

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, APRIL 06, 2020
7:30 P.M.**

Meeting to be held as a Virtual Meeting due to the COVID-19 pandemic, under the authority of Executive Order No. 2020-15 of the Office of the Governor of the State of Michigan.

AGENDA

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF MARCH 16, 2020:

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

None.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

1. Project Status Report.

ITEMS OF BUSINESS

1. Affirm Emergency Declaration and Addendum. Consider affirmation of the local emergency declaration, and addendum, proclaimed by the Mayor on March 17, 2020, invoking PA 390 of 1976.
2. Emergency Suspension of Utility Bill Late Fees. Consider suspension of late fees assessed on utility bills until such time as the local state of emergency for COVID-19 is lifted.

3. Emergency Reconnection of Water Services. Consider authorizing the reconnection of water services to occupied residences where service has been turned off for non-payment until such time as the local state of emergency for COVID-19 is lifted.
4. Emergency Amendment to Sick Leave Policy. Consider temporarily amending the sick leave policy, effecting all City of Owosso employees, removing the requirement to use sick time if an employee self-quarantines for suspected COVID-19 or tests positive for COVID-19, until such time as the Governor's stay-at-home order for COVID-19 is lifted.
5. Emergency Order Affirmation - Administrative Site Plan Approval. Consider confirmation of the Mayor's emergency order to allow administrative approval of site plans that do not include rezoning, special use, or variance requests.
6. Emergency Amendment – Downtown Revolving Loan Fund Program Manual. Consider affirming the addition of Emergency Response Loans to the Downtown Revolving Loan Fund Program Manual as recommended by the DDA/Main Street Board.
7. Scheduling of Budget Meetings. Consider setting special meetings to discuss the 2020-21 Proposed Budget.

CONSENT AGENDA

1. Authorization of Application for Transportation Economic Development Funds. Approve resolution supporting the application to seek Transportation Economic Development Fund- Category F funds for the reconstruction of North Chipman Street from Main Street to Beehler Street and authorize the obligation of City funds for the project per the terms of the TED-F Program match requirement.
2. DDA/Main Street RLF Emergency Response Loans. Approve the loan of \$51,800.00 in emergency response funds to 11 businesses in the downtown to assist them in weathering the mandatory shut-down of non-essential businesses during the COVID-19 pandemic.
3. OMS/DDA RLF Loan Funding Approval – Azee Business Solutions. Approve the application from AZee Business Solutions, LLC requesting a loan from the OMS/DDA Revolving Loan Fund in the amount of \$27,000.00 for interior and exterior renovations for their location at 215 N. Water Street, Suite 124B.
4. OMS/DDA RLF Grant Funding Approval – The Home Office Realty Investments, LLC. Approve the application from The Home Office Realty Investments, LLC requesting a grant from the OMS/DDA Revolving Loan Fund in the amount of \$1,500.00 for architectural services of the vacant upper-level residential unit at 113 S. Washington Street.
5. OMS/DDA RLF Loan Funding Approval – J. Harrison Property, LLC. Approve the application from J. Harrison Property, LLC requesting a loan from the OMS/DDA Revolving Loan Fund in the amount of \$9,400.00 for interior build-out costs associated with a new business locating within the second-floor of 113 W. Exchange Street.
6. OMS/DDA RLF Loan Funding Approval – MA Hanna Corp. of Michigan. Approve the application from MA Hanna Corp. of Michigan requesting a loan from the OMS/DDA Revolving Loan Fund in the amount of \$6,000.00 for exterior brick restoration costs associated with 220 W. Main Street.
7. OMS/DDA RLF Grant & Loan Funding Approval – Mowinski Properties, LLC. Approve the application from Mowinski Properties, LLC requesting a grant in the amount of \$31,000.00 and a loan in the amount of \$50,000.00 from the OMS/DDA Revolving Loan Fund for redevelopment of 4 upper-level residential units, fire suppression, and architectural services at 800 W. Main Street.

8. OMS/DDA RLF Loan Funding Approval – Kleeman Properties, LLC dba Owosso Cookie Company. Approve the application from Kleeman Properties, LLC dba Owosso Cookie Company requesting a loan from the OMS/DDA Revolving Loan Fund in the amount of \$30,000.00 for interior build-out costs, signage, equipment purchases, and inventory costs associated with their business located at 101 N. Washington Street.
9. OMS/DDA RLF Loan Funding Approval – The Vintage Barrel, LLC. Approve the application from The Vintage Barrel, LLC requesting a loan from the OMS/DDA Revolving Loan Fund in the amount of \$20,000.00 for interior build-out costs, signage, equipment purchases, and inventory costs associated with their business located at 109 N. Washington Street.
10. State Trunkline Maintenance Contract. Approve Contract No. 2019-0748 with the Michigan Department of Transportation governing the maintenance of state highways within the City limits, with an effective term of October 1, 2014 to September 30, 2019 and authorize the Director of Public Services to sign said contract.
11. Contract Amendment – 2020 Street Program Engineering Services Contract. Approve Amendment No. 2 to the 2020 Street Program Engineering Services Contract with OHM Advisors, adding \$178,110.00 for engineering design and water main construction administrative services for the 2021 DWRP Project Plan, and authorize payment to the engineer up to the contract amount, including Amendment Nos. 1 & 2.
12. Emergency Repair Authorization – Sanitary Sewer. Authorize payment to Champagne & Marx Excavating, Inc. for emergency repair of the sanitary sewer line along Center Street in the amount of \$20,608.74.
13. Bid Rejection – Retaining Wall Project. Reject the bid received for the 2020 Retaining Wall Project as the response was not within budget parameters and the bidder did not meet minimum qualifications.
14. Purchase Authorization – Network Switches. Authorize the purchase of one Cisco Catalyst 9400 network switch and two Cisco Catalyst 9200L network switches in the amount of \$49,226.18, and further authorize payment to the vendor upon satisfactory implementation of the equipment.
15. Purchase Authorization – Aclara Customer Portal. Authorize purchase of the Aclara ACE Customer Portal System in the amount of \$80,000.00 to facilitate 24/7 customer access to current water billing information, and further authorize payment to the vendor upon satisfactory implementation of the program.
16. Warrant No. 583. Authorize Warrant No. 583 as follows:

Vendor	Description	Fund	Amount
Caledonia Charter Township	Caledonia Utility Fund payment-1/1/20-3/31/20	Water	\$32,619.65
Owosso Charter Township	Owosso Charter Township 2011 Water Agreement payment-1/1/20-3/31/20	Water	\$14,042.14

COMMUNICATIONS

1. Cheryl A. Grice, Finance Director. Revenue & Expenditure Report – February 2020.
2. Historical Commission. Minutes of February 10, 2020.
3. Planning Commission. Minutes of February 24, 2020.
4. Waste Water Treatment Plant Review Board. Minutes of February 25, 2020.
5. DDA/Main Street Board. Minutes of March 4, 2020.
6. Historical Commission. Minutes of March 9, 2020.
7. DDA/Main Street Board. Minutes of March 16, 2020.
8. DDA/Main Street Board. Minutes of April 1, 2020.

NEXT MEETING

Monday, April 20, 2020

BOARDS AND COMMISSIONS OPENINGS

Brownfield Redevelopment Authority – County Representative – term expires 06-30-2020
Building Board of Appeals – Alternate - term expires June 30, 2022
Building Board of Appeals – Alternate - term expires June 30, 2021
Brownfield Redevelopment Authority – term expires June 30, 2022
Historical Commission – 2 terms expire December 31, 2020
Planning Commission – term expires June 30, 2020

ADJOURNMENT

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