

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, JULY 01, 2019
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 17, 2019:

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. Morning Kiwanis Flag Program. Presentation by Morning Kiwanis member Elaine Greenway regarding their new residential flag program.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

1. Project Status Report (To be distributed at the meeting.)

CONSENT AGENDA

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

Name	Board/Commission	Term Expires
Randy Woodworth	LDFA/Brownfield Redevelopment Authority	06-30-2023
Jeff Phillips*	LDFA/Brownfield Redevelopment Authority	06-30-2023
Randy Woodworth*	Parks & Recreation Commission	06-30-2021
Andrew Workman*	Parks & Recreation Commission	06-30-2021

* Indicates reappointment

2. 2019 Suicide Prevention Walk Permission. Approve application of Penny Corbin & Tara Herald on behalf of Shiawassee Health & Wellness for the partial closure of Lot #10 (JC Penney lot) on Tuesday, September 10, 2019 from 4:00pm - 9:00pm for the 2019 Suicide Prevention Walk, and authorize Traffic Control Order No. 1418 formalizing permission.
3. Cruise the Pits Car Show Permission. Approve request from The Child Advocacy Center for the closure of portions of Lot #10 (behind Romas), and portions of Washington Street, Exchange Street, and Comstock Street for the Cruise the Pits Car Show on Friday and Saturday, July 19 & 20, 2019 and authorize Traffic Control Order No. 1419 formalizing the action.
4. Contract Amendment - 2018 Street Program Engineering Services Contract. Approve Amendment No. 7 to the 2018 Street Program Engineering Services Contract with Fleis & Vandenbrink Engineering, Inc. adding \$12,000.00 for additional engineering design services, and authorize payment to the contractor up to the contract amount, including Amendment Nos. 1-7.
5. Contract Amendment - 2020 Street Program Engineering Services. Approve Addendum No. 10 to the contract with OHM Advisors for engineering design and administrative services for the 2020 Street Program in the amount of \$188,800.00 and authorize payment up to the contract amount upon satisfactory completion of the work or portion thereof.
6. Bid Award - 2019 Chip Seal Program. Approve bid award to Highway Maintenance and Construction Company for the 2019 Chip Seal Program in the amount of \$83,413.40 and authorize payment up to the contract amount upon satisfactory completion of the work or portion thereof.
7. Bid Award - Sand and Gravel, Selection #1. Accept the low bid of Constine Gravel Company for Class II Backfill Sand in the amount of \$5.75 per ton, 22A gravel in the amount of \$9.75 per ton, 21 AA limestone in the amount of \$20.25 per ton, and 6A limestone in the amount of \$23.60 per ton for the fiscal year ending June 30, 2020, authorize payment in accordance with unit prices up to 3,000 tons, 1,000 tons, 200 tons, and 100 tons respectively for a total amount not to exceed \$33,410.00.
8. Bid Award - Sand and Gravel, Selection #2. Accept the low bid of Ocenasek, Inc. for H1 limestone chip in the amount of \$31.00 per ton for the fiscal year ending June 30, 2020, authorize payment in accordance with the unit price up to 200 tons for a total amount not to exceed \$6,200.00.
9. Purchase Authorization - Police Utility Vehicle. Waive competitive bidding requirements, authorize a joint purchase from Owosso Motors, Inc. d/b/a Signature Auto Group of Owosso via Macomb County Contract No. 21-18 for one 2020 Ford Police Utility Vehicle in the amount of \$35,679.00, and further authorize payment up to the quoted amount upon satisfactory delivery of said vehicle.
10. Warrant No. 571. Authorize Warrant No. 571 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal Risk Management Authority	Building and property insurance-1 st of 3 installments for FY 19/20	Various	\$125,512.00
Shiawassee Area Transportation Agency	Annual local funding commitment for FY 19/20	General	\$62,938.74

ITEMS OF BUSINESS

1. MERS Defined Benefit Plan Surplus Division Establishment. Consider adoption of an addendum to the Plan Adoption Agreements with the Municipal Employees' Retirement System of Michigan establishing a surplus division (reserve account) to which the City may remit any contributions in excess of the annual required employer contribution.

COMMUNICATIONS

1. B. Kirkland, Downtown Loan Committee. Letter of resignation.
2. Historical Commission. Minutes of May 20, 2019.
3. Downtown Development Authority/Main Street. Minutes of June 5, 2019.
4. Parks & Recreation Commission. Minutes of May 29, 2016.
5. Planning Commission. Minutes of May 28, 2019.
6. WWTP Review Board. Minutes of June 25, 2019.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, July 15, 2019

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2019
Building Board of Appeals – Alternate - term expires June 30, 2021
Brownfield Redevelopment Authority – term expires June 30, 2022
Historical Commission – 2 terms expire December 31, 2021
Planning Commission – term expires June 30, 2019
SATA Board of Directors – term expires October 1, 2022

ADJOURNMENT

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing, calling, or emailing the following: Owosso City Clerk's Office, 301 West Main Street, Owosso, MI 48867; Phone: (989) 725-0500; Email: city.clerk@ci.owosso.mi.us. The City of Owosso Website address is www.ci.owosso.mi.us.

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF JUNE 17, 2019
7:30 P.M.**

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: JOSHUA ADAMS
MAIN STREET / DDA DIRECTOR

PLEDGE OF ALLEGIANCE: JIM WOODWORTH, LOCAL BUSINESS OWNER

PRESENT: Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika,
Councilmembers Loreen F. Bailey (7:35 p.m.), Janae L. Fear, Jerome C.
Haber, Daniel A. Law, and Nicholas L. Pidek.

ABSENT: None.

APPROVE AGENDA

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

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF JUNE 3, 2019

Motion by Councilmember Haber to approve the Minutes of the Regular Meeting of June 3, 2019 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

Revolving Loan Fund Application – WWTP Improvements

City Manager Nathan R. Henne introduced the topic of the hearing noting that this is the third, and final, application to the EGLE State Revolving Fund for improvements to the City's utilities systems.

C2AE Engineer Brian Van Zee delivered a PowerPoint presentation describing the problems that will be addressed at the Waste Water Treatment Plant and the proposed plan of action for remediating those problems. His presentation highlighted the fact that much of the equipment at the WWTP is well past its prime, with some equipment being totally inoperable due to age and/or the cost for repair. Without improvements and upgrades, the plant will struggle to meet operations standards and could become an environmental hazard. Three projects are being proposed to address some of the most critical shortfalls: replacement of screw pumps and installation of new grit removal system; replacement of treatment towers; and the addition of a screw press compactor (with retention of the existing centrifuge as back-up). If all three projects move forward the City would be seeking funding from the State Revolving Loan fund in the amount of \$5.6 million at an interest rate of 2.0% for a period of 20 years.

There were questions from Councilmembers regarding whether the replacement of existing equipment was the best idea or if the community would be better served by newer technology. Mr. Van Zee indicated that the technology of the existing equipment, while old, offered the best solution from a cost standpoint, saying that newer alternatives would cost about three times more than what is currently proposed and would also require significant revamping of other parts of the system. There were further questions regarding the life expectancy of the project and whether it would help eliminate sanitary sewer overflows. It was noted the life expectancy is about 20 years and the proposed projects would not help to eliminate sanitary sewer overflows. City Manager Henne noted that the current system is a good system for removal of biologic contaminants.

The public hearing was opened at 7:48 p.m. to receive citizen comment regarding the project plan proposed for submission to the EGLE State Revolving fund for improvements to the City's Waste Water Treatment Plant.

The following person commented in regard to the proposed project submittal:

Gary Burk, former Utilities Director, gave a brief history of the plant saying it was constructed in the 1930's and changed over to a biologic process in 1986. Improvements have been made at the plant over the years but many of those improvements are reaching the end of their useful lives. He went on to say that he would prefer an airlift with a grit washer as opposed to the replacement of the chain and bucket system, but he supports the overall project.

Seeing there were no other citizens wishing to comment, Mayor Eveleth closed the public hearing at 7:52 p.m.

City Manager Henne noted that while the projects mentioned are substantial they do not address all the problems at the plant and should only be considered as the first step.

Motion by Councilmember Bailey to approve the proposed project plan and designate an authorized signer as detailed below:

RESOLUTION NO. 91-2019

ADOPTING A FINAL PROJECT PLAN FOR WASTEWATER TREATMENT PLANT IMPROVEMENTS AND DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE

WHEREAS, the City of Owosso recognizes the need to make improvements to its existing wastewater treatment plant and its existing NPDES pollution control system; and

WHEREAS, the City of Owosso authorized Capital Consultants, Inc. d.b.a. C2AE to prepare a Project Plan, which recommends the rehabilitation of structurally deficient wastewater treatment process equipment, including the headworks, trickling filters and solids handling equipment; and

WHEREAS, said Project Plan was presented at a Public Hearing held on June 17, 2019 and all public comments have been considered and addressed;

NOW THEREFORE BE IT RESOLVED, that the City of Owosso formally adopts said Project Plan and agrees to implement selected Alternative No. 1 ("Rehabilitation of physical plant process equipment & processes").

BE IT FURTHER RESOLVED, that the Director of Public Utilities, a position currently held by Glenn Chinavare, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan as the first step in applying to the State of Michigan for a Revolving Fund Loan to assist in the implementation of the selected alternative.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

AYES: Councilmember Fear, Mayor Pro-Tem Osika, Councilmembers Law, Bailey, Haber, Pidek, and Mayor Eveleth.

NAYS: None.

CITIZEN COMMENTS AND QUESTIONS

There were no citizen comments.

There were no Council comments.

CONSENT AGENDA

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

Recreation Service Agreement – Bentley Park Maintenance. Approve a one-year contract with the Shiawassee Family YMCA for daily maintenance of the splash pad and bathrooms at Bentley Park in the amount of \$7,500.00 and authorize payment to the vendor according to the terms of the contract as follows:

RESOLUTION NO. 92-2019

RESOLUTION AUTHORIZING EXECUTION OF A RECREATION SERVICE AGREEMENT FOR SPLASH PAD MAINTENANCE AND BATHROOM MONITORING BETWEEN THE CITY OF OWOSSO, MICHIGAN AND SHIAWASSEE FAMILY YMCA

WHEREAS, the City of Owosso, Shiawassee County, Michigan, installed a splash pad at Bentley Park for public use and enjoyment; and

WHEREAS, vandalism has adversely affected the condition and usability of the splash pad and bathrooms at Bentley Park; and

WHEREAS, the Shiawassee Family YMCA has agreed to enter into an agreement with the city of Owosso to provide basic maintenance to the splash pad and cleaning of the pavilion bathrooms twice daily.

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 enter into a contract with the Shiawassee Family YMCA to provide basic maintenance for the splash pad and bathrooms at Bentley Park.

SECOND: The mayor and the city clerk of the city of Owosso are instructed and authorized to sign the attached document verifying the contract between the city of Owosso and the YMCA.

THIRD: The accounts payable department is authorized to pay the Shiawassee Family YMCA \$7,500.00 from account 101.756.818.000 upon receipt of an invoice at the beginning of the contract period.

Bid Award - Refuse Services. Approve the bid of Tri-County Refuse Service, Inc. d/b/a Republic Services of Flint for refuse service to the City's main facilities for the 3-year period beginning July 1, 2019 through June 30, 2022 in the amount of \$16,631.46 and further approve payment up to the contract amount for work satisfactorily completed as follows:

RESOLUTION NO. 93-2019

**AUTHORIZING THE EXECUTION OF A CONTRACT FOR
REFUSE SERVICE WITH
TRI-COUNTY REFUSE SERVICE, INC. D/B/A REPUBLIC SERVICES OF FLINT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that the collection and disposal of waste generated at the main city facilities is advisable, necessary and in the public interest; and

WHEREAS, the City of Owosso sought bids for the emptying of dumpsters at various city facilities for fiscal years 2019-2020, 2020-2021 and 2021-2022, and it is hereby determined that Republic Services of Flint is qualified to provide such services and 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 contract with Tri-County Refuse Service, Inc. d/b/a Republic Services for the collection and disposal of waste from City facilities for fiscal years 2019-2020, 2020-2021, and 2021-2022 in the amount of \$16,631.46.

SECOND: The mayor and city clerk are instructed and authorized to sign the services contract between the City of Owosso, Michigan and Tri-County Refuse Service, Inc. d/b/a Republic Services, as prepared by the city clerk.

THIRD: The accounts payable department is authorized to pay Tri-County Refuse Service, Inc. d/b/a Republic Services for work satisfactorily completed up to the bid amount of \$16,631.46 over a three year period as follows:

FY2019-2020.....	\$5,173.26
FY2020-2021.....	\$5,535.38
FY2021-2022.....	\$5,922.82

FOURTH: The above expenses shall be paid from the various accounts in the FY2019-2020 General Fund, Water Fund, and Wastewater Fund.

Bid Award – No-Preference Towing Services. Authorize bid award for no-preference towing services to Richard Maurer d/b/a Dick's Auto Service for the period from July 1, 2019 through June 30, 2022 as follows:

RESOLUTION NO. 94-2019

**AUTHORIZING A PREFERRED PROVIDER CONTRACT
FOR NO-PREFERENCE TOWING SERVICES
TO RICHARD MAURER D/B/A DICK'S AUTO SERVICE
FOR THE PERIOD EXPIRING JUNE 30, 2022**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Public Safety Department that in the normal course of business requires wrecker services; and

WHEREAS, Shiawassee County Central Dispatch notified all police agencies in Shiawassee County of the need to specify a towing service that will provide service in any situation in which no preferred service is requested by the vehicle owner(s) or officers involved; and

WHEREAS, the City of Owosso requested bids and it is hereby determined that Richard Maurer d/b/a Dicks Auto Service is both qualified to provide such services and has submitted the responsible and responsive bid; and

WHEREAS, staff recommends awarding service calls on a rotating basis allowing equal opportunity for both companies to provide towing 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 award a Preferred Service Provider Contract for No-Preference Towing Services to Richard Maurer d/b/a Dick's Auto Service for the period from July 1, 2019 through June 30, 2022.

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 Richard Maurer d/b/a Dick's Auto Service.

THIRD: Charges for said services will be directed to the owner(s) of any vehicle towed.

Purchase Authorization - Ferric Chloride. Authorize a purchase agreement with PVS Technologies, Inc. for Ferric Chloride utilizing the Lansing Board of Water & Light's joint purchasing consortium Mid-Michigan Drinking Water Consortium Bulk Chemical Contract in the amount of \$225.00 per liquid ton, with an estimated annual contract of \$62,325.00, and authorize payment based on unit prices for actual quantities required for the fiscal year ending June 30, 2020 as follows:

RESOLUTION NO. 95-2019

RESOLUTION AUTHORIZING THE EXECUTION OF A PURCHASE ORDER FOR FERRIC CHLORIDE WITH FROM PVS TECHNOLOGIES, INC. IN ACCORDANCE WITH THE LANSING BOARD OF WATER & LIGHT 2019 CONSORTIUM COMPETITIVE BIDDING PROGRAM

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires Ferric Chloride (iron) in bulk deliveries for use in treating municipal wastewater; and

WHEREAS, the Lansing Board of Water & Light (LBWL) solicited competitive bids for ferric chloride; and it is hereby determined that PVS Technologies, Inc. is qualified to provide such product 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 theretofore determined that it is advisable, necessary and in the public interest to purchase Ferric Chloride from PVS Technologies, Inc. of Detroit, Michigan, at the price of \$225.00 per liquid ton, for an estimated usage of 277 liquid ton for FY 2019-2020.

SECOND: The accounts payable department is authorized to submit payment to PVS Technologies, Inc. in the amount of \$62,325.00 for FY2019-2020.

THIRD: The above expenses shall be paid from the wastewater fund following delivery, and chargeable to account 599-548-743.100.

Purchase Authorization - Sodium Hypochlorite. Authorize a purchase agreement with JCI Jones Chemicals, Inc. for Sodium Hypochlorite utilizing the Lansing Board of Water & Light's joint purchasing consortium Mid-Michigan Drinking Water Consortium Bulk Chemical Contract in the amount of \$0.746 per gallon, with an estimated annual contract of \$40,284.00, plus \$1,200.00 for split delivery, and authorize payment based on unit prices for actual quantities required for the fiscal year ending June 30, 2020 as follows:

RESOLUTION NO. 96-2019

RESOLUTION AUTHORIZING THE EXECUTION OF A PURCHASE ORDER FOR SODIUM HYPOCHLORITE WITH JCI JONES CHEMICALS, INC. OF RIVERVIEW, MICHIGAN IN ACCORDANCE WITH THE LANSING BOARD OF WATER & LIGHT CONSORTIUM 2019 COMPETITIVE BIDDING PROGRAM

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires sodium hypochlorite in bulk deliveries for use in treating municipal wastewater and drinking water; and

WHEREAS, the Lansing Board of Water & Light (LBWL) solicited competitive bids for sodium hypochlorite; and it is hereby determined that JCI Jones Chemicals, Inc. of Riverview, Michigan is qualified to provide such product 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 theretofore determined that it is advisable, necessary and in the public interest to purchase sodium hypochlorite from JCI Jones Chemicals, Inc. at the price of \$.746 per gallon at an estimated usage of 54,000 gallons FY2019-2020.

SECOND: The accounts payable department is authorized to submit payment to JCI Jones Chemicals, Inc. in the amount of \$40,284.00, plus a split delivery charge of \$1,200.00, for total of \$41,484.00.

THIRD: The above expenses shall be paid from the wastewater and water fund following delivery, and chargeable to account 599-548-743.300 in the amount of \$30,813.00 and to account 591-553-743.000 in the amount of \$10,671.00.

Purchase Authorization - Bulk Lime. Authorize a purchase agreement with Graymont Western Lime Inc. for the purchase of bulk lime for the Filtration Plant and Wastewater Plant, utilizing the Lansing Board of Water & Light's joint purchasing consortium Mid-Michigan Drinking Water Consortium Bulk Chemical Contract in the amount of \$143.00 per dry ton, with an estimated annual contract of \$114,400.00 and authorize payment based on unit prices for actual quantities required for the fiscal year ending June 30, 2020 as follows:

RESOLUTION NO. 97-2019

RESOLUTION AUTHORIZING THE EXECUTION OF A PURCHASE ORDER FOR LIME (PEBBLE QUICK LIME) WITH GRAYMONT WESTERN LIME INC.

**IN ACCORDANCE WITH THE LANSING BOARD OF WATER & LIGHT CONSORTIUM
2019 COMPETITIVE BIDDING PROGRAM**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires Lime in bulk deliveries for use in treating municipal drinking water; and

WHEREAS, the Lansing Board of Water & Light (LBWL) solicited competitive bids for lime; and it is hereby determined that Graymont Western Lime, Inc. of Westbend, Wisconsin is qualified to provide such product 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 theretofore determined that it is advisable, necessary and in the public interest to purchase Lime from Graymont Western Lime, Inc., at the price of \$143.00 per ton at an estimated usage of 800 ton for FY2019-2020.
- SECOND: The accounts payable department is authorized to submit payment to Graymont Western Lime, Inc. in the amount of \$114,400.00.
- THIRD: The above expenses shall be paid from the water fund following delivery, and chargeable to account 591-553-743.000.

Warrant No. 570. Authorize Warrant No. 570 as follows:

Vendor	Description	Fund	Amount
Gould Law, PC	Professional services-5/14/19-6/10/19	General	\$10,075.00

Check Register – May 2019.* Affirm check disbursements totaling \$833,669.98 for May 2019.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

AYES: Councilmembers Law, Haber, Bailey, Pidek, Mayor Pro-Tem Osika, Councilmember Fear, and Mayor Eveleth.

NAYS: None.

ITEMS OF BUSINESS

Downtown Revolving Loan Program Standards

City Manager Henne introduced the topic saying the City has a revolving loan fund that originated with a federal grant made in the late 1980's for economic development of the downtown. Through careful management the City has been able to keep the fund going since that time, but it has not seen much action as of late. The City would like to see the money put to good use. To that end the DDA has taken on the task of rewriting the rules for the fund. The DDA's intent in doing so is to provide potential business owners and building owners with a non-traditional source of funding for viable projects unable to obtain traditional bank financing. The most significant change to the rules involves the addition of a grant component, so applicants would have the opportunity to obtain a loan or a grant based on the parameters of their project. Several people indicated the proposed rules would be "a good place to start".

Motion by Councilmember Bailey to approve the revised standards for the downtown revolving loan fund as follows:

RESOLUTION NO. 98-2019

RESOLUTION REVISING THE DOWNTOWN OWOSSO REVOLVING LOAN PROGRAM CRITERIA

WHEREAS, in 1994 the city of Owosso established the Downtown Owosso Revolving (formerly UDAG/CDBG) Loan Program for projects within the Owosso Downtown Development Authority district; and

WHEREAS, from time to time the program criteria and guidelines need to be revised to meet the needs of the changing downtown business environment.

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

FIRST: The name of the Downtown Owosso UDAG/CDBG Loan Program shall be amended to Owosso OMS/DDA Revolving Loan & Grant Program.

SECOND: The attached manual and process description shall be adopted and supersede any previously-adopted program manuals.*

Motion supported by Councilmember Pidek.

Roll Call Vote.

AYES: Councilmembers Bailey, Law, Pidek, Fear, Mayor Pro-Tem Osika, Councilmember Haber, and Mayor Eveleth.

NAYS: None.

City Budget Amendment

Motion by Mayor Pro-Tem Osika to adopt Amendment No. 3 the 2018-2019 Budget as follows:

**CITY OF OWOSSO BUDGET
AMENDMENT NO. 3
FOR THE PERIOD PROJECTED TO END JUNE 30, 2019**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET	REQUESTED INCREASE (DECREASE)	AMENDED BUDGET	REASON FOR AMENDMENT
<u>Sewer Fund</u>					To reflect a portion of automatic meter reading project applicable to sewer fund
590-901-977.000	COL- Equipment	-	380,000.00	380,000.00	
590-000-695.699	Appropriation of Fund Balance	(247,003.00)	(380,000.00)	(627,003.00)	

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmembers Pidek, Fear, Bailey, Mayor Pro-Tem Osika, Councilmembers Haber, Law, and Mayor Eveleth.

NAYS: None.

Downtown Development Authority General Appropriations Resolution – FY 2019-2020

Motion by Councilmember Pidek to adopt the General Appropriations Resolution authorizing the levy of the Downtown Development Authority millage for the 2019-2020 fiscal year as follows:

RESOLUTION NO. 99-2019

**GENERAL APPROPRIATIONS RESOLUTION FOR
THE DOWNTOWN DEVELOPMENT AUTHORITY
FOR FY 2019-20**

WHEREAS, the Authority board met to consider a proposed budget for fiscal year 2019-20, and after deliberations and public input approved a budget; and

WHEREAS, the Owosso City Council held a public hearing on the proposed budget on June 3, 2019; and,

WHEREAS, it is the intent of the Downtown Development Authority to levy a tax for general operating purposes pursuant to Public Act 197 of 1975; and

WHEREAS, the general property tax laws, specifically MCL 211.34(d) provide for an annual compound millage reduction calculation applied to the maximum millage rate of two mills authorized by MCL 125.1662; and

WHEREAS, the millage reduction commonly known as the “Headlee” rollback results in a maximum operating millage rate of 1.9215 for which the Authority is authorized to levy.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Owosso hereby sets the tax rates and adopts the FY2020 budget for the Downtown Development Authority as shown below.

BE IT FURTHER RESOLVED, that the tax levy for the fiscal year commencing July 1, 2019 shall be the rate of 1.9215 per \$1,000 of taxable value of the 2019 assessment roll for the district as approved by the Board of Review.

Section 1: Estimated Expenditures

The following amounts are hereby appropriated for the operations of the Owosso Downtown Development Authority and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Downtown Development	\$ 209,050
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Section 2: Estimated Revenues

The following are estimated to be available for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to meet the foregoing appropriations.

Property Taxes	\$ 192,000
Other Revenue	<u>24,580</u>
Total General Fund	\$ 216,580

Motion supported by Councilmember Bailey.

Roll Call Vote.

AYES: Councilmembers Haber, Bailey, Law, Fear, Mayor Pro-Tem Osika, Councilmember Pidek, and Mayor Eveleth.

NAYS: None.

City Budget Adoption – FY 2019-2020

Motion by Councilmember Fear to adopt the following General Appropriations Resolution approving the 2019-2020 City Budget:

RESOLUTION NO. 100-2019

GENERAL APPROPRIATIONS ACT (BUDGET) FISCAL YEAR 2019-2020

A resolution to establish a general appropriations act for the City of Owosso; to define the powers and duties of the city officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

WHEREAS, pursuant to Chapter 8, Section 5 of the Owosso City Charter, the City Council has received the proposed budget for the fiscal year beginning July 1, 2019 and held a public hearing on June 3, 2019, and;

WHEREAS, the City Council has held other sessions to discuss the proposed budget;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Owosso hereby adopts the FY2020 budget and sets the tax rates as shown below.

Section 1: Title

This resolution shall be known as the Owosso General Appropriations Act.

Section 2: Chief Administrative Officer

The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Finance Director shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Estimated Expenditures

The following amounts are hereby appropriated for the operations of the City Government and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

General Fund

City Council	\$	5,300
City Manager		141,558
City Attorney		115,000
Finance		273,420
Assessing		142,039
City Clerk		281,729

Human Resources	216,500
Treasury	153,215
Information Technology	101,695
Building & Grounds	135,288
General Administration	310,080
Police	2,017,119
Fire	1,962,167
Building & Planning	223,836
Public Works	613,857
Leaf & Brush	221,363
Parking	33,030
Community Development	67,486
Parks	230,600
Transfers Out	501,877
Total General Fund	\$ 7,747,159

Major Streets Fund

Public Works	\$ 2,594,052
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Local Streets Fund

Public Works	\$ 2,345,681
--------------	--------------

Parks and Recreation Sites Fund

Culture and Recreation	\$ 125,000
------------------------	------------

Facade Fund

Economic Development	\$ 171,486
----------------------	------------

CDBG Revolving Loan Fund

Economic Development	\$ 11,162
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Historical Sites Fund

Culture and Recreation	\$ 125,000
------------------------	------------

Historical Commission

Culture and Recreation	\$ 86,204
------------------------	-----------

General Obligation Debt Fund

Debt Service	\$ 978,582
--------------	------------

Capital Improvement Fund

Capital Improvements	\$ 324,745
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Capital Improvement Streets Fund

Street Improvements	\$ 2,274,807
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Transportation Fund

Transportation	\$ 75,279
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Sewer Fund

Public Works	\$ 2,801,735
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Water Fund

Public Works	\$ 3,179,732
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Waste Water Treatment Fund

Public Works	\$ 2,152,374
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Fleet Fund

Public Works	\$ 1,215,746
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DDA Construction Fund

Economic Development	\$ 10,000
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Brownfield Authority

Economic Development	\$ 223,545
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Section 5: Estimated Revenues

The following are estimated to be available for the fiscal year beginning July 1, 2019 and ending June 30, 2020, to meet the foregoing appropriations.

General Fund

Property Taxes	\$ 3,553,833
License and Permits	173,826
Intergovernmental Revenue	1,846,523
Charges for Services	1,318,000
Interest Income	75,000
Other Revenue	92,500
Transfers In	687,477
Total General Fund	\$ 7,747,159

Major Streets Fund

Intergovernmental Revenue	\$ 1,717,000
Special Assessments	100,000
Transfers In	750,000
Interest Income	2,500
Other Financing Sources- Fund Balance	24,552
Total Major Streets Fund	\$ 2,594,052

Local Streets Fund

Intergovernmental Revenue	\$ 438,700
Special Assessments	61,000
Transfers In	1,807,837
Other Financing Resources-Fund Balance	38,144
Total Local Streets Fund	\$ 2,345,681

Parks and Recreation Sites Fund

Other Revenue- Property Taxes	\$ 125,000
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Downtown Facade Fund

Grant Revenue	\$ 6,250
Other Revenue-Fund Balance	165,236
Total Downtown Façade Fund	\$ 171,486

CDBG Revolving Loan Fund

Other Revenue	\$ 11,162
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Historical Sites Fund

Property Taxes	\$ 125,000
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Historical Commission Fund

Interest/Rental Income	\$ 14,550
------------------------	-----------

Other Revenue	23,000
Transfers In	40,000
Other Financing Sources- Fund Balance	<u>8,654</u>
Total Historical Comm. Fund	\$ 86,204

Debt Service Fund

Property Taxes	\$ 902,559
DDA Contribution	<u>76,023</u>
Total Debt Service	\$ 978,582

Capital Improvement Fund

Transfers In	\$ 290,395
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Capital Improvement Streets Fund

Interest Income	\$ 15,000
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Transportation Fund

Transportation	\$ 75,279
----------------	-----------

Sewer Fund

Charges for Services	\$ 1,855,750
License and Permits	500
Interest and Penalties	<u>53,000</u>
Total Sewer Fund	\$ 1,909,250

Water Fund

Charges for Services	\$ 3,133,494
Intergovernmental Revenue	400,000
License and Permits	20,000
Interest and Penalties	47,600
Other Revenue	<u>13,000</u>
Total Water Fund	\$ 3,614,094

Waste Water Treatment Fund

Charges for Services	\$ 2,020,001
Interest Income	10,000
Other Revenue	<u>5,000</u>
Total Waste Water Treatment Fund	\$ 2,035,001

Fleet Fund

Interest/Rental Income	\$ 720,000
------------------------	------------

DDA Construction Fund

Other Financing Sources-Fund Balance	\$ 10,000
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Brownfield Authority

Property Taxes	\$ 224,863
Other Income	<u>8,904</u>
Total Brownfield Authority Fund	\$ 233,767

Section 6: Millage Levy

The City Council shall cause to be levied and collected the general property tax on all real and personal property within the city upon the current tax roll an amount equal to 18.8012 mills per \$1,000 of taxable value consisting of 13.0070 mills for operating, 1.0000 mill to operate a solid waste recycling program, 1.0000 mills for Historic/Park Sites, .3333 for Transportation and 3.4609 mills for debt.

Section 7: Adoption of Budget by Reference

The general fund budget of the City of Owosso is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 4 and 5 of this act.

Section 8: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any city order for expenditures that exceed appropriations.

Section 9: Periodic Fiscal Reports

The fiscal officer shall provide the City Council monthly reports of fiscal year to date revenues and expenditures compared to the budgeted amounts.

Section 10: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 11: Budget Monitoring

Whenever it appears to the fiscal officer or the city Council that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the fiscal officer shall present to the City Council recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmembers Haber, Pidek, Fear, Law, Bailey, Mayor Pro-Tem Osika, and Mayor Eveleth.

NAYS: None.

COMMUNICATIONS

J. Tamayo, SATA Board. Letter of Resignation.

N. Bradley Hissong, Building Official. May 2019 Building Department Report.

N. Bradley Hissong, Building Official. May 2019 Code Violations Report.

N. Bradley Hissong, Building Official. May 2019 Certificates Issued Report.

N. Bradley Hissong, Building Official. May 2019 Inspections Report.

Kevin D. Lenkart, Public Safety Director. May 2019 Police Report.

Kevin D. Lenkart, Public Safety Director. May 2019 Fire Report.

Downtown Historic District Commission. Minutes of April 17, 2019.

CITIZEN COMMENTS AND QUESTIONS

There were no citizen comments.

Councilmember Pidek noted that he had posted the City Manager's budget presentation on his Facebook page and it received lots of positive comments. He thanked staff for putting things in a format that allows them to make good decisions.

Mayor Eveleth wished Councilmember Law a happy birthday.

City Manager Henne briefly detailed the work that took place out at the Water Treatment Plant over the weekend, noting the work performed increased the flow into the plant by 50%.

NEXT MEETING

Monday, July 01, 2019

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2019
Building Board of Appeals – Alternate - term expires June 30, 2021
Brownfield Redevelopment Authority – term expires June 30, 2022
Historical Commission – 2 terms expire December 31, 2021
Planning Commission – term expires June 30, 2019
SATA Board of Directors – term expires October 1, 2022

ADJOURNMENT

Motion by Councilmember Pidek for adjournment at 8:14 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk

*Due to their length, text of marked items is not included in the minutes. Full text of these documents is on file in the Clerk's Office.



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

MEMORANDUM

DATE: June 25, 2019
TO: City Council
FROM: Kevin Lenkart
Director of Public Safety
RE: Traffic Control Order # 1418

Penny Corbin and Tara Herald have requested a lot closure for the 2019 Suicide Prevention Walk.

LOCATION:

JCPenney parking lot

DATE/TIME:

Tuesday, September 10, 2019
Time: 4:00-9:00 pm with event starting at 6:00 pm.

The Public Safety Department has issued Traffic Control Order No. 1418 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval of the application and authorization of a traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.

DATE

TIME

1418

6/25/19

1:00 pm

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Lot Closure

LOCATION OF CONTROL

JCPenney Parking Lot – Lot # 10

DATE:

Tuesday, September 10, 2019

Time: 4:00pm - 9:00pm, with event starting at 6:00pm

EVENT:

2019 Suicide Prevention Walk

APPROVED BY COUNCIL

_____, 20 ____

REMARKS



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

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

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

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

Name of individual or group: Suicide Prevention Walk Date: Sept 10th

Primary Contact Person
Name: Penny Corbin / Tamara Laid

Title: Public Relations / Resource

Address: 1555 Industrial Drive

Owosso, MI 48867

Phone: 989-723-0755 / 989-723-0724

Requested Date(s): 9/10/19 Requested Hours: 4 pm - 9 pm

Area Requested (Parking Lot - Parade Route): Vendors ~~from~~ area agencies + businesses will be there supporting cause

Detailed description of the use for which the request is made: 2nd Annual Suicide Prevention Awareness Walk

☒ 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

Movie Theater

This area is the
area needed

Romas

Joe

River

Bowling Alley



SUICIDE PREVENTION WALK

You Can Make a Difference

Join us for a walk to:

- * Remember a loved one
- * Bring awareness
- * Prevent suicide
- * Help the help

09.10.19

6:00 PM TUESDAY

Registration Begins at 5 pm

Bubble Launch at 6 pm

Meet at the JCPenney Owosso parking lot

**Walk will be down Miner Riverwalk Trail
to McCurdy Park and back**

ADDITIONAL EVENT ACTIVITIES:

Free: Coffee cider doughnuts Walk t-shirt \$10
(visit us at the Downtown Owosso Farmers Market)

Questions? Contact Penny Corbin at pcorbin@shiabewell.org or 989.723.0755





**MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY**

CERTIFICATE OF COVERAGE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend, or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto.

This is to certify that a Self-Insured Program has been undertaken by the member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

1. Liability coverage for general liability, automobile (including Michigan No-Fault), law enforcement, and public officials liability; in the sum of \$15,000,000 each occurrence inclusive of loss adjustment and defense costs.
2. Property Coverage including loss to real & personal property, to amounts stipulated in coverage documents and overview for this member.
3. Motor Vehicle Physical Damage Coverage for the vehicles stipulated in the Coverage Document.
4. X Information only.
5. The entity named below is included in the scope of protection as respects claims arising from a COVERED CONTRACT as defined in the MMRMA Liability and Motor Vehicle Physical Damage Coverage Document.
6. X Other (as described here): **COVERAGE ABOVE INCLUDES MEDICAL MALPRACTICE FOR NURSES, PUBLIC AND MENTAL HEALTH OPERATIONS AND FACILITIES AND PARAMEDICS, EMERGENCY MEDICAL SERVICE TECHNICIANS, POLICE OR FIRE PERSONNEL ONLY FOR IMMEDIATE MEDICAL ASSISTANCE OR TREATMENT IN AN EMERGENCY SITUATION. COVERAGE EXCLUDES THE RENDERING OR FAILURE TO RENDER PROFESSIONAL SERVICES BY A DENTIST OR PHYSICIAN EXCEPT FOR A CORONER OR MEDICAL EXAMINER OR THEIR DEPUTIES BY THOSE TITLES.**

This certificate is issued in accordance with and is subject to all provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulation and administrative procedures. Should the member identified below withdraw from the Authority, or its Authority Membership be otherwise terminated, the Authority shall endeavor to notify the certificate holder in writing thirty (30) days in advance thereof, but failure to furnish such notice shall impose no obligation or liability of any kind upon the Authority, or its representatives.

Certificate Holder:
TO WHOM IT MAY CONCERN

Member:
SHIAWASSEE HEALTH & WELLNESS
1555 INDUSTRIAL DRIVE
OWOSSO, MI 48867

Certificate Expiration Date: March 1, 2020
Date Issued: March 1, 2019

Member Number: # M0001251
Effective Date of Membership: March 1, 1998

Distribution:
Ms. Lindsey Hull, Shiawassee Health & Wellness
MMRMA Underwriting





Authorized Representative



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

MEMORANDUM

DATE: June 27, 2019
TO: City Council
FROM: Kevin Lenkart
Director of Public Safety
RE: Traffic Control Order # 1419

Mark Agnew has requested a lot and street closure for Cruise the Pits 2019. Mr. Agnew represents the Child Advocacy Center.

LOCATION:

Friday: NW and West parking spaces in parking lot behind Romas.

Saturday: Washington St., Mason St. to Main St. and from Main St. to Jerome St; Exchange St. and Comstock St. from Ball St. to Park St.

Main St. Plaza on Saturday July 20, 2019 from 0600 to 1600 hrs.

DATE/TIME:

Friday and Saturday, July 19 and 20, 2019.

Friday: 5:00 pm to 11:00 pm
Saturday: 6:00 am to 4:00 pm

The Public Safety Department has issued Traffic Control Order No. 1419 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval of the application and authorization of a traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1419	6/27/19	8:45 am

REQUESTED BY
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL
Street and Lot closure

LOCATION OF CONTROL

Friday: NW and West parking spaces in parking lot behind Romas (Lot #10)

Saturday: N. Washington St, from Mason to Main
Exchange St, from Ball to Park
S. Washington St, from Main to Jerome
Comstock St, from Ball to Park
Main St. Plaza (Lot #13)

DATE:

Friday and Saturday July 19 and 20, 2019

TIME:

Friday: 5:00 pm to 11:00 pm
Saturday: 6:00 am to 4:00 pm

EVENT:

Cruise the Pits

APPROVED BY COUNCIL

_____, 20____
REMARKS



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

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

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

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

Name of individual or group: Child Advocacy Center Date: 6-11-19

Primary Contact Person

Name: Mark Agnew
Title: Cruise the Pits Organizer
Address: 1905 W. Main, Owosso MI

Phone: _____

Requested Date(s): Fri/Sat July 19 & 20, 2019 Requested Hours: Fri: 5:00 pm to 11:00 pm, Sat 6:am to 4 PM

Area Requested (Parking Lot - Parade Route): Fri: NW and West parking spaces in parking lot behind Romas. Sat; Washington St, Mason to Main and from Main st. to Jerome St. ; Exchange ST & Comstock St from Ball St to Park St. Main St. Plaza on Saturday July 20, 2019 from 0600 to 1600 hrs.

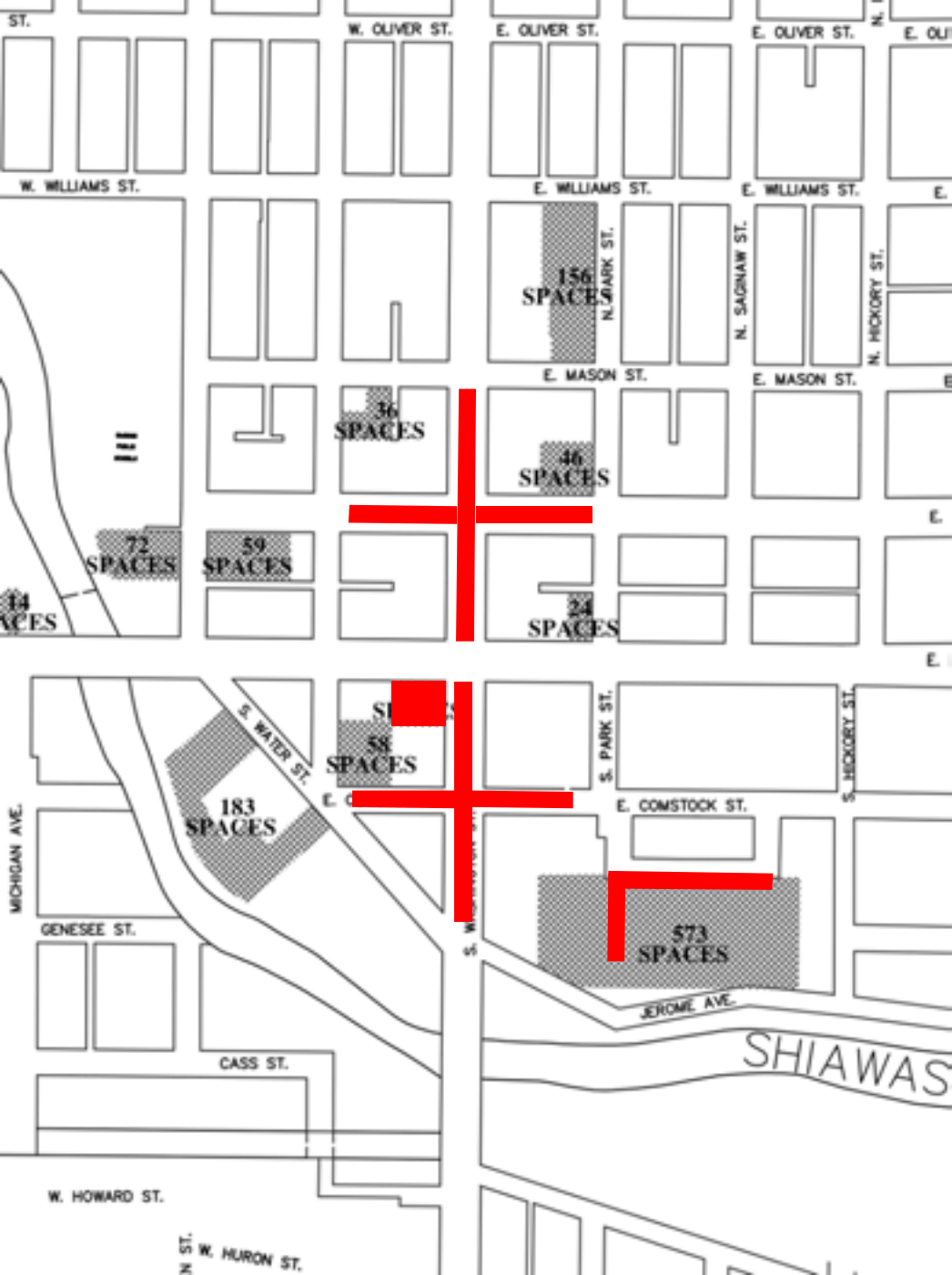
Detailed description of the use for which the request is made: Cruise the Pits Car show

- ☐ 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





COMMERCIAL LIABILITY UMBRELLA DECLARATIONS

Policy Number: 01-0009-945

Named Insured:

SHIAWASSEE COUNCIL FOR CHILD ABUSE
PREVENTION

Policy Period:

06/11/2019 to 06/11/2020

At 12:01 A.M. Standard Time at the mailing address shown in the
Common Policy Declarations.

Agent Information:

CAUDILL THORNQUIST GROUP
Agent Number: 21254

TOTAL COMMERCIAL LIABILITY UMBRELLA PREMIUM

Coverage Part Premium:	\$	1,526.00
Total Commercial Liability Umbrella Premium:	\$	1,526.00

This Classification and Premium may be subject to change by audit.

LIMITS OF INSURANCE AND RETENTION AMOUNT

Each Occurrence Limit	\$	2,000,000
Personal And Advertising Injury Limit	\$	2,000,000
Aggregate Limit	\$	2,000,000
Self-Insured Retention	\$	2,500

SCHEDULE OF UNDERLYING INSURANCE

TYPE OF COVERAGE

LIMITS OF INSURANCE

COMMERCIAL GENERAL LIABILITY:

Insurer: GuideOne Mutual Insurance Company
Policy Number: 010009943
Policy Period: 06/11/2019 To 06/11/2020

General Aggregate Limit (Other Than Products – Completed Operations)	\$	3,000,000
Products – Completed Operations Aggregate Limit	\$	3,000,000
Personal And Advertising Injury Limit	\$	1,000,000
Each Occurrence Limit	\$	1,000,000

Director And Officer Liability

Director And Officer Liability Each Claim Limit	\$	1,000,000
Director And Officer Liability Aggregate Limit	\$	1,000,000

THIS INFORMATION IS ONLY A GENERAL DESCRIPTION OF COVERAGE AND IS NOT A CONTRACT. FOR COMPLETE DETAILS OF THE COVERAGES, LIMITS, TERMS AND CONDITIONS, PLEASE REFER TO THE COMPLETE POLICY ISSUED TO THE INSURED.



COMMERCIAL LIABILITY UMBRELLA DECLARATIONS (Continued)

Policy Number: 010009945

Nonprofit And Human Services Professional Liability

Nonprofit And Human Services Professional Liability Each Claim Limit	\$	1,000,000
Nonprofit And Human Services Professional Liability Aggregate Limit	\$	3,000,000

COMMERCIAL AUTOMOBILE LIABILITY:

Insurer: GuideOne Mutual Insurance Company

Policy Number: 010009944

Policy Period: 06/11/2019 To 06/11/2020

Bodily Injury and Property Damage Liability – Each Accident Limit	\$	1,000,000
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Coverages Applicable: () Owned Autos
(X) Hired Autos
(X) Non-owned Autos

THIS INFORMATION IS ONLY A GENERAL DESCRIPTION OF COVERAGE AND IS NOT A CONTRACT. FOR COMPLETE DETAILS OF THE COVERAGES, LIMITS, TERMS AND CONDITIONS, PLEASE REFER TO THE COMPLETE POLICY ISSUED TO THE INSURED.



MEMORANDUM

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

DATE: June 24, 2019

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services & Utilities

SUBJECT: Amendment No. 7 – Fleis & Vandenbrink Contract for 2018 Street Rehabilitation Program

RECOMMENDATION

Approval of Contract Amendment No. 7 to the contract with Fleis & Vandenbrink Engineering, Incorporated for additional engineering design services in the amount of \$12,000.00.

BACKGROUND

On July 3, 2017, City Council awarded a contract to Fleis & Vandenbrink Engineering, Inc., on the basis of Qualified Base Selection, in the amount of \$251,000.00 for professional engineering services for the 2018 Street Program. Additional amendments No.1 thru 6 approved by City Council totaled \$209,235.00, thereby increasing the current Contract amount to \$460,235.00.

City staff has since requested additional land survey services for its 2019-2020 projects. Specifically, Consultant will establish proper alignment for rehabilitated streets of the 2019 Street Program-Contract 2, in the amount of \$2,800.00. Consultant will also provide topographic surveys for 2020 DPW water main projects, in the amount of \$9,200.00. The topographic surveys are necessary to complete project design and plan development.

Fleis & Vandenbrink Engineering, Inc. submitted a proposal to perform the requested additional land survey services at a cost of \$12,000.00. The revised Contract amount will increase to \$472,235.00 with this Contract amendment.

FISCAL IMPACTS

Requested services in the amount of \$12,000.00 will be funded from the Water Main & Hydrants Account No. 591-901-972.000 (\$9,200.00) and 2016 Unlimited Obligation Bond Proceeds Account No. 202-451-818.000 (\$2,800.00).

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

Attachments: (1) Proposal - Fleis & Vandenbrink, Inc.
(2) Amendment No. 7 Request
(3) Resolution

RESOLUTION NO.

**AUTHORIZING AMENDMENT NO. 7 TO ADDENDUM NO. 4
TO THE CONTRACT 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 thru 6 totaling \$209,235.00 to the Contract with Fleis & Vandenbrink Engineering, Inc. for additional engineering services, making the current Contract amount \$460,235.00; and

WHEREAS, the city requests additional services of the consultant totaling \$12,000.00; to provide land surveying services for the City's 2019 Street Program-Contract 2 in the amount of \$2,800.00, and 2020 DPW Water Main Projects in the amount of \$9,200.00, that are beyond the original contractual scope of services; and

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

- FIRST: The city of Owosso has theretofore determined that it is advisable, necessary and in the public interest to amend the contract with Fleis & Vandenbrink Engineering Inc. for a cost to the city of Owosso of \$12,000.00 as outlined within its proposal dated June 10, 2019.
- SECOND: The mayor and city clerk are requested and authorized to sign Contract Amendment No. 7 to Addendum No. 4 to the Contract between the City of Owosso, Michigan and Fleis & Vandenbrink Engineering, Inc.
- THIRD: The Accounts Payable department is authorized to make payment up to the amended amount of \$472,235.00 to Fleis & Vandenbrink Engineering, Inc. upon successful completion of contracted work.
- FOURTH: The above expenses shall be paid from the Water Main & Hydrants Account No. 591-901-972.000 (\$9,200.00) and 2016 Unlimited Obligation Bond Proceeds Account No. 202-451-818.000 (\$2,800.00).

**AMENDMENT NO. 7 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 Engineer Services Contract, authorized by City Council July 3, 2017 between the city of Owosso, Michigan (City) and Fleis & Vandenbrink Engineering, Inc. (Contractor).

PROJECT NAME

2019 Street Program Engineering Services

PROJECT SCOPE OF WORK

Fleis and Vandenbrink Engineering, Inc. to provide additional land survey services for the 2019 Street Program – Contract No. 2 and 2020 DPW water main projects as requested by city staff and as described in its letter dated June 20, 2019, attached.

COMPENSATION

Compensation for the additional work shall be in the amount of \$12,000.00 as detailed in the attached letter.

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

For the Contractor:

For the City:

By: _____

By: _____

Christopher T. Eveleth, Mayor

Its: _____

By: _____

By: _____

Amy K. Kirkland, City Clerk

Its: _____

Executed: _____, 2019

Executed: _____, 2019



June 20, 2019

Mr. Clayton Wehner
City of Owosso
City Hall, 301 W. Main Street
Owosso, MI 48867

RE: Proposal for Topographic Surveying Services – 2020 DPW Water Main Improvements and Additional Surveying Services - Contract 2 of the 2019 Street Program

Dear Clayton,

We are pleased to provide you with this proposal to assist the City of Owosso with your 2020 water main improvements and 2019 Street Program.

Project Understanding

2020 Water Main Improvements

The City of Owosso is requesting surveying assistance for their 2020 water main improvements along the following streets:

<u>Road Name</u>	<u>Limits</u>
1. Cleveland	Chestnut to Brooks (1000'±)
2. Lafayette	Main to Cleveland (700'±)
3. Robbins	Mack to south end (250'±)
4. Morris	Mack to north end (350'±)

It is anticipated that the design engineering and plan development will be completed in house by the City's engineering department. The City desires that the topographic surveying and base AutoCAD drawings be completed and ready for the City to proceed with design.

2019 Street Program

The City is requesting that an alignment survey be completed on Allendale, Abrey, and Monroe to assist with the rehabilitation of these streets as part of Contract 2 of the 2019 Street Program. The plans are to widen Allendale and Monroe to 26 feet and Abrey to 24 feet.

Scope of Service

2020 Water Main Improvements

Our scope of services includes topographic surveying, processing, and mapping to provide a turn-key AutoCAD product that is ready for engineering plan development. Our field and office services will include the following for all streets listed above.

**9475 Holly Road, Suite 201
Grand Blanc, MI 48439
P: 810.743.9120
F: 810.771.7860
www.fveng.com**

Field Services:

1. Establish horizontal and vertical control for topographic surveying and determination of road right-of-way.
2. Complete topographic surveying utilizing GPS or total station. Topographic surveying to extend 100 feet from the POB street intersection to 100 feet beyond the POE street intersection, as well as 100 feet along all intersection side streets.
3. Obtain rim elevations on existing structures.

Office Services:

1. Download and process topographic survey to create AutoCAD base drawing, complete linework, add feature labels, and establish alignment and stationing.
2. Create surface model (TIN).
3. Add right-of-way and benchmark information to base drawing.

Services anticipated to be completed by City of Owosso:

1. Provide available existing utility and parcel information to be used to create base map.
2. Obtain invert elevations, pipe sizes, and pipe material as necessary for water main design.
3. Prepare MISSDIG design ticket to request public utility information.
4. Research platted rights-of-way.
5. Add existing utility information provided by utility owners (gas, electric, cable, etc.).

2019 Street Program

Our scope of services includes field surveying services to assist in establishing alignment for the rehabilitation of Allendale, Abrey, and Monroe Streets as part of Contract 2.

Fee Budget

The recommended budget for the above outlined professional services is as follows:

2020 Water Main Improvements Surveying Services.....	\$9,200
2019 Street Program Surveying Services.....	<u>\$2,800</u>
Total Not-to-Exceed Fee:	\$12,000

We appreciate the opportunity in providing our services to the City of Owosso. If you need any additional information or have any changes to our proposed scope of services, please contact me at (810) 244-1729.

Sincerely,

FLEIS & VANDENBRINK



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



MEMORANDUM

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

DATE: June 27, 2019

TO: City Council

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

SUBJECT: Engineering Support Services for Construction Projects - Addendum No. 10

RECOMMENDATION:

Approval to amend the professional service agreement with Orchard, Hiltz, and McClement (OHM) Advisors of Livonia, Michigan, for engineering design and administrative services for water main and street rehabilitation projects related to the 2020 Street Program in the amount of \$188,800.00.

BACKGROUND:

OHM has and continues to provide engineering services for the city of Owosso for street and underground utility construction, and database management systems.

Staff requested OHM to provide a proposal for water main design, and construction administration services for water main and street rehabilitation services for the FY2020 planned street rehabilitation program. Streets to receive these services for the 2020 street rehabilitation schedule will be S. Cedar, Summit, E. North, and Clark.

FISCAL IMPACTS:

The additional services proposed are chargeable to the FY 2019-2020 Water Fund account 591-901-972.000, and the 2016 Unlimited Obligation Bond Proceeds Account No. 202/203-451-818.000.

Document originated by:

Glenn M. Chinavare, Director of Public Services & Utilities

Attachments: (1) Resolution
(2) OHM Proposal

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF ADDENDUM NO. 10 TO
AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors by the adoption of Resolution No. 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 providing water main design and construction administration services for streets scheduled for rehabilitation in the 2020 Street Program.

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 waive competitive bidding requirements and approve Addendum No. 10 to the contract with Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors to include additional services in the amount of \$188,800.00 for engineering design and construction administration for the 2020 Street Program.
- SECOND: The mayor and city clerk are requested and authorized to sign Addendum No. 10 to the General Engineering Services Contract between the City of Owosso, Michigan and Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors in an amount not to exceed \$188,000.00, attached as Exhibit A.
- THIRD: The accounts payable department is authorized to submit payment to OHM Advisors, in the amount of \$188,800.00 upon satisfactory completion of the stated work, or portion thereof.
- FOURTH: The above expenses shall be paid from FY2019-2020 Water Funds Account 591-901-972.000, and Street Bond Fund Account 202/201-451-818.000.

EXHIBIT A
Addendum No. 10



ARCHITECTS. ENGINEERS. PLANNERS.

June 25, 2019

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

RE: Proposal for Professional Services
2020 Street Program

Dear Mr. Chinavare:

In response to the City's commitment and desire to improve its public utility infrastructure, OHM Advisors is pleased to submit this proposal to assist the City with upgrades to the street network. Our letter proposal for professional services contains sections that outline our strategy to accomplish the project objectives. These sections include our Project Understanding, Scope of Services, Project Deliverables, Assumptions, Project Fee and Schedule for the anticipated improvements.

PROJECT UNDERSTANDING

As part of the City's 2020 Street Program, the City will rehabilitate approximately 7,000 feet of the street network with pavement repair, resurfacing and utility upgrades. The project construction work will take place at the following locations:

- S. Cedar Street / South Street to Hampton Street
- Summit Street / Abbott Street to Rubelman Street
- Clark Avenue / W. Oliver Street to W. King Street
- North Street / Hickory Street to Gould Street

Construction work will include drainage improvements, miscellaneous curb repair, pavement repair, water main replacement, storm sewer upgrades, ADA upgrades to sidewalk ramps, manhole rim adjustments, HMA resurfacing, utility coordination and traffic control.

This proposal includes professional services for the following:

Water main design engineering and permitting for the following projects:

North Street/Hickory to Gould	FT	2800
Clark Avenue/W. Oliver to W. King	FT	1,050

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Construction services for watermain upgrades and paving of the following streets:

S. Cedar Street/ South Street to Hampton Street
Summit Street/ Abbott Street to Rubelman Street
Clark Avenue/ W. Oliver Street to W. King Street
North Street/ Hickory Street to Gould Street

We understand our scope of services for the proposed water main will include preparation of technical specifications, design engineering and permitting on North Street and Clark Avenue. City staff has prepared the topographic survey and will provide an electronic copy for our use. City staff will incorporate our water main construction plans, technical specifications and water main pay items into the street paving contract that will be prepared by City staff. The City will prepare the construction contract, handle the bidding process and contract award for the work.

We further understand that these upgrades are taking place within established neighborhoods with mature trees/landscaping, and the alignment and construction methodology for installation of the water main is important to the City and residents in these areas.

SCOPE OF SERVICES

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

I. Water main Design and Permitting

Preliminary Engineering

Under this phase of work, OHM Advisors will provide a streamlined work effort to address challenges early in the project and provide for an efficient timeline into further stages of the design. Specific work tasks would include the following:

- Prepare base plans utilizing the topographic survey prepared by the city. Coordinate horizontal control with city staff for consistency with the City's geodatabase.
- Meet with the City to review the preliminary alignment and cost estimate for the water main and discuss any outstanding questions regarding past water main work, as well as background information provided to OHM Advisors.
- Finalize the horizontal design of the water main route.
- Prepare an updated Opinion of Construction Cost based on the updated design of the water main.

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Final Design Engineering and Construction Permitting

Under this phase of work, OHM Advisors will provide detailed design, prepare technical specifications, opinion of probable cost and contract pay items for water main related items, and submit construction permits for the proposed water main. Specific work tasks would include the following:

- Prepare plan and profile drawings of the water main in conformance with City and MDEQ Standards. Include design of water main, soil erosion and sedimentation control measures, and site restoration.
- Provide City Standard Detail Sheets regarding public water main construction, as well as any necessary custom details.
- Prepare documents for the City's use in generating the construction contract including pay items, detailed engineering specifications, and/or special provisions as necessary for the project.
- Provide permit submittals with permit application and plans/attachments to relevant agencies for the project. The following permit submittals are anticipated:
 - Soil Erosion and Sedimentation Control Permit
 - MDEQ PA 399 Water System Construction Permit
- Prepare a Final Opinion of Construction Cost for the water main portion of the project.

II. Construction Services

The OHM team will provide construction engineering services for the projects identified above. Specific work tasks would include the following:

- Project administration
- Coordination with utilities and agencies;
- Inspection;
- SESC inspection;
- Construction Staking
- Material Testing of concrete, aggregate and HMA. Density testing of trench backfill and pavement layers;
- Facilitation of bi-weekly progress meetings
- Measurement, computation, and documentation of quantities;
- Reporting and record keeping
- Finalization of project documentation

OHM will oversee to determine whether contract service requirements are met. The Construction Project Manager will provide oversight of contract responsibilities and serve as the liaison between the Contractor and City.

Routine tasks include the following:

- As-needed site visits to review critical items, site conditions, progress and resolve contentious issues;
- Run bi-weekly scheduled progress meetings, both formal and onsite.
- Coordinate between construction contractors, subconsultants, and other public and private entities.
- Coordinate with utility companies.

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- Review material testing reports as work progresses.
- Provide the City with weekly written progress reports on the project.
- Monitor project construction schedule.
- Coordinate material / laboratory testing.
- Communicate with the field technicians and office technician daily to review current items and outstanding issues.
- Resolve problems, issues, discrepancies or other items brought to the attention of the team by the Contractor, including written documentation of findings or resolutions to these issues.
- Coordinate and complete the final inspection and create / monitor a punch list of items that the Contractor needs to complete.

Office technician / lead field technician will complete administration and office technician tasks for the project. Responsibilities will include:

- Prepare recommendations and bi-weekly pay estimates for review and approval of the Project Engineer and City of Owosso.
- Work with the City Project Manager on the closeout process.
- Develop contractor outstanding documentation correspondence.

Field technicians will perform daily onsite inspection. They are the daily onsite eyes and ears of our Project Manager and City Project Manager. Responsibilities will include the following:

- Complete required paperwork daily and submit it to the project office technician on a regularly scheduled basis.
- Communicate with the adjacent property owners to keep them informed as to schedule, upcoming activities, changes in staging, deal with questions or issues, and develop a direct line of communication.
- Review and monitor all traffic control devices
- Work with the Project Manager and the contractor's field representative to ensure quantities are agreed upon on a regular basis.
- Develop as-built plans as the project progresses, documenting field changes, actual utility locations, substantial quantity changes and water service lead material type outside the right-of-way.
- Complete material testing for field or laboratory tests to verify materials placed meet the requirements of the contract, including but not limited to; concrete, density testing, aggregate sampling and testing, HMA sampling and testing.

PROJECT DELIVERABLES

OHM Advisors will provide the City with the following deliverables consistent with the scope of work:

- Preliminary water main layout plan and opinion of construction cost for City review.
- Water main plan and profile drawings, specifications, and updated opinion of construction cost at the 50% stage of work, for City review.
- Final water main construction plans, special provisions, contract pay items and final cost opinion for water main related work.
- Record drawings of each street that reflect as-constructed conditions.

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CLARIFICATIONS AND ASSUMPTIONS

The following assumptions are part of our proposal, in addition to any assumptions noted within our scope of work section:

- We assume that water services will be installed up to the ROW line with a new stop box provided as part of this project. Extension of water main services to the house on private property would be part of a separate City or resident work effort.
- The City has prepared the topographic survey and soil borings; this information will be provided to OHM Advisors to be used for the water main design engineering on Clark Avenue and North Street. The City's survey includes the plan and profile location of all existing City utilities along these street corridors. Based on this, OHM Advisors has not included any time for fieldwork to gather pipe invert data at existing manholes.
- The City has coordinated with utility companies to request utility mapping and has identified all existing utilities within the Clark Avenue and North Street corridors.
- The City will pay any necessary permit fees.
- Currently, we do not anticipate the need for any easements as part of this project.
- No road or drainage related improvements will be incorporated into the water main design engineering.
- Maintaining traffic plans for the entire project (including water main work), will be prepared by city staff.

FEE & SCHEDULE

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 2019 rates for public projects. The total Not-to-Exceed Fee for this current scope of work, based on the below summary table is **\$188,800** (see Level of Effort breakdown attached, identifying key staff positions with titles / estimated hours of effort of each team member; altogether with summarization of total estimated hours).

Design Engineering	Fee
Construction Services*	\$ 33,800
	<u>\$155,000</u>
	\$ 188,800

**Construction observation budget assumes a 26- week schedule. Final construction observation fee would be based on the contractor's actual schedule.*

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Based on our meetings with the City, second quarter funding through the DWRF program for 2020 is preferred. A typical second quarter DWRF funding schedule is summarized below. As can be seen in this schedule, the design engineering and contract award phase must be completed in January of 2020 to allow for a loan closing in March of 2020. We recommend a six-month schedule for the design, bidding and award phase of this project, based on that, the city should begin the design phase in July of this year.

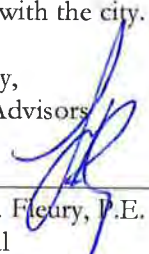
Submit Final Project Plan	May 1, 2019
Design Engineering/Contract Award**	Jan. 2020
MDEQ Approval	Feb. 2020
LOAN CLOSING	Mar. 2020

***The construction contract must be awarded prior to the loan closing*

ACCEPTANCE

If this proposal is acceptable to you, a signature on the enclosed copy of this letter 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.
Principal

Orchard, Hiltz, & McCliment, Inc.
CONSULTANT

City of Owosso
CLIENT

_____	(Signature)	_____
_____	(Name)	_____
_____	(Title)	_____
_____	(Date)	_____

Attachments: [Effort Matrix / Project Timeline]

ATTEST: _____
(Name) Roxane Cramer
(Title) Deputy City Clerk
(Date) _____

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MEMORANDUM

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

DATE: July 1, 2019
TO: Owosso City Council
FROM: Glenn Chinavare, Director of Public Services & Utilities
SUBJECT: 2019 Chip Seal Program

RECOMMENDATION:

Approval of the low responsive bid from Highway Maintenance and Construction Company (Romulus, MI) for the 2019 Chip Seal Program in the amount of \$83,418.40, and authorization for the Mayor and City Clerk to sign the necessary contract documents.

BACKGROUND:

On June 18, 2019, the city received bids for its 2019 Chip Seal Program. This work is necessary to improve the surface quality of various streets, as recommended by the City's pavement management consultant. Three contractor bids were received and Highway Maintenance and Construction Company (Romulus, MI) is the confirmed low-bidder.

FISCAL IMPACTS:

The project is funded by the City's 2016 Unlimited Obligation Bond Proceeds Account No. 202-451-818.000.

ATTACHMENTS: Resolution, 2019 Chip Seal Program
Bid Tabulation 2019 Chip Seal Program
Project Site Map

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF A CONTRACT WITH
HIGHWAY MAINTENANCE AND CONSTRUCTION COMPANY FOR
THE 2019 CHIP SEAL PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that it is in the best interest of the public to perform surface improvements along portions of selected streets as set forth in the contract documents; and

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

WHEREAS, the city of Owosso sought bids for the 2019 Chip Seal Program, and a bid was received from Highway Maintenance and Construction Company and it is hereby determined that Highway Maintenance and Construction Company 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 Highway Maintenance and Construction Company for the 2019 Chip Seal Program.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the city of Owosso, Michigan and Highway Maintenance and Construction Company, in an amount not to exceed \$83,418.40. Commencement of services not earlier than July 1, 2019 and to be completed not later than October 4, 2019.
- THIRD: The accounts payable department is authorized to pay Highway Maintenance and Construction Company for work satisfactorily completed on the project up to the Contract amount of \$83,418.40.
- FOURTH: The above expenses shall be paid from the 2016 Unlimited Obligation Bond Proceeds Account Nos. 202-451-818.000.

This is a detailed street map of Owosso, Michigan. The map shows a grid of streets, including major highways M-1, M-24, and M-52. A red crosshair marks the intersection of M-1 and M-24. The map includes a scale bar (0 to 1.0 mile) and a north arrow. The Owosso River is shown flowing through the city, and Lake Michigan is visible to the west. The map is labeled with street names and the city name 'OWOSSO' in the center.

CITY OF OWOSSO BID TABULATION SHEET

DATE 6/18/2019

DEPT. Engineering

SUBJECT: 2019 Chip Seal Program

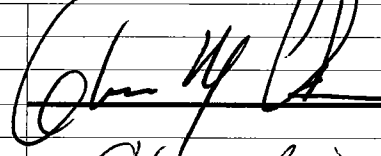
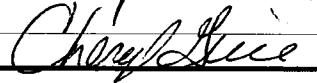
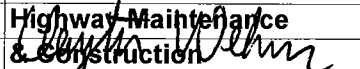
Highway Maint & Construction
12101 Wahrman, PO 74411
Romulus, MI 48174
734-941-8885

Pavement Maintenance Sys
384 Industrial Parkway
Imlay City, MI 48444
810-724-4767

Fahrner Asphalt Sealers
2224 Veterans Memorial Pky
Saginaw, MI 48601

ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Seal, Double Chip	15,568	SYD	\$ 4.42	68,810.56	4.81	74,882.08	5.89	91,695.52
2	Final Sweeping	12	HRS	\$ 150.00	1,800.00	95.00	1,140.00	250.00	3,000.00
3	Seal, Fog	15,568	SYD	\$ 0.63	9,807.84	0.53	8,251.04	0.65	10,119.20
4	Traffic Control	1	LSUM	\$ 3,000.00	3,000.00	2,970.00	2,970.00	5,000.00	5,000.00
Total Bid:				\$	83,418.40	\$	87,243.12	\$	109,814.72

TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:

DEPT. HEAD:		GENERAL LIABILITY INSURANCE	AWARDED:
PURCH. AGENT:		EXPIRATION DATE: 4/1/2020	COUNCIL APPROVED:
STAFF REC.:	Highway Maintenance & Construction 	WORKERS COMPENSATION INSURANCE	PO NUMBER:
		EXPIRATION DATE: 4/1/2020	
		SOLE PROPRIETORSHIP	
		EXPIRATION DATE: N/A	



MEMORANDUM

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

DATE: June 24, 2019

TO: Owosso City Council

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

SUBJECT: 2019-2020 Sand and Gravel Bid

RECOMMENDATION:

Award of the sand and gravel Bid to Constine Gravel Company of Owosso, Michigan at the low bid of \$5.75 per ton for Class II Sand, \$9.75 per ton for 22A Gravel, \$20.25 per ton for 21AA Limestone, and \$23.60 per ton for 6A Limestone for a total bid price of \$33,410.00 for fiscal year 2019-2020.

Award of sand and gravel bid to Ocenasek Trucking of Perry, Michigan at the low bid price of \$31.00 per ton for H1 Limestone Chip for a total of \$6,200.00 for fiscal year 2019-2020.

BACKGROUND:

The city requires approximately 3,000 tons of Class II sand, and 1,000 tons of 22A gravel meeting MDOT specifications for back filling of open cut excavations within the street right of way and off road city owned properties. Limestone 21AA (200 ton) is used for subbase compaction on street cut/patch repairs, Limestone 6A (100 ton) is used for utility open trench cut bed compaction, and Limestone H1 chip (200 ton) is used in the Durapatch Unit for pothole repairs.

FISCAL IMPACTS:

Use of Sand and Gravel shall be paid from the Water and Wastewater Annual Operating Fund, and Local and Major Street Annual Operating Funds in the amount of \$39,610.00.

Attachments: (1) Resolution
(2) Bid Tab

RESOLUTION NO.

AUTHORIZING THE PURCHASE AND DELIVERY OF A SAND AND GRAVEL FROM CONSTINE GRAVEL COMPANY OF OWOSSO, MICHIGAN AND OCENASEK, INC. OF PERRY, MICHIGAN

WHEREAS, the city of Owosso, Shiawassee County, Michigan requires backfill sand to fill underground trenches and gravel for use in permanent street patches and other city properties; and

WHEREAS, the city sought bids for Class II backfill sand, 22A gravel, 21AA gravel, 21AA Limestone, 6A limestone, and H1 limestone chip fiscal year 2019-2020; and

WHEREAS, it is hereby determined that Constine Gravel Company and Ocenasek, Inc. are qualified to provide such products and have submitted the lowest responsible and responsive bids.

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 award the following bids to Constine Gravel Company of Owosso, Michigan: Class II Sand in the amount of \$5.75 per ton, 22A gravel in the amount of \$9.75 per ton, 21AA Limestone in the amount of \$20.25 per ton, and 6A limestone in the amount of \$23.60 per ton for the fiscal year ending June 30, 2020.
- SECOND The City of Owosso has further determined that it is advisable, necessary and in the public interest to award the following bid to Ocenasek, Inc. of Perry, Michigan: H1 Limestone Chip in the amount of \$31.00 per ton for the fiscal year ending June 30, 2020.
- THIRD: The agreement governing the purchase of these materials will be in the form of City of Owosso Purchase Orders.
- FOURTH: The accounts payable department is authorized to pay Constine Gravel Company up to the bid amount of \$33,410.00.
- FIFTH: The accounts payable department is authorized to pay Ocenasek, Inc. up to bid amount of \$6,200.00.
- SIXTH: The above expenses shall be paid from the Water and Wastewater Annual Operating Fund, and Local and Major Street Annual Operating Funds.

CITY OF OWOSSO BID TABULATION SHEET

DATE 6/11/2019DEPT. DPW

SUBJECT:

2019-2022 Sand, Gravel
and Limestone Bid

Constine Gravel Company
 2625 W. M21
 Owosso, MI 48867

Ocenasek, Inc.
 5817 W. Britton Rd.
 Perry, MI 48867

Fuoss Gravel Company
 777 Busha Rd.
 Owosso, MI 48867

ITEM NO	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	State Certified Class II Backfill Sand	3,000	Ton	\$ 5.75	\$ 17,250.00	\$ 6.30	\$ 18,900.00	\$ 6.49	\$ 19,470.00
2	State Certified 22A Gravel	1,000	Ton	\$ 9.75	\$ 9,750.00	No Bid	No Bid	\$ 10.49	\$ 10,490.00
3	Limestone 21AA	200	Ton	\$ 20.25	\$ 4,050.00	\$ 23.50	\$ 4,700.00	No Bid	No Bid
4	Limestone 6A	100	Ton	\$ 23.60	\$ 2,360.00	\$ 27.50	\$ 2,750.00	No Bid	No Bid
5	Limestone Chip H1	200	Ton	No Bid	No Bid	\$ 31.00	\$ 6,200.00	No Bid	No Bid
<p>**Staff Recommends the bid to be awarded as follows:</p> <p>Constine Gravel Co: Item #1 State Certified Class II Backfill Sand Item #2 State Certified 22A Item #3 Limestone 21AA Item #4 Limestone 6A</p> <p>Ocenasek Trucking : Item #5 Limestone Chip H1</p>									
TOTAL BID				\$ 33,410.00		\$ 32,550.00		\$ 29,960.00	

TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE

DEPT.

HEAD:

PURCH.

AGENT:

STAFF

REC.:

GENERAL LIABILITY INSURANCE

EXPIRATION DATE:

Constine: 9/30/19 Ocenasek: 11/01/2019

WORKERS COMPENSATION INSURANCE

EXPIRATION DATE:

Constine: 4/30/20 Ocenasek: 8/28/2019

SOLE PROPRIETORSHIP

EXPIRATION DATE:

AWARDED:

COUNCIL

APPROVED:

PO NUMBER:

** See Text Box



OWOSSO PUBLIC SAFETY

Director of Public Safety
Kevin Lenkart

202 S. Water St. Owosso, MI 48867 Phone (989) 725-0580 Fax (989) 725-0528

MEMORANDUM

TO: City Council

FROM: Kevin Lenkart
Chief of Public Safety

SUBJECT: New Police Vehicles

DATE: July 1, 2010

Request council approve the purchase of one new police vehicle.

Recommend council waive the competitive bid process.

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

Signature Auto Group of Owosso MI was awarded the Macomb County bid for police vehicles. The bid meets the definition of the aforementioned Section 2-345(3) a joint purchase with another governmental unit. The State bid price from Signature Auto Group is \$35,679.00.

The vehicle purchased will be a 2020 Ford Police Utility at a cost of \$35,679.00. The purchase will replace one marked police vehicle.

Recommend council approve the bid from Signature Auto Group.

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE PURCHASE OF A POLICE UTILITY VEHICLE
FROM SIGNATURE AUTO GROUP OF OWOSSO
VIA MACOMB COUNTY CONTRACT NO. 21-18**

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

WHEREAS, the City of Owosso may waive competitive bidding requirements when purchasing equipment in coordination with another municipality.

WHEREAS, the City of Owosso desires to purchase one new police vehicle from Owosso Motors, Inc. d/b/a Signature Auto Group of Owosso, holder of the Contract No. 21-18 for police vehicles with Macomb County; and it is hereby determined that Signature Auto Group of Owosso is qualified to provide such vehicles and that it has submitted the responsible and responsive bid; and

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to purchase one 2020 Ford Interceptor Utility Police Vehicle from Signature Auto Group of Owosso, utilizing Macomb County Contract No. 21-18, for a cost to the City of Owosso of \$35,679.00.
- SECOND: The Finance Director and the Director of Public Safety are hereby instructed and authorized to sign necessary documents to complete the purchase.
- THIRD: Authorize payment to Signature Auto Group in the amount of \$35,679.00 upon delivery of the police vehicle.
- FOURTH: The above expenses shall be paid from the Police Division Capital Outlay fund 101-300-978.000.



June 25, 2019

City of Owosso Police Department
Attn: Director Kevin Lenkart
202 South Water Street
Owosso, MI 48867

Dear Director Kevin Lenkart:

Price on 2020 Vehicle Macomb County Contract Bid:

2020 Ford Police Interceptor Utility AWD in Black **\$35,679.00 ea**

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and 100,000 miles or 60 months powertrain warranty.

Delivery date: About 120 days from receipt of your PO.

Order Cutoff Date: TBD.

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

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. An \$8.00 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

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

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

1960 East Main St, Owosso, MI 48867
888-92-FLEET or 888-923-5338, Fax 517-625-5832

Macomb County Bid Price
(Bid #21-18, MY2020) in the
State of Michigan
2020 Utility Police Interceptor
Major Standard Equipment

MECHANICAL

- Axle Ratio – 3.73 (AWD)
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Column Shifter
- DC/DC converter – 220-Amp (in lieu of alternator)
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.3L V6 Direct-Injection Hybrid Engine System
- Engine – V6 Direct-Injection FFV with 10-Speed Automatic Transmission (136-MPH Top Speed)
- Note:** Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- 3.0L V6 EcoBoost® with 10-Speed Automatic Transmission – (148-MPH Top Speed)
- Note:** Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- Engine Hour Idle Meter
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 19-gallons
- H7 AGM Battery (800 CCA/80-amp)
- Lithium-Ion Battery Pack
- Suspension – independent front & rear
- Transmission – 10-speed automatic

EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding MIC
- Door Handles – Black (MIC)
- Exhaust True Dual (down-turned)
- Front-Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
- Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass
- Grille – Black (MIC)
- Headlamps – Automatic, LED Low-and-High-Beam
- Note:** Includes Front Headlamp / Police Interceptor Housing (with LED wig-wag feature)
- Pre-drilled hole for side marker police use, does not include LED strobe, but includes LED wig-wag functionality (eliminates need to drill housing assemblies and provides LED wig-wag feature)
- Pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights)
- Wig-wag default is traditional ping-pong pattern; can be programmed to triple-burst pattern or ping-pong / triple-burst
- Note:** Must be wired to vehicle's light controller to enable wig-wag functionality; recommend Ready for the Road Package (67H) or Ultimate Wiring Package (67U)
- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Tailgate Handle – (MIC)
- Tail lamps – LED
- Tires – 255/60R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with wheel hub cover
- Windshield – Acoustic Laminated

INTERIOR/COMFORT

- Cargo Hooks
- Climate Control – Dual-Zone Electronic Automatic Temperature Control (DEATC)
- Door-Locks
- Power
- Rear-Door Handles and Locks Operable
- Fixed Pedals (Driver Dead Pedal)
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-illuminated
- Grab Handles – (1 – Front-passenger side, 2-Rear)

INTERIOR/COMFORT (continued)

- Liftgate Release Switch located in overhead console (45 second timeout feature)
 - Lighting
 - Overhead Console
 - Red/White Task Lighting in Overhead Console
 - 3rd row overhead map light
 - Mirror – Day/night Rear View
 - Particulate Air Filter
 - Powerpoints – (1) First Row
 - Rear-door closeout panels
 - Rear-window Defrost
 - Scuff Plates – Front & Rear
 - Seats
 - 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters
 - 1st Row – Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar)
 - 1st Row – Passenger 2-way manual track (fore/aft. with manual recline)
 - Built-in steel intrusion plates in both driver/passenger seatbacks
 - 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
 - Speed (Cruise) Control
 - Speedometer – Calibrated (includes digital readout)
 - Steering Wheel – Manual / Tilt / Telescoping, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and 4-user configurable latching switches
 - Sun visors, color-keyed, non-illuminated
 - Universal Top Tray – Center of I/P for mounting aftermarket equipment
 - Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature
- SAFETY/SECURITY**
- AdvanceTrac® w/RSC® (Roll Stability Control™)
 - Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Curtain Airbags and Safety Canopy®
 - Anti-Lock Brakes (ABS) with Traction Control
 - Brakes – Police calibrated high-performance regenerative braking system
 - Belt-Minder® (Front Driver / Passenger)
 - Child-Safety Locks (capped)
 - Individual Tire Pressure Monitoring System (TPMS)
 - LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
 - Rearview Camera with Washer viewable in 4.2" center stack.
 - Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
 - SOS Post-Crash Alert System™

FUNCTIONAL

- Audio
- AM/FM / MP3 Capable / Clock / 4-speakers
- Bluetooth® interface
- 4.2" Color LCD Screen Center-Stack "Smart Display"
- Note:** Standard radio does not include USB Port or Aux. Audio Input Jack; Aux. Audio Input Jack requires SYNC 3®
- Easy Fuel® Capless Fuel-Filler
- Ford Telematics™ – Includes Ford Modem and complimentary 2-year trial subscription
- Front door tether straps (driver/passenger)
- Power pigtail harness
- Recovery Hooks; two in front and trailer bar in rear
- Simple Fleet Key (w/o microchip, easy to replace; 4-keys)
- Two-way radio pre-wire
- Two (2) 50 amp battery ground circuits – power distribution junction block (behind 2nd row passenger seat floorboard)
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper Wipers – Front

WARRANTY

- 3 Year / 36,000 Miles Bumper / Bumper
 - 8 Year / 100,000 Miles Hybrid Unique Components
- POWERTRAIN CARE EXTENDED SERVICE PLAN**
- 5-year/100,000-mile Powertrain CARE Extended Service Plan (zero deductible) – Standard

Police Interceptor Utility Base Prices

<input checked="" type="checkbox"/>	Utility All Wheel Drive (3.3L V6 Direct-Injection FFV, 136 MPH, 99B/44U) K8A/500A	\$31,544.00
<input type="checkbox"/>	Utility All Wheel Drive (3.0L V6 EcoBoost, 148 MPH, 99C/44U) K8A/500A	\$35,356.00
<input type="checkbox"/>	Utility All Wheel Drive (3.3L V6 Direct-Injection Hybrid Eng., 136 MPH, 99W/44B) K8A/500A	\$34,659.00

Payment Terms: Net 10 days

VEHICLE BRAND AND MODEL: Ford Utility Police Interceptor

BID PRICE EXPIRES: TBD.**Subject to change without notice by Ford Motor Company**

VEHICLE COLOR: Order Code	Interior Trim Color	
	Charcoal Black (96)	
Arizona Beige Clearcoat Metallic	[E3]	[]
Medium Brown Metallic	[BU]	[]
Dark Toreador Red Clearcoat Metallic	[JL]	[]
Dark Blue	[LK]	[]
Norsea Blue Clearcoat Metallic	[KR]	[]
Royal Blue	[LM]	[]
Light Blue Metallic	[LN]	[]
Vermillion Red	[E4]	[]
Smokestone Clearcoat Metallic	[HG]	[]
Silver Grey Metallic	[TN]	[]
Iconic Silver Clearcoat Metallic	[JS]	[]
Agate Black	[UM]	[x]
Oxford White Clearcoat	[YZ]	[]
Blue Metallic	[FT]	[]
Sterling Grey Metallic	[UJ]	[]
Medium Titanium Clearcoat Metallic	[YG]	[]
Ultra Blue (Extra Cost Paint \$870)	[21U17]	[]

INTERCEPTOR OPTIONAL FEATURES:**Flooring/Seats**

	Code	\$Cost
<input type="checkbox"/> 1st and 2nd row carpet floor covering	16C	125.00
<input type="checkbox"/> 2nd Row Cloth Seats	F6/ 88F	60.00
<input type="checkbox"/> Power passenger seat (6-way) w/manual recline and lumbar	87P	325.00
<input type="checkbox"/> Rear Console Plate (Not available with Interior Upgrade Pkg – 65U)	85R	45.00
<input checked="" type="checkbox"/> Interior Upgrade Package	65U	390.00

- 1st and 2nd Row Carpet Floor Covering
- Cloth Seats – Rear
- Center Floor Console less shifter w/unique Police console finish plate
- Includes Console and Top Plate with 2 cup holders
- Floor Mats, front and rear (carpeted)
- Deletes the standard console mounting plate (85D)
- SYNC® 3
 - Enhanced Voice Recognition Communications and Entertainment System
 - 4.2" Color LCD Screen Center-Stack "Smart Display"
 - AppLink®
 - 911 Assist®

Note: SYNC® AppLink® lets you control some of your favorite compatible mobile apps with your voice. It is compatible with select smartphone platforms.

Lamps/Lighting

<input checked="" type="checkbox"/> Dark Car Feature – Courtesy lamp disable when any door is opened	43D	20.00
<input type="checkbox"/> Daytime Running Lamps	942	45.00
<input type="checkbox"/> Side Marker Lights in Skull Caps	63B/60A	340.00
<input type="checkbox"/> Rear Quarter Glass Side Marker Lights	63L	575.00
<input type="checkbox"/> Front Warning Auxiliary Light (Driver side – Red / Passenger side – Blue)	21L/60A	600.00
<input type="checkbox"/> Rear Auxiliary Liftgate Lights (Red/Blue LED Lights; located beneath liftgate glass in applique panel)	43A	395.00
<input type="checkbox"/> Front Interior Windshield Warning Lights (Red/Blue with take down)	96W	1145.00
<input type="checkbox"/> Rear Spoiler Traffic Warning Light	96T	1495.00

[] Dome Lamp – Red/White in Cargo Area	17T	50.00
[] Pre-wiring for grille lamp, siren, and speaker	60A	50.00
[x] Spot Lamp – Driver Only (LED Bulbs) (Unity)	51R	395.00
[] Spot Lamp – Driver Only (LED Bulbs) (Whelen)	51T	420.00
[] Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Unity)	51S	620.00
[] Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Whelen)	51V	665.00
Body		
[] Glass – Solar Tint 2nd and 3rd Row (Deletes Privacy Glass)	92G	120.00
[] Glass – Solar Tint 2nd Row (Privacy Glass on Rear Quarter and Liftgate Window)	92R	85.00
[] Deflector Plate	76D	335.00
Wheels		
[] Wheel Covers (18" Full Face Wheel Cover)	65L	60.00
[] 18" Painted Aluminum Wheel	64E	475.00
Misc		
[] Engine Block Heater	41H	90.00
[] License Plate Bracket – Front	153	N/C
[] Badge Delete (Police Interceptor Badge Only)	16D	N/C
[] 100 Watt Siren/Speaker (includes bracket and pigtail)	18X	300.00
[] Aux Air Conditioning	17A	610.00
[] Noise Suppression Bonds (Ground Straps)	60R	100.00
[] Rear Bumper Step Pad	16Y	95.00
[] My Speed Fleet Management	43S	60.00
Audio/Video		
[] Rear View Camera (Includes Electrochromic Rear View Mirror – Video is displayed in rear view mirror)	87R	N/C
Note: This option would replace the camera that comes standard in the 4" center stack area.		
[] Rear Camera On-Demand – allows driver to enable rear camera on-demand	19V	230.00
Doors/Windows		
[x] Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates the overhead console liftgate unlock switch) ***** OLD STYLE REAR HATCH LOCK / UNLOCK *****	18D	N/C
[] Hidden Door Lock Plunger, Rear Door Handle and Rear Windows Inoperable	52P	160.00
[x] Rear Door Handles Inoperable/Locks Inoperable and Rear Windows Inop.	68G	75.00
[x] Lock system; Single Key/All Vehicles Keyed Alike	59J	50.00
Keyed Alike 1284x= 59B Keyed Alike 1294x= 59C Keyed Alike 0135x= 59D		
Keyed Alike 1435x= 59E Keyed Alike 0576x= 59F Keyed Alike 0151x= 59G		
Keyed Alike 1111x= 59J		
Safety & Security		
[] Ballistic Door Panels – Driver Front Door Only (Level 3)	90D	1585.00
[] Ballistic Door Panels – Driver & Pass Front Doors (Level 3)	90E	3170.00
[] Ballistic Door Panels – Driver Front Door Only (Level 4+)	90F	2415.00
[] Ballistic Door Panels – Driver & Pass Front Doors (Level 4+)	90G	4830.00
[] BLIS® – Blind Spot Monitoring with Cross Traffic Alert	55B/54Z	545.00
[] Police Perimeter Alert – detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking.	68B	675.00
[] Pre-Collision Assist with Pedestrian Detection (includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) Note: Not available with option 96W	76P	145.00
[] Mirrors– Heated, Non BLIS	549	60.00
[] Lockable Gas Cap for Easy Fuel Capless Fuel-Filler	19L	20.00
[] Perimeter Anti-Theft Alarm – Activated by Hood, Door, or Decklid	593/55F	460.00
[] Remote Keyless Entry w/4 Key Fobs (w/o Keypad)	55F	340.00
[] Police Engine Idle Feature	47A	260.00
[] Extra Key \$6.00x____=	Parts	6.00 ea
[] Remote Starter (Must Order Keyless Entry 55F)	Parts	550.00
[] Reverse Sensing	76R	275.00
[] Class III Trailer Tow Lighting Package (4-pin and 7-pin connectors and wiring)	52T	80.00
[] H8 AGM Battery (900 CCA/92-amp)	19K	110.00
[] Gun Vault (Not Available with (17A) Aux Air Conditioning)	63V	245.00

[]	<u>Front Headlamp Lighting Solution</u> • Includes LED Low beam/High beam headlamp, Wig-wag function and Red/Blue/White LED side warning lights (driver's side White/Red / passenger side White/Blue) • Includes pre-wire for grille LED lights, siren and speaker (60A) • Wiring, LED lights included. Controller "not" included Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U)	66A	895.00
[]	<u>Police Wire Harness Connector Kit – Front/Rear</u> For connectivity to Ford PI Package solutions includes: • Front – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector • Rear – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector Note: Note: See Upfitters guide for further detail www.fordpoliceinterceptorupfit.com	67V	185.00
[]	<u>Tail lamp/Police Interceptor Housing Only</u> • Pre-existing holes with standard twist lock sealed capability (does not include LED Strobe lights) (eliminates need to drill housing assemblies) Note: Not available with options: 66B and 67H	86T	60.00
[]	<u>Tail Lamp Lighting Solution</u> • Includes LED lights plus two (2) rear integrated hemispheric lighthouse white LED side Warning lights in taillamps • LED lights only. Wiring, controller "not" included Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U)	66B	430.00
[]	<u>Rear Lighting Solution</u> • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) • LED lights only. Wiring, controller "not" included Note: Not available with option: 67H Note: LED lights only – does "not" include wiring or controller Note: Recommend using Ultimate Wiring Package (67U)	66C	455.00
[]	<u>Ultimate Wiring Package</u> • Rear console mounting plate (85R) – contours through 2nd row; channel for wiring • Pre-wiring for grille LED lights, siren and speaker (60A) • Wiring harness I/P to rear cargo area (overlay) – Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) – One (1) 10-amp siren/speaker circuit engine cargo area • Rear hatch/cargo area wiring – supports up to six (6) rear LED lights • Does "not" include LED lights, side connectors or controller – Recommend Police Wire Harness Connector Kit 67V Note: Not available with options: 65U, 67H	67U	560.00

[x] Ready for the Road Package All-in Complete Package 67H 3595.00

All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus

- Whelen Cencom Light Controller Head with dimmable backlight
- Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd row seat)
- Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails
- High current pigtail
- Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head
- Pre-wiring for grille LED lights, siren and speaker (60A)
- Rear console plate (85R) – contours through 2nd row; channel for wiring
- Grille linear LED Lights (Red / Blue) and harness
- 100-Watt Siren / Speaker
- Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P)

Note: Not available with options: 66A, 66B, 66C, 67U and 65U

Total Price \$35,679.00 ea



Warrant 571 June 25, 2019

Vendor	Description	Fund	Amount
Michigan Municipal Risk Management Authority	Building and property insurance- 1 st of 3 installments for FY 19/20	Various	\$125,512.00
Shiawassee Area Transportation Agency	Annual local funding commitment for FY 19/20	General	\$62,938.74
Total			\$188,450.74



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

MEMORANDUM

DATE: June 27, 2019

TO: City Council

FROM: Amy K. Kirkland
City Clerk

RE: Establishment of Surplus Division for Defined Benefit Plan

The City desires to establish a Surplus Division within its MERS Defined Benefit Plan to receive any City contributions in excess of the annual required employer contribution. The creation of a Surplus Division will provide the City with the opportunity to use any extra funding to decrease the amount of time it takes to fund the plan, as opposed to using such funds to reduce contribution requirements – much like one would make arrangements to apply extra money toward the principle of a mortgage as opposed to using it to reduce the next payment. Monies deposited in the Surplus Division are not earmarked for any particular group within the plan, are not refundable to the City, and are not eligible to be used to any purpose other than funding benefits accrued by employees.

Staff recommends establishment of a Surplus Division with the Municipal Employees' Retirement System of Michigan.

Defined Benefit Plan Surplus Division Adoption Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Municipal Employees' Retirement System of Michigan ("MERS")

and City of Owosso, # 7607
(Municipality name) (Municipality number)

entered into an Adoption Agreement effective 07, 2019; and
(Month, Year)

Employer may elect to remit Contributions to its reserve account with MERS in excess of the annual required Employer Contributions as determined by MERS' actuary, or in excess of the amount currently due from Employer, without such amounts being immediately attributable to the reserve of its employee divisions ("Surplus Contributions"). MERS has advised Employer that in order to accomplish this, MERS must establish a Surplus Division to account such Surplus Contributions.

To establish the Surplus Division(s) and memorialize the terms and conditions agreed to by MERS and Employer concerning their establishment, Employer and MERS hereby enter into this Surplus Contribution Addendum to Employer's Adoption Agreement ("Addendum"), to be effective as of the date set out above.

I MERS Establishment of Surplus Division: Commencing on the effective date of this Addendum, MERS shall establish the following Surplus Division(s) for Employer:

Associated Surplus Divisions:

- a) Surplus Division _____, to be associated with _____.
- b) Surplus Division _____, to be associated with _____.
- c) Surplus Division _____, to be associated with _____.

Unassociated Surplus Divisions:

- d) Surplus Division S1, to be unassociated with any Employee Division.
- e) Surplus Division _____, to be unassociated with any Employee Division.
- f) Surplus Division _____, to be unassociated with any Employee Division.

II Employer Remittance of Surplus Contributions: At Employer's sole and exclusive discretion (which shall include Employer's obligations under terms agreed to by Employer in the course of collective bargaining, if any), Employer may remit contributions to MERS that Employer expressly designates as Surplus Contributions, specifying the appropriate Surplus Division to which they are to be credited. It is understood by Employer that, once remitted to MERS, Surplus Contributions are not and shall never be refundable to Employer, nor used for any purpose other than the funding of its obligations for MERS benefits accrued by employees of Employer.

Defined Benefit Plan Surplus Division Adoption Addendum

- III MERS' Crediting of Surplus Contributions:** Upon receipt from Employer of Employer Contributions designated as Surplus Contributions, MERS shall credit such amounts to the Surplus Division designated by Employer.
- IV Treatment of Surplus Contributions for Actuarial Purposes:** Surplus Contributions reflected in one or more Surplus Division established by MERS as directed by Employer shall be treated as follows for actuarial purposes:
- a) They shall not be included in the determination of the annual Employer Contributions requirement for any Employee Division, and
 - b) They shall be included in the determination of the Employer's overall funded status.
- V Employer Use of Surplus Contributions:** At any time, upon 30 days' advance written notice to MERS, Employer may direct MERS to use the Surplus Contributions currently reflected in one or more established Surplus Division(s) be used by Employer as follows:
- a) Employer may transfer Surplus Contributions reflected in an Unassociated Surplus Division to one or more Employee Division(s).
 - b) Employer may transfer Surplus Contributions reflected in an Assigned Surplus Division to such Employee Division.
 - c) Employer may redesignate any Surplus Division (whether Associated or Unassociated) to either an Associated Surplus Division or to an Unassociated Surplus Division, as applicable.
- Employer is solely responsible for any decision(s) it makes under Section V, and Employer agrees that by entering into this Addendum, it shall indemnify and hold MERS harmless from any claim, challenge, or litigation arising from its actions under Section V, including costs and attorneys' fees.
- Once Surplus Contributions are transferred to an Employee Division, they may not thereafter be recharacterized as Surplus Contributions or transferred back to a Surplus Division.
- VI Recharacterization of Contributions:** By written notice to MERS, Employer may make a one-time election to transfer Employer Contributions it remitted prior to the effective date of this Addendum that were in excess of the amount then due from Employer from an Employer Division to one or more Surplus Division(s) established by this Addendum, and recharacterize those amounts as Surplus Contributions. Employer may make the election described herein only once.
- VII Rights of MERS:** At any time following the occurrence of any or all of the following, MERS reserves the right to transfer some or all of the Surplus Contributions reflected in an Employer's Reserves to one or more Employee Division(s) of such Employer:
- a) Employer has defaulted on some or all of its contribution obligations to MERS.
 - b) Employer has filed for or is otherwise subject to bankruptcy protection or receivership.
 - c) An emergency manager or similar oversight authority has been appointed to conduct Employer's financial affairs.

Defined Benefit Plan Surplus Division Adoption Addendum

VIII Continuation of Adoption Agreement: Except for the terms and conditions of this Addendum, all other terms and conditions of the Adoption Agreement, as it may be or may have been amended from time to time, shall continue unchanged.

IN WITNESS WHEREOF, this Addendum is entered into by MERS and Employer by signature of the authorized parties below:

Employer Approving Authority

Signature: _____ on _____
(Name of approving representative) (Date)

Employer Printed Name: Christopher T. Eveleth / Roxane Cramer

Employer Title: Mayor / Deputy City Clerk

MERS Approving Authority

Signature: _____ on _____
(Date)

MERS Printed Name: _____

MERS Title: _____

June 20, 2019

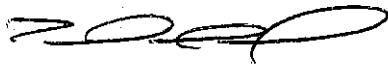
Owosso City Council
301 W Main St.
Owosso, MI 48867

Dear Council Members:

I would like to take this time to say thank you for allowing me to serve on the Revolving Loan Committee for the short period of time I did. After reflection on the new Revolving Loan Fund Standards, presented to you at your June 17th meeting, I feel it is best that I take this opportunity to resign my position. While I agree with some of the new standards, there are others that I don't agree with and I'm not convinced that my serving on the committee will best serve the goals the RLF is looking to achieve.

Thank you again for the opportunity to serve and I wish everyone the best as they move forward.

Regards,

A handwritten signature in black ink, appearing to read 'Bradley C. Kirkland', with a stylized, flowing script.

Bradley C. Kirkland

OWOSSO HISTORICAL COMMISSION

Regular Meeting Minutes

May 20, 2019, 7:00 PM Curwood Castle

(Postponed from May 13, 2019 @ 6 PM)



CALL TO ORDER: MEETING WAS CALLED TO ORDER AT 7:46 PM BY CHAIR CAROLYN EBERT

PRESENT: Commissioner Carolyn Ebert, Chair; Commissioner Karen Marumoto, Vice Chair; Commissioner Elaine Greenway; Commissioner Dave Acton and, Commissioner Sara Adams, and Commissioner Heather Jacobs.

ABSENT: Commissioner Jed Dingens and Commissioner Paul Rogers.

OTHERS PRESENT: Carol Vaughn, Lori Bailey, Nathan Henne, City Manager and Robert Doran-Brockway, Director

APPROVAL OF AGENDA: Commissioner Acton motioned to approve agenda as presented. Motion Supported by Commissioner Marumoto. Ayes all, motion carried.

APPROVAL OF APRIL 2019 REVENUE AND EXPENDITURE REPORT
Commissioner Greenway motioned to approve the April 2019 Revenue and Expenditure Report. Motion Supported by Commissioner Acton. Ayes all, motion carried.

CONSENT AGENDA:

Revenue & Expenditure; Castle Report; Castle Gift Shop; Castle April Comparison; Balance Sheet; Check Register; April 2019 Meeting Minutes; City Manager Approved 19/20 OHC Budget.

Commissioner Greenway motioned to approve the Consent Agenda. Supported by Commissioner Adams. Ayes all, motion carried.

CITIZEN COMMENTS: NONE

COMMUNICATIONS: NONE

OLD BUSINESS:

- **501(c) 3 Status Report** – Still in Process
- **Museums and Parks Millage Review**
 - **MCACA Grant update** – Director Doran – Brockway reported he couldn't do this grant this year.
 - **2019 Owosso Historic Home Tour**

YES

Ludington

Alderman

Jacobs

Greenway – repeat

Doran – Brockway – repeat

Woodworth

MAYBE

Lameti

Stechschulte
Gregoricka

NEW BUSINESS:

Comments on City manager Presentation of Fiscal Year 19/20

Director Doran-Brockway commented he felt the prior meeting with the city manager went well. He also commented he felt the commissioners did a good job asking the questions about the budget.

Curwood Weekend – board Schedule – Director Doran-Brockway asked the board members to sign up to let him know when they will be available to volunteer Curwood Weekend.

Committee Reports

- 1) Exhibitions & Special Event – Commissioner Greenway and Director Doran-Brockway reported they discussed, The Home Tour, volunteers, the holiday party and decorating the Castle.
- 2) Education – Commissioner Adams reported that they talked about making the museums an education space for students as well as possible fundraising events for student supplies.
- 3) Museum Stewardship- Director Doran-Brockway reported that he and Commissioner Dingens met.
- 4) Archiving & Acquisitions – Commissioner Jacobs reported that she had spoken with Archiving company, Past Perfect , and estimates it will cost \$800.00 per year.
- 5) Finance/Governance – Commissioner Acton reported they discussed raising money and waiting for 501(c)3 approval.
- 6) Marketing, Advertising & Social Media – Director Doran-Brockway reported it is moving along. There are 3 Facebook pages with a really good presence on there.
- 7) Volunteers – Director Doran - Brockway reported Denice Grace is in charge and is currently in the process of contacting them.

CITIZEN COMMENTS:

None

ADJOURN:

**Commissioner Adams motioned to adjourn at 9:16, Supported by Commissioner Marumoto.
Ayes All, Motion Carried.**

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
JUNE 5, 2019 AT 7:30 AM
CITY COUNCIL CHAMBERS

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

ROLL CALL: Was taken by Recording Secretary, Debbie Hebert

MEMBERS PRESENT: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Mayor Chris Eveleth, Commissioner Bobbi Fuller, Commissioner Ken Cushman, Commissioner Jon Moore, Commissioner Lance Omer (7:38), Commissioner Theresa Trecha, and Commissioner Jim Woodworth.

MEMBERS ABSENT: None

OTHERS PRESENT: Josh Adams, Main Street Manager; Nathan Henne, City Manager; Nick Pidek, Council Member; Norma Ramirez de Miess, Director of Leadership Development: National Main Street Center; and Laura Krizov, Manager of Michigan Main Street Center.

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER EVELETH AND SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO AMEND THE AGENDA FOR JUNE 5, 2019 TO REMOVE ITEM 3, ITEMS OF BUSINESS.

AYES: ALL. MOTION CARRIED.

MINUTES

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE MINUTES OF MAY 1, 2019.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS:

Council Member Nick Pidek expressed gratitude to the Board for reviewing the program manual. He appreciates a document that provides guidance to the revolving loan committee. He offered that the program manual misses the students and encourages changes to include youth. He stressed utilizing strong marketing techniques to promote outside interest.

BOARD COMMENTS:

**SPECIAL MEETING SCHEDULED FOR FRIDAY, JUNE 7, 2019, 8:00 A.M. TO BE HELD AT
216 W. MAIN ST. SUITE 201, OWOSSO, MI.**

The topic will be challenging the fundamental assumptions in the Program Manual – The Downtown Owosso UDAG/CDBG Program Criteria. **The goal is to simplify, streamline and provide consistency throughout the document.**

Key points noted are:

- 1) **Revise, approve and implement by July 1, 2019.**
- 2) **DDA Board will approach City Council to volunteer to change the program and provide oversight including control of the program.**
- 3) **The criteria required for submission to apply for and grant will be detailed and clarified.**
- 4) **DDA will serve as an advisory to applicants to assist thru the process.**
- 5) **DDA will retain the right to review and approve applicants rejected by the Revolving Loan Committee. Council will be eliminated as the single owner of the document.**

ITEMS OF BUSINESS:

1) CHECK REGISTER

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER WOODWORTH TO APPROVE THE CHECK REGISTER FOR MAY 1, 2019 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) BUDGET REPORT- Adams reported this will be the final budget for the Fiscal Year. \$13,000 will be put into reserve.

IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE BUDGET REPORT AS PRESENTED.

AYES: ALL. MOTION CARRIED.

COMMITTEE UPDATES:

1) Design & Business Vitality – Efforts have focused on cleaning up and getting flowers ready. Flower baskets to be delivered today, May 5, 2019.

2) Promotion & Outreach – Committee focused on summer events. The retail shopping event Ladies and Gents events begins promotion today. Niche is hosting the Summer Block Party on the same weekend and has already begun promotion.

3) Business Owners Committee – Discussed “Match on Main” noting that four businesses are interested in the program.

4) Manager Updates – Refer to the Director’s Report for Manager Updates.

Board Continuing Education/Information

Director Report – The board was instructed to read as you can.

Board Continuing Education/Information (continued)

Norma Ramirez de Miess, Director of Leadership Development: Nation Main Street Center provided a detailed and informative presentation updating National Main Street Accreditation Standards to be implemented in 2021. Assistance will be provided over the next 18 months to review and increase Leadership involvement. Changes will be in the areas of “Event Driven to Strategy Driven”. Monthly progress reports will be required leading the team toward deployment.

PUBLIC COMMENTS: None

BOARD COMMENTS:

The board will proceed throughout the next 6 months as it directs to initiate new accreditation standards January 2020.

ADJOURNMENT:

IT WAS MOVED BY AUTHORITY MEMBER WOODWORTH AND SUPPORTED BY AUTHORITY MEMBER MOORE TO ADJOURN AT 8:57 A.M.

AYES: ALL. MOTION CARRIED.

**MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, MAY 28, 2019 – 6:30 P.M.**

CALL TO ORDER: Chairman Wascher called the meeting to order at 6:35 p.m.

PLEDGE OF ALLEGIANCE: Recited

ROLL CALL: Roxane Cramer, Deputy City Clerk

MEMBERS PRESENT: Chairman Wascher, Vice-Chair Livingston, Secretary Janae Fear and Commissioners Adams, Jenkins, Kirkland, Law, and Taylor.

MEMBERS ABSENT: None

OTHERS PRESENT: Jordan London from Edmund London & Associates; Justin Sprague and Kelly McIntyre both with Community Image Builders; and City Manager, Nathan Henne

APPROVAL OF AGENDA:
MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY SECRETARY FEAR TO APPROVE THE AGENDA FOR MAY 28, 2019.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:
MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER LAW TO APPROVE THE MINUTES FOR THE APRIL 22, 2019 MEETING.

YEAS ALL. MOTION CARRIED.

PUBLIC HEARINGS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: Site Plan Memorial Healthcare

Mr. London presented a slide presentation of the building being proposed as the Memorial Healthcare/Neuro/Ortho Wellness Center. He detailed the design of the building.

Commissioners then reviewed the site plan and there was discussion about the building, the lighting, drainage, and the buffer zone with the residential area. Mr. London addressed commissioners concerns along with Doug Pratt from Rowe Engineering.

At this point City Manager Henne introduced Justin Sprague from CIB Planners to explain their review of the site plan.

Mr. Justin Sprague explained that CIB Planners are the City of Owosso's planning consultants. He then went on to explain that the Healthcare wanted to seek a PUD for the entire campus but for expediency they decided to go with a regular site plan with 2 variances. Mr. Sprague then introduced Kelly McIntyre from CIB Planners.

Ms. McIntyre, with CIB detailed the letter she had sent that was included in commissioner's packet. She explained that it will be located in two zoning districts. The proposed Wellness Center will be located in the office service district and the parking expansion will be in the residential district. The setbacks are in compliance for the Wellness Center. Ms. McIntyre did explain that they will have to seek a variance for the height of the building 39' 10' because in the office service district it is a height limit of 35'. This is one of the 2 variances they will need to seek. The parking lot setback against Ada Street will not meet the 50' setback it is proposed setback of 25', which will require a variance. A continuous wall is requested to buffer between the parking lot and the residential area. It could be a built wall or a landscape buffer. They have proposed parking lot landscaping and landscaping to enhance the entrance. Ms. McIntyre further explained they had provided a lighting plan and it looks good. All existing curb cuts not in use must be removed and filled in, that is a requirement of the engineers. Ms. McIntyre stated that CIB Planners recommend approval of the Memorial Healthcare Neuro/Ortho Wellness Center Site Plan, conditioned upon the following:

1. Submission of a revised site plan that satisfactorily addresses the items in this letter, for administrative review and approval;
2. The applicant obtaining a variance for the height of the building;
3. Details for the screening of roof- and ground-mounted mechanical units;
4. Details on construction and materials of the dumpster enclosure;
5. The applicant obtaining a variance for the parking lot setback to the east (Ada Street)
6. Planning Commission approval of a landscaped buffer instead of a wall along the north property line;
7. Material samples submitted to and accepted by the Planning Commission;
8. Replace the proposed pole-mounted metal halide fixtures with LED fixtures, and
9. Review and approval by the appropriate city departments, consultants, and agencies.

Commissioner Taylor asked about the landscape barrier. There was discussion about the landscape barrier. Secretary Fear asked about the drainage calculations. There was a discussion regarding the drainage.

MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER LAW TO APPROVE A REVISED SITE PLAN ADDRESSING DRAINAGE, LANDSCAPE BUFFER AND CONSTRUCTION MATERIALS.

ROLL CALL VOTE:

YEAS: COMMISSIONERS ADAMS, SECRETARY FEAR, COMMISSIONERS JENKINS, KIRKLAND, LAW, VICE-CHAIR LIVINGSTON, COMMISSIONER TAYLOR AND CHAIRMAN WASCHER.

NAYS: NONE

YEAS ALL. MOTION CARRIED.

NEW BUSINESS: Site Plan – Consumers

Mr. Sprague explained that this is a small site plan. Consumers Energy has a small gas regulator facility under 1,000 square feet and are replacing it with a new building. Most communities for a site plan this small, 1000 square feet or less, do it administratively but the City of Owosso ordinance doesn't allow that. Mr. Sprague stated his interpretation of the ordinance is if you are replacing something it should be replaced with what is at least existing or better. The current building is all brick and the building they are replacing it with will be 1/3 brick and the rest some sort of siding.

Doug Pratt from Rowe Engineering, the engineer on the project, addressed questions from commissioners, regarding drainage, the materials for rebuilding. He explained that this is part of Consumer's ongoing maintenance program to refurbish the building and piping.

MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER LAW TO APPROVE THE SITE PLAN CONTINGENT UPON APPROVAL BY THE CITY ENGINEER AND IT BE REPLACED WITH AN ALL BRICK STRUCTURE.

ROLL CALL VOTE:

YEAS: SECRETARY FEAR, COMMISSIONERS JENKINS, KIRKLAND, LAW, VICE-CHAIR LIVINGSTON, COMMISSIONER TAYLOR, ADAMS AND CHAIRMAN WASCHER.

NAYS: NONE

YEAS ALL. MOTION CARRIED.

OTHER BOARD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

Commissioner Fear asked Mr. Sprague if the commission would receive report like they did tonight for the Health and Wellness Building.

Mr. Sprague explained they would receive reports for anything that comes before the planning commission. He also explained that typically CIB would recommend one way or the other or it could be recommend denial upon waiting for more information to be provided. He further explained they would work out the details before the applicant would come to the planning commission.

City Manager Henne explained that staff will go over and review site plan as well as CIB Planners.

CIB Planners are currently working on the Master Plan to make Owosso a redevelopment ready community.

ADJOURNMENT

MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO ADJOURN AT 7:24 P.M.

YEAS ALL, MOTION CARRIED.

Janae L. Fear, Secretary

**PARKS AND RECREATION COMMISSION
REGULAR MEETING
WEDNESDAY, MAY 29, 2019
City Hall Council Chambers
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 Mike Espich, Vice-Chair Jeff Selbig, Commissioners Rick Morris, Randy Woodworth and Andrew Workman.

MEMBERS ABSENT: Commissioners Jerry Hebekeuser and Nick Seabasty.

OTHERS PRESENT: **Main Street/DDA Manager; Josh Adams.**

APPROVAL OF AGENDA: **COMMISSIONER WOODWORTH MADE A MOTION TO APPROVE THE AGENDA FOR MAY 29, 2019.**

MOTION SUPPORTED BY COMMISSIONER WORKMAN

AYES ALL, MOTION CARRIED.

APPROVAL OF MINUTES: **COMMISSIONER WOODWORTH MADE A MOTION TO APPROVE THE MINUTES FROM APRIL 3, 2019.**

MOTION SUPPORTED BY COMMISSIONER WORKMAN

AYES ALL, MOTION CARRIED.

PUBLIC COMMENTS/COMMISSIONER COMMENT:

None.

COMMUNICATIONS:

None

BUSINESS:

Skate Park

Chairman Espich shared his hope that all commissioners had made it out to look at the park.

Commissioners discussed donations for rooms at the Pines for the workers they also discussed finishing up details on the skate park.

Commissioner Morris also reported on the naming the skate park contest.

American Recycling Donation

Mr. Adams reported this will be underway June 1st. It is being underwritten by Owosso Rotary. The food is being sponsored by Abiding in the Vine. The T-shirts are being sponsored by Hankerd's Sportswear. Casey Lambert is leading the charge on the project through American Recycling.

Loan a Pole

Mr. Adams reported that he got an okay from the DPW and the city manager and Mr. Lameroux is building the rack for the "Loan a Pole" to be placed at Hopkins Lake.

Hopkins Lake Fish Stocking

Chairman Espich asked about stocking the lake with money from the DPW budget.

Mr. Adams said that would not be possible with this budget. He also reported that they would look at it for next year.

Commissioners discussed the budget and how much money is allotted for parks.

Mr. Adams said he would check on finance with using a QR for donations to the parks.

Directional Signage for Hopkins Lake Bike Path

Mr. Adams reported that the Kiwanians have confirmed they are going to do that. He has not heard of when or a formal plan.

Chairman Espich shared he was hoping the signage could include markers marked for public safety so if someone was hurt on a trail, emergency workers know exactly where they are at. He also shared that it was supposed to be done last time when the Eagle Scout marked it but stated he has spoken with Public Safety Director Lenkert and Mr. Lenkert said he has no record of it.

Pickle Ball at Bentley Park

Mr. Adams reported that Phil Hathaway has led the charge on this round and has done the research. It will be \$1,000.00 for purchase of the equipment and \$1,000.00 for painting for the court. Mr. Adams also stated commissioner Woodworth received a donation of \$500.00 towards pickle ball. Mr. Hathaway has also raised \$800.00 so only \$700.00 more is needed for the money to complete the project.

Commissioner Woodworth reported that Jerry Meyer with Metro Mortgage was the one that donated the \$500.00 for the pickle ball court.

Holman Building

Mr. Adams reported the state was extending the deadline on the grant submission.

Mr. Adams also explained that he had submitted the grant request; however, they received an email from the state saying the finance codes were no longer valid and they would be booted from the grant.

The state reported they are now extending the application to the 31st.

Bathrooms at Bentley Park

Mr. Adams reported that he reached out to Laura Burroughs from the YMCA to lock and unlock the bathrooms and maintain them. He has not heard back from her yet.

Fitness Court - Proposed Project for 2020

Mr. Adams explained that he was approached by this company. He explained that it would be a grant from the company. He said it cost \$125,000.00 installed but they will give \$30,000.00. It is 38" x 38" with two possible locations, Bentley Park or the northwest corner of the amphitheater if and when they get the property.

Commissioners discussed possible donations and how to raise funds.

COMMISSIONER WOODWORTH MADE A MOTION TO APPROVE THE SUBMITTAL FOR THE PROPOSED NATIONAL FITNESS CAMPAIGN.

**MOTION SUPPORTED BY COMMISSIONER MORRIS.
ALL AYES, MOTION CARRIED.**

Master Plan Priority List

Mr. Adams reported that the one list he presented is from the DPW and the other list is from Mike Ihm from the ballfield and Mike Erfourth and Charles Dahl for the soccer fields.

Mr. Adams reported he has a meeting with Mr. Ihm because there is one ballfield with a significant loss of electric which will need an electrician fix it.

Commissioner Woodworth asked Mr. Adams about the amount of the parks budget and why certain amounts are being diverted the way they are, He feels that they need to know these things before they can get a handle on how to prioritize. Commissioner Woodworth also asked Mr. Adams about corporate sponsorship on the parks.

Mr. Adams and commissioners had a lengthy discussion about the budget.

Commissioner Woodworth reported that Mike Erfourth has asked him to take over the soccer fields.

Commissioner Morris stated it would be like a corporate sponsorship because it is the Owosso Soccer Club.

Commissioner Woodworth stated that they need to know what money they have so they know how to allocate it more effectively.

Mr. Adams thanked Commissioner Woodworth for his voice on this matter.

Commissioners agreed that they need more information to allocate the budget correctly.

Mr. Adams said to pause on the budget and wait for Mr. Adams to get the numbers for him. There was a discussion about an ADHOC meeting if they receive the numbers for the budget.

June Meeting

Commissioners present agreed to meet on June 26, 2019 @ 7 p.m.

PUBLIC COMMENTS / COMMISSION COMMENTS

Chairman Espich stated that Commissioner Hebekeuser was resigning from the commission.

COMMISSIONER WOODWORTH MADE A MOTION TO ADJOURN AT 7:57 P.M.

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

OWOSSO MID-SHIAWASSEE COUNTY WWTP REVIEW BOARD

MEETING MINUTES

June 25, 2019

4:30 P.M.

WWTP

1. Roll (4:30 p.m.)
Members Present: R. Holzheuer, G. Burk, D. Chrenka (4:50 pm)
Alternates Present: T. Crawford
Others Present: T. Guysky, WWTP Superintendent/Board Secretary
G. Chinavare, City of Owosso Utilities Director
J. Bloomfield, Owosso Twp.-Caledonia Twp. Utility Authority
2. Minutes of the April 23, 2019 meeting: Motion by Burk to approve the April 23, 2019 meeting minutes with support by Holzheuer. No Discussion. Motion carries 3-0.
3. Secretary's Report:
 - a) Plant Performance Summaries (March 2019): Guysky noted full permit compliance for April 2019 and May 2019.
 - b) Operations Update: Guysky noted continuing above average plant performance, despite higher plant flows in June. He noted the cooperative efforts of Corunna, Owosso, and the Township Utility Authority during the higher flow periods. He also noted a significant increase in Ferric Chloride pricing for FY 2019-20.
 - c) WWTP Project Updates: Guysky updated the board on the sludge thickener rehabilitation project, noting the project is fully complete, with only a minor adjustment on the gas detection system still necessary. Guysky also provided an update on the plant generator project, noting that the equipment has been ordered. Newkirk Electric Associates as the install contractor will begin doing prep work in July, and full install is expected in September.
4. Old Business
 - a) Service Unit Charges FY 2019-20: Discussion centered on upcoming and future service unit charges, with Burk noting that service units should plan on ongoing 5-10% annual increases in O & M (flow based) charges, while Replacement Charges are currently set at \$400,000 for FY 2019-20, this will likely increase to \$500,000 for FY 2020-21. Beyond that, there will also be Debt Service Charges (based on contract capacities) when the SRF loan and any sort of future fundings are being paid back.
5. New Business
 - a) SRF Loan Application Status: Chinavare distributed copies of the SRF Public Hearing presentation provided by C2AE consultants, and explained the individual projects included, as well as the estimated quarterly costs for City of Owosso customers. There was discussion on the need for all service units to reduce wet weather flows so the plant influent capacity is not exceeded, with City of Owosso and City of Corunna efforts discussed and described in detail. There was discussion of further needs for the plant beyond the scope of the initial SRF project plan, which will necessitate further funding

once this round of SRF projects are completed. Time of sale and beyond time of sale disconnection of illicit connections was discussed, with Burk noting that a more aggressive approach will be necessary in the future to eliminate these sources of inflow to the collection system. Corunna's need for additional plant capacity was discussed, though no formal request to investigate has yet been made to the Board.

6. Citizens'/Members' Comments: Holzheuer read an email from J. Langtry, Owosso Twp.-Caledonia Twp. Utility Authority, outlining the need to formalize agreements for the cross border flows between the City of Owosso and Owosso Township, specifically at "Station 5". Discussion followed, with Burk noting that it had been discussed in the past and more information on Station 5 operation and flow data will be necessary. It was also noted that a proposal from the Utility Authority should be the first step.
7. Next Meeting: August 27, 2019, 4:30 p.m.
8. Adjourn: Motion to adjourn by Chrenka, with support by Crawford. No discussion. Motion carries 4-0. Meeting adjourned at 6:05 p.m.

Respectfully submitted, Timothy J. Guysky, Secretary
Approval by Review Board – Pending