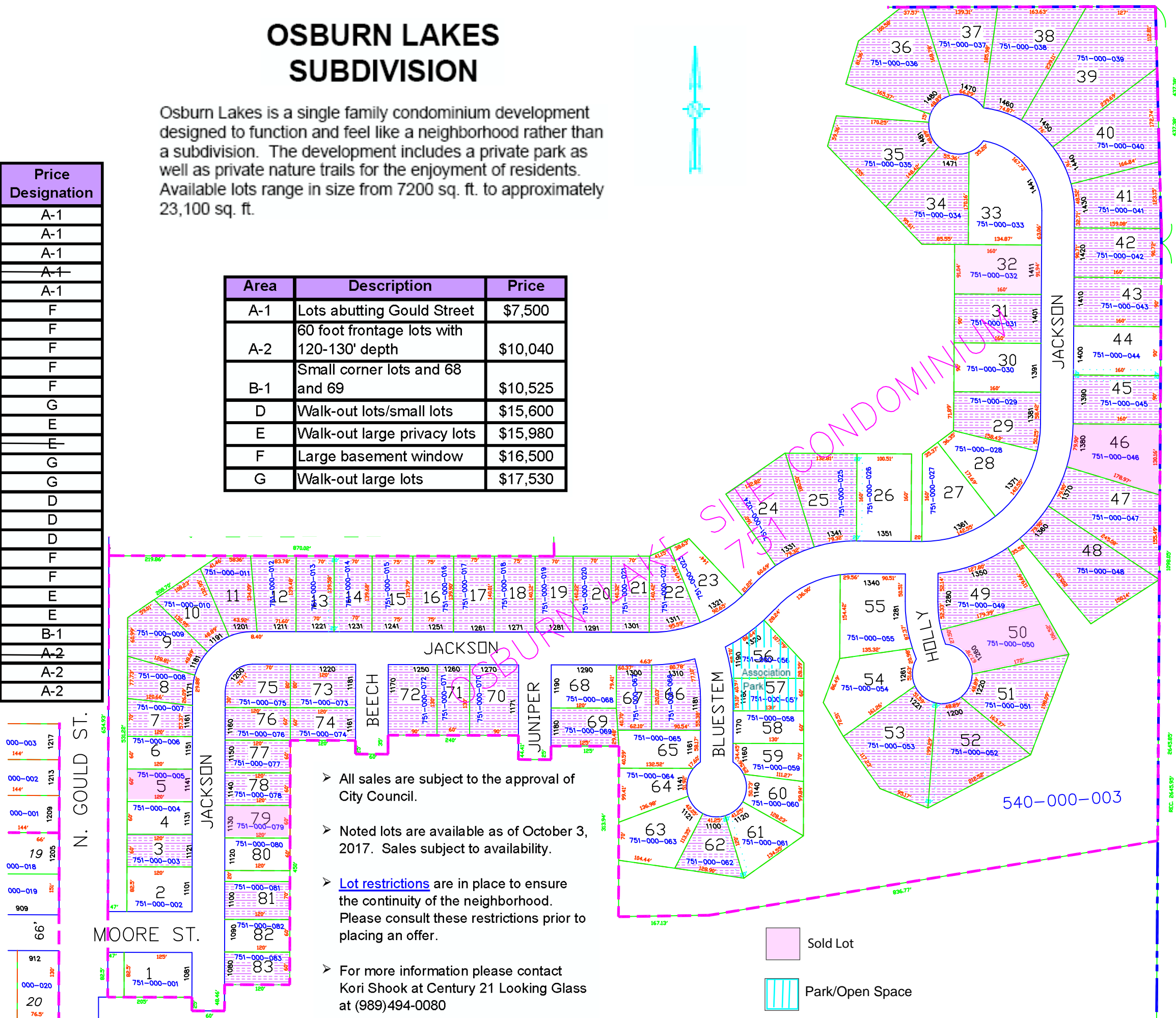
# OSBURN LAKES SUBDIVISION

Osburn Lakes is a single family condominium development designed to function and feel like a neighborhood rather than a subdivision. The development includes a private park as well as private nature trails for the enjoyment of residents. Available lots range in size from 7200 sq. ft. to approximately 23,100 sq. ft.



Available Lots	Price Designation
1	A-1
2	A-1
4	A-1
5	A-1
6	A-1
23	F
26	F
27	F
28	F
30	F
33	G
44	E
46	E
54	G
55	G
58	D
59	D
60	D
61	F
63	F
64	E
65	E
68	B-1
79	A-2
80	A-2
82	A-2

Area	Description	Price
A-1	Lots abutting Gould Street	\$7,500
A-2	60 foot frontage lots with 120-130' depth	\$10,040
B-1	Small corner lots and 68 and 69	\$10,525
D	Walk-out lots/small lots	\$15,600
E	Walk-out large privacy lots	\$15,980
F	Large basement window	\$16,500
G	Walk-out large lots	\$17,530



- All sales are subject to the approval of City Council.
- Noted lots are available as of October 3, 2017. Sales subject to availability.
- [Lot restrictions](#) are in place to ensure the continuity of the neighborhood. Please consult these restrictions prior to placing an offer.
- For more information please contact Kori Shook at Century 21 Looking Glass at (989)494-0080



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

DATE: 6.12.18  
 TO: CITY COUNCIL  
 FROM: CITY MANAGER  
 SUBJECT: OSBURN LAKES SELECTION COMMITTEE RECOMMENDATION FOR REALTOR

**BACKGROUND:**

In April, the City Council voted to terminate the real estate agent contract with Century 21 for the marketing and sale of the remaining city-owned lots in Osburn Lakes because of a miscommunication and dispute between the realtors involved. City Staff responded by releasing a request for proposals to the Greater Shiawassee Association of Realtors and the Michigan Home Builder's Association in an effort to get as much interest in the development as possible; from realtors and developers. The city also received assistance from the SEDP to market this opportunity.

As a result, the City received 3 submittals from real estate agencies and no submittals from residential developers to purchase all remaining lots. The proposals we received centered around serving as the city's real estate agent for the remaining lots and to market and sell them that way; much like the previous agreement with Century 21.

**The Selection Committee met in June and recommended hiring Century 21 again.** Below is a comparison of the three proposals:

	<b>Coldwell Banker</b>	<b>Century 21</b>	<b>Lucy Ham Group</b>
<b>Regional experience</b>	Yes	Yes	Yes
<b>Qualifications of Agent</b>	Don Horton - 46 years Cody Chapman - 4 years	Shannon Howansky - 8 years Century 21 - 19 years	Ham Commercial - 40 years
<b>Residential Broker Experience in Area</b>	Yes	Yes	Yes
<b>Brokerage Fees</b>	*Individual lots - 9% (4.5%-buyer agent 4.5%-listing agent) *Bulk Sale - 8% (4%-buyer agent 4.5% listing agent) *\$245 compliance fee on all transactions	*10% (6%-listing agent 4%-buyer agent)	*\$3,000 commission per lot (\$1,500-buyer agent \$1,500 listing agent)
<b>Notes</b>	*Extensive marketing plan (see page 2) *Proposes cutting current listing prices by 50% *Offer builders an additional 50% off any lots purchased plus an additional 10% if 3 or more lots are purchased at the same time *10% is listed as a brokerage fee on the cover page up to a max of \$1,000. But the brokerage fees listed above are on page 4.	*5 spec home builds have been committed by a builder: \$56,010 -10% = <b>\$50,409</b> *Agent has facilitated 40 home builds in 4 years *Experience building in Osburn Lakes *Proposes plan approvals happen within 3-7 days; matching mid michigan plan review times *Extensive marketing plan (social media, print, newspaper, etc.)	*Commission is around 4 times higher than other proposals. This is to intice agents to show the properties to potential buyers before others. *No carry over compensation *Very detailed 'plan of action'

**FISCAL IMPACT:**

There is no fiscal impact immediately. However, Century 21 has shown that it has 5 lot commitments just waiting in the wings. So if those hold true, the City will have 5 lots sold and developed within this calendar year.

It is estimated that each lot will bring in \$2,500 - \$3,000 in annual tax revenue after a home is built. If 5 homes are built this year, that would be an annual property tax revenue of \$12,500 - \$15,000 per year. Of course the idea is to build on all vacant city owned lots within the development but 5 homes in one year is a great start.

**RECOMMENDATION/OPTIONS:**

This item is moot if council agrees to sell all 23 lots to J. Harrison Properties. If that is not the outcome, I recommend signing on with Century 21 again under the same terms as the last agreement.

**RESOLUTION NO.**

**AUTHORIZING THE EXECUTION OF A CONTRACT WITH  
LOOKING GRAND, INC. D/B/A CENTURY 21 LOOKING GLASS  
FOR PROVIDING REAL ESTATE BROKER SERVICES  
FOR CITY-OWNED LOTS IN OSBURN LAKES, PHASE 1**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, sought proposals 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 City of Owosso received three proposals which were reviewed and analyzed; and it is hereby determined that Looking Grand, Inc. d/b/a Century 21 Looking Glass is qualified to provide such services and submitted a responsible and responsive proposal.

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 secure real estate broker services to market and sell vacant lots in Osburn Lakes Phase 1 from Looking Grand, Inc. d/b/a Century 21 Looking Glass.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Contract for Services between the City of Owosso, Michigan and Looking Grand, Inc. d/b/a Century 21 Looking Glass.

**CONTRACT WITH CENTURY 21 LOOKING GLASS  
FOR THE PROVISION OF REAL ESTATE BROKER SERVICES  
FOR CITY-OWNED LOTS IN OSBURN LAKES, PHASE 1**

THIS contract is made and entered into on the \_\_\_\_ day of June 2018 by and between the city of Owosso, a Michigan municipal corporation, the address of which is 301 West Main Street, Owosso, MI 48867 (the city), and Century 21 Looking Glass, the address of which is 114 North Washington Street, Owosso, MI 48867 (the broker).

Recitals:

- A. The city owns approximately 23 vacant lots within the Osburn Lakes Single-Family Residential Condominium Development also known as Osburn Lakes Phase 1 as shown on Exhibit A (Site Plan) and listed on Exhibit B (List of Properties) hereto. Each property and collectively, all properties, are covered by a master deed and subject to the Michigan Condominium Act, and association bylaws.
- B. Broker has experience in lot sales and has submitted a proposal to the city for the marketing and sale of the lots in response to a request for proposals issued by the city.
- C. Execution of this agreement was authorized by the Owosso city council by resolution on June 18, 2018.

NOW THEREFORE the parties hereto agree as follows:

1. Term

The city hereby grants to broker, who shall not be considered a city employee, the sole and exclusive right for a period of twenty-four (24) months from June 18, 2018 to market and sell the properties. At the end of the term, the parties shall engage in any and all actions as necessary to "wind up" any and all then pending transactions under this agreement or the agreement may be extended.

2. Broker obligations.

- A. The broker shall undertake all activities under this contract in compliance with all applicable federal, state and local laws.
- B. The broker shall use broker's best efforts to bring about the sale, advertising the described property as the broker deems advisable in those advertising media of merit customarily used in the area, furnishing such additional information as is necessary to cooperating real estate brokers, assisting such brokers in effecting a sale of property, and keeping the city informed as to the progress of broker's efforts in finding buyers for the described property(s). The city understands the broker makes no representation or guarantee as to the sale of the property(s).

The broker understands that sale prices have been established by the city council in accordance with the city charter and can only be changed by the city council in accordance with the city charter which requires a 21 day advertising period.

- C. The broker shall and the city grants the broker the right to install one sign on either Lot 1 or 2 while owned by the city for advertising the properties. The sign shall not exceed 15 square feet. The broker will construct and install the sign at broker's expense. If city terminates this contract within the term of this contract (24 months) city shall reimburse broker \$800.00 or the cost of the sign and installation, whichever is the smaller and sign shall become the property of the city of Owosso.
- D. The broker shall have the exclusive right to display "For Sale," "Under Contract," "Sale Pending," or other similar signs on each lot and to remove other such signs.

- E. The broker shall prepare a custom brochure to be distributed to other local realtors, lenders, etc.
- F. The broker shall print an advertisement in each Home Buyer's Guide issue.
- G. The broker shall market through the MLS listing in ECAR, MiRealsource, and co-list with Century 21 Looking Glass.
- H. The broker shall market online through such outlets as Century21.com, Realtor.com, Trulia.com, Zillow.com, etc.

### 3. City obligations

- A. The city shall recognize the broker as the exclusive broker for the city-owned vacant lots, and all potential buyers shall be directed to the broker.
- B. The city shall pay the broker a commission of ten percent (10%) of the sale price for any lot sold at time of closing. If the buyer has a separate agent, the commission shall be split: 6% for seller's broker / 4% for buyer's broker.
- C. The city shall continue to maintain and repair lots at its current level of maintenance, which is mowing approximately once a month during the summer months and removing snow from sidewalks when necessary, subject to available city funds.
- D. The city shall have no obligation to expend any funds on behalf of broker or in connection with any due diligence investigations or other than what is spelled out in this contract.
- E. The city shall provide buyers with disclosures and notices as required by law. City must complete, sign and date required disclosures to the best of city's actual knowledge. City authorizes broker to provide prospective buyers and other brokers with copies of all required disclosures or notices.
- F. The city shall promptly notify broker and amend the applicable disclosures and notices if the documents become outdated or inaccurate, or if city becomes aware of any defect including without limitation, any defect known after an inspection.
- G. The city acknowledges that the broker has a duty to disclose to any buyer any defects in the property actually known to the broker.
- H. The city will protect, defend, indemnify and hold the broker and its affiliated licensees as well as other broker(s) and their affiliated licensees harmless from any and all damages, costs, attorney fees or expenses arising from city's failure to disclose any defect of which city had actual knowledge or information as required by law or communication of any incorrect information to broker and their affiliated licensees, other broker(s) and its affiliated licensees or to any prospective buyers.

### 4. City's indemnification

The broker is not responsible for managing, security or inspection of the property(s). The broker is not responsible or liable for personal injury to any person or loss or damage to any person's real or personal property from i) acts of third parties; ii) vandalism; iii) theft; iv) freezing water pipes; v) dangerous condition on the property; vi) property's non-compliance with any law or ordinance; and vii) any act or omission not caused by broker's negligence. The city agrees to protect, defend, indemnify and hold the broker and its affiliated licensees harmless from any liability for which the broker is not responsible under this contract.

## 5. Relationship of the parties

The parties of the contract agree that it is not a contract of employment but is a contract to accomplish a specific result. Contractor is an independent contractor performing services for the city. Nothing contained in this contract shall be deemed to constitute any other relationship between the city and the contractor.

Contractor certifies that it has no personal or financial interest in the project other than the compensation it is to receive under the contract. Contractor certifies that it is not, and shall not become, overdue or in default to the city for any contract, debt, or any other obligation to the city including real or personal property taxes. City shall have the right to set off any such debt against compensation awarded for services under this agreement.

## 6. Nondiscrimination

The parties acknowledge that pursuant to to Michigan Act 299 of 1980 discrimination because of religion, race, color, national origin, age, sex, disability, familial status, or marital status on the part of the real estate broker, real estate salesperson, seller or lessor is prohibited.

## 7. Entire contract

This contract and any addenda contain the entire contract between the parties and may not be changed except by written amendment.

## 8. Assignability

This contract may not be assigned by either party without the written approval of the other party.

## 9. Binding effect

This contract is binding upon and inures to the benefit of the parties hereto, their respective personal representative, heirs, successors and permitted assigns.

## 10. Governing law

This contract shall be construed, governed, and enforced in accordance with the laws of the state of Michigan. By executing this agreement, the contractor and the city agree to a venue in a court of appropriate jurisdiction sitting within Shiawassee County for purposes of any action arising under this contract.

The laws of the state of Michigan govern the interpretation, validity, performance of all the terms this contract.

## 11. Severability

If any clause in this contract is found to be invalid or unenforceable by a court of law, the remainder of this contract will not be affected, and all other provisions of this contract will remain valid and enforceable.

## 12. Notice

All notices given under this contract shall be in writing, and shall be by personal delivery or by certified mail with return receipt requested to the parties at their respective addresses as specified in the contract documents or other address the contractor may specify in writing.



DATED: \_\_\_\_\_, 2018

City of Owosso (city):

BY: \_\_\_\_\_

Chris Eveleth  
ITS: Mayor

ATTEST:

\_\_\_\_\_  
Amy K. Kirkland, City Clerk

Approved as to form:

\_\_\_\_\_  
Scott J. Gould, Owosso City Attorney

Approved as to content:

\_\_\_\_\_  
Nathan R. Henne, City Manager

Approved by Council: June 18, 2018

DATED: \_\_\_\_\_, 2018

Century 21 Looking Glass (broker):

BY: \_\_\_\_\_

Shannon Howansky, broker



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

---

# ***MEMORANDUM***

---

DATE: June 12, 2018

TO: Owosso City Council

FROM: Karen K. Ruddy, CPA, Finance Director

SUBJECT: Revenue and Expense Financial Reports for May 2018

---

Please find attached the May revenue and expense financial reports.

## **General Fund**

### **Revenue**

Year to date revenues were \$6,389,650 as of the end of May. The City has earned 83% of its budget, and completed 92% of the fiscal year. As we approach the end of the fiscal year, you will begin to see the difference between the budget and actual get smaller. There are several revenue items that we receive after year end that we have to account for in this fiscal year. Therefore, the revenue will be at or over budget.

### **Expenditures**

Year to date expenses were \$6,285,735 as of the end of May. The City has spent 82% of its budget, and completed 92% of the fiscal year. Most departments are spending below or at budget. A few departments are slightly over. Below are explanations for departments that are over budget.

- Building and Grounds is over budget because of an allocation of DPW wages that was made for time spent to move furniture etc., for the replacement of carpet. A budget amendment will be done before year end for this variance.
- General Administration had a larger bad debt expense from ambulance billing that anticipated. An additional budget amendment is being done.

## **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. However in the Local Streets Fund, a transfer in from the Cargill brownfield project was made in May to account for the remainder of the road costs as a donated capital asset. This transfer was offset by an increase to the contractual services expense. A budget amendment is being done to account for these changes. Also, a transfer was made in May from the Capital Improvement Streets Fund to the Major Streets Fund to cover the road improvement expenses. An additional transfer will be done in June.

## **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.

### **Expenditures**

The Sewer, Water and Waste Water Funds are spending above budget. The Sewer and WWTP Funds are spending over budget because revenue always lags behind spending until June when the fourth quarter is billing is done. The Water Fund is spending higher than budget because the automatic meter reading project 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.

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

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

		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		2017-18	05/31/2018	MONTH	05/31/2018	BALANCE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	%	BDGT USED
Fund 101 - GENERAL FUND							
Revenues							
Dept 000							
101-000-401.403	GENERAL PROPERTY TAX	3,249,199.00	3,061,464.12	4,926.20	187,734.88	94.22	
101-000-401.424	TRAILER PARK TAXES	800.00	1,518.00	885.00	(718.00)	189.75	
101-000-401.430	INDUSTRIAL/COMMERCIAL FACILITIES TAX	21,651.00	23,925.46	0.00	(2,274.46)	110.51	
101-000-401.431	OBSOLETE PROPERTY REHAB TAXES(OPRA)	1,950.00	233.91	0.00	1,716.09	12.00	
101-000-401.432	NEIGHBORHOOD ENTERPRISE ZONE REHAB TAXES	0.00	571.75	0.00	(571.75)	100.00	
101-000-401.443	ADMINISTRATION FEES	68,900.00	66,544.30	14.49	2,355.70	96.58	
101-000-401.445	INTEREST & PENALTIES ON TAXES	18,500.00	10,945.92	0.00	7,554.08	59.17	
101-000-450.452	PERMITS-BUILDING	107,748.00	124,146.99	14,828.04	(16,398.99)	115.22	
101-000-450.453	LIQUOR LICENSES	9,700.00	10,060.00	0.00	(360.00)	103.71	
101-000-450.454	PERMITS-ELECTRICAL	26,511.00	38,150.00	3,530.00	(11,639.00)	143.90	
101-000-450.455	PERMITS-PLUMBING & MECHANICAL	38,000.00	48,295.00	4,787.00	(10,295.00)	127.09	
101-000-450.460	MISCELLANEOUS LICENSES	10,511.00	14,500.00	1,660.00	(3,989.00)	137.95	
101-000-450.477	PERMITS-HANDGUNS	500.00	250.00	10.00	250.00	50.00	
101-000-450.478	DOG LICENSES	30.00	111.00	111.00	(81.00)	370.00	
101-000-501.505	FEDERAL GRANT - DEPT OF JUSTICE	0.00	325.00	0.00	(325.00)	100.00	
101-000-539.529	STATE SOURCES	45,000.00	0.00	0.00	45,000.00	0.00	
101-000-539.573	LOCAL COMMUNITY STABILIZATION SHARE	51,559.00	51,559.97	0.00	(0.97)	100.00	
101-000-539.575	REVENUE SHARING-CONSTITUTIONAL	1,666,441.00	1,115,846.00	0.00	550,595.00	66.96	
101-000-600.625	VACANT PROPERTY REGISTRATION/INSPECTION	1,000.00	3,000.00	700.00	(2,000.00)	300.00	
101-000-600.626	CHARGE FOR SERVICES RENDERED	52,000.00	32,832.90	617.54	19,167.10	63.14	
101-000-600.627	DUPLICATING SERVICES	2,000.00	1,037.76	319.19	962.24	51.89	
101-000-600.628	RENTAL REGISTRATION	1,100.00	775.00	0.00	325.00	70.45	
101-000-600.629	AMBULANCE CHARGES	255,400.00	185,423.34	0.00	69,976.66	72.60	
101-000-600.630	AMBULANCE MILEAGE CHARGES	340,873.00	238,996.68	0.00	101,876.32	70.11	
101-000-600.631	AMBULANCE/ ADVANCED LIFE SUPPORT CHARGES	475,000.00	411,510.52	0.00	63,489.48	86.63	
101-000-600.633	FIRE SERVICES	0.00	4,000.00	0.00	(4,000.00)	100.00	
101-000-600.642	CHARGE FOR SERVICES - SALES	2,000.00	2,272.00	90.00	(272.00)	113.60	
101-000-600.647	CABLE TELEVISION FRANCHISE FEES	110,000.00	54,879.19	0.00	55,120.81	49.89	
101-000-600.651	RECREATION	500.00	0.00	0.00	500.00	0.00	
101-000-655.655	PARKING VIOLATIONS	3,500.00	4,403.00	190.00	(903.00)	125.80	
101-000-655.659	PARKING LEASE INCOME	3,000.00	2,445.00	0.00	555.00	81.50	
101-000-655.660	ORDINANCE FINES & COSTS	21,000.00	14,628.81	1,012.11	6,371.19	69.66	
101-000-664.664	INTEREST INCOME	23,000.00	14,521.65	0.00	8,478.35	63.14	
101-000-664.668	RENTAL INCOME	1,500.00	5,830.00	0.00	(4,330.00)	388.67	
101-000-671.673	SALE OF FIXED ASSETS	5,000.00	4,208.50	0.00	791.50	84.17	
101-000-671.675	DONATIONS-PRIVATE	2,700.00	37,327.80	11,398.42	(34,627.80)	1,382.51	
101-000-671.676	DONATIONS-PUBLIC SAFETY	0.00	15.00	0.00	(15.00)	100.00	
101-000-671.687	INSURANCE REFUNDS	133,034.00	135,570.00	0.00	(2,536.00)	101.91	
101-000-671.692	RECOVERY OF BAD DEBTS	4,500.00	0.00	0.00	4,500.00	0.00	
101-000-671.694	MISCELLANEOUS	25,500.00	32,986.21	4,072.50	(7,486.21)	129.36	
101-000-695.676	WASTEWATER UTIL. ADMIN REIMB	186,725.00	182,085.12	13,799.18	4,639.88	97.52	
101-000-695.677	CITY UTILITIES ADMIN REIMB	365,900.00	335,401.00	30,491.00	30,499.00	91.66	
101-000-695.678	DDA/OBRA REIMBURSEMENT	4,475.00	5,314.00	5,314.00	(839.00)	118.75	
101-000-695.695	ACT 51 ADMIN REIMBURSEMENT	110,900.00	111,738.79	13,158.69	(838.79)	100.76	
101-000-695.699	APPROPRIATION OF FUND BALANCE	214,941.00	0.00	0.00	214,941.00	0.00	
Total Dept 000		7,662,548.00	6,389,649.69	111,914.36	1,272,898.31	83.39	
TOTAL REVENUES		7,662,548.00	6,389,649.69	111,914.36	1,272,898.31	83.39	
Expenditures							

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 101 - CITY COUNCIL						
101-101-704.000	BOARDS & COMMISSIONS	2,600.00	1,303.91	(50.00)	1,296.09	50.15
101-101-728.000	OPERATING SUPPLIES	1,200.00	56.20	0.00	1,143.80	4.68
101-101-860.000	EDUCATION & TRAINING	500.00	611.74	90.00	(111.74)	122.35
Total Dept 101 - CITY COUNCIL		4,300.00	1,971.85	40.00	2,328.15	45.86
Dept 171 - CITY MANAGER						
101-171-702.100	SALARIES	98,775.00	106,300.69	14,473.72	(7,525.69)	107.62
101-171-702.800	ACCRUED SICK LEAVE	3,217.00	1,513.75	1,513.75	1,703.25	47.05
101-171-715.000	SOCIAL SECURITY (FICA)	8,051.00	8,414.34	1,435.87	(363.34)	104.51
101-171-716.100	HEALTH INSURANCE	3,250.00	3,777.31	3,230.60	(527.31)	116.22
101-171-716.200	DENTAL INSURANCE	485.00	447.52	21.56	37.48	92.27
101-171-716.300	OPTICAL INSURANCE	0.00	4.96	4.96	(4.96)	100.00
101-171-716.400	LIFE INSURANCE	300.00	297.00	24.75	3.00	99.00
101-171-716.500	DISABILITY INSURANCE	1,102.00	1,050.00	90.00	52.00	95.28
101-171-717.000	UNEMPLOYMENT INSURANCE	18.00	40.50	0.00	(22.50)	225.00
101-171-718.200	DEFINED CONTRIBUTION	15,785.00	16,574.70	2,800.71	(789.70)	105.00
101-171-719.000	WORKERS' COMPENSATION	300.00	236.00	0.00	64.00	78.67
101-171-728.000	OPERATING SUPPLIES	400.00	1,931.80	0.00	(1,531.80)	482.95
101-171-818.000	CONTRACTUAL SERVICES	24,000.00	0.00	0.00	24,000.00	0.00
101-171-858.000	MEMBERSHIPS & DUES	1,000.00	869.00	0.00	131.00	86.90
101-171-860.000	EDUCATION & TRAINING	3,700.00	1,894.64	(90.00)	1,805.36	51.21
Total Dept 171 - CITY MANAGER		160,383.00	143,352.21	23,505.92	17,030.79	89.38
Dept 201 - FINANCE						
101-201-702.100	SALARIES	172,713.00	153,967.75	15,738.87	18,745.25	89.15
101-201-715.000	SOCIAL SECURITY (FICA)	13,461.00	11,546.24	1,156.74	1,914.76	85.78
101-201-716.100	HEALTH INSURANCE	30,244.00	21,161.00	3,377.54	9,083.00	69.97
101-201-716.200	DENTAL INSURANCE	1,456.00	1,231.64	172.09	224.36	84.59
101-201-716.300	OPTICAL INSURANCE	181.00	156.04	24.19	24.96	86.21
101-201-716.400	LIFE INSURANCE	1,097.00	1,034.24	135.35	62.76	94.28
101-201-716.500	DISABILITY INSURANCE	2,018.00	1,826.14	232.42	191.86	90.49
101-201-717.000	UNEMPLOYMENT INSURANCE	53.00	121.50	0.00	(68.50)	229.25
101-201-718.000	RETIREMENT	12,547.00	16,431.62	1,304.64	(3,884.62)	130.96
101-201-718.200	DEFINED CONTRIBUTION	3,564.00	1,692.89	265.52	1,871.11	47.50
101-201-719.000	WORKERS' COMPENSATION	450.00	392.00	0.00	58.00	87.11
101-201-728.000	OPERATING SUPPLIES	3,500.00	1,898.89	35.65	1,601.11	54.25
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	665.00	120.00	(115.00)	120.91
101-201-860.000	EDUCATION & TRAINING	3,000.00	2,115.93	924.00	884.07	70.53
Total Dept 201 - FINANCE		247,148.00	216,508.28	23,487.01	30,639.72	87.60
Dept 209 - ASSESSING						
101-209-702.100	SALARIES	83,104.00	73,601.41	14,507.27	9,502.59	88.57
101-209-702.800	ACCRUED SICK LEAVE	0.00	3,478.26	3,478.26	(3,478.26)	100.00
101-209-704.000	BOARDS & COMMISSIONS	1,250.00	900.00	50.00	350.00	72.00
101-209-715.000	SOCIAL SECURITY (FICA)	5,612.00	6,149.03	1,583.33	(537.03)	109.57
101-209-716.100	HEALTH INSURANCE	3,250.00	2,683.89	2,683.89	566.11	82.58

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-209-716.200	DENTAL INSURANCE	485.00	404.40	0.00	80.60	83.38
101-209-716.300	OPTICAL INSURANCE	112.00	93.10	0.00	18.90	83.13
101-209-716.400	LIFE INSURANCE	519.00	493.09	40.00	25.91	95.01
101-209-716.500	DISABILITY INSURANCE	844.00	759.83	40.00	84.17	90.03
101-209-717.000	UNEMPLOYMENT INSURANCE	18.00	40.50	0.00	(22.50)	225.00
101-209-718.000	RETIREMENT	33,169.00	32,859.52	7,107.12	309.48	99.07
101-209-718.200	DEFINED CONTRIBUTION	0.00	221.54	184.62	(221.54)	100.00
101-209-719.000	WORKERS' COMPENSATION	413.00	336.00	0.00	77.00	81.36
101-209-728.000	OPERATING SUPPLIES	6,500.00	4,683.81	224.98	1,816.19	72.06
101-209-802.000	ADVERTISING	500.00	41.25	0.00	458.75	8.25
101-209-818.000	CONTRACTUAL SERVICES	5,000.00	4,097.00	0.00	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	275.00	0.00	25.00	91.67
101-209-860.000	EDUCATION & TRAINING	1,250.00	1,007.11	260.00	242.89	80.57
Total Dept 209 - ASSESSING		142,576.00	132,124.74	30,159.47	10,451.26	92.67
Dept 210 - CITY ATTORNEY						
101-210-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	60,000.00	47,778.75	5,233.74	12,221.25	79.63
101-210-801.100	PROFESSIONAL SERVICES:POLICE/COURT	67,500.00	59,769.75	5,620.74	7,730.25	88.55
Total Dept 210 - CITY ATTORNEY		127,500.00	107,548.50	10,854.48	19,951.50	84.35
Dept 215 - CLERK						
101-215-702.100	SALARIES	105,946.00	98,683.07	9,617.38	7,262.93	93.14
101-215-706.000	ELECTIONS	12,000.00	11,831.34	0.00	168.66	98.59
101-215-715.000	SOCIAL SECURITY (FICA)	8,105.00	7,285.56	710.90	819.44	89.89
101-215-716.100	HEALTH INSURANCE	19,071.00	17,647.63	1,682.35	1,423.37	92.54
101-215-716.200	DENTAL INSURANCE	744.00	680.07	61.70	63.93	91.41
101-215-716.300	OPTICAL INSURANCE	91.00	82.83	7.52	8.17	91.02
101-215-716.400	LIFE INSURANCE	642.00	623.33	56.93	18.67	97.09
101-215-716.500	DISABILITY INSURANCE	1,239.00	1,185.88	108.28	53.12	95.71
101-215-717.000	UNEMPLOYMENT INSURANCE	36.00	81.00	0.00	(45.00)	225.00
101-215-718.000	RETIREMENT	45,171.00	43,830.79	4,257.61	1,340.21	97.03
101-215-719.000	WORKERS' COMPENSATION	264.00	232.00	0.00	32.00	87.88
101-215-728.000	OPERATING SUPPLIES	8,550.00	3,557.37	0.00	4,992.63	41.61
101-215-802.000	ADVERTISING	3,600.00	2,984.04	411.25	615.96	82.89
101-215-818.000	CONTRACTUAL SERVICES	7,310.00	7,602.60	4,801.00	(292.60)	104.00
101-215-833.000	EQUIPMENT MAINTENANCE	100.00	0.00	(3,851.00)	100.00	0.00
101-215-858.000	MEMBERSHIPS & DUES	420.00	380.00	0.00	40.00	90.48
101-215-860.000	EDUCATION & TRAINING	600.00	21.49	0.00	578.51	3.58
101-215-978.000	EQUIPMENT	8,000.00	9,605.56	0.00	(1,605.56)	120.07
Total Dept 215 - CLERK		221,889.00	206,314.56	17,863.92	15,574.44	92.98
Dept 226 - HUMAN RESOURCES						
101-226-702.100	SALARIES	126,570.00	117,660.68	9,500.15	8,909.32	92.96
101-226-715.000	SOCIAL SECURITY (FICA)	9,867.00	8,824.08	711.86	1,042.92	89.43
101-226-716.100	HEALTH INSURANCE	7,476.00	0.00	0.00	7,476.00	0.00
101-226-716.200	DENTAL INSURANCE	1,558.00	1,428.24	129.84	129.76	91.67

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-226-716.300	OPTICAL INSURANCE	223.00	204.82	18.62	18.18	91.85
101-226-716.400	LIFE INSURANCE	748.00	697.77	63.34	50.23	93.28
101-226-716.500	DISABILITY INSURANCE	1,514.00	1,421.78	129.82	92.22	93.91
101-226-717.000	UNEMPLOYMENT INSURANCE	36.00	81.00	0.00	(45.00)	225.00
101-226-718.000	RETIREMENT	24,632.00	21,633.56	1,697.58	2,998.44	87.83
101-226-718.200	DEFINED CONTRIBUTION	3,150.00	714.36	226.62	2,435.64	22.68
101-226-719.000	WORKERS' COMPENSATION	335.00	388.00	0.00	(53.00)	115.82
101-226-728.000	OPERATING SUPPLIES	4,000.00	2,387.22	0.00	1,612.78	59.68
101-226-802.000	ADVERTISING	1,000.00	2,032.06	460.26	(1,032.06)	203.21
101-226-818.000	CONTRACTUAL SERVICES	21,000.00	19,816.10	615.50	1,183.90	94.36
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	0.00	91.00	81.80
101-226-860.000	EDUCATION & TRAINING	3,000.00	983.98	50.00	2,016.02	32.80
Total Dept 226 - HUMAN RESOURCES		207,609.00	178,682.65	13,603.59	28,926.35	86.07
Dept 253 - TREASURY						
101-253-702.100	SALARIES	67,603.00	58,910.51	4,038.43	8,692.49	87.14
101-253-715.000	SOCIAL SECURITY (FICA)	4,973.00	4,436.85	301.12	536.15	89.22
101-253-716.100	HEALTH INSURANCE	11,300.00	12,358.66	1,143.34	(1,058.66)	109.37
101-253-716.200	DENTAL INSURANCE	375.00	462.15	40.43	(87.15)	123.24
101-253-716.300	OPTICAL INSURANCE	74.00	57.37	5.02	16.63	77.53
101-253-716.400	LIFE INSURANCE	450.00	321.25	28.72	128.75	71.39
101-253-716.500	DISABILITY INSURANCE	816.00	637.62	56.21	178.38	78.14
101-253-717.000	UNEMPLOYMENT INSURANCE	25.00	82.03	0.00	(57.03)	328.12
101-253-718.200	DEFINED CONTRIBUTION	546.00	2,097.79	161.53	(1,551.79)	384.21
101-253-719.000	WORKERS' COMPENSATION	200.00	176.00	0.00	24.00	88.00
101-253-728.000	OPERATING SUPPLIES	1,400.00	1,620.42	45.66	(220.42)	115.74
101-253-818.000	CONTRACTUAL SERVICES	12,700.00	8,308.21	2,273.00	4,391.79	65.42
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	953.44	0.00	1,046.56	47.67
101-253-862.000	OVER & SHORT	0.00	109.59	0.00	(109.59)	100.00
Total Dept 253 - TREASURY		103,512.00	90,581.89	8,093.46	12,930.11	87.51
Dept 258 - INFORMATION & TECHNOLOGY						
101-258-728.000	OPERATING SUPPLIES	5,000.00	2,348.86	39.98	2,651.14	46.98
101-258-818.000	CONTRACTUAL SERVICES	80,295.00	62,187.00	10,897.00	18,108.00	77.45
101-258-833.000	EQUIPMENT MAINTENANCE	500.00	9,215.87	0.00	(8,715.87)	1,843.17
101-258-978.000	EQUIPMENT	23,200.00	6,000.00	6,000.00	17,200.00	25.86
Total Dept 258 - INFORMATION & TECHNOLOGY		108,995.00	79,751.73	16,936.98	29,243.27	73.17
Dept 265 - BUILDING & GROUNDS						
101-265-702.200	WAGES	38,375.00	44,716.42	2,836.80	(6,341.42)	116.52
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	5,400.00	5,341.80	0.00	58.20	98.92
101-265-715.000	SOCIAL SECURITY (FICA)	2,467.00	2,929.89	212.32	(462.89)	118.76

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-265-716.000	FRINGES	1,800.00	8,780.17	0.00	(6,980.17)	487.79
101-265-716.100	HEALTH INSURANCE	6,169.00	5,685.75	546.71	483.25	92.17
101-265-716.200	DENTAL INSURANCE	485.00	444.84	40.44	40.16	91.72
101-265-716.300	OPTICAL INSURANCE	60.00	55.33	5.03	4.67	92.22
101-265-716.400	LIFE INSURANCE	79.00	72.60	6.60	6.40	91.90
101-265-717.000	UNEMPLOYMENT INSURANCE	18.00	40.50	0.00	(22.50)	225.00
101-265-718.000	RETIREMENT	23,214.00	17,180.04	1,255.86	6,033.96	74.01
101-265-719.000	WORKERS' COMPENSATION	944.00	848.00	0.00	96.00	89.83
101-265-728.000	OPERATING SUPPLIES	2,500.00	2,933.80	(365.50)	(433.80)	117.35
101-265-818.000	CONTRACTUAL SERVICES	0.00	225.40	39.78	(225.40)	100.00
101-265-820.100	ELECTRICITY	20,000.00	14,590.24	1,346.55	5,409.76	72.95
101-265-820.200	GAS	4,000.00	3,933.84	309.46	66.16	98.35
101-265-820.300	TELEPHONE	290.00	270.00	22.50	20.00	93.10
101-265-820.400	WATER & SEWER	3,000.00	2,280.80	0.00	719.20	76.03
101-265-831.000	BUILDING MAINTENANCE	12,000.00	63,822.36	760.94	(51,822.36)	531.85
101-265-843.000	EQUIPMENT RENTAL	3,000.00	5,123.88	0.00	(2,123.88)	170.80
101-265-975.000	COL - BUILDING IMPROVEMENTS	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 265 - BUILDING & GROUNDS		175,469.00	179,275.66	7,017.49	(3,806.66)	102.17
Dept 299 - GENERAL ADMIN						
101-299-719.000	WORKERS' COMPENSATION	200.00	110.00	0.00	90.00	55.00
101-299-728.000	OPERATING SUPPLIES	22,000.00	14,035.20	1,374.13	7,964.80	63.80
101-299-810.000	INSURANCE & BONDS	132,662.00	132,552.08	0.00	109.92	99.92
101-299-818.000	CONTRACTUAL SERVICES	10,030.00	12,289.00	189.00	(2,259.00)	122.52
101-299-820.300	TELEPHONE	5,814.00	5,830.28	304.40	(16.28)	100.28
101-299-833.000	EQUIPMENT MAINTENANCE	500.00	391.00	84.00	109.00	78.20
101-299-850.000	BAD DEBT EXPENSE	90,000.00	112,259.90	0.00	(22,259.90)	124.73
101-299-856.000	MISCELLANEOUS	9,900.00	8,883.26	28.36	1,016.74	89.73
101-299-858.000	MEMBERSHIPS & DUES	38,415.00	38,268.00	0.00	147.00	99.62
101-299-860.000	EDUCATION & TRAINING	0.00	0.00	(10.00)	0.00	0.00
101-299-971.000	LAND	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 299 - GENERAL ADMIN		312,021.00	324,618.72	1,969.89	(12,597.72)	104.04
Dept 300 - POLICE						
101-300-702.100	SALARIES	1,100,433.00	993,296.35	76,673.79	107,136.65	90.26
101-300-702.120	SALARIES-MAGNET	69,047.00	61,384.48	4,907.70	7,662.52	88.90
101-300-702.200	WAGES	21,600.00	9,530.91	368.01	12,069.09	44.12
101-300-702.300	OVERTIME	45,000.00	40,262.95	3,741.52	4,737.05	89.47
101-300-702.400	WAGES - TEMPORARY	0.00	838.31	64.75	(838.31)	100.00
101-300-702.600	UNIFORMS	1,450.00	1,450.00	0.00	0.00	100.00
101-300-702.800	ACCRUED SICK LEAVE	6,600.00	7,115.98	0.00	(515.98)	107.82
101-300-703.000	CROSSING GUARDS	42,000.00	43,867.86	5,559.46	(1,867.86)	104.45
101-300-715.000	SOCIAL SECURITY (FICA)	28,300.00	24,959.39	2,080.36	3,340.61	88.20
101-300-716.000	FRINGES	0.00	46.29	0.00	(46.29)	100.00
101-300-716.100	HEALTH INSURANCE	229,915.00	188,857.57	16,217.29	41,057.43	82.14
101-300-716.200	DENTAL INSURANCE	11,000.00	9,732.75	854.09	1,267.25	88.48
101-300-716.300	OPTICAL INSURANCE	1,300.00	1,069.13	94.11	230.87	82.24
101-300-716.400	LIFE INSURANCE	3,900.00	3,464.67	303.77	435.33	88.84
101-300-716.500	DISABILITY INSURANCE	5,050.00	4,954.20	416.83	95.80	98.10



REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 (ABNORMAL)	MONTH 05/31/2018 (DECREASE)	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-300-716.600	PHYSICALS	500.00	150.00	0.00	350.00	30.00
101-300-717.000	UNEMPLOYMENT INSURANCE	520.00	943.04	0.00	(423.04)	181.35
101-300-718.000	RETIREMENT	75,000.00	85,014.58	6,586.58	(10,014.58)	113.35
101-300-718.100	MUNICIPAL EMPLOYEES RETIREMENT PROGRAM	120,500.00	121,687.30	9,581.34	(1,187.30)	100.99
101-300-718.200	DEFINED CONTRIBUTION	2,142.00	2,155.92	174.83	(13.92)	100.65
101-300-719.000	WORKERS' COMPENSATION	18,600.00	20,516.00	0.00	(1,916.00)	110.30
101-300-728.000	OPERATING SUPPLIES	14,000.00	17,927.73	706.37	(3,927.73)	128.06
101-300-741.000	UNIFORMS & CLEANING	9,000.00	4,993.20	145.45	4,006.80	55.48
101-300-751.000	GAS & OIL	25,000.00	24,181.10	2,725.66	818.90	96.72
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	54,463.78	5,252.10	25,536.22	68.08
101-300-820.100	ELECTRICITY	9,600.00	8,332.87	679.15	1,267.13	86.80
101-300-820.200	GAS	5,800.00	4,357.35	340.67	1,442.65	75.13
101-300-820.300	TELEPHONE	5,500.00	6,282.01	383.96	(782.01)	114.22
101-300-820.400	WATER & SEWER	2,734.00	2,180.70	0.00	553.30	79.76
101-300-820.500	REFUSE	500.00	346.50	31.50	153.50	69.30
101-300-831.000	BUILDING MAINTENANCE	6,000.00	1,595.61	708.07	4,404.39	26.59
101-300-833.000	EQUIPMENT MAINTENANCE	1,000.00	520.00	0.00	480.00	52.00
101-300-833.400	EQUIP MAINT - MOBILE	20,000.00	14,076.31	1,032.61	5,923.69	70.38
101-300-856.000	MISCELLANEOUS	300.00	221.73	0.00	78.27	73.91
101-300-858.000	MEMBERSHIPS & DUES	2,400.00	540.00	115.00	1,860.00	22.50
101-300-860.000	EDUCATION & TRAINING	5,000.00	3,458.09	525.00	1,541.91	69.16
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	0.00	15,723.00	72.17
Total Dept 300 - POLICE		2,026,691.00	1,814,145.97	140,269.97	212,545.03	89.51
Dept 335 - FIRE						
101-335-702.100	SALARIES	1,000,280.00	906,959.39	68,628.85	93,320.61	90.67
101-335-702.200	WAGES	0.00	108.78	0.00	(108.78)	100.00
101-335-702.300	OVERTIME	121,000.00	119,293.66	8,885.09	1,706.34	98.59
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	0.00	800.00	55.56
101-335-702.800	ACCRUED SICK LEAVE	8,100.00	4,467.06	89.40	3,632.94	55.15
101-335-715.000	SOCIAL SECURITY (FICA)	21,150.00	17,250.82	341.97	3,899.18	81.56
101-335-716.000	FRINGES	0.00	84.89	0.00	(84.89)	100.00
101-335-716.100	HEALTH INSURANCE	262,000.00	203,384.36	17,482.72	58,615.64	77.63
101-335-716.200	DENTAL INSURANCE	7,850.00	6,496.70	575.83	1,353.30	82.76
101-335-716.300	OPTICAL INSURANCE	1,250.00	983.41	81.73	266.59	78.67
101-335-716.400	LIFE INSURANCE	4,740.00	4,042.80	344.69	697.20	85.29
101-335-716.500	DISABILITY INSURANCE	9,600.00	7,165.05	678.17	2,434.95	74.64
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	772.88	0.00	(394.88)	204.47
101-335-718.000	RETIREMENT	143,800.00	160,253.93	11,856.41	(16,453.93)	111.44
101-335-718.200	DEFINED CONTRIBUTION	2,072.00	2,126.57	174.81	(54.57)	102.63
101-335-719.000	WORKERS' COMPENSATION	24,000.00	25,567.00	0.00	(1,567.00)	106.53
101-335-728.000	OPERATING SUPPLIES	15,000.00	7,520.35	1,070.39	7,479.65	50.14
101-335-728.100	SUPPLIES	30,000.00	20,008.75	1,188.88	9,991.25	66.70
101-335-741.000	UNIFORMS & CLEANING	14,500.00	13,018.11	0.00	1,481.89	89.78
101-335-751.000	GAS & OIL	20,000.00	25,808.76	2,443.42	(5,808.76)	129.04
101-335-818.000	CONTRACTUAL SERVICES	70,000.00	80,127.40	9,336.91	(10,127.40)	114.47

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-335-820.100	ELECTRICITY	11,000.00	9,788.85	824.21	1,211.15	88.99
101-335-820.200	GAS	4,500.00	4,264.25	340.68	235.75	94.76
101-335-820.300	TELEPHONE	2,000.00	2,901.64	303.13	(901.64)	145.08
101-335-820.400	WATER & SEWER	2,000.00	2,180.70	0.00	(180.70)	109.04
101-335-820.500	REFUSE	500.00	346.50	31.50	153.50	69.30
101-335-831.000	BUILDING MAINTENANCE	9,000.00	4,718.63	607.05	4,281.37	52.43
101-335-833.000	EQUIPMENT MAINTENANCE	5,000.00	3,708.21	279.02	1,291.79	74.16
101-335-833.400	EQUIP MAINT - MOBILE	35,000.00	29,526.83	166.86	5,473.17	84.36
101-335-860.000	EDUCATION & TRAINING	23,000.00	22,488.60	405.00	511.40	97.78
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
Total Dept 335 - FIRE		1,890,570.00	1,720,108.18	126,136.72	170,461.82	90.98
Dept 370 - BUILDING AND SAFETY						
101-370-702.100	SALARIES	57,539.00	32,081.27	2,670.76	25,457.73	55.76
101-370-702.200	WAGES	0.00	22,660.00	2,040.00	(22,660.00)	100.00
101-370-715.000	SOCIAL SECURITY (FICA)	4,402.00	4,173.52	358.33	228.48	94.81
101-370-716.100	HEALTH INSURANCE	17,530.00	16,466.16	1,243.63	1,063.84	93.93
101-370-716.200	DENTAL INSURANCE	785.00	708.11	65.30	76.89	90.21
101-370-716.300	OPTICAL INSURANCE	110.00	99.63	9.17	10.37	90.57
101-370-716.400	LIFE INSURANCE	140.00	127.76	11.62	12.24	91.26
101-370-716.500	DISABILITY INSURANCE	439.00	316.54	36.19	122.46	72.10
101-370-717.000	UNEMPLOYMENT INSURANCE	38.00	65.88	0.00	(27.88)	173.37
101-370-718.200	DEFINED CONTRIBUTION	1,413.00	1,126.76	106.83	286.24	79.74
101-370-719.000	WORKERS' COMPENSATION	355.00	752.00	0.00	(397.00)	211.83
101-370-728.000	OPERATING SUPPLIES	4,000.00	1,478.24	368.74	2,521.76	36.96
101-370-818.000	CONTRACTUAL SERVICES	134,000.00	106,821.70	11,421.67	27,178.30	79.72
101-370-820.300	TELEPHONE	500.00	205.08	0.00	294.92	41.02
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		223,951.00	187,082.65	18,332.24	36,868.35	83.54
Dept 441 - PUBLIC WORKS						
101-441-702.100	SALARIES	61,345.00	54,431.30	4,583.79	6,913.70	88.73
101-441-702.200	WAGES	97,000.00	51,164.63	26,250.86	45,835.37	52.75
101-441-702.400	WAGES - TEMPORARY	5,000.00	4,508.50	370.00	491.50	90.17
101-441-703.000	OTHER COMPENSATION	0.00	60,135.73	2,405.38	(60,135.73)	100.00
101-441-715.000	SOCIAL SECURITY (FICA)	12,496.00	32,209.44	2,541.87	(19,713.44)	257.76
101-441-716.000	FRINGES	0.00	(223,653.56)	0.00	223,653.56	100.00
101-441-716.100	HEALTH INSURANCE	28,700.00	89,657.66	8,200.88	(60,957.66)	312.40
101-441-716.200	DENTAL INSURANCE	2,000.00	4,689.55	428.16	(2,689.55)	234.48
101-441-716.300	OPTICAL INSURANCE	260.00	510.31	44.28	(250.31)	196.27
101-441-716.400	LIFE INSURANCE	700.00	1,021.42	93.20	(321.42)	145.92
101-441-716.500	DISABILITY INSURANCE	1,600.00	3,394.27	306.16	(1,794.27)	212.14
101-441-717.000	UNEMPLOYMENT INSURANCE	68.00	552.86	0.00	(484.86)	813.03
101-441-718.000	RETIREMENT	21,740.00	69,773.16	5,487.96	(48,033.16)	320.94

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-441-718.100	MUNICIPAL EMPLOYEES RETIREMENT PROGRAM	0.00	8,596.50	1,563.00	(8,596.50)	100.00
101-441-718.200	DEFINED CONTRIBUTION	4,498.00	10,170.61	833.75	(5,672.61)	226.11
101-441-719.000	WORKERS' COMPENSATION	4,500.00	14,575.00	0.00	(10,075.00)	323.89
101-441-728.000	OPERATING SUPPLIES	4,000.00	4,023.99	170.00	(23.99)	100.60
101-441-751.000	GAS & OIL	3,000.00	2,222.85	112.00	777.15	74.10
101-441-818.000	CONTRACTUAL SERVICES	6,000.00	14,863.18	2,256.00	(8,863.18)	247.72
101-441-820.100	ELECTRICITY	18,000.00	6,458.68	490.86	11,541.32	35.88
101-441-820.200	GAS	7,000.00	4,673.49	325.05	2,326.51	66.76
101-441-820.300	TELEPHONE	5,500.00	3,997.58	134.59	1,502.42	72.68
101-441-820.400	WATER & SEWER	1,200.00	772.60	0.00	427.40	64.38
101-441-820.500	REFUSE	2,000.00	1,055.01	92.17	944.99	52.75
101-441-821.000	STREET LIGHTING	200,000.00	93,441.06	16,216.72	106,558.94	46.72
101-441-822.000	DISPOSAL AREA(LANDFILL)	20,000.00	9,701.00	0.00	10,299.00	48.51
101-441-831.000	BUILDING MAINTENANCE	7,000.00	1,876.78	287.77	5,123.22	26.81
101-441-831.100	STORM SEWER MAINTENANCE	26,000.00	26,126.60	4,279.38	(126.60)	100.49
101-441-836.200	TREES & GARDEN	2,500.00	171.20	0.00	2,328.80	6.85
101-441-838.000	MISCELLANEOUS OPERATIONS	4,000.00	2,419.63	1,563.13	1,580.37	60.49
101-441-843.000	EQUIPMENT RENTAL	35,000.00	19,768.95	0.00	15,231.05	56.48
101-441-860.000	EDUCATION & TRAINING	6,000.00	1,024.00	0.00	4,976.00	17.07
101-441-860.100	SAFETY TRAINING	1,500.00	147.35	147.35	1,352.65	9.82
Total Dept 441 - PUBLIC WORKS		588,607.00	374,481.33	79,184.31	214,125.67	63.62
Dept 528 - LEAF AND BRUSH COLLECTION						
101-528-702.200	WAGES	47,000.00	37,507.93	0.00	9,492.07	79.80
101-528-702.400	WAGES - TEMPORARY	0.00	3,235.00	0.00	(3,235.00)	100.00
101-528-715.000	SOCIAL SECURITY (FICA)	0.00	247.48	0.00	(247.48)	100.00
101-528-716.000	FRINGES	30,000.00	29,271.20	0.00	728.80	97.57
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	5,442.57	0.00	14,557.43	27.21
101-528-843.000	EQUIPMENT RENTAL	130,000.00	83,415.54	0.00	46,584.46	64.17
Total Dept 528 - LEAF AND BRUSH COLLECTION		229,000.00	159,339.78	0.00	69,660.22	69.58
Dept 585 - PARKING						
101-585-702.200	WAGES	9,800.00	7,529.90	0.00	2,270.10	76.84
101-585-716.000	FRINGES	8,200.00	5,876.33	0.00	2,323.67	71.66
101-585-728.000	OPERATING SUPPLIES	4,500.00	340.97	0.00	4,159.03	7.58
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	64.13	0.00	1,935.87	3.21
101-585-843.000	EQUIPMENT RENTAL	16,500.00	12,617.97	0.00	3,882.03	76.47
Total Dept 585 - PARKING		43,000.00	26,429.30	0.00	16,570.70	61.46
Dept 728 - COMMUNITY DEVELOPMENT						
101-728-702.100	SALARIES	75,323.00	70,182.37	5,778.94	5,140.63	93.18
101-728-702.400	WAGES - TEMPORARY	0.00	185.74	19.05	(185.74)	100.00
101-728-702.800	ACCRUED SICK LEAVE	0.00	(682.40)	0.00	682.40	100.00
101-728-715.000	SOCIAL SECURITY (FICA)	6,103.00	5,046.22	408.18	1,056.78	82.68
101-728-716.100	HEALTH INSURANCE	6,985.00	2,567.26	227.17	4,417.74	36.75

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 (NORMAL (ABNORMAL))	MONTH 05/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 101 - GENERAL FUND						
Expenditures						
101-728-716.200	DENTAL INSURANCE	120.00	109.04	10.03	10.96	90.87
101-728-716.300	OPTICAL INSURANCE	20.00	15.59	1.43	4.41	77.95
101-728-716.400	LIFE INSURANCE	525.00	525.64	48.27	(0.64)	100.12
101-728-716.500	DISABILITY INSURANCE	877.00	852.64	79.43	24.36	97.22
101-728-717.000	UNEMPLOYMENT INSURANCE	20.00	40.50	0.00	(20.50)	202.50
101-728-718.000	RETIREMENT	0.00	82.21	8.43	(82.21)	100.00
101-728-718.200	DEFINED CONTRIBUTION	3,060.00	2,780.02	231.16	279.98	90.85
101-728-719.000	WORKERS' COMPENSATION	230.00	164.00	0.00	66.00	71.30
101-728-728.000	OPERATING SUPPLIES	1,500.00	387.03	0.00	1,112.97	25.80
101-728-818.000	CONTRACTUAL SERVICES	27,580.00	17,486.64	2,048.33	10,093.36	63.40
101-728-858.000	MEMBERSHIPS & DUES	1,000.00	380.00	0.00	620.00	38.00
101-728-860.000	EDUCATION & TRAINING	4,000.00	3,319.15	100.00	680.85	82.98
Total Dept 728 - COMMUNITY DEVELOPMENT		127,343.00	103,441.65	8,960.42	23,901.35	81.23
Dept 756 - PARKS						
101-756-702.200	WAGES	60,000.00	31,248.94	0.00	28,751.06	52.08
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	24,386.67	0.00	22,613.33	51.89
101-756-728.000	OPERATING SUPPLIES	3,000.00	2,286.20	1,150.00	713.80	76.21
101-756-818.000	CONTRACTUAL SERVICES	10,000.00	7,207.23	200.00	2,792.77	72.07
101-756-820.100	ELECTRICITY	11,000.00	7,344.64	615.63	3,655.36	66.77
101-756-820.200	GAS	50.00	0.00	0.00	50.00	0.00
101-756-820.400	WATER & SEWER	7,000.00	7,359.83	0.00	(359.83)	105.14
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	7,657.82	954.66	8,342.18	47.86
101-756-831.200	BLDG MAINTENANCE-BALLFIELDS	2,000.00	1,468.40	661.14	531.60	73.42
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	34,748.10	0.00	25,251.90	57.91
101-756-974.000	LAND IMPROVEMENTS	82,000.00	81,663.08	0.00	336.92	99.59
Total Dept 756 - PARKS		302,900.00	206,236.56	3,581.43	96,663.44	68.09
Dept 966 - TRANSFERS OUT						
101-966-999.202	TRANSFER TO MAJOR STREET	222,534.00	0.00	0.00	222,534.00	0.00
101-966-999.297	TRANSFER TO HISTORICAL COMMISSION	33,000.00	30,250.00	2,750.00	2,750.00	91.67
101-966-999.700	TRANSFER TO AIRPORT	7,000.00	3,489.00	0.00	3,511.00	49.84
101-966-999.731	TRANSFER-RETIREMENT	156,550.00	0.00	0.00	156,550.00	0.00
Total Dept 966 - TRANSFERS OUT		419,084.00	33,739.00	2,750.00	385,345.00	8.05
TOTAL EXPENDITURES		7,662,548.00	6,285,735.21	532,747.30	1,376,812.79	82.03
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		7,662,548.00	6,389,649.69	111,914.36	1,272,898.31	83.39
TOTAL EXPENDITURES		7,662,548.00	6,285,735.21	532,747.30	1,376,812.79	82.03
NET OF REVENUES & EXPENDITURES		0.00	103,914.48	(420,832.94)	(103,914.48)	100.00

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 NORMAL (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-539.529	STATE SOURCES	39,000.00	0.00	0.00	39,000.00	0.00
202-000-539.546	TRUNKLINE MAINTENANCE	39,000.00	20,157.25	0.00	18,842.75	51.69
202-000-539.569	GAS & WEIGHT TAX	913,000.00	927,804.81	96,414.96	(14,804.81)	101.62
202-000-671.694	MISCELLANEOUS	0.00	7,797.82	0.00	(7,797.82)	100.00
202-000-695.101	GENERAL FUND TRANSFER	222,534.00	0.00	0.00	222,534.00	0.00
202-000-695.411	TRANSFER FROM STREET PROGRAM	2,815,000.00	2,000,000.00	2,000,000.00	815,000.00	71.05
202-000-695.672	SPECIAL ASSESSMENT	26,300.00	0.00	0.00	26,300.00	0.00
Total Dept 000		4,054,834.00	2,955,759.88	2,096,414.96	1,099,074.12	72.89
TOTAL REVENUES		4,054,834.00	2,955,759.88	2,096,414.96	1,099,074.12	72.89
Expenditures						
Dept 451 - CONSTRUCTION						
202-451-716.000	FRINGES	0.00	1,586.32	0.00	(1,586.32)	100.00
202-451-728.000	OPERATING SUPPLIES	0.00	3.00	0.00	(3.00)	100.00
202-451-818.000	CONTRACTUAL SERVICES	3,078,300.00	2,036,180.73	140,864.53	1,042,119.27	66.15
Total Dept 451 - CONSTRUCTION		3,078,300.00	2,037,770.05	140,864.53	1,040,529.95	66.20
Dept 463 - STREET MAINTENANCE						
202-463-702.200	WAGES	31,000.00	34,489.09	0.00	(3,489.09)	111.26
202-463-716.000	FRINGES	29,000.00	33,181.95	0.00	(4,181.95)	114.42
202-463-728.000	OPERATING SUPPLIES	20,000.00	19,765.42	1,010.08	234.58	98.83
202-463-818.000	CONTRACTUAL SERVICES	80,000.00	26,206.55	2,093.13	53,793.45	32.76
202-463-843.000	EQUIPMENT RENTAL	55,000.00	36,794.81	0.00	18,205.19	66.90
Total Dept 463 - STREET MAINTENANCE		215,000.00	150,437.82	3,103.21	64,562.18	69.97
Dept 473 - BRIDGE MAINTENANCE						
202-473-702.200	WAGES	500.00	72.85	0.00	427.15	14.57
202-473-716.000	FRINGES	500.00	70.08	0.00	429.92	14.02
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	23.11	0.00	476.89	4.62
Total Dept 473 - BRIDGE MAINTENANCE		2,300.00	166.04	0.00	2,133.96	7.22
Dept 474 - TRAFFIC SERVICES-MAINTENANCE						
202-474-702.200	WAGES	2,000.00	2,003.25	0.00	(3.25)	100.16
202-474-716.000	FRINGES	2,000.00	1,927.32	0.00	72.68	96.37
202-474-728.000	OPERATING SUPPLIES	3,500.00	1,831.59	0.00	1,668.41	52.33
202-474-818.000	CONTRACTUAL SERVICES	15,000.00	11,569.59	0.00	3,430.41	77.13
202-474-820.000	UTILITIES	3,500.00	1,391.87	0.00	2,108.13	39.77
202-474-843.000	EQUIPMENT RENTAL	1,500.00	1,262.74	0.00	237.26	84.18
Total Dept 474 - TRAFFIC SERVICES-MAINTENANCE		27,500.00	19,986.36	0.00	7,513.64	72.68

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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)	MONTH 05/31/2018 INCREASE (DECREASE)	05/31/2018 NORMAL (ABNORMAL)	BALANCE	
Fund 202 - MAJOR STREET FUND							
Expenditures							
Dept 478 - SNOW & ICE CONTROL							
202-478-702.200	WAGES	20,000.00	25,633.53	0.00	(5,633.53)	128.17	
202-478-716.000	FRINGES	20,000.00	24,662.02	0.00	(4,662.02)	123.31	
202-478-728.000	OPERATING SUPPLIES	50,000.00	39,430.78	0.00	10,569.22	78.86	
202-478-843.000	EQUIPMENT RENTAL	35,000.00	61,590.65	0.00	(26,590.65)	175.97	
Total Dept 478 - SNOW & ICE CONTROL		125,000.00	151,316.98	0.00	(26,316.98)	121.05	
Dept 480 - TREE TRIMMING							
202-480-702.200	WAGES	8,000.00	8,772.40	0.00	(772.40)	109.66	
202-480-716.000	FRINGES	8,000.00	8,439.93	0.00	(439.93)	105.50	
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	14,829.18	0.00	(6,329.18)	174.46	
Total Dept 480 - TREE TRIMMING		30,500.00	32,866.55	0.00	(2,366.55)	107.76	
Dept 482 - ADMINISTRATION & ENGINEERING							
202-482-702.100	SALARIES	65,500.00	48,729.23	6,592.85	16,770.77	74.40	
202-482-702.800	ACCRUED SICK LEAVE	0.00	8,841.00	8,841.00	(8,841.00)	100.00	
202-482-715.000	SOCIAL SECURITY (FICA)	5,625.00	4,526.21	1,304.13	1,098.79	80.47	
202-482-716.100	HEALTH INSURANCE	5,300.00	3,826.15	1,889.07	1,473.85	72.19	
202-482-716.200	DENTAL INSURANCE	525.00	180.61	10.78	344.39	34.40	
202-482-716.300	OPTICAL INSURANCE	50.00	21.79	1.26	28.21	43.58	
202-482-716.400	LIFE INSURANCE	175.00	117.45	18.48	57.55	67.11	
202-482-716.500	DISABILITY INSURANCE	400.00	210.97	18.67	189.03	52.74	
202-482-718.000	RETIREMENT	11,600.00	10,623.58	5,416.98	976.42	91.58	
202-482-718.200	DEFINED CONTRIBUTION	0.00	409.26	86.16	(409.26)	100.00	
202-482-719.000	WORKERS' COMPENSATION	500.00	208.00	0.00	292.00	41.60	
202-482-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	200.00	1,531.00	0.00	(1,331.00)	765.50	
202-482-999.101	CONTRIBUTION-GF ADMIN	81,500.00	81,866.95	9,641.50	(366.95)	100.45	
Total Dept 482 - ADMINISTRATION & ENGINEERING		171,375.00	161,092.20	33,820.88	10,282.80	94.00	
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	332,070.00	253,787.52	29,888.64	78,282.48	76.43	
Total Dept 485 - LOCAL STREET TRANSFER		332,070.00	253,787.52	29,888.64	78,282.48	76.43	
Dept 486 - TRUNKLINE SURFACE MAINTENANCE							
202-486-702.200	WAGES	900.00	293.78	0.00	606.22	32.64	
202-486-716.000	FRINGES	900.00	282.64	0.00	617.36	31.40	
202-486-728.000	OPERATING SUPPLIES	800.00	608.04	0.00	191.96	76.01	

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 NORMAL (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Expenditures						
202-486-843.000	EQUIPMENT RENTAL	600.00	172.15	0.00	427.85	28.69
Total Dept 486 - TRUNKLINE SURFACE MAINTENANCE		3,200.00	1,356.61	0.00	1,843.39	42.39
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
202-488-818.000	CONTRACTUAL SERVICES	0.00	554.60	554.60	(554.60)	100.00
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	1,155.42	554.60	1,844.58	38.51
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	91.75	0.00	(41.75)	183.50
202-492-716.000	FRINGES	50.00	88.28	0.00	(38.28)	176.56
202-492-843.000	EQUIPMENT RENTAL	100.00	36.46	0.00	63.54	36.46
Total Dept 492 - TRUNKLINE ROADSIDE CLEANUP		200.00	216.49	0.00	(16.49)	108.25
Dept 494 - TRUNKLINE TRAFFIC SIGNS						
202-494-702.200	WAGES	200.00	38.50	0.00	161.50	19.25
202-494-716.000	FRINGES	200.00	37.03	0.00	162.97	18.52
202-494-728.000	OPERATING SUPPLIES	400.00	102.00	0.00	298.00	25.50
202-494-843.000	EQUIPMENT RENTAL	200.00	30.24	0.00	169.76	15.12
Total Dept 494 - TRUNKLINE TRAFFIC SIGNS		1,000.00	207.77	0.00	792.23	20.78
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

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 NORMAL (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Expenditures						
Total Dept 496 - TRUNKLINE TRAFFIC SIGNALS		1,500.00	0.00	0.00	1,500.00	0.00
Dept 497 - TRUNKLINE SNOW & ICE CONTROL						
202-497-702.200	WAGES	2,065.00	4,167.82	0.00	(2,102.82)	201.83
202-497-716.000	FRINGES	1,652.00	4,009.87	0.00	(2,357.87)	242.73
202-497-728.000	OPERATING SUPPLIES	10,000.00	13,127.44	0.00	(3,127.44)	131.27
202-497-843.000	EQUIPMENT RENTAL	3,600.00	10,677.53	0.00	(7,077.53)	296.60
Total Dept 497 - TRUNKLINE SNOW & ICE CONTROL		17,317.00	31,982.66	0.00	(14,665.66)	184.69
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)	30,649.00	0.00	0.00	30,649.00	0.00
Total Dept 965 - OTHER FINANCING SOURCES (USES)		30,649.00	0.00	0.00	30,649.00	0.00
TOTAL EXPENDITURES		4,054,834.00	2,846,609.20	208,231.86	1,208,224.80	70.20
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		4,054,834.00	2,955,759.88	2,096,414.96	1,099,074.12	72.89
TOTAL EXPENDITURES		4,054,834.00	2,846,609.20	208,231.86	1,208,224.80	70.20
NET OF REVENUES & EXPENDITURES		0.00	109,150.68	1,888,183.10	(109,150.68)	100.00



PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018	MONTH	05/31/2018	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	298,718.47		35,171.97	281.53	99.91
203-000-664.664	INTEREST INCOME	0.00	39.87		0.00	(39.87)	100.00
203-000-671.694	MISCELLANEOUS	42,000.00	336.56		336.56	41,663.44	0.80
203-000-695.202	MAJOR STREET TRANSFER	252,650.00	253,787.52		29,888.64	(1,137.52)	100.45
203-000-695.288	TRANSFER IN FROM COMPONENT UNIT	0.00	233,909.37		233,909.37	(233,909.37)	100.00
203-000-695.672	SPECIAL ASSESSMENT	46,050.00	0.00		0.00	46,050.00	0.00
Total Dept 000		650,100.00	788,791.04		299,306.54	(138,691.04)	121.33
TOTAL REVENUES		650,100.00	788,791.04		299,306.54	(138,691.04)	121.33
Expenditures							
Dept 451 - CONSTRUCTION							
203-451-818.000	CONTRACTUAL SERVICES	100,000.00	244,134.37		233,909.37	(144,134.37)	244.13
Total Dept 451 - CONSTRUCTION		100,000.00	244,134.37		233,909.37	(144,134.37)	244.13
Dept 463 - STREET MAINTENANCE							
203-463-702.200	WAGES	38,000.00	36,726.48		0.00	1,273.52	96.65
203-463-716.000	FRINGES	38,000.00	35,334.56		0.00	2,665.44	92.99
203-463-728.000	OPERATING SUPPLIES	20,000.00	15,464.75		1,397.07	4,535.25	77.32
203-463-818.000	CONTRACTUAL SERVICES	100,000.00	52,396.27		1,713.12	47,603.73	52.40
203-463-843.000	EQUIPMENT RENTAL	73,500.00	59,077.01		0.00	14,422.99	80.38
Total Dept 463 - STREET MAINTENANCE		269,500.00	198,999.07		3,110.19	70,500.93	73.84
Dept 474 - TRAFFIC SERVICES-MAINTENANCE							
203-474-702.200	WAGES	1,000.00	572.70		0.00	427.30	57.27
203-474-716.000	FRINGES	1,000.00	550.98		0.00	449.02	55.10
203-474-728.000	OPERATING SUPPLIES	1,000.00	136.21		0.00	863.79	13.62
203-474-843.000	EQUIPMENT RENTAL	800.00	249.67		0.00	550.33	31.21
Total Dept 474 - TRAFFIC SERVICES-MAINTENANCE		3,800.00	1,509.56		0.00	2,290.44	39.73
Dept 478 - SNOW & ICE CONTROL							
203-478-702.200	WAGES	7,500.00	14,058.26		0.00	(6,558.26)	187.44
203-478-716.000	FRINGES	7,500.00	13,525.45		0.00	(6,025.45)	180.34
203-478-728.000	OPERATING SUPPLIES	23,500.00	13,792.10		0.00	9,707.90	58.69
203-478-843.000	EQUIPMENT RENTAL	22,000.00	36,796.35		0.00	(14,796.35)	167.26
Total Dept 478 - SNOW & ICE CONTROL		60,500.00	78,172.16		0.00	(17,672.16)	129.21
Dept 480 - TREE TRIMMING							
203-480-702.200	WAGES	20,000.00	10,237.90		0.00	9,762.10	51.19
203-480-716.000	FRINGES	20,000.00	9,849.88		0.00	10,150.12	49.25

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 NORMAL (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
Expenditures						
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
203-480-843.000	EQUIPMENT RENTAL	20,000.00	16,050.12	0.00	3,949.88	80.25
Total Dept 480 - TREE TRIMMING		64,000.00	40,926.80	0.00	23,073.20	63.95
Dept 482 - ADMINISTRATION & ENGINEERING						
203-482-702.100	SALARIES	72,800.00	61,472.04	8,267.54	11,327.96	84.44
203-482-715.000	SOCIAL SECURITY (FICA)	5,700.00	4,699.06	632.26	1,000.94	82.44
203-482-716.100	HEALTH INSURANCE	9,000.00	3,535.91	273.35	5,464.09	39.29
203-482-716.200	DENTAL INSURANCE	900.00	310.03	10.78	589.97	34.45
203-482-716.300	OPTICAL INSURANCE	100.00	37.83	1.26	62.17	37.83
203-482-716.400	LIFE INSURANCE	250.00	158.43	18.48	91.57	63.37
203-482-716.500	DISABILITY INSURANCE	500.00	339.17	18.67	160.83	67.83
203-482-718.000	RETIREMENT	12,000.00	11,635.99	1,529.23	364.01	96.97
203-482-718.200	DEFINED CONTRIBUTION	0.00	409.17	86.14	(409.17)	100.00
203-482-719.000	WORKERS' COMPENSATION	700.00	188.00	0.00	512.00	26.86
203-482-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	200.00	1,428.00	0.00	(1,228.00)	714.00
203-482-999.101	CONTRIBUTION-GF ADMIN	29,900.00	29,871.85	3,517.20	28.15	99.91
Total Dept 482 - ADMINISTRATION & ENGINEERING		132,050.00	114,085.48	14,354.91	17,964.52	86.40
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	677,827.44	251,374.47	(27,727.44)	104.27
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		650,100.00	788,791.04	299,306.54	(138,691.04)	121.33
TOTAL EXPENDITURES		650,100.00	677,827.44	251,374.47	(27,727.44)	104.27
NET OF REVENUES & EXPENDITURES		0.00	110,963.60	47,932.07	(110,963.60)	100.00

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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
248-000-664.664	INTEREST INCOME	0.00	1.23	0.00	(1.23)	100.00
248-000-671.675	DONATIONS-PRIVATE	520,000.00	25,740.00	0.00	494,260.00	4.95
Total Dept 000		1,040,000.00	25,741.23	0.00	1,014,258.77	2.48
TOTAL REVENUES		1,040,000.00	25,741.23	0.00	1,014,258.77	2.48
Expenditures						
Dept 901 - CAPITAL OUTLAY						
248-901-965.540	CAPITAL CONTRIBUTIONS-FACADE	1,040,000.00	8,710.00	8,710.00	1,031,290.00	0.84
Total Dept 901 - CAPITAL OUTLAY		1,040,000.00	8,710.00	8,710.00	1,031,290.00	0.84
TOTAL EXPENDITURES		1,040,000.00	8,710.00	8,710.00	1,031,290.00	0.84
Fund 248 - DOWNTOWN FACADE PROGRAM:						
TOTAL REVENUES		1,040,000.00	25,741.23	0.00	1,014,258.77	2.48
TOTAL EXPENDITURES		1,040,000.00	8,710.00	8,710.00	1,031,290.00	0.84
NET OF REVENUES & EXPENDITURES		0.00	17,031.23	(8,710.00)	(17,031.23)	100.00

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 NORMAL (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 273 - CDBG REVOLVING LOAN FUND						
Revenues						
Dept 000						
273-000-664.664	INTEREST INCOME	0.00	772.05	0.00	(772.05)	100.00
273-000-671.675	LOAN REPAYMENTS	4,700.00	4,162.44	(12,505.76)	537.56	88.56
273-000-695.699	APPROPRIATION OF FUND BALANCE	39,100.00	0.00	0.00	39,100.00	0.00
Total Dept 000		43,800.00	4,934.49	(12,505.76)	38,865.51	11.27
TOTAL REVENUES		43,800.00	4,934.49	(12,505.76)	38,865.51	11.27
Expenditures						
Dept 200 - GEN SERVICES						
273-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	980.00	0.00	(980.00)	100.00
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	980.00	0.00	20.00	98.00
Dept 965 - OTHER FINANCING SOURCES (USES)						
273-965-995.000	OTHER FINANCING SOURCES (USES)	42,800.00	0.00	0.00	42,800.00	0.00
Total Dept 965 - OTHER FINANCING SOURCES (USES)		42,800.00	0.00	0.00	42,800.00	0.00
TOTAL EXPENDITURES		43,800.00	980.00	0.00	42,820.00	2.24
Fund 273 - CDBG REVOLVING LOAN FUND:						
TOTAL REVENUES		43,800.00	4,934.49	(12,505.76)	38,865.51	11.27
TOTAL EXPENDITURES		43,800.00	980.00	0.00	42,820.00	2.24
NET OF REVENUES & EXPENDITURES		0.00	3,954.49	(12,505.76)	(3,954.49)	100.00

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2018 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
275-000-664.664	INTEREST INCOME	0.00	0.45	0.00	(0.45)	100.00
Total Dept 000		283,200.00	20,383.45	0.00	262,816.55	7.20
TOTAL REVENUES		283,200.00	20,383.45	0.00	262,816.55	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	20,383.45	0.00	262,816.55	7.20
TOTAL EXPENDITURES		283,200.00	25,063.00	0.00	258,137.00	8.85
NET OF REVENUES & EXPENDITURES		0.00	(4,679.55)	0.00	4,679.55	100.00

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 297 - HISTORICAL FUND						
Revenues						
Dept 000						
297-000-600.600	SALES	5,000.00	4,068.60	392.00	931.40	81.37
297-000-664.664	INTEREST INCOME	50.00	103.86	17.88	(53.86)	207.72
297-000-664.667	RENTS	2,000.00	1,300.00	300.00	700.00	65.00
297-000-664.668	RENTAL INCOME	13,200.00	11,100.00	500.00	2,100.00	84.09
297-000-671.675	DONATIONS-PRIVATE	20,000.00	18,267.77	1,046.00	1,732.23	91.34
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	30,250.00	2,750.00	2,750.00	91.67
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	69,703.93	5,005.88	28,546.07	70.95
TOTAL REVENUES		98,250.00	69,703.93	5,005.88	28,546.07	70.95
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-728.000	OPERATING SUPPLIES	0.00	0.00	(456.75)	0.00	0.00
297-797-728.200	SUPPLIES-HISTORIC COLLECTION	1,000.00	711.25	0.00	288.75	71.13
297-797-728.300	HOME TOUR PROMOTION	0.00	0.00	(1,399.99)	0.00	0.00
297-797-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	465.00	0.00	(465.00)	100.00
297-797-810.000	INSURANCE & BONDS	1,250.00	1,250.00	0.00	0.00	100.00
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	2,491.09	1,192.24	3,508.91	41.52
297-797-869.000	PROMOTION	5,000.00	4,855.50	2,671.86	144.50	97.11
297-797-870.000	EXHIBITIONS	0.00	473.60	0.00	(473.60)	100.00
Total Dept 797 - HISTORICAL COMMISSION		15,250.00	10,308.94	2,007.36	4,941.06	67.60
Dept 798 - CASTLE						
297-798-702.200	WAGES	40,000.00	31,697.66	2,643.64	8,302.34	79.24
297-798-702.400	WAGES - SEASONAL-DOCENTS	12,000.00	10,884.41	948.13	1,115.59	90.70
297-798-715.000	SOCIAL SECURITY (FICA)	3,978.00	3,257.52	274.75	720.48	81.89
297-798-717.000	UNEMPLOYMENT INSURANCE	42.00	62.30	0.00	(20.30)	148.33
297-798-719.000	WORKERS' COMPENSATION	80.00	84.00	0.00	(4.00)	105.00
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	699.60	0.00	0.40	99.94
297-798-820.000	UTILITIES	4,000.00	4,261.25	320.95	(261.25)	106.53
297-798-831.000	BUILDING MAINTENANCE	7,000.00	1,049.32	0.00	5,950.68	14.99
297-798-856.000	MISCELLANEOUS	1,000.00	2,514.10	0.00	(1,514.10)	251.41
297-798-869.000	PROMOTION	0.00	0.00	(770.87)	0.00	0.00
Total Dept 798 - CASTLE		70,300.00	54,741.15	3,416.60	15,558.85	77.87
Dept 799 - GOULD HOUSE						
297-799-810.000	INSURANCE & BONDS	700.00	699.60	0.00	0.40	99.94
297-799-820.000	UTILITIES	4,000.00	3,692.72	232.60	307.28	92.32
297-799-831.000	BUILDING MAINTENANCE	5,000.00	585.48	152.00	4,414.52	11.71
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	752.66	0.00	1,247.34	37.63

06/12/2018 10:38 AM  
User: KKRuddy  
DB: Owosso

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO  
PERIOD ENDING 05/31/2018  
% Fiscal Year Completed: 91.78

Page 20/33

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

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - HISTORICAL FUND						
Expenditures						
Total Dept 799 - GOULD HOUSE		12,700.00	5,730.46	384.60	6,969.54	45.12
TOTAL EXPENDITURES		98,250.00	70,780.55	5,808.56	27,469.45	72.04
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		98,250.00	69,703.93	5,005.88	28,546.07	70.95
TOTAL EXPENDITURES		98,250.00	70,780.55	5,808.56	27,469.45	72.04
NET OF REVENUES & EXPENDITURES		0.00	(1,076.62)	(802.68)	1,076.62	100.00

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2018 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	74,873.00	0.00	(739.00)	101.00
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	74,873.00	0.00	0.00	100.00
TOTAL REVENUES		74,873.00	74,873.00	0.00	0.00	100.00
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	34,872.50	0.00	0.50	100.00
Total Dept 905 - DEBT SERVICE		74,873.00	74,872.50	0.00	0.50	100.00
TOTAL EXPENDITURES		74,873.00	74,872.50	0.00	0.50	100.00
Fund 325 - DEBT SERVICE-2010 GO BONDS:						
TOTAL REVENUES		74,873.00	74,873.00	0.00	0.00	100.00
TOTAL EXPENDITURES		74,873.00	74,872.50	0.00	0.50	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.50	0.00	(0.50)	100.00



PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2018 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	365,020.36	671.74	122,342.64	74.90
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	365,020.36	671.74	127,297.64	74.14
TOTAL REVENUES		492,318.00	365,020.36	671.74	127,297.64	74.14
Expenditures						
Dept 905 - DEBT SERVICE						
327-905-980.991	PRINCIPAL	242,500.00	250,000.00	0.00	(7,500.00)	103.09
327-905-980.995	INTEREST	248,818.00	140,467.67	0.00	108,350.33	56.45
327-905-980.998	PAYING AGENT FEES	1,000.00	750.00	0.00	250.00	75.00
Total Dept 905 - DEBT SERVICE		492,318.00	391,217.67	0.00	101,100.33	79.46
TOTAL EXPENDITURES		492,318.00	391,217.67	0.00	101,100.33	79.46
Fund 327 - DEBT SERVICE:						
TOTAL REVENUES		492,318.00	365,020.36	671.74	127,297.64	74.14
TOTAL EXPENDITURES		492,318.00	391,217.67	0.00	101,100.33	79.46
NET OF REVENUES & EXPENDITURES		0.00	(26,197.31)	671.74	26,197.31	100.00

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2018 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	80,117.50	750.00	0.50	100.00
Total Dept 000		80,118.00	80,117.50	750.00	0.50	100.00
TOTAL REVENUES		80,118.00	80,117.50	750.00	0.50	100.00
Expenditures						
Dept 905 - DEBT SERVICE						
397-905-980.991	PRINCIPAL	45,000.00	45,000.00	0.00	0.00	100.00
397-905-980.995	INTEREST	34,368.00	34,367.50	0.00	0.50	100.00
397-905-980.998	PAYING AGENT FEES	750.00	750.00	0.00	0.00	100.00
Total Dept 905 - DEBT SERVICE		80,118.00	80,117.50	0.00	0.50	100.00
TOTAL EXPENDITURES		80,118.00	80,117.50	0.00	0.50	100.00
Fund 397 - 2009 LTGO DEBT:						
TOTAL REVENUES		80,118.00	80,117.50	750.00	0.50	100.00
TOTAL EXPENDITURES		80,118.00	80,117.50	0.00	0.50	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	750.00	0.00	0.00

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2018 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	73,508.66	116.94	(38,548.66)	210.27
588-000-664.664	INTEREST INCOME	0.00	12.65	0.00	(12.65)	100.00
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	73,521.31	116.94	(28,403.31)	162.95
TOTAL REVENUES		45,118.00	73,521.31	116.94	(28,403.31)	162.95
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	73,521.31	116.94	(28,403.31)	162.95
TOTAL EXPENDITURES		45,118.00	33,406.38	0.00	11,711.62	74.04
NET OF REVENUES & EXPENDITURES		0.00	40,114.93	116.94	(40,114.93)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-401.446	PENALTIES - LATE CHARGES	30,000.00	28,250.17	7,066.14	1,749.83	94.17
590-000-450.477	SWR:PERMITS/INSPECTION FEE	1,000.00	370.00	40.00	630.00	37.00
590-000-539.529	STATE SOURCES	239,310.00	199,530.36	0.00	39,779.64	83.38
590-000-600.601	METERED SALES	1,621,950.00	1,222,727.11	(282.00)	399,222.89	75.39
590-000-664.664	INTEREST INCOME	1,700.00	7,823.20	27.27	(6,123.20)	460.19
590-000-671.694	MISCELLANEOUS	0.00	4,182.87	0.00	(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	1,462,883.71	6,851.41	923,158.29	61.31
TOTAL REVENUES		2,386,042.00	1,462,883.71	6,851.41	923,158.29	61.31
Expenditures						
Dept 200 - GEN SERVICES						
590-200-702.100	SALARIES	34,000.00	37,386.56	3,471.21	(3,386.56)	109.96
590-200-715.000	SOCIAL SECURITY (FICA)	2,601.00	2,878.59	267.87	(277.59)	110.67
590-200-716.100	HEALTH INSURANCE	2,200.00	2,589.32	171.50	(389.32)	117.70
590-200-716.200	DENTAL INSURANCE	100.00	102.81	6.07	(2.81)	102.81
590-200-716.300	OPTICAL INSURANCE	12.00	12.48	0.76	(0.48)	104.00
590-200-716.400	LIFE INSURANCE	249.00	212.62	21.47	36.38	85.39
590-200-716.500	DISABILITY INSURANCE	400.00	422.40	40.90	(22.40)	105.60
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	1,446.68	138.82	(246.68)	120.56
590-200-719.000	WORKERS' COMPENSATION	150.00	196.00	0.00	(46.00)	130.67
590-200-728.000	OPERATING SUPPLIES	1,500.00	706.09	49.56	793.91	47.07
590-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	2,900.00	2,938.00	0.00	(38.00)	101.31
590-200-810.000	INSURANCE & BONDS	10,000.00	9,992.34	0.00	7.66	99.92
590-200-818.000	CONTRACTUAL SERVICES	12,000.00	6,447.33	0.00	5,552.67	53.73
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	0.00	(152.50)	100.00
590-200-890.200	OPERATION & MAINTENANCE	965,000.00	966,753.45	89,394.63	(1,753.45)	100.18
590-200-890.300	REPLACEMENT	145,000.00	106,109.73	0.00	38,890.27	73.18
590-200-899.101	GF CONTRIBUTION	100,800.00	92,400.00	8,400.00	8,400.00	91.67
Total Dept 200 - GEN SERVICES		1,279,298.00	1,230,558.82	101,962.79	48,739.18	96.19
Dept 549 - SEWER OPERATIONS						
590-549-702.200	WAGES	84,000.00	24,585.98	4,950.56	59,414.02	29.27
590-549-702.300	OVERTIME	5,800.00	3,680.44	386.80	2,119.56	63.46
590-549-703.000	OTHER COMPENSATION	21,000.00	10,248.24	851.04	10,751.76	48.80
590-549-715.000	SOCIAL SECURITY (FICA)	8,476.00	5,615.97	471.00	2,860.03	66.26
590-549-716.000	FRINGES	0.00	(26,368.50)	0.00	26,368.50	100.00
590-549-716.100	HEALTH INSURANCE	25,500.00	23,790.99	2,286.68	1,709.01	93.30
590-549-716.200	DENTAL INSURANCE	1,100.00	889.68	80.88	210.32	80.88
590-549-716.300	OPTICAL INSURANCE	140.00	110.66	10.06	29.34	79.04
590-549-716.400	LIFE INSURANCE	200.00	145.20	13.20	54.80	72.60
590-549-716.500	DISABILITY INSURANCE	0.00	240.94	34.42	(240.94)	100.00
590-549-717.000	UNEMPLOYMENT INSURANCE	41.00	86.00	0.00	(45.00)	209.76
590-549-718.000	RETIREMENT	30,000.00	18,218.22	1,460.20	11,781.78	60.73

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 NORMAL (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Expenditures						
590-549-718.200	DEFINED CONTRIBUTION	400.00	1,292.92	115.60	(892.92)	323.23
590-549-719.000	WORKERS' COMPENSATION	1,107.00	980.00	0.00	127.00	88.53
590-549-728.000	OPERATING SUPPLIES	5,000.00	1,080.74	3.57	3,919.26	21.61
590-549-751.000	GAS & OIL	6,000.00	3,932.89	570.81	2,067.11	65.55
590-549-818.000	CONTRACTUAL SERVICES	90,000.00	143,435.58	12,224.37	(53,435.58)	159.37
590-549-833.000	EQUIPMENT MAINTENANCE	1,000.00	120.40	0.00	879.60	12.04
590-549-833.200	SEWER REPAIR	10,500.00	(158.61)	0.00	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	1,248.18	0.00	13,751.82	8.32
590-549-836.100	LIFT STATION UTILITIES	3,000.00	2,603.60	299.78	396.40	86.79
590-549-843.000	EQUIPMENT RENTAL	40,000.00	13,441.16	0.00	26,558.84	33.60
590-549-860.000	EDUCATION & TRAINING	1,500.00	220.00	0.00	1,280.00	14.67
Total Dept 549 - SEWER OPERATIONS		365,764.00	229,440.68	23,758.97	136,323.32	62.73
Dept 901 - CAPITAL OUTLAY						
590-901-973.000	CAPITAL OUTLAY - SEWERS	639,310.00	118,140.26	0.00	521,169.74	18.48
590-901-977.000	COL - EQUIPMENT	55,000.00	2,017.56	0.00	52,982.44	3.67
Total Dept 901 - CAPITAL OUTLAY		694,310.00	120,157.82	0.00	574,152.18	17.31
Dept 905 - DEBT SERVICE						
590-905-980.991	PRINCIPAL	35,000.00	35,000.00	0.00	0.00	100.00
590-905-980.995	INTEREST	11,670.00	12,669.66	0.00	(999.66)	108.57
Total Dept 905 - DEBT SERVICE		46,670.00	47,669.66	0.00	(999.66)	102.14
TOTAL EXPENDITURES		2,386,042.00	1,627,826.98	125,721.76	758,215.02	68.22
Fund 590 - SEWER FUND:						
TOTAL REVENUES		2,386,042.00	1,462,883.71	6,851.41	923,158.29	61.31
TOTAL EXPENDITURES		2,386,042.00	1,627,826.98	125,721.76	758,215.02	68.22
NET OF REVENUES & EXPENDITURES		0.00	(164,943.27)	(118,870.35)	164,943.27	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 (NORMAL (ABNORMAL))	MONTH 05/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-401.446	PENALTIES - LATE CHARGES	43,000.00	42,084.46	10,394.21	915.54	97.87
591-000-450.477	WTR:PERMITS/INSPECTION FEE	20,000.00	8,773.92	100.00	11,226.08	43.87
591-000-600.601	METERED SALES	2,180,000.00	1,626,925.93	495.70	553,074.07	74.63
591-000-600.602	METERED SALES-WHOLESALE-USAGE	220,000.00	216,002.30	19,812.68	3,997.70	98.18
591-000-600.604	WATER MAIN REPLACEMENT CHARGE	320,000.00	305,404.66	(8.67)	14,595.34	95.44
591-000-600.640	MATERIAL & SERVICE	10,000.00	8,716.35	0.00	1,283.65	87.16
591-000-664.664	INTEREST INCOME	6,000.00	4,503.25	217.26	1,496.75	75.05
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	4,705.27	140.00	294.73	94.11
591-000-671.695	MISCELLANEOUS WATER CHARGES	10,000.00	10,636.82	50.00	(636.82)	106.37
591-000-695.288	TRANSFER IN FROM COMPONENT UNIT	0.00	162,288.30	162,288.30	(162,288.30)	100.00
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	2,391,816.46	193,489.48	2,246,261.54	51.57
TOTAL REVENUES		4,638,078.00	2,391,816.46	193,489.48	2,246,261.54	51.57
Expenditures						
Dept 200 - GEN SERVICES						
591-200-702.100	SALARIES	50,900.00	51,068.79	4,351.76	(168.79)	100.33
591-200-715.000	SOCIAL SECURITY (FICA)	3,978.00	3,909.33	333.10	68.67	98.27
591-200-716.100	HEALTH INSURANCE	8,600.00	6,162.33	228.67	2,437.67	71.66
591-200-716.200	DENTAL INSURANCE	296.00	260.61	18.20	35.39	88.04
591-200-716.300	OPTICAL INSURANCE	36.00	31.78	2.26	4.22	88.28
591-200-716.400	LIFE INSURANCE	276.00	266.79	25.32	9.21	96.66
591-200-716.500	DISABILITY INSURANCE	580.00	571.72	52.23	8.28	98.57
591-200-717.000	UNEMPLOYMENT INSURANCE	22.00	40.50	0.00	(18.50)	184.09
591-200-718.200	DEFINED CONTRIBUTION	2,200.00	1,805.77	174.07	394.23	82.08
591-200-719.000	WORKERS' COMPENSATION	137.00	453.00	0.00	(316.00)	330.66
591-200-728.000	OPERATING SUPPLIES	2,000.00	1,235.98	200.03	764.02	61.80
591-200-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	8,196.00	0.00	(8,196.00)	100.00
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	35,862.58	0.00	(14,862.58)	170.77
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	2,831.37	0.00	(2,831.37)	100.00
591-200-899.101	GF CONTRIBUTION	234,100.00	214,588.00	19,508.00	19,512.00	91.67
Total Dept 200 - GEN SERVICES		368,875.00	348,336.69	24,893.64	20,538.31	94.43
Dept 552 - WATER UNDERGROUND						
591-552-702.100	SALARIES	40,000.00	21,798.82	1,823.70	18,201.18	54.50
591-552-702.200	WAGES	227,000.00	121,543.78	14,037.31	105,456.22	53.54
591-552-703.000	OTHER COMPENSATION	55,000.00	37,712.20	2,474.94	17,287.80	68.57
591-552-715.000	SOCIAL SECURITY (FICA)	24,633.00	19,549.91	1,394.67	5,083.09	79.36
591-552-716.000	FRINGES	0.00	(14,411.66)	0.00	14,411.66	100.00
591-552-716.100	HEALTH INSURANCE	26,664.00	53,695.99	6,510.83	(27,031.99)	201.38
591-552-716.200	DENTAL INSURANCE	2,936.00	2,482.97	272.94	453.03	84.57
591-552-716.300	OPTICAL INSURANCE	500.00	336.68	28.19	163.32	67.34

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Expenditures						
591-552-716.400	LIFE INSURANCE	750.00	533.70	48.71	216.30	71.16
591-552-716.500	DISABILITY INSURANCE	1,800.00	1,980.27	178.50	(180.27)	110.02
591-552-717.000	UNEMPLOYMENT INSURANCE	100.00	261.00	0.00	(161.00)	261.00
591-552-718.000	RETIREMENT	47,000.00	33,226.78	2,650.14	13,773.22	70.70
591-552-718.200	DEFINED CONTRIBUTION	6,000.00	6,402.48	493.99	(402.48)	106.71
591-552-719.000	WORKERS' COMPENSATION	5,000.00	7,369.00	0.00	(2,369.00)	147.38
591-552-728.000	OPERATING SUPPLIES	7,000.00	8,567.46	662.94	(1,567.46)	122.39
591-552-751.000	GAS & OIL	17,000.00	15,006.74	1,293.54	1,993.26	88.27
591-552-818.000	CONTRACTUAL SERVICES	17,000.00	15,989.29	1,687.50	1,010.71	94.05
591-552-820.100	ELECTRICITY	3,600.00	2,291.30	215.36	1,308.70	63.65
591-552-820.200	GAS	4,400.00	3,539.59	246.00	860.41	80.45
591-552-820.300	TELEPHONE	2,500.00	2,266.35	89.73	233.65	90.65
591-552-833.000	EQUIPMENT MAINTENANCE	4,000.00	963.36	61.43	3,036.64	24.08
591-552-833.200	EQUIPMENT MAINT-HYDRANTS & MAINS	195,000.00	78,608.37	268.62	116,391.63	40.31
591-552-833.300	EQUIP MAINT. METER & SERV	170,000.00	136,956.12	1,047.96	33,043.88	80.56
591-552-843.000	EQUIPMENT RENTAL	2,200.00	730.39	0.00	1,469.61	33.20
591-552-860.000	EDUCATION & TRAINING	4,000.00	2,067.00	0.00	1,933.00	51.68
Total Dept 552 - WATER UNDERGROUND		864,083.00	559,467.89	35,487.00	304,615.11	64.75
Dept 553 - WATER FILTRATION						
591-553-702.100	SALARIES	72,000.00	64,103.52	5,333.82	7,896.48	89.03
591-553-702.200	WAGES	240,000.00	215,104.50	14,841.60	24,895.50	89.63
591-553-702.300	OVERTIME	23,000.00	21,265.01	1,577.67	1,734.99	92.46
591-553-702.400	WAGES - TEMPORARY	10,000.00	15,770.13	2,098.80	(5,770.13)	157.70
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	900.63	0.00	499.37	64.33
591-553-715.000	SOCIAL SECURITY (FICA)	26,500.00	24,097.79	1,808.41	2,402.21	90.94
591-553-716.000	FRINGES	0.00	15,586.27	0.00	(15,586.27)	100.00
591-553-716.100	HEALTH INSURANCE	58,000.00	59,892.48	4,849.72	(1,892.48)	103.26
591-553-716.200	DENTAL INSURANCE	3,000.00	3,084.78	253.84	(84.78)	102.83
591-553-716.300	OPTICAL INSURANCE	400.00	407.57	33.72	(7.57)	101.89
591-553-716.400	LIFE INSURANCE	1,000.00	922.95	78.87	77.05	92.30
591-553-716.500	DISABILITY INSURANCE	0.00	2,484.35	221.24	(2,484.35)	100.00
591-553-717.000	UNEMPLOYMENT INSURANCE	150.00	318.69	0.00	(168.69)	212.46
591-553-718.000	RETIREMENT	15,000.00	18,734.38	1,446.00	(3,734.38)	124.90
591-553-718.200	DEFINED CONTRIBUTION	11,000.00	10,267.78	739.48	732.22	93.34
591-553-719.000	WORKERS' COMPENSATION	5,000.00	5,228.00	0.00	(228.00)	104.56
591-553-728.000	OPERATING SUPPLIES	3,600.00	7,555.12	355.17	(3,955.12)	209.86
591-553-728.100	LAB SUPPLIES	16,500.00	17,571.92	236.05	(1,071.92)	106.50
591-553-743.000	CHEMICALS	135,000.00	95,137.90	10,575.67	39,862.10	70.47
591-553-751.000	GAS & OIL	1,500.00	1,645.48	104.59	(145.48)	109.70
591-553-818.000	CONTRACTUAL SERVICES	48,800.00	13,456.06	0.00	35,343.94	27.57
591-553-820.100	ELECTRICITY	139,000.00	121,156.79	11,413.83	17,843.21	87.16
591-553-820.200	GAS	5,150.00	6,234.65	1,266.28	(1,084.65)	121.06
591-553-820.300	TELEPHONE	4,120.00	4,198.89	144.56	(78.89)	101.91
591-553-820.500	REFUSE	1,000.00	396.81	31.50	603.19	39.68
591-553-831.000	BUILDING MAINTENANCE	8,100.00	5,840.48	347.00	2,259.52	72.10
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	23,047.96	1,164.66	11,952.04	65.85
591-553-833.100	EQUIP MAINT - WELLS	34,400.00	6,096.17	0.00	28,303.83	17.72
591-553-834.000	MAINTENANCE	0.00	55,973.17	305.17	(55,973.17)	100.00
591-553-860.000	EDUCATION & TRAINING	3,500.00	3,046.73	0.00	453.27	87.05

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 NORMAL (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Expenditures						
Total Dept 553 - WATER FILTRATION		902,120.00	823,746.35	59,227.65	78,373.65	91.31
Dept 901 - CAPITAL OUTLAY						
591-901-972.000	MAINS & HYDRANTS	2,068,000.00	1,117,436.99	263,419.79	950,563.01	54.03
591-901-977.000	COL - EQUIPMENT	0.00	1,060,151.38	1,675.02	(1,060,151.38)	100.00
Total Dept 901 - CAPITAL OUTLAY		2,068,000.00	2,177,588.37	265,094.81	(109,588.37)	105.30
Dept 905 - DEBT SERVICE						
591-905-980.991	PRINCIPAL	355,000.00	459,988.19	0.00	(104,988.19)	129.57
591-905-980.995	INTEREST	80,000.00	117,343.37	0.00	(37,343.37)	146.68
Total Dept 905 - DEBT SERVICE		435,000.00	577,331.56	0.00	(142,331.56)	132.72
TOTAL EXPENDITURES		4,638,078.00	4,486,470.86	384,703.10	151,607.14	96.73
Fund 591 - WATER FUND:						
TOTAL REVENUES		4,638,078.00	2,391,816.46	193,489.48	2,246,261.54	51.57
TOTAL EXPENDITURES		4,638,078.00	4,486,470.86	384,703.10	151,607.14	96.73
NET OF REVENUES & EXPENDITURES		0.00	(2,094,654.40)	(191,213.62)	2,094,654.40	100.00



PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 (NORMAL (ABNORMAL))	MONTH 05/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 599 - WASTEWATER FUND						
Revenues						
Dept 000						
599-000-539.529	STATE SOURCES	58,000.00	123,109.25	0.00	(65,109.25)	212.26
599-000-602.100	OP & MAINT CHRG - OWOSSO	989,700.00	966,753.45	89,394.63	22,946.55	97.68
599-000-602.200	OP & MAINT CHRG - OWOSSO TWP	135,000.00	132,662.79	10,953.17	2,337.21	98.27
599-000-602.300	OP & MAINT CHRG - CALEDONIA TWSP	111,000.00	107,188.10	10,355.96	3,811.90	96.57
599-000-602.400	OP & MAINT CHRG - CORUNNA	171,500.00	168,868.87	14,296.24	2,631.13	98.47
599-000-603.100	REPLACEMENT CHRG - OWOSSO	141,500.00	106,109.73	0.00	35,390.27	74.99
599-000-603.200	REPLACEMENT CHRG - OWOSSO TWP	33,350.00	25,271.96	0.00	8,078.04	75.78
599-000-603.300	REPLACEMENT CHRG - CALEDONIA TWSP	26,000.00	19,497.92	0.00	6,502.08	74.99
599-000-603.400	REPLACEMENT CHRG - CORUNNA	25,000.00	18,620.44	0.00	6,379.56	74.48
599-000-664.664	INTEREST INCOME	6,000.00	8,408.37	84.62	(2,408.37)	140.14
599-000-671.694	MISCELLANEOUS	3,000.00	6,292.79	104.91	(3,292.79)	209.76
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	1,682,783.67	125,189.53	924,652.33	64.54
TOTAL REVENUES		2,607,436.00	1,682,783.67	125,189.53	924,652.33	64.54
Expenditures						
Dept 548 - WASTEWATER OPERATIONS						
599-548-702.100	SALARIES	95,529.00	89,821.37	7,266.24	5,707.63	94.03
599-548-702.200	WAGES	309,985.00	276,616.40	22,183.82	33,368.60	89.24
599-548-702.300	OVERTIME	21,500.00	31,050.43	333.33	(9,550.43)	144.42
599-548-702.400	WAGES - TEMPORARY	7,000.00	16,591.79	1,141.68	(9,591.79)	237.03
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	30,909.69	2,342.04	2,820.31	91.64
599-548-716.000	FRINGES	0.00	16,685.98	0.00	(16,685.98)	100.00
599-548-716.100	HEALTH INSURANCE	96,432.00	69,013.67	6,163.14	27,418.33	71.57
599-548-716.200	DENTAL INSURANCE	5,100.00	4,137.54	362.12	962.46	81.13
599-548-716.300	OPTICAL INSURANCE	830.00	569.02	49.91	260.98	68.56
599-548-716.400	LIFE INSURANCE	1,200.00	1,130.91	106.92	69.09	94.24
599-548-716.500	DISABILITY INSURANCE	3,350.00	2,878.41	262.71	471.59	85.92
599-548-716.600	PHYSICALS	500.00	509.20	0.00	(9.20)	101.84
599-548-717.000	UNEMPLOYMENT INSURANCE	200.00	403.97	0.00	(203.97)	201.99
599-548-718.000	RETIREMENT	57,200.00	74,395.06	5,693.11	(17,195.06)	130.06
599-548-718.100	MUNICIPAL EMPLOYEES RETIREMENT PROGRAM	0.00	8,596.50	1,563.00	(8,596.50)	100.00
599-548-718.200	DEFINED CONTRIBUTION	9,500.00	8,654.12	653.92	845.88	91.10
599-548-719.000	WORKERS' COMPENSATION	5,000.00	5,028.00	0.00	(28.00)	100.56
599-548-728.000	OPERATING SUPPLIES	13,230.00	9,423.11	54.45	3,806.89	71.23
599-548-728.100	SUPPLIES	15,100.00	10,581.49	743.00	4,518.51	70.08
599-548-743.100	CHEMICALS - IRON	40,000.00	34,131.66	3,426.24	5,868.34	85.33
599-548-743.200	CHEMICALS - POLYMER	17,500.00	11,045.80	0.00	6,454.20	63.12
599-548-743.300	CHEMICALS - CHLORINE	38,500.00	21,443.05	2,080.33	17,056.95	55.70
599-548-751.000	GAS & OIL	5,500.00	3,579.06	555.49	1,920.94	65.07
599-548-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	78,000.00	9,022.67	681.42	68,977.33	11.57
599-548-801.100-WAMP000000	PROFESSIONAL SERVICES-WAMP	0.00	81,566.29	0.00	(81,566.29)	100.00
599-548-810.000	INSURANCE & BONDS	43,000.00	42,965.78	0.00	34.22	99.92
599-548-820.100	ELECTRICITY	220,000.00	185,838.48	20,396.04	34,161.52	84.47
599-548-820.200	GAS	15,500.00	13,626.69	1,210.16	1,873.31	87.91
599-548-820.300	TELEPHONE	4,000.00	3,098.18	145.00	901.82	77.45
599-548-820.400	WATER & SEWER	3,000.00	2,492.44	0.00	507.56	83.08

06/12/2018 10:38 AM  
User: KKRuddy  
DB: Owosso

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page 31/33

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 05/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 599 - WASTEWATER FUND						
Expenditures						
599-548-820.500	REFUSE	1,100.00	849.60	81.81	250.40	77.24
599-548-831.000	BUILDING MAINTENANCE	31,000.00	19,887.39	424.40	11,112.61	64.15
599-548-832.000	STATIONARY EQUIPMENT	6,500.00	5,760.00	0.00	740.00	88.62
599-548-833.000	EQUIPMENT MAINTENANCE	80,000.00	47,192.00	3,564.77	32,808.00	58.99
599-548-834.000	MAINTENANCE	110,000.00	101,727.87	10,587.86	8,272.13	92.48
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	1,757.13	1,757.13	8,242.87	17.57
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	1,856.88	0.00	1,143.12	61.90
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	182,085.12	13,799.18	29,364.88	86.11
Total Dept 548 - WASTEWATER OPERATIONS		1,635,436.00	1,438,121.35	107,629.22	197,314.65	87.94
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	702,842.36	2,197.45	212,657.64	76.77
Total Dept 901 - CAPITAL OUTLAY		972,000.00	702,842.36	2,197.45	269,157.64	72.31
TOTAL EXPENDITURES		2,607,436.00	2,140,963.71	109,826.67	466,472.29	82.11
Fund 599 - WASTEWATER FUND:						
TOTAL REVENUES		2,607,436.00	1,682,783.67	125,189.53	924,652.33	64.54
TOTAL EXPENDITURES		2,607,436.00	2,140,963.71	109,826.67	466,472.29	82.11
NET OF REVENUES & EXPENDITURES		0.00	(458,180.04)	15,362.86	458,180.04	100.00

PERIOD ENDING 05/31/2018

% Fiscal Year Completed: 91.78

\*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	05/31/2018 (NORMAL (ABNORMAL))	MONTH 05/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 661 - FLEET MAINTENANCE FUND						
Revenues						
Dept 000						
661-000-664.664	INTEREST INCOME	0.00	644.98	0.00	(644.98)	100.00
661-000-664.669	EQUIPMENT RENTAL	700,000.00	552,789.85	0.00	147,210.15	78.97
661-000-671.673	SALE OF FIXED ASSETS	0.00	7,490.84	0.00	(7,490.84)	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	560,925.67	0.00	245,624.33	69.55
TOTAL REVENUES		806,550.00	560,925.67	0.00	245,624.33	69.55
Expenditures						
Dept 891 - FLEET MAINTENANCE						
661-891-702.200	WAGES	113,698.00	64,823.14	2,870.03	48,874.86	57.01
661-891-703.000	OTHER COMPENSATION	0.00	9,735.69	308.16	(9,735.69)	100.00
661-891-715.000	SOCIAL SECURITY (FICA)	8,698.00	3,390.39	235.67	5,307.61	38.98
661-891-716.000	FRINGES	0.00	22,846.66	0.00	(22,846.66)	100.00
661-891-716.100	HEALTH INSURANCE	37,750.00	15,506.61	1,491.03	22,243.39	41.08
661-891-716.200	DENTAL INSURANCE	1,760.00	444.84	40.44	1,315.16	25.28
661-891-716.300	OPTICAL INSURANCE	250.00	55.33	5.03	194.67	22.13
661-891-716.400	LIFE INSURANCE	200.00	72.60	6.60	127.40	36.30
661-891-716.500	DISABILITY INSURANCE	53.00	0.00	0.00	53.00	0.00
661-891-717.000	UNEMPLOYMENT INSURANCE	50.00	40.50	0.00	9.50	81.00
661-891-718.000	RETIREMENT	22,000.00	20,046.88	1,406.98	1,953.12	91.12
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	840.00	0.00	660.00	56.00
661-891-728.000	OPERATING SUPPLIES	2,000.00	4,891.94	340.38	(2,891.94)	244.60
661-891-751.000	GAS & OIL	35,000.00	30,419.60	2,327.88	4,580.40	86.91
661-891-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	1,500.00	1,546.00	0.00	(46.00)	103.07
661-891-810.000	INSURANCE & BONDS	26,100.00	26,077.82	0.00	22.18	99.92
661-891-833.000	EQUIPMENT MAINTENANCE	70,000.00	56,485.27	4,829.25	13,514.73	80.69
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	28,413.00	2,583.00	2,587.00	91.65
Total Dept 891 - FLEET MAINTENANCE		354,010.00	285,636.27	16,444.45	68,373.73	80.69
Dept 901 - CAPITAL OUTLAY						
661-901-979.000	COL-EQUIPMENT	452,540.00	107,005.66	64,814.72	345,534.34	23.65
661-901-979.100	COL-EQUIPMENT INTEREST	0.00	3,281.25	3,281.25	(3,281.25)	100.00
Total Dept 901 - CAPITAL OUTLAY		452,540.00	110,286.91	68,095.97	342,253.09	24.37
TOTAL EXPENDITURES		806,550.00	395,923.18	84,540.42	410,626.82	49.09
Fund 661 - FLEET MAINTENANCE FUND:						
TOTAL REVENUES		806,550.00	560,925.67	0.00	245,624.33	69.55
TOTAL EXPENDITURES		806,550.00	395,923.18	84,540.42	410,626.82	49.09
NET OF REVENUES & EXPENDITURES		0.00	165,002.49	(84,540.42)	(165,002.49)	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	05/31/2018 NORMAL (ABNORMAL)	MONTH 05/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
TOTAL REVENUES - ALL FUNDS		24,963,265.00	16,946,905.39	2,827,205.08	8,016,359.61	67.89
TOTAL EXPENDITURES - ALL FUNDS		24,963,265.00	19,146,504.18	1,711,664.14	5,816,760.82	76.70
NET OF REVENUES & EXPENDITURES		0.00	(2,199,598.79)	1,115,540.94	2,199,598.79	100.00

To: Owosso City Council

From: Building Department

Date: 06/01/2018

Building Department Report MAY 2018

Category	Estimated Cost	Permit Fee	Number of Permits
COMM/IND RENOVATION	\$240,357	\$3,978	1
DECK	\$12,600	\$530	4
Demolition	\$0	\$60	1
Electrical	\$0	\$3,380	31
FENCE	\$0	\$800	12
Garage, detached	\$25,000	\$420	1
INSPECTION	\$0	\$100	2
Mechanical	\$0	\$3,490	23
Non-Res. Add/Alter/Repair	\$33,000	\$520	1
Plumbing	\$0	\$1,297	7
Res. Add/Alter/Repair	\$50,973	\$1,204	7
Res. Single Family	\$293,486	\$5,466	1
ROOF	\$99,146	\$2,170	16
ROW-ENG	\$0	\$60	3
ROW-SIDEWALK OCCUPA	\$0	\$0	4
ROW-UTILITY	\$0	\$120	6
SIDING	\$8,598	\$160	2
Sign	\$0	\$180	3
VACANT PROPERTY REGI	\$0	\$700	7
WINDOWS	\$39,161	\$780	8
ZONING COMPLIANCE CE	\$0	\$160	2

**Totals**

**\$802,321**

**\$25,575**

**142**

**2017 COMPARISON TOTALS**

**MAY 2017 Totals**

**\$1,991,931**

**\$38,745**

**141**

**BUILDING PERMITS ONLY - 48**

**Enforcements By Category****06/04/18**

1/10

MAY 2018

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0254	726 CLINTON ST	INSPECTED PROPERTY	REF TO POLICE	05/08/18		05/08/18	Y
<b>Total Entries:</b>				<b>1</b>			

**ACCESSORY STRUCTURES**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0315	1209 KRUST DR	HOMEOWNER CALLED IN	Resolved	05/21/18		05/23/18	N
<b>Total Entries:</b>				<b>1</b>			

**AUTO REP/JUNK VEH**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0235	912 KENWOOD DR	COMPLAINT LOGGED	Resolved	05/02/18		05/29/18	N
ENF 18-0236	702 LINGLE AV	CONTACT HOMEOWNER	Extension Granted	05/02/18	06/11/2018		N
ENF 18-0240	834 ISHAM ST	CONTACT WITH OCCUPAN	Extension Granted	05/03/18	06/07/2018		N
ENF 18-0242	927 FLETCHER ST	LETTER SENT	TICKET ISSUED	05/03/18		05/14/18	N
ENF 18-0260	216 LAFAYETTE BL	COMPLAINT LOGGED	LETTER SENT	05/10/18	06/14/2018		N
ENF 18-0261	526 E MASON ST	COMPLAINT LOGGED	Resolved	05/10/18		05/22/18	Y
ENF 18-0267	726 CLINTON ST	COMPLAINT LOGGED	Resolved	05/14/18		05/17/18	N
ENF 18-0269	522 N SAGINAW ST	NO VIOLATION	Resolved	05/15/18		05/15/18	N
ENF 18-0283	207 N LANSING ST	LETTER SENT	Resolved	05/16/18		05/23/18	N
ENF 18-0287	1306 BROADWAY AV	COMPLAINT LOGGED	LETTER SENT	05/16/18	06/06/2018		N
ENF 18-0292	825 LINGLE AV	COMPLAINT LOGGED	LETTER SENT	05/16/18		05/23/18	Y
ENF 18-0310	1108 W MAIN ST	COMPLAINT LOGGED	Resolved	05/21/18		06/04/18	Y
ENF 18-0311	717 E MASON ST	COMPLAINT LOGGED	LETTER SENT	05/21/18		05/23/18	N
ENF 18-0312	612 GRAND AV	LETTER SENT	REF TO POLICE	05/21/18		05/30/18	N

**Enforcements By Category****06/04/18**

2/10

MAY 2018

ENF 18-0340	516 N PARK ST	LETTER SENT	Resolved	05/23/18		05/31/18	Y
ENF 18-0356	401 N CEDAR ST	COMPLAINT LOGGED	LETTER SENT	05/29/18	06/07/2018		N

---

**Total Entries: 16****BLOWING GRASS INTO STREET**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0288	1213 KRUST DR	HOMEOWNER CALLED IN	Resolved	05/16/18		05/21/18	N

---

**Total Entries: 1****BRUSH PILES**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0289	1114 N SHIAWASSEE ST	LETTER SENT	Resolved	05/15/18		05/23/18	Y

---

**Total Entries: 1****BUILDING VIOL**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0257	819 W MAIN ST	OBTAINED PERMITS	Resolved	05/09/18		05/14/18	Y
ENF 18-0266	215 STATE ST	COMPLAINT LOGGED	CONTACTED PROPERTY OWNER	05/11/18		05/11/18	VAC
ENF 18-0319	408 N HICKORY ST	COMPLAINT LOGGED	LETTER SENT	05/22/18	06/21/2018		VAC
ENF 18-0320	316 OAKWOOD AV	COMPLAINT LOGGED	LETTER SENT	05/22/18	06/21/2018		Y
ENF 18-0342	911 W STEWART ST	COMPLAINT LOGGED	No Violation	05/24/18		05/25/18	VAC
ENF 18-0353	712 CORUNNA AV	COMPLAINT LOGGED	LETTER SENT	05/29/18	06/06/2018		Y
ENF 18-0355	1220 W OLIVER ST	COMPLAINT LOGGED	LETTER SENT	05/29/18	07/02/2018		N
ENF 18-0357	730 CENTER ST	COMPLAINT LOGGED	LETTER SENT	05/29/18	11/01/2018		N

---

**Total Entries: 8****CHICKENS**

Next Action

**Enforcements By Category****06/04/18**

3/10

MAY 2018

Enforcement Number	Address	Previous Status	Status	Filed	Date	Closed	Rental
ENF 18-0258	611 GLENWOOD AV	CONTACT OWNER	Resolved	05/08/18		05/09/18	N
<b>Total Entries:</b>				<b>1</b>			

**DEAD TREE**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0253	1413 YOUNG ST	ON SITE INSPECTION	Resolved	05/08/18		05/10/18	N
<b>Total Entries:</b>				<b>1</b>			

**FENCE VIOLATION**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0237	839 GRAND AV	DISMISSED	Resolved	05/03/18		05/11/18	N
ENF 18-0349	653 N WATER ST	COMPLAINT LOGGED	LETTER SENT	05/29/18	06/12/2018		N
<b>Total Entries:</b>				<b>2</b>			

**FIRE BOND REQUEST**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0268	634 E COMSTOCK ST	CONTACT WITH INSURANC	LETTER SENT	05/14/18	06/12/2018		VAC
<b>Total Entries:</b>				<b>1</b>			

**FRONT YARD PARKING**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0270	1532 ALTURAS DR	COMPLAINT LOGGED	LETTER SENT	05/15/18		05/22/18	N
<b>Total Entries:</b>				<b>1</b>			

**FURNITURE OUTSIDE**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
--------------------	---------	-----------------	--------	-------	------------------	--------	--------



**Enforcements By Category****06/04/18**

4 / 10

MAY 2018

ENF 18-0251	1302 BROADWAY AV	LETTER SENT	Resolved	05/07/18	05/16/18	Y
-------------	------------------	-------------	----------	----------	----------	---

---

<b>Total Entries:</b>	<b>1</b>
-----------------------	----------

**GARBAGE & DEBRIS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0231	927 N HICKORY ST	REF TO DPW	Resolved	05/01/18		05/04/18	N
ENF 18-0243	513 JEROME AV	CONTACT HOMEOWNER	Resolved	05/04/18		05/21/18	N
ENF 18-0256	726 CLINTON ST	LETTER SENT	Resolved	05/09/18		05/16/18	Y
ENF 18-0262	1130 S SHIAWASSEE ST	COMPLAINT LOGGED	LETTER SENT	05/10/18	06/14/2018		N
ENF 18-0271	321 STATE ST	LETTER SENT	Resolved	05/15/18		05/29/18	N
ENF 18-0272	630 GRAND AV	COMPLAINT LOGGED	LETTER SENT	05/15/18	06/14/2018		Y
ENF 18-0277	211 N HOWELL ST	LETTER SENT	Resolved	05/16/18		05/24/18	N
ENF 18-0285	635 WOODLAWN AV	LETTER SENT	Resolved	05/16/18		05/29/18	N
ENF 18-0308	1332 HANOVER ST	LETTER SENT	Resolved	05/18/18		05/31/18	VAC
ENF 18-0313	1110 W MAIN ST	COMPLAINT LOGGED	Resolved	05/21/18		06/04/18	Y
ENF 18-0316	408 N HICKORY ST	COMPLAINT LOGGED	LETTER SENT	05/22/18	06/05/2018		VAC
ENF 18-0317	528 GROVER ST	COMPLAINT LOGGED	LETTER SENT	05/22/18	06/05/2018		Y
ENF 18-0318	516 GROVER ST	COMPLAINT LOGGED	LETTER SENT	05/22/18	06/05/2018		Y
ENF 18-0335	831 GRAND AV	COMPLAINT LOGGED	LETTER SENT	05/23/18	06/06/2018		VAC
ENF 18-0344	822 AMENT ST	COMPLAINT LOGGED	LETTER SENT	05/25/18	06/11/2018		Y
ENF 18-0348	917 S PARK ST	COMPLAINT LOGGED	INSPECTION PENDING	05/25/18	06/07/2018		N
ENF 18-0354	315 W RIDGE ST	COMPLAINT LOGGED	LETTER SENT	05/29/18	06/07/2018		Y
ENF 18-0362	209 S LANSING ST	COMPLAINT LOGGED	LETTER SENT	05/30/18	06/07/2018		Y
<b>Total Entries:</b>				<b>18</b>			

**GARBAGE CANS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
--------------------	---------	-----------------	--------	-------	------------------	--------	--------

**Enforcements By Category****06/04/18**

5/10

MAY 2018

---

ENF 18-0281	1008 BEEHLER ST	HOMEOWNER CALLED IN	Resolved	05/16/18	05/18/18	N
-------------	-----------------	---------------------	----------	----------	----------	---

---

<b>Total Entries:</b>	<b>1</b>
-----------------------	----------

---

**LAWN MAINTENANCE**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0273	1021 HUNTINGTON DR	LETTER SENT	Resolved	05/15/18		05/24/18	Y
ENF 18-0274	1332 HANOVER ST	INSPECTED PROPERTY	Resolved	05/15/18		05/24/18	Y
ENF 18-0275	909 HUNTINGTON DR	INSPECTED PROPERTY	Resolved	05/15/18		05/24/18	N
ENF 18-0282	1108 CLYDE ST	REINSPECTED	REF TO MOWING CONTRACT	05/15/18		05/23/18	Y
ENF 18-0284	118 S CEDAR ST	LETTER SENT	Resolved	05/15/18		05/24/18	Y
ENF 18-0286	S PARK ST	LETTER SENT	CLOSED	05/15/18		05/23/18	VAC
ENF 18-0290	222 N DEWEY ST	LETTER SENT	Resolved	05/15/18		05/24/18	Y
ENF 18-0293	115 W RIDGE ST	LETTER SENT	REF TO MOWING CONTRACT	05/15/18		05/25/18	Y
ENF 18-0294	815 S BALL ST	LETTER SENT	Resolved	05/15/18		05/24/18	Y
ENF 18-0307	813 S PARK ST	LETTER SENT	REF TO MOWING CONTRACT	05/15/18		05/25/18	VAC
ENF 18-0278	1260 ADAMS ST	CONTACT WITH CONTRAC	REF TO MOWING CONTRACT	05/16/18		05/25/18	VAC
ENF 18-0295	823 LINGLE AV	LETTER SENT	Resolved	05/16/18		05/24/18	Y
ENF 18-0296	825 LINGLE AV	LETTER SENT	REF TO MOWING CONTRACT	05/16/18		05/25/18	Y
ENF 18-0299	318 W KING ST	LETTER SENT	Resolved	05/16/18		05/24/18	Y
ENF 18-0300	220 N CEDAR ST	LETTER SENT	Resolved	05/16/18		05/24/18	Y
ENF 18-0301	705 ISHAM ST	LETTER SENT	CLOSED	05/16/18		06/04/18	Y
ENF 18-0303	425 HAMBLIN ST	LETTER SENT	CLOSED	05/16/18		05/24/18	VAC
ENF 18-0304	1101 N BALL ST	LETTER SENT	CLOSED	05/17/18		05/25/18	N
ENF 18-0305	1014 BEEHLER ST	LETTER SENT	CLOSED	05/17/18		05/25/18	Y
ENF 18-0306	1301 N HICKORY ST	LETTER SENT	Resolved	05/17/18		05/25/18	Y

**Enforcements By Category****06/04/18**

6/10

MAY 2018

ENF 18-0321	937 KENWOOD DR	LETTER SENT	Resolved	05/21/18		05/30/18	Y
ENF 18-0323	516 GROVER ST	LETTER SENT	Resolved	05/21/18		05/30/18	Y
ENF 18-0324	315 GENESEE ST	LETTER SENT	Resolved	05/21/18		05/30/18	Y
ENF 18-0325	310 MICHIGAN AV	LETTER SENT	Resolved	05/21/18		05/30/18	VAC
ENF 18-0326	218 MICHIGAN AV	LETTER SENT	Resolved	05/21/18		05/30/18	Y
ENF 18-0327	1006 W STEWART ST	LETTER SENT	Resolved	05/21/18		05/30/18	Y
ENF 18-0328	652 N PARK ST	LETTER SENT	Resolved	05/21/18		06/01/18	VAC
ENF 18-0329	527 HARRISON AV	LETTER SENT	Resolved	05/21/18		05/30/18	Y
ENF 18-0330	308 S SHIAWASSEE ST	LETTER SENT	Resolved	05/22/18		06/01/18	Y
ENF 18-0332	1416 W MAIN ST	LETTER SENT	Resolved	05/22/18		05/30/18	Y
ENF 18-0334	528 GROVER ST	LETTER SENT	Resolved	05/22/18		06/01/18	Y
ENF 18-0343	823 ALGER AV	COMPLAINT LOGGED	LETTER SENT	05/25/18	06/04/2018		VAC
ENF 18-0345	621 WOODLAWN AV	COMPLAINT LOGGED	LETTER SENT	05/25/18	06/05/2018		VAC
ENF 18-0346	623 ADAMS ST	LETTER SENT	Resolved	05/25/18		06/01/18	Y
ENF 18-0358	1509 YOUNG ST	COMPLAINT LOGGED	LETTER SENT	05/29/18	06/06/2018		N
ENF 18-0364	910 W STEWART ST	COMPLAINT LOGGED	LETTER SENT	05/30/18	06/07/2018		N
ENF 18-0365	326 S DEWEY ST	COMPLAINT LOGGED	LETTER SENT	05/30/18	06/07/2018		Y
ENF 18-0366	315 W RIDGE ST	COMPLAINT LOGGED	LETTER SENT	05/30/18	06/07/2018		Y

**Total Entries: 38****LAWN MAINTENANCE**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0252	1328 BROADWAY AV	LETTER SENT	Resolved	05/07/18		05/14/18	Y
ENF 18-0259	1006 STATE ST	LETTER SENT	Resolved	05/09/18		05/17/18	N
ENF 18-0280	755 BROADWAY AV	LETTER SENT	REF TO MOWING CONTRACT	05/15/18		05/25/18	VAC
ENF 18-0314	911 GRAND AV	LETTER SENT	Resolved	05/21/18		05/30/18	Y

**Enforcements By Category****06/04/18**

7/10

MAY 2018

ENF 18-0322	804 N DEWEY ST	LETTER SENT	Resolved	05/21/18	05/30/18	Y
ENF 18-0339	408 N HICKORY ST	LETTER SENT	Resolved	05/22/18	06/01/18	Y
ENF 18-0336	1417 FREDERICK ST	LETTER SENT	REF TO MOWING CONTRACT	05/23/18	05/31/18	Y
ENF 18-0337	911 W STEWART ST	LETTER SENT	Resolved	05/23/18	05/30/18	Y
ENF 18-0338	321 STRATFORD DR	LETTER SENT	Resolved	05/23/18	05/31/18	N
ENF 18-0341	721 JEROME AV	LETTER SENT	Resolved	05/24/18	06/04/18	N
ENF 18-0347	1803 W STEWART ST	LETTER SENT	Resolved	05/24/18	06/01/18	N
ENF 18-0350	900 AMENT ST	COMPLAINT LOGGED	LETTER SENT	05/29/18	06/06/2018	Y
ENF 18-0361	406 GILBERT ST	COMPLAINT LOGGED	EMAIL NOTICE	05/30/18	06/06/2018	VAC
<b>Total Entries:</b>				<b>13</b>		

**MISC VEHICLE VIOL**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0359	201 W NORTH ST	COMPLAINT LOGGED	Resolved	05/30/18	06/07/2018	05/30/18	N
<b>Total Entries:</b>				<b>1</b>			

**MULTIPLE VIOLATIONS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0239	1016 LINGLE AV	CONTACT WITH OWNER	Extension Granted	05/03/18	01/22/2019		GARAGE
ENF 18-0264	404 N BALL ST	CIVIL ISSUE	Resolved	05/10/18		05/31/18	Y
ENF 18-0279	1200 ADAMS ST	COMPLAINT LOGGED	LETTER SENT	05/16/18	06/12/2018		N
ENF 18-0297	425 HAMBLIN ST	COMPLAINT LOGGED	CONTACTED PROPERTY OWNER	05/16/18	06/14/2018		VAC
ENF 18-0298	803 N CHIPMAN ST	COMPLAINT LOGGED	LETTER SENT	05/17/18	06/13/2018		N
ENF 18-0302	1010 LINGLE AV	COMPLAINT LOGGED	LETTER SENT	05/17/18	11/14/2018		N
ENF 18-0351	1619 LYNN ST	COMPLAINT LOGGED	LETTER SENT	05/29/18	06/05/2018		Y
ENF 18-0352	809 RYAN ST	NO VIOLATION	Resolved	05/29/18		05/29/18	N

**Enforcements By Category****06/04/18**

8/10

MAY 2018

ENF 18-0363	214 S CEDAR ST	COMPLAINT LOGGED	LETTER SENT	05/30/18	06/07/2018	Y
ENF 18-0367	536 GROVER ST	COMPLAINT LOGGED	LETTER SENT	05/31/18	07/05/2018	Y
<b>Total Entries:</b>				<b>10</b>		

**NO BUILDING PERMIT**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0230	1303 MACK ST	COMPLAINT LOGGED	CLOSED	05/01/18		05/02/18	N
ENF 18-0360	1235 N WATER ST	COMPLAINT LOGGED	Resolved	05/30/18		05/30/18	Y
<b>Total Entries:</b>				<b>2</b>			

**NO MECHANICAL PERMIT**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0255	115 S WASHINGTON ST STE A	COMPLAINT LOGGED	CLOSED	05/08/18		05/15/18	Y
<b>Total Entries:</b>				<b>1</b>			

**ROW VIOLATIONS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0309	112 N WASHINGTON ST	CONTACT WITH BUSINESS	CLOSED	05/21/18		05/25/18	N
<b>Total Entries:</b>				<b>1</b>			

**RV/CAMPER VIOLATIONS**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0241	811 TRACY ST	LETTER SENT	Resolved	05/03/18		05/14/18	Y
<b>Total Entries:</b>				<b>1</b>			

**SIGN VIOLATION**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
--------------------	---------	-----------------	--------	-------	------------------	--------	--------

**Enforcements By Category****06/04/18**

9/10

MAY 2018

ENF 18-0232	344 W MAIN ST	LETTER SENT	Resolved	05/01/18	05/01/18	COMM
ENF 18-0233	113 W MAIN ST	CONTACT WITH BUSINESS	Resolved	05/01/18	05/01/18	COMM
ENF 18-0238	120 MICHIGAN AV A103	CONTACT WITH BUSINESS	Resolved	05/03/18	05/02/18	COMM
ENF 18-0263	826 W KING ST	CONTACT WITH BUSINESS	CLOSED	05/10/18	06/01/18	COMM
<b>Total Entries:</b>				<b>4</b>		

**VACANT PROPERTY REG**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0244	832 S BALL ST	LETTER SENT	Resolved	05/07/18		05/22/18	VAC
ENF 18-0245	320 PRINDLE ST	LETTER SENT	Resolved	05/07/18		05/22/18	VAC
ENF 18-0246	1407 YOUNG ST	COMPLAINT LOGGED	LETTER SENT	05/07/18	06/11/2018		VAC
ENF 18-0247	508 E COMSTOCK ST	LETTER SENT	2ND NOTICE SENT	05/07/18	06/12/2018		VAC
ENF 18-0248	326 S DEWEY ST	COMPLAINT LOGGED	LETTER SENT	05/07/18	06/06/2018		VAC
ENF 18-0249	820 N WATER ST	OBTAINED PERMIT	Resolved	05/07/18		05/15/18	VAC
ENF 18-0250	805 E EXCHANGE ST	LETTER SENT	Resolved	05/07/18		05/25/18	VAC
<b>Total Entries:</b>				<b>7</b>			

**ZONING**

Enforcement Number	Address	Previous Status	Status	Filed	Next Action Date	Closed	Rental
ENF 18-0276	123 N LANSING ST	CONTACT WITH HOMEOWN	CLOSED	05/15/18		05/15/18	Y
<b>Total Entries:</b>				<b>1</b>			

**Total Records: 133**

Total Pages: 9

## **Enforcements By Category**

**06/04/18**

10/10

MAY 2018

### RENTAL COLUMN DEFINITIONS

Y - Yes, it's a rental

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

APTS - Apartment Building

COMM - Commercial

REPO - Repossession

TRAIL - Trailer Park

VAC - Vacant House

VL - Vacant Lot

IND - Industrial

HOME OCC - Home Occupied

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



# OWOSSO PUBLIC SAFETY

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

---

## *MEMORANDUM*

---

DATE: June 12, 2018  
TO: Owosso City Council  
FROM: Eric E. Cherry  
Police Department Lieutenant  
RE: May 2018 Police Reports

---

Attached are the statistics for the Police Department for May 2018. One report is an offense summary for the month of May, by offense type. The other report, neighborhood crime report, lists the occurred on date, case number, location, and the complaint type for reports in May. The officers completed four hundred ninety two (492) field interviews this month, which are calls where a full criminal report is not needed. Your Owosso Police Officers arrested forty four (44) persons this month for forty nine (49) total offenses.

For May 2018 the police handled seven hundred ninety five (795) police events, one hundred thirty six (136) were traffic stops, about seventeen (17) percent of their work activity.

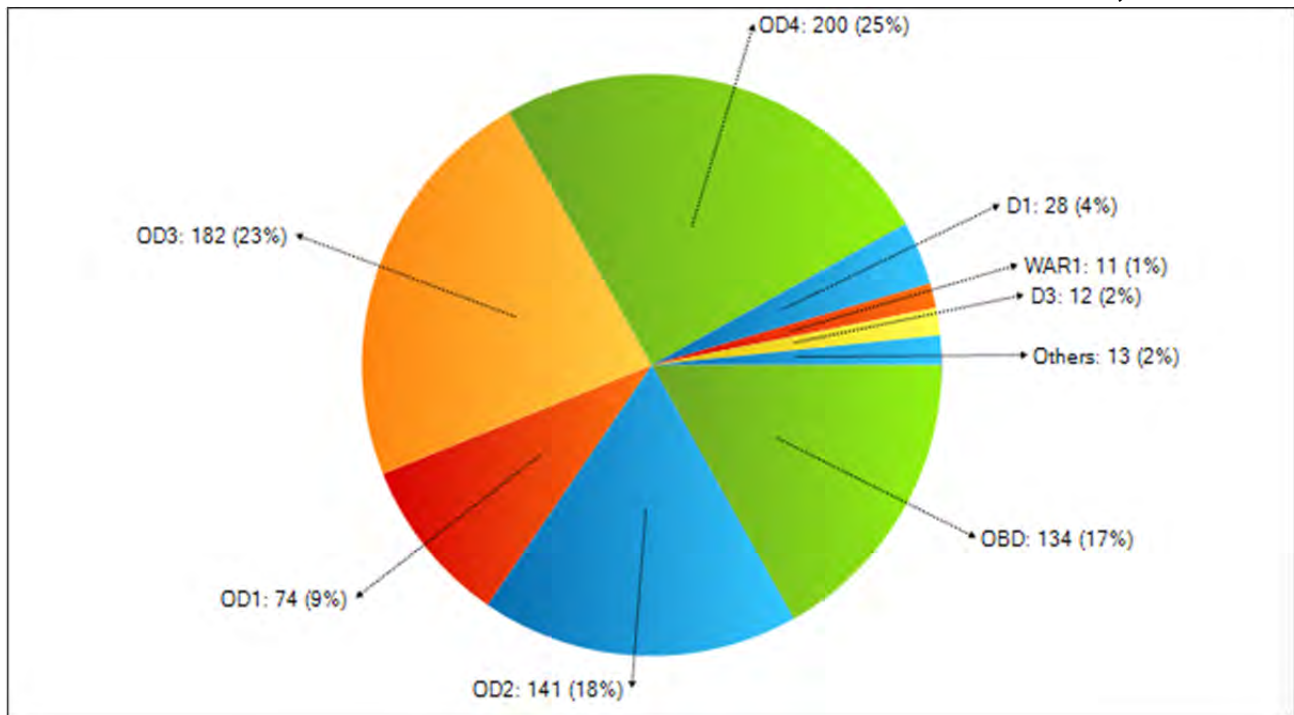
On the following page are two (2) pie charts one showing calls handled by Owosso City Police District, there are five (5) districts within the City of Owosso. The second pie chart is calls throughout the county handled by agency.

Respectfully,

Lt. Eric E. Cherry



## BELOW IS A BREAKDOWN OF POLICE EVENTS HANDLED BY OWOSSO POLICE, BY DISTRICT



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

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

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

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

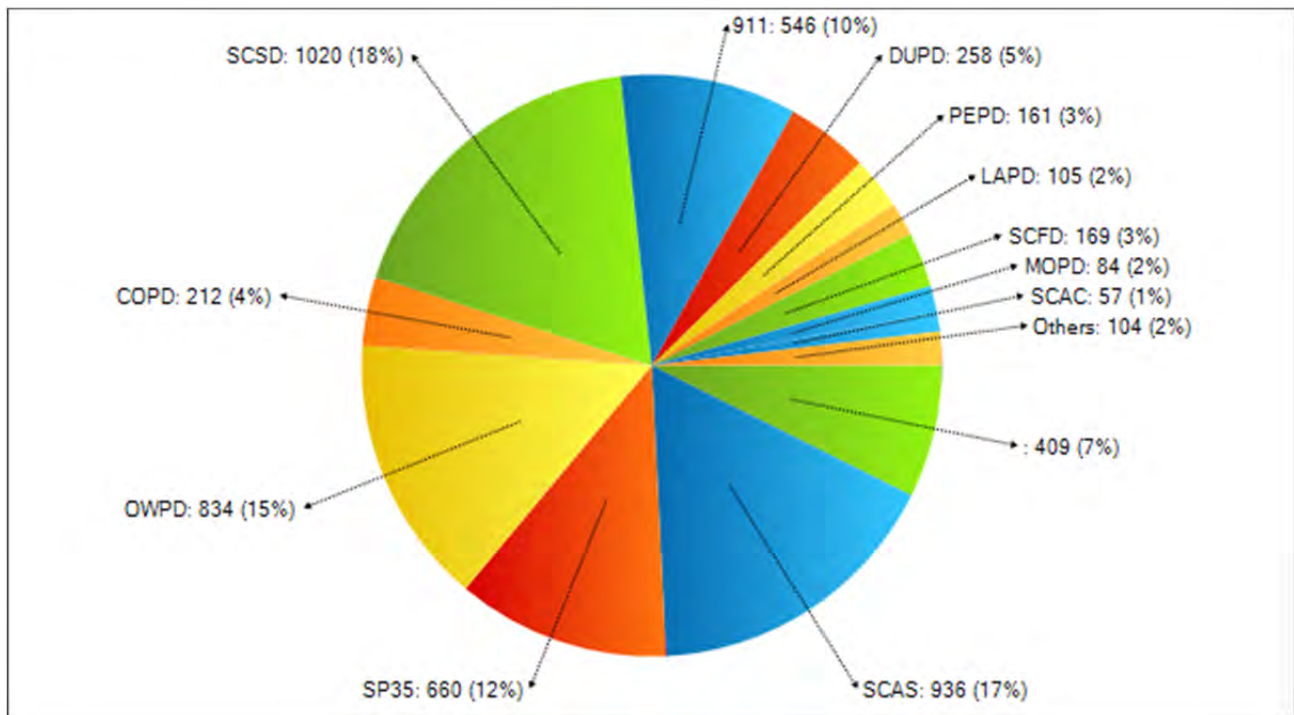
OBD: Owosso City Downtown Business District

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

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

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

## BELOW IS A BREAKDOWN OF EVENTS HANDLED BY AGENCY



SCSD: Shiawassee County Sheriff's Office

DUPD: Durand City Police

SCFD: Shiawassee County Fire Departments

PEPD: Perry City Police

LAPD: Laingsburg City Police

SCAC: Shiawassee County Animal Control

Others: All Other Departments

SP35: Michigan State Police Post #35

OWPD: Owosso City Police

SCAS: Shiawassee County Ambulance Services

COPD: Corunna City Police

911: Shiawassee County 911 Center

# Owosso PD Offense Summary

## Occurred 5/1/2018 - 5/31/2018

Offense	Total Offenses
1178 - 11008 - CSC Fourth (4th) Degree - Forcible Contact	1
1302 - 13002 - Aggravated/Felonious Assault - Family - Other Weapon	1
1304 - 13002 - Aggravated/Felonious Assault - Non-Family - Gun	1
1305 - 13002 - Aggravated/Felonious Assault - Non-Family - Other Weapon	1
1313 - 13001 - Assault and Battery/Simple Assault	17
1381 - 13003 - Aggravated Stalking (Felony)	1
2101 - 21000 - Extortion - Threat to Injure Person	1
2103 - 21000 - Extortion - Threat to Injure Reputation	1
2202 - 22001 - Burglary - Forced Entry - Residence (Including Home Invasion)	3
2203 - 22001 - Burglary - Forced Entry - Non-Residence	3
2204 - 22002 - Burglary - No Forced Entry - Residence (Including Home Invasion)	2
2305 - 23005 - Larceny - Personal Property from Vehicle	2
2308 - 23003 - Larceny - From Building (Includes library, office used by public, etc)	2
2309 - 23007 - Larceny - From Yards (Grounds surrounding a building)	1
2399 - 23007 - Larceny (Other)	5
2404 - 24001 - Vehicle Theft	1
2505 - 25000 - Pass Counterfeited - Any Object	1
2605 - 26002 - Illegal Use of Credit Card	1
2608 - 26005 - Fraud by Wire	1
2699 - 26001 - Fraud (Other)	2
2901 - 29000 - Damage to Property - Business Property	2
2902 - 29000 - Damage to Property - Private Property	7
3599 - 35001 - Dangerous Drugs (Other)	1
3705 - 37000 - Obscene Material - Distribute	2
3806 - 38001 - Neglect Child	2
3808 - 38002 - (Child Support) Non-Support of Parents	1
3898 - 38001 - Cruelty/Neglect (Other)	1
4801 - 48000 - Resisting Officer	3
5005 - 50000 - Contempt of Court	2
5006 - 50000 - Obstructing Justice	10
5007 - 50000 - Obstructing Court Order	1
5012 - 50000 - Probation Violation	1
5015 - 50000 - Failure to Appear	2
5070 - 50000 - Violation of Preliminary Injunctive Order (Peace Bond)	1
5090 - 50000 - Sex Offender - Failure to Comply with Reporting Duties	1

# Owosso PD Offense Summary

## Occurred 5/1/2018 - 5/31/2018

5297 - 52001 - Possession or Use of Firearm While Under Influence of Liquor or Drugs	1
5299 - 52003 - Weapons Offense (Other)	1
5309 - 53002 - Harassing Communications	1
5312 - 53001 - Disturbing the Peace	2
5599 - 55000 - Health and Safety Violations (Other)	1
7070 - 70000 - Runaway	2
7202 - Animal Cruelty - Intentional Abuse/Torture	1
7399 - 73000 - Miscellaneous Arrest	3
8028 - 54002 - Operating with Blood Alcohol Content of .08% or more	1
8031 - 54002 - Operating Under the Influence of Controlled Substance	1
8041 - 54002 - Operating Under the Influence of Intoxicating Liquor	3
8073 - 54003 - Traffic - Reckless Driving	2
8271 - 54003 - Traffic - No Operators License	1
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	6
8328 - 54003 - Motor Vehicle Violation	3
9908 - 92004 - Civil Custodies - Insanity (Mental)	1
9910 - 93001 - Traffic, Non-Criminal - Accident	26
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	3
9924 - 95006 - Fire - Undetermined Fires	1
9937 - 97006 - Other Non-Criminal Accidents - All Other	1
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	6
9945 - 98009 - Inspections/Investigations - Drug Overdose	3
9953 - 99008 - Miscellaneous - General Assistance	4
9954 - 99009 - Miscellaneous - Non-Criminal	21
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	1
<b>Total</b>	<b>181</b>

# Owosso Neighborhood Crime Report

Occurred 5/1/2018 - 5/31/2018

Occurred Date	Case No	Location	Offense
5/3/2018	1864500620	700 Block Abrey St	AGGRAVATED/FELONIOUS ASSAULT
5/23/2018	1864500727	100 Block W Elizabeth St	AGGRAVATED/FELONIOUS ASSAULT
5/28/2018	1864500751	400 Block E Mason St	AGGRAVATED/FELONIOUS ASSAULT
5/8/2018	1864500643	800 Block S Alger Ave	ANIMAL CRUELTY
5/24/2018	1864500730	400 Block N Saginaw St	BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)
5/28/2018	1864500751	400 Block E Mason St	BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)
5/11/2018	1864500699	500 Block N Adams St	BURGLARY -FORCED ENTRY
5/13/2018	1864500673	600 Block W Grace St	BURGLARY -FORCED ENTRY
5/20/2018	1864500703	700 Block W Stewart St	BURGLARY -FORCED ENTRY
5/20/2018	1864500712	400 Block N Saginaw St	BURGLARY -FORCED ENTRY
5/21/2018	1864500715	400 Block E Corunna Ave	BURGLARY -FORCED ENTRY
5/25/2018	1864500741	400 Block E Corunna Ave	BURGLARY -FORCED ENTRY
5/27/2018	1864500745	600 Block N Ball St	CIVIL CUSTODIES - INSANITY (MENTAL)
5/1/2018	1864500601	700 Block N Hickory St	DAMAGE TO PROPERTY
5/6/2018	1864500638	1600 Block S Chipman St	DAMAGE TO PROPERTY
5/10/2018	1864500659	300 Block Main St	DAMAGE TO PROPERTY
5/14/2018	1864500676	1300 Block W Renfrew Dr	DAMAGE TO PROPERTY
5/15/2018	1864500682	1700 Block S M52	DAMAGE TO PROPERTY
5/20/2018	1864500712	400 Block N Saginaw St	DAMAGE TO PROPERTY
5/21/2018	1864500708	800 Block W King St	DAMAGE TO PROPERTY
5/27/2018	1864500749	300 Block E Goodhue St	DAMAGE TO PROPERTY
5/30/2018	1864500772	1100 Block W Main St	DAMAGE TO PROPERTY
5/24/2018	1864500762	300 Block W Main St	DISORDERLY CONDUCT
5/25/2018	1864500756	800 Block S Tracy St	DISORDERLY CONDUCT
5/30/2018	1864500768	800 Block S Lingle Ave	EXTORTION
5/31/2018	1864500776	200 Block N Water St	EXTORTION
5/2/2018	1864500608	900 Block W Main St	FAMILY -ABUSE/NEGLECT NONVIOLENT
5/11/2018	1864500684	500 Block N Dewey St	FAMILY -ABUSE/NEGLECT NONVIOLENT
5/30/2018	1864500764	Bradley/cedar	FAMILY -ABUSE/NEGLECT NONVIOLENT
5/29/2018	1864500755	1300 Block S Shiawassee St	FAMILY -NONSUPPORT
5/8/2018	1864500645	600 Block E Comstock St	FIRE - UNDETERMINED FIRES
5/13/2018	1864500672	200 Block E Main St	FORGERY/COUNTERFEITING
5/30/2018	1864500767	700 Block N Huntington Dr	FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE
5/3/2018	1864500621	300 Block N Dimmick St	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE

# Owosso Neighborhood Crime Report

Occurred 5/1/2018 - 5/31/2018

			GAME
5/22/2018	1864500716	200 Block S Water St	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME
5/8/2018	1864500653	1200 Block W Penbrook Dr	FRAUD -WIRE FRAUD
5/28/2018	1864500753	800 Block E Grover St	HEALTH AND SAFETY
5/2/2018	1864500615	400 Block E Comstock St	INSPECTIONS/INVESTIGATIONS - DRUG OVERDOSE
5/3/2018	1864500623	400 Block E Comstock St	INSPECTIONS/INVESTIGATIONS - DRUG OVERDOSE
5/19/2018	1864500700	400 Block Main St	INSPECTIONS/INVESTIGATIONS - DRUG OVERDOSE
5/1/2018	1864500602	200 Block Washington St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
5/2/2018	1864500612	100 Block E Corunna Ave	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
5/9/2018	1864500648	2000 Block S Water St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
5/22/2018	1864500717	E Exchange St/ N Ball St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
5/24/2018	1864500732	200 Block S Water St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
5/28/2018	1864500754	600 Blk S Washington St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
5/2/2018	1864500614	500 Block S Washington St	INTIMIDATION/STALKING
5/11/2018	1864500669	100 Block W Elizabeth St	JUVENILE RUNAWAY
5/15/2018	1864500680	500 Block E Keyte St	JUVENILE RUNAWAY
5/1/2018	1864500606	1300 Block W Herman St	LARCENY -OTHER
5/1/2018	1864500605	200 Block S Chipman St	LARCENY -OTHER
5/16/2018	1864500707	500 Block N Adams St	LARCENY -OTHER
5/18/2018	1864500711	600 Block E Corunna Ave	LARCENY -OTHER
5/25/2018	1864500757	300 Block N Park St	LARCENY -OTHER
5/29/2018	1864500759	200 Block E Main St	LARCENY -OTHER
5/31/2018	1864500779	200 Block N Water St	LARCENY -OTHER
5/10/2018	1864500660	700 Block S Frazer St	LARCENY -THEFT FROM BUILDING
5/13/2018	1864500674	700 Block S Nafus St	LARCENY -THEFT FROM BUILDING
5/25/2018	1864500743	1600 Block W Henry St	LARCENY -THEFT FROM MOTOR VEHICLE
5/27/2018	1864500778	900 Block W Stewart St	LARCENY -THEFT FROM MOTOR VEHICLE
5/19/2018	1864500702	310 Block N Hickory St	MISCELLANEOUS - ASSIST TO OTHER POLICE AGENCY
5/1/2018	1864500604	Corunna/oakwood	MISCELLANEOUS - GENERAL ASSISTANCE
5/5/2018	1864500635	S Woodlawn Ave / Auburndale Ave	MISCELLANEOUS - GENERAL ASSISTANCE
5/9/2018	1864500657	1000 Block W Stewart St	MISCELLANEOUS - GENERAL ASSISTANCE
5/10/2018	1864500658	1100 Block W Stewart St	MISCELLANEOUS - GENERAL ASSISTANCE



# Owosso Neighborhood Crime Report

Occurred 5/1/2018 - 5/31/2018

5/30/2018	1864500765	1100 Block S Chipman St	MISCELLANEOUS - GENERAL ASSISTANCE
5/1/2018	1864500618	700 Block E North St	MISCELLANEOUS - NON-CRIMINAL
5/4/2018	1864500803	900 Block W Hampton St	MISCELLANEOUS - NON-CRIMINAL
5/4/2018	1864500627	500 Block N Randolph	MISCELLANEOUS - NON-CRIMINAL
5/4/2018	1864500630	700 Block Getman Rd	MISCELLANEOUS - NON-CRIMINAL
5/4/2018	1864500631	400 Block N Park St	MISCELLANEOUS - NON-CRIMINAL
5/5/2018	1864500656	1000 Block N Dewey St	MISCELLANEOUS - NON-CRIMINAL
5/5/2018	1864500636	600 Block N Water St	MISCELLANEOUS - NON-CRIMINAL
5/11/2018	1864500666	900 Block S Washington St	MISCELLANEOUS - NON-CRIMINAL
5/11/2018	1864500670	800 Block S Alger Ave	MISCELLANEOUS - NON-CRIMINAL
5/15/2018	1864500677	400 Block E Main St	MISCELLANEOUS - NON-CRIMINAL
5/15/2018	1864500678	400 Block N Ball St	MISCELLANEOUS - NON-CRIMINAL
5/15/2018	1864500679	1600 Block S Chipman St	MISCELLANEOUS - NON-CRIMINAL
5/17/2018	1864500691	S Chestnut St/ W Stewart St	MISCELLANEOUS - NON-CRIMINAL
5/21/2018	1864500706	700 Block S Lincoln Ave	MISCELLANEOUS - NON-CRIMINAL
5/21/2018	1864500683	900 Block Kenwood Dr	MISCELLANEOUS - NON-CRIMINAL
5/21/2018	1864500710	1100 Block S State St	MISCELLANEOUS - NON-CRIMINAL
5/22/2018	1864500713	500 Block Randolph St	MISCELLANEOUS - NON-CRIMINAL
5/22/2018	1864500719	200 Block S Water St	MISCELLANEOUS - NON-CRIMINAL
5/23/2018	1864500720	300 Block N Hickory St	MISCELLANEOUS - NON-CRIMINAL
5/25/2018	1864500739	1300 Block W Renfrew Dr	MISCELLANEOUS - NON-CRIMINAL
5/30/2018	1864500783	100 Block W Exchange St	MISCELLANEOUS - NON-CRIMINAL
5/6/2018	1864500639	N Water St / W King St	MISCELLANEOUS CRIMINAL OFFENSE
5/10/2018	1864500661	700 Block S Shiawassee St	MISCELLANEOUS CRIMINAL OFFENSE
5/10/2018	1864500662	Gould St	MISCELLANEOUS CRIMINAL OFFENSE
5/4/2018	1864500632	500 Block S Garfield Ave	MOTOR VEHICLE THEFT
5/10/2018	1864500663	400 Block N Saginaw St	MOTOR VEHICLE THEFT
5/9/2018	1864500651	300 Block N Park St	MOTOR VEHICLE VIOLATION
5/9/2018	1864500655	700 Block N Washington St	MOTOR VEHICLE VIOLATION
5/18/2018	1864500697	700 Block N Washington St	MOTOR VEHICLE VIOLATION
5/24/2018	1864500729	500 Block S Washington St	MOTOR VEHICLE VIOLATION
5/2/2018	1864500617	200 Block N Water St	NONAGGRAVATED ASSAULT
5/4/2018	1864500628	100 Block W Jennett St	NONAGGRAVATED ASSAULT
5/4/2018	1864500631	400 Block N Park St	NONAGGRAVATED ASSAULT
5/9/2018	1864500652	South/state	NONAGGRAVATED ASSAULT
5/11/2018	1864500665	200 Block N Water St	NONAGGRAVATED ASSAULT
5/11/2018	1864500668	400 Block S Lyon St	NONAGGRAVATED ASSAULT
5/13/2018	1864500675	600 Block S Grand Ave	NONAGGRAVATED ASSAULT

# Owosso Neighborhood Crime Report

Occurred 5/1/2018 - 5/31/2018

5/17/2018	1864500686	400 Block S State St	NONAGGRAVATED ASSAULT
5/17/2018	1864500688	300 Block N Hickory St	NONAGGRAVATED ASSAULT
5/19/2018	1864500701	100 Block S Washington St	NONAGGRAVATED ASSAULT
5/20/2018	1864500705	300 Block S Michigan Ave	NONAGGRAVATED ASSAULT
5/23/2018	1864500727	100 Block W Elizabeth St	NONAGGRAVATED ASSAULT
5/25/2018	1864500756	800 Block S Tracy St	NONAGGRAVATED ASSAULT
5/27/2018	1864500744	900 Block W Main St	NONAGGRAVATED ASSAULT
5/27/2018	1864500737	1200 Block N Devonshire Ct	NONAGGRAVATED ASSAULT
5/27/2018	1864500747	200 Block N Lansing St	NONAGGRAVATED ASSAULT
5/27/2018	1864500748	900 Block S State St	NONAGGRAVATED ASSAULT
5/30/2018	1864500768	800 Block S Lingle Ave	OBSCENITY
5/31/2018	1864500776	200 Block N Water St	OBSCENITY
5/1/2018	1864500603	1100 Block W Main St	OBSTRUCTING JUSTICE
5/2/2018	1864500616	800 Block S Chestnut St	OBSTRUCTING JUSTICE
5/3/2018	1864500619	700 Block W Grace St	OBSTRUCTING JUSTICE
5/5/2018	1864500634	1100 Block W Fletcher St	OBSTRUCTING JUSTICE
5/7/2018	1864500641	1400 Block W Chatham Dr	OBSTRUCTING JUSTICE
5/8/2018	1864500646	M-21 And Cleveland	OBSTRUCTING JUSTICE
5/9/2018	1864500647	800 Block E Comstock St	OBSTRUCTING JUSTICE
5/10/2018	1864500662	Gould St	OBSTRUCTING JUSTICE
5/10/2018	1864500663	400 Block N Saginaw St	OBSTRUCTING JUSTICE
5/11/2018	1864500667	200 Block E Corunna Ave	OBSTRUCTING JUSTICE
5/15/2018	1864500681	S Chestnut / S St	OBSTRUCTING JUSTICE
5/23/2018	1864500725	E North St / N Gould St	OBSTRUCTING JUSTICE
5/24/2018	1864500731	1300 Block W Renfrew Dr	OBSTRUCTING JUSTICE
5/26/2018	1864500740	400 Block E King St	OBSTRUCTING JUSTICE
5/27/2018	1864500746	800 Block W Ament St	OBSTRUCTING JUSTICE
5/28/2018	1864500750	200 Block E Goodhue St	OBSTRUCTING JUSTICE
5/29/2018	1864500763	1000 Block S Grand Ave	OBSTRUCTING JUSTICE
5/30/2018	1864500770	400 Block S Shiawassee St	OBSTRUCTING JUSTICE
5/3/2018	1864500622	1500 Block E M-21	OBSTRUCTING POLICE
5/18/2018	1864500696	700 Block S Shiawassee St	OBSTRUCTING POLICE
5/25/2018	1864500738	700 Block S Shiawassee St	OBSTRUCTING POLICE
5/1/2018	1864500601	700 Block N Hickory St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
5/12/2018	1864500671	Washington/howard St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
5/19/2018	1864500698	1000 Block W Main St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS

# Owosso Neighborhood Crime Report

Occurred 5/1/2018 - 5/31/2018

5/23/2018	1864500725	E North St / N Gould St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
5/31/2018	1864500780	N Washington St/ S Water St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
5/27/2018	1864500752	100 Block N Dewey St	OTHER NON-CRIMINAL ACCIDENTS - ALL OTHER
5/23/2018	1864500726	1300 Block W Penbroke Dr	PUBLIC PEACE -OTHER
5/7/2018	1864500650	200 Block N Water St	SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE
5/23/2018	1864500718	E Main St/ N Park St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
5/23/2018	1864500724	E Main St / N Dewey St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
5/23/2018	1864500728	N Gould St / E Main St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
5/24/2018	1864500733	W Hampton St / S Walnut St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
5/29/2018	1864500758	1300 Block W Mansfield Dr	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
5/31/2018	1864500780	N Washington St/ S Water St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
5/1/2018	1864500607	W Main St	TRAFFIC - NO OPERATORS LICENSE
5/6/2018	1864500637	Cass St/ball St	TRAFFIC - RECKLESS DRIVING
5/31/2018	1864500774	W Mason St / N Water St	TRAFFIC - RECKLESS DRIVING
5/2/2018	1864500611	200 Block S Washington St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/7/2018	1864500640	S Washington St/ S Water St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/8/2018	1864500644	Park/Oliver	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/9/2018	1864500654	M 52/w Stewart St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/11/2018	1864500664	E Main St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/16/2018	1864500685	Park/Williams	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/17/2018	1864500693	Chestnut/young	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/18/2018	1864500692	Washington/exchange	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/18/2018	1864500695	600 Block N 1st St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/20/2018	1864500704	Gould/Moore	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/21/2018	1864500709	N Park St/W Mason St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/22/2018	1864500714	N Ball St/W Exchange St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/23/2018	1864500722	Shiawassee/Clinton	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/23/2018	1864500723	Mason/Dewey	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/23/2018	1864500725	E North St/N Gould St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/23/2018	1864500728	N Gould St/E Main St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/24/2018	1864500734	Washington/King	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/25/2018	1864500735	N Shiawassee St/W Oliver St	TRAFFIC, NON-CRIMINAL - ACCIDENT



# Owosso Neighborhood Crime Report

Occurred 5/1/2018 - 5/31/2018

5/25/2018	1864500736	900 Block S Kenwood Dr	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/26/2018	1864500742	N Washington St/W Main St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/29/2018	1864500760	M 21/Chipman St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/30/2018	1864500766	300 Block N Washington St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/30/2018	1864500769	Main St/Shiawassee St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/30/2018	1864500771	200 Block Water St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/31/2018	1864500775	W Main St/S State St	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/31/2018	1864500777	N Hickory St/Stradford Dr	TRAFFIC, NON-CRIMINAL - ACCIDENT
5/3/2018	1864500626	100 Block N Chipman St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
5/17/2018	1864500689	100 Block E Corunna Ave	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
5/23/2018	1864500721	700 Block N Shiawassee St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
5/1/2018	1864500603	1100 Block W Main St	VIOLATION OF CONTROLLED SUBSTANCE ACT
5/23/2018	1864500725	E North St/N Gould St	WEAPONS OFFENSE - CONCEALED
5/11/2018	1864500668	400 Block S Lyon St	WEAPONS OFFENSE - OTHER
<b>Total</b>	<b>185</b>		



# OWOSSO PUBLIC SAFETY

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

---

## *MEMORANDUM*

---

DATE: June 12, 2018  
TO: Owosso City Council  
FROM: Kevin Lenkart  
Director of Public Safety  
RE: June 2018 Fire & Ambulance Report

---

During the month of May 2018:

Fire Department responded to 234 Ambulance calls

Fire Department responded to 19 Fire calls –

Building Fires	1
Building Fires Mutual Aid	1
Gas Leak/CO Alarm	1
False Alarms	7
Vehicle Accidents	0
EMS Assist	0
Vehicle Fire	1
Illegal Burn	0
Other Fires	3
Wires Down	5

**OWOSSO HISTORICAL COMMISSION**  
Regular Meeting Agenda  
May 14, 2018, 7:00 PM Curwood Castle



- CALL TO ORDER:** The Meeting was called to order by 7:02 pm by Chair Carol Vaughn
- PRESENT:** COMMISSIONER CAROL VAUGHN, CHAIR; COMMISSIONER ELAINE GREENWAY, CITY COUNCIL REPRESENTATIVE; COMMISSIONER DAVE ACTON; COMMISSIONER ROBERT BROCKWAY, COMMISSIONER CAROLYN EBERT; COMMISSIONER HEATHER JACOBS; COMMISSIONER ANNE LUDINGTON, ROBERT DORAN, DIRECTOR
- ABSENT:** COMMISSIONER KAREN MARUMOTO, COMMISSIONER SARA ADAMS, COMMISSIONER DEB GILBERT
- APPROVAL OF AGENDA:** COMMISSIONER DAVID ACTON MOTIONED TO APPROVE THE AGENDA, SUPPORTED BY COMMISSIONER ELAINE GREENWAY. AYES ALL, MOTION CARRIED.
- COMMISSIONER DEB GILBERT ARRIVED AT 7:14
- CONSENT AGENDA:**  
Revenues and Expenditures, Curwood Castle Dashboard Report, Curwood Castle Admissions and Financials, Curwood Castle Gift Shop Sales, OHC Balance Sheet, OHC Check Register; April 8 Minutes
- COMMISSIONER ANNIE LUDINGTON MOTIONED TO APPROVE THE CONSENT AGENDA, SUPPORTED BY COMMISSIONER HEATHER JACOBS. AYES ALL, MOTION CARRIED.
- CITIZEN COMMENTS:** N/A
- COMMUNICATIONS:** N/A
- OLD BUSINESS:**
- **Review Board Agenda 12 Month Planning Guide:** Board reviewed the 12 month planning guide; 12 month plan proceeding as planned.
  - **501(c)3 status:** The board reviewed the status of the 501(c)3. Director Doran and Chairperson Vaughn agreed to seek proposals for a consultant to complete the IRS application for the non-profit status.
  - **2018 Calendar of event – Curwood Festival:** Director Doran distributed a sheet for commission members to volunteer for Curwood weekend. Doran will email the completed calendar to commission.
  - **Docent Training update:** Director Doran updated the commission on the success of our three Docent training sessions, at the Castle on May 6 & 7. Almost 40 people attended the sessions, including several new potential docents. Doran distributed copies of the packets that he distributed to the docents.
  - **Review updated Key Measurable/Dashboard Reports & P&L:** Director Doran distributed the new Key Measurable/Dashboard Reports develop by Chair Carol Vaughn. Although several of the

metrics of the report will remain the same i.e. Castle attendance, museum gift shop, etc., this is a living document that will change based on new and changing metrics supplied by the various committees.

- **Castle Narrative Exhibition update:** Because of a technical issue with how to attach the new Castle narrative to the walls of the Castle, Director Doran requested that we postpone the narrative and instead present a Mini Curwood Movie Festival along with a portion of the OHC's Curwood movie memorabilia beginning Curwood weekend through January 1. Commission agreed. The request to purchase flat screen TV and wall mount was superseded by Commissioner Deb Gilbert how volunteered to loan the Castle a flat screen TV for Curwood Weekend.
- **Hiring of John Shaffer:** Director hired one of our volunteer docents, John Shaffer, to fill in for Head Docent Denice Grace 3 or 4 times per month.
- **Strategic Plan Update – in lieu of Committee Reports:** Commissioner Dave Acton distributed an updated Strategic Plan for the OHC, combining the work from our Strategic Planning session in March, 2017, our committee work plans, our Mission and Vision, and our core strategies and guiding principles.

#### NEW BUSINESS:

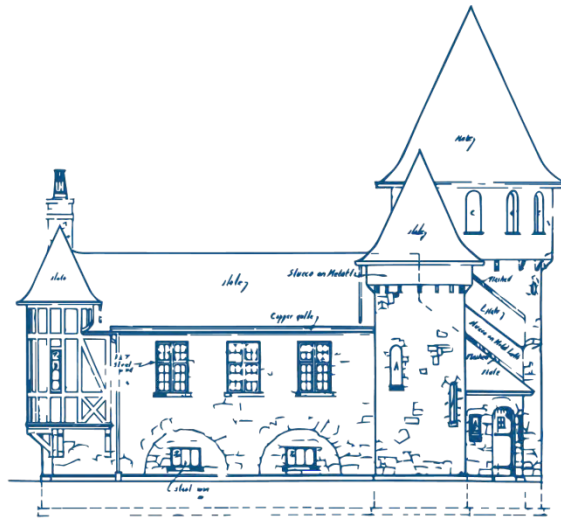
- Committee Reports – Strategic Planning Activities for 2018
  - Summary reports and regularly scheduled meetings
    - Finance
    - Governance
    - Philanthropy, Giving & Membership
    - Exhibitions & Education – April 11
    - Facilities
    - Marketing, Advertising & Social Media
    - Archiving & Acquisitions
    - Volunteers
- **Fundraising - proposition and training from the Non Profit Group through the Cook Family Foundation:** The board agreed to a training form the Cook Family foundation for the purpose to educate and provide tools for fundraising. The board discussed the potential of each board member becoming responsible for raising an amount of money to be determined, although the board did discuss \$1,000 per board member.
- **First draft policy board manual:** Chairperson Carol Vaughn and Director Doran are working on the first drift of a new Board Policy manual, to be presented at the next full commission meeting.
- Power thought of the day

#### CITIZEN COMMENTS:

none

#### ADJOURN:

**CHAIRPERSON DEB GILBERT MADE A MOTION TO ADJOURN at 8:25 pm, SUPPORTED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.**



## OWOSSO HISTORICAL COMMISSION

THE CURWOOD COLLECTION

### Consent Agenda – Monday, May 14, 2018

- Revenue & Expenditure – period ending 4/30/18
- Curwood Castle Dashboard Report 4/30/18
- Curwood Castle Financial Report – April, 2018
- Curwood Castle Gift Shop Report – April, 2018
- Curwood Castle Deposit Report – April, 2018
- Historical Balance Sheet – period ending 4/30/18
- Check Register – period ending April, 2018
- April 9, 2018 Minutes

05/08/2018

## REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 04/30/2018

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

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	ACTIVITY FOR MONTH 04/30/2018 INCREASE (DECREASE)	YTD BALANCE 04/30/2018 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - HISTORICAL FUND						
Revenues						
Dept 000						
297-000-600.600	SALES	5,000.00	329.00	3,676.60	1,323.40	73.53
297-000-664.664	INTEREST INCOME	50.00	0.00	83.54	(33.54)	167.08
297-000-664.667	RENTS	2,000.00	500.00	1,000.00	1,000.00	50.00
297-000-664.668	RENTAL INCOME	13,200.00	700.00	10,600.00	2,600.00	80.30
297-000-671.675	DONATIONS-PRIVATE	20,000.00	650.00	17,221.77	2,778.23	86.11
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	0.00	4,613.70	386.30	92.27
297-000-695.101	GENERAL FUND TRANSFER	33,000.00	2,750.00	27,500.00	5,500.00	83.33
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	4,929.00	64,695.61	33,554.39	65.85
TOTAL REVENUES						
		98,250.00	4,929.00	64,695.61	33,554.39	65.85
Expenditures						
Dept 797 - HISTORICAL COMMISSION						
297-797-728.000	OPERATING SUPPLIES	0.00	4.14	456.75	(456.75)	100.00
297-797-728.200	SUPPLIES-HISTORIC COLLECTION	1,000.00	0.00	711.25	288.75	71.13
297-797-728.300	HOME TOUR PROMOTION	0.00	1,250.00	1,399.99	(1,399.99)	100.00
297-797-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	0.00	414.00	465.00	(465.00)	100.00
297-797-810.000	INSURANCE & BONDS	1,250.00	2,649.20	2,649.20	(1,399.20)	211.94
297-797-831.000	BUILDING MAINTENANCE	2,000.00	0.00	62.50	1,937.50	3.13
297-797-856.000	MISCELLANEOUS	6,000.00	119.72	1,298.85	4,701.15	21.65
297-797-869.000	PROMOTION	5,000.00	443.00	2,183.64	2,816.36	43.67
297-797-870.000	EXHIBITIONS	0.00	63.60	473.60	(473.60)	100.00
Total Dept 797 - HISTORICAL COMMISSION		15,250.00	4,943.66	9,700.78	5,549.22	63.61
Dept 798 - CASTLE						
297-798-702.200	WAGES	40,000.00	2,643.64	29,054.02	10,945.98	72.64
297-798-702.400	WAGES - SEASONAL-DOCENTS	12,000.00	777.00	9,936.28	2,063.72	82.80
297-798-715.000	SOCIAL SECURITY (FICA)	3,978.00	261.69	2,982.77	995.23	74.98
297-798-717.000	UNEMPLOYMENT INSURANCE	42.00	8.56	8.56	33.44	20.38
297-798-719.000	WORKERS' COMPENSATION	80.00	68.00	84.00	(4.00)	105.00
297-798-728.000	OPERATING SUPPLIES	1,500.00	0.00	230.99	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	543.06	3,940.30	59.70	98.51
297-798-831.000	BUILDING MAINTENANCE	7,000.00	0.00	1,049.32	5,950.68	14.99
297-798-856.000	MISCELLANEOUS	1,000.00	128.75	2,514.10	(1,514.10)	251.41
297-798-869.000	PROMOTION	0.00	0.00	770.87	(770.87)	100.00
Total Dept 798 - CASTLE		70,300.00	4,430.70	50,571.21	19,728.79	71.94
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	620.12	3,460.12	539.88	86.50
297-799-831.000	BUILDING MAINTENANCE	5,000.00	0.00	433.48	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	0.00	752.66	1,247.34	37.63
Total Dept 799 - GOULD HOUSE		12,700.00	620.12	4,646.26	8,053.74	36.58
TOTAL EXPENDITURES		98,250.00	9,994.48	64,918.25	33,331.75	66.07
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		98,250.00	4,929.00	64,695.61	33,554.39	65.85
TOTAL EXPENDITURES		98,250.00	9,994.48	64,918.25	33,331.75	66.07
NET OF REVENUES & EXPENDITURES		0.00	(5,065.48)	(222.64)	222.64	100.00
TOTAL REVENUES - ALL FUNDS		98,250.00	4,929.00	64,695.61	33,554.39	65.85
TOTAL EXPENDITURES - ALL FUNDS		98,250.00	9,994.48	64,918.25	33,331.75	66.07
NET OF REVENUES & EXPENDITURES		0.00	(5,065.48)	(222.64)	222.64	100.00

## April 2016, 2017, 2018 Castle Comparison

	Total Admits	Total Admission	Gift Shop	Donations	Totals
2016	333	\$934.00	\$292.00	\$25.00	\$1,251.00
2017	342	\$1,309.00	\$164.00	\$9.00	\$1,482.00
2018	178	\$805.00	\$412.00	\$135.00	\$1,352.00



# April 2018 Castle Financial Report

Date	Adults	Children	Admissions	Gift Shop	Donations	Deposits
4/1/2018			Easter			
4/2/2018						
4/3/2018	8	4	\$35.00	\$25.00	\$100.00	
4/4/2018	2	3	\$16.00	\$24.00		
4/5/2018	3		\$15.00	\$11.00		
4/6/2018	5	4	\$26.00	\$24.00		
4/7/2018	19	2	\$100.00	\$69.00		
4/8/2018	21	8	\$115.00	\$76.00		\$636.00
4/9/2018						
4/10/2018			\$0.00			
4/11/2018	6		\$30.00			
4/12/2018	2		\$10.00	\$25.00		
4/13/2018			\$0.00			
4/14/2018			\$0.00			
4/15/2018			\$0.00			
4/16/2018						
4/17/2018	5		\$25.00	\$32.00		
4/18/2018			\$0.00			
4/19/2018	4		\$20.00			
4/20/2018	1	1	\$7.00			
4/21/2018	16	8	\$87.00	\$62.00		
4/22/2018			\$71.00	\$12.00		
4/23/2018						
4/24/2018	2		\$10.00			
4/25/2018	4		\$20.00	\$30.00		
4/26/2018	1		\$10.00	\$10.00		
4/27/2018	8		\$40.00			
4/28/2018	16	6	\$91.00			
4/29/2018	13	6	\$77.00	\$12.00	\$35.00	\$716.00
4/30/2018						\$1,352.00
<b>Totals</b>	<b>136</b>	<b>42</b>	<b>\$805.00</b>	<b>\$412.00</b>	<b>\$135.00</b>	<b>\$1,352.00</b>

### April 2018 Castle Gift Shop Sales

Item	Price	# Sold	Total
Blueprint - Framed	\$25.00		
Blueprint- Rolled	\$15.00		
Blueprint T-Shirt - 2XL	\$10.00	2	\$20.00
Blueprint T-Shirt - 3XL	\$10.00		
Blueprint T-Shirt - Large	\$10.00	4	\$40.00
Blueprint T-Shirt - Medium	\$10.00	1	\$10.00
Blueprint T-Shirt - Xlarge	\$10.00		
Book - Alaskan	\$10.00		
Book - Back to God's Country	\$10.00		
Book - Baree - Reprint	\$10.00	4	\$40.00
Book - Flaming Forest - Reprint	\$10.00		
Book - God's Country and the Man	\$22.00	2	\$44.00
Book - Gold Hunters- Reprint	\$10.00		
Book - Grizzly King - reprint	\$10.00	3	\$30.00
Book - Isobel - Reprint	\$10.00	1	\$10.00
Book - Kazan - reprint	\$10.00	2	\$20.00
Book - Nomads of the North - reprint	\$10.00		
Book - Phillip Steele- Reprint	\$10.00		
Book - Wolf Hunters- Reprint	\$10.00		
Books -Vintage	Misc	6	\$85.00
Castle Magnets	\$2.00	4	\$8.00
Castle Tin Cups	\$12.00		
Coaster - Castle Great Room	\$3.00	3	\$8.00
Coaster - Curwood Castle	\$3.00	2	\$6.00
Coaster - Curwood Statue	\$3.00	3	\$8.00
Coaster - James Oliver Curwood	\$3.00	2	\$6.00
Curwood Lobby Cards	\$4.00		
Souvenir Book - Gray	\$5.00		
Souvenir Book- Yellow	\$5.00		
Glasses - Comstock Cabin	\$5.00		
Glasses - Curwood Home	\$5.00		
Glasses - Gould House	\$5.00		
Maps	\$10.00		
Nomads of the North - dvd	\$20.00		
Northwest Trail - dvd	\$20.00		
Rin Tin Tin - Skull & Cross - dvd	\$20.00		
River's End - dvd	\$20.00		
The Bear - dvd	\$20.00		
The Trail Beyond - dvd	\$20.00		
Puzzle - Curwood Castle	\$15.00	3	\$45.00
Postcards	\$1.00	4	\$4.00
Yo-yos	\$4.00	4	\$16.00
2014 Train	\$12.00	1	\$12.00
<b>TOTALS</b>			<b>\$412.00</b>

## April 9-30 2018 Castle Deposit Report

	Children	Adults	Admissions	Gift Shop	Donations	Deposits
4/9/2018						
4/10/2018			\$0.00			
4/11/2018	6		\$30.00			
4/12/2018	2		\$10.00	\$25.00		
4/13/2018			\$0.00			
4/14/2018			\$0.00			
4/15/2018			\$0.00			
4/16/2018						
4/17/2018	5		\$25.00	\$32.00		
4/18/2018			\$0.00			
4/19/2018	4		\$20.00			
4/20/2018	1	1	\$7.00			
4/21/2018	16	8	\$87.00	\$62.00		
4/22/2018			\$71.00	\$12.00		
4/23/2018						
4/24/2018	2		\$10.00			
4/25/2018	4		\$20.00	\$30.00		
4/26/2018	1		\$10.00	\$10.00		
4/27/2018	8		\$40.00			\$716.00
4/28/2018	16	6	\$91.00			
4/29/2018	13	6	\$77.00	\$12.00	\$35.00	
4/30/2018						
<b>Totals</b>	<b>78</b>	<b>21</b>	<b>\$498.00</b>	<b>\$183.00</b>	<b>\$35.00</b>	<b>\$716.00</b>

05/08/2018

BALANCE SHEET FOR CITY OF OWOSSO  
Period Ending 04/30/2018

GL Number	Description	Balance
Fund 297 - HISTORICAL FUND		
*** Assets ***		
297-000-101.200	CASH - CHEMICAL BANK	28,393.68
297-000-101.250	CASH	45,793.18
297-000-102.100	CASH - RESTRICTED S.C.	20,882.85
297-000-103.000	IMPREST PETTY CASH	100.00
297-000-120.000	ACCOUNTS RECEIVABLE	0.00
297-000-121.000	ACCRUED INTEREST RECEIVABLE	0.00
297-000-170.200	PREPAID INSURANCE	0.00
297-000-184.101	DUE FROM GENERAL	0.00
	Total Assets	95,169.71
*** Liabilities ***		
297-000-202.000	ACCOUNTS PAYABLE	0.00
297-000-214.101	DUE TO GENERAL FUND	19,428.74
297-000-255.200	RENT DEPOSITS	300.00
297-000-255.300	ENDOWMENTS	0.00
297-000-255.400	DESIGNATED FUNDS	0.00
297-000-257.000	ACCRUED WAGES PAYABLE	1,771.95
297-000-258.000	ACCRUED TAXES PAYABLE	135.55
297-000-258.100	FEDERAL INCOME TAX	0.00
297-000-258.200	SOCIAL SECURITY	0.00
297-000-258.300	STATE INCOME TAXES	0.00
297-000-339.000	DEFERRED REVENUE	0.00
	Total Liabilities	21,636.24
*** Fund Balance ***		
297-000-320.000	LOANS PAYABLE	0.00
297-000-338.000	ENCUMBRANCES	0.00
297-000-365.000	FUND BALANCE RESERVED FOR ENCUMBRANCE!	0.00
297-000-366.000	RESTRICTED FUND BALANCE	73,756.11
297-000-368.000	ASSIGNED FUND BALANCE	0.00
297-000-390.000	FUND BALANCE	0.00
297-000-393.100	APPROPRIATION CONTROL	0.00
297-000-393.200	ESTIMATED REVENUE CONTROL	0.00
297-000-393.300	BUDGETARY CONTROL	0.00
297-000-393.400	REVENUE CONTROL	0.00
297-000-393.500	EXPENDITURE CONTROL	0.00
	Total Fund Balance	73,756.11
	Beginning Fund Balance	73,756.11
	Net of Revenues VS Expenditures	(222.64)
	Ending Fund Balance	73,533.47
	Total Liabilities And Fund Balance	95,169.71

05/08/2018

CHECK REGISTER FOR CITY OF OWOSSO  
CHECK DATE FROM 04/01/2018 - 04/30/2018

Check Date	Bank	Check	App Vendor	Vendor Name	Description	Amount
Bank 10 OWOSSO HISTORICAL FUND						
04/02/2018	10	5066	AP 01253	AMERICAN SPEEDY PRINTING	HOME SHOW FLYERS (500)	79.00
04/02/2018	10	5067	AP 03649	DAYSTARR COMMUNICATIONS	APRIL 2018-GOULD HOUSE INTERNET SERVICE	127.24
04/02/2018	10	5068	AP 05710	STAPLES ADVANTAGE	FOLDERS	4.14
04/12/2018	10	5069	AP 06674	CONSUMERS ENERGY	515 N WASHINGTON ST	343.95
04/12/2018	10	5070	AP 38695	OWOSSO-WATER FUND	WATER/SEWER-226 CURWOOD CASTLE DR	215.82
04/30/2018	10	5071	AP 06674	CONSUMERS ENERGY	224 CURWOOD CASTLE DR-3/8/18-4/8/18	306.94
04/30/2018	10	5072	AP 03649	DAYSTARR COMMUNICATIONS	MAY 2017-CASTLE PHONE AND INTERNET	127.26
04/30/2018	10	5073	AP 01159	ROBERT V DORAN-BROCKWAY	TWO VINTAGE SUITCASES	292.36
04/30/2018	10	5074	AP 01617	GNOSIS MARKETING	WEBSITE DEVELOPMENT-FINISH OHC WEBSITE	1,250.00
04/30/2018	10	5075	AP 22109	INDEPENDENT NEWSPAPERS	VISITORS GUIDE	364.00
04/30/2018	10	5076	AP 05640	SHANNON MAGINITY	GOULD HOUSE TEA-HOME TOUR-NOT PAID BY TA	125.00
04/30/2018	10	5077	AP 38631	OWOSSO FARMER'S MARKET	2017 HOLIDAY FUNDRAISER	400.00 V
04/30/2018	10	5078	AP 02229	SPECIALTY SALVAGE LLC	GOULD HOUSE TRASH	41.97
Total of 13 Checks:						3,677.68
Less 1 Void Checks:						400.00
Total of 12 Disbursements:						3,277.68

**OWOSSO HISTORICAL COMMISSION**  
Regular Meeting Minutes  
April 9, 2018, 7:00 PM Curwood Castle



**CALL TO ORDER:**

**PRESENT:** Commissioner Carol Vaughn, Chair; Commissioner Karen Marumoto, Vice Chair; Commissioner Dave Acton; Commissioner Sara Adams; Commissioner Robert Brockway, Commissioner Carolyn Ebert; Commissioner Deb Gilbert; Commissioner Heather Jacobs; Commissioner Anne Ludington, Robert Doran, Director

**ABSENT:** Commissioner Elaine Greenway

**APPROVAL OF AGENDA:** Commissioner Dave Acton moved to approve the agenda, seconded by Vice Chair Karen Marumoto. Ayes all. Motion Carried

**CONSENT AGENDA:** Vice Chair Karen Marumoto moved to approve the consent agenda, seconded by Commissioner Robert Brockway. Ayes all. Motion Carried

Revenues and Expenditures, Curwood Castle Dashboard Report, Curwood Castle Admissions and Financials, Curwood Castle Gift Shop Sales, OHC Balance Sheet, OHC Check Register; March 12 Minutes

**CITIZEN COMMENTS:** No citizen's comments

**COMMUNICATIONS:** No Communications

**OLD BUSINESS:**

- Vice Chair nomination and vote: Commissioner Sara Adams moved to nominate Karen Marumoto as Vice Chair, seconded by Commissioner Annie Ludington. Ayes all. Motion Carried.
- Review Board Agenda 12 Month Planning Guide: The 12 month Board Agenda planning guide was reviewed. The board is on track with our strategic board goals and initiatives.
- 501(c)3 status: Chair Carol Vaughn applied for our and received our EIN number (Employer Identification Number) from the IRS. The next step is to continue to develop the articles and incorporation and by-laws, and simultaneously apply for our 501(c)3 status from the IRS.
- 2018 Calendar of event – updates: Director Doran updated the board on our upcoming spring/summer/fall events.
- Docent Training update: The packets for the Docent Training sessions on May 6 & 7 have been completed and as of now we have approximately 20 docents signed up.

- Bus Tour grant update: **The grant from the CVB of \$2,000 has been approved and Robert Doran from OHC, Piper Brewer from SAC, Mary Warner Stone from DUSY and Kim Springsdorf from SRI will all participate starting the process of actively seeing out bus tours. Process will begin in mid-May.**
- Curwood Castle Park Map: **Director Doran shared the new Curwood Castle Park map with the board. The map is currently on the web site under “visit us”**
- Review City Budget VS Proposed Castle City Museum Budget: **Chair Carol Vaughn shared the new financial reports compared to the reports currently supplied by the city. Starting in June we will be presenting the board with both financials through the transition to the 501(c)3.**
- Review updated Key Measurable/Dashboard Reports: **Chair Carol Vaughn created a Dashboard report for 10 of our key measureables. This document will be further refined by the outcome of our strategic plan.**
- Strategic Plan Update: **Dave Vaughn will continue to work on finalizing a first version of our strategic plan which he will present our next board meeting.**

#### **NEW BUSINESS:**

- Committee Reports – Strategic Planning Activities for 2018
  - **A summary of committee reports and regularly scheduled meetings given by committee chairs.**
    - Finance – next meeting date April 26
    - Governance – next meeting date April 10
    - Philanthropy, Giving & Membership
    - Exhibitions & Education – April 11
    - Facilities
    - Marketing, Advertising & Social Media
    - Archiving & Acquisitions
    - Volunteers
- IT Update - G Suite: **Director Doran gave an update on G Suite and the implementation of communicating through Gmail folders.**
- Power thought of the day

#### **CITIZEN COMMENTS:**

#### **ADJOURN:**

**PARKS AND RECREATION COMMISSION  
REGULAR MEETING  
WEDNESDAY, MAY 23, 2018  
City Hall Conference Room  
301 W. Main St. Owosso, MI 48867**

**CALL TO ORDER:** Chairman Espich called the meeting to order at 7: 00 p.m.

**PLEDGE OF ALLEGIANCE:** Was recited.

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

**MEMBERS PRESENT:** Chairman Espich, Vice-Chair Jeff Selbig, Commissioners Nell Anne Hebekeuser, Jerry Hebekeuser.

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

**OTHERS PRESENT:** Main Street Manager Josh Adams

**APPROVAL OF AGENDA:** **COMMISSIONER JERRY HEBEKEUSER MADE A MOTION TO APPROVE THE AGENDA FOR MAY 23, 2018 AS PRESENTED.**

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

**APPROVAL OF MINUTES:** **COMMISSIONER JERRY HEBEKEUSER MADE A MOTION TO APPROVE THE MINUTES FROM APRIL 25, 2018.**

**MOTION SUPPORTED BY NELL ANNE HEBEKUSER.  
AYES ALL, MOTION CARRIED.**

**PUBLIC COMMENTS/COMMISSIONER COMMENTS:**

None.

**COMMUNICATIONS:**

None.

**BUSINESS:**

**Annual Spring Parks Cleanup – update**

Chairman Espich reported that he and his wife walked through the parks and decided to cancel the cleanup due to all the rain received.

Vice-Chair Selbig suggested being more pro-active and set the date earlier in the year.

Commissioners discussed setting the date for Arbor Day.

**Community Gardens – Update**

No updates.



### **Rail Trail**

No Updates.

### **Skate Park Update**

Chairman Espich stated the he has spoken to Ebrahim Varachia, Patron city Mentor/Coach, today and he said the paper work had been in on May 2<sup>nd</sup> and thought they would have already heard from them.

Josh Adams reported that city manager; Nathan Henne had texted him and said they were moving forward with the design contract with Pillar and construction will come when they receive the MEDC funds.

Commissioners discussed possible design issues. They also discussed the possibility of signs to give credit for donations or different ideas to indicate those donations.

### **Adams Park Request**

City manager's emailed that the update it to Adam's Park was to put ballards up to stop cars from driving back into the park.

Commissioners also had a discussion on Pickle Ball.

### **Date and time and meetings next year**

Commissioners agreed to meet on June 27, 2018 at 7 p.m.

### **PUBLIC COMMENTS / COMMISSION COMMENTS**

Chairman Espich stated that commissioners Jerry Hebekeuser, Nell Anne Hebekeuser and Rick Morris stated that they came on the commission as a favor for the commission to be able to have a quorum at meetings and asked Josh Adams to let the Mayor know to appoint some other people.

Commissioner Jerry Hebekeuser stated he would take Commissioner Nell Anne Hebekeuser appointment so she could step down.

Commissioners discussed the bark park.

Chairman Espich reported that he went out to check on the disc golf course and said the course had a flow to it and now you can see distances.

**VICE-CHAIR SELBIG MADE A MOTION TO ADJOURN AT 7:45 P.M.**

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

**MINUTES  
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, MAY 29, 2018 – 6:30 P.M.**

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

**PLEDGE OF ALLEGIANCE:** Recited.

**ROLL CALL:** Tanya Buckelew

**MEMBERS PRESENT:** Chairman Wascher, Vice-Chair Livingston, Secretary Janae Fear, Commissioners Adams, Jenkins, Kirkland, Law and Taylor

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Assistant City Manager Susan Montenegro, City Attorney Scott Gould

**APPROVAL OF AGENDA:**

**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR MAY 29, 2018.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES FOR THE APRIL 23, 2018 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**COMMUNICATIONS:**

1. Staff memorandum.
2. PC minutes from April 23, 2018
3. Draft ordinance for Medical Marihuana

**COMMISSIONER/PUBLIC COMMENTS:**

None

**PUBLIC HEARING:**

1. Medical Marihuana Ordinance – draft ordinance was presented for the Public Hearing.

Kayla Bedell of 520 N Park St. Owosso had questions about the lottery. It was explained the lottery process was for provisioning centers only.

The City's Municode is listed in alphabetical order hence the reason for the Chapter 16.5.

Zoning changes will be added to Chapter 38.

If this draft ordinance is recommended to be sent onto Council, the Council would then hold a Public Hearing at their July 2, 2018 meeting.

**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER LAW TO RECOMMEND THE DRAFT ORDINANCE TO COUNCIL.**

**RCV YEAS ALL. MOTION CARRIED.**

**SITE PLAN REVIEW:**

None

**BUSINESS ITEMS:**

None

**ITEMS OF DISCUSSION:**

None

**COMMISSIONER/PUBLIC COMMENT:**

Vice-Chair Livingston took a moment to thank Ms. Montenegro for her service and wish her the best for her future with the City of Leslie.

Master Plan update process is with the MEDC and their assistance with the RFP for a firm to assist the city with the update. The city will receive \$20,000 in assistance from the MEDC to go towards the Master Plan update process.

**ADJOURNMENT:**

**MOTION BY COMMISSIONER FEAR, SUPPORTED BY VICE-CHAIR LIVINGSTON TO ADJOURN AT 6:46 P.M. UNTIL THE NEXT MEETING ON JUNE 25, 2018.**

**YEAS ALL, MOTION CARRIED.**

---

Janae L. Fear, Secretary