

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, SEPTEMBER 16, 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 SEPTEMBER 3, 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. Obsolete Property Rehabilitation Exemption Certificate – 152 E. Howard Street. Conduct a public hearing 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. Alley Closure – North-South Alley in Woodlawn Park. Conduct a public hearing 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. Alley Closure – East-West Alley in Woodlawn Park. Conduct a public hearing 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).

## **CITIZEN COMMENTS AND QUESTIONS**

### **CONSENT AGENDA**

1. Proposed Special Assessment Project – Cedar Street. Authorize Resolution No. 2 setting a public hearing for Monday, October 7, 2019 for proposed Special Assessment District No. 2020-01 for Cedar Street from South Street to Hampton Avenue for street rehabilitation.
2. Proposed Special Assessment Project – Clark Street. Authorize Resolution No. 2 setting a public hearing for Monday, October 7, 2019 for proposed Special Assessment District No. 2020-02 for Clark Street from Oliver Street to King Street for street rehabilitation.
3. Resolution Amendment – Recreation Passport Grant Application. Amend Resolution No. 50-2019, which authorized application for a Recreation Passport Grant, to reflect changes in the grant application (as requested by the MDNR) increasing the City's local match to \$62,300.00.
4. Contract Amendment No. 3 – Façade Grant Construction Contract. Approve Amendment No. 3 to the contract with First Contracting, Inc. for the 2018-19 Façade Grant Construction project, increasing the amount by \$10,983.50 for conditions found in the field, and further approve payment to the contractor for said work satisfactorily completed.
5. Bid Award – Tree Removal Services. Authorize bid award to Forrest M. Spitzer d/b/a J & M Tree Service for tree removal services for the 2019-20 fiscal year in the amount of \$30,200.00, further authorize a contingency of \$8,000.00 to be utilized upon written direction of the City, and approve payment to the contractor upon satisfactory completion of the work.
6. Check Register – August 2019. Affirm check disbursements totaling \$1,922,975.66 for August 2019.

### **ITEMS OF BUSINESS**

1. Policy Changes - Utility Connection, Service & Miscellaneous Charges. Consider changes to the Miscellaneous Water Policies and Service Charges and the Water and Sewer Connection Charges policies to update fees and procedures.
2. CDBG Policy Requirements. Consider adoption of the stated policies and resolutions as required by the State of Michigan and the Community Development Block Grant Program (CDBG) to remain eligible for future grant funding.
3. Downtown Revolving Loan Fund Program Manual Revisions. Consider changes to the Downtown Revolving Loan Program Manual to include working capital costs for small businesses as an eligible project type.
4. 5<sup>th</sup> Monday Meeting Agenda. Set the agenda for the 5<sup>th</sup> Monday Meeting scheduled for September 30, 2019.
5. Recreational Marijuana Presentation/Discussion. A presentation and discussion regarding recreational marijuana; how it came to be, licenses available, and the options available to the City in regulating recreational marijuana facilities.

### **COMMUNICATIONS**

1. N. Bradley Hissong, Building Official. August 2019 Building Department Report.
2. N. Bradley Hissong, Building Official. August 2019 Code Violations Report.

3. N. Bradley Hissong, Building Official. August 2019 Certificates Issued Report.
4. N. Bradley Hissong, Building Official. August 2019 Inspections Report.
5. Kevin D. Lenkart, Public Safety Director. August 2019 Police Report.
6. Kevin D. Lenkart, Public Safety Director. August 2019 Fire Report.
7. Historical Commission. Minutes of August 19, 2019.
8. Planning Commission. Minutes of August 26, 2019.
9. Parks & Recreation Commission. Minutes of August 28, 2019.

### **CITIZEN COMMENTS AND QUESTIONS**

### **NEXT MEETING**

Monday, September 30, 2019 – 5<sup>th</sup> Monday Meeting  
Monday, October 07, 2019 – Regular Meeting

### **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 SEPTEMBER 3, 2019  
7:30 P.M.**

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

**OPENING PRAYER:** TOM MANKE

**PLEDGE OF ALLEGIANCE:** SUE LUDINGTON

**PRESENT:** Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmembers Loreen F. Bailey (7:44 p.m.), Jerome C. Haber, Daniel A. Law, and Nicholas L. Pidek.

**ABSENT:** Councilmember Janae L. Fear.

**APPROVE AGENDA**

Motion by Councilmember Pidek to approve the agenda adding Consent Agenda Item #4 (Removing Tom Manke from consideration for the Fireman's Memorial Steering Committee) and add item of business #2, (Mortgage LEIN and transfer-116 N. Washington Street)

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF AUGUST 19, 2019**

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of August 19, 2019 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

**Proposed OPRA District – 152 E. Howard Street**

A public hearing was conducted 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.

The following people commented in regard to the proposed Obsolete Property Rehabilitation District

No Citizen Comments  
No Council Comments

Motion by Mayor Pro-Tem Osika to approve the Obsolete Property Rehabilitation District for the property located at 152 E. Howard Street as detailed below:

**RESOLUTION NO. 116-2019**

**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.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None

ABSENT: Councilmember Fear and Bailey.

**Proposed Brownfield Redevelopment District #20 – J&H Oil Project**

A public hearing was conducted to receive citizen comment regarding the proposed Brownfield Redevelopment Plan – District #20, J&H Oil Project located at 835 E. Main Street.

The following people commented in regard to the proposed brownfield plan: Tom Manke asked for more information on the project. He also asked if this had been approved by the planning commission and if was zoned for it.

City Manager responded that it was approved in June or July by the planning commission and it is zoned for the project it has been in the works for 4 or 5 months.

Councilmember Pidek thanked the city manager for the breakdown of the rubric. He also commented generally speaking, not for this particular project but thought council should look at the rubric to see if changes should be made to it.

Mayor Eveleth asked Councilmember Pidek if he wanted to make it an item of business in the future to revisit it and possibly make changes to the criteria. Councilmember Pidek stated he did and Mayor Eveleth agreed it would be a good idea.

Councilmember Pidek asked if there would be 5 salaried employees.

Joe Albers, from J & H Oil, responded that probably not 5 salaried employees but 3 salaried and some full time employees. He continued that there will be a number of full time employees as they develop the project. Mr. Albers explained it will be a gas station plus. They will continue to expand wholesale operations and adding a retail operation.

Councilmember Pidek asked the city manager about the total tax abatement.

City Manager Henne said it would be \$117,606.00 for the city, assuming a 1 % increase in property tax value spread each and every year. It will be split out over 6 different general fund functions. City manager also explained that it probably would not be that exact amount because they are making assumptions.

Councilmember Pidek asked about if there had been a traffic study done on the impact that a retail operation will have on M-21.

City Manager Henne responded the State doesn't get involved unless is something drastic.

Mr. Albers also responded that he didn't believe the retail operation would have a significant impact on the traffic.

Motion by Mayor Pro-Tem Osika to approve a brownfield plan for District #20, J&H Oil Project, 835 E. Main Street for a period of 13 years as detailed below:

#### **RESOLUTION NO. 116-2019**

##### **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.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None

ABSENT: Councilmember Fear.

### **CITIZEN COMMENTS AND QUESTIONS**

District 1 - County Commissioner Marlene Webster, 407 Woodhull Court, gave an update on what is going on at the county. She reported on the replacement committee for county treasurer. Applications are due September 13<sup>th</sup> and will be reviewed on the 18<sup>th</sup> at 4 p.m. Interviews will be conducted on September 23<sup>rd</sup> and the committee may possibly appoint someone on that day or schedule a different meeting time to do that. She continued on the county commissioner meetings next week. She also shared that the Alliances for a Drug Free Shiawassee will have their first meeting after their summer break. The meeting will be held Thursday, September 5<sup>th</sup> at 521 East Williams Street at 5:30 p.m.

Tom Manke stated that there are a lot of great things going on in the community. He continued that one of the great things is the Firefighters Memorial Committee. He also commented that he is not a committee person. He doesn't set around and discuss things he just does it. He also shared said the people are good and will do a good job.. His forte is just do it. He also thanked Joe from J&H for coming to the community. He also commented on the great projects that Jim Woodworth is in involved with downtown.

Ed Urban, 601 Glenwood Ave., asked if the county treasurer is paid more than council members. He also shared that he had been down at a beach metal detecting. He commented that the city crew stopped to pick up his brush and for the first time he locked himself out of his vehicle.

Jason Maran, 202 ½ W. Exchange St. inquired if anything can be done to stop the kids from putting foam in the fountain downtown. He is worried that the fountain will be ruined. Councilperson Law commented that the council had addressed the fountain issue previously.

Director Lenkart responded to Mr. Maran regarding the fountain, stating that it is youth vandalism and not much can be done about it unless you have someone down there all the time.

The City Manager stated that last year there was a citizen watch group downtown but he didn't believe it happened this year.

Mayor Eveleth stated that he had the opportunity to go to all the Owosso Elementary Schools open houses. He also thanked the school district for all the wonderful things they do.

Councilmember Bailey shared that she went to pick up a cat from a gentleman that just moved to Owosso. She shared that he loved Owosso and had been looking to move here in a particular type of house for almost 2 years and he just loves Owosso and tells everyone what a great place it is.

### **CITY MANAGER REPORT**

City Manager Nathan R. Henne detailed the latest Project Status Report for the Council.

### **CONSENT AGENDA**

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

#### **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 as follows:

### **RESOLUTION NO. 117-2019**



**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.

**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) as detailed:

**RESOLUTION NO. 118-2019**

**SETTING A PUBLIC HEARING  
TO GATHER CITIZEN COMMENT REGARDING  
THE CLOSURE OF THE EAST-WEST ALLEY 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 alley described as follows, to wit:

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

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 a Public Hearing to hear all objections to said proposed alley closure and hereby directs the City Clerk to cause a notice of said Public Hearing to be published in the Owosso Argus Press at least seven days prior to the date of said hearing.

**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) as detailed below:

**RESOLUTION NO. 119-2019**

**SETTING A PUBLIC HEARING  
TO GATHER CITIZEN COMMENT REGARDING  
THE CLOSURE OF THE NORTH-SOUTH ALLEY 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 alley described as follows, to wit:

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 a Public Hearing to hear all objections to said proposed alley closure and hereby directs the City Clerk to cause a notice of said Public Hearing to be published in the Owosso Argus Press at least seven days prior to the date of said hearing.

**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
<del>Thomas Manke*</del>	<del>Firemen's Memorial Steering Committee</del>	<del>09-01-2020</del>
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

**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.

**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 as follows:

**RESOLUTION NO. 120-2019**

**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.

**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 as detailed below:

**RESOLUTION NO. 121-2019**

**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.

**Warrant No. 574.** Authorize Warrant No. 574 as follows:

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

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None

ABSENT: Councilmember Fear

### **ITEMS OF BUSINESS**

#### **Maple Avenue – Petition for Street Improvement**

City Manager Henne explained the petition came from Maple Avenue Property Owners. He stated 55% of the property owners signed. He further explained that if over 50% of property owners sign then the City is obligated to act.

Councilmember Pidek asked if this would initiate a special assessment for the property owners.

City manager responded to Councilmember Pidek that it would.

Motion by Councilmember Pidek to accept the petition requesting street improvements for the 400 block of Maple Street, from Corunna Avenue to the north end and direct City staff to include the street in the 2020 Street Program.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None

ABSENT: Councilmember Fear

### **116 North Washington Street – Mortgage and Lien Transfer**

City Manager Henne explained that it is a sale of the building. The complication is that in 2016 there was a State Housing Development Authority Rental Rehab Grant approved for the property for the second floor apartments. That grant requires a 5 year lien on the property to enforce the rental rehab rules set forth in the grant, That lien is set to be discharged in 2021. It can't be discharged now so it is a transfer of the lien to the new owners and it requires a resolution from council

Mayor Pro-Tem Osika asked which building it is.

Mr. Woodworth responded it is the Hobby Stop. Mr. Woodworth also shared that the buyer has every intention of continuing the guidelines set forth.

Motion by Mayor Pro-Tem Osika to approve an agreement to transfer the 5 years lien on the property at 116 North Washington Street from James Woodworth / J. Harrison Property, LLC to to Visio Clara, LLC.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None

ABSENT: Councilmember Fear.

### **COMMUNICATIONS**

Cheryl A. Grice, Finance Director. Revenue & Expenditure Report – July 2019.

Historical Commission. Minutes of June 10, 2019.

Historical Commission. Minutes of July 8, 2019.

Zoning Board of Appeals. Minutes of July 16, 2019.

Planning Commission. Minutes of July 22, 2019.

Parks & Recreation Commission. Minutes of July 24, 2019.

Downtown Development Authority/Main Street. Minutes of August 7, 2019.

### **CITIZEN COMMENTS AND QUESTIONS**

Ed Urban, 601 Glenwood Avenue, offered to pay \$5.00 to anyone that could name the actor who played a certain role.

### **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**

Motion by Mayor Pro-Tem Osika for adjournment at 8:12 p.m.

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

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Christopher T. Eveleth, Mayor

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Roxane Cramer, Deputy City Clerk



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# ***MEMORANDUM***

---

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

---

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.**

**TO APPROVE THE APPLICATION FOR AN  
OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE  
FROM HOWARD STREET DEVELOPMENT  
FOR PROPERTY LOCATED AT  
152 E. HOWARD STREET**

WHEREAS, the City of Owosso is a Qualified Local Government Unit within the State of Michigan and is empowered to provide tax exemptions for increased value of rehabilitated facilities within the City; and

WHEREAS, after public notice and a public hearing on September 3, 2019, the City Council of the City of Owosso approved an Obsolete Property Rehabilitation District at 152 E. Howard Street in Owosso, Michigan. As provided by section 4(2) of Public Act 146 of 2000, said property more particularly 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

WHEREAS, the City Clerk received an application on July 24, 2019 from Susan Ludington, authorized agent for Howard Street Development, LLC, owner of the property, for an Obsolete Property Rehabilitation Exemption Certificate; and

WHEREAS, notice of a public hearing concerning the application for an exemption certificate was provided to the Assessor of the City and the legislative body of each taxing unit that levies ad valorem property taxes in the City; and

WHEREAS, the City finds that the property meets the definition of an obsolete property as defined in section 2(h) of Public Act 146 of 2000 and the application for the exemption certificate is complete; and

WHEREAS, the City finds that the property relates to a rehabilitation program that when completed constitutes a "rehabilitated facility" within the meaning of P.A. 146 of 2000, and said property is located within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of PA 146 of 2000; and

WHEREAS, it has been found that the rehabilitation of the obsolete property is calculated to, and will at the time of the issuance of the certificate, have the reasonable likelihood to increase commercial activity, retain and create employment, and revitalize the downtown; and

WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of the property already exempt under PA 146 of 2000 and under PA 198 of 1974 does not exceed 5% of the total taxable value of the unit; and

WHEREAS, the applicant is not delinquent in any taxes related to the facility; and

WHEREAS, the rehabilitation work described in the application had not commenced prior to the establishment of the District.

NOW, THEREFORE, BE IT RESOLVED that, based on the findings above made at public hearing, the City Council of the City of Owosso authorizes the application for an Obsolete



Property Rehabilitation Exemption Certificate at 152 E. Howard Street for a period of \_\_\_\_ years;  
and

ALSO, BE IT RESOLVED that the rehabilitation shall be completed within eighteen (18) months from the date of approval of said application, and

FURTHERMORE, BE IT RESOLVED that the application and resolution are authorized for submittal to the State Tax Commission for final review and authorization.



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## APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) Howard Street Development, LLC

Business Name (If Different) \_\_\_\_\_

Address of Proposed Project 152 E. Howard Street, Owosso 48867

Mailing Address (If Different) \_\_\_\_\_

Do you own the property? Yes If no, what is your relationship? \_\_\_\_\_

Type of Abatement Requested (if known) Obsolete Property Rehabilitation Act (OPRA) & Brownfield Tax Increment Financing (TIF)

Total square footage of all current buildings on site 10,182 sq. ft.

Description of proposed project including type of current business activity and product to be manufactured (if applicable), size of proposed structure and proposed activity and/or product.

Full Rehabilitation of existing building and re-development of parking area. Upon completion, façade will be new, roof will be new, commercial area will be updated and two (2) new commercial areas will be for rent, and 7 apartments will be created on currently vacant 2<sup>nd</sup> floor.

Currently the only activity in the building is Ludington electric co.

Give estimated cost of the following components applicable for the proposed project:

Land improvements (excluding land): Parking lot, water/sewer, electrical system

Building improvements: Size 10,182 sf Estimated Cost \$1,318,143

Machinery & Equipment: Elevator

Furniture & Fixtures: Appliances, HVAC, etc

Time schedule for start and completion of construction and equipment installation (if applicable):

Building:

Start Date 11/1/2019

Completion Date 12/1/2020

Equipment installation (if applicable):

Start Date \_\_\_\_ inc.

Completion Date inc.

**Abatement Application**

**Page 2**

Will project be owned or leased by applicant? Owned

Will machinery be owned or leased by applicant? part of project...owned

How many employees do you currently employ? Full Time 6 Part Time 1

How many new employees do you estimate after project complete? Full Time 0  
Part Time 0

NOTE: New business endeavors being created will employ an estimated 4-6 full time employees, not part of Ludington electric. Commercial client(s) not yet identified.

When project is complete, how many will be:

Management/Professional Unknown Wage level \$ \_\_\_\_\_  
Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_  
Semi-Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_  
Un-Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_

How many current employees live within the city limits of the City of Owosso? 4

Date your business located within the City of Owosso. 1998

Name of Company Officer (contact person): Susan Ludington

Title: Co-owner

Signature \_\_\_\_\_

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

Susan Ludington  
989-729-9473

Date \_\_\_\_\_

7-9-19

**For City Staff Use Only**

Was the applicant given a copy of Tax Abatement Policy? ☒ Y ☐ N

Is an abatement district in place for this project? ☒ Y ☐ N

If no, legal description of proposed district. \_\_\_\_\_

If yes, type of district in place Obsolete Property Rehab. Year established 2019

Does the proposed project meet the guidelines for Tax Abatement under the policy? ☒ Y ☐ N

If no, explain \_\_\_\_\_

If yes, was notice given to taxing jurisdictions within the proposed project area? ☒ Y ☐ N

If yes, was notice given to applicant and proper state documents sent? ☒ Y ☐ N

Name of reviewer \_\_\_\_\_

Treasa Chick

Signature Ann Chitt

Date 9-4-19

## Abatement Schedule

**This schedule applies to Industrial or Commercial Property as defined in 211.34c of the General Property Tax Act**

<b>1. Capital investment</b> \$Up to \$100,000 \$100,001 to \$250,000 \$250,001 to \$500,000 \$500,001 to \$1,000,000 \$1,000,001 to \$2,500,000 \$2,500,001 to \$5,000,000 \$5,000,001 and up	<b>Years of tax abatement</b> 1 2 3 4 5 6 7	<b>Rehabilitated/restored</b>  additional two years in any capital investment
<b>2. Job creation as Full Time Equivalent (40hrs.per week)</b> 1-10 11-25 26-50 51 and up	<b>Years of tax abatement</b> 2 3 4 5	
<b>3. Job wages</b> Average wage > 1.5x minimum wage Average wage > 2x minimum wage Average wage > 3x minimum wage	<b>Years of tax abatement</b> 2 4 6	
<b>4. Number of years located in city of Owosso</b> 2-10 11-15 16 and up	<b>Years of tax abatement</b> 1 2 3	
<b>5. Employees with city of Owosso residency</b> 1-10 11-25 26+	<b>Years of tax abatement</b> 1 2 3	

13  
 12 year maximum allowed.

**Note: Total number of tax abatement years shall not exceed statutory limits.**



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

September 16, 2019

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

Re: Obsolescence – 152 E Howard - 78-050-651-020-001-00

Mayor Eveleth & City Council:

Functional obsolescence is *loss in value due to inability of the structure to perform adequately the function for which it is used*. This may be a result from changes in demand, design and even technology. It may also take form of deficiency do to the need for modernization. In any case, it is the perception of a loss in utility.

I have reviewed the property 152 E. Howard St, owned by Howard Street Development, LLC, and have determined it to be Functionally Obsolete within the definition of the Assessors Manual and Section 2(s) of the Brownfield Redevelopment Financing Act (Act 381) of 1996. The following statement describes the functionally obsolescence of this property.

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 the functional obsolescence of this parcel has caused a reduction in value that exceeds 50% in its current use.

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

Respectfully,

Treena Chick  
Assessor, MAAO (3)



## MEMORANDUM

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---

**DATE:** September 16, 2019  
**TO:** Owosso City Council  
**FROM:** Clayton Wehner, Engineering  
**SUBJECT:** Alley Closures – Block 31 of George T. Abrey's Woodlawn Park Addition

### RECOMMENDATION:

Close 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  
CONTIGUOUS TO LOTS 1-5.

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

Separate public hearings will be held to provide Council with the opportunity to approve one closure or the other, if they so desire.

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

**RESOLUTION NO.**

**TO CLOSE THE NORTH-SOUTH ALLEY IN BLOCK 31 OF  
GEORGE T. ABREY'S WOODLAWN PARK ADDITION**

WHEREAS, the City Council of the City of Owosso, Michigan has met at the time and place named in a resolution passed by said City Council at a meeting thereof held on September 3, 2019 and in accordance to notice thereof published by the City Clerk in The Owosso Argus Press, for the purpose of hearing and considering objections to the proposed vacation and discontinuance of the following public alley in said City, and all objections of such proposed action having been heard and duly considered.

BE IT RESOLVED THAT for the benefit of the public health and welfare and safety of persons and property within the City of Owosso, County of Shiawassee, State of Michigan, be and the same is hereby vacated, discontinued and abolished, said alley being more particularly described as follows, to wit:

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

BE IT FURTHER RESOLVED THAT it is hereby determined that it is necessary for the health, welfare, comfort and safety of the people of the City of Owosso to discontinue the above alley as platted.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to provide the Shiawassee County Register of Deeds, the Treasurer of the State of Michigan, and the Owosso City Engineer and City Assessor with a certified copy of this resolution within thirty (30) days of its adoption.



**RESOLUTION NO.**

**TO CLOSE THE EAST-WEST ALLEY IN BLOCK 31 OF  
GEORGE T. ABREY'S WOODLAWN PARK ADDITION**

WHEREAS, the City Council of the City of Owosso, Michigan has met at the time and place named in a resolution passed by said City Council at a meeting thereof held on September 3, 2019 and in accordance to notice thereof published by the City Clerk in The Owosso Argus Press, for the purpose of hearing and considering objections to the proposed vacation and discontinuance of the following public alley in said City, and all objections of such proposed action having been heard and duly considered.

BE IT RESOLVED THAT for the benefit of the public health and welfare and safety of persons and property within the City of Owosso, County of Shiawassee, State of Michigan, be and the same is hereby vacated, discontinued and abolished, said alley being more particularly described as follows, to wit:

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

BE IT FURTHER RESOLVED THAT it is hereby determined that it is necessary for the health, welfare, comfort and safety of the people of the City of Owosso to discontinue the above alley as platted.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to provide the Shiawassee County Register of Deeds, the Treasurer of the State of Michigan, and the Owosso City Engineer and City Assessor with a certified copy of this resolution within thirty (30) days of its adoption.



JANE MERKEL  
989-245-6757  
989-725-5600

## CITY OF OWOSSO ALLEY CLOSURE DEPARTMENTAL REVIEW

### Petitioner Information

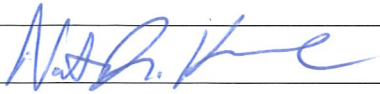

Name: N/A
Address: N/A
Phone: N/A

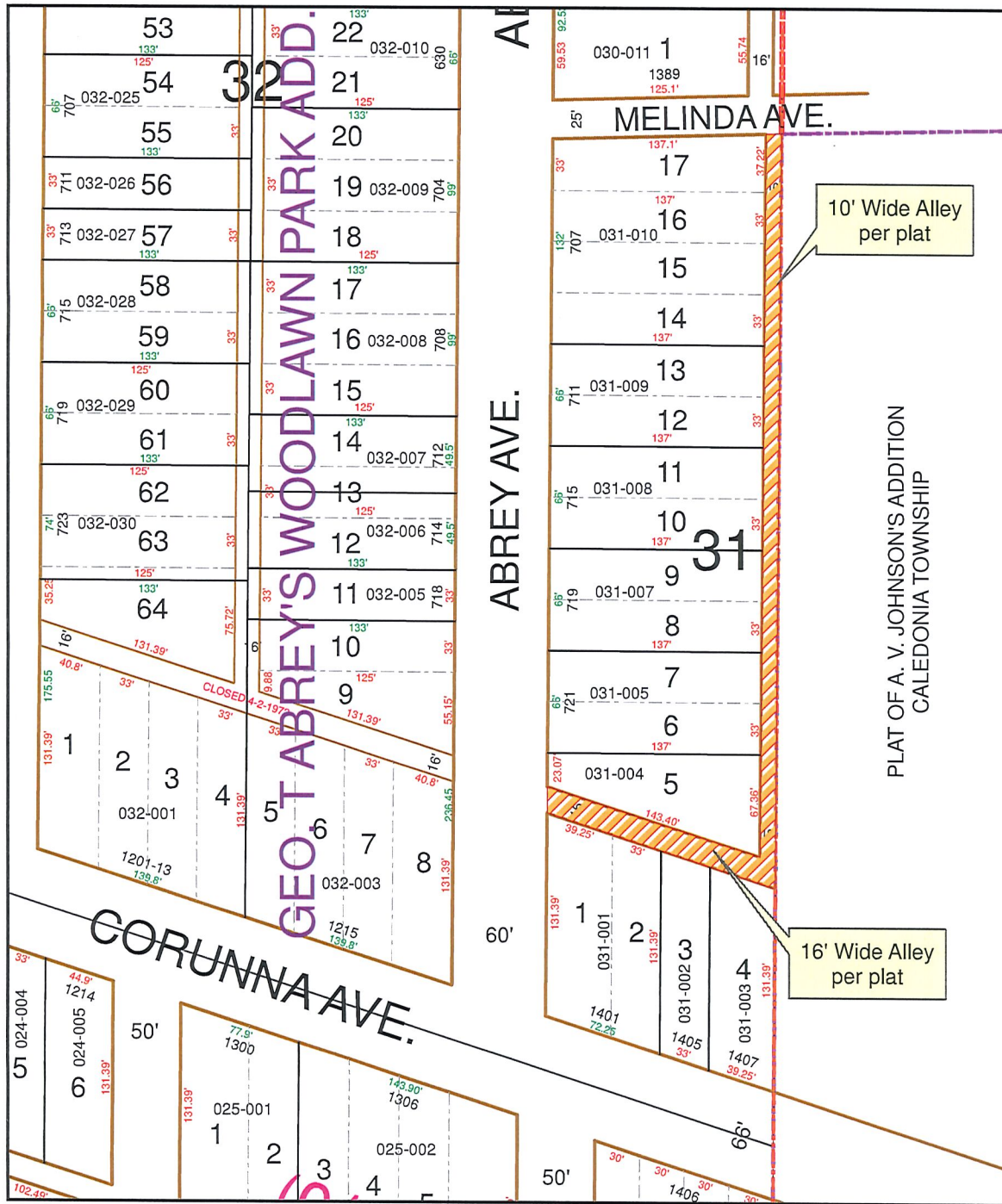
### Alley Description

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>Broad Hession</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.H.R.</i>		
<b>4. Public Utilities Recommends:</b>	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments:		
Signature: <i>Alan M. Amisore</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

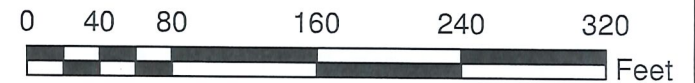
Comments: No comment.		
Signature: 		
7. Public Safety Recommends:	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments: no comment		
Signature: 		



# City of Owosso

## Alley Abandonment Petition

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



1 inch = 100 feet



## MEMORANDUM

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

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DATE: September 08, 2019

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services & Utilities

SUBJECT: Cedar Street Rehabilitation – Special Assessment Resolution No 2

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

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

Step One/Resolution No. 1 identifies the special assessment district(s), directs the city manager to estimate project costs and the amounts to be specially assessed, and determines the life of the proposed improvements. Resolution No. 1 for the proposed improvement was approved by City Council at its **August 6, 2018** meeting.

Step Two/Resolution No. 2 sets the date for the hearing of necessity on the projects. It directs notices to be sent to each affected property owner detailing the proposed project, notifying them of the public hearing date, and the estimated amount of their assessment. City Council is asked to act upon Resolution No. 2 on **September 16, 2019** for the proposed improvement, setting a public hearing for Monday, **October 7, 2019**.

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

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

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

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

Staff recommends authorization of Resolution No. 2 for the following district, setting the hearing of necessity for Monday, **October 7, 2019**:

**Cedar Street, a Public Street, from South Street to Hampton Avenue**

Attachments: Resolution No. 2-Cedar Street  
Special Assessment Roll-Cedar Street  
Engineer's Estimate-Cedar Street

**Special Assessment Resolution No. 2 for Cedar Street**

Special Assessment District No. 2020-01

**Cedar Street, a Public Street, from South Street to  
Hampton Avenue**

**RESOLUTION NO.**

**CEDAR STREET  
FROM SOUTH STREET TO HAMPTON AVENUE  
SPECIAL ASSESSMENT RESOLUTION NO. 2**

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

**CEDAR STREET, A PUBLIC STREET, FROM SOUTH STREET TO HAMPTON AVENUE;  
STREET REHABILITATION**

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth may be necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be \$588,054.00 and determines that \$100,550.94 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that \$487,503.06 of the cost thereof shall be paid by the City at large because of benefit to the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.
5. The City Council shall meet at the Owosso City Hall Council Chambers on Monday, October 7, 2019 for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
7. The notice of said hearing to be published and mailed shall be in substantially the following form:

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

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

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

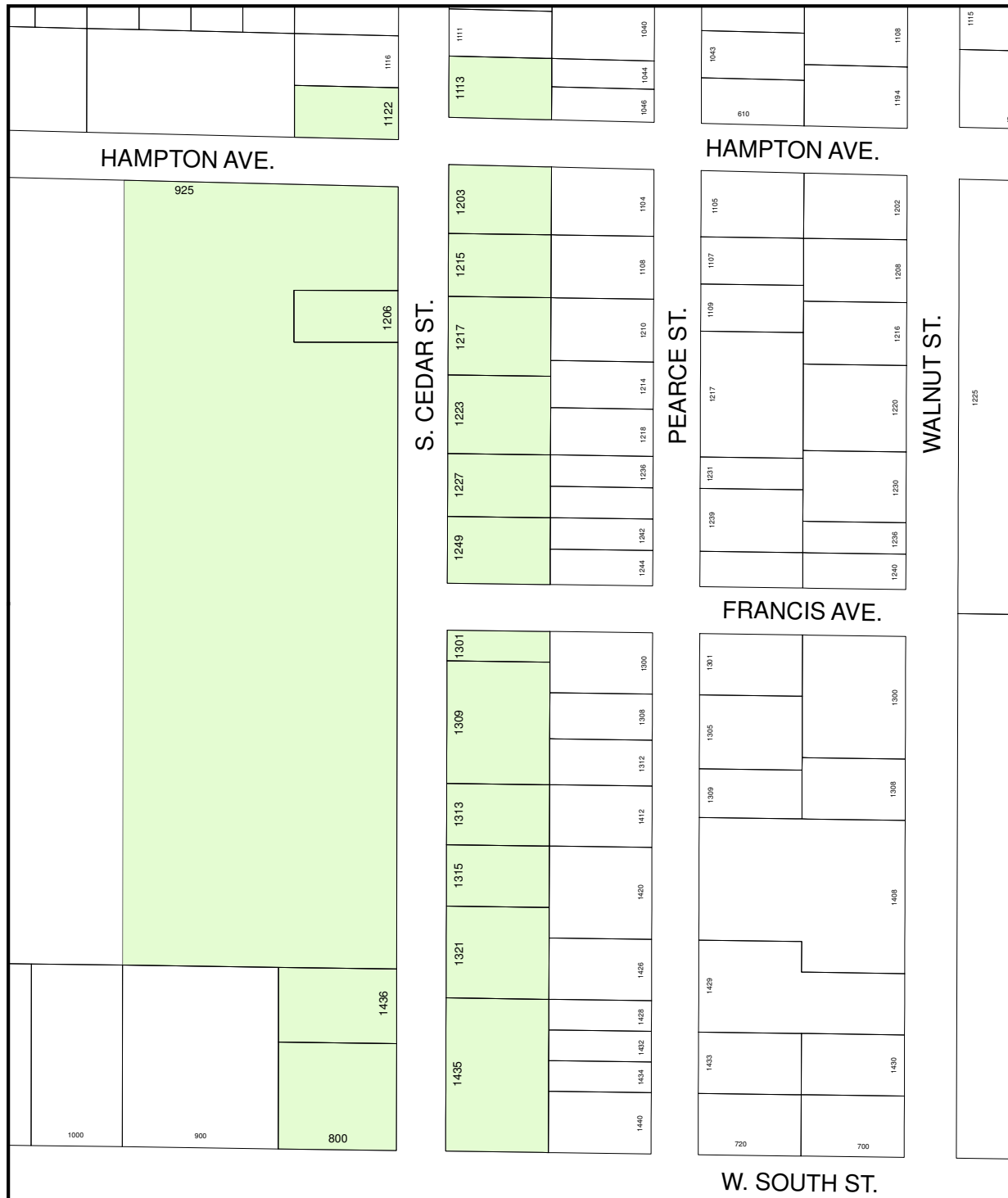
**Cedar Street, a Public Street, from South Street to Hampton Avenue  
Street Rehabilitation**

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

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at 7:30 o'clock p.m. on Monday, October 7, 2019 for the purpose of hearing any person to be affected by the proposed public improvement.





# City of Owosso

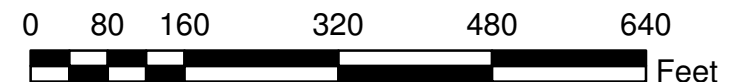
## Proposed Special Assessment

S. Cedar St.  
from South St. to Hampton Ave.



### Legend

- Special Assessment Parcels
- City Parcels
- 501 Street Address Number



1 inch = 200 feet

## **HISTORY**

### **Reso No. 2 S Cedar Street – W South St to Hampton Ave**

- This project is part of the original five-year plan.
- Our records indicate last work done was 1972.
- Records are inaccurate as to existing pavement section. Recent pavement/soil cores indicate 4" asphalt over a sandy gravel base and 6.5" asphalt over a clay base.
- Street width varies from 27' to 33' edge-to-edge plus curb and gutter both sides of street. Proposed street is same width.
- Traffic volumes are about 500 vehicles per day.
- Work scope is to remove the existing pavement and replace with 5" asphalt over 8" crushed limestone base and geotextile separator, along with select curb and gutter repair, select storm sewer replacement, and ADA sidewalk ramps. The water main will be replaced in conjunction with the street project. Preliminary plans are available. This treatment is selected as most economical means to deliver a quality road.
- Work schedule TBD but should be sometime between June-September, 2020.
- Life expectancy is 20 years.

30-Aug-19

RESO 2

## S CEDAR STREET FROM SOUTH TO HAMPTON ENGINEER'S ESTIMATE

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	ELLIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% RESIDENTIAL	ASSESSMENT AT 40% COMMERCIAL
Mobilization, Max 5%, (Road and Storm)	LSUM	0.6	\$ 35,100.00	\$ 21,060.00	\$ 21,060.00	\$ 12,636.00	\$ 8,424.00	\$ 8,424.00
Dr Structure, Rem	EA	16	\$ 350.00	\$ 5,600.00		\$ -	\$ -	\$ -
Sewer, Rem, Less than 24 inch	FT	955	\$ 10.00	\$ 9,550.00		\$ -	\$ -	\$ -
Curb and Gutter, Rem	FT	1048	\$ 7.00	\$ 7,336.00	\$ 7,336.00	\$ 4,401.60	\$ 2,934.40	\$ 2,934.40
Pavt, Rem	SYD	73	\$ 8.00	\$ 584.00	\$ 584.00	\$ 350.40	\$ 233.60	\$ 233.60
Sidewalk, Rem	SYD	133	\$ 8.00	\$ 1,064.00		\$ -	\$ -	\$ -
Embankment, CIP	CYD	66	\$ 12.00	\$ 792.00		\$ -	\$ -	\$ -
Subbase, CIP	CYD	17	\$ 17.00	\$ 289.00		\$ -	\$ -	\$ -
Excavation, Earth	CYD	1650	\$ 13.00	\$ 21,450.00		\$ -	\$ -	\$ -
Subgrade Undercutting, Type II	CYD	50	\$ 25.00	\$ 1,250.00		\$ -	\$ -	\$ -
Erosion Control, Inlet Protection, Fabric Drop	EA	12	\$ 100.00	\$ 1,200.00	\$ 1,200.00	\$ 720.00	\$ 480.00	\$ 480.00
Aggregate Base, 8 inch, Modified	SYD	4846	\$ 14.00	\$ 67,844.00	\$ -	\$ -	\$ -	\$ -
Maintenance Gravel	TON	30	\$ 25.00	\$ 750.00	\$ 750.00	\$ 450.00	\$ 300.00	\$ 300.00
Geotextile, Separator	SYD	4846	\$ 2.00	\$ 9,692.00		\$ -	\$ -	\$ -
Sewer, SDR-26, 10 inch, Tr Det B, Modified	FT	273	\$ 52.00	\$ 14,196.00		\$ -	\$ -	\$ -
Sewer, SDR-26, 12 inch, Tr Det B, Modified	FT	676	\$ 55.00	\$ 37,180.00		\$ -	\$ -	\$ -
Sewer Bulkhead, 12 inch	EA	3	\$ 200.00	\$ 600.00		\$ -	\$ -	\$ -
Dr Structure, Temp Lowering	EA	5	\$ 250.00	\$ 1,250.00	\$ 1,250.00	\$ 750.00	\$ 500.00	\$ 500.00
Dr Structure Cover, Adj, Case 1	EA	7	\$ 475.00	\$ 3,325.00	\$ 3,325.00	\$ 1,995.00	\$ 1,330.00	\$ 1,330.00
Dr Structure Cover, EJ 1060	EA	5	\$ 600.00	\$ 3,000.00	\$ 3,000.00	\$ 1,800.00	\$ 1,200.00	\$ 1,200.00
Dr Structure Cover, EJ 1120 w/ Gasket Seal	EA	5	\$ 650.00	\$ 3,250.00	\$ 3,250.00	\$ 1,950.00	\$ 1,300.00	\$ 1,300.00
Dr Structure Cover, EJ 7000	EA	14	\$ 700.00	\$ 9,800.00	\$ 9,800.00	\$ 5,880.00	\$ 3,920.00	\$ 3,920.00
Dr Structure 36 inch dia, Modified	EA	12	\$ 1,500.00	\$ 18,000.00		\$ -	\$ -	\$ -
Dr Structure 48 inch dia, Modified	EA	5	\$ 2,000.00	\$ 10,000.00		\$ -	\$ -	\$ -
Dr Structure, Add Depth of 48 inch dia, 8 foot to 15 foot	FT	1	\$ 350.00	\$ 350.00		\$ -	\$ -	\$ -
HMA Surface, Rem	SYD	4846	\$ 3.00	\$ 14,538.00	\$ 14,538.00	\$ 8,722.80	\$ 2,907.60	\$ 4,361.40
Hand Patching	TON	5	\$ 125.00	\$ 625.00	\$ 625.00	\$ 375.00	\$ 250.00	\$ 250.00
HMA, 2C @ 3.5"	TON	1027	\$ 85.00	\$ 87,295.00	\$ 87,295.00	\$ 52,377.00	\$ 24,941.43	\$ 34,918.00
HMA, 5E3 @1.5"	TON	440	\$ 88.00	\$ 38,720.00	\$ 38,720.00	\$ 23,232.00	\$ 15,488.00	\$ 15,488.00
HMA Approach	TON	10	\$ 125.00	\$ 1,250.00	\$ 1,250.00	\$ 750.00	\$ 500.00	\$ 500.00
Cement	TON	1	\$ 250.00	\$ 250.00	\$ 250.00	\$ 150.00	\$ 100.00	\$ 100.00

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	ELLIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% RESIDENTIAL	ASSESSMENT AT 40% COMMERCIAL
Saw Cutting	FT	100	\$ 3.00	\$ 300.00		\$ -	\$ -	\$ -
Driveway, Nonreinf Conc, 6 inch	SYD	68	\$ 45.00	\$ 3,060.00		\$ -	\$ -	\$ -
Approach, CI II, LM	TON	10	\$ 50.00	\$ 500.00	\$ 500.00	\$ 300.00	\$ 200.00	\$ 200.00
Curb and Gutter, Conc, Det F4, Modified	FT	1048	\$ 20.00	\$ 20,960.00	\$ 20,960.00	\$ 12,576.00	\$ 8,384.00	\$ 8,384.00
Detectable Warning Surface, Modified	FT	40	\$ 40.00	\$ 1,600.00		\$ -	\$ -	\$ -
Sidewalk Ramp, Conc, 7 inch	SFT	770	\$ 5.00	\$ 3,850.00		\$ -	\$ -	\$ -
Sidewalk, Conc, 4 inch	SFT	300	\$ 4.50	\$ 1,350.00		\$ -	\$ -	\$ -
Sidewalk, Conc, 6 inch	SFT	150	\$ 5.00	\$ 750.00		\$ -	\$ -	\$ -
Sanitary Serv Conflict	EA	3	\$ 1,350.00	\$ 4,050.00		\$ -	\$ -	\$ -
Abandoned Gas Main Conflict	EA	5	\$ 500.00	\$ 2,500.00		\$ -	\$ -	\$ -
Barricade, Type III, High Intensity, Double Sided, Furn & Oper	EA	6	\$ 100.00	\$ 600.00		\$ -	\$ -	\$ -
Pedestrian Type II Barricade, Temp	EA	20	\$ 150.00	\$ 3,000.00		\$ -	\$ -	\$ -
Lighted Arrow, Type C, Furn & Oper	EA	1	\$ 300.00	\$ 300.00		\$ -	\$ -	\$ -
Minor Traf Devices	LSUM	0.6	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00	\$ 3,600.00	\$ 2,400.00	\$ 2,400.00
Plastic Drum, High Intensity, Furn & Oper	EA	55	\$ 20.00	\$ 1,100.00		\$ -	\$ -	\$ -
Sign, Type B, Temp, Prismatic, Furn & Oper	SFT	181	\$ 5.00	\$ 905.00		\$ -	\$ -	\$ -
Turf Establishment, Performance	SYD	355	\$ 6.00	\$ 2,130.00		\$ -	\$ -	\$ -
Miscellaneous Work Items	LSUM	1	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 12,000.00	\$ 8,000.00	\$ 8,000.00
SUB TOTALS				\$ 465,045.00	\$ 241,693.00	\$ 145,015.80	\$ 83,793.03	\$ 95,223.40
ENGINEERING AT 15% ASSESSABLE COST				\$ 69,756.75	\$ 36,253.95	\$ 21,752.37	\$ 12,568.95	\$ 14,283.51
ADMINISTRATIVE AT 5% ASSESSABLE COST				\$ 23,252.25	\$ 12,084.65	\$ 7,250.79	\$ 4,189.65	\$ 4,761.17
GRAND TOTALS				\$ 558,054.00	\$ 290,031.60	\$ 174,018.96	\$ 100,551.63	\$ 114,268.08

# ENGINEER'S DETERMINATION OF ASSESSABLE AMOUNT

S CEDAR STREET FROM SOUTH ST TO HAMPTON AVE

SPECIAL ASSESSMENT ROLL

RESO 2

ENGINEER'S ESTIMATE ASSESSABLE AMOUNT	\$290,031.50
TOTAL ASSESSABLE FRONT FEET	2100.50

## CALCULATING ASSESSABLE FRONT FOOT RATE AND AMOUNTS:

PROPERTY TYPE	RESIDENTIAL PROPERTY	COMMERCIAL PROPERTY	TOTAL
TOTAL ASSEMENT PER TYPE	\$290,031.50	\$290,031.50	
CITY SHARE $\geq 60\%$	\$189,479.87	\$175,763.42	
PROPERTY SHARE @ $\leq 40\%$	\$100,551.63	\$114,268.08	
ASSESSABLE FRONT FOOT RATE: PROP SHARE/2100.5	\$47.87	\$54.40	
TOTAL FRONT FEET PER TYPE	2100.50	0.00	
TOTAL AMOUNT OF ASSESSMENT PER TYPE:	\$100,551.63	\$0.00	\$100,551.63

## SUMMARY: SPECIAL ASSESSMENT AMOUNTS PER SIDE OF STREET:

WEST SIDE	\$47,415.24
EAST SIDE	\$53,135.70
TOTAL SPECIAL ASSESSMENT	<u>\$100,550.94</u>

## S CEDAR ST FROM SOUTH TO HAMPTON

## ESTIMATED SPECIAL ASSESSMENT ROLL NO. 2020-01

## RESO 2

## WEST SIDE

ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	PROPERTY TYPE
800	W. SOUTH	HANSON, BARBARA J	114-005-004	136	0.75	102.00	\$47.87	\$4,882.74	R1
1436	S CEDAR	OCHODNICKY, TERRY & JUDITH	114-005-005	95	1	95.00	\$47.87	\$4,547.65	R1
925	HAMPTON	OWOSSO PUBLIC SCHOOLS	114-006-008	918	0.75	688.50	\$47.87	\$32,958.50	R1
1206	S CEDAR	LONG, RONALD	114-006-007	66	1	66.00	\$47.87	\$3,159.42	R1
1122	S CEDAR	MOSKAL PHILLIP	114-006-001	52	0.75	39.00	\$47.87	\$1,866.93	R1
				1267		990.50		\$47,415.24	

## EAST SIDE

ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	PROPERTY TYPE
1435	S CEDAR	HARRAND, RICHARD	270-000-162	195	0.75	146.25	\$47.87	\$7,000.99	R2
1321	S CEDAR	SCHAFER, DENNIS L	270-000-163	117	1	117.00	\$47.87	\$5,600.79	R2
1315	S CEDAR	TEJKL, MICHAEL W	270-000-025	78	1	78.00	\$47.87	\$3,733.86	R2
1313	S CEDAR	CROWE PROPERTIES, LLC	270-000-024	78	1	78.00	\$47.87	\$3,733.86	R2
1309	S CEDAR	LAWRENCE, ALAN R & KAREN A	270-000-022	156	1	156.00	\$47.87	\$7,467.72	R2
1301	S CEDAR	HOENSHELL, SCOTT	270-000-021	39	0.75	29.25	\$47.87	\$1,400.20	R2
1249	S CEDAR	REED, ANNA M	270-000-020	85	0.75	63.75	\$47.87	\$3,051.71	R2
1227	S CEDAR	MARTIN LARRY R	270-000-018	80	1	80.00	\$47.87	\$3,829.60	R2
1223	S CEDAR	MOWEN, DANIEL T	270-000-016	100	1	100.00	\$47.87	\$4,787.00	R2
1217	S CEDAR	WADLINGTON, IRVING H & BETTY J	270-000-013	100	1	100.00	\$47.87	\$4,787.00	R2
1215	S CEDAR	NESBIT KYLE W & SAMANTHA J	270-000-012	80	1	80.00	\$47.87	\$3,829.60	R2
1203	S CEDAR	BOUGHNER, PATRICK A & CYNTH	270-000-011	88	0.75	66.00	\$47.87	\$3,159.42	R2
1113	S CEDAR	WALLHEAD, DAVID G	270-000-010	21	0.75	15.75	\$47.87	\$753.95	R1
				1217		1110.00		\$53,135.70	

TOTAL ASSESSABLE FRONT FOOTAGE

2100.50



## MEMORANDUM

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

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DATE: September 8, 2019

TO: Owosso City Council

FROM: Glenn Chinavare, Director of Public Services & Utilities

SUBJECT: Clark Avenue Rehabilitation – Special Assessment Resolution No 2

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

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

Step One/Resolution No. 1 identifies the special assessment district(s), directs the city manager to estimate project costs and the amounts to be specially assessed, and determines the life of the proposed improvements. Resolution No. 1 for the proposed improvement was approved by City Council at its **August 6, 2018** meeting.

Step Two/Resolution No. 2 sets the date for the hearing of necessity on the projects. It directs notices to be sent to each affected property owner detailing the proposed project, notifying them of the public hearing date, and the estimated amount of their assessment. City Council is asked to act upon Resolution No. 2 on **September 16, 2019** for the proposed improvement, setting a public hearing for Monday, **October 7, 2019**.

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

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

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

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

Staff recommends authorization of Resolution No. 2 for the following district, setting the hearing of necessity for Monday, **October 7, 2019**:

**Clark Avenue, a Public Street, from Oliver Street to King Street**

Attachments: Resolution No. 2-Clark Avenue  
Special Assessment Roll-Clark Avenue  
Engineer's Estimate-Clark Avenue



**Special Assessment Resolution No. 2 for Clark Avenue**

Special Assessment District No. 2020-02

**Clark Avenue, a Public Street, from Oliver Street to  
King Street**

**RESOLUTION NO.**

**CLARK AVENUE  
FROM OLIVER STREET TO KING STREET  
SPECIAL ASSESSMENT RESOLUTION NO. 2**

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

**CLARK AVENUE, A PUBLIC STREET, FROM OLIVER STREET TO KING STREET;  
STREET REHABILITATION**

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth may be necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be \$323,828.40 and determines that \$59,294.94 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that \$264,533.46 of the cost thereof shall be paid by the City at large because of benefit to the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.
5. The City Council shall meet at the Owosso City Hall Council Chambers on Monday, October 7, 2019 for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
7. The notice of said hearing to be published and mailed shall be in substantially the following form:

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

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

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

**Clark Avenue, a Public Street, from Oliver Street to King Street  
Street Rehabilitation**

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

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at 7:30 o'clock p.m. on Monday, October 7, 2019 for the purpose of hearing any person to be affected by the proposed public improvement.



# City of Owosso

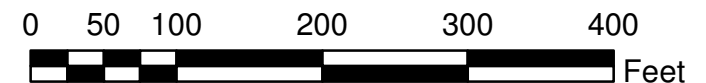
## Proposed Special Assessment

Clark Street  
from King St. to Oliver St.



### Legend

-  Special Assessment Parcels
-  City Parcels
- 501 Street Address Number



1 inch = 132 feet



## **HISTORY**

### **Reso No. 2 Clark Ave – W Oliver St to W King St**

- This project is part of the original five-year plan.
- Our records indicate last work done was 1975.
- Records are inaccurate as to existing pavement section. Recent pavement/soil cores indicate 5.5-6" asphalt over a clay base.
- Street width varies from 21' to 24' edge-to-edge plus curb and gutter both sides of street. Proposed street is same width.
- Traffic volumes are about 300 vehicles per day.
- Work scope is to remove the existing pavement and replace with 5" asphalt over 8" crushed limestone base and geotextile separator, along with select curb and gutter repair, storm sewer replacement, and ADA sidewalk ramps. The water main will be replaced in conjunction with the street project. Preliminary plans are available. This treatment is selected as most economical means to deliver a quality road.
- Work schedule TBD but should be sometime between May-September, 2020.
- Life expectancy is 20 years.

30-Aug-19

RESO 2

## CLARK AVENUE FROM OLIVER ST TO KING ST ENGINEER'S ESTIMATE

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	ELIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% RESIDENTIAL	ASSESSMENT AT 40% COMMERCIAL
Mobilization, Max 5%, (Road and Storm)	LSUM	0.4	\$ 35,100.00	\$ 14,040.00	\$ 14,040.00	\$ 8,424.00	\$ 5,616.00	\$ 5,616.00
Dr Structure, Rem	EA	2	\$ 350.00	\$ 700.00		\$ -	\$ -	\$ -
Sewer, Rem, Less than 24 inch	FT		\$ 10.00	\$ -		\$ -	\$ -	\$ -
Sewer, Rem, Greater than 24 inch	FT		\$ 20.00	\$ -		\$ -	\$ -	\$ -
Curb and Gutter, Rem	FT	980	\$ 7.00	\$ 6,860.00	\$ 6,860.00	\$ 4,116.00	\$ 2,744.00	\$ 2,744.00
Pavt, Rem	SYD	116	\$ 8.00	\$ 928.00	\$ 928.00	\$ 556.80	\$ 371.20	\$ 371.20
Sidewalk, Rem	SYD	235	\$ 8.00	\$ 1,880.00		\$ -	\$ -	\$ -
Embankment, CIP	CYD	45	\$ 12.00	\$ 540.00		\$ -	\$ -	\$ -
Subbase, CIP	CYD	35	\$ 17.00	\$ 595.00		\$ -	\$ -	\$ -
Excavation, Earth	CYD	650	\$ 13.00	\$ 8,450.00		\$ -	\$ -	\$ -
Subgrade Undercutting, Type II	CYD	50	\$ 25.00	\$ 1,250.00		\$ -	\$ -	\$ -
Erosion Control, Inlet Protection, Fabric Drop	EA	3	\$ 100.00	\$ 300.00	\$ 300.00	\$ 180.00	\$ 120.00	\$ 120.00
Aggregate Base, 6 inch, Modified	SYD		\$ 13.00	\$ -		\$ -	\$ -	\$ -
Aggregate Base, 8 inch, Modified	SYD	2453	\$ 14.00	\$ 34,342.00	\$ -	\$ -	\$ -	\$ -
Maintenance Gravel	TON	30	\$ 25.00	\$ 750.00	\$ 750.00	\$ 450.00	\$ 300.00	\$ 300.00
Geotextile, Separator	SYD	2453	\$ 2.00	\$ 4,906.00		\$ -	\$ -	\$ -
Sewer, SDR-26, 10 inch, Tr Det B, Modified	FT	93	\$ 52.00	\$ 4,836.00		\$ -	\$ -	\$ -
Sewer, SDR-26, 12 inch, Tr Det B, Modified	FT	593	\$ 55.00	\$ 32,615.00		\$ -	\$ -	\$ -
Sewer, SDR-26, 15 inch, Tr Det B, Modified	FT		\$ 75.00	\$ -		\$ -	\$ -	\$ -
Sewer, SDR-26, 18 inch, Tr Det B, Modified	FT		\$ 100.00	\$ -		\$ -	\$ -	\$ -
Sewer, SDR-26, 24 inch, Tr Det B, Modified	FT		\$ 130.00	\$ -		\$ -	\$ -	\$ -
Sewer Bulkhead, 12 inch	EA	2	\$ 200.00	\$ 400.00		\$ -	\$ -	\$ -
Sewer Tap, 12 inch	EA	1	\$ 300.00	\$ 300.00		\$ -	\$ -	\$ -
Dr Structure, Temp Lowering	EA	2	\$ 250.00	\$ 500.00	\$ 500.00	\$ 300.00	\$ 200.00	\$ 200.00
Dr Structure Cover, Adj, Case 1	EA	3	\$ 475.00	\$ 1,425.00	\$ 1,425.00	\$ 855.00	\$ 570.00	\$ 570.00
Dr Structure Collar, Modified	EA		\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ -
Dr Structure Cover, EJ 1060	EA	3	\$ 600.00	\$ 1,800.00	\$ 1,800.00	\$ 1,080.00	\$ 720.00	\$ 720.00
Dr Structure Cover, EJ 1120 w/ Gasket Seal	EA	2	\$ 650.00	\$ 1,300.00	\$ 1,300.00	\$ 780.00	\$ 520.00	\$ 520.00
Dr Structure Cover, EJ 7000	EA	4	\$ 700.00	\$ 2,800.00	\$ 2,800.00	\$ 1,680.00	\$ 1,120.00	\$ 1,120.00
Dr Structure 36 inch dia, Modified	EA	4	\$ 1,500.00	\$ 6,000.00		\$ -	\$ -	\$ -
Dr Structure 48 inch dia, Modified	EA	2	\$ 2,000.00	\$ 4,000.00		\$ -	\$ -	\$ -
Dr Structure 60 inch dia, Modified	EA		\$ 3,500.00	\$ -		\$ -	\$ -	\$ -

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	ELLIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% RESIDENTIAL	ASSESSMENT AT 40% COMMERCIAL
Dr Structure 72 inch dia, Modified	EA		\$ 5,500.00	\$ -		\$ -	\$ -	\$ -
Dr Structure, Add Depth of 48 inch dia, 8 foot to 15 foot	FT		\$ 350.00	\$ -		\$ -	\$ -	\$ -
HMA Surface, Rem	SYD	2454	\$ 3.00	\$ 7,362.00	\$ 7,362.00	\$ 4,417.20	\$ 1,472.40	\$ 2,208.60
Hand Patching	TON	5	\$ 125.00	\$ 625.00	\$ 625.00	\$ 375.00	\$ 125.00	\$ 187.50
HMA, 2C @ 3.5"	TON	520	\$ 85.00	\$ 44,200.00	\$ 44,200.00	\$ 26,520.00	\$ 12,628.57	\$ 17,680.00
HMA, 4E3 @ 2.0"	TON		\$ 88.00	\$ -	\$ -	\$ -	\$ -	\$ -
HMA, 5E3 @1.5"	TON	222	\$ 88.00	\$ 19,536.00	\$ 19,536.00	\$ 11,721.60	\$ 7,814.40	\$ 7,814.40
HMA Approach	TON	5	\$ 125.00	\$ 625.00	\$ 625.00	\$ 375.00	\$ 250.00	\$ 250.00
Cement	TON	1	\$ 250.00	\$ 250.00	\$ 250.00	\$ 150.00	\$ 100.00	\$ 100.00
Saw Cutting	FT	100	\$ 3.00	\$ 300.00		\$ -	\$ -	\$ -
Driveway, Nonreinf Conc, 6 inch	SYD	114	\$ 45.00	\$ 5,130.00		\$ -	\$ -	\$ -
Approach, CI II, LM	TON	5	\$ 50.00	\$ 250.00	\$ 250.00	\$ 150.00	\$ 100.00	\$ 100.00
Curb and Gutter, Conc, Det F4	FT		\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -
Curb and Gutter, Conc, Det F4, Modified	FT	980	\$ 20.00	\$ 19,600.00	\$ 19,600.00	\$ 11,760.00	\$ 7,840.00	\$ 7,840.00
Driveway Opening, Conc, Det M	FT		\$ 20.00	\$ -		\$ -	\$ -	\$ -
Detectable Warning Surface, Modified	FT	35	\$ 40.00	\$ 1,400.00		\$ -	\$ -	\$ -
Sidewalk Ramp, Conc, 7 inch	SFT	1067	\$ 5.00	\$ 5,335.00		\$ -	\$ -	\$ -
Sidewalk, Conc, 4 inch	SFT	766	\$ 4.50	\$ 3,447.00		\$ -	\$ -	\$ -
Sidewalk, Conc, 6 inch	SFT	536	\$ 5.00	\$ 2,680.00		\$ -	\$ -	\$ -
Valve Box, Adj	EA		\$ 200.00	\$ -		\$ -	\$ -	\$ -
Sanitary Serv Conflict	EA	2	\$ 1,350.00	\$ 2,700.00		\$ -	\$ -	\$ -
Abandoned Gas Main Conflict	EA	5	\$ 500.00	\$ 2,500.00		\$ -	\$ -	\$ -
Barricade, Type III, High Intensity, Double Sided, Furn & Oper	EA	3	\$ 100.00	\$ 300.00		\$ -	\$ -	\$ -
Pedestrian Type II Barricade, Temp	EA	10	\$ 150.00	\$ 1,500.00		\$ -	\$ -	\$ -
Lighted Arrow, Type C, Furn & Oper	EA	1	\$ 300.00	\$ 300.00		\$ -	\$ -	\$ -
Minor Traf Devices	LSUM	0.4	\$ 10,000.00	\$ 4,000.00	\$ 4,000.00	\$ 2,400.00	\$ 1,600.00	\$ 1,600.00
Plastic Drum, High Intensity, Furn & Oper	EA	40	\$ 20.00	\$ 800.00		\$ -	\$ -	\$ -
Sign, Type B, Temp, Prismatic, Furn & Oper	SFT	110	\$ 5.00	\$ 550.00		\$ -	\$ -	\$ -
Turf Establishment, Performance	SYD	325	\$ 6.00	\$ 1,950.00		\$ -	\$ -	\$ -
Sign, Type IIIA	SFT		\$ 20.00	\$ -		\$ -	\$ -	\$ -
Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	FT		\$ 10.00	\$ -		\$ -	\$ -	\$ -
Pavt Mrkg, Ovly Cold Plastic, Rt Turn Arrow Sym	EA		\$ 150.00	\$ -		\$ -	\$ -	\$ -
Pavt Mrkg, Ovly Cold Plastic, Thru and Lt Turn Arrow Sym	EA		\$ 200.00	\$ -		\$ -	\$ -	\$ -
Pavt Mrkg, Waterborne, 4 inch, White	FT		\$ 1.00	\$ -		\$ -	\$ -	\$ -

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	ELLIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% RESIDENTIAL	ASSESSMENT AT 40% COMMERCIAL
Pavt Mrkg, Waterborne, 4 inch, Yellow	FT		\$ 0.50	\$ -		\$ -	\$ -	\$ -
Post, Mailbox	EA		\$ 100.00	\$ -		\$ -	\$ -	\$ -
Miscellaneous Work Items	LSUM	1	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 7,800.00	\$ 5,200.00	\$ 5,200.00
SUB TOTALS				\$ 269,857.00	\$ 140,151.00	\$ 84,090.60	\$ 49,411.57	\$ 55,261.70
ENGINEERING AT 15% ASSESSABLE COST				\$ 40,478.55	\$ 21,022.65	\$ 12,613.59	\$ 7,411.74	\$ 8,289.26
ADMINISTRATIVE AT 5% ASSESSABLE COST				\$ 13,492.85	\$ 7,007.55	\$ 4,204.53	\$ 2,470.58	\$ 2,763.09
GRAND TOTALS				\$ 323,828.40	\$ 168,181.20	\$ 100,908.72	\$ 59,293.89	\$ 66,314.04

## ENGINEER'S DETERMINATION OF ASSESSABLE AMOUNT

### CLARK AVENUE FROM OLIVER TO KING

### SPECIAL ASSESSMENT ROLL

ENGINEER'S ESTIMATE ASSESSABLE AMOUNT	\$168,181.20
TOTAL ASSESSABLE FRONT FEET	1548.58

#### CALCULATING ASSESSABLE FRONT FOOT RATE AND AMOUNTS:

PROPERTY TYPE	RESIDENTIAL PROPERTY	COMMERCIAL PROPERTY	TOTAL
TOTAL ASSEMENT PER TYPE	\$168,181.20	\$168,181.20	
CITY SHARE $\geq 60\%$	\$108,887.31	\$101,867.16	
PROPERTY SHARE @ $\leq 40\%$	\$59,293.89	\$66,314.04	
ASSESSABLE FRONT FOOT RATE: PROP SHARE/1548.58	\$38.29	\$42.82	
TOTAL FRONT FEET PER TYPE	1548.58	0.00	
TOTAL AMOUNT OF ASSESSMENT PER TYPE:	\$59,293.89	\$0.00	\$59,293.89

#### SUMMARY: SPECIAL ASSESSMENT AMOUNTS PER SIDE OF STREET:

WEST SIDE	\$30,880.89
EAST SIDE	\$28,414.05
TOTAL SPECIAL ASSESSMENT	<u>\$59,294.94</u>



## CLARK AVE FROM OLIVER TO KING

## ESTIMATED SPECIAL ASSESSMENT ROLL NO. 2020-02

RESO 2

## WEST SIDE

ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	PROPERTY TYPE
800	W OLIVER	VALASEK, ROBERT E & KATHY M	670-002-016	132	0.75	99.00	\$38.29	\$3,790.71	R1
515	CLARK	PATTERSON ELEANOR S	670-002-015	80.5	1	80.50	\$38.29	\$3,082.35	R1
523	CLARK	VANEPPS, MARK & BRENDA	670-002-013	66	1	66.00	\$38.29	\$2,527.14	R1
529	CLARK	COMRIE, DANIEL A & SUEANN	670-002-012	66	1	66.00	\$38.29	\$2,527.14	R1
603	CLARK	HENRY, ROSALYN A LIVING TRUST	670-002-010	132	1	132.00	\$38.29	\$5,054.28	R1
607	CLARK	HENRY, ROSALYN A LIVING TRUST	670-002-008	66	1	66.00	\$38.29	\$2,527.14	R1
609	CLARK	YOUNG, ANDREW V & BARBARA J	670-002-007	66	1	66.00	\$38.29	\$2,527.14	R1
615	CLARK	IHILEVICH, SUZANNE	670-002-005	66	1	66.00	\$38.29	\$2,527.14	R1
625	CLARK	SCHLUCKEBIER KELLY	670-002-004	66	1	66.00	\$38.29	\$2,527.14	R1
805	W KING	BOND, DAVID M & KATHY L	670-002-001	132	0.75	99.00	\$38.29	\$3,790.71	R1
				872.5		806.50		\$30,880.89	

## EAST SIDE

ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	PROPERTY TYPE
728	W OLIVER	LUPU, TAVI M	660-003-008	120.1	0.75	90.08	\$38.29	\$3,448.97	R1
516	CLARK	TAP ENTERPRISES, INC	660-003-009	58	1	58.00	\$38.29	\$2,220.82	R1
522	CLARK	SCHINDLER, KEITH, ET AL	660-003-010	66	1	66.00	\$38.29	\$2,527.14	R1
721	LEE	KURTZ, THOMAS E & ATHENA S	660-003-011	66	0.75	49.50	\$38.29	\$1,895.36	R1
600	CLARK	JONES, MATHEW P & INITA L	670-001-016	66	0.75	49.50	\$38.29	\$1,895.36	R1
610	CLARK	FLIPPONE, NICOLE	670-001-015	66	1	66.00	\$38.29	\$2,527.14	R1
620	CLARK	BURROUGHS, LAURA	670-001-014	66	1	66.00	\$38.29	\$2,527.14	R1
622	CLARK	KILEY, SHAWN	670-001-011	66	1	66.00	\$38.29	\$2,527.14	R1
626	CLARK	PRESCOTT, DAVID E & LISA M	670-001-010	66	1	66.00	\$38.29	\$2,527.14	R1
630	CLARK	BACK, WILLIAM H & LINN M TRUST	670-001-007	66	1	66.00	\$38.29	\$2,527.14	R1
636	CLARK	LAB ERIC P & FORMAN SIERRA L	670-001-006	132	0.75	99.00	\$38.29	\$3,790.71	R1
				838.1		742.08		\$28,414.05	

TOTAL ASSESSABLE FRONT FOOTAGE

1548.58



## MEMORANDUM

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

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**DATE:** September 12, 19

**TO:** Mayor Eveleth and the Owosso City Council

**FROM:** Joshua Adams  
Director, Owosso Main Street/DDA

**SUBJECT:** UPDATE: Michigan Department of Natural Resources 2019 Recreation Passport Grant Application resolution update

### RECOMMENDATION:

Approve the updated request from staff to apply for a \$150,000 grant from the MDNR as outlined below.

### BACKGROUND:

The Parks & Recreation Commission wants to restore the former pool building in Grove Holman Park and reactivate it with public restrooms, a concessions area, and a warming station, along with reconstructing the drive and parking area. The restored building would be a year-round facility that would bring new life to the park.

In March of this year the Council approved a resolution applying for a 2019 Recreation Passport Grant through the DNR for \$150,000.00 to rehabilitate the Grove Holman Building and parking area for the uses stated above. The original resolution had a local match of \$50,000.00. Since that time, changes have been made to the grant application (per MDNR's requests) that have increased the amount of the local match to \$62,300.00, an increase of \$12,300.00.

### FISCAL IMPACTS:

Staff is asking the city commit a minimum of \$62,300.00 as its local contribution toward this project. Funds will come from a portion of the Parks and Recreation millage capture.

**AMENDED RESOLUTION NO. 50.1-2019**

**SEEKING A RECREATION PASSPORT GRANT THROUGH  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

WHEREAS, Holman Grove Park is noted as a destination point within the city of Owosso that is being revitalized with the construction of a new skate park; and

WHEREAS, the current building in the park is no longer functioning, and regular maintenance cannot effectively address the reactivation of the structure; and

WHEREAS, the city of Owosso and its partners intend to rehabilitate the park's parking-lot, driveway, and existing building, using it for public restrooms, concessions, and a warming station for activities involving the skate park and winter sledding hill; and

WHEREAS, the city of Owosso and the Parks and Recreation Commission are publicly and financially committed to carrying out the improvements to the building and parking areas in Holman Grove Park; and

WHEREAS, the State of Michigan Department of Natural Resources is accepting Recreation Passport Grant applications for up to \$150,000 towards new or rehabilitated facilities for the purpose of "providing public outdoor recreation opportunities and infrastructure to support public outdoor recreation activity";

NOW, THEREFORE, BE IT RESOLVED that the city of Owosso city council commits to funding the capital rehabilitation funding proposal below and directs staff to complete and submit an application for the Recreation Passport Grant Program through the Michigan Department of Natural Resources (MDNR).

<b>Grove Holman Building &amp; Parking Lot Revitalization</b>	
<b>Contributor</b>	<b>Contribution</b>
Parks and Recreation Millage	<b>\$62,300.00</b> <del>\$50,000</del>
<b>Total Local Match</b>	<b>\$62,300.00</b>
<b>Grant Request</b>	<b>\$150,000.00</b>
<b>Total Grant Project</b>	<b>\$212,300.00</b>



## MEMORANDUM

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

DATE: September 11, 2019

TO: Owosso City Council

FROM: Josh Adams; Executive Director, Owosso Main Street/DDA

SUBJECT: **Façade Grant Construction Contract Increase with First Contracting, Inc.**

### RECOMMENDATION:

Increase the Construction Contract with First Contracting, Inc. from \$619,215.00 to \$630,198.50 due to the following change orders:

- 114 N. Washington Street will increase from \$102,500.00 to \$109,702.50 for additional brick repair on the upper portions of the facade. An increase of \$6,842.50
- 115 N. Washington Street will decrease from \$112,500.00 to \$109,525.00 for removal of the fabric awning from the project. A decrease of \$2,975.00
- 114 W. Main Street will increase from \$403,855.00 to \$410,971.00 for additional lighting costs associated with new signage and the repainting of the east, upper-level facade. An increase of \$7,116.00

### BACKGROUND:

The City and Owosso Main Street/DDA have been working with First Contracting, Inc. and the Michigan Economic Development Corporation (MEDC) to implement the 2018-2019 Owosso MEDC/CDBG Facade Grant.

During renovation and restoration activities, First Contracting, Inc. has run into several issues and requests from the property owners that have increased the overall project cost (as mentioned above).

### FISCAL IMPACTS:

50% of the above facade expenses are paid for by the State of Michigan MEDC/CDBG funds. The other 50% will be paid for by the property/building owners. Private dollars have been placed in an escrow account including contingency dollars that will cover the mentioned increases.

**RESOLUTION NO.**

**AUTHORIZING AMENDMENT NO. 3 TO  
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, on September 17, 2018 the City Council approved the bid from First Contracting, Inc. to complete proposed MEDC/CDGB Façade Grant restoration /reconstruction at 114 N. Washington Street, 115 N. Washington Street, and 114 W. Main Street; and

WHEREAS, site conditions and modifications in the proposed work have added costs to the overall contract with First Contracting, Inc.

WHEREAS, it is hereby determined that adjustments need to be made via change order for each property to complete the work.

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 increase façade renovation costs for 114 N. Washington Street from the amount of \$102,500.00 to \$109,702.50 for additional brick repair. An increase of \$6,842.50.
- SECOND: The City of Owosso has further determined that it is advisable, necessary and in the public interest to decrease façade renovation costs for 115 N. Washington Street from the amount of \$112,500.00 to \$109,525.00 for removal of the fabric awning from the project. A decrease of \$2,975.00.
- THIRD: The City of Owosso has further determined that it is advisable, necessary and in the public interest to increase façade renovation costs for 114 W. Main Street from the amount of \$403,855.00 to \$410,971.00 for additional lighting costs and the repainting of the east facade. An increase of \$7,116.00.
- FOURTH: The Mayor and City Clerk are instructed and authorized to sign appropriate documents formalizing the changes.
- FIFTH: The accounts payable department is authorized to pay the contractor the amounts noted upon satisfactory completion of the work.
- SIXTH: 50% of the above expenses shall be paid from State of Michigan MEDC/CDBG Funds. The other 50% will be paid by the property/building owners.

**AMENDMENT NO. 3 TO  
A CONTRACT FOR SERVICES WITH  
FIRST CONTRACTING, INC.  
FOR THE 2018-19 FAÇADE GRANT CONSTRUCTION CONTRACT**

This amendment is attached and made part of the contract for services for the 2018-19 Façade Grant Construction Contract, authorized by City Council August 20, 2018, between the city of Owosso, Michigan (City) and First Contracting, Inc. (Contractor).

**2018-19 FAÇADE GRANT CONSTRUCTION CONTRACT**

**PROJECT SCOPE OF WORK**

The project scope of work is amended as detailed in the attached documents.

**SCHEDULE**

The schedule for the project remains as amended August 19, 2019.

**COMPENSATION**

The overall amount of the contract is increased by \$10,983.50, as detailed in the attached documents.

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

For the Contractor:

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

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

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

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

Executed: \_\_\_\_\_, 2019

For the City:

By: \_\_\_\_\_  
Christopher T. Eveleth, Mayor

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

Executed: \_\_\_\_\_, 2019

Owosso - CDBG Program - 2018 Façade Program  
Change Tracking

8/22/2019

Address	CONSTRUCTION									C/A ARCHITECTURAL FEES			PROJECT TOTAL
	Original Contracts	Change Orders							Current TOTAL	Change Orders		Current TOTAL	
		1	2	3	4	5	6	7		1	2		
114 W. Main	\$ 403,855.00	NA	NA	NA	\$ -	\$4,882.00	NA	\$2,234.00	\$410,971.00				
114 N. Washington	\$ 102,860.00	\$6,842.50	NA	NA	\$ -	NA	NA	NA	\$109,702.50				
115 N. Washington	\$ 112,500.00	NA	\$(2,975.00)	\$ -	\$ -	NA	\$575.00	NA	\$109,525.00				
TOTALS	\$ 619,215.00								\$630,198.50				

Non-Grant  
Costs  
(paid by owners)

# CHANGE ORDER

OWNER  
ARCHITECT  
CONTRACTOR

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FIELD  
OTHER

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Client Information

Project: 2018 Façade CDBG Program  
Owner: CITY OF OWOSSO  
301 W. Main Street  
Owosso MI 48867  
Change Order: #1  
Date: 5/9/2019  
Architect's Project No: 16-100  
Contract Date: 9/17/2018  
Contract For: 114 N. Washington St.  
To Contractor: First Contracting Inc.  
PO Box 75  
Ovid, MI 48866

The Contract is Changed as Follows:

Item #1: Additional Brick repairs and re-pointing per Bulletin #1 Add \$6,842.50  
(See Attached Detail)

**TOTAL ADD THIS CHANGE ORDER \$6,842.50**

Contract Details

The Original Contract Sum..... \$619,215.00  
Net Change by Previously Authorized Requests and Changes..... \$0.00  
The Contract Sum Prior to this Change Order..... \$619,215.00  
The Contract Sum will be Increased in the Amount of..... \$6,842.50  
The New Contract Sum including this Change Order will be..... \$626,057.50

The contract time will (increase)(decrease)(be unchanged) by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order is July 15, 2019

Agreement

H2A Architects, Inc.	First Contracting Inc.	City of Owosso
ARCHITECT	CONTRACTOR	OWNER
9100 Lapeer Road, Davison MI	PO Box 75, Ovid MI	301 W. Main St. Owosso
ADDRESS	ADDRESS	ADDRESS
Jackie Hoist, AIA	William J. Seeley	Christopher Eveleth
BY	BY	BY
<u>5-10-19</u>	<u>5-10-19</u>	<u>5/15/19</u>
DATE	DATE	DATE



## FIRST CONTRACTING, INC.

---

P O Box 75  
Ovid, Michigan 48866

Office (989) 834-1500  
Office Fax (989) 834-1300

May 6, 2019

Ms. Jackie Hoist  
H2A Architects

Reference: 114 N. Washington - Owosso, MI - Façade Project

### Change Request No. One - Response to Bulletin 01

Pursuant to bulletin 01, we propose to extend the synthetic wood panel at the top of the building down to cover the top (2) continuous nailer strips; remove one (1) 2x4 nailer board, clean area, infill with brick & mortar. Additionally, we propose to brick infill over three upper windows (above each lintel replacement), remove seven (7) courses of brick that are misaligned and poorly matched, and tooth in and relay with new matching brick. On the north corner we propose to remove deteriorated brick and relay with new matching brick; 12 brick +/-.

Cusack's Masonry - Materials:	\$216.88
Cusack's Masonry - Equipment:	817.00
Cusack's Masonry - Labor:	4,375.21
Cusack's Masonry - Profit:	540.91
Contractors Overhead:	297.50
Contractors Profit:	<u>595.00</u>
<b>Total:</b>	<b>\$6,842.50</b>

This work awaits your directive.

Sincerely,  
First Contracting, Inc.

Brian Fleming  
Construction Manager



Cusack's Masonry Restoration, Inc.  
P.O. Box 220  
Hubbardston, MI 48845

GC First Contracting, Inc.  
Project: 114 N. Washington, Owosso  
CMRI Project No. 19-119  
Bulletin 1  
Bid No 19031 Item 1 CMRI Item 1 Remove one 2 x4 nailer Infill void with matching brick

Labor	Foreman	3.25	hr @	\$ 82.83	\$	269.20	
	Journeyman	3.25	hr @	\$ 78.68	\$	255.71	
	Laborer		hr @	\$ 73.09	\$	-	
	Total Labor						\$ 524.91
Material	Sand	3	@	\$ 2.46	\$	7.38	
	Mortar	0.5	@	\$ 15.53	\$	7.77	
	Brick	1	@	\$ 20.27	\$	20.27	
							\$ 35.42
Equipment	grinder	1	@	\$ 17.00	\$	17.00	
	drill & paddle	1	@	\$ 17.00	\$	17.00	
	lift	0.25	@	\$ 350.00	\$	87.50	
							\$ 121.50
Profit	Profit	10%					\$ 68.18
Total Cost							\$ 750.00



# Cusack's Masonry Restoration, Inc.

P.O. Box 220

Hubbardston, MI 48845

GC First Contracting, Inc.  
Project: 114 N. Washington, Owosso  
CMRI Project No. 19-119  
Bulletin 1  
Bid No 19031 Item 1 CMRI Item 3 North corner, remove replace 12 brick +/-

Labor	Foreman	2.25	hr @	\$ 82.83	\$	186.37	
	Journeyman	2.25	hr @	\$ 78.68	\$	177.03	
	Laborer		hr @	\$ 73.09	\$	-	
	Total Labor						\$ 363.40
Material	Sand	6	@	\$ 2.46	\$	14.76	
	Mortar	1	@	\$ 15.53	\$	15.53	
	Brick	1	@	\$ 30.27	\$	30.27	
							\$ 60.56
Equipment	grinder	1	@	\$ 17.00	\$	17.00	
	drill & paddle	1	@	\$ 17.00	\$	17.00	
	lift	0.25	@	\$ 350.00	\$	87.50	
							\$ 121.50
Profit	Profit	10%					\$ 54.55
Total Cost							\$ 600.00

# CHANGE ORDER

OWNER  
ARCHITECT  
CONTRACTOR

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FIELD  
OTHER

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Client Information

Project: 2018 Façade CDBG Program Change Order: #2  
Owner: CITY OF OWOSSO Date: 5/10/2019  
301 W. Main Street Architect's Project No: 16-100  
Owosso MI 48867 Contract Date: 9/17/2018  
Contract For: 115 N. Washington St.  
To Contractor: First Contracting Inc.  
PO Box 75  
Ovid, MI 48866

The Contract is Changed as Follows:

Item #1: Omit Fabric Awning at 115 per Bulletin #2 Deduct (\$2,975.00)  
(See Attached Detail)

TOTAL ADD THIS CHANGE ORDER (\$2,975.00)

Contract Details

The Original Contract Sum..... \$619,215.00  
Net Change by Previously Authorized Requests and Changes..... \$6,842.50  
The Contract Sum Prior to this Change Order..... \$626,057.50  
The Contract Sum will be Increased in the Amount of..... (\$2,975.00)  
The New Contract Sum including this Change Order will be..... \$623,082.50

The contract time will-(increase)(decrease)(be unchanged) by zero(0) days.

The date of Substantial Completion as of the date of this Change Order is July 15, 2019

Agreement

H2A Architects, Inc.  
ARCHITECT

9100 Lapeer Road, Davison MI  
ADDRESS

Jackie Hoist, AIA

BY

DATE

First Contracting Inc.  
CONTRACTOR

PO Box 75, Ovid MI  
ADDRESS

William J. Seeley

BY

DATE

City of Owosso  
OWNER

301 W. Main St. Owosso  
ADDRESS

Christopher Eveleth

BY

DATE

## FIRST CONTRACTING, INC.

---

P O Box 75  
Ovid, Michigan 48866

Office (989) 834-1500  
Office Fax (989) 834-1300

May 7, 2019

Ms. Jackie Holst  
H2A Architects

Reference: 115 N. Washington – Owosso, MI - Façade Project

Change Request No. One – Response to Bulletin 02

Pursuant to bulletin 02, we propose a credit for the deletion of the fabric awning system.

Sunrise Awning – Labor & Materials:	-\$2,587.00
Contractors Overhead:	-\$129.00
Contractors Profit:	-\$259.00
<b>Total:</b>	<b>-\$2,975.00</b>

This work awaits your directive.

Sincerely,  
First Contracting, Inc.

Brian Fleming  
Construction Manager

# CHANGE ORDER

OWNER  
ARCHITECT  
CONTRACTOR

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FIELD  
OTHER

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Client Information

Project:	2018 Façade CDBG Program	Change Order:	#3
Owner:	CITY OF OWOSSO	Date:	6/17/2019
	301 W. Main Street	Architect's Project No:	16-100
	Owosso MI 48867	Contract Date:	9/17/2018
		Contract For:	115 N. Washington St.
To Contractor:	First Contracting Inc. PO Box 75 Ovid, MI 48866		

The Contract is Changed as Follows:

Item #1: Bulletin #3 and Bulletin #4	Add	\$0.00
Add trim, deduct number of paint colors.		

<b>TOTAL ADD THIS CHANGE ORDER</b>	<b>\$0.00</b>
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Contract Details

The Original Contract Sum.....	\$619,215.00
Net Change by Previously Authorized Requests and Changes.....	\$6,842.50
The Contract Sum Prior to this Change Order.....	\$626,057.50
The Contract Sum will be Increased in the Amount of.....	\$0.00
The New Contract Sum including this Change Order will be.....	\$626,057.50

The contract time will **(increase)(decrease)(be unchanged)** by twenty (25) days.

The date of Substantial Completion as of the date of this Change Order is August 9, 2019

Agreement

H2A Architects, Inc.	<u>First Contracting Inc.</u>	City of Owosso
ARCHITECT	CONTRACTOR	OWNER
9100 Lapeer Road, Davison MI	PO Box 75, Ovid MI	301 W. Main St. Owosso
ADDRESS	ADDRESS	ADDRESS
Jackie Hoist, AIA	William J. Seeley	Christopher Eveleth
BY	BY	BY
6-17-19	6/18/19	6/23/19
DATE	DATE	DATE

# CHANGE ORDER



OWNER  
ARCHITECT  
CONTRACTOR

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FIELD  
OTHER

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Client Information

Project:	2018 Façade CDBG Program	Change Order:	#4
Owner:	CITY OF OWOSSO	Date:	6/17/2019
	301 W. Main Street	Architect's Project No:	16-100
	Owosso MI 48867	Contract Date:	9/17/2018
To Contractor:	First Contracting Inc.	Contract For:	114 N. Washington St. & 114 W. Main
	PO Box 75		
	Ovid, MI 48866		

The Contract is Changed as Follows:

Item #1: Delays in contract award	Add	\$0.00
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<b>TOTAL ADD THIS CHANGE ORDER</b>	<b>\$0.00</b>
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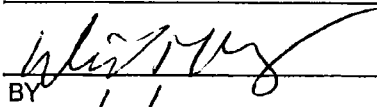
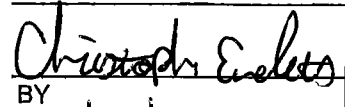
Contract Details

The Original Contract Sum.....	\$619,215.00
Net Change by Previously Authorized Requests and Changes.....	\$6,842.50
The Contract Sum Prior to this Change Order.....	\$626,057.50
The Contract Sum will be Increased in the Amount of.....	\$0.00
The New Contract Sum including this Change Order will be.....	\$626,057.50

The contract time will **(increase)(decrease)(be unchanged)** by twenty (25) days.

The date of Substantial Completion as of the date of this Change Order is August 9, 2019

Agreement

<u>H2A Architects, Inc.</u>	<u>First Contracting Inc.</u>	<u>City of Owosso</u>
ARCHITECT	CONTRACTOR	OWNER
<u>9100 Lapeer Road, Davison MI</u>	<u>PO Box 75, Ovid MI</u>	<u>301 W. Main St. Owosso</u>
ADDRESS	ADDRESS	ADDRESS
<u>Jackie Holst, AIA</u>	<u>William J. Seeley</u>	<u>Christopher Eveleth</u>
		
BY	BY	BY
<u>6-17-19</u>	<u>6/18/19</u>	<u>6/23/19</u>
DATE	DATE	DATE

# CHANGE ORDER

OWNER  
ARCHITECT  
CONTRACTOR

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FIELD  
OTHER

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Client Information

Project:	2018 Façade CDBG Program	Change Order:	#5
Owner:	CITY OF OWOSSO	Date:	7/18/2019
	301 W. Main Street	Architect's Project No:	16-100
	Owosso MI 48867	Contract Date:	9/17/2018
		Contract For:	114 W. Main St.
To Contractor:	First Contracting Inc. PO Box 75 Ovid, MI 48866		

The Contract is Changed as Follows:

Item #1: Added scope east wall of 114 W. Main - see attached. Add \$4,882.00

**TOTAL ADD THIS CHANGE ORDER \$4,882.00**

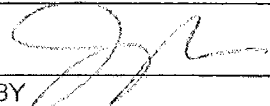
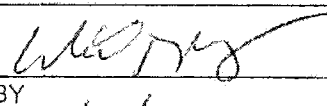
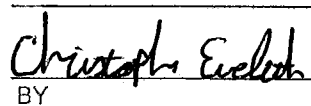
Contract Details

The Original Contract Sum.....	\$619,215.00
Net Change by Previously Authorized Requests and Changes.....	\$3,867.50
The Contract Sum Prior to this Change Order.....	\$623,082.50
The Contract Sum will be Increased in the Amount of.....	\$4,882.00
The New Contract Sum including this Change Order will be.....	\$627,964.50

The contract time will (increase)(decrease)(be unchanged) .

The date of Substantial Completion as of the date of this Change Order is August 9, 2019

Agreement

<u>H2A Architects, Inc.</u>	<u>First Contracting Inc.</u>	<u>City of Owosso</u>
ARCHITECT	CONTRACTOR	OWNER
<u>9100 Lapeer Road, Davison MI</u>	<u>PO Box 75, Ovid MI</u>	<u>301 W. Main St. Owosso</u>
ADDRESS	ADDRESS	ADDRESS
<u>Jackie Hoist, AIA</u>	<u>William J. Seeley</u>	<u>Christopher Eveleth</u>
		
BY	BY	BY
<u>7-18-19</u>	<u>7/18/19</u>	<u>7/22/19</u>
DATE	DATE	DATE



## FIRST CONTRACTING, INC.

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P O Box 75  
Ovid, Michigan 48866

Office (989) 834-1500  
Office Fax (989) 834-1300

June 25, 2019

Ms. Jackie Hoist  
H2A Architects

Reference: 114 W. Main St. - Owosso, MI - Façade Project

Change Request No. One - East Side of Building

Pursuant to <sup>owner's inquiry</sup> ~~bulletin 04~~, we propose to prep, patch and coat approximately 700 sq. ft. of wall on the east side of 114 W. Main, above neighboring buildings rooftop.

Stucco Patch:	\$100.00	}	4745.00
Elastomeric Coating - Base - Master Protect 750:	525.00		
Equipment Rental:	500.00		
16 Hrs. of Prep & Patch Labor @ \$65.00 per Hr.:	1,040.00		
32 Hrs. of Coating Labor @ \$65.00 per Hr.:	2,080.00	}	5% 10%
Contractors Overhead:	212.00		
Contractors Profit:	<u>425.00</u>		

Total: \$4,882.00

This work awaits your directive.

Sincerely,  
First Contracting, Inc.

Brian Fleming  
Construction Manager

# CHANGE ORDER



OWNER  
ARCHITECT  
CONTRACTOR

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OTHER

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Client Information

Project:	2018 Façade CDBG Program	Change Order:	#6
Owner:	CITY OF OWOSSO	Date:	8/7/2019
	301 W. Main Street	Architect's Project No:	16-100
	Owosso MI 48867	Contract Date:	9/17/2018
		Contract For:	114 W. Main St.
To Contractor:	First Contracting Inc.		114 N. Washington St.
	PO Box 75		115 N. Washington St.
	Ovid, MI 48866		

The Contract is Changed as Follows:

Item #1: Custom color for spandrel glass. Add \$575.00

**TOTAL ADD THIS CHANGE ORDER \$575.00**

Contract Details

The Original Contract Sum.....	\$619,215.00
Net Change by Previously Authorized Requests and Changes.....	\$8,749.50
The Contract Sum Prior to this Change Order.....	\$627,964.50
The Contract Sum will be Increased in the Amount of.....	\$575.00
The New Contract Sum including this Change Order will be.....	\$628,539.50

The contract time is **(increased)**~~(decreased)~~~~(be unchanged)~~. The date of Substantial Completion;  
As of the date of this Change Order for 114 W. Main is August 31, 2019  
As of the date of this Change Order for 114 N. Washington is August 9, 2019  
As of the date of this Change Order for 115 N. Washington is August 9, 2019

Agreement

H2A Architects, Inc.	First Contracting Inc.	City of Owosso
ARCHITECT	CONTRACTOR	OWNER
9100 Lapeer Road, Davison MI	PO Box 75, Ovid MI	301 W. Main St. Owosso
ADDRESS	ADDRESS	ADDRESS
Jackie Hoist, AIA	William J. Seeley	Christopher Eveleth
BY	BY	BY
8/7/2019	8/8/19	
DATE	DATE	DATE

# FIRST CONTRACTING, INC.

---

P O Box 75  
Ovid, Michigan 48866

Office (989) 834-1500  
Office Fax (989) 834-1300

August 01, 2019

Ms. Jackie Holst  
H2A Architects

Reference: 115 N. Washington - Owosso, MI - Façade Project

## Change Request No. Five - Spandrel Glass

Pursuant to your request, we propose to upgrade glass to spandrel glass.

NOTE: Glass will be ordered upon approval of this change request. Lead time is 6-8 weeks after sample approval.

Glass Material:	<del>\$700.00</del>	500.00
Contractors Overhead:	35.00	25.00
Contractors Profit:	<u>70.00</u>	<u>50.00</u>
<b>Total this Request:</b>	<b>\$805.00</b>	<b>575.00</b>

This work awaits your directive.

Sincerely,  
First Contracting, Inc.

Brian Fleming  
Construction Manager

# CHANGE ORDER

OWNER  
ARCHITECT  
CONTRACTOR

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FIELD  
OTHER

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Client Information

Project:	2018 Façade CDBG Program	Change Order:	#7
Owner:	CITY OF OWOSSO	Date:	8/27/2019
	301 W. Main Street	Architect's Project No:	16-100
	Owosso MI 48867	Contract Date:	9/17/2018
		Contract For:	114 W. Main St.
To Contractor:	First Contracting Inc.		114 N. Washington St.
	PO Box 75		115 N. Washington St.
	Ovid, MI 48866		

The Contract is Changed as Follows:

Item #1: Void Change Order # 6 Deduct (\$575.00)  
For 115 N. Washington

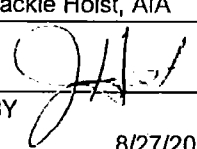
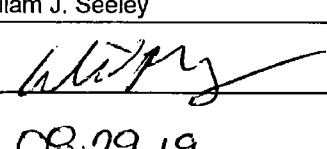
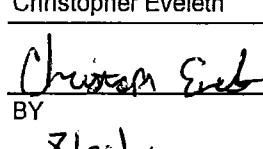
**TOTAL ADD THIS CHANGE ORDER (\$575.00)**

Contract Details

The Original Contract Sum.....	\$619,215.00
Net Change by Previously Authorized Requests and Changes.....	\$9,324.50
The Contract Sum Prior to this Change Order.....	\$628,539.50
The Contract Sum will be Increased in the Amount of.....	(\$575.00)
The New Contract Sum including this Change Order will be.....	\$627,964.50

The contract time is ~~(increased)~~~~(decreased)~~~~(be unchanged)~~. The date of Substantial Completion;  
As of the date of this Change Order for 114 W. Main is August 31, 2019  
As of the date of this Change Order for 114 N. Washington is September 16, 2019  
As of the date of this Change Order for 115 N. Washington is September 16, 2019

Agreement

<u>H2A Architects, Inc.</u>	<u>First Contracting Inc.</u>	<u>City of Owosso</u>
ARCHITECT	CONTRACTOR	OWNER
<u>9100 Lapeer Road, Davison MI</u>	<u>PO Box 75, Ovid MI</u>	<u>301 W. Main St. Owosso</u>
ADDRESS	ADDRESS	ADDRESS
<u>Jackie Hoist, AIA</u>	<u>William J. Seeley</u>	<u>Christopher Eveleth</u>
		
BY	BY	BY
<u>8/27/2019</u>	<u>08.29.19</u>	<u>8/29/19</u>
DATE	DATE	DATE

# CHANGE ORDER

OWNER  
ARCHITECT  
CONTRACTOR

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OTHER

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Client Information

Project:	2018 Façade CDBG Program	Change Order:	#8
Owner:	CITY OF OWOSSO	Date:	8/28/2019
	301 W. Main Street	Architect's Project No:	16-100
	Owosso MI 48867	Contract Date:	9/17/2018
		Contract For:	114 W. Main St.
To Contractor:	First Contracting Inc.		114 N. Washington St.
	PO Box 75		115 N. Washington St.
	Ovid, MI 48866		

The Contract is Changed as Follows:

Item #1: Revise sign & sign lights. Provide external lights for sign. Add \$2,234.00  
At 114 W. Main

**TOTAL ADD THIS CHANGE ORDER** \$2,234.00

Contract Details

The Original Contract Sum.....	\$619,215.00
Net Change by Previously Authorized Requests and Changes.....	\$8,749.50
The Contract Sum Prior to this Change Order.....	\$627,964.50
The Contract Sum will be Increased in the Amount of.....	\$2,234.00
The New Contract Sum including this Change Order will be.....	\$630,198.50

The contract time is **(increased)**(decreased)(be unchanged). The date of Substantial Completion;  
As of the date of this Change Order for 114 W. Main is August 31, 2019  
As of the date of this Change Order for 114 N. Washington is September 16, 2019  
As of the date of this Change Order for 115 N. Washington is September, 2019

Agreement

H2A Architects, Inc.	<u>First Contracting Inc.</u>	City of Owosso
ARCHITECT	CONTRACTOR	OWNER
9100 Lapeer Road, Davison MI	PO Box 75, Ovid MI	301 W. Main St. Owosso
ADDRESS	ADDRESS	ADDRESS
Jackie Hoist, AIA	William J. Seeley	Christopher Eveleth
BY	BY	BY
8/28/2019	08/29/19	8/21/19
DATE	DATE	DATE



## MEMORANDUM

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

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DATE: September 9, 2019

TO: City Council

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

SUBJECT: Contract Award for 2019 City Tree Removal Services

### RECOMMENDATION:

Award of contract to J&M Tree Service of Flint, Michigan, for the tree removal services, in the amount of \$30,200.00.

### BACKGROUND:

This program involves removing dead and/or diseased trees within the city right of way that are at risk of having falling branches or collapse.

Six Bids were received as attached. The lowest bid received from "Mow-on-the-Go" of Oak Park, Michigan was rejected due to erroneous pricing and misunderstanding of specifications provided. The next lowest bid was provided by J&M Tree Service of Flint, Michigan, who is currently into his second year providing contract services for the city of Owosso "City Wide Mowing and Noxious Weed Removal Program".

### FISCAL IMPACTS:

Staff budgeted \$70,000.00 for tree removal services for the current fiscal year. The low and responsible bid of \$30,200.00 reflects trees known at this time that require removal. An additional \$8,000.00 as contingency with prior written approval is hereby requested for a total of \$38,200.00. Costs for these services shall be paid from the local and major street funds account 202/203-480-818.000.

**RESOLUTION NO.**

**AUTHORIZATION TO ENTER INTO A SERVICE AGREEMENT WITH  
FORREST M. SPITZER D/B/A J & M TREE SERVICE  
FOR TREE REMOVAL**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that maintenance and removal of city owned trees within the street right of way is required, and in the public interest to maintain an aesthetically pleasing community, and to avoid risk of property damage and risk to the general public; and

WHEREAS, the city of Owosso solicited bids to perform tree removal services, and Forrest M. Spitzer d/b/a J & M Tree Service was the low responsible and responsive bidder for the 2019-2020 fiscal year; and

WHEREAS, J&M Tree Service has offered to provide the tree removal services in the amount of \$30,200.00.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Forrest M. Spitzer d/b/a J & M Tree Service for tree removal services for the 2019-2020 fiscal year.
- SECOND: The mayor and city clerk are instructed and authorized to sign the contract document/s for services between the city of Owosso, Michigan and Forrest M. Spitzer d/b/a J & M Tree Service in the amount of \$30,200.00, plus contingency work with prior written approval, in the amount of \$8,000.00 for a total of \$38,200.00
- THIRD: The accounts payable department is authorized to pay Forrest M. Spitzer d/b/a J & M Tree Service for work satisfactorily completed in the amount of \$30,200.00, plus contingency work in the amount of \$8,000.00 with prior written approval, for a total of \$38,200.00.
- FOURTH: The above expenses shall be paid from accounts 202/203-480-818.000.

**EXHIBIT A**

**Contract for Services Between  
The City of Owosso  
and  
Forrest M. Spitzer D/B/A J & M Tree Service  
2019-20 Tree Removal Program  
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 ("contractor"), a Michigan company, whose address is 4618 Milton Drive, Flint, Michigan 48507.

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 listed in the proposal entitled "2019-20 Tree Removal Program", as attached, including all written modifications incorporated into any of the documents, which are incorporated as part of this contract:

- Bid Documents
- Bid Proposal
- Contract and exhibits
- Performance Bond
- W-9
- Proof of Insurance

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

(A) The city shall pay to the contractor for the performance of the contract, in the unit prices as given in the proposal not to exceed thirty thousand two hundred dollars (\$30,200.00) for the contract year 2019-20. No additional work shall be performed unless a change order is issued by the city.

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

### **ARTICLE III – Assignment**

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

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

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

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

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

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

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

**ARTICLE VI – Notice**

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

**ARTICLE VII - Indemnification**

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

**ARTICLE VIII - Entire agreement**

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

FOR CONTRACTOR

By\_\_\_\_\_

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

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

THE CITY OF OWOSSO

By\_\_\_\_\_

Its: Christopher T. Eveleth, Mayor

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

By\_\_\_\_\_

Its: Amy K. Kirkland, City Clerk

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

**PO NUMBER:**

DATE	8/27/2019
DEPT.	DPW

<b>A-Ton Tree &amp; Debris, LLC</b>
170 E. Isabella Rd.
Midland, MI 48640
810-656-0433

<b>Lynch Tree Company LLC</b>
16040 Duffield Rd.
Byron, MI 484418
810-444-4671

<b>Mow On The Go</b>
21700 Wyoming Ave. Ste. M
Oak Park, MI
248-669-5296

[illegible]

\*\*\* BID REJECTED-ERROR

**TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:**

CHECK REGISTER FOR CITY OF OWOSSO  
CHECK DATE FROM 08/01/2019 - 08/31/2019

Check Date	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)				
08/01/2019	4605(E)	STATE OF MI BUSINESS ONE STOP	SIGN PERMIT 68303	\$ 52.00
08/09/2019	131566	H K ALLEN PAPER CO	SUPPLIES	\$ 1,470.00
08/09/2019	131567	THE ARGUS-PRESS	PRINTING SERVICES/ADS	\$ 315.97
08/09/2019	131568	HAVEN STACI	UB refund for account: 5817570006	\$ 12.04
08/09/2019	131569	CROWE PROPERTIES	UB refund for account: 5515770002	\$ 42.25
08/09/2019	131570	MITCHEM R B	UB refund for account: 1732000001	\$ 11.22
08/09/2019	131571	REINWALD KRISTIE	UB refund for account: 1209500003	\$ 534.82
08/09/2019	131572	ABBA'S HOUSE	UB refund for account: 3949570002	\$ 71.34
08/09/2019	131573	GOODRICH WAYNE	UB refund for account: 5836570001	\$ 13.31
08/09/2019	131574	COSTELLO VIVIAN	UB refund for account: 2303790015	\$ 10.87
08/09/2019	131575	GEORGE JUDY	UB refund for account: 2607540010	\$ 10.87
08/09/2019	131576	CONNER MICHAEL	UB refund for account: 2378490005	\$ 30.06
08/09/2019	131577	CURETON DIANE & SAMUEL	UB refund for account: 3123070006	\$ 32.04
08/09/2019	131578	PRESLEY KENDRA	UB refund for account: 5928570005	\$ 66.55
08/09/2019	131579	HARRIS MARGO	UB refund for account: 1689500002	void
08/09/2019	131580	COMMERCE CONTROLS INCORPORATED	RESTORE SCADA COMMUNICATION	\$ 750.00
08/09/2019	131581	CORUNNA MILLS FEED LLC	GRASS SEED	\$ 230.00
08/09/2019	131582	JUDY ELAINE CRAIG	COURIER SERVICE	\$ 198.00
08/09/2019	131583	D & D TRUCK & TRAILER PARTS	PARTS	\$ 236.00
08/09/2019	131584	DAVIS, MICHAEL E & JOELLEN G	SPECIAL ASSESSMENT OVER PAYMENT REFUND	\$ 7.91
08/09/2019	131585	DOWNTOWN DEVELOPMENT AUTHORITY	COMMUNITY DEVELOPMENT SERVICES-APRIL/MAY/JUNE	\$ 6,144.99
08/09/2019	131586	DURAND AUTO PARTS	SUPPLIES/LUBE	\$ 789.76
08/09/2019	131587	CHRISTOPHER EVELETH	REIMBURSEMENT	\$ 189.60
08/09/2019	131588	FIRST BANKCARD	KEVIN LENKART-MPHI	\$ 110.00
08/09/2019	131589	FIRST BANKCARD	KEVIN LENKART LODGING FOR MI ASSN OF CHIEFS OF POLICE CONFERENCE	\$ 499.26
08/09/2019	131590	FIRST BANKCARD	ANNUAL CONFERENCE-JESSICA UNANGST	\$ 376.00
08/09/2019	131591	FRANZEL, MISTY J.	SPECIAL ASSESSMENT OVER PAYMENT REFUND	\$ 140.38
08/09/2019	131592	H2O COMPLIANCE SERVICES INC	INSPECTION SERVICES FOR CROSS CONNECTION PROGRAM	\$ 731.25
08/09/2019	131593	HOME DEPOT CREDIT SERVICES	PARTS/SUPPLIES	\$ 612.74
08/09/2019	131594	INDEPENDENT NEWSPAPERS	AD FOR FILTRATION ATTENDANT	\$ 88.50
08/09/2019	131595	LAMPHERE'S	AMR METER INSTALL	\$ 195.88
08/09/2019	131596	LLOYD MILLER & SONS, INC	PARTS	\$ 307.26
08/09/2019	131597	MACHALA KIRK	REIMBURSEMENT	\$ 99.90
08/09/2019	131598	MCKAY, GARY LYNN	BD Payment Refund	\$ 25.00
08/09/2019	131599	MID-MICHIGAN ASSOCIATION OF ASSESSING	ANNUAL MEETING-TREENA CHICK	\$ 20.00
08/09/2019	131600	NATIONAL FIRE PROTECTION ASSOCIATION	RECERTIFICATION FOR RICHARD BREWBAKER	\$ 150.00
08/09/2019	131601	NORTHERN PUMP & WELL INC	WORK ON WELL #1	\$ 7,872.00
08/09/2019	131602	POSTMASTER	USPS MARKETING MAIL-STANDARD MAIL PERMIT	\$ 235.00
08/09/2019	131603	REPUBLIC SERVICES INC	AUG 2019-REFUSE SERVICE	\$ 537.36
08/09/2019	131604	RICOH USA	MAINT/SUPPLIES FOR 3 RICOH COPIERS	\$ 904.20
08/09/2019	131605	SUGGS, BRIAN S & LYNETTE J	EASEMENT	\$ 1.00
08/09/2019	131606	TASK FORCE TIPS	EQUIPMENT REPAIR	\$ 291.63
08/09/2019	131607	TRACTOR SUPPLY COMPANY	PARTS	\$ 13.98
08/09/2019	131608	VALLEY LUMBER	POOL BUILDING MATERIALS	\$ 21.42

08/09/2019	131609	WIN'S ELECTRICAL SUPPLY OF OWOSSO	PARTS	\$	307.45
08/09/2019	4606(A)	ALS LABORATORY GROUP	WASTEWATER ANALYSES	\$	135.00
08/09/2019	4607(A)	AMAZON CAPITAL SERVICES	SUPPLIES	\$	566.95
08/09/2019	4608(A)	BOUND TREE MEDICAL LLC	AMBULANCE MEDICAL SUPPLIES	\$	980.39
08/09/2019	4609(A)	CAPITAL CONSULTANTS	MDEQ SEWER REVOLVING FUND PROJECT APPLICATION	\$	6,530.98
08/09/2019	4610(A)	CE SOLUTIONS	CEU PROGRAM-7/25/19-7/24/20	\$	1,710.00
08/09/2019	4611(A)	CINTAS CORPORATION #308	FLOOR MATS	\$	45.27
08/09/2019	4612(A)	COMMUNITY IMAGE BUILDERS	MASTER PLAN UPDATE	\$	6,526.56
08/09/2019	4613(A)	CONSTINE GRAVEL COMPANY	CLASS II SAND	\$	1,589.80
08/09/2019	4614(A)	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$	44,476.27
08/09/2019	4615(A)	CORROSION FLUID PRODUCTS CORP.	CORMAN RUPP CHECK VALVE	\$	1,864.90
08/09/2019	4616(A)	D & G EQUIPMENT INC	PARTS	\$	325.97
08/09/2019	4617(A)	DBI BUSINESS INTERIORS	SUPPLIES	\$	149.95
08/09/2019	4618(A)	DELL MARKETING LP	LAPTOP FOR CITY MANAGER	\$	1,347.98
08/09/2019	4619(A)	DIGITAL HIGHWAY INC	MODEM REPAIRS	\$	483.00
08/09/2019	4620(A)	DORNBOS SIGN INC	RR CROSSING SIGNS	\$	6,176.85
08/09/2019	4621(A)	EJ USA INC	PARTS	\$	1,133.52
08/09/2019	4622(A)	EMPLOYEE BENEFIT CONCEPTS INC	AUGUST 2019-FSA ADMIN FEE	\$	105.00
08/09/2019	4623(A)	ENGINEERED PROTECTION SYSTEMS INC	ALARM SYSTEM INSTALL	\$	1,012.10
08/09/2019	4624(A)	ESRI, INC.	MAINTENANCE 8/1/19-7/31/20.	\$	3,350.00
08/09/2019	4625(A)	ETNA SUPPLY COMPANY	PARTS	\$	3,142.28
08/09/2019	4626(A)	ETNA SUPPLY COMPANY	PARTS	\$	800.25
08/09/2019	4627(A)	FLEIS & VANDENBRINK ENGINEERING INC	2019 STREET RESURFACING PROGRAM ENGINEERING	\$	56,375.00
08/09/2019	4628(A)	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$	1,159.94
08/09/2019	4629(A)	GOYETTE MECHANICAL	MAINTENANCE CONTRACT FOR BOILER	\$	172.29
08/09/2019	4630(A)	GREEN TECH SYSTEMS LLC	REPLACEMENT OF LEAD & GALVANIZED WATER SERVICES	\$	7,816.00
08/09/2019	4631(A)	INTERSTATE BILLING SERVICE INC	PARTS	\$	770.73
08/09/2019	4632(A)	J & H OIL COMPANY	FUEL PE 7/31/19	\$	5,406.29
08/09/2019	4633(A)	J & M TREE SERVICE	2019 GRASS MOWING PROGRAM	\$	728.00
08/09/2019	4634(A)	LUDINGTON ELECTRIC, INC.	ELECTRICAL REPAIRS	\$	768.75
08/09/2019	4635(A)	MCNAUGHTON-MCKAY ELECTRIC COMPANY	SLUDGE PUMP SWITCH	\$	263.76
08/09/2019	4636(A)	MEI TOTAL ELEVATOR SOLUTIONS	CITY HALL ELEVATOR QUARTERLY SERVICE	\$	130.00
08/09/2019	4637(A)	MEYER ELECTRIC INC	ELECTRICAL REPAIRS	\$	960.00
08/09/2019	4638(A)	MICHIGAN PAVING & MATERIALS CO	AMS SEAL FOR STREETS	\$	388.89
08/09/2019	4639(A)	MICHIGAN RURAL WATER ASSOCIATION	2019 MRWA EXPO/TRAINING DAY	\$	220.00
08/09/2019	4640(A)	MODERN CRANE TECHNOLOGIES	ANNUAL OSHA CRANE INSPECTION	\$	410.00
08/09/2019	4641(A)	1ST CHOICE AUTO PARTS INC	PARTS	\$	223.77
08/09/2019	4642(A)	ORCHARD HILTZ & MCCLIMENT INC	GIS-GEODATABASE SUPPORT SERVICES	\$	30,606.50
08/09/2019	4643(A)	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTIONS-UNION DUES	\$	854.25
08/09/2019	4644(A)	POWERTECH SERVICES, INC.	POWER TRANSFER ASSISTANCE	\$	950.00
08/09/2019	4645(A)	SHERIDAN SURVEYING CO	LOGOON #3 TOP SURVEY	\$	1,000.00
08/09/2019	4646(A)	SIGNATURE AUTO GROUP-OWOSSO MOTORS	VEHICLE REPAIRS	\$	136.79
08/09/2019	4647(A)	STAPLES BUSINESS CREDIT	SUPPLIES	\$	321.89
08/09/2019	4648(A)	BRYAN GLEN THOMAS	INSPECTION SERVICES	\$	550.00
08/09/2019	4649(A)	UNITED PARCEL SERVICE	SHIPPING FEES	\$	5.76
08/09/2019	4650(A)	USA BLUE BOOK	PARTS/SUPPLIES	\$	1,150.68
08/09/2019	4651(A)	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-7/16/19-7/31/19	\$	7,741.23
08/09/2019	4652(A)	HALLIGAN ELECTRIC INC	ELECTRICAL REPAIRS	\$	324.58
08/15/2019	131610	DOWNTOWN DEVELOPMENT AUTHORITY	TAX DISBURSEMENT	\$	1,784.24
08/15/2019	131611	LAMPHERE'S	AMR PROJECT METER INSTALLS	\$	6,119.83

08/15/2019	131612	OWOSSO PUBLIC SCHOOLS	DELINQUENT PERSONAL PROPERTY DISBURSEMENT	\$	131.11
08/15/2019	131613	RICKMAN JOHN	REISSUED CHECK	\$	52.97
08/15/2019	131614	SHIAWASSEE COUNTY TREASURER	TAX DISBURSEMENT	\$	190,908.07
08/15/2019	131615	SHIAWASSEE COUNTY TREASURER	DELINQUENT PERSONAL PROPERTY TAX	\$	179.54
08/15/2019	131616	SHIAWASSEE DISTRICT LIBRARY	DELINQUENT PERSONAL PROPERTY DISBURSEMENT	\$	11.86
08/15/2019	4653(A)	GREAT LAKES CENTRAL RAILWAY INC	JAN-DEC 2018 SIGNAL DEVICES ANNUAL MAINT	\$	3,738.00
08/15/2019	4654(A)	H2A ARCHITECTS INC	FAÇADE WORK	\$	1,943.75
08/15/2019	4655(A)	HURON & EASTERN RAILWAY COMPANY INC	JAN-DEC 2018 SIGNAL MAINT	\$	8,254.00
08/15/2019	4656(A)	UNITED PARCEL SERVICE	SHIPPING	\$	12.57
08/23/2019	131617	BARNOVITZ JERILYN A	REFUND	\$	7.50
08/23/2019	131618	NICHOLAS MILTON G	DUPLICATE PAYMENT	\$	54.98
08/23/2019	131619	AFLAC	PAYROLL DEDUCTIONS	\$	734.14
08/23/2019	131620	H K ALLEN PAPER CO	SUPPLIES	\$	227.00
08/23/2019	131621	ARBOR PROFESSIONAL SOLUTIONS INC	COLLECTION FEES	\$	103.47
08/23/2019	131622	THE ARGUS-PRESS	VOID	\$	-
08/23/2019	131623	BOYNE USA RESORTS	LODGING FOR MICHAEL NEESE AT CONFERENCE	\$	468.48
08/23/2019	131624	CALEDONIA CHARTER TOWNSHIP	PAYMENT PER 7/1/19 WATER DISTRICT AGREEMENT	\$	32,750.62
08/23/2019	131625	CENTRAL MICHIGAN DIESEL, INC.	REPAIR TO WWTP DUMP TRUCK	\$	413.89
08/23/2019	131626	CHAPTER 13 TRUSTEE AT FLINT	PAYROLL DEDUCTION	\$	115.40
08/23/2019	131627	CHEMICAL BANK	INVESTIGATIVE SUBPOENA	\$	35.00
08/23/2019	131628	AMBER M CURRY	MEAL REIMBURSEMENT WHILE AT VALOR TRAINING	\$	25.40
08/23/2019	131629	DAYSTARR COMMUNICATIONS	SEPTEMBER 2019-PHONE AND BROADBAND INTERNET	\$	978.22
08/23/2019	131630	DELTA DENTAL PLAN OF MICHIGAN	SEPTEMBER 2019-DENTAL INSURANCE PREMIUM	\$	3,734.98
08/23/2019	131631	MICHAEL H ESPICH	HOPKINS LAKE DISC GOLF COURSE WORK-29/HR	\$	580.00
08/23/2019	131632	J R HOE & SONS INC	BOLLARDS FOR WILLIAMS ST	\$	1,721.60
08/23/2019	131633	JOE RAICA EXCAVATING INC	2019 STREET RESURFACING PROGRAM	\$	283,895.28
08/23/2019	131634	LAMPHERE'S	AC REPAIR AT THE LIBRARY	\$	1,073.96
08/23/2019	131635	LLOYD MILLER & SONS, INC	PARTS	\$	29.92
08/23/2019	131636	MEMORIAL MEDICAL ASSOCIATES	BREATHING CAPACITY TEST	\$	95.00
08/23/2019	131637	MICHIGAN ASSOCIATION OF CHIEFS OF POLICE	CONFERENCE REGISTRATION-KEVIN LENKART	\$	230.00
08/23/2019	131638	MISDU	PAYROLL DEDUCTIONS	\$	1,478.15
08/23/2019	131639	MUNETRIX LLC	PREMIUM EDITION-RENEWAL	\$	4,844.00
08/23/2019	131640	MY-CAN LLC	PORTABLE TOILETS-7/28/19-8/25/19	\$	1,000.00
08/23/2019	131641	NORTH AMERICAN OVERHEAD DOOR INC	DOOR REPAIRS	\$	1,714.49
08/23/2019	131642	NORTHERN PUMP & WELL INC	WELL TESTING/INSPECTION/REPORTING	\$	2,000.00
08/23/2019	131643	OWOSSO BOLT & BRASS CO	PARTS	\$	98.90
08/23/2019	131644	OWOSSO POOLS LLC	POOL TESTING SUPPLIES FOR SPLASH PADS	\$	10.00
08/23/2019	131645	OWOSSO PUBLIC SCHOOLS	EASEMENT	\$	1.00
08/23/2019	131646	PROFESSIONAL ANSWERING SERVICES	AUGUST 2019-TELEPHONE ANSWERING SERVICE	\$	78.85
08/23/2019	131647	SEIFERT CONCRETE LLC	2019 SIDEWALK RESTORATION PROGRAM	\$	11,413.90
08/23/2019	131648	SPRINT COMMUNICATIONS	JULY 2019-CELL PHONE SERVICE	\$	688.90
08/23/2019	131649	STATE OF MICHIGAN	SUPPRESSED PLATE RENEWALS	\$	39.00
08/23/2019	131650	WATER ENVIRONMENT FEDERATION	MEMBERSHIP-TIM GUYSKY	\$	300.00
08/23/2019	4657(A)	THE ACCUMED GROUP	JULY 2019-AMBULANCE BILLING SERVICES	\$	4,871.79
08/23/2019	4658(A)	APPLIED SPECIALTIES INC	LIMECURE-25	\$	4,603.50
08/23/2019	4659(A)	B S & A SOFTWARE	SUPPORT FOR VARIOUS PROGRAMS	\$	12,353.00
08/23/2019	4660(A)	THE BANK OF NEW YORK MELLON NA	SEWER STATE REVOLVING FUND INTEREST PAYMENT	\$	5,397.33
08/23/2019	4661(A)	BELL EQUIPMENT COMPANY	PARTS	\$	94.44
08/23/2019	4662(A)	BELL FORK LIFT INC	ANNUAL INSPECTION	\$	226.52
08/23/2019	4663(A)	BODMAN PLC	LABOR RELATIONS	\$	490.00

08/23/2019	4664(A)	BOUND TREE MEDICAL LLC	AMBULANCE SUPPLIES	\$	1,226.41
08/23/2019	4665(A)	C E & A PROFESSIONAL SERVICES INC	RANDOM DOT DRUG TESTING	\$	245.04
08/23/2019	4666(A)	C M P DISTRIBUTORS INC	UNIFORM ACCESSORIES	\$	583.50
08/23/2019	4667(A)	CINTAS CORPORATION #308	FLOOR MATS	\$	45.27
08/23/2019	4668(A)	COMPLUS DATA INNOVATIONS INC	JULY 2019-PARKING TICKET MANAGEMENT SYSTEM	\$	412.97
08/23/2019	4669(A)	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$	11,254.57
08/23/2019	4670(A)	VOID	created in the check processing system	\$	-
08/23/2019	4671(A)	CRAWFORD CONTRACTING INC	2019 STREET RESURFACING PROGRAM	\$	359,395.85
08/23/2019	4672(A)	D & K TRUCK COMPANY INC	PARTS	\$	392.80
08/23/2019	4673(A)	DIGITAL HIGHWAY INC	MODEM REPLACEMENT CHARGES	\$	55.00
08/23/2019	4674(A)	DORNBOSS SIGN INC	CUSTOM SIGNS	\$	319.24
08/23/2019	4675(A)	EJ USA INC	PARTS	\$	703.02
08/23/2019	4676(A)	ETNA SUPPLY COMPANY	WATER INVENTORY	\$	4,441.27
08/23/2019	4677(A)	FISHER SCIENTIFIC CO.	LAB SUPPLIES	\$	925.56
08/23/2019	4678(A)	GOULD LAW PC	PROFESSIONAL SERVICES	\$	10,579.92
08/23/2019	4679(A)	GRAYMONT CAPITAL INC	BULK PEBBLE QUICK LIME	\$	6,506.50
08/23/2019	4680(A)	HACH COMPANY	LAB SUPPLIES	\$	7,350.35
08/23/2019	4681(A)	HANNA INSTRUMENTS USA INC	LAB SUPPLIES	\$	1,902.00
08/23/2019	4682(A)	NATHAN HENNE	REIMBURSEMENT	\$	73.78
08/23/2019	4683(A)	HYDROTEX INC	LUBES	\$	1,963.32
08/23/2019	4684(A)	J & H OIL COMPANY	REC GAS	\$	60.72
08/23/2019	4685(A)	J & M TREE SERVICE	2019 GRASS MOWING PROGRAM	\$	1,016.00
08/23/2019	4686(A)	JACK DOHENY SUPPLIES INC	PARTS	\$	147.00
08/23/2019	4687(A)	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE	\$	876.55
08/23/2019	4688(A)	LOGICALIS INC	JULY 2019-NETWORK ADMINISTRATOR/ENGINEER	\$	3,920.00
08/23/2019	4689(A)	LUDINGTON ELECTRIC, INC.	ELECTRICAL REPAIRS	\$	302.00
08/23/2019	4690(A)	MCNAUGHTON-MCKAY ELECTRIC COMPANY	PARTS	\$	28.59
08/23/2019	4691(A)	MEMORIAL HEALTHCARE CENTER	PRE-EMPLOYMENT DRUG SCREEN	\$	107.00
08/23/2019	4692(A)	MICHAEL J MEYER	ELECTRICAL INSPECTIONS	\$	315.00
08/23/2019	4693(A)	MICH BUSINESS POWERED BY MDPA	SEPT 2019-COBRA ADMIN FEE	\$	50.00
08/23/2019	4694(A)	MICHIGAN MUNICIPAL LEAGUE WORKERS' COMPENSATION FUND	WORKERS' COMPENSATION INSURANCE	\$	27,947.00
08/23/2019	4695(A)	NEOPOST USA INC	POSTAGE MACHINE-MAINT AND METER RENTAL	\$	287.10
08/23/2019	4696(A)	NORTHERN CONCRETE PIPE INC	INVENTORY	\$	380.00
08/23/2019	4697(A)	OFFICE DEPOT	SUPPLIES	\$	126.55
08/23/2019	4698(A)	OWOSSO CHARTER TOWNSHIP	PAYMENT PER FEB 22, 2011 WATER AGREEMENT	\$	13,499.53
08/23/2019	4699(A)	PACE ANALYTICAL SERVICES INC	WASTEWATER ANALYSES	\$	455.00
08/23/2019	4700(A)	RAILROAD MANAGEMENT COMPANY LLC	LICENSE FEES FOR WATER PIPELINE CROSSINGS	\$	900.30
08/23/2019	4701(A)	REEVES WHEEL ALIGNMENT, INC	VEHICLE REPAIRS	\$	69.75
08/23/2019	4702(A)	RICHARDSON BUSINESS SOLUTIONS	PREPRINTED CARD-MARY JO CALKINS	\$	20.00
08/23/2019	4703(A)	RUBOB'S INC	JULY 2019-PUBLIC SAFETY-DRY CLEANING	\$	375.90
08/23/2019	4704(A)	THE SHERWIN-WILLIAMS CO.	PAINT AND SUPPLIES	\$	914.17
08/23/2019	4705(A)	SIGNATURE AUTO GROUP-OWOSSO MOTORS	VEHICLE REPAIRS	\$	599.43
08/23/2019	4706(A)	U S BANK	2017 UTGO BONDS-ADMIN FEE	\$	500.00
08/23/2019	4707(A)	UNITED PARCEL SERVICE	SHIPPING CHARGES	\$	10.45
08/23/2019	4708(A)	VERIZON WIRELESS	MODEM FEES	\$	535.43
08/23/2019	4709(A)	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-8/1/19-8/15/19	\$	7,039.27
08/29/2019	131651	WING RICHARD J	UB refund for account: 2191740001	\$	92.57
08/29/2019	131652	FORD DAWN	UB refund for account: 2778090004	\$	148.38
08/29/2019	131653	BECKMAN ELLE	UB refund for account: 5824070001	\$	49.71
08/29/2019	131654	GUIZZETTI LOUIS/KARA	UB refund for account: 5824370001	\$	15.01



08/29/2019	131655	EWALD RACHEL	UB refund for account: 2966820014	\$	32.20
08/29/2019	131656	VALDEZ ANITA	UB refund for account: 1311000003	\$	25.45
08/29/2019	131657	HAAS AMBER	UB refund for account: 3793570016	\$	141.92
08/29/2019	131658	FREY MELINDA	UB refund for account: 1834500002	\$	98.74
08/29/2019	131659	TURK TEXANNE	UB refund for account: 2599890008	\$	32.20
08/29/2019	131660	WHITESSELL GARY	UB refund for account: 3710070001	\$	45.13
08/29/2019	131661	ENGLISH MIKENNA	UB refund for account: 2638590003	\$	26.19
08/29/2019	131662	EMERY MARVIN	UB refund for account: 3620070001	\$	34.03
08/29/2019	131663	SZCZERBATY STANLEY	UB refund for account: 3881070004	\$	19.23
08/29/2019	131664	EDDINGTON DANNETT	UB refund for account: 5493700004	\$	49.57
08/29/2019	131665	WOODRUFF JR GARY	UB refund for account: 2440590009	\$	11.13
08/29/2019	131666	ROSS STEPHANIE	UB refund for account: 2768190005	\$	6.26
08/29/2019	131667	PENNELL JUDITH	UB refund for account: 3776570001	\$	45.58
08/29/2019	131668	CHAPTER 13 TRUSTEE AT FLINT	PAYROLL DEDUCTION	\$	115.40
08/29/2019	131669	CORELOGIC CENTRALIZED REFUNDS	2019 Sum Tax Refund 050-250-000-058-00	\$	11,907.19
08/29/2019	131670	DOWNTOWN DEVELOPMENT AUTHORITY	TAX DISBURSEMENT	\$	3,499.17
08/29/2019	131671	FIRST DUE FIRE SUPPLY	FIRE GEAR	\$	5,068.12
08/29/2019	131672	LERETA, LLC	2019 Sum Tax Refund 050-191-000-024-00	\$	1,268.19
08/29/2019	131673	MISDU	PAYROLL DEDUCTIONS	\$	1,478.15
08/29/2019	131674	SHIAWASSEE COUNTY TREASURER	TAX DISBURSEMENT	\$	280,628.98
08/29/2019	131675	SHIAWASSEE FAMILY YMCA	EMPLOYEE DEDUCTIONS-MEMBERSHIPS	\$	155.55
08/29/2019	131676	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE PREMIUM	\$	4,896.62
08/29/2019	131677	STATE OF MICHIGAN	S WASHINGTON ST & TRAFFIC SIGNAL ENERGY	\$	29,437.72
08/29/2019	4710(A)	FIRST CONTRACTING INC	FAÇADE CONSTRUCTION	\$	192,291.07
08/29/2019	4711(A)	H2A ARCHITECTS INC	FACADE PROJECTS	\$	1,003.75
08/29/2019	4712(A)	HAMILTON ELECTRIC CO., INC.	VFD REPAIR	\$	3,500.00
08/29/2019	4713(A)	J & H OIL COMPANY	FUEL PE 8/15/19	\$	4,591.56
08/29/2019	4714(A)	NATIONAL VISION ADMINISTRATORS LLC	SEPTEMBER 2019-VISION INSURANCE PREMIUM	\$	509.64
08/29/2019	4715(A)	PHP INSURANCE COMPANY	SEPTEMBER 2019-HEALTH INSURANCE PREMIUM	\$	82,893.95
08/29/2019	4716(A)	PRO-COMM INC	FIRE RADIO REPAIR	\$	570.00
08/29/2019	4717(A)	SAFEBUILT MICHIGAN LLC	JULY 2019-BUILDING DEPARTMENT SERVICES	\$	9,346.67

1 TOTALS:

(3 Checks Voided)

Total of 222 Disbursements:

\$ 1,921,656.62

Bank 10 OWOSSO HISTORICAL FUND

08/09/2019	5254	GRAZER MICHELLE	PLANTS/MULCH FOR GARDEN	\$	230.63
08/09/2019	5255	ENGINEERED PROTECTION SYSTEMS INC	REPAIR-224 CURWOOD DR	\$	204.00
08/09/2019	5256	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	AUGUST 2019 PURCHASES	\$	3.99
08/09/2019	5257	NO MOW PROBLEMS LAWN CARE	JULY 2019 LAWN MOWING-GOULD HOUSE	\$	200.00
08/09/2019	5258	OLD FASHIONED CLEANING	GOULD HOUSE CLEANING	\$	262.00
08/09/2019	5259	SPECIALTY SALVAGE LLC	TRASH SERVICE-515 N WASHINGTON ST	\$	44.97
08/23/2019	5260	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$	159.71
08/23/2019	5261	DAYSTARR COMMUNICATIONS	PHONE/INTERNET	\$	158.63
08/23/2019	5262	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$	55.11

10 TOTALS:

**Total of 9 Disbursements:**

**\$ 1,319.04**

**REPORT TOTALS:**

**(3 Checks Voided)**

**Total of 231 Disbursements:**

**\$ 1,922,975.66**



## MEMORANDUM

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

**DATE:** September 9, 2019  
**TO:** City Council  
**FROM:** Glenn M. Chinavare, Utility Director  
**SUBJECT:** Proposed Water & Sewer Charges & Fees for 2019

### RECOMMENDATION:

Adoption of revised water and sewer connection charges and fees beginning October 1, 2019.

### BACKGROUND:

The proposed charges and fees as attached reflect current market pricing for 2019. The last update was effective April 1, 2018 and approved by council on March 19, 2018.

#### Water and Sewer Connection Charges (Resolution No.1)

- Water and Sewer System Charges are updated as follows:

Item I. (d): Meter Pit cost of materials increase from \$100.00 to \$125.00

Item IV: "Water Main Assessment Charges" for Owosso Township remain the same. Caledonia Township requested reinstatement of Water Main Assessment Charges beginning in 2019.

Item V: "Meter Charge" reflects increased costs for replacement water meters.

- Water Service Line Charges are updated as follows: (Resolution No.1)

Item I. (c) Option 3: Previous charges from water main to curb stop (corporation valve previously installed at water main) was deleted, as these type connections are rare. This option is replaced with a more common, water service connecting stub being previously provided at the property line. This type connection is much less costly.

- Miscellaneous Water Service Charges are updated as follows: (Resolution No.2)

Item I. (c): Seasonal accounts will no longer be charged a \$30.00 turn-on/off fee. Quarterly Readiness to Serve Charges will continue to accrue.

Item III. (c): Returned check fees will increase to \$35.00 for NSF checks paid after 7 days.

Item VI. (a): Increase hydrant flow water model charge from \$125.00 to \$135.00

Item VI. (b): Decrease hydrant flow field testing charge from \$275.00 to \$270.00

### FISCAL IMPACTS:

These fees and charges are necessary to recoup material and labor costs, and to maintain reserve system capacity connection charges in accordance with regulatory and American Water Works Association standards.

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

Attachment/s: (1) Resolution for Water & Sewer Connection Charges  
(2) Resolution for Miscellaneous Water Service Charges

## RESOLUTION NO.

### ESTABLISHMENT OF WATER AND SEWER CONNECTION CHARGE POLICIES EFFECTIVE OCTOBER 1, 2019

WHEREAS, the city of Owosso owns and operates water and wastewater utilities; and

WHEREAS, the city of Owosso must have policies and water and sewer connection charges in addition to the basic rates pursuant to the *Code of Ordinances of the City of Owosso, Michigan* Sec. 34-67 (Water service connections, connection charges), and Sec. 34-144 (sewer connection charges).

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

FIRST: The city council hereby adopts the following connection charges for the water utility which shall become effective October 1, 2019.

SECOND: That any policies previously adopted which conflict with the provisions of the following policies and services are hereby repealed.

#### WATER AND SEWER CONNECTION CHARGES

Water and sewer connection charges for new or increased size services are a combination of the applicable charges appearing below. The director of public services and utilities shall verify the applicable charges before approving an application for service. The applicant shall provide adequate information concerning water and sewer service requirements for the determination of service size.

##### I. Water Service Line Charges

- a) Option 1 - Contractor for owner provides all excavation, backfill and surface restoration. City performs tap and installs water service from main to curb stop and provides meter for interior installation. (SFR = single family residence) (DI = Ductile Iron Water Main) (PVC = C900 Water Main).

1" SFR Service DI	\$1,315 (1" tap, 1" corp, 1" copper to curb stop, curb stop, curb box, 5/8" meter)
1" SFR Service DI	\$1,355 (1" tap, 1" corp, 1" copper to curb stop, curb stop, curb box, 3/4" meter)
1" SFR Service PVC	\$1,410 (1" tap, 1" saddle, 1" copper to curb stop, curb stop, curb box, 5/8" meter)
1" SFR Service PVC	\$1,450 (1" tap, 1" saddle, 1" copper to curb stop, curb stop, curb box, 3/4" meter)

Other services: ~~Other services are charged time and material charges, with prepayment of estimated material cost required.~~

**If meter pit, add \$125.00 parts and labor.**

- b) Option 2 – City provides excavation, backfill and surface restoration, including street patch, from tap to curb stop, and/or when service line is installed by boring or directional drilling. This option is generally only available for in-city customers.

1" SRF Service DI	\$3,525 (1" tap, 1" copper to curb stop, 5/8" meter)
1" SRF Service DI	\$3,565 (1" tap, 1" copper to curb stop, 3/4" meter)
1" SRF Service PVC	\$3,620 (1" tap, 1" copper to curb stop, 5/8" meter)
1" SRF Service PVC	\$3,660 (1" tap, 1" copper to curb stop, 3/4" meter)

Other services: ~~Other services are charged time and material charges, with prepayment of estimated material cost required.~~

**If meter pit, add \$125.00 parts and labor.**

- c) ~~Option 3 – Connection to existing water service stub to curb stop for a vacant lot, if stub was provided at city cost (such stubs are typically done before street construction).~~

<del>1" SRF Service DI</del>	<del>\$1,850 for existing: (1" tap, 1" copper to stop, and a new 5/8" meter)</del>
<del>1" SRF Service DI</del>	<del>\$1,890 for existing: (1" tap, 1" copper to stop, and a new 3/4" meter)</del>
<del>1" SRF Service PVC</del>	<del>\$1,945 for existing: (1" tap, 1" copper to stop, and a new 5/8" meter)</del>

~~1" SRF Service PVC \$1,985 for existing: (1" tap, 1" copper to stop, and a new 3/4" meter)~~

**Option 3 – Connection to existing water service stub (at property line), if stub was provided at City cost (such water service stubs are typically installed during new street and/or water main construction).**

**1" SRF Service \$1,250.00 (5/8" meter, MTU, meter horn, curb box, material, labor, equipment, all fees)**  
**1" SRF Service \$1,285.00 (3/4" meter, MTU, meter horn, curb box, material, labor, equipment, all fees)**  
**1" SRF Service \$1,365.00 (1.0" meter, MTU, meter horn, curb box, material, labor, equipment, all fees)**

d) Additional charges if applicable:

Meter pit (for 3/4" to 1" services) ~~\$400~~ **\$125** (parts and labor when interior meter set is not feasible)

Winter construction surcharge \$300 (applicable generally between December 15 to March 15 to cover additional costs related to frost excavation and extended street patch maintenance prior to final patch)

## II. Sewer Service Line Charge

a) Option 1 - Contractor for owner provides all excavation, backfill and surface restoration

4" or 6" service \$330 (parts and labor covers sewer wye or saddle tap by city)

b) Option 2 – Connection to existing sewer service stub to vacant lot, if stub was provided at City cost (such stubs are typically done prior to street construction).

4" or 6" service \$1,000

## III. Water & Sewer System Charges

System Charges as provided in the table below account for water or sewer system reserve capacity provided for new customers but financed at system expense.

Out of Town Water System Charges apply to retail customers outside the Owosso City Limits unless otherwise provided in an agreement between the City and the respective municipality. City Sewer System Charges do not apply to out-of-town water services. The respective Township regulates sewer service connections in their jurisdiction and their sewer charges thus apply.

Sewer System Charges do not apply to separate water only metered services such as irrigation, fire sprinkler service, or approved industrial applications where the water used does not go to a wastewater system.

A residential duplex served by a single service line and meter shall have a minimum meter size of 3/4". Determination of appropriate meter size for other larger services is subject to review and approval by the Director of Utilities prior to acceptance of the application for service. That review shall be based on the user's demand potential and generally accepted practices for sizing water meters based on expected average and peak flow rates. Generally, the meter size shall be reduced no more than one standard size from the size of the water line (e.g. a 1.5" meter is acceptable with a 2" service line).

When an existing water service is enlarged or replaced with a larger water service due to an expansion of the customer's water demand, the Water and Sewer System charges shall be charged based on that for the new meter size minus that for the existing water meter size. There is no credit or rebate on reduction of meter size. In the event a new connection is made to up-size the service line (for example 6" to 8") and the meter size remains the same, no additional system charges will be assessed.

**TABLE I  
WATER AND SEWER SYSTEM CHARGES**

Potable Water Service Meter Size	In-City Water System Charge	Out-of-City Water System Charge	In-City Sewer System Charge
5/8"	\$400	\$600	\$400

3/4"	\$600	\$900	\$600
1"	\$1,000	\$1,500	\$1,000
1.5"	\$2,000	\$3,000	\$2,000
2"	\$3,200	\$4,800	\$3,200
3"	\$6,000	\$9,000	\$6,000
4"	\$10,000	\$15,000	\$10,000
6"	\$20,000	\$30,000	\$20,000
8"	\$32,000	\$48,000	\$32,000

#### FIRE LINE CHARGES

Line Size	In-City	Out-of-City
4"	\$1,000	\$1,500
6"	\$2,000	\$3,000
6" with pump	\$4,000	\$6,000
8"	\$4,000	\$6,000
8" with pump	\$6,000	\$9,000
10"	\$6,000	\$9,000
10" with pump	\$8,000	\$12,000
12"	\$8,000	\$12,000
12" with pump	\$10,000	\$15,000

#### IV. Water Main Assessment Charge (Out of City)

For properties outside the City, that were not assessed or did not pay in a comparable way for the installation of the water main abutting their property, a Water Main Assessment Charge (WMAC) shall be paid prior to connection. This assessment is currently applicable to the Charter Townships of Owosso and Caledonia. Caledonia Charter Township opted out of the WMAC effective October 6, 2011, and then reinstated the charges beginning January 1, 2019.

Owosso Township cost per front linear foot of property		Minimum	Maximum
Water (residential)	\$15	\$900	\$3,000
Water (commercial or industrial)	\$20	\$2,000	

#### Caledonia Township cost per front foot of property

Water (all accounts)	\$35	None	None
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For corner lots the assessment applies only to the frontage abutting the water main to be used for the service connection.

Water Main Assessment Charge revenue shall be dedicated and restricted to a replacement fund to be used for water main replacements in the respective Township.

#### V. Meter Service Line Charge

~~This charge applies in cases where the cost of the meter is not included under I. above. The charge includes costs of a water meter, meter transmission unit (MTU), couplings, and a one-hour service call related to meter installation and inspection.~~

<del>5/8" meter</del>	<del>\$280</del>	<del>1" meter</del>	<del>\$330</del>
<del>3/4" meter</del>	<del>\$320</del>	<del>1 1/2" meter</del>	<del>\$505</del>
<del>Larger meters will be charged at actual cost.</del>			

These charges apply in cases where only the cost of meter installation is required for a new water meter and account. The charge includes costs of water meter, meter transmission unit (MTU), couplings/horn, service

vehicle, one-hour meter installation and inspection, permit fee, and administration fee for 5/8", 3/4", and 1" meters only. A licensed plumber may be required to make interior piping changes.

5/8" meter	\$455	1.0" meter	\$560
3/4" meter	\$485		

Meters larger than 1" will be charged at actual cost and be installed by a licensed contractor.

## RESOLUTION NO.

### ESTABLISHING MISCELLANEOUS WATER POLICIES AND SERVICE CHARGES EFFECTIVE OCTOBER 1, 2019

WHEREAS, the city of Owosso owns and operates water and wastewater utilities; and

WHEREAS, the city of Owosso must have policies and service charges in addition to the basic rates pursuant to the *Code of Ordinances of the City of Owosso, Michigan* Sec. 34-79. Additional regulations and Sec. 34-81 Rules, regulations and fees.

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

FIRST: The city council hereby adopts the following policies and service charges for the water utility which shall become effective October 1, 2019.

SECOND: That any policies previously adopted which conflict with the provisions of the following policies and services are hereby repealed.

### MISCELLANEOUS WATER POLICIES AND SERVICE CHARGES EFFECTIVE OCTOBER 1, 2019

#### I. Service Costs – Customer Request for Turn-on/off of Water Service

- a. There shall be no service charge for routine turn-on or turn-off of a water service during normal working hours or for an emergency after-hours call. Normal work hours are 7:00 a.m. to 3:30 p.m. Monday-Friday excluding holidays. An emergency is a situation such as a ruptured water service line that would result in significant loss of water and/or property damage and is not due to negligence or fault of the customer.
- b. A \$30.00 service charge shall apply for return appointments during normal work hours when required by the customer's failure to keep a previous service appointment. (Note: A water service will not be turned on unless a responsible person is present who can verify that there are no leaks in the internal plumbing.)
- c. A **\$30.00** service charge shall **no longer** apply for seasonal meter turn-on and account activation (during normal working hours only). **Quarterly Readiness to Service charges shall continue to be billed.**
- d. A \$60.00 service charge shall apply for after-hours, non-emergency customer-requested and scheduled service calls up to one hour in duration. After-hours service exceeding one hour and/or requiring more than one employee will be charged the actual cost.

#### II. Service Costs - Customer Request for RPZ (reduced pressure zone) Backflow Inspection

- a. Initial compliance inspections and noncompliance inspections are at no charge to the customer.
- b. If additional inspections are necessary, a \$30.00 re-inspection fee for each additional inspection will be added to the water bill.

#### III. Service Costs - Nonpayment of Water and/or Sewer Bills by Due Date

- a. A \$30.00 service charge shall be applied when payment is not received by the shut-off due date, and the past due account was added to the shut-off listing.



- b. An additional \$30.00 service charge shall be paid prior to turning on a water service, which was turned off for nonpayment, if such turn-on request would occur after 5:00 p.m. on a normal working day.
- c. A \$25.00 service charge shall be paid for returned payments (for any reason), for account holders having insufficient funds. **A \$35.00 service charge shall be paid for any returned payments due to insufficient funds paid after the above 7 days.**

#### IV. Water Service Permit

- a. A permit processing fee of \$30.00 will be required for all new services requested.

#### V. Hydrant Use Requests

- a. Contractors and special projects. A \$1,000 service charge will be required at time of permit application. This fee includes the minimum charge of \$50.00 for 5,000 bulk gallons of water, plus additional charges of \$10.00 per 1,000 gallons, or fraction thereof, consumed greater than the minimum quantity. Owosso water system personnel will attach a water meter and RPZ backflow preventer to the hydrant for contractor use. If the water meter and RPZ are returned in good operating condition, the contractor will receive a \$450.00 refund, less charges for additional water consumed greater than the minimum quantity. Hydrant meters will not be provided from December 1 and March 31, unless the contractor can provide acceptable protection of equipment during freezing temperatures.
- b. Resident pool filling. Minimum charge for the filling of pools is \$300.00, and includes the first 5,000 gallons of water. A \$10.00-per-1,000 gallons, or fraction thereof, will be charged after the first 5,000 gallons.

#### VI. Hydrant Flow Data Requests

- a. The charge for water distribution modeling data (average day psi, max day psi, peak hour psi, available fire flow in gallons per minute/GPM @ residual pressure of 20 psi) is ~~\$125.00~~ **\$135.00**.
- b. ~~A \$275.00 charge will be made for field testing.~~ **The charge for actual field flow data & psi testing will be \$275.00 \$270.00. This field work does not include providing distribution modeling data.**

#### VII. Customer Deposits

- a. ~~A \$75.00 customer deposit will be required for in-city-of-Owosso rental property accounts.~~ **Deposit for in-city-of-Owosso tenant accounts is \$225.00.**
- b. ~~A \$75.00 customer deposit will be required for accounts out-of-city accounts.~~ **Deposit for all accounts outside the city of Owosso is \$225.00.**



## MEMORANDUM

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

DATE: September 11, 2019

TO: Owosso City Council

FROM: Josh Adams; Executive Director, Owosso Main Street/DDA

**SUBJECT: CDGB Policies & Resolutions**

### RECOMMENDATION:

Approval of the following policies, plans, and resolutions:

1. Residential Anti-Displacement & Relocation Plan
2. Section 3 Policy
3. Grievance Procedure
4. Non-Discrimination Based on Handicap
5. Excessive Force Policy

### BACKGROUND:

CDBG program funds are used to provide grants and loans to UGLGs, usually with populations under 50,000, in support of economic or community development projects. Project proposals are considered and evaluated continuously based upon the Michigan Strategic Fund's approved CDBG Funding Guide.

CDBG Funding is categorized by the following Program Initiatives:

- Building Rehabilitation
- CDBG Loan Program
- Direct Assistance to Business
- Façade Improvements
- Planning
- Public Facilities
- Public Improvements
- Rental Rehabilitation
- Small Business
- Unique/Innovative

These Program Initiatives have been determined to best serve the needs of the Non-Entitlement Area of the State of Michigan through the State's Consolidated and Action Planning Process. These plans can be viewed at the Michigan Consolidated Plan. As a part of the planning process, the MEDC has provided Citizens with reasonable opportunities to participate in the program's design as defined in the State's Citizen Participation Plan and the MEDC's Public Participation Model.

CDBG requirements mandate that each funded activity (except for program administration and some planning initiatives, and described below) must meet one of the established three National Objectives. The three National Objectives are:

- Benefiting Low and Moderate Income (LMI) persons.
- Aiding in the prevention or elimination of slums or blight.

- Meeting community development needs made urgent by conditions posing serious and immediate threats to community health or welfare, conditions that are of recent origin or recently became urgent, and where other financial resources are not reasonably available to meet such needs

The above mentioned policies, plans, and resolutions are required by the State of Michigan and the CDBG as part of the grant process. These documents and procedures ensure the safety of all parties involved in grant activities and helps fulfill the national objective of the CDGB.

**FISCAL IMPACTS:**

None.

## **RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION PLAN UNDER SECTION 104(D) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED**

### ***Minimize Displacement***

Consistent with the goals and objectives of activities assisted under the Act, the City of Owosso will take the following steps to minimize the displacement of persons from their homes:

- A. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or tenants of multi-family buildings.
- B. Stage rehabilitation of apartment units to allow tenants to remain during and after rehabilitation by working with empty units or buildings first.
- C. Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- D. Adopt tax assessment policies such as deferred tax payment plans to reduce impact or rapidly increasing assessments on low income owner occupants or tenants in revitalizing areas.

### ***Relocation Assistance to Displaced Persons***

City of Owosso will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

### ***One-for-One Replacement of Lower-Income Dwelling Units***

The City of Owosso will replace all occupied and vacant occupiable low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488 (c) in Subpart I.

Before entering into a contract committing the City of Owosso to provide funds for an activity that will directly result in demolition or conversion the City of Owosso will make public by publication in a newspaper of general circulation and submit to Grants Administration the following information in writing:

- A. A description of the proposed assisted activity;
- B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activities;
- C. A time schedule for the commencement and completion of the demolition or conversion;

- D. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the [City of Owosso] will identify the general location on an area map and the approximate number of dwellings units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available;
- E. The source of funding and a time schedule for the provision of the replacement dwelling units;
- F. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least 10 years from the date of initial occupancy;
- G. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of lower income households in the City of Owosso.

### ***Contacts***

To the extent that the specific location of the replacement units and other data in items D-G are not available at the time of the general submission, the City of Owosso will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

The Building Department - (989)725-0540 is responsible for tracking the replacement of housing and ensuring that it is provided within the required period.

The Building Department - (989)725-0540 is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in 570.488 (c), to any lower income person displaced by the demolition of any dwelling unit or the conversion of a low and moderate income dwelling unit to another use in connection with an assisted activity.

## ECONOMIC OPPORTUNITIES POLICY FOR SECTION 3 COVERED CONTRACTS

### **Background:**

Section 3 of the Housing and Urban Development Act of 1968, as amended, ("Section 3") requires that economic opportunities generated by certain U.S. Department of Housing and Urban Development financial assistance for housing and community development programs be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and business concerns which provide economic opportunities to low- and very low income persons.<sup>1</sup>

Pursuant to Section 3 of the Housing and Urban Development Act of 1968, as amended and 24 CFR Part 135, the City of Owosso adopts this Economic Opportunities Policy for Section 3 Covered Contracts. The policy will provide direction for implementing Section 3, when required.

### **Policy Statement:**

The City of Owosso shall provide opportunities to low- and very low-income persons residing in the State of Michigan (as defined in § 135.5 of 24 CFR Part 135) and to businesses meeting the definition of "Section 3 Business Concern" (as defined by 24 CFR Part 135). Accordingly, the City of Owosso shall implement policies and procedures to ensure that Section 3, when required, is followed and develop programs and procedures necessary to implement this policy covering all procurement contracts where labor and/or professional services are provided. This policy shall not apply to contractors who only furnish materials or supplies through Section 3 covered assistance. It will apply to contractors who install materials or equipment. (See the definition of "Section 3 Covered Contracts" below.) There is nothing in this policy that should be construed to require the employment or contracting of a Section 3 resident or contractor who does not meet the qualifications of the position to be filled or who cannot fulfill the contract requirements.

### **Definitions:**

The City of Owosso incorporates into this policy the definitions contained in § 135.5 of 24 CFR Part 135.

### **Defined Terms of Policy:**

- **Section 3** – Section 3 is a provision of the Housing and Urban Development Act of 1968, which recognizes that HUD funds are typically one of the largest sources of federal funding expended in communities through the form of grants, loans, entitlement allocations and other forms of financial assistance. Section 3 is intended to ensure that when employment or contracting opportunities are generated because a covered project or activity necessitates the employment of additional persons or the awarding of contracts for work, preference must be given to low- and very low-income persons or business concerns residing in the community where the project is located.
- **Section 3 Recipient** – means any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State, unit of local government, PHA, IHA, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferees of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

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<sup>1</sup> 124 CFR 135.1

- **Section 3 Resident** – A section 3 resident is 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended.
- **Section 3 Business Concern(s)** – Section 3 Business Concerns are businesses that can provide evidence that they meet one of the following:
  - a) 51% or more owned by Section 3 residents; or
  - b) at least 30% of its full time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
  - c) provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in the above two paragraphs.
- **Section 3 Covered Assistance** –
  - (a) Public and Indian housing development, operating or capital funds; or other housing assistance and community development assistance expended for housing rehabilitation, housing construction or other public construction projects, such as: CDBG, HOME, 202/811, Lead-Based Paint Abatement, etc.
  - (b) The following definition for Section 3 Covered Assistance comes from 24 CFR 135.5:
    - (1) Public and Indian housing development assistance provided pursuant to section 5 of the 1937 Act;
    - (2) Public and Indian housing operating assistance provided pursuant to section 9 of the 1937 Act;
    - (3) Public and Indian housing modernization assistance provided pursuant to section 14 of the 1937 Act;
    - (4) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with:
      - (i) Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement);
      - (ii) Housing construction; or
      - (iii) (Other public construction project (which includes other buildings or improvements, regardless of ownership).
- **Section 3 Covered Contract** – means a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 Covered Assistance, or for work arising in connection with a Section 3 Covered Project. “Section 3 Covered Contracts” do not include contracts awarded under HUD procurement program, which are governed by the Federal Acquisition Regulation System (see 48 CFR, Chapter 1). “Section 3 Covered Contracts” also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 Covered Contract. For example, a contract for the purchase and installation of a furnace would be a Section 3 Covered Contract because the contract is for work (i.e., the installation of the furnace) and thus is covered by Section 3.
- **Section 3 Covered Project** – A section 3 covered project involves the construction or rehabilitation of housing (including reduction of lead-based paint hazards), or other public construction such as street repair, sewage line repair or installation, updates to building facades, etc.
- **Section 3 Covered Community Planning and Development Funding** – Community Development Block Grants (CDBG), Home Investment Partnership Assistance (HOME), Emergency Shelter Grants (ESG), Neighborhood Stabilization Programs (NSP), and certain grants awarded under HUD Notices of Funding Availability (NOFAs). The requirements for Section 3 only apply to the portion(s) of covered funding that were used for project/activities involving housing construction, rehabilitation, demolition, or other public construction.

### **Responsibilities:**

1. If the City of Owosso receives community development or housing assistance covered by Section 3 it has the responsibility to comply with Section 3 in its own operations. This responsibility includes:
  - a. Notifying Section 3 residents and businesses about jobs and contracts generated by Section 3 covered assistance so that residents may seek jobs and businesses may submit bids/proposals for available contracts;
  - b. Notifying potential contractors of the objectives of Section 3 and ways in which each contractor can assist the sub-recipient to meet its goal;
  - c. Facilitating the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns; and
  - d. Documenting the action that the sub-recipient takes to comply with the Section 3 requirements, the results of the actions, and impediments, if any.
2. The City of Owosso has a responsibility to "ensure compliance" of their contractors and subcontractors. This means that a sub-recipient must:
  - a. Notify contractors of their responsibilities under Section 3 including, but not limited to, incorporating the Section 3 Clause in contract documents.
  - b. Refrain from entering into contracts with contractors that are in violation of the regulations in 24 CFR Part 135.
  - c. Respond to complaints made to the recipient by Section 3 residents or business concerns that the sub-recipient, a contractor or subcontractor, is not in compliance with 24 CFR Part 135.
  - d. Cooperate with HUD in obtaining the compliance of contractors and subcontractors when allegations are made that the sub-recipient's contractors and subcontractors are not in compliance with the regulation of 24 CFR Part 135.

### **Goals:**

All contractors undertaking Section 3 covered projects and activities are expected to meet the Section 3 requirements. To demonstrate compliance with the "greatest extent feasible" requirement of Section 3, contractors must meet the goals set forth below for providing training, employment and contracting opportunities to Section 3 residents and Section 3 business concerns. To meet the goals, contractors must select Section 3 residents based on the following priorities pursuant to § 135.34, 24 CFR Part 135:

**First Priority** - Residents of the development where the work is to be performed.

**Second Priority** - Other residents of the neighborhood where the work is to be performed.

**Third Priority** - Other residents of the neighborhood who are participants in HUD- Youthbuild or others federal, state, and local job programs being carried out in the city or county area.

**Fourth Priority** - Other persons from the project metropolitan area who meet the definition of Section 3 resident contained in § 135.5 of 24 CFR Part 135.

### **Employment:**

All contractors will seek low- or very low-income persons residing in the property metropolitan area for 30% of all new hires. When applicable, the contractor must show evidence of seeking project residents for 15% of the new hires.

Eligibility for employment or contracting: nothing in this policy shall be construed to require the employment or contracting of a Section 3 resident or contractor who does not meet the qualifications of the position to be filled or who cannot perform the contract.



### **Preference for Section 3 Business Concerns:**

Preference shall be awarded to Section 3 Business Concerns according to the following system:

- A. Where the Section 3 Covered Contract is to be awarded based upon the lowest price, the contract shall be awarded to the qualified Section 3 Business Concern with the lowest responsive quotation, if it is reasonable and no more than 10 percent higher than the quotation of the lowest responsive quotation from any qualified source. If no responsive quotation by a qualified Section 3 Business Concern is within 10 percent of the lowest responsive quotation from any qualified source, the award shall be made to the source with the lowest quotation. If it is reasonable and no more than 10 percent higher than the quotation of the lowest responsive quotation from any qualified source. If no responsive quotation by a qualified Section 3 Business Concern is within 10 percent of the lowest responsive quotation from any qualified source, the award shall be made to the source with the lowest quotation.
- B. Where the Section 3 Covered Contract is to be awarded based on factors other than price, a request for quotations shall be issued by developing the particulars of the solicitation, including a rating system for the assignment of points to evaluate the merits of each quotation. The solicitation shall identify all factors to be considered, including price or cost. The rating system shall provide for a range of 15 to 25 percent of the total number of available rating points to be set aside for the provision of preference for Section 3 Business Concerns. The purchase order shall be awarded to the responsible firm whose quotation is the most advantageous, considering price and all other factors specified in the rating system.

### **Competitive Bids:** Procurement by Sealed Bids (Invitations for Bids)

Preference in the award of Section 3 Covered Contracts that are awarded under a sealed bid process may be provided as follows:

1. Bids shall be solicited from all businesses (i.e. Section 3 Business Concerns and non- Section 3 Business Concerns). An award shall be made to the qualified Section 3 Business Concern with the highest priority ranking (as defined in 24 CFR Part 135) and with the lowest responsive bid if that bid:
  - A.) is within the maximum total contract price established in the City of Owosso's budget for the specific project for which bids are being taken; and
  - B.) is not more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder.

"X" is determined as follows:

X = lesser of:

When the lowest responsive bid is less than \$100,000 . . . 10% of that bid or \$9,000

When the lowest responsive bid is:

At least \$100,000, but less than \$200,000 . . . 9% of that bid or \$16,000

At least \$200,000, but less than \$300,000 . . . 8% of that bid or \$21,000

At least \$300,000, but less than \$400,000 . . . 7% of that bid or \$24,000

At least \$400,000, but less than \$500,000 . . . 6% of that bid or \$25,000

At least \$500,000, but less than \$1 million . . . .5% of that bid or \$40,000

At least \$1 million, but less than \$2 million. . . .4% of that bid or \$60,000

At least \$2 million, but less than \$4 million. . . .3% of that bid or \$80,000

At least \$4 million, but less than \$7 million. . . .2% of that bid or \$105,000

\$7 million or more . . . 1.5% of the lowest responsive bid, with no dollar limit.

2. If no responsive bid by a Section 3 Business Concern meets the requirements of paragraph 1 of this section, the contract shall be awarded to a responsible bidder with the lowest responsive bid.
3. In both paragraph 1 and 2 above, a bidder, to be considered as responsible, must demonstrate compliance with the "greatest extent feasible" requirement of Section 3.

### **Compliance**

HUD holds MEDC accountable for compliance with Section 3 requirements. In its written agreement with its housing partners, MEDC will site Section 3 obligations. When a housing partner is unable to meet Section 3 goals, MEDC will place the burden of proving compliance with Section 3 on the recipient.

The minimum numerical goal for employment is 30 percent of the aggregate number of new hires shall be Section 3 residents annually—i.e., 1 out of 3 new employees needed to complete a Section 3 covered project/activity shall be a Section 3 resident.

The minimum goals for contracting are:

- Ten percent of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development of public or Indian housing or building trades work arising in connection with housing rehabilitation, housing construction and other public construction, shall be awarded to Section 3 businesses; and
- Three percent of the total dollar amount of all non-construction Section 3 covered contracts, shall be awarded to Section 3 businesses.

Safe harbor and compliance determinations: In the absence of evidence to the contrary (i.e., evidence that efforts to the “greatest extent feasible” were not expended), if the City of Owosso or contractor meets the minimum numerical goals shown above, the recipient or contractor is considered to have complied with Section 3 preference requirements.

The City of Owosso will be expected to demonstrate why it was not feasible to meet the goals. At a minimum, if recipients of Section 3 Assistance are unable to meet their Section 3 training, hiring, and contracting goals, they should sponsor or participate in upward mobility programs, hire eligible residents in trainee positions with regard to training and employment, or form Section 3 joint ventures with various local employment agencies.

**Data Collection and Reporting:**

The City of Owosso will collect and submit required Section 3 data and complete Section 3 reporting requirements.

Adopted (Date)\_\_\_\_\_ by City Council

Mayor:\_\_\_\_\_

Clerk:\_\_\_\_\_

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

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

**NON-DISCRIMINATION ON BASIS OF HANDICAP  
GRIEVANCE PROCEDURE  
UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973**

This Grievance Procedure is established to meet the requirements of the Section 504. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Owosso. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Nathan Henne  
City Manager, Section 504 Coordinator  
City of Owosso  
301 W. Main Street  
Owosso, MI 48867

Within 15 calendar days after receipt of the complaint, the City Manager or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the City Manager or their designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio recording. The response will explain the position of the City of Owosso and offer options for substantive resolution of the complaint.

If the response by the City Manager or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of within 15 calendar days after receipt of the response to the City Manager or his/her designee.

Within 15 calendar days after receipt of the appeal, the City Manager or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the City Manager or their designee, appeals to the City Manager or their designee, and responses from these two offices will be retained by the City of Owosso for at least three years.

## NON-DISCRIMINATION ON BASIS OF HANDICAP POLICY

The City of Owosso does not discriminate on the basis of disability in its hiring or employment practices. The City of Owosso will not ask a job applicant about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. Medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position. The City of Owosso will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City of Owosso's business. To the extent its selection criteria for employment decisions have the effect of disqualifying an individual because of disability, those criteria will be job-related and consistent with business necessity. Employees' medical information is maintained separately from personnel files and protected by confidentiality.

The City of Owosso will provide appropriate auxiliary aids and services, including qualified sign language interpreters, assistive listening devices, and alternate formats, whenever necessary to ensure effective communication with members of the public who have hearing, sight, or speech impairments, unless to do so would result in a fundamental alteration of its programs or an undue administrative or financial burden.

A person who requires an accommodation or an auxiliary aid or service should contact the following officials; interpreter requests should be made as far in advance as possible but no later than 48 hours before the scheduled event:

Amy K. Kirkland, CMC  
City Clerk  
Phone: (989)725-0500  
Fax: (989)723-8854  
Email: amy.kirkland@ci.owosso.mi.us

City Hall: 989-725-0599, Human Resources Director: 989-725-0565, Clerk: 989-725-0500.

Complaints that a City of Owosso program, service, or activity is not accessible to persons with disabilities should be directed to the City Clerk. Complaints of disability-based discrimination against applicants for City of Owosso employment or City of Owosso employees should be directed to:

Jessica Unangst, PHR  
Human Resource Director  
Phone: (989)725-0565  
Fax: (989)725-0526  
Email: jessica.unangst@ci.owosso.mi.us

The City of Owosso will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

**EXCESSIVE FORCE POLICY****RESOLUTION NO.****ADOPTING A POLICY PROHIBITING  
THE USE OF EXCESSIVE FORCE  
AGAINST NON-VIOLENT CIVIL RIGHTS DEMONSTRATORS**

WHEREAS the Congress of the United States has passed the Armstrong/Walker "Excessive Force" Amendment (Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended) prohibiting the use of excessive force by a local law enforcement agency against any individual engaged in nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS the City of Owosso has received a Michigan Community Development Block Grant and is required to comply with the Armstrong/Walker "Excessive Force" Amendment;

AND WHEREAS the use of excessive force against demonstrators may cause the CITY to lose its grant or eligibility for future federal grants;

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF OWOSSO, MICHIGAN:

- FIRST: It is policy of the City that the use of excessive force is prohibited by local law enforcement agencies against individuals engaged in lawful and nonviolent civil rights demonstrations within the City.
- SECOND: The City will adopt and enforce a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within jurisdictions
- THIRD: The City Council directs the Public Safety Director to implement this Resolution by amending applicable police department procedures.

PASSED BY THE CITY COUNCIL, CITY OF OWOSSO, MICHIGAN.

MAYOR: \_\_\_\_\_

CLERK: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



## **MEMORANDUM**

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

DATE: September 11, 2019

TO: Owosso City Council

FROM: Josh Adams; Executive Director, Owosso Main Street/DDA

**SUBJECT: Revolving Loan Program Manual Revisions**

### **RECOMMENDATION:**

Revise the Revolving Loan Program Manual to include loans for small business working capital applications.

### **BACKGROUND:**

On June 17, 2019 the City Council approved new Downtown Owosso Revolving Loan Program Criteria for projects within the Owosso Downtown Development Authority (DDA) district, since that time the DDA has been working with downtown stakeholders to submit loan applications. During that time, the DDA has determined that the loan program manual limits the use of loan funds to small business owners, which is contrary to the overall mission of the loan program.

During their September 4, 2019 Board Meeting, the DDA approved a revision of the loan program manual to include working capital costs for small businesses as an eligible project type. This was done to aid in future small business development within the district.

### **FISCAL IMPACTS:**

The revision will offer loan dollars from the fund to apply to both downtown property owners and small business owners.

**RESOLUTION NO.**

**AMENDING THE DOWNTOWN OWOSSO  
REVOLVING LOAN PROGRAM CRITERIA**

WHEREAS, on June 17, 2019 the City Council approved new Downtown Owosso Revolving Loan Program Criteria for projects within the Owosso Downtown Development Authority district; and

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

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

FIRST: The guidelines will be changed to include loans for small business working capital.

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





## **OWOSSO OMS/DDA REVOLVING LOAN AND GRANT PROGRAM**

### **MANUAL AND PROCESS DESCRIPTION**

This manual and process version will be applicable from July 1, 2019 through June 30, 2020

#### **INTRODUCTION**

This program is available to B1 – B4 zoned for-profit businesses, landowners, and corporations within the city limits.

OMS/DDA administers the program as authorized by the city council.

The program is administered on a year-by-year basis.

The Economic Vitality (EV) Committee of OMS/DDA leads the program and is responsible to recommend updates to the program on a fiscal year basis.

The fiscal year is from July 1<sup>st</sup> of the current year through June 30<sup>th</sup> of the subsequent year.

If applicable, the EV committee will present recommendations for updates to the OMS/DDA Board each year at the March OMS/DDA Board meeting.

The OMS/DDA Board will approve or reject the recommended changes at the April Board meeting.

With or without changes, this Program Process and Manual will be approved by the OMS/DDA Board and made available for use by July 1<sup>st</sup> of each year.

All loans will be made at 3% fixed rate per year.

Loan length will be ten years or less.

Loan maximums are up to \$50,000 per project.

Grant maximums are up to \$50,000 per project.

Loans and/or grants may be made on the same project.

Loans are paid prior to project start; grants are paid upon project completion.

Repayment of loans will begin upon project completion.

## ELIGIBLE PROJECT TYPES

1. Building access improvements including elevators – loans or grants
2. Preservation of historic buildings
3. Upper story housing development
4. Retail space build outs and upgrading
5. Acquisition and improvement of blighted properties
6. Signage purchase or restoration
7. Environmental studies
8. *Small Business start-up costs (working capital only): {Examples of eligible working capital include: purchase of a point of sale system, marketing expenses, or inventory of retail goods.}*
9. Match on Main approved projects

## INELIGIBLE PROJECT TYPES

1. Re-financing of debt owed to private sector entities such as banks, credit unions, etc.
2. Projects or part of projects unrelated to the scope described in the program application
3. ~~Business inventory acquisition or working capital~~
3. *Employee wages or benefits, rent, mortgage payments, utilities, machine leases, vehicle leases, taxes and insurance, professional fees, credit card processing fees and other soft costs.*
4. Payment of taxes, utilities, or other similar obligations

## APPLICATION PROCESS STEPS

1. Obtain the application form from the OMS/DDA website (downtownowosso.org) and complete it
2. If there are questions about completing the form, contact the OMS/DDA office at 989-494-3344
3. Submit by email the application form to: downtownowosso@gmail.com
4. The EV committee of the OMS/DDA Board will review at their next meeting and advise applicant whether your application was accepted for further consideration.
5. If your application was not accepted, you will be provided with the rationale for the decision and if applicable, things to do to make the application acceptable to move forward
6. If your application was for a grant, approval determination is by the OMS/DDA Board
7. If your application was for a loan, preliminary approval determination is by the OMS/DDA Board
8. Upon preliminary approval by the OMS/DDA Board, the application is sent to the loan committee
9. Upon review, the loan committee will request additional information as they deem necessary
10. If approved by the OMS/DDA Board for grants, and the loan committee for loans, a project plan with timing will be submitted to OMS/DDA
  - A. all projects must be completed in two years or less
  - B. the OMS/DDA EV committee will monitor project progress
  - C. if projects are not completed in two years, loans payment will begin regardless

## CRITERIA FOR ELIGIBLE PROJECT TYPES

1. Building Access Projects
  - A. The building must be multi-story and have 4,000 or more square feet per floor
  - B. For shared elevator projects, adjoining building floor size can be included to achieve 4,000 square feet if necessary
  - C. Projects may include barrier free lavatories, aisle and doorway widening, and ramps
  - D. Architectural services for building access are eligible for a grant of up to \$5,000
  - E. Elevators for building access are eligible for a grant of up to \$25,000
2. Preservation of Historic Buildings
  - A. If applicable, the project plan must be approved by the Historic District Commission prior to submission to the loan committee

### 3. Upper Story Housing Development

- A. The upper story must have 800 square feet or more; “micro loft” projects will be considered
- B. Air conditioning and cable wiring in each room except bathrooms must be included
- C. Fire suppression must be included, and the fire suppression plan must be approved by the city building inspector prior submission to the loan committee
- D. Fire suppression is eligible for a grant of up to \$25,000 for projects with two or more upper floor residential units
- E. Architectural services are eligible for a grant of up to \$1,500 for each residential unit, with a maximum grant of \$12,000 per project
- F. Elevators for upper story housing development are eligible for a grant of up to \$25,000

### 4. Retail Space Build Outs and Upgrading

- A. Projects may include mechanical and electrical systems, roof work, partitions, windows, doors, painting, and sign repair
- B. Architectural services are eligible for a grant of up to \$3,000 per project

### 5. Acquisition and Improvement of Blighted Properties

- A. A description of the plans for the property must be included with the application form
- B. If preliminarily approved by OMS/DDA, a detailed plan with timing must be submitted to OMS/DDA for further review prior to submission of the application to the loan committee

### 6. Signage Purchase or Restoration

- A. Building must be 50 years or older
- B. If in the historic district, the plan must be approved by the Historic District Commission prior to submission to the loan committee

### 7. Environment Studies

- A. The building or site must have a brownfield plan
- B. The building or site must be contaminated or suspected of being contaminated
- C. Phase I and Phase II studies are eligible

## **CONCLUSIONS, QUESTIONS, AND CONTINUOUS IMPROVEMENT**

The mayor appoints members to the five-person loan committee

The committee consists of two people from traditional lending institutions, a city council representative, two community business owners.

The loan committee will make approval decisions based on criteria established by the committee as applicable to the project description.

If the loan committee does not grant project approval, it will submit rationale to OMS/DDA.

OMS/DDA may then approve the project and is empowered to work with the applicant to determine and apply any necessary conditions and/or documents to assure project success.

Questions on the program manual, process, or any other aspect of the program may be directed to the OMS/DDA office at 989-494-3344 or [downtownowosoo@gmail.com](mailto:downtownowosoo@gmail.com).

Each year, lead by the OMS/DDA EV committee, the OMS/DDA Board will update and republish the manual and process based on continuous improvement input and recommendations.

7



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

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DATE: 9.16.19  
TO: CITY COUNCIL  
FROM: CITY MANAGER  
SUBJECT: SEPTEMBER 30, 2019 COUNCIL MEETING AGENDA

I am proposing that this month's 5<sup>th</sup> Monday council meeting focus on a presentation and discussion regarding the current solid waste ordinance, challenges with the current system, and recommendations for improving solid waste pickup, code enforcement issues regarding trash, and the possibility of adding curb-side recycling.

I am not proposing any action be taken during the meeting, this is only the start of the conversation that was set in motion after the council's public workshop session in January of 2019 with facilitator Lew Bender.



### Recreational Marijuana Facility Licensing

## How we got here...

- November, 2018 - Voters Passed the Michigan Regulation and Taxation of Marihuana Act
  - It passed in Owosso 3178 to 2292 (58% - 42%)
  - Michigan Bureau of Licensing and Regulatory Affairs (LARA) given until December 6, 2019 to formulate rules for licensing
- December, 2018 - Owosso City Council voted to impose a moratorium on Recreational Marijuana facility licensing to give the LARA time to formulate licensing rules
  - Moratorium expires December 17, 2019
- July, 2019 – LARA releases emergency rules for recreational marijuana facility licensing

### **Michigan Regulation and Taxation of Marihuana Act (MRTMA – Recreational)**

- Ten Licenses
  - Grower, Processor, Transporter, Provisioning Center, Safety Comp,
    - NEW - Event Organizer, Temp MJ Event, Designated Consumption Establishment (club), Excess Marijuana Grower, Microbusiness
- No capitalization requirement for license application and fewer financial docs required
- State-level application fee of \$6000 plus additional fees depending on the type of license
- Applicants are required to submit a social equity plan
- If a city does nothing, recreational marijuana facilities are automatically allowed with no caps and no zoning rules.

### **Medical Marihuana Facilities Licensing Act (MMFLA – Medical)**

- Five Licenses
  - Grower, Processor, Transporter, Provisioning Center, Safety Comp.
- Depending on license, applicants could need up to \$500,000 to be considered for a license.
- State-level application fees are \$6000 per license
- If a city does nothing, medical marijuana facilities are prohibited.

## **New Recreational Licenses Explained**

### **Microbusiness (Rule 27)**

- Grow up to 150 plants
  - Can come from an existing registered caregiver if the microbusiness owner and the caregiver are the same person.
- Processing and packaging
- Retail sale of marijuana
  - To people. Not other marijuana businesses
- Transfer of marijuana to safety compliance facility
- Cannot operate at multiple locations
- Must enter all information into state database regularly
  - Transactions, inventory, etc

### **Marijuana Event Organizer (Rule 61)**

- Can organize temporary special events where onsite sale and/or consumption of marijuana is authorized at a particular location.

- Excess Grower (Rule 60)
  - Exempt from state \$6,000 base fee
  - Issued to a person who holds 5 stacked Class C marijuana grow licenses under MRTMA AND 2 Class C grower licenses under MMFLA
  - Each Excess Grow License is for 2000 plants
  - Total Excess Grow Licenses shall not exceed the total amount of plants allowed under current regular Class C grow licenses held.
- Designated Consumption Establishment – Club (Rule 59)
  - Must fit with City’s zoning code – if allowed
  - MANY specific rules regarding layout, smoke free areas, employee observation areas, operations plan, ventilation system, insurance, etc.
    - Refer to Rule 59 for a complete list of requirements.

### Annual State Level Recreational License Fees - \$6,000 base fee +...

- |                           |          |  |   |
|---------------------------|----------|--|---|
| • Class A Grower          | \$4,000  | • Secure Transporter                   | \$25,000  |
| • Class B Grower          | \$8,000  | • Safety Comp (tester)                 | \$25,000  |
| • Class C Grower          | \$40,000 | • Event Organizer                      | \$1,000   |
| • Excess Grower           | \$8,000  | • Consumption Club                     | \$1,000   |
| • Processor               | \$40,000 | • Temp MJ Event (exempt from base fee) |   |
| • Retailer (provisioning) | \$25,000 | • No sales                             | \$500   |
|                           |          | • Sales                                | \$500/day +\$500 per business that is at the event selling product. |



## Where do we go from here...?

- Council must decide before December 17 to...
  1. Allow recreational marijuana facilities – specifying which ones to allow, in what number, and where – and thereby direct the Planning Commission to begin work on a zoning ordinance.
  2. Decide to prohibit recreational marijuana facilities and pass an ordinance to that effect.

\*\*There may be need to extend the moratorium to give time for Planning Commission to draft an appropriate ordinance if option 1 is chosen. Reason being is that the drafting process, required notices, required public hearings, and charter provisions might put us over the December 17 sunset on the moratorium.

**From: Building Department**  
**To: Owosso City Council**

**Building Department Report AUGUST 2019**

Category	Estimated Cost	Permit Fee	Number of Permits
ACCESSORY STRUCTURES	\$0	\$150	4
COMMERCIAL NEW CONSTRUCTION	\$950,000	\$16,990	1
DEMOLITION	\$4,000	\$180	2
Electrical	\$0	\$3,145	29
FENCE	\$0	\$500	7
FOUNDATION - RESIDENTIAL	\$182,000	\$5,100	20
GARAGE, ATTACHED	\$38,000	\$800	2
GARAGE, DETACHED	\$2,000	\$145	1
Mechanical	\$0	\$2,520	17
NON-RES. ADD/ALTER/REPAIR	\$25,500	\$670	2
Plumbing	\$0	\$1,165	7
PORCH	\$1,950	\$125	3
RAMP	\$500	\$0	1
RES. ADD/ALTER/REPAIR	\$105,400	\$1,954	6
ROOF	\$71,445	\$1,240	14
ROW-ENG	\$0	\$40	3
ROW-UTILITY	\$0	\$160	8
SIDING	\$20,495	\$160	2
SIGN	\$0	\$119	3
UTILITIES	\$0	\$0	3
VACANT PROPERTY REGISTRATION	\$0	\$100	1
WINDOWS	\$915	\$80	1
<b>Totals</b>	<b>\$1,402,205</b>	<b>\$35,343</b>	<b>137</b>

**2018 COMPARISON TOTALS**

**AUGUST 2018 Totals**                      **\$459,728**                      **\$24,825**                      **164**

**BUILDING PERMITS ONLY                      -                      37**

08/30/19

**Code Enforcement Activity**

1/11

**AUGUST 2019**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ACCESSORY STRUCTURES								
ENF 19-0580	800 E MAIN ST	COMPLAINT LOGGED	LETTER SENT	08/12/19	08/12/2019	09/12/19		Y
ENF 19-0623	611 QUEEN ST	COMPLAINT LOGGED	LETTER SENT	08/27/19	08/26/2019	09/10/19		N
				Total Entries		2		
AUTO REP/JUNK VEH								
ENF 19-0521	512 E COMSTOCK ST	LETTER SENT	CLOSED	07/17/19	07/18/2019		08/01/19	N
ENF 19-0535	1307 HENRY ST	CONTACT WITH OWNER	CLOSED	07/25/19	07/24/2019		08/02/19	N
ENF 19-0546	509 ELIZABETH ST	LETTER SENT	CLOSED	08/01/19	08/01/2019		08/14/19	Y
ENF 19-0555	426 E WILLIAMS ST	REF TO POLICE	CLOSED	08/05/19	08/02/2019		08/02/19	Y
ENF 19-0565	419 CLINTON ST	LETTER SENT	CLOSED	08/07/19	08/07/2019		08/12/19	Y
ENF 19-0586	108 N ELM ST	COMPLAINT LOGGED	LETTER SENT	08/15/19	08/14/2019	09/05/19		Y
ENF 19-0594	904 W MAIN ST	COMPLAINT LOGGED	CLOSED	08/19/19	08/19/2019		08/28/19	Y
ENF 19-0599	910 W MAIN ST	COMPLAINT LOGGED	CLOSED	08/20/19	08/19/2019		08/20/19	COMM
ENF 19-0610	301 GOODHUE ST	COMPLAINT LOGGED	LETTER SENT	08/20/19	08/20/2019	09/09/19		Y
ENF 19-0606	716 LYNN ST	COMPLAINT LOGGED	LETTER SENT	08/21/19	08/20/2019	09/03/19		Y
ENF 19-0618	414 GENESEE ST			08/26/19	08/26/2019	09/05/19		Y

08/30/19

**Code Enforcement Activity**

2/11

**AUGUST 2019**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 19-0622	920 S SHIAWASSEE ST	COMPLAINT LOGGED	LETTER SENT	08/27/19	08/26/2019	09/05/19		Y
ENF 19-0628	824 S PARK ST	INSPECTED PROPERTY	RESOLVED	08/28/19	08/29/2019		08/29/19	Y
ENF 19-0633	651 GLENWOOD AV	COMPLAINT LOGGED	LETTER SENT	08/29/19	08/29/2019	09/09/19		Y
ENF 19-0634	703 LINCOLN AV	COMPLAINT LOGGED	LETTER SENT	08/29/19	08/29/2019	09/09/19		N
				Total Entries		15		
BRUSH PILES								
ENF 19-0578	820 E MAIN ST	CONTACT WITH OWNER	EXTENSION GRANTED	08/12/19	08/12/2019	09/04/19		N
ENF 19-0579	818 E MAIN ST	COMPLAINT LOGGED	LETTER SENT	08/12/19	08/12/2019	09/23/19		N
				Total Entries		2		
BUILDING VIOL								
ENF 17-0151	643 N WASHINGTON ST	OBTAINED PERMIT	CLOSED	04/11/17	08/27/2019		08/27/19	N
ENF 18-0426	732 BRADLEY	CONTACT WITH OWNER	CLOSED	06/14/18	05/08/2019		08/01/19	Y
				Total Entries		2		
BUILDING VIOL								
ENF 19-0564	104 N LANSING ST	LETTER SENT	CLOSED	08/07/19	08/06/2019		08/28/19	Y
ENF 19-0600	804 N DEWEY ST	COMPLAINT LOGGED	LETTER SENT	08/20/19	08/21/2019	09/05/19		VAC

08/30/19

**Code Enforcement Activity**

3/11

**AUGUST 2019**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 19-0604	821 E COMSTOCK ST	INSPECTED PROPERTY	RED-TAGGED	08/20/19	08/20/2019	09/26/19		VAC
ENF 19-0613	810 S WASHINGTON ST	COMPLAINT LOGGED	LETTER SENT	08/22/19	08/20/2019	09/25/19		N
ENF 19-0629	904 NAFUS ST	COMPLAINT LOGGED	LETTER SENT	08/29/19	08/29/2019	09/12/19		Y
				Total Entries		5		
<u>BUSHES-SIDEWALK VISIBILITY</u>								
ENF 19-0558	624 S SHIAWASSEE ST	LETTER SENT	CLOSED	08/05/19	08/06/2019		08/19/19	Y
				Total Entries		1		
<u>DEAD TREE</u>								
ENF 19-0569	1420 W MAIN ST	COMPLAINT LOGGED	LETTER SENT	08/08/19	08/08/2019	09/09/19		VAC
ENF 19-0570	1207 MARION ST	COMPLAINT LOGGED	LETTER SENT	08/08/19	08/08/2019	09/16/19		N
				Total Entries		2		
<u>DOG FECES</u>								
ENF 19-0560	403 RANDOLPH ST	CONTACT WITH OWNER	CLOSED	08/05/19	08/06/2019		08/14/19	N
				Total Entries		1		
<u>FENCE VIOLATION</u>								
ENF 19-0593	402 ROBBINS ST	OBTAINED PERMIT	COMPLIED	08/19/19	08/19/2019		08/20/19	Y
				Total Entries		1		
<u>FRONT YARD PARKING</u>								
ENF 19-0592	717 LYNN ST			08/15/19	08/15/2019		08/22/19	Y

08/30/19

**Code Enforcement Activity**  
**AUGUST 2019**

4/11

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 19-0597	402 ELIZABETH ST	LETTER SENT	CLOSED	08/20/19	08/19/2019		08/29/19	Y
				<b>Total Entries</b>		<b>2</b>		
<b><u>FURNITURE OUTSIDE</u></b>								
ENF 19-0566	651 GLENWOOD AV	CONTACT WITH OWNER	CLOSED	08/07/19	08/07/2019		08/29/19	Y
				<b>Total Entries</b>		<b>1</b>		
<b><u>GARBAGE &amp; DEBRIS</u></b>								
ENF 19-0472	727 E MASON ST	COMPLAINT LOGGED	CLOSED	06/18/19	06/19/2019		08/02/19	Y
ENF 19-0486	1405 W MAIN ST	LETTER SENT	CLOSED	06/25/19	07/11/2019		08/01/19	N
ENF 19-0537	419 CLINTON ST	COMPLAINT LOGGED	CLOSED	07/25/19	07/29/2019		08/12/19	Y
ENF 19-0541	410 GUTE ST	INSPECTED PROPERTY	CLOSED	07/30/19	07/30/2019		08/15/19	VAC
ENF 19-0545	901 N SHIAWASSEE ST	CONTACT WITH OCCUPANT	CLOSED	08/01/19	08/01/2019		08/30/19	Y
ENF 19-0551	321 RANDOLPH ST	ON SITE INSPECTION	CLOSED	08/02/19	08/05/2019		08/14/19	VAC
ENF 19-0554	728 W OLIVER ST	LETTER SENT	2ND NOTICE SENT	08/02/19	08/05/2019	09/10/19		N
ENF 19-0557	912 W MAIN ST	INSPECTED PROPERTY	REF TO DPW	08/05/19	08/05/2019		08/21/19	VAC
ENF 19-0561	716 LYNN ST	CONTACT WITH OWNER	CLOSED	08/05/19	08/06/2019		08/30/19	Y
ENF 19-0562	816 ABREY AV			08/06/19	08/06/2019		08/09/19	Y

08/30/19

**Code Enforcement Activity**

5/11

**AUGUST 2019**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 19-0563	842 E COMSTOCK ST	COMPLAINT LOGGED	CLOSED	08/06/19	08/07/2019		08/07/19	N
ENF 19-0575	1207 MARION ST	COMPLAINT LOGGED	LETTER SENT	08/09/19	08/12/2019	09/16/19		N
ENF 19-0576	414 GENESEE ST	COMPLAINT LOGGED	LETTER SENT	08/12/19	08/12/2019	09/05/19		Y
ENF 19-0577	218 MICHIGAN AV	LETTER SENT	CLOSED	08/12/19	08/12/2019		08/26/19	Y
ENF 19-0581	419 CLINTON ST	COMPLAINT LOGGED	LETTER SENT	08/12/19	08/12/2019	09/03/19		Y
ENF 19-0587	220 N CEDAR ST	CONTACT WITH OWNER	CLOSED	08/15/19	08/14/2019		08/28/19	Y
ENF 19-0601	1300 S CHIPMAN ST	COMPLAINT LOGGED	LETTER SENT	08/20/19	08/27/2019	09/11/19		N
ENF 19-0609	752 N SAGINAW ST	CONTACT WITH OWNER	CLOSED	08/21/19	08/20/2019		08/21/19	Y
ENF 19-0615	653 N PARK ST	COMPLAINT LOGGED	CONTACTED PROPERTY OWNER	08/22/19	08/22/2019		08/22/19	Y
ENF 19-0620	1619 LYNN ST	COMPLAINT LOGGED	CLOSED	08/26/19	08/27/2019		08/27/19	Y
ENF 19-0624	108 N ELM ST	COMPLAINT LOGGED	LETTER SENT	08/27/19	08/27/2019	09/05/19		Y
ENF 19-0626	1611 LYNN ST	COMPLAINT LOGGED	LETTER SENT	08/27/19	08/27/2019	09/10/19		N
ENF 19-0627	1401 N GOULD ST	COMPLAINT LOGGED	LETTER SENT	08/27/19	08/28/2019	09/12/19		N

08/30/19

**Code Enforcement Activity**

6/11

**AUGUST 2019**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 19-0631	218 CARMODY ST	COMPLAINT LOGGED	LETTER SENT	08/29/19	08/29/2019	09/12/19		Y
				Total Entries	24			
<u>GARBAGE CANS</u>								
ENF 19-0552	623 N WASHINGTON ST	COMPLAINT LOGGED	CLOSED	08/02/19	08/05/2019		08/14/19	N
				Total Entries	1			
<u>HEALTH &amp; SAFETY</u>								
ENF 19-0548	1130 S SHIAWASSEE ST	CLEAN UP BY DPW	CLOSED	08/01/19	08/02/2019		08/05/19	N
ENF 19-0584	108 N ELM ST	INSPECTED PROPERTY	RED-TAGGED	08/14/19	08/14/2019	09/12/19		Y
ENF 19-0602	821 STATE ST	COMPLAINT LOGGED	INSPECTION PENDING	08/20/19	08/20/2019	09/11/19		VAC
ENF 19-0632	106 N DEWEY ST	COMPLAINT LOGGED	CONTACT WITH HOMEOWNER	08/29/19	08/29/2019	09/12/19		Y
				Total Entries	4			
<u>HOUSE FIRE</u>								
ENF 19-0617	809 RYAN ST	INSPECTED PROPERTY	VIOLATIONS EXIST	08/26/19	08/26/2019	09/26/19		N
				Total Entries	1			
<u>LAWN MAINTENANCE</u>								
ENF 19-0353	1260 ADAMS ST	INSPECTED PROPERTY	CLOSED	05/16/19	06/13/2019		08/01/19	VAC
ENF 19-0367	652 N PARK ST	INSPECTED PROPERTY	CLOSED	05/17/19	07/15/2019		08/01/19	VL
ENF 19-0381	618 ALGER AVE			05/21/19	08/14/2019		08/16/19	VAC



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**Code Enforcement Activity**

7/11

**AUGUST 2019**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
		PROPERTY	CONTRACTOR					
ENF 19-0419	MONROE ST	INSPECTED PROPERTY	CLOSED	05/30/19	08/01/2019		08/30/19	V.L.
ENF 19-0516	305 GENESEE ST	LETTER SENT	CLOSED	07/16/19	07/17/2019		08/01/19	N
ENF 19-0519	614 ALGER AVE	COMPLAINT LOGGED	LETTER SENT	07/17/19	07/17/2019		08/14/19	VAC
ENF 19-0522	819 WOODLAWN AV	LETTER SENT	CLOSED	07/18/19	07/17/2019		08/01/19	N
ENF 19-0532	804 N DEWEY ST	LETTER SENT	CLOSED	07/23/19	07/23/2019		08/01/19	Y
ENF 19-0539	608 N HICKORY ST	COMPLAINT LOGGED	CLOSED	07/26/19	07/26/2019		08/06/19	Y
ENF 19-0542	904 GLENWOOD AV	LETTER SENT	CLOSED	07/30/19	07/31/2019		08/09/19	N
ENF 19-0553	303 N CEDAR ST	COMPLAINT LOGGED	CONTACTED PROPERTY OWNER	08/02/19	08/02/2019		08/07/19	Y
ENF 19-0596	810 S WASHINGTON ST	COMPLAINT LOGGED	LETTER SENT	08/19/19	08/20/2019	09/12/19		N
ENF 19-0598	210 CARMODY ST	COMPLAINT LOGGED	LETTER SENT	08/20/19	08/19/2019	09/12/19		VAC
ENF 19-0603	320 CASS ST	COMPLAINT LOGGED	LETTER SENT	08/20/19	08/20/2019	09/12/19		VAC
ENF 19-0619	1431 W KING ST	COMPLAINT LOGGED	LETTER SENT	08/26/19	08/29/2019	09/12/19		N
ENF 19-0635	623 S CHESTNUT ST	COMPLAINT LOGGED	INSPECTION PENDING	08/29/19	08/29/2019	09/04/19		N

**Total Entries****16**

08/30/19

**Code Enforcement Activity**  
**AUGUST 2019**

8/11

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
<b><u>LIVING IN TENTS</u></b>								
ENF 19-0556	812 ADAMS ST		COMPLAINT LOGGED	08/05/19				Y
				<b>Total Entries</b>		<b>1</b>		
<b><u>MISC.</u></b>								
ENF 19-0572	642 PINE ST	LETTER SENT	CLOSED	08/08/19	08/08/2019		08/14/19	Y
				<b>Total Entries</b>		<b>1</b>		
<b><u>MULTIPLE VIOLATIONS</u></b>								
ENF 19-0379	755 BROADWAY AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/21/19	05/21/2019			VAC
ENF 19-0421	821 STATE ST	INSPECTED PROPERTY	CLOSED	05/30/19	05/30/2019		08/01/19	N
ENF 19-0507	816 ABREY AV	LETTER SENT	CLOSED	07/12/19	07/11/2019		08/06/19	Y
ENF 19-0529	1311 MACK ST	LETTER SENT	CLOSED	07/23/19	07/23/2019		08/30/19	N
ENF 19-0531	819 N BALL ST	LETTER SENT	CLOSED	07/23/19	07/23/2019		08/01/19	Y
ENF 19-0549	318 W KING ST	CONTACT WITH OCCUPANT	CLOSED	08/02/19	08/02/2019		08/15/19	Y
ENF 19-0550	722 BROADWAY AV	COMPLAINT LOGGED	CLOSED	08/02/19	08/01/2019		08/08/19	N
ENF 19-0567	902 GLENWOOD AV	COMPLAINT LOGGED	CONTACT CONTRACTOR	08/07/19	08/06/2019	09/03/19		N
ENF 19-0574	305 GENESEE ST	COMPLAINT LOGGED	LETTER SENT	08/09/19	08/09/2019	09/23/19		N
ENF 19-0582	1410 HERMAN ST			08/12/19	08/13/2019		08/26/19	Y

08/30/19

**Code Enforcement Activity**  
**AUGUST 2019**

9/11

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
OCCUPANCY								
ENF 19-0585	313 LAFAYETTE BL	COMPLAINT LOGGED	LETTER SENT	08/14/19	08/21/2019	09/05/19		N
ENF 19-0589	813 DIVISION ST	CONTACT WITH OWNER	EXTENSION GRANTED	08/15/19	08/28/2019	09/06/19		N
ENF 19-0605	432 E EXCHANGE ST	COMPLAINT LOGGED	INSPECTION PENDING	08/20/19	08/20/2019	09/09/19		Y
ENF 19-0607	707 LYNN ST	COMPLAINT LOGGED	LETTER SENT	08/21/19	08/20/2019	09/10/19		N
ENF 19-0611	1130 S SHIAWASSEE ST	CONTACT WITH OCCUPANT	LETTER SENT	08/21/19	08/20/2019	09/03/19		VAC
ENF 19-0612	1210 CORUNNA AVE	CONTACT WITH OWNER	LETTER SENT	08/21/19	08/21/2019	09/16/19		COMM
ENF 19-0616	909 ADAMS ST	CONTACT WITH OWNER	LETTER SENT	08/22/19	08/22/2019	09/10/19		Y
ENF 19-0621	328 N PARK ST	COMPLAINT LOGGED	LETTER SENT	08/27/19	08/27/2019	09/10/19		N
ENF 19-0625	700 E EXCHANGE ST	LETTER SENT	INSPECTION COMPLETE	08/27/19	08/27/2019	09/09/19		Y
				Total Entries		19		
NO BUILDING PERMIT								
ENF 19-0543	832 KENWOOD DR	OBTAINED PERMIT	COMPLIED	08/01/19	08/02/2019		08/14/19	N
ENF 19-0559	214 CORUNNA AV	COMPLAINT LOGGED	OBTAINED BLDG PERMIT	08/05/19	08/05/2019		08/06/19	Y
ENF 19-0568	1106 BEEHLER ST	OBTAINED PERMIT	CLOSED	08/07/19	08/07/2019		08/20/19	N
ENF 19-0571	1223 S CEDAR ST			08/08/19	08/08/2019		08/08/19	VAC

08/30/19

**Code Enforcement Activity**  
**AUGUST 2019**

10/11

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
		OWNER	PERMIT					
ENF 19-0573	615 GLENWOOD AVE	COMPLAINT LOGGED	CONTACT WITH HOMEOWNER	08/08/19	08/08/2019		08/08/19	N
ENF 19-0588	807 DIVISION ST	CONTACT WITH OWNER	OBTAINED BLDG PERMIT	08/15/19	08/14/2019		08/15/19	N
ENF 19-0590	1022 BEEHLER ST	LETTER SENT	DOOR NOTICE	08/15/19	08/15/2019	09/05/19		N
ENF 19-0591	1102 BEEHLER ST	CONTACT WITH OWNER	NO VIOLATION	08/15/19	08/15/2019		08/19/19	N
ENF 19-0630	921 NAFUS ST	COMPLAINT LOGGED	LETTER SENT	08/29/19	08/29/2019	09/12/19		N
				<b>Total Entries</b>		<b>9</b>		
<b><u>NO POOL PERMIT</u></b>								
ENF 19-0506	942 S LYON ST	CONTACT WITH OWNER	CLOSED	07/11/19	07/11/2019		08/01/19	N
				<b>Total Entries</b>		<b>1</b>		
<b><u>RENTAL UNIT VIOL</u></b>								
ENF 19-0195	621 HURON ST	LETTER SENT	COMPLIED	03/20/19	03/20/2019		08/12/19	Y
ENF 19-0211	1420 W MAIN ST	VACANT	CLOSED	03/22/19	03/22/2019		08/08/19	Y
ENF 19-0216	1700 W STEWART ST	LETTER SENT	CLOSED	03/22/19	03/22/2019		08/14/19	Y
ENF 19-0544	904 NAFUS ST	COMPLAINT LOGGED	LETTER SENT	08/01/19	08/01/2019	09/03/19		Y
ENF 19-0583	1700 W STEWART ST	OBTAINED PERMIT	CLOSED	08/12/19	08/13/2019		08/14/19	Y

**Code Enforcement Activity****AUGUST 2019**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 19-0595	1203 DEVONSHIRE CT	COMPLAINT LOGGED	INSPECTION PENDING	08/19/19	08/20/2019	09/18/19		Y
				Total Entries	6			
ROW VIOLATIONS								
ENF 19-0547	320 CORUNNA AV	COMPLAINT LOGGED	INSPECTION PENDING	08/01/19	08/30/2019	09/11/19		COMM
				Total Entries	1			
SEWER DISCHARGE								
ENF 19-0498	321 E STEWART ST	CONTACT WITH OCCUPANT	RESOLVED	07/09/19	07/10/2019		08/08/19	N
				Total Entries	1			
Total Records:		119						
						Total Pages:	11	

## Certificates Issued by Month for 2019

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>BENTLEY PARK RENTAL</b>												
19	7	4	8	7	4	3	5	0	0	0	0	57
\$675.00	175.00	100.00	200.00	175.00	100.00	75.00	125.00	0.00	0.00	0.00	0.00	\$1,625.00
<b>HARMON PATRIDGE PARK RENTAL</b>												
5	2	6	9	5	5	7	9	0	0	0	0	48
\$150.00	50.00	200.00	225.00	125.00	125.00	225.00	225.00	0.00	0.00	0.00	0.00	\$1,325.00
<b>Rental - RENEWALS -</b>												
212	174	20	8	7	2	3	2	0	0	0	0	428
\$5,750.00	5,500.00	525.00	325.00	200.00	50.00	25.00	50.00	0.00	0.00	0.00	0.00	\$12,425.00
<b>RENTAL REGISTRATIONS - NEW -</b>												
8	3	6	9	1	3	4	1	0	0	0	0	35
\$200.00	75.00	125.00	225.00	0.00	75.00	100.00	25.00	0.00	0.00	0.00	0.00	\$825.00
<b>RESIDENTIAL PARKING PERMIT</b>												
0	0	0	2	1	0	0	0	0	0	0	0	3
\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
<b>TOTALS:</b>												
244	186	36	36	21	14	17	17	0	0	0	0	571
\$6,775.00	5,800.00	950.00	975.00	500.00	350.00	425.00	425.00	0.00	0.00	0.00	0.00	16,200.00

## Montly Inspection List

AUGUST 2019

BOOTH, MARK

MECHANICAL & PLUMBING INSPECTOR

Total Inspections: 14

FIRE DEPARTMENT

RENTAL INSPECTORS

Total Inspections: 18

HARRIS, JON

ELECTRICAL INSPECTOR

Total Inspections: 11

HISSONG, BRAD

BUILDING OFFICIAL

Total Inspections: 67

MCILMURRAY, WALT

CODE ENFORCEMENT OFFICIAL

Total Inspections: 50

MEYER, MICHAEL

BACK-UP ELECTRICAL INSPECTOR

Total Inspections: 2

Report Summary

Grand Total Inspections: 162



# 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: September 03, 2019

TO: Owosso City Council

FROM: Eric E. Cherry  
Police Department Lieutenant

RE: August 2019 Police Reports

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Attached are the statistics for the Police Department for August 2019. One report is an offense summary for the month of August, by offense type. The other report, neighborhood crime report, lists the occurred on date, case number, location, and the complaint type for reports in August. The officers completed four hundred fifty-five (455) field interviews this month, which are calls where a full criminal report is not needed. Your Owosso Police Officers arrested fifty-five (55) persons this month for sixty-nine (69) total offenses.

For August 2019 the police handled six hundred eighty-eight (688) police events, fifty-five (55) were traffic stops, about eight (8) percent of their work activity.

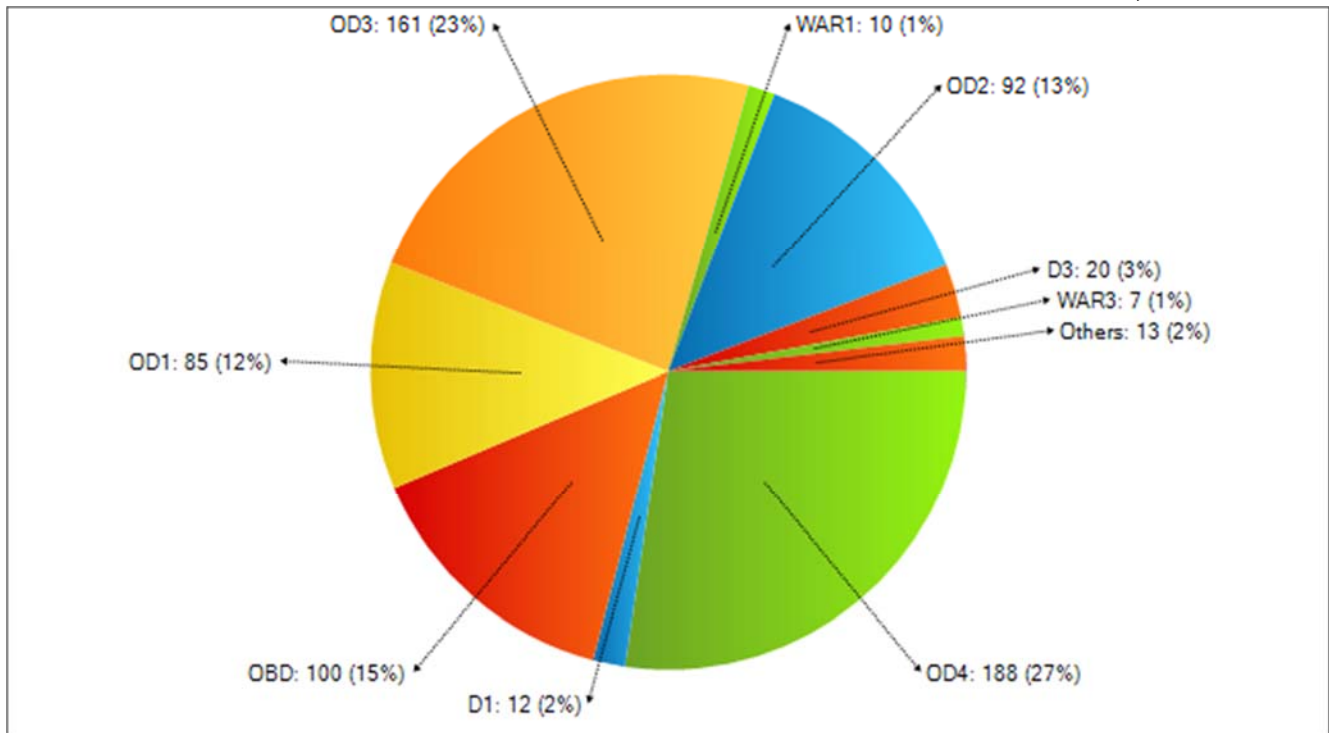
On the following page are two (2) pie charts one showing calls handled by Owosso City Police District, there are five (5) districts within the City of Owosso. The second pie chart is calls throughout the county handled by agency.

Respectfully,

Lt. Eric E. Cherry



**BELOW IS A BREAKDOWN OF POLICE EVENTS HANDLED BY OWOSSO POLICE, BY DISTRICT**



OD1: Owosso City District 1 (northwest, north of M-21 and west of M-52)

OD2: Owosso City District 2 (northeast, north of M-21 and east of M-52)

OD3: Owosso City District 3 (southwest, south of M-21 and west of M-52)

OD4: Owosso City District 4 (southeast, south of M-21 and east of M-52, excluding business district and police office)

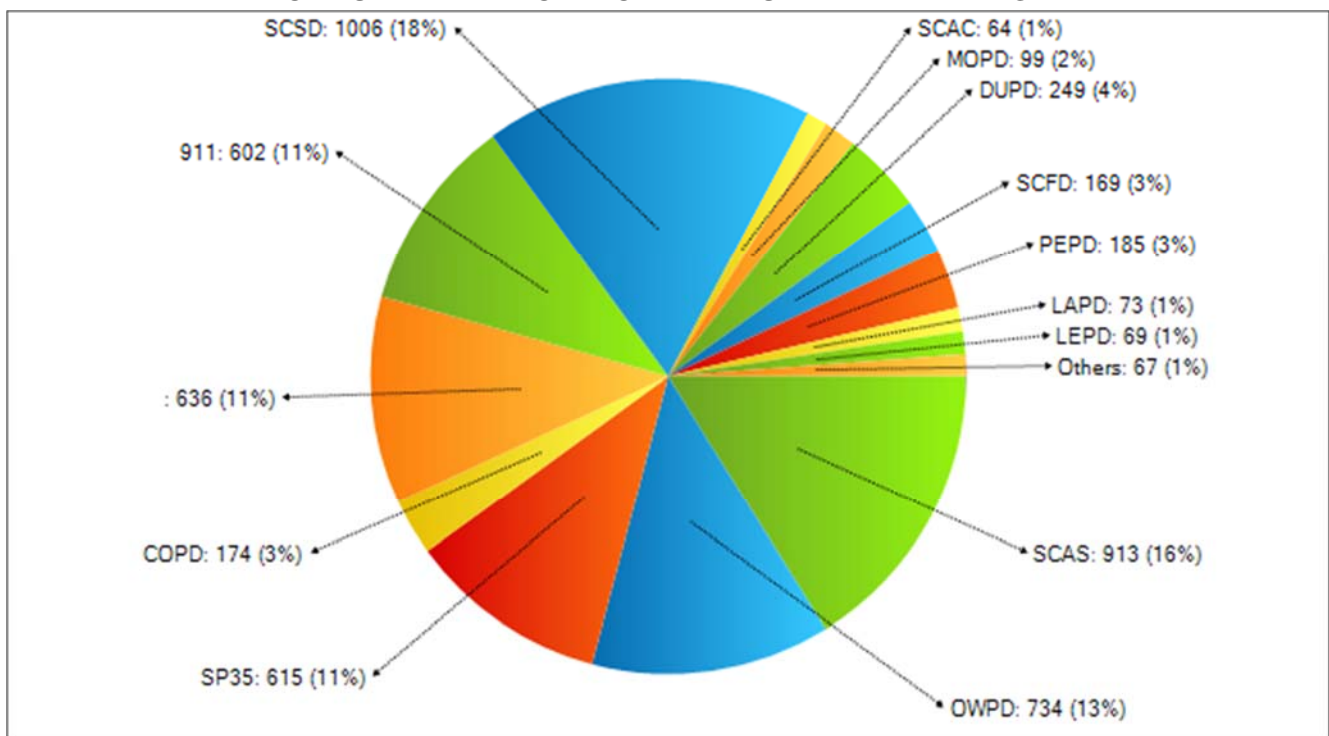
OBD: Owosso City Downtown Business District

D1: Shiawassee County northwest district (west of M-52 and north of Hibbard Road)

D3: Shiawassee County northeast district (east of M-52 and north of Hibbard Road)

Others: Included City of Corunna's 3 districts and any other area officer's responded.

**BELOW IS A BREAKDOWN OF EVENTS HANDLED BY AGENCY**



SCSD: Shiawassee County Sheriff's Office

PEPD: Perry City Police

Others: All Other Departments

SCAS: Shiawassee County Ambulance Services

DUPD: Durand City Police

LAPD: Laingsburg City Police

SP35: Michigan State Police Post #35

COPD: Corunna City Police

MOPD: Morrice City Police

SCFD: Shiawassee County Fire Departments

SCAC: Shiawassee County Animal Control

OWPD: Owosso City Police

911: Shiawassee County 911 Center

## AUGUST NEIGHBORHOOD CRIME REPORT

Occurred Date	Case No	Location	Offense
8/2/2019	1964501260	900 block S Washington St	AGGRAVATED/FELONIOUS ASSAULT
8/5/2019	1964501271	600 block N Pine St	AGGRAVATED/FELONIOUS ASSAULT
8/11/2019	1964501313	900 block W Main St	AGGRAVATED/FELONIOUS ASSAULT
8/16/2019	1964501338	300 block N Cedar St	AGGRAVATED/FELONIOUS ASSAULT
8/22/2019	1964501371	200 block Curwood Castle Dr	AGGRAVATED/FELONIOUS ASSAULT
8/23/2019	1964501383	400 block N Chipman St	AGGRAVATED/FELONIOUS ASSAULT
8/28/2019	1964501406	1200 block Penbroke Dr	AGGRAVATED/FELONIOUS ASSAULT
8/28/2019	1964501403	Chipman St/Stewart St	AGGRAVATED/FELONIOUS ASSAULT
8/31/2019	1964501411	1000 block W Main St	AGGRAVATED/FELONIOUS ASSAULT
8/5/2019	1964501280	1300 block W Penbroke Dr	BURGLARY - UNLAWFUL ENTRY (NO INTENT)
8/7/2019	1964501293	100 block N Elliot St	BURGLARY - UNLAWFUL ENTRY (NO INTENT)
8/26/2019	1964501393	800 block S Grand Ave	BURGLARY - UNLAWFUL ENTRY (NO INTENT)
8/6/2019	1964501281	200 block N Washington St	BURGLARY -FORCED ENTRY
8/8/2019	1964501297	700 block N Park St	BURGLARY -FORCED ENTRY
8/14/2019	1964501333	700 block S Shiawassee St	BURGLARY -FORCED ENTRY
8/22/2019	1964501377	600 block S Glenwood Ave	BURGLARY -FORCED ENTRY
8/11/2019	1964501321	500 block W Oliver St	CIVIL CUSTODIES - INCAPACITATION
8/8/2019	1964501296	200 block N Dewey St	CIVIL CUSTODIES - INSANITY (MENTAL)
8/16/2019	1964501341	100 block St Mary's St	CIVIL CUSTODIES - INSANITY (MENTAL)
8/1/2019	1964501252	300 block W Main St	DAMAGE TO PROPERTY
8/4/2019	1964501272	N Ball St/W Exchange St	DAMAGE TO PROPERTY
8/7/2019	1964501295	600 block N Washington St	DAMAGE TO PROPERTY
8/9/2019	1964501307	800 block S Washington St	DAMAGE TO PROPERTY
8/13/2019	1964501324	300 block S Michigan Ave	DAMAGE TO PROPERTY
8/16/2019	1964501343	200 block W Oliver St	DAMAGE TO PROPERTY
8/17/2019	1964501351	500 block W Fletcher St	DAMAGE TO PROPERTY
8/17/2019	1964501345	1000 block W Beehler St	DAMAGE TO PROPERTY
8/18/2019	1964501350	1500 block W Oliver St	DAMAGE TO PROPERTY
8/20/2019	1964501356	900 block S Shiawassee St	DAMAGE TO PROPERTY
8/21/2019	1964501385	300 block E Comstock St	DAMAGE TO PROPERTY
8/24/2019	1964501394	900 block W Main St	DAMAGE TO PROPERTY
8/3/2019	1964501261	200 block W Curwood Castle Dr	DISORDERLY CONDUCT
8/3/2019	1964501262	W Main St/N Curwood Castle Dr	DISORDERLY CONDUCT
8/4/2019	1964501264	E Corunna Ave/S Saginaw St	DISORDERLY CONDUCT
8/6/2019	1964501287	600 block Keyte St	DISORDERLY CONDUCT
8/11/2019	1964501314	700 block E Grover St	DISORDERLY CONDUCT

8/18/2019	1964501353	200 block E Main St	DISORDERLY CONDUCT
8/25/2019	1964501389	200 block W Exchange St	DISORDERLY CONDUCT
8/31/2019	1964501413	N Shiawassee St/W Main St	DISORDERLY CONDUCT
8/21/2019	1964501360	1400 block Young St	EXTORTION
8/23/2019	1964501396	1100 block W Ryan St	EXTORTION
8/20/2019	1964501355	Corunna Ave/Division St	FAMILY -ABUSE/NEGLECT NONVIOLENT
8/2/2019	1964501257	1400 block W Renfrew Dr	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME
8/6/2019	1964501284	1400 block Calvert Dr	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME
8/21/2019	1964501367	1400 block W South St	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME
8/8/2019	1964501298	400 block S Robbins St	HEALTH AND SAFETY
8/9/2019	1964501305	S Washington St/E Jerome St	HEALTH AND SAFETY
8/10/2019	1964501312	120 block N Cedar St	HEALTH AND SAFETY
8/23/2019	1964501381	1800 block W Henry St	HEALTH AND SAFETY
8/20/2019	1964501357	1700 block E M-21	INSPECTIONS/INVESTIGATIONS - DRUG OVERDOSE
8/9/2019	1964501308	200 block S Water St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
8/10/2019	1964501309	600 block alley of S Broadway Ave	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
8/11/2019	1964501315	200 block S Water St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
8/15/2019	1964501334	600 block W Main St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
8/18/2019	1964501348	300 block S Michigan Ave	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
8/23/2019	1964501375	300 block E Comstock St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
8/25/2019	1964501390	300 block E Comstock St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
8/22/2019	1964501369	200 block S Water St	INSPECTIONS/INVESTIGATIONS - VEHICLE/VIN/SCHOOL BUS
8/19/2019	1964501354	700 block N Pine St	INTIMIDATION/STALKING
8/3/2019	1964501261	200 block W Curwood Castle Dr	LARCENY -OTHER
8/3/2019	1964501263	200 block W Curwood Castle Dr	LARCENY -OTHER
8/12/2019	1964501329	100 block E Corunna Ave	LARCENY -OTHER
8/16/2019	1964501340	200 block N Ball St	LARCENY -OTHER
8/21/2019	1964501366	700 block N Pine St	LARCENY -OTHER
8/21/2019	1964501364	100 block S Lansing St	LARCENY -OTHER
8/31/2019	1964501412	800 block S Chipman St	LARCENY -OTHER

8/5/2019	1964501277	700 block W Lynn St	LARCENY -THEFT FROM BUILDING
8/6/2019	1964501290	1000 block W Main St	LARCENY -THEFT FROM BUILDING
8/23/2019	1964501373	1000 block W Beehler St	LARCENY -THEFT FROM MOTOR VEHICLE
8/22/2019	1964501363	400 block S Michigan Ave	LIQUOR VIOLATIONS -OTHER
8/11/2019	1964501320	300 block N Ball St	MISCELLANEOUS - ASSIST TO FIRE DEPARTMENT
8/23/2019	1964501379	1000 block S State St	MISCELLANEOUS - ASSIST TO FIRE DEPARTMENT
8/24/2019	1964501382	800 block W Ryan St	MISCELLANEOUS - ASSIST TO FIRE DEPARTMENT
8/22/2019	1964501374	200 block S Water St	MISCELLANEOUS - ASSIST TO OTHER POLICE AGENCY
8/4/2019	1964501268	300 block S Chipman St	MISCELLANEOUS - MISSING PERSONS
8/15/2019	1964501352	1000 block W Fletcher St	MISCELLANEOUS - MISSING PERSONS
8/11/2019	1964501318	900 block S Saginaw St	MISCELLANEOUS - NATURAL DEATH
8/11/2019	1964501319	600 block S Broadway Ave	MISCELLANEOUS - NON-CRIMINAL
8/24/2019	1964501386	200 block N Washington St	MISCELLANEOUS - NON-CRIMINAL
8/1/2019	1964501251	Main St/Gould St	MISCELLANEOUS CRIMINAL OFFENSE
8/10/2019	1964501310	200 block S Shiawassee St	MISCELLANEOUS CRIMINAL OFFENSE
8/22/2019	1964501368	S Howell St/W Main St	MOTOR VEHICLE FRAUD
8/4/2019	1964501265	E Exchange St/N Dewey St	MOTOR VEHICLE VIOLATION
8/27/2019	1964501392	N Shiawassee St/W Bradley St	MOTOR VEHICLE VIOLATION
8/12/2019	1964501327	600 block E Main St	MOTOR VEHICLE, AS STOLEN PROPERTY
8/2/2019	1964501253	700 block N Ball St	NONAGGRAVATED ASSAULT
8/5/2019	1964501273	100 block N Washington St	NONAGGRAVATED ASSAULT
8/5/2019	1964501280	1300 block W Penbroke Dr	NONAGGRAVATED ASSAULT
8/7/2019	1964501288	800 block S Nafus St	NONAGGRAVATED ASSAULT
8/7/2019	1964501289	200 block E Oliver St	NONAGGRAVATED ASSAULT
8/9/2019	1964501300	1000 block W Main St	NONAGGRAVATED ASSAULT
8/11/2019	1964501314	700 block E Grover St	NONAGGRAVATED ASSAULT
8/16/2019	1964501342	400 block W Clinton St	NONAGGRAVATED ASSAULT
8/17/2019	1964501346	6400 block W Dewey Rd	NONAGGRAVATED ASSAULT
8/18/2019	1964501359	1000 block W Main St	NONAGGRAVATED ASSAULT
8/18/2019	1964501347	200 block N Ball St	NONAGGRAVATED ASSAULT
8/18/2019	1964501349	14000 block W Chatham Dr	NONAGGRAVATED ASSAULT
8/28/2019	1964501402	100 block S Michigan Ave	NONAGGRAVATED ASSAULT
8/28/2019	1964501404	600 block S Glenwood Ave	NONAGGRAVATED ASSAULT
8/30/2019	1964501410	300 block W Prindle St	NONAGGRAVATED ASSAULT
8/1/2019	1964501248	800 block S Abrey St	OBSTRUCTING JUSTICE
8/2/2019	1964501256	200 block S Water St	OBSTRUCTING JUSTICE
8/4/2019	1964501266	600 block E Oliver St	OBSTRUCTING JUSTICE

8/6/2019	1964501282	E M-21/N M-13	OBSTRUCTING JUSTICE
8/6/2019	1964501285	700 block W Stewart St	OBSTRUCTING JUSTICE
8/6/2019	1964501286	400 block S Huggins St	OBSTRUCTING JUSTICE
8/7/2019	1964501291	900 block E Corunna Ave	OBSTRUCTING JUSTICE
8/9/2019	1964501299	1200 block W Penbrook Dr	OBSTRUCTING JUSTICE
8/11/2019	1964501314	700 block E Grover St	OBSTRUCTING JUSTICE
8/11/2019	1964501322	1100 block W Main St	OBSTRUCTING JUSTICE
8/13/2019	1964501325	200 block N Dewey St	OBSTRUCTING JUSTICE
8/14/2019	1964501330	W Genesee St/S Shiawassee St	OBSTRUCTING JUSTICE
8/14/2019	1964501331	E M-21/Rawleigh Dr	OBSTRUCTING JUSTICE
8/14/2019	1964501332	300 block N Washington St	OBSTRUCTING JUSTICE
8/17/2019	1964501344	600 block S Glenwood Ave	OBSTRUCTING JUSTICE
8/21/2019	1964501362	200 block S Water St	OBSTRUCTING JUSTICE
8/22/2019	1964501368	S Howell St/W Main St	OBSTRUCTING JUSTICE
8/27/2019	1964501397	200 block S Water St	OBSTRUCTING JUSTICE
8/27/2019	1964501398	100 block S Lansing St	OBSTRUCTING JUSTICE
8/27/2019	1964501399	600 block W Main St	OBSTRUCTING JUSTICE
8/27/2019	1964501400	Gould St/Jerome St	OBSTRUCTING JUSTICE
8/28/2019	1964501401	900 block S Nafus St	OBSTRUCTING JUSTICE
8/29/2019	1964501405	700 block Grover St	OBSTRUCTING JUSTICE
8/30/2019	1964501409	600 block S Glenwood Ave	OBSTRUCTING JUSTICE
8/3/2019	1964501261	200 block W Curwood Castle Dr	OBSTRUCTING POLICE
8/4/2019	1964501267	600 block E Oliver St	OBSTRUCTING POLICE
8/4/2019	1964501266	600 block E Oliver St	OBSTRUCTING POLICE
8/6/2019	1964501287	600 block Keyte St	OBSTRUCTING POLICE
8/14/2019	1964501332	300 block N Washington St	OBSTRUCTING POLICE
8/25/2019	1964501388	900 block W Main St	OBSTRUCTING POLICE
8/1/2019	1964501249	800 block S Walnut St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
8/28/2019	1964501403	Chipman St/Stewart St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
8/24/2019	1964501387	900 block W Main St	PUBLIC PEACE -OTHER
8/25/2019	1964501388	900 block W Main St	PUBLIC PEACE -OTHER
8/7/2019	1964501294	1100 block W Main St	RETAIL FRAUD -THEFT
8/1/2019	1964501248	800 block S Abrey St	ROBBERY
8/15/2019	1964501337	E Comstock St/S Park St	ROBBERY
8/9/2019	1964501306	200 block S Washington St	SEX OFFENSE -OTHER
8/5/2019	1964501418	800 block Broadway Ave	SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE
8/9/2019	1964501304	1000 block W Main St	SEXUAL PENETRATION PENIS/VAGINA -CSC

			1ST DEGREE
8/11/2019	1964501316	600 block N Adams St	SOLICITATION
8/30/2019	1964501407	500 block W South St	TRAFFIC - DRIVER LICENSE LAW VIOLATIONS
8/1/2019	1964501248	800 block S Abrey St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
8/14/2019	1964501330	W Genesee St/S Shiawassee St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
8/14/2019	1964501331	E M-21/Rawleigh Dr	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
8/13/2019	1964501326	N Washington St/W Mason St	TRAFFIC - NO OPERATORS LICENSE
8/22/2019	1964501368	S Howell St/W Main St	TRAFFIC - REGISTRATION LAW VIOLATIONS
8/2/2019	1964501259	N Washington St/W Mason St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/4/2019	1964501269	Elm St/Main St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/5/2019	1964501270	W Main St/N Shiawassee St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/5/2019	1964501278	W Main St/S Ball St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/5/2019	1964501279	N Shiawassee St/W Bradley St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/7/2019	1964501292	E Main St/N Park St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/9/2019	1964501303	E Comstock St/S Park St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/9/2019	1964501302	200 block E Main St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/15/2019	1964501336	W Main St/S Michigan Ave	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/15/2019	1964501335	W Main St/S Michigan Ave	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/21/2019	1964501361	Cass St/Shiawassee St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/22/2019	1964501365	E Main St/N Hickory St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/23/2019	1964501378	Shiawassee St/River St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/23/2019	1964501380	700 block W Stewart St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/24/2019	1964501384	W Main St/Howell St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/26/2019	1964501391	S Shiawassee St/Clinton St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/30/2019	1964501408	N Shiawassee St/W Oliver St	TRAFFIC, NON-CRIMINAL - ACCIDENT
8/1/2019	1964501250	600 block W Main St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
8/23/2019	1964501376	Mason St/Park St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
8/2/2019	1964501260	900 block S Washington St	TRESPASS
8/5/2019	1964501274	400 block E Grover St	TRESPASS
8/5/2019	1964501275	200 block E Main St	TRESPASS
8/10/2019	1964501311	1300 block S Walnut St	TRESPASS
8/11/2019	1964501317	600 block W Main St	VIOLATION OF CONTROLLED SUBSTANCE ACT
8/22/2019	1964501368	S Howell St/W Main St	VIOLATION OF CONTROLLED SUBSTANCE ACT
8/27/2019	1964501395	700 block N Pine St	VIOLATION OF CONTROLLED SUBSTANCE ACT

8/27/2019	1964501398	100 block S Lansing St	VIOLATION OF CONTROLLED SUBSTANCE ACT
8/14/2019	1964501330	W Genesee St/S Shiawassee St	WEAPONS OFFENSE - CONCEALED
8/22/2019	1964501368	S Howell St/W Main St	WEAPONS OFFENSE - CONCEALED
8/9/2019	1964501306	200 block S Washington St	WEAPONS OFFENSE - OTHER
<b>Total</b>	<b>177</b>		

## AUGUST OFFENSE SUMMARY REPORT

Offense	Total Offenses
1171 - 11001 - CSC First (1st) Degree -Penetration Penis/Vagina	2
1206 - 12000 - Robbery - Street - Strong Arm	2
1303 - 13002 - Aggravated/Felonious Assault - Family - Strong Arm	3
1304 - 13002 - Aggravated/Felonious Assault - Non-Family - Gun	1

1305 - 13002 - Aggravated/Felonious Assault - Non-Family - Other Weapon	1
1306 - 13002 - Aggravated/Felonious Assault - Non-Family - Strong Arm	3
1313 - 13001 - Assault and Battery/Simple Assault	14
1384 - 13003 - Computer/Internet Used for Harassment, Threats	1
1399 - 13002 - Assault (Other)	1
2104 - 21000 - Extortion - Threat to Accuse Person of Crime	1
2199 - 21000 - Extortion (Other)	1
2202 - 22001 - Burglary - Forced Entry - Residence (Including Home Invasion)	2
2203 - 22001 - Burglary - Forced Entry - Non-Residence	2
2298 - 22003 - Burglary - Entering Without Permission	3
2305 - 23005 - Larceny - Personal Property from Vehicle	1
2308 - 23003 - Larceny - From Building (Includes library, office used by public, etc)	2
2309 - 23007 - Larceny - From Yards (Grounds surrounding a building)	3
2379 - 23007 - Larceny of Gasoline, Self-Service Station	1
2399 - 23007 - Larceny (Other)	2
2471 - 24003 - Motor Vehicle Fraud - Concealing Identity of Motor Vehicle	1
2475 - 24002 - Motor Vehicle as Stolen Property - Unauthorized Use (Includes Joyriding)	1
2602 - 26001 - Fraud - Swindle	2
2699 - 26001 - Fraud (Other)	1
2901 - 29000 - Damage to Property - Business Property	1
2902 - 29000 - Damage to Property - Private Property	10
2903 - 29000 - Damage to Property - Public Property	1
3078 - 30002 - Retail Fraud Theft 3rd Degree	1
3546 - 35001 - Methamphetamine - Deliver	1
3547 - 35001 - Methamphetamine - Possess	2
3562 - 35001 - Marijuana - Possess	1
3605 - 36004 - Indecent Exposure	1
3806 - 38001 - Neglect Child	1
4196 - 41002 - Liquor Violation - Minor in Possession - Consume or Purchase Attempts	1
4801 - 48000 - Resisting Officer	6
5005 - 50000 - Contempt of Court	4
5006 - 50000 - Obstructing Justice	7
5011 - 50000 - Parole Violation	1
5012 - 50000 - Probation Violation	1



5013 - 50000 - Conditional Release Violation	2
5015 - 50000 - Failure to Appear	3
5070 - 50000 - Violation of Preliminary Injunctive Order (Peace Bond)	6
5203 - 52001 - Concealed Weapons - Carrying Prohibited	1
5295 - 52001 - Concealed Weapons - Firearm in Auto (CCW)	1
5299 - 52003 - Weapons Offense (Other)	1
5311 - 53001 - Disorderly Conduct	5
5312 - 53001 - Disturbing the Peace	2
5393 - 53001 - Disorderly Conduct (Other)	1
5399 - 53002 - Public Peace (Other)	2
5561 - 55000 - Animals at Large	1
5599 - 55000 - Health and Safety Violations (Other)	3
5707 - 57001 - Trespass (Other)	4
7399 - 73000 - Miscellaneous Arrest	2
7571 - 75000 - Solicitation	1
8041 - 54002 - Operating Under the Influence of Intoxicating Liquor	2
8271 - 54003 - Traffic - No Operators License	1
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	3
8275 - 54003 - Traffic - Driver License Law Violations	1
8277 - 54003 - Traffic - Registration Law Violations	1
8328 - 54003 - Motor Vehicle Violation	2
9906 - 92002 - Civil Custodies - Incapacitation	1
9908 - 92004 - Civil Custodies - Insanity (Mental)	2
9910 - 93001 - Traffic, Non-Criminal - Accident	17
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	2
9939 - 98002 - Inspections/Investigations - Vehicle/VIN/School Bus	1
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	7
9945 - 98009 - Inspections/Investigations - Drug Overdose	1
9947 - 99002 - Miscellaneous - Natural Death	1
9948 - 99003 - Miscellaneous - Missing Persons	2
9954 - 99008 - Miscellaneous - Assist to Fire Department	3
9954 - 99009 - Miscellaneous - Non-Criminal	2
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	1
<b>Total</b>	<b>175</b>



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# *MEMORANDUM*

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DATE: September 9, 2019

TO: Owosso City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: August 2019 Fire & Ambulance Report

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Attached are the statistics for the Owosso Fire Department (OFD) for June 2019. The Owosso Fire Department responded to 241 incidents in the month of June.

OFD responded to 25 fire calls and responded to 216 EMS calls.

Previous Month ▾

Aug 1, 2019 - Aug 31, 2019 ▾

9%

FIRE

Percentage of Total Incidents

91%

EMS

Percentage of Total Incidents

241

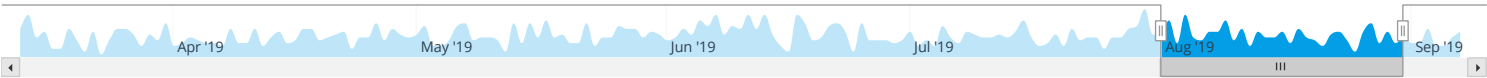
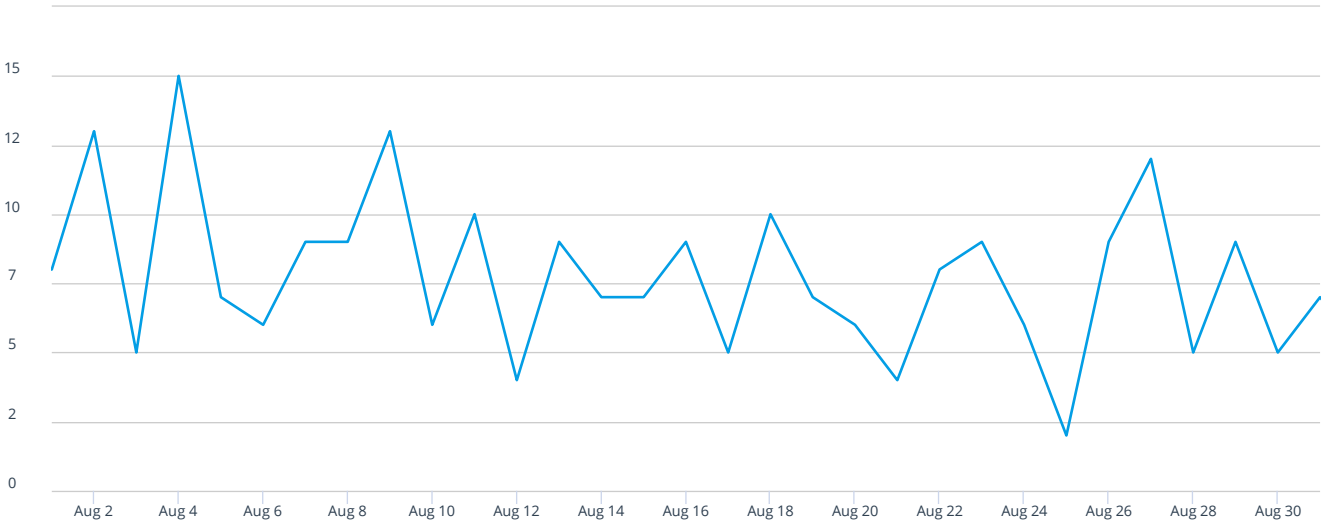
INCIDENTS

In Selected Time Slice

31

DAYS

In Selected Time Slice



Counts	% Rows		% Columns		% All										
Week Ending	8/4/19	8/11/19	8/18/19	8/25/19	9/1/19	9/8/19	9/15/19	9/22/19	9/29/19	10/6/19	10/13/19	10/20/19	10/27/19	Total	
(11) Structure Fire		1	1	2										4	
(13) Mobile property (vehicle) fire				1										1	
(14) Natural vegetation fire		1												1	
(31) Medical assist	1	3												4	
(32) Emergency medical service (EMS) incident	37	50	44	40	45									216	
(41) Combustible/f... spills & leaks	1		1											2	
(44) Electrical wiring/equipm. problem					1									1	
(56) Unauthorized burning		2												2	
(61) Dispatched and canceled en route	1		1											2	
(62) Wrong location, no emergency found		1	1											2	
(67) HazMat release investigation w/no HazMat	1													1	
(70) False alarm and false call, other					1									1	
(71) Malicious, mischievous false alarm		1												1	
(73) System or detector malfunction			1											1	

Week Ending	8/4/19	8/11/19	8/18/19	8/25/19	9/1/19	9/8/19	9/15/19	9/22/19	9/29/19	10/6/19	10/13/19	10/20/19	10/27/19	Total
(74) Unintentional system/detect... operation (no fire)		1	2											3
Total	41	60	51	43	47									242

## **OWOSSO HISTORICAL COMMISSION**

Regular Meeting Minutes

August 19, 2019, 6:00 PM Curwood Castle



**CALL TO ORDER:** MEETING WAS CALLED TO ORDER AT 6:14 PM BY CHAIR CAROLYN EBERT

**PRESENT:** Chairman Carolyn Ebert, Chair; Vice Chair Dave Acton; Commissioner Sara Adams; Commissioner Heather Jacobs; Commissioner Elaine Greenway.

**ABSENT:** Commissioner Jed Dingens, Commissioner Paul Rogers

**OTHERS PRESENT:** Robert Doran-Brockway, Director; Janae Fear, Janelle Elkins

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

**APPROVAL OF AUGUST 19, 2019 REVENUE AND EXPENDITURE REPORT:** New format is clearer and easily understood. Additional categories have been added.

Commissioner Adams motioned to approve the August 19, 2019 Revenue and Expenditure Report. Motion Supported by Commissioner Greenway. Ayes all, motion carried.

**CONSENT AGENDA:** OHC Balance Sheet; OHC Check Register; OHC August 19, 2019 Meeting Minutes.

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

**CITIZEN COMMENTS:** NONE

**COMMUNICATIONS:** NONE

### **OLD BUSINESS:**

- **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. The Home Tour Packet is being printed. A list has been developed with items to be completed. The next home tour meeting will be Thursday, 8/29/19. The challenge ahead is to obtain the number of volunteers needed.

### **NEW BUSINESS:**

- **Director's resignation and moving forward:** Director Robert Doran-Brockway informed the board of his resignation as Director of Owosso Historical Commission effective September 30, 2019. He reminded the Board that he is continuing to lead them thru the Historic Home Tour and assist the board thru the transition. Board discussed options in choosing his replacement. Chairman Ebert will discuss options with City Manager by next board meeting to be held September 9, 2019.

**ADJOURN:** Commissioner Greenway motioned to adjourn at 7:27 PM, Supported by Commissioner Adams. Ayes All, Motion Carried.

**MINUTES  
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION  
COUNCIL CHAMBERS, CITY HALL  
MONDAY, AUGUST 26, 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, Commissioners Adams, Jenkins, Law, Taylor and Yerian

**MEMBERS ABSENT:** Vice-Chair Livingston, Secretary Fear and Commissioner Kirkland

**OTHERS PRESENT:** City Manager Nathan Henne, Justin Sprague, CIB Planning, Randy Woodworth, Rick Hebert

**APPROVAL OF AGENDA:**

**MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER LAW TO APPROVE THE AGENDA FOR AUGUST 26, 2019 WITH THE FOLLOWING CHANGES: OLD BUSINESS 1 – SIGN ORDINANCE IS TABLED UNTIL THE SEPTEMBER 23, 2019 MEETING AND NEW BUSINESS 2 – RECREATIONAL MARIJUANA PUBLIC HEARING IS REMOVED.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY COMMISSIONER LAW TO APPROVE THE MINUTES FOR THE JULY 22, 2019 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**PUBLIC HEARINGS:** NONE

**OLD BUSINESS:**

1. Sign Ordinance Review – tabled until the September 23, 2019 meeting

**NEW BUSINESS:**

1. **Site Plan Review – 501 W Main Street (116 S. M-52)**

Randy Woodworth and Rick Hebert were present to discuss the plans for this building/location. It is currently a car wash. The building would stay intact and the renovations would allow for 2 rental retail spaces with a drive thru and would keep the automatic car wash that exists on the west side of the property. The site plan presented is preliminary as the possible renters have not been formally agreed upon.

Discussion was held between the Commissioners and the Developers as to more specific details regarding the site plan. A main concern discussed was the EFIS/DRYVIT being used as it exceeds the allowed percentage in the ordinance.

Sec. 38-397.-Commercial design requirements.

(b) *Building materials.*

(1) Durable building materials which provide an attractive, quality appearance must be utilized.

(2) The predominant building materials (fifty (50) percent or more of the face) should be quality materials such as earth-toned brick, native stone, and tinted/textured concrete masonry units and/or glass products.

(3) Other materials such as smooth-faced concrete block, EFIS panels, or pre-fabricated corrugated steel panels should only be used as accents and not dominate the building exterior of the structure.

The amount of EFIS may change depending on the businesses that come. This would also have to be administratively approved. Zoning Board of Appeals is an option, if the developer desires to stay with this percentage of EFIS.

**CIB Planners had the following review comments:**

1. Information items. The site plan meets the informational requirements of the ordinance.
2. Area and Bulk. The proposed site was reviewed in accordance with Article 16, Schedule of Regulations, as described in the following table:

	Required	Provided	Comments
501 W Main/116 S M-52 (B-4 Zoning)			
Front Yard Building Setback	15 ft.	18 ft.	In compliance
Side Yard Building Setback	0	7 ft.	In compliance
Rear Yard Building Setback	10 ft.	38 ft.	In compliance
Maximum Building Height	30 ft.	17 ft.	In compliance

3. Building Design & Materials. The ordinance states that durable building materials which provide an attractive, quality appearance must be utilized. The predominant material for the new building will be concrete block and EFIS/DRYVIT with metal panel accents along the top of the building. We believe this does not meet the intent of the ordinance to materials that provide an attractive and quality appearance. We would like to see a decorative mason unit such as brick or other mason material instead of CMU block and a significant reduction of the amount of EFIS being utilized. EFIS should only be utilized as an accent material.
4. Building Height. The proposed building complies with the maximum building height.
5. Mechanical Units. No new mechanical units are proposed
6. Dumpster. A dumpster already exists on site and will not be changing.
7. Parking Lot Requirements. The applicant is adding 12 parking spaces which is in compliance with the ordinance, but they have not provided a loading space, which is required for buildings exceeding 1,400 sf. Additionally, it is not clear what the vehicle stacking patterns will be on site for both the remaining car wash and the drive through window for the new proposed tenant space. We believe the applicant should provide this information to ensure there will be no vehicular conflicts on site, and that emergency vehicles such as fire trucks will still have access to and be able to circulate the site.
8. Landscaping. The applicant has prepared an acceptable landscape plan.
9. Other Approvals. The proposed site plan must be reviewed and approved by the appropriate city departments, consultants, and agencies.

**RECOMMENDATION**

Based upon the above comments, we recommend approval of the 501 W. Main/116 S. M-52 Site Plan, conditioned upon the following:

1. Submission of a revised site plan that satisfactorily addresses the items in this letter, for administrative review and approval;
2. Use of materials consistent with the ordinance that are acceptable to the Planning Commission;
3. The addition of a loading space as well as vehicular stacking patterns to ensure there will be no vehicular conflicts on the site and that emergency vehicles will have full access to the site; and
4. Review and approval by the appropriate city departments, consultants, and agencies

**MOTION BY COMMISSIONER YERIAN, SUPPORTED BY COMMISSIONER LAW TO APPROVE THE SITE PLAN FOR 501 W MAIN STREET (116 S. M-52) WITH THE FOLLOWING CONDITIONS AND THE UNDERSTANDING THIS SITE PLAN IS PRELIMINARY AND CHANGES MAY OCCUR DEPENDING ON THE TYPE OF BUSINESSES THAT WILL RENT OUT SPACE:**

1. Dumpster Location – signage “Exit Only” unless garbage truck or delivery truck
2. Fire Department to review entrance of emergency vehicles
3. Employee entrance/exit door on the south side of the building: change the door to open on a left hinge to enable employees to see traffic before exiting
4. Installation of 6 bollards on the north side of the building, 2 near the dumpster and add bollards to the south side of the building
5. Possible removal of the vacuums could produce parallel parking
6. Submission of a revised site plan for administrative/department head review and approval

**YEAS: COMMISSIONERS JENKINS, LAW AND YERIAN**

**NAYS: COMMISSIONER TAYLOR AND CHAIRMAN WASCHER**

**ABSTAINED: COMMISSIONER ADAMS (DUE TO A FINANCIAL CONFLICT OF INTEREST)**

**RCV VOTE MOTION CARRIED WITH A 3-2 VOTE.**

2. Set Public Hearing for Recreational Marijuana Discussion – removed from the agenda

3. Set Public Hearing for the Administrative Site Plan Review and Sign Ordinance Amendments

**MOTION BY COMMISSIONER LAW, SUPPORTED BY COMMISSIONER ADAMS TO SET THE PUBLIC HEARING FOR THE ADMINISTRATIVE SITE PLAN REVIEW AND SIGN ORDINANCE AMENDMENTS FOR SEPTEMBER 23, 2019 AND PUBLISH NOTICE AT LEAST 15 DAYS PRIOR TO THE MEETING.**

**YEAS ALL, MOTION CARRIED.**

**4. Master Plan Update**

The heart of the plan is being drafted now. In addition to compiling the demographics. Justin Sprague is drafting the Economic Development chapter. Hopefully by late September into October, the first rough draft will be available.

**OTHER BOARD BUSINESS: NONE**

**PUBLIC COMMENTS AND COMMUNICATIONS:**

City Manager Henne reported that recreational marijuana will start with city council, as the council will determine to lift the moratorium and whether to opt in or out. If the council chooses to opt in, it will be referred to the Planning Commission to develop the ordinance to establish the rules for the city.

**ADJOURNMENT**

**MOTION BY COMMISSIONER LAW, SUPPORTED BY COMMISSIONER TAYLOR TO ADJOURN AT 7:30 P.M. UNTIL THE NEXT MEETING ON SEPTEMBER 23, 2019.**

**YEAS ALL, MOTION CARRIED.**

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Janae L. Fear, Secretary



**PARKS AND RECREATION COMMISSION  
REGULAR MEETING  
WEDNESDAY, AUGUST 28, 2019  
City Hall Council Chambers  
301 W. Main St. Owosso, MI 48867**

**CALL TO ORDER:** Chairman Espich called the meeting to order at 7: 06 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 Greenway, and Andrew Workman.

**MEMBERS ABSENT:** Commissioners Chris Owens, Nick Seabasty and Randy Woodworth.

**OTHERS PRESENT:**

**APPROVAL OF AGENDA:** **COMMISSIONER WORKMAN MADE A MOTION TO APPROVE THE AGENDA FOR AUGUST 28, 2019 AS IS.**

**MOTION SUPPORTED BY COMMISSIONER GREENWAY**

**AYES ALL, MOTION CARRIED.**

**APPROVAL OF MINUTES:** **VICE-CHAIR SELBIG MADE A MOTION TO APPROVE THE MINUTES FROM JULY 24, 2019.**

**MOTION SUPPORTED COMMISSIONER WORKMAN.**

**AYES ALL, MOTION CARRIED.**

**PUBLIC COMMENTS/COMMISSIONER COMMENT:**

Chairman Espich thanked Mr. Adams and the community for attending the dedication of the skate park and stated the building the masons painted looked really nice and also reported the Masons were making sno-cones for everyone.

Mr. Adams stated that there was someone there from the MEDC and she was very impressed with the number of stake holders that took to get the skate park up and running.

**COMMUNICATIONS:**

None

**BUSINESS:**

**New Commission Members Joining in August**

Chairman Espich thanked Elaine Greenway for agreeing to serve on the commission and her attending the meeting.

**Check Register Review – July 2019**

Mr. Adams had brought the expenditure report and Chairman Espich said he wanted the detail

Mr. Adams stated that he would get the expenditure report and the check register for next time..

Mr. Adams detailed the July 2019 expenditure report.

Commissioners asked questions about the expenditure report

Mr. Adams said he would get the answers for the commission regarding the detail.

Chairman Espich asked to receive the check register or detail in mid-month. Mr. Adams said he would send that to commissioners.

#### **Disc Golf – Update**

Chairman Espich reported that Tim Law and himself went out and did 65- 70 man hours of work on the course and the holes are all playable now.

Mr. Adams stated that the city manager mentioned the work they did.

Chairman Espich stated more work before the mower could be used. He also shared that it will always need volunteer work.

#### **National Fitness Campaign Grant**

Mr. Adams explained he wanted to bring it up one more time. He reminded the group and wanted to know if the commissions wanted to pursue it.

Chairman Espich asked if the YMCA would like to be involved. Vice-Chair Selbig thought the price is too high.

Mr. Adams said he will let the company know at this time.

Chairman Espich stated that maybe council should be made aware of the project.

Vice Chair Selbig thought that it would be better located in the downtown. Mr. Adams also agreed that he would like to build it downtown but there isn't any room.

Mr. Adams said he would bring it to the city manager and he would decide if he wanted council to take it to council

#### **Millage - Master Plan Priority Setting**

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.

#### **Next Meeting September 25 @ 7 p.m.**

All commissioners present agreed to meet September 25<sup>th</sup> at 7 p.m.

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

Commissioner Workman asked if the sign was on the Loan a pole

Mr. Adams will check on the sign for the loan a pole.

Vice Chair Selbig asked about the restocking of the fish.

Chairman Espich asked about money in the budget to restocking the lake.

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

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