

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
TUESDAY, SEPTEMBER 03, 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 AUGUST 19, 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**

None.

**PUBLIC HEARINGS**

1. Proposed OPRA District – 152 E. Howard Street. Conduct a public hearing to receive citizen comment regarding the application from Howard Street Development, LLC to establish an Obsolete Property Rehabilitation District for the property located at 152 E. Howard Street.
2. Proposed Brownfield Redevelopment District #20 – J&H Oil Project. Conduct a public hearing to receive citizen comment regarding the proposed Brownfield Redevelopment Plan – District #20, J&H Oil Project located at 835 E. Main Street.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**

1. City Manager Report (to be distributed at the meeting)

## **CONSENT AGENDA**

1. Set Public Hearing – Obsolete Property Rehabilitation Exemption Certificate – 152 E. Howard Street. Set a public hearing for Monday, September 16, 2019 to receive citizen comment regarding the application from Howard Street Development, LLC for an Obsolete Property Rehabilitation Exemption Certificate for their property at 152 E. Howard Street.
2. Set Public Hearing – Alley Closure “A”. Set a public hearing for Monday September 16, 2019 to receive citizen comment regarding the request to close the north-south public alley east of Lots 5-17 of Block 31, George T. Abrey's Woodlawn Park Addition, City of Owosso, Shiawassee County, Michigan (alley south of Melinda Avenue between Abrey Avenue and the east City boundary).
3. Set Public Hearing – Alley Closure “B”. Set a public hearing for Monday September 16, 2019 to receive citizen comment regarding the request to close the east-west public alley south of Lot 5 and north of Lots 1-4 of Block 31, George T. Abrey's Woodlawn Park Addition, City of Owosso, Shiawassee County, Michigan (alley behind businesses on Corunna Avenue between Abrey Avenue and the east City boundary).
4. Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments:

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Nathan Henne*	Building Authority	06-30-2021
Patrick Bradley*	Firemen's Memorial Steering Committee	09-01-2020
Burton Fox*	Firemen's Memorial Steering Committee	09-01-2020
Daniel Law*	Firemen's Memorial Steering Committee	09-01-2020
Thomas Manke*	Firemen's Memorial Steering Committee	09-01-2020
Mary Reid Long*	Firemen's Memorial Steering Committee	09-01-2020
Ross Stanley*	Firemen's Memorial Steering Committee	09-01-2020
Sarah Moorodian*	Firemen's Memorial Steering Committee	09-01-2020

\* Indicates reappointment

5. Food Distribution Permission. Approve the application from the United Methodist Care Network for use of a portion of the southwest corner of the Comstock Parking Lot on September 28, 2019 from 8:00am - 12:00noon to conduct a free food distribution, waive the insurance requirement, and authorize Traffic Control Order No. 1426 formalizing the action.
6. Purchase Authorization - Public Safety Vehicle Equipment Changeover. Waive competitive bidding requirements, authorize contract with Mid Michigan Emergency Equipment Sales and Service L.L.C. for the removal, supply, and installation of public safety equipment in the new police utility vehicle in the amount of \$9,134.00, and further authorize payment to the vendor upon satisfactory completion of the work.
7. Professional Services Agreement – Osburn Well Rehabilitation. Waive competitive bidding requirements, authorize professional services agreement with Northern Pump & Well, Inc. for rehabilitation of the Osburn Water Supply Production Well in the amount of \$30,365.00, further authorize a contingency amount of \$3,000.00, and further authorize payment up to \$33365.00 upon satisfactory completion of the project.
8. Warrant No. 574. Authorize Warrant No. 574 as follows:

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Etna Supply	Water department inventory materials	Water	\$10,947.70

## **ITEMS OF BUSINESS**

1. Maple Avenue – Petition for Street Improvement. Consider a petition requesting street improvements for the 400 block of Maple Street, from Corunna Avenue to the north end.

## **COMMUNICATIONS**

1. Cheryl A. Grice, Finance Director. Revenue & Expenditure Report – July 2019.
2. Historical Commission. Minutes of June 10, 2019.
3. Historical Commission. Minutes of July 8, 2019.
4. Zoning Board of Appeals. Minutes of July 16, 2019.
5. Planning Commission. Minutes of July 22, 2019.
6. Parks & Recreation Commission. Minutes of July 24, 2019.
7. Downtown Development Authority/Main Street. Minutes of August 7, 2019.

## **CITIZEN COMMENTS AND QUESTIONS**

## **NEXT MEETING**

Monday, September 16, 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](mailto:city.clerk@ci.owosso.mi.us). The City of Owosso Website address is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MINUTES OF AUGUST 19, 2019  
7:30 P.M.**

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

**OPENING PRAYER:** COUNCILMAN NICHOLAS L. PIDEK

**PLEDGE OF ALLEGIANCE:** CITY ATTORNEY SCOTT J. GOULD

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

**ABSENT:** None.

**APPROVE AGENDA**

Motion by Councilmember Bailey to approve the agenda with the following change:

**ITEMS OF BUSINESS**

1. Designate MML Delegate & Alternate. Insert Councilmember Janae L. Fear as the alternate, instead of City Manager Nathan R. Henne.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF AUGUST 5, 2019**

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of August 5, 2019 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS AND QUESTIONS**

Eddie Urban, 601 Glenwood Avenue, commented that he saw a City truck watering plants in the downtown on Sunday.

City Manager Henne thanked Parks & Recreation Chairman Mike Espich and local business owner Tim Law for all of the work they did to clean up and improve the disc golf course last week.



## **CONSENT AGENDA**

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

**Set Public Hearing – OPRA District – 152 E. Howard Street.** Set a public hearing for Tuesday, September 3, 2019 to receive citizen comment regarding the application from Howard Street Development, LLC to establish an Obsolete Property Rehabilitation District for the property located at 152 E. Howard Street as follows:

### **RESOLUTION NO. 110-2019**

#### **SETTING A PUBLIC HEARING TO CONSIDER ESTABLISHING AN OBSOLETE PROPERTY REHABILITATION DISTRICT FOR THE PROPERTY LOCATED AT 152 E. HOWARD STREET**

WHEREAS, a request was received July 24, 2019 along with an Application for Tax Abatement from Susan Ludington of Howard Street Development, LLC to create an Obsolete Property Rehabilitation District, described as:

COM 90.6' S OF NE COR BLK 20 AL WILLIAMS ADD TH N 90.6' TH NW'LY ALG N LN LOT  
1 122' TH S 124.60' TH E'LY 117' TO POB; and

WHEREAS, the Obsolete Property Rehabilitation Act, Act 146 of 2000, is available to the city of Owosso; and

WHEREAS, the act permits the city of Owosso to establish an Obsolete Property Rehabilitation District if certain requirements are met; and

WHEREAS, an Obsolete Property Rehabilitation District may consist of one or more parcels of land; and

WHEREAS, it must be determined that the district consists of obsolete commercial property or commercial housing property as defined in 125.2782, Section 2 (h) of Act 146 of 2000; and

WHEREAS, it must be determined that establishing the district would be beneficial to the city of Owosso, as well as local and regional economy.

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

FIRST: the Owosso City Council sets public hearing for Tuesday, September 3, 2019 on or about 7:30 p.m. in the council chambers for the purpose of hearing comments from those within the proposed district, and any other resident or taxpayer, of the city of Owosso; and

SECOND: the city clerk gives the notifications as required by law; and

THIRD: the city staff is directed to investigate and determine if the qualifications of the act are satisfied and report findings at the hearing.

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

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Ron Dankert	Board of Review	12-31-2024

Glenn Chinavare	Mid-County Wastewater Treatment Plant Review Board	N/A
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**Special Assessment Resolution Amendment.** Authorize amendment of Resolution No. 44-2019 correcting the amount of the special assessment roll to reflect the fact that the City cannot specially assess properties on the north side of North Street because they are outside the jurisdiction as shown below:

**AMENDED RESOLUTION NO. 44.1-2019**

**DISTRICT NO. 2019-08  
NORTH STREET FROM WEST CITY LIMITS TO CHIPMAN STREET  
SPECIAL ASSESSMENT RESOLUTION NO. 5**

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

**NORTH STREET FROM WEST CITY LIMITS TO CHIPMAN STREET  
STREET RESURFACING**

and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll as prepared by the City Assessor in the amount of ~~\$62,349.69~~ **\$29,643.93** is hereby confirmed and shall be known as Special Assessment Roll No. 2019-08.
2. Said special assessment roll shall be divided into ten installments, the first of which shall be due and payable on September 1, 2019, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by November 1, 2019.
3. The installments of the special assessment rolls shall bear interest at the rate of 6% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2019 and shall be paid annually on each installment due date.
4. Said special assessment roll shall be placed on file in the office of the City Clerk who shall attach her warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

**Contract Addendum – 2017 General Engineering Services Contract-OHM.** Authorize an amendment to the professional service agreement with Orchard, Hiltz, and McClement (OHM) of Livonia, Michigan as Addendum No. 13 to the 2017 General Engineering Services Contract-OHM for the development of bid specifications and construction oversight for sewer structural deficiencies, in an amount not to exceed \$132,000.00 as detailed below:

**RESOLUTION NO. 111-2019**

**AUTHORIZING THE EXECUTION OF ADDENDUM NO. 13 TO  
THE 2017 AGREEMENT FOR GENERAL ENGINEERING SERVICES  
WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors by the adoption of Resolution No. 69-2017 on May 15, 2017; and

WHEREAS, the city and Director of Public Services & Utilities desire to expand the contract to include additional services for sanitary sewer rehabilitation specification development and construction oversight, to make necessary structural repairs identified during the State of Michigan funded SAW Grant and subsequent investigations and evaluations from 2016 through 2019 ; and

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal as provided from OHM Advisors in the amount of \$132,000.00, and has determined that the scope of services as submitted for bid specification development and construction oversight for the construction and rehabilitation of sanitary sewer pipe and manholes is acceptable and recommends approval of the same.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to expand the contract approved by Resolution No. 69-2017 on May 15, 2017 with Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors, to include additional services for sanitary sewer and manhole rehabilitation specification development and construction oversight for correcting structural defects in the sewer collection system.
- SECOND: The mayor and city clerk are instructed and authorized to sign Addendum No. 13 to the 2017 General Engineering Services Contract between the City of Owosso, Michigan and Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors in an amount not to exceed \$132,000.00, attached as Exhibit A.
- THIRD: The accounts payable department is authorized to submit payment to OHM Advisors in an amount not to exceed \$132,000.00 for said engineering services.
- FOURTH: The above expenses shall be paid for from the wastewater capital fund account 590-901-973.000.

**Contract Extension - Façade Grant Construction Contract.** Authorize extension of the Construction Contract with First Contracting, Inc. for the 2018-19 Façade Grant Project from August 9, 2019 to September 16, 2019 due to delays in the delivery of construction materials as follows:

**RESOLUTION NO. 112-2019**

**AUTHORIZING EXTENSION OF  
THE 2018-19 MEDC/CDBG FACADE GRANT CONSTRUCTION CONTRACT  
WITH FIRST CONTRACTING, INC.  
FOR FAÇADE RENOVATION AT  
114 N. WASHINGTON STREET, 115 N. WASHINGTON STREET, AND 114 W. MAIN STREET**

WHEREAS, the city awarded a bid for construction services for the implementation of the 2018-2019 MEDC Façade Grant to First Contracting, Inc. of Ovid, Michigan in August 2018; and

WHEREAS, due to circumstances outside the contractor's control there was a delay in the delivery of certain renovation materials causing a setback in the progress of the project; and

WHEREAS, the completion date of the contract must be adjusted to accommodate the delay.

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 extend the construction contract with First Contracting, Inc. from August 9, 2019 to September 16, 2019.

SECOND: The Mayor and City Clerk are instructed and authorized to sign appropriate documents formalizing the change.

**Change Order - Façade Grant Architectural Services Contract.** Authorize Change Order No. 2 to the contract for Architectural Services with H2A Architects for the 2018-19 Façade Grant Project increasing the total contract amount \$3,790.00 due to delays in the construction portion of the project as detailed:

#### **RESOLUTION NO. 113-2019**

##### **TO APPROVE THE INCREASE OF PROFESSIONAL DESIGN SERVICES FOR THE 2018-19 OWOSSO FAÇADE PROJECT**

WHEREAS, the city approved a contract with H2A Architects, Inc. for design services for the 2018-19 Façade Project on March 5, 2018; and

WHEREAS, additional professional design services have been required due to delays and changes to the individual facade projects; and

WHEREAS, the additional work and delays have resulted in an increase to the contract of \$3,790.00, detailed on the attached as submitted by Jackie Hoist, AIA of H2A Architects, Inc.; and

WHEREAS, the property owners will be responsible for 100% the increased costs associated with their respective façade services.

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to amend the 2018-19 Façade Grant Architectural Services Contract, increasing the amount by \$3,790.00 for additional services required.

SECOND: The mayor and city clerk are instructed and authorized to sign the increase of professional services agreement between the city of Owosso, Michigan and H2A Architects, Inc. in the amount of \$3,790.00.

**Bid Award – Chest Compression System.** Authorize bid award to Physio-Control Inc. for the purchase of one Lucas 3, v3.1 Chest Compression System and accessories in the amount of \$16,221.77 and further authorize payment to the vendor upon satisfactory receipt of equipment as detailed below:

#### **RESOLUTION NO. 114-2019**

##### **RESOLUTION AUTHORIZING THE**

**PURCHASE OF AN AUTOMATIC CHEST COMPRESSION SYSTEM FROM  
PHYSIO-CONTROL INC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a fire department that would benefit from the purchase of an automatic chest compression system; and

WHEREAS, bids were received from five (5) vendors with Physio-Control Inc. submitting the only bid that met all bid specifications.

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 (1) Lucas 3, v 3.1 Chest Compression System at a price of \$16,221.77 from Physio-Control Inc.
- SECOND: Said equipment will be purchased using a City of Owosso purchase order in the amount of \$16,221.77.
- THIRD: The above expenses shall be paid from the Fire Division Equipment fund 101-335-978.000.
- FOURTH: Payment to Physio-Control Inc. is authorized in the amount of \$16,221.77 upon delivery of the Automatic Chest Compression System.

**Warrant No. 573.** Authorize Warrant No. 573 as follows:

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Caledonia Charter Township	Caledonia Utility Fund payment-4/1/19-6/30/19	Water	\$32,750.62
Owosso Charter Township	Owosso Charter Township 2011 Water Agreement payment-4/1/19 - 6/30/19	Water	\$13,499.53
Michigan Municipal League Workers' Compensation fund Inc.	Worker's Compensation Insurance-2 of 4 installments for FY 19/20	Various	\$27,947.00
B S & A Software	Annual service and support for 10 modules-8/1/19-8/1/20	Various	\$12,353.00
Gould Law, P.C.	Professional services-7/9/19-8/12/19	General	\$10,579.92

**Check Register – July 2019.**\* Affirm check disbursements totaling \$944,288.46 for July 2019.

Motion supported by Councilmember Pidek.

Roll Call Vote.

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

NAYS: None.

**ITEMS OF BUSINESS**

### **Designate MML Delegate & Alternate**

Motion by Councilmember Bailey to designate Councilmember Susan J. Osika as the City Representative and Councilmember Janae L. Fear as the alternate to cast the vote of municipality at the Michigan Municipal League annual business meeting on September 25, 2019.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

### **Easement Acceptance - James Miner River Walk**

City Manager Henne indicated this item had been taken up by the City and the Schools in anticipation of the sale of the Middle School property at some point in the near future.

Motion by Councilmember Bailey to approve acceptance of the following easement from the Owosso Public Schools for the portion of the James S. Miner River Walk located on the current Middle School property for continued access, maintenance and recreation in the amount of \$1.00.

#### **RESOLUTION NO. 115-2019**

#### **REQUESTING DEED OF EASEMENT FOR THE PORTION OF THE JAMES S. MINER RIVER WALK LOCATED ON THE PROPERTY AT 219 N. WATER STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, maintains a portion of the James S. Miner River Walk; and

WHEREAS, the City of Owosso does not own, nor does it have a recorded easement to, the portion of the James S. Miner River Walk located on the current Middle School property at 219 North Water Street; and

WHEREAS, it is in the City's interest to secure ownership or easement to said river trail property to allow continued access, maintenance, and use of the trail by the public; and

WHEREAS, the Owosso Public Schools, property owner, is willing to grant said permanent easement to the City of Owosso for the sum of \$1.00.

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to agree to the terms set forth in the attached Deed of Easement for the James S. Miner River Walk from the Owosso Public Schools.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Deed of Easement between the City of Owosso, Michigan and Owosso Public Schools, in the amount of \$1.00.

THIRD: The city clerk is instructed to file said easement with the Shiawassee County Register of

Deeds.

FOURTH: The above expenses shall be paid from the General Fund, 101.756.974.000.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

### **COMMUNICATIONS**

N. Bradley Hissong, Building Official. July 2019 Building Department Report.  
N. Bradley Hissong Building Official. July 2019 Code Violations Report.  
N. Bradley Hissong, Building Official. July 2019 Certificates Issued Report.  
N. Bradley Hissong, Building Official. July 2019 Inspections Report.  
Kevin D. Lenkart, Public Safety Director. July 2019 Police Report.  
Kevin D. Lenkart, Public Safety Director. July 2019 Fire Report.  
Parks and Recreation Commission. Minutes of June 26, 2019.

### **CITIZEN COMMENTS AND QUESTIONS**

There were no citizen comments.

Mayor Eveleth invited everyone to attend the dedication of the elementary school additions on Wednesday as well as the fund raiser at the Oakwood Avenue Bridge for Owosso Community Players on Friday.

Councilmember Bailey announced the Shiawassee Humane Society will be holding a garage sale at the Farmers' Market on Saturday. They will have cats available for adoption as well.

Councilmember Fear congratulated Historic Director Doran and the OHC for being named one of the top museums in the state by Detroit Local Channel Four's Vote 4 the Best Contest. She said she was looking forward to the OHC's upcoming home tour in September. She also took the opportunity to clear the air surrounding City Council compensation saying that the City Charter sets Council pay at \$10 per meeting with the Mayor receiving an extra \$240 per year for the additional services required to perform his/her job. These terms cannot be changed without a vote of the people. She asked that people try to be understanding that all Councilmembers are serving out of a personal sense of responsibility.

### **NEXT MEETING**

Tuesday, September 03, 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 Bailey for adjournment at 7:43 p.m.

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

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Christopher T. Eveleth, Mayor

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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.





This memo reprinted  
from the meeting of  
August 19, 2019.

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

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# MEMORANDUM

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DATE: August 2, 2019

TO: Mayor Chris Eveleth, City Council, and Manager Nathan Henne

FROM: Treena Chick, Assessor

RE: Obsolete Property Rehabilitation District – 152 E Howard St

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The city clerk received a request from Susan Ludington of Howard Street Development, owners of 152 E Howard Street, to establish an Obsolete Property Rehabilitation District. An application for tax abatement under the city's policy was also filed. The project proposes to completely renovate the building to create a two-story multi-use building containing commercial, retail and office space on the first floor and 7 residential apartments on the second floor. The creation of this district would further allow application for an Obsolete Property Rehabilitation Exemption Certificate for improvements and restoration to that property.

The description of the district being requested is:

**COM 90.6' S OF NE COR BLK 20 AL WILLIAMS ADD TH N 90.6' TH NW'LY ALGN LN LOT 1 122' TH S 124.60' TH E'LY 117' TO POB**

Within the Obsolete Property Rehabilitation Act (OPRA) rehabilitation is defined as:

*.....changes to obsolete commercial property as may be required to restore the property to an economically efficient condition. Rehabilitation includes major renovation and modification including but not necessarily limited to, improvement to floors, correction of deficient or excessive height, new or improved building equipment such as heating ventilation and lighting, improved roof structures and cover, improved wall placement, improved exterior and interior appearance of buildings and other physical changes.*

For a rehab facility, the OPRA freezes the taxable value of the building at its value prior to the rehab, and the frozen value and the rehab values are taxed at an adjusted tax rate. Land and personal property cannot be abated under this act and the exemption certificate cannot exceed 12 years. If a certificate is approved by the local unit, the State Tax Commission has 60 days to approve or disapprove the application.

The qualifications for an Obsolete Property Rehabilitation District for this property are found in 125.2783 Section 3, (1), of the Obsolete Property Rehabilitation Act as follows:

- (1) A local governmental unit, by resolution of its legislative body, may establish a commercial redevelopment district, which may consist of 1 or more parcels or tracts of land or a portion thereof, if at the time of adoption of the resolution the property within the district is any of the following:
  - (a) Obsolete property in an area characterized by obsolete commercial property or commercial housing property.
  - (b) Commercial property that is obsolete property that was owned by a qualified local governmental unit on the effective date of this act, and subsequently conveyed to a private owner.

The following excerpts from STC Bulletin No. 9 of 2000 may help guide and define these requirements.

**"Obsolete property"** means commercial property or commercial housing property, that is 1 or more of the following:

(i) "Blighted property". Blighted property means property that meets 1 or more of the following criteria:

(i) Has been declared a nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance.

(ii) Is an attractive nuisance to children because of physical condition, use, or occupancy.

(iii) Is a fire hazard or is otherwise dangerous to the safety of persons or property.

(iv) Has had the utilities, plumbing, heating, or sewerage permanently disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use.

(v) Is tax reverted property owned by a qualified local governmental unit, by a county, or by this state. The sale, lease, or transfer of tax reverted property by a qualified local governmental unit, county, or this state after the property's inclusion in a brownfield plan shall not result in the loss to the property of the status as blighted property for purposes of PA 145 of 2000. (See MCL 125.2652)

(ii) A facility as that term is defined below:

**"Facility"** as defined in PA 451 of 1994 means any area, place, or property where a hazardous substance in excess of the concentrations which satisfy the requirements of section 20120a(1)(a) or (17) or the cleanup criteria for unrestricted residential use under part 213 has been released, deposited, disposed of, or otherwise comes to be located. Facility does not include any area, place, or property at which response activities have been completed which satisfy the cleanup criteria for the residential category provided for in section 20120a(1)(a) and (17) or at which corrective action has been completed under part 213 which satisfies the cleanup criteria for unrestricted residential use. (See MCL 324.20101)

(iii) Functionally obsolete.

**"Functionally obsolete"** means that the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or superadequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property. (See MCL 125.2652)

**Note:** The STC offers the following as examples of functional obsolescence:

- 1) A floor plan which is inappropriate for the highest and best use of the property.
- 2) A heating system which is inadequate for the highest and best use of the property.
- 3) Excessively high or low ceilings for the highest and best use of the property.
- 4) Partition walls which restrict the highest and best use of the property.
- 5) Mechanical systems (e.g. electrical, plumbing, etc) which are inadequate for the highest and best use of the property.

If council determines this district meets the requirements of the act and is found to be beneficial to the city, a public hearing must be set in accordance with laws of the State of Michigan and the open meetings act and notification by certified mail to the owner(s) of property within the proposed district.

Attached is a map of the proposed district along with a copy of the application for the Obsolete Property Rehabilitation Exemption.

If there are any questions, please feel free to contact me at (989) 725-0530.







**RESOLUTION NO.**

**TO APPROVE ESTABLISHING AN  
OBSOLETE PROPERTY REHABILITATION DISTRICT  
FOR THE PROPERTY COMMONLY KNOWN AS  
152 E. HOWARD STREET**

WHEREAS, request was received July 24, 2019, from Susan Ludington of Howard Street Development, LLC to establish an obsolete property rehabilitation district described as:

*COM 90.6' S OF NE COR BLK 20 AL WILLIAMS ADD TH N 90.6' TH NW'LY ALG N LN LOT 1  
122' TH S 124.60' TH E'LY 117' TO POB- 152 E. Howard St*

WHEREAS, the Obsolete Property Rehabilitation Act, Act 146 of 2000 is available to the city of Owosso; and

WHEREAS, the act permits the city of Owosso to establish an obsolete property rehabilitation district; and

WHEREAS, a public hearing was held for the purpose of hearing comments from those within the proposed district, and any other resident or taxpayer, of the city of Owosso; and

WHEREAS, the city clerk has given notification as required by law and this act, and

WHEREAS, the city council has determined that the qualifications of the act are satisfied.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that on this date, September 3, 2019, in accordance with the Obsolete Property Rehabilitation Act, Act 146 of 2000, the said district detailed above is hereby approved.



301 W. MAIN OWOSSO, MICHIGAN 48867-2958 · (989) 725-0530 · FAX (989) 723-8854

August 22, 2019

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

Re: Obsolete Property Rehabilitation District-152 E. Howard St.

Mayor Eveleth & City Council:

As requested, I have inspected and reviewed data related to the aforementioned property in an effort to determine the functional obsolescence of the property involved. Functionally obsolete property is property that is *“unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies of super inadequacies in design, or other similar factors that affect the property itself or the property’s relationship with other surrounding property.”*

This property continues to have functional obsolescence issues and these are those findings.

1. Exterior walls suffer damage and are in need of repair/replacement, structural block failure and cracked mortar;
2. Electrical system and wiring removed in some areas and insufficient for today’s demand requirements. Repair/replacement/upgrade in lighting a must to meet highest and best use of a mixed use facility, Wiring for technology in need of complete replacement. Current system is obsolete and not able to meet today’s requirements;
3. The second floor is completely unusable in its present condition, there is significant structural damage and deteriorated flooring;
4. Interior separation walls damaged in many areas needing removed/replaced;
5. Heating and cooling system needs complete replacement;
6. Dis-repair to most stairs, ramps, landings, decks and doors causing unsafe conditions;
7. Majority of windows are old and some have been boarded up with metal or plywood;

It is my opinion, as a MAAO, Level III Assessor, that the property mentioned above continues to suffer from functional obsolescence, as defined in the State of Michigan Assessor’s Manual and the Brownfield Redevelopment Financing Act.

If you have any further questions, please feel free to contact me at (989) 725-0530.

Respectfully,

Treena Chick  
Assessor, MAAO (3)

[Click here to view information from the Building Department regarding the condition of the building.](#)



DATE: 8.26.19  
TO: Owosso Brownfield Redevelopment Authority Board  
FROM: Nathan Henne, City Manager  
SUBJECT: J&H Oil Project, #20

---

Brownfield #20 will include an estimated \$3.2 million investment into the old Stechschulte's Gas and Oil Company property at the corner of Gould and M-21 on the eastern border of the City. J&H purchased the property in 2018 and are looking to expand the business to include commercial fuel, retail fuel, and a convenience store.

PM Environmental submitted a Brownfield plan in early June and met with me soon after. At that time they were proposing a 26 year plan. Over the next couple weeks I decided to ask the Shiawassee Economic Development Partnership for assistance in evaluating the plan. A second meeting was held with J&H, PM Environmental, and the SEDP to discuss the proposed 26 year plan as well as the city's abatement policy and scoring rubric adopted in 2010. When the policy was applied to J&H's request for a 26 year Brownfield reimbursement schedule, the policy – when applied – only allowed for 12-14 years (depending on the city's interpretation of a rehabilitation/restoration).

I presented J&H and PM with 2 options at the end of this meeting:

1. Apply with the current 26 year brownfield plan with the knowledge that I will be proposing a much shorter reimbursement period of 12-14 years according to the policy adopted by City Council in 2010. This could lengthen the process if they are asked to amend their 26-year proposal by either the BRA board or City Council.
2. Change their 26-year draft plan to reflect the city's policy on abatement programs where scoring is used to determine the length of the plan.

The following is how I scored this project based on the city's 2010 tax abatement policy and further guidance from the Brownfield Authority:

Capital Investment:	\$2,500,001 to \$5,000,000	6 years
Job Creation (FTE):	11-25	3 years
Job Wages:	>1.5x min wage	2 years
Number of years in Owosso	2	1 years
Employees with Owosso Residency	1-10	1 year
<b>TOTAL</b>		<b>13 yrs</b>

## **Tax Abatement Policy: Section II Evaluation**

Section II of the City's 2010 abatement policy outlines evaluation criteria based on 2 things: development objectives and additional objectives.

### **A. PRIVATE DEVELOPMENT OBJECTIVES**

1. To retain local jobs and/or increase the number and diversity of high-quality jobs that offer attractive wages and benefits.
  - i. This project would create/retain 5 full time jobs paying between \$40,000 and \$60,000. These wages are considered attractive. The jobs are similar to other positions in the city so would not be considered diverse.
  - ii. 15 part time jobs would be created paying \$11.00 per hour. These jobs are plentiful in the community and the pay rate is average for a part time position.
2. To encourage additional unsubsidized private development in the City – either directly or indirectly through spin-off development without the use of further tax abatements.
  - i. Unlikely to occur with this development considering the amount of gas station/convenience stores there are in the community and region.
3. To facilitate the development process and to achieve development of sites that would not be development without tax abatement assistance.
  - i. If this site were to be redeveloped into something other than a gas station (commercial or retail), then tax abatements would be useful and necessary to remove all gas station infrastructure and provide environmental remediation. However, redevelopment to keep the gas station operations and expand to retail convenience store activities may not warrant the use of a Brownfield abatement.
4. To remove blight and/or encourage redevelopment of commercial and industrial areas that result in high quality redevelopment, private investment, and an increase in the city tax base.
  - i. Remove Blight? No. This property is not blighted.

“Blighted” means property that meets any of the following criteria:

    - Has been declared a public nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance.
    - Is an attractive nuisance to children because of physical condition, use, or occupancy.
    - Is a fire hazard or is otherwise dangerous to the safety of persons or property.
    - Has had the utilities, plumbing, heating , or sewerage permanently disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use.
    - Is tax reverted property owned by a qualified local governmental unit, by a county, or by this state. The sale, lease, or transfer of tax reverted property by a qualified local governmental unit, county, or this state after the property's inclusion in a brownfield plan shall not result in the loss to the property of the status as blighted property for purpose of this act.



- ii. High Quality Redevelopment? Yes this would result in a high-quality gas station and convenience store facility when compared to other facilities in the area.
  - iii. Private Investment? Yes. The applicants will be contributing a large portion of the project cost from their own sources.
  - iv. Increase in City Tax Base? Yes. This would increase the City tax base by a taxable value estimated amount of \$600,700.
- 5. To offset increased costs of redevelopment (contaminated site cleanup) beyond the costs normally incurred in development
  - i. Yes. There are increased costs because of the site being contaminated. However, I believe that the list of eligible activities includes items that are part of normal non-contaminated redevelopment projects so the eligible activities list needs to be pared down.
- 6. To provide infrastructure necessary to accommodate economic development
  - i. Not Applicable to this project. City utilities are available nearby.

#### B. ADDITIONAL OBJECTIVES

- 1. To support local businesses, extra consideration will be given to existing businesses seeking to expand and grow within the city.
  - i. J&H is an existing business in the city and this project will result in an expansion within the city as well as an improvement to the facility
- 2. The extent to which the proposed project creates high-quality jobs in the city, paying wages equal to or greater than the average local wage of the same class
  - i. High quality jobs could be considered full-time jobs paying \$40,000 or more. This expansion would create/retain 5 such positions. The 15 part time positions pay about the average wage for similar positions in the city.
- 3. The extent to which the proposed project adds to the net commercial, industrial, or general tax base of the city and optimizes the private development of the proposed site
  - i. Yes. The project adds to the net commercial tax base for the city. Estimated increase in taxable value the year after the project is completed: \$600,700
  - ii. Yes. This project optimizes the development potential of this particular site. Due to its location, it is not conducive to a “downtown” feel that includes walkability. The site is a prime location for a gas station and this project would expand its current commercial-exclusive business model to a retail model open to the general public.
- 4. Whether or not the proposed project provides services not already provided in the city or services which are needed
  - i. No. This project will not provide new services as there are other gas station convenience stores in the city and nearby region.
- 5. Whether or not the proposed business would be in direct competition with existing businesses in the city. Abatements should not be given to business which would receive a competitive advantage over existing businesses in the city.
  - i. This business would be in direct competition with other similar businesses in the city but not in its immediate vicinity – meaning there is not a similar facility immediately nearby.
  - ii. There is one inactive/completed brownfield abatement for the Shell station at 527 S Washington Street. This project was to demolish two blighted buildings and expand the existing business. The plan was adopted in 2001 and brownfield

reimbursements were completed in 2009. So there is an established history of at least one brownfield program for gas stations.

6. Whether or not the project will significantly impact environmental/natural resources
  - i. No.
7. The extent to which other political subdivisions are in support of the project.
  - i. As of 8.15.2019, the city has not received any notices of support or opposition to the project or its abatement request.
8. The extent to which the project represents new dollars into the city.
  - i. \$2.5 million investment
    1. \$1.66 million in private investment
    2. \$841,000 taxpayer investment
9. The extent to which the project requires improvements in city infrastructure, road construction, or other traffic problems. Also to be considered is the impact of the proposal on other city services such as law enforcement human services, or prosecutions.
  - i. Does not require improvements to city infrastructure
  - ii. Impact on city services (tax revenue that could be used for service but is instead repaid to developer)
    1. Law enforcement: \$2,561/yr \$66,588 over 26 yrs
    2. Fire Department: \$2,491/yr \$64,772 over 26 yrs
    3. General Govt: \$2,382/yr \$61,933 over 26 yrs
    4. Public Works: \$1,102/yr \$28,651 over 26 yrs
    5. Community Dev: \$370/yr \$9,619 over 26 yrs
    6. Parks and Culture: \$350/yr \$9,100 over 26 yrs
    7. ***TOTAL*** ***\$9,256/yr*** ***\$240,656 over 26 years***
10. Consistency of the proposed project with city land use regulations, zoning and planning policies.
  - i. This project meets all regulations and policies mentioned
11. How the proposed project furthers the goals and objectives of the city
  - i. This project would improve a well-travelled entrance along a state highway into the city from the developed township portion of M-21.
12. The level of private financial investment into the project
  - i. There is about \$1.6 million in private investment for the project.

### **RECOMMENDATION**

**The Owosso Brownfield Redevelopment Authority recommends approval of a 13 year brownfield plan for J&H Oil (#20).**

**RESOLUTION NO.**

**APPROVING A BROWNFIELD PLAN  
“DISTRICT #20, J&H OIL PROJECT” 835 E. MAIN STREET  
FOR THE CITY OF OWOSSO PURSUANT TO AND IN ACCORDANCE  
WITH THE PROVISIONS OF ACT 381 OF THE  
PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED**

WHEREAS, the Brownfield Redevelopment Authority (the “Authority”) of the City of Owosso, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the “Act”), has prepared and recommended for approval by the City of Owosso Council, a Brownfield Plan entitled “District #20, J&H Oil Project” (the “Plan”), pursuant to and in accordance with Section 13 of the Act, to be carried out within the Brownfield Redevelopment Zone (the “Zone”), said zone being the entire City and with said District #20 described as:

Parcel #050-112-000-033-00

LOT 22 CITY ASSESSORS PLAT 2 EXC THE S 5'. ALSO EXC N 66' FOR STREET PURPOSES.

Parcel #050-112-000-035-00

S 132' OF LOT 25 CITY ASSESSORS PLAT 2

Parcel #050-112-000-034-00

LOTS 23 & 24 CITY ASSESSORS PLAT 2 EXC S 5' OF SD LOTS ALSO EXC PT OF LOT 24 AS FOLLOWS: BEG AT A PT WHICH IS 15' NORTH OF SE COR LOT 24 TH S ON E LOT LN 10' TH W PAR W S LOT LN 10' TH NE'LY TO POB

WHEREAS, the Owosso Brownfield Authority (BRA) held a public hearing for District #20 on August 20, 2019 at its regular meeting to provide notice to and fully inform all taxing jurisdictions which are affected by the Financing Plan (the “Taxing Jurisdictions”) about the fiscal and economic implications of the proposed Financing Plan, and the BRA has previously provided to the Taxing Jurisdictions a reasonable opportunity to express their views and recommendations regarding the Financing Plan and in accordance with Sections 13 (10) and 14 (1) of the Act; and

WHEREAS, the Owosso City Council held a public hearing for District #20 on September 3, 2019 to provide notice to and fully inform all Taxing Jurisdictions which are affected by the Financing Plan about the fiscal and economic implications of the proposed Financing Plan, and the Council has previously provided to the Taxing Jurisdictions a reasonable opportunity to express their views and recommendations regarding the Financing Plan and in accordance with Sections 13 (10) and 14 (1) of the Act; and

WHEREAS, the Council has made the following determinations and findings:

1. The Plan constitutes a public purpose under the Act;
2. The Plan meets all of the requirements for a Brownfield Plan set forth in Section 13 of the Act;
3. The proposed method of financing the costs of the eligible activities, as described in the Plan is feasible and the Authority has the ability to arrange the financing;
4. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act;
5. The amount of captured taxable value estimated to result from the adoption of the Plan is reasonable; and

WHEREAS, as a result of its review of the Plan and upon consideration of their views and recommendations of the Taxing Jurisdictions, the Council desires to proceed with approval of the Plan.

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

FIRST: Plan Approved. The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to approve the Brownfield Plan for District #20 "J&H Oil Project." Pursuant to the authority vested in the Council by the Act, and pursuant to and in accordance with the provisions of Section 14 of the Act, the Plan is hereby approved in the form considered by the Council on September 3, 2019, and maintained on file in the office of the City Clerk.

SECOND: Severability. Should any section, clause or phrase of this Resolution be declared by the Courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.

THIRD: Repeals. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.



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

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8.26.19

Honorable Mayor Chris Eveleth  
301 W Main St  
Owosso, MI 48867

Mayor Eveleth,

The Owosso Brownfield Redevelopment Authority met on August 20, 2019 to consider a brownfield application for J&H Oil located at 918 E Exchange Street. This project includes a \$3.2 million investment on a contaminated site previously known as Stechschulte Gas and Oil. J&H Oil plan to redevelop the commercial fueling station into a retail fueling station and convenience store that would improve a busy entrance into Owosso along M-21.

The BRA Board, after discussion with city staff and J&H Oil, hereby recommend approval of a 13 year brownfield TIF to offset the cost of redeveloping this contaminated site.

Sincerely,

Susan Osika, Chair  
Owosso Brownfield Redevelopment Authority

[Click here to view the Brownfield Plan for proposed District No. 20.](#)



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# *MEMORANDUM*

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DATE: September 3, 2019

TO: Mayor Chris Eveleth, City Council, and Manager Nathan Henne

FROM: Treena Chick, Assessor

RE: Obsolete Property Rehabilitation Certificate – 152 E Howard

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As mentioned in a memo of August 2, 2019, the city clerk received a request from Susan Ludington of Howard Street Development, owners of 152 E. Howard Street, to establish an Obsolete Property Rehabilitation District. The clerk also received an application for Obsolete Property Rehabilitation Exemption. The council approved an Obsolete Property Rehabilitation District at their meeting of September 3, 2019.

The project proposes to completely renovate the building to create a two-story multi-use building containing commercial, retail and office space on the first floor and 7 residential apartments on the second floor.

In calculating abatement years on the abatement schedule, the applicant exceeds the limits for approval of 12 years. The statutory limits under Public Act 146, section 7 (2) is 12 years.

It is recommended by staff that the city council set a public hearing for September 16, 2019, for input from the public both within and out of the district. The city clerk will send notice to all taxing jurisdictions as required by the statute and the city's tax abatement policy.

If there are any questions, please feel free to contact me at (989) 725-0530.

**RESOLUTION NO.**

**SETTING PUBLIC HEARING TO CONSIDER APPLICATION FOR  
AN OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE  
FOR THE PROPERTY COMMONLY KNOWN AS  
152 EAST HOWARD STREET**

WHEREAS, the City of Owosso received application for an Obsolete Property Rehabilitation Exemption Certificate on July 24, 2019 from Susan Ludington of Howard Street Development, and

WHEREAS, the City of Owosso approved a request to establish an Obsolete Property Rehabilitation District, on September 3, 2019, described as:

*COM 90.6' S OF NE COR BLK 20 AL WILLIAMS ADD TH N 90.6' TH NW'LY ALG N LN LOT 1  
122' TH S 124.60' TH E'LY 117' TO POB; and*

WHEREAS, it must be determined that approval of the Obsolete Property Rehabilitation Certificate would be beneficial to the city of Owosso, as well as local and regional economy;

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

- FIRST: the Owosso City Council sets public hearing for September 16, 2019 on or about 7:30 p.m. in the council chambers for the purpose of hearing comments for those within the district, and any other resident or taxpayer, of the city of Owosso; and
- SECOND: the city clerk gives the notifications as required by law; and
- THIRD: the city staff is directed to investigate and determine if the qualifications of the act are satisfied and report findings at the hearing.



## MEMORANDUM

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

---

**DATE:** September 3, 2019

**TO:** Owosso City Council

**FROM:** Clayton Wehner, Engineering

**SUBJECT:** Request to set Public Hearing for Alley Closures – Block 31 of George T. Abrey's Woodlawn Park Addition

### RECOMMENDATION:

Set a public hearing date for September 16, 2019 at the regular City Council Meeting to hear input from the affected property owners regarding the closure of the east-west alley and the north-south alley in Block 31 of George T. Abrey's Woodlawn Park Addition.

### BACKGROUND:

City staff received a resident request to close the east-west alley and the north-south alley in Block 31 of George T. Abrey's Woodlawn Park Addition. The alleys are currently grass and maintained by adjoining property owners. Fences have also been erected across portions of the alleys. City staff has reviewed this request and finds no issues with closing the alleys.

If the alleys are closed, each property owner will receive a portion of the alley that is directly contiguous to their property. For the east-west alley, each property owner would receive one half of the alley. For the north-south alley, each property owner would receive the entire alley due to it being located on the east city limit line. This property would be added to their description and they would attain ownership of same. This land will add value to their current property, but the amount is very small.

The alleys to be closed are described as:

EAST-WEST ALLEY IN BLOCK 31, GEORGE T. ABREY'S WOODLAWN PARK ADDITION  
CONTINGOUS TO LOTS 1-5.

NORTH-SOUTH ALLEY IN BLOCK 31, GEORGE T. ABREY'S WOODLAWN PARK ADDITION  
CONTINGOUS TO LOTS 5-17.

**ATTACHMENTS:** City of Owosso Alley Closure Departmental Review Form  
Alley Closure Map



**RESOLUTION NO.**

**SETTING PUBLIC HEARINGS  
TO GATHER CITIZEN COMMENT REGARDING  
THE CLOSURE OF TWO ALLEYS IN BLOCK 31 OF  
GEORGE T. ABREY'S WOODLAWN PARK ADDITION**

Whereas, The Owosso City Council has determined it advisable to consider the necessity of vacating, discontinuing, and abolishing the public alleys described as follows, to wit:

EAST-WEST ALLEY IN BLOCK 31, GEORGE T. ABREY'S WOODLAWN PARK ADDITION  
CONTIGUOUS TO LOTS 1-5.

NORTH-SOUTH ALLEY IN BLOCK 31, GEORGE T. ABREY'S WOODLAWN PARK  
ADDITION CONTIGUOUS TO LOTS 5-17.

Pursuant to the provisions of Section 29-154 of the 1988 Owosso City Code and Act 288, Public Acts of 1967, as amended, the Owosso City Council does hereby establish 7:30 p.m., Monday, September 16, 2019 in the Owosso City Hall Council Chambers as the time and place to hold two Public Hearings to hear all objections to said proposed alley closures and hereby directs the City Clerk to cause a notice of said Public Hearings to be published in the Owosso Argus Press at least seven days prior to the date of said hearings.

JANE MERKEL



## CITY OF OWOSSO ALLEY CLOSURE DEPARTMENTAL REVIEW

### Petitioner Information

Name: N/A

Address: N/A

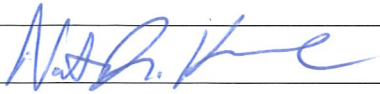

Phone: N/A

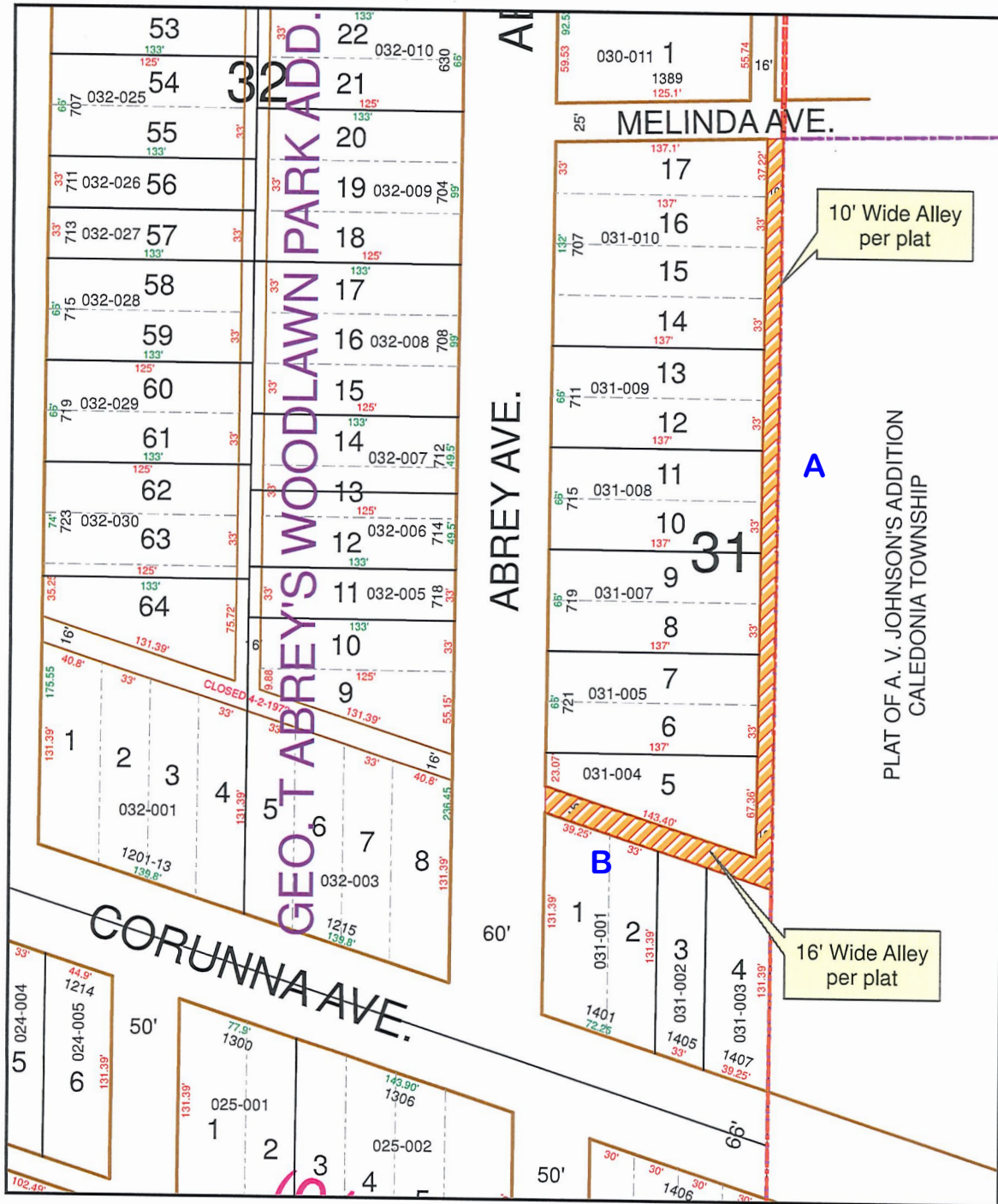
### Alley Description

The alleys are located in block 31 of the George T. Abrey Woodlawn Park Addition. The east-west alley's Right-of-Way is 16 feet wide by 148.4 feet long. The north-south alley's Right-of-Way is 10 feet wide by 457.4 feet long.

### City of Owosso Alley Closure Departmental Review

<b>1. Building Official Recommends:</b>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments: <i>Board Decision</i>		
<i>No Comments</i>		
Signature:		
<b>2. Assessor Recommends:</b>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments:		
Signature: <i>Tim Chick</i>		
<b>3. Community Development Recommends:</b>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments: <i>No comment.</i>		
Signature: <i>N. R. [unclear]</i>		
<b>4. Public Utilities Recommends:</b>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments:		
Signature: <i>Alan M. [unclear]</i>		
<b>5. Engineering Recommends:</b>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments:		
Signature: <i>Clayton Wehner</i>		
<b>6. Zoning Administrator Recommends:</b>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial

Comments: No comment.		
Signature: 		
7. Public Safety Recommends:	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments: no comment		
Signature: 		



# City of Owosso

## Alley Abandonment Petition

Entire Alleys in Block 31  
Geo. T. Abrey's  
Woodlawn Park Addition





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# ***MEMORANDUM***

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DATE: August 28, 2019

TO: City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: Traffic Control Order # 1426

---

Jack Wing, of the United Methodist Church Network, has requested a street and lot closure for the Greater Lansing Food Bank free food distribution event.

**LOCATION:**

Southwest area of Comstock Parking lot - public lot along Jerome Street between bowling alley and NCG Cinemas.

**DATE/TIME:**

September 28, 2019  
8 am – 12:00 pm

The Public Safety Department has issued Traffic Control Order No. 1426 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval of the application, waiver of the insurance requirement, and further authorization of a traffic control order formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.

DATE

TIME

1426

8/28/19

11:23 am

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Parking Lot Closure

LOCATION OF CONTROL

Comstock Lot (Lot #10) – SW section of parking lot

EVENT:

**Mobile Food Pantry**

September 28, 2019

8:00 am until 12:00 pm

APPROVED BY COUNCIL

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

REMARKS



#1426

# 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: United Methodist Care Network Date: Sept. 28, 2019

Primary Contact Person

Name: Jack Wing

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

Address: 5351 W. Mason Rd.

Owosso, MI 48867

Phone: 989/284-2314

Requested Date(s): Aug 27, 2019 Requested Hours: 8 AM to Noon

Area Requested (Parking Lot - Parade Route): Southwest area of Comstock parking lot  
(Public lot) (along Jerome Street between bowling alley & Cinemas (see map attached))

Detailed description of the use for which the request is made: free food distribution from  
Greater Lansing Food Bank

- ☐ 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

Police security or presence is not  
needed.

Baricades by DPW Please night before

Sept. 28, 2019 8 AM to Noon

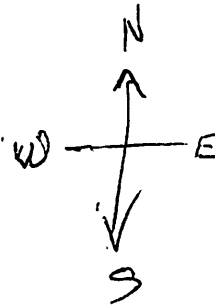
(set up barricades ~~evening~~ afternoon of Sept 27)

Contact Person:

Jack Wing

989/~~285~~ 284-2314

Roma's



Entrance

Parking lot

Entrance

Owosso  
Cinema

Bowling  
Alley

barricades

Reserve for Sept 28  
Food Drop

Entrance

Jerome Avenue





# OWOSSO PUBLIC SAFETY

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

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## *MEMORANDUM*

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DATE: August 26, 2019  
TO: City Council  
FROM: Kevin Lenkart  
RE: Police Vehicle Changeover

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Request council approve payment to Mid Michigan Emergency Equipment Sales and Service L.L.C., for the purchase of equipment and labor to changeover 2020 Ford Police vehicle.

Recommend council waive the competitive bid process. The cost of the changeover is \$9,134.00. The cost includes the purchase of equipment necessary to outfit the vehicle for use. Mid Michigan will strip an old police vehicle and outfit the new vehicle with light bars, console, screen and install DVR cameras and computer.

Request council to approve payment to Mid Michigan Sales and Service L.L.C.

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR  
REMOVAL, SUPPLY, AND INSTALLATION OF PUBLIC SAFETY EQUIPMENT  
IN A NEW POLICE VEHICLE  
WITH MID MICHIGAN EMERGENCY EQUIPMENT SALES AND SERVICE L.L.C.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has purchased a new police vehicle that need to have equipment and DVR cameras installed in them; and

WHEREAS, the new vehicles will require additional new public safety equipment to be properly outfitted for service; and

WHEREAS, the City of Owosso received a quote from Mid Michigan Emergency Equipment Sales and Service L.L.C. for the removal of the old equipment, supply of select pieces of new equipment, and the installation of all said equipment; and it is hereby determined that this company is qualified to perform the work requested; and

WHEREAS, a waiver of the bidding requirements is requested as professional services are exempt from competitive bidding and the estimated cost for the products to be purchased falls under the \$10,000 Council threshold.

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 contract with Mid Michigan Emergency Equipment Sales and Service L.L.C. for the removal, purchase, and installation of public safety equipment in City Police vehicles in the amount of \$9,134.00.
- 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 Mid Michigan Emergency Equipment Sales and Service L.L.C.
- THIRD: The Accounts Payable Department is hereby authorized to issue payment to Mid Michigan Emergency Equipment Sales and Service L.L.C. in the amount of \$9,134.00 upon delivery of the equipment and satisfactory completion of the work.
- FOURTH: The above expenses shall be paid from the Police equipment fund 101-300-978.000.

**EXHIBIT A**

**Contract for Services Between  
The City of Owosso  
and  
Mid Michigan Emergency Equipment Sales And Service L.L.C.  
Public Safety Vehicle Equipment Changeover  
September 2019**

## **CONTRACT**

THIS AGREEMENT is made on September \_\_\_, 2019 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and MID MICHIGAN EMERGENCY EQUIPMENT SALES AND SERVICE L.L.C. ("contractor"), a Michigan company, whose address is 5860 Horstmeyer Rd, Lansing, Michigan 48911.

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

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

The contractor agrees to provide the services and equipment listed in the proposal entitled "Quotation for 2020 Ford Slick Top Utility Equipment and Up fitting", as attached, including all written modifications.

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

(A) The city shall pay to the contractor for the performance of the contract, the unit prices as given in the bid forms not to exceed seven thousand one hundred seventy-three dollars (\$9,134.00). No additional work shall be performed unless a change order is issued by the city.

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

### **ARTICLE III – Assignment**

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

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

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

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

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

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

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

### **ARTICLE VI – Notice**

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

### **ARTICLE VII - Indemnification**

To the fullest extent permitted by law, for any loss not covered by insurance under this contract; contractor shall indemnify, defend and hold harmless the city, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or

alleged to result, in whole or in part, from any act or omission, which is in any way connected or associated with this contract, by the contractor or anyone acting on the contractor's behalf under this contract. Contractor shall not be responsible to indemnify the city for losses or damages caused by or resulting from the city's sole negligence.

**ARTICLE VIII - Entire agreement**

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

FOR CONTRACTOR

By\_\_\_\_\_

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

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

THE CITY OF OWOSSO

By\_\_\_\_\_

Its: Christopher T. Eveleth, Mayor

Date:

By\_\_\_\_\_

Its: Amy K. Kirkland, City Clerk

Date:

## Mid-Michigan Emergency Equipment



Sales and Service LLC

Phone 517-896-6114 or 517-896-4996

Office 517-889-5425 Fax 517-709-3925

[midmichiganemergencyequipment@yahoo.com](mailto:midmichiganemergencyequipment@yahoo.com)

To: Owosso Police Department

**REVISED (8-15-19)**

8/5/19

Attn: Chief Kevin Lenkart

Subject: Quotation for 2020 Ford Slick Top Utility Equipment and Up fitting

Side of Unit:

2	ENT2B3(J) Red and Blue Outside Rear View Mounted Intersectors	195.ea	390.00
1	ENFSGS3(R) Red N-Force "C" Pillar Lights		140.00
1	ENFSGS3(B) Blue N-Force "C" Pillar Lights		140.00

Interior of Unit:

1	SIFM-30402010 F/S Configured R/B 12LED Split Interior Windshield Light		999.00
1	C-VS-1400-1 INUT Equipment Console with Faceplates		327.00
1	C-CUP2-1-A15 Dual Cup Holder		44.00
1	C-ARM-104 Post Style Arm Rest		140.00
1	MMEE Side Mount Computer Mount		45.00
1	7160-0220 Gamber Johnson Motion Attachment "Mongoose"		237.00
1	LCK040Y Dual Mount Weapons Holder 870/223		242.00
2	SC-6 Handcuff Style Universal Gun Locks		350.00
1	475-0065 Prisoner Screen		795.00
1	475-0968 Prisoner Screen Extension Panels		115.00
1	S-4702UINT20 Cargo Screen w/bio seat		1,334.00

Rear of Unit:

2	ENFSSS3(J) Red and Blue License Plate Lights	140.ea	280.00
1	PNFSLRBUVD Drivers Side Spoiler N-Force Bracket		35.00
1	PNFSLRBUVP Passenger Side Spoiler N-Force Bracket		35.00
4	ENFSSS3(J) Red and Blue Spoiler Lights	140.ea	560.00
1	FDRSFPIU-SA Electronic Tray		435.00

Installation Products:

3	Antenna Cable Coax Mount	22.ea	66.00
1	CG-X Computer Charge Guard		115.00
1	Ignition Relay		45.00
1	CB-40 Circuit Breaker 40 amp		15.00
1	Misc Wire, Fasteners, Hardware, Mag Mic.		150.00

Labor:

1	Remove all Police Related Equipment including Graphics	350.00
1	Installation of all Police Related Equipment including the following: All above listed Emergency Equipment All Two Way Radio Equipment All Computer Related Equipment All Video Related Equipment All Radar and Radar Antenna's	1,750.00
<b>Total for Project</b>		<b>9,134.00</b>

All equipment removed from the retiring unit and not used in the construction of the new unit not used shall be returned to the customer. All transferring equipment will be tested and verified as to its operation prior to its installation into the new unit.

Thank you for the opportunity to bid this project, we look forward to working with you to its completion.

Mike Creed  
Vice President  
[Mike62@wowway.com](mailto:Mike62@wowway.com)



## MEMORANDUM

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

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**DATE:** August 27, 2019  
**TO:** City Council  
**FROM:** Glenn M. Chinavare, Director of Public Services & Utilities  
**SUBJECT:** Osburn Well Rehabilitation

### RECOMMENDATION:

Authorization to enter into a Professional Services Agreement with Northern Pump & Well of Lansing, Michigan, to perform rehabilitation services on the Osburn water supply production well.

### BACKGROUND:

The Osburn wellfield, which is in close proximity to the Osburn Lakes Development, is one of five production wells in operation. Records indicate the Osburn production well was developed in 1969, and last rehabilitated in 1996. Osburn is a backup well and not a primary, and has performed very reliably over the years.

Recent inspection by Northern Pump & Well, revealed that the well screen is in need of cleaning. In addition, the well shaft, shaft housing, shaft couplings, and submersible pump are corroded and pitted. These items will need to be replaced.

Ground production well pumps and attaching hardware are normally pulled for maintenance at 5 to 6 year intervals, with test and inspection recommended annually.

Northern Pump & Well, Layne Christian, and Peerless Midwest have been the area companies most experienced in providing well inspection and rehabilitation services. Layne Christian left the state of Michigan nearly five years ago, leaving Northern Pump & Well and Peerless Midwest to compete for these services. Northern Pump & Well currently provides annual maintenance services for Owosso's well fields as the low cost and responsible provider.

### FISCAL IMPACTS:

Cost of rehabilitation is a not to exceed amount of \$30,365.00. Additional funds in the amount of \$3,000.00 are also requested as contingency for staff field changes, for a total amount of \$33,365.00. Funding is available from the FY2019-2020 Capital Budget replacement fund 591-901-972.000.

### Document originated by:

Glenn M. Chinavare

Attachment: (1) Resolution  
(2) Northern Pump & Well Proposal



**RESOLUTION NO.**

**AUTHORIZING SERVICE AGREEMENT AND PAYMENT TO  
NORTHERN PUMP & WELL, INC. OF LANSING, MICHIGAN FOR REHABILITATION OF THE  
OSBURN WATER SUPPLY PRODUCTION WELL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Water Filtration Plant is in need of rehabilitation services for the Osburn water supply production well, and

WHEREAS, the well was inspected and tested by Northern Pump & Well, Inc. and the inspection process determined the need for cleaning of well screens, and the replacement of well shaft components and submersible well as detailed in the proposal provided by Northern Pump & Well, Inc.; and

WHEREAS, the City Director of Public Services & Utilities has reviewed the proposal and verified the parts and labor needed to restore the well to full capacity, and recommends authorizing Northern Pump & Well, Inc. to perform the work in the amount of \$30,365.00 plus contingency funds in the amount of \$3,000.00, with payment in an amount not to exceed \$33,365.00 upon satisfactory completion and re-installation.

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 Northern Pump & Well, Inc. for the rehabilitation of the Osburn water supply well, and to waive the competitive bidding requirement for said services.
- SECOND: The mayor and city clerk are hereby authorized and instructed to sign the professional services agreement, substantially in the form attached.
- THIRD: The accounts payable department is authorized to submit payment to Northern Pump & Well, Inc. in an amount not to exceed \$30,365.00, plus contingency at discretion of city staff in the amount of \$3,000.00, for a total of \$33,365.00 upon satisfactory completion of the work.
- FOURTH: The above expenses shall be paid from account no. 591-901-972.000.



Lansing, Michigan 48906

City of Owosso  
301 W. Main Street  
Owosso MI 48867

## Proposal

Date	Proposal #
8/21/2019	19-Q1882A

Description	Qty	Rate	Total
Thank you for the opportunity to present you with this quote for the repair of your pump and cleaning of Well #5.			
Quote #19-Q1845 covers the price for pulling of pump, inspection of pump, and videolog, in the amount of \$4,500.			
20 HP Motor Repair, Clean and Check Bearings	1	1,400.00	1,400.00
Sand Blast Clean and paint head	1	240.00	240.00
Stuffing box repair 3 1/2 x 1 1/2 Bronze	1	150.00	150.00
8" x 4'11-1/4" Top Column	1	445.50	445.50
8" x 9'11-1/4" Inter Column	6	517.50	3,105.00
8" x 4'11-1/4" Bottom Column	1	445.50	445.50
8" x 5' Suction Pipe	1	445.50	445.50
1" SST Shaft Head w/coupling	1	231.00	231.00
1" x 10' SST Shaft w/sleeve & coupling	6	231.00	1,386.00
1" x 5' SST Shaft w/coupling	1	168.00	168.00
8" x 2" DropIn BRZ Spiders	7	142.50	997.50
Pump New Hydroflo 11", 4 stage	1	7,000.00	7,000.00
1/4 inch Air Line	72	1.00	72.00
1 inch Stilling Tube, SDR21 PVC, per ft	70	1.00	70.00
Pressure gauge and fittings	1	47.25	47.25
Air line gauge and fittings	1	47.25	47.25
Bolts, Guages, Air Line Fittings, Paint and Miscellaneous supplies	1	175.50	175.50
Labor, Mobilization, Demobilization, Set Pump, Chlorinate well, Run a post efficiency well and pump test, and pull one bacti sample.	1	3,200.00	3,200.00
Labor - Shop, prep new pump assembly	1	300.00	300.00
Chemical well cleaning	1	10,439.00	10,439.00
- Cleaning labor, airlift fill out of well, inject chemicals, airlift chemicals out.			
- Clear well for photo log, to see results of Well Cleaning			
- Post cleaning videolog			
- Cleaning equipment, 375 cfm air compressor, pipe, etc.			
- Hydrochloric Acid (165 gallons)			
- Acid enhancer (1 gallon)			
- Sodium Hypochlorite (5 gallons)			
- Soda Ash (4 bags)			
If you have any question please feel free to call 877-477-1757 or 517-242-8949	<b>Total</b>		



Lansing, Michigan 48906

City of Owosso  
 301 W. Main Street  
 Owosso MI 48867

## Proposal

Date	Proposal #
8/21/2019	19-Q1882A

Description	Qty	Rate	Total
<p>Note: Should conditions change and additional work be required, beyond the original scope of this project, our standard hourly rates will apply. If this occurs, Northern Pump &amp; Well shall consult with you prior to the additional work being performed.</p> <p>Signature:_____ Date: _____</p> <p>Purchase Order No. (if required):_____</p> <p>* If this proposal meets your approval, please sign / date and return to fax number:              1-517-322-0135</p>			
<p>If you have any question please feel free to call 877-477-1757 or              517-242-8949</p>		<p><b>Total</b> \$30,365.00</p>	



Warrant 574  
August 27, 2019

Vendor	Description	Fund	Amount
Etna Supply	Water department inventory materials	Water	\$10,947.70
Total			\$10,947.70



## MEMORANDUM

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

DATE: August 26, 2019  
TO: Owosso City Council  
FROM: Nathan R. Henne, City Manager  
SUBJECT: Maple Avenue: Petition for Street Improvements

The City is in receipt of a petition signed by a number of property owners in the 400 block of Maple Avenue requesting resurfacing of the street. According to Section 28-3 of the City Code, public improvements like street resurfacing can be initiated by City Council or by a petition signed by affected property owners. If such a petition is received the Code lays out a procedure for vetting it and further sets out City Council's options in accepting or rejecting it, as detailed below:

### **Sec. 28-3. - To initiate special assessment projects.**

- (a) Proceedings for the making of public improvements within the city may be commenced by resolution of the council, on its own initiative or by an initiatory petition signed by property owners whose aggregate property in the special assessment district was assessed for more than fifty (50) percent of the total assessed value of the privately owned real property located therein, in accordance with the last preceding general assessment roll; provided, however, that in the case of special assessments for paving or similar improvements which are normally assessed on a frontage basis against abutting property, such petitions shall be signed by the owners of more than fifty (50) percent of the frontage of property to be assessed.
- (b) Such petitions shall contain in addition to the signatures of the owners, a brief description of the property owned by the respective signers thereof.
- (c) Such petitions shall be verified by the affidavit of one (1) or more of the owners or by some person or persons with knowledge that the signers are such owners and that such signatures are genuine.
- (d) Petitions shall be addressed to the council and filed with the city clerk. Petitions shall in no event be mandatory upon the council.
- (e) All petitions shall be circulated and signed on blank forms furnished by the city.
- (f) All petitions shall be referred by the city clerk to the city manager. The city manager shall check the petitions to determine whether they conform to the foregoing requirements and shall report his or her findings to the council.

Attached you will find a copy of the petition, a map showing the properties that are making the request in the area that would be affected by the project, and the analysis for determining whether the petition meets the standards of the ordinance. I have determined the petition meets the requirements of the ordinance and it is appropriate for City Council to consider whether or not this street should be included in next year's street program. (Approval does not mean the requested project is slated for construction, but simply that the street will be included in the list of streets proposed for next year's street program.)

# PETITION

Petition No.: 2019-06

Date Issued: 6/04/2019

TO THE COUNCIL OF THE CITY OF OWOSSO:

We, the undersigned property owners, hereby petition your Honorable Body to Resurface 400 Block Maple Street from Corunna Ave. to north end of street.

SIGNATURE	PRINTED NAME	STREET ADDRESS	FOR OFFICE USE ONLY	DATE OF SIGNING		
				MONTH	DAY	YEAR
Kirk Hall	Kirk Hall	412 maple St.		June	9	2019
Sherry Hall	Sherry Hall	412 maple St		June	9	2019
Kelly Hall	Kelly Hall	406 maple St		June	10	2019
Jackie Hatfield	Jackie Hatfield	413 maple St		June	10	2019
William K Hatfield	William K Hatfield	413 maple St		June	9	2019
Erin Spencer	Erin Spencer	400 MAPLE ST.		June	9	2019
Kimberly Spencer	Kimberly Spencer	400 Maple St.		June	9	2019
Brad Dize	Brad Dize	424 Maple St.		June	09	2019
Erin Stever	Erin Stever	401 maple St		June	09	2019
Michael Stever	Michael Stever	401 maple St		June	09	2019

# OWOSSO



MAPLE FROM CORUNNA TO NORTH END

WEST SIDE

ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	SIGNED PETITION		"YES" FRONT FOOTAGE	MAILING ADDRESS
					YES	NO		
424	MAPLE AVE	BRAD DISE	710-000-001	120.5	X		120.5	424 MAPLE AVE OWOSSO, MI 48867
416	MAPLE AVE	DALE & JOANNE SIEB	710-000-003	61.5		X	0	PO BOX 96 BANCROFT, MI 48414-0096
412	MAPLE AVE	KIRK & SHERRY HALL	710-000-004	54.5	X		54.5	412 MAPLE AVE OWOSSO, MI 48867-3628
406	MAPLE AVE	KELLY HALL	710-000-005	54	X		54	406 MAPLE AVE OWOSSO, MI 48867
400	MAPLE AVE	ERIC & KIMBERLY SPENCER	710-000-006	54.5	X		54.5	400 MAPLE AVE OWOSSO, MI 48867

EAST SIDE

ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	SIGNED PETITION		"YES" FRONT FOOTAGE	MAILING ADDRESS
					YES	NO		
703	CORUNNA AVE	MICHELLE BOWLES	710-002-005	93.1		X	0	PO BOX 101 OWOSSO, MI 48867
415	MAPLE AVE	EDWARD & KATHLEEN RIDGON	710-002-006	58		X	0	5188 N M52 OWOSSO, MI 48867
413	MAPLE AVE	WILLIAM HATFIELD	710-002-007	48	X		48	413 MAPLE AVE OWOSSO, MI 48867
407	MAPLE AVE	TODD RAMBO	710-002-008	66		X	0	6697 LOVEJOY ROAD FOWLerville, MI 48836
401	MAPLE AVE	MICHAEL & ERIN STEVER	710-002-009	73	X		73	401 MAPLE AVE OWOSSO, MI 48867

NORTH SIDE

ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	SIGNED PETITION		"YES" FRONT FOOTAGE	MAILING ADDRESS
					YES	NO		
600	OAKWOOD AVE	GREAT LAKE CENTRAL RAILROAD INC	710-001-015	65		X	0	PO BOX 550 OWOSSO, MI 48867

TOTAL FRONT FOOTAGE:

748.1

TOTAL "YES" FRONT FOOTAGE:

404.5

PERCENTAGE "YES":

54%



PERIOD ENDING 07/31/2019

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

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED	BUDGET	07/31/2019 (NORMAL (ABNORMAL))	MONTH 07/31/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND								
000 - REVENUE		7,747,159.00		596,629.82	596,629.82	7,150,529.18		7.70
TOTAL REVENUES		7,747,159.00		596,629.82	596,629.82	7,150,529.18		7.70
101 - CITY COUNCIL		5,300.00		0.00	0.00	5,300.00		0.00
171 - CITY MANAGER		141,558.00		10,599.33	10,599.33	130,958.67		7.49
201 - FINANCE		273,420.00		17,185.17	17,185.17	256,234.83		6.29
209 - ASSESSING		142,039.00		6,491.98	6,491.98	135,547.02		4.57
210 - CITY ATTORNEY		115,000.00		10,125.96	10,125.96	104,874.04		8.81
215 - CLERK		281,729.00		16,816.38	16,816.38	264,912.62		5.97
226 - HUMAN RESOURCES		216,500.00		13,170.38	13,170.38	203,329.62		6.08
253 - TREASURY		153,215.00		10,574.87	10,574.87	142,640.13		6.90
258 - INFORMATION & TECHNOLOGY		101,695.00		148.50	148.50	101,546.50		0.15
265 - BUILDING & GROUNDS		135,288.00		6,676.73	6,676.73	128,611.27		4.94
299 - GENERAL ADMIN		310,080.00		107,773.05	107,773.05	202,306.95		34.76
300 - POLICE		2,017,119.00		191,684.14	191,684.14	1,825,434.86		9.50
335 - FIRE		1,962,167.00		134,673.31	134,673.31	1,827,493.69		6.86
370 - BUILDING AND SAFETY		223,836.00		6,142.45	6,142.45	217,693.55		2.74
441 - PUBLIC WORKS		613,857.00		15,626.76	15,626.76	598,230.24		2.55
528 - LEAF AND BRUSH COLLECTION		221,363.00		1,641.43	1,641.43	219,721.57		0.74
585 - PARKING		33,030.00		20.84	20.84	33,009.16		0.06
728 - COMMUNITY DEVELOPMENT		67,486.00		761.41	761.41	66,724.59		1.13
756 - PARKS		230,600.00		39,694.83	39,694.83	190,905.17		17.21
966 - TRANSFERS OUT		501,877.00		293,728.33	293,728.33	208,148.67		58.53
TOTAL EXPENDITURES		7,747,159.00		883,535.85	883,535.85	6,863,623.15		11.40

PERIOD ENDING 07/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		7,747,159.00	596,629.82	596,629.82	7,150,529.18	7.70
TOTAL EXPENDITURES		7,747,159.00	883,535.85	883,535.85	6,863,623.15	11.40
NET OF REVENUES & EXPENDITURES		0.00	(286,906.03)	(286,906.03)	286,906.03	100.00
Fund 202 - MAJOR STREET FUND						
000 - REVENUE		2,594,052.00	828.62	828.62	2,593,223.38	0.03
TOTAL REVENUES		2,594,052.00	828.62	828.62	2,593,223.38	0.03
451 - CONSTRUCTION		1,550,000.00	1.00	1.00	1,549,999.00	0.00
463 - STREET MAINTENANCE		236,000.00	7,527.12	7,527.12	228,472.88	3.19
473 - BRIDGE MAINTENANCE		11,470.00	0.00	0.00	11,470.00	0.00
474 - TRAFFIC SERVICES-MAINTENANCE		24,800.00	0.00	0.00	24,800.00	0.00
478 - SNOW & ICE CONTROL		117,000.00	0.00	0.00	117,000.00	0.00
480 - TREE TRIMMING		54,000.00	17,372.12	17,372.12	36,627.88	32.17
482 - ADMINISTRATION & ENGINEERING		213,676.00	4,377.79	4,377.79	209,298.21	2.05
484 - TRUNKLINE SUPERVISOR		1,000.00	0.00	0.00	1,000.00	0.00
485 - LOCAL STREET TRANSFER		339,166.00	0.00	0.00	339,166.00	0.00
486 - TRUNKLINE SURFACE MAINTENANCE		5,000.00	0.00	0.00	5,000.00	0.00
488 - TRUNKLINE SWEEPING & FLUSHING		2,550.00	0.00	0.00	2,550.00	0.00
490 - TRUNKLINE TREE TRIIM & REMOVAL		600.00	0.00	0.00	600.00	0.00
491 - TRUNKLINE STORM DRAIN, CURBS		8,500.00	0.00	0.00	8,500.00	0.00
492 - TRUNKLINE ROADSIDE CLEANUP		690.00	64.90	64.90	625.10	9.41
494 - TRUNKLINE TRAFFIC SIGNS		800.00	0.00	0.00	800.00	0.00
496 - TRUNKLINE TRAFFIC SIGNALS		800.00	0.00	0.00	800.00	0.00
497 - TRUNKLINE SNOW & ICE CONTROL		23,000.00	0.00	0.00	23,000.00	0.00
502 - TRUNKLINE LEAVE & INS BENEFITS		5,000.00	0.00	0.00	5,000.00	0.00
TOTAL EXPENDITURES		2,594,052.00	29,342.93	29,342.93	2,564,709.07	1.13

PERIOD ENDING 07/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		2,594,052.00	828.62	828.62	2,593,223.38	0.03
TOTAL EXPENDITURES		2,594,052.00	29,342.93	29,342.93	2,564,709.07	1.13
NET OF REVENUES & EXPENDITURES		0.00	(28,514.31)	(28,514.31)	28,514.31	100.00
Fund 203 - LOCAL STREET FUND						
000 - REVENUE		2,345,681.00	436.00	436.00	2,345,245.00	0.02
TOTAL REVENUES		2,345,681.00	436.00	436.00	2,345,245.00	0.02
451 - CONSTRUCTION		1,636,682.00	0.00	0.00	1,636,682.00	0.00
463 - STREET MAINTENANCE		399,000.00	8,597.78	8,597.78	390,402.22	2.15
474 - TRAFFIC SERVICES-MAINTENANCE		9,300.00	0.00	0.00	9,300.00	0.00
478 - SNOW & ICE CONTROL		100,000.00	0.00	0.00	100,000.00	0.00
480 - TREE TRIMMING		76,000.00	12,074.89	12,074.89	63,925.11	15.89
482 - ADMINISTRATION & ENGINEERING		124,699.00	4,454.58	4,454.58	120,244.42	3.57
TOTAL EXPENDITURES		2,345,681.00	25,127.25	25,127.25	2,320,553.75	1.07
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		2,345,681.00	436.00	436.00	2,345,245.00	0.02
TOTAL EXPENDITURES		2,345,681.00	25,127.25	25,127.25	2,320,553.75	1.07
NET OF REVENUES & EXPENDITURES		0.00	(24,691.25)	(24,691.25)	24,691.25	100.00
Fund 208 - PARK/RECREATION SITES FUND						
000 - REVENUE		125,000.00	11,269.09	11,269.09	113,730.91	9.02
TOTAL REVENUES		125,000.00	11,269.09	11,269.09	113,730.91	9.02
756 - PARKS		125,000.00	0.00	0.00	125,000.00	0.00
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00
Fund 208 - PARK/RECREATION SITES FUND:						
TOTAL REVENUES		125,000.00	11,269.09	11,269.09	113,730.91	9.02
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	11,269.09	11,269.09	(11,269.09)	100.00

PERIOD ENDING 07/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABILE	% BDDT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN FACADE PROGRAM						
000 - REVENUE		171,486.00	337.52	337.52	171,148.48	0.20
TOTAL REVENUES		171,486.00	337.52	337.52	171,148.48	0.20
200 - GEN SERVICES		6,250.00	0.00	0.00	6,250.00	0.00
901 - CAPITAL OUTLAY		165,236.00	0.00	0.00	165,236.00	0.00
TOTAL EXPENDITURES		171,486.00	0.00	0.00	171,486.00	0.00
Fund 248 - DOWNTOWN FACADE PROGRAM:						
TOTAL REVENUES		171,486.00	337.52	337.52	171,148.48	0.20
TOTAL EXPENDITURES		171,486.00	0.00	0.00	171,486.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	337.52	337.52	(337.52)	100.00
Fund 273 - CDBG REVOLVING LOAN FUND						
000 - REVENUE		11,162.00	5,190.09	5,190.09	5,971.91	46.50
TOTAL REVENUES		11,162.00	5,190.09	5,190.09	5,971.91	46.50
200 - GEN SERVICES		1,500.00	0.00	0.00	1,500.00	0.00
965 - OTHER FINANCING SOURCES (USES)		9,662.00	0.00	0.00	9,662.00	0.00
TOTAL EXPENDITURES		11,162.00	0.00	0.00	11,162.00	0.00
Fund 273 - CDBG REVOLVING LOAN FUND:						
TOTAL REVENUES		11,162.00	5,190.09	5,190.09	5,971.91	46.50
TOTAL EXPENDITURES		11,162.00	0.00	0.00	11,162.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	5,190.09	5,190.09	(5,190.09)	100.00
Fund 275 - HOUSING & REDEVELOPMENT						
000 - REVENUE		0.00	1.63	1.63	(1.63)	100.00
TOTAL REVENUES		0.00	1.63	1.63	(1.63)	100.00
Fund 275 - HOUSING & REDEVELOPMENT:						
TOTAL REVENUES		0.00	1.63	1.63	(1.63)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	1.63	1.63	(1.63)	100.00
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA						
000 - REVENUE		0.00	7.45	7.45	(7.45)	100.00

User: CAGrice

DB: Owosso

PERIOD ENDING 07/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA						
	TOTAL REVENUES	0.00	7.45	7.45	(7.45)	100.00
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA:						
	TOTAL REVENUES	0.00	7.45	7.45	(7.45)	100.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	7.45	7.45	(7.45)	100.00
Fund 283 - OBRA FUND-DISTRICT#3-CONAGRA						
	000 - REVENUE	14,787.00	0.00	0.00	14,787.00	0.00
	TOTAL REVENUES	14,787.00	0.00	0.00	14,787.00	0.00
	730 - PROFESSIONAL SERVICES	750.00	0.00	0.00	750.00	0.00
	905 - DEBT SERVICE	14,037.00	0.00	0.00	14,037.00	0.00
	TOTAL EXPENDITURES	14,787.00	0.00	0.00	14,787.00	0.00
Fund 283 - OBRA FUND-DISTRICT#3-CONAGRA:						
	TOTAL REVENUES	14,787.00	0.00	0.00	14,787.00	0.00
	TOTAL EXPENDITURES	14,787.00	0.00	0.00	14,787.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 288 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)						
	000 - REVENUE	111,495.00	0.00	0.00	111,495.00	0.00
	TOTAL REVENUES	111,495.00	0.00	0.00	111,495.00	0.00
	730 - PROFESSIONAL SERVICES	107.00	0.00	0.00	107.00	0.00
	905 - DEBT SERVICE	111,388.00	0.00	0.00	111,388.00	0.00
	TOTAL EXPENDITURES	111,495.00	0.00	0.00	111,495.00	0.00
Fund 288 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8):						
	TOTAL REVENUES	111,495.00	0.00	0.00	111,495.00	0.00
	TOTAL EXPENDITURES	111,495.00	0.00	0.00	111,495.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT)						
	000 - REVENUE	2,988.00	0.00	0.00	2,988.00	0.00

PERIOD ENDING 07/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019	MONTH 07/31/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT)						
TOTAL REVENUES		2,988.00	0.00	0.00	2,988.00	0.00
730 - PROFESSIONAL SERVICES		1,100.00	0.00	0.00	1,100.00	0.00
964 - TAX REIMBURSEMENTS		1,888.00	0.00	0.00	1,888.00	0.00
TOTAL EXPENDITURES		2,988.00	0.00	0.00	2,988.00	0.00
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT):						
TOTAL REVENUES		2,988.00	0.00	0.00	2,988.00	0.00
TOTAL EXPENDITURES		2,988.00	0.00	0.00	2,988.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL)						
000 - REVENUE		11,097.00	0.00	0.00	11,097.00	0.00
TOTAL REVENUES		11,097.00	0.00	0.00	11,097.00	0.00
730 - PROFESSIONAL SERVICES		875.00	0.00	0.00	875.00	0.00
TOTAL EXPENDITURES		875.00	0.00	0.00	875.00	0.00
Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL):						
TOTAL REVENUES		11,097.00	0.00	0.00	11,097.00	0.00
TOTAL EXPENDITURES		875.00	0.00	0.00	875.00	0.00
NET OF REVENUES & EXPENDITURES		10,222.00	0.00	0.00	10,222.00	0.00
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT)						
000 - REVENUE		91,560.00	0.00	0.00	91,560.00	0.00
TOTAL REVENUES		91,560.00	0.00	0.00	91,560.00	0.00
730 - PROFESSIONAL SERVICES		1,000.00	0.00	0.00	1,000.00	0.00
964 - TAX REIMBURSEMENTS		90,560.00	0.00	0.00	90,560.00	0.00
TOTAL EXPENDITURES		91,560.00	0.00	0.00	91,560.00	0.00
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT):						
TOTAL REVENUES		91,560.00	0.00	0.00	91,560.00	0.00
TOTAL EXPENDITURES		91,560.00	0.00	0.00	91,560.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 07/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 295 - OBRA-DIST#15 -ARMORY BUILDING						
000 - REVENUE		1,840.00	0.00	0.00	1,840.00	0.00
TOTAL REVENUES		1,840.00	0.00	0.00	1,840.00	0.00
730 - PROFESSIONAL SERVICES		750.00	0.00	0.00	750.00	0.00
964 - TAX REIMBURSEMENTS		1,090.00	0.00	0.00	1,090.00	0.00
TOTAL EXPENDITURES		1,840.00	0.00	0.00	1,840.00	0.00
Fund 295 - OBRA-DIST#15 -ARMORY BUILDING:						
TOTAL REVENUES		1,840.00	0.00	0.00	1,840.00	0.00
TOTAL EXPENDITURES		1,840.00	0.00	0.00	1,840.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 297 - HISTORICAL FUND						
000 - REVENUE		86,204.00	6,451.30	6,451.30	79,752.70	7.48
TOTAL REVENUES		86,204.00	6,451.30	6,451.30	79,752.70	7.48
797 - HISTORICAL COMMISSION		61,054.00	2,663.68	2,663.68	58,390.32	4.36
798 - CASTLE		11,650.00	2,513.53	2,513.53	9,136.47	21.58
799 - GOULD HOUSE		12,500.00	502.53	502.53	11,997.47	4.02
800 - COMSTOCK/WOODARD		1,000.00	0.00	0.00	1,000.00	0.00
TOTAL EXPENDITURES		86,204.00	5,679.74	5,679.74	80,524.26	6.59
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		86,204.00	6,451.30	6,451.30	79,752.70	7.48
TOTAL EXPENDITURES		86,204.00	5,679.74	5,679.74	80,524.26	6.59
NET OF REVENUES & EXPENDITURES		0.00	771.56	771.56	(771.56)	100.00
Fund 298 - HISTORICAL SITES FUND						
000 - REVENUE		125,000.00	11,278.11	11,278.11	113,721.89	9.02
TOTAL REVENUES		125,000.00	11,278.11	11,278.11	113,721.89	9.02
798 - CASTLE		113,000.00	0.00	0.00	113,000.00	0.00
799 - GOULD HOUSE		12,000.00	1,321.00	1,321.00	10,679.00	11.01
800 - COMSTOCK/WOODARD		0.00	1,070.50	1,070.50	(1,070.50)	100.00

PERIOD ENDING 07/31/2019

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 07/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 298 - HISTORICAL SITES FUND						
TOTAL EXPENDITURES		125,000.00	2,391.50	2,391.50	122,608.50	1.91
Fund 298 - HISTORICAL SITES FUND:						
TOTAL REVENUES		125,000.00	11,278.11	11,278.11	113,721.89	9.02
TOTAL EXPENDITURES		125,000.00	2,391.50	2,391.50	122,608.50	1.91
NET OF REVENUES & EXPENDITURES		0.00	8,886.61	8,886.61	(8,886.61)	100.00
Fund 325 - DEBT SERVICE-2010 GO BONDS						
000 - REVENUE		91,453.00	0.00	0.00	91,453.00	0.00
TOTAL REVENUES		91,453.00	0.00	0.00	91,453.00	0.00
905 - DEBT SERVICE		91,453.00	0.00	0.00	91,453.00	0.00
TOTAL EXPENDITURES		91,453.00	0.00	0.00	91,453.00	0.00
Fund 325 - DEBT SERVICE-2010 GO BONDS:						
TOTAL REVENUES		91,453.00	0.00	0.00	91,453.00	0.00
TOTAL EXPENDITURES		91,453.00	0.00	0.00	91,453.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 327 - DEBT SERVICE						
000 - REVENUE		811,106.00	78,006.71	78,006.71	733,099.29	9.62
TOTAL REVENUES		811,106.00	78,006.71	78,006.71	733,099.29	9.62
905 - DEBT SERVICE		811,106.00	0.00	0.00	811,106.00	0.00
TOTAL EXPENDITURES		811,106.00	0.00	0.00	811,106.00	0.00
Fund 327 - DEBT SERVICE:						
TOTAL REVENUES		811,106.00	78,006.71	78,006.71	733,099.29	9.62
TOTAL EXPENDITURES		811,106.00	0.00	0.00	811,106.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	78,006.71	78,006.71	(78,006.71)	100.00
Fund 368 - 2009 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	108.00	108.00	(108.00)	100.00
TOTAL REVENUES		0.00	108.00	108.00	(108.00)	100.00



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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2019 (NORMAL (ABNORMAL))	MONTH 07/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 368 - 2009 SPECIAL ASSESSMENT						
Fund 368 - 2009 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	108.00	108.00	(108.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	108.00	108.00	(108.00)	100.00
Fund 370 - 2010 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	16.63	16.63	(16.63)	100.00
TOTAL REVENUES		0.00	16.63	16.63	(16.63)	100.00
Fund 370 - 2010 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	16.63	16.63	(16.63)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	16.63	16.63	(16.63)	100.00
Fund 378 - 2014 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	7.91	7.91	(7.91)	100.00
TOTAL REVENUES		0.00	7.91	7.91	(7.91)	100.00
Fund 378 - 2014 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	7.91	7.91	(7.91)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	7.91	7.91	(7.91)	100.00
Fund 383 - 2017 SPECIAL ASSESSMENTS						
000 - REVENUE		0.00	3,957.41	3,957.41	(3,957.41)	100.00
TOTAL REVENUES		0.00	3,957.41	3,957.41	(3,957.41)	100.00
Fund 383 - 2017 SPECIAL ASSESSMENTS:						
TOTAL REVENUES		0.00	3,957.41	3,957.41	(3,957.41)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	3,957.41	3,957.41	(3,957.41)	100.00
Fund 384 - 2018 SPECIAL ASSESSMENTS						
000 - REVENUE		0.00	9,829.25	9,829.25	(9,829.25)	100.00
TOTAL REVENUES		0.00	9,829.25	9,829.25	(9,829.25)	100.00

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

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED	BUDGET	07/31/2019	MONTH 07/31/2019	INCREASE	(DECREASE)	NORMAL	
Fund 384 - 2018 SPECIAL ASSESSMENTS									
Fund 384 - 2018 SPECIAL ASSESSMENTS:									
TOTAL REVENUES		0.00		9,829.25		9,829.25		(9,829.25)	100.00
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		9,829.25		9,829.25		(9,829.25)	100.00
Fund 397 - 2009 LTGO DEBT									
000 - REVENUE		76,023.00		0.00		0.00		76,023.00	0.00
TOTAL REVENUES		76,023.00		0.00		0.00		76,023.00	0.00
905 - DEBT SERVICE		76,023.00		0.00		0.00		76,023.00	0.00
TOTAL EXPENDITURES		76,023.00		0.00		0.00		76,023.00	0.00
Fund 397 - 2009 LTGO DEBT:									
TOTAL REVENUES		76,023.00		0.00		0.00		76,023.00	0.00
TOTAL EXPENDITURES		76,023.00		0.00		0.00		76,023.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		0.00		0.00		0.00	0.00
Fund 401 - CAPITAL PROJECT FUND									
000 - REVENUE		290,395.00		290,395.00		290,395.00		0.00	100.00
TOTAL REVENUES		290,395.00		290,395.00		290,395.00		0.00	100.00
000 - REVENUE		324,745.00		9,549.75		9,549.75		315,195.25	2.94
TOTAL EXPENDITURES		324,745.00		9,549.75		9,549.75		315,195.25	2.94
Fund 401 - CAPITAL PROJECT FUND:									
TOTAL REVENUES		290,395.00		290,395.00		290,395.00		0.00	100.00
TOTAL EXPENDITURES		324,745.00		9,549.75		9,549.75		315,195.25	2.94
NET OF REVENUES & EXPENDITURES		(34,350.00)		280,845.25		280,845.25		(315,195.25)	817.60
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM									
000 - REVENUE		2,274,807.00		4,320.36		4,320.36		2,270,486.64	0.19
TOTAL REVENUES		2,274,807.00		4,320.36		4,320.36		2,270,486.64	0.19
966 - TRANSFERS OUT		2,274,807.00		0.00		0.00		2,274,807.00	0.00
TOTAL EXPENDITURES		2,274,807.00		0.00		0.00		2,274,807.00	0.00

PERIOD ENDING 07/31/2019

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

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED	BUDGET	07/31/2019	MONTH	07/31/2019	BALANCE	
				NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM								
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM:								
	TOTAL REVENUES	2,274,807.00		4,320.36		4,320.36	2,270,486.64	0.19
	TOTAL EXPENDITURES	2,274,807.00		0.00		0.00	2,274,807.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00		4,320.36		4,320.36	(4,320.36)	100.00
Fund 466 - CAPITAL PROJECTS-BUILDING AUTH								
	000 - REVENUE	0.00		36.96		36.96	(36.96)	100.00
TOTAL REVENUES								
		0.00		36.96		36.96	(36.96)	100.00
Fund 466 - CAPITAL PROJECTS-BUILDING AUTH:								
	TOTAL REVENUES	0.00		36.96		36.96	(36.96)	100.00
	TOTAL EXPENDITURES	0.00		0.00		0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00		36.96		36.96	(36.96)	100.00
Fund 494 - CAPITAL PROJECTS FUND								
	000 - REVENUE	10,000.00		36.61		36.61	9,963.39	0.37
TOTAL REVENUES								
		10,000.00		36.61		36.61	9,963.39	0.37
	270 - ADMINISTRATIVE	10,000.00		0.00		0.00	10,000.00	0.00
TOTAL EXPENDITURES								
		10,000.00		0.00		0.00	10,000.00	0.00
Fund 494 - CAPITAL PROJECTS FUND:								
	TOTAL REVENUES	10,000.00		36.61		36.61	9,963.39	0.37
	TOTAL EXPENDITURES	10,000.00		0.00		0.00	10,000.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00		36.61		36.61	(36.61)	100.00
Fund 588 - TRANSPORTATION FUND								
	000 - REVENUE	75,279.00		0.00		0.00	75,279.00	0.00
TOTAL REVENUES								
		75,279.00		0.00		0.00	75,279.00	0.00
	200 - GEN SERVICES	75,279.00		62,938.74		62,938.74	12,340.26	83.61
TOTAL EXPENDITURES								
		75,279.00		62,938.74		62,938.74	12,340.26	83.61
Fund 588 - TRANSPORTATION FUND:								
	TOTAL REVENUES	75,279.00		0.00		0.00	75,279.00	0.00
	TOTAL EXPENDITURES	75,279.00		62,938.74		62,938.74	12,340.26	83.61

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User: CAGrice
DB: Owosso
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PERIOD ENDING 07/31/2019

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

		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		2019-20	07/31/2019	MONTH	07/31/2019	BALANCE		% BDDT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	USED
<hr/>								
Fund 588 - TRANSPORTATION FUND								
NET OF REVENUES & EXPENDITURES		0.00	(62,938.74)		(62,938.74)		62,938.74	100.00
<hr/>								
Fund 590 - SEWER FUND								
000 - REVENUE		2,801,735.00	6,033.50		6,033.50		2,795,701.50	0.22
TOTAL REVENUES		2,801,735.00	6,033.50		6,033.50		2,795,701.50	0.22
200 - GEN SERVICES		1,648,648.00	119,663.02		119,663.02		1,528,984.98	7.26
549 - SEWER OPERATIONS		562,292.00	13,581.70		13,581.70		548,710.30	2.42
901 - CAPITAL OUTLAY		540,000.00	0.00		0.00		540,000.00	0.00
905 - DEBT SERVICE		50,795.00	0.00		0.00		50,795.00	0.00
TOTAL EXPENDITURES		2,801,735.00	133,244.72		133,244.72		2,668,490.28	4.76
Fund 590 - SEWER FUND:								
TOTAL REVENUES		2,801,735.00	6,033.50		6,033.50		2,795,701.50	0.22
TOTAL EXPENDITURES		2,801,735.00	133,244.72		133,244.72		2,668,490.28	4.76
NET OF REVENUES & EXPENDITURES		0.00	(127,211.22)		(127,211.22)		127,211.22	100.00
<hr/>								
Fund 591 - WATER FUND								
000 - REVENUE		3,614,094.00	6,563.71		6,563.71		3,607,530.29	0.18
TOTAL REVENUES		3,614,094.00	6,563.71		6,563.71		3,607,530.29	0.18
200 - GEN SERVICES		465,284.00	50,194.77		50,194.77		415,089.23	10.79
552 - WATER UNDERGROUND		612,939.00	54,077.60		54,077.60		558,861.40	8.82
553 - WATER FILTRATION		1,035,427.00	51,181.88		51,181.88		984,245.12	4.94
901 - CAPITAL OUTLAY		455,000.00	8,081.82		8,081.82		446,918.18	1.78
905 - DEBT SERVICE		611,082.00	0.00		0.00		611,082.00	0.00
TOTAL EXPENDITURES		3,179,732.00	163,536.07		163,536.07		3,016,195.93	5.14
Fund 591 - WATER FUND:								
TOTAL REVENUES		3,614,094.00	6,563.71		6,563.71		3,607,530.29	0.18
TOTAL EXPENDITURES		3,179,732.00	163,536.07		163,536.07		3,016,195.93	5.14
NET OF REVENUES & EXPENDITURES		434,362.00	(156,972.36)		(156,972.36)		591,334.36	36.14

Fund 599 - WASTEWATER FUND

PERIOD ENDING 07/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 07/31/2019	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 599 - WASTEWATER FUND							
000 - REVENUE		2,052,374.00	138,436.77	138,436.77		1,913,937.23	6.75
TOTAL REVENUES		2,052,374.00	138,436.77	138,436.77		1,913,937.23	6.75
548 - WASTEWATER OPERATIONS		1,627,374.00	107,730.09	107,730.09		1,519,643.91	6.62
901 - CAPITAL OUTLAY		525,000.00	71,610.00	71,610.00		453,390.00	13.64
TOTAL EXPENDITURES		2,152,374.00	179,340.09	179,340.09		1,973,033.91	8.33
Fund 599 - WASTEWATER FUND:							
TOTAL REVENUES		2,052,374.00	138,436.77	138,436.77		1,913,937.23	6.75
TOTAL EXPENDITURES		2,152,374.00	179,340.09	179,340.09		1,973,033.91	8.33
NET OF REVENUES & EXPENDITURES		(100,000.00)	(40,903.32)	(40,903.32)		(59,096.68)	40.90
Fund 661 - FLEET MAINTENANCE FUND							
000 - REVENUE		1,215,746.00	64,795.68	64,795.68		1,150,950.32	5.33
TOTAL REVENUES		1,215,746.00	64,795.68	64,795.68		1,150,950.32	5.33
891 - FLEET MAINTENANCE		277,241.00	28,552.44	28,552.44		248,688.56	10.30
901 - CAPITAL OUTLAY		938,505.00	0.00	0.00		938,505.00	0.00
TOTAL EXPENDITURES		1,215,746.00	28,552.44	28,552.44		1,187,193.56	2.35
Fund 661 - FLEET MAINTENANCE FUND:							
TOTAL REVENUES		1,215,746.00	64,795.68	64,795.68		1,150,950.32	5.33
TOTAL EXPENDITURES		1,215,746.00	28,552.44	28,552.44		1,187,193.56	2.35
NET OF REVENUES & EXPENDITURES		0.00	36,243.24	36,243.24		(36,243.24)	100.00
TOTAL REVENUES - ALL FUNDS							
		26,752,523.00	1,234,974.13	1,234,974.13		25,517,548.87	4.62
TOTAL EXPENDITURES - ALL FUNDS		26,442,289.00	1,523,239.08	1,523,239.08		24,919,049.92	5.76
NET OF REVENUES & EXPENDITURES		310,234.00	(288,264.95)	(288,264.95)		598,498.95	92.92

**OWOSSO HISTORICAL COMMISSION**  
Regular Meeting Minutes  
June 10, 2019, 6:00 PM Curwood Castle



**CALL TO ORDER:** MEETING WAS CALLED TO ORDER AT 6:09 PM BY CHAIR CAROLYN EBERT

**PRESENT:** Commissioner Carolyn Ebert, Chair; Commissioner Karen Marumoto, Vice Chair Dave Acton; Commissioner Sara Adams; Commissioner Jed Dingsens; and Commissioner Paul Rogers.

**ABSENT:** Commissioner Elaine Greenway and Commissioner Heather Jacobs

**OTHERS PRESENT:** Robert Doran-Brockway, Director

**APPROVAL OF AGENDA:** Commissioner Rogers motioned to approved the agenda. Motion Supported by Commissioner Marumoto. Ayes all, motion carried.

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

**CONSENT AGENDA:**

Director Robert Doran-Brockway presented a detailed explanation of each of the reports in the Consent Agenda. OHC Balance Sheet; OHC Check Register; OHC May 21, 2019 Meeting Minutes.

The board asked questions surrounding miscellaneous expense and possibilities of increasing revenues.

Commissioner Rogers motioned to approve the Consent Agenda, Supported by Commissioner Marumoto. Ayes all, motion carried.

**CITIZEN COMMENTS:** NONE

**COMMUNICATIONS:** NONE

**OLD BUSINESS:**

- **501(c) 3 Status Report** –Contact was made with IRS. Application is pulled for audit. The process should be completed 30-40 days.
- **Next Fundraising Target – Painting Exhibition**  
Director Doran has set a \$5,000 Sponsorship Goal per painting to be raised. He has obtained 2 sponsors. The sponsorship will include a plaque in perpetuity recognizing the donor. Director will create a brochure to assist board with sharing the sponsorship opportunities.
- **Museums and Parks Millage Review** – None
- **2019 Owosso Historic Home Tour – Date: 9/21/19** -11 Homes are included in the tour with a total of 21 locations. It will also include a Garden Party with \$50 admission.  
**All Ayes. Motion Carried.**

**NEW BUSINESS:**

- **Budget Constraints/Opportunities**

The board desires the opportunity to move line items within the approved budgeted dollars. Clarification of board's authority to move monies between line items will be provided at next meeting.

- **Committee Reports**

- 1) Exhibitions & Special Event – Home Tour preparation is under way. Women's Exhibit 2020 will begin promotion after Home Tour.
- 2) Education – Historic Suitcases meeting to be set for Fall 2019.
- 3) Museum Stewardship – State of Art HVAC System analysis will be pursued. Information will be obtained to determine if the Façade Grant could be utilized for the Castle.
- 4) Archiving & Acquisitions – No Report
- 5) Finance/Governance – Grants will be pursued.  
Capital Campaign Companies will be reviewed for possible consideration.  
Research is taking place to create a convention spotlighting Authors whose books were made into movies between years 1900-1925.
- 6) Marketing, Advertising & Social Media – No Report
- 7) Volunteers – A list of 250 volunteers is compiled in the database.

**Quote of the day:**

"The past is a place of reference not a place of residence. The past is a place of learning not a place of living."

Roy T. Bennett

**CITIZEN COMMENTS:**

**None**

**ADJOURN:**

**Commissioner Marumoto motioned to adjourn at 8:13 PM, Supported by Commissioner Adams. Ayes All, Motion Carried.**

## OWOSSO HISTORICAL COMMISSION

Regular Meeting Minutes

July 8, 2019, 6:00 PM Curwood Castle



**CALL TO ORDER:** MEETING WAS CALLED TO ORDER AT 6:04 PM BY CHAIR CAROLYN EBERT

**PRESENT:** Commissioner Carolyn Ebert, Chair; Commissioner Karen Marumoto, Vice Chair Dave Acton; Commissioner Sara Adams; Commissioner Jed Dingsen; Commissioner Elaine Greenway (6:15) and Commissioner Paul Rogers.

**ABSENT:** Commissioner Heather Jacobs

**OTHERS PRESENT:** Robert Doran-Brockway, Director

**APPROVAL OF AGENDA:** Commissioner Marumoto motioned to approved the agenda. Motion Supported by Commissioner Adams. Ayes all, motion carried.

**APPROVAL OF June, 2019 REVENUE AND EXPENDITURE REPORT** with Detailed review of 2019/2020 Revenue and Expenditure Report including itemized miscellaneous expenditure.

Commissioner Rogers motioned to approve the June 2019 Revenue and Expenditure Report. Motion Supported by Commissioner Marumoto. Ayes all, motion carried.

**CONSENT AGENDA:**

OHC Balance Sheet; OHC Check Register; OHC June 10, 2019 Meeting Minutes.

Commissioner Rogers motioned to approve the Consent Agenda, Supported by Commissioner Marumoto. Ayes all, motion carried.

**CITIZEN COMMENTS:** NONE

**COMMUNICATIONS:** NONE

**OLD BUSINESS:**

- **501(c) 3 Status Report** – Notification received June 11, 2019 of approval 501(c) 3 status for Castle City Museums. The status is retroactive to April 1, 2018. Demis will have nonprofit specialist will set up bookkeeping in Quickbooks. Castle City Museums will continue to be included in City audits.
- **Museums and Parks Millage Review – See New Business.** List of needed repairs, services and upgrade to Curwood Castle, Woodard Paymaster Building, and Comstock Pioneer Cabin was presented.
- **2019 Owosso Historic Home Tour – Date: 9/21/19** – Homes, Museums and Churches included. A Historic Preservation Pop Up at Gould House. Other events taking place throughout downtown Owosso in conjunction with Home Tour.



## NEW BUSINESS:

- **Bids for:**  
**HVAC Design and Feasibility Analysis Study**  
Director Doran-Brockway distributed copies of bids for HVAC Design and Feasibility Analysis Study by H2A Architects and Dingens Architects of Corunna.

Commissioner Jed Dingens was asked to step out of the meeting as the board discussed the two bids presented. A time for review and recommendation will take place over the next week. **A vote was not taken at this time.**

Three Bids for painting Gould House Great Room and Paymaster Building were presented. Greg Hess, Sean Anderson and Xavier Construction.

**A motion was made by Commissioner Greenway to accept the lowest bid from Xavier Construction in the amount of \$2,141.00 for Paymaster Building; \$2,642.00 for Great Room of the Gould House. Supported by Commissioner Rogers. Ayes All, Motion Carried.**

Agnew Sign Company provided a quote to install signs inside Comstock Cabin, Replacing Castle open sign, and new sign for Gould House in the amount of \$799.00

**A motion was made to accept Agnew's Quote by Commissioner Rogers and supported by Commissioner Dingens. Ayes All. Motion Carried.**

- **Committee Reports**
  - 1) Exhibitions & Special Event – 2020 Women's Exhibit. - A website is under construction to begin promotion after the Home Tour. A mini grant will be pursued.
  - 2) Education – None
  - 3) Museum Stewardship – State of Art HVAC System analysis will be pursued. Bids have been received.
  - 4) Archiving & Acquisitions – No Report
  - 5) **Finance/Governance** – Upon researching Capital Campaign, a compelling vision must be crystal clear. More research will be collected to discover if it is best to "Do it Ourselves " or hire a consultant.  
B. Further inquiry regarding Silent movies revealed that there is only one silent movie museum in the country. Between the years 1898-1929 10,000 movies were made. Less than 1,600 have survived in a restored state able to be seen. It may become a goal to be National High Quality Silent Movie museum year around. Future reports will be made.
  - 6) Marketing, Advertising & Social Media – No Report
  - 7) Volunteers – No Report

## ADJOURN:

**Commissioner Dingens motioned to adjourn at 7:11 PM, Supported by Commissioner Adams. Ayes All, Motion Carried.**

**MINUTES  
REGULAR MEETING OF THE OWOSSO ZONING BOARD OF APPEALS  
CITY OF OWOSSO  
JULY 16, 2019 AT 9:30 A.M.  
CITY COUNCIL CHAMBERS**

**CALL TO ORDER:** The meeting was called to order by Chairman Randy Horton at 9:30 a.m.

**ROLL CALL:** Was taken by Tanya Buckelew.

**MEMBERS PRESENT:** Chairman Randy Horton, Board Members Michael Bruff, Tom Taylor and Kent Telesz

**MEMBERS ABSENT:** Vice-Chairman Christopher Eveleth, Board Member Matt Grubb and Alternate Robert Teich

**OTHERS PRESENT:** Justin Sprague, CIB Planning, Jordan London, Architect with Edmund London & Associates, Inc., Charlie Thompson, Memorial Healthcare Director of Facilities

**AGENDA:**

**IT WAS MOVED BY BOARD MEMBER TAYLOR AND SUPPORTED BY BOARD MEMBER BRUFF TO APPROVE THE AGENDA FOR THE JULY 16, 2019 REGULAR MEETING AS PRESENTED.**

**YEAS: ALL. MOTION CARRIED.**

**MINUTES:**

**THIS ITEM WAS TABLED UNTIL THE NEXT MEETING TO ALLOW FOR REVIEW**

**CONFLICT OF INTEREST:**

Board Member Bruff received the zoning variance notice due to him living within 300' of the proposed building. Mr. Bruff brought this up as to assure there was not a conflict of interest in regards to him voting on the variances. He is not in conflict as there is neither a financial conflict nor a personal benefit the Mr. Bruff would receive. Chairman Horton, Board Members Taylor and Telesz have agreed there is not a conflict of interest.

**OLD BUSINESS:** - None

**NEW BUSINESS/PUBLIC HEARINGS:**

**APPLICANT:** MEMORIAL HEALTH CARE

**LOCATION OF APPEAL:** 826 W KING STREET, Owosso, MI 48867

**PARCEL NUMBERS:** 050-310-000-006-00, 050-310-000-007-00, 050-310-000-008-00, 050-310-000-009-00, 050-310-003-001-00, 050-310-003-002-00, 050-310-003-003-00, 050-310-001-015-00, 050-310-001-016-00, 050-310-001-017-00, 050-310-001-001-00, 050-310-001-002-00, 050-310-001-003-00, 050-310-001-004-00

**PROPERTY ZONING:** R-1, ONE-FAMILY RESIDENTIAL and OS-1, OFFICE SERVICE

THE APPLICANT IS SEEKING VARIANCES TO ALLOW THE ADDITION OF A NEURO/ORTHO/WELLNESS CENTER:

**VARIANCE REQUEST #1:**

THE BUILDING HEIGHT OF 43'4" EXCEEDS THE MAXIMUM HEIGHT OF 35 FEET, PERMITTED BY *SECTION 38-351, SCHEDULE LIMITING HEIGHT, BULK, DENSITY, AND AREA BY ZONING DISTRICT*

## **VARIANCE REQUEST #2:**

A VARIANCE TO PERMIT A PARKING LOT SETBACK OF 25 FEET WHERE SECTION 38(43)(9)(D) OFF-STREET PARKING REQUIRES OFF-STREET PARKING LOTS TO BE SET BACK 50 FEET FROM LOCAL STREETS.

THE CITY OF OWOSSO MUNICIPAL CODE REQUIRES APPROVAL OF DIMENSIONAL VARIANCES FROM THE ZONING BOARD OF APPEALS.

Jordan London presented the plans for the proposed building. He presented each of the 3 floors, noting the 3<sup>rd</sup> floor use on the south side of the building would be a running track and the 3<sup>rd</sup> floor to the north would be for future medical offices.

Justin Sprague explained why the variances would be needed. Originally, the proposal was going to proceed with a Planned Unit Development (PUD), but with the PUD being a long process, it was decided to go for the 2 variances as the process would move along at a faster pace. The Planning Commission made the decision to add landscaping as opposed to a mason wall.

Chairman Horton opened the Public Hearing and the following spoke:

- 1. Marv Sanders, 916 Ada Street, asked about the parking and the survey stakes that are currently present.**

*Response: The property was recently surveyed and the parking lot (if variance is approved) would not begin until 25' setback from the property stakes/property line. The landscape buffer would encompass the area between the parking lot and the property line.*

- 2. Tom Koenig, 1000 Ada Street, asked about the landscaping.**

*Response: Additional discussion regarding the landscape buffer continued. The buffer is meant for the new parking lot as there are already trees planted along the existing parking area.*

- 3. Karen Harris, 900 Campbell Drive, asked about adding landscaping to the river and the possibility of the light pollution increasing on the neighboring homes. Also asked if there would be any vehicle entry off of Jennett Street and Ada Street.**

*Response: There is not an intention to add in additional landscaping to the river. The light pollution would increase and the hospital will make every effort for it to be a minimal impact on the neighbors. There will not be entry to the hospital from Jennett nor Ada Street.*

- 4. Sherry Elwell, 1018 Ada Street, asked why the 25' variance is needed for parking.**

*Response: The variance for parking is part of the Mater Plan and future development for the hospital. In addition, this is part of the reconfiguration of the parking lot to allow for more spaces.*

- 5. John Smith, 910 Ada Street, asked the parking lot and hill area across the street from his house and if the Consumers Energy gas lines would be affected again and disrupt his front yard area.**

*Response: The hill area would not be affected by the new parking lot. The hospital has a direct contact with Consumers Energy and any concerns regarding the gas lines will be addressed accordingly.*

6. **Barbara Perkovic, 713 Pine Street, lives behind the old Sunoco station that is now demolished and asked about what additional homes were going to be demolished on her block.**

*Response: The 2 homes adjacent to the former Sunoco building are being demolished – 1 faces King Street and the other faces 52. At this time, nothing is planned for this area. Future development could possibly include parking.*

## **FINDINGS OF FACT AND CONCLUSIONS**

**UPON MOTION OF BOARD MEMBER TELESZ, SECONDED BY BOARD MEMBER TAYLOR**, the following findings, conclusions, decisions, and conditions were adopted by the Board as its decision on Variance Request #1. The applicant **does** meet the applicable nine (9) facts of findings:

**1. Basic Conditions.** In order to qualify for a variance, the applicant must show that a variance:

*a. Will not be contrary to the public interest or to the intent and purpose of this chapter;*

**Review Comment.** The variance will not be contrary to the public interest or to the intent of the ordinance. The request for additional height to allow a third story is consistent with existing buildings on the campus as the hospital itself has a building five (5) stories in height. The reduced parking lot setback still provides ample room for a landscape buffer to shield the parked cars, meeting the intent of the requirement. Standard met.

*b. Shall not permit the establishment within a district of any use which is not permitted by right within that zone district, or any use or dimensional variance for which a conditional use permit or a temporary use permit is required;*

**Review Comment.** The use is permitted by right. Standard met.

*c. Is one that is unique and not shared with other property owners;*

**Review Comment.** The Memorial Heath Care campus is an established facility with limited expansion opportunities. Surrounding properties are residential and professional offices, many of which are medical-related. The situation is unique to the healthcare campus. Standard met.

*d. Will relate only to property that is under control of the applicant;*

**Review Comment.** This request relates only to the property under the control of the applicant. Standard met.

*e. Is applicable whether compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome;*

**Review Comment.** Compliance with the strict letter of the regulations would prevent the applicant from providing the required number of parking spaces to support the facility. Compliance with the strict letter of the height regulations would prevent the applicant from constructing a three story building and therefore reducing the needed square footage needed to provide the new centers. Standard met.

*f. Was not created by action of the applicant (i.e. that it was not self-created);*

**Review Comment.** The need for the variance was not created by the applicant but rather it is due to its established location. Standard met.

*g. Will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets or increase the danger of fire or endanger the public safety;*

**Review Comment.** The height increase and reduced parking lot setback will not be impair the adequate supply of light and air to adjacent properties or increase the congestion of public streets or increase the danger of fire or endanger the public safety. Standard met.

*h. Will not cause a substantial adverse effect upon property values in the immediate vicinity or in the district in which the property of the applicant is located;*

**Review Comment.** The proposed height and parking lot setback reduction will not be detrimental to the adjacent property or the surrounding area. Standard met.

*i. Is applicable whether a grant of the variance applied for would do substantial justice to the applicant as well as to other property owners in the area, or whether a lesser relaxation than that applied for would give substantial relief to the owner of the property involved and be more consistent with justice to other property owners.*

**Review Comment.** An increase in height and encroachment into the front yard setback will not be detrimental to the adjacent property or the surrounding area. Without the requested variances, the applicant is not able to construct the building will all its proposed centers.

**2. Special conditions.** When all of the foregoing basic conditions can be satisfied, a variance may be granted when any one (1) of the following special conditions can be clearly demonstrated:

*a. Where there are practical difficulties or unnecessary hardships which prevent carrying out the strict letter of this chapter. These hardships or difficulties shall not be deemed economic, but shall be evaluated in terms of the use of a particular parcel of land; OR*

*b. Where there are exceptional or extraordinary circumstances or physical conditions such as narrowness, shallowness, shape, or topography of the property involved, or to the intended use of the property, that do not generally apply to other property or uses in the same zoning district; OR*

*c. Where such variation is necessary for the preservation of a substantial property right possessed by other properties in the same zoning district.*

**Review Comment.**

*(b) In order for Memorial Health Care to provide additional care in Neuro, Orthopedic, and Wellness areas, the requested variances are necessary to construct the building. The campus has a limited amount of property to expand their facilities. Acquiring additional land for parking expansion and future construction is not feasible. Memorial Health Care is an established facility and at one point was permitted to construct a 5-story building. Should the height variance not be approved, the applicant may be forced to use more ground floor area to expand the footprint of the facility, thereby increasing the lot coverage on the lot and limiting future expansion and growth (new buildings providing additional services). The intended use of the property as a health care campus does not apply to other properties in the same zoning district--the campus-style development is unique to the City.*

***The Variance Request #1 for an 8' 4" high dimensional variance is approved to allow the height of the building to be constructed at 43'4" instead of the maximum height of 35'.***

***The variance was approved based on all aspects of the plans and descriptions submitted. The structure, use or activity shall be constructed or carried on in accordance with the plans and/or description provided by the Applicant. All aspects of construction shall be in compliance with the plan submitted, regardless of whether a variance was sought or necessary for certain dimensional or other aspects of the plan.***

***Any variance granted by the Zoning Board of Appeals shall not be valid after a period of six (6) months from the date granted unless the owner shall have taken substantial steps, as determined by the Board, in implementing the variance granted by the Board." Sec. 38 504(c) 2. i. ii., Chapter 38, of the City of Owosso Zoning Ordinance.***

The above findings, conclusions and decision were adopted by a roll call vote as follows:

**AYES: BOARD MEMBERS BRUFF, TAYLOR, TELESZ AND CHAIRMAN HORTON**

**NAYS: NONE**

### **FINDINGS OF FACT AND CONCLUSIONS**

**UPON MOTION OF BOARD MEMBER TAYLOR, SECONDED BY BOARD MEMBER TELESZ**, the following findings, conclusions, decisions, and conditions were adopted by the Board as its decision on Variance Request #2. The applicant does meet the applicable nine (9) facts of findings:

**3. Basic Conditions.** In order to qualify for a variance, the applicant must show that a variance:

*a. Will not be contrary to the public interest or to the intent and purpose of this chapter;*

**Review Comment.** The variance will not be contrary to the public interest or to the intent of the ordinance. The request for additional height to allow a third story is consistent with existing buildings on the campus as the hospital itself has a building five (5) stories in height. The reduced parking lot setback still provides ample room for a landscape buffer to shield the parked cars, meeting the intent of the requirement. Standard met.

*b. Shall not permit the establishment within a district of any use which is not permitted by right within that zone district, or any use or dimensional variance for which a conditional use permit or a temporary use permit is required;*

**Review Comment.** The use is permitted by right. Standard met.

*c. Is one that is unique and not shared with other property owners;*

**Review Comment.** The Memorial Heath Care campus is an established facility with limited expansion opportunities. Surrounding properties are residential and professional offices, many of which are medical-related. The situation is unique to the healthcare campus. Standard met.

*d. Will relate only to property that is under control of the applicant;*

**Review Comment.** This request relates only to the property under the control of the applicant. Standard met.

*e. Is applicable whether compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome;*

**Review Comment.** Compliance with the strict letter of the regulations would prevent the applicant from providing the required number of parking spaces to support the facility. Compliance with the strict letter of the height regulations would prevent the applicant from constructing a three story building and therefore reducing the needed square footage needed to provide the new centers. Standard met.

*f. Was not created by action of the applicant (i.e. that it was not self-created);*

**Review Comment.** The need for the variance was not created by the applicant but rather it is due to its established location. Standard met.

*g. Will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets or increase the danger of fire or endanger the public safety;*

**Review Comment.** The height increase and reduced parking lot setback will not be impair the adequate supply of light and air to adjacent properties or increase the congestion of public streets or increase the danger of fire or endanger the public safety. Standard met.

*h. Will not cause a substantial adverse effect upon property values in the immediate vicinity or in the district in which the property of the applicant is located;*

**Review Comment.** The proposed height and parking lot setback reduction will not be detrimental to the adjacent property or the surrounding area. Standard met.

*i. Is applicable whether a grant of the variance applied for would do substantial justice to the applicant as well as to other property owners in the area, or whether a lesser relaxation than that applied for would give substantial relief to the owner of the property involved and be more consistent with justice to other property owners.*

**Review Comment.** An increase in height and encroachment into the front yard setback will not be detrimental to the adjacent property or the surrounding area. Without the requested variances, the applicant is not able to construct the building will all its proposed centers.

**4. Special conditions.** When all of the foregoing basic conditions can be satisfied, a variance may be granted when any one (1) of the following special conditions can be clearly demonstrated:

- a. Where there are practical difficulties or unnecessary hardships which prevent carrying out the strict letter of this chapter. These hardships or difficulties shall not be deemed economic, but shall be evaluated in terms of the use of a particular parcel of land; OR*
- b. Where there are exceptional or extraordinary circumstances or physical conditions such as narrowness, shallowness, shape, or topography of the property involved, or to the intended use of the property, that do not generally apply to other property or uses in the same zoning district; OR*
- c. Where such variation is necessary for the preservation of a substantial property right possessed by other properties in the same zoning district.*

**Review Comment.**

*(b) In order for Memorial Health Care to provide additional care in Neuro, Orthopedic, and Wellness areas, the requested variances are necessary to construct the building. The campus has a limited amount of property to expand their facilities. Acquiring additional land for parking expansion and future construction is not feasible. Memorial Health Care is an established facility and at one point*

was permitted to construct a 5-story building. Should the height variance not be approved, the applicant may be forced to use more ground floor area to expand the footprint of the facility, thereby increasing the lot coverage on the lot and limiting future expansion and growth (new buildings providing additional services). The intended use of the property as a health care campus does not apply to other properties in the same zoning district--the campus-style development is unique to the City.

**The Variance Request #2 for the parking lot to be setback 25' from the property line instead of the required 50' setback is approved.**

**The variance was approved based on all aspects of the plans and descriptions submitted. The structure, use or activity shall be constructed or carried on in accordance with the plans and/or description provided by the Applicant. All aspects of construction shall be in compliance with the plan submitted, regardless of whether a variance was sought or necessary for certain dimensional or other aspects of the plan.**

**Any variance granted by the Zoning Board of Appeals shall not be valid after a period of six (6) months from the date granted unless the owner shall have taken substantial steps, as determined by the Board, in implementing the variance granted by the Board." Sec. 38 504(c) 2. i. ii., Chapter 38, of the City of Owosso Zoning Ordinance.**

The above findings, conclusions and decision were adopted by a 3 – 1 roll call vote as follows:

**AYES: BOARD MEMBERS BRUFF, TAYLOR AND CHAIRMAN HORTON  
NAYS: BOARD MEMBER TELESZ**

OTHER BOARD BUSINESS: None

PUBLIC COMMENTS AND COMMUNICATIONS: None

**ADJOURNMENT:**

**MOTION BY BOARD MEMBER TELESZ AND SUPPORTED BY BOARD MEMBER TAYLOR TO ADJOURN AT 10:35 A.M. UNTIL THE NEXT REGULARLY SCHEDULED MEETING ON TUESDAY, AUGUST 20, 2019, IF ANY REQUESTS ARE RECEIVED.**

**YEAS: ALL. MOTION CARRIED.**

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Matthew Grubb, Secretary



**MINUTES  
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, JULY 22, 2019 – 6:30 P.M.**

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

**PLEDGE OF ALLEGIANCE:** Recited

**ROLL CALL:** Tanya Buckelew

**MEMBERS PRESENT:** Chairman Wascher, Vice-Chair Livingston, Secretary Janae Fear, Commissioners Law, Taylor and Yerian

**MEMBERS ABSENT:** Commissioners Adams, Kirkland and Jenkins

**OTHERS PRESENT:** City Manager Nathan Henne, Kelly McIntyre, CIB Planning

**APPROVAL OF AGENDA:**  
**MOTION BY SECRETARY FEAR, SUPPORTED BY VICE-CHAIR LIVINGSTON TO APPROVE THE AGENDA FOR JULY 22, 2019.**

**YEAS ALL. MOTION CARRIED.**

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

**YEAS ALL. MOTION CARRIED.**

**PUBLIC HEARINGS:** NONE

**OLD BUSINESS:** NONE

**NEW BUSINESS:**

**1. Administrative Site Plan Ordinance Review**

The City does not have any means to approve minor site plans at the staff level like other communities. Having this ability would streamline the process for small projects by precluding the need to have a full Planning Commission site plan review. This ordinance amendment to Sec. 38-390 – Site Plan Review - would streamline the process and satisfy a small portion of our Redevelopment Ready Community certification efforts.

Summary of the changes:

1. New construction of any permitted non-residential or multi-family development that is less than 2000 sq. ft.
2. Construction of an addition less than 2000 sq. ft. in a non-residential district
3. Construction of expansion of an impervious surface less than 5000 sq. ft.
4. Changes in use from a non-conforming use to a more conforming use
5. A vacant existing building or site to be re-occupied by a use permitted and will not require any significant changes in existing site facilities such as parking, landscaping, lighting, or sidewalks
6. Installation of pavement or curbing improvements provided the number of spaces remain constant and the plans and construction are approved by the City Engineer
7. Relocation of a waste receptacle or screening around the waste receptacle

8. Accessory structures in non-residential districts
9. Temporary uses, sales, and seasonal events
10. Erection of a tower, antenna, or other community facility, essential public service building.
11. Minor revisions to an approved site plan limited to:
  - a. Changes to façade or architectural features
  - b. Alterations/substitutions/expansions of approved landscaping areas consistent with the other requirements of the Ordinance

Site plan application and submittal requirements are required for administrative site plan approval.

**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY COMMISSIONER LAW TO FORWARD SEC. 38-390 – SITE PLAN REVIEW ORDINANCE AMENDMENTS TO THE CITY COUNCIL WITH THE RECOMMENDATION TO REVIEW AND ADOPT AMENDMENTS.**

**RCV YEAS ALL. MOTION CARRIED.**

## **2. Sign Ordinance Review**

CIB Planning presented proposed amendments to Chapter 26 – Signs. The proposed sign ordinance edits: re-organize the existing ordinance content; propose and expand ordinance definitions; revise the sign application and review process; expand prohibited signs; add provisions for temporary signs, nonconforming signs, and authority for a Sign Zoning Board of Appeals; clearly illustrate how to measure sign; and expand each district section.

Further discussion and direction from the Planning Commission as follows:

1. Razor flags/pennant signs and streamers/festoons:
  - Allow these types of signs on a temporary basis up to 30 days
  - Use feather flag instead of razor flag to be consistent
  - Add pictures of these types of signs to the ordinance for a visual clarification
2. Pole signs:
  - Pole signs were inadvertently removed from the current ordinance
  - Planning Commission would like to add them back in to be an allowable type of sign
3. Electronic messaging signs:
  - Allow for electronic messaging signs
  - Allowed up to 50% of the entire sign
4. Murals:
  - Allow murals for art not advertising
  - Can't contain letters or numbers
5. CIB Planning will return to the August meeting with a revised draft based on the Planning Commission recommendations

## **3. Recreational Marijuana Emergency Rules Discussion**

City Council passed a moratorium resolution regarding recreational marijuana facilities in order to give LARA time to release the state's rules regarding facility regulation. On July 3, 2019, the state released the emergency rules for recreational facilities. Final rules are expected to be released before the December 6, 2019 deadline.

A summary of the emergency rules was presented to the board and discussion followed. The general consensus was to go forward with a recreational marijuana ordinance and have it be a

mirror of the current medical marihuana ordinance. Questions were posed to the City Manager who will obtain the answers and return to the next meeting with additional information.

**OTHER BOARD BUSINESS: NONE**

**PUBLIC COMMENTS AND COMMUNICATIONS: NONE**

**ADJOURNMENT**

**MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER LAW TO ADJOURN AT 8:30 P.M. UNTIL THE NEXT MEETING ON AUGUST 26, 2019.**

**YEAS ALL, MOTION CARRIED.**

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Janae L. Fear, Secretary

**PARKS AND RECREATION COMMISSION  
REGULAR MEETING  
WEDNESDAY, JULY 24, 2019  
City Hall Council Chambers  
301 W. Main St. Owosso, MI 48867**

**CALL TO ORDER:** Chairman Espich called the meeting to order at 7: 14 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 Nick Seabasty, and Andrew Workman.

**MEMBERS ABSENT:** Commissioner Woodworth and 2 vacant seats.

**OTHERS PRESENT:**

**APPROVAL OF AGENDA:** **VICE-CHAIR SELBIG MADE A MOTION TO APPROVE THE AGENDA FOR JULY 24, 2019 AS IS.**

**MOTION SUPPORTED BY COMMISSIONER WORKMAN**

**AYES ALL, MOTION CARRIED.**

**APPROVAL OF MINUTES:** **COMMISSIONER WOODWORTH MADE A MOTION TO APPROVE THE MINUTES FROM MAY 29, 2019 WITH THE FOLLOWING CHANGES:**

**ON THE BOTTOM OF PAGE 1 CHANGE THE WORDING TO FROM “THEY HAVEN’T BEEN UNABLE TO” CHANGE IT TO THEY HAVEN’T BEEN ABLE TO.**

**MOTION SUPPORTED COMMISSIONER SEABASTY.**

**AYES ALL, MOTION CARRIED.**

**PUBLIC COMMENTS/COMMISSIONER COMMENT:**

Chairman Espich introduced Chris Owens in the audience and shared that Mr. Owens would be joining them on the commission next week after approval by council He also thanked Mr. Owens for coming to the meeting.

**COMMUNICATIONS:**

None

**BUSINESS:**

**Skate Park**

Chairman Espich explained that the Grand Opening will be Saturday August 3rd at 2:00pm and that the Masons will be there and will be giving the building a fresh coat of paint prior

Mr. Adams and commissioners discussed details for the grand opening.

### **New Commission Members Joining in August**

Chairman Espich explained that there will be 2 new members at the August meeting after approval by the city council on August 5, 2019.

### **Future Check Register Review**

Chairman Espich explained that Mr. Adams, Commissioner Woodworth set in for Vice-Chair Selbig and himself had a meeting with City Manager Henne. He also reported that in the future Mr. Adams will be supplying the commissioners with a check register to review. This will give the commissioners the opportunity to see how the Parks and Recreation budget is spent. He further went on to explain that City Manager said the total budget is \$230, 000.00; \$107, 000.00 is salary and benefits; \$62,000.00 is in equipment rental.

### **Baseball Field Lights**

Mr. Adams reported that the DPW will be looking at the lights at the Kiwanis Fields and the Bennett Field. There are significant issues, some poles are rotted, and lights are old. Glenn Chinavare is going to be looking at the cost estimates. Mr. Adams asked the commission if they felt that should be their first capital improvement. Mr. Adams suggested checking with Consumers Energy to see what grants are available. Mr. Adams also shared that the City Manager and DPW agree that is probably the most outstanding issue that the parks have at this time.

Mr. Adams and Commissioners discussed the process of spending the millage money and also how the parks and recreation budget is spent.

### **National Fitness Campaign Grant**

Mr. Adams reported to the commission that he did apply for the grant per the commissioner's instruction and they did receive it. It is a \$120,000.00 project they have given a \$30,000.00 grant. It would be up to the commission to raise the \$90,000.00 to complete it. Mr. Adams also reported that they have used it other parts of the state and used a patronicity grant.

Mr. Adams also reported that Commissioner Woodworth suggested contacting the hospital and they may be interested in being involved. Also the 3 or 4 cross fit gyms in the area would be great support for this project.

Chairman Espich stated the project is \$125,000.00 and would be \$95,000.00 that would have to be raised.

Mr. Adams reported that he has to respond to by July 29, 2019. He also reported it would have to be done by the end of the fiscal year of 2020. Mr. Adams reported he would let them know it is tentative upon council approval. Mr. Adams told the commissioners if they didn't want to pursue it he would deny it.

Mr. Adams told commissioners he would let the company know there are a lot of connections to be made until they can commit to the grant.

### **Lend-a-Pole at Hopkins Lake**

Chairman Espich stated the Ryan Lamerouex dropped off the box to the DPW and they are just waiting for the sign that had been ordered by Mark Mitchell. Once the sign is received Chairman Espich asked Mr. Adams let him know so at that Mr. Lamerouex will deliver the poles and tackle to the box. Chairman Espich reported that per Mr. Lamerouex he is going to maintain the box and poles.

### **QR Codes for Parks and Equipment**

Mr. Adams reported per the Cheryl Grice, Finance Director, that QR Codes would be appropriate; however, Ms. Grice nor himself are not certain the technology. Ms. Grice suggested using the URL from the City website where the Polar Plunge is and change it to a Parks donation button. The commissioners discussed using both the PayPal and the QR Codes. Mr. Adams said he will pursue it with the finance department.

### **Park Maintenance Sponsors – Make a List**

Mr. Adams reported DPW was okay with private sponsors to maintain the parks. He suggested commissioners think of a list. Mr. Adams wants to see if there are interested parties and once there is a list would write a 3 year contract.

Chairman Espich asked for clarification for the record. This would be similar to adopt a highway. This wouldn't mean the park would have a name change.

Mr. Adams responded to Chairman Espich and explained that the private entity would agree to maintain and they would contract for mowing services. There would be a sign posted stating a certain private entity is maintaining the park and the contract would spell out their responsibilities for adopting the park.

### **Disc Golf – Maintenance an Pad Install**

Mr. Adams stated that the DPW will weed whack around the baskets in their routine but they can't install the pads this year. Putting the pads in would be a capital improvement but does the commission want to use the dollars for that?

Chairman Espich stated weed whacking around the baskets is great but the problem is that the weeds from the Tee pad to the baskets are overgrown.

Mr. Adams stated he would ask Glenn Chinavare for clarification on where they will do the weed whacking.

### **Master Plan Priority Setting – Next Month**

Mr. Adams suggested waiting until September so the new commissioners will be on board. Mr. Adams stated he didn't think it would take that long to update it.

### **Nex Meeting August 28<sup>th</sup> @ 7 p.m.**

All commissioners present agreed to meet August 28<sup>th</sup> at 7 p.m.

### **PUBLIC COMMENTS/COMMISSIONER COMMENT:**

Mr. Owens asked about the cost of maintaining a park.

Mr. Adams stated that it would depend on the size of the park and then discussed the layers of liability.

Mr. Owens asked if the schools used the baseball fields. Mr. Adams responded the Owosso organizations

Chairman Espich reminded everyone Saturday Is the River Cleanup at various locations starting at 9 a.m. He also reported that the Masons will be painting the Holman Pool Building on Saturday.

### **VICE-CHAIR SELBIG MADE A MOTION TO ADJOURN AT 8:10 P.M.**

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

**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**August 7, 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, Mayor Chris Eveleth, Commissioner Bobbi Fuller, Commissioner Jon Moore, Commissioner Theresa Trecha.

**MEMBERS ABSENT:** Vice-Chairman Bill Gilbert, Commissioner Ken Cushman, Commissioner Jim Woodworth.

**OTHERS PRESENT:** Josh Adams, DDA Director; Robert Doran-Brockway, OHC Director.

**AGENDA:** IT WAS MOVED BY AUTHORITY MEMBER MOORE AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE AGENDA FOR AUGUST 7, 2019.

**AYES: ALL. MOTION CARRIED.**

**MINUTES:** IT WAS MOVED BY AUTHORITY MEMBER MAYOR EVELETH AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE MINUTES OF JULY 10, 2019.

**AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** NONE

**ITEMS OF BUSINESS:**

**1) CHECK REGISTER**

**IT WAS MOVED BY AUTHORITY MEMBER FULLER, SUPPORTED BY AUTHORITY MEMBER MAYOR EVELETH TO APPROVE THE CHECK REGISTER FOR JULY, 2019 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**2) 2018/2019 FINAL BUDGET REPORT-** An additional flower invoice was received for baskets and flowers increasing to a total of \$8,700. Reserve for the year will be approximately \$5,000. The total reserve \$25,000 - \$30,000.

**IT WAS MOVED BY AUTHORITY MEMBER MAYOR EVELETH, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE UPDATED 2018/2019 BUDGET AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**3) August 2019 Budget Report – Discussion:** Streetscape maintenance, restoration and mulch for Amphitheater, cleanup along river by volunteer. Other tree issues were discussed.

**4) Entrepreneurial Ecosystem TS #2** – Matt Wagner will be in Owosso in 9/13/19. Series of meetings will be held throughout the day. A project will be chosen for catalyst project. Michigan Mainstreet is key in the National Program with Owosso Mainstreet as the key in the State of Michigan.

#### **COMMITTEE UPDATES:**

**1) Design & Business Vitality** – Loan Application was finalized and flyers were created. Watering issues occurred during 90 degree weather, no watering was done. Consolidation will remove dead plants and replace with extra baskets on hand. Future goal is to cut back on flowers. A board directed request was made to discuss various types and colors of flags or banners at the next meeting.

**2) Promotion & Outreach** – Finalize Sponsorship Sheet. Vintage Motorcycle Days, Chocolate Walk, Partnering with OHC Home Tour. Michigan Preservation Network will create a Pop Up in the Armory during the Home Tour. The desire is to create an interest in historic homes purchase and revitalization.

**3) Business Owners Committee** – Light meeting season. It has been suggested to cancel summer meetings during June, July and August. A summer launch meeting may be appropriate. Fall meetings are well attended.

**4) Manager Updates –See Director Report.**

#### **Board Continuing Education/Information:**

- **Director Report** – The Chairman noted that the comprehensive Director's report is Excellent. The board expressed their appreciation for Director Adams efforts. Recommendation was made to move forward toward the publication of the Director's Report. Follow-up will be done to posting of DDA minutes to the City's website.

**PUBLIC COMMENTS:** None

#### **BOARD COMMENTS:**

Chairman Acton established goal to:

1) Meet with City to determine Downtown maintenance financial responsibilities:

- |  |   |
|--|---|
| a. Repair Curbs  |   |
| b. Paint Curbs   |   |
| c. Remove Grass between cracks                         |   |
| d. Sidewalks power washed:<br>remove mold, gum, debris |   |
| e. Dirt/Debris gone along curbs                        |   |
| f. Flower Beds maintained, weed-free                   |   |
|  | g. Trees trimmed – Replaced tress<br>when appropriate |
|  | h. Pavers repaired                                    |
|  | i. Grass cut, weeded and<br>sidewalks edged.          |
|  | j. Light poles – No rust                              |
|  | k. Clean Inside chairman lights                       |



- 2) Board's involvement in the housing shortage: What are the next steps for active involvement to solve problem?

DDA will focus on downtown to make it somewhere people enjoy living and continued development of downtown upper floor living. DDA will not lead the next steps. Community Development should be led by the City. DDA can assist with promotional tools and assisting entrepreneurs with development. Suggestion will be made to City Manager to establish an Ad Hoc committee to assist in building housing capacity.

**ADJOURNMENT:**

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

**AYES: ALL. MOTION CARRIED.**