

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF APRIL 6, 2020
7:30 P.M.**

Mayor Eveleth announced that the meeting would 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. Opportunity will be provided for citizen comment, those wishing to speak must indicate so by 7:35 p.m.

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: COUNCILMEMBER JEROME C. HABER

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.

Mayor Eveleth explained the agenda has been adjusted to accommodate action on emergency related items first and the 2nd session of citizen comments has been removed from the agenda due to the constraints of holding the meeting virtually.

APPROVE AGENDA

Motion by Councilmember Haber to approve the agenda as presented.

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

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

Motion by Councilmember Law to approve the Minutes of the Regular Meeting of March 16, 2020 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

Mayor Eveleth detailed the process for citizens wishing to speak to be recognized.

CITIZEN COMMENTS AND QUESTIONS

There initially were no citizens wishing to comment.

Mayor Eveleth relayed a message from Tom Cook of the Cook Family Foundation announcing the County's Essential Needs Hotline (989-743-2460) for those looking for COVID-19 information or in need of assistance. He further indicated that the United Way had created the Raise Up Shiawassee fund to provide assistance to local individuals in need.

City Manager Nathan R. Henne introduced Jane Settingington as a citizen wishing to speak. Ms. Settingington said she would like to hire someone to take care of her lawn while she and her family are out of town but she was concerned that whoever she hires would be hassled as someone that is out and about unnecessarily. There was discussion among Council and staff regarding the initial lack of communication from the State regarding what services are considered essential. Since that time the Governor's Office has clarified that brush pick up is an essential service and as such the City would be agreeable to including lawn care in that definition.

Councilmember Bailey commended SEDP president Justin Horvath for his tireless efforts to support local businesses during the COVID-19 pandemic.

CITY MANAGER REPORT

City Manager Henne briefly updated Council on the status of the Matthews Building saying the City had issued the second round of tickets last week. The owner of the property is contesting the first round of tickets in court, but a court date has yet to be established. He also detailed the City’s daily operation during the pandemic.

ITEMS OF BUSINESS

Affirm Emergency Declaration and Addendum

Motion by Councilmember Pidek to affirm the local emergency declaration, and addendum, proclaimed by the Mayor on March 17, 2020, invoking PA 390 of 1976 as follows:

RESOLUTION NO. 43-2020

RESOLUTION AFFIRMING LOCAL DECLARATION OF EMERGENCY FOR COVID-19 (CORONAVIRUS)

WHEREAS, Mayor Christopher T. Eveleth declared a local state of emergency in response to COVID-19 on March 17, 2020 under PA 390 of 1976; and

WHEREAS, PA 390 requires the governing body to affirm any declaration of emergency in a timely manner.

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 affirm Mayor Eveleth’s declaration of emergency dated March 17, 2020 and its addendum.

SECOND: Said declaration shall be effective until such time as the State of Michigan state of emergency declaration is lifted.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

Emergency Suspension of Utility Bill Late Fees

Motion by Councilmember Fear to authorize suspension of late fees assessed on utility bills until such time as the local state of emergency for COVID-19 is lifted as detailed below:

RESOLUTION NO. 44-2020

RESOLUTION AUTHORIZING SUSPENSION OF UTILITY BILL LATE FEES DURING THE COVID-19 EMERGENCY

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is operating under a local emergency declared as a result of COVID-19; and

WHEREAS, the Governor of the State of Michigan has issued Executive Order 2020-28, mandating that occupied residences where water has been turned off shall be turned back on; and

WHEREAS, the U.S. Centers for Disease Control and Prevention encourages hand washing as prevention against contracting COVID-19; and

WHEREAS, the suspension of late fees for water and sewer bills will help ease the economic strain caused by COVID-19 lockdowns.

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 authorize City Staff to suspend the assessment of late fees on past-due water and sewer bills.

SECOND: This resolution shall remain in effect as long as a state of emergency exists in the City due to COVID-19.

Motion supported by Councilmember Bailey.

Roll Call Vote.

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

NAYS: None.

Emergency Reconnection of Water Services

City Manager Henne noted that the City had acted to reconnect water services approximately 10 days prior to the Governor's order. Twenty-six services were reinstated, everyone that was off for non-payment is now back on.

Mr. Henne went on to say that there was some call for the City to forgive all water and sewer fees during the pandemic. He said there is no way for the City to waive them entirely and the services are simply not free to provide.

Motion by Councilmember Bailey to authorize 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 as detailed:

RESOLUTION NO. 45-2020

RESOLUTION AUTHORIZING RECONNECTION AND REACTIVATION OF WATER SERVICE TO OCCUPIED RESIDENCES WHERE SERVICE HAS BEEN SHUT OFF

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is operating under a local emergency declared as a result of COVID-19; and

WHEREAS, the Governor of the State of Michigan has issued Executive Order 2020-28, mandating that occupied residences where water service has been turned off shall be turned back on; and

WHEREAS, the U.S. Centers for Disease Control and Prevention encourages hand washing as prevention against contracting COVID-19; and

WHEREAS, the City of Owosso has been proactively working since before Order 2020-28 to reconnect occupied households where water has been turned off.

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 authorize City Staff to reinstate water service to those occupied residences that have had their water turned off.

SECOND: This resolution shall be in effect as long as a state of emergency exists in the City due to COVID-19.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

Emergency Amendment to Sick Leave Policy

City Manager Henne noted that almost all employees of the City are considered essential, but he didn't want those that are staying home or have reduced hours will have to use up all of their sick leave due to the pandemic. This temporary amendment will keep the City in line with Federal policy and the time is being tracked on the chance that the City can be reimbursed.

Motion by Councilmember Bailey to temporarily amend 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 as follows:

RESOLUTION NO. 46-2020

**RESOLUTION TEMPORARILY AMENDING
THE SICK LEAVE POLICY FOR EMPLOYEES DUE TO COVID-19**

WHEREAS, Mayor Christopher T. Eveleth declared a local state of emergency in response to COVID-19 on March 17, 2020 under PA 390 of 1976; and

WHEREAS, Governor Whitmer issues Executive Order 2020-21 which ordered non-essential employees to stay at home; and

WHEREAS, the City of Owosso has very few non-essential employees who need to continue working – remotely or otherwise; and

WHEREAS, front-line DPW, Police, and Fire/EMS employees are still required to carry out their duties amongst the public – albeit with appropriate restrictions; and

WHEREAS, the continued efforts of essential city employees puts them at a higher risk of sickness than if they were able to stay at home.

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 temporarily amend the city's sick leave policy to not require employees to utilize their accrued sick and vacation time should they contract COVID-19 or have to self-isolate due to suspected COVID-19 pending a test for same.

SECOND: That this resolution remains in effect for as long as the Governor's stay-at-home order is valid.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

Emergency Order Affirmation - Administrative Site Plan Approval

Councilmember Fear expressed her hope that the Planning Commission would be allowed to meet virtually if possible. Mayor Eveleth indicated he was fine with that idea, going so far as to clarify his order regarding boards and commissions meetings saying no permission was needed to hold a virtual meeting as long as the State order remains in place.

Councilmember Pidek asked if the video of the meeting would be available to the public. City Clerk Amy K. Kirkland indicated she would look into whether the video could be posted to the City website, but noted it would only be temporary so as to not undermine the minutes as the official record of the meeting.

Motion by Councilmember Pidek confirming the Mayor's emergency order to allow administrative approval of site plans that do not include rezoning, special use, or variance requests.

RESOLUTION NO. 47-2020

**RESOLUTION AUTHORIZING ADMINISTRATIVE APPROVAL OF SITE
PLANS DURING DECLARED COVID-19 EMERGENCY**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is operating under a local emergency declared as a result of COVID-19; and

WHEREAS, the Governor of the State of Michigan has issued Executive Order 2020-4, 2020-20; and

WHEREAS, the U.S. Centers for Disease Control and Prevention discourages gatherings of 10 or more individuals; and

WHEREAS, the City of Owosso provides essential services identified in Executive Order 2020-20; and

WHEREAS, approval of site plans is impossible without the ability to hold a Planning Commission meeting; and

WHEREAS, the City's declaration of emergency limits public meetings to regular City Council meetings.

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 authorize the City Manager to approve site plans administratively until the local emergency declaration for COVID-19 is lifted.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: Councilmember Fear.

Emergency Amendment – Downtown Revolving Loan Fund Program Manual

City Manager Henne introduced the item saying the loans can cover up to three months of overhead costs. Borrowers will be charged 0% interest for the first 12 months and 3% thereafter. An amendment needs to be included in the motion requiring business owners to guarantee the loan.

SEDP President Justin Horvath and DDA/Main Street Director Josh Adams spoke briefly about emergency response financing put out by the Federal and local governments to help businesses weather the storm.

Mr. Adams also spoke about the intent of the Downtown Loan & Grant Fund Program, and where the money for the fund originated.

Councilmember Pidek commented that he would have liked to have seen someone offer help to businesses with accounts payable. He also indicated he would abstain from voting as he is an applicant for emergency response funds.

Motion by Councilmember Bailey to affirm the addition of Emergency Response Loans to the Downtown Revolving Loan Fund Program Manual as recommended by the DDA/Main Street Board. She further moved to include a provision requiring a guarantor on all loans be included in the manual as follows:

RESOLUTION NO. 48-2020

**RESOLUTION AUTHORIZING
THE APPROVAL OF OMS/DDA REVOLVING LOAN FUND MANUAL REVISION
ADDING EMERGENCY RESPONSE LOANS**

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

WHEREAS, on June 17, 2019 City Council approved the new OMS/DDA Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the Owosso Main Street/DDA Board.

WHEREAS, on March 16, 2020 the OMS/DDA Board approved the addition of Emergency Response Loans to the RLF Manual. These loans were created in response to:

- The COVID-19 Pandemic
- County & State-wide "social distancing" and "community separation" guidelines related to the COVID-19 pandemic;
- The State-mandated shut-down of all non-essential businesses; and

WHEREAS, the Council would like all loans from the program to require a guarantor.

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

FIRST: The City of Owosso approves the revisions to the OMS/DDA Loan & Grant Manual to include Emergency Response Loans as presented.

SECOND: A provision requiring a guarantor for all loans be included in the manual.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

ABSTAIN: Councilmember Pidek.

Scheduling of Budget Meetings

City Manager Henne noted that the proposed budget would be ready for presentation in May.

Motion by Councilmember Fear setting a special meeting to discuss the 2020-21 Proposed Budget for Tuesday, May 12, 2020 from 6:00 p.m. until 9:00 p.m.

Motion supported by Councilmember Bailey.

Roll Call Vote.

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

NAYS: None.

CONSENT AGENDA

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

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 as follows:

RESOLUTION NO. 49-2020

AUTHORIZING APPLICATION FOR TRANSPORTATION ECONOMIC DEVELOPMENT FUNDS, CATEGORY F FOR NORTH CHIPMAN STREET FROM M-21 (MAIN STREET) TO BEEHLER STREET

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Public Service Department recommends the reconstruction of North Chipman Street from M-21 (Main Street) northerly to Beehler Street; and

WHEREAS, the Michigan Department of Transportation offers its portion of state funds known as Transportation Economic Development Funds - Category F - fiscal year 2022, 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 North Chipman Street in the City of Owosso; and

WHEREAS, the City of Owosso proposes to secure Transportation Economic Development Funds, Category F, for the purpose of obtaining a maximum of 80 percent (80%) MDOT Grant (capped at \$375,000.00) toward construction costs, with balance of projected costs as match being funded from the City's Major Street Funds, or other funds as obligated; as outlined in its application.

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: The City of Owosso is actively seeking Transportation Economic Development Funds, Category F, to partially fund the reconstruction of North Chipman Street from M-21 (Main Street) northerly to Beehler Street and is willing to participate in this program.
- THIRD: That the proper city officials are authorized to sign the application documents and staff is 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.

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 as detailed:

RESOLUTION NO. 50-2020

**AUTHORIZING
RELEASE OF OMS/DDA REVOLVING LOAN FUNDS
FOR EMERGENCY RESPONSE LOANS TO DOWNTOWN BUSINESSES:
COVID-19 ROUND 1**

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

WHEREAS, on June 17, 2019 City Council approved the new OMS/DDA Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the Owosso Main Street/DDA Board.

WHEREAS, on March 16, 2020 the OMS/DDA Board approved the addition of Emergency Response Loans to the RLF Manual. These loans were created to this deferment action is in response to:

- The COVID-19 Pandemic;
- County & State-wide "social distancing" and "community separation" guidelines related to the COVID-19 pandemic;
- The State-mandated shut-down of all non-essential businesses.

WHEREAS, on March 30, 2020 the OMS/DDA Revolving Loan Committee reviewed and approved 11 applications totaling \$51,800.00 in Emergency Response Loans.

WHEREAS, on April 1, 2020 the OMS/DDA Board of Directors approved the Revolving Loan Committee's recommendations.

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

FIRST: The City of Owosso approves the loan of **\$5,000.00** in emergency response funds to the following listed applicants according to the terms & specifications determined by the OMS/DDA Loan & Grant Manual.

- BK Gilbert Enterprises LLC; 113 W. Main Street
- 10 Computer Repair & More L.L.C.; 203 W. Main Street
- Ashleigh's Dance Shack, LLC; 206B W. Main Street
- SAW Investors LLC; 216 W. Main Street
- O. Marie's LLC; 218 W. Main Street
- M.A. Hanna Corp. of Michigan; 220 W. Main Street
- Foster Coffee Company, LLC; 115 S. Washington Street
- Imerman Company (Norm Henry Shoes); 117-119 S. Washington Street
- Trecha Enterprises AB, LLC, Assumed Name: Capitol Bowl (of Owosso); 219 S. Washington Street
- Woodworth Commercial LLC; 120 W. Exchange Street

SECOND: The City of Owosso approves the loan of **\$1,800.00** in emergency response funds to the following listed applicant according to the terms & specifications determined by the OMS/DDA Loan & Grant Manual.

- The Tux & Bridal Boutique; 113 E. Main Street

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 as shown below:

RESOLUTION NO. 51-2020

**AUTHORIZING
RELEASE OF OMS/DDA REVOLVING LOAN FUND LOAN FUNDS TO
AZEE BUSINESS SOLUTIONS, LLC
FOR ELIGIBLE EXPENSES AT 215 N. WATER STREET, SUITE 124B**

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

WHEREAS, on June 17, 2019 City Council approved the new OMS/DDA Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the Owosso Main Street/DDA Board.

WHEREAS, on March 28, 2020 a loan application was submitted to the OMS/DDA for a loan request from AZee Business Solutions, LLC for \$50,000.00 for the purchase of equipment and other costs associated with business expansion at 215 N. Water Street.

WHEREAS, on March 30, 2020 the OMS/DDA Revolving Loan Committee reviewed and approved the application, giving it an overall score of 50. This score reaches the 30 points required for consideration. The Committee determined the loan award for \$27,000.00.

WHEREAS, on April 1, 2020 the OMS/DDA Board of Directors approved the Revolving Loan Committee recommendations.

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

FIRST: The City of Owosso approves the loan of \$27,000.00 to AZee Business Solutions, LLC for business expansion costs associated with 215 N. Water Street according to the terms & specifications determined by the OMS/DDA Loan & Grant Manual.

SECOND: The accounts payable department is hereby authorized to release \$27,000.00 to AZee Business Solutions, LLC for the purpose stated.

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 as follows:

RESOLUTION NO. 52-2020

**RESOLUTION AUTHORIZING
RELEASE OF OMS/DDA REVOLVING LOAN FUND GRANT MONIES TO
THE HOME OFFICE REALTY INVESTMENTS, LLC.
FOR ELIGIBLE EXPENSES AT 113 S. WASHINGTON STREET**

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

WHEREAS, on June 17, 2019 City Council approved the new OMS/DDA Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the Owosso Main Street/DDA Board.

WHEREAS, on February 7, 2020 a grant application was submitted to the OMS/DDA for a grant request from The Home Office Realty Investments, LLC. for \$1,500.00 for architectural services of the vacant upper-level residential unit at 113 S. Washington Street.

WHEREAS, on February 25, 2020 the OMS/DDA Design & Business Vitality Committee reviewed and approved the application, giving it an overall score of 35. This score is well above the 30 points required for consideration.

WHEREAS, on March 4, 2020 the OMS/DDA Board of Directors approved the application.

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

FIRST: The City of Owosso approves the grant of \$1,500.00 to The Home Office Realty Investments, LLC for architectural services associated with vacant upper-level residential unit at 113 S. Washington Street according to the terms & specifications determined by the OMS/DDA Loan & Grant Manual.

SECOND: The accounts payable department is hereby authorized to release \$1,500.00 to The Home Office Realty Investments, LLC for the purpose stated.

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 as detailed below:

RESOLUTION NO. 53-2020

**AUTHORIZING RELEASE OF
OMS/DDA REVOLVING LOAN FUND LOAN MONIES TO
J. HARRISON PROPERTY, LLC
FOR ELIGIBLE EXPENSES AT 113 W. EXCHANGE STREET**

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

WHEREAS, on June 17, 2019 City Council approved the new OMS/DDA Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the Owosso Main Street/DDA Board.

WHEREAS, on March 27, 2020 a loan application was submitted to the OMS/DDA for a loan request from J. Harrison Property, LLC for \$9,400.00 for interior build-out costs associated with a new business locating within the second-floor of 113 W. Exchange Street.

WHEREAS, on March 30, 2020 the OMS/DDA Revolving Loan Committee reviewed and approved the application, giving it an overall score of 40. This score is well above the 30 points required for consideration. The Committee determined the loan award for \$9,400.00.

WHEREAS, on April 1, 2020 the OMS/DDA Board of Directors approved the Revolving Loan Committee recommendations.

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

- FIRST: The City of Owosso approves the loan of \$9,400.00 to J. Harrison Property, LLC for interior buildout costs associated with 113 W. Exchange Street according to the terms & specifications determined by the OMS/DDA Loan & Grant Manual.
- SECOND: The accounts payable department is hereby authorized to release \$9,400.00 to J. Harrison Property, LLC for the purpose stated.

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 as detailed:

RESOLUTION NO. 54-2020

**AUTHORIZING RELEASE OF
OMS/DDA REVOLVING LOAN FUND LOAN MONIES TO
MA HANNA CORP. OF MICHIGAN
FOR ELIGIBLE EXPENSES WORK AT 220 W. MAIN STREET**

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

WHEREAS, on June 17, 2019 City Council approved the new OMS/DDA Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the Owosso Main Street/DDA Board.

WHEREAS, on March 17, 2020 a loan application was submitted to the OMS/DDA for a loan request from MA Hanna Corp. of Michigan for \$6,000.00 for exterior brick restoration costs associated with 220 W. Main Street.

WHEREAS, on March 30, 2020 the OMS/DDA Revolving Loan Committee reviewed and approved the application, giving it an overall score of 30. This score reaches the 30 points required for consideration. The Committee determined the loan award for \$6,000.00.

WHEREAS, on April 1, 2020 the OMS/DDA Board of Directors approved the Revolving Loan Committee recommendations.

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

FIRST: The City of Owosso approves the loan of \$6,000.00 to MA Hanna Corp. of Michigan for exterior brick restoration costs at 220 W. Main Street according to the terms & specifications determined by the OMS/DDA Loan & Grant Manual.

SECOND: The accounts payable department is hereby authorized to release \$6,000.00 to MA Hanna Corp. of Michigan for the purpose stated.

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 as follows:

RESOLUTION NO. 55-2020

**AUTHORIZING RELEASE OF
OMS/DDA REVOLVING LOAN FUND LOAN & GRANT MONIES TO
MOWINSKI PROPERTIES LLC
FOR ELIGIBLE EXPENSES AT 800 W. MAIN STREET**

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

WHEREAS, on June 17, 2019 City Council approved the new OMS/DDA Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the Owosso Main Street/DDA Board.

WHEREAS, on February 19, 2020 an application was submitted to the OMS/DDA for a grant & loan request from Mowinski Properties LLC for \$31,000.00 (grant) and \$50,000.00 (loan) for redevelopment of 4 upper-level residential units, fire suppression, and architectural services at 800 W. Main Street.

WHEREAS, on February 25, 2020 the OMS/DDA Design & Business Vitality Committee reviewed and approved the application, giving it an overall score of 45. This score is well above the 30 points required for consideration.

WHEREAS, on March 4, 2020 the OMS/DDA Board of Directors approved the application.

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

FIRST: The City of Owosso approves the grant of \$31,000.00 and loan of \$50,000.00 to Mowinski Properties LLC for redevelopment of 4 upper-level residential units, fire suppression, and architectural service at 800 W. Main Street according to the terms & specifications determined by the OMS/DDA Loan & Grant Manual.

SECOND: The accounts payable department is hereby authorized to release \$81,000.00 to Mowinski Properties LLC for the purpose stated.

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 as detailed:

RESOLUTION NO. 56-2020

**AUTHORIZING RELEASE OF
OMS/DDA REVOLVING LOAN FUND LOAN MONIES TO
KLEEMAN PROPERTIES, LLC DBA OWOSSO COOKIE COMPANY
FOR ELIGIBLE EXPENSES AT 101 N. WASHINGTON STREET**

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

WHEREAS, on June 17, 2019 City Council approved the new OMS/DDA Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the Owosso Main Street/DDA Board.

WHEREAS, on February 10, 2020 a loan application was submitted to the OMS/DDA for a loan request from Kleeman Properties, LLC dba Owosso Cookie Company for \$50,000.00 for interior build-out costs, signage, equipment purchases, and inventory costs associated with their business located at 101 N. Washington Street.

WHEREAS, on February 25, 2020 the OMS/DDA Design & Business Vitality Committee reviewed and approved the application, giving it an overall score of 42. This score is well above the 30 points required for consideration. The Committee determined the loan award for \$30,000.00.

WHEREAS, on March 4, 2020 the OMS/DDA Board of Directors approved the Design & Business Vitality Committee recommendations.

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

FIRST: The City of Owosso approves the loan of \$30,000.00 to Kleeman Properties, LLC dba Owosso Cookie Company for interior buildout costs, signage, and equipment costs at 101 N. Washington Street according to the terms & specifications determined by the OMS/DDA Loan & Grant Manual.

SECOND: The accounts payable department is hereby authorized to release \$30,000.00 to Kleeman Properties, LLC dba Owosso Cookie Company for the purpose stated.

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 as follows:

RESOLUTION NO. 57-2020

**AUTHORIZING RELEASE OF
OMS/DDA REVOLVING LOAN FUND LOAN MONIES TO
THE VINTAGE BARREL, LLC
FOR ELIGIBLE EXPENSES AT 109 N. WASHINGTON STREET**

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

WHEREAS, on June 17, 2019 City Council approved the new OMS/DDA Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the Owosso Main Street/DDA Board.

WHEREAS, on February 17, 2020 a loan application was submitted to the OMS/DDA for a loan request from The Vintage Barrel, LLC for \$50,000.00 for interior build-out costs, signage, equipment purchases, and inventory costs associated with their business located at 109 N. Washington Street.

WHEREAS, on February 25, 2020 the OMS/DDA Design & Business Vitality Committee reviewed and approved the application, giving it an overall score of 40. This score is well above the 30 points required for consideration. The Committee determined the loan award for \$20,000.00.

WHEREAS, on March 4, 2020 the OMS/DDA Board of Directors approved the Design & Business Vitality Committee recommendations.

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

FIRST: The City of Owosso approves the loan of \$20,000.00 to The Vintage Barrel, LLC for interior buildout costs, signage, and equipment costs at 109 N. Washington Street according to the terms & specifications determined by the OMS/DDA Loan & Grant Manual.

SECOND: The accounts payable department is hereby authorized to release \$20,000.00 to The Vintage Barrel, LLC for the purpose stated.

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, 2019 to September 30, 2024 and authorize the Director of Public Services to sign said contract as follows:

RESOLUTION NO. 58-2020

**AUTHORIZING THE EXECUTION OF A CONTRACT WITH
THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR
MAINTENANCE OF STATE TRUNKLINES
WITHIN THE CITY LIMITS**

WHEREAS, within the city limits of Owosso, Shiawassee County, Michigan, there are several state trunklines (M-21, M-52, M-71) and bridges owned by the State of Michigan; and

WHEREAS, these trunklines require constant maintenance and the Michigan Department of Transportation (MDOT) has found that contracting with the City for maintenance of said trunklines and bridges is in the best interest of the public; and

WHEREAS, MDOT has presented the City with Contract No. 2019-0748 formalizing the responsibilities and duties of each party, with a term from October 1, 2019 through September 30, 2024.

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

- FIRST: The State Trunkline Maintenance Contract No. 2019-0748 with the Michigan Department of Transportation for the term of October 1, 2019 through September 30, 2024 is hereby approved.
- SECOND: That Director of Public Services Glenn M. Chinavare is hereby designated as the Contract Administrator.
- THIRD: That the Director of Public Services Glenn M. Chinavare is hereby authorized to execute the document as attached, Exhibit A, State Trunkline Maintenance Contract No. 2019-0748.

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 as follows:

RESOLUTION NO. 59-2020

**AUTHORIZING THE EXECUTION OF AMENDMENT NO. 2 TO
ADDENDUM NO. 10, 2020 STREET PROGRAM – ENGINEERING SERVICES CONTRACT
WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors for the provision of engineering services for the 2020 Street Program by the adoption of Resolution No. 101-2019 on July 1, 2019; and

WHEREAS, the city and Director of Public Services & Utilities desires to expand the contract to include additional services for providing water main design and construction administration services for water main replacements as defined in the Drinking Water Revolving Fund (DWRP) 2021 Project 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 heretofore determined that it is advisable, necessary and in the public interest to expand the contract approved by Resolution No. 101-2019 on July 1, 2019 with Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors, to include additional services in the amount of \$47,660.00 for engineering design of 2021 DWRP project water mains, and further services in the amount of \$130,450.00 for 2021 DWRP construction administration services.
- SECOND: The accounts payable department is authorized to submit payment to OHM Advisors, in the amount of \$178,110.00 for 2021 DWRP water main engineering design and construction administration services.
- THIRD: The above additional services in the amount of \$178,110.00 shall be paid from the FY2019-2020 and FY2020-2021 Water Funds Accounts 591-901-972.000 upon satisfactory completion of the work or portion thereof.

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 as follows:

RESOLUTION NO. 60-2020

AUTHORIZING EMERGENCY REPAIR OF SANITARY SEWER PIPE PROVIDED BY CHAMPAGNE AND MARX EXCAVATING, INC. OF SAGINAW, MICHIGAN

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is required to provide wastewater collection services to city customers in compliance with city ordinances and the NPDES discharge permit issued by the state of Michigan, and

WHEREAS, the ability to provide uninterrupted wastewater collection services during a trenchless slip lining rehabilitation process was compromised when the slip lining material became hardened blocking the flow of wastewater, and

WHEREAS, emergency repairs were required to correct the blockage and restore normal wastewater collection services, and

WHEREAS, the City Director of Public Services and Utilities determined the necessity for the emergency repair, acquired the necessary services to restore wastewater collection services, and has reviewed the cost of emergency services provided by Champagne & Marx Excavating, and recommends authorizing payment for these services in the amount of \$20,608.74.

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 was necessary to repair the sanitary sewer line along Center Street on an emergency basis utilizing a construction company providing services at the hospital in the amount of \$20,608.74.
- SECOND: The contract for said emergency repair is in the form of a Champagne and Marx Excavating, Inc. invoice and a City Purchase Order.
- THIRD: The accounts payable department is authorized to submit payment to Champagne and Marx Excavating, Inc. in the amount of \$20,608.74.
- FOURTH: The above expenses shall be paid from the FY2019-2020 sewer fund account no. 590-901.973.000.

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 as follows:

RESOLUTION NO. 61-2020

AUTHORIZING THE REJECTION OF ALL BIDS FOR THE 2020 RETAINING WALL PROJECT

WHEREAS, the city of Owosso sought bids for reconstruction of its retaining wall along the Shiawassee River, adjacent to City Hall; and

WHEREAS, the one bid received is in excess of the engineer's estimate and available funds to perform said work; and

WHEREAS, the bidder did not fulfill the qualifications and experience requirements as set forth within the bid documents.

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 reject the bid received from Gordon Construction Services, Inc.
- SECOND: The City of Owosso Public Services Department is to revise the bid documents so as to increase bidder interest while yet producing a quality product to the public.
- THIRD: City staff shall produce a new set of interested bidders that meet the quality standards as set forth within the bid documents.

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 as follows:

RESOLUTION NO. 62-2020

**APPROVAL OF PROPOSAL # 2020-86025V2 PROVIDED BY LOGICALIS, INC.
FOR IMPLEMENTATION OF THE CORE AND EDGE SWITCH UPGRADE
TO THE CITY OF OWOSSO COMPUTER NETWORK**

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 updates from time-to-time to stay current and connected; and

WHEREAS, the city contracts with Logicalis, Inc. for this core and edge switch upgrade; and

WHEREAS, the city council must adopt a resolution authorizing the terms of the quotation # 2020-86025v2.

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 upgrade the city's core and edge switches this fiscal year.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Core & Edge Upgrade: Cisco C9400 and C9200L Switches, Quotation # 2020-86025v2 between the City of Owosso and Logicalis, Inc.

THIRD: The accounts payable department is authorized to pay Logicalis, Inc. for half of the professional services component upon initiation of the project, and pay for remaining work satisfactorily performed in a total amount not to exceed \$49,226.18.

FOURTH: The above expenses shall be paid from Account No. 401-000-980.100.

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 as follows:

RESOLUTION NO. 63-2020

**APPROVAL OF PROPOSAL PROVIDED BY ACLARA OF ST. LOUIS, MISSOURI
FOR IMPLEMENTATION OF THE ACE CUSTOMER PORTAL SYSTEM
FOR USE IN THE WATER BILLING DEPARTMENT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into a contract for the installation of an automatic meter reading (AMR) Fixed Network Administrator system with Aclara by the adoption of Resolution 37-2017 on March 20, 2017; and

WHEREAS, the city and Director of Public Services & Utilities desires to add and implement a new customer service to water billing information called Aclara Adaptive Consumer Engagement (ACE) system to allow customers to better understand and manage their water billing account.

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 implement the ACE system in the amount of \$80,000.00.

SECOND: The accounts payable department is authorized to submit payment to Aclara of St. Louis, Missouri in the amount not to exceed \$80,000.00.

THIRD: The above expenses shall be paid from the FY2019-2020 Water Fund and Sewer Fund 591-901-972.000 and Sewer Fund 590-901-973.000.

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

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

ABSTAIN: Councilmember Pidek.

COMMUNICATIONS

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

Mayor Eveleth thanked all those serving on the front lines and those designated as essential staff. He encouraged people to follow the Shiawassee County Health Department website for updates on the status of COVID-19 in Shiawassee County.

City Manager Henne, on behalf of County Commissioner Marlene Webster, announced that May 11 – 14, 2020 is County Commissioner Week.

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

Motion by Councilmember Bailey for adjournment at 8:27 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk