

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, NOVEMBER 18, 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 NOVEMBER 4, 2019:**

**ADDRESSING THE CITY COUNCIL**

1. Your comments shall be made during times set aside for that purpose.
2. Stand or raise a hand to indicate that you wish to speak.
3. When recognized, give your name and address and direct your comments and/or questions to any City official in attendance.
4. Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to four (4) minutes duration during the first occasion for citizen comments and questions. Each person shall also be afforded one opportunity of up to three (3) minutes duration during the last occasion provided for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
5. In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

1. Proposed Special Assessment District No. 2019-01 - Hazards and Nuisances. Conduct a public hearing to receive citizen comment regarding proposed Special Assessment District No. 2019-01, Hazards and Nuisances, as it relates to unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**

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

**CONSENT AGENDA**

1. Set Public Hearing – OPRA District – 114-116 W. Main Street. Set a public hearing for Monday, December 2, 2019 to receive citizen comment regarding the application from Ruesswood REI Group, LLC to establish an Obsolete Property Rehabilitation District for the property located at 114-116 W. Main Street.

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

Name	Board/Commission	Term Expires
Jamie Burke	Shiawassee District Library Board	06-30-2023
Kevin Maginity	Parks & Recreation Commission (filling unexpired term of R. Woodworth)	06-30-2021

3. Living Nativity Scene Permission. Approve request from First United Methodist Church for the closure of North Street from Water Street to Hickory Street for a Live Nativity Scene Saturday, December 7, 2019 from 5:30pm until 9:30pm and authorize Traffic Control Order No. 1429 formalizing the action.
4. Glow Owosso Permission. Approve request from Owosso Main Street for use of various streets in the downtown and High School area and the closure of Main Street Plaza at various times on November 29, 2019 for Owosso Glow events, waive the insurance requirement, and approve Traffic Control Order No. 1430 formalizing the request.
5. Flexible Spending Account Terms Adoption. Authorize acceptance of the terms governing the Flexible Spending Accounts available to City employees, with an effective date of January 1, 2020.
6. Contract Extension – IT/Network Engineering Services. Authorize extension of the contract with Logicalis, Inc. for the provision of network administrator services for the 2020 calendar year in an amount not to exceed \$90,000.00, and further authorize payment to the vendor for services rendered up to the contract amount.
7. Purchase Authorization – WWTP Cargo Van. Waive competitive bidding requirements, authorize a joint purchase from Owosso Motors, Inc. d/b/a Signature Auto Group of Owosso via State of Michigan Contract No. 071B7700180 for one 2020 Ford F-150 Transit Cargo Van in the amount of \$28,540.00, further authorize a contingency of \$750.00 to be used upon administrative consent, and approve payment up to the quoted amount, plus the contingency, upon satisfactory delivery of said vehicle.
8. Warrant No. 577. Authorize Warrant No. 577 as follows:

Vendor	Description	Fund	Amount
Michigan Municipal League Workers' Compensation Fund Inc	Worker's Compensation Insurance- 3 of 4 installments for FY 19/20	Various	\$27,947.00

9. Check Register – October 2019. Affirm check disbursements totaling \$2,438,570.48 for October 2019.

### **ITEMS OF BUSINESS**

1. Retirement System Funds Transfer. Consider accepting the transfer of the Police Patrol unit and its corresponding retirees to the MERS System in an amount to be determined.
2. Obsolete Property Rehabilitation Exemption Certificate Revocation - 300 W. Main Street. Consider revocation of Obsolete Property Rehabilitation Exemption Certificate #3-16-0011 issued to Owosso REI Group, LLC for the property located at 300 West Main Street due to a lack of follow-through on the project.
3. Industrial Facilities Exemption Certificate Revocation – 300 W. Main Street. Consider recommending revocation of Industrial Facilities Exemption Certificate #2016-123 issued to Owosso REI Group, LLC for the property located at 300 West Main Street due to a lack of follow-through on the project.

4. 2020 Income Threshold Poverty Exemptions. Adopt the 2020 Income Threshold Poverty Exemptions, as required by Public Act No. 390 of 1994.
5. DWRF 2020 Project Approval & Funding Request. Approve the water utility projects selected for the 2020 project year and request funding of said projects via the Drinking Water Revolving Fund.
6. SRF 2020 Project Approval & Funding Request. Approve the sanitary sewer system and treatment facilities projects selected for the 2020 project year and request funding of said projects via the State Revolving Fund.

### **COMMUNICATIONS**

1. Cheryl A. Grice, Finance Director. October 2019 Revenue & Expenditure Report.
2. N. Bradley Hissong, Building Official. 2019 Liquor License Inspection Report.
3. N. Bradley Hissong, Building Official. October 2019 Building Department Report.
4. N. Bradley Hissong, Building Official. October 2019 Code Violations Report.
5. N. Bradley Hissong, Building Official. October 2019 Certificates Issued Report.
6. N. Bradley Hissong, Building Official. October 2019 Inspections Report.
7. Kevin D. Lenkart, Public Safety Director. October 2019 Police Report.
8. Kevin D. Lenkart, Public Safety Director. October 2019 Fire Report.
9. Brownfield Redevelopment Authority. Minutes of October 6, 2019.
10. Historical Commission. Minutes of October 15, 2019.
11. Historical Commission. Minutes of November 12, 2019.

### **CITIZEN COMMENTS AND QUESTIONS**

### **NEXT MEETING**

Monday, December 02, 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 – term expires December 31, 2019  
Historical Commission – 2 terms expire December 31, 2020  
Parks & Recreation Commission – term expires June 30, 2021  
Planning Commission – term expires June 30, 2020  
Planning Commission – term expires June 30, 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 NOVEMBER 4, 2019  
7:30 P.M.**

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

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

**PLEDGE OF ALLEGIANCE:** MAYOR CHRISTOPHER T. EVELETH

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

**ABSENT:** None.

**APPROVE AGENDA**

Motion by Councilmember Bailey to approve the agenda with the following item removed:

**ITEMS OF BUSINESS**

5. 21-Day Posting – Proposed Property Sale.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF OCTOBER 21, 2019**

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of October 21, 2019 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

**Proposed Brownfield Plan – District No. 21, 152 Howard Street Project**

Property owner Susan Ludington was on hand to present the proposed plan for the property at 152 Howard Street.

A public hearing was conducted to receive citizen comment regarding the proposed Brownfield Redevelopment Plan District No. 21 – 152 Howard Street Project and consider approval of the proposed plan and reimbursement agreement.

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

Motion supported by Mayor Pro-Tem Osika to approve Brownfield Redevelopment Plan District No. 21 – 152 Howard Street Project as proposed and further approve the related reimbursement agreement as follows:

**RESOLUTION NO. 161-2019**

**APPROVING A BROWNFIELD PLAN  
“DISTRICT #21, 152 HOWARD STREET PROJECT”  
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 #21, 152 Howard Street 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 #21 described as:

Parcel #050-651-020-001-00  
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 Owosso Brownfield Authority (BRA) held a public hearing for District #21 on October 9, 2019 at its regular meeting to provide notice to and fully informed 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 #21 on November 4, 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: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to approve the Brownfield Plan for District #21 "152 Howard Street 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 November 4, 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: Councilmember Pidek, Mayor Pro-Tem Osika, Councilmembers Law, Bailey, Haber, and Mayor Eveleth.

NAYS: Councilmember Fear.

### **CITIZEN COMMENTS AND QUESTIONS**

Mayor Eveleth noted there was on-going interest in the trash discussion, though the only trash related item on the agenda this evening was to set a time and place for the public forum.

Arnie Dunchock, 909 Marguerite Drive, commented on trash collection saying more competition is better for the public and the City would be interfering with competition if they move to a single hauler. He went on to say that the wear and tear on the streets caused by garbage trucks is not enough to warrant a change.

County Commissioner Marlene Webster updated the Council on pending items at the County including: the opening for emergency manager, proposed decommissioning plans for the solar project projected for the north of the county, and working on the 2020 budget.

Deborah Reynolds, 740 N. Dewey Street, said the people she knows with single hauler trash service do not like it, and personally neither does she. She feels trash haulers are not causing damage to the streets and she doesn't want to see them go out of business.

Tom Manke, 2910 W. M-21, said he was registering a formal complaint against the City Manager for alleged retaliation against him. He went on to say that he believes the cost to residents for a single hauler would be unequal and the City was headed toward socialism.

John Smith, 1215 N. Hickory Street, said he believes the trash trucks do not cause undue damage to the streets and the argument is ridiculous. He said if trucks are too heavy then enforcement of weight restrictions should be stepped up.

Mayor Eveleth clarified that the City Council had asked for the public forum on trash collection. He went on to note the upcoming Veteran's Day Parade in Durand at 6:00p.m. Lastly, he sadly noted that this will be the last year for the great Christmas tree on South M-52. The tree is diseased and will be taken down. Councilmember Haber noted for the public that the Council has tabled the idea of going to a single trash hauler. They are still looking for input and will hold the public forum, but at this point trash collection is not changing.

## **CITY MANAGER REPORT**

The Project Status Report was postponed until the November 18, 2019 meeting.

## **CONSENT AGENDA**

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

**Proposed Special Assessment District No. 2019-01 - Hazards and Nuisances.** Authorize Resolution No. 1 setting a public hearing for Monday, November 18, 2019 to receive citizen comment regarding proposed Special Assessment District No. 2019-01, Hazards and Nuisances, as it relates to unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances as follows:

### **RESOLUTION NO. 162-2019**

#### **SPECIAL ASSESSMENT DISTRICT NO. 2019-01 HAZARDS AND NUISANCES**

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 7:30 o'clock p.m., on Monday, November 18, 2019 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in *The Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.

The notice of said hearing to be published and mailed shall be in substantially the following form:

#### **NOTICE OF HEARING TO REVIEW SPECIAL ASSESSMENT ROLL – HAZARDS AND NUISANCES CITY OF OWOSSO COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE OF THE FOLLOWING DESCRIBED PROPERTY:

TAKE NOTICE that a Special Assessment Roll-Hazards and Nuisances has been prepared for the purpose of defraying the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances on the property listed below.

<b>Parcel #</b>	<b>Address</b>	<b>Type of Nuisance</b>	<b>Balance</b>
050-621-002-006-00	321 STATE ST	CLEAN UP	\$765.00
050-390-004-012-00	1260 ADAMS ST	MOWING	\$150.00
050-010-024-003-00	1210 CORUNNA AVE	CLEAN UP	\$170.67
050-010-024-003-00	1210 CORUNNA AVE	CLEAN UP	\$256.74
050-602-006-009-00	823 TRACY ST	CLEAN UP	\$495.33
050-602-017-004-00	1417 FREDERICK ST	METER REPLACEMENT	\$297.72
050-470-017-005-00	220 N PARK ST	METER REPLACEMENT	\$297.72
050-310-002-003-00	900 ADA ST	CLEAN UP	\$2,106.24
050-010-017-030-00	614 ALGER AVE	MOWING	\$150.00
050-240-003-020-00	652 N PARK ST	MOWING	\$170.00
050-390-004-012-00	1260 ADAMS ST	MOWING	\$150.00
050-010-018-007-00	740 WOODLAWN	MOWING	\$150.00
050-420-009-006-00	831 GRAND AVE	MOWING	\$170.00
050-660-011-011-00	216 N LANSING ST	MOWING	\$150.00
050-010-022-003-00	980 CORUNNA AVE	ORDINANCE VIOLATION	\$50.00
050-240-003-020-00	652 N PARK ST	MOWING	\$170.00
050-420-011-015-00	755 BROADWAY AVE	MOWING	\$170.00
050-390-004-012-00	1260 ADAMS ST	MOWING	\$150.00
050-390-004-012-00	1260 ADAMS ST	MOWING	\$150.00
050-050-000-039-00	118 S CEDAR ST	MOWING	\$150.00
050-420-011-015-00	755 BROADWAY AVE	MOWING	\$170.00
050-010-016-006-00	629 ALGER AVE	MOWING	\$170.00
050-710-001-012-00	915 CORUNNA AVE	MOWING	\$210.00
050-390-004-012-00	1260 ADAMS ST	MOWING	\$150.00
050-651-006-007-00	320 CASS ST	CLEAN UP	\$293.22
050-420-011-011-00	719 BROADWAY	CLEAN UP	\$502.96

\$7,815.60

TAKE NOTICE THAT ANY HAZARDS/NUISANCES INVOICES OR CHARGES REMAINING UNPAID AS OF THEIR DUE DATE WILL BE INCLUDED ON THIS ROLL.

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

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on Monday, November 18, 2019 for the purpose of reviewing said Special Assessment Roll-



Hazards and Nuisances and for the purpose of considering all objections to said roll submitted in writing. If you have questions regarding this notice, please contact the City Treasurer's Office at 725-0599.

**Proposed Special Assessment Project – Gould Street.** Authorize Resolution No. 1 for proposed Special Assessment District No. 2021-01 for Gould Street from Oliver Street to Moore Street for street rehabilitation as follows:

**RESOLUTION NO. 163-2019**

**GOULD STREET  
FROM OLIVER STREET TO MOORE STREET  
SPECIAL ASSESSMENT RESOLUTION NO. 1**

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

**Gould Street from Oliver Street to Moore Street:  
Street Rehabilitation**

NOW, THEREFORE, BE IT RESOLVED THAT:

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

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

**ITEMS OF BUSINESS**

**Land Sale & Development Agreement – 30 Acres Industrial Property**

City Manager Henne noted that the 21-day posting period had expired and the City was not in receipt of any other bids for the property.

Motion by Councilmember Bailey to approve the sale of 30 acres of City-owned industrial property to BCC Agriculture, LLC in the amount of \$75,000.00 and further approve a development agreement spelling out the terms of the sale and development of the property as follows:

**RESOLUTION NO. 164-2019**

**RESOLUTION APPROVING A PROPERTY SALE AND DEVELOPMENT AGREEMENT**

**BETWEEN THE CITY OF OWOSSO AND BCC AGRICULTURE, LLC  
FOR 30 ACRES OF VACANT CITY-OWNED INDUSTRIAL PROPERTY**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, received an offer to purchase parcel # 050-549-000-002-00 for \$75,000 on September 30, 2019; and

WHEREAS, the City of Owosso published the offer for 21 days in accordance with City Charter provisions governing sale of City-owned real estate not being actively marketed; and

WHEREAS, the 21-day posting period has expired with no additional offers submitted; and

WHEREAS, the property is currently zoned General Industrial I-2; and

WHEREAS, BCC Agriculture, LLC desires to develop an industrial park in the City of Owosso at its expense and sell the individual parcels to third parties; and

WHEREAS, the City of Owosso desires to grant BCC Agriculture, LLC exclusive rights to develop said Industrial Park.

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

FIRST: The City of Owosso agrees to sell parcel #050-549-000-002-00 to BCC Agriculture, LLC for the sum of Seventy-Five Thousand Dollars (\$75,000.00), due at the time of closing.

SECOND: The City of Owosso hereby grants to BCC Agriculture, LLC the exclusive right to develop, market, and sell the industrial park located within the City of Owosso.

THIRD: Development of the site shall commence within 1 year or the City of Owosso has the option to repurchase the site for the purchase price of \$75,000.00.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

**Lot Split Authorization – VL Industrial Drive**

Motion by Mayor Pro-Tem Osika to authorize division of the following City lot under Michigan Subdivision Control Act for vacant platted lot Industrial Drive as detailed below:

**Current Description:**

Address	Status	Parcel #1
1450 E. South Street	Before Split	050-480-000-001-00
<b>Description:</b> THE EAST 100' LOT 1 OWOSSO SOUTHEAST INDUSTRIAL PARK		

Address	Status	Parcel #2
Parcel immediately west of 1555 Industrial Drive	Before Split	050-480-000-010-00

<b>Description:</b> THE E 1/2 LOT 2 OWOSSO SOUTHEAST INDUSTRIAL PARK
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**Descriptions After Split:**

Address	Status	Parcel #1
1450 E. South Street	After Split	050-480-000-001-00
<b>Description:</b> THE EAST 100' LOT 1 AND THE NORTH 25 FEET OF THE EAST ½ OF LOT 2 OWOSSO SOUTHEAST INDUSTRIAL PARK		

Address	Status	Parcel #2
Parcel immediately west of 1555 Industrial Drive	After Split	050-480-000-010-00
<b>Description:</b> THE E 1/2 LOT 2 EXCEPT THE NORTH 25 FEET OWOSSO SOUTHEAST INDUSTRIAL PARK		

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

**Set Trash Hauler Public Forum**

City Manager Henne explained the format for the forum noting that City Council, refuse haulers, and the public will have the opportunity to speak.

Councilmember Bailey inquired whether moving to a single trash hauler would be discussed. It was noted that discussion of moving to a single hauler would not be on the table, it will be geared toward exploring alternative solutions.

Motion by Councilmember Bailey setting a public forum for 6:30 p.m. Tuesday, November 12, 2019 in the Public Safety Department fire truck bay for the purpose of receiving input from citizens and local refuse haulers regarding possible changes to the City's refuse collection ordinance, to be conducted in the format detailed below:

**RESOLUTION NO. 165-2019**

**SETTING SCHEDULE AND FORMAT FOR  
LOCAL REFUSE HAULER AND CITY COUNCIL PUBLIC FORUM**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, set a goal in January 2019 to discuss improvements to the City's refuse collection ordinance; and

WHEREAS, the City of Owosso passed a resolution on October 21, 2019 to not consider a single hauler ordinance option until City staff could organize a public forum with City Council and the local refuse hauling organizations to hear their opinions.

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

Michigan that:

- FIRST: the City of Owosso will hold a public forum for City Council to hear from the local refuse hauling organizations on possible changes to the City's refuse collection ordinance.
- SECOND: this public forum shall be held on Tuesday, November 12, 2019 at 6:30 p.m. in the Owosso Public Safety Building's fire truck bay, 202 S. Water Street.
- THIRD: The format shall be to allow council members the opportunity to state their opinion for a maximum of 5 minutes each, that representatives of the local refuse hauling organizations shall have the opportunity to state their opinions for a maximum of 5 minutes each, that members of the public shall have up to 3 minutes each to share their opinion(s) on possible changes to the refuse collection ordinance, and that the City's Public Relations consultant shall then lead a discussion period between City Council and representatives of the local refuse hauling organizations.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

#### **Demolition Authorization & Contract Approval – 424 Grover Street**

Council was in receipt of a letter from Frank Fisher requesting reconsideration of the bid.

Councilmember Bailey asked if the neighbors and City Council could be notified when a demolition date is established.

Motion by Mayor Pro-Tem Osika to authorize demolition of the structure at 424 Grover Street and approve bid award to SC Environmental LLC in the amount of \$11,219.00 as follows:

#### **RESOLUTION NO. 166-2019**

#### **AUTHORIZING THE EXECUTION OF A CONTRACT WITH SC ENVIRONMENTAL, LLC FOR THE DEMOLITION OF THE STRUCTURE AT 424 GROVER STREET**

WHEREAS, the home at 424 Grover Street incurred a fire in March of 2015; and

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that the remains of the house should be demolished to eliminate blight in the neighborhood; and

WHEREAS, the city of Owosso sought bids to demolish the structure at 424 Grover Street; a bid was received from SC Environmental, LLC and it is hereby determined that SC Environmental, LLC is qualified to provide such services and that it has submitted the lowest responsible and responsive bid.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to demolish the structure located at 424 Grover Street.

SECOND: The City of Owosso has further determined that it is advisable, necessary and in the public interest to employ SC Environmental, LLC for said demolition.

THIRD: 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 SC Environmental, LLC in the amount of \$11,555.57.

FOURTH: The accounts payable department is authorized to pay SC Environmental, LLC for work satisfactorily completed on the project up to the bid amount.

FIFTH: The above expenses shall be paid from the Capital Projects Fund 401-000-975-000.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

**21-Day Posting – Proposed Property Sale** (This item was removed from the agenda.)

**Small Urban Program Resolution of Financial Assurance - Gould Street, Oliver to Moore**

City Manager Henne explained how the Small Urban Program works and how the grant funding is awarded, noting that tonight's action is the first step in participating in the program.

Mayor Pro-Tem Osika inquired why the proposed project was slated to end at Moore Street instead of extending to North Street. City Manager Henne said it was a simple funding issue.

Motion by Councilmember Fear to approve the following resolution of participation in the Small Urban Program and authorize commitment of City funds in the amount of \$225,000 plus the cost of project design engineering and construction administration as the City's share of the cost to rehabilitate Gould Street from Oliver Street to Moore Street.

**RESOLUTION NO. 167-2019**

**AUTHORIZING FINANCIAL ASSURANCE FOR  
THE PROPOSED RECONSTRUCTION PROJECT FOR  
GOULD STREET FROM OLIVER STREET TO MOORE STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Public Service Department recommends the reconstruction of Gould Street from Oliver Street north to Moore Street; and

WHEREAS, the Michigan Department of Transportation offers its portion of federal funds known as Small Urban Program funds for this work; and

WHEREAS, roadway improvements that are eligible for these funds must be located on the federal-aid highway system and within the federal urban area boundary, such as Gould Street in the City of Owosso; and

WHEREAS, the City of Owosso proposes to procure Small Urban Program funds for the purpose of

providing a maximum of 80 percent (80%) with capped amount of \$375,000.00 as federal match to the City's Major Street Funds or other funds as obligated; as outlined in MDOT's FY2021 Small Urban Plan document.

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 proceed with the proposed roadway improvements.
- SECOND: That the City of Owosso is actively seeking Small Urban Program funds to partially fund the reconstruction of Gould Street from Oliver Street north to Moore Street and is willing to participate in this program.
- THIRD: That the proper city officials are authorized to obligate city funds as its match of the project cost.
- FOURTH: The city's portion of costs shall be paid from the City's Public Act 51 Major Streets Fund or other funds as obligated.

Motion supported by Councilmember Pidek.

Roll Call Vote.

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

NAYS: None.

### **Closed Session**

Motion by Councilmember Bailey to authorize holding closed session after the last period for Citizen Comments and Questions for the purpose of considering a periodic personnel evaluation of the City Manager and discussing collective bargaining negotiations.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

### **COMMUNICATIONS**

Katherine R. Fagan, City Treasurer. Correction to summer tax bill for parcel 050-470-003-001-00.  
Historical Commission. Minutes of September 23, 2019.  
Mid-County WWTP Review Board. Minutes of October 22, 2019.

### **CITIZEN COMMENTS AND QUESTIONS**

Bob Marble, 1435 Cleveland Street, said he couldn't understand why the Council would consider moving to a single trash hauler because it would irreparably damage local businesses.

Steven Goff, Nature's Releaf CFO, inquired when the Council planned on ending the moratorium on recreational marijuana facilities. He said his company is interested in building a recreational facility and end date of the moratorium would be helpful in their planning process.

Tom Manke, 2910 W. M-21, said he hoped that someone from the City would attend the upcoming Osburn Lakes HOA meeting. Particularly in light of the fact that the City is considered the developer of the subdivision and the HOA is suing a builder. He then asked why the Council scheduled a special meeting if moving to a single trash hauler is no longer going to be considered.

Pete Yerian, 1471 Jackson Drive, indicated the annual meeting of the Osburn Lakes HOA will be held at the Wrought Iron Grill at 1:00p.m. He indicated he would like to stop the lawsuit filed by the HOA so the planned houses can be built. He also noted his plans to file another recall petition for the HOA Board.

Mark Seamans, 1439 Pintail Court, inquired about the type of improvements that Council is looking for in regard to trash collection. He offered to help facilitate a web discussion if desired.

Councilmember Bailey announced that 40 cat shelters had been built at the Community Cats event last night. She thanked those in the community that participated.

Councilmember Fear announced that the Parks & Recreation Commission will be holding meeting/tours of the parks each Saturday this month to solicit public input on what people would like to see done.

Councilmember Law said he was concerned that Council appeared to be against local businesses with its passage of the new sign ordinance and discussion of a single trash hauler. He said the group needed to rethink things.

Councilmember Pidek asked if someone could put together a summary of the key issues and the goals they are trying to accomplish with the trash discussion.

The meeting recessed at 8:24 p.m. to prepare for closed session.

**COUNCIL MOVED INTO CLOSED SESSION AT 8:31 P.M.**

**COUNCIL RETURNED FROM CLOSED SESSION AT 9:33 P.M.**

**APPROVAL OF THE MINUTES OF THE CLOSED SESSION OF MAY 20, 2019**

Motion by Councilmember Pidek to approve the Closed Session of the Regular Meeting of May 20, 2019 as presented.

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

**APPROVAL OF THE MINUTES OF THE CLOSED SESSION OF AUGUST 5, 2019**

Motion by Councilmember Bailey to approve the Closed Session of the Regular Meeting of August 5, 2019 as presented.

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

### **COLLECTIVE BARGAINING AGREEMENT APPROVAL - AFSCME**

Motion by Councilmember Bailey to approve the collective bargaining agreement with AFSCME Local 1059 for the period beginning November 4, 2019 and ending April 30, 2022.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

### **IAFF SETTLEMENT APPROVAL**

Motion by Councilmember Law to approve the tentative settlement negotiated in response to Unfair Labor Practice case no. 19-H-1758-CE filed by International Association of Fire Fighters, Local 504.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

### **CITY MANAGER CONTRACT APPROVAL**

Motion by Councilmember Bailey to approve the contract with Nathan R. Henne for City Manager services for a three-year period beginning November 4, 2019, and automatically renewing for subsequent three-year periods unless terminated by either party, as amended.

Motion supported by Councilmember Law.

Roll Call Vote.

AYES:

NAYS:

### **NEXT MEETING**

Tuesday, November 12, 2019 – Public Forum, 6:30 p.m.

Monday, November 18, 2019 – Regular, 7:30 p.m.

### **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 – term expires December 31, 2019  
Historical Commission – 2 terms expire December 31, 2020  
Parks & Recreation Commission – term expires June 30, 2021  
Planning Commission – term expires June 30, 2020  
Planning Commission – term expires June 30, 2022  
Shiawassee District Library – term expires June 30, 2023

**ADJOURNMENT**

Motion by Councilmember Pidek for adjournment at 9:37 p.m.

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

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Christopher T. Eveleth, Mayor

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Amy K. Kirkland, City Clerk



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## ***MEMORANDUM***

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DATE: November 4, 2019

TO: Owosso City Council

FROM: Katherine Fagan, City Treasurer

RE: Hazards and Nuisances Special Assessment Roll

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Over the course of the year, the City takes action to alleviate nuisances and hazards to the public that exist on private property. The charges for these actions are invoiced to the owner of record for the property. Once a year, per section 28-10.5 of the Code, any charges left unpaid shall be established as liens to the affected property. Once the lien is established I would be authorized to add the amount of the invoices to the tax roll.

The associated document to this memo details the outstanding nuisance and hazard invoices since this process last took place in December of 2018. It lists the invoice numbers, the due date of the invoice, the parcel number and address, the type of nuisance or hazard and the amount of the invoice.

Also, attached you will find a list of parcels which were invoiced during the year and were sold at the August or September State tax sale. The State's tax sale process removes any outstanding balances owed on a property and as such the amounts invoiced to each parcel will be written off. No action is required on this secondary list, it is simply provided as a point of information.

The process for establishing a lien is handled via special assessment. Initially, the list of outstanding invoices is presented to Council with a request to set a public hearing. Upon this action, letters are sent to the affected property owners informing them of the City's intent to lien their property if the invoice(s) remains unpaid. They then have the opportunity to protest the proposed action at the public hearing. At the conclusion of the public hearing the Council can accept the roll as presented, make amendments to the roll, or hold off on action all together (though this is not recommended).

Tonight, I recommend that you take action to start this process in motion by setting a public hearing for November 18, 2019, to receive citizen comment regarding this roll. An updated list of unpaid invoices will be provided to you at that meeting.

**RESOLUTION NO.**

**AUTHORIZING THE ROLL FOR  
SPECIAL ASSESSMENT DISTRICT NO. 2019-01, HAZARDS & NUISANCES**

WHEREAS, the Council, after due and legal notice, has met and there being no one to be heard, motion by xxx to adopt Special Assessment Resolution No. 2 for the annual hazards & nuisances roll, as follows:

Parcel #	Address	Type of Nuisance	Balance
050-621-002-006-00	321 STATE ST	CLEAN UP	\$765.00
050-390-004-012-00	1260 ADAMS ST	MOWING	\$150.00
050-010-024-003-00	1210 CORUNNA AVE	CLEAN UP	\$170.67
050-010-024-003-00	1210 CORUNNA AVE	CLEAN UP	\$256.74
050-602-006-009-00	823 TRACY ST	CLEAN UP	\$495.33
050-602-017-004-00	1417 FREDERICK ST	METER REPLACEMENT	\$297.72
050-470-017-005-00	220 N PARK ST	METER REPLACEMENT	\$297.72
050-310-002-003-00	900 ADA ST	CLEAN UP	\$2,106.24
050-010-017-030-00	614 ALGER AVE	MOWING	\$150.00
050-240-003-020-00	652 N PARK ST	MOWING	\$170.00
050-390-004-012-00	1260 ADAMS ST	MOWING	\$150.00
050-010-018-007-00	740 WOODLAWN	MOWING	\$150.00
050-420-009-006-00	831 GRAND AVE	MOWING	\$170.00
050-660-011-011-00	216 N LANSING ST	MOWING	\$150.00
050-010-022-003-00	980 CORUNNA AVE	ORDINANCE VIOLATION	\$50.00
050-240-003-020-00	652 N PARK ST	MOWING	\$170.00
050-420-011-015-00	755 BROADWAY AVE	MOWING	\$170.00
050-390-004-012-00	1260 ADAMS ST	MOWING	\$150.00
050-390-004-012-00	1260 ADAMS ST	MOWING	\$150.00
050-050-000-039-00	118 S CEDAR ST	MOWING	\$150.00
050-420-011-015-00	755 BROADWAY AVE	MOWING	\$170.00
050-010-016-006-00	629 ALGER AVE	MOWING	\$170.00
050-710-001-012-00	915 CORUNNA AVE	MOWING	\$210.00
050-390-004-012-00	1260 ADAMS ST	MOWING	\$150.00
050-651-006-007-00	320 CASS ST	CLEAN UP	\$293.22
050-420-011-011-00	719 BROADWAY	CLEAN UP	\$502.96

**\$7,815.60**

and

WHEREAS, the Council deems said Special Assessment Roll- Hazards and Nuisances to be fair, just and equitable and that each of the assessments contained thereon results in the special assessment being in accordance with the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances of said properties.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said Special Assessment Roll-Hazards and Nuisances as prepared by the City Assessor in the amount of \$7,815.60 is hereby confirmed and shall be known as Special Assessment Roll- Hazards and Nuisances No. 2019-01.
2. Said Special Assessment Roll-Hazards and Nuisances No. 2019-01 shall be placed on file in the office of the City Clerk who shall attach his warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.



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# MEMORANDUM

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DATE: November 7, 2019

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

FROM: Treena Chick, Assessor

RE: Obsolete Property Rehabilitation District – 114-116 W. Main St.

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The city manager received a request from Randy Woodworth of Ruesswood REI Group LLC, to establish an Obsolete Property Rehabilitation District. An application for tax abatement under the city's policy was also filed. The project proposes to renovate the second and third floors to create a multi-use building containing office space on the second floor and 9-10 residential apartments on the third floor. The creation of this district would further allow application for an Obsolete Property Rehabilitation Exemption Certificate for improvements and restoration to that property.

The description of the district being requested is:

***LOT 8 & W 2/3 OF LOT 7 BLK 22 OF ORIGINAL PLAT***

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

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

For a rehab facility, the OPRA freezes the taxable value of the building at its value prior to the rehab, and the frozen value and the rehab values are taxed at an adjusted tax rate. Land and personal

property cannot be abated under this act and the exemption certificate cannot exceed 12 years. If a certificate is approved by the local unit, the State Tax Commission has 60 days to approve or disapprove the application.

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

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

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

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

- (i) "Blighted property". Blighted property means property that meets 1 or more of the following criteria:
  - (i) Has been declared a nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance.
  - (ii) Is an attractive nuisance to children because of physical condition, use, or occupancy.
  - (iii) Is a fire hazard or is otherwise dangerous to the safety of persons or property.
  - (iv) Has had the utilities, plumbing, heating, or sewerage permanently disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use.
  - (v) Is tax reverted property owned by a qualified local governmental unit, by a county, or by this state. The sale, lease, or transfer of tax reverted property by a qualified local governmental unit, county, or this state after the property's inclusion in a brownfield plan shall not result in the loss to the property of the status as blighted property for purposes of PA 145 of 2000. (See MCL 125.2652)

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

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

- (iii) Functionally obsolete.

**"Functionally obsolete"** means that the property is unable to be used to adequately perform the



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

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

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

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

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

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

**RESOLUTION NO.**

**SETTING A PUBLIC HEARING TO CONSIDER ESTABLISHING  
AN OBSOLETE PROPERTY REHABILITATION DISTRICT  
FOR THE PROPERTY LOCATED AT 114 W. MAIN STREET**

WHEREAS, a request was received October 29, 2019 along with an Application for Tax Abatement from Randy Woodworth of Ruesswood REI Group, LLC to create an Obsolete Property Rehabilitation District, described as:

LOT 8 & W 2/3 OF LOT 7 BLK 22 OF ORIGINAL PLAT; and

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

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

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

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

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

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

FIRST: the Owosso City Council sets a public hearing for Monday, December 2, 2019 on or about 7:30 p.m. in the council chambers for the purpose of hearing comments from those within the proposed district, and any other resident or taxpayer, of the city of Owosso.

SECOND: the city clerk gives the notifications as required by law.

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

October 29, 2019

RuessWood REI Group  
120 W. Exchange St. #300  
Owosso, MI 48867

City of Owosso  
City Manager, Mr. Nathan Henne  
301 W. Main St.  
Owosso, MI 48867

RE: Request to Establish Obsolete Property Rehabilitation District

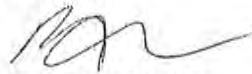
Dear Mr. Henne,

In accordance to Michigan PA 146 of 2000, wherein a qualified local government unit must establish an Obsolete Property Rehabilitation District in order to obtain/provide the tax exemption provided under PA 146 of 2000.

I, Randy Woodworth, the managing member of RuessWood REI Group, would like to respectfully submit to city council a request to entertain a resolution creating said district for 114-116 W. Main Street. The Legal Description for the property is found in the application for such an exemption for PA 146.

I will be available to answer any questions or respond to any concerns.

Sincerely,



Randy Woodworth  
Managing Member  
Ruesswood REI Group  
989-723-3711  
randy@woodworthcommercial.com





RECEIVED  
9.13.19  
N. Henne

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

## APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) RIVERSWOOD REI GROUP LLC  
Business Name (If Different) \_\_\_\_\_  
Address of Proposed Project 114-116 W. MAIN ST.  
Mailing Address (If Different) \_\_\_\_\_

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

Type of Abatement Requested (if known) PA-144

Total square footage of all current buildings on site 39,000<sup>+</sup>

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.

REDEVELOPMENT OF UNUSED SPACE INTO BUSINESS OFFICES  
THAT WILL RESULT IN INCREASED EMPLOYMENT. DEVELOPMENT  
OF (10) NEW APTS. ON 3RD FLOOR, INCREASING DOWNTOWN AVAILABILITY  
FOR RESIDENCES, RETAINING LOCAL JOBS/WORKFORCE.  
FURTHER, THE BUSINESS OFFICE SPACE WILL INCREASE THE # OF  
HIGH-QUALITY, HIGHER PAYING JOBS AND BENEFITS. OUR PROJECT FURTHER  
THE GOALS/OBJECTIVES OF THE CITY AND COMMUNITY AT LARGE.  
Give estimated cost of the following components applicable for the proposed project:

Land improvements (excluding land): \_\_\_\_\_  
Building improvements: Size 28,000 sf \$ 1,500,000  
Machinery & Equipment: \_\_\_\_\_  
Furniture & Fixtures: \_\_\_\_\_

Time schedule for start and completion of construction and equipment installation (if applicable):  
Building: \_\_\_\_\_ Equipment installation (if applicable): \_\_\_\_\_

Start Date immediate  
Completion Date MARCH / 2020  
APRIL

Start Date \_\_\_\_\_  
Completion Date \_\_\_\_\_

- 1st + 2nd floor OPRA?  
(Yes)  
2nd Floor \$  
\$359,608  
3rd Floor \$  
\$813,200  
TOTAL  
\$1,172,800

**Abatement Application**

**Page 2**

Will project be owned or leased by applicant? OWNED & LEASED

Will machinery be owned or leased by applicant? OWNED

How many employees do you currently employ? Full Time N/A Part Time       

How many new employees do you estimate after project complete? Full Time N/A  
Part Time       

When project is complete, how many will be: N/A

Management/Professional        Wage level \$       

Skilled        Wage level \$       

Semi-Skilled        Wage level \$       

Un-Skilled        Wage level \$       

*SEE  
ATTACHMENT  
LETTER*

How many current employees live within the city limits of the City of Owosso? N/A

Date your business located within the City of Owosso. 2014

Name of Company Officer (contact person) RANDALL WOODWARD

Title PRESIDENT

Signature [Signature] Date 9/13/19

Phone Number 989-723-3771

**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        Year established       

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       

Signature        Date

PA -146  
114 -116 W. MAIN

One of, if not the single greatest key to a vibrant downtown, are the people who frequent it. Both Owosso Mainstreet and the DDA have shifted their focus to bringing more residents downtown by utilizing upper story space for apartments. Having permanent residents in our downtown helps small business thrive and bolsters our local economy.

The upper floors of 114-116 W. Main have been functionally obsolete for decades and it is our intention to rehabilitate the third floor into ten (10) modern fully functioning living spaces. As we work through the math to try to make this a viable undertaking, it has become apparent that an increase in property taxes will greatly hinder the economic viability of the project to a point of significant negative cashflow. We must burden this building with additional debt in order to appropriately design and build that many apartments. That debt is only covered if the property taxes remain frozen for the 15 years the debt is amortized over.

We ask the city to partner in the success of our downtown by allowing a 15 year property tax freeze at current taxable values in order to sustain the property through the initial debt cycle.

- TV w/ facade (2019) and 2nd floor completed - \$650,000 - \$700,000
- 10 new housing units
- \$1,172,800 Capital investment (eligible)
-



W. EXCHANGE ST.

E. EXC





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# *MEMORANDUM*

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DATE: November 11, 2019  
TO: City Council  
FROM: Kevin Lenkart  
Director of Public Safety  
RE: Traffic Control Order # 1429

---

Mike Ardelean, Traffic Control Officer for First United Methodist Church, is requesting a street closure for the Living Nativity Event that is being held at the First United Methodist Church.

**LOCATION:**

North Street between Water Street and Hickory Street.  
Traffic lines will be moved for the event to come in on Washington Street north from King Street.

**DATE/TIME:**

December 7, 2019 (Saturday)  
5:30 pm – 9:30 pm

**INSURANCE:**

Certificate of Liability Insurance provided:  
Sovis Insurance Agency  
815 W. Broad St.  
Chesaning, MI 48616

The Public Safety Department has issued Traffic Control Order No# 1429 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.

DATE

TIME

1429

11/11/19

10:06 am

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street closure

LOCATION OF CONTROL

North Street between Water Street and Hickory Street. Traffic lines will be moved for the event to come in on Washington Street north from King Street.

EVENT:

First United Methodist Church

Living Nativity Event

December 7, 2019 (Saturday)

5:30 pm – 9:30 pm

APPROVED BY COUNCIL

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

REMARKS

#1429



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

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

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

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

Name of individual or group: First United Methodist Church – Living Nativity Event Date: 12/07/2019  
Primary Contact Person

Name: Mike Ardelean\_\_\_\_\_

Title: Traffic Control Officer\_\_\_\_\_

Address: 1500 N Water St\_\_\_\_\_

Owosso, Mi 48867\_\_\_\_\_

Phone: 989-277-0984\_\_\_\_\_

Requested Date(s): 12/07/19\_\_\_\_\_

Requested Hours: 5:30 PM – 9:30PM\_\_\_\_\_

Area Requested (Parking Lot - Parade Route): Street Closure- North St. Between Water St and Hickory St.-  
Moving Traffic lines for the event to come in on Washington St north from King St.

Detailed description of the use for which the request is made: Living Nativity Event\_\_\_\_\_

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

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

Approved ☐ Not Approved ☐

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

Traffic Control Order Number \_\_\_\_\_

Cc: DDA - Director  
WCIA - Chairperson



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/29/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Sovis Insurance Agency 815 W. Broad St. P.O. Box 385 Cheesaning MI 48616	<b>CONTACT NAME:</b> Lisa Coon <b>PHONE (A/C, No, Ext):</b> (989)845-3400 <b>FAX (A/C, No):</b> (989)845-2802 <b>E-MAIL ADDRESS:</b> lisac@sovisins.com
<b>INSURED</b> First United Methodist Church of Owosso 1500 N. Water Street Owosso MI 48867	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hastings Mutual Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

## COVERAGES

CERTIFICATE NUMBER: 19/20

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP9732711	11/09/2019	11/09/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			ACV9732724	11/09/2019	11/09/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			ULC 9733357	11/09/2019	11/09/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WC9732725	11/09/2019	11/09/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The limits shown are those in effect at the inception date of coverage.

## CERTIFICATE HOLDER

## CANCELLATION

City of Owosso 301 W Main Street Owosso MI 48867	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

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# MEMORANDUM

---

DATE: November 12, 2019  
TO: City Council  
FROM: Kevin Lenkart  
Director of Public Safety  
RE: Traffic Control Order # 1430

---

Susan Treen, Owosso Main Street/DDA Glow Work Plan Manager, is requesting a street and lot closure for the Annual Glow Parade, Tree Lighting Ceremony and 5K Run/Walk.

## **LOCATION:**

### Glow Parade and Tree Lighting Ceremony

Washington Street from Goodhue Street to Jerome Avenue and the Main Street Plaza Lot

### Glow 5K Run/Walk

Exchange Street from Water Street to Washington Street; Water Street from Exchange Street to North Street; North Street to entry of Owosso High School

## **DATE/TIME:**

### Owosso Main Street/DDA's Annual Glow Parade and Tree Lighting Ceremony

Friday, November 29, 2019

5:30 pm – 8:00 pm

### Owosso Main Street/DDA's Annual Glow 5K Run/Walk

Friday, November 29<sup>th</sup>, 2019

2:00 pm – 7:00 pm

The Public Safety Department has issued Traffic Control Order No. 1430 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

<b>ORDER NO.</b>	<b>DATE</b>	<b>TIME</b>
1430	11/12/19	2:30 pm

**REQUESTED BY**

Kevin Lenkart – Director of Public Safety

**TYPE OF CONTROL**

Street and Plaza lot closure

**LOCATION OF CONTROL**

Glow Parade and Tree Lighting Ceremony  
Washington Street from Goodhue Street to Jerome Avenue and the Main Street Plaza Lot

Glow 5K Run/Walk  
Exchange Street from Water Street to Washington Street; Water Street from Exchange Street to North Street; North Street to entry of Owosso High School

**EVENT:**  
Owosso Main Street/DDA's Annual Glow Parade and Tree Lighting Ceremony  
Friday, November 29, 2019  
5:30 pm – 8:00 pm

Owosso Main Street/DDA's Annual Glow 5K Run/Walk  
Friday, November 29<sup>th</sup>, 2019  
2:00 pm – 7:00 pm

**APPROVED BY COUNCIL**

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

**REMARKS**



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

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

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

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

Name of individual or group: Owosso Main Street/DDA - Glow Owosso Date: 11/11/19

Primary Contact Person  
Name: Susan Treen  
Title: Glow Work Plan Manager  
Address: 207 N. Washington Street  
Owosso, MI 48867  
Phone: 989.729.2253

Requested Date(s): Friday, November 29th Requested Hours: 5:30pm-8:00pm

Area Requested (Parking Lot - Parade Route): Washington Street from Goodhue St. to Jerome Ave.  
And Main Street Plaza Lot (see attached map)

Detailed description of the use for which the request is made: Request for Owosso Main Street/DDA's  
annual Glow Parade & Tree Lighting Ceremony

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

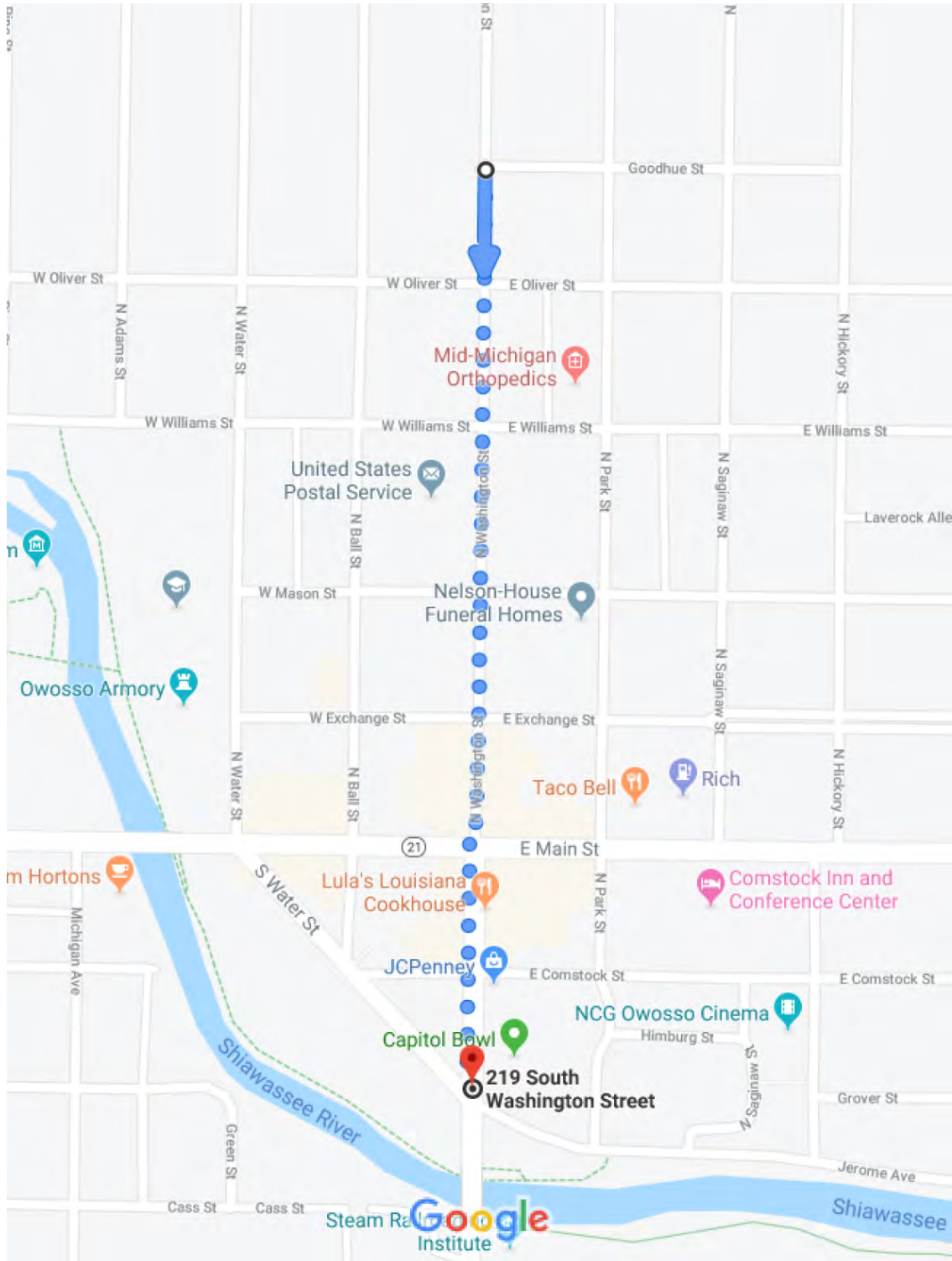
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Do Not Write Below This Line - For Officials Use Only

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

Cc: DDA - Director  
WCIA - Chairperson



## Glow Parade Route





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

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

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

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

Name of individual or group: Owosso Main Street/DDA - Glow Owosso Date: 11/11/19

Primary Contact Person  
Name: Susan Treen  
Title: Glow Work Plan Manager  
Address: 207 N. Washington Street  
Owosso, MI 48867  
Phone: 989.729.2253

Requested Date(s): Friday, November 29th Requested Hours: 2:00pm-7:00pm

Area Requested (Parking Lot - Parade Route): Exchange St. from Water St. to Washington St.;  
Water St. from Exchange St. to North St; North St. to High School Entry (see attached map)

Detailed description of the use for which the request is made: Request for Owosso Main Street/DDA's  
annual Glow 5K Run/Walk

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

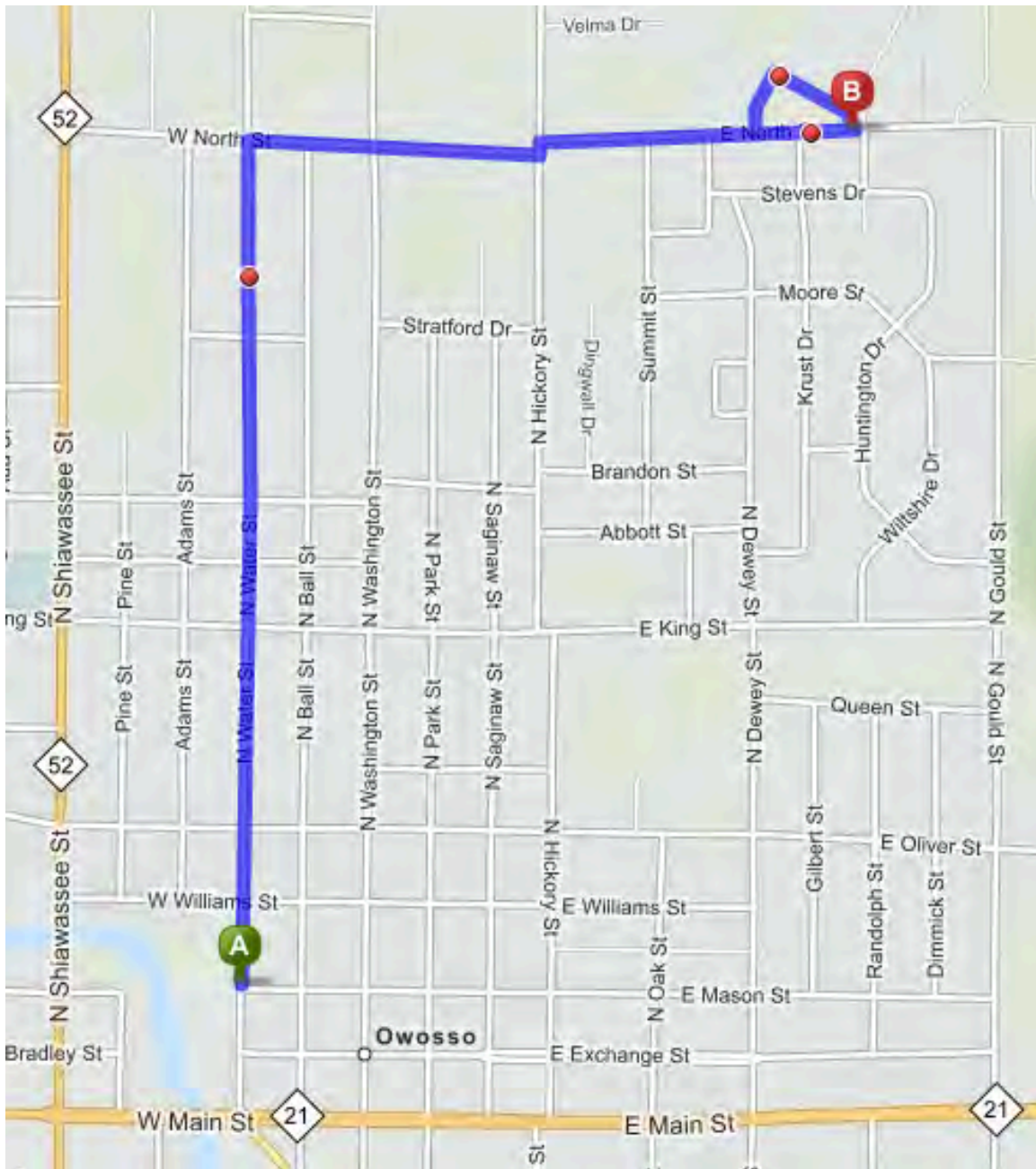
.....  
Do Not Write Below This Line - For Officials Use Only

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

Cc: DDA - Director  
WCIA - Chairperson



## Glow Run 5K Route





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

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# ***MEMORANDUM***

---

DATE: November 11, 2019

TO: Mayor & City Council

FROM: Jessica B. Unangst, Director of HR & Administrative Services

RE: City of Owosso Flexible Spending Plan

---

Attached is an updated Service Agreement for the City of Owosso's Flexible Spending Plan. Over the past ten years we have utilized Employee Benefit Concepts (EBC) to administer our flexible spending account (FSA) plans (both health and dependent care). I have reviewed all documents and have worked with EBC to update the language as it relates to the City of Owosso. These documents are updated on an annual basis. I recommend approval and authorization of the Flexible Spending Plan.



**RESOLUTION NO.**

**ADOPTING THE CITY OF OWOSSO FLEXIBLE SPENDING PLAN**

WHEREAS, the city of Owosso, a Michigan municipal corporation, provides a cafeteria plan for its employees;

WHEREAS, under the tax laws of the United States of America the city council must adopt a resolution for the calendar year effective January 1, 2020 and subsequent years.

NOW THEREFORE, the city council of the city of Owosso, Michigan (the employer) resolves:

- FIRST: that the form of Cafeteria Plan including a Dependent Care Flexible Spending Account and Health Flexible Spending Account effective January 1, 2020 presented and attached is approved and adopted and that the duly authorized agents of the city are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.
- SECOND: that the Administrator is instructed to take such actions that they deem necessary and proper to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.
- THIRD: the undersigned certifies that attached as Exhibit A, are true copies of the *City of Owosso Flexible Spending Plan* approved and adopted in this resolution.
- FOURTH: that all prior resolutions and documents for the *City of Owosso Flexible Spending Plan* are rescinded as of January 1, 2020.



**EMPLOYEE BENEFIT CONCEPTS, INC.  
CONSULTING AND THIRD PARTY ADMINISTRATOR SERVICE AGREEMENT**

THIS AGREEMENT made by and between **City of Owosso** (hereinafter referred to as the "Employer") and Employee Benefit Concepts, Inc. (hereinafter referred to as "Third Party Administrator" or "TPA").

**RECITALS**

WHEREAS, the Employer has adopted and sponsors a Flexible Spending Account Plan(s) (the "Plan") for its employees and the dependents of participating employees and has agreed to provide certain benefits through the Plan;

WHEREAS, under the Plan, the Employer as the administrator has the authority to appoint, hire others to perform and/or delegate the duties it provides under the Plan;

WHEREAS, the Employer is desirous that the TPA furnish certain services to the Plan with respect to the benefits to be provided under the Plan; and

WHEREAS, the Employer is executing this Agreement on behalf of itself and the Plan.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the Employer and the TPA hereby agree as follows:

**SECTION I  
PLAN**

Wherever, in the Agreement reference is made to the term "Plan" it shall mean the benefits provided under the Flexible Spending Account Plan of the Employer as furnished to TPA from time to time by the Employer and as defined in the Flexible Spending Account Plan Document(s).

**SECTION II  
SERVICES TO BE PROVIDED BY THE TPA**

During the continuance of this Agreement, the TPA shall provide those certain services to the Employer relating to the administration of the plan as outlined in the Fee Schedule appended hereto as Exhibit A and incorporated herein.

**SECTION III  
RESPONSIBILITIES OF THE EMPLOYER AND TPA**

(A) It is understood that the Employer retains all final authority and responsibility for the Plan and its operation and that the TPA is empowered to act on behalf of the Plan and the Employer in connection with the Plan only as expressly stated in this Agreement or as mutually agreed to in writing by the Employer and the TPA.

(B) The Health Insurance Portability and Accountability Act ("HIPAA") of 1996, as it may be amended; from time to time requires "covered entities" to have contracts with its "business associates." Employer has signed the Agreement on behalf of itself and the Plan. Since the Plan is a Covered Entity, it must have a contract with TPA as its Business Associate. Exhibit "B," which is a business associate agreement and which is attached to this Agreement, is hereby added to and deemed a part of this Agreement. The meanings of the terms "covered entities" and "business associates" are as defined in HIPAA.

(C) The TPA shall, when reasonable, advise the Employer of matters which come to its attention involving potential legal actions involving the Plan and shall promptly advise of legal actions commenced against the Plan which come to its attention. The defense of any legal action involving a claim for benefits under the Plan shall not be the obligation of the TPA under this Agreement, but it is understood and agreed that the TPA shall fully cooperate with the Plan in defense of any action arising out of matters related to this Agreement.

(D) The TPA shall discharge its duties with respect to the Plan covered under this Agreement solely in the interest of the Plan, the Employer and participants of the Plan with the ordinary care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like characteristics and with like aims, and in accordance with the Plan documents, to the extent they are consistent with applicable provisions of applicable law. Further, TPA shall only be liable for losses, damages, expenses, or claims arising out of or with respect to this Agreement for the performance of any obligations or any functions in the administration of the Plan resulting from or arising out of the fraudulent, intentional, criminal or negligent acts or omissions of the TPA, or its employees.

(E) The Employer agrees to indemnify and hold harmless the TPA and its directors, officers and employees against any and all claims, lawsuits, settlements, judgments, costs, penalties and expenses, including attorney's fees resulting from, or arising out of or in connection with, a claim for benefits under the Plan during the continuance of this Agreement unless it is determined that the liability therefore resulted from or arose out of the fraudulent, intentional, criminal or negligent acts or omissions of the TPA, or its employees.

(F) If it is determined that any payment had been made under this Agreement to an ineligible employee or dependent, or if it is determined that an incorrect amount has been paid by the TPA, the TPA will make a diligent attempt to recover the payment but the TPA will not be required to initiate or continue any court proceedings for any such recovery.

#### **SECTION IV DUTIES OF THE EMPLOYER**

(A) Unless otherwise provided in Exhibit A, it shall be the obligation of the Employer (pursuant to MLA Section 550.932) to provide a written notice to each individual covered by the Plan, which notice shall contain the following information:

(i) What benefits are being provided;

(ii) Changes in benefits;

(iii) The fact that individuals covered by the Plan are not insured, or are only partially insured, as the case may be;

(iv) If the Plan is not insured, the fact that in the event the Plan or the Employer does not ultimately pay medical expenses that are eligible for payment under the Plan for any reason, the individuals covered by the Plan may be liable for those expenses;

(v) The fact that the TPA merely processes claims and does not insure that any medical expenses of individuals covered by the Plan will be paid; and

(vi) The fact that complete and proper claims for benefits made by individuals covered by the Plan will be promptly processed, but that in the event there are delays in processing claims, the individuals covered by the Plan shall have no greater rights to interest or other remedies against the TPA than as otherwise afforded them by law.

(B) In order for the TPA to perform the benefit payment and other services for the Plan as set forth in this Agreement, the Employer shall furnish to the TPA certain information concerning the Plan and employees and dependents covered under the Plan as may from time to time be required by the TPA and shall furnish monies in a timely fashion to carry out the requirements of the Plan.

(C) It shall be the sole obligation of the Employer and the Plan to comply with all provisions of HIPAA. TPA will abide by the terms of HIPAA relating to Business Associates.

#### **SECTION V EFFECTIVE DATE; AGREEMENT PERIOD**

(A) This Agreement shall be effective as of January 1, 2020 and continue until December 31, 2020 unless continued in accordance with Section (B) below.

(B) At the expiration of the Initial Year, or at the expiration of any year thereafter during which this Agreement is in effect, this Agreement shall be automatically renewed for a period of one (1) year under the same terms and conditions as were in effect for the year immediately preceding such renewal, unless written notice is given sixty (60) days in advance of the expiration of any such Plan year by either the TPA or the Employer to the other party to this Agreement.

#### **SECTION VI TPA SERVICE CHARGES**

(A) In consideration of the TPA providing the services provided for under this Agreement, the Employer agrees to pay the TPA those fees as provided for in the Fee Schedule.

(B) In addition to the TPA fees as set forth on Exhibit A, the Plan shall reimburse the TPA for any premium taxes, or other charges or fees in connection therewith assessed against the TPA with respect to any benefit payments made by the TPA under the Plan and this Agreement.

**SECTION VII  
EXAMINATION OF RECORDS**

Subject to the provisions of Exhibit "B," the Employer shall have the right, upon reasonable request, to examine any records of the TPA relating to the services provided hereunder: provided, however, that any examination of participant payment records shall be carried out in a manner agreed to between the Employer and the TPA designed to protect the confidentiality of the participant.

**SECTION VIII  
BENEFIT ENTITLEMENT DETERMINATION**

(A) During the continuance of this Agreement, all requests for benefit payments under the Plan will be made to the TPA. The TPA shall determine the entitlement of any participating employee requesting benefits under the Plan. Such determination will be made in accordance with the Plan documents.

(B) With respect to any person who makes a request for benefits which is denied, the TPA will notify said person of the denial and of his or her right of review of the denial, in a manner agreed to between the Employer and the TPA designed to satisfy the requirements of the Employee Retirement Income Security Act of 1974, as amended.

**SECTION IX  
GENERAL ADMINISTRATION**

The TPA's personnel will be available to assist the Employer in connection with the general administration of the Plan, including assistance as to the enrollment of eligible Employees under the Plan and administration and record keeping systems for the ongoing operation of the Plan.

**SECTION X  
MAINTENANCE AND RETURN OF RECORDS**

The TPA shall maintain all records in connection with its administration of the plan. In the event of discontinuance of this Agreement, any such records in possession of the TPA shall be forwarded to the Employer as soon as practicable, but in any case, within forty-five (45) days of the date of discontinuance.

## **SECTION XI DEFAULT; TERMINATION**

**(A) The occurrence of any of the following events shall constitute a default under this agreement:**

**Assignment.** TPA shall neither assign, transfer nor convey this Agreement nor suffer or permit any such assignment, transfer or encumbrance to occur by operation of law or otherwise, without the prior written consent of the Employer. If the TPA purports to affect any assignment or transfer without the written consent of the Employer, the Employer may, without prejudice to any other rights or remedies contained in this Agreement or provided by law or equity, terminate this Agreement.

**(i) TPA makes, or has made, any gross misrepresentation to the Employer including inducing the Employer to enter into this Agreement.**

**(ii) TPA materially defaults in the performance of any other obligations under this Agreement.**

**(iii) TPA or any of its directors or officers shall have performed or have been guilty of fraudulent or criminal conduct in their administration under this Agreement.**

**(B) Upon occurrence of any of the events set forth in Paragraph XI (A), the Employer may, without prejudice to any other rights or remedies contained in this Agreement or provided by law or equity, terminate this Agreement. Such termination shall be effective sixty (60) days after the Employer gives written notice to the TPA of any of the events set forth above.**

**(C) The TPA will use its best efforts to provide the services contemplated by this Agreement.**

## **SECTION XII TERMINATION**

**If this Agreement is terminated for any reason, TPA at the Employer's expense shall assist in the transition to a successor third party administrator so as not to unduly interrupt or disrupt the business of the Plan. TPA shall provide such assistance for a period of sixty (60) days, during which time the TPA will be paid reasonable compensation for time actually spent.**

## **SECTION XIII GOVERNING LAWS**

**This Agreement shall be deemed to have been made and entered into in the State of Michigan, and all rights and obligations of the parties hereto shall be governed by and constructed in accordance with the laws of the State of Michigan.**

**SECTION XIV  
ENTIRE AGREEMENT**

**This Agreement constitutes the entire Agreement between TPA and the Employer in respect of the subject matter hereof, and this Agreement supersedes all prior and contemporaneous agreements between TPA and the Employer in connection with the subject matter of this Agreement. No officer, employee or other servant or agent of the TPA or the Employer is authorized to make any representation, warranty or other promise not contained in this Agreement. No change, modification, termination, or attempted waiver of any of the provisions of this Agreement shall be binding upon the TPA or the Employer unless in writing and signed by the TPA and the Plan.**

**SECTION XV  
EXECUTION OF AGREEMENT**

**IN WITNESS WHEREOF, the Employer and the TPA have caused this Agreement to be executed in duplicate by their respective officers duly authorized to do so.**

**Dated at \_\_\_\_\_, Michigan this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

**WITNESS:**

**City of Owosso**

\_\_\_\_\_

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

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

**Employee Benefit Concepts, Inc.  
A Group Resources, Inc.  
A Michigan Corporation**

\_\_\_\_\_

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

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

# City of Owosso

## Exhibit A

January 1, 2020 - December 31, 2020

### Compliance/Legislation

- Discrimination Testing (as required)
- Initial Preparation Flexible Spending Account Plan Document/Summary Plan Description

### Re-enrollment

- Employee Group Meetings
- Communication Materials
- Enrollment Forms
- Claim Forms (available via paper or online)
- Pre-addressed Return Envelopes
- System Data Loading

### Administration

- Initial System Plan and Data Programming/Set Up
- Payroll Posting/Reconciliation (to each employee account)
- Claim Administration (via mail/fax/email)
- Check Writing/Printing ACH Direct to Participants\*
- Monthly Bank Account maintenance/Reconciliation\*\*
- Eligibility Administration (adds/terms/change in status via paper or online)
- On Line Statement to Employees
- Claim Forms (available via paper or online)
- Postage
- COBRA Administration/Termination Notification
- Employee/Employer Account Access via Internet
- Toll Free Telephone Support Service Number (outside 248 area code)
- Employer Management Reporting (via paper or online)
- Annual Information for Form 5500 Filing if required

### 5 Year Administration Fee Schedule as follows:

**Plan Years 1/1/16 – 12/31/18:** \$5.25 per participant per month with a minimum of \$100.00, whichever is greater, invoiced upon the commencement of TPA service.

**Plan Years: 1/1/19 – 12/31/20:** \$5.50 per participant per month with a minimum of \$100.00, whichever is greater, invoiced upon the commencement of TPA service.

Re-enrollment services of \$300.00 are payable annually in advance of the applicable plan year(s).

Take Care Debit Card \$15.00 per year per family to be paid by employee.

Fees for required amendments to Plan Document/Summary Plan Description will be quoted at the time of the applicable occurrence.

This fee schedule is exclusive of printing, travel and ongoing administrative costs, bank fees\*\*, which will be invoiced monthly as incurred.

\* Daily or weekly as determined between TPA and Employer. \*\*Net monthly bank charges will be billed to the employer/employee, as determined between the TPA and Employer upon each applicable charge.

\_\_\_\_\_  
Signature for City of Owosso

\_\_\_\_\_  
Signature for EBC, Inc.  
A Group Resources® Company

Date\_\_\_\_\_

Date\_\_\_\_\_



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

---

# ***MEMORANDUM***

---

DATE: November 12, 2019

TO: Mayor & City Council

FROM: Jessica B. Unangst, Director of HR & Administrative Services

RE: Contract with Logicalis for Network Administrator

---

I have attached a Project Change Request for our Network Administrator Jeff Kish (to extend his contract for 2020). He has worked with the city for many years. Similar to last year, I want to send to council for approval.



**RESOLUTION NO.**

**ADOPTING THE LOGICALIS, INC. PROJECT CHANGE REQUEST FOR JEFF KISH**

WHEREAS, the city of Owosso, a Michigan municipal corporation, utilizes a sophisticated network of computers to facilitate day-to-day operations; and

WHEREAS, said network requires the services of a skilled professional to continue to function properly; and

WHEREAS, the city contracts with Logicalis, Inc. for the provision of network administrator services; and

WHEREAS, the city council must adopt a resolution authorizing the terms of the contract for the calendar year effective January 1, 2020 through December 31, 2020.

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

- FIRST: The City of Owosso has determined it is advisable, necessary and in the public interest to continue the contract with Logicalis, Inc. for network administrator services for the year beginning January 1, 2020.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Staffing Statement of Work between the City of Owosso and Logicalis, Inc.
- THIRD: The accounts payable department is authorized to pay Logicalis, Inc. for work satisfactorily performed in an amount not to exceed \$90,000.00.
- FOURTH: The above expenses shall be paid from Account No. 101-258-818000.
- FIFTH: All prior resolutions and documents for the *Logicalis Network Administrator Services and/or Staffing SOW* are rescinded as of January 1, 2020.

## Staffing SOW Temporary Assignment Only

Logicalis' terms of sale, found on our website at <http://www.us.logicalis.com/tcsales/>, are incorporated herein by reference.

### 1. General Nature of Services

Provision of Consultant(s) to work at the direction of the CUSTOMER.

### 2. Estimated Labor Cost

<b>Anticipated Personnel Role</b>	<b>Hourly Rate</b>	<b>Contract Hours</b>	<b>Estimated Duration</b>
Jeff Kish	\$98.00/hr	832 hours per year/16 hours per week	01/01/2020 through 12/31/2020
The following Skills will be provided: Network Administrator			

The pricing in this SOW does not include taxes, if any, which will be Customer responsibility. All services shall be provided onsite and remote, unless mutually agreed upon in writing by both parties.

Logicalis will name Customer as an additional insured under Logicalis's GL and auto policies.

#### Assumptions:

Should any of these assumptions prove to be incorrect or incomplete, Logicalis may modify the price, scope or milestones. Any modifications shall be managed in writing via signed/approved PCR (Project Change Request).

- Logicalis uses a 40-hour work week, delivered over a five (5) day workweek, unless a minimum of fourteen (14) days' prior written notice is provided to Logicalis. This 16 hour a week engagement will fall within the workweek consisting of Mondays through Fridays 8:00AM to 5:00 PM Local Time, excluding Holidays, unless otherwise mutually agreed upon in writing.
- Overtime/afterhours work is not expected, a 50% uplift to the hourly rate will apply, unless otherwise mutually agreed upon in writing. All Overtime/afterhours work will need to be approved by customer, prior to work commencing.
- There will be no direct backfill for absent days. Customer may terminate or request a resource change to this SOW for convenience at any time upon a minimum of thirty (30) days' prior written notice to Logicalis

### 3. Travel Expenses

If applicable and directed by Customer, travel expenses will be pre-approved by Customer, tracked separately and billed directly to Customer. Travel expenses will include cost incurred from travel (airfare, rental car, mileage, tolls, and lodging). Meals, if any, will be billed at the per diem rate of \$65.

**4. Project Name**

Staff Aug – Jeff Kish

**5. Project Sponsor** (Name of person to whom invoices should be addressed)

Jessica Unangst

**6. Billing Address**

City of Owosso  
301 West Main Street  
Owosso, Michigan 48867

**Acceptance:**

To confirm our retention and authorize work to begin on your engagement, please return a signed copy of this document along with a copy of the Purchase Order, if required. Alternatively, you may email a copy to your Logicalis Account Executive or fax a copy to (248) 232-5412. Upon acceptance by Logicalis, a counter-signed copy will be returned to your attention. Any reference to a customer's Purchase Order or P.O. number does not indicate Logicalis' acceptance of terms and conditions referenced on/attached to any such P.O.

Accepted By:

Accepted By:

**City of Owosso****Logicalis, Inc.**\_\_\_\_\_  
Signature\_\_\_\_\_  
Signature\_\_\_\_\_  
Christopher T. Eveleth\_\_\_\_\_  
Printed Name

ATTEST:

\_\_\_\_\_  
Mayor\_\_\_\_\_  
Title\_\_\_\_\_  
Amy K. Kirkland  
City Clerk\_\_\_\_\_  
11/18/19\_\_\_\_\_  
Date\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Title\_\_\_\_\_  
Date\_\_\_\_\_  
City of Owosso\_\_\_\_\_  
P.O. Number (if provided)\_\_\_\_\_  
Logicalis Engagement Number  
(when available)**Billing Contact:****Billing Contact Correction:**

Jessica Unangst  
City of Owosso  
301 West Main Street  
Owosso, Michigan 48867  
989-725-0552

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cc: Lisa Nowak, Auggie Lagnese, Brian K'Meyer



## MEMORANDUM

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

**DATE:** November 12, 2019  
**TO:** The Owosso City Council  
**FROM:** Glenn M. Chinavare, Director of Public Services & Utilities  
**SUBJECT:** Service Van Purchase for use at Wastewater Treatment Facility

### RECOMMENDATION:

Recommend council waive the competitive bid process and approve the purchase of one new 2020 Ford F-150 Transit Cargo Van, using State of Michigan Contract No. 071B7700180 and Macomb County Contract 21-18 Bid, in the amount of \$23,795.00.

### BACKGROUND:

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

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

The new Transit Van will be used for multiple field operation and maintenance purposes, such as sampling, carrier for sewer push camera, contain environmental clean-up supplies, lift station servicing, and collection system as-built drawings & GPS equipment.  
The vehicle to be purchased will be:

1	4X2 Ford 150 Transit Cargo Van	For use at the Water Treatment Facility
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The new vehicle will replace an existing 1997 Ford Econoline F-250 Cargo Van with 28734 miles. Vehicle is severely corroded with under carriage deterioration and is mechanically costly to maintain.

### FISCAL IMPACTS:

Contract purchase price \$23,795.00 plus safety & cargo options installed at \$4,745.00, plus \$750.00 contingency for component pricing fluctuations for total of \$29,290.00. Funded from FY2019-2020 wastewater fund 599-901-977.000.

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

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

**RESOLUTION NO.**

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

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has the Wastewater Treatment Facility requiring the use of a Cargo Van; and

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

WHEREAS, the City of Owosso desires to purchase a Cargo Van to replace a deteriorated 1997 Ford Econoline Cargo Van in poor condition, and it is in the best interest of the City to utilize State of Michigan Contract No. 071B7700180 and Macomb County Contract 21-18 Bid held by Owosso Motors, Inc. d/b/a Signature Ford Lincoln Mercury, for said purchase; and

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

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase the following vehicle from Signature Ford Lincoln Mercury using State of Michigan Contract No. 071B1300009:

1	4X2 2020 Ford 150 Transit Van in the amount of	\$23,795.00
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SECOND: The Director of Public Services is hereby instructed and authorized to sign any necessary documents to complete said purchase.

THIRD: Payment is authorized to Signature Ford Lincoln Mercury in the amount of \$23,795.00 plus safety and cargo options in the amount of \$4,745.00, plus contingency in the amount of \$750.00 for late term component pricing fluctuations, for a total of \$29,290.00 upon delivery and acceptance.

FOURTH: Said purchase shall be paid for from the Wastewater Fund 599-901-977.000.



August 15, 2019

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

Dear Mark Mitchell:

Price on 2020 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 21-18 Bid:

**2020 Ford Transit 150 Low Roof Cargo Van 130" WB in White**

**\$23,795.00 ea**

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

**Order Cutoff Date: TBD.**

**+4745.00 FOR  
LIGHTS, PARTITION,  
AND ROOF RACK**

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

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

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

Respectfully Submitted,

*Bill Campbell*

Bill Campbell  
Government & Fleet Sales

## 2019 Transit 150 Van 8,600# GVWR

### Major Standard Equipment

#### POWERTRAIN/FUNCTIONAL

- Alternator – 150-amp/hour
- Auxiliary Fuel Port
- Single Battery – 70-amp/hour (Gas Only)
- Brakes – 4-wheel anti-lock disc brakes
- Engine- 3.7L Ti-VCT V6, E85 Flex-Fuel Capable
- Fuel Tank – Capless fuel fill, 25 U.S. gallons
- Horn – Dual-note electric
- Steering – Power Rack and Pinion
- Suspension Front – Independent MacPherson-strut, stabilizer bar
- Rear – Leaf springs, heavy-duty gas shock absorbers • Tires 235/65R16 BSW all-season (SRW)
- Wheels – 16" Steel with Black Hubcaps
- Full-size spare tire & wheel

#### EXTERIOR

- Bumper Front – Black, molded-in-color with lower valence and Rear – Black, molded-in-color with integral step
- Body Side Moldings – blacks
- Door 60/40 hinged, passenger-side. Low roof only
- Door Sliding passenger-side. Medium and high roof
- Door 50/50 hinged rear, 180-degree opening. Regular Wheelbase.
- Door 50/50 hinged rear, 237-degree opening. Long wheelbase and long wheelbase EL.
- Grille-Black with black surround
- Halogen head lamps with Black Trim
- Center High Mount Stop Lamp (CHMSL)
- Mirrors-Short-Arm Dual Power
- No Cargo-Area Windows
- Windshield Wipers Variable interval intermittent

#### INTERIOR

- Air conditioning – front
- Antenna Fender Mounted
- Audio – AM/FM stereo w/digital clock, audio input jack, 2 speakers
- Cargo Area Tie Down Loops
- Console – Center Stack Console with Integrated Shifter
- Door-Locks and Windows Auto-Locking Drive Away with Crash Unlocking
- Power Equipment Group (Power Locks and Windows) with Remote Keyless-Entry

- Glove Box
- Instrumentation – Tachometer, fuel level and coolant temperature
- Inside Rearview Mirror Included (When Equipped with Rear Glass) and Not Included (When Equipped Without Rear Glass)
- Front Dome Lamp with Theater-Dimming (N/A with Low Roof)
- Front Dome Lamp with Map Lights and Theater Dimming (Standard on Low Roof Only)
- Rear Compartment Lighting
- Accessory Delay – 30 minute
- Configurable lighting with 30 minute auto shutoff
- Powerpoint 12V, one in instrument panel, one in center console
- Powerpoint 12V, one located in rear of vehicle
- Vinyl Seating Driver and front-passenger manual reclining bucket seats with adjustable headrest. Includes driver-side inboard armrest.
- 2-passenger
- Steering – Tilt & telescopic column polyurethane 4-spoke wheel
- Step well pads – black plastic
- Sun visors – Vinyl Trimmed.
- Passenger A-Pillar Grab Handle
- Center Console
- Headliner – Cloth, front only
- Front Overhead Console (not included on low-roof models)

#### SAFETY/SECURITY

- AdvanceTrac® w/Roll Stability Control™
- Airbag – driver & passenger side
- Rear View Camera with Trailer Hitch Assist
- Passenger-Side air bag cut-off switch
- Safety belts – 3-point, all positions
- Safety Canopy side curtain Airbags
- Tire Pressure Monitoring System (TPMS)
- Side Wind Stabilization
- SOS Post-Crash Alert System

**Option Included in Base Price:** Front and Rear Vinyl Floor Covering (16E) and Rear Step Bumper (43E)

#### Base Prices Low Roof (83.6")

<input type="checkbox"/> Transit 150 (E1Z/101A/43E) 130" Regular Wheelbase 60/40 Passenger Side Cargo Doors (V.1)	\$21,098.00
<input checked="" type="checkbox"/> Transit 150 (E1Y/101A/43E) 130" Regular Wheelbase Sliding Passenger Side Cargo Door	\$22,580.00
<input type="checkbox"/> Transit 150 (E9Z/101A/43E) 148" Long Wheelbase 60/40 Passenger Side Cargo Doors	\$22,193.00
<input type="checkbox"/> Transit 150 (E2Y/101A/43E) 148" Long Wheelbase Sliding Passenger Side Cargo Door	\$22,325.00

#### Base Prices Medium Roof (100.8")

<input type="checkbox"/> Transit 150 (E1C/101A) 130" Regular Wheelbase Sliding Passenger Side Cargo Door	\$24,204.00
<input type="checkbox"/> Transit 150 (E1D/101A) 130" Regular Wheelbase Dual Sliding Side Cargo Doors	\$24,774.00
<input type="checkbox"/> Transit 150 (E2C/101A) 148" Long Wheelbase Sliding Passenger Side Cargo Door	\$25,694.00
<input type="checkbox"/> Transit 150 (E2D/101A) 148" Long Wheelbase Dual Sliding Side Cargo Doors	\$26,265.00

<u>Available Options</u>	<u>Code</u>	<u>Price</u>
<input type="checkbox"/> 3.5L EcoBoost V-6, 6-spd Auto. O/D	99G/446	1865.00
<input type="checkbox"/> 3.2L I5 Diesel. (Includes Cruise Control with Message Center (60C), Dual HD Batteries (63E) and PTC Heater.)	99V/446	5645.00
<input type="checkbox"/> CNG/LPG Gaseous Engine Prep Package Kit ( <u>3.7L V6 Only</u> )	98C	315.00
<input type="checkbox"/> Axle, Limited Slip	X_L	325.00
<input type="checkbox"/> Heater, Engine Block	41H	75.00
<input type="checkbox"/> Dual Heavy-Duty Batteries (Included with Diesel)	63E	295.00
<input type="checkbox"/> Heavy Duty 220 Amp Alternator (Gas), 210 Amp (Diesel)	63C	260.00
<input type="checkbox"/> Manual Regen Initiation ( <b>Diesel Only</b> )	98D	250.00
<input type="checkbox"/> Manual Regen Initiation w/Active Regen Inhibitor ( <b>Diesel Only</b> )	98E	375.00
<input type="checkbox"/> Seats Cloth, 2-way manual (fore/aft/recline) driver and front Passenger with inboard armrests and driver-side manual lumbar	21L/21M	60.00
<input type="checkbox"/> Seats Cloth with 10-way power driver and 2-way manual passenger seat, inboard armrests. Includes Curtain Airbag	21E/21F	385.00
<input type="checkbox"/> SecuriLock® Passive Anti-Theft System (PATS) with engine immobilizer.	66P	75.00
<input type="checkbox"/> Perimeter Anti-Theft Alarm ( <b>Includes SecuriLock (PATS) (66P)</b> )	66P/59D	230.00
<input type="checkbox"/> AutoLamp with Rain-Sensing Wiper	18B	195.00
<input type="checkbox"/> Daytime Running Lights	942	45.00
<input type="checkbox"/> License Plate Bracket Front	153	N/C
<input type="checkbox"/> Short Arm Non Telescoping Mirrors-Power Heated with Turn Signals	542	155.00
<input type="checkbox"/> Long Arm Non Telescoping Mirrors-Power	543	65.00
<input type="checkbox"/> Long Arm Non Telescoping Mirrors-Power Heated with Turn Signals	543/544	285.00
<input type="checkbox"/> Trailer Tow Package-Heavy Duty	53B	485.00
<input type="checkbox"/> Integrated Trailer Brake Controller ( <b>Includes Trailer Tow Pkg</b> )	67D/53B	715.00
<input type="checkbox"/> Styled Aluminum Wheels	647	395.00
<input type="checkbox"/> Locking Lug Nuts ( <b>Included with Styled Aluminum Wheels</b> )	87D	N/C
<input type="checkbox"/> Steel with Full Silver Wheel Cover. (Incl. with Exterior Upgrade Package (18D).	64H	35.00
<input checked="" type="checkbox"/> Back Up Alarm	43B	125.00
<input type="checkbox"/> Keyless-Entry Pad	52C	95.00
<input type="checkbox"/> Remote Start.	68B	495.00
<input type="checkbox"/> Smokers Package (Cigarette Lighter and Ash Cup)	66B	40.00
<input type="checkbox"/> Carpet Front	16G	25.00
<input checked="" type="checkbox"/> Heavy Duty Flooring ( <b>Not Available with Dual Sliding Doors or Rear Air Conditioning (57G)</b> )	60B	825.00
<input checked="" type="checkbox"/> Glass, Fixed Rear-Door	17A	75.00
<input type="checkbox"/> Glass, Fixed Passenger Side/Fixed Rear-Door	17B	250.00
<input type="checkbox"/> Glass, Fixed Rear-Door with Fixed Driver and Passenger Side Door Glass ( <b>Med Roof &amp; Dual Sliding Doors Only</b> ) Privacy Glass)	17D	380.00
<input type="checkbox"/> Windows-All-Around, fixed	17F	450.00
<input checked="" type="checkbox"/> Rear Window Defogger (Requires any Window Package)	57N	175.00
<input checked="" type="checkbox"/> Air Conditioning Front/Rear (Driver controlled). ( <b>Includes Reverse Sensing System (43R), Cruise Control, AM/FM/CD/SYNC and Heavy-Duty Alternator on Gas Engines (3.7L/3.5L)</b> )	57G/43R/58X/60C	2380.00
<input type="checkbox"/> AM/FM Stereo Clock/CD	58V	280.00
<input type="checkbox"/> AM/FM Stereo Clock/CD W/Satellite Radio Capability	58W	405.00
<input type="checkbox"/> AM/FM Stereo Clock/CD, SYNC, and Speed Control	58X/60C	1225.00
<input type="checkbox"/> AM/FM Stereo Clock/CD, SYNC, Reverse Sensing and Cruise	58X/60C/43R	1580.00



Page Three Transit 150 Van

<input type="checkbox"/> AM/FM Stereo Clock/CD, SYNC, Satellite Radio Capability and Cruise	58Y/60C	1480.00
<input type="checkbox"/> AM/FM Stereo Clock/CD, SYNC, Satellite Radio Capability, Cruise, and Reverse Sensing	58Y/60C/43R	1715.00
<input type="checkbox"/> Navigation with HD Satellite Radio, Lane Keeping Alert with Driver Alert (41C). Includes Level 2 instrument cluster leather steering wheel with Cruise Control	584/60C/41C	2615.00
<input type="checkbox"/> Front Map Lights	94C	55.00
<input type="checkbox"/> Cruise Control with Message Center	60C	325.00
<input type="checkbox"/> <b>Load Area Protection Package</b> (Full Height). (Includes Complete rear polypropylene panels on side walls and doors)	96D	295.00
<input type="checkbox"/> <b>Exterior Upgrade Package</b> (Chrome Headlamp trim, Chrome grill, Chrome Grill Surround, and Full Wheel Covers)	18D	395.00
<input type="checkbox"/> <b>Interior Upgrade Package</b> (Cruise control (60C), Leather-wrapped steering wheel, Cloth (21C), driver and passenger, Audio Pack 21 (58X), I/P Console Mats, Vinyl Sunvisor with Illuminated Vanity Mirror (Driver and Passenger) (85C))	96C	1495.00
<input type="checkbox"/> Vinyl Sun Visors with Illuminated Vanity Mirror	85C	75.00
<input type="checkbox"/> (2) Additional Keys w/FOBS	86F	75.00
<input type="checkbox"/> Power Inverter – 12V to 110V. Includes Dual Heavy-Duty Batteries (63E).	90C/63E	395.00
<input checked="" type="checkbox"/> Power Point – 12V rear	90B	15.00
<input type="checkbox"/> User Defined Upfitter Switches (Includes HD Alternator (63C) and Dual Heavy Duty Batteries (63E))	67C/63C/63E	640.00
<input type="checkbox"/> Reverse Sensing System	43R	295.00

TOTAL PRICE  
\$23,795.00 (ea)

Colors for Transit 150 Vans

<u>Solid</u>	<u>Interior Colors</u>	
<u>Exterior Colors</u>	<u>Pewter (VK/CK)</u>	<u>Charcoal (CB) (Cloth Only)</u>
School Bus Yellow Metallic	[BY] [ ]	[ ]
Race Red	[PQ] <input checked="" type="checkbox"/>	[ ]
Oxford White	[YZ] [ ]	[ ]
Shadow Black	[G1] [ ]	[ ]
<u>Extra Cost Metallic Paint (add \$150.00)</u>		
Ingot Silver	[UX] [ ]	[ ]
White Gold	[GN] [ ]	[ ]
Stone Gray	[D1] [ ]	[ ]
Blue Jeans	[N1] [ ]	[ ]
Magnetic	[J7] [ ]	[ ]
Green Gem	[W6] [ ]	[ ]



Monroe Truck Equipment  
2400 Reo Drive  
Flint, MI 48507  
Ph./Fax: 810-853-6833/810-238-5009  
www.MonroeTruck.com

Sourcewell  
Member Since 1/1/14

Awarded Contract  
#080114-MTE



## QUOTATION

# 7DB006162

Job Order #: \_\_\_\_\_  
Quote Date: 8/21/2019  
Quote valid until: 9/20/2019  
Terms: NET 30  
Salesperson: HAWKINS, JOSH (MUNI)  
Quoted by: Dave Beaudoin  
Email: dbeaudoin@monroetruck.com

Customer: SIGNATURE FORD  
1960 E M 21  
OWOSSO, MI 48867-9063  
Contact: \_\_\_\_\_  
Phone: 989-725-2888 Fax: 989-725-5454  
Email: \_\_\_\_\_  
Dealer Code: 48525  
Sourcewell Member #: \_\_\_\_\_  
P.O. Number: \_\_\_\_\_

Re-Assign (Required for all pool units): ☐ Fleet ☐ Retail  
MSO/MCO (ONLY check if legally required): ☐ MSO ☐ MCO

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Customer must fill out all information above before the order can be processed.

### Chassis Information

Year:	Make: FORD	Model:	Chassis Color:	Cab Type: N/A
Single/Dual: SRW	CA:	CT: -1.0	F.O. Number #:	Vin:
		Wheelbase: 148.0	Engine: GAS	

Comments: CITY OF OWOSSO

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

Description	Amount
(4) STROBE LIGHTS: WHELEN, L.E.D. - AMBER - (2) MOUNTED IN FRONT GRILL - (2) MOUNTED IN REAR OF VAN  WHELEN 8 LAMP L.E.D. LIGHT BAR - 46.82" LONG - CONTROL BOX - INSTALLED  UNITY SPOTLIGHT MODEL NO. 335CL - MOUNTED DRIVER SIDE - INSTALLED  KARGO MASTER 2 BAR HD LADDER RACK - ADJUSTABLE SIDE UPRIGHTS - REMOVABLE - INSTALLED  ADRIAN STEEL PARTITION W/ DOOR - INSTALLED	

Quote Total: \$4,745.00

### Additional Options:

Description	Amount	Add to quote? Yes / No
-------------	--------	---------------------------

### Notes:

- ♦ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- ♦ Please note If chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- ♦ State and Federal taxes will be added where applicable. Out-of-state municipal entities may be subject to Wisconsin sales tax.
- ♦ Restocking fees may be applicable for cancelled orders.
- ♦ MTE is not responsible or liable for equipment that does not meet local/state regulations if those laws are not made known at time of order.



Warrant 577  
November 12, 2019

Vendor	Description	Fund	Amount
Michigan Municipal League Workers' Compensation fund Inc	Worker's Compensation Insurance- 3 of 4 installments for FY 19/20	Various	\$27,947.00
Total			\$27,947.00

CHECK REGISTER FOR CITY OF OWOSSO  
CHECK DATE FROM 10/01/2019 - 10/31/2019

Check Date	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)				
10/04/2019	131756	ADVANCED DRAINAGE SYSTEMS INC	TILE FOR METER PITS	\$ 984.20
10/04/2019	131757	MARK D AGNEW	SIGN FOR THE ARMORY	\$ 49.00
10/04/2019	131758	TIM APPEGATE	MEAL WHILE AT TRAINING -9/20/19	\$ 9.61
10/04/2019	131759	ARBOR PROFESSIONAL SOLUTIONS INC	AUGUST 2019-LEGAL FEES/COSTS	\$ 1,071.32
10/04/2019	131760	CENTRAL MICHIGAN DIESEL, INC.	DOT ANNUAL INSPECTION/AIR SYSTEM REPAIR	\$ 236.81
10/04/2019	131761	CHAPTER 13 TRUSTEE AT FLINT	PAYROLL DEDUCTION-GARNISHMENT	\$ 115.40
10/04/2019	131762	JUDY ELAINE CRAIG	COURIER SERVICE	\$ 180.00
10/04/2019	131763	DELTA DENTAL PLAN OF MICHIGAN	OCTOBER 2019-DENTAL INSURANCE PREMIUM	\$ 3,849.90
10/04/2019	131764	ELHORN ENGINEERING COMPANY	ACCU-TAB TABLETS	\$ 1,918.00
10/04/2019	131765	ESO SOLUTIONS INC	SOFTWARE-11/3/19-11/2/20	\$ 1,295.00
10/04/2019	131766	FERTILIZER DEALER SUPPLY	PUMP FOR FLOWER WATERING TRUCK	\$ 128.96
10/04/2019	131767	GABRIDGE & COMPANY, PLC	AUDIT SERVICES OF FINANCIAL STATEMENTS FY 18-19	\$ 13,980.00
10/04/2019	131768	RYAN GRACZ	MEALS AT TRAINING 9/19/19-9/20/19	\$ 27.60
10/04/2019	131769	H2O COMPLIANCE SERVICES INC	INSPECTION SERVICES FOR CROSS CONNECTION	\$ 731.25
10/04/2019	131770	HASS AMBER	UB REFUND	\$ 141.92
10/04/2019	131771	HOME DEPOT CREDIT SERVICES	PARTS/SUPPLIES	\$ 1,069.04
10/04/2019	131772	MICHIGAN ASSOCIATION OF FIRE CHIEFS	2020 MEMBERSHIP FOR KEVIN LENKART	\$ 85.00
10/04/2019	131773	MICHIGAN STATE FIREMEN'S ASSOCIATION	ISO GRADING SCHEDULE CLASS FOR RICK BREWBAKER	\$ 40.00
10/04/2019	131774	MICROBAC LABORATORIES INC	TESTING	\$ 200.00
10/04/2019	131775	MISDU	PAYROLL DEDUCTIONS-GARNISHMENTS	\$ 1,478.15
10/04/2019	131776	OWOSSO-WATER FUND	WATER/SEWER BILLS	\$ 9,292.21
10/04/2019	131777	PETTY CASH- CLERK'S OFFICE	PETTY CASH REIMBURSEMENT	\$ 348.01
10/04/2019	131778	SEIFERT CONCRETE LLC	2019 SIDEWALK RESTORATION PROGRAM	\$ 24,940.28
10/04/2019	131779	SHIAWASSEE DISTRICT LIBRARY	PAYROLL SERVICES FOR SATA	\$ 519.88
10/04/2019	131780	SHIAWASSEE FAMILY YMCA	PAYROLL DEDUCTION-MEMBERSHIPS	\$ 155.55
10/04/2019	131781	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE	\$ 4,634.69
10/04/2019	131782	TRACTOR SUPPLY COMPANY	BATTERIES	\$ 83.69
10/04/2019	131783	TRAMM TECH INC	PARTS FOR FILTER REPAIR	\$ 562.50
10/04/2019	131784	XAVIER CONSTRUCTION	PAINTING AT GOULD HOUSE AND PAY MASTER BUILDING	\$ 1,070.50
10/04/2019	4811(A)	ABSOPURE WATER COMPANY LLC	WATER FOR LAB USE	\$ 51.00
10/04/2019	4812(A)	BODMAN PLC	LABOR/MISCELLANEOUS SERVICES	\$ 1,001.25
10/04/2019	4813(A)	CENTRON DATA SERVICES, INC.	WATER/SEWER BILLS WITH INSERTS	\$ 3,595.27

10/04/2019	4814(A)	CINTAS CORPORATION #308	FLOOR MATS	\$ 45.27
10/04/2019	4815(A)	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$ 21,207.54
10/04/2019	4816(A)	D & G EQUIPMENT INC	PARTS/SUPPLIES	\$ 233.95
10/04/2019	4817(A)	SCOTT D DAVIS	MEAL WHILE AT TRAINING	\$ 16.60
10/04/2019	4818(A)	DORNBOS SIGN INC	SIGNS	\$ 137.43
10/04/2019	4819(A)	EJ USA INC	PARTS	\$ 1,634.86
10/04/2019	4820(A)	EMPLOYEE BENEFIT CONCEPTS INC	OCTOBER 2019-FSA ADMIN FEE	\$ 100.00
10/04/2019	4821(A)	ENG INC	ENGINEERING DESIGN AND CONSTRUCTION ADMIN	\$ 26,341.50
10/04/2019	4822(A)	ETNA SUPPLY COMPANY	WATER INVENTORY	\$ 2,106.16
10/04/2019	4823(A)	FASTENAL COMPANY	PARTS	\$ 641.49
10/04/2019	4824(A)	FIRST CONTRACTING INC	FACADE RENOVATIONS	\$ 66,591.23
10/04/2019	4825(A)	FLEIS & VANDENBRINK ENGINEERING INC	2019 STREET RESURFACING PROGRAM ENGINEERING	\$ 12,985.34
10/04/2019	4826(A)	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$ 320.50
10/04/2019	4827(A)	GRAYMONT CAPITAL INC	BULK PEBBLE QUICK LIME	\$ 6,620.90
10/04/2019	4828(A)	JON STEWART HARRIS	ELECTRICAL INSPECTIONS	\$ 650.00
10/04/2019	4829(A)	J & H OIL COMPANY	FUEL- PE 9/30/19	\$ 4,313.78
10/04/2019	4830(A)	J & M TREE SERVICE	2019 GRASS MOWING PROGRAM	\$ 1,176.00
10/04/2019	4831(A)	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE	\$ 3,348.83
10/04/2019	4832(A)	L & L EXCAVATING LLC	2019 STREET PATCH REPAIR PROGRAM	\$ 33,647.69
10/04/2019	4833(A)	MEMORIAL HEALTHCARE CENTER	PRE-EMPLOYMENT DRUG TESTING	\$ 64.00
10/04/2019	4834(A)	MICH BUSINESS POWERED BY MDPA	OCTOBER 2019-COBRA ADMIN FEE	\$ 50.00
10/04/2019	4835(A)	MICHIGAN WATER ENVIRONMENT ASSOCIATES	MAINTENANCE SEMINAR	\$ 420.00
10/04/2019	4836(A)	NORTHERN CONCRETE PIPE INC	BRICKS AND CATCH BASIN SUPPLIES	\$ 651.60
10/04/2019	4837(A)	OFFICE DEPOT	SUPPLIES	\$ 27.55
10/04/2019	4838(A)	PACE ANALYTICAL SERVICES INC	WASTEWATER ANALYSES	\$ 195.00
10/04/2019	4839(A)	PVS NOLWOOD CHEMICALS INC	SODIUM FLUORIDE	\$ 1,071.25
10/04/2019	4840(A)	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE	\$ 5,144.18
10/04/2019	4841(A)	REEVES WHEEL ALIGNMENT, INC	REPAIRS TO VEHICLES	\$ 290.55
10/04/2019	4842(A)	SIGNATURE AUTO GROUP-OWOSSO MOTORS	REPAIRS TO VEHICLES	\$ 991.17
10/04/2019	4843(A)	TOBY'S INSTRUMENT SHOP INC	SERVICE CALL	\$ 127.00
10/04/2019	4844(A)	UNITED PARCEL SERVICE	SHIPPING	\$ 7.20
10/04/2019	4845(A)	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-9/1/19-9/16/19	\$ 6,574.28
10/11/2019	131785	AFLAC	PAYROLL DEDUCTIONS-AFLAC PREMIUM	\$ 754.06
10/11/2019	131786	EH POOLED 114 LP	UB refund for account: 2625990006	\$ 72.00
10/11/2019	131787	ELSTON CYNTHIA	UB refund for account: 2768190004	\$ 5.18
10/11/2019	131788	SELLECK MIKE	UB refund for account: 2966640005	\$ 49.75
10/11/2019	131789	LASSEN HAROLD	UB refund for account: 5058570004	\$ 76.00
10/11/2019	131790	BERTHUME CAROL	UB refund for account: 2430690003	\$ 94.60

10/11/2019	131791	ALTISOURCE PORTFOLIO SOLUTIONS	UB refund for account: 1226500004	\$	62.92
10/11/2019	131792	SCOTT LAMPHERE	UB REFUND FOR ACCOUNT: 2626890029	\$	44.31
10/11/2019	131793	CHAPTER 13 TRUSTEE AT FLINT	PAYROLL DEDUCTION-GARNISHMENT	\$	115.40
10/11/2019	131794	MICHIGAN MUNICIPAL RISK MANAGEMENT	BUILDING AND PROPERTY INSURANCE	\$	62,482.50
10/11/2019	131795	MISDU	PAYROLL DEDUCTIONS-GARNISHMENTS	\$	1,478.15
10/11/2019	131796	WOODWORTH PROPERTIES LLC	DOWNTOWN OWOSSO REVOLVING FUND LOAN DISBURSEMENT	\$	50,000.00
10/15/2019	131797	DOWNTOWN DEVELOPMENT AUTHORITY	TAX DISBURSEMENT	\$	947.29
10/15/2019	131798	DOWNTOWN DEVELOPMENT AUTHORITY	SPECIAL ACT DISTRIBUTION	\$	7.08
10/15/2019	131799	FIRST BANKCARD	MEMBERSHIP-CHERYL GRICE	\$	240.00
10/15/2019	131800	FIRST BANKCARD	MEMBERSHIP-JESSICA UNANGST	\$	246.88
10/15/2019	131801	JANE IDLE	OWNERS ESCROW FOR 208 W EXCHANGE	\$	283.00
10/15/2019	131802	OWOSSO CHARTER TOWNSHIP TREASURER	WATER AGREEMENT PAYMENT	\$	17,992.89
10/15/2019	131803	SHIAWASSEE COUNTY TREASURER	MOBILE HOME TAX DISTRIBUTION	\$	337.50
10/15/2019	131804	SHIAWASSEE COUNTY TREASURER	CORRECT AD VELOREM TAX CAPTURE	\$	587.09
10/15/2019	131805	SHIAWASSEE COUNTY TREASURER	SPECIAL ACT DISTRIBUTION	\$	10,790.42
10/15/2019	131806	SHIAWASSEE COUNTY TREASURER	TAX DISBURSEMENT	\$	32,037.21
10/15/2019	131807	STATE OF MICHIGAN	SPECIAL ACT DISBURSEMENT	\$	14,149.78
10/18/2019	131808	H K ALLEN PAPER CO	SUPPLIES	\$	384.50
10/18/2019	131809	THE ARGUS-PRESS	PRINTING OF LEGAL NOTICES ETC	\$	332.50
10/18/2019	131810	DENBOER-BATTERIES PLUS	SUPPLIES	\$	98.95
10/18/2019	131811	ELSTON CYNTHIA	UB refund for account: 5493650004	\$	16.00
10/18/2019	131812	DAYSTARR COMMUNICATIONS	NOVEMBER 2019-PHONE AND BROADBAND INTERNET	\$	978.63
10/18/2019	131813	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE PREMIUM	\$	3,885.70
10/18/2019	131814	DELUX TROPHIES & AWARDS	NAME BADGES (9)	\$	90.00
10/18/2019	131815	FIFTH THIRD BANK	SUBPOENA RESEARCH BILLING	\$	40.72
10/18/2019	131816	FOREMOST INSURANCE COMPANY	BD Bond Refund	\$	12,746.00
10/18/2019	131817	LJ ELECTRIC LLC	BD Payment Refund	\$	130.00
10/18/2019	131818	MICHIGAN MUNICIPAL LEAGUE	UNEMPLOYMENT INSURANCE CONTRIBUTIONS-7/1/19-9/30/19	\$	274.00
10/18/2019	131819	MID-MICHIGAN ASSOCIATION OF ASSESSING	POSTCARD ASSESSMENT CHANGE NOTICES SEMINAR	\$	15.00
10/18/2019	131820	OAK POINTE MEDICAL PRODUCTS LLC	COMPRESSOR AND ADAPTOR	\$	750.00
10/18/2019	131821	PAUL MARSHALL AND SON LOGGING	BD Bond Refund	\$	50.00
10/18/2019	131822	PRIME PROPERTY LLC	REISSUE CHECK #131723-UB REFUND 23361900	\$	12.36
10/18/2019	131823	SPARTAN STORES LLC	RETIREMENT PARTY-PD FOR BY EMPLOYEE DONATIONS	\$	62.81
10/18/2019	131824	SPRINT COMMUNICATIONS	CELL PHONE SERVICE AND EQUIPMENT-9/7/19-10/6/19	\$	538.41
10/18/2019	131825	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION FEE	\$	30.00
10/18/2019	131826	WAKELAND OIL COMPANY	CAR WASHES-OPD-7/1/19-9/30-19	\$	228.00
10/18/2019	4846(A)	THE ACCUMED GROUP	AMBULANCE BILLING SERVICES & STATE REPORTING	\$	4,197.54
10/18/2019	4847(A)	AXON ENTERPRISE INC	BATTERIES	\$	195.00

10/18/2019	4848(A)	BOUND TREE MEDICAL LLC	AMBULANCE MEDICAL SUPPLIES	\$	842.43
10/18/2019	4849(A)	COMPLUS DATA INNOVATIONS INC	PARKING TICKET MANAGEMENT SYSTEM SERVICE	\$	116.53
10/18/2019	4850(A)	CONSUMERS ENERGY	GAS/ELECTRIC UASGE	\$	24,847.82
10/18/2019	4851(A)	VOID			VOID
10/18/2019	4852(A)	DALTON ELEVATOR LLC	CYLINDER RENT AND SUPPLIES	\$	449.51
10/18/2019	4853(A)	DELL MARKETING LP	COMPUTERS FOR TREASURES/BUILDING DEPTS	\$	1,558.24
10/18/2019	4854(A)	FIRST CONTRACTING INC	FACADE RENOVATIONS	\$	329,014.30
10/18/2019	4855(A)	FRONT LINE SERVICES, INC.	BULB FOR MEDIC 4	\$	43.95
10/18/2019	4856(A)	H2A ARCHITECTS INC	FACADE RENOVATIONS	\$	540.00
10/18/2019	4857(A)	LUDINGTON ELECTRIC, INC.	TROUBLESHOOT KITCHEN VENT HOOD SYSTEM	\$	105.00
10/18/2019	4858(A)	LYNN PEAVEY COMPANY	SUPPLIES	\$	463.05
10/18/2019	4859(A)	MEMORIAL HEALTHCARE CENTER	PRE-EMPLOYMENT DRUG SCREEN	\$	107.00
10/18/2019	4860(A)	POLICE OFFICERS LABOR COUNCIL	PAYROLL DEDUCTIONS-UNION DUES	\$	854.25
10/18/2019	4861(A)	PRO-COMM INC	PARTS	\$	170.00
10/18/2019	4862(A)	RATHBUN PUBLIC RELATIONS	PROFESSIONAL SERVICES-RETAINER	\$	3,300.00
10/18/2019	4863(A)	RICHARDSON BUSINESS SOLUTIONS	PREPRINTED CARDS	\$	47.00
10/18/2019	4864(A)	RUBOB'S INC	SEPTEMBER 2019-PUBLIC SAFETY DRY CLEANING	\$	411.35
10/18/2019	4865(A)	SAFEBUILT MICHIGAN LLC	SEPT 2019-BUILDING DEPARTMENT SERVICES	\$	9,426.67
10/18/2019	4866(A)	SIGNATURE AUTO GROUP-OWOSSO MOTORS	VEHICLE REPAIRS	\$	756.33
10/18/2019	4867(A)	STAPLES BUSINESS CREDIT	SUPPLIES	\$	825.64
10/18/2019	4868(A)	TELEFLEX LLC	AMBULANCE MEDICAL SUPPLIES	\$	612.50
10/18/2019	4869(A)	UNITED PARCEL SERVICE	SHIPPING	\$	19.02
10/22/2019	131827	ADVANCED DRAINAGE SYSTEMS INC	HOYT STREET/BENNETT FIELD MATERIALS	\$	1,275.36
10/22/2019	131828	H K ALLEN PAPER CO	SUPPLIES	\$	190.00
10/22/2019	131829	AMERICAN PLUMBING	BD Payment Refund	\$	380.00
10/22/2019	131830	AMERICAN PUBLIC WORKS ASSOCIATION	ROADS SCHOLAR PROGRAM-M MITCHELL-T WHEEL	\$	1,390.00
10/22/2019	131831	DENBOER-BATTERIES PLUS	REPLACEMENT BATTERY CARTRIDGE (3)	\$	195.00
10/22/2019	131832	O'DEA M J	UB refund for account: 3967070001	\$	15.00
10/22/2019	131833	CONFER EMILY	UB refund for account: 5380000004	\$	73.89
10/22/2019	131834	WARD BARBARA	UB refund for account: 3190570006	\$	42.14
10/22/2019	131835	SOVIS MICHELLE	UB refund for account: 5071570004	\$	25.00
10/22/2019	131836	CALEDONIA CHARTER TOWNSHIP	PAYMENT PER WATER DISTRICT AGREEMENT	\$	36,415.14
10/22/2019	131837	CENTER FOR TECHNOLOGY & TRAINING	2019 PAVEMENT ASSET MGT PLAN TRAINING-C WEHNER	\$	20.00
10/22/2019	131838	CHEMICAL BANK	2010 GO BONDS	\$	76,266.25
10/22/2019	131839	CITY OF OWOSSO - SPECIAL ASSESSMENT	PAYOFF OF SPECIAL ASSESSMENT	\$	21,971.47
10/22/2019	131840	COMFORT INN	MI ROAD SCHOLAR PROGRAM HOTEL FOR M MITCHELL	\$	331.80
10/22/2019	131841	D & D TRUCK & TRAILER PARTS	PARTS	\$	75.88
10/22/2019	131842	FISHER CHIPPEWA REDI-MIX, INC.	REPAIRS	\$	1,250.00

10/22/2019	131843	H2O COMPLIANCE SERVICES INC	ANNUAL BACKFLOW PREVENTION DEVISE INSPECTIONS	\$	1,684.88
10/22/2019	131844	HIGHWAY MAINTENANCE & CONSTRUCTION	2019 CHIP SEAL PROGRAM	\$	78,918.85
10/22/2019	131845	INDUSTRIAL SUPPLY OF OWOSSO INC	PARTS	\$	16.58
10/22/2019	131846	MICROBAC LABORATORIES INC	TESTING	\$	180.00
10/22/2019	131847	OWOSSO BOLT & BRASS CO	PARTS	\$	229.45
10/22/2019	131848	PROFESSIONAL ANSWERING SERVICES	OCTOBER 2019-TELEPHONE ANSWERING SERVICE	\$	75.00
10/22/2019	131849	STATE OF MICHIGAN	S WASHINGTON ST CONSTRUCTION	\$	169,505.67
10/22/2019	131850	TERRY M BACK	TIRE REPAIR	\$	115.00
10/22/2019	131851	VALLEY LUMBER	SUPPLIES	\$	93.24
10/22/2019	131852	WIN'S ELECTRICAL SUPPLY OF OWOSSO	SUPPLIES	\$	531.82
10/22/2019	4870(A)	ALLMAX SOFTWARE INC	DATA MANAGEMENT SUPPORT-12/1/19-11/30/20	\$	1,170.00
10/22/2019	4871(A)	AMAZON CAPITAL SERVICES	SUPPLIES	\$	66.06
10/22/2019	4872(A)	THE BANK OF NEW YORK MELLON TRUST	2009 GENERAL OBLIGATION LIMITED TAX BOND	\$	15,136.25
10/22/2019	4873(A)	THE BANK OF NEW YORK MELLON	2013 UTGO BOND PAYMENT	\$	52,672.50
10/22/2019	4874(A)	THE BANK OF NEW YORK MELLON	PAYING AGENT FEE-11/1/19-10/31/20-2013 UTGO BOND	\$	250.00
10/22/2019	4875(A)	BEAVER RESEARCH COMPANY	HAND CLEANER	\$	133.79
10/22/2019	4876(A)	CINTAS CORPORATION #308	FLOOR MATS	\$	45.27
10/22/2019	4877(A)	CRAWFORD CONTRACTING INC	2019 ST RESURFACING PROGRAM	\$	298,632.59
10/22/2019	4878(A)	DALTON ELEVATOR LLC	SUPPLIES	\$	235.31
10/22/2019	4879(A)	ENG INC	ENGINEERING DESIGN AND CONSTRUCTION ADMIN	\$	10,261.87
10/22/2019	4880(A)	ENLOW ENVIRO LLC	SUPPLIES	\$	575.68
10/22/2019	4881(A)	ETNA SUPPLY COMPANY	PARTS	\$	1,181.70
10/22/2019	4882(A)	GRAINGER, INC.	MAGNETIC DRIVE PUMP	\$	457.62
10/22/2019	4883(A)	HACH COMPANY	LAB SUPPLIES	\$	1,990.67
10/22/2019	4884(A)	HURON & EASTERN RAILWAY COMPANY INC	PIPE LINE CROSSINGS ANNUAL MAINTENANCE	\$	693.00
10/22/2019	4885(A)	J & H OIL COMPANY	FUEL-10/15/19	\$	4,615.73
10/22/2019	4886(A)	J & M TREE SERVICE	2019 GRASS MOWING PROGRAM	\$	428.00
10/22/2019	4887(A)	MATHESON TRI-GAS INC	BULK CARBON DIOXIDE (CO2)	\$	1,447.50
10/22/2019	4888(A)	MCNAUGHTON-MCKAY ELECTRIC COMPANY	PARTS	\$	356.70
10/22/2019	4889(A)	MEMORIAL HEALTHCARE CENTER	WWTP CPR TRAINING/CARDS	\$	126.00
10/22/2019	4890(A)	MICHIGAN PAVING & MATERIALS CO	AMS SEAL	\$	773.46
10/22/2019	4891(A)	MSA SAFETY SALES LLC	SENSOR	\$	390.00
10/22/2019	4892(A)	1ST CHOICE AUTO PARTS INC	PARTS	\$	370.53
10/22/2019	4893(A)	ORCHARD HILTZ & MCCLIMENT INC	ENGINEERING SERVICES	\$	9,317.75
10/22/2019	4894(A)	OWOSSO CHARTER TOWNSHIP	PAYMENT PER WATER AGREEMENT	\$	14,973.59
10/22/2019	4895(A)	REPUBLIC SERVICES INC	REFUSE SERVICE-OCTOBER 2019	\$	470.36
10/22/2019	4896(A)	S L H METALS INC	PARTS	\$	113.21
10/22/2019	4897(A)	THE SHERWIN-WILLIAMS CO.	SUPPLIES	\$	55.04



10/22/2019	4898(A)	U S BANK NA	2017 UTGO BONDS PAYMENT	\$	59,888.75
10/22/2019	4899(A)	U S BANK NA	2018 UTGO BONDS PAYMENT	\$	156,928.76
10/22/2019	4900(A)	U S BANK, N A	2012 B WATER REVENUE BONDS PAYMENT	\$	438,156.25
10/29/2019	131853	DORRANCE JUANITA	REISSUED CK 131365	\$	425.00
10/29/2019	131854	BARTZ EXCAVATING	BD Bond Refund	\$	100.00
10/29/2019	131855	RICE DAVID	UB refund for account: 5820070006	\$	17.10
10/29/2019	131856	RAU TRUDY	UB refund for account: 2335774004	\$	53.44
10/29/2019	131857	ELLIS JEANNE	UB refund for account: 2765040001	\$	194.08
10/29/2019	131858	KREGGER CLOE	UB refund for account: 3050570003	\$	67.73
10/29/2019	131859	FOSTER GEORGE SR	UB refund for account: 1546500001	\$	10.22
10/29/2019	131860	GARRISON RYAN	UB refund for account: 5493670004	\$	121.89
10/29/2019	131861	LAMPHERE CARL	UB refund for account: 1598000001	\$	24.92
10/29/2019	131862	ARMSTRONG SAMUEL SR	UB refund for account: 5467500005	\$	175.83
10/29/2019	131863	HOFFER STEFANIE	UB refund for account: 3942070008	\$	52.26
10/29/2019	131864	DONOVAN DENISE	UB refund for account: 2206590007	\$	171.94
10/29/2019	131865	MCCOWEN MICHAEL	UB refund for account: 2571560042	\$	82.79
10/29/2019	131866	STAUFFER STEPHEN	UB refund for account: 3958070003	\$	38.39
10/29/2019	131867	JOHNSON NICOLE	UB refund for account: 1545500007	\$	32.38
10/29/2019	131868	BIRD BRUCE	UB refund for account: 1954000002	\$	89.04
10/29/2019	131869	HOLLERS JR KEN	UB refund for account: 3596070005	\$	20.00
10/29/2019	131870	WOODWORTH GLENDA	UB refund for account: 3171570006	\$	20.00
10/29/2019	131871	BENNETT LISA	UB refund for account: 3991570007	\$	159.34
10/29/2019	131872	AGER ANDREW	UB refund for account: 3880770007	\$	68.08
10/29/2019	131873	DAHN KATHERINE	UB refund for account: 3726570008	\$	45.58
10/29/2019	131874	LUZNAK DENNIS J JR	UB refund for account: 1546000005	\$	8.20
10/29/2019	131875	DEGOOD KRISTI	UB refund for account: 2769990004	\$	136.74
10/29/2019	131876	MEMORIAL HEALTHCARE	UB refund for account: 2382090004	\$	40.89
10/29/2019	131877	CRAVEN WAVANNA	UB refund for account: 3097570001	\$	70.88
10/29/2019	131878	GRAVES JASON	UB refund for account: 1046600004	\$	20.39
10/29/2019	131879	LEE, AIMEE	UB refund for account: 2894640002	\$	89.15
10/29/2019	131880	ADISKA FAMILY DENTAL	UB refund for account: 5694870002	\$	109.14
10/29/2019	131881	LAHRING, LESLIE	UB refund for account: 2985090005	\$	187.73
10/29/2019	131882	VANHYTE BRUCE	UB refund for account: 5831570005	\$	227.36
10/29/2019	131883	OLIVER TOWNHOMES	UB refund for account: 2492790005	\$	10.91
10/29/2019	131884	PMC PROPERTIES	UB refund for account: 1292000011	\$	7.16
10/29/2019	131885	CHAPTER 13 TRUSTEE AT FLINT	PAYROLL DEDUCTION-GARNISHMENT	\$	115.40
10/29/2019	131886	DOWNTOWN DEVELOPMENT AUTHORITY	TAX DISBURSEMENT 10/1/19-10/15/19 COLLECTIONS	\$	146.67
10/29/2019	131887	LA CONSTRUCTION	BD Bond Refund	\$	50.00

10/29/2019	131888	MISDU	PAYROLL DEDUCTIONS-GARNISHMENTS	\$ 1,478.15
10/29/2019	131889	NOM NOM SWEETIES	118 S WASHINGTON ST LOAN PROCEEDS	\$ 6,975.00
10/29/2019	131890	OWOSSO BOOKS & BEANS LLC	108 N WASHINGTON ST LOAN PROCEEDS	\$ 50,000.00
10/29/2019	131891	RUESSWOOD REI GROUP	114 W MAIN ST ELEVATOR INSTALL REIMBURSEMENT	\$ 25,000.00
10/29/2019	131892	SHIAWASSEE COUNTY TREASURER	TAX DISBURSEMENT 10/1/19-10/15/19	\$ 8,156.81
10/29/2019	131893	SHIAWASSEE FAMILY YMCA	PAYROLL DEDUCTIONS-MEMBERSHIPS	\$ 155.55
10/29/2019	131894	STANDARD INSURANCE COMPANY	NOVEMBER 2019-GROUP LIFE INSURANCE	\$ 4,584.41
10/29/2019	131895	STATE OF MICHIGAN	AMBULANCE LICENSE	\$ 25.00
10/29/2019	131896	TURNABOUT VENTURES LLC	113 E MAIN ST-GRANT PROCEEDS	<u>\$ 9,575.00</u>

1 TOTALS:

(1 Check Voided)

Total of 230 Disbursements:

\$2,436,321.47

Bank 10 OWOSSO HISTORICAL FUND

10/04/2019	5277	AMAZON CAPITAL SERVICES	SIGN HOLDERS	\$ 82.76
10/04/2019	5278	AMERICAN SPEEDY PRINTING	POSTERS FOR HISTORIC HOME TOUR (20)	\$ 76.20
10/04/2019	5279	HEATHER DAWN BROOKS	DESIGN SERVICES FOR HISTORIC HOME TOUR	\$ 60.00
10/04/2019	5280	NATHAN C COX	BLACKSMITHING AT COMSTOCK CABIN	\$ 100.00
10/04/2019	5281	ROBERT V DORAN-BROCKWAY	2019 HOME TOUR REIMBURSEMENTS	\$ 185.92
10/04/2019	5282	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$ 30.85
10/04/2019	5283	DEBBIE HEBERT	SEPTEMBER 2019-RECORDING SERVICES	\$ 49.00
10/04/2019	5284	LUDINGTON ELECTRIC, INC.	HANG LIGHT/REMOVE DEFUSES	\$ 75.00
10/04/2019	5285	TAMMY NETHAWAY	WEED GARDENS	\$ 112.50
10/04/2019	5286	OFFICE DEPOT	BADGES	\$ 29.98
10/04/2019	5287	OLD FASHIONED CLEANING	GOULD HOUSE CLEANING	\$ 260.00
10/04/2019	5288	OWOSSO-WATER FUND	WATER AND SEWER-GOULD HOUSE/CASTLE	\$ 348.88
10/04/2019	5289	SUMMIT COMPANIES	ANNUAL INSPECTION	\$ 40.00
10/04/2019	5290	TEAM DESIGN	SOCIAL MEDIA MANAGEMENT 2019 HOME TOUR	\$ 100.00
10/04/2019	5291	THOMPSON CARPET CLEANING LLC	CARPET CLEANING	\$ 225.00
10/04/2019	5292	XAVIER CONSTRUCTION	PAINTING AT GOULD HOUSE	\$ 50.00
10/18/2019	5293	MARK D AGNEW	RE-SHEET CASTLE OPEN SIGN	\$ 55.00
10/18/2019	5294	CONSUMERS ENERGY	GAS/ELECTRIC USAGE	\$ 178.92
10/18/2019	5295	ENGINEERED PROTECTION SYSTEMS INC	ALARM SERVICE	\$ 29.00
10/18/2019	5296	NO MOW PROBLEMS LAWN CARE	SEPT 2019 LAW MOWING AT GOULD HOUSE	<u>\$ 160.00</u>

10 TOTALS:

Total of 20 Disbursements:

\$ 2,249.01

REPORT TOTALS:

(1 Check Voided)

Total of 250 Disbursements:

\$2,438,570.48



## MEMORANDUM

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**DATE:** November 13, 2019

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

**FROM:** Amy K. Kirkland, City Clerk

**SUBJECT:** Retirement System Funds Transfer

### RECOMMENDATION:

I recommend Council approve the transfer of funds from the City of Owosso Employees' Retirement System to the MERS system for the Police Patrol unit and its corresponding retirees in an amount to be determined by Gabriel Roeder Smith.

### BACKGROUND:

As you are aware, the City is in the process of moving all the retirees and active members of the City's retirement system to MERS, effectively closing the City System. The Police Patrol unit was approved for transfer earlier this spring. A schedule to transfer the unit and its retirees was developed and implementation was commenced starting with the transfer of the Patrol Unit retirees along with \$500,000 in System assets to cover their pension checks until such time as the remaining assets could be transferred. Unfortunately, transfer of the remaining funds has since been paused due to what could be termed "conditions in the field". With the delay in the transfer of the remaining assets MERS has requested that the City complete the move of the Patrol Unit before the end of the year. To that end, the Retirement Board, with the guidance of the System's actuary Gabriel Roeder Smith (GRS), has chosen an appropriate method to determine the amount of funding that should be allocated to the Police Patrol Unit. GRS is currently working on this calculation and it is anticipated to be between \$4,700,000 and \$5,600,000. An exact figure will be provided at the meeting.



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301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 (989) 725-0599 • FAX 725-0526

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## MEMORANDUM

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To: Mayor Eveleth, City Council and City Manager Nathan Henne

From: Treena Chick, Assessor

Date: November 11, 2019

Subject: Obsolete Property Rehabilitation Exemption Certificate #3-16-0011 Revocation

On May 16, 2016, the City Council approved an application for an Obsolete Property Rehabilitation Exemption (OPRA) at 300 W. Main Street, owned by Owosso REI Group, LLC. The project was for a mixed-use development of 17 new apartments and 15,000 square feet of commercial space, including a pub and brewery. The abatement was approved for 12 years.

According to the application, the costs of the building improvements were estimated to be \$7,000,000 with a start date in October 2016 and completion date in December 2017. It also stated that there would be 20 new full time jobs created and 15 part time jobs. The project failed to proceed in good faith and the terms of the certificate have not been satisfied.

Since the completion date has been exceeded by over a year and the project has failed to proceed in good faith, I have no other option but to make a recommendation for revocation of the OPRA as provided by Public Act 146 of 2000, which states:

***The legislative body of the qualified local governmental unit may, by resolution, revoke the obsolete property rehabilitation exemption certificate of a facility if it finds that the completion of rehabilitation of the facility has not occurred within the time authorized by the legislative body in the exemption certificate or a duly authorized extension of that time, or that the holder of the obsolete property exemption certificate has not proceeded in good faith with the operation of the rehabilitated facility in a manner consistent with the purposes of this act and in the absence of circumstances that are beyond the control of the holder of the exemption certificate.***

On October 15, 2019, Owosso REI Group, LLC was notified by certified mail of my intentions to recommend revocation of the certificate. In the letter I asked that they contact me with any questions or concerns. As of this date, there has been no contact from the owner. It is my recommendation to revoke Obsolete Property Rehabilitation Certificate #3-16-0011.

**RESOLUTION NO.**

**AUTHORIZING THE REVOCATION OF  
OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE # 3-16-0011**

WHEREAS, Obsolete Property Rehabilitation Exemption application was approved by the City Council of the City of Owosso on May 16, 2016 for real property located at 300 W Main Street; and

WHEREAS, the State Tax Commission considered and approved Certificate # 3-16-0011 on December 13, 2016; and

WHEREAS, the rehabilitation of the facility failed to proceed in good faith with the operation of the facility; and

WHEREAS, per Act 146 of 2000, 125.2792, section 12, the City of Owosso has determined the rehabilitation has not proceeded in a manner consistent with the purposes of the act; and

WHEREAS, owner of this facility, was notified by certified first class mail on October 15, 2019 of the intention of the City of Owosso to revoke the Obsolete Property Rehabilitation Exemption Certificate # 3-16-0011.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Owosso, Michigan that Obsolete Property Rehabilitation Exemption Certificate # 3-16-0011 for the property at 300 W. Main Street, Owosso is hereby revoked.



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 (989) 725-0599 • FAX 725-0526

## MEMORANDUM

To: Mayor Eveleth, City Council and City Manager Nathan Henne

From: Treena Chick, Assessor

Date: November 11, 2019

Subject: Industrial Facilities Exemption Certificate #2016-123 Revocation

On September 19, 2016, the City Council approved an application for an Industrial Facilities Exemption (IFE) for real and personal property at 300 W. Main Street, owned by Owosso REI Group, LLC. The project was for a mixed-use development of 17 new apartments and 15,000 square feet of commercial space, including a pub and brewery. The abatement was approved for 12 years.

According to the application, the costs of the building improvements were estimated to be \$7,000,000 with a start date in October 2016 and completion date in December 2017. It also stated that there would be 20 new full time jobs created and 15 part time jobs. The project failed to proceed in good faith and the terms of the certificate have not been satisfied.

Since the project has failed to proceed in good faith, I have no other option but to make a recommendation for revocation of the IFE as provided by Public Act 198 of 1974, which states:

***The legislative body of a local governmental unit may by resolution request the commission to revoke the industrial facilities exemption certificate of a facility upon the grounds that, the purposes for which the certificate was issued are not being fulfilled as a result of a failure of the holder to proceed in good faith with the replacement, restoration, or construction and operation of the replacement facility or new facility or with the use of the speculative building as a manufacturing facility in a manner consistent with the purposes of this act and in the absence of circumstances that are beyond the control of the holder.***

On October 15, 2019, Owosso REI Group, LLC was notified by certified mail of my intentions to recommend revocation of the certificate. In the letter I asked that they contact me with any questions or concerns. As of this date, there has been no contact from the owner. It is my recommendation to request that the State Tax Commission revoke Industrial Facilities Exemption Certificate #2016-123.

**RESOLUTION NO.**  
**RECOMMENDING THE REVOCATION OF**  
**INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE # 2016-123**  
**FOR REAL AND PERSONAL PROPERTY**  
**LOCATED AT 300 W. MAIN STREET**

WHEREAS, an Industrial Facilities Exemption application was approved by the City Council of the City of Owosso on September 19, 2016 for real and personal property located at 300 W. Main Street; and

WHEREAS, the State Tax Commission considered and approved Certificate # 2016-123 on December 13, 2016; and

WHEREAS, Section 15 of Public Act 198 of 1974 provides that the legislative body of the governmental unit which approved the application for the certificate may request the State Tax Commission to revoke the industrial facilities exemption certificate if it finds, among other things, that the holder of the exemption has not proceeded in good faith with the operation of the facility in a manner consistent with the purposes of the public act and in absence of circumstances that are beyond the control of the holder of the exemption certificate; and

WHEREAS, the City of Owosso Council finds that the rehabilitation of the facility has failed to proceed in good faith with the operation of the facility; and

WHEREAS, the owner, Owosso REI Group, LLC., has been notified by certified mail of the intention of the City of Owosso to revoke Industrial Facilities Exemption Certificate # 2016-123.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Owosso hereby requests that the State Tax Commission revoke Industrial Facilities Exemption Certificate No. 2016-123 for Owosso REI Group, LLC. for real property in the amount of \$274,032 and personal property in the amount of \$289,750 located at 300 W. Main St and that the City Clerk submit the resolution to the State Tax Commission for issuance of an official order of revocation.





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

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# MEMORANDUM

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DATE: November 12, 2019

TO: Mayor Eveleth, City Council and City Manager Henne

FROM: Treena Chick, Assessor

RE: 2020 Poverty Exemption Policy, Guidelines and Thresholds

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As per the provisions of PA 390 of 1994 and further amended by PA 620 of 2002, local governing bodies are required to set income levels for their poverty exemption guidelines and those income levels **shall not** be set lower than the federal poverty guidelines as updated annually by the U.S. Department of Health and Human Services. The act also requires an asset test to be a part of the policy and guidelines.

Attached are an asset test and four options that may be used in determining the poverty income threshold for the 2020 Poverty Exemption Policies and Guidelines. One is using the federal poverty guidelines and the other three are amended, using a blended income threshold of the 2020 Federal Income Standard Poverty Thresholds, as found in STC Bulletin No.16 of 2018, and the Shiawassee County Median at 30%, 35% and 40% Income, whichever threshold is higher.

Prior to 2015 we used the federal poverty guidelines. Since then we have used the blended income at the 40% rate. We contacted all the municipalities in Shiawassee County and it appears that we are the only one who uses the blended income thresholds. To maintain consistency in Shiawassee County we would need to use the federal poverty guidelines, however, doing so would mean some taxpayers would no longer qualify for the exemption. Please review the four options and approve which Poverty Exemption Policy and Guidelines you would like the city to use for 2020.

Thank you in advance for your cooperation in this matter and as always, if you have any further questions, please feel free to contact me.

**2020  
Poverty Exemption  
Breakdown Options**

11/12/2019

Household size:	1	2	3	4	5	6	7	8	Each Add.
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FED Option	2020 Federal Income Poverty Threshold:	\$12,490	\$16,910	\$21,330	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430	\$4,420
30% Option	Shiawassee County Median (4/24/19) 30%:	\$13,620	\$15,570	\$17,520	\$19,440	\$21,000	\$22,560	\$24,120	\$25,680	
	Income Threshold to use:	\$13,620	\$16,910	\$21,330	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430	\$4,420
35% Option	Shiawassee County Median (4/24/19) 35%:	\$15,890	\$18,165	\$20,440	\$22,680	\$24,500	\$26,320	\$28,140	\$29,960	
	Income Threshold to use:	\$15,890	\$18,165	\$21,330	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430	\$4,420
40% Option (Current)	Shiawassee County Median (4/24/19) 40%:	\$18,160	\$20,760	\$23,360	\$25,920	\$28,000	\$30,080	\$32,160	\$34,240	
	Income Threshold to use:	\$18,160	\$20,760	\$23,360	\$25,920	\$30,170	\$34,590	\$39,010	\$43,430	\$4,420

**Poverty exemption options applied**

Count	# in household	2019 total est. income	2019 taxable val.	Property tax that would be exempted			
				Fed level	30% opt	35% opt	40% opt
1	1	\$12,852	\$29,266		\$1,363	\$1,363	\$1,363
2	1	\$12,528	\$26,344		\$1,227	\$1,227	\$1,227
3	6	\$29,241	\$25,497	\$1,188	\$1,188	\$1,188	\$1,188
4	1	\$13,800	\$30,003			\$1,398	\$1,398
5	4	\$21,000	\$30,600	\$1,425	\$1,425	\$1,425	\$1,425
6	1	\$9,396	\$37,683	\$1,755	\$1,755	\$1,755	\$1,755
7	1	\$11,640	\$17,950	\$836	\$836	\$836	\$836
8	1	\$14,100	\$37,683			\$1,755	\$1,755
9	1	\$13,080	\$31,987		\$1,490	\$1,490	\$1,490
10	1	\$12,048	\$28,705	\$1,337	\$1,337	\$1,337	\$1,337
11	1	\$13,536	\$27,136		\$1,264	\$1,264	\$1,264
12	1	\$10,356	\$16,076	\$749	\$749	\$749	\$749
13	1	\$9,192	\$34,491	\$1,607	\$1,607	\$1,607	\$1,607
14	2	\$18,744	\$28,354				\$1,321
15	2	\$18,352	\$29,201				\$1,360
16	1	\$10,908	\$18,124	\$844	\$844	\$844	\$844
17	1	\$12,504	\$35,900		\$1,672	\$1,672	\$1,672
18	2	\$9,252	\$46,489	\$2,165	\$2,165	\$2,165	\$2,165

Totals exempted per option: \$11,907 \$18,923 \$22,076 \$24,757

Difference from current option: \$12,850 \$5,834 \$2,681

**Notes:**

# poverty exemptions 2018 = 17  
 # poverty exemptions 2017 = 11  
 # poverty exemptions 2016 = 12  
 # poverty exemptions 2015 = 12  
 # poverty exemptions 2014 = 15  
 We used federal guidelines through 2014.  
 2019 Homestead Mills = 46.5807



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

RACHAEL EUBANKS  
STATE TREASURER

**Bulletin 14 of 2019**  
**October 14, 2019**  
**Procedural Changes for 2020**

**TO:** Assessing Officers and County Equalization Directors

**FROM:** State Tax Commission

**SUBJECT:** Procedural Changes for the 2020 Assessment Year

The purpose of this Bulletin is to provide information on statutory changes, procedural changes and reminders for the 2020 assessment year.

**A. Inflation Rate Used in the 2020 Capped Value Formula**

The inflation rate, expressed as a multiplier, to be used in the 2020 Capped Value Formula is 1.019.

The 2020 Capped Value Formula is as follows:

$$\text{2020 CAPPED VALUE} = (\text{2019 Taxable Value} - \text{LOSSES}) \times 1.019 + \text{ADDITIONS}$$

The formula above does not include 1.05 because the inflation rate multiplier of 1.019 is lower than 1.05.

**B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2020**

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$21,330 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$21,330. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2020 assessments:

Size of Family Unit	Poverty Guidelines
1	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
For each additional person	\$4,420

**Note:** PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 6 of 2017 for more information on poverty exemptions.

**Note:** P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

## C. Sales Studies

Equalization study dates are as follows for 2020 equalization:

Two Year Study: April 1, two years prior through March 31, current year

Single Year Study: October 1, preceding year through September 30, current year

For 2019 studies for 2020 equalization the dates are as follows:

Two Year Study: April 1, 2017 through March 31, 2019

Single Year Study: October 1, 2018 through September 30, 2019

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two year studies applies to all real property classifications.

Please be advised that the above sale study dates **are not** the same as the valuation date used in appeals before the Michigan Tax Tribunal. Evidence presented in a Tax Tribunal appeal should reflect the value of the property as of tax day (December 31). This means that sales occurring *after* March 31, 2019 and September 30, 2019 should still be considered and included when submitting evidence in a Tax Tribunal appeal involving the 2019 tax year.

## D. Property Classification

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the use of the property **and not** highest and best use of the property. The

# CITY OF OWOSSO

## 2020

Guidelines showing each  
of the 4 options  
&  
application

### PROPERTY TAX POVERTY EXEMPTION POLICY & GUIDELINES

#### POLICY

The City of Owosso will grant partial exemptions due to poverty according to Section 211.7u of the Michigan Compiled Laws. ***Property Tax Poverty exemptions must be applied for each year***, after January 1st, but one day prior to the last day of the December Board of Review.

The Assessor and the Board of Review will apply the guidelines as adopted by the City uniformly to all applicants without prejudice and shall not deviate from the adopted guidelines without substantial and compelling reasons. Any such deviation shall be communicated in writing to the applicant. (211.7u).

The Assessor's office will determine the estimated property tax liability for the applicable tax year and the estimated State homestead credit for each applicant. The exemption shall not exceed the tax liability minus the estimated homestead credit refund received during the current tax year. (Example: if the tax liability is \$1000 and the homestead credit received in the current tax year is \$300, the exemption shall not exceed \$700.)

**The Board of Review may** deviate from the above policy where there are substantial and compelling reasons and such substantial and compelling reasons are communicated in writing to the City Council and the claimant (211.7u).

#### GUIDELINES

##### **The applicant shall:**

- Be the owner and occupy the principal residence the property for which an exemption is applied (211.7u).

- File a claim (application) on the form provided by the City Assessor's office. The filing of a claim constitutes an appearance before the Board of Review for the purpose of preserving the claimant's right to appeal (211.7u). **The application form shall be fully completed.**

- Sign the application at the Assessor's office when the application is returned. If the applicant cannot personally return the application, a notarized application is acceptable.

- Supply a copy of federal and state income tax returns for **all** persons residing in the homestead, including any property tax credit returns, filed in the immediately preceding or in the current year (211.7u) and/or, affidavit, (Treasury Form 4988), **must** be filed by **all** persons residing in the residence that are not required to file a federal and/or state income tax return.

- Supply a copy of proof of income for the most recent one-month period for **all** household members (current pay stubs, benefit statement, etc.)
- Supply identification, proof of residency and ownership if requested by the Assessor or Board of Review (211.7u).

**If the applicant fails to supply all the required documents or if it is found that the information supplied is fraudulent, the application shall be denied.**

### **Income Test**

Applicant's income shall not exceed the federal poverty income thresholds as defined and determined annually by the U.S. Department of Health and Human Services. The most recent available income guidelines will be used.  
(See attached defined income)

#### 2020 Income Standards Poverty Threshold

Number of persons residing in homestead	Annual allowable income
1 person	\$12,490.
2 persons	\$16,910.
3 persons	\$21,330.
4 persons	\$25,750.
5 persons	\$30,170.
6 persons	\$34,590.
7 persons	\$39,010.
8 persons	\$43,430.
Each additional person, add	\$4,420.

Income of students under the age of 18 years, **shall not** be included as income

### **Asset Test**

The value of property in **excess** of what is considered part of the original homesteads minimum zoning required footprint for that home shall be considered an asset.

According to the MTT Small Claims Division Docket 236230, 8/13/1997, the MTT views the asset test to be: ***an indication of funds available which may be used to pay one's taxes....and not the inclusion of equity in one's home.***

Assets include, but are not limited to: real estate other than principal residence minimum footprint, motor vehicles, recreational vehicles and equipment, certificates of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc. For purposes of this paragraph, the Board of Review shall consider the value of the assets and shall not reduce such value by any indebtedness owed on such assets, or indebtedness otherwise owed by the applicant(s).

Assets, (except the original homestead and minimum zoning required footprint, essential household goods and the first \$5,000 of the market value of a motor vehicle), shall not exceed \$4,000 (four thousand) dollars for individual applicant and/or \$6,000 (six thousand) dollars per household if more than one financial contributor.



- Supply a copy of proof of income for the most recent one-month period for **all** household members (current pay stubs, benefit statement, etc.)
- Supply identification, proof of residency and ownership if requested by the Assessor or Board of Review (211.7u).

**If the applicant fails to supply all the required documents or if it is found that the information supplied is fraudulent, the application shall be denied.**

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Applicant's income shall not exceed the federal poverty income thresholds as defined and determined annually by the U.S. Department of Health and Human Services. The most recent available income guidelines will be used.  
(See attached defined income)

2020 Income Standards Poverty Threshold

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1 person	\$13,620.
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- Supply a copy of proof of income for the most recent one-month period for **all** household members (current pay stubs, benefit statement, etc.)

- Supply identification, proof of residency and ownership if requested by the Assessor or Board of Review (211.7u).

**If the applicant fails to supply all the required documents or if it is found that the information supplied is fraudulent, the application shall be denied.**

### **Income Test**

Applicant's income shall not exceed the federal poverty income thresholds as defined and determined annually by the U.S. Department of Health and Human Services. The most recent available income guidelines will be used.  
(See attached defined income)

#### 2020 Income Standards Poverty Threshold

Number of persons residing in homestead	Annual allowable income
1 person	\$15,890.
2 persons	\$18,165.
3 persons	\$21,330.
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According to the MTT Small Claims Division Docket 236230, 8/13/1997, the MTT views the asset test to be: ***an indication of funds available which may be used to pay one's taxes....and not the inclusion of equity in one's home.***

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- Supply a copy of proof of income for the most recent one-month period for **all** household members (current pay stubs, benefit statement, etc.)

- Supply identification, proof of residency and ownership if requested by the Assessor or Board of Review (211.7u).

**If the applicant fails to supply all the required documents or if it is found that the information supplied is fraudulent, the application shall be denied.**

### **Income Test**

Applicant's income shall not exceed the federal poverty income thresholds as defined and determined annually by the U.S. Department of Health and Human Services. The most recent available income guidelines will be used.  
(See attached defined income)

#### 2020 Income Standards Poverty Threshold

Number of persons residing in homestead	Annual allowable income
1 person	\$18,160.
2 persons	\$20,760.
3 persons	\$23,360.
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5 persons	\$30,170.
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The value of property in **excess** of what is considered part of the original homesteads minimum zoning required footprint for that home shall be considered an asset.

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Assets, (except the original homestead and minimum zoning required footprint, essential household goods and the first \$5,000 of the market value of a motor vehicle), shall not exceed \$4,000 (four thousand) dollars for individual applicant and/or \$6,000 (six thousand) dollars per household if more than one financial contributor.

The Bureau of the Census defines income to include the following:

1. Money wages and salaries before any deductions.
2. Net receipts from non-farm self-employment. These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.
3. Net receipts from farm self-employment. These are receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses.
4. Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, workers' compensation, veterans' payments, public assistance (including Aid to Families with Dependent Children, Supplemental Security Income, Emergency Assistance money payments, and non-Federally-funded General Assistance or General Relief money payments).
5. Alimony, child support, and military family allotments or other regular support from an absent family member or someone not living in the household.
6. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments.
7. College or university scholarships, grants, fellowships, and assistantships.
8. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

Income does not include the following:

1. Money received from the sale of property such as stocks, bonds, a house, or a car unless a person is in the business of selling such property.
2. Withdrawals of bank deposits and borrowed money.
3. Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments.
4. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
5. Federal non-cash benefit programs such as Medicare, Medicaid, food stamps, school lunches.

## **CITY OF OWOSSO**

### **Property Tax**

## POVERTY EXEMPTION APPLICATION

I, \_\_\_\_\_, being the owner and resident of the property listed below, desire to apply for Tax Relief under Section 7u of the Michigan General Property Tax Act: The Principal Residence of person(s) who, in the judgement of the Assessor and Board of Review, by reason of poverty, are unable to contribute toward the public charges, are eligible for exemption from taxation per MCL 211.7u(1).

**In order to be considered complete, this application must: (1) Be completed in its entirety (2) Include information regarding ALL members residing within the household, and (3) included ALL required documentation as listed within the application. Please write legibly and attach additional pages as necessary.**

### **PROPERTY & APPLICANT INFORMATION**

Parcel Number: 050-

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Marital Status (Check One):      Married ☐      Single ☐      Separated ☐  
   Divorced ☐      Widow ☐      Widower ☐

Age of Applicant: \_\_\_\_\_

Is this property your homestead (primary residence)? \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

**DO YOU OWN, OR ARE YOU BUYING, ANY OTHER PROPERTY? YES\_ NO\_  
IF YES, LIST.**

Property Address	Assessed Value	Joint Ownership?
_____	_____	_____
_____	_____	_____

### **EMPLOYMENT INFORMATION**

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Contact Person \_\_\_\_\_ Employer Phone Number: \_\_\_\_\_

### **INCOME INFORMATION**

You **must** list **all** sources of income including salaries, social security, rents, interest income, pension, unemployment, workman's comp, child support, alimony, claims & lawsuits, income tax refunds, military

benefits and any other income whether taxed or untaxed.

Source	Amount	Per (week, month, year, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total Per Year	_____
	OR Total Per Month	_____

## **ASSET INFORMATION**

### **BANK ACCOUNTS & SAVINGS (List All Accounts Separately)**

Name of Bank, Savings & Loan or Credit Union	Amount On Deposit Now	In Whose Name Is The Account?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### **Savings Bonds (List each separately):**

Bond _____	Current Value _____
Bond _____	Current Value _____

### **Stocks, Bonds, Mutual Funds, Mortgages, Land Contracts Held, Etc. (List each separately):**

Current Value _____	Dividends & Interest Received in Previous Year _____
Current Value _____	Dividends & Interest Received in Previous Year _____
Current Value _____	Dividends & Interest Received in Previous Year _____

### **Life Insurance Policies:**

Person(s) Insured _____	Current Cash Value _____
Person(s) Insured _____	Current Cash Value _____

### **Motor Vehicles (Including Motorcycles, Motor Homes, etc):**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Mileage \_\_\_\_\_ 4Door / 2 Door  
Estimate Value \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Mileage \_\_\_\_\_ 4Door / 2 Door  
Estimate Value \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Mileage \_\_\_\_\_ 4Door / 2 Door  
Estimate Value \_\_\_\_\_

**Other (Boats, Travel Trailers, ATV's, Snowmobiles, Antiques, Etc.):**

Type \_\_\_\_\_ Year \_\_\_\_\_ Estimated Value \_\_\_\_\_

Type \_\_\_\_\_ Year \_\_\_\_\_ Estimated Value \_\_\_\_\_

Type \_\_\_\_\_ Year \_\_\_\_\_ Estimated Value \_\_\_\_\_

**HOUSEHOLD INFORMATION**

List All Persons Living at Your Address (or college students) and How They Contribute to Your  
Income and/or Bills:

Name	Age	Relationship	Monthly Financial Contribution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Monthly Expense Information**

Heating: \_\_\_\_\_ Electric: \_\_\_\_\_ Water: \_\_\_\_\_ Phone: \_\_\_\_\_

Cable: \_\_\_\_\_ Satellite: \_\_\_\_\_ Internet: \_\_\_\_\_ Insurance: \_\_\_\_\_

Garbage: \_\_\_\_\_ Food: \_\_\_\_\_ Clothing: \_\_\_\_\_ Daycare: \_\_\_\_\_

Other (Type) \_\_\_\_\_ Other (Type) \_\_\_\_\_ Other (Type) \_\_\_\_\_

**OTHER INFORMATION**

Is anyone not living with you (friend, relative, etc.) contributing to the household income or helping to pay your expenses? If yes, explain:

Do you plan or anticipate any changes in your living arrangements or financial situation in any way this year? If yes, explain:

Please add any other information that you feel is important to this application.

**Application Required Documents Checklist:**

- ☐ Federal Income Tax Return (previous year) or Poverty Exemption Affidavit if filing is not required.
- ☐ State Income Tax Return (previous year) or Poverty Exemption Affidavit if filing is not required
- ☐ Property Tax Credit Return (previous year)
- ☐ Proof of Income (most recent one month period – pay stubs, benefit statements, etc.)
- ☐ Proof of Identity (drivers license, pictured identification, etc.)
- ☐ Proof of ownership (deed, contract, etc.)

**Notice:** Any willful misstatement or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

**Notice:** Per MCL 2117u(2b), a copy of all household members Federal Income Tax returns, State Income Tax returns (MI-1040) and Homestead Property Tax Credit claims (MI-1040CR 1, 2, 3 or 4) must be attached as proof of income or a signed Form 4988, Poverty Exemption Affidavit. Documentation for all income sources including, but not limited to, credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at time of application.

**Petitioners:** Do not sign this application until witnessed by the Assessor, Board of Review, or Notary Public.

I certify that the above information is true and correct to the best of my knowledge and that neither I, nor any household member residing within the principal residency, have money, income or property other than mentioned herein. If it is found that the information I supplied is fraudulent or misrepresented in any way, my application will be denied.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**Must be signed by, and in front of, Assessor, or Board of Review Member, or Notary Public:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Position \_\_\_\_\_

My Notary Commission Expires \_\_\_\_\_

**IF YOU HAVE ANY QUESTIONS OR NEED HELP FILLING OUT THIS APPLICATION, PLEASE FEEL FREE TO CALL THE ASSESSING OFFICE MONDAY-FRIDAY 9:00 AM TO 5:00 PM AT 725-0530.**



DATE: November 12, 2019  
TO: Owosso City Council  
FROM: Glenn Chinavare, Director of Public Services & Utilities  
SUBJECT: Drinking Water Revolving Fund (DWRF) Project Plan for 2020

RECOMMENDATION:

Approval of Resolution No.2. authorizing the projects that will be undertaken as a part of the 2020 Water Utility Project Plan in accordance with the rules governing the Michigan Department of Environmental Quality/EGLE Drinking Water Revolving Fund, as

BACKGROUND:

City Council approved Resolution No.1 on April 15, 2019 approving application for loan funding from the MDEQ/EGLE Drinking Water Revolving Loan Fund, for proposed capital improvements to the City's water distribution, storage, and treatment facilities.

DWRF project plans/design plans for the 2020 construction season have been submitted to MDEQ/EGLE for review and approval. Council confirmation of the selected plans and acknowledgement of the funding mechanism is also required at this time. Funding for projects is expected to be awarded by the MDEQ/EGLE in late March of 2020.

Project Plans submitted for 2020 funding are:

Water Mains

- Summit Street..... Abbott to Rubelman
- Clark Street..... Oliver to King
- S. Cedar Street..... South to Hampton
- North Street..... Gould to N. Hickory
- Cleveland Street..... N. Chestnut to Brooks
- Lafayette Street..... Main to Cleveland
- Robbins Street..... Mack to South End
- Morris Street..... Mack to North End

Budgeted Engineering & Construction Costs at \$2,513,324.00

Water Treatment Plant

- Backwash Pumps
- 16-inch High Service Line

Budgeted Engineering & Construction Costs at \$984,755.00

FISCAL IMPACT:

\$3,498,079.00 projected water fund loan amount.

Attachment: Resolution

Submitted by Glenn M. Chinavare, Director of Public Services & Utilities



**RESOLUTION NO.**

**AUTHORIZING RESOLUTION NO. 2 TO APPROVE SUBMISSION AND FUNDING OF  
THE 2020 DRINKING WATER REVOLVING FUND PROJECT PLANS**

WHEREAS, the City of Owosso recognizes the need to make improvements to its existing water treatment and distribution system; and

WHEREAS, the City of Owosso authorized OHM Advisors to prepare a Project Plan, which recommended improvements to water treatment facilities and water main infrastructure, projected at a cost of \$15,300,000 over a five year project period beginning in 2020, and

WHEREAS, the City of Owosso is seeking funding from the Michigan Drinking Water Revolving Fund for said major repairs; and

WHEREAS, the City Council approved Resolution No. 1 on April 15, 2019 formally adopting Project Plan Alternative #1 and designating an authorized representative for the plan as step one to obtain DWRF funding; and

WHEREAS, the City of Owosso Director of Public Services & Utilities has selected two segments of the project plan for submission to the MDEQ/EGLE for review and funding approval for the 2020 project year, and

WHEREAS, City Council approval is required for project submission and funding request.

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 approve the 2020 Project Plans for improvements to water mains and the Water Treatment Facility.

SECOND: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to acquire funding from the MDEQ/EGLE DWRF for the 2020 project plan capital improvements in the projected amount of \$3,498,079.00.

## ***Purpose***

The Drinking Water Revolving Fund (DWRF) is a low-interest loan program created to assist Michigan water suppliers in satisfying requirements of the Safe Drinking Water Act (SDWA). Qualified water suppliers may apply to borrow funds to plan, design, and construct eligible drinking water projects.

## ***Program Background***

On August 2, 1996, Congress reauthorized the SDWA and included provisions to establish the DWRF. This program is modeled after the Clean Water State Revolving Fund for wastewater projects. To implement its DWRF, Michigan adopted legislation to add Part 54 to the Natural Resources and Environmental Protection Act, P.A. 451 of 1994.

Each state must operate its DWRF in accordance with federal and state laws and regulations. Eligibility requirements, rates of interest, prioritization for funding, and application procedures are among the areas of flexibility afforded to the states.

The federal government has authorized DWRF capitalization funds since Fiscal Year 1998 and Michigan anticipates continued capitalization from EPA. The state must provide a 20-percent match to receive these federal funds.

**Environmental Assistance Center**

**1-800-662-9278**

## ***Who Qualifies for a Loan?***

Either a community water supply, or a non-community water supply that operates as a non-profit entity can qualify to receive DWRF assistance.

## ***How can we apply?***

Eligible water suppliers must first submit a project plan to be ranked on the state's annual Project Priority List (PPL).

A project plan must document an environmental and/or public health problem. It must also include an analysis of alternatives and an evaluation of environmental impacts.

**It is strongly advised that potential loan applicants contact the Revolving Loan Section before they embark on the planning process. A project manager can then be assigned to assist the applicant in identifying applicable planning requirements and developing the project plan.**

## ***When is a project ranked on the PPL?***

May 1 of each year is the annual cut-off date for submission of new project plans. Those water suppliers that satisfactorily complete plans are ranked on the PPL that will go into effect the following October 1. The PPL is derived from criteria identified in PA 451 of 1994, and ranks projects using the following factors:

- ◆ Drinking water quality
- ◆ System reliability as outlined in Act 399
- ◆ Population
- ◆ Disadvantaged community status
- ◆ Consolidation with a regional system

## ***What is the process to receive a loan?***

Based on the funding available each year, the Department of Environmental Quality (DEQ) develops a Project Priority List of water suppliers eligible to receive assistance. The DEQ will notify each water supplier as funds become available, and a project manager and the water supplier then must negotiate a milestone schedule that is designed to accomplish each step in the application process. The specific date for loan closing depends upon this schedule. Generally, loan closings are scheduled for December, March, June, and September.

The loan is handled as a municipal bond issued by the applicant community. The bond must have an investment-grade rating, and is subject to all applicable state and federal requirements associated with municipal finance/debt activity. A bond attorney must be involved, and communities typically retain a financial advisor to assist them through the financing process.

## ***What types of projects will qualify?***

Public water supply projects will consist of facilities through which water is obtained, stored, treated or distributed, including any of the following:

- ◆ wells and well structures
- ◆ intake structures and cribs
- ◆ pumping stations
- ◆ treatment plants
- ◆ storage tanks
- ◆ pipelines and appurtenances

## **DWRF Advantages**

Financing projects through the DWRF program has several key advantages:

- ◆ The interest rate is set below market rates each year.
- ◆ Loans have a 20-year repayment period (which may be extended to 30 years for disadvantaged communities).
- ◆ The DWRF can provide a one-stop source of funding for eligible project costs.
- ◆ Quick turn-around reviews are provided by DEQ and Michigan Finance Authority staff.
- ◆ The DWRF provides loans to cover planning costs, which may be forgiven for qualifying disadvantaged communities.
- ◆ Project management staff are assigned to work with each potential borrower early in the project planning stage.

The Michigan Department of Environmental Quality (DEQ) will not discriminate against any individual or group on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information or sexual orientation. Questions or concerns should be directed to the Quality of Life – Office of Human Resources, P.O. Box 30473, Lansing, MI 48909-7973.

## Program Administration

Administration of the DWRF Program requires a partnership between various state agencies. Program administrators, technical staff, and finance specialists must all work together to manage Michigan's resources and protect public health.

### **Administration issues are handled by:**

Sonya T. Butler, Section Manager  
Revolving Loan Section  
Drinking Water and Municipal Assistance  
Division, DEQ  
517-284-5433  
Email: [butlers2@michigan.gov](mailto:butlers2@michigan.gov)

### **Technical issues are addressed by:**

Kris Philip, Unit Supervisor  
Technical Support Unit  
Community Water Supply Section  
Drinking Water and Municipal Assistance  
Division, DEQ  
517-284-6518  
Email: [philipk@michigan.gov](mailto:philipk@michigan.gov)

### **Financial issues are handled by:**

Mary G. Martin, Executive Director  
Michigan Finance Authority  
Michigan Department of Treasury  
517-335-0994  
Email: [treasmfa@michigan.gov](mailto:treasmfa@michigan.gov)

Additional program information, including a PowerPoint presentation, is located at:  
[www.michigan.gov/drinkingwaterrevolvingfund](http://www.michigan.gov/drinkingwaterrevolvingfund)

# Drinking Water Revolving Fund



## Michigan Department of Environmental Quality

Rick Snyder, Governor  
C. Heidi Grether, Director  
[www.michigan.gov/deq](http://www.michigan.gov/deq)

### **DRINKING WATER AND MUNICIPAL ASSISTANCE DIVISION**

P.O. Box 30241  
Lansing, Michigan 48909-7741  
517-284-5433  
517-373-4797 (fax)



DATE: November 12, 2019  
TO: Owosso City Council  
FROM: Glenn Chinavare, Director of Public Services & Utilities  
SUBJECT: Sewer Revolving Fund (SRF) Project Plan 2020

RECOMMENDATION:

Approval of Resolution No.2 authorizing the projects that will be undertaken as part of the 2020 Sanitary Sewer Utility Project Plan in accordance with the rules governing the Michigan Department of Environmental Quality/EGLE State Revolving Fund.

BACKGROUND:

City Council approved resolutions on June 3, 2019 and June 17, 2019 for the purpose of applying for loan funding from the MDEQ/EGLE State Revolving Loan Fund for proposed capital improvements to the City's sanitary sewer collection system and waste water treatment facilities, respectively.

SRF project plans /design plans for the 2020 construction season have been submitted to MDEQ/EGLE for review and approval. Council confirmation of the selected plans and acknowledgement of the funding mechanism is also required at this time. Funding for these project plans is expected to be awarded by the MDEQ/EGLE in late June of 2020.

Project plans submitted for 2020 funding are:

Wastewater Treatment Plant

- Influent Screw Pump Replacement
- Grit Removal System Replacement

Budgeted Construction Costs at \$2,088,200.00

Sanitary Sewer Collection System

- High Priority Sanitary Sewer & Manhole Repairs

Budgeted Construction Costs at \$1,290,238.00

FISCAL IMPACT:

\$3,378,438.00 projected sewer fund loan amount.

Attachment: Resolution

Submitted by Glenn M. Chinavare, Director of Public Services & Utilities

**RESOLUTION NO.**

**AUTHORIZING RESOLUTION NO. 2 TO APPROVE SUBMISSION AND FUNDING OF  
THE 2020 SANITARY SEWER STATE REVOLVING FUND (SRF) PROJECT PLANS**

WHEREAS, the City of Owosso has prepared a project plan to make improvements to the City's sanitary sewer collection system, rehabilitate manholes, and construct a new 1,000,000 gallon retention basin with a projected cost of \$4,917,400.00, and a five year project period beginning in 2020; and

WHEREAS, the City of Owosso has also prepared a project plan to make infrastructure improvements at the wastewater treatment facility with a projected cost of \$5,567,000.00, and a five year project period beginning in 2020; and

WHEREAS, these improvements are required to comply with regulatory requirements and to increase the reliability of service to residents and customers, and

WHEREAS, the City of Owosso wishes to apply to the State Revolving Fund for a low interest loan to fund the project; and

WHEREAS, the City Council approved Resolution No. 1 on June 3, 2019 adopting the project plan for sanitary sewer collection improvements and designating an authorized representative for the plan as step one to obtain SRF funding; and

WHEREAS, the City Council approved Resolution No. 1 on June 17, 2019 adopting the project plan for waste water treatment plant improvements and designating an authorized representative for the plan as the first step in obtaining SRF funding; and

WHEREAS, the City of Owosso Director of Public Services & Utilities has selected three segments of the approved project plans for submission to the MDEQ/EGLE for review and funding approval for the 2020 project year; and

WHEREAS, City Council approval is required for this project submission and funding request.

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 approve the 2020 project plans for improvements to the sanitary sewer collection system and the wastewater treatment facility.

SECOND: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to acquire funding from the MDEQ/EGLE for the 2020 project plan capital improvements at the projected amount of \$3,378,438.00.

## **Michigan's**

# Clean Water Funds

The State of Michigan has developed two funds to provide low-interest loans to communities for projects that improve water quality or protect public health. The State Revolving Fund (SRF) and the Strategic Water Quality Initiatives Fund (SWQIF) were each designed to fund two distinctly different types of projects:

SRF monies may be used for design and construction of the following:

- ◆ *Municipal Sewage Treatment Facilities*
- ◆ *Interceptor Sewers*
- ◆ *Collection Systems*
- ◆ *Inflow/Infiltration Correction*
- ◆ *Combined Sewer Separation*
- ◆ *Septage Treatment Facilities*
- ◆ *Nonpoint Source Pollution Control*
- ◆ *Stormwater Treatment Facilities*

SWQIF monies may be used for design and construction of two types of projects:

- ◆ *Removal of excessive infiltration and inflow from privately-owned sources that flow into sanitary or combined leads*
- ◆ *Replacement of privately-owned failing septic systems that are adversely affecting public health or the environment.*

*Who can borrow from the Clean Water Funds?* Counties, cities, villages, townships, and other public bodies created under state law may receive loans from the two funds to construct eligible facilities. To receive funding assistance, eligible projects must first submit a project plan and then must appear on the appropriate state Project Priority List (PPL) and annual Intended Use Plan (IUP).

*When is a project ranked on the PPL?*

July 1 of each year is the cut-off date for submission of new SRF/SWQIF project plans. Those applicants that satisfactorily complete such plans will have their projects ranked on the PPL that will go into effect the following October **1, at the start of the state's new fiscal year**. The PPL ranks projects according to various criteria per state laws and rules. Once on the PPL, the applicant will not be required to resubmit project plans for future year consideration unless ranking factors change.

*When are loans issued?*

The Michigan Department of Environmental Quality (DEQ) develops the list of projects that may receive assistance. Based on the number of ranked projects and the amount of money available in each fund, the DEQ will notify each applicant officially, as funds become available and will negotiate a milestone schedule of various tasks that may culminate in an SRF and/or SWQIF loan.

Loan closing dates occur on a quarterly schedule each fiscal year: the end of December, March, June, and September.

The specific date of the loan depends upon a negotiated schedule. The loan is handled as a municipal bond issued by the applicant community. The bond must have an investment-grade rating, and is subject to all applicable state and federal requirements associated with municipal finance/debt activity. A bond attorney must be involved, and communities typically retain a financial advisor to assist them through the financing process.

*Who administers the Clean Water Funds?* The Michigan Finance Authority within the Michigan Department of Treasury, and the Revolving Loan Section of the Department of Environmental Quality, serve as co-administrators of the Clean Water Funds, bringing together a collective expertise in managing environmental quality and public health priorities and providing municipal finance assistance.

*What are the Financial Advantages of using the Clean Water Funds?*

In most instances, the funds provide financing for 100 percent of eligible project costs. The interest rate is set below market rate for 20-year loans (which may be extended to 30 years for disadvantaged communities constructing projects containing assets with equal to or greater than 30 years of useful life).

It is important to contact the Revolving Loan Section of the DEQ to begin working with a project manager before proceeding with project planning efforts.

### *Who should we contact?*

The need to finance projects requires unique partnerships. Administrators, technical staff, and finance specialists must all work together to manage Michigan's resources and protect the environment. The ability to finance these projects draws upon expertise found in two different offices.

#### Program administration issues:

DEQ, Drinking Water and  
Municipal Assistance Division  
Revolving Loan Section

Sonya T. Butler, Section Manager  
517-284-5433

Email: [butlers2@michigan.gov](mailto:butlers2@michigan.gov)

#### Financial and municipal bond issues:

Michigan Department of Treasury  
Michigan Finance Authority

Mary G. Martin, Executive Director  
517-335-0994

Email: [treasmfa@michigan.gov](mailto:treasmfa@michigan.gov)

Additional program information, including a  
PowerPoint presentation, is located at:

[www.michigan.gov/cleanwaterrevolvingfund](http://www.michigan.gov/cleanwaterrevolvingfund)

The Michigan Department of Environmental Quality (DEQ) will not discriminate against any individual or group on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information or sexual orientation. Questions or concerns should be directed to the Quality of Life – Office of Human Resources, P.O. Box 30473, Lansing, MI 48909-7973.

**Environmental Assistance Center**

**1-800-662-9278**

## Michigan Department of Environmental Quality

Rick Snyder, Governor  
C. Heidi Grether, Director  
[www.michigan.gov/deq](http://www.michigan.gov/deq)

### DRINKING WATER AND MUNICIPAL ASSISTANCE DIVISION

#### REVOLVING LOAN SECTION

#### Office Location

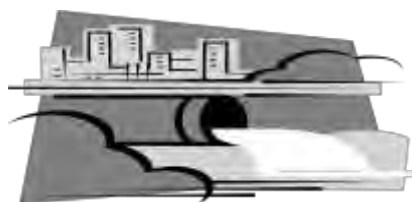
Constitution Hall  
525 West Allegan Street  
Lansing, MI 48933

#### Mailing Address

P.O. Box 30241  
Lansing, Michigan 48909-7741

517-284-5433

517-373-4797 (fax)



*Wastewater Treatment Plants*



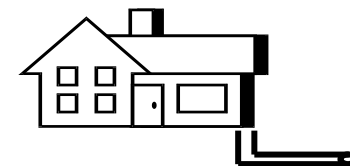
*Septage Acceptance/  
Treatment Facilities*

*Interceptor/  
Collection Systems*



*Nonpoint  
Source  
Control and  
Stormwater*

*Footing Drain  
Removal*



**Michigan's**

**Clean Water Funds**

PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2019 (NORMAL (ABNORMAL))	MONTH 10/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
000 - REVENUE		7,747,159.00	4,513,783.44	653,781.67	3,233,375.56	58.26
TOTAL REVENUES		7,747,159.00	4,513,783.44	653,781.67	3,233,375.56	58.26
101 - CITY COUNCIL		5,300.00	1,626.60	90.00	3,673.40	30.69
171 - CITY MANAGER		141,558.00	46,851.07	10,069.33	94,706.93	33.10
201 - FINANCE		273,420.00	87,979.05	20,142.19	185,440.95	32.18
209 - ASSESSING		142,039.00	40,930.97	10,164.56	101,108.03	28.82
210 - CITY ATTORNEY		115,000.00	29,458.00	0.00	85,542.00	25.62
215 - CLERK		281,729.00	91,443.70	12,053.66	190,285.30	32.46
226 - HUMAN RESOURCES		216,500.00	71,121.84	15,630.79	145,378.16	32.85
253 - TREASURY		153,215.00	47,637.64	10,485.56	105,577.36	31.09
258 - INFORMATION & TECHNOLOGY		101,695.00	11,973.49	12.99	89,721.51	11.77
265 - BUILDING & GROUNDS		135,288.00	39,092.42	12,548.22	96,195.58	28.90
299 - GENERAL ADMIN		310,080.00	179,547.91	51,485.77	130,532.09	57.90
300 - POLICE		2,017,119.00	719,517.69	159,832.59	1,297,601.31	35.67
335 - FIRE		1,962,167.00	640,343.68	134,100.24	1,321,823.32	32.63
370 - BUILDING AND SAFETY		223,836.00	61,628.69	17,117.57	162,207.31	27.53
441 - PUBLIC WORKS		613,857.00	187,994.70	46,627.06	425,862.30	30.63
528 - LEAF AND BRUSH COLLECTION		221,363.00	53,960.44	10,769.14	167,402.56	24.38
585 - PARKING		33,030.00	6,415.10	1,084.44	26,614.90	19.42
728 - COMMUNITY DEVELOPMENT		67,486.00	4,633.78	724.15	62,852.22	6.87
756 - PARKS		230,600.00	105,484.54	27,747.89	125,115.46	45.74
966 - TRANSFERS OUT		501,877.00	303,728.32	3,333.33	198,148.68	60.52
TOTAL EXPENDITURES		7,747,159.00	2,731,369.63	544,019.48	5,015,789.37	35.26



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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2019 NORMAL (ABNORMAL)	MONTH 10/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		7,747,159.00	4,513,783.44	653,781.67	3,233,375.56	58.26
TOTAL EXPENDITURES		7,747,159.00	2,731,369.63	544,019.48	5,015,789.37	35.26
NET OF REVENUES & EXPENDITURES		0.00	1,782,413.81	109,762.19	(1,782,413.81)	100.00
Fund 202 - MAJOR STREET FUND						
000 - REVENUE		2,594,052.00	230,149.93	7,426.49	2,363,902.07	8.87
TOTAL REVENUES		2,594,052.00	230,149.93	7,426.49	2,363,902.07	8.87
451 - CONSTRUCTION		1,550,000.00	641,889.71	309,702.73	908,110.29	41.41
463 - STREET MAINTENANCE		236,000.00	142,743.87	61,156.66	93,256.13	60.48
473 - BRIDGE MAINTENANCE		11,470.00	0.00	0.00	11,470.00	0.00
474 - TRAFFIC SERVICES-MAINTENANCE		24,800.00	10,030.88	709.65	14,769.12	40.45
478 - SNOW & ICE CONTROL		117,000.00	0.00	0.00	117,000.00	0.00
480 - TREE TRIMMING		54,000.00	24,446.40	2,599.29	29,553.60	45.27
482 - ADMINISTRATION & ENGINEERING		213,676.00	40,178.08	4,187.77	173,497.92	18.80
484 - TRUNKLINE SUPERVISOR		1,000.00	0.00	0.00	1,000.00	0.00
485 - LOCAL STREET TRANSFER		339,166.00	68,310.19	0.00	270,855.81	20.14
486 - TRUNKLINE SURFACE MAINTENANCE		5,000.00	150.84	150.84	4,849.16	3.02
488 - TRUNKLINE SWEEPING & FLUSHING		2,550.00	711.23	88.08	1,838.77	27.89
490 - TRUNKLINE TREE TRIIM & REMOVAL		600.00	0.00	0.00	600.00	0.00
491 - TRUNKLINE STORM DRAIN, CURBS		8,500.00	92.96	92.96	8,407.04	1.09
492 - TRUNKLINE ROADSIDE CLEANUP		690.00	64.90	0.00	625.10	9.41
494 - TRUNKLINE TRAFFIC SIGNS		800.00	339.90	0.00	460.10	42.49
496 - TRUNKLINE TRAFFIC SIGNALS		800.00	0.00	0.00	800.00	0.00
497 - TRUNKLINE SNOW & ICE CONTROL		23,000.00	0.00	0.00	23,000.00	0.00
502 - TRUNKLINE LEAVE & INS BENEFITS		5,000.00	0.00	0.00	5,000.00	0.00
TOTAL EXPENDITURES		2,594,052.00	928,958.96	378,687.98	1,665,093.04	35.81

PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Fund 202 - MAJOR STREET FUND:						
	TOTAL REVENUES	2,594,052.00	230,149.93	7,426.49	2,363,902.07	8.87
	TOTAL EXPENDITURES	2,594,052.00	928,958.96	378,687.98	1,665,093.04	35.81
	NET OF REVENUES & EXPENDITURES	0.00	(698,809.03)	(371,261.49)	698,809.03	100.00
Fund 203 - LOCAL STREET FUND						
	000 - REVENUE	2,345,681.00	1,051,416.44	500,200.97	1,294,264.56	44.82
	TOTAL REVENUES	2,345,681.00	1,051,416.44	500,200.97	1,294,264.56	44.82
	451 - CONSTRUCTION	1,636,682.00	1,066,178.89	205,431.40	570,503.11	65.14
	463 - STREET MAINTENANCE	399,000.00	232,546.94	128,947.23	166,453.06	58.28
	474 - TRAFFIC SERVICES-MAINTENANCE	9,300.00	691.23	286.10	8,608.77	7.43
	478 - SNOW & ICE CONTROL	100,000.00	0.00	0.00	100,000.00	0.00
	480 - TREE TRIMMING	76,000.00	21,887.37	3,183.46	54,112.63	28.80
	482 - ADMINISTRATION & ENGINEERING	124,699.00	26,365.09	4,187.55	98,333.91	21.14
	TOTAL EXPENDITURES	2,345,681.00	1,347,669.52	342,035.74	998,011.48	57.45
Fund 203 - LOCAL STREET FUND:						
	TOTAL REVENUES	2,345,681.00	1,051,416.44	500,200.97	1,294,264.56	44.82
	TOTAL EXPENDITURES	2,345,681.00	1,347,669.52	342,035.74	998,011.48	57.45
	NET OF REVENUES & EXPENDITURES	0.00	(296,253.08)	158,165.23	296,253.08	100.00
Fund 208 - PARK/RECREATION SITES FUND						
	000 - REVENUE	125,000.00	114,096.21	2,828.69	10,903.79	91.28
	TOTAL REVENUES	125,000.00	114,096.21	2,828.69	10,903.79	91.28
	756 - PARKS	125,000.00	0.00	0.00	125,000.00	0.00
	TOTAL EXPENDITURES	125,000.00	0.00	0.00	125,000.00	0.00
Fund 208 - PARK/RECREATION SITES FUND:						
	TOTAL REVENUES	125,000.00	114,096.21	2,828.69	10,903.79	91.28
	TOTAL EXPENDITURES	125,000.00	0.00	0.00	125,000.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	114,096.21	2,828.69	(114,096.21)	100.00

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2019 (ABNORMAL)	MONTH 10/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN FACADE PROGRAM						
000 - REVENUE		171,486.00	204,091.15	164,548.29	(32,605.15)	119.01
TOTAL REVENUES		171,486.00	204,091.15	164,548.29	(32,605.15)	119.01
200 - GEN SERVICES		6,250.00	2,500.00	0.00	3,750.00	40.00
901 - CAPITAL OUTLAY		165,236.00	398,328.28	396,145.53	(233,092.28)	241.07
TOTAL EXPENDITURES		171,486.00	400,828.28	396,145.53	(229,342.28)	233.74
Fund 248 - DOWNTOWN FACADE PROGRAM:						
TOTAL REVENUES		171,486.00	204,091.15	164,548.29	(32,605.15)	119.01
TOTAL EXPENDITURES		171,486.00	400,828.28	396,145.53	(229,342.28)	233.74
NET OF REVENUES & EXPENDITURES		0.00	(196,737.13)	(231,597.24)	196,737.13	100.00
Fund 273 - OMS/DDA REVLG LOAN FUND						
000 - REVENUE		11,162.00	12,370.33	5,049.53	(1,208.33)	110.83
TOTAL REVENUES		11,162.00	12,370.33	5,049.53	(1,208.33)	110.83
200 - GEN SERVICES		1,500.00	141,550.00	141,550.00	(140,050.00)	9,436.67
965 - OTHER FINANCING SOURCES (USES)		9,662.00	0.00	0.00	9,662.00	0.00
TOTAL EXPENDITURES		11,162.00	141,550.00	141,550.00	(130,388.00)	1,268.14
Fund 273 - OMS/DDA REVLG LOAN FUND :						
TOTAL REVENUES		11,162.00	12,370.33	5,049.53	(1,208.33)	110.83
TOTAL EXPENDITURES		11,162.00	141,550.00	141,550.00	(130,388.00)	1,268.14
NET OF REVENUES & EXPENDITURES		0.00	(129,179.67)	(136,500.47)	129,179.67	100.00
Fund 275 - HOUSING & REDEVELOPMENT						
000 - REVENUE		0.00	6.62	1.64	(6.62)	100.00
TOTAL REVENUES		0.00	6.62	1.64	(6.62)	100.00
Fund 275 - HOUSING & REDEVELOPMENT:						
TOTAL REVENUES		0.00	6.62	1.64	(6.62)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	6.62	1.64	(6.62)	100.00
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA						
000 - REVENUE		0.00	30.43	7.44	(30.43)	100.00

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PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2019 NORMAL (ABNORMAL)	MONTH 10/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA						
	TOTAL REVENUES	0.00	30.43	7.44	(30.43)	100.00
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA:						
	TOTAL REVENUES	0.00	30.43	7.44	(30.43)	100.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	30.43	7.44	(30.43)	100.00
Fund 283 - OBRA FUND-DISTRICT#3-CONAGRA						
	000 - REVENUE	14,787.00	625.79	625.79	14,161.21	4.23
	TOTAL REVENUES	14,787.00	625.79	625.79	14,161.21	4.23
	730 - PROFESSIONAL SERVICES	750.00	0.00	0.00	750.00	0.00
	905 - DEBT SERVICE	14,037.00	0.00	0.00	14,037.00	0.00
	TOTAL EXPENDITURES	14,787.00	0.00	0.00	14,787.00	0.00
Fund 283 - OBRA FUND-DISTRICT#3-CONAGRA:						
	TOTAL REVENUES	14,787.00	625.79	625.79	14,161.21	4.23
	TOTAL EXPENDITURES	14,787.00	0.00	0.00	14,787.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	625.79	625.79	(625.79)	100.00
Fund 288 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)						
	000 - REVENUE	111,495.00	0.00	0.00	111,495.00	0.00
	TOTAL REVENUES	111,495.00	0.00	0.00	111,495.00	0.00
	730 - PROFESSIONAL SERVICES	107.00	0.00	0.00	107.00	0.00
	905 - DEBT SERVICE	111,388.00	0.00	0.00	111,388.00	0.00
	TOTAL EXPENDITURES	111,495.00	0.00	0.00	111,495.00	0.00
Fund 288 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8):						
	TOTAL REVENUES	111,495.00	0.00	0.00	111,495.00	0.00
	TOTAL EXPENDITURES	111,495.00	0.00	0.00	111,495.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT)						
	000 - REVENUE	2,988.00	173.25	173.25	2,814.75	5.80

PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2019 NORMAL (ABNORMAL)	MONTH 10/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT)						
TOTAL REVENUES		2,988.00	173.25	173.25	2,814.75	5.80
730 - PROFESSIONAL SERVICES		1,100.00	0.00	0.00	1,100.00	0.00
964 - TAX REIMBURSEMENTS		1,888.00	0.00	0.00	1,888.00	0.00
TOTAL EXPENDITURES		2,988.00	0.00	0.00	2,988.00	0.00
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT):						
TOTAL REVENUES		2,988.00	173.25	173.25	2,814.75	5.80
TOTAL EXPENDITURES		2,988.00	0.00	0.00	2,988.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	173.25	173.25	(173.25)	100.00
Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL)						
000 - REVENUE		11,097.00	155.15	155.15	10,941.85	1.40
TOTAL REVENUES		11,097.00	155.15	155.15	10,941.85	1.40
730 - PROFESSIONAL SERVICES		875.00	0.00	0.00	875.00	0.00
TOTAL EXPENDITURES		875.00	0.00	0.00	875.00	0.00
Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL):						
TOTAL REVENUES		11,097.00	155.15	155.15	10,941.85	1.40
TOTAL EXPENDITURES		875.00	0.00	0.00	875.00	0.00
NET OF REVENUES & EXPENDITURES		10,222.00	155.15	155.15	10,066.85	1.52
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT)						
000 - REVENUE		91,560.00	2,542.34	2,542.34	89,017.66	2.78
TOTAL REVENUES		91,560.00	2,542.34	2,542.34	89,017.66	2.78
730 - PROFESSIONAL SERVICES		1,000.00	0.00	0.00	1,000.00	0.00
964 - TAX REIMBURSEMENTS		90,560.00	0.00	0.00	90,560.00	0.00
TOTAL EXPENDITURES		91,560.00	0.00	0.00	91,560.00	0.00
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT):						
TOTAL REVENUES		91,560.00	2,542.34	2,542.34	89,017.66	2.78
TOTAL EXPENDITURES		91,560.00	0.00	0.00	91,560.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	2,542.34	2,542.34	(2,542.34)	100.00

PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVALAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2019 (NORMAL (ABNORMAL))	MONTH 10/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 295 - OBRA-DIST#15 -ARMORY BUILDING						
000 - REVENUE		1,840.00	0.00	0.00	1,840.00	0.00
TOTAL REVENUES		1,840.00	0.00	0.00	1,840.00	0.00
730 - PROFESSIONAL SERVICES		750.00	0.00	0.00	750.00	0.00
964 - TAX REIMBURSEMENTS		1,090.00	0.00	0.00	1,090.00	0.00
TOTAL EXPENDITURES		1,840.00	0.00	0.00	1,840.00	0.00
Fund 295 - OBRA-DIST#15 -ARMORY BUILDING:						
TOTAL REVENUES		1,840.00	0.00	0.00	1,840.00	0.00
TOTAL EXPENDITURES		1,840.00	0.00	0.00	1,840.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 297 - HISTORICAL FUND						
000 - REVENUE		86,204.00	34,755.19	6,341.72	51,448.81	40.32
TOTAL REVENUES		86,204.00	34,755.19	6,341.72	51,448.81	40.32
797 - HISTORICAL COMMISSION		61,054.00	16,943.74	3,091.70	44,110.26	27.75
798 - CASTLE		11,650.00	3,864.29	545.22	7,785.71	33.17
799 - GOULD HOUSE		12,500.00	7,194.16	1,354.54	5,305.84	57.55
800 - COMSTOCK/WOODARD		1,000.00	402.99	0.00	597.01	40.30
TOTAL EXPENDITURES		86,204.00	28,405.18	4,991.46	57,798.82	32.95
Fund 297 - HISTORICAL FUND:						
TOTAL REVENUES		86,204.00	34,755.19	6,341.72	51,448.81	40.32
TOTAL EXPENDITURES		86,204.00	28,405.18	4,991.46	57,798.82	32.95
NET OF REVENUES & EXPENDITURES		0.00	6,350.01	1,350.26	(6,350.01)	100.00
Fund 298 - HISTORICAL SITES FUND						
000 - REVENUE		125,000.00	114,093.57	2,823.67	10,906.43	91.27
TOTAL REVENUES		125,000.00	114,093.57	2,823.67	10,906.43	91.27
798 - CASTLE		113,000.00	200.00	0.00	112,800.00	0.18
799 - GOULD HOUSE		12,000.00	2,642.00	0.00	9,358.00	22.02
800 - COMSTOCK/WOODARD		0.00	2,141.00	1,070.50	(2,141.00)	100.00

PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2019	MONTH 10/31/2019	BALANCE	
Fund 298 - HISTORICAL SITES FUND						
	TOTAL EXPENDITURES	125,000.00	4,983.00	1,070.50	120,017.00	3.99
Fund 298 - HISTORICAL SITES FUND:						
	TOTAL REVENUES	125,000.00	114,093.57	2,823.67	10,906.43	91.27
	TOTAL EXPENDITURES	125,000.00	4,983.00	1,070.50	120,017.00	3.99
	NET OF REVENUES & EXPENDITURES	0.00	109,110.57	1,753.17	(109,110.57)	100.00
Fund 325 - DEBT SERVICE-2010 GO BONDS						
	000 - REVENUE	91,453.00	76,266.25	76,266.25	15,186.75	83.39
	TOTAL REVENUES	91,453.00	76,266.25	76,266.25	15,186.75	83.39
	905 - DEBT SERVICE	91,453.00	76,266.25	76,266.25	15,186.75	83.39
	TOTAL EXPENDITURES	91,453.00	76,266.25	76,266.25	15,186.75	83.39
Fund 325 - DEBT SERVICE-2010 GO BONDS:						
	TOTAL REVENUES	91,453.00	76,266.25	76,266.25	15,186.75	83.39
	TOTAL EXPENDITURES	91,453.00	76,266.25	76,266.25	15,186.75	83.39
	NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00
Fund 327 - DEBT SERVICE						
	000 - REVENUE	811,106.00	761,141.63	(54,968.23)	49,964.37	93.84
	TOTAL REVENUES	811,106.00	761,141.63	(54,968.23)	49,964.37	93.84
	905 - DEBT SERVICE	811,106.00	270,240.01	269,740.01	540,865.99	33.32
	TOTAL EXPENDITURES	811,106.00	270,240.01	269,740.01	540,865.99	33.32
Fund 327 - DEBT SERVICE:						
	TOTAL REVENUES	811,106.00	761,141.63	(54,968.23)	49,964.37	93.84
	TOTAL EXPENDITURES	811,106.00	270,240.01	269,740.01	540,865.99	33.32
	NET OF REVENUES & EXPENDITURES	0.00	490,901.62	(324,708.24)	(490,901.62)	100.00
Fund 368 - 2009 SPECIAL ASSESSMENT						
	000 - REVENUE	0.00	229.50	121.50	(229.50)	100.00
	TOTAL REVENUES	0.00	229.50	121.50	(229.50)	100.00

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PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2019 (NORMAL (ABNORMAL))	MONTH 10/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 368 - 2009 SPECIAL ASSESSMENT						
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Fund 368 - 2009 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	229.50	121.50	(229.50)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	229.50	121.50	(229.50)	100.00
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Fund 370 - 2010 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	52.18	9.45	(52.18)	100.00
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TOTAL REVENUES		0.00	52.18	9.45	(52.18)	100.00
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Fund 370 - 2010 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	52.18	9.45	(52.18)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	52.18	9.45	(52.18)	100.00
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Fund 372 - 2011 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	3,515.11	2,833.34	(3,515.11)	100.00
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TOTAL REVENUES		0.00	3,515.11	2,833.34	(3,515.11)	100.00
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Fund 372 - 2011 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	3,515.11	2,833.34	(3,515.11)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	3,515.11	2,833.34	(3,515.11)	100.00
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Fund 374 - 2012 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	7,929.01	5,875.63	(7,929.01)	100.00
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TOTAL REVENUES		0.00	7,929.01	5,875.63	(7,929.01)	100.00
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Fund 374 - 2012 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	7,929.01	5,875.63	(7,929.01)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	7,929.01	5,875.63	(7,929.01)	100.00
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Fund 376 - 2013 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	2,129.39	1,035.11	(2,129.39)	100.00
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TOTAL REVENUES		0.00	2,129.39	1,035.11	(2,129.39)	100.00



PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			10/31/2019 NORMAL (ABNORMAL)	MONTH 10/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 376 - 2013 SPECIAL ASSESSMENT						
Fund 376 - 2013 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	2,129.39	1,035.11	(2,129.39)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	2,129.39	1,035.11	(2,129.39)	100.00
Fund 382 - 2016 SPECIAL ASSESSMENT						
000 - REVENUE		0.00	3,864.60	667.56	(3,864.60)	100.00
TOTAL REVENUES		0.00	3,864.60	667.56	(3,864.60)	100.00
Fund 382 - 2016 SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	3,864.60	667.56	(3,864.60)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	3,864.60	667.56	(3,864.60)	100.00
Fund 383 - 2017 SPECIAL ASSESSMENTS						
000 - REVENUE		0.00	50,296.94	13,754.36	(50,296.94)	100.00
TOTAL REVENUES		0.00	50,296.94	13,754.36	(50,296.94)	100.00
Fund 383 - 2017 SPECIAL ASSESSMENTS:						
TOTAL REVENUES		0.00	50,296.94	13,754.36	(50,296.94)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	50,296.94	13,754.36	(50,296.94)	100.00
Fund 384 - 2018 SPECIAL ASSESSMENTS						
000 - REVENUE		0.00	149,798.17	88,015.07	(149,798.17)	100.00
TOTAL REVENUES		0.00	149,798.17	88,015.07	(149,798.17)	100.00
Fund 384 - 2018 SPECIAL ASSESSMENTS:						
TOTAL REVENUES		0.00	149,798.17	88,015.07	(149,798.17)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	149,798.17	88,015.07	(149,798.17)	100.00
Fund 385 - 2019 SPECIAL ASSESSMENTS						
000 - REVENUE		0.00	161,384.48	78,223.40	(161,384.48)	100.00

PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2019 NORMAL (ABNORMAL)	MONTH 10/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 385 - 2019 SPECIAL ASSESSMENTS						
TOTAL REVENUES		0.00	161,384.48	78,223.40	(161,384.48)	100.00
Fund 385 - 2019 SPECIAL ASSESSMENTS:						
TOTAL REVENUES		0.00	161,384.48	78,223.40	(161,384.48)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	161,384.48	78,223.40	(161,384.48)	100.00
Fund 397 - 2009 LTGO DEBT						
000 - REVENUE		76,023.00	15,136.25	0.00	60,886.75	19.91
TOTAL REVENUES		76,023.00	15,136.25	0.00	60,886.75	19.91
905 - DEBT SERVICE		76,023.00	15,136.25	15,136.25	60,886.75	19.91
TOTAL EXPENDITURES		76,023.00	15,136.25	15,136.25	60,886.75	19.91
Fund 397 - 2009 LTGO DEBT:						
TOTAL REVENUES		76,023.00	15,136.25	0.00	60,886.75	19.91
TOTAL EXPENDITURES		76,023.00	15,136.25	15,136.25	60,886.75	19.91
NET OF REVENUES & EXPENDITURES		0.00	0.00	(15,136.25)	0.00	0.00
Fund 401 - CAPITAL PROJECT FUND						
000 - REVENUE		290,395.00	371,242.35	80,847.35	(80,847.35)	127.84
TOTAL REVENUES		290,395.00	371,242.35	80,847.35	(80,847.35)	127.84
000 - REVENUE		324,745.00	93,303.32	82,405.59	231,441.68	28.73
TOTAL EXPENDITURES		324,745.00	93,303.32	82,405.59	231,441.68	28.73
Fund 401 - CAPITAL PROJECT FUND:						
TOTAL REVENUES		290,395.00	371,242.35	80,847.35	(80,847.35)	127.84
TOTAL EXPENDITURES		324,745.00	93,303.32	82,405.59	231,441.68	28.73
NET OF REVENUES & EXPENDITURES		(34,350.00)	277,939.03	(1,558.24)	(312,289.03)	809.14
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM						
000 - REVENUE		2,274,807.00	16,604.71	3,936.60	2,258,202.29	0.73
TOTAL REVENUES		2,274,807.00	16,604.71	3,936.60	2,258,202.29	0.73
966 - TRANSFERS OUT		2,274,807.00	900,000.00	500,000.00	1,374,807.00	39.56

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2019 (NORMAL (ABNORMAL))	MONTH 10/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM						
TOTAL EXPENDITURES		2,274,807.00	900,000.00	500,000.00	1,374,807.00	39.56
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM:						
TOTAL REVENUES		2,274,807.00	16,604.71	3,936.60	2,258,202.29	0.73
TOTAL EXPENDITURES		2,274,807.00	900,000.00	500,000.00	1,374,807.00	39.56
NET OF REVENUES & EXPENDITURES		0.00	(883,395.29)	(496,063.40)	883,395.29	100.00
Fund 466 - CAPITAL PROJECTS-BUILDING AUTH						
000 - REVENUE		0.00	150.75	36.87	(150.75)	100.00
TOTAL REVENUES		0.00	150.75	36.87	(150.75)	100.00
Fund 466 - CAPITAL PROJECTS-BUILDING AUTH:						
TOTAL REVENUES		0.00	150.75	36.87	(150.75)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	150.75	36.87	(150.75)	100.00
Fund 494 - CAPITAL PROJECTS FUND						
000 - REVENUE		10,000.00	149.40	36.56	9,850.60	1.49
TOTAL REVENUES		10,000.00	149.40	36.56	9,850.60	1.49
270 - ADMINISTRATIVE		10,000.00	0.00	0.00	10,000.00	0.00
TOTAL EXPENDITURES		10,000.00	0.00	0.00	10,000.00	0.00
Fund 494 - CAPITAL PROJECTS FUND:						
TOTAL REVENUES		10,000.00	149.40	36.56	9,850.60	1.49
TOTAL EXPENDITURES		10,000.00	0.00	0.00	10,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	149.40	36.56	(149.40)	100.00
Fund 497 - CAPITAL PROJECTS-SUBDIVISION						
000 - REVENUE		0.00	10,674.50	0.00	(10,674.50)	100.00
TOTAL REVENUES		0.00	10,674.50	0.00	(10,674.50)	100.00
Fund 497 - CAPITAL PROJECTS-SUBDIVISION:						
TOTAL REVENUES		0.00	10,674.50	0.00	(10,674.50)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	10,674.50	0.00	(10,674.50)	100.00

PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 588 - TRANSPORTATION FUND						
000 - REVENUE		75,279.00	3.17	0.00	75,275.83	0.00
TOTAL REVENUES		75,279.00	3.17	0.00	75,275.83	0.00
200 - GEN SERVICES		75,279.00	62,938.74	0.00	12,340.26	83.61
TOTAL EXPENDITURES		75,279.00	62,938.74	0.00	12,340.26	83.61
Fund 588 - TRANSPORTATION FUND:						
TOTAL REVENUES		75,279.00	3.17	0.00	75,275.83	0.00
TOTAL EXPENDITURES		75,279.00	62,938.74	0.00	12,340.26	83.61
NET OF REVENUES & EXPENDITURES		0.00	(62,935.57)	0.00	62,935.57	100.00
Fund 590 - SEWER FUND						
000 - REVENUE		2,801,735.00	462,310.68	4,126.72	2,339,424.32	16.50
TOTAL REVENUES		2,801,735.00	462,310.68	4,126.72	2,339,424.32	16.50
200 - GEN SERVICES		1,648,648.00	534,042.95	114,771.16	1,114,605.05	32.39
549 - SEWER OPERATIONS		562,292.00	44,013.80	5,884.09	518,278.20	7.83
901 - CAPITAL OUTLAY		540,000.00	27,508.00	0.00	512,492.00	5.09
905 - DEBT SERVICE		50,795.00	5,397.33	0.00	45,397.67	10.63
TOTAL EXPENDITURES		2,801,735.00	610,962.08	120,655.25	2,190,772.92	21.81
Fund 590 - SEWER FUND:						
TOTAL REVENUES		2,801,735.00	462,310.68	4,126.72	2,339,424.32	16.50
TOTAL EXPENDITURES		2,801,735.00	610,962.08	120,655.25	2,190,772.92	21.81
NET OF REVENUES & EXPENDITURES		0.00	(148,651.40)	(116,528.53)	148,651.40	100.00
Fund 591 - WATER FUND						
000 - REVENUE		3,614,094.00	926,936.13	(15,885.33)	2,687,157.87	25.65
TOTAL REVENUES		3,614,094.00	926,936.13	(15,885.33)	2,687,157.87	25.65
200 - GEN SERVICES		465,284.00	162,145.88	42,484.49	303,138.12	34.85
552 - WATER UNDERGROUND		612,939.00	200,790.14	35,396.67	412,148.86	32.76
553 - WATER FILTRATION		1,035,427.00	296,060.07	71,859.81	739,366.93	28.59

PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 10/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND						
901 - CAPITAL OUTLAY		455,000.00	180,401.46	17,681.78	274,598.54	39.65
905 - DEBT SERVICE		611,082.00	438,156.25	438,156.25	172,925.75	71.70
TOTAL EXPENDITURES		3,179,732.00	1,277,553.80	605,579.00	1,902,178.20	40.18
Fund 591 - WATER FUND:						
TOTAL REVENUES		3,614,094.00	926,936.13	(15,885.33)	2,687,157.87	25.65
TOTAL EXPENDITURES		3,179,732.00	1,277,553.80	605,579.00	1,902,178.20	40.18
NET OF REVENUES & EXPENDITURES		434,362.00	(350,617.67)	(621,464.33)	784,979.67	80.72
Fund 599 - WASTEWATER FUND						
000 - REVENUE		2,052,374.00	654,345.85	140,219.94	1,398,028.15	31.88
TOTAL REVENUES		2,052,374.00	654,345.85	140,219.94	1,398,028.15	31.88
548 - WASTEWATER OPERATIONS		1,627,374.00	501,760.76	118,458.04	1,125,613.24	30.83
901 - CAPITAL OUTLAY		525,000.00	80,539.02	0.00	444,460.98	15.34
TOTAL EXPENDITURES		2,152,374.00	582,299.78	118,458.04	1,570,074.22	27.05
Fund 599 - WASTEWATER FUND:						
TOTAL REVENUES		2,052,374.00	654,345.85	140,219.94	1,398,028.15	31.88
TOTAL EXPENDITURES		2,152,374.00	582,299.78	118,458.04	1,570,074.22	27.05
NET OF REVENUES & EXPENDITURES		(100,000.00)	72,046.07	21,761.90	(172,046.07)	72.05
Fund 661 - FLEET MAINTENANCE FUND						
000 - REVENUE		1,215,746.00	224,669.75	53,226.55	991,076.25	18.48
TOTAL REVENUES		1,215,746.00	224,669.75	53,226.55	991,076.25	18.48
891 - FLEET MAINTENANCE		277,241.00	98,469.67	21,604.89	178,771.33	35.52
901 - CAPITAL OUTLAY		938,505.00	156,112.00	0.00	782,393.00	16.63
TOTAL EXPENDITURES		1,215,746.00	254,581.67	21,604.89	961,164.33	20.94
Fund 661 - FLEET MAINTENANCE FUND:						
TOTAL REVENUES		1,215,746.00	224,669.75	53,226.55	991,076.25	18.48
TOTAL EXPENDITURES		1,215,746.00	254,581.67	21,604.89	961,164.33	20.94
NET OF REVENUES & EXPENDITURES		0.00	(29,911.92)	31,621.66	29,911.92	100.00

PERIOD ENDING 10/31/2019

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

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED	BUDGET	10/31/2019	MONTH	10/31/2019	BALANCE	
				NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
TOTAL REVENUES - ALL FUNDS		26,752,523.00		10,177,120.64		1,824,885.34	16,575,402.36	38.04
TOTAL EXPENDITURES - ALL FUNDS		26,442,289.00		9,727,046.47		3,618,345.97	16,715,242.53	36.79
NET OF REVENUES & EXPENDITURES		310,234.00		450,074.17		(1,793,460.63)	(139,840.17)	145.08



## MEMORANDUM

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301 W. MAIN ▪ OWOSSO, MICHIGAN 48867

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**DATE:** November 11, 2019

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

**FROM:** Brad Hissong, Building Official

**SUBJECT:** Annual Liquor License Inspections

### INFORMATION:

The Liquor Licenses and Permits - Rules and Regulations approved by the City Council in 1998 provides, in part, as follows:

RENEWAL OF LICENSE AND PERMITS. The City Manager shall implement the provisions of this paragraph in such a manner as to provide for investigating each licensed establishment once every three years. Not less than one hundred twenty days prior to the renewal by the Liquor Control Commission of a liquor license and its permits, the City Manager shall cause to be conducted an investigation in accordance with paragraph 6 below. A written report of the results of the investigation shall be forwarded to the City Council. Following its review of the report, the City Council shall determine whether there is sufficient cause to request that the Liquor Control Commission not renew the license. If so, the City Council shall schedule and conduct a public hearing pursuant to paragraph 7.

When the inspection process was initiated, it was anticipated that approximately one-third of the licensed establishments would be inspected each year.

The Public Safety Director and Building Official recently oversaw inspections for the following listed licensed establishments:

1. Dollar General – 216 S. Shiawassee St.
2. Crossroads Market – 800 S. Chipman St.
3. Steam Railroading Institute – 405 S. Washington St.
4. Capital Bowl – 219 S. Washington St.
5. Roma's Back Door – 200 E. Comstock St.
6. Harrand's Market – 644 Alger St.
7. Harrand's – 620 E. Oliver St.

All listed establishments passed the basic requirements of the rules and regulations. Full text of the compiled report is available in the Building Department.

Therefore, the city council should find no reason to file any objections with the Michigan Liquor Control Commission with respect to license renewals.

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

**Building Department Report - OCTOBER 2019**

Category	Estimated Cost	Permit Fee	Number of Permits
ACCESSORY STRUCTURES	\$0	\$50	1
APARTMENTS - ADD & ALT	\$3,800	\$280	1
DECK	\$8,000	\$320	1
Electrical	\$0	\$7,411	79
FENCE	\$0	\$80	1
GARAGE, DETACHED	\$14,000	\$305	1
Mechanical	\$0	\$2,935	17
NON-RES. ADD/ALTER/REPAIR	\$470,000	\$8,582	2
Plumbing	\$0	\$2,350	14
PORCH	\$3,700	\$290	3
PROVISIONING CENTER	\$178,000	\$3,926	1
RES. ADD/ALTER/REPAIR	\$104,700	\$1,830	6
RES. MOBILE NEW	\$35,000	\$355	1
ROOF	\$165,493	\$3,150	17
ROW-ENG	\$0	\$60	3
ROW-SIDEWALK OCCUPANCY	\$0	\$0	1
ROW-UTILITY	\$0	\$60	3
SIGN	\$0	\$157	5
UTILITIES	\$0	\$0	1
VACANT PROPERTY REGISTRATION	\$0	\$100	1
WINDOWS	\$12,775	\$305	2
ZONING COMPLIANCE NEW BUSINESS	\$0	\$50	2
<b>Totals</b>	<b>\$995,468</b>	<b>\$32,596</b>	<b>163</b>

**2018 COMPARISON TOTALS**

**OCTOBER 2018 Totals**                      **\$321,325**                      **\$16,486**                      **118**

**BUILDING PERMITS ONLY                      -                      32**



## OCTOBER 2019

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ACCESSORY STRUCTURES								
ENF 19-0742	311 N CEDAR ST	COMPLAINT LOGGED	LETTER SENT	10/21/19	10/21/2019	11/05/19		Y
				Total Entries	1			
APPLIANCES								
ENF 19-0764	1229 MILWAUKEE ST	COMPLAINT LOGGED	LETTER SENT	10/30/19	10/30/2019	11/07/19		VAC
				Total Entries	1			
AUTO REP/JUNK VEH								
ENF 19-0444	1008 W MAIN ST	INSPECTED PROPERTY	CLOSED	06/06/19	09/11/2019		10/16/19	COMM
ENF 19-0618	414 GENESEE ST	LETTER SENT	CLOSED	08/26/19	08/26/2019		10/03/19	Y
ENF 19-0633	651 GLENWOOD AV	LETTER SENT	CLOSED	08/29/19	10/01/2019		10/10/19	Y
ENF 19-0686	332 N BROOKS ST	LETTER SENT	CLOSED	09/25/19	09/25/2019		10/10/19	N
ENF 19-0714	1432 LYNN ST	LETTER SENT	CLOSED	10/07/19	10/03/2019		10/16/19	Y
ENF 19-0715	1616 LYNN ST	LETTER SENT	CLOSED	10/07/19	10/03/2019		10/16/19	N
ENF 19-0731	719 BROADWAY AV	COMPLAINT LOGGED	LETTER SENT	10/17/19	10/17/2019	11/07/19		N
ENF 19-0743	732 BRADLEY	LETTER SENT	CLOSED	10/21/19	10/22/2019		10/29/19	Y
ENF 19-0745	911 N HICKORY ST	COMPLAINT LOGGED	LETTER SENT	10/21/19	10/22/2019	11/07/19		N
ENF 19-0746	1105 N HICKORY ST	COMPLAINT LOGGED	LETTER SENT	10/21/19	10/22/2019	11/07/19		Y
ENF 19-0767	313 LAFAYETTE BL	COMPLAINT LOGGED	LETTER SENT	10/30/19	10/30/2019	11/07/19		N
ENF 19-0768	402 HUGGINS ST	COMPLAINT LOGGED	LETTER SENT	10/30/19	10/30/2019	11/07/19		N
				Total Entries	12			
BUILDING VIOL								
ENF 17-0048	1229 MILWAUKEE ST	LETTER SENT	CLOSED	02/14/17	02/13/2017		10/30/19	Y
ENF 17-0580	837 LINGLE AVE	INSPECTED PROPERTY	CLOSED	08/09/17	02/20/2019		10/16/19	N

**OCTOBER 2019**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 18-0490	305 GENESEE ST	LETTER SENT	RE-INSPECT PENDING	07/05/18	10/08/2018		10/09/19	VAC
Total Entries				3				
BUILDING VIOL								
ENF 19-0223	310 N LANSING ST	OBTAINED PERMIT	CLOSED	03/25/19	03/26/2019		10/15/19	N
ENF 19-0629	904 NAFUS ST	INSPECTED PROPERTY	RESOLVED	08/29/19	08/29/2019		10/28/19	Y
ENF 19-0708	318 W KING ST	COMPLAINT LOGGED	INSPECTION PENDING	10/02/19	11/01/2019	11/15/19		Y
ENF 19-0710	1118 S SHIAWASSEE ST	COMPLAINT LOGGED	LETTER SENT	10/03/19	10/03/2019	11/07/19		VAC
ENF 19-0716	419 CLINTON ST	COMPLAINT LOGGED	LETTER SENT	10/07/19	10/03/2019	10/31/19		Y
ENF 19-0725	915 N WASHINGTON ST	CONTACT WITH OWNER	EXTENSION GRANTED	10/14/19	10/15/2019	11/27/19		N
ENF 19-0728	115 W KING ST	LETTER SENT	CONTACT WITH HOMEOWNER	10/15/19	10/15/2019	12/02/19		Y
ENF 19-0757	727 E MASON ST	COMPLAINT LOGGED	LETTER SENT	10/24/19	10/25/2019	11/25/19		Y
ENF 19-0766	1300 S CHIPMAN ST	COMPLAINT LOGGED	INSPECTION PENDING	10/30/19	10/30/2019	11/07/19		VAC
ENF 19-0769	216 S ELM ST	COMPLAINT LOGGED	LETTER SENT	10/31/19	11/01/2019	12/02/19		COMM
Total Entries				10				
BUSHES-SIDEWALK VISIBILITY								
ENF 19-0659	801 E MAIN ST	CONTACT WITH OWNER	CLOSED	09/13/19	09/18/2019		10/02/19	Y
Total Entries				1				
DEAD TREE								
ENF 19-0718	1005 N SAGINAW ST	CONTACT WITH OWNER	CLOSED	10/03/19	10/09/2019		10/09/19	Y
Total Entries				1				
DRAIN ISSUES								
ENF 19-0711	322 E EXCHANGE ST	LETTER SENT	CLOSED	10/03/19	10/03/2019		10/16/19	COMM
Total Entries				1				

## OCTOBER 2019

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
<u>DUMPSTER VIOLATIONS</u>								
ENF 19-0727	344 W MAIN ST	CONTACT WITH OWNER	CLOSED	10/14/19	10/15/2019		11/01/19	Y
				Total Entries	1			
<u>FENCE VIOLATION</u>								
ENF 19-0726	1420 LYNN ST	COMPLAINT LOGGED	LETTER SENT	10/14/19	10/14/2019	11/14/19		N
				Total Entries	1			
<u>FRONT YARD PARKING</u>								
ENF 19-0699	1408 W STEWART ST	LETTER SENT	CLOSED	09/30/19	09/30/2019		10/09/19	N
ENF 19-0753	118 JENNETT ST	LETTER SENT	CLOSED	10/24/19	10/23/2019		10/30/19	N
				Total Entries	2			
<u>GARBAGE &amp; DEBRIS</u>								
ENF 18-0643	625 N SAGINAW ST	LETTER SENT	CLOSED	08/23/18	08/23/2018		10/23/19	N
ENF 18-0712	707 LYNN ST	INSPECTED PROPERTY	CLOSED	09/07/18	09/11/2018		10/15/19	N
				Total Entries	2			
<u>GARBAGE &amp; DEBRIS</u>								
ENF 19-0576	414 GENESEE ST	CONTACT WITH OWNER	CLOSED	08/12/19	08/12/2019		10/09/19	Y
ENF 19-0624	108 N ELM ST	COMPLAINT LOGGED	CLOSED	08/27/19	08/27/2019		10/03/19	Y
ENF 19-0640	215 E WILLIAMS ST	LETTER SENT	CLOSED	09/04/19	09/04/2019		10/29/19	Y
ENF 19-0673	204 LAFAYETTE BL	CONTACT WITH OWNER	CLOSED	09/20/19	09/23/2019		10/01/19	Y
ENF 19-0676	125 HOYT ST	CONTACT WITH OWNER	CLOSED	09/23/19	09/23/2019		10/24/19	N
ENF 19-0679	808 GRACE ST	LETTER SENT	CLOSED	09/23/19	09/24/2019		10/03/19	N
ENF 19-0693	1300 W SOUTH ST	LETTER SENT	CLOSED	09/26/19	09/27/2019		10/09/19	N
ENF 19-0696	328 N PARK ST	CONTACT WITH OWNER	CLOSED	09/30/19	09/30/2019		10/08/19	N
ENF 19-0697	307 MICHIGAN AV	LETTER SENT	CLOSED	09/30/19	09/30/2019		10/01/19	Y

## OCTOBER 2019

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 19-0705	616 S WASHINGTON ST	REF TO DPW	CLOSED	10/01/19	10/18/2019		10/24/19	Y
ENF 19-0706	631 GLENWOOD AV	LETTER SENT	CLOSED	10/01/19	10/01/2019		10/10/19	N
ENF 19-0707	651 GLENWOOD AV	LETTER SENT	CLOSED	10/01/19	10/01/2019		10/10/19	Y
ENF 19-0719	309 E MASON ST	REF TO DPW	CLOSED	10/08/19	10/08/2019		11/01/19	Y
ENF 19-0720	314 N SAGINAW ST	LETTER SENT	CLOSED	10/08/19	10/08/2019		10/17/19	N
ENF 19-0721	328 S DEWEY ST	LETTER SENT	CLOSED	10/08/19	10/08/2019		10/22/19	Y
ENF 19-0723	805 E KING ST	COMPLAINT LOGGED	CLOSED	10/09/19	10/10/2019		10/10/19	N
ENF 19-0732	833 BROADWAY AV	LETTER SENT	CLOSED	10/17/19	10/16/2019		10/25/19	Y
ENF 19-0734	511 JEROME AV	CONTACT WITH OWNER	CLOSED	10/17/19	10/17/2019		10/23/19	Y
ENF 19-0736	119 ELIZABETH ST	CONTACT WITH OWNER	CLOSED	10/18/19	10/21/2019		10/30/19	N
ENF 19-0739	503 MILWAUKEE ST	LETTER SENT	CLOSED	10/21/19	10/21/2019		10/30/19	N
ENF 19-0760	108 N ELM ST	REF TO DPW	DPW CLEAN-UP	10/28/19	10/28/2019		10/28/19	Y

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**Total Entries      21**


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**GARBAGE CANS**

ENF 19-0700	1221 FREDERICK ST	LETTER SENT	CLOSED	09/30/19	09/30/2019		10/10/19	N
ENF 19-0737	429 GROVER ST	CONTACT WITH OWNER	CLOSED	10/18/19	10/21/2019		10/30/19	Y
ENF 19-0761	211 N HOWELL ST	COMPLAINT LOGGED	LETTER SENT	10/28/19	10/28/2019	11/06/19		N
ENF 19-0770	422 ABBOTT ST	COMPLAINT LOGGED	INSPECTION PENDING	10/31/19	11/01/2019	11/07/19		Y

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**Total Entries      4**


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**GARBAGE/JUNK IN ROW**

ENF 19-0738	1119 DINGWALL DR	COMPLAINT LOGGED	LETTER SENT	10/21/19	10/22/2019	11/07/19		N
ENF 19-0741	644 N SAGINAW ST	COMPLAINT LOGGED	LETTER SENT	10/21/19	10/21/2019	11/07/19		N
ENF 19-0748	741 N PARK ST	LETTER SENT	CLOSED	10/22/19	10/22/2019		11/01/19	N

## OCTOBER 2019

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 19-0752	410 JENNETT ST	LETTER SENT	CLOSED	10/24/19	10/23/2019		10/30/19	Y
ENF 19-0759	208 N HOWELL ST	CONTACT WITH OWNER	CLOSED	10/28/19	10/28/2019		11/01/19	Y
				Total Entries	5			
GRAFFITI/DEFAACEMENT OF PROPERTY								
ENF 19-0724	220 CARMODY ST	LETTER SENT	TICKET ISSUED	10/14/19	10/10/2019	11/14/19		VAC
				Total Entries	1			
HEALTH & SAFETY								
ENF 19-0680	208 N HOWELL ST	TICKET ISSUED	CLOSED	09/23/19	09/24/2019		10/22/19	Y
				Total Entries	1			
HOUSE FIRE								
ENF 19-0717	825 LINGLE AV	REF TO BLDG OFFICIAL	STOP WORK ORDER	10/07/19	10/07/2019		10/07/19	Y
ENF 19-0762	626 LINCOLN AVE	CONTACT WITH OWNER	REF TO BLDG OFFICIAL	10/29/19	10/28/2019	11/07/19		
				Total Entries	2			
LAWN MAINTENANCE								
ENF 19-0690	1601 YOUNG ST	COMPLAINT LOGGED	CLOSED	09/25/19	09/25/2019		10/10/19	N
				Total Entries	1			
MULTIPLE VIOLATIONS								
ENF 17-0709	503 MILWAUKEE ST	CONTACT HOMEOWNER	CLOSED	09/28/17	09/28/2017		10/31/19	N
				Total Entries	1			
MULTIPLE VIOLATIONS								
ENF 19-0018	1803 W STEWART ST	LETTER SENT	CLOSED	01/08/19	01/07/2019		10/03/19	N
ENF 19-0175	1501 FREEMAN ST	LETTER SENT	CLOSED	03/18/19	08/26/2019		10/14/19	Y
ENF 19-0373	626 LINCOLN AVE	FIRE DEPT	CLOSED	05/20/19	05/20/2019		10/28/19	VAC

## OCTOBER 2019

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 19-0476	719 BROADWAY AV	RE-OPENED ENF	TICKET ISSUED	06/19/19	10/29/2019	11/26/19		N
ENF 19-0607	707 LYNN ST	LETTER SENT	CLOSED	08/21/19	08/20/2019		10/03/19	N
ENF 19-0611	1130 S SHIAWASSEE ST	CONTACT WITH OCCUPANT	CLOSED	08/21/19	08/20/2019		10/01/19	VAC
ENF 19-0677	1007 S SHIAWASSEE ST	LETTER SENT	CLOSED	09/23/19	09/23/2019		10/09/19	N
ENF 19-0684	1026 S CHIPMAN ST	LETTER SENT	CLOSED	09/24/19	09/27/2019		10/09/19	N
ENF 19-0688	414 HUGGINS ST	CONTACT WITH OWNER	CLOSED	09/25/19	09/25/2019		10/30/19	Y
ENF 19-0694	1214 FREDERICK ST	LETTER SENT	CLOSED	09/27/19	10/01/2019		10/10/19	N
ENF 19-0702	1224 FREDERICK ST	COMPLAINT LOGGED	CLOSED	09/30/19	09/30/2019		10/10/19	Y
ENF 19-0704	1110 NELSON ST	LETTER SENT	CLOSED	10/01/19	10/01/2019		10/14/19	N
ENF 19-0709	910 ADA ST	INSPECTED PROPERTY	EXTENSION GRANTED	10/02/19	10/03/2019	12/19/19		N
ENF 19-0729	402 E COMSTOCK ST	COMPLAINT LOGGED	LETTER SENT	10/16/19	10/15/2019	11/07/19		Y
ENF 19-0733	213 S LANSING ST	COMPLAINT LOGGED	LETTER SENT	10/17/19	10/21/2019	11/12/19		Y
ENF 19-0740	303 N CEDAR ST	COMPLAINT LOGGED	LETTER SENT	10/21/19	10/21/2019	11/07/19		Y
ENF 19-0749	432 CASS ST	CONTACT WITH OWNER	CLOSED	10/22/19	10/22/2019		10/30/19	N
ENF 19-0751	1013 W MAIN ST	COMPLAINT LOGGED	CONTACTED PROPERTY OWNER	10/23/19	10/23/2019	11/23/19		COMM VAC
ENF 19-0754	623 N WASHINGTON ST	COMPLAINT LOGGED	LETTER SENT	10/24/19	10/24/2019	11/25/19		N
ENF 19-0755	715 E MASON ST	COMPLAINT LOGGED	LETTER SENT	10/24/19	10/25/2019	11/07/19		N
ENF 19-0756	717 E MASON ST	COMPLAINT LOGGED	LETTER SENT	10/24/19	10/24/2019	11/07/19		N
ENF 19-0765	1229 MILWAUKEE ST	COMPLAINT LOGGED	LETTER SENT	10/30/19	10/29/2019	11/14/19		VAC

Total Entries	22
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NO BUILDING PERMIT

ENF 19-0722	660 N WASHINGTON ST	COMPLAINT LOGGED	CLOSED	10/09/19	10/09/2019		10/09/19	Y
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## OCTOBER 2019

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 19-0763	1405 W MAIN ST	COMPLAINT LOGGED	LETTER SENT	10/29/19	10/29/2019	11/07/19		N
Total Entries				2				
PLUMBING VIOLATIONS								
ENF 19-0758	503 S WASHINGTON ST	CONTACT WITH OWNER	CLOSED	10/24/19	10/24/2019		10/25/19	Y
Total Entries				1				
POOL MAINTENANCE								
ENF 19-0735	655 N SAGINAW ST	COMPLAINT LOGGED	LETTER SENT	10/18/19	10/21/2019	11/14/19		N
Total Entries				1				
REFRIGERATORS								
ENF 19-0730	104 N LANSING ST	REF TO DPW	CLOSED	10/17/19	10/16/2019		10/22/19	Y
Total Entries				1				
RENTAL UNIT VIOL								
ENF 19-0139	825 LINGLE AV	DISMISSED	CLOSED	03/12/19	03/12/2019		10/07/19	Y
ENF 19-0148	208 N HOWELL ST	RENTAL REG FORM SUBMITTED	CLOSED	03/13/19	03/13/2019		10/07/19	Y
ENF 19-0163	116 N WASHINGTON ST	COMPLAINT LOGGED	LETTER SENT	03/15/19	03/15/2019		10/09/19	Y 2 UNITS
ENF 19-0283	706 CORUNNA AV	RENTAL REG FORM SUBMITTED	CLOSED	04/11/19	04/11/2019		10/07/19	Y
ENF 19-0744	908 W MAIN ST	COMPLAINT LOGGED	LETTER SENT	10/21/19	10/21/2019	11/21/19		Y
ENF 19-0747	1105 N HICKORY ST	COMPLAINT LOGGED	LETTER SENT	10/21/19	10/21/2019	11/21/19		Y
Total Entries				6				
RV/CAMPER VIOLATIONS								
ENF 19-0039	837 LINGLE AVE	INSPECTED PROPERTY	LEGAL ACTION	01/15/19	02/14/2019		10/07/19	N
ENF 19-0713	121 S BROOKS ST	LETTER SENT	CLOSED	10/07/19	10/03/2019		10/11/19	N
Total Entries				2				

## OCTOBER 2019

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
<u>SIDEWALK VIOLATION</u>								
ENF 19-0670	738 LINGLE AV	LETTER SENT	CLOSED	09/18/19	09/18/2019		10/03/19	N
				Total Entries	1			
<u>SIGN VIOLATION</u>								
ENF 19-0712	109 N BALL ST	COMPLAINT LOGGED	CLOSED	10/03/19	10/03/2019		10/03/19	COMM
				Total Entries	1			
<u>TRAILER VIOLATIONS</u>								
ENF 19-0448	200 UNIVERSAL DR	CONTACT WITH BUSINESS	CLOSED	06/07/19	06/10/2019		10/01/19	COMM
				Total Entries	1			
Total Records:		110	Total Pages: 8					



## 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	1	0	0	58
\$675.00	175.00	100.00	200.00	175.00	100.00	75.00	125.00	0.00	25.00	0.00	0.00	\$1,650.00
<b>HARMON PATRIDGE PARK RENTAL</b>												
5	2	6	9	5	5	7	9	3	0	0	0	51
\$150.00	50.00	200.00	225.00	125.00	125.00	225.00	225.00	75.00	0.00	0.00	0.00	\$1,400.00
<b>Rental - RENEWALS -</b>												
212	174	20	8	7	2	3	2	10	1	0	0	439
\$5,750.00	5,500.00	525.00	325.00	200.00	50.00	25.00	50.00	275.00	100.00	0.00	0.00	\$12,800.00
<b>RENTAL REGISTRATIONS - NEW -</b>												
8	3	6	9	1	3	4	1	1	3	0	0	39
\$200.00	75.00	125.00	225.00	0.00	75.00	100.00	25.00	25.00	125.00	0.00	0.00	\$975.00
<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	14	5	0	0	590
\$6,775.00	5,800.00	950.00	975.00	500.00	350.00	425.00	425.00	375.00	250.00	0.00	0.00	16,825.00

## Montly Inspection List

OCTOBER 2019

BOOTH, MARK

MECHANICAL & PLUMBING INSPECTOR

Total Inspections: 42

FIRE DEPARTMENT

RENTAL INSPECTORS

Total Inspections: 11

HARRIS, JON

ELECTRICAL INSPECTOR

Total Inspections: 191

HERZBERG, SCOTT SAFEUILT

MECHANICAL & PLUMBING INSPECTOR

Total Inspections: 26

HISSONG, BRAD

BUILDING OFFICIAL

Total Inspections: 54

MCILMURRAY, WALT

CODE ENFORCEMENT OFFICIAL

Total Inspections: 94

Report Summary

Grand Total Inspections:

418



# 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: November 01, 2019  
TO: Owosso City Council  
FROM: Eric E. Cherry  
Police Department Lieutenant  
RE: October 2019 Police Reports

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Attached are the statistics for the Police Department for October 2019. One report is an offense summary for the month of October, by offense type. The other report, neighborhood crime report, lists the occurred on date, case number, location, and the complaint type for reports in October. The officers completed three hundred fifty-five (355) field interviews this month, which are calls where a full criminal report is not needed. Your Owosso Police Officers arrested forty-three (43) persons this month for fifty-two (52) total offenses.

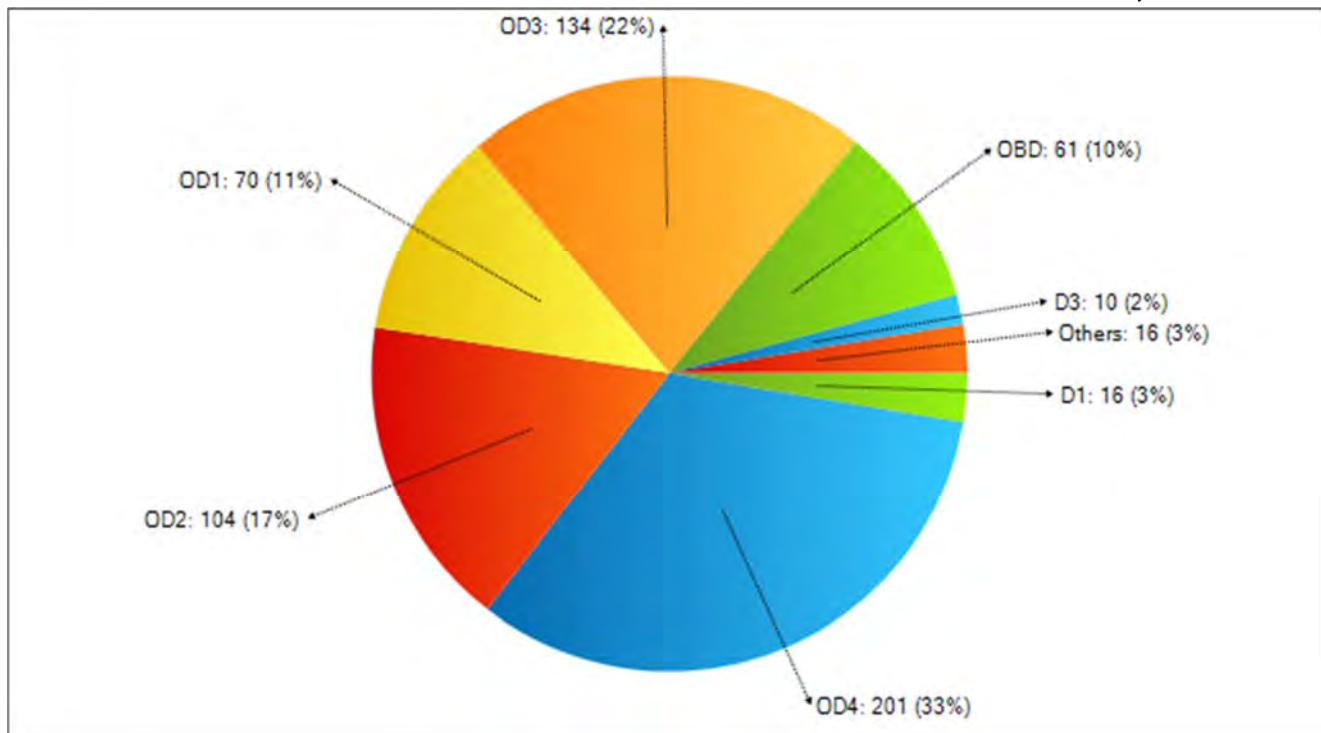
For October 2019 the police handled six hundred twelve (612) police events, eighty-five (85) were traffic stops, about fourteen (14) percent of their work activity.

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)

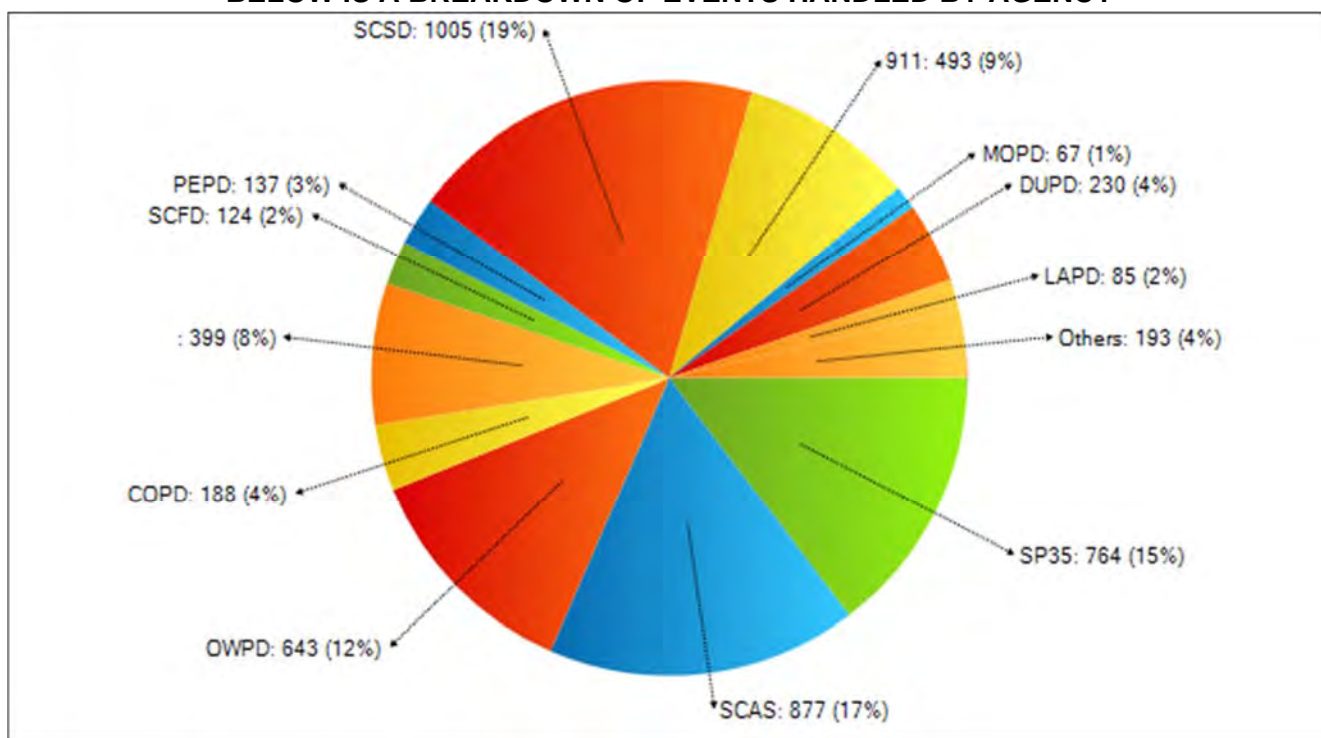
ODB: Owosso City Downtown Business District

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

**OCTOBER NEIGHBORHOOD CRIME REPORT**

Occurred Date	Case No	Location	Offense
10/8/2019	1964501633	800 block S Park St	AGGRAVATED/FELONIOUS ASSAULT
10/27/2019	1964501714	200 block S Washington St	AGGRAVATED/FELONIOUS ASSAULT
10/8/2019	1964501631	400 block N Dewey St	ARSON
10/9/2019	1964501635	900 block S Lyon St	BURGLARY - UNLAWFUL ENTRY (NO INTENT)
10/3/2019	1964501597	700 block S Wright Ave	BURGLARY -FORCED ENTRY
10/14/2019	1964501661	200 block N Saginaw St	BURGLARY -FORCED ENTRY
10/14/2019	1964501668	700 block S Wright Ave	BURGLARY -FORCED ENTRY
10/15/2019	1964501669	1300 block W Herman St	BURGLARY -FORCED ENTRY
10/21/2019	1964501693	1000 block W Main St	BURGLARY -FORCED ENTRY
10/24/2019	1964501717	100 block N Dewey St	BURGLARY -FORCED ENTRY
10/12/2019	1964501655	800 block E Exchange St	CIVIL CUSTODIES - INSANITY (MENTAL)
10/22/2019	1964501698	1600 block W Stewart St	CIVIL CUSTODIES - INSANITY (MENTAL)
10/31/2019	1964501737	200 block N Park St	CIVIL CUSTODIES - INSANITY (MENTAL)
10/31/2019	1964501741	800 block W King St	CIVIL CUSTODIES - INSANITY (MENTAL)
10/1/2019	1964501582	800 block W King St	DAMAGE TO PROPERTY
10/1/2019	1964501587	300 block N Saginaw St	DAMAGE TO PROPERTY
10/6/2019	1964501620	1200 block S Shiawassee St	DAMAGE TO PROPERTY
10/8/2019	1964501636	300 block N Saginaw St	DAMAGE TO PROPERTY
10/9/2019	1964501634	700 block N Saginaw St	DAMAGE TO PROPERTY
10/10/2019	1964501654	300 block E Oliver St	DAMAGE TO PROPERTY
10/12/2019	1964501659	1400 block W Lynn St	DAMAGE TO PROPERTY
10/19/2019	1964501688	600 block E King St	DAMAGE TO PROPERTY
10/23/2019	1964501700	700 block E Corunna Ave	DAMAGE TO PROPERTY
10/26/2019	1964501724	800 block W Ament St	DAMAGE TO PROPERTY
10/27/2019	1964501716	1100 block W Stewart St	DAMAGE TO PROPERTY
10/31/2019	1964501738	1000 block N Saginaw St	DAMAGE TO PROPERTY
10/1/2019	1964501582	800 block W King St	DISORDERLY CONDUCT
10/5/2019	1964501607	200 block E Main St	DISORDERLY CONDUCT
10/5/2019	1964501611	1100 block W Buckley Dr	DISORDERLY CONDUCT
10/12/2019	1964501653	300 block W Main St	DISORDERLY CONDUCT
10/15/2019	1964501673	200 block E Main St	DISORDERLY CONDUCT
10/27/2019	1964501713	200 block S Washington St	DISORDERLY CONDUCT
10/9/2019	1964501642	1400 block W Main St	FAMILY -ABUSE/NEGLECT NONVIOLENT
10/2/2019	1964501591	300 block S Elm St	FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE
10/14/2019	1964501672	700 block W Stewart St	FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE

10/8/2019	1964501629	1200 block Penbrook Dr	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME
10/28/2019	1964501728	400 block W Genesee St	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME
10/3/2019	1964501596	400 block N Chipman St	FRAUD -IMPERSONATION
10/2/2019	1964501663	200 block E Williams St	HEALTH AND SAFETY
10/3/2019	1964501666	200 block N Howell St	HEALTH AND SAFETY
10/10/2019	1964501664	200 block E Williams St	HEALTH AND SAFETY
10/10/2019	1964501643	800 block E Main St	HEALTH AND SAFETY
10/13/2019	1964501660	900 block S Shiawassee St	INSPECTIONS/INVESTIGATIONS - DRUG OVERDOSE
10/1/2019	1964501586	1000 block N Dingwall Dr	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
10/7/2019	1964501623	200 block S Water St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
10/14/2019	1964501662	Washington St/Exchange St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
10/18/2019	1964501680	Oakwood St/Jerome St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
10/18/2019	1964501678	300 block N Dewey St	INSPECTIONS/INVESTIGATIONS - SUSPICIOUS SITUATIONS
10/20/2019	1964501689	300 block N Dewey St	INSPECTIONS/INVESTIGATIONS - SUSPICIOUS SITUATIONS
10/2/2019	1964501590	700 block N Pine St	INTIMIDATION/STALKING
10/23/2019	1964501704	500 block E Grover St	INTIMIDATION/STALKING
10/4/2019	1964501606	600 block E Comstock St	JUVENILE RUNAWAY
10/11/2019	1964501649	600 block E Comstock St	JUVENILE RUNAWAY
10/4/2019	1964501608	800 block W Grace St	LARCENY -OTHER
10/6/2019	1964501615	Parking Lot Near Taco Bell	LARCENY -OTHER
10/16/2019	1964501683	300 block N Hickory St	LARCENY -OTHER
10/16/2019	1964501674	400 block W Cass St	LARCENY -OTHER
10/24/2019	1964501717	100 block N Dewey St	LARCENY -OTHER
10/24/2019	1964501705	400 block E Grover St	LARCENY -OTHER
10/5/2019	1964501610	500 block S Garfield Ave	LARCENY -THEFT FROM MOTOR VEHICLE
10/18/2019	1964501679	300 block N Oak St	LARCENY -THEFT FROM MOTOR VEHICLE
10/5/2019	1964501612	800 block S Lingle Ave	MISCELLANEOUS - ASSIST TO FIRE DEPARTMENT
10/28/2019	1964501722	600 block S Lincoln Ave	MISCELLANEOUS - ASSIST TO FIRE DEPARTMENT
10/4/2019	1964501598	200 block E Main St	MISCELLANEOUS - ASSIST TO OTHER POLICE AGENCY
10/19/2019	1964501691	400 block W Oliver St	MISCELLANEOUS - GENERAL ASSISTANCE
10/30/2019	1964501735	700 block E North St	MISCELLANEOUS - GENERAL ASSISTANCE

10/7/2019	1964501628	300 block S Elm St	MISCELLANEOUS - NON-CRIMINAL
10/10/2019	1964501641	1200 block E Corunna Ave	MISCELLANEOUS - NON-CRIMINAL
10/10/2019	1964501640	600 block E Main St	MISCELLANEOUS - NON-CRIMINAL
10/20/2019	1964501687	1200 block S Shiawassee St	MISCELLANEOUS - NON-CRIMINAL
10/29/2019	1964501729	800 block S Alger Ave	MISCELLANEOUS CRIMINAL OFFENSE
10/25/2019	1964501706	600 block S Chestnut St	MOTOR VEHICLE THEFT
10/2/2019	1964501593	E Main St/S Dewey St	MOTOR VEHICLE VIOLATION
10/4/2019	1964501600	500 block W Main St	MOTOR VEHICLE VIOLATION
10/4/2019	1964501605	W Main St/N Shiawassee St	MOTOR VEHICLE VIOLATION
10/10/2019	1964501645	100 block S Washington St	MOTOR VEHICLE VIOLATION
10/11/2019	1964501647	S Cedar St/W Ryan St	MOTOR VEHICLE VIOLATION
10/30/2019	1964501732	1100 block W Main St	MOTOR VEHICLE VIOLATION
10/16/2019	1964501676	300 block N Dewey St	MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)
10/2/2019	1964501609	1100 block S George St	NONAGGRAVATED ASSAULT
10/4/2019	1964501604	E Howard St/S Division St	NONAGGRAVATED ASSAULT
10/6/2019	1964501614	300 block N Dewey St	NONAGGRAVATED ASSAULT
10/6/2019	1964501617	1000 block W Beehler St	NONAGGRAVATED ASSAULT
10/7/2019	1964501621	600 block S Grand Ave	NONAGGRAVATED ASSAULT
10/7/2019	1964501622	1100 block S Shiawassee St	NONAGGRAVATED ASSAULT
10/7/2019	1964501626	200 block N Water St	NONAGGRAVATED ASSAULT
10/9/2019	1964501637	1600 block W Stewart St	NONAGGRAVATED ASSAULT
10/9/2019	1964501639	1400 block Renfrew Dr	NONAGGRAVATED ASSAULT
10/11/2019	1964501651	800 block W Milwaukee St	NONAGGRAVATED ASSAULT
10/15/2019	1964501669	1300 block W Herman St	NONAGGRAVATED ASSAULT
10/19/2019	1964501682	Corunna Ave/Maple Ave	NONAGGRAVATED ASSAULT
10/20/2019	1964501692	900 block W Main St	NONAGGRAVATED ASSAULT
10/23/2019	1964501701	Ball St/King St	NONAGGRAVATED ASSAULT
10/25/2019	1964501723	400 block E Mason St	NONAGGRAVATED ASSAULT
10/25/2019	1964501725	200 block N Water St	NONAGGRAVATED ASSAULT
10/25/2019	1964501710	300 block E Goodhue St	NONAGGRAVATED ASSAULT
10/26/2019	1964501711	200 block N Carmody St	NONAGGRAVATED ASSAULT
10/27/2019	1964501715	600 block N Pine St	NONAGGRAVATED ASSAULT
10/27/2019	1964501719	1200 W Penbrook Dr	NONAGGRAVATED ASSAULT
10/30/2019	1964501736	200 block N Park St	NONAGGRAVATED ASSAULT
10/31/2019	1964501739	400 block E Williams St	NONAGGRAVATED ASSAULT
10/2/2019	1964501602	600 block N Hickory St	OBSCENITY
10/2/2019	1964501589	E Main St/S Park St	OBSTRUCTING JUSTICE
10/7/2019	1964501621	600 block S Grand Ave	OBSTRUCTING JUSTICE
10/7/2019	1964501627	600 block N Shiawassee St	OBSTRUCTING JUSTICE

10/13/2019	1964501658	800 block W King St	OBSTRUCTING JUSTICE
10/13/2019	1964501660	900 block S Shiawassee St	OBSTRUCTING JUSTICE
10/17/2019	1964501677	1700 block W Herman St	OBSTRUCTING JUSTICE
10/19/2019	1964501686	600 block W River St	OBSTRUCTING JUSTICE
10/26/2019	1964501720	400 block E Comstock St	OBSTRUCTING JUSTICE
10/28/2019	1964501727	1300 block E Main St	OBSTRUCTING JUSTICE
10/30/2019	1964501733	1400 block W Roslyn St	OBSTRUCTING JUSTICE
10/30/2019	1964501734	200 block S Dewey St	OBSTRUCTING JUSTICE
10/1/2019	1964501582	800 block W King St	OBSTRUCTING POLICE
10/10/2019	1964501644	Mason St/Hickory St	OBSTRUCTING POLICE
10/11/2019	1964501650	700 block S Division St	OBSTRUCTING POLICE
10/15/2019	1964501671	Campbell Dr/Ada St	OBSTRUCTING POLICE
10/27/2019	1964501714	200 block S Washington St	OBSTRUCTING POLICE
10/8/2019	1964501632	N Dewey St/E Oliver St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
10/23/2019	1964501699	N Washington St/E Goodhue St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
10/15/2019	1964501673	200 block E Main St	PUBLIC PEACE -OTHER
10/15/2019	1964501671	Campbell Dr/Ada St	SEX OFFENSE -OTHER
10/19/2019	1964501684	900 block W Main St	SEX OFFENSE -OTHER
10/6/2019	1964501616	1300 block W Main St	SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE
10/19/2019	1964501695	200 block N Lansing St	SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE
10/26/2019	1964501718	800 block E Corunna Ave	SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE
10/11/2019	1964501648	S Shiawassee St/W Genesee St	TRAFFIC - DRIVER LICENSE LAW VIOLATIONS
10/1/2019	1964501585	N Oak St/E Williams St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
10/19/2019	1964501685	S Washington St/Corunna Ave	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
10/26/2019	1964501712	300 block W Main St	TRAFFIC - RECKLESS DRIVING
10/11/2019	1964501646	E Corunna Ave/S May St	TRAFFIC - REGISTRATION LAW VIOLATIONS
10/25/2019	1964501707	E Main St/S Hickory St	TRAFFIC - REGISTRATION LAW VIOLATIONS
10/1/2019	1964501584	W Main St/S Cedar St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/1/2019	1964501585	N Oak St/E Williams St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/3/2019	1964501594	N Ball St/W Oliver St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/4/2019	1964501601	M-21/M-52	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/6/2019	1964501613	W Stewart St/S Chipman St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/7/2019	1964501625	S Washington St/W Stewart St	TRAFFIC, NON-CRIMINAL - ACCIDENT



10/9/2019	1964501638	500 block W Main St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/13/2019	1964501656	1200 block S Washington St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/14/2019	1964501665	Stewart St/Walnut St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/14/2019	1964501667	900 block S Chipman St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/18/2019	1964501681	W Gute St/S Palmer St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/20/2019	1964501690	S Washington St/E Comstock St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/22/2019	1964501697	S Gould St/E Main St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/23/2019	1964501702	Corunna Ave/Gould St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/25/2019	1964501709	S Chipman St/W Frederick St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/26/2019	1964501712	300 block W Main St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/27/2019	1964501721	1100 block W Lynn St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/28/2019	1964501726	E Main St/S Gould St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/29/2019	1964501731	700 block S Chipman St	TRAFFIC, NON-CRIMINAL - ACCIDENT
10/7/2019	1964501618	600 block N First St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
10/23/2019	1964501703	400 block W Main St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
10/2/2019	1964501588	600 block S Alger St	TRESPASS
10/7/2019	1964501624	600 block S Alger Ave	TRESPASS
10/14/2019	1964501670	600 block S Alger St	TRESPASS
10/11/2019	1964501646	E Corunna Ave/S May St	VIOLATION - INSURANCE - FAIL TO FILE PLPD INSURANCE
10/4/2019	1964501603	Kiwanis Ball Fields	VIOLATION OF CONTROLLED SUBSTANCE ACT
10/12/2019	1964501652	100 block E Corunna Ave	VIOLATION OF CONTROLLED SUBSTANCE ACT
10/23/2019	1964501699	N Washington St/E Goodhue St	WEAPONS OFFENSE - OTHER
Total	160		

**OCTOBER OFFENSE SUMMARY REPORT**

Offense	Total Offenses
0904 - 09001 - Murder - Willful Killing - Non-Family - Other Weapon	1
1178 - 11008 - CSC Fourth (4th) Degree - Forcible Contact	3
1305 - 13002 - Aggravated/Felonious Assault - Non-Family - Other Weapon	1
1311 - 13002 - Aggravated/Felonious Assault - Police Officer - Other Weapon	1
1313 - 13001 - Assault and Battery/Simple Assault	22
1316 - 13003 - Intimidation	1
1384 - 13003 - Computer/Internet Used for Harassment, Threats	1
2099 - 20000 - Arson (Other)	1
2202 - 22001 - Burglary - Forced Entry - Residence (Including Home Invasion)	5
2275 - 22001 - Burglary - Unoccupied Building or Other Structure	1
2298 - 22003 - Burglary - Entering Without Permission	1
2305 - 23005 - Larceny - Personal Property from Vehicle	2
2309 - 23007 - Larceny - From Yards (Grounds surrounding a building)	2
2399 - 23007 - Larceny (Other)	4
2404 - 24001 - Vehicle Theft	1
2602 - 26001 - Fraud - Swindle	1
2604 - 26003 - Fraud - Impersonation	1
2605 - 26002 - Illegal Use of Credit Card	2
2699 - 26001 - Fraud (Other)	1
2902 - 29000 - Damage to Property - Private Property	11
2998 - 29000 - Damage to Property - Destroy, Injure Property of Police or Fire Departments	1
3547 - 35001 - Methamphetamine - Possess	2
3605 - 36004 - Indecent Exposure	2
3704 - 37000 - Obscene Material - Possess	1
3802 - 38001 - Cruelty Toward Child/Nonviolent	1
4801 - 48000 - Resisting Officer	4
4802 - 48000 - Obstruct Criminal Investigation	1
5006 - 50000 - Obstructing Justice	2
5011 - 50000 - Parole Violation	1
5012 - 50000 - Probation Violation	2
5015 - 50000 - Failure to Appear	4
5070 - 50000 - Violation of Preliminary Injunctive Order (Peace Bond)	2
5299 - 52003 - Weapons Offense (Other)	1

5311 - 53001 - Disorderly Conduct	3
5312 - 53001 - Disturbing the Peace	1
5393 - 53001 - Disorderly Conduct (Other)	2
5399 - 53002 - Public Peace (Other)	1
5599 - 55000 - Health and Safety Violations (Other)	4
5707 - 57001 - Trespass (Other)	3
7070 - 70000 - Runaway	2
7399 - 73000 - Miscellaneous Arrest	1
8028 - 54002 - Operating with Blood Alcohol Content of .08% or more	1
8041 - 54002 - Operating Under the Influence of Intoxicating Liquor	1
8073 - 54003 - Traffic - Reckless Driving	1
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	2
8275 - 54003 - Traffic - Driver License Law Violations	1
8277 - 54003 - Traffic - Registration Law Violations	2
8328 - 54003 - Motor Vehicle Violation	6
8920 - 89003 - Violation - Insurance - Fail to File PLPD Insurance	1
9908 - 92004 - Civil Custodies - Insanity (Mental)	4
9910 - 93001 - Traffic, Non-Criminal - Accident	19
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	2
9943 - 98007 - Inspections/Investigations - Suspicious Situations	2
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	4
9945 - 98009 - Inspections/Investigations - Drug Overdose	1
9953 - 99008 - Miscellaneous - General Assistance	2
9954 - 99008 - Miscellaneous - Assist to Fire Department	2
9954 - 99009 - Miscellaneous - Non-Criminal	4
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	1
Total	160



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# ***MEMORANDUM***

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DATE: November 11, 2019

TO: Owosso City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: October 2019 Fire & Ambulance Report

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Attached are the statistics for the Owosso Fire Department (OFD) for October 2019. The Owosso Fire Department responded to 254 incidents in the month of September.

OFD responded to 22 fire calls and responded to 232 EMS calls.

Previous Month ▾

Oct 1, 2019 - Oct 31, 2019 ▾

10%

FIRE  
Percentage of Total Incidents

90%

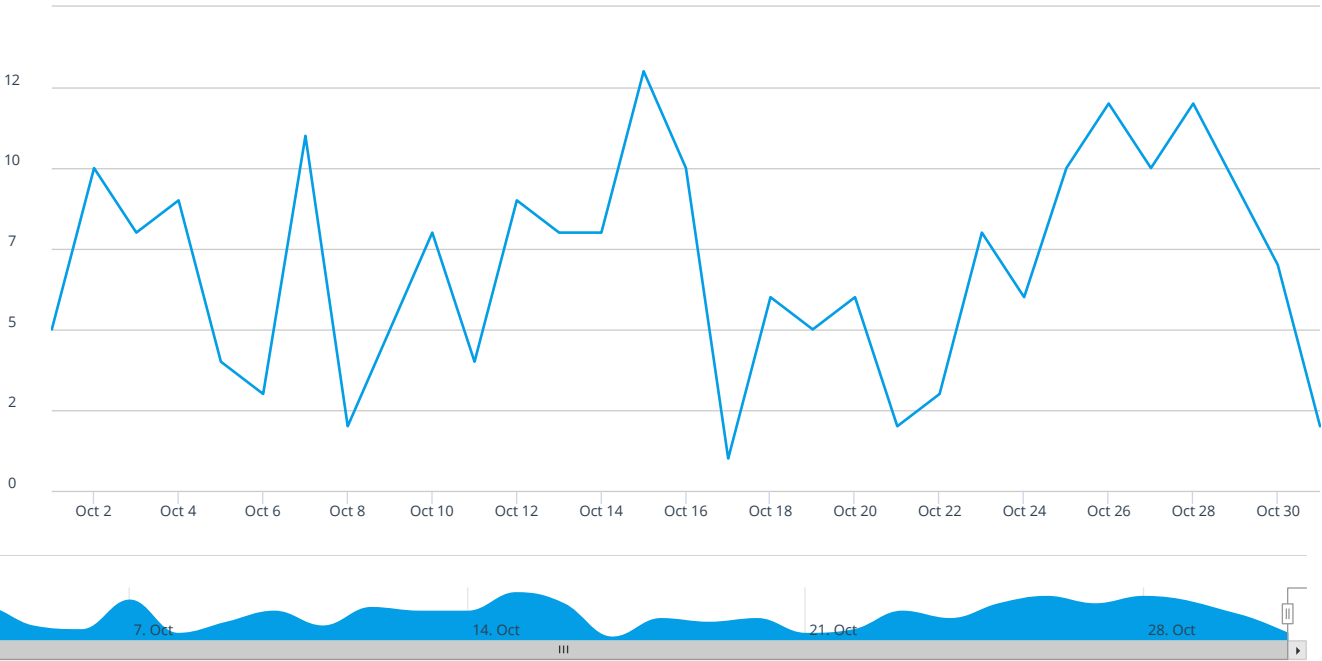
EMS  
Percentage of Total Incidents

207

INCIDENTS  
In Selected Time Slice

31

DAYS  
In Selected Time Slice



Counts % Rows % Columns % All

Week Ending	10/6/19	10/13/19	10/20/19	10/27/19	11/3/19	11/10/19	11/17/19	11/24/19	12/1/19	12/8/19	12/15/19	12/22/19	12/29/19	Total
(11) Structure Fire	1		1	1	2									5
(13) Mobile property (vehicle) fire	2													2
(31) Medical assist				1	1									2
(32) Emergency medical service (EMS) incident	33	45	44	46	17									185
(41) Combustible/f... spills & leaks		1	1	1										3
(44) Electrical wiring/equipm.. problem	1													1
(53) Smoke, odor problem				1										1
(55) Public service assistance	1													1
(61) Dispatched and canceled en route				1										1
(65) Steam, other gas mistaken for smoke		1												1
(67) HazMat release investigation w/no HazMat			1											1
(73) System or detector malfunction			2											2
(74) Unintentional system/detect... operation (no fire)	1				1									2
Total	39	47	49	51	21									207

Previous Month ▾

Oct 1, 2019 - Oct 31, 2019 ▾

75%

TRANSPORTS

Percentage of Patient Encounters

25%

NON TRANSPORTS

Percentage of Patient Encounters

232

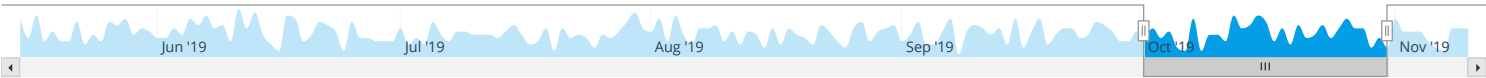
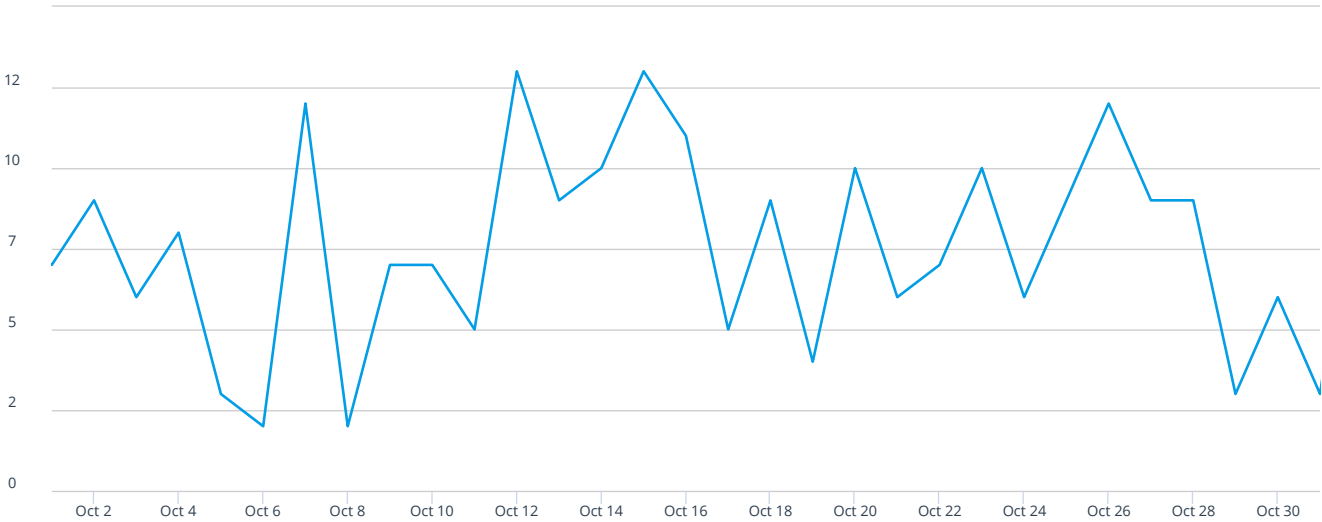
RECORDS

In Selected Time Slice

31

DAYS

In Selected Time Slice



Counts % Rows % Columns % All

Week Ending	10/6/19	10/13/19	10/20/19	10/27/19	11/3/19	11/10/19	11/17/19	11/24/19	12/1/19	12/8/19	12/15/19	12/22/19	12/29/19	Total
Cancelled (No Patient Contact)			2	1										3
Cancelled (Prior to Arrival at Scene)		2												2
Cancelled on Scene/No Patient Found	2													2
Patient Dead on Scene - No Resuscitation Attempted (Without Transport)			1											1
Patient Evaluated, No Treatment/Tra.. Required	3	5	7	13	4									32
Patient Refused Evaluation/Ca... (Without Transport)	4	2		3	1									10
Patient Treated, Released (AMA)		3	2	1										6
Patient Treated, Transported by Law Enforcement			1											1
Patient Treated, Transported by Private Vehicle				1										1
Transported Lights/Siren		6	3	4										13
Transported No Lights/Siren	26	37	46	36	16									161
Total	35	55	62	59	21									232

**MINUTES  
OWOSSO BROWNFIELD REDEVELOPMENT AUTHORITY  
MEETING OF OCTOBER 9, 2019**

Meeting was called to order at 9:01 a.m. by Chairperson Susan Osika.

**Roll Call.**

*Members Present:* Loreen Bailey, Treena Chick, Janae Fear, Julie Omer, Susan Osika, and Andrea Tuttle

*Members Absent:* Randy Woodworth

Superintendent Dr. Andrea Tuttle was present as a substitute for Owosso Public Schools representative Authority Member Jeff Phillips.

**AGENDA:**

**It was moved by Vice Chairperson Fear and supported by Authority Member Omer to approve the agenda for October 9, 2019 as presented.**

**Yeas all. Motion passed.**

**COMMUNICATIONS:**

- 1) Staff memorandum (Reference)
- 2) 152 Howard Street brownfield plan
- 3) Memorandum & Resolution – 344 W. Main Street

**PUBLIC HEARING:      **Owosso Brownfield Redevelopment District #21  
152 Howard Street****

Property owners Carl and Sue Ludington provided detail on the history of the building. It was built as a bakery in 1913. They purchased the property in 2005. Since that time they have installed new windows, installed a new roof, painted the exterior and constructed offices on the first floor. Unfortunately, the 2008 recession dramatically affected their plans, bringing them to a halt until 2017 when the Owosso Main Street/DDA approached them about the possibility of adding upper story apartments. The Ludingtons have teamed up with JP Buckingham from Triterra and Bruce Johnston of Revitalize, LLC and created a development proposal for the building including: 7 upper story apartments, a new elevator, installation of fire suppression, and additional office space. Ms. Ludington indicated she wants her property to make a great first impression for those visiting the SRI and hopes that their investment in the area will spur others to do the same.

JP Buckingham, COO and Principal Geologist for Triterra, delivered a PowerPoint presentation providing further details on the property and the planned project. The property meets the definition of a brownfield due to its functional obsolescence. Contamination of the site is currently unknown but potential asbestos and lead contamination are anticipated. Chlorinated gasses have been found under the building necessitating a ventilation system. The proposed Brownfield Plan will be in place for a period of 26 years. Local taxes will be subject to an OPRA for the first 12 years of the plan, then captured in a TIF for the following 14 years. School taxes will be captured for all 26 years of the proposed plan.

The public hearing was opened at 9:20 a.m.

Bruce Johnston, founder of Revitalize, LLC, indicated he had been working with the Ludingtons on the proposed project and tax incentives like the Brownfield are essential for the project to move forward. Without them the project would be capable of sustaining the cash flow necessary for bank financing. Creating new residential opportunities and cleaning up contamination are both worthy of incentives.

There were no other citizen comments received.

Authority Members asked questions on the following topics: whether the apartments would be rented or purchased, use of on-site parking, whether rental rates are anticipated to be affordable, and how the nested OPRA works with the Brownfield Plan.

Authority Member Fear indicated that as a City Council member she felt the City was taking hit after hit on abatements. She said she felt like she was missing something.

**Motion by Authority Member Bailey, supported by Authority Member Omer:**

WHEREAS, the Community Development Office of the City of Owosso, is in receipt of a Brownfield Plan proposal entitled "Brownfield Plan #21, Howard Street Development, 152 E. Howard Street" prepared 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"), which is recommended for approval by the City of Owosso Brownfield Redevelopment Authority pursuant to and in accordance with Section 13 of the Act; and

WHEREAS, the City has provided notice to and fully informed 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 City 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, upon review the Authority has made the following determinations and findings:

- A. The Plan constitutes a public purpose under the Act;
- B. The Plan meets all of the requirements for a Brownfield Plan set forth in Section 13 of the Act;
- C. 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;
- D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act;
- E. 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 the recommendations of the Taxing Jurisdictions, the Authority desires to proceed with approval of the Amended Plan and to forward the Plan to the City Council of the City of Owosso for adoption.

**NOW THEREFORE, BE IT RESOLVED THAT:**

- 1. **Plan Approved.** Pursuant to the authority vested in the Authority 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 Authority on October 9, 2019 with an allowance of nonsubstantive agreement, and maintained on file in the office of the City Clerk.
- 2. **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.
- 3. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

Approved November 7, 2013



**Yeas 5, nays 1. Motion passed.**

**ITEMS OF BUSINESS**

**Brownfield Plan Termination Recommendation: – District #19, 344 W. Main Street**

City Manager Nathan R. Henne introduced the item saying the original Brownfield Plan for the property was authorized by Council on January 3, 2017. The project included a complete rehabilitation of the two-story building with the first floor housing a mix of professional office and retail space and the second floor containing 9 new living units. To date, the project has failed to occur with respect to the eligible property and a transfer of ownership occurred August 31, 2017 to Dwyerwood, LLC without a 30-day written notice to the Authority as agreed upon in the reimbursement agreement, necessitating consideration of termination of the plan.

**Motion by Authority Member Fear to recommend to City Council the termination of Brownfield Plan District #19 – 344 W. Main Street.**

**Motion supported by Authority Member Chick.**

**Roll Call Vote.**

**AYES:** Vice Chairperson Fear, Authority Members Bailey, Chick, Omer, Tuttle, and Chairperson Osika.

**NAYS:** None.

**ABSENT:** Authority Member Woodworth.

**PUBLIC COMMENT:**

None.

**BOARD COMMENTS:**

None.

**ADJOURNMENT:**

Motion by Authority Member Omer, supported by Authority Member Fear to adjourn the meeting at 9:41 a.m.

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Amy K. Kirkland, City Clerk

Approved November 7, 2013

## OWOSSO HISTORICAL COMMISSION

### Regular Meeting Minutes

October 15, 2019, 7:00 PM Curwood Castle



- CALL TO ORDER:** MEETING WAS CALLED TO ORDER AT 7:10 PM BY VICE CHAIRMAN DAVE ACTON.
- PRESENT:** Vice Chair Dave Acton; Commissioner Sara Adams; Commissioner Carolyn Ebert; Commissioner Mark Erikson; Commissioner Steven Flayer; Commissioner Elaine Greenway.
- ABSENT:** Commissioner Heather Jacobs; Commissioner Paul Rogers  
Commissioner Jed Dingens-Resigned 9-9-2019.
- OTHERS PRESENT:** Josh Adams, DDA Director, Denice Grace, Curwood Castle Head Docent
- APPROVAL OF AGENDA:** Commissioner Ebert made a motion to amend the agenda to include:  
**New Business:**  
Introduction of Commissioner Steven Flayer  
Pictures & Photo Newspaper Opportunities  
**Old Business:**  
Home Tour Recap  
**Motion Supported by Commissioner Erikson**  
**Ayes all, motion carried.**

### APPROVAL OF SEPTEMBER, 2019 REVENUE AND EXPENDITURE REPORT:

No reports were available at this time for review. Financial Director at City offices will be contacted to obtain reports for future meetings.

**CONSENT AGENDA:** OHC Balance Sheet; OHC Check Register were not available for the Commissioner's review. Plans were discussed to have them available at future meetings.

**A motion was made by Commissioner Flayer to approve the OHC September 9, 2019 Meeting Minutes with the correction noted under Citizen Comments:** "now that he is retired, he would like to include" rather than "to like" and **September 23, 2019 Special Meeting Minutes. The motion supported by Commissioner Ebert.**  
**AYES ALL, MOTION CARRIED.**

**CITIZEN COMMENTS:** None

**COMMUNICATIONS:** Commissioner Steven Flayer has been the Director of Shiawassee District Library for over 11 years. He was also a high school librarian for 30 years prior and had a career in the military. He has retired 2 times and is still working full time. He desires to serve on the board because the library also has a large Curwood Collection and is setting up an archival room. He desires to be a repository for anything to do with Shiawassee County History. Steve describes himself as a voracious reader, reading 15-20 books per month with a passion of the preservation of history.

### OLD BUSINESS:

- **Job Description created by Office of Executive Director** – A job description has been developed for the Commissioners review. It a Fee for Service-1099 position. IRS guidelines were utilized to ensure adherence. Hours and times are not specified.

A **Functional Supervisor** from the Board of Commissioners will meet with the Executive Director weekly to monitor accountability to the job description. Documentation will be key in the position of Functional Supervisor. A probation period is not necessary due to the 30 days-notice to cancel contract by either parties.

**Modifications discussed by Commissioners:**

Light maintenance will be at the discretion of the Executive Director.

The term "Board" is referenced throughout the job description. It will be removed since OHC is a Commission.

**A motion was made by Commissioner Erikson to approve the Job Description for the Executive Director as modified per discussion. The motion was seconded by Commissioner Greenway. AYES ALL, MOTION CARRIED.**

- **Letter of Agreement from City** – None, City Manager, Henne, not present to discuss.
- **Decorating the Castle** – Commissioner Greenway will be sorting and tossing Christmas Decorations. She is spearheading the decorations. A volunteer, Jennifer Mahoney has eagerly agreed to assist with decorating. The date is set for Saturday, November 9<sup>th</sup> between 9:00 A.M. and Noon. Friends are encouraged to join the fun.
- **Christmas Party Preparation – 10 – 2 ft. Christmas Trees** will be decorated by area businesses for purchase as fund raiser. Mr. and Mrs. Santa Claus will arrive about 7:30 p.m. A few larger items will be auctioned live. An auctioneer is needed. Other items will be offered in a silent auction. Ideas were exchanged to encourage area children clubs to rake around the castle. Pizza will be purchased. A Poster Board Presentation of projects happening with Millage will be displayed. Josh Adams will assist with tickets and Flyers with logo. Commissioners are encouraged to seek unique items for silent auctions. The time will be adjusted to 5:30 p.m. to 8:30 p.m.
- **Progress on capital improvement bid packages** – No report
- **Home Tour Wrap Up** – Commissioner Greenway will host a reception at her home for the homeowner participants in the Home Tour. It will take place **Sunday, October 27, 2019** at 3:00 p.m. thru 5: 00 p.m. All commissioners are asked to attend with a bottle of wine would be appreciated. Invitations will be mailed to Homeowner Participants.

**NEW BUSINESS:**

- **Board Chairman Replacement** – Commissioner Greenway agreed to take on the position of Interim Chairman thru April 2020 OHC meeting.  
**A motion was made by Commissioner Flayer, Seconded by Commissioner Erikson to appoint Commissioner Greenway as Interim Chairman of the Owosso Historical Commission. AYES ALL, MOTION CARRIED.**
- **Functional Supervisor of Executive Director Appointed – Vice Chairman Dave Acton**
- **Administrative supervisor of Executive Director – Nathan Henne, City Manager**
- **Pictures will be taken of Commission in front of Curwood Castle on Sunday October 20, 2019 at 3:00 p.m. to publish in newspapers.**
- **Denice Grace, Head Docent will be attending a Festival Conference.** Seminars will be available for nonprofit and fund raising. Her replacement is approved by Chairman Greenway. There will be no charge for her attendance.

**ADJOURN: Commissioner Ebert motioned to adjourn at 8:50 PM, Supported by Commissioner Adams. Ayes All, Motion Carried.**

**OWOSSO HISTORICAL COMMISSION**  
Regular Meeting Minutes  
November 12, 2019, 7:00 PM Curwood Castle



**Owosso Historical Commission Regular Meeting**

**Meeting Cancelled due to lack of Quorum.**