

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF JUNE 1, 2020
7:30 P.M.
VIRTUAL MEETING**

Mayor Christopher T. Eveleth called the meeting to order and announced 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. He also noted the process for making comments during the Citizen Comments and Questions period and indicated those wishing to comment must sign up by 7:35 p.m.

Mayor Eveleth led a moment of silence for George Floyd, a black Minneapolis man that was killed in police custody resulting in rioting across the country.

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: JOSHUA D. ADAMS
MAIN STREET/DDA DIRECTOR

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 changes:

Add Item of Business:

6. Non-Union Employee Furloughs

Move Consent Items 3 & 4 to Items of Business:

7. Bid Rejection & Bid Award – Portable Toilets

Add Item of Business:

8. Outdoor Seating for Restaurants

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF MAY 18, 2020

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of May 18, 2020 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

Tom Manke, 291 W. M-21, said he was pleased to hear that the Governor had lifted the stay at home ban and some businesses would be able to open on Monday. He said he would like to see restaurants utilize patio space to accommodate social distancing requirements. He also asked that the City have a couple of porta-johns delivered to the downtown area in lieu of the public bathrooms being open.

County Commissioner Marlene Webster filled the Council in on what was happening at the County level saying the new coordinator was doing a great job, County buildings are currently open by appointment, and she is looking forward to meeting in person once again.

Mayor Eveleth noted an error on the agenda. There will be no second session of Citizen Comments and Questions.

Mayor Eveleth said one of his takeaways from the pandemic was his desire to see Council meetings broadcast in the future.

He went on to address the George Floyd matter saying that he hoped it would be the catalyst for some tough conversations. And he wanted the public to know that the City was taking steps to make sure a similar incident does not happen here. He called on Public Safety Director Kevin Lenkart to briefly detail the City's practices.

Director Lenkart indicated that the Owosso Police Department conducted themselves in a professional manner long before he arrived, but he continues to foster that professional manner. Other steps include the purchase of in-car cameras for all police vehicles in 2014 and fair and impartial police training classes for all officers. Mayor Eveleth indicated he would be interested in seeing a presentation on the fair and impartial police training that is provided.

Councilmember Fear inquired about the possible use of body cams to further improve transparency. Director Lenkart indicated that he agreed that body cams would increase transparency, but unfortunately a body cam system would be very costly to implement.

CITY MANAGER REPORT

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

Councilmember Bailey inquired whether the City had a process for monitoring recent construction projects to make sure there aren't any claims to be made under warranty. City Manager Henne indicated that the Engineering Department does spot checks on recent projects.

CONSENT AGENDA

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

Set Public Hearing - Obsolete Property Rehabilitation Exemption Certificate - 300 W. Main Street.

Set a public hearing for Monday, June 15, 2020 to receive citizen comment regarding the application from Owosso REI Group, LLC for an Obsolete Property Rehabilitation Exemption Certificate for their property at 300 W. Main Street as follows:

RESOLUTION NO. 87-2020

SETTING PUBLIC HEARING TO CONSIDER APPLICATION FOR AN OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE FOR THE PROPERTY COMMONLY KNOWN AS 300 WEST MAIN STREET

WHEREAS, the City of Owosso received application for an Obsolete Property Rehabilitation Exemption Certificate on March 5, 2020, from Owosso REI Group, LLC, and

WHEREAS, the City of Owosso approved a request to establish an Obsolete Property Rehabilitation District, on April 18, 2016, described as:

PART OF ORIGINAL PLAT DESCRIBED AS; SOUTH 1/2 BLOCK 24 & SOUTH 10' OF NORTH 1/2 BLOCK 24, ALSO ADJACENT RESERVE 1, LYING BETWEEN EAST BANK OF SHIAWASSEE RIVER AND SAID DESCRIPTION, and

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

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

- FIRST: the Owosso City Council sets public hearing for June 15, 2020 on or about 7:30 p.m. in the council chambers for the purpose of hearing comments for those within the district, and any other resident or taxpayer, of the city of Owosso; and
- SECOND: the city clerk gives the notifications as required by law; and
- THIRD: the city staff is directed to investigate and determine if the qualifications of the act are satisfied and report findings at the hearing.

Proposed Special Assessment Project – Gould Street. Authorize Resolution No. 2 setting a public hearing for Monday, June 15, 2020 for proposed Special Assessment District No. 2021-01 for Gould Street from Oliver Street to Moore Street for street reconstruction as follows:

RESOLUTION NO. 88-2020

**GOULD STREET
FROM OLIVER STREET TO MOORE STREET
SPECIAL ASSESSMENT RESOLUTION NO. 2**

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

**GOULD STREET, A PUBLIC STREET, FROM OLIVER STREET TO MOORE STREET;
STREET REHABILITATION**

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth may be necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be \$1,428,244.50 and determines that \$186,302.53 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that \$1,241,941.97 of the cost thereof shall be paid by the City at large because of benefit to the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.
5. The City Council shall meet at the Owosso City Hall Council Chambers on Monday, June 15, 2012 for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
7. The notice of said hearing to be published and mailed shall be in substantially the following form:

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

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

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

**Gould Street, a Public Street, from Oliver Street to Moore Street
Street Rehabilitation**

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

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at 7:30 o'clock p.m. on Monday, June 15, 2020 for the purpose of hearing any person to be affected by the proposed public improvement.

Bid Rejection – Portable Toilets. (This item was moved to Items of Business.)

Bid Award - Portable Toilets. (This item was moved to Items of Business.)

Bid Award -2020 Street Patches Program. Authorize bid award to TJ Smith Sand & Gravel, Inc. as the low bidder for the 2020 Street Patches Program in the amount of \$59,198.75, further authorize a contingency amount of \$9,000.00 to be utilized upon written permission, and approve payment up to the bid amount, plus the contingency if utilized, upon satisfactory completion of the work or a portion thereof as follows:

RESOLUTION NO. 89-2020

**AUTHORIZING THE EXECUTION OF A CONTRACT FOR
THE 2020 STREET PATCHES PROGRAM
WITH TJ SMITH SAND & GRAVEL, INC. OF OWOSSO, MICHIGAN**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that the temporary street patches in many of the streets in the city need to be permanently repaired with a hot mixed asphalt to prevent water from getting into the sub base of the street, accelerating the deterioration of the street pavement, and that this pavement maintenance is advisable, necessary and in the public interest; and

WHEREAS, the city of Owosso sought bids to permanently patch said areas; and

WHEREAS, TJ Smith Sand & Gravel, Inc. submitted the low and responsible bid, and it is hereby determined that TJ Smith Sand & Gravel, Inc. is qualified to provide such services.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ TJ Smith Sand & Gravel, Inc. for pavement patching as required for the 2020 Street Patches Program.
- SECOND: The mayor and city clerk are instructed and authorized to sign the contract service agreement between the city of Owosso and TJ Smith Sand & Gravel, Inc., in an amount not to exceed \$59,198.75.
- THIRD: The accounts payable department is authorized to pay TJ Smith Sand & Gravel, Inc. for work satisfactorily completed in the amount of \$59,198.75, plus a contingency amount of \$9,000.00, with prior authorization, for a total of \$68,198.75.
- FOURTH: The above expenses shall be paid from FY2020-2021 Major and Local Street Fund Accounts 202/203-463-818.000.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

ITEMS OF BUSINESS

2020-21 City Budget Adoption

City Manager Henne reported there were no changes being proposed for the 2020-21 budget at this time.

Motion by Mayor Pro-Tem Osika to adopt the following General Appropriations Resolution approving the 2020-2021 City Budget:

RESOLUTION NO. 90-2020

**GENERAL APPROPRIATIONS ACT (BUDGET)
FY 2020-2021**

A resolution to establish a general appropriations act for the City of Owosso; to define the powers and duties of the city officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

WHEREAS, pursuant to Chapter 8, Section 5 of the Owosso City Charter, the City Council has received the proposed budget for the fiscal year beginning July 1, 2020 and held a public hearing on May 18, 2020, and;

WHEREAS, the City Council has held other sessions to discuss the proposed budget;

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the City Council of the City of Owosso hereby adopts the FY2021 budget and sets the tax rates as shown below.

Section 1: Title

This resolution shall be known as the Owosso General Appropriations Act.

Section 2: Chief Administrative Officer

The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Finance Director shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Estimated Expenditures

The following amounts are hereby appropriated for the operations of the City Government and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

General	Fund
City Council	\$ 5,300
City Manager	226,078
City Attorney	117,917
Finance	274,929
Assessing	154,669
City Clerk	281,689
Human Resources	226,051
Treasury	155,169
Information Technology	107,359
Building & Grounds	137,714
General Administration	312,700
Police	2,197,591
Fire	2,058,464
Building & Planning	253,052
Public Works	683,000
Leaf & Brush	226,363
Parking	42,448
Community Development	67,372
Parks	201,350
Transfers Out	116,282
Total General Fund	\$ 7,845,497
Major Streets Fund	
Public Works	\$ 2,531,360
Local Streets Fund	
Public Works	\$ 1,512,157
Parks and Recreation Sites Fund	
Culture and Recreation	\$ 106,815
CDBG Revolving Loan Fund	
Economic Development	\$ 1,500
Historical Sites Fund	
Culture and Recreation	\$ 82,554
Historical Commission	
Culture and Recreation	\$ 125,000

<u>General Obligation Debt Fund</u>	
Debt Service	\$ 972,851
<u>Capital Improvement Fund</u>	
Capital Improvements	\$ 68,143
<u>Capital Improvement Streets Fund</u>	
Street Improvements	\$ 1,000,000
<u>Transportation Fund</u>	
Transportation	\$ 76,000
<u>Sewer Fund</u>	
Public Works	\$ 3,643,521
<u>Water Fund</u>	
Public Works	\$ 6,703,732
<u>Waste Water Treatment Fund</u>	
Public Works	\$ 4,555,427
<u>Fleet Fund</u>	
Public Works	\$ 824,919
<u>DDA Construction Fund</u>	
Economic Development	\$ 10,000
<u>Brownfield Authority</u>	
Economic Development	\$ 437,096

Section 5: Estimated Revenues

The following are estimated to be available for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to meet the foregoing appropriations.

<u>General Fund</u>	
Property Taxes	\$ 3,629,100
License and Permits	264,580
Intergovernmental Revenue	1,521,104
Charges for Services	1,252,000
Interest Income	85,000
Other Revenue	172,500
Transfers In	697,525
Total General Fund	\$ 7,621,809
<u>Major Streets Fund</u>	
Intergovernmental Revenue	\$ 1,231,529
Special Assessments	100,000
Transfers In	500,000
Interest Income	2,500
Other Financing Sources- Fund Balance	697,331
Total Major Streets Fund	\$ 2,531,360
<u>Local Streets Fund</u>	
Intergovernmental Revenue	\$ 437,600
Special Assessments	61,000
Transfers In	788,882
Interest Income	1,500
Other Financing Resources-Fund Balance	223,175
Total Local Streets Fund	\$ 1,512,157
<u>Parks and Recreation Sites Fund</u>	
Other Revenue- Property Taxes	\$ 139,292
Interest Income	700
	\$ 139,992
<u>OMS/DDA Fund</u>	
Interest/Other Revenue	\$ 32,000
<u>Historical Sites Fund</u>	
Property Taxes	\$ 139,292
Interest Income	700
	\$ 139,992
<u>Historical Commission Fund</u>	
Interest/Rental Income	\$ 14,550
Other Revenue	19,500

Transfers In	40,000
Other Financing Sources- Fund Balance	8,504
Total Historical Comm. Fund	\$ 82,554

Debt Service Fund

Property Taxes	\$ 893,966
DDA Contribution	78,885
Total Debt Service	\$ 972,851

Capital Improvement Fund

Transfers In	\$ 68,143
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Capital Improvement Streets Fund

Interest Income	\$ 10,000
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Transportation Fund

Transportation	\$ 76,000
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Sewer Fund

Charges for Services	\$ 1,958,744
Other Financing Sources-Loan	1,340,000
License and Permits	500
Interest and Penalties	53,000
Total Sewer Fund	\$ 3,352,244

Water Fund

Charges for Services	\$ 3,585,649
Other Financing Sources-Loan	3,220,000
License and Permits	20,000
Interest and Penalties	47,600
Other Revenue	34,000
Total Water Fund	\$ 6,907,249

Waste Water Treatment Fund

Charges for Services	\$ 2,325,000
Other Financing Sources-Loan	2,145,000
Interest Income	16,000
Other Revenue	5,000
Total Waste Water Treatment Fund	\$ 4,491,000

Fleet Fund

Interest/Rental Income	\$ 720,000
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DDA Construction Fund

Other Financing Sources-Fund Balance	\$ 10,000
Interest Income	250
	\$ 10,250

Brownfield Authority

Property Taxes	\$ 415,253
Other Income	17,103
Total Water and Sewer Fund	\$ 432,356

Section 6: Millage Levy

The City Council shall cause to be levied and collected the general property tax on all real and personal property within the city upon the current tax roll an amount equal to 18.5018 mills per \$1,000 of taxable value consisting of 12.9172 mills for operating, 1.0000 mill to operate a solid waste recycling program, .9931 mills for Historic/Park Sites, .3310 for Transportation and 3.2605 mills for debt.

Section 7: Adoption of Budget by Reference

The general fund budget of the City of Owosso is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 4 and 5 of this act.

Section 8: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any city order for expenditures that exceed appropriations.

Section 9: Periodic Fiscal Reports

The fiscal officer shall provide the City Council monthly reports of fiscal year to date revenues and expenditures compared to the budgeted amounts.

Section 10: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 11: Budget Monitoring

Whenever it appears to the fiscal officer or the City Council that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the fiscal officer shall present to the City Council recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 12: City Council Adoption

Motion supported by Councilmember Pidek.

Roll Call Vote.

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

NAYS: None.

Downtown Development Authority General Appropriations Resolution

Motion by Councilmember Pidek to adopt the General Appropriations Resolution to authorize the levy of the Downtown Development Authority millage for the 2020-2021 fiscal year as follows:

RESOLUTION NO. 91-2020

GENERAL APPROPRIATIONS RESOLUTION FOR THE DOWNTOWN DEVELOPMENT AUTHORITY FOR FY 2020-21

WHEREAS, the Authority board met to consider a proposed budget for fiscal year 2020-21, and after deliberations and public input approved a budget; and

WHEREAS, the Owosso City Council held a public hearing on the proposed budget on May 18, 2020; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the City Council of the City of Owosso hereby sets the tax rates and adopts the FY2020-21 budget as shown below.

WHEREAS, it is the intent of the Downtown Development Authority to levy a tax for general operating purposes pursuant to Public Act 197 of 1975; and

WHEREAS, the general property tax laws, specifically MCL 211.34(d) provide for an annual compound millage reduction calculation applied to the maximum millage rate of two mills authorized by MCL 125.1662; and

WHEREAS, the millage reduction commonly known as the "Headlee" rollback results in a maximum operating millage rate of 1.9001 for which the Authority is authorized to levy,

NOW THEREFORE, BE IT RESOLVED, that the tax levy for the fiscal year commencing July 1, 2020 shall be the rate of 1.9001 per \$1,000 of taxable value of the 2020 assessment roll for the district as approved by the Board of Review,

Section 1: Estimated Expenditures

The following amounts are hereby appropriated for the operations of the Owosso Downtown Development Authority and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Downtown Development \$ 219,050

Section 2: Estimated Revenues

The following are estimated to be available for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to meet the foregoing appropriations.

Property Taxes \$ 202,000
Other Revenue 24,580
Total General Fund \$ 226,580

Motion supported by Councilmember Bailey.

Roll Call Vote.

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

NAYS: None.

City Budget Amendment

City Manager Henne noted the five areas of the budget being proposed for amendment: community development, assistant to the City Manager, movement of street bond funds, recording of façade program activity, and changes in revolving loan fund activity.

Motion by Councilmember Bailey to adopt Amendment No. 2 to the 2019-2020 Budget as follows:

**CITY OF OWOSSO BUDGET
AMENDMENT NO. 2
FOR THE PERIOD ENDING MAY 31, 2020**

	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET	REQUESTED INCREASE (DECREASE)	AMENDED BUDGET
		General Fund			
1	101-728-818.000	Community Development	55,680	19,428	75,108
	101-000-450.452	Building Permits	90,741	19,428	110,169
		Record Community Development Planning contractual actual costs			
2	101-171-702.100	City Manager Salaries	122,993	6,500	129,493
	101-171-716.100	City Manager Health Insurance	6,692	5,000	11,692
	101-000-401.403	General Property Tax	3,417,333	11,500	3,428,833
		Record Assistant and Manager actual costs			
		Other Funds			
3	202-000-695.411	Transfer from Street Program	750,000	397,710	1,147,710
	203-000-695.411	Transfer from Street Program	1,524,807	275,193	1,800,000
	411-966-999.202	Transfer to Major Street	750,000	397,710	1,147,710
	411-966-999.203	Transfer to Local Street	1,524,807	275,193	1,800,000
		Record Actual Movement of Street Bond Funds for Projects			
4	248-000-501.506	Grant-Federal	174,085	10,700	184,785
	248-200-818.000	Contractual Services	6,250	10,700	16,950
		Record Façade Activity - Balance of administration contract			
5	273-200-818.000	Contractual Services	246,989	254,186	501,175
	273-000-695.699	Appropriation of Fund Balance	228,970	254,186	483,156
		Record OMS/DDA loans and grants activity thru May 2020			

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

Reopening Plan*

City Manager Henne noted that the Governor’s recent unexpected revision of her stay-at-home order has changed the City’s target date for reopening. The document presented to Council anticipated a June 15th opening but the recent changes to the order will allow for a June 8, 2020 reopening. Despite the revision of the stay-at-home order the rest of the reopening plan will remain intact. He went on to say that the plan is data driven and could serve again in the future if there is a second wave of the COVID virus. Lastly he noted that employees will be required to wear masks in common areas, but they will be allowed to go mask-free in their own office space.

There was discussion among Council as to whether other employers are requiring the use of masks, security protocols for those working from home, approaching the City’s digital payment provider to see about lowering the fees to entice more people to pay on-line, and some minor details of the reopening plan.

Motion by Mayor Pro-Tem Osika to authorize adoption of a COVID-19 Reopening Plan for City Hall and the Public Safety Building as follows:

RESOLUTION NO. 92-2020

AUTHORIZING A COVID-19 REOPENING PLAN FOR CITY HALL AND THE PUBLIC SAFETY BUILDING

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is currently under a local state of emergency for the COVID-19 pandemic; and

WHEREAS, the Governor of the state of Michigan issued Executive Order 2020-100 extending the COVID-19 stay-home/stay-safe order until June 12, 2020; and

WHEREAS, in order to protect the health and safety of city staff and the public, a post COVID-19 reopening plan is advisable.

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 a COVID-19 reopening plan for City Hall and the Owosso Public Safety Building.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

Fee Schedule Update*

City Manager Henne briefly detailed the changes being proposed for the annual update to the fee schedule. There was a short discussion regarding the proposed low voltage fees and how they have been handled up to the present.

Motion by Councilmember Bailey to approve adoption of the 2020 Fee Schedule, establishing an escrow fee for the professional review of community development plans and fees for low voltage telecom installations as follows:

RESOLUTION NO. 93-2020

AUTHORIZING AN AMENDMENT TO THE FEE SCHEDULE TO INCLUDE A COMMUNITY DEVELOPMENT ESCROW FEE AND LOW-VOLTAGE TELECOMMUNICATION INSPECTION FEES

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Building Department is requesting that the annual City fee schedule update include new fees for community development and low voltage telecommunication inspections; and

WHEREAS, the City of Owosso seeks to review the fee schedule on an annual basis in May or June of every year; and

WHEREAS, professional planning services provide plan reviews for the City’s Community Development operations; and

WHEREAS, these professional plan reviews vary in their intensity and required time to complete; and

WHEREAS, the City's Building Department is designed to be self-sufficient with revenue from permit applications, site plan review fees, and other land-use or permit applications.

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 establish a \$1500 plan review escrow fee and low-voltage telecom installation fees.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, City of Owosso Fee Schedule – 2020.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: Councilmember Law.

Non-Union Employee Furloughs (This item was added to the agenda.)

City Manager Henne introduced the topic saying that he had met with the HR and Finance Directors to discuss possible ways to save money on employee costs to help fill the gap caused by the COVID19 pandemic. The CARES Act provides an option that allows the City to furlough employees without the employee experiencing a reduction in pay. Employees would be furloughed one day per week. Salaries that would be paid while an employee is furloughed would be picked up by CARES Act funding, saving the City approximately \$40,000.00 over the course of the next 6 weeks.

There was discussion regarding whether employees would see a reduction in pay or benefits, whether an employee's final average compensation could be affected, if the program could potentially be voluntary, concern with the item coming up for decision after such short notice, trying to maintain morale during the pandemic, and supporting non-union employees.

Motion by Councilmember Haber to authorize a 20% workshare program for non-union employees through the CARES Act.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: Councilmembers Bailey and Pidek.

Bid Rejection & Bid Award – Portable Toilets (These items were moved from the Consent Agenda.)

Councilmember Fear sought further information on why the original bid was rejected saying she was concerned with why the original bid was recommended for rejection. It was noted that staff felt the original bid was far too high and that a savings could be realized by going out for bid again.

Motion by Councilmember Fear to reject the only bid received for the 2020 Portable Toilets Bid based on having no competitive comparison for said services, using bids from a second bid letting, authorize a contract with R & D Septic Tank Cleaning, L.L.C. for the supply and service of portable toilets for City parks in the amount of \$10,800.00 annually for the period of July 1, 2020-June 30, 2021, with two 1-year renewal options, and further authorize payment up to the contract amount upon satisfactory completion of said services as detailed in the following two resolutions:

RESOLUTION NO. 94-2020

AUTHORIZATION TO REJECT ALL BIDS RECEIVED FOR PORTABLE SANITATION UNITS & SERVICES

WHEREAS, the city of Owosso, Shiawassee County, Michigan, advertised for portable sanitation

units to be placed at designated city of Owosso public accessible properties and periodically serviced; and

WHEREAS, only one (1) bid proposal was received for said units & services; and

WHEREAS, it is the recommendation of the Director of Public Services & Utilities to reject all bids for lack of competitive comparison for said units & services.

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

FIRST: It is advisable, necessary and in the public interest to reject the sole bid proposal as provided from Jays Septic as received at the May 12, 2020 bid opening.

RESOLUTION NO. 95-2020

**AUTHORIZATION TO ENTER INTO A SERVICES AGREEMENT
BETWEEN THE CITY OF OWOSSO AND R & D SEPTIC TANK CLEANING
OF NEW LOTHROP, MICHIGAN TO PROVIDE PORTABLE SANITATION SERVICES AT
DESIGNATED CITY OWNED FACILITIES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that the providing of public portable sanitation services at designated city facilities is advisable, necessary and in the public interest; and

WHEREAS, the City of Owosso sought competitive bids for providing public portable sanitation services at designated city facilities, and R & D Septic Tank Cleaning, L.L.C. provided the low responsible bid proposal; and

WHEREAS, R & D Septic Tank Cleaning has provided sanitation services to the Owosso area for more than 14 years, and is qualified to provide these services.

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with R & D Septic Tank Cleaning, L.L.C. of New Lothrop, Michigan to provide public portable sanitation services at designated city owned facilities in the amount of \$10,800.00 annually, with two 1-year renewal options at the bid proposal price.

SECOND: The mayor and city clerk are instructed and authorized to sign the services agreement between the City of Owosso and R & D Septic Tank Cleaning, L.L.C. as prepared by the city clerk.

THIRD: The accounts payable department is authorized to pay R & D Septic Tank Cleaning, L.L.C. in the amount of \$10,800.00 for a one year period of service beginning May 2020 thru October 2020 and May thru June of 2021. The city may in its sole discretion exercise two additional 1-year renewal options as follows:

FY2021-2022.....	\$10,800.00
FY2022-2023.....	\$10,800.00

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

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

Outdoor Seating for Restaurants

Mayor Eveleth indicated that since the Governor is encouraging restaurants to utilize outdoor seating where possible now that they are able to reopen he wanted to make sure the process for permitting outdoor seating wasn't too cumbersome. He asked that some sort of temporary process be put in place for the summer to allow local restaurants to quickly utilize any outdoor seating opportunities they may have. It was noted that the process currently in place is quite simple, filling out one form and submitting a sketch. Main Street/DDA Director Adams indicated

that he is looking at multiple ways to allow businesses to utilize outdoor seating in areas where they otherwise would not be able to. Restaurants wishing to establish outdoor seating can contact the City or the DDA for assistance.

COMMUNICATIONS

Cheryl A. Grice, Finance Director. Revenue & Expenditure Report April 2020.
Kevin D. Lenkart, Public Safety Director. April 2020 Police Report.
Downtown Development Authority/Main Street. Minutes of May 6, 2020.
Planning Commission. Minutes of May 26, 2020.

NEXT MEETING

Monday, June 15, 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 9:05 p.m.

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

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk

*Due to their length, text of marked items is not included in the minutes. Full text of these documents is on file in the Clerk's Office.