CITY OF OWOSSO REGULAR MEETING OF THE CITY COUNCIL TUESDAY, JANUARY 19, 2021 7:30 P.M.

Virtual Meeting

AGENDA

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF JANUARY 4, 2021:

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 five (5) minutes duration during the occasion for citizen comments and questions. Each person shall also be afforded 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

CONSENT AGENDA

- 1. <u>2021 Income Threshold Poverty Exemptions</u>. Adopt the 2021 Income Threshold Poverty Exemptions, as required by Public Act No. 390 of 1994.
- 2. <u>Boards and Commissions Appointment</u>. Approve the following Mayoral Boards and Commissions appointments:

Name	Board/Commission	Term Expires
Michael Dowler, City Assessor	Building Authority- replacing Treena Chick	06/30/2021

Name	Board/Commission	Term Expires
Cheryl Grice, Finance Director*	Building Authority	06/30/2023
Michael Dowler, City Assessor	Local Development Finance Authority/ Brownfield Redevelopment Authority replacing Treena Chick	06/30/2023

^{*}Indicates reappointment

- 3. OMS/DDA RLF Loan & Grant Funding Approval 108 E. Exchange Owosso, LLC. Approve the applications from 108 E. Exchange Owosso, LLC requesting a loan and a grant from the OMS/DDA Revolving Loan Fund in the amount of \$50,000.00 for interior redevelopment activities and \$12,500.00 for upper-story residential fire suppression installation respectively, for their property at 108 E. Exchange Street.
- 4. OMS/DDA RLF Loan & Grant Funding Approval Heritage Properties of Northern Michigan, LLC. Approve the applications from Heritage Properties of Northern Michigan, LLC requesting a loan and a grant from the OMS/DDA Revolving Loan Fund in the amount of \$50,000.00 for interior redevelopment activities and \$3,000.00 for interior architectural services respectively, for their property at 210 S. Water Street.
- 5. OMS/DDA RLF Loan Grant Funding Approval Brianna Leigh, LLC. Approve the applications from Brianna Leigh, LLC requesting a loan from the OMS/DDA Revolving Loan Fund in the amount of \$50,000.00 for business expansion activities for their business at 210 S. Water Street.
- Change Order 2020 Street Program Engineering Services Contract. Approve Change Order No. 2
 to the 2020 Street Program Engineering Services Contract with OHM Advisors, adding \$42,243.43 for
 additional engineering design and administrative services for water main and street rehabilitation
 projects related to the 2020 Street Program.
- 7. <u>Change Order Sanitary Sewer Rehabilitation Contract</u>. Approve balancing Change Order No. 1 to the Sanitary Sewer Rehabilitation Contract with OHM Advisors dated June 18, 2018 adding \$11,876.99 for additional field services outside the initial scope of construction administration work.
- 8. <u>Bid Award Low Pressure Blowers</u>. Authorize bid award to Dubois-Cooper Associates, Inc. for the purchase of two low pressure blowers and controllers for the WWTP in the amount of \$61,600.00 and further authorize payment to the vendor upon satisfactory delivery of said equipment.
- 9. <u>Bid Award Hopkins Lake Dock.</u> Authorize bid award to Feighner Boat Lifts & Docks for replacement of the current dock at Hopkins Lake in the amount of \$28,130.18 and further authorize payment to the contractor upon satisfactory completion of the project.
- Designation of Street Administrator. Authorize resolution designating City Engineer Clayton Wehner as Street Administrator to represent the City in transactions with the State Transportation Department pursuant to Act 51.
- 11. Warrant No. 596. Authorize Warrant No. 596 as follows:

Vendor	Description	Fund	Amount
Caledonia Charter Township	Caledonia Utility Fund payment- 10/1/20-12/31/20	Water	\$31,870.57
Owosso Charter Township	Owosso Charter Township 2011 Water Agreement payment-10/1/20-12/31/20	Water	\$14,976.72
Logicalis	Additional network engineering services in 2020 due to Covid-19.	General	\$3,002.00

ITEMS OF BUSINESS

- OHC/CCM Executive Director Contract. Consider the contract between the City of Owosso and the Historical Commission/Castle City Museums Board governing the duties and responsibilities of the executive director.
- 2. <u>OPRA Rescission Review Wesener Building</u>. Conduct a review of the OPRA tax exemption for the Wesener Building at 106 N. Washington Street.
- 3. <u>City Budget Amendment</u>. Adopt Amendment No. 2 to the 2020-2021 Budget.
- 4. <u>MERS Agreement Addendum Defined Benefit</u>. Approve Addendum to the Adoption Agreement with MERS for administration of the City's defined benefit retirement system to clarify certain terms as they apply to the Police Command, Police Patrol, and AFSCME divisions.
- 5. <u>MERS Agreement Addendum Hybrid</u>. Approve Addendum to the Adoption Agreement with MERS for administration of the City's hybrid retirement system to clarify certain terms as they apply to the Police Patrol and Fire divisions.
- 6. <u>Proposed Property Sale Twenty-One Day Posting</u>. Authorize twenty-one (21) day posting period for the sale of 1.5 acres off McMillan Road to Leaf Releaf Labs, LLC in the amount of \$10,000.00.
- Closed Session. Consider holding closed session after Communications for the purpose of consulting with an attorney regarding trial or settlement strategy in connection with specific pending litigation.

COMMUNICATIONS

- 1. Josh D. Adams, DDA/OMS Executive Director. 2020 Main Street Impact Report.
- 2. Cheryl A. Grice, Finance Director. December 2020 Revenue & Expenditure Report.
- 3. N. Bradley Hissong, Building Official. December 2020 Building Department Report.
- 4. N. Bradley Hissong Building Official. December 2020 Code Violations Report.
- 5. N. Bradley Hissong Building Official. December 2020 Inspections Report.
- 6. N. Bradley Hissong Building Official. December 2020 Certificates Issued.
- 7. Kevin D. Lenkart, Public Safety Director. December 2020 Police Report.
- 8. Kevin D. Lenkart, Public Safety Director. December 2020 Fire/EMS Report.
- 9. Parks & Recreation. Minutes of December 9, 2020.
- 10. Owosso Historical Commission. Minutes of December 14, 2020.
- 11. Owosso Historic District Commission. Minutes of December 16, 2020.
- 12. Owosso Historic District Commission. Minutes of December 28, 2020.
- 13. Downtown Development Authority/Main Street. Minutes of January 6, 2021.

NEXT MEETING

Monday, February 01, 2021

BOARDS AND COMMISSIONS OPENINGS

Board of Review – term expires December 31, 2025

Brownfield Redevelopment Authority - County Representative - term expires June 30, 2024

Brownfield Redevelopment Authority – terms expire June 30, 2022

Brownfield Redevelopment Authority – term expires June 30, 2026

Building Board of Appeals – Alternate - term expires June 30, 2022

Building Board of Appeals – Alternate - term expires June 30, 2021
Building Board of Appeals – term expires June 30, 2022
Downtown Development Authority – 2 terms expire June 30, 2021
Downtown Historic District Commission—term expires June 30, 2022
Owosso Historical Commission – 2 terms expire December 31, 2021
Owosso Historical Commission – term expires December 31, 2022
Owosso Historical Commission – 2 terms expire December 31, 2022
Owosso Historical Commission – 2 terms expire December 31, 2023
Shiawassee District Library - term expires June 30, 2024
Zoning Board of Appeals – Alternate – term expires June 30, 2021
Zoning Board of Appeals – term expires June 30, 2023

<u>ADJOURNMENT</u>

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.

PLEASE TAKE NOTICE THAT THE FOLLOWING MEETING WILL BE A VIRTUAL MEETING

Due to the COVID-19 pandemic, the Owosso City Council will conduct a virtual meeting January 19, 2021, consistent with the Open Meetings Act of the State of Michigan.

OWOSSO CITY COUNCIL Tuesday, January 19, 2021 at 7:30 p.m.

The public may attend and participate in public comment.

Join Zoom Meeting:

https://us02web.zoom.us/j/87411835842?pwd=TkdiZm8yYm0wTjQzR3owdEtHcE40dz09

Meeting ID: 874 1183 5842

Password: 641627

• One tap mobile

+13017158592,,87411835842#,,,,*641627# US (Washington D.C)

+13126266799,,87411835842#,,,,*641627# US (Chicago)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

For video instructions visit:

- o Signing up and Downloading Zoom https://youtu.be/gsy2Ph6kSf8
- Joining a Zoom Meeting https://youtu.be/hlkCmbvAHQQ
- o Joining and Configuring Audio and Video https://youtu.be/-s76QHshQnY
- Helpful notes for participants: Helpful Hints
- Meeting packets are published on the City of Owosso website http://www.ci.owosso.mi.us

Any person who wishes to contact members of the City Council to provide input or ask questions on any business coming before the Council on January 19, 2021 may do so by calling or e-mailing the City Clerk's Office prior to the meeting at (989)725-0500 or city.clerk@ci.owosso.mi.us. Contact information for individual Council members can be found on the City website at: http://www.ci.owosso.mi.us/Government/City-Council

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WARNING: According to the State Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540). Per the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications.

City of Owosso related meetings are being monitored and violations of statutes will be prosecuted.

CITY OF OWOSSO REGULAR MEETING OF THE CITY COUNCIL MINUTES OF JANUARY 4, 2021 7:30 P.M. VIRTUAL MEETING

PRESIDING OFFICER: MAYOR CHRISTOPHER T. EVELETH

OPENING PRAYER: COUNCILMEMBER NICHOLAS L. PIDEK

PLEDGE OF ALLEGIANCE: COUNCILMEMBER DANIEL A. LAW

PRESENT: Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika,

Councilmembers Janae L. Fear, Jerome C. Haber, Daniel A. Law,

Nicholas L. Pidek, and Robert J. Teich, Jr.

ABSENT: None.

APPROVE AGENDA

Motion by Mayor Pro-Tem Osika to approve the agenda as presented.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF DECEMBER 21, 2020

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of December 21, 2020 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

Final PUD Site Plan Review - N. Washington Street and Wesley Drive

Mayor Eveleth opened the floor for public comment on the proposed site plan. The following people commented:

Timothy Atkinson, 1414 N. Water Street, said he felt that a comment regarding the number of houses in the neighborhood with carports was misleading as he only found a handful when he walked N. Washington Street. He said he felt the quality of the neighborhood would be negatively affected if garages are not required. He also expressed concern with the loss of animal habitat.

Becky Atkinson, 1414 N. Water Street, commented on the wild life in the area saying it was nice to see the animals there.

Justin Sprague, Vice President of CIB Planning, detailed his letter of recommendation calling for approval of the plan with the following eight conditions:

- 1. That waivers are granted by the Planning Commission for front yard setbacks along Washington and Wesley Streets;
- 2. That a waiver is granted by the Planning Commission for total lot coverage;
- 3. That a waiver is granted by the Planning Commission for minimum distance between buildings to be allowed at less than 20-feet:
- 4. That the Planning Commission require traditional detached garages as opposed to car ports or sheds to preserve neighborhood character;
- 5. That side egress on the homes have fixed porches or stairs attached to the structure;
- 6. That the Master Deed require any homes to be replaced due to an act of God, be replaced by a new structure and not a previously used structure;
- 7. That the by-laws for the condominium development strictly prohibit chain link fencing; and
- 8. That all other agencies, departments and reviewing entities grant approval prior to the issuance of any building permits.

The Planning Commission held a public hearing November 23, 2020 resulting in approval of the Site Plan with the following conditions:

- 1. That waivers are granted by the Planning Commission for front yard setbacks along Washington and Wesley Streets;
- 2. That a waiver is granted by the Planning Commission for total lot coverage;
- 3. That a waiver is granted by the Planning Commission for minimum distance between buildings to be allowed at less than 20-feet;
- 4. That side egress on the homes have fixed porches or stairs attached to the structure;
- 5. That the Master Deed require any homes to be replaced due to an act of God, be replaced by a new structure and not a previously used structure;
- 6. That the by-laws for the condominium development strictly prohibit chain link fencing; and
- 7. That all other agencies, departments and reviewing entities grant approval prior to the issuance of any building permits.

There was discussion among Council as to whether garages should be required (as opposed to allowing car ports), how the requirement may affect home prices, and overall increases in construction costs. Tom Cook and Anna Owens, of Bailey Park Homes, L3C, indicated they have made every effort to keep the cost for the homes as low as possible, including taking no profit from the development. They wish to allow homeowners to make the choice between building a garage or a carport at the time the home is constructed.

Councilmember Pidek asked if there were any zoning regulations regarding carports, saying he felt the requirement to construct a garage shouldn't be forced on one particular neighborhood. It was noted that while there is nothing regulating car ports other than the Building Code, the purpose of a PUD is to be able to add value to the community while maintaining the character of the neighborhood.

There was further discussion clarifying that garages and/or car ports would be separate structures from the homes themselves and whether a garage requirement would stymy sales.

Motion by Mayor Pro-Tem Osika to authorize the following resolution approving the site plan for Washington Park Homes with the Planning Commission conditions:

RESOLUTION NO. 01-2021

A RESOLUTION TO APPROVE THE SITE PLAN FOR
WASHINGTON PARK, A PLANNED UNIT DEVELOPMENT
LOCATED AT THE INTERSECTION OF N. WASHINGTON STREET AND WESLEY DRIVE

WHEREAS, the city council of the city of Owosso received a request for Site Plan Review from Bailey Park Homes, L3C, developer of the real property identified as N. Washington Street, parcel number 050-535-000-001-00 to develop the Washington Park Smart Homes consisting of 14 new homes; and

WHEREAS, the city staff and planning commission recommend, with conditions, the approval of the Planned Unit Development (PUD) Overlay Site Plan Review of N. Washington Street as applied; and

WHEREAS, local law requires PUD rezoning requests be accompanied by a valid site plan that must be approved by the city council; and

WHEREAS, the item was considered by the city council and a public hearing by the council was held January 4, 2021; and

WHEREAS, the city council finds that this site plan meets or exceeds all of the requirements of the local zoning ordinance and the conditions of the PUD zoning designation, specifically sections 38-390 and 38-395 of the Code of the City of Owosso.

NOW THEREFORE, BE IT RESOLVED THAT the Owosso City Council, County of Shiawassee, State of Michigan, hereby approves the site plan for the Washington Park Smart Homes project, subject to the following conditions:

- 1. That waivers are granted by the Planning Commission for front yard setbacks along Washington and Wesley Streets;
- 2. That a waiver is granted by the Planning Commission for total lot coverage;
- 3. That a waiver is granted by the Planning Commission for minimum distance between buildings to be allowed at less than 20-feet;
- 4. That side egress on the homes have fixed porches or stairs attached to the structure;
- 5. That the Master Deed require any homes to be replaced due to an act of God, be replaced by a new structure and not a previously used structure;
- 6. That the by-laws for the condominium development strictly prohibit chain link fencing; and
- 7. That all other agencies, departments and reviewing entities grant approval prior to the issuance of any building permits.

Motion supported by Councilmember Teich.

Roll Call Vote.

AYES: Councilmembers Haber, Teich, Mayor Pro-Tem Osika, Councilmembers Fear, Pidek, Law,

and Mayor Eveleth.

NAYS: None.

Rezoning Request – 210 Monroe Street

Justin Sprague, of CIB Planning, indicated the application for rezoning was made by the City in line with the proposed Master Plan for future residential development. He indicated the Planning Commission recognizes that there is environmental work to be done on the site before homes can be built.

A public hearing was conducted to receive citizen comment regarding the proposed rezoning of the parcel located at 210 Monroe Street from I-1, Light Industrial District, to R-2, Two-Family Residential District.

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

Motion by Councilmember Teich to approve the following resolution authorizing a zoning change for the property in question:

ORDINANCE NO. 814

AMENDING CHAPTER 38 ZONING OF THE CODE OF ORDINANCES TO REZONE THE PARCEL OF REAL PROPERTY AT 210 MONROE STREET AND AMEND THE ZONING MAP

WHEREAS, the city of Owosso received a petition from a land owner of real property identified as 210 Monroe Street, parcel 050-652-001-004-00, LOTS 9, 10, 13, BLK 1, ALL OF BLK. 2 INCLUDING CLOSED ALLEY, PT OF CLOSED S. PARK ST. AL WILLIAMS 2ND ADD to rezone the parcel from I-1, Light Industrial District, to R-2, Two-Family Residential District; and

WHEREAS, the planning commission published the request, held a public hearing on the request, and deliberated on the request; and

WHEREAS, the city staff and planning commission recommend, without reservations or conditions, the rezoning of parcel 050-652-001-004-00, 210 Monroe Street from I-1, Light Industrial District, to R-2, Two-Family Residential District; and

WHEREAS, the City Council held a public hearing on the request January 4, 2021, heard all interested persons, and deliberated on the request; and

WHEREAS, the City Council finds that the zoning petition meets the intent and criteria for a zoning map amendment, specifically as it relates to the requirements of Section 38-555 of the Code of Ordinances of the City of Owosso; and

NOW THEREFORE, BE IT RESOLVED, THAT THE CITY OF OWOSSO ORDAINS:

SECTION 1. OFFICIAL ZONING MAP AMENDMENT. That Chapter 38, Zoning Code of the City of Owosso Sec. 38-27, *Zoning Districts and Map,* reflect the following change to be noted on the official map and filed with the city clerk:

Parcel Address	Parcel Number	Current Zoning	Amended Zoning
210 Monroe Street	050-652-001-004-00	I-1, Light Industrial	R-2, Two Family Residential

SECTION 2. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 3. EFFECTIVE DATE. This amendment shall become effective January 25, 2021.

Motion supported by Councilmember Fear.

Roll Call Vote.

AYES: Councilmembers Teich, Pidek, Law, Haber, Mayor Pro-Tem Osika, Councilmember Fear,

and Mayor Eveleth.

NAYS: None.

Ordinance Amendment - Chapter 34, Utilities and Services - A

A public hearing was conducted to receive citizen comment regarding the proposed amendment to Chapter 34, Utilities and Services, Article III, *Water*, Section 34-67, Water service connections,

<u>connection charges</u>, of the code of ordinances of the City of Owosso, Michigan to maintain regulatory compliance with the State's new lead and copper rules.

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

Whereas, the Council, after due and legal notice, has met and there being no one to be heard, motion by Councilmember Pidek that the following ordinance be adopted:

ORDINANCE NO. 815

ORDINANCE AMENDMENT TO SECTION 34-67, WATER SERVICE CONNECTIONS, CONNECTION CHARGES

WHEREAS, the City of Owosso is required by the State of Michigan to replace at least 5% of all public and private property lead and galvanized water service lines over the next 20 years; and

WHEREAS, this new obligation must be incorporated into the code of the City of Owosso which regulates utilities and services; and

WHEREAS, the City Council held a public hearing on the request December 21, 2020, heard all interested persons, and deliberated on the request; and

WHEREAS, the City Council finds the proposed changes to be prudent.

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF OWOSSO ORDAINS:

SECTION 1. AMENDMENT. That Chapter 34, <u>Utilities and Services</u>, Article III, *Water*, Section 34-67, <u>Water service connections, connection charges</u>, be amended as follows:

Sec. 34-67. - Water service connections, connection charges.

- (a) Application for water service connection(s) shall be made to the public utilities department on forms prescribed and furnished by it. Water service connections and water meters shall be installed, maintained and replaced in accordance with applicable rules and standards of the public utilities department and applicable plumbing code provisions. The size of the service line and meter, and installation details, are subject to review and approval by the director. Partial water service line replacements are not permitted under Michigan Department of Environment Great Lakes & Energy (EGLE) Administrative Code R325.11604f(5)(c), except as necessary to address a emergency repair. The replacement of lead or galvanized water service lines from the city owned water main to the private property building premises, shall be accomplished at city expense in accordance with EGLE Administrative Code R325.11604f(5)(c) and R325.11604f(5)(g), except that the responsibility for maintenance, repair, or replacement of the private property water service connection, shall terminate one (1) year after installation.
- (b) The city shall be responsible for the installation, maintenance and replacement in like size of that portion of the water connection from the water main to and including the curb stop and stop box, or through the water meter pit if the meter is located in a pit in the public right-of-way or water easement.

The property owner or customer shall be responsible for the installation, maintenance and replacement of that portion of the water connection from the curb stop, or meter pit if such meter pit is located in the public right-of-way or water easement, to and within the premises being served., except during the period of time commencing January 1, 2020 through December 31, 2040 (unless extended by EGLE), whereby the city is mandated under the EGLE Administrative Code R325.11604f(6)(b) to replace all private property water service lines at city expense. The responsibility of the city for maintenance, repair, or replacement of the private property water service

connection, shall terminate one (1) year after installation of the new regulatory compliant water service line.

- (c) Water meters shall generally be supplied by the city. Any water meter provided by the customer shall conform to city standards and specifications, and shall be approved by the director prior to installation or start of service. All meters shall be owned by and under the control of the city. The city shall be responsible for the cost of meter replacement except in the case of a customer requested change in meter size, or damage to the meter attributable to the customer, or agent or tenant of the customer.
- (d) Connection charges for new water service connections, or for an increase in service size or capacity, in effect on the effective date of this ordinance shall remain in effect until changed by resolution of the council, which may thereafter be modified or revised by council resolution. Such connection charges may include: recovery of costs for water system capacity attributable to the new user, recovery of costs for water distribution piping serving the user if not previously assessed, recovery of city costs for the initial installation of the service connection and initial provision of the water meter, and recovery of city costs for increasing the service connection and/or meter size. In addition the connection charge schedule may include permit application and review fees, and inspection fees.

SECTION 2. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 3. EFFECTIVE DATE. This amendment shall become effective January 25, 2021.

Motion supported by Councilmember Haber.

Roll Call Vote.

AYES: Councilmembers Fear, Haber, Law, Teich, Mayor Pro-Tem Osika, Councilmember Pidek,

and Mayor Eveleth.

NAYS: None.

Ordinance Amendment - Chapter 34, Utilities and Services - B

A public hearing was conducted to receive citizen comment regarding the proposed amendment to Chapter 34, <u>Utilities and Services</u>, Article III, *Water*, Sections 34-75 and 34-76 of the code of ordinances of the City of Owosso, Michigan to reflect the installation of new water meter technology.

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

Whereas, the Council, after due and legal notice, has met and there being no one to be heard, motion by Councilmember Fear that the following ordinance be adopted:

ORDINANCE NO. 816

AN ORDINANCE AMENDMENT TO SECTIONS 34-75 & 34-76 OF THE CODE OF ORDINANCES

WHEREAS, the City of Owosso replaced all of its water meters with meters utilizing new technology; and

WHEREAS, the code of ordinances of the City of Owosso regulating utilities and services must be updated to reflect said new technology; and

WHEREAS, the City Council held a public hearing on the request December 21, 2020, heard all interested persons, and deliberated on the request; and

WHEREAS, the City Council finds the proposed changes to be prudent.

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF OWOSSO ORDAINS:

SECTION 1. AMENDMENT. That Chapter 34, <u>Utilities and Services</u>, Article III, *Water*, Section 34-75, <u>Accuracy required</u>, be amended as follows:

Sec. 34-75. - Accuracy required.

A meter shall be considered accurate if, when audited it registers consumption movement when the water is turned on from the off position at either the meter pit or inside the building plumbing. A meter shall be considered <u>inaccurate</u> if, when audited it registers no consumption movement or negative consumption movement when the water is turned on from the off position at either the meter pit or inside the building plumbing.

SECTION 2. AMENDMENT. That Chapter 34, <u>Utilities and Services</u>, Article III, *Water*, Section 34-76, <u>Bill</u> adjustment, be amended as follows:

Sec. 34-76. - Bill adjustment.

If a meter has been audited at the request of a consumer and shall have been determined to register accurately, no charge will be assessed. If a meter so tested at the request of the consumer, is determined to not register water consumed or is registering negative flow, applicable equipment causing the inaccuracies shall be replaced or repaired and the water bill shall be recalculated from historical demand usage from date of known inaccuracies to the date of correction. There shall be no charge to the customer for the audit, repair, or replacement services.

SECTION 3. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 4. EFFECTIVE DATE. This amendment shall become effective January 25, 2021.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

AYES: Councilmembers Pidek, Haber, Mayor Pro-Tem Osika, Councilmembers Fear, Teich, Law,

and Mayor Eveleth.

NAYS: None.

CITIZEN COMMENTS AND QUESTIONS

Marlene Webster, County Commissioner District 1, updated the Council on the latest actions taken by the County Board of Commissioners.

Mayor Pro-Tem Osika asked for an update on the Matthews Building. City Manager Henne indicated he had nothing new to report. The owners have until the end of March to put a roof on part of the building and replace all the broken windows as detailed in the written agreement.

Councilmember Fear thanked whoever decorated the outside of City Hall saying the boughs and lights looked very nice. She also reminded everyone that it is time to take down political signs as they can only be up for 60 days.

Mayor Eveleth sought clarification on the City's sign ordinance.

Eddie Urban said he keeps getting bounced out when he signs into the meetings. He asked that citizen comments be allowed even when meetings are cut short (like the December 21, 2020 meeting). He also mentioned that he would like to see a traffic light at the corner of Washington and Monroe Streets and everyone should continue to be diligent about COVID. Lastly, he asked everyone to keep up the good work.

CONSENT AGENDA

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

<u>Proposed Special Assessment Project – Glenwood Avenue</u>. Authorize Resolution No. 1 for proposed Special Assessment District No. 2021-02 for Glenwood Avenue from Farr Avenue to the south end for street resurfacing as follows:

RESOLUTION NO. 02-2021

GLENWOOD AVENUE FROM SOUTH END TO FARR AVENUE SPECIAL ASSESSMENT RESOLUTION NO. 1

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

Glenwood Avenue from south end to Farr Avenue Street Resurfacing

NOW, THEREFORE, BE IT RESOLVED THAT:

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

<u>Flexible Spending Account Terms Adoption</u>. Authorize acceptance of the terms governing the Flexible Spending Accounts available to City employees, with an effective date of January 1, 2021 as detailed below:

RESOLUTION NO. 03-2021

ADOPTING THE CITY OF OWOSSO FLEXIBLE SPENDING PLAN

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

WHEREAS, under the tax laws of the United States of America the city council must adopt a resolution for

the calendar year effective January 1, 2021 and subsequent years.

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

that the form of Cafeteria Plan including a Dependent Care Flexible Spending Account and Health Flexible Spending Account effective January 1, 2021 presented and attached is approved and adopted and that the duly authorized agents of the city are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

SECOND that the Administrator is instructed to take such actions that they deem necessary and proper to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

THIRD that attached as Exhibit 1, is a true copy of the *City of Owosso Flexible Spending Plan* approved and adopted in this resolution.

FOURTH that all prior resolutions and documents for the *City of Owosso Flexible Spending Plan* are rescinded as of January 1, 2021.

<u>Purchase Authorization – WACHS Valve Turner</u>. Authorize the purchase of one WACHS Valve Turner & Trailer unit from E.H. WACHS, via National Buy Board – Local Government Purchasing Cooperative Contract No. 597-19, in the amount of \$32,095.14 and further authorize payment to the vendor upon satisfactory delivery of said equipment as shown below:

RESOLUTION NO. 04-2021

RESOLUTION AUTHORIZING PURCHASE OF WACHS VALVE TURNER FROM E.J. WACHS EQUIPMENT OF LINCOLNSHIRE, ILLINOIS UTILIZING THE NATIONAL BUY BOARD LOCAL GOVERNMENT COOPERATIVE PURCHASING AGREEMENT

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Department of Public Works Fleet Motor Pool requires the use of a Valve Turner to perform specialized isolation valve maintenance and exercising on the water distribution system; and

WHEREAS, the City of Owosso desires to purchase one WACHS valve turner & trailer unit manufactured by E.J. WACHS Equipment, and it is in the best interest of the City of Owosso to utilize the National Buy Board Local Government Cooperative Purchasing Agreement, Contract No. 597-19 to purchase said equipment; and

WHEREAS, E.J. WACHS Equipment is an authorized distributor for said equipment under the National Buy Board Local Government Purchasing Agreement; and

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

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase the following equipment from E.J. WACHS Equipment using the National Buy Board Local Government Purchasing Agreement - Contract No. 597-19:

• One (1) WACHS model 79-000-25, 750/ft/lb extended reach valve operator with trailer in the amount of \$32,095.14

SECOND: The Director of Public Services is hereby instructed and authorized to sign any necessary

documents to complete said purchase.

THIRD: Payment is authorized to E.J. WACHS Equipment in the amount of \$32,095.14 upon

delivery and acceptance.

FOURTH: Said purchase shall be paid for from the Fleet Motor Pool 661-901-979.000.

<u>Purchase Authorization – Sign Truck</u>. Authorize the purchase of one 2021 Ford F550 cab and chassis, one VERSALIFT unit and utility service body, utilizing State of Michigan contracts #071B7700180 and #071B7700166 respectively, in the amount of \$37,587.00 for the cab and chassis and \$59,602.00 for the lift unit and utility service body, and further authorize payment to vendors upon satisfactory delivery of completed unit as follows:

RESOLUTION NO. 05-2021

AUTHORIZING PURCHASE AGREEMENT TO SIGNATURE FORD OF OWOSSO, MICHIGAN AND VERSALIFT MIDWEST OF SHELBY TOWNSHIP, MICHIGAN TO PROCURE A FORD F550 CAB & CHASSIS AND A VERSALIFT UNIT AND UTILITY SERVICE BODY FOR USE IN THE FLEET MOTOR POOL AS A SIGN TRUCK

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Fleet Motor Pool Replacement Fund for the purchase of a Sign Truck 4X2 cab and chassis to be used for sign maintenance and replacement, and

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Fleet Motor Pool Replacement Fund for the purchase of a VERSALIFT unit and utility service body to be attached to the cab and chassis truck, and

WHEREAS, the City of Owosso Director of Public Services & Utilities has reviewed the replacement equipment on the State of Michigan Contracts as priced by Signature Ford and VERSALIFT Midwest, and recommends authorizing purchase agreements between the city of Owosso and Signature Ford of Owosso, Michigan and VERSALIFT Midwest of Shelby Township, Michigan.

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 Signature Ford of Owosso, Michigan for the purchase of a Ford F550 4X2 Cab & Chassis on State of Michigan Contract #071B7700180 for use in

the Fleet Motor Pool, in the amount of \$37,587.00.

SECOND: The City of Owosso has heretofore determined that it is advisable, necessary and in the

public interest to contract with VERSALIFT Midwest of Shelby Township, Michigan for the purchase of a VERSALIFT unit and Utility Service Body on State of Michigan Contract

#071B7700166, for use in the Fleet Motor Pool, in the amount of \$59,602.00.

THIRD: The accounts payable department is authorized to submit payment to VERSALIFT

Midwest in the amount of \$59,602.00, and expense from account 661-901-979.000

FOURTH: The accounts payable department is authorized to submit payment to Signature Ford in

the amount of \$37,587.00, and expense from account 661-901-979.000.

<u>Niche Bar & Lounge Parking Space Closure Permission</u>. Approve request from Niche Bar & Lounge for closure of four (4) parking spaces from January 5, 2021 through March 1, 2021 directly in front of 112 North Washington Street for outdoor/shanty seating for patrons to comply with COVID restrictions and authorize Traffic Control Order No. 1442 formalizing the request.

Warrant No. 595. Authorize Warrant No. 595 as follows:

Vendor	Description	Fund	Amount
Gould Law, PC	Professional services- 11/10/20-12/14/20	General	\$10,267.40

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

AYES: Councilmembers Pidek, Teich, Fear, Mayor Pro-Tem Osika, Councilmembers Haber, Law,

and Mayor Eveleth.

NAYS: None.

ITEMS OF BUSINESS

Emergency Action Support Plan Adoption

Motion by Councilmember Fear to approve adoption of the Emergency Action Support Plan for the City of Owosso as follows:

RESOLUTION NO. 06-2021

RESOLUTION AUTHORIZING THE APPROVAL OF THE UPDATED EMERGENCY OPERATIONS SUPPORT PLAN

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Public Safety Department; and

WHEREAS, the City of Owosso Public Safety Department has opted to participate in the Shiawassee County Emergency Management Program; and

WHEREAS, State law requires municipalities with a population of 10,000 or more to maintain and file with the County a plan of support that is in accordance with the County's Emergency Action Guidelines at least every four years.

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

FIRST: The City of Owosso has elected to participate in the Shiawassee County Emergency

Management Program.

SECOND: The attached City of Owosso Emergency Operations Plan provides a framework for the

City to use in performing emergency functions before, during, and after emergent

situations and is hereby approved.

THIRD: The mayor and city clerk are instructed and authorized to sign the attached document in

support of the Shiawassee County Emergency Operations Plan.

Motion supported by Councilmember Pidek.

Roll Call Vote.

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

Eveleth.

NAYS: None.

Policy Changes – Water and Sewer Connection Charge Policies

Motion by Mayor Pro-Tem Osika to approve changes to the Water and Sewer Connection Charge Policies to update fees and procedures as follows:

RESOLUTION NO. 07-2021

ESTABLISHMENT OF WATER AND SEWER CONNECTION CHARGE POLICIES EFFECTIVE JANUARY 1, 2021

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

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

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

FIRST: The city council hereby adopts the following connection charges for the water utility which

shall become effective January 1, 2021.

SECOND: That any policies previously adopted which conflict with the provisions of the following

policies and services are hereby repealed.

WATER AND SEWER CONNECTION CHARGES

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

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

1" SFR Service DI \$1,315 (1" tap, 1" corp, 1" copper to curb stop, curb stop, curb box, 5/8"

meter)

1" SFR Service DI \$1,355 (1" tap, 1" corp, 1" copper to curb stop, curb stop, curb box, 3/4"

meter)

1" SFR Service PVC \$1,410 (1" tap, 1" saddle, 1" copper to curb stop, curb stop, curb box,

5/8" meter)

1" SFR Service PVC \$1,450 (1" tap, 1" saddle, 1" copper to curb stop, curb stop, curb box,

3/4" meter)

Other services: If meter pit, add \$125.00 parts and labor.

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

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1" SRF Service DI $3,525 (1" tap, 1" copper to curb stop, 5/8" meter)
1" SRF Service DI $3,565 (1" tap, 1" copper to curb stop, 3/4" meter)
1" SRF Service PVC $3,620 (1" tap, 1" copper to curb stop, 5/8" meter)
1" SRF Service PVC $3,660 (1" tap, 1" copper to curb stop, 3/4" meter)
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Other services: If meter pit, add \$125.00 parts and labor.

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

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1" SRF Service $1,250.00 (5/8" meter, MTU, meter horn, curb box, material, labor, equipment,
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all fees)

1" SRF Service \$1,285.00 (3/4" meter, MTU, meter horn, curb box, material, labor, equipment,

all fees)

1" SRF Service \$1,365.00 (1.0" meter, MTU, meter horn, curb box, material, labor, equipment,

all fees)

Note: Above fees previously included in lot price for Osburn Lakes Development

d) Additional charges if applicable:

Meter pit (for ¾" to 1" services) \$125 (parts and labor when interior meter set is not

feasible)

Winter construction surcharge \$300 (applicable generally between December 15 to

March 15 to cover additional costs related to frost excavation and extended street patch maintenance prior

to final patch)

II. Sewer Service Line Charge

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

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

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

4" or 6" service \$1,000

Note: Above fees previously included in lot price for Osburn Lakes Development

III. Water & Sewer System Charges

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

Out of Town Water System Charges apply to retail customers outside the Owosso City Limits unless otherwise provided in an agreement between the City and the respective municipality. City Sewer System

Charges do not apply to out-of-town water services. The respective Township regulates sewer service connections in their jurisdiction and their sewer charges thus apply.

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

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

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

WATER AND SEWER SYSTEM CHARGE TABLE I

Potable Water Service	Water Sys	stem Charge	Sewer System Charge
Meter Size	In Town	Out of Town	In Town
5/8"	\$400	\$600	\$400
3/4"	\$600	\$900	\$600
1"	\$1,000	\$1,500	\$1,000
1.5"	\$2,000	\$3,000	\$2,000
2"	\$3,200	\$4,800	\$3,200
3"	\$6,000	\$9,000	\$6,000
4"	\$10,000	\$15,000	\$10,000
6"	\$20,000	\$30,000	\$20,000
8"	\$32,000	\$48,000	\$32,000
10"	\$46,000	\$69,000	\$46,000

FIRE SERVICE LINE CHARGES TABLE II

4"	\$ 1,000	\$ 1,500
6"	\$ 2,000	\$ 3,000
6" with pump	\$ 4,000	\$ 6,000
8"	\$ 4,000	\$ 6,000
8" with pump	\$ 6,000	\$ 9,000
10"	\$ 6,000	\$ 9,000
10" with pump	\$ 8,000	\$ 12,000
12"	\$ 8,000	\$ 12,000
12" with pump	\$ 10,000	\$ 15,000

IV. Water Main Assessment Charge (Out of City)

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

Owosso Township cost per front linear foot of property		Minimum	Maximum
Water (residential)	\$15	\$900	\$3,000
Water (commercial or industrial)	\$20	\$2,000	
Caledonia Township cost per fr	ont foot of property		
Water (all accounts)	\$35	None	None

For corner lots the assessment applies only to the frontage abutting the water main to be used for the service connection.

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

V. Meter Service Line Charge

These charges apply in cases where only the cost of meter installation is required for a new water meter and account. The charge includes costs of water meter, meter transmission unit (MTU), couplings/horn, service vehicle, one-hour meter installation and inspection, permit fee, and administration fee for 5/8", 3/4", and 1" meters only. A licensed plumber may be required to make interior piping changes.

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

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

Motion supported by Councilmember Law.

Roll Call Vote.

AYES: Councilmembers Haber, Teich, Law, Mayor Pro-Tem Osika, Councilmembers Fear, Pidek,

and Mayor Eveleth.

NAYS: None.

Policy Changes - Miscellaneous Water Policy and Service Charges

Motion by Councilmember Pidek to approve changes to the Miscellaneous Water Policy and Service Charges policy to update fees and procedures as detailed below:

RESOLUTION NO. 08-2021

ESTABLISHMENT OF MISCELLANEOUS WATER POLICY AND SERVICE CHARGES EFFECTIVE JANUARY 1, 2021

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

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

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

FIRST: The city council hereby adopts the following policies and service charges for the water utility which shall become effective January 1, 2021.

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

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

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

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

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

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

- a. A \$30.00 service charge shall be applied when payment is not received by the shut-off due date, and the past due account was added to the shut-off listing.
- b. An additional \$30.00 service charge shall be paid prior to turning on a water service, which was turned off for nonpayment, if such turn-on request would occur after 5:00 p.m. on a normal working day.
- c. A \$25.00 service charge shall be paid for returned payments (for any reason), for account holders having insufficient funds. A \$35.00 service charge shall be paid if the returned payment amount is not repaid within seven days of notification.

IV. Water Service Permit

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

V. Hydrant Use Requests

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

VI. Hydrant Flow Data Requests

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

VII. Customer Deposits

- a. Deposit for in-city-of-Owosso tenant accounts is \$245.00.
- b. Deposit for all accounts outside the city of Owosso is \$245.00.

Motion supported by Councilmember Teich.

Roll Call Vote.

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

Eveleth.

NAYS: None.

Pay Increase & Minimum Recommended Pay Range - General City Non-Union Employees

Motion by Councilmember Teich authorizing a 2% pay increase for General City Non-union Employees and instituting the recommended minimum pay range for seven of said employees according to the MML wage study as follows:

RESOLUTION NO. 09-2021

AUTHORIZING A PAY RAISE AND MINIMUM RECOMMENDED PAY RANGE FOR GENERAL CITY NON-UNION EMPLOYEES EFFECTIVE JANUARY 10, 2021

WHEREAS, the city wishes to provide competitive salaries for its employees; and

WHEREAS, the city employed the Michigan Municipal League to conduct a wage study General City Non-Union employees and discovered that seven employees did not meet the minimum recommended pay range; and

WHEREAS, the Owosso City Council adopted the 2020-2021 budget on June 1, 2020; and

WHEREAS, said budget did not include a pay raise for General City Non-Union Employees due to the unknown costs of the COVID-19 pandemic; and

WHEREAS, the cost of the pandemic has been less than anticipated to date.

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

FIRST: a 2% pay increase is hereby instituted for General City Employees, effective the first full

pay period in January 2021.

SECOND: the wages of the seven underpaid employees be increased to meet the minimum

recommended pay range as noted in the MML study effective the first full pay period

in January 2021.

THIRD: funds shall come from the following accounts as noted:

General Fund \$22,384.00 Other Funds \$9,451.00

Motion supported by Councilmember Haber.

Roll Call Vote.

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

Mayor Eveleth.

NAYS: Councilmember Pidek.

OHC/CCM Executive Director Contract

City Manager Henne expressed concern with the proposed contract saying he was not sure if the City could legally pay a non-profit entity. He said he would also like it spelled out more clearly exactly where the money for the director's salary will come from so that it cannot be misconstrued to say it will come from the general fund. Also, he would like to see the arbitration clause changed to remove the City. In light of these concerns he asked Council to consider taking action to temporarily pay the director and postpone the item for two weeks to allow the City Attorney to review and amend the document. Councilmember Fear indicated she had a number of concerns about the contract as well. Mayor Pro-Tem Osika expressed her concerns with the conduct of commission meetings, a lack of action to use the millage money, and the number of vacancies on the commission.

Motion by Councilmember Teich to approve payment to the Historical Commission Director at the proposed pay rate and postpone action on the OHC/CCM Executive Director contract until the January 19, 2021 meeting.

Motion supported by Councilmember Haber.

Roll Call Vote.

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

Mayor Eveleth.

NAYS: Councilmember Fear.

Downtown Revolving Loan Program Standards

Motion by Councilmember Pidek to approve the revised standards for the downtown revolving loan fund as follows:

RESOLUTION NO. 10-2021

RESOLUTION AUTHORIZING THE APPROVAL OF OMS/DDA REVOLVING LOAN FUND MANUAL REVISIONS

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 Wednesday, December 2, 2020 during a Regular Board Meeting, the Owosso Main Street/DDA (OMS/DDA) Board of Directors voted to revise the 2020/2021 Revolving Loan Fund Manual. The revisions are as follows:

Revolving Loan Fund Manual Revisions:

- The majority of the manual will remain the same as the 2019/2020 Manual.
- Include a revision to application standard: "Loans and/or grants cannot be issued to projects that have either started or have been completed prior to approval of program application."
- Include a process revision: #11: "Once approved by OMS/DDA Board, the application will go before Owosso City Council for final approval."

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.

Motion supported by Councilmember Fear.

Roll Call Vote.

AYES: Councilmember Haber, Mayor Pro-Tem Osika, Councilmembers Law, Teich, Fear, Pidek,

and Mayor Eveleth.

NAYS: None.

Mortgage Discharge - Capitol Bowl

City Manager Henne said this item will discharge the City's mortgage on the Capitol Bowl property effectively freeing up the bank to sell the property to a prospective buyer. TCF has agreed to pay \$33,400.00 to dissolve the said second mortgage. The amount will be deposited into the Downtown Revolving Loan Fund, making the fund whole in the principal amount loaned to Capitol Bowl back in

2007. Lastly, he noted that reaching the said agreement does not preclude the City from pursuing the former owners for the remaining balance of the loan.

Motion by Councilmember Pidek to authorize Agreement for Release of Mortgage as it relates to Capitol Bowl and further authorize the Mayor and City Clerk to execute appropriate documents.

RESOLUTION NO. 11-2021

RESOLUTION APPROVING AGREEMENT FOR RELEASE OF MORTGAGE OF CAPITAL BOWL LOCAL RLF LOAN

WHEREAS, the City of Owosso, Shiawassee County, Michigan, loaned \$250,000 from the Local Revolving Loan Fund to rebuild Capital Bowl following a fire in 2007; and

WHEREAS, the City of Owosso holds a 2nd line mortgage on the aforementioned property as collateral on said 20-year loan; and

WHEREAS, \$216,600 in loan principal has been repaid to date; and

WHEREAS, TCF Bank is foreclosing on the aforementioned property and wishes to settle with the City on a mortgage discharge for the City's interest in the property in order to clear title for potential buyers; and

WHEREAS, the Owosso City Council has negotiated successfully for \$33,400 to discharge the mortgage.

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

FIRST: The mayor and city clerk are instructed and authorized to sign the document substantially

in the form attached, Agreement for Release of Mortgage between the City of Owosso,

Michigan and TCF Bank in the amount of \$33,400.

SECOND: The above expenses shall be paid to the local Revolving Loan Fund, 273-000-671.675.

Motion supported by Councilmember Law.

Roll Call Vote.

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

Eveleth.

NAYS: None.

COMMUNICATIONS

Nathan Henne, City Manager. December 2020 Report.

N. Bradley Hissong, Building Official. November 2020 Building Department Report.

N. Bradley Hissong Building Official. November 2020 Code Violations Report.

N. Bradley Hissong Building Official. November 2020 Inspections Report.

Kevin D. Lenkart, Public Safety Director. November 2020 Police Report.

Kevin D. Lenkart, Public Safety Director. November 2020 Fire/EMS Report.

Owosso Historic District Commission. Minutes of November 18, 2020.

<u>Downtown Development Authority/Main Street</u>. Minutes of December 2, 2020.

NEXT MEETING

Tuesday, January 19, 2021

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

ADJOURNMENT

Motion by Councilmember Fear for adjournment at 9:03 p.m.
Motion supported by Mayor Pro-Tem Osika and concurred in by unanimous vote.

Christopher T. Eveleth, Mayor

Amy K. Kirkland, City Clerk



MEMORANDUM

DATE: January 11, 2020

TO: Mayor Eveleth, City Council and City Manager Henne

FROM: Michael Dowler, Assessor

RE: 2021 Poverty Exemption Policy, Guidelines and Thresholds

Please consider the attached resolution regarding the City's poverty exemption policy, income levels, and asset levels for 2021. This resolution continues our recent practice of using a blend of income thresholds between 2021 Federal Income Standard Poverty Thresholds, as found in STC Bulletin No. 17 of 2020, and the Shiawassee County Median 40% Income, whichever threshold is higher (summarized below).

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

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

Family	2020	2020	2021	2021
size	Federal	apprvd rates	Federal	sugg. rates
1	\$12,490	\$18,160	\$12,760	\$19,600
2	\$16,910	\$20,760	\$17,240	\$22,400
3	\$21,330	\$23,360	\$21,720	\$25,200
4	\$25,750	\$25,920	\$26,200	\$27,960
5	\$30,170	\$30,170	\$30,680	\$30,680
6	\$34,590	\$34,590	\$35,160	\$35,160
7	\$39,010	\$39,010	\$39,640	\$39,640
8	\$43,430	\$43,430	\$44,120	\$44,120
Ea add'l:	\$4,420	\$4,420	\$4,480	\$4,480

RESOLUTION NO.

CITY OF OWOSSO POVERTY EXEMPTION GUIDELINES FOR 2021

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the city council, and

WHEREAS, the homestead of persons who, in the judgment of the board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994(MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, City of Owosso, Shiawassee County adopts the following guidelines for the board of review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household.

WHEREAS, pursuant to Public Act 253 of 2020, if a person qualifies, the board of review shall grant either a 100%, 50% or 25% reduction in taxable value for the applicable tax year, or any other percentage reduction approved by the state tax commission.

To be eligible, a person shall do all the following on an annual basis:

- Be the owner and occupy the principal residence of the property for which an exemption is applied.
- File a claim (application) on the form provided by the City Assessor's office. The filing of a claim
 constitutes an appearance before the Board of Review for the purpose of preserving the
 claimant's right to appeal.
- Sign the application at the Assessor's office or submit a notarized application.
- Provide proof of residency for <u>all</u> residents in the home (examples: for adults copies of government-issued identification that includes picture and address; for minors recent report card, transcript, documents from the court, or inclusion on a tax return).
- Supply a copy of federal and state income tax returns (including any property tax credit) filed in the current year for <u>all adult residents</u>, if available, or immediately preceding year if current is unavailable and/or a signed affidavit (Treasury Form 4988) stating income tax returns are not required to be filed.
- Supply copies of proof of income for the most recent six-month period (current pay stubs, benefit statement, etc.) for <u>all</u> residents 18 years old and over. Additional stubs may be requested at a later date.
- If the applicant fails to supply <u>all</u> the required documents or if it is found that the information supplied is fraudulent, the application shall be denied.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the board of review shall follow the above stated policy and the below stated guidelines in granting or denying an exemption.

Applicant's income shall not exceed the poverty income thresholds listed here. Income of students under the age of 18 years shall **not** be included as income.

2021 Income Standards Poverty Threshold

Total number of persons residing in homestead

Annual allowable income

1 person	\$19,600.
2 persons	\$22,400.
3 persons	\$25,200.
4 persons	\$27,960.
5 persons	\$30,680.
6 persons	\$35,160.
7 persons	\$39,640.
8 persons	\$44,120.
Each additional person, add	\$4,480.

BE IT FURTHER RESOLVED, if asset levels exceed the items/amounts below, the individual/property owner shall **not be eligible for a Property Tax Poverty Exemption.**

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

Voti	ng a	gains	st:		



MEMORANDUM

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

DATE: January 10, 2021

TO: Owosso City Council

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

SUBJECT: OMS/DDA Revolving Loan Fund – Loan & Grant Approval

RECOMMENDATION:

Approval of the off the OMS/DDA Revolving Loan & grant applications for 108 E. Exchange Street to 108 E Exchange Owosso, LLC. - according to the OMS/DDA Revolving Loan & Grant Manual specifications. A \$50,000.00 loan for interior redevelopment activities and a \$12,500.00 grant for upper-floor, residential fire suppression installation. This support from the Revolving Loan Fund Program will result in 100% occupancy of a building that has been vacant for 2 years, including 6 jobs and increasing the residential density within the district.

BACKGROUND:

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.

During their December 28, 2020, the Revolving Loan Committee reviewed and approved 108 E Exchange Owosso, LLC.'s loan & grant applications for fire suppression installation and interior redevelopment activities located within 108 E. Exchange Street.

During their January 6, 2020 Board Meeting, the OMS/DDA Board of Directors approved the grant for approval.

FISCAL IMPACTS:

Dollars will be disbursed from the OMS/DDA Revolving Loan & Grant fund.

RESOLUTION NO.

RESOLUTION AUTHORIZING THE APPROVAL OF THE RELEASE OF OMS/DDA REVOLVING LOAN FUND LOAN & GRANT TO 108 E EXCHANGE, OWOSSO, LLC. FOR WORK AT 108 E. 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 December 21, 2020 a loan and grant application was submitted to the OMS/DDA for a grant request from 108 E Exchange, Owosso, LLC. A grant request for \$30,000.00 for fire suppression construction associated with upper-level residential units and a \$50,000.00 loan for interior redevelopment activities for 108 E. Exchange Street.

WHEREAS, on December 28, 2020 the OMS/DDA Design & Business Vitality – Revolving Loan Sub-Committee reviewed and approved the application with slight modifications, giving it an overall score of 35. This score is above the 30 points required for consideration. The Revolving Loan Sub-Committee recommended a grant of \$12,500.00 to 108 E Exchange, Owosso, LLC. for fire suppression construction associated with upper-level, residential units and a \$50,000.00 loan for interior redevelopment activities for 108 E. Exchange Street

WHEREAS, on January 6, 2021 the OMS/DDA Board of Directors approved the recommendation.

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 \$12,500.00 to 108 E Exchange, Owosso, LLC.

for fire suppression construction associated with upper-level residential units and a \$50,000.00 loan for interior redevelopment activities for 108 E. Exchange Street according to the terms & specifications determined by the OMS/DDA Loan & Grant

Manual.

SECOND: The accounts payable department is authorized to release said loan and grant funds to

108 E. Exchange, Owosso, LLC in the amount of \$62,500.00.



CITY OF OWOSSO, MICHIGAN APPLICATION – OWOSSO MAIN STREET/DDA (OMS) REVOLVING LOAN FUND (RLF) & GRANT PROGRAM

301 W Main Street, Owosso, MI | 989.494.3344 | downtownowosso@gmail.com | www.downtownowosso.org.

LOAN APPLICATION - Property Development

**Before Completing/Submitting this application, please contact OMS/DDA (contact info is listed above).

The OMS/DDA Business Vitality Committee will offer free assistance in completion of this application and help answer any questions/concerns associated with application submission.**

APPLICANT INFORMATION:

NAME: Barry Paxton

ADDRESS: 10721 Waterfall CT South Lyon, MI 48178

LIST OTHER INVESTORS/OWNERS IF APPLICABLE:

BEST PHONE #: Office: (810)225-4724 / Mobile: (734)658-6783

EMAIL: paxtonholdings@gmail.com

PROPERTY INFORMATION:

FROPERTY INFORMATION,
OWNER ENTITY NAME: 108 E Exchange, Owosso, LLC
DBA (if different): Right at Home, LLC - Central Michigan Federal Tax ID #: 85-1766646
ADDRESS: 108 E Exchange, Owosso, MI 48867 PHONE: (734) 658 6783
WEBSITE:
TYPE/CATEGORY OF PROPERTY: Commercial office/healthcare/residential
TAX CLASSIFICATION OF OWNER ENTITY:
☐ Corporation ► LLC ☐ Partnership ☐ Proprietorship ☐ S-Corp ☐ Individual
PROPERTY IS: ▼Vacant ☐ Occupied - List Tenants:
FACILITY/BUILDING IS: ♥Owned □ Leased □ Rented □ Looking for Space □ N/A
PROPERTY IS: Owned by Business *Owned by Applicant Owned by Other
SQUARE FOOTAGE CURRENTLY OCCUPIED:0
SQUARE FOOTAGE ACTIVATED AS A RESULT OF PROJECT:1694
FINANCIAL INFORMATION:
AMOUNT OF FINANCING ALREADY SECURED FOR PROJECT: \$105,500
SOURCE OF FUNDS:owner/personal
AMOUNT YOU and/or OTHER OWNERS PLAN TO INVEST: \$200,000

Name:	Barry	Paxton	Name:
Name:			Name:
			CONTINUE TO NEXT PAGE
LOAN REQUEST IN	NFORMATION:		
	Γ (check up boxe ximum per proje		
∄ Building Acce	ess Projects; 🗗 P	reservation	of Historic Buildings; Environment Studies
₩ Upper Story	Housing Develo	pment; 🛂 Re	etail Space Build Outs and Upgrading
TOTAL DEVELO ESTIMATED STA	PMENT COST: \$ ART DATE:Ju	supto_3 uly 2020	d Properties; ★ Signage Purchase or Restoration 50,000 TOTAL LOAN REQUESTED: \$_50,000 ESTIMATED COMPLETION DATE: June 2021
WILL LOAN CRE	ATE NEW RESID	DENTIAL UNI	ITS?
	DEVELOP EXISTIN TERMINED BY L		TIAL UNITS? No Yes-#: WILL THE COMPLETION OF D?
□No ¥Yes	- Please provide	proof (via p	pro-forma)
_ Redeveloping apartment abo Central Michiga	ve commercial an, a profession	ge building t rental space al senior in l	DPMENT: to original design, updating and adding a 2 bedroom one bath loft e. Space already has a signed 2 year lease from Right at Home of home care and assistance company serving Shiawassee county since
APPLICATION CHE	CVIICT.		
		submitted	with your application:
0 -	d RLF Application		☐ ♥ Project Pro-Forma ☐ ♥ Cost Estimate(s)
Note: Applicants a deemed necessary equity investment; lease/purchase ag	re requested to be by OMS/DDA. Add Personal/business reement; Commitm	e present at the litional informa tax returns; C nent letters fro	pplicable) Design Renderings we time of the application's review. Other documentation could be requested if ation that could be requested are: Credit Reports for all business/owners; Proof of Furrent business financial statement; Cash flow statements; Copy of om other lenders/project participants; Cost Estimates-all items being purchases whip, and/or operating agreements.

By signing this form, I, the applicant, certify that all information contained above is true and complete to my best knowledge and belief. Applicant understands this application and any other information received with it will be retained whether this request is approved or denied.

Applicant Signature: Owosso Main Street/DDA Only:	Date Signed:12/21/20	[1] SEP
Application Received By:	Date Received:	

^{**}COMPLETED APPLICATIONS WILL BE REVIEWED BY THE OMS/DDA BUSINESS VITALITY COMMITTEE. IF APPROVED,
APPLICATIONS WILL BE SUBMITTED TO THE LOAN REVIEW COMMITTEE FOR FINAL APPROVAL. APPLICANTS WILL BE ASKED
TO BE PRESENT DURING THE LOAN REVIEW COMMITTEE'S REVIEW OF THEIR APPLICATION. **



Project Items:

- Glass Storefront
- Glass Entry Door w/ Transom
- Pediments over Window (3)
- Windows (3)
- Cornices
- Brick Repair
- Brick Finish/ Paint
- Sign Board & Signage
- Exterior Light Fixtures
- Wood Panel Façade
- Ramp Surface
- Remove Existing Canopy



Project Items:

- Repair Brick
- Paint Brick
- Wood Panel Facade
- New Fascia on Canopy
- New Door
- Paint Existing Door
- New Window
- New Balcony Structure
- Clean/ Repair Pipes, Gutters, and Downspouts

DEVELOPMENT BUDGET

Development Name: 108 E Exchange St City/Township/Village: Owosso County: Shiawassee Construction Type: Commercial/Residential Fill In all blue shaded input cells

This worksheet is utilized to input the total Sources & Uses for the project from acquisition to construction completion. In addition, the maximum amount of MCRP Incentive the project is eligible for is calculated.

TOTAL DEVELOPMENT COSTS	Amount	> 61 TOS
Acquitition	The state of the s	Mark Allenda
Land	\$0	0.00%
Building(s)	\$72,500	18 29%
Other;	50	0 00%
Subtotal Acquisition	\$72,500	18 79%

W. or W. Co.						Ineligible	· valendarine
Hard Costs						Amit.	Eligible Basi
Public Infrastructure (roads, sidewalks, utilities					0.00%	\$0	50
Site Improvements (walks, drives, landscaping,		site lighting, and	drainage)		0.00%	\$0	50
Demolition (Include Lead & Asbestos Abatemer	11)			\$15,000	3.79%	\$0	515,000
Other Environmental Mitigation Farth Work					D 00%	\$0	54
					0.00%	\$0	5
Site Utilities					0 00%	\$0	- 30
Other:			1		0,00%	\$0	.31
		New.	Arbelehration				
		Continumny	Enseution				
Structures	-	50	5239,307	\$239,307	GO 39%	\$0	\$219,30
Parking Structures			50	so	0.00%	50	
Building Cancrete/Movenry			\$57,925	\$57,925	14 62%	\$0	557,94
Carpentry			\$18,000	\$18,000	4 54%	50	574,000
Roofing/Metal/Siding/Insulation/Caulking			\$8,837	58,837	2 23%	\$0	58,817
Doors/Windows/Glass			\$25,000	\$25,000	6.31%	SO	\$75,600
Drywall/Acoustical			\$6,000	\$6,000	1.51%	\$0	5403
Flooring			\$3,200	\$3,200	0.81%	\$0	SLAX
Cabinets/Countertops/Appliances			\$8,500	58,500	2 14%	50	\$4,500
Painting/Decorating			\$250	\$250	0.06%	50	5250
Plumbing/Electrical/Fire Protection			\$47,389	\$47,388	11 96%	50	\$47,165
HVAC			\$9,672	\$9,672	2 44%	SO	50,67
Accessory Buildings/Garages			\$4,600	54,600	1 16%	\$0	SUM
Elevators/Special Equipment		50	\$26,500	\$26,500	6.69%	SO	520.00V
Tenant Upgrades			\$a	50	0.00%	SO	19
Other: Façade	-		\$23,435	\$23,435	5 91%	50	SOLAR
Builder Overhead/Profit/General Requirements		so	50	\$0	0.00%	\$0	2
Permits/Tap Fees/Bond/Cost Certification		\$0	\$397	\$397	0 10%	\$0	\$39
Construction Contingency		\$0	50	\$0	0.00%	So	30
Other: Back side of Building		30	\$5,700	\$6,780	1.71%	śo	56,7M
Subtotal Hard Costs				\$261,484	65 98%		
ther Eligible Costs					- 1		
Machinery & Equipment				\$10,000	2.52%	\$0	\$10,000
Furniture & Fixtures				\$38,000	9 59%	\$0	638,000
Architectural & Engineering				\$12,864	3 25%	\$0	\$12,064
Environmental Studies/Soil Testing				\$0	0.00%	\$0	50
Survey				\$450	0.11%	\$0	\$450
Other:				\$450	0.00%	50	50
Subtainal Eligible Soft Costs				\$61.314	15.47%	97.1	- 97

PHO	4.7		
50	Total Eligible	Max MEDC	A 400 A
920	Dette	trivestment	10 Miles
\$0	\$322,794	\$80,700	25%

Construction Financing

TOTAL DEVELOPMENT COSTS	\$396,298	100,00%	
Subtotal Ineligible Soft Costs	\$1,000	(196	
Other:		0.00%	
Other Related Party Fees		0.00%	
Consulting Fees		0.00%	
Construction Management Fees (Related Party)		0.00%	
Project Management Fees		0.00%	
Developer Fee		0 00%	
Other Ineligible Soft Costs - Related Party and Consulting Fees			
Other:		0.00%	
Other:		0.00%	
Other;		0.00%	
Operating Reserve		0.00%	
Replacement Reserve		0.00%	
Rent-Up Reserve mos	\$0	0.00%	
Title Work	\$1,000	0 25%	Override
MEDC Fees		0.00%	
Construction Insurance		0.00%	
Construction Taxes		0.00%	
Construction Interest mos	\$0	0.00%	- Overline
Loan Fees		0.00%	Override
Other Professional Fees			
Ineligible Soft Costs			

nfrastructure	\$0	0.009
ite improvement	50	0.000
emalius n	515,000	3.79)
wilding - New Construction	50	0.001
uilding - Renovation	5246,484	62:209
fachinery & Equipment - Purchased	\$10,000	2,525
umiture & Fixtures - Purchased	558,000	9.59
ther Soft Costs	915,814	5.56%
ablta)	\$75,500	18.553

TOTAL DEVELOPMENT SOURCES	#mount	M of TOC
Sentor Dubt		Minchael Printers
XXX	\$0	0.00%
KXK	\$0	0.00%
XXX	\$0	0.00%
XXX	\$0	0 00%
XXX	\$0	0.00%
XXX	\$0	0.00%
XXX	\$0	D 00%
MSF/MCRP Conventional Loan	\$0	0.00%
Subordinate Debt/Grants		
MEDC Grant		0 00%
Other:		0.00%
Other		0.00%
Other:		0.00%
Deferred Fees/Cash Equity		
Deferred Developer Fees		0.00%
Other Deferred Related Party Foes		0.00%
Deferred Consulting Fees		0.00%
Cash Equity Owner		0.00%
Land/Building Contribution Owner		0.00%
MSF/MCRP Equity Investment		0.00%
Other:		0.00%
Other;		0.00%
Other:		0.00%
TOTAL DEVELOPMENT SOURCES	\$0	0.00%

Interest Rate:	
irces & Uses	
Total Development Costs	\$396,298
Total Development Sources	\$D
Surplus/(Gap)	(\$396,298)

Other Calculations	THE R. P. LEWIS CO., LANSING		77-4-3	And t
Rental S F		1,750	Construct	Develop
Common Space Oth	ner		Grass 15,F	Co11/5.F.
Total S.F. Building v	v/o Parking	1,750	\$149 42	\$226.46
			Construct	Construct
	# Spaces	Park S.F.	Enst/Space	Cost/S.F.
Parking	4	0	50.00	#DIV/O!
				≤ TOC
Cash Equity			\$0	0.00%
Land/Building Cont	ribution		\$0	0.00%
Owner Contribution	on		50	0,00%
Cash fRR			#NUMI	
Avg Annual Cash or	n Cash Return		NDIV/01	
Owner Equity IRR			HNUMI	
Avg. Annual Return	on Owner Equity		WDIV/O	

Opinion of Probable Cost

Façade Design / H2A Cost Analysis for:



Right at Home 108 E. Exchange Street

Barry Paxton

ojecti	on of Probable Cost:	October 21, 2020		Cost Projection	thru Dec. 2020	
11	Description	Units	Quantity	Unit Cost	Cost	
100	Remove windows & wood frim	each	4	\$100.00	\$400.00	
121 9	Remove paint from all masonry	allowance	1	\$5,000.00	\$5,000.00	
1000	Remove canopy assembly	each	1	\$5,000.00	\$5,000.00	
	Remove storefront, doors, and frames	sf	180	\$8,50	\$1,530.00	Den
	Remove remaining metal panel & wood frame	sf	520	\$5 00	\$2,600.00	DC
	Remove rear light fixture	each	1	\$250.00	\$250.00	
	Remove asphalt brick façade on rear	sf	130	\$5.00	\$650.00	
原板	Remove rear balcony and ladder	each	1	5500.00	\$500.00	
á	Subtotal				\$15,930.00	
I	Clean and repoint masonry for expused brick finish - front	sf	250	\$45,00	\$11,250.00	H
	Repair and replace Southeast corner	allowance	1	\$2,000.00	\$2,000.00	
	Replace gulters and downspouts	allowance	1	\$3,000.00	\$3,000.00	- V
	Air/ moisture barrier	sf	280	\$1.00	\$280.00	Back G
	New fascia & roof on rear canopy	allowance	t	\$2,000.00	\$2,000.00	
	Clean, repoint, and paint brick - rear &	6f	940	\$40,00	\$37,600.00	6
-	Replace concrete walk δ stoop - rear	1e	63	\$10,00	\$630.00	1,
	Install Fypon Pediments A	each	1	\$0.00	\$0.00	
	Install Eypon lintel trim B	each	2.	\$0.00	\$0.00	U.S.
	Install horizontal wood board facade	sf	280	\$22.00	\$6,160.00	
	Install wood double hung windows (4)	sf	67	\$125.00	\$8,375.00	
	Install Cornice A & parapet construction	each	3	\$200.00	\$600.00	
	Install Cornice B & parapet construction	each	2	\$150.00	\$300.00	
	Install signboard	lf	20	\$50.00	\$1,000.00	
	Install signage	allowance	1	\$5,000.00	\$5,000.00	
	Install new balcony assembly & emergency ladder	allowance	1	\$25,000.00	\$25,000.00	_
	Install new balcony door	each	1	\$1,500.00	\$1,500.00	4-
	Adjust masery for new door	sf sf	21	\$45 00	\$945.00	1
	Install framing for new windows - front & rear	each	2	\$0.00	\$0.00	7
2	Install storefront, doors, and frames	sf	2.00	\$125.00	\$25,000.00	
ě.	Shoring	allowance	1	\$2,000.00	\$2,000:00	
II.	Subtotal				\$132,640.00	
AL-OL	light at entry - required by code	each	3	\$1,000.00	\$3,000,00 -F	
gug	Light on rear (balcon door)	each	2	\$800.00	\$1,600,00 - 7	
5		7.17			- 9	
Jan St.	Subtotal				\$4,600.00	

This opinion of probable cost for the renovations at 108 E. Exchange st. as presented in the rendering dated 10-22-20. H2A does not warrant or guarantee the accuracy of the cost opinion. The opinion is based on the scope of work presented in the sketch and is not based on any further on-site inspections and observations. The actual conditions of the building have not been verified by H2A to identify any additional scope. Information regarding structural conditions was limited to visual information observed. Project fees, A/E fees, permits, and soft costs such as abatement, traffic management, disposal costs, pedestrian protection covered walkways, tap fees, structural investigation, shoring, management, or other fees are not included.

H2A scope of services is limited and includes an opinion of probable cost for the façade renovations.

Subtotals	\$153,170.00
Contingency	\$30,634.00
Total (Construction)	\$183,804.00
Soft Costs - Permits, A/E fees, etc. (20%)	\$36,760.80
Total (Project Costs)	\$220,564.80

I am aware of the revised cost estimate and undertsand this is just an estimated amount, which may be different than the actual cost amount once BIDS are received. Signature:



Proposal and Contract

Summ	it Comp	anies ("Summit") makes	the following p	roposal (the "Proposal"):
12/09/	2020			
Paxtor	Holdin	gs		
Attent	ion:	Barry Paxton	Fax: n/a	Phone: 817-302-2053
Regard	ling:	Fire Protection Proposa	.1	
Projec	t Name:	Right At Home 108 Eas	st Exchange St.	Owosso MI.
someti	mes coll	ectively referred to in thi	s Proposal as th	s Proposal, as well as design and installation services, are e "Project". NFPA 13, together with the project specifications equirements are the basis for acceptance of this proposal
Site vis	sit - YES	S⊠ NO□		

SCOPE OF WORK

- Provide design/build sprinkler shop drawings, City/Insurance/Owner approval.
- Permit cost for the fire sprinkler system, no plan review fees above base permit
- Final acceptance testing of all components as dictated by NFPA 13, 2002 including final two-hour 200 pound hydrostatic test and sprinkler alarm test if required
- System to start 1'-0" above floor at new Fire Water Inlet (by others)
- Design/Build Sprinkler System per plan. See following
- Backflow preventer
- Main Control valve with flow switch, main drain, and Fire Dept. Connection.
- Sch. 10 black Mains- run exposed
- Sch. 10 Branch lines- run exposed
- Dry upright sprinkler heads to cover unheated space above ceiling from exposed branch lines below ceiling.
- Upright sprinkler heads to cover spaces in residential 2nd floor of building
- Swivel Ring Hangers for all pipe sizes

EXCLUSIONS

- Pipe labels
- Repair to existing sprinkler system due to Hydro testing of new pipe if need
- Relocation of Branch lines and Mains for new ceiling or wall framing
- P.E. approved drawings
- Fire Pump
- Seismic/Sway bracing, not in a seismic zone per NFPA 13
- Painting of exposed piping or masking of sprinklers prior to finishes
- Patching
- Alarm Wiring
- Overtime labor
- Other special application suppression systems (Clean Agent/Preaction etc.)
- Sleeves for pipe penetrations
- Site Power
- Adequate Heat for areas covered by wet systems, owner must maintain the building at or above 40 deg. F. where wet systems are installed
- Moving of any furniture or other owner items if applicable
- Housekeeping pads (concrete work)
- Access Panels or installation of GC/owner provided access panels
- FM Global Insurance requirements
- Payment and Performance Bond
- Central monitoring of sprinkler system
- Phone lines
- Any electrical installation

Base Bid: We propose to perform the work as described above for the sum of

Base Price: \$19,450.00

Completion of the Project: Summit offers to provide to Owner the equipment, supplies and materials, as well as the design and installation services and labor to complete the Project, as described in the Specifications. This Proposal shall be null and void, at Summit's option, if Summit does not receive a signed acceptance of this Proposal within 45 days from the date of this proposal. Summit reserves the right to adjust all prices based on the cost of materials at the time this Proposal is accepted by Owner, due to the volatility in the steel market. In order to guarantee pricing, Owner may be required to pay for materials at the time of acceptance of this Proposal.

BECK FIRE PROTECTION, INC.

P.O. BOX 496 -- CLIO, MI 48420 PHONE 810-687-7770, FAX 810-687-9990 SPECIALIZING IN FIRE PROTECTION INSTALLATION

PROPOSAL

November 23, 2020 Revised per our conversation on 12/2/2020

ATTN: Barry Paxton 734-658-6783 paxtonholdings@gmail.com

RE: 108 E. Exchange St. Owosso, MI

Per our visit this proposal is to sprinkle the upper residential area per NFPA 13 D. From previous experience we have not yet found a ³/₄" incoming waterline that had enough water and pressure to supply the system. This price will be to supply the system with a pillow tank and a 1.5 HP pump that will be located in the basement.

From the basement the pipe will run up to the second floor level and will be installed exposed at the junction of the ceiling and wall where they meet so that it may be covered with soffits if you would like to do so.

We will install the system using a combination of see CPVC pipe, steel pipe and their respective fittings.

We will provide drawings, hydraulic calculations, submittals, permits, one rough and one final inspection, labor and material for a wet sprinkler system.

Not Included:

- Any and all alarm work/systems.
- Fire watches.
- Permit and plan review cost exceeding \$500.00.
- WIRING OF THE WATER PUMP TO 220 VOLT POWER.

This quote is based upon our current general liability insurance policy and its limits of liability of One Million Dollars per occurrence (\$1,000,000.00), and Two Million aggregate (\$2,000,000.00.)

Upon activation of the sprinkler system, per NFPA 13, the Owner is responsible for maintaining adequate heat (temperatures not less than 40° F) in any areas where sprinkler piping and/or sprinkler heads are installed that are filled with water to prevent the sprinkler system from freezing.

No work may commence without approved permit being issued by the authority having jurisdiction over the project. This protects our customers, our company, and all of our reputations.

It is the responsibility of the architect/engineer to provide a building structure that will be adequate to support the sprinkler system, electrical, heating, plumbing and any other required items that must be supported by the building structure.

Base Price: \$6,400.00
Permit and Plan Review Fees: \$500.00
Total Price: \$6,900.00

We require 50% down to start the project, and the balance upon approval.

ADD #1:

To determine if the 3/4" waterline will work it will require us to perform a waterflow test in conjunction with the city of Owasso Water Department. We would have to come out and flow a fire hydrant near your property and measure the pressure and gallons of water that is available and then get the location of your water line where it ties into the city main. We would then have to do a trial calculation and proof, which includes drawing up a simple schematic to determine this through our hydraulic calculation program. To perform this test and calculation the cost is \$750.00.

ADD #2:

I do have a licensed electrician that can wire the pump into your panel and we are basing this under the assumption that it will be 30' or less to the panel and there is available space to add a 220 breaker. To have our electrician wire the water pump based on the above criteria, add \$350.00 to the above base price, plus any permit fees, if an additional permit is required.

DEDUCT:

If it is determined, you do not need the 1.5 HP water pump and pillow tank and will be using adequate supply from the city the deduct to the above price would be \$1,575.00.

Please call or email me if you have any questions.

Respectfully Submitted, Beck Fire Protection, Inc. Francis Corcoran

Bfp2020-00012-018

ACCEPTANCE AND APPROVAL TO PROCEED:

By signing below, Customers authorize representative acknowledges and warrant that they have read, understood, and agree to be bound by these conditions and as knowing allocated its risk. Company Name Date Printed Name/Title Signature

*See last page for terms, conditions, indemnification, and limitation of company's liability.



3234 Associates Drive Burton, MI 48529 810-228-3636 Office 810-228-3619 Fax

COMMERCIAL | RESIDENTIAL

"Big or Small, We do it All!"

QUOTE

QUOTE DATE: 7/24/2020

BID# B20-78

TO: RIGHT AT HOME

Location:

108 E. EXCHANGE

OWOSSO, MI.

ATT: BARRY PAXTON

barry@rah-mi.com

COMMERCIAL SERVICE QUOTE

	DESCRIPTION	AMOUNT
OVERVIEW:	LABOR AND MATERIAL TO REWORK UPSTAIRS PLUMBING , DEEMO EXISTING SINKS MAIN FLOOR	
	INSTALL NEW ELECTRIC WTR.HTR. AND REWORK GALVINIZED PIPING BY METER IN BASEMENT.	
NCLUDES:		
	PIPING MATERIAL	
	40 GALLON ELECTRIC WATER HEATER DAILY CLEAN UP	
	PERMITS	
	WARRANTY DEMO EVISTING FIVE UPES & DISPOSAL	
	DEMO EXISTING FIXTURES & DISPOSAL INSTALL OWNER PROVIDED FIXTURES	
EXCLUDES:		
	SHIFT WORK	
	ROOFING	
	FIXTURES AND BATH ACCESSORIES	
NOTE:		
	ANY UNFORCEEN ISSUES WILL BE BROUGHT TO THE OWNERS ATTENTION AND QUOTED SEPERATLY	
	CURRENT TOTAL	\$11,044.0

Rob Leland C: 810.814.4012 Service O: 810-228-3636

Estimator robl@johnsonwoodllc.com

SIGNATURE: DATE:

PO#



203 S. Water St. Owosso, MI 48867 Ph (989) 723-4220 Fax (989) 723-3879 comfort@maurerheating.com www.maurerheating.com

Commercial Proposal-

108 E Exchange St LLC Bailey Paxton Wk @ 108 E Exchange St, 2nd Floor

RE: Budget HVAC

We will provide the following materials & labor for the HVAC for the second floor:

- 1) Demo the existing supply air ductwork & vent piping
- 2) Relocate the existing furnace into the laundry room
- 3) Relocate the gas pipe to the new location
- 4) New Class B chimney thru the roof
- 5) New supply air plenum
- 6) Galvanized spiral exposed duct system with aluminum registers
- 7) Return air ductwork w/ wall register
- 8) Low voltage wiring
- 9) Reuse existing thermostat
- 10) Service technician start-up testing upon completion
- 11) Mechanical permit

...\$9,672.00

Does Not Include:

- 1) Line voltage wiring
- 2) Roof penetrations sealing/flashing- we provide temp sealing only
- 3) Mechanical drawings

CASH/CHECK FINANCING		Balance \$	Total \$	
CREDIT CARD#		EXPIRES	CVR	
BUYER'S RIGHT TO CANCEL. You, the buyer, may can	icel this transaction without pe	enalty or obligation anytime prior t	o the third day after the date of	this transaction by proper notification
The above specifications are satisfactory and I Hereby authorize the performance of this wor			rial used in this contract e and the entire job to be an like manner.	
X		x		
BUYER'S SIGNATURE	DATE	MAURER RE	PRESENTATIVE	DATE



3842 GOREY AVE P.O. BOX 33 FLINT, MI.48501 PHONE: (810)742-8530 FAX: (810)742-3661

PROPOSAL

Date: 7/20/2020

To: Paxton Holdings

Re: Plumbing Quote

Attn: Barry Paxton

Email: Paxtonholdings@gmail.com & Baileypaxton@gmail.com

In reference to the above-mentioned project, our price includes all supervision, labor, materials, tools, and equipment required for a complete scope. Goyette Mechanical reserves the right to make reasonable changes to the contract between the parties

Time & Material to Not Exceed \$1,000

 8 hour service day for one plumber to eliminate, cut & cap misc. plumbing lines, along with demo of 2 salon sinks, & water heater.

Final Price: \$3,642

- Installation of new 40 gallon Lochinvar water heater.
- Domestic water and sanitary for new sink up stairs. (PEX & PVC Material)
- Installation of new upstairs kitchen sink w/ faucet.
- Plumbing Permit

Our price will not include the following:

- · Any work not described above
- Overtime or shift premiums
- Asbestosis Removal
- Insulation
- Drywall repair/ replacement
- Meter or utility fees

PAYMENT TERMS: NET 30 DAYS

CONDITIONS: All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

ACCEPTED. The above prices, specifications and conditions are Satisfactory and are accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

This proposal may be withdraw by us if not accepted within 60 days.

Respectfully submitted,

GOYETTE MECHANICAL CO., INC.

Date of Acceptance		
BY:		

BY: Tyler Belill

Plumbing Estimator tbelill@goyettemechanical.com 810-742-8530 X-342 Cell 810-247-2845 Fax: 810-715-0951



Barry Paxton

barry@rah-mi.com

Troy-Barry Paxton-734.658.6783- 108 E. Exchange St. Owosso

Troy Weisenberger <troy.meyerelectric@gmail.com>

Wed, Nov 18, 2020 at 8:35 AM

To: Barry Paxton

barry@rah-mi.com

Cc: John Filan <john@meyerelectricinc.net>, Michael Meyer <Mike@meyerelectricinc.net>

SCOPE OF WORK

Rough/Finish wire apartment. 2 Bed 1 Bath

- 1)-Bedrooms
- a)- provide and install outlets as required by the electrical code.
- b)- provide (1) switch and (1) light box in each bedroom. (Fixture provided by other)
- c)- move furnace wiring that's in one of the existing bedrooms to the utility room.
- 2)-Bathroom
- a)- provide and install (1) dedicated 20 amp circuit to the bathroom.
- b)- provide and install (1) GFCI outlet in bathroom next to vanity sink.
- c)- provide and install (2) single pole switches in bathroom (1) to switch a vanity light and other to switch bath fan. (Vanity light and bath fan to be provided by other) (Meyer electric is only responsible for wiring up bath fan plumbing to bath fan to be provided by other)
- 3)-Utility room/Laundry
- a)- Run (1) dedicated 15 amp circuit to the furnace.
- b)- Run (1) dedicated 20 amp circuit to the laundry room plug. (Dryer is to be gas hook up)
- 4)-Stairwell/ Living room area
- a)- provide and install outlets as required by the electrical code.
- b)- provide and install switches for hallway near the stairs.
- c)- provide and install (2) switches for a ceiling fan/light combo to be located somewhere near living room area.
- *any wiring in this area that needs to be ran across ceiling or on exterior wall is to be ran in a conduit and service mounted.*
- 5)-Kitchens
- a)- provide and install no more then (5) dedicated circuits to the kitchen. (Range is to be gas hook up)
- b)- provide and install (2) light boxes over kitchen island.
- c)- provide and install outlets as required by the electrical code.
- 6)- Permits
- a)-provide all proper permits and inspection fees.

TOTAL COST \$7,360.00

Exclusions

Meyer electric is not responsible for any unforeseen issues.

Troy Weisenberger Office (989) 720-8658 Cell (989) 295-3686 Fax (989) 720-9472



Barry Paxton

barry Paxton < barry@rah-mi.com

Troy- Barry Paxton- 734.658.6783- 108 E. Exchange St. Owosso

1 message

Troy Weisenberger <troy.meyerelectric@gmail.com>

Wed, Nov 4, 2020 at 11:47 AM

To: "barry@rah-mi.com" <barry@rah-mi.com>

Cc: John Filan <john@meyerelectricinc.net>, Michael Meyer <Mike@meyerelectricinc.net>

SCOPE OF WORK

- 1)- Office area/Basement Rough
- a)-Inspect and finish making joints up in the office area.
- b)- Run (2) 12-2 Home Runs wires to the junction box in the basement.
- c)- Run a 10-2 Home Run to the water heater in the basement with a disconnect.
- d)- Clean up/Demo any wiring not in use or needed in the office area.
- e)- Provide proper permits and inspection fees.
- 2)- Finish
- a)- Provide and install outlets and switches in the office area.
- b)- Put up (2) Sconce lights by the office interior entrance door. (Fixture provided by other)

TOTAL COST \$2,200.00

EXCLUSIONS

Meyer Electric is not responsible for any unforeseen issues.

Troy Weisenberger Office (989) 720-8658 Cell (989) 295-3686 Fax (989) 720-9472

,	***************************************
	Enter values
Loan amount	\$ 50,000.00
Annual interest rate	3.00 %
Loan period in years	10
Number of payments per year	12
Start date of Ioan	2/1/21
Optional extra payments	\$ -

Lender name: 108 F. Exchange, Owosso, LLC.	į
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1		Loa	an summary
}	Scheduled payment	\$	482.80
Si	cheduled number of payments		120
	Actual number of payments		120
	Total early payments	\$	-
	Total interest	\$	7,936.45



Pmt	_	Beginning	Scheduled	Extra					Cumulative
No.	Payment Date	Balance	Payment	Payment	Total Payment	Principal		Inding Balance	Interest
1 2	3/1/21 \$	50,000.00 \$ 49,642.20	482.80 \$ 482.80	-	\$ 482.80 \$ 482.80	357.80 \$ 358.70	125.00 124.11	\$ 49,642.20 \$	125.00 249.11
3	4/1/21 5/1/21	49,283.50	482.80		482.80	359.59	124.11	49,283.50 48,923.90	372.31
4	6/1/21	48,923.90	482.80	_	482.80	360.49	122.31	48,563.41	494.62
5	7/1/21	48,563.41	482.80	-	482.80	361.40	121.41	48,202.01	616.03
6	8/1/21	48,202.01	482.80	-	482.80	362.30	120.51	47,839.72	736.54
7	9/1/21	47,839.72	482.80	-	482.80	363.20	119.60	47,476.51	856.14
8	10/1/21	47,476.51	482.80	-	482.80	364.11	118.69	47,112.40	974.83
9	11/1/21	47,112.40	482.80	-	482.80	365.02	117.78	46,747.38	1,092.61
10	12/1/21	46,747.38	482.80	-	482.80	365.94	116.87	46,381.44	1,209.48
11	1/1/22	46,381.44	482.80	-	482.80	366.85	115.95	46,014.59	1,325.43
12 13	2/1/22 3/1/22	46,014.59 45,646.82	482.80 482.80	-	482.80 482.80	367.77 368.69	115.04 114.12	45,646.82	1,440.47 1,554.58
14	4/1/22	45,278.14	482.80		482.80	369.61	113.20	45,278.14 44,908.53	1,667.78
15	5/1/22	44,908.53	482.80	_	482.80	370.53	112.27	44,538.00	1,780.05
16	6/1/22	44,538.00	482.80	_	482.80	371.46	111.34	44,166.54	1,891.40
17	7/1/22	44,166.54	482.80	-	482.80	372.39	110.42	43,794.15	2,001.81
18	8/1/22	43,794.15	482.80	-	482.80	373.32	109.49	43,420.83	2,111.30
19	9/1/22	43,420.83	482.80	-	482.80	374.25	108.55	43,046.58	2,219.85
20	10/1/22	43,046.58	482.80	-	482.80	375.19	107.62	42,671.39	2,327.47
21	11/1/22	42,671.39	482.80	-	482.80	376.13	106.68	42,295.27	2,434.15
22	12/1/22	42,295.27	482.80	-	482.80	377.07	105.74	41,918.20	2,539.88
23	1/1/23	41,918.20	482.80	-	482.80	378.01	104.80	41,540.19	2,644.68
24	2/1/23	41,540.19	482.80	-	482.80	378.95	103.85	41,161.24	2,748.53
25	3/1/23	41,161.24	482.80	-	482.80	379.90	102.90	40,781.34	2,851.43
26 27	4/1/23 5/1/23	40,781.34 40,400.49	482.80 482.80	-	482.80 482.80	380.85 381.80	101.95 101.00	40,400.49 40,018.69	2,953.39 3,054.39
28	6/1/23	40,400.49	482.80	-	482.80	382.76	101.00	39,635.93	3,154.43
29	7/1/23	39,635.93	482.80		482.80	383.71	99.09	39,252.22	3,253.52
30	8/1/23	39,252.22	482.80	_	482.80	384.67	98.13	38,867.54	3,351.65
31	9/1/23	38,867.54	482.80	-	482.80	385.63	97.17	38,481.91	3,448.82
32	10/1/23	38,481.91	482.80	-	482.80	386.60	96.20	38,095.31	3,545.03
33	11/1/23	38,095.31	482.80	-	482.80	387.57	95.24	37,707.74	3,640.27
34	12/1/23	37,707.74	482.80	-	482.80	388.53	94.27	37,319.21	3,734.54
35	1/1/24	37,319.21	482.80	-	482.80	389.51	93.30	36,929.70	3,827.83
36	2/1/24	36,929.70	482.80	-	482.80	390.48	92.32	36,539.22	3,920.16
37	3/1/24	36,539.22	482.80	-	482.80	391.46	91.35	36,147.77	4,011.51
38	4/1/24	36,147.77	482.80	-	482.80	392.43	90.37	35,755.33	4,101.87
39 40	5/1/24 6/1/24	35,755.33 35,361.92	482.80 482.80	-	482.80 482.80	393.42 394.40	89.39 88.40	35,361.92 34,967.52	4,191.26 4,279.67
41	7/1/24	34,967.52	482.80	-	482.80	395.38	87.42	34,572.13	4,367.09
42	8/1/24	34,572.13	482.80	_	482.80	396.37	86.43	34,175.76	4,453.52
43	9/1/24	34,175.76	482.80	_	482.80	397.36	85.44	33,778.40	4,538.96
44	10/1/24	33,778.40	482.80	-	482.80	398.36	84.45	33,380.04	4,623.40
45	11/1/24	33,380.04	482.80	-	482.80	399.35	83.45	32,980.69	4,706.85
46	12/1/24	32,980.69	482.80	-	482.80	400.35	82.45	32,580.33	4,789.30
47	1/1/25	32,580.33	482.80	-	482.80	401.35	81.45	32,178.98	4,870.76
48	2/1/25	32,178.98	482.80	-	482.80	402.36	80.45	31,776.62	4,951.20
49	3/1/25	31,776.62	482.80	-	482.80	403.36	79.44	31,373.26	5,030.64
50	4/1/25	31,373.26	482.80	-	482.80	404.37	78.43	30,968.89	5,109.08
51	5/1/25	30,968.89	482.80	-	482.80	405.38	77.42	30,563.51	5,186.50
52 53	6/1/25 7/1/25	30,563.51 30,157.11	482.80 482.80	-	482.80 482.80	406.39 407.41	76.41 75.39	30,157.11 29,749.70	5,262.91 5,338.30
54	8/1/25	29,749.70	482.80		482.80	407.41	75.39	29,749.70 29,341.27	5,338.30
55	9/1/25	29,341.27	482.80	-	482.80	409.45	73.35	28,931.82	5,486.03
56	10/1/25	28,931.82	482.80	-	482.80	410.47	72.33	28,521.35	5,558.36
57	11/1/25	28,521.35	482.80	-	482.80	411.50	71.30	28,109.85	5,629.66
58	12/1/25	28,109.85	482.80	-	482.80	412.53	70.27	27,697.32	5,699.94
59	1/1/26	27,697.32	482.80	-	482.80	413.56	69.24	27,283.76	5,769.18
60	2/1/26	27,283.76	482.80	-	482.80	414.59	68.21	26,869.17	5,837.39

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal		Ending Balance	Cumulative Interest
61	3/1/26	26,869.17	482.80	-	482.80	415.63	67.17	26,453.53	5,904.56
62	4/1/26	26,453.53	482.80	-	482.80	416.67	66.13	26,036.86	5,970.70
63	5/1/26	26,036.86	482.80	-	482.80	417.71	65.09	25,619.15	6,035.79
64	6/1/26	25,619.15	482.80	-	482.80	418.76	64.05	25,200.40	6,099.84
65 66	7/1/26	25,200.40	482.80	-	482.80	419.80	63.00	24,780.59	6,162.84
67	8/1/26 9/1/26	24,780.59 24,359.74	482.80 482.80	-	482.80 482.80	420.85 421.90	61.95 60.90	24,359.74 23,937.84	6,224.79 6,285.69
68	10/1/26	23,937.84	482.80	-	482.80	422.96	59.84	23,514.88	6,345.53
69	11/1/26	23,514.88	482.80		482.80	424.02	58.79	23,090.86	6,404.32
70	12/1/26	23,090.86	482.80	_	482.80	425.08	57.73	22,665.79	6,462.05
71	1/1/27	22,665.79	482.80	_	482.80	426.14	56.66	22,239.65	6,518.71
72	2/1/27	22,239.65	482.80	-	482.80	427.20	55.60	21,812.44	6,574.31
73	3/1/27	21,812.44	482.80	-	482.80	428.27	54.53	21,384.17	6,628.84
74	4/1/27	21,384.17	482.80	-	482.80	429.34	53.46	20,954.83	6,682.30
75	5/1/27	20,954.83	482.80	-	482.80	430.42	52.39	20,524.41	6,734.69
76	6/1/27	20,524.41	482.80	-	482.80	431.49	51.31	20,092.92	6,786.00
77	7/1/27	20,092.92	482.80	-	482.80	432.57	50.23	19,660.35	6,836.23
78	8/1/27	19,660.35	482.80	-	482.80	433.65	49.15	19,226.69	6,885.38
79	9/1/27	19,226.69	482.80	-	482.80	434.74	48.07	18,791.96	6,933.45
80	10/1/27	18,791.96	482.80	-	482.80	435.82	46.98	18,356.13	6,980.43
81	11/1/27	18,356.13	482.80	-	482.80	436.91	45.89	17,919.22	7,026.32
82	12/1/27	17,919.22	482.80	-	482.80	438.01	44.80	17,481.21	7,071.12
83	1/1/28	17,481.21	482.80	-	482.80	439.10	43.70	17,042.11	7,114.82
84	2/1/28	17,042.11	482.80	-	482.80	440.20	42.61	16,601.91	7,157.43
85	3/1/28	16,601.91	482.80	-	482.80	441.30	41.50	16,160.61	7,198.93
86	4/1/28	16,160.61	482.80	-	482.80	442.40	40.40	15,718.21	7,239.33
87 88	5/1/28	15,718.21	482.80	-	482.80	443.51	39.30	15,274.70	7,278.63
89	6/1/28 7/1/28	15,274.70 14,830.09	482.80 482.80	-	482.80 482.80	444.62 445.73	38.19 37.08	14,830.09 14,384.36	7,316.81 7,353.89
90	8/1/28	14,384.36	482.80	-	482.80	446.84	35.96	13,937.52	7,333.69
91	9/1/28	13,937.52	482.80	_	482.80	447.96	34.84	13,489.56	7,424.69
92	10/1/28	13,489.56	482.80	_	482.80	449.08	33.72	13,040.48	7,458.42
93	11/1/28	13,040.48	482.80	_	482.80	450.20	32.60	12,590.27	7,491.02
94	12/1/28	12,590.27	482.80	-	482.80	451.33	31.48	12,138.95	7,522.50
95	1/1/29	12,138.95	482.80	-	482.80	452.46	30.35	11,686.49	7,552.84
96	2/1/29	11,686.49	482.80	-	482.80	453.59	29.22	11,232.90	7,582.06
97	3/1/29	11,232.90	482.80	-	482.80	454.72	28.08	10,778.18	7,610.14
98	4/1/29	10,778.18	482.80	-	482.80	455.86	26.95	10,322.32	7,637.09
99	5/1/29	10,322.32	482.80	-	482.80	457.00	25.81	9,865.32	7,662.89
100	6/1/29	9,865.32	482.80	-	482.80	458.14	24.66	9,407.18	7,687.56
101	7/1/29	9,407.18	482.80	-	482.80	459.29	23.52	8,947.90	7,711.07
102	8/1/29	8,947.90	482.80	-	482.80	460.43	22.37	8,487.46	7,733.44
103	9/1/29	8,487.46	482.80	-	482.80	461.59	21.22	8,025.88	7,754.66
104	10/1/29	8,025.88	482.80	-	482.80	462.74	20.06	7,563.14	7,774.73
105	11/1/29	7,563.14	482.80	-	482.80	463.90	18.91	7,099.24	7,793.63
106 107	12/1/29 1/1/30	7,099.24 6.634.10	482.80 482.80	-	482.80 482.80	465.06 466.22	17.75 16.59	6,634.19 6 167 97	7,811.38
107	2/1/30	6,634.19 6,167.97	482.80 482.80	-	482.80 482.80	465.22 467.38	15.42	6,167.97 5,700.59	7,827.97 7,843.39
108	3/1/30	5,700.59	482.80	-	482.80	468.55	14.25	5,700.59	7,843.39
110	4/1/30	5,232.03	482.80	-	482.80	469.72	13.08	4,762.31	7,877.04
111	5/1/30	4,762.31	482.80	_	482.80	470.90	11.91	4,291.41	7,882.63
112	6/1/30	4,291.41	482.80	_	482.80	472.08	10.73	3,819.34	7,893.35
113	7/1/30	3,819.34	482.80	_	482.80	473.26	9.55	3,346.08	7,902.90
114	8/1/30	3,346.08	482.80	-	482.80	474.44	8.37	2,871.64	7,911.27
115	9/1/30	2,871.64	482.80	-	482.80	475.62	7.18	2,396.02	7,918.45
116	10/1/30	2,396.02	482.80	-	482.80	476.81	5.99	1,919.20	7,924.44
117	11/1/30	1,919.20	482.80	-	482.80	478.01	4.80	1,441.20	7,929.23
118	12/1/30	1,441.20	482.80	-	482.80	479.20	3.60	962.00	7,932.84
119	1/1/31	962.00	482.80	-	482.80	480.40	2.40	481.60	7,935.24
120	2/1/31	481.60	482.80	-	481.60	480.40	1.20	0.00	7,936.45



CITY OF OWOSSO, MICHIGAN APPLICATION – OWOSSO MAIN STREET/DDA (OMS) REVOLVING LOAN FUND

301 W Main Street, Owosso, MI | 989.494.3344 | downtownowosso@gmail.com | www.downtownowosso.org.

GRANT APPLICATION

**Before Completing/Submitting this application, please contact OMS/DDA (contact info is listed above).

The OMS/DDA Business Vitality Committee will offer free assistance in completion of this application and help answer any questions/concerns associated with application submission.**

APPLICANT INFORMATION:

NAME: Barry Paxton

ADDRESS: 10721 Waterfall CT South Lyon, MI 48178

BEST PHONE #: Office: (810)225-4724 / Mobile: (734)658-6783

SOURCE OF FUNDS: _____owner/personal___ AMOUNT YOU and/or OTHER OWNERS PLAN TO INVEST: \$

EMAIL: paxtonholdings@gmail.com

PROPERTY INFORMATION: OWNER ENTITY NAME: 108 E Exchange, Owosso, LLC DBA (if different): EIN # (if applicable): 85-1766646 ADDRESS: 108 E Exchange Owosso, MI 48867 PHONE: (810)225-4724 WEBSITE: TYPE/CATEGORY OF PROPERTY: Commercial Office/Healthcare/Residential rental TAX CLASSIFICATION OF OWNER ENTITY: ☐ Corporation ★LLC ☐ Partnership ☐ Proprietorship ☐ S-Corp ☐ Individual PROPERTY IS: ▼Vacant ☐ Occupied - List Tenants: ______ FACILITY/BUILDING IS: ♥Owned Leased Rented Looking for Space N/A PROPERTY IS: ☐Owned by Business ★Owned by Applicant ☐Owned by Other SQUARE FOOTAGE CURRENTLY OCCUPIED: 0 SQUARE FOOTAGE ACTIVATED AS A RESULT OF PROJECT: _ 1694 **FINANCIAL INFORMATION:** AMOUNT OF FINANCING ALREADY SECURED FOR PROJECT: \$____105,500_____

\$200,000___

LIST OTHER INVESTORS/OWNERS IF APPLICA	BLE:
Name:Barry Paxton	Name:
Name:	Name:
	CONTINUE TO NEXT PAGE
GRANT REQUEST INFORMATION:	
GRANT REQUEST (check up boxes that apply: Note: Grant Maximum per project/building is	
Architecture Services (up to \$1,500 for each re	esidential unit; maximum \$12,000 per project)
Elevator (up to \$25,000 per building)	
Fire Suppression (up to \$25,000 for projects wit	h two or more upper floor residential units)
	,000 per building) 000 TOTAL GRANT REQUESTED: \$30,000 ESTIMATED COMPLETION DATE: _September 2020
WILL GRANT CREATE NEW RESIDENTIAL UNIT	S? No ¥Yes - #:1
WILL GRANT REDEVELOP EXISTING RESIDENT	TIAL UNITS? 🛂No 🗀 Yes- #: WILL THE COMPLETION OF
PROJECT BE DETERMINED BY GRANT AWARD	?
☐ No Yes - Please provide proof (via pro	-forma)
above commercial rental space. Space alread	inal design, updating and adding a 2 bedroom one bath apartment y has a signed 2 year lease from Right at Home of Central Michigan, and assistance company serving Shiawassee county since
All existing lien holder agreements (if app <u>Note:</u> Applicants are requested to be present at the tideemed necessary by OMS/DDA. Additional information	Project Pro-Forma Cost Estimate(s) licable) Design Renderings ime of the application's review. Other documentation could be requested if on that could be requested are: Credit Reports for all business/owners; Proof of
	ent business financial statement; Cash flow statements; Copy of other lenders/project participants; Cost Estimates-all items being purchases

with RLF monies; Articles of incorporation, partnership, and/or operating agreements.

By signing this form, I, the applicant, certify that all information contained above is true and complete to my best knowledge an	١d
belief. Applicant understands this application and any other information received with it will be retained whether this request	is
approved or denied.	
Applicant Signature: Date Signed:12/21/20	
Owosso Main Street/DDA Only:	
Application Received By: Date Received:	
**COMPLETED APPLICATIONS WILL BE REVIEWED BY THE OMS/DDA BUSINESS VITALITY COMMITTEE. IF APPROVED,	

^{**}COMPLETED APPLICATIONS WILL BE REVIEWED BY THE OMS/DDA BUSINESS VITALITY COMMITTEE. IF APPROVED,
APPLICATIONS WILL BE SUBMITTED TO THE LOAN REVIEW COMMITTEE FOR FINAL APPROVAL. APPLICANTS WILL BE ASKED
TO BE PRESENT DURING THE LOAN REVIEW COMMITTEE'S REVIEW OF THEIR APPLICATION. **

DEVELOPMENT BUDGET

Development Name: 108 E Exchange St Clty/Townshlp/Village: Owosso County: Shiawassee Construction Type: Commercial/Residential Fill in all blue shaded input cells

 TOTAL DEVELOPMENT COSTS
 Amount
 No loc

 Acquisition
 \$0
 0.00%

 Land
 \$72,500
 18.29%

 Building(s)
 \$72,500
 0.00%

 Other:
 \$0
 0.00%

 Subtotal Acquisition
 \$77,2500
 18.29%

This worksheet is utilized to Input the total Sources & Uses for the project from acquisition to construction completion. In addition, the maximum amount of MCRP incentive the project is eligible for is calculated.

Subtotal Acquisition				\$72,500	18,29%			
lard Costs						metiglois Amt	Eligible Basis	
Public Infrastructure (roads, sidewalks, utilities,	sewage	e etc 1			0.00%	\$o	50	
Site Improvements (walks, drives, landscaping,			drainage)		0.00%	\$0	50	
Demolition (Include Lead & Asbestos Abatemen		and ingrining, and		\$15,000	3 79%	\$0	515,000	
Other Environmental Mitigation	,			\$25,000	0.00%	\$0	\$77	
Earth Work					0.00%	\$0	50	
Site Utilities					0.00%	\$0	\$0	
Other:					0.00%	\$0	50	
		New	Rehabilitation	_	N. P. S.			
		Construction	Renovation					
Structures	+	\$0	\$239,307	\$239,307	60.39%	\$0	5239,507	
Parking Structures			So	\$0	0.00%	50	\$6	
Building Concrete/Masonry			\$57,925	\$57,925	14 62%	50	557,H25	
Carpentry			\$18,000	\$18,000	4 54%	50	000,013	
Roofing/Metal/Siding/Insulation/Caulking			\$8,837	\$8,837	2.23%	SO	58.817	
Doors/Windows/Glass			\$25,000	\$25,000	6.31%	50	375,700	
Drywalf/Acoustical			\$6,000	\$6,000	1.51%	So	SLoop	
Flooring			\$3,200	53,200	0.81%	so	\$4,700	
Cabinets/Countertops/Appliances			\$8,500	\$8,500	2.14%	50	\$8,500	
Painting/Decorating			\$250	\$250	0.06%	50	5250	
Plumbing/Electrical/Fire Protection			\$47,388	\$47,388	11 96%	50	347,188	
HVAC			\$9,672	\$9,672	2.44%	SO	59,677	
Accessory Buildings/Garages			\$4,600	\$4,600	1 16%	50	54,000	
Elevators/Special Equipment		98	\$26,500	\$26,500	6.69%	\$0	\$79,500	
Tenant Upgrades			so	\$0	0.00%	so	50	
Other: Foçode	-		\$23,435	\$23,435	5.91%	50	SHAH	
Bullder Overhead/Profit/General Requirements		\$0	\$0	\$0	0.00%	\$0	50	
Permits/Tap Fees/Bond/Cost Certification		\$0	\$397	\$397	0.10%	\$0	\$997	
Construction Contingency		\$0	\$0	\$0	0.00%	\$0	\$4)	
Other: Back side of Building		30	\$6,780	\$6,780	1.71%	\$0	\$6,780	
Subtotal Hard Costs				5261,484	65 98%		1	
ther Eligible Costs								
Machinery & Equipment				\$10,000	2.52%	\$0	\$10,000	
Furniture & Fixtures				\$38,000	9.59%	\$0	\$38,000	
Architectural & Engineering				\$12,864	3 25%	\$0	\$17,814	
Environmental Studies/Soil Testing				\$0	0.00%	\$0	3.0	Total I
Survey				\$450	0.11%	\$0	\$450	8a
Other:					0.00%	50	50	\$37

		100.00%	
	\$1,000		
		0.00%	
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eas			
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		0.00%	
mos	\$0	0.00%	
	\$1,000	0.25%	Dwerride
		0.00%	
		0.00%	
mos	\$10		- Distilled
		0.00%	Override
		eas \$1,000 \$5,000	ees 0 00%



TOTAL DEVELOPMENT SOURCES	Amount	% of TDC
Senior Debt		
XXX	\$0	0.00%
XXX	\$0	0 00%
XXX	\$0	0 00%
XXX	\$0	0.00%
XXX	\$0	0 00%
XXX	\$0	0.00%
XXX	\$0	0.00%
MSF/MCRP Conventional Loan	\$0	0.00%
Subordinate Debt/Grants		
MEDC Grant		0 00%
Other:		0 00%
Other:		0.00%
Other:		0.00%
Deferred Fees/Cash Equity		
Deferred Developer Fees		0.00%
Other Deferred Related Party Fees		0.00%
Deferred Consulting Fees		0.00%
Cash Equity Owner		0.00%
Land/Building Contribution Owner		0.00%
MSF/MCRP Equity Investment		0.00%
Other:		0.00%
Other:		0.00%
Other:		0.00%
TOTAL DEVELOPMENT SOURCES	50	0.00%

Construction Financing		
Construction Loan: Interest Rate:	220	0.00%

ources & Uses	
Total Development Costs	\$396,298
Total Development Sources	\$0
Surplus/(Gap)	[\$396,298]

er Calculations				
Rental S.F.		1,750	Construct	Develop
Common Space O	ther		Cost /5.F	Cost/5.F.
Total S.F. Building	w/o Parking	1,750	\$149.42	\$226.4
			Construct	Construct
	# Spaces	Park S.F.	Cost/Space	Cost/S.F.
Parking	4	0	50,00	#DIV/01
				% TDC
Cash Equity			\$0	.0.005
Land/Bullding Cor	tribution		\$0	0.009
Owner Contribut	tion		\$0	0.007
Cash IRR			MUM	
Avg. Annual Cash	on Cash Return		#DIV/01	
Owner Equity IRR			MNUMI	
Avg. Annual Retur	n on Owner Equity		MDIV/OI	



Proposal and Contract

Summit Compa	anies ("Summit") makes	the following pr	oposal (the "Proposal"):
12/09/2020			
Paxton Holding	gs		
Attention:	Barry Paxton	Fax: n/a	Phone: 817-302-2053
Regarding:	Fire Protection Proposa	I	
Project Name:	Right At Home 108 Eas	st Exchange St. (Owosso MI.

The equipment to be provided by Summit as part of this Proposal, as well as design and installation services, are sometimes collectively referred to in this Proposal as the "Project". NFPA 13, together with the project specifications, plans dated <u>10-29-2020</u>, and the City of <u>Owosso</u>, <u>MI</u> requirements are the basis for acceptance of this proposal

Site visit - YES NO

SCOPE OF WORK

- Provide design/build sprinkler shop drawings, City/Insurance/Owner approval.
- Permit cost for the fire sprinkler system, no plan review fees above base permit
- Final acceptance testing of all components as dictated by NFPA 13, 2002 including final two-hour 200 pound hydrostatic test and sprinkler alarm test if required
- System to start 1'-0" above floor at new Fire Water Inlet (by others)
- Design/Build Sprinkler System per plan. See following
- Backflow preventer
- Main Control valve with flow switch, main drain, and Fire Dept. Connection.
- Sch. 10 black Mains- run exposed
- Sch. 10 Branch lines- run exposed
- Dry upright sprinkler heads to cover unheated space above ceiling from exposed branch lines below ceiling.
- Upright sprinkler heads to cover spaces in residential 2nd floor of building
- Swivel Ring Hangers for all pipe sizes

EXCLUSIONS

- Pipe labels
- Repair to existing sprinkler system due to Hydro testing of new pipe if need
- Relocation of Branch lines and Mains for new ceiling or wall framing
- P.E. approved drawings
- Fire Pump
- Seismic/Sway bracing, not in a seismic zone per NFPA 13
- Painting of exposed piping or masking of sprinklers prior to finishes
- Patching
- Alarm Wiring
- Overtime labor
- Other special application suppression systems (Clean Agent/Preaction etc.)
- Sleeves for pipe penetrations
- Site Power
- Adequate Heat for areas covered by wet systems, owner must maintain the building at or above 40 deg. F. where wet systems are installed
- Moving of any furniture or other owner items if applicable
- Housekeeping pads (concrete work)
- Access Panels or installation of GC/owner provided access panels
- FM Global Insurance requirements
- Payment and Performance Bond
- Central monitoring of sprinkler system
- Phone lines
- Any electrical installation

Base Bid: We propose to perform the work as described above for the sum of

Base Price: \$19,450.00

Completion of the Project: Summit offers to provide to Owner the equipment, supplies and materials, as well as the design and installation services and labor to complete the Project, as described in the Specifications. This Proposal shall be null and void, at Summit's option, if Summit does not receive a signed acceptance of this Proposal within 45 days from the date of this proposal. Summit reserves the right to adjust all prices based on the cost of materials at the time this Proposal is accepted by Owner, due to the volatility in the steel market. In order to guarantee pricing, Owner may be required to pay for materials at the time of acceptance of this Proposal.

BECK FIRE PROTECTION, INC.

P.O. BOX 496 -- CLIO, MI 48420 PHONE 810-687-7770, FAX 810-687-9990 SPECIALIZING IN FIRE PROTECTION INSTALLATION

PROPOSAL

November 23, 2020 Revised per our conversation on 12/2/2020

ATTN: Barry Paxton 734-658-6783 paxtonholdings@gmail.com

RE: 108 E. Exchange St. Owosso, MI

Per our visit this proposal is to sprinkle the upper residential area per NFPA 13 D. From previous experience we have not yet found a 3/4" incoming waterline that had enough water and pressure to supply the system. This price will be to supply the system with a pillow tank and a 1.5 HP pump that will be located in the basement.

From the basement the pipe will run up to the second floor level and will be installed exposed at the junction of the ceiling and wall where they meet so that it may be covered with soffits if you would like to do so.

We will install the system using a combination of see CPVC pipe, steel pipe and their respective fittings.

We will provide drawings, hydraulic calculations, submittals, permits, one rough and one final inspection, labor and material for a wet sprinkler system.

Not Included:

- Any and all alarm work/systems.
- Fire watches.
- Permit and plan review cost exceeding \$500.00.
- WIRING OF THE WATER PUMP TO 220 VOLT POWER.

This quote is based upon our current general liability insurance policy and its limits of liability of One Million Dollars per occurrence (\$1,000,000.00), and Two Million aggregate (\$2,000,000.00.)

Upon activation of the sprinkler system, per NFPA 13, the Owner is responsible for maintaining adequate heat (temperatures not less than 40° F) in any areas where sprinkler piping and/or sprinkler heads are installed that are filled with water to prevent the sprinkler system from freezing.

No work may commence without approved permit being issued by the authority having jurisdiction over the project. This protects our customers, our company, and all of our reputations.

It is the responsibility of the architect/engineer to provide a building structure that will be adequate to support the sprinkler system, electrical, heating, plumbing and any other required items that must be supported by the building structure.

Base Price:

\$6,400.00

Permit and Plan Review Fees: \$500.00

Total Price:

\$6,900.00

We require 50% down to start the project, and the balance upon approval.

ADD #1:

To determine if the ³/₄" waterline will work it will require us to perform a waterflow test in conjunction with the city of Owasso Water Department. We would have to come out and flow a fire hydrant near your property and measure the pressure and gallons of water that is available and then get the location of your water line where it ties into the city main. We would then have to do a trial calculation and proof, which includes drawing up a simple schematic to determine this through our hydraulic calculation program. To perform this test and calculation the cost is \$750.00.

ADD #2:

I do have a licensed electrician that can wire the pump into your panel and we are basing this under the assumption that it will be 30' or less to the panel and there is available space to add a 220 breaker. To have our electrician wire the water pump based on the above criteria, add \$350.00 to the above base price, plus any permit fees, if an additional permit is required.

DEDUCT:

If it is determined, you do not need the 1.5 HP water pump and pillow tank and will be using adequate supply from the city the deduct to the above price would be \$1,575.00.

Please call or email me if you have any questions.

Respectfully Submitted, Beck Fire Protection, Inc. Francis Corcoran

Bfp2020-00012-018

ACCEPTANCE AND APPROVAL TO PROCEED:

By signing below, Customers authorize representative acknowledges and warrant that they have read, understood, and agree to be bound by these conditions and as knowing allocated its risk.

Company Name

Date:

Printed Name/Title

*See last page for terms, conditions, indemnification, and limitation of company's liability



3234 Associates Drive Burton, MI 48529 810-228-3636 Office 810-228-3619 Fax

COMMERCIAL | RESIDENTIAL

"Big or Small, We do it All!"

QUOTE

QUOTE DATE: 7/24/2020

BID# B20-78

TO: RIGHT AT HOME

Location:

108 E. EXCHANGE

OWOSSO, MI.

ATT: BARRY PAXTON

barry@rah-mi.com

COMMERCIAL SERVICE QUOTE

-	COMMERCIAL SER		50 500 51-5
	DESCRIPTI		AMOUNT
OVERVIEW:	LABOR AND MATERIAL TO REWORK UPSTAIRS	PLUMBING , DEEMO EXISTING SINKS MAIN FLOOR	
	INSTALL NEW ELECTRIC WTR.HTR. AND REWOR	RK GALVINIZED PIPING BY METER IN BASEMENT.	
INCLUDES:			
	PIPING MATERIAL		
	40 GALLON ELECTRIC WATER HEATER		
	DAILY CLEAN UP		
	PERMITS		
	WARRANTY		
	DEMO EXISTING FIXTURES & DISPOSAL		1
	INSTALL OWNER PROVIDED FIXTURES		
EXCLUDES	:		
	SHIFT WORK		
	ROOFING		
	FIXTURES AND BATH ACCESSORIES		
NOTE:			
	ANY UNFORCEEN ISSUES WILL BE BROUGHT TO	THE OWNERS ATTENTION AND QUOTED SEPERATLY	
		CURRENT TOTAL	\$11,044.0
ob Leland	C: 810.814.4012	SIGNATURE:	
Service	O: 810-228-3636	DATE:	
Estimator	robl@johnsonwoodllc.com	PO #	



CITY OF OWOSSO, MICHIGAN OWOSSO MAIN STREET/DDA (OMS) REVOLVING LOAN FUND (RLF) & GRANT PROGRAM RATIONALE WORKSHEET

301 W Main Street, Owosso, MI | 989.494.3344 | downtownowosso@gmail.com | www.downtownowosso.org

APPLICATION MUST SCORE 30 OR MORE POINTS TO BE CONSIDERED ELIGIBLE FOR A LOAN.

APPLICANT NAME: 108 E. EXCHANGE, OWOSSO, LLC. DATE REVIEWED: 12/28/2020

PROJECT ADDRESS: 108 E. EXCHANGE STREET, OWOSSO, MI 48867

PROJECT SCOPE OF WORK: <u>BUILDING DEVELOPMENT LOAN FOR INTERIOR BUILD-OUT</u>; FIRE SUPPRESSION GRANT FOR INSTALLATION OF RESIDENTIAL FIRE SUPPRESSION FOR SECOND FLOOR RESIDENTIAL UNIT

LOAN REQUEST: \$50,000 LOAN APPROVED AMOUNT: \$50,000

GRANT REQUEST: \$30,000 APPROVED AMOUNT: \$12,500 TOTAL APPROVED: \$62,500

Rationale Worksheet				
Criteria	Score Range	Score	Explanation/Feedback:	
Will proposed loan or grant dollars be used to leverage additional State/Federal Programs?	0-15	0		
Does the project help fulfill OMS Transformation Strategy?	0-10	10	The project includes upper floor residential development.	
Is the project supported by a relevant business plan?	0-10	10	An existing, thriving business moving into the district.	
 a) Does the project activate currently vacant or underutilized property within the district? OR b) Is the project an existing business expanding their product/services based on customer demand/feedback or new innovative items/new technologies. 	0-10	10	The entire building is vacant. Redevelopment will result in 100% occupancy.	
Does the project have a well-articulated path to completion?	0-10	10	All architectural renderings drawings are complete.	
Does the project provide the best use/business type for the district?	0-10	10	Yes	
Does the project have formal plans, site renderings, and/or cost estimates?	0-5	5	Yes	
Does the project have adequate matching funds?	0-5			
	TOTAL=	55		

ADDITIONAL NOTES: A reduced grant amount was awarded due to only one unit being developed on the second floor. Two or more
residential units is required to meet grant criteria.



MEMORANDUM

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

DATE: January 10, 2021

TO: Owosso City Council

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

SUBJECT: OMS/DDA Revolving Loan Fund – Loan & Grant Approval

RECOMMENDATION:

Approval of the off the OMS/DDA Revolving Loan & grant applications for 210 S. Water Street to Heritage Properties of N. Ml. LLC. A \$50,000.00 loan for interior redevelopment activities and a \$3,000.00 grant for interior architectural services.

BACKGROUND:

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.

During their December 28, 2020, the Revolving Loan Committee reviewed and approved Heritage Properties of N. Ml. LLC.'s loan & grant applications for interior redevelopment activities and interior architectural services located within 210 S. Water Street.

During their January 6, 2020 Board Meeting, the OMS/DDA Board of Directors approved the grant for approval.

FURTURE DETAIL:

On December 28, 2020, there were 3 requests for funding by two different entities associated with 210 S. Water Street. While each entity has the same owner, the OMS/DDA Board and the Revolving Loan Committee reviewed each entity as its own, individual project. Both the Board and Committee approved each entity and application on its own merits. Each entity provided documented support (financial projections, current financial standing, credit reports, etc.) that proposed loans would be paid back. In addition, each applicant's proposed loan term (5-years) was suitable for the board & committee.

The OMS/DDA Board and Revolving Loan Committee will be submitting updated clarification on the definition of the "per project" language within the manual for City Council to consider in a future.

FISCAL IMPACTS:

Dollars will be disbursed from the OMS/DDA Revolving Loan & Grant fund.

RESOLUTION NO.

RESOLUTION AUTHORIZING THE APPROVAL OF THE RELEASE OF OMS/DDA REVOLVING LOAN FUND GRANT TO HERITAGE PROPERTIES OF NORTHERN MICHIGAN, LLC FOR WORK AT 210 S. WATER 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 December 8, 2020 a loan and grant application was submitted to the OMS/DDA for a grant request from Heritage Properties of Northern Michigan, LLC. A grant request for \$3,000.00 for interior architectural services and a \$50,000.00 loan for interior redevelopment activities for 210 S. Water Street.

WHEREAS, on December 28, 2020 the OMS/DDA Design & Business Vitality – Revolving Loan Sub-Committee reviewed and approved the application, giving it an overall score of 35. This score is above the 30 points required for consideration. The Revolving Loan Sub-Committee recommended a grant of \$3,000.00 to Heritage Properties of Northern Michigan, LLC. for interior architectural services and a \$50,000.00 loan for interior redevelopment activities for 210 S. Water Street.

WHEREAS, on January 6, 2021 the OMS/DDA Board of Directors approved the recommendation.

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 \$3,000.00 to Heritage Properties of Northern

Michigan, LLC. for interior architectural services and a \$50,000.00 loan for interior redevelopment activities for 210 S. Water Street according to the terms & specifications

determined by the OMS/DDA Loan & Grant Manual.

SECOND: The accounts payable department is authorized to release said loan and grant funds to

Heritage Properties of Northern Michigan, LLC in the amount of \$53,000.00.



CITY OF OWOSSO, MICHIGAN APPLICATION - OWOSSO MAIN STREET/DDA (OMS) REVOLVING LOAN FUND (RLF) & GRANT PROGRAM

301 W Main Street, Owosso, MI | 989.494.3344 | downtownowosso@gmail.com | www.downtownowosso.org

LOAN APPLICATION - Property Development

**BEFORE COMPLETING/SUBMITTING THIS APPLICATION, PLEASE CONTACT OMS/DDA (CONTACT INFO IS LISTED ABOVE).
THE OMS/DDA BUSINESS VITALITY COMMITTEE WILL OFFER FREE ASSISTANCE IN COMPLETION OF THIS APPLICATION AND HELP ANSWER ANY QUESTIONS/CONCERNS ASSOCIATED WITH APPLICATION SUBMISSION.**

APPLICANT INFORMATION: NAME: Brianna Carroll, Brianna Leigh LLC (I	DBA Fitness Coliseum)
ADDRESS: 817 Stevens Dr	
BEST PHONE #: 989-413-3994	Business Mobile Home
EMAIL: FCfitfam@gmail.com	
PROPERTY INFORMATION:	
OWNER ENTITY NAME: Heritage Proper	ties of N. MI. LLC
DBA (if different):	001010051
ADDRESS:	
PHONE: 517-712-0339	WEBSITE:
TYPE/CATEGORY OF PROPERTY: CO	MMERCIAL, 201 IMPROVED
TAX CLASSIFICATION OF OWNER EN	NTITY:
☐Corporation ★LC ☐Partnership	\square Proprietorship \square S-Corp \square Individual
PROPERTY IS: Vacant XOccupied	- List Tenants: Trust Thermal
FACILITY/BUILDING IS: XOwned	Leased Rented Looking for Space N/A
PROPERTY IS: XOwned by Business	Owned by Applicant Owned by Other
SQUARE FOOTAGE CURRENTLY OCC	CUPIED: 12,432
SQUARE FOOTAGE ACTIVATED AS A	RESULT OF PROJECT: Aproxmately 9,000sq ft of industrial will be converted to retail/service
FINANCIAL INFORMATION:	
AMOUNT OF FINANCING ALREADY	SECURED FOR PROJECT: \$
SOURCE OF FUNDS:	
AMOUNT YOU and/or OTHER OWNE	RS PLAN TO INVEST: \$60,000 up front. \$556,800 over 3 years
LIST OTHER INVESTORS/OWNERS IF	APPLICABLE:
Name:	
Name:	Name:

LOAN REQUEST INFORMATION:
LOAN REQUEST (check up boxes that apply):
Note: Loan Maximum per project/building is \$50,000.00
\square Building Access Projects; \square Preservation of Historic Buildings; \square Environment Studies
□Upper Story Housing Development; KRetail Space Build Outs and Upgrading
□ Acquisition and Improvement of Blighted Properties; □ Signage Purchase or Restoration TOTAL DEVELOPMENT COST: \$65,316.25 TOTAL LOAN REQUESTED: \$50,000 ESTIMATED START DATE: 03/01/2021 ESTIMATED COMPLETION DATE: 05/01/2021 WILL LOAN CREATE NEW RESIDENTIAL UNITS? NO □ Yes - #:
WILL LOAN REDEVELOP EXISTING RESIDENTIAL UNITS? No ☐Yes-#: WILL THE COMPLETION OF PROJECT BE DETERMINED BY LOAN AWARD?
No XYes - Please provide proof (via pro-forma)
PROVIDE A BRIEF DESCRIPTION OF DEVELOPMENT: This property development project will develop the current warehouse space in the Trust Thermal building, 210 S Water, into 3 different usable gym spaces as well as a mens and womens lockerroom to house the expanded and relocated Fitness Coliseum. The building is being purhcased by Brianna Carroll (Brianna Leigh LLC, DBA Fitness Coliseum) on land contract from Heritage Properties of Northern MI LLC.
APPLICATION CHECKLIST: Please ensure the following are submitted with your application:
Completed RLF Application Form X Project Pro-Forma X Cost Estimate(s)
All existing lien holder agreements (if applicable) Design Renderings Note: Applicants are requested to be present at the time of the application's review. Other documentation could be requested if deemed necessary by OMS/DDA. Additional information that could be requested are: Credit Reports for all business/owners; Proof of equity investment; Personal/business tax returns; Current business financial statement; Cash flow statements; Copy of lease/purchase agreement; Commitment letters from other lenders/project participants; Cost Estimates-all items being purchases with RLF monies; Articles of incorporation, partnership, and/or operating agreements.
By signing this form, I, the applicant, certify that all information contained above is true and complete to my best knowledge and belief. Applicant understands this application and any other information received with it will be retained whether this request is approved or denied.
Applicant Signature: Brianna Carroll Date Signed: 12/08/2020
Owosso Main Street/DDA Only:
Application Received By: Date Received:

^{**}COMPLETED APPLICATIONS WILL BE REVIEWED BY THE OMS/DDA BUSINESS VITALITY COMMITTEE. IF APPROVED, APPLICATIONS WILL BE SUBMITTED TO THE LOAN REVIEW COMMITTEE FOR FINAL APPROVAL. APPLICANTS WILL BE ASKED TO BE PRESENT DURING THE LOAN REVIEW COMMITTEE'S REVIEW OF THEIR APPLICATION.**

ç	
	Enter values
Loan amount	\$ 50,000.00
Annual interest rate	3.00 %
Loan period in years	5
Number of payments per year	12
Start date of loan	2/1/21
Optional extra payments	\$ -

Lender name: Heritage Properties N. Ml. LLC.						
Lender Harrie Hentage Froberties N. IVII. LLC.	Lender name:	Heritage	Properties	N. MI.	LLC.	

X		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	Lo	an summary
Scheduled payment	\$	898.43
Scheduled number of payments		60
Actual number of payments		60
Total early payments	\$	-
Total interest	\$	3,906.07



Doort		D a subservator or	Cala a de da al	Et					O
Pmt	D	Beginning	Scheduled	Extra	T-4-1 D	Delegates a l	1	For alliano Dialance	Cumulative
No.	Payment Date	Balance	Payment	Payment	Total Payment	Principal	interest	Ending Balance	Interest
1	3/1/21 \$	50,000.00 \$	898.43 \$	-	\$ 898.43	\$ 773.43 \$	125.00	\$ 49,226.57	\$ 125.00
2	4/1/21	49,226.57	898.43	-	898.43	775.37	123.07	48,451.20	248.07
3	5/1/21	48,451.20	898.43	-	898.43	777.31	121.13	47,673.89	369.19
4	6/1/21	47,673.89	898.43	-	898.43	779.25	119.18	46,894.64	488.38
5	7/1/21	46,894.64	898.43	-	898.43	781.20	117.24	46,113.44	605.62
6	8/1/21	46,113.44	898.43	-	898.43	783.15	115.28	45,330.29	720.90
7	9/1/21	45,330.29	898.43	-	898.43	785.11	113.33	44,545.18	834.23
8	10/1/21	44,545.18	898.43	_	898.43	787.07	111.36	43,758.11	945.59
9	11/1/21	43,758.11	898.43	_	898.43	789.04	109.40	42,969.07	1,054.98
10	12/1/21	42,969.07	898.43	_	898.43	791.01	107.42	42,178.06	1,162.41
11	1/1/22	42,178.06	898.43	_	898.43	792.99	105.45	41,385.07	1,267.85
12	2/1/22	41,385.07	898.43	_	898.43	794.97	103.46	40,590.10	1,371.31
13	3/1/22	40,590.10	898.43	_	898.43	796.96	101.48	39,793.14	1,472.79
14	4/1/22	39,793.14	898.43	_	898.43	798.95	99.48	38,994.19	1,572.27
15	5/1/22	38,994.19	898.43		898.43	800.95	97.49	38,193.24	1,669.76
16	6/1/22	38,193.24	898.43	-	898.43	802.95	95.48	37,390.29	1,765.24
17	7/1/22	37,390.29	898.43	-	898.43	804.96	93.48	36,585.33	1,858.72
				-					
18	8/1/22	36,585.33	898.43	-	898.43	806.97	91.46	35,778.36	1,950.18
19	9/1/22	35,778.36	898.43	-	898.43	808.99	89.45	34,969.37	2,039.63
20	10/1/22	34,969.37	898.43	-	898.43	811.01	87.42	34,158.36	2,127.05
21	11/1/22	34,158.36	898.43	-	898.43	813.04	85.40	33,345.32	2,212.44
22	12/1/22	33,345.32	898.43	-	898.43	815.07	83.36	32,530.25	2,295.81
23	1/1/23	32,530.25	898.43	-	898.43	817.11	81.33	31,713.14	2,377.13
24	2/1/23	31,713.14	898.43	-	898.43	819.15	79.28	30,893.99	2,456.42
25	3/1/23	30,893.99	898.43	-	898.43	821.20	77.23	30,072.79	2,533.65
26	4/1/23	30,072.79	898.43	-	898.43	823.25	75.18	29,249.54	2,608.83
27	5/1/23	29,249.54	898.43	-	898.43	825.31	73.12	28,424.22	2,681.96
28	6/1/23	28,424.22	898.43	-	898.43	827.37	71.06	27,596.85	2,753.02
29	7/1/23	27,596.85	898.43	-	898.43	829.44	68.99	26,767.41	2,822.01
30	8/1/23	26,767.41	898.43	-	898.43	831.52	66.92	25,935.89	2,888.93
31	9/1/23	25,935.89	898.43	-	898.43	833.59	64.84	25,102.30	2,953.77
32	10/1/23	25,102.30	898.43	-	898.43	835.68	62.76	24,266.62	3,016.52
33	11/1/23	24,266.62	898.43	-	898.43	837.77	60.67	23,428.85	3,077.19
34	12/1/23	23,428.85	898.43	-	898.43	839.86	58.57	22,588.99	3,135.76
35	1/1/24	22,588.99	898.43	-	898.43	841.96	56.47	21,747.03	3,192.24
36	2/1/24	21,747.03	898.43	-	898.43	844.07	54.37	20,902.96	3,246.60
37	3/1/24	20,902.96	898.43	-	898.43	846.18	52.26	20,056.78	3,298.86
38	4/1/24	20,056.78	898.43	_	898.43	848.29	50.14	19,208.49	3,349.00
39	5/1/24	19,208.49	898.43	_	898.43	850.41	48.02	18,358.08	3,397.02
40	6/1/24	18,358.08	898.43	_	898.43	852.54	45.90	17,505.54	3,442.92
41	7/1/24	17,505.54	898.43	_	898.43	854.67	43.76	16,650.87	3,486.68
42	8/1/24	16,650.87	898.43	_	898.43	856.81	41.63	15,794.06	3,528.31
43	9/1/24	15,794.06	898.43	-	898.43	858.95	39.49	14,935.11	3,567.79
44	10/1/24	14,935.11	898.43	-	898.43	861.10	37.34	14,074.01	3,605.13
45	11/1/24	14,074.01	898.43	_	898.43	863.25	35.19	13,210.76	3,640.32
46	12/1/24	13,210.76	898.43	_	898.43	865.41	33.03	12,345.36	3,673.34
47	1/1/25	12,345.36	898.43		898.43	867.57	30.86	11,477.78	3,704.21
48	2/1/25	11,477.78	898.43	-	898.43	869.74	28.69	10,608.04	3,732.90
49	3/1/25	10,608.04	898.43	-	898.43	871.91	26.52	9,736.13	3,759.42
				-					
50	4/1/25	9,736.13	898.43	-	898.43	874.09	24.34	8,862.04	3,783.76
51	5/1/25	8,862.04	898.43	-	898.43	876.28	22.16	7,985.76	3,805.92
52	6/1/25	7,985.76	898.43	-	898.43	878.47	19.96	7,107.29	3,825.88
53	7/1/25	7,107.29	898.43	-	898.43	880.67	17.77	6,226.62	3,843.65
54	8/1/25	6,226.62	898.43	-	898.43	882.87	15.57	5,343.75	3,859.22
55	9/1/25	5,343.75	898.43	-	898.43	885.08	13.36	4,458.68	3,872.58
56	10/1/25	4,458.68	898.43	-	898.43	887.29	11.15	3,571.39	3,883.72
57	11/1/25	3,571.39	898.43	-	898.43	889.51	8.93	2,681.88	3,892.65
58	12/1/25	2,681.88	898.43	-	898.43	891.73	6.70	1,790.15	3,899.36
59	1/1/26	1,790.15	898.43	-	898.43	893.96	4.48	896.19	3,903.83
60	2/1/26	896.19	898.43	-	896.19	893.95	2.24	0.00	3,906.07



CITY OF OWOSSO, MICHIGAN APPLICATION - OWOSSO MAIN STREET/DDA (OMS) REVOLVING LOAN FUND

301 W Main Street, Owosso, MI | 989.494.3344 | downtownowosso@gmail.com | www.downtownowosso.org

GRANT APPLICATION

**BEFORE COMPLETING/SUBMITTING THIS APPLICATION, PLEASE CONTACT OMS/DDA (CONTACT INFO IS LISTED ABOVE).
THE OMS/DDA BUSINESS VITALITY COMMITTEE WILL OFFER FREE ASSISTANCE IN COMPLETION OF THIS APPLICATION AND HELP ANSWER ANY QUESTIONS/CONCERNS ASSOCIATED WITH APPLICATION SUBMISSION.**

APPLICANT INFORMATION:	
NAME: Brianna Carroll, Brianna Leigh LLC (DBA Fitr	ness Coliseum)
ADDRESS: 817 Stevens Dr	
BEST PHONE #: 989-413-3994	□Business □Mobile □Home
EMAIL: fcfitfam@gmail.com	
PROPERTY INFORMATION:	
OWNER ENTITY NAME: Heritage Properties of N	. MI. LLC
DBA (if different):	
ADDRESS: 210 S Water St	
	BSITE:
TYPE/CATEGORY OF PROPERTY: COMMERC	CIAL, 201 IMPROVED
TAX CLASSIFICATION OF OWNER ENTITY:	
☐Corporation ☐LLC ☐Partnership ☐Prop	rietorship \square S-Corp \square Individual
PROPERTY IS: ☐ Vacant XOccupied - List	Tenants: Trust Thermal
FACILITY/BUILDING IS: Nowned Lease	d \square Rented \square Looking for Space \square N/A
PROPERTY IS: XOwned by Business Own	ned by Applicant 🗆 Owned by Other
SQUARE FOOTAGE CURRENTLY OCCUPIED): 12,432
SQUARE FOOTAGE ACTIVATED AS A RESU	LT OF PROJECT: Aproxmately 9,000sq ft of industrial will be converted to retail/service
FINANCIAL INFORMATION:	
AMOUNT OF FINANCING ALREADY SECUR	ED FOR PROJECT: \$
SOURCE OF FUNDS:	
AMOUNT YOU and/or OTHER OWNERS PLA	AN TO INVEST: \$ 60,000 up front, \$556,800 over 3 years
LIST OTHER INVESTORS/OWNERS IF APPL	
Name:	Name:
Name:	Name:

GRANT REQUEST INFORMATION:	
GRANT REQUEST (check up boxes that apply:	
Note: Grant Maximum per project/building is \$50,000.00	
XArchitecture Services (up to \$1,500 for each residential unit; maximum	n \$12,000 per project)
☐ Elevator (up to \$25,000 per building)	
\Box Fire Suppression (up to \$25,000 for projects with two or more upper to	loor residential units)
□ Professional Services-Access Study (up to \$5,000 per building) TOTAL DEVELOPMENT COST: \$\frac{4,500}{2,500}\$ ESTIMATED START DATE: \$\frac{12/14/2020}{2}\$ ESTIMATED COMPLE WILL GRANT CREATE NEW RESIDENTIAL UNITS? \$\overline{\text{NNO}}\$ \$\overline{\text{NNO}}\$ \$\overline{\text{VNO}}\$	
WILL GRANT REDEVELOP EXISTING RESIDENTIAL UNITS?	
WILL THE COMPLETION OF PROJECT BE DETERMINED BY GR	
□No XYes - Please provide proof (via pro-forma)	
PROVIDE A BRIEF DESCRIPTION OF DEVELOPMENT: Brianna Leigh LLC has entered into a land contract with Hertiage Properties of Northern MI to purchase 210 Water St. Te	am Design serivces has been contractred to develop
detailed architectural plans for the renovation of this industrail building into usable retail/customer service space. Plans will outline the addition	n of plumbing, ceilings and partition walls to create mens and womens
lockerrooms as well as three usable gym spaces and a lobby. A \$1,000 deposit has been paid, with an additional \$3,500 bid on the job. Building access will be gained by Fitness Coliseum in March 2021 at wich time construction will begin with	
	the goal of completing by May 31st, 2021
APPLICATION CHECKLIST: Please ensure the following are submitted with your application	i e
Completed RLF Application Form Project Pro-Forma	
All existing lien holder agreements (if applicable) Design F	
Note: Applicants are requested to be present at the time of the application could be requested if deemed necessary by OMS/DDA. Additional information Credit Reports for all business/owners; Proof of equity investment; Personal, business financial statement; Cash flow statements; Copy of lease/purchase from other lenders/project participants; Cost Estimates-all items being purch of incorporation, partnership, and/or operating agreements.	or that could be requested are: Substitute of the substitute of t
By signing this form, I, the applicant, certify that all information contained all best knowledge and belief. Applicant understands this application and any it will be retained whether this request is approved or denied.	
Applicant Signature: Brianna Carroll D	ate Signed: 12/08/2020
Owosso Main Street/DDA Only:	
Application Received By: D	ate Received:

^{**}COMPLETED APPLICATIONS WILL BE REVIEWED BY THE OMS/DDA BUSINESS VITALITY COMMITTEE. IF APPROVED, APPLICATIONS WILL BE SUBMITTED TO THE LOAN REVIEW COMMITTEE FOR FINAL APPROVAL. APPLICANTS WILL BE ASKED TO BE PRESENT DURING THE LOAN REVIEW COMMITTEE'S REVIEW OF THEIR APPLICATION.**



CITY OF OWOSSO, MICHIGAN OWOSSO MAIN STREET/DDA (OMS) REVOLVING LOAN FUND (RLF) & GRANT PROGRAM RATIONALE WORKSHEET

301 W Main Street, Owosso, MI | 989.494.3344 | downtownowosso@gmail.com | www.downtownowosso.org

APPLICATION MUST SCORE 30 OR MORE POINTS TO BE CONSIDERED ELIGIBLE FOR A LOAN.

APPLICANT NAME: HERITAGE PROPERTIES OF N. MI. LLC.

DATE REVIEWED: 12/28/2020

PROJECT ADDRESS: <u>210 S. WATER STREET, OWOSSO, MI 48867</u>
PROJECT SCOPE OF WORK: <u>BUILDING INTERIOR BUILD-OUT</u>

DEVELOPMENT LOAN REQUEST: \$50,000 DEVELOPMENT LOAN APPROVED AMOUNT: \$50,000 GRANT REQUEST: \$3,000 APPROVED AMOUNT: \$3,000 TOTAL APPROVED: \$53,000

Rationale Worksheet						
Criteria	Score Range	Score	Explanation/Feedback:			
Will proposed loan or grant dollars be used to leverage additional State/Federal Programs?	0-15	0				
Does the project help fulfill OMS Transformation Strategy?	0-10	10	The development of a downtown fitness center would be a destination location & an important resource for future residential expansion.			
Is the project supported by a relevant business plan?	0-10	10	Yes - very thorough & well-developed			
 a) Does the project activate currently vacant or underutilized property within the district? OR b) Is the project an existing business expanding their product/services based on customer demand/feedback or new innovative items/new technologies. 	0-10	5	Converts what is currently warehouse/storage space to functional retail & service space.			
Does the project have a well-articulated path to completion?	0-10	О	No, pending architectural drawings			
Does the project provide the best use/business type for the district?	0-10	10	Yes, the convention of the location along the riverfront from light industrial to commercial is a good step.			
Does the project have formal plans, site renderings, and/or cost estimates?	0-5	0	No, pending architectural drawings			
Does the project have adequate matching funds?	0-5	0	TBD			
	TOTAL=	35				

Additional Notes:
- The applicant has requested a 5-year term for this loan.
- Development will include complete buildout of all commercial space.
- Grant dollars will be used for interior architectural drawings.



MEMORANDUM

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

DATE: January 10, 2021

TO: Owosso City Council

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

SUBJECT: OMS/DDA Revolving Loan Fund – Loan & Grant Approval

RECOMMENDATION:

Approval of the of the OMS/DDA Revolving Loan application for 210 S. Water Street for \$50,000.00 to Brianna Leigh, LLC. for the purpose of business expansion activities.

BACKGROUND:

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.

During their December 28, 2020, the Revolving Loan Committee reviewed and approved Brianna Leigh, LLC.'s loan application for business expansion activities located within 210 S. Water Street.

During their January 6, 2020 Board Meeting, the OMS/DDA Board of Directors approved the loan for approval.

FURTURE DETAIL:

On December 28, 2020, there were 3 requests for funding by two different entities associated with 210 S. Water Street. While each entity has the same owner, the OMS/DDA Board and the Revolving Loan Committee reviewed each entity as its own, individual project. Both the Board and Committee approved each entity and application on its own merits. Each entity provided documented support (financial projections, current financial standing, credit reports, etc.) that proposed loans would be paid back. In addition, each applicant's proposed loan term (5-years) was suitable for the board & committee.

The OMS/DDA Board and Revolving Loan Committee will be submitting updated clarification on the definition of the "per project" language within the manual for City Council to consider in the future.

FISCAL IMPACTS:

Dollars will be disbursed from the OMS/DDA Revolving Loan & Grant fund.

RESOLUTION NO.

RESOLUTION AUTHORIZING THE APPROVAL OF THE RELEASE OF OMS/DDA REVOLVING LOAN FUND GRANT TO BRIANNA LEIGH, LLC ASSOCIATED TO WORK AT 210 S. WATER 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 December 8, 2020 a loan application was submitted to OMS/DDA by Brianna Leigh, LLC. for a loan of \$50,000.00 for business expansion activities for 210 S. Water Street.

WHEREAS, on December 28, 2020 the OMS/DDA Design & Business Vitality – Revolving Loan Sub-Committee reviewed and approved the application, giving it an overall score of 50. This score is above the 30 points required for consideration.

WHEREAS, on January 6, 2021 the OMS/DDA Board of Directors approved the recommendation.

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 \$50,000.00 loan to Brianna Leigh, LLC. for business

expansion activities for 210 S. Water Street according to the terms & specifications

determined by the OMS/DDA Loan & Grant Manual.

SECOND: The accounts payable department is authorized to release said loan funds to Heritage

Brianna Leigh, LLC in the amount of \$50,000.00.



CITY OF OWOSSO, MICHIGAN APPLICATION - OWOSSO MAIN STREET/DDA (OMS) REVOLVING LOAN FUND (RLF) & GRANT PROGRAM

301 W Main Street, Owosso, MI | 989.494.3344 | downtownowosso@gmail.com | www.downtownowosso.org

LOAN APPLICATION - Business Development

**BEFORE COMPLETING/SUBMITTING THIS APPLICATION, PLEASE CONTACT OMS/DDA (CONTACT INFO IS LISTED ABOVE).
THE OMS/DDA BUSINESS VITALITY COMMITTEE WILL OFFER FREE ASSISTANCE IN COMPLETION OF THIS APPLICATION AND HELP ANSWER ANY QUESTIONS/CONCERNS ASSOCIATED WITH APPLICATION SUBMISSION.**

APPLICANT INFORMATION: NAME: Brianna Carroll	
ADDRESS: 817 Stevens Dr	
BEST PHONE #: 989-413-3994	☐Business Mobile ☐Home
EMAIL: fcfitfam@gmail.com	
BUSINESS INFORMATION:	
OWNER ENTITY NAME: Brianna Leigh LLC	
DBA (if different): Fitness Coliseum	EIN # (if applicable): 802162825
ADDRESS: 2881 W Bennington Rd	
PHONE: 989-472-1913	WEBSITE: www.fitnesscoliseum.com
TAX CLASSIFICATION OF BUSINESS I	ENTITY:
□Corporation XLLC □Partnership □	Proprietorship S-Corp Individual
TYPE/CATEGORY OF BUSINESS: Fitne	
PROPERTY IS: ☐ Vacant ☒ Occupied PROPERTY IS: ☐ Owned by Business	- List Tenants: Trust Thermal Owned by Applicant XOwned by Other Heritage Properties of N. MI. LLC Brianna Leigh LLC Owned by Applicant XOwned by Other
SQUARE FOOTAGE CURRENTLY OCC	UPIED: 12,432
SQUARE FOOTAGE ACTIVATED AS A	RESULT OF PROJECT: Aproxmately 9,000sq ft of industrial will be converted to retail/service
Financial Information:	
AMOUNT OF FINANCING ALREADY S	
AMOUNT YOU and/or OTHER OWNER	RS PLAN TO INVEST: \$60,000 up front, \$556,800 over 3 years
LIST OTHER INVESTORS/OWNERS IF	APPLICABLE:
Name:	Name:
Name:	Name:

Loan Request Information:
LOAN REQUEST (check up boxes that apply):
Note: Loan Maximum per project/building is \$50,000.00
□Point of Sale System; Marketing Expenses; Minventory of Retail Goods
\square Signage Purchase or Restoration; \square Retail Space Build Outs and Upgrading
Additional gym equipment to support two new fitness services crossfit/weightlifts & a spin/yoga studio Other:
TOTAL DEVELOPMENT COST: \$58,105.32 TOTAL LOAN REQUESTED: \$50,000 ESTIMATED START DATE: 03/01/2021 ESTIMATED COMPLETION DATE: 05/01/2021
DOES BUSINESS TYPE SUPPORT THE DISTRICT'S TRANSFORMATION STRATEGY? Wes - DESCRIBE: Having a gym in the downtown supports developing upper floor residential because to be an appealing downtown for people to live in you must have ammenities for them to enjoy and currently downtown Owosso does not have a gym. Secondly, Fitness Coliseum
can support the goal of Downtown Owosso becoming a Daytrip Destination by providing drop in classes to out of town guests as well as hosting many different special events that will bring in people from out of town, such as The Shi-Tri, other fun runs, yoga/spinning day retreats and other fitness competitions.
WILL THE COMPLETION OF PROJECT BE DETERMINED BY LOAN AWARD?
□No XYes - Please provide proof (via business plan)
PROVIDE A BRIEF DESCRIPTION OF PROJECT: The expansion of the business of Fitness Coliseum will follow a property build out on 210 S Water Street. Upon completion, Fitness Coliseum will have 2 new gym spaces to fill with equipment so that those services can be provided along with the already existing bootcamp services of FC. This equipment will include weights and rigs for The Box as well as spin bikes for The Studio. Additionally some funds will be used for necessary stereo
equipment, start up marketing (Every Door Direct Mail), and beginning inventory of branded merchandise.
Application Checklist: Please ensure the following are submitted with your application:
Completed RLF Application Business Plan w/projected financials Cost Estimates
All existing lien holder agreements (if applicable) Design Renderings (if applicable) Note: Applicants are requested to be present at the time of the application's review. Other documentation could be requested if deemed necessary by OMS/DDA. Additional information that could be requested are: Credit Reports for all business/owners; Proof of equity investment; Personal/business tax returns; Current business financial statement; Cash flow statements; Copy of lease/purchase agreement; Commitment letters from other lenders/project participants; Cost Estimates-all items being purchases with RLF monies; Articles of incorporation, partnership, and/or operating agreements.
By signing this form, I, the applicant, certify that all information contained above is true and complete to my best knowledge and belief. Applicant understands this application and any other information received with it will be retained whether this request is approved or denied.
Applicant Signature: Brianna Carroll Date Signed: 12/08/2020
Owosso Main Street/DDA Only:
Application Received By: Date Received:

^{**}COMPLETED APPLICATIONS WILL BE REVIEWED BY THE OMS/DDA BUSINESS VITALITY COMMITTEE. IF APPROVED, APPLICATIONS WILL BE SUBMITTED TO THE LOAN REVIEW COMMITTEE FOR FINAL APPROVAL. APPLICANTS WILL BE ASKED TO BE PRESENT DURING THE LOAN REVIEW COMMITTEE'S REVIEW OF THEIR APPLICATION.**

,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	Enter values
Loan amount	\$ 50,000.00
Annual interest rate	3.00 %
Loan period in years	5
Number of payments per year	12
Start date of Ioan	2/1/21
Optional extra payments	\$ -

Lender name: Brianna Leigh LLC	Š
condo namo. Bharma coigni cco.	×

- 3			
1		Lo	an summary
1	Scheduled payment	\$	898.43
į	Scheduled number of payments		60
1	Actual number of payments		60
į	Total early payments	\$	-
į	Total interest	\$	3,906.07



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Pmt	D	Beginning	Scheduled	Extra	T-4-1 D	Delegates a l	1	For alliano Dialance	Cumulative
No.	Payment Date	Balance	Payment	Payment	Total Payment	Principal	interest	Ending Balance	Interest
1	3/1/21 \$	50,000.00 \$	898.43 \$	-	\$ 898.43	\$ 773.43 \$	125.00	\$ 49,226.57	\$ 125.00
2	4/1/21	49,226.57	898.43	-	898.43	775.37	123.07	48,451.20	248.07
3	5/1/21	48,451.20	898.43	-	898.43	777.31	121.13	47,673.89	369.19
4	6/1/21	47,673.89	898.43	-	898.43	779.25	119.18	46,894.64	488.38
5	7/1/21	46,894.64	898.43	-	898.43	781.20	117.24	46,113.44	605.62
6	8/1/21	46,113.44	898.43	-	898.43	783.15	115.28	45,330.29	720.90
7	9/1/21	45,330.29	898.43	-	898.43	785.11	113.33	44,545.18	834.23
8	10/1/21	44,545.18	898.43	_	898.43	787.07	111.36	43,758.11	945.59
9	11/1/21	43,758.11	898.43	_	898.43	789.04	109.40	42,969.07	1,054.98
10	12/1/21	42,969.07	898.43	_	898.43	791.01	107.42	42,178.06	1,162.41
11	1/1/22	42,178.06	898.43	_	898.43	792.99	105.45	41,385.07	1,267.85
12	2/1/22	41,385.07	898.43	_	898.43	794.97	103.46	40,590.10	1,371.31
13	3/1/22	40,590.10	898.43	_	898.43	796.96	101.48	39,793.14	1,472.79
14	4/1/22	39,793.14	898.43	_	898.43	798.95	99.48	38,994.19	1,572.27
15	5/1/22	38,994.19	898.43		898.43	800.95	97.49	38,193.24	1,669.76
16	6/1/22	38,193.24	898.43	-	898.43	802.95	95.48	37,390.29	1,765.24
17	7/1/22	37,390.29	898.43	-	898.43	804.96	93.48	36,585.33	1,858.72
				-					
18	8/1/22	36,585.33	898.43	-	898.43	806.97	91.46	35,778.36	1,950.18
19	9/1/22	35,778.36	898.43	-	898.43	808.99	89.45	34,969.37	2,039.63
20	10/1/22	34,969.37	898.43	-	898.43	811.01	87.42	34,158.36	2,127.05
21	11/1/22	34,158.36	898.43	-	898.43	813.04	85.40	33,345.32	2,212.44
22	12/1/22	33,345.32	898.43	-	898.43	815.07	83.36	32,530.25	2,295.81
23	1/1/23	32,530.25	898.43	-	898.43	817.11	81.33	31,713.14	2,377.13
24	2/1/23	31,713.14	898.43	-	898.43	819.15	79.28	30,893.99	2,456.42
25	3/1/23	30,893.99	898.43	-	898.43	821.20	77.23	30,072.79	2,533.65
26	4/1/23	30,072.79	898.43	-	898.43	823.25	75.18	29,249.54	2,608.83
27	5/1/23	29,249.54	898.43	-	898.43	825.31	73.12	28,424.22	2,681.96
28	6/1/23	28,424.22	898.43	-	898.43	827.37	71.06	27,596.85	2,753.02
29	7/1/23	27,596.85	898.43	-	898.43	829.44	68.99	26,767.41	2,822.01
30	8/1/23	26,767.41	898.43	-	898.43	831.52	66.92	25,935.89	2,888.93
31	9/1/23	25,935.89	898.43	-	898.43	833.59	64.84	25,102.30	2,953.77
32	10/1/23	25,102.30	898.43	-	898.43	835.68	62.76	24,266.62	3,016.52
33	11/1/23	24,266.62	898.43	-	898.43	837.77	60.67	23,428.85	3,077.19
34	12/1/23	23,428.85	898.43	-	898.43	839.86	58.57	22,588.99	3,135.76
35	1/1/24	22,588.99	898.43	-	898.43	841.96	56.47	21,747.03	3,192.24
36	2/1/24	21,747.03	898.43	-	898.43	844.07	54.37	20,902.96	3,246.60
37	3/1/24	20,902.96	898.43	-	898.43	846.18	52.26	20,056.78	3,298.86
38	4/1/24	20,056.78	898.43	_	898.43	848.29	50.14	19,208.49	3,349.00
39	5/1/24	19,208.49	898.43	_	898.43	850.41	48.02	18,358.08	3,397.02
40	6/1/24	18,358.08	898.43	_	898.43	852.54	45.90	17,505.54	3,442.92
41	7/1/24	17,505.54	898.43	_	898.43	854.67	43.76	16,650.87	3,486.68
42	8/1/24	16,650.87	898.43	_	898.43	856.81	41.63	15,794.06	3,528.31
43	9/1/24	15,794.06	898.43	-	898.43	858.95	39.49	14,935.11	3,567.79
44	10/1/24	14,935.11	898.43	-	898.43	861.10	37.34	14,074.01	3,605.13
45	11/1/24	14,074.01	898.43	_	898.43	863.25	35.19	13,210.76	3,640.32
46	12/1/24	13,210.76	898.43	_	898.43	865.41	33.03	12,345.36	3,673.34
47	1/1/25	12,345.36	898.43		898.43	867.57	30.86	11,477.78	3,704.21
48	2/1/25	11,477.78	898.43	-	898.43	869.74	28.69	10,608.04	3,732.90
49	3/1/25	10,608.04	898.43	-	898.43	871.91	26.52	9,736.13	3,759.42
				-					
50	4/1/25	9,736.13	898.43	-	898.43	874.09	24.34	8,862.04	3,783.76
51	5/1/25	8,862.04	898.43	-	898.43	876.28	22.16	7,985.76	3,805.92
52	6/1/25	7,985.76	898.43	-	898.43	878.47	19.96	7,107.29	3,825.88
53	7/1/25	7,107.29	898.43	-	898.43	880.67	17.77	6,226.62	3,843.65
54	8/1/25	6,226.62	898.43	-	898.43	882.87	15.57	5,343.75	3,859.22
55	9/1/25	5,343.75	898.43	-	898.43	885.08	13.36	4,458.68	3,872.58
56	10/1/25	4,458.68	898.43	-	898.43	887.29	11.15	3,571.39	3,883.72
57	11/1/25	3,571.39	898.43	-	898.43	889.51	8.93	2,681.88	3,892.65
58	12/1/25	2,681.88	898.43	-	898.43	891.73	6.70	1,790.15	3,899.36
59	1/1/26	1,790.15	898.43	-	898.43	893.96	4.48	896.19	3,903.83
60	2/1/26	896.19	898.43	-	896.19	893.95	2.24	0.00	3,906.07



CITY OF OWOSSO, MICHIGAN OWOSSO MAIN STREET/DDA (OMS) REVOLVING LOAN FUND (RLF) & GRANT PROGRAM RATIONALE WORKSHEET

301 W Main Street, Owosso, MI | 989.494.3344 | downtownowosso@gmail.com | www.downtownowosso.org

APPLICATION MUST SCORE 30 OR MORE POINTS TO BE CONSIDERED ELIGIBLE FOR A LOAN.

APPLICANT NAME: BRIANNA LEIGH, LLC.

DATE REVIEWED: 12/28/2020

PROJECT ADDRESS: 210 S. WATER STREET, OWOSSO, MI 48867

PROJECT SCOPE OF WORK: BUSINESS EXPANSION

BUSINESS LOAN REQUESTED: \$50,000 BUSINESS LOAN APPROVED AMOUNT: \$50,000

Rationale Worksheet										
Criteria	Score Range	Score	Explanation/Feedback:							
Will proposed loan or grant dollars be used to leverage additional State/Federal Programs?	0-15	0								
Does the project help fulfill OMS Transformation Strategy?	0-10	10	A downtown fitness center would be a destination location & an important resource for future residential expansion.							
Is the project supported by a relevant business plan?	0-10	10	Yes - very thorough & well-developed							
 a) Does the project activate currently vacant or underutilized property within the district? OR b) Is the project an existing business expanding their product/services based on customer demand/feedback or new innovative items/new technologies. 	0-10	5	Converts what is currently warehouse/storage space to functional retail & service space.							
Does the project have a well-articulated path to completion?	0-10	10	Yes, laid out within the business plan.							
Does the project provide the best use/business type for the district?	0-10	10	Yes, the convention of the location along the riverfront from light industrial to commercial is a good step.							
Does the project have formal plans, site renderings, and/or cost estimates?	0-5	0	No, pending architectural drawings							
Does the project have adequate matching funds?	0-5	5	Yes, laid out within the business plan.							
	TOTAL=	50								

APPROVALEX E SPECIAL INDIATIONS:	APPROVAL X /	SPECIAL NOTATION	VS:																					
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Additional Notes:
- The applicant has requested a 5-year term for this loan.
- Business expansion will include the purchase of new equipment and decor.



MEMORANDUM

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

DATE: January 12, 2021

TO: City Council

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

SUBJECT: Engineering Support Services 2020 Construction Projects-Change Order No. 2

RECOMMENDATION:

Approval to amend the professional service agreement with Orchard, Hiltz, and McClement (OHM) Advisors of Livonia, Michigan, for engineering design and administrative services for water main and street rehabilitation projects related to the 2020 Street Program in the amount of \$42,243.43.

BACKGROUND:

OHM was awarded a professional services agreement by city council resolution 101-2019 on July 1, 2019 to provide engineering design and construction administration for the 2020 street and water main replacement projects. Projects included street rehabilitation on North Street, Summit Street, Cedar Street, and Clark Street. Water main replacements included North Street, Summit Street, Cedar Street, Clark Street, Lafayette Street, Morris Street, Cleveland Street, and Robbins Street.

The administrative documentation required by the Michigan Department of Environment, Great Lakes & Energy, as well as unplanned property owner mitigations, and contractor COVID related scheduling of work force, significantly increased consultant field services for these projects. However, contractor change orders through effective project administration oversight by OHM and city staff, resulted a net reduction to contract bid prices of \$223,201.63.

FISCAL IMPACTS:

Final/Balancing change order in amount of \$42,243.43 is chargeable to the FY 2020-2021 Unlimited Obligation 2016 Bond Proceeds Account No. 202/203-451-818.000. Total compensation payable to OHM for 2020 street and water main program projects is \$263,941.43.

Document originated by:

Glenn M. Chinavare, Director of Public Services & Utilities

Attachments: (1) Resolution

(2) Change Order No.2

AUTHORIZING CHANGE ORDER NO. 2 TO AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS FOR THE 2020 STREET REHABILITATION AND WATER MAIN REPLACEMENT PROGRAM

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Orchard, Hiltz & McCliment, Inc. d/b/a (OHM) Advisors by the adoption of city council Resolution No. 101-2019 on July 1, 2019; and

WHEREAS, the Director of Public Services & Utilities desires to expand the professional services agreement to include additional services for providing construction administration services for streets rehabilitation during the 2020 program year; and

WHEREAS, the Director of Public Services has reviewed the change order as submitted by OHM Advisors, and agrees with the remaining invoices as submitted for the final balancing change order No. 2.

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

FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the

public interest to approve the final balancing change order No. 2 to the professional services agreement with Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors to include additional services in the amount of \$43,243.43 for engineering design and construction

administration for the 2020 Street Program.

SECOND: The mayor and city clerk are requested and authorized to sign change order No. 2 to the

professional services agreement between the City of Owosso, Michigan and Orchard, Hiltz& McClement, Inc. d/b/a OHM Advisors in the amount of \$43,243.43.

THIRD: The accounts payable department is authorized to submit payment to OHM Advisors, in

the amount of \$42,243.43 plus \$221,698.00 for a total of \$263,941.43.

FOURTH: The above change order No. 2 shall be paid from the Unlimited Obligation 2016 Bond

Proceeds Account No. 202/203-451-818.000.



January 5, 2021

Mr. Glenn M. Chinavare Director of Public Services City of Owosso 301 West Main Owosso, MI 48867

RE: 2020 Paving Projects – P.O. #42843

Change Order Request No. 2, Contracts #1 and #2

Dear Mr. Chinavare:

At this time, we are requesting change order two for the above referenced project to cover additional funds for oversight of these contracts.

As we have discussed, construction observation efforts for this year's improvements have exceeded the City's programmed budget significantly based on the project being split into two separate contracts.

Work for both contracts, which have a combined construction value of \$3,604,953.51 began on May 4, 2020. Our fee provided in June of 2019 for construction observation and contract administration totaled \$155,000 and was based on a 26-week schedule and 1 contract. The observation component to this proposal was budgeted at \$93,600 with 1 construction technician at 1,170 hours (45 hours/week at 26 weeks). Based on work through the end of the 2020 construction season for these two contracts, a total of 43 weeks required full-time observation. A breakdown between the two contracts is summarized below:

Contract #	Actual Start Date	Open To Traffic Date	Schedule
1	5/4/20	10/26/20	25 Weeks
2	5/4/20	9/7/20	18 Weeks
Overall Schedule			43 Weeks

At this time, we request change order no. 2 in the amount of \$42,243.43 based on the following agreed-upon summary:

Current P.O.	\$221,698.00
Invoice #328988	\$35,215.50
Invoice #328933	\$18,930.00
Subtotal	\$275,843.50
Less Balance on Current	(\$11,902.07)
P.O.	
Revised Compensation	\$263,941.43
Less Current P.O.	\$221,698.00
Change Order Requested	\$42,243.43



Total compensation incorporating this change order is summarized below:

Current P.O.	\$221,698.00
Proposed Change Order #2	\$42,243.43
TOTAL ADJUSTED FEE	\$263,941.43

In addition, we understand the city will perform the project closeout this coming spring for both contracts, including punchlist items, final pay requests and coordination with EGLE.

Sincerely, OHM Advisors

Lou Fleury, PE Principal



MEMORANDUM

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DATE: January 14, 2021

TO: City Council

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

SUBJECT: Sanitary Sewer Rehabilitation - Balancing Change Order No. 1

RECOMMENDATION:

Authorization of Change Order No.1 in the amount of \$11,876.99 to amend the professional service agreement with Orchard, Hiltz, and McClement (OHM) of Livonia, Michigan, as approved by city council June 18, 2018.

BACKGROUND:

OHM provided design and construction services for high priority sanitary sewer rehabilitation beginning in 2018 thru 2020. Project rehabilitation commenced in early summer of 2019 by contractor Inland Waters. Inland waters was unable to meet project schedule milestone dates, and was later terminated upon mutual agreement effective June of 2020. The balance of work and unexpended funds from the Inland Waters contract will be pushed back to 2022 and added to other sanitary sewer rehabilitation work projected for that year.

OHM was compensated for the percentage of project work completed by Inland Waters. However, other field services were required of OHM outside the initial scope of construction administration work. These additional services included 1) a sanitary sewer open trench repair for a collapsed liner causing a blockage and bypass pumping, 2) additional field services to resolve resident damage claim on Gute Street caused by contractor, 3) negotiated balancing invoice for additional construction administration services, whereby city staff was unable to perform due to other commitments.

FISCAL IMPACTS: Original purchased services in amount of \$80,000.00, plus balancing change order in amount of \$11,876.99 for total of \$91,876.99 funded from account 590-901.973.000.

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

Attachment: (1) Resolution

(2) OHM C/O No. 1

RESOLUTION NO.

AUTHORIZING APPROVAL OF CHANGE ORDER NO. 1 TO AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS FOR 2019 THRU 2020 SANITARY SEWER REHABIULITATION SERVICES

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors by the adoption of Resolution 95-2018 on June 18, 2018; and

WHEREAS, the Director of Public Services & Utilities added additional services for sanitary sewer rehabilitation construction administration, for issues occurring in the field not planned for in original scope of 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 expand the contract approved by Resolution 95-2018 on June 18, 2018 with Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors to include additional services for sanitary sewer rehabilitation construction administration for the correcting structural

defects in the sewer collection system.

SECOND: The accounts payable department is authorized to submit payment to OHM Advisors for

professional services in an amount not to exceed \$80,000.00 plus balancing Change Order

No. 1 in the amount of \$11,876.99, for a total of \$91,876.99.

THIRD: The above expenses shall be paid for from the wastewater capital fund account

590-901-973.000.



January 11, 2021

Mr. Glenn M. Chinavare Director of Public Services City of Owosso 301 West Main Owosso, MI 48867

RE: 2019 Sewer Rehabilitation – P.O. #42649

Change Order Request

Dear Mr. Chinavare:

At this time, we are requesting a change order for the above referenced project to cover a portion of additional funds for oversight of the 2019 Sewer Rehabilitation Project.

The scope of services identified in our April 11, 2018 proposal was focused on work relating to the City's sanitary sewer system. Once work began, we were asked to incorporate rehabilitation of the City's storm sewer system in the areas located throughout the upcoming street paving program as well. OHM Advisors incorporated mapping and technical specifications into the contract bid package. Proposed work included heavy cleaning, repair, and lining of storm sewer main and manholes.

In addition, the actual construction schedule was not completed until the last week of August 2020 – over 14 months beyond the original completion date of June 7, 2019. Throughout this time, our staff was directed by the city to perform various contract administration services, including coordination of the contractor's work, and communicating with residents. Our level of effort for this timeframe exceeded our anticipated 12-week budget of \$40,000 by \$36,437. Per our discussions with you and city staff, we have agreed to a partial compensation of \$11, 876.99 based on the following breakdown:

Fee based on 72% of	\$57,600.00
Contract completed	
Extra Center St. Sewer Pipe	\$13,932.00
Repair Services	
Extra Services due to bathtub	\$1,400.00
incident on Gute St.	
Invoice #328989 (50%)	\$18,947.24
Subtotal	\$91,879.24
Less Balance on Current P.O.	(\$2.25)
Revised Compensation	\$91,876.99
Less Current P.O.	\$80,000.00
Change Order Requested	\$11,876.99



Total compensation incorporating this change order is summarized below:

Previously Approved Budget (April 2018)	\$80,000.00
Proposed Change Order Request	\$11,876.99
TOTAL ADJUSTED FEE	\$91,876.99

If you have any questions or comments, please feel free to contact me at 810.429.8289.

Sincerely, OHM Advisors

Lou Fleury, PE Principal



MEMORANDUM

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DATE: January 11, 2021

TO: City Council

FROM: Glenn M. Chinavare, Director of Public Services

SUBJECT: Low Pressure Blowers - Wastewater Treatment Facility

RECOMMENDATION:

Authorization to purchase two each low pressure blowers with controllers from Dubois-Cooper

BACKGROUND:

The low pressure blowers are used to aerate the scum wells located in the sludge thickening room, which assists in the biological process of aerobic digestion. The existing blowers to be replaced are original installs (40 years old), which are inefficient and oversized for current application requirements. Existing blowers provided aerobic digestion for the scum wells, and enhanced the settling of non-suspended solids in the grit removal process. However, the grit removal process tank (currently under construction) no longer requires blower aeration, as this type aeration has been replaced with a more efficient vortex system. The violent spiraling motion of the incoming wastewater influent created by the stationary vortex does so without any power source.

Of the three bids received, DuBois - Cooper is the preferred source of supply for the following reasons; 1) shorter delivery lead time, 2) longer product warranty period of three years, and 3) provides a well known and proven Gardner - Denver blower system. Product delivery is particularly crucial at this time, as the prime contractor is ahead of schedule with the current headworks project (screw pumps & grit removal tank), and the new blowers must be in place before removing the old blower system.

Kerr Pump can provide a blower system that meets installation specification. However, product delivery lead time is not desirable (10 - 12 weeks), and the product warranty of 18 months is too short.

Decima, LLC is not affordable at \$190,000 and the delivery lead time of 15 - 16 weeks is not acceptable.

This is a purchase of components only, as installation will be performed by city personnel.

FISCAL IMPACTS:

Equipment expense in the amount of \$61,600.00 for two blowers with controllers will be provided from the FY2020-2021 Capital Budget replacement fund 599-901-977.000.

Document originated by:

Glenn M. Chinavare, Utility Director

Attachment/s: (1) Resolution

(2) Bid Tab

(3) Bid Proposals

RESOLUTION NO.

AUTHORIZATION OF AGREEMENT WITH DUBOIS – COOPER OF PLYMOUTH, MICHIGAN FOR PURCHASE OF TWO LOW PRESSURE BLOWERS WITH CONTROLLERS FOR USE AT THE WASTEWATER TREATMENT PLANT

WHEREAS, the City of Owosso, Shiawassee County, Michigan, annually budgets for the maintenance, repair, and replacement of process equipment for its Wastewater Treatment Plant, for regulatory compliance and as a regional provider of wastewater treatment services, and

WHEREAS, the existing scum well blowers are very old, inefficient, and oversized for their current application, and it has been determined that new more efficiently sized blowers with controllers are required to replace the existing units, and

WHEREAS, the City Public Services Director has reviewed the Bid proposals and verified the replacement components needed to replace the existing scum well blowers, and recommends authorizing DuBois – Cooper of Plymouth, Michigan to provide the appropriately sized blowers and controllers in an amount not to exceed \$61,600.00.

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

FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the

public interest to enter in to a purchase agreement with DuBois – Cooper for the purchase of two low pressure blowers and two controllers for use at the Wastewater

Treatment Plant.

SECOND: The accounts payable department is authorized to submit payment to DuBois - Cooper

upon delivery of two low pressure and two controllers as specified in bid specifications in

the total amount of \$61,600.00.

THIRD: The above expenses shall be paid from account no. 599-901-977.000.

Dubois-Cooper Associates, Inc.

BID Proposal

Low Pressure Blowers with Control Panels

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

Bidder must provide pricing for each item listed. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered."

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to (2) Low Pressure Blowers with Control Panels listed below at the following prices to wit:

Item	Description	Quantity	Unit	Unit Price	Total Price
1	Low Pressure Blower with Control Panels	2	LSUM	\$30,80D	#61,600
2 Low	ify Lead Time Required for Pressure Blowers with ol Panels After Order Placed.	F C			
		5.6 weres of	rter Proval	TOTAL:	#61,6ØØ

Bidder's Initial



Jason Frederick

905 Penniman

Cell 734-890-9839

Plymouth, MI 48170

Office 734-455-6700

jfrederick@duboiscooper.com

Fax 734-455-6711

PUMPS - WATER AND WASTEWATER TREATMENT EQUIPMENT

Decima, LLC

BID Proposal

Low Pressure Blowers with Control Panels

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

Bidder must provide pricing for each item listed. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered."

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to (2) Low Pressure Blowers with Control Panels listed below at the following prices to wit:

Item	Description	Quantity	Unit	Unit Price	Total Price
1	Low Pressure Blower with Control Panels	2	LSUM	\$95,000.00	\$190,000.00
2 Low	ify Lead Time Required for Pressure Blowers with ol Panels After Order Placed.	14-15 We	eks		
	or and an analytical order radioa.				
				TOTAL:	\$190,000.00

Bidder's Initial _

Kerr Pump and Supply

BID Proposal

Low Pressure Blowers with Control Panels

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

Bidder must provide pricing for each item listed. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered."

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to (2) Low Pressure Blowers with Control Panels listed below at the following prices to wit:

Item	Description	Quantity	Unit	Unit Price	Total Price
1	Low Pressure Blower with Control Panels	2	LSUM	28,218.0	*56,436°
	·				
			-		
2 Low	ify Lead Time Required for Pressure Blowers with Older Placed.	8-10 week	val		
Contro	or anois rater order radea.				
				TOTAL: `	*56,436**

Bidder's Initial

KERKEPEMPENDESUPPLY

Joe Ash Municipal Sales Manager

12880 Cloverdale Oak Park, MI 48237 www.kerrpump.com Phone: (248) 584-7370 Cell: (734) 787-0956 Fax: (248) 543-3236 Email: joeash@kerrpump.com



MEMORANDUM

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

DATE: January 14, 2021

TO: Mayor Eveleth and the Owosso City Council

FROM: Amy Fuller, Assistant to the City Manager

SUBJECT: Resolution authorizing the purchase of a new dock for Hopkins Lake

RECOMMENDATION:

Authorization to purchase a new dock for Hopkins Lake in Gerald E. Collamer Park from the lowest bidder, Feighner Boat Lifts and Docks.

BACKGROUND:

City staff and the Parks and Recreation Commission have identified the need to replace the current dock at Hopkins Lake, which was constructed over 25 years ago.

Proposals were solicited and the city received the following bids:

- 1) Feighner Boat Lifts and Docks (Perry, MI).....\$28,130.18
- 2.) TJM Services (Allegan, MI).....\$78,600.00
- 3.) CMI Gator Docks (Woodstock, GA).....Bid received after due date

FISCAL IMPACTS:

Total cost of the dock will be \$28,130.18. Funds will be from the Parks and Recreation Millage Fund Account.

Attachments: (1) Proposals

- (2) Bid Summary
- (3) Resolution

RESOLUTION NO.

RESOLUTION AUTHORIZING THE PURCHASE OF A NEW DOCK FOR HOPKINS LAKE AT GERALD E. COLLAMER PARK

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Parks and Recreation Commission, requested city staff to solicit bids for a new floating dock for installation at Hopkins Lake; and

WHEREAS, the Assistant to the City Manager recommends authorizing the purchase of a dock from the lowest bidder, Feighner Boat Lifts and Docks.

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 purchase of a new dock for Hopkins Lake from Feigner

Boat Lifts and Docks.

SECOND: The accounts payable department is authorized to submit payment to Feighner Boat Lifts

and Docks in an amount not to exceed \$28,130.18.

THIRD: The above expenses shall be paid for from the FY 2020-2021 Parks Millage Fund

Account 208-756-974.000.

								,			
		,	CITY OF O	wos	SO BID	ΓAΒU	LATION SH	IEET		DAT	E 12/29/202
	<u> </u>								•	DEP	Parks & Re
SUBJECT:	Hopkins Lake Floating Dock				***************************************	***************************************					
		000000000000000000000000000000000000000					& Docks	TJM Services		CMI Gator Do	ck
					Lansing			2745 Alyssa La	ane	605 Molly Lan	e, Suite 150
				Perry	, MI 498	3872		Allegan, MI 49	9010	Woodstock, G	A 30189
				517-	375-1100			269-751-2633		628-435-4118	
		<u> </u>			UNIT			UNIT		UNIT	
ITEM#	DESCRIPTION	QTY	UNIT	F	RICE	<u> </u>	TOTAL	PRICE	TOTAL	PRICE	TOTAL
	Floating Dock with	1	Each	\$	27,795.18	\$	27,795.18	76,600.00	\$ 76,600.0	0	\$ -
	Handrails per										
	specification.										ed via US Mail
										on Monda	y, 1/4/2021
;	One-time onsite	1	Each	\$	250.00	\$	250.00	2,000.00	\$ 2,000.0	o after the	Bid Due Date:
	installation training.									Thursday,	12/29/2020. lt
		<u> </u>		<u> </u>			- .				cluded in bids
	Delivery	1	Each	\$	85.00	\$	85.00		None	considere	d. İ
		<u> </u>					·				
			<u> </u>				<u> </u>	Add'l Optio	ons offered: 4'		
		<u> </u>	<u> </u>								
		<u> </u>							nstead of 6'		
		<u> </u>							treated rails :		
		<u> </u>	<u> </u>					\$62,300.00)		
		<u> </u>						<u> </u>			
		!									
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		<u> </u>									
		<u>l</u>									
	Total:					\$	28,130.18		\$ 78,600.0	0	
TAL BID PF	RICING ADJUSTED FOR LOCAL PURCHA	SING PREF	ERENCE:\$2,500				N/A		N/A		
DEPT	Moderation			- Inches						· ·	
HEAD		T	GENERAL LIAE	JILITY	INSURANC	E		-	AWARDE	D	
			EXPIRATION D			<u> </u>	11/6/2021		AVAILUE		
	<u> </u>	-				-	11/0/2021				00000000000000000000000000000000000000
PURCH.	0111		WORKERS COM	 DENIC	TION INCL	PANCE			001111		
AGENT:	(hery suce	 	EXPIRATION DA			. 5-1140	11/6/2021		COUNC		
		-		<u> </u>		-	11/0/2021	-	APPROVE	D:	
STAFF		-	SOLE PROPRIE	TOPSH		-		·			
REC.:	Feighner Boat Lifts & Docks	-	EXPIRATION DA		<u> </u>	N/A		 	PO NUMBE		
			I = VI II VA I I ON DA	1 i E.		INVA		1		K'I	

Bid Proposal

HOPKINS LAKE FLOATING DOCK

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY") Bidder must provide pricing for each item listed. If additional pricing elements are being offered by the bidder, list under "other items offered."

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to supply the items as detailed in the Hopkins Lake Floating Dock bid from Month day, Year 1 through Month day, Year 2 listed below at the following prices to wit:

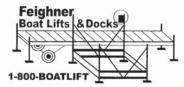
Item	Description	Quantity	Lump Sum Total
1	Floating Dock with Handrails per specification	1	Ha7,795.18
2	One-time onsite installation training.	1	\$ a50.00
	Delivery	١	DO.28 #
	Lump	Sump Total	28,130.18
_		_	Diddor's Initia

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications for the city to consider, but the costs associated with these additions shall be stated separately.

On behalf of Fegure Foot Litts, Thereby submit this proposal for Hopkins Lake Floating Dock for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. In submitting this proposal, it is understood that the right is reserved by the CITY to reject any and all proposals, and waive any irregularities in the bidding process. The CITY may award this contract based on any combination of the total bid and/or alternates.
Dated and signed at 7829 Lansing Rd, Perrstate of Michigan
This Bal day of December , 2020.
Frighnor Boot Liffs & Docks Bidder
Witness: NULL COLOR Business Address / D Business Address / D
Signature
Gabrielle F. Baker Printed Name
VP Evs. Qov
517- W75-1100
Telephone Number
appripting 1800 boothift.com

E-Mail Address

The Feighner Co., Inc. 2264 Lansing Road Charlotte, MI 48813 US +1 5175410900 sales@1800boatlift.com www.1800boatlift.com



ESTIMATE

ADDRESS

SHIP TO

ESTIMATE # 4355

Amy Fuller

Amy Fuller

DATE 07/21/2020

City of Owosso Gerald E Collamer Park City of Owosso

Gerald E Collamer Park

Owosso, MI

Owosso, MI

SHIP VIA

COLOR

SALES REP JJL TFC Beige

QTY	SKU	ACTIVITY	RATE	AMOUNT
9	CUFD612SW	Floating Dock, SunWalk 45, 6' x 12', 4 F/T Details:	3,000.00	27,000.00
1	XXXX1	Misc. Item Details: 6' x 12' Gangway, Sunwalk Decking, with float tanks mounted under	3,000.00 neath	3,000.00
1	DR000010	6' Wide Dock to Dock Hinge - no filler plate Details:	295.00	295.00
2	RDA00001	Modular Rolling Dock Bracket, each Details:	30,00	60.00
12	FD000001	Floating Dock Oversize Pipe Support, each Details:	35,00	420.00
12	RDA00075	Auger, each Details:	24.00	288.00
12	RDA00100	Rubber Cap, each Details:	3.50	42.00
12	DPA00012	12' Aluminum Pipe, each Details:	60,00	720.00
15	HANDRAIL12	12' long panelized hand rail Details:	500.16	7,502.40
2	HANDRAIL03	3' long panelized hand rail Details:	190.00	380.00
		all handrails must be joined together		
		\$85 delivery fee and \$250 for a Feighner rep to advise and educate upon inst City must provide the labor for installation.	allation.	
		All handraits will be continuous and attached around the perimeter of the dock	ζ.	

Hello,	SUBTOTAL	39,707.40
Here's your estimate! Please let us know if anything needs to be	DISCOUNT 30%	-11,912.22
modified or if you would like to place the order.	SHIPPING	335,00
Thank you, Feighner Boat Lifts & Docks	TOTAL	\$28,130.18

Signature

Date

I agree to pay for all product at time of pick up/delivery. Product is UNASSEMBLED, NOT DELIVERED and NOT INSTALLED unless noted

Accepted By

Accepted Date

Signature I agree to pay for all product at time of pick up/delivery. Product is UNASSEMBLED, NOT DELIVERED and NOT INSTALLED unless noted

AFFIDAVIT

In accordance with Section 2-348 of the Owosso city code, the bid from a business located in Shiawassee County shall be adjusted to reflect a preference. In order for the city to calculate the adjustment, the bidder hereby deposes and states that their business address is registered, and is currently paying real and/or personal property taxes in Shiawassee County at the following address:

78a9 W. Lansing Rd, Perry MI 4887a Registered Dusiness address

The affiant further deposes and states that a sub-contract with a business registered, and paying real and/or personal property taxes in Shiawassee County will be executed for a percentage equal to or greater than twenty-five percent (25%) as stated below:

Business name and address of sub-contractor

Percentage of contract

Authorized signature

Title

The Feighner Co. Inc

Company name

12/21/2020

LOCAL PREFERENCE POLICY

The following affidavit should be completed if a bidder is located within Shiawassee County or intends to sub-contract more than twenty-five percent (25%) to a Shiawassee County based business: The city of Owosso has a local preference policy for the purchase of goods and services as recorded in the city ordinance in section 2-348. "Lowest qualified bidder" defined.

- 1. The term "lowest qualified bidder," as used in this division, shall mean the lowest bidder having qualifications to perform the work which are satisfactory to the council. The lowest bidder shall be determined based on an adjusted bid tabulation which shall be prepared in the following manner: To the bid of any bidder which is neither a city-based business nor a county-based business shall be added an amount equal to six (6) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less.
- To the bid of any bidder which is a county-based business shall be added an amount equal to three (3) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less; provided, however, that if no bid is received from a city-based business, no additional amount shall be added to the bid of a county-based business.
- 3. "Owosso-based business" shall be interpreted to mean a business registered with the county clerk or a corporation registered with the state having a business address within the city limits which pays real and/or personal property taxes levied by the city. The term "county-based business" shall be interpreted to mean a business other than a city-based business registered with the county clerk or a corporation registered with the state having a business address within the county which pays real and/or personal property taxes levied by the county.
- 4. If twenty-five (25) percent or more of a contract for construction or other services is to be subcontracted by a city-based business bidder to a non-city-based business or businesses, or by a county-based business bidder to a non-county-based business or businesses, the adjusted bid shall be calculated by applying the provisions of this section separately to each portion of the contract based on the status of the contractor or subcontractor performing that portion of the contract as a city-based or county-based business.

Local office located in Shiawassee County at 7829 Lansing Rd. Perry MI 48872

SIGNATURE PAGE AND LEGAL STATUS

The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the city accept this proposal.
Bid proposal by The Frighner Co., Inc. (Name of Firm)
(Name of Firm)
Legal status of bidder. Please check the appropriate box and USE CORRECT LEGAL NAME.
A. Corporation C; State of Incorporation Michigan
B. Partnership; List of names
C. DBA; State full nameDBA
D. Other; Explain
Signature of Bidder (Authorized Signature)
Printed name Garriello LF Barch
Signature of Bidder (Authorized Signature) Title
Printed name
Address 22 104 Laveing Rd. City (Charlotte zip 48813
Telephone (617) 541 -0980
Signed this 215+ day of 20_a0.
Bidder acknowledges receipt of the following Addenda:
ADDENDUM NO. BIDDER'S INITIALS

(Rev. October 2018)

Request for Taxpayer **Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information

	4 New County							
	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.							
	The feighber (b. Inc							
	2 Business name/disregarded petity name, if different from above	1000						
	Eciahner Boot Litts & Lacks							
on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of th following seven boxes.	e 4 Exemptions (codes apply only to certain entities, not individuals; see						
ou b	□ Individual/sole proprietor or Corporation □ S Corporation □ Partnership □ Trust/estate	instructions on page 3):						
Se.	single-member LLC	Exempt payee code (if any)						
いる	Limited liability company. Enter the tax classification (C=C corporation, S≡S corporation, P=Partnership) ▶							
Print or type. See Specific Instructions	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LIC if the LIC is classified as a single-member LLC that is disregarded from the owner unless the owner of the Lic is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC th is disregarded from the owner should check the appropriate box for the tax classification of its owner.	t anompound norman arrangement						
Sci.	☐ Other (see instructions) ►	(Applies to accounts maintained outside the U.S.)						
Š	5 Address (number, street, and apt. or suite no.) See instructions. Requester's name	e and address (optional)						
9	2264 Lansing Ro.							
S)	B City, state, and ZIP code	2 5						
- 1								
- 1	HOSTICATION CHOYOTTE MIT 48813							
	List account number(s) here (optional)							
Part	Taxpayer Identification Number (TIN)							
Enter y		ecurity number						
backup	withholding. For individuals, this is generally your social security number (SSN). However, for a							
resider	alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other							
entities	it is your employer identification number (EIN). If you do not have a number, see How to get a							
TIN, lat	<u> </u>							
Note: I		er identification number						
Numbe	To Give the Requester for guidelines on whose number to enter.							
	Z R	-27729995						
Part	Certification	PITTALIP						
	enalties of perjury, I certify that:							
1. The	umber shown on this form is my correct taxpayer identification number (or I am waiting for a number to be i	ssued to me); and						
Son	not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been	notified by the Internal Revenue						
GOLA	ce (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IHS has notified me that I am 						

- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4, The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Pertification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	LW	ma	1	21	m
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19/91/9090

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (TIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

. Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- . Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest),
- 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,

Cat. No. 10231X

Form W-9 (Rev. 10-2018)

Bid Proposal

HOPKINS LAKE FLOATING DOCK

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY") Bidder must provide pricing for each item listed. If additional pricing elements are being offered by the bidder, list under "other items offered."

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to supply the items as detailed in the Hopkins Lake Floating Dock bid from Month day, Year 1 through Month day, Year 2 listed below at the following prices to wit:

Item	Description	Quantity	Lump Sum Total
1	Floating Dock with Handrails per specification		76600.00
2	One-time onsite installation training.		2000.00
	Lump Su	mp Total	78600.00
			B: 11 1 1 1 11

Bidder's Initial JM

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications for the city to consider, but the costs associated with these additions shall be stated separately.

Option for item #1; 4' gangway instead of 6', with wood treated rails = 62300.00

Crane set and install by owner, some first time help as requested.

In accordance with Section 2-348 of the Ownso Lity code, the bid from a business located in Shiawassee County shall be adjusted to reflect a preference. In order for the city to calculate the adjustment, the bidder hereby deposes and states that their business address is registered, and is currently paying real and/or personal property taxes in Shiawassee County at the following address:

ABFIDAVIT

Regis	tered business address
The affiant further deposes and states that a and/or personal property taxes in Shiawasse greater than twenty-five percent (25%) as states.	a sub-contract with a business registered, and paying rea se County will be executed for a percentage equal to or ated below:
	e and address of sub-contractor
Pe	ercentage of contract
not a local company	
24	Authorized signature
1	Title
/	Company name

Date

On behal	f of TJM Se	ervices, I here	eby su	ubmit this proposal for Hopkins Lake Floati
Condition proposal, any irregulation the total before the control of the condition of the c	is and the Ge it is understout ularities in the old and/or alte	neral Specifications included and that the right is reserved bidding process. The CITY ernates.	d in the by the may	edges that this proposal is subject to the Ge e contract documents. In submitting this e CITY to reject any and all proposals, and award this contract based on any combinat
Dated an	d signed at 2	745 Alyssa Lane, Allegan, MI 490	10 5	State of Michigan
This	29th	day of December		, 2020
				Jack Miedema dba TJM Services
				Bidder
Witness:	Tai	1-d_ B	ly/s/	2745 Alyssa Lane, Allegan, MI 4901
				Business Address
			<	Signature
				Jack Miedema
				Printed Name
				owner
				Title
				269-751-2633
				Telephone Number
				tjm2745@gmail.com
				F-Mail Address

SIGNATURE PAGE AND LEGAL STATUS

The undersigned certifies	that he is a	n official	legally	authorized	to	bind	his	firm	and	to	enter	into	8
contract should the city acc	cept this prop	osal.											

Bid proposal by TJM Services
(Name of Firm)
Legal status of bidder. Please check the appropriate box and USE CORRECT LEGAL NAME.
A. Corporation; State of Incorporation
B. Partnership; List of names
D. Following
C. DBA X ; State full name Jack Miedema dba TJM Services DBA
D. Other; Explain
Signature of Bidder Fuel Market Title Owner
(Authorized Signature)
Printed name Jack Miedema
Signature of Bidder Title Title
Printed name
Address 2745 Alyssa Lane City Allegan, MI Zip 49010
Telephone () 269-751-2633
Signed this 29th day of December 2020.
Bidder acknowledges receipt of the following Addenda:
ADDENDUM NO. BIDDER'S INITIALS



Installation Guidelines

- Sub-Structure Proper installation of the Sunwalk™ panels starts with the substructure. Consult your local builder or engineer to ensure your substructure will comply with your local codes and provide the support and spacing to accept the Sunwalk™ panels.
- 2. Fastening Lay your first Sunwalk™ panel on the substructure, ensuring you have the panel flat and square. Once panel is square to the substructure, fasten the Sunwalk™panel using the pre-drilled mounting locations with #10 or #12 pan head fasteners
 - 1. Wood fasteners #10 or #12-2.5" pan head wood screws (SS is recommended)
 - 2. Metal fasteners #10 or #12 1.5" pan head self-drilling/tapping (SS is recommended, length may vary to metal thickness)
- 3. Alignment Using the alignment tabs on the panels, lay additional panels out making sure the panels stay square to the sub-structure. (You can lay 8-10 panels out and then go back and fasten to ensure proper alignment and squareness to sub-structure) Repeat steps for further panels.
- 4. Spacing Sunwalk™ panels are engineered not shrink or swell due to changes in moisture, however changes in temperature will cause slight expansion and contractions. We do recommend that 1/32" gapping is used on the long side of the panel (3',4' and 5' lengths) and 1/64" is used for the 1' side of the panels, for every 30°F of difference between installation temperature and the hottest temperature expected. In cold climate regions, gapping due to contraction will occur in the exact reverse.
- 5. Cutting Sunwalk™ panels maybe required to fit your application, in this case you can cut the Sunwalk™ panel with a regular wood blade saw. Once panel is cut you will need to support the panel under the cut edges to provide proper support.

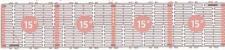
1'x3' and 3'x4' panels require 18" on centre support



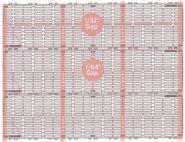
t'ud! 2'ud' and d'ud' nagels require 16" on centre sunner



1'x5' and 4'x5' panels require 15" on centre support



Recommended Expansion Gap Allowance



Quick Tips

- Codes and Standards Always conform and or consult your local building codes to ensure you follow proper building guidelines
- Safety Always use proper PPE (Personal Protective Equipment)
- Fastening Do not overtighten the fasteners, all you want to do is trap the panel in place, this allows for any expansion and contraction.
- Heed Help? For additional information please call us toll free at 1-884-478-6925 or visit us online.



with a regular wood blade saw















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

MEMORANDUM

DATE: January 13, 2021

TO: City Council

FROM: City Manager

RE: Designation of street administrator

Each year the city receives monies from the state for street maintenance as a part of PA 51 of 1951. This relationship is governed by a contract which requires the designation of a street administrator. The street administrator serves as the contact point for the Department of Transportation as well as the individual that coordinates all street related improvements and maintenance within the city. In light of the retirement of Public Services Director Glenn Chinavare, City Engineer Clayton Wehner will be taking over these responsibilities.

Staff recommends approval of the attached resolution naming Clayton Wehner as the street administrator for the city.

Michigan Department of Transportation 2012 (08/19)

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

This information is required by Act 51, P.A. 1951 as amended. Failure to supply this information will result in funds being withheld.

MAIL TO: Michigan Department of Transportation, Financial Operations Division, P.O. Box 30050, Lansing, MI 48909. or Fax to: (517) 335-1828

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner offered the following resolution and moved its	s adoption:		
Whereas, Section 13(9) of Act 51, Public Afunds are returned under the provisions maintenance, and traffic operations work, an and construction or repair of street lighting governing body who shall be responsible for Transportation Department pursuant to this a	of this section, that the development, shall be coordinated for and shall represent	nat, "the responsibil construction, or repai by a single adminis	ity for street improvements, ir of off-street parking facilities trator to be designated by the
Therefore, be it resolved, that this Honorable	Body designate		
	as the	single Street Adminis	strator for the City or Village of
	in all tra	nsactions with the Sta	ate Transportation Department
as provided in Section 13 of the Act.			
Supported by the Councilperson or Commiss	sioner		
Yeas			
Nays			
I hereby certify that the foregoing is a true an	nd correct copy of a r	resolution made and a	adopted at a regular meeting
of the governing body of this municipality on	the		day of
9 <u> </u>	<u>v</u>		
CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS DATE		DATE
STREET ADMINISTRATOR (SIGNATURE)	E-MAIL ADDRESS DATE		DATE
ADDRESS OF CITY OR VILLAGE OFFICE			P.O.BOX
CITY OR VILLAGE		ZIP CODE	PHONE NUMBER



Warrant 596 January 12, 2021

Vendor	Description	Fund	Amount
Caledonia Charter Township	Caledonia Utility Fund payment-10/1/20-12/31/20	Water	\$31,870.57
Owosso Charter Township	Owosso Charter Township 2011 Water Agreement payment-10/1/20-12/31/20	Water	\$14,976.72
Logicalis	Additional network engineering services in 2020 due to Covid-19.	General	\$3,002.00

Total \$49,759.29



MEMORANDUM

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

DATE: December 1, 2020

TO: Mayor Eveleth and the Owosso City Council

FROM: Owosso Historical Commission

SUBJECT: OHC/CCM Owosso MOU for Executive Director

RECOMMENDATION:

Approve the Independent Contractor Agreement with Albert Martenis for Owosso Historical Commission Executive Director.

BACKGROUND:

In February, 2019 the OHC hired Mr. Martenis on an 11 month contract to serve as the Executive Director. That agreement has recently expired and the OHC would like to increase Mr. Martenis' pay and extend the contract term from 11 months to 18 months.

The Owosso Historical Commission (OHC) and Castle City Museums (CCM) Board's approval of the 17% increase from the previous contract was based on the fact that the Executive Director (ED) job description was expanded to include a dual role – that is, the ED will now be responsible for duties required for the success of both OHC and CCM. This scope increase follows the OHC vote at the 11/9/20 OHC meeting to have one set of members constitute both the OHC as well as the CCM Board. In addition, the OHC/CCM Board and the ED created and approved a list income and fundraising plans that will be tracked to assure the 17% increase (\$5000) on an annual basis will not draw down the OHC fund balance for the remainder of the 2020-2021 fiscal year or the 2021-2022 fiscal year.

The OHC/CCM Board's approval of the longer term contract was based on the fact that continuity in the ED role is especially critical over the next 18 months. Specifically and primarily, the every other year home tour fundraiser will happen in fall 2021 with expanded scope and activities, the millage funding Capital Improvement Plan spending will be in high gear for the next several months, new displays and experiences at the Castle with a plan to "keep them fresh" will be rolled out, the non-profit bylaws and policies will come on line starting in January 2021 with the attendant training and implementation knowledge that our current ED (Albert Martenis) has. Secondarily, and in addition, the OHC/CCM Board has decided to do longer range planning to increase income and fundraising over the long term and believes that if the OHC/CCM Board's financial planning cycle is aligned to the City's financial planning cycle, the communication and commitment to agreed upon financial goals will be more efficient. The move to a fiscal year-based contract for the ED is a one-time event; the current plan is for contracts to be one year (July 1 to June 30 each year).

FISCAL IMPACTS TO CITY:

The City currently allocates \$40,000 to the OHC for FY 2020-21. That will remain unchanged until the next budget is adopted. It is unclear what the contribution to the OHC will be in future years.

RESOLUTION NO.

RESOLUTION APPROVING INDEPENDENT CONTRACTOR AGREEMENT BETWEEN OWOSSO HISTORICAL COMMISSION, ALBERT MARTENIS, AND THE CITY OF OWOSSO

WHEREAS, the Independent Contractor Agreement between the OHC and Albert Martenis expires in December, 2020; and

WHEREAS, the OHC has approved another Independent Contractor Agreement with Mr. Martenis for 18 months at a rate of \$32,000 per year; and

WHEREAS, on July 1, 2020 the City of Owosso has budgeted a contribution to the OHC for salaries and wages in the amount of \$40,000; and

WHEREAS, the City of Owosso has partnered with the OHC to manage certain historical city-owned properties; and

WHEREAS, the OHC is expected to balance and supplement their budget through fundraising activities.

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

FIRST:

The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Independent Contractor Agreement between the Owosso Historical Commission and Albert Martenis up to the amount of \$32,000 annually for a period of 18 months.

INDEPENDENT CONTRACTOR AGREEMENT BETWEEN THE CITY OF OWOSSO, OWOSSO HISTORICAL COMMISSION and ALBERT MARTENIS III

THIS INDEPENDENT CONTRACTOR AGREEMENT ("Agreement") is between the City of Owosso (hereinafter "City"), a Michigan municipal corporation, 301 West Main Street, Owosso, Michigan 48867 and the duly organized commission within the City of Owosso known as Owosso Historical Commission (hereinafter "OHC"), and Albert Martenis III, ("Albert") an Independent Contractor located at 718 West Oliver Street, Owosso, Michigan 48867.

WHEREAS the City and the OHC, wish to enter into an independent contractor relationship pursuant to the terms of this Agreement with Albert.

NOW, THEREFORE, in consideration of the mutual promises and obligations set forth in this Agreement, the adequacy of which is hereby acknowledged, the parties agree as follows:

- **1. Term of Agreement.** This Agreement will become effective when signed by both parties. This Agreement shall begin on 1-1-2021 and end on 6-30-2022 unless terminated prior to 6-30-2022 per Section 13 hereof.
- **2. Services to be Performed.** Albert agrees to provide the services of the Executive Director according to the OHC approved position description and OHC approved results/planning documents provided separately.
 - a. There will be bi-annual Executive Director Appraisal, led by the Finance & Governance Committee, and conducted by the OHC Chair.
 - b. The appraisal criteria will be the role/job description and the results/planning table line items.
 - c. Both the role/job description and the results/planning table may be updated during the term of this Agreement upon acceptance by of the OHC Board and the Executive Director. The role/job description and the results /planning table if in effect at the time of the appraisal will be used for the appraisal.
- **3. Independent Contractor Status.** Albert is an independent contractor. Albert is not and will not be an employee of the City. In Albert's capacity as an independent contractor, he agrees to and represents the following:
 - a. Albert has the right to perform services for third parties during the term of this Agreement, so long as they do not conflict with the duties that Albert is performing for the OHC hereunder. Albert's obligations to this Agreement shall be of first priority to any third party obligation.
 - b. The services required hereunder must be performed to the satisfaction of the OHC; which means, the manner, and method of the services performed will be determined by the OHC-assigned functional supervisor.
 - c. The services required by this Agreement shall be performed by Albert, and the OHC shall not hire, supervise, or pay any assistants to help Albert.

- d. Albert shall receive coaching and mentoring from the OHC-named functional supervisor in the professional skills necessary to perform the services required by this Agreement.
- e. Albert shall dedicate a minimum of thirty two (32) hours of work, each week, as directed in Paragraph 2.

The parties acknowledge and agree that the OHC is entering into this Agreement with reliance on the representations made by Albert relative to his independent contractor status.

4. Payment. In consideration for all the services to be performed by Albert beginning 1-1-2021 and ending 6-1-2022, the City accepts its obligation to pay Albert the total sum of \$48,000.00, at the duly approved directive of OHC, from City Account #297 and pursuant to the following payment schedule:

A single payment of \$3,800.00* on 1-1-2021, and thereafter, \$2,600.00 per month beginning on 2-1-2021 and ending on 6-1-2022.

Neither the City nor OHC will:

- a. Withhold FICA (Social Security and Medicare taxes) from Albert's payments or make FICA payments on Albert's behalf, or
- b. Make state or federal unemployment compensation contributions on Albert's behalf or withhold state or federal income tax from Albert's payments.

Albert is responsible for all taxes, worker's compensation, unemployment insurance and any other like expenditure incurred while performing his independent contracted services under this Agreement. On demand, Albert shall provide the City and/or OHC, with proof that such payments have been made.

- **5. Expenses, Materials, Services and Benefits.** The OHC will provide Albert with workspace, office supplies, and such other services that the OHC determines are necessary for Albert to perform the services required hereunder. Albert shall be responsible for all other expenses relating to providing the services required under this Agreement and shall furnish all materials, equipment and supplies used to provide such services, including license fees, memberships and dues, uniforms and meals. Albert will not be entitled to reimbursement of out-of-pocket expenses relating to the services required under this Agreement unless reimbursement is approved in writing by the OHC Chairperson in advance.
- **6. Permits and Licenses.** Albert represents that he has complied with all federal, state, and local laws requiring business permits, certificates, and licenses required to carry out the services to be performed under this Agreement.
- **7. Fringe Benefits.** Albert understands that he will not participate in any employee pension, health insurance, vacation pay, sick pay, or other fringe benefit plan of the City.
- **8.** Unemployment Compensation. The City shall make no state or federal unemployment compensation payments on behalf of Albert. It shall be the sole obligation of Albert, as an independent contractor, to fulfill any state or federal unemployment compensation duties. Albert shall not claim any unemployment compensation against the City.

- **9. Entire Agreement.** This is the entire Agreement between Albert, OHC and the City. This Agreement may be modified only by a writing signed by all parties.
- 10. Applicable Law and Forum. This Agreement will be governed by the laws of the State of Michigan. Further, each party irrevocably and unconditionally agrees that it will not bring any action, litigation, or proceeding against any other party in any way arising from or relating to this Agreement in any forum other than the courts of the state of Michigan sitting in Shiawassee County and any applicable Michigan appellate court. Each party irrevocably and unconditionally submits to the exclusive jurisdiction of those courts and agrees to bring any such action, litigation, or proceeding only in those courts. Each party agrees that a final judgment in any such action, litigation, or proceeding is conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by law.
- 11. Assignment and Delegation. Albert may not assign or subcontract any rights or obligations under this Agreement without the City and OHC's prior written approval. Albert may not designate anyone other than himself to perform the services required hereunder without the OHC's prior written consent.
- **12. No Partnership.** This Agreement does not create a partnership relationship. Albert does not have authority to enter into contracts on the behalf of the City or the OHC.
- 13. Termination. This Agreement may be terminated by either party for any reason, with or without cause, upon thirty (30) days advance written notice. Upon termination, Albert will return all materials and equipment provided by the OHC under this Agreement.
- **14. Compliance with Other Agreements.** Albert represents and warrants that the dated execution of this Agreement and the future performance thereof, are without conflict to any other existing contract of which Albert may be bound to.
- **15. Nondiscrimination.** The parties understand that this Agreement will not be interpreted or enforced in a manner which discriminates based on race, religion, sex, age, national origin, sexual orientation, or disability.
- **16. Insurance.** Albert, as an independent contractor, agrees to indemnify, defend, and hold harmless the City and OHC from any and all liability arising out of or in any way related to his performance of services during the term of this Agreement, including any liability resulting from intentional or reckless acts or the acts of the employees or agents of Albert.
- 17. **Disclosure.** Albert affirms with his signature upon this Agreement, and to the knowledge of OHC, there is no event or circumstance involving Albert, that Albert has not disclosed to the City which would be considered conduct unbecoming or that could reasonably be expected to have a material adverse effect of this Agreement and the performance thereof.
- 18. Severability. If one or more provisions of this Agreement shall be invalid, illegal, or unenforceable in any respect under any applicable law or decision, the validity, legality, and enforceability of the remaining provisions shall not be affected or impaired in any way.

DATED: January, 2021	Albert Martenis III
DATED: January, 2021	OWOSSO HISTORICAL COMMISSION
	BY: David L. Action ITS: Vice-Chairperson
DATED: January, 2021	CITY OF OWOSSO,
	BY: Christopher R. Eveleth ITS: Mayor
	ATTEST:
DATED: January, 2021	BY:Amy Kirkland, City Clerk
* A single payment of \$3,800.00 on 1-1-20 and retroactively paid by the City to Alberno.:	021 was approved by City Council on January 4, 2021 or or about January 8, 2021 with check



MEMORANDUM

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

DATE: January 8, 2021

TO: Mayor Eveleth and the Owosso City Council

FROM: City Manager

SUBJECT: Wesener Building OPRA Review – 106 N Washington

BACKGROUND:

In 2013, the Wesener property was granted an Obsolete Property Rehabilitation (OPRA) tax credit for 12 years (2013 – 2025) based on a project cost of \$2.13 million and the promised creation of 12 jobs as a result of the project. The OPRA was amended in 2015 to add another 18 months to the construction period. The construction was eventually completed at a cost of \$2.8 million but job creation promised in the OPRA application is unfulfilled.

Other than a short time when Books and Beans occupied the northern storefront last year, both storefronts have been unoccupied – and hence, no jobs were created and sustained.

The property owner/applicant has provided an explanation for this and it is included as part of this agenda item.

POSSIBLE OPTIONS

- 1. Council may rescind the remainder of the OPRA tax credit which is set to expire in 2025 according and subject to Section VII of the abatement policy.
- 2. Council may reduce the OPRA tax credit by 3 years per the city's abatement policy score sheet.
- 3. Council may accept the applicant's explanation by granting a waiver due to the circumstances explained therein and according to Section VII of the city's abatement policy.

SPECIAL NOTE

This project also included an application for a Brownfield TIF – approved in 2007 – for 12 years starting in 2026 (2026-2038). This brownfield is not set to take effect until 2026 after the OPRA expires. There is also a matter of a \$50,000 loan from the revolving loan fund given to the DDA to then pay for temporary bracing and cleanup of the old fire damaged structure necessary to keep the building standing until the project could be organized and begin. According to the Brownfield Plan, this loan will be paid back to the RLF from 2026 to 2028 with captured taxes.

If the OPRA is rescinded or reduced, the 12-year brownfield plan could be amended to accelerate payments to the RLF and to the developer/owner – thereby reducing the TIF schedule. It seems that the same scoring was used to award a 12 year brownfield but that is not specified in the brownfield plan. The brownfield could also be affected by the lack of fulfillment in job creation but that will ultimately be up to the Brownfield Authority board.

FISCAL IMPACT

This would depend on what the BRA board decides to do with the annual report showing that the applicant has not fulfilled the job creation portion of the original OPRA application. If the OPRA is rescinded or amended, it could accelerate the brownfield TIF schedule – thereby repaying the \$50,000 loan from the RLF and the developer sooner. If both the OPRA and Brownfield are rescinded outright, the city would collect the full amount of property taxes starting in 2022. This would amount to about \$11,000 per year (\$9,000 gen prop taxes and \$2,000 city debt millage). Again, fiscal impacts are unknown pending a decision from the BRA Board regarding the property's brownfield TIF.

RESOLUTION NO.

RESOLUTION RESCINDING THE WESENER OBSOLETE PROPERTY REHABILITATION ACT ABATEMENT

WHEREAS, the City of Owosso, Shiawassee County, Michigan, granted an Obsolete Property Rehabilitation Tax Abatement Certificate to 104-108 N Washington – also known as the Wesener Building – in 2013 and amended in 2015; and

WHEREAS, the City of Owosso abatement policy was adopted in 2010 – incorporating a score sheet to assess how many years of abatement should be awarded to projects based on project cost, job creation, job holder residency, wage levels, and number of years the applicant has been a part of the Owosso community; and

WHEREAS; the Section VII of the Abatement Policy allows for rescission of the OPRA Certificate for lack of job creation (Section VII-B-3&4); and

WHEREAS, the Wesener OPRA pledged to create 12 permanent jobs; and

WHEREAS, since the OPRA was granted in 2013, less than 12 jobs were created but ultimately not sustained; and

WHEREAS, the applicant has submitted an explanation for the job creation deficiency citing historical difficulties with a business partner and – more recently – 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 rescind the Wesener OPRA in accordance with the City's Abatement

Policy.

RESOLUTION NO.

RESOLUTION REDUCING THE WESENER OBSOLETE PROPERTY REHABILITATION ACT ABATEMENT

WHEREAS, the City of Owosso, Shiawassee County, Michigan, granted an Obsolete Property Rehabilitation Tax Abatement Certificate to 104-108 N Washington – also known as the Wesener Building – in 2013 and amended in 2015; and

WHEREAS, the City of Owosso abatement policy was adopted in 2010 – incorporating a score sheet to assess how many years of abatement should be awarded to projects based on project cost, job creation, job holder residency, wage levels, and number of years the applicant has been a part of the Owosso community; and

WHEREAS; the Section VII of the Abatement Policy allows for rescission of the OPRA Certificate for lack of job creation (Section VII-B-3&4); and

WHEREAS, the Wesener OPRA pledged to create 12 permanent jobs; and

WHEREAS, Since the OPRA was granted in 2013, less than 12 jobs were created but ultimately not sustained; and

WHEREAS, the applicant has submitted an explanation for the job creation deficiency citing historical difficulties with a business partner and – more recently – 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 reduce the Wesener OPRA by 3 years in accordance with the City's

Abatement Policy.

Wesener Building Tax Abatement and Brownfield Annual Report Information -From Dave Acton-

- 1. Capital Investment Project Completion
 - a. The building is complete, and the actual project cost came in higher than the total cost indicated in the Application (see report form)
 - b. If detail is required on the variance, please contact me
 - c. The current market appraisal (completed in 2nd quarter of 2020 copy sent to Treena) is \$1.2M
- 2. Job Creation and Wages
 - a. The estimated number of new jobs created per application was 12 (in 2013)
 - b. This number was based on two components:
 - i. Jobs created in the two retail spaces
 - ii. Jobs created to operate the building
 - c. The new jobs created the retail spaces were dependent on leasing the retail spaces at 104 North Washington (currently in "white box" status) and 108 North Washington (currently built out for Owosso Books & Beans) which is now closed due to Covid.
 - d. 104 had a verbal commitment for a five-year lease for new business but withdrew when Covid hit.
 - e. Background on Job Creation
 - Obtaining leases Dianne and I were required to take on a management partner by Chemical Bank (Bank of Holland before Chemical Bank bought them) due to their assessment that we lacked the necessary experience to operate the property
 - ii. Duration— the agreement had to be in place for five years, which ended in second quarter 2020 – the management partner (Bazzani Associates in Grand Rapids) no longer make the management decisions for the Wesener; Dianne, me and Albert Martenis do (Albert is a 10% owner)
 - iii. Dianne and I were able to refinance the building in June with another bank (Dart Bank in Mason/Lansing) we are managing as aspects of the finances of the building
 - iv. Until the refinance, Bazzani Associates and Chemical Bank did the marketing on 104 and 108 and determined the lease rates.
 - v. Since we are now completely in control of the finances, we can set the lease rates and do the marketing with the style and intensity we wish.
 - vi. The new bookstore owners (Ben and Lydia Frederick) were ramping up the business with the eventually number of job to be determined when Covid hit, the business closed and will not re-open pending reorganization (sale of the business, which is in process)

- vii. The lease of the 104 space to a new retail ladies clothing store was very close and the business owners had obtained a \$30,000 Match on Main grant naming the 104 Washington as their location
- viii. When Covid hit, they returned the grant; the number of jobs that business was expected to generate was to be determined but approximately six jobs was a reasonable estimate
- ix. The next steps for the Wesener team is match the lease rates to the market while retaining a profitable position, and appropriately market the 104 and 108 spaces to fill them, thus creating jobs that meet or ideally exceed the estimates on the application.



MEMORANDUM

DATE: January 19, 2021

TO: Owosso City Council

FROM: Cheryl Grice, CPA, Finance Director

SUBJECT: FY2020-21 Budget Amendments

Please find attached the second issuance of FY2020-21 budget amendments. These amendments are necessary to be compliant with the state's budget act. These are the second budget amendments of the fiscal year. They are being done to reflect actual spending and adjust revenues. It is important to amend the budget when revenues and expenditures vary from the projections initially made.

Explanations accompany the budget amendments. These budget amendments include revenue and expenditure adjustments. Three funds are being amended at this time.

Because of the unusual factors with the FY2020-21 budget, there will be more budget adjustments. The revenue estimating January state conference will be held soon. Those projections will be used to amend any necessary items in our FY2020-21 budget.

RECOMMENDATION:

Recommend approval of the January 19, 2021 budget amendments for period ending 12/31/20.

CITY OF OWOSSO BUDGET AMENDMENTS Quarter Ending 12/31/20 To be Approved 1/19/21

ACCOUNT NUMBER ACCOUNT DESCRIPTION

General Fund

To reflect spending and collections

				<u>Adjustment</u>	
		General Fund	Current budget	Requested_	Adjusted Budget
1	101-000-528.000	Other Federal Grants	145,198	319,173	464,371
	101-000-695.699	Use of Fund Balance	222,942	(319,173)	(96,231)
		Update Coronavirus Grants			
2	101-000-695.699	Use of Fund Balance	(96,231)	(209,607)	(305,838)
	101-000-539.575	Revenue Sharing	1,456,107	289,607	1,745,714
	101-000-664.664	Interest Income Revenue	85,000	(80,000)	5,000
		Update Revenue Sharing and Interest Reven	ue	, , ,	·
3	101-756-728.000	Park Supplies	2,000	2,083	4,083
	101-000-671.675	Donations	-	2,083	2,083
	ı	Record Bench Donation and Purchase of Ber	ich		
4	101-441-831.100	Storm Sewer Maintenance	37,500	36,100	73,600
	101-000-695.699	Use of Fund Balance	(305,838)	36,100	(269,738)
	To	Pay off Owosso Drain Assessment-Storm D		·	, , ,
<u>5</u>	101-209-818.000	Assessing Contractual	8,000	5,000	13,000
	101-000-695.699	Use of Fund Balance	(269,738)	5,000	(264,738)
		To Record Appraisal Services	,		
		Other Funds			
6	208-756-974.000	Parks System Improvements	30,000	30,000	60,000
Ť	208-000-695.699	Use of Fund Balance	- 00,000	30,000	30,000
	200 000 000.000	Record Activity in Parks Millage Fund		00,000	00,000
7	277-901-965.000	Capital Outlay	_	17,093	17,093
_	277-000-539.529	Grant Revenue	-	17,093	17,093
		Record Brownfield Activity		,200	,000



MEMORANDUM

DATE: January 11, 2021

TO: Mayor Eveleth and the Owosso City Council

FROM: Jessica Unangst, Director of HR & Administrative Services

RE: MERS Defined Benefit Adoption Agreement Addendum

The information contained in the addendum in legally binding and the governing body, City Council, must approve. Each division will have its own addendum. This information will be used to supplement previous information that MERS has on file with the effective date of the plan, and will support accurate existing benefit calculations on a moving forward basis. This does not impact existing benefits on file.

RESOLUTION ADOPTING THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM (MERS) DEFINED BENEFIT PLAN ADOPTION AGREEMENT ADDENDUM

WHEREAS, the city of Owosso, a Michigan municipal corporation, provides retirement plans through MERS;

WHEREAS, MERS has requested completion of the Defined Benefit Plan Adoption Agreement Addendum for their records;

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

First, that the form Defined Benefit Plan Adoption Agreement Addendum effective January 1, 2021 presented and attached is approved and adopted and that the duly authorized agents of the city are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

Second, that the Administrator is instructed to take such actions that they deem necessary and proper to implement the Plan.

Third, the undersigned certifies that attached as Exhibit A, are true copies of the *City of Owosso Defined Benefit Plan Adoption Agreement Addendum* approved and adopted in this resolution.

Passed and approved by the city council of the city of Owosso, Michigan this 19th day of January 2021.



Tricing of the office Constitution

1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date	
The effective date shall be the first day of January, 2021 .	
II. Employer name Owosso, City of	
Municipality number _760701	
This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.	
Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.	כ
Division number _76070120	
Division name on file with MERS POLC - NonSupervisory	
zakundi jakka kun ketikan kun da hikikan ngan (kinisa kan unakan nungkakan unga pakan da kanadira, nga katan n	
III. Plan Eligibility	
Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. an employee classification is included in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification definition. All eligible employees must be reported to MERS.	V
Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that a eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.: Police Patrol Officers, MAGNET Police Officer, Probationary Police Officer, Police Officer 4.	ıre
Employee classification contains public safety employees: Yes No Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works,	

DB-000 (version 2020-09-10)

and other skilled support personnel (equipment operators, etc.).

EMPLOYER NAME: Owosso, City of		DIV: 7	6070120
If you elect to include a special classification (chart below), then the empl Service Credit Qualification as defined under section IV (Provisions) in orc Excluded classification will require additional information below.	•	•	
To further define eligibility (select all that apply):	-7		
Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than $\frac{12}{}$ months in total.		\times	
Part-Time Employees: Those who regularly work fewer than per			(X)
Seasonal Employees: Those who will work for the municipality from to only.			
Voter-Elected Officials		(X)	
Appointed Officials: An official appointed to a voter-elected office.		(X)	
Contract Employees		(X)	
Probationary Periods (select one): Service will begin after the probationary period has been satisfied. Propose one-month increments, no longer than 12 months. During this probation not report or provide service.			
The probationary period will be month(s).			
The probationary period will be month(s). Comments:			

Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

DB-000 (version 2020-09-10) Page 2 of 6

EMPLOYER NAME: Owosso, City of

DIV: 76070120

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

_120_____ hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages are not reported for leaves of absence.
- Employers are not required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For contributory divisions, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	lacksquare	
Workers' Compensation	(A)	
Unpaid Family Medical Leave Act (FMLA)	(X)	
Other: For example, sick and accident, administrative, educational, sabbatical, etc.		(X)
Other 2:Additional leave types as above		8

Leaves of absence due to military service are governed by the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

DB-000 (version 2020-09-10) Page 3 of 6

EMPLOYER NAME: Owosso, City of

DIV: 76070120

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

choose to customize your definition, skip this table and proceed to page 5.	Base Wages	Box 1 Wages	⊗ Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages _ Included	All Regular Wages Included	All Regular Wages Included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages Included	All Other Wages Included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments Included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits Included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions Included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sun Benefits included

DB-000 (version 2020-09-10)

EMPLOYER NAME: OWOSSO	•
SKIP THIS TABLE if you selected one of the standa	- 1일
CUSTOM: If you choose this option, you must select boxes in ea Compensation, You will be responsible for additional	
	eporting details to track custom definitions.
Types of Compensation	마음 설계에 하는 것을 모습니다. 요한 경험에 가장 보고 있다면 하는 것을 하는 것이 되었다.
Regular Wages Salary or hourly wage X hours	On-call pay
	二 · · · · · · · · · · · · · · · · · · ·
PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)	Other:
Other Wages apply: YES NO	Courses is a seal of supplied that the seal of the sea
Shift differentials	Severance issued over time (weekly/bi-weekly)
Overtime	Other:
Lump Sum Payments apply: YES NO	Educational degrees
PTO cash-out	Educational degrees
Longevity	Moving expenses
Bonuses	Sick payouts
Merit pay .	Severance (if issued as lump sum)
Job certifications	Other:
Taxable Payments apply: YES NO	
Travel through a non-accountable plan (i.e. mileage not tracked for reimbursemer	nt)
Prizes, gift cards	Car allowance
Personal use of a company car	Other:
Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO	
Gun, tools, equipment, uniform	Mileage reimbursement
Phone	Travel through an accountable plan (i.e. tracking mileage for reimbursement)
Fitness	Other:
Elective Deferrals of Employee Premiums/Contributions apply: YES NO	
457 employee and employer contributions	IRA contributions
125 cafeteria plan, FSAs and HSAs	Other:
	One:
ypes of Benefits	
Nontaxable Fringe Benefits of Employees apply: YES NO NO Health plan, dental, vision benefits	
Workers compensation premiums	Group term or whole life insurance < \$50,000
Short- or Long-term disability premiums	Other:
Mandatory Contributions apply: YES NO C	
Defined Benefit employee contributions	
MERS Health Care Savings Program employee contributions	Other:
Taxable Fringe Benefits apply: YES NO	
Clothing reimbursement	Group term life insurance > \$50,000
Stipends for health insurance opt out payments	Other:
Other Benefits / Lump Sum Payments apply: YES NO	_
Workers compensation settlement payments	Other:

DB-000 (version 2020-09-10)

Esue	EMPLOYER NAME:Owosso, City of	DIV: 76070120
V.	Execution:	
	Authorized Designee of Governing Body of Municipality or Chief Judge of Court	
	This foregoing Addendum is hereby approved by City of Owosso	
	at a Board Meeting which took place on:	
	Authorized Signature:	
	Printed Name:	
	Title:	
	Date:	
	I understand that approved board minutes are required to complete this	request.
	Board minutes should be sent to: DataCollectionProject@mersofmich.com	



MTT MENTERS OF THE PARTY OF THE

1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I.	Eff	ect	ive	Date	е
----	-----	-----	-----	------	---

The effective date shall be the first day of January, 2021.
II. Employer name _Owosso, City of
Municipality number _760701
This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.
Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.
Division number _76070101
Division name on file with MERS AFSCME Council
ed te Miller en en la compressión de como la formación de programación de la compressión de designador de la compressión del compressión de la compressión del compressión de la compressión de la compressión de la compressión de la compressión del
III. Plan Eligibility
Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. an employee classification is included in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification definition below. All eligible employees must be reported to MERS.
Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that a eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.: DPW Staff, WWTP Staff, Water Filtration Staff, Custodian at City Hall.
Employee classification contains public safety employees:
responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

DB-000 (version 2020-09-10) Page 1 of 6

If you elect to include a special classification (chart below), then the employee will be required to meet the
Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service

EMPLOYER NAME: Owosso, City of

Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than months in total.		0	×
Part-Time Employees: Those who regularly work fewer than per			$\overline{\mathbf{x}}$
Seasonal Employees: Those who will work for the municipality from to only.			
Voter-Elected Officials		$\overline{\mathbb{Q}}$	
Appointed Officials: An official appointed to a voter-elected office.		$\widehat{\mathbf{x}}$	
Contract Employees		(X)	
			_

Pro	boationary Periods (select one):
\bigcirc	Service will begin after the probationary period has been satisfied. Probationary periods are allowed in
	one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.
	The probationary period will be month(s).

The probationary period will be month(s).	
Comments:	

Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

DB-000 (version 2020-09-10)

DIV: 76070101

EMPLOYER NAME: Owosso, City of

DIV: 76070101

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages are not reported for leaves of absence.
- Employers are not required to remit employer contributions based on leaves of absence when
 no wages are paid by the employer. However, an employer may submit additional voluntary
 contributions for the period of the leave in an amount determined by the employer.
- For contributory divisions, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	$\overline{\mathbb{Q}}$	
Workers' Compensation	(\$\)	
Unpaid Family Medical Leave Act (FMLA)	· 🔯	
Other: For example, sick and accident, administrative, educational, sabbatical, etc.	- 0	
To oxample, sick and accident, auministrative, educational, substatical, etc.		
Other 2:	- <u></u>	3

Leaves of absence due to military service are governed by the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

DB-000 (version 2020-09-10) Page 3 of 6

EMPLOYER NAME: Owosso, City of

DIV: 76070101

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table	Ō	C	8
and proceed to page 5.		Box 1 Wages	Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages Included	All Regular Wages Included	All Regular Wages Included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages Included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits Included	Excluded	All Nontaxable Fringe Benefits Included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions Included	Excluded	All Mandatory Contributions Included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits Included

EMPLOYER NAME: Owosso	
SKIP THIS TABLE if you selected one of the standa	마이트 사용한 기계 그 시크로 한 경쟁하게 되었다. 아니라면 중에 가고 사용하는 것 같은 것은 사람들이 되고 있었다. 보고 사용을 하게 되었다.
Compensation. You will be responsible for additional	reporting detalls to track custom definitions,
Types of Compensation	
Regular Wages	
Salary or hourly wage X hours	On-call pay
PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)	Other:
Other Wages apply: YES NO	
Shift differentials	Severance issued over time (weekly/bi-weekly)
Overtime	Other:
Lump Sum Payments apply: YES NO	—
PTO cash-out	Educational degrees
Longevity	Moving expenses
Bonuses	Sick payouts
Merit pay	Severance (if issued as lump sum)
Job certifications	Other:
Taxable Payments apply: YES NO	
Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement	nt)
Prizes, gift cards	Car allowance
Personal use of a company car	Other:
Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO	
Gun, tools, equipment, uniform	Mileage reimbursement
Phone	Travel through an accountable plan (i.e. tracking mileage for reimbursement)
Fitness	Other:
Types of Deferrals	
Elective Deferrals of Employee Premiums/Contributions apply: YES NO	di Berama (Turusha) i Birlia ne Trawega uri gigin Peraga, septembri 1993 di Hereka aya uri di Gada da Birlia
457 employee and employer contributions	IRA contributions
125 cafeteria plan, FSAs and HSAs	Other:
Types of Benefits	
Nontaxable Fringe Benefits of Employees apply: YES NO	<u> 2 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 1996 - 19</u> I
Health plan, dental, vision benefits	
Workers compensation premiums	Group term or whole life insurance < \$50,000
Short- or Long-term disability premiums	Other:
Mandatory Contributions apply: YES NO	
Defined Benefit employee contributions	
MERS Health Care Savings Program employee contributions	Other:
Taxable Fringe Benefits apply: YES NOO	_
Clothing reimbursement	Group term life insurance > \$50,000
Stipends for health insurance opt out payments	Other:
Other Benefits / Lump Sum Payments apply: YES O NO O	<u> </u>
Workers compensation settlement payments	Other:
THO THO I CONTINUE OF THE PAYMENT OF	UI VIII UI VII

V.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME:Owosso, City of	DIV: 76070101
Execution:	
Authorized Designee of Governing Body of Municipality or Chief Judge of Co	ourt
This foregoing Addendum is hereby approved by City of Owosso	
at a Board Meeting which took place on:	
Authorized Signature:	
Printed Name:	
Title:	
Date:	
I understand that approved board minutes are required to complete Board minutes should be sent to: DataCollectionProject@mersofmic	



WANTED TO SEE THE SECOND

1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

Employee classification contains public safety employees:

and other skilled support personnel (equipment operators, etc.).

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date
The effective date shall be the first day of January, 2021.
II. Employer name Owosso, City of
Municipality number 760701
This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.
Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.
Division number _76070102
Division name on file with MERS Plc. Cmnd. Emp
· CARREST LINE OF THE PROCESS OF A COMPANIES OF THE CONTRACTOR OF
III. Plan Eligibility
Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is included in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.
Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.: Sergeant, Lieutenant
Employee classification contains public safety employees: X Yes C No

DB-000 (version 2020-09-10) Page 1 of 6

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works,

EMPLOYER NAME: Owosso, City of		DI V : 7	76070102
If you elect to include a special classification (chart below), then the emp Service Credit Qualification as defined under section IV (Provisions) in or Excluded classification will require additional information below.			
To further define eligibility (select all that apply):	-		
Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than months in total.			×
Part-Time Employees: Those who regularly work fewer than per			(X)
Seasonal Employees: Those who will work for the municipality from to only.			
Voter-Elected Officials		(X)	
Appointed Officials: An official appointed to a voter-elected office.		⊗	
Contract Employees		X	
Probationary Periods (select one): Service will begin after the probationary period has been satisfied. Prone-month increments, no longer than 12 months. During this probation not report or provide service.			
The probationary period will be month(s).			
Comments:			

Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

DB-000 (version 2020-09-10) Page 2 of 6

EMPLOYER NAME: Owosso, City of

DIV: 76070102

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

120 _____ hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages are not reported for leaves of absence.
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Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability		
Workers' Compensation	(X)	
Unpaid Family Medical Leave Act (FMLA)	⊗	
Other: For example, sick and accident, administrative, educational, sabbatical, etc.		
Other 2:Additional leave types as above		A

Leaves of absence due to military service are governed by the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

DB-000 (version 2020-09-10) Page 3 of 6

EMPLOYER NAME: Owosso, City of

DIV: 76070102

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table	Ō		<u> </u>
and proceed to page 5.	Base Wages	Box 1 Wages	Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages - included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages Included	All Other Wages Included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals Included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits Included	Excluded	All Nontaxable Fringe Benefits Included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions Included	Excluded	All Mandatory Contributions Included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

DB-000 (version 2020-09-10)

EMPLOYER NAME: OWOSSO	
SKIP THIS TABLE if you selected one of the standar	d definitions of compensation on page 4.
Custom: If you choose this option, you must select boxes in ea Compensation. You will be responsible for additional in	
Types of Compensation	
Regular Wages	
Salary or hourly wage X hours	On-call pay
PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)	Other:
Other Wages apply: YES NO	
Shift differentials	Severance issued over time (weekly/bi-weekly)
Overtime	Other:
Lump Sum Payments apply: YES NO	Cathonitical decrees
PTO cash-out	Educational degrees
Longevity	Moving expenses
Bonuses	Sick payouts
Merit pay	Severance (if issued as lump sum)
Job certifications	Other:
Taxable Payments apply: YES NO	
Travel through a non-accountable plan (i.e. mileage not tracked for reimbursemen	·*)
Prizes, gift cards	Car allowance
Personal use of a company car	Other:
Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO	
Gun, tools, equipment, uniform	Mileage reimbursement
Phone	Travel through an accountable plan (i.e. tracking mileage for reimbursement)
Fitness	Other:
Types of Deferrals	
Elective Deferrals of Employee Premiums/Contributions apply: YES NO	
457 employee and employer contributions	IRA contributions
125 cafeteria plan, FSAs and HSAs	Other:
Types of Benefits	
Nontaxable Fringe Benefits of Employees apply: YES NO	
Health plan, dental, vision benefits	
Workers compensation premiums	Group term or whole life insurance < \$50,000
Short- or Long-term disability premiums	Other:
Mandatory Contributions apply: YES NO C	
Defined Benefit employee contributions	
MERS Health Care Savings Program employee contributions	Other:
Taxable Fringe Benefits apply: YES NO	П
Clothing reimbursement	Group term life insurance > \$50,000
Stipends for health insurance opt out payments	Other:
Other Benefits / Lump Sum Payments apply: YES NO	_
Workers compensation settlement payments	Other:
·	

V.

Defined Benefit Plan Adoption Agreement Addendum

Execution: Authorized Designee of Governing Body of Municipality or Chief Judge of Court This foregoing Addendum is hereby approved by City of Owosso at a Board Meeting which took place on:
at a Board Meeting which took place on:
Authorized Signature:Printed Name:
Printed Name:
Title:
Date:
I understand that approved board minutes are required to complete this request. Board minutes should be sent to: DataCollectionProject@mersofmich.com



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of January, 2021.

II. Employer name Owosso, City of
760704
Municipality number <u>760701</u>
This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.
Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.
Division number 760701205
Division name on file with MERS Fire hired bf 5/1/19

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Probationary Firefighter, Firefighter 1, Firefighter 2, Firefighter 3, Inspector, Mechanic, Training Coordinators, Lieutenant and Captain.

Employee classification contains **public safety employees:** No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

DB-000 (version 2020-09-10) Page 1 of 6

EMPLOYER NAME:	Owosso.	City	οf

DIV: 760701205

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification		Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than months in total.	0	0	\bigcirc
Part-Time Employees: Those who regularly work fewer than per		0	$\overline{\mathbb{X}}$
Seasonal Employees: Those who will work for the municipality from to only.	0	0	$\overline{\mathbb{Q}}$
Voter-Elected Officials	0	\bigcirc	0
Appointed Officials: An official appointed to a voter-elected office.	0	\bigcirc	0
Contract Employees	0	$\overline{\mathbb{Q}}$	0

bationary Periods (select one):
Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.
The probationary period will be month(s).
Comments:

Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

DB-000 (version 2020-09-10) Page 2 of 6

EMPLOYER NAME: Owosso, City of

DIV: 760701205

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)
hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages are not reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For contributory divisions, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	(X)	0
Workers' Compensation	(X)	0
Unpaid Family Medical Leave Act (FMLA)	(X)	0
Other: For example, sick and accident, administrative, educational, sabbatical, etc.		\boxtimes
Other 2:Additional leave types as above		፟

Leaves of absence due to military service are governed by the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

DB-000 (version 2020-09-10) Page 3 of 6

EMPLOYER NAME: Owosso, City of

DIV: 760701205

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you			
choose to customize your definition, skip this table and proceed to page 5.			\otimes
and proceed to page 5.	Base Wages	Box 1 Wages	Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

DB-000 (version 2020-09-10) Page 4 of 6

EMPLOYER NAME: OWOSSO,	City of	DIV: 760701205

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

The master of the standard				
CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.				
Types of Compensation				
Regular Wages	_			
Salary or hourly wage X hours	On-call pay			
PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)	Other:			
Other Wages apply: YES NO	_			
Shift differentials	Severance issued over time (weekly/bi-weekly)			
Overtime	Other:			
Lump Sum Payments apply: YES NO	_			
PTO cash-out	Educational degrees			
Longevity	Moving expenses			
Bonuses	Sick payouts			
Merit pay	Severance (if issued as lump sum)			
Job certifications	Other:			
Taxable Payments apply: YES NO NO				
Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement				
Prizes, gift cards	Car allowance			
Personal use of a company car	Other:			
Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO				
Gun, tools, equipment, uniform	Mileage reimbursement			
Phone	Travel through an accountable plan (i.e. tracking mileage for reimbursement)			
Fitness	Other:			
Types of Deferrals				
Elective Deferrals of Employee Premiums/Contributions apply: YES NO				
457 employee and employer contributions	IRA contributions			
125 cafeteria plan, FSAs and HSAs	Other:			
Types of Benefits				
Nontaxable Fringe Benefits of Employees apply: YES NO				
Health plan, dental, vision benefits				
Workers compensation premiums	Group term or whole life insurance < \$50,000			
Short- or Long-term disability premiums	Other:			
Mandatory Contributions apply: YES NO O	_			
Defined Benefit employee contributions				
MERS Health Care Savings Program employee contributions	Other:			
Taxable Fringe Benefits apply: YES NO				
Clothing reimbursement	Group term life insurance > \$50,000			
Stipends for health insurance opt out payments	Other:			
Other Benefits / Lump Sum Payments apply: YES NO				
Workers compensation settlement payments	Other:			

DB-000 (version 2020-09-10) Page 5 of 6

EMPLOYER NAME: Owosso, City of

DIV: 760701205

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Owosso

at a Board Meeting which took place on: O1/19/2021 (mm/dd/yyyy)

Authorized Signature: Printed Name:

Title: Date: _______

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

DB-000 (version 2020-09-10) Page 6 of 6



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of January, 2021.

II. Employer name Owosso, City of
Municipality number 760701
This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.
Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.
Division number 76070110
Division name on file with MERS AFSCME hired pr 7/1/05
III. Plan Eligibility
Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is included in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.
Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.: DPW Staff, WWTP Staff, Water Filtration Staff, Custodian at City Hall.
Employee classification contains public safety employees:
responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

DB-000 (version 2020-09-10) Page 1 of 6

EMPLOYER NAME:	Owosso,	City	of	
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DIV: 76070110

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

		Employed
0	$ \overline{\mathbb{Q}} $	0
0	$\overline{\mathbb{Q}}$	\bigcirc
0	$\overline{\otimes}$	0
0	(X)	0
0	\bigcirc	0
0	$\overline{\mathbb{Q}}$	0

Pro	bationary Periods (select one):
0	Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.
	The probationary period will be month(s).
	Comments:

Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

DB-000 (version 2020-09-10) Page 2 of 6

EMPLOYER NAME: Owosso, City of

DIV: 76070110

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages are not reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For contributory divisions, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	\bigcirc	0
Workers' Compensation	0	0
Unpaid Family Medical Leave Act (FMLA)	\bigcirc	0
Other: For example, sick and accident, administrative, educational, sabbatical, etc.		$\overline{\mathbb{Q}}$
Other 2:Additional leave types as above		$\overline{\otimes}$

Leaves of absence due to military service are governed by the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

DB-000 (version 2020-09-10) Page 3 of 6

EMPLOYER NAME: Owosso, City of

DIV: 76070110

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.	O Base Wages	O Box 1 Wages	
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

DB-000 (version 2020-09-10) Page 4 of 6

EMPLOYER NAME: OWOSSO,	City of	DIV: 76070110
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SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

Compensation. You will be responsible for additional re	
Types of Compensation	, , , , , , , , , , , , , , , , , , ,
Regular Wages	_
Salary or hourly wage X hours	On-call pay
PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)	Other:
Other Wages apply: YES NO	
Shift differentials	Severance issued over time (weekly/bi-weekly)
Overtime	Other:
Lump Sum Payments apply: YES NO	Educational degrees
PTO cash-out	Moving expenses
Longevity	Sick payouts
Bonuses	Severance (if issued as lump sum)
Merit pay	Other:
Job certifications	ouer.
Taxable Payments apply: YES NO Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)	
Prizes, gift cards	Car allowance
Personal use of a company car	Other:
Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO	
Gun, tools, equipment, uniform	Mileage reimbursement
Phone	Travel through an accountable plan (i.e. tracking mileage for reimbursement)
Fitness	Other:
Types of Deferrals	
Elective Deferrals of Employee Premiums/Contributions apply: YES NO	
457 employee and employer contributions	IRA contributions
125 cafeteria plan, FSAs and HSAs	Other:
Types of Benefits	
Nontaxable Fringe Benefits of Employees apply: YES NO	
Health plan, dental, vision benefits	
Workers compensation premiums	Group term or whole life insurance < \$50,000
Short- or Long-term disability premiums	Other:
Mandatory Contributions apply: YES NO	
Defined Benefit employee contributions	
MERS Health Care Savings Program employee contributions	Other:
Taxable Fringe Benefits apply: YES NO	Group term life insurance > \$50,000
Clothing reimbursement	
Stipends for health insurance opt out payments	Other:
Other Benefits / Lump Sum Payments apply: YES NO	
Workers compensation settlement payments	Other:

DB-000 (version 2020-09-10) Page 5 of 6

EMPLOYER NAME: Owosso, City of

DIV:76070110

V. Execution	`'	F	:	_
	V.	Exec	utioi	1

Authorized Designee of Governing Body of Municipality or Chief Judge of Court This foregoing Addendum is hereby approved by City of Owosso at a Board Meeting which took place on: 01/19/2021 (mm/dd/vvvv) Authorized Signature: Printed Name: Date: _____

I understand that approved board minutes are required to complete this request.

<u>DataCollectionProject@mersofmich.com</u> Board minutes should be sent to:

DB-000 (version 2020-09-10) Page 6 of 6



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January**, **2021**.

Municipality number 760701
This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.
Any changes to plan provisions apply to employees in the division on the effective date, as well as t new hires ongoing. Definitions will apply for all service accrued after the effective date.
Division number 76070111
Division name on file with MERS General ee's hired pr 1/1/06
III. Plan Eligibility
Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. an employee classification is included in the plan, then employees that meet this definition will rece service credit if they work the required number of hours to meet the service credit qualification defin below. All eligible employees must be reported to MERS.
Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.: City Hall Staff, WWTP Lab Tech, WWTP Superintendent and DPW Superintendent.
Employee classification contains public safety employees: O Yes No
Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works

DB-000 (version 2020-09-10) Page 1 of 6

and other skilled support personnel (equipment operators, etc.).

EMPLOYER NAME:	Owosso,	City	of
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DIV: 76070111

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Employed
Temporary Employees: Those who will work for the municipality fewer than months in total.	0	0	\bigcirc
Part-Time Employees: Those who regularly work fewer than per	0		0
Seasonal Employees: Those who will work for the municipality from to only.	0	0	$\overline{\mathbb{Q}}$
Voter-Elected Officials	0	(X)	0
Appointed Officials: An official appointed to a voter-elected office.	0	\bigotimes	0
Contract Employees	0	\bigotimes	0
Probationary Periods (select one):			
Service will begin after the probationary period has been satisfied. Pro	bationary	periods a	re allowed i

bationary Ferrous (selectione).
Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.
The probationary period will be month(s).
Comments:

Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

DB-000 (version 2020-09-10) Page 2 of 6

EMPLOYER NAME: Owosso, City of

DIV: 76070111

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)
hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages are not reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For contributory divisions, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	$\overline{\otimes}$	0
Workers' Compensation	$\overline{\otimes}$	0
Unpaid Family Medical Leave Act (FMLA)	$\overline{\otimes}$	0
Other: For example, sick and accident, administrative, educational, sabbatical, etc.		
Other 2:Additional leave types as above		oxistian

Leaves of absence due to military service are governed by the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

DB-000 (version 2020-09-10) Page 3 of 6

EMPLOYER NAME: Owosso, City of

DIV: 76070111

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.	O Base Wages	O Box 1 Wages	
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

DB-000 (version 2020-09-10) Page 4 of 6

EMPLOYER NAME: Owosso, Cit	y of	DIV: 76070111
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SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of			
Compensation. You will be responsible for additional re	eporting details to track custom definitions.		
Types of Compensation			
Regular Wages	_		
Salary or hourly wage X hours	On-call pay		
PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)	Other:		
Other Wages apply: YES NO	_		
Shift differentials	Severance issued over time (weekly/bi-weekly)		
Overtime	Other:		
Lump Sum Payments apply: YES NO	_		
PTO cash-out	Educational degrees		
Longevity	Moving expenses		
Bonuses	Sick payouts		
Merit pay	Severance (if issued as lump sum)		
Job certifications	Other:		
Taxable Payments apply: YES NO			
Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement			
Prizes, gift cards	Car allowance		
Personal use of a company car	Other:		
Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO Gun, tools, equipment, uniform			
	Mileage reimbursement		
Phone	Travel through an accountable plan (i.e. tracking mileage for reimbursement)		
Fitness	Other:		
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions apply: YES NO			
457 employee and employer contributions	IRA contributions		
125 cafeteria plan, FSAs and HSAs	Other:		
Types of Benefits			
Nontaxable Fringe Benefits of Employees apply: YES NO			
Health plan, dental, vision benefits	_		
Workers compensation premiums	Group term or whole life insurance < \$50,000		
Short- or Long-term disability premiums	Other:		
Mandatory Contributions apply: YES NO			
Defined Benefit employee contributions	_		
MERS Health Care Savings Program employee contributions	Other:		
Taxable Fringe Benefits apply: YES NO	П		
Clothing reimbursement	Group term life insurance > \$50,000		
Stipends for health insurance opt out payments	Other:		
Other Benefits / Lump Sum Payments apply: YES NO			
Workers compensation settlement payments	Other:		

DB-000 (version 2020-09-10) Page 5 of 6

EMPLOYER NAME: Owosso, City of

DIV: 76070111

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Authorized Designee of Governing Body of Municipality or Chief Judge of Court This foregoing Addendum is hereby approved by City of Owosso at a Board Meeting which took place on: 01/19/2021 (mm/dd/yyyy) Authorized Signature: Printed Name: Date: _____ I understand that approved board minutes are required to complete this request.

<u>DataCollectionProject@mersofmich.com</u> Board minutes should be sent to:

DB-000 (version 2020-09-10) Page 6 of 6



MEMORANDUM

DATE: January 11, 2021

TO: Mayor Eveleth and the Owosso City Council

FROM: Jessica Unangst, Director of HR & Administrative Services

RE: MERS Hybrid Plan Adoption Agreement Addendum

The information contained in the addendum in legally binding and the governing body, City Council, must approve. The Police Patrol and Fire divisions are included in the addendum. This information will be used to supplement previous information that MERS has on file with the effective date of the plan, and will support accurate existing benefit calculations on a moving forward basis. This does not impact existing benefits on file.

RESOLUTION ADOPTING THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM (MERS) HYBRID PLAN ADOPTION AGREEMENT ADDENDUM

WHEREAS, the city of Owosso, a Michigan municipal corporation, provides retirement plans through MERS;

WHEREAS, MERS has requested completion of the Hybrid Plan Adoption Agreement Addendum for their records;

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

First, that the form Hybrid Plan Adoption Agreement Addendum effective January 1, 2021 presented and attached is approved and adopted and that the duly authorized agents of the city are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

Second, that the Administrator is instructed to take such actions that they deem necessary and proper to implement the Plan.

Third, the undersigned certifies that attached as Exhibit A, are true copies of the *City of Owosso Hybrid Plan Adoption Agreement Addendum* approved and adopted in this resolution.

Passed and approved by the city council of the city of Owosso, Michigan this 19th day of January 2021.



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1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Hybrid Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

•
I. Effective Date
The effective date shall be the first day of January, 2021.
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II. Employer name Owosso, City of
Municipality number _760701
This is an amendment of the existing Adoption Agreement for the MERS Hybrid Plan. Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date. Unless otherwise noted sections refer to both the Defined Benefit and Defined Contribution portions of Hybrid.
Division number 760701HB
Division name on file with MERS IAFF hired aft 5/1/19
III. Plan Eligibility
Only those employees eligible for MERS membership may participate in the MERS Hybrid Plan. If an employee classification is included in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification define below. All eligible employees must be reported to MERS.
Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that ar eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:
Firefighters/Paramedics, Probationary Firefighter, Firefighter 1, Firefighter 2, Firefighte 3, Inspector, Mechanic, Training Coordinator, Lieutenant, Captain.
Employee classification contains public safety employees: X Yes No
Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

MD-370b (version 2020-09-25)

EMPLOYER NAME: Owosso, City of		DIV:	760701нв
If you elect to include a special classification (chart below), then the employ the Service Credit Qualification under the Defined Benefit portion of Hybrid (Provisions) in order to earn a month of service. Excluded classifications we below. For Defined Contribution portion of Hybrid, vesting is determined a hours reported, if applicable).	d as defin vill require	ed under s additional	section IV I information
To further define eligibility (select all that apply):			
Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than months in total.		(X)	
Part-Time Employees: Those who regularly work fewer than per		⊗	
Seasonal Employees: Those who will work for the municipality from to only.		⊗	
Voter-Elected Officials		X	
Appointed Officials: An official appointed to a voter-elected office.		X	
Contract Employees		⊗	
Probationary Periods (select one):			
Service will begin after the probationary period has been satisfied. Pro one-month increments, no longer than 12 months. During this probation not report or provide service.			
The probationary period will be month(s).			
Comments:			
Service will begin with the employee's date of hire (no Probationary Penhire, wages paid and any associated contributions must be submitted	•		the date of

MD-370b (version 2020-09-25) Page 2 of 6

EMPLOYER NAME: Owosso, City of

DIV: 760701нв

IV. Provisions

1. Service Credit Qualification (for Defined Benefit portion of Hybrid)

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility and service credit qualification in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

212 hours in a month.

Note: For purposes of Defined Contribution, vesting is determined by elapsed time or hours reported.

2. Leaves of Absence (for Defined Benefit portion of Hybrid)

Indicate in the chart below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages are not reported for leaves of absence.
- Employers are not required to remit employer contributions based on leaves of absence when
 no wages are paid by the employer. However, an employer may submit additional voluntary
 contributions for the period of the leave in an amount determined by the employer.
- For contributory divisions, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example, if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Note: For the Defined Contribution portion of Hybrid service is not "granted" or "excluded" as elapsed time (or accumulated hours) are used to determine vesting. Contributions will be due only for months where wages are paid.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	[X]	
Workers' Compensation	₩ W	<u></u>
Unpaid Family Medical Leave Act (FMLA)	8	Ō
Other: For example, sick and accident, administrative, educational, sabbatical, etc.	- 🔘	(X)
Other 2:Additional leave types as above		

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective 1/1/07, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting under both Defined Benefit and Defined Contribution portions.

MD-370b (version 2020-09-25)

EMPLOYER NAME: Owosso, City of

DIV: 760701HB

3. Definition of Compensation

To streamline your Hybrid administration, MERS encourages you to use the same Definition of Compensation for both the Defined Benefit and Defined Contribution components. Contributions are calculated using the elected definition and must be reported to MERS separately for Defined Benefit and Defined Contribution.

My Defined Contribution portion uses a different definition. Fill out the below for your Defined Benefit portion and contact MERS at DataCollectionProject@mersofmich.com for instructions.

Select your definition here. If you choose to customize your definition, skip this table and go to page 5.	Base Wages	Box 1 Wages	(X) Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages Included
Lump Sum Payments	Excluded	All Lump Sum	All Lump Sum
PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)		Payments included	Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferral
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits Included	Excluded	All Nontaxable Fringe Benefits Included
Mandatory Contributions Hybrid Plan employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded		All Other Lump Sum Benefits included

EMPLOYER NAME: Owosso	•
SKIP THIS TABLE if you selected one of the standar	rd definitions of compensation on page 4.
CUSTOM: If you choose this option, you must select boxes in ea Compensation. You will be responsible for additional based on definition selected and the percentage of co	reporting details to track custom definitions. Wages are reported
Types of Compensation	
Regular Wages	
Salary or hourly wage X hours	On-call pay
PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)	Other:
Other Wages apply: YES NO	Severance issued over time (weekly/bi-weekly)
Shift differentials	
Overtime	Other:
Lump Sum Payments apply: YES NO	Educational degrees
PTO cash-out	Moving expenses
Longevity	Sick payouts
Bonuses	Severance (if issued as lump sum)
Merit pay	Other:
Job certifications	
Taxable Payments apply: YES NO Travel through a non-accountable plan (i.e. mileage not tracked for reimburseme)	nt)
	Car allowance
Prizes, gift cards	Other:
Personal use of a company car Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO	
Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO Gun, tools, equipment, uniform	Mileage reimbursement
Phone	Travel through an accountable plan (i.e. tracking mileage for reimbursement)
Fitness	Other:
Types of Deferrals	Oue.
Elective Deferrals of Employee Premiums/Contributions apply: YES NO	(1921년 1일) - 1일 1일 등 1일
457 employee and employer contributions	RA contributions
125 cafeteria plan, FSAs and HSAs	Other:
Types of Benefits	
Nontaxable Fringe Benefits of Employees apply: YES NO	inger yr um et et eilig har hally har harden har it har gitt et har k <u>er eilig har eilig et en tabel yr yr eili</u> T
Health plan, dental, vision benefits	
Workers compensation premiums	Group term or whole life insurance < \$50,000
Short- or Long-term disability premiums	Other:
Mandatory Contributions apply: YES NO	
Hybrid Plan employee contributions	_
MERS Health Care Savings Program employee contributions	Other:
Taxable Fringe Benefits apply: YES NO	
Clothing reimbursement	Group term life insurance > \$50,000
Stipends for health insurance opt out payments	Other:
Other Benefits / Lump Sum Payments apply: YES NO	
Workers compensation settlement payments	Other:

V.

Hybrid Plan Adoption Agreement Addendum

EMPLOYER NAME: Owosso, City of

DIV: 760701HB

4. Forfeiture (for Defined Contribution portion of Hybrid)

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

Execution:
Authorized Designee of Governing Body of Municipality or Chief Judge of Court
This foregoing Addendum is hereby approved by City of Owosso
at a Board Meeting which took place on:
Authorized Signature:
Printed Name:
Title:
Date:
I understand that approved board minutes are required to complete this request. Board minutes should be sent to: DataCollectionProject@mersofmich.com



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1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Hybrid Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date
The effective date shall be the first day of January , 2021 .
STANDERSON TO A SECONDESS OF THE SECOND STANDS OF THE SECOND SECO
II. Employer name Owosso, City of
Municipality number 760701
This is an amendment of the existing Adoption Agreement for the MERS Hybrid Plan. Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date. Unless otherwise noted sections refer to both the Defined Benefit and Defined Contribution portions of Hybrid.
Division number 760701HA
Division name on file with MERS POLC - NonSup hired aft 12/1/18
III. Plan Eligibility
Only those employees eligible for MERS membership may participate in the MERS Hybrid Plan. If an employee classification is included in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification define below. All eligible employees must be reported to MERS.
Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that a eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.: Probationary Police Officer, Police Officer 1, Police Officer 2, Police Officer 3, Police Officer 4.
Employee classification contains public safety employees: X Yes No
Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

MD-370b (version 2020-09-25) Page 1 of 6

EMPLOYER NAME: Owosso, City of		DIV:	760701HA
If you elect to include a special classification (chart below), then the Service Credit Qualification under the Defined Benefit portion of (Provisions) in order to earn a month of service. Excluded classifications. For Defined Contribution portion of Hybrid, vesting is determined to the provided in the provided Hybrid (Provided Hybrid).	of Hybrid as defir ations will require	ned under additiona	section IV Il information
To further define eligibility (select all that apply):			
Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than months in total.	_ 0	⊠	
Part-Time Employees: Those who regularly work fewer than per		⊗	
Seasonal Employees: Those who will work for the municipality from to only.		×	
Voter-Elected Officials		×	
Appointed Officials: An official appointed to a voter-elected office.		×	
Contract Employees		X	
Probationary Periods (select one):			
Service will begin after the probationary period has been satist one-month increments, no longer than 12 months. During this not report or provide service.			
The probationary period will be month(s).			
Comments:			

Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Page 2 of 6

EMPLOYER NAME: Owosso, City of

DIV: 760701HA

IV. Provisions

1. Service Credit Qualification (for Defined Benefit portion of Hybrid)

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility and service credit qualification in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)
hours in a month.

Note: For purposes of Defined Contribution, vesting is determined by elapsed time or hours reported.

2. Leaves of Absence (for Defined Benefit portion of Hybrid)

Indicate in the chart below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages are not reported for leaves of absence.
- Employers are not required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For contributory divisions, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example, if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Note: For the Defined Contribution portion of Hybrid service is not "granted" or "excluded" as elapsed time (or accumulated hours) are used to determine vesting. Contributions will be due only for months where wages are paid.

Type of Leave			Service Credit Granted	Service Credit Excluded
Short- and Long-T	erm Disability		(X)	
Workers' Compens	sation		Ø	
Unpaid Family Med	dical Leave Act (FMLA)		(X)	
Other: For example, sick and a	ccident, administrative, educational, sabb	atical, etc.		Ø
Other 2: Additional leave types a	s above			(X)

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective 1/1/07, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting under both Defined Benefit and Defined Contribution portions.

MD-370b (version 2020-09-25)

EMPLOYER NAME: Owosso, City of

DIV: 760701HA

3. Definition of Compensation

To streamline your Hybrid administration, MERS encourages you to use the same Definition of Compensation for both the Defined Benefit and Defined Contribution components. Contributions are calculated using the elected definition and must be reported to MERS separately for Defined Benefit and Defined Contribution.

My Defined Contribution portion uses a different definition. Fill out the below for your Defined Benefit portion and contact MERS at DataCollectionProject@mersofmich.com for instructions.

Select your definition here. If you choose to customize your definition, skip this table and go to page 5.	Base Wages	Box 1 Wages	(X) Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages Included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages Included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferra included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Hybrid Plan employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sur Benefits included

EMPLOYER NAME: OWOSSO	
SKIP THIS TABLE if you selected one of the standa	ard definitions of compensation on page 4.
CUSTOM: If you choose this option, you must select boxes in ea Compensation. You will be responsible for additional based on definition selected and the percentage of c	reporting details to track custom definitions. Wages are reported
Types of Compensation	
Regular Wages	— .
Salary or hourly wage X hours	On-call pay
PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)	Other:
Other Wages apply: YES NO	Courses insued over time (weekly/bi weekly)
Shift differentials	Severance issued over time (weekly/bi-weekly)
Overtime	Other:
Lump Sum Payments apply: YES NO	Educational degrees
PTO cash-out	
Longevity	Moving expenses
Bonuses	Sick payouts
Merit pay	Severance (if issued as lump sum)
Job certifications	Other:
Taxable Payments apply: YES NO	,
Travel through a non-accountable plan (i.e. mileage not tracked for reimburseme	ent)
Prizes, gift cards	Car allowance
Personal use of a company car	Other:
Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO	
Gun, tools, equipment, uniform	Mileage reimbursement
Phone	Travel through an accountable plan (i.e. tracking mileage for reimbursement)
Fitness	Other:
Types of Deferrals	
Elective Deferrals of Employee Premiums/Contributions apply: YES NO	
457 employee and employer contributions	IRA contributions
125 cafeteria plan, FSAs and HSAs	Other:
Types of Benefits	에 많은 사람들이 있는 것이 되었다. 그 사람들이 되었다. 그 사람들이 되었다. 그는 그를 보고 되었다.
Nontaxable Fringe Benefits of Employees apply: YES NO	
Health plan, dental, vision benefits	
Workers compensation premiums	Group term or whole life insurance < \$50,000
Short- or Long-term disability premiums	Other:
Mandatory Contributions apply: YES NO	
Hybrid Plan employee contributions	
MERS Health Care Savings Program employee contributions	Other:
Taxable Fringe Benefits apply: YES NO	0.000 1.000 186 1.000 000
Clothing reimbursement	Group term life insurance > \$50,000
Stipends for health insurance opt out payments	Other:
Other Benefits / Lump Sum Payments apply: YES NO	
Workers compensation settlement payments	Other:

V.

Hybrid Plan Adoption Agreement Addendum

EMPLOYER NAME: Owosso, City of

DIV: 760701HA

4. Forfeiture (for Defined Contribution portion of Hybrid)

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

Execution:
Authorized Designee of Governing Body of Municipality or Chief Judge of Court
This foregoing Addendum is hereby approved by City of Owosso
at a Board Meeting which took place on:
(mm/dd/yyyy)
Authorized Signature:
Printed Name:
Title:
Date:
I understand that approved board minutes are required to complete this request.
Roard minutes should be sent to. DataCollectionProject@mersofmich.com



MEMORANDUM

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

DATE: January 8, 2021

TO: Mayor Eveleth and the Owosso City Council

FROM: City Manager

SUBJECT: 21 Day Posting – Offer to Purchase City Property in Industrial Park

BACKGROUND:

The city received an offer of \$10,000 to purchase a 1.5 acre portion of city owned property carved from parcel # 050-553-000-009-00 (map attached). This portion of land will be added to the B&B Sandblasting and Painting property to create a larger lot.

Recommendation

Authorize the posting of this offer for 21 days according to Section 14.3(B)(2) of the city charter governing the sale of real property.

RESOLUTION NO.

RESOLUTION AUTHORIZING 21- DAY POSTING OF PURCHASE AGREEMENT FOR THE SALE OF CITY-OWNED PROPERTY ON MCMILLIAN ROAD

WHEREAS, the City of Owosso, Shiawassee County, Michigan, owns parcel 050-553-000-009-00, constituting 36 acres of industrial-zoned property; and

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has received an offer to purchase 1.5 acres of said parcel west of 1500 McMillian Rd for ten thousand dollars (\$10,000); and

WHEREAS, the City of Owosso has no immediate or long-term plans to develop said parcel under city ownership; and

WHEREAS, this portion has not been actively marketed, thereby triggering the 21-day public inspection period set forth in Section 14.3(2) of the Owosso City Charter.

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 sell the aforementioned parcel to Leaf Releaf Labs, LLC in the amount

of \$10,000.

SECOND: The city clerk is instructed to publicly publish this offer per Section 14.3(B)(2) of the city

charter for twenty one (21) days.

THE COVERT LAW FIRM, PLLC

1129 N WASHINGTON AVENUE, LANSING MI 48906

LETTER OF INTENT TO PURCHASE PROPERTY

LEAF RELEAF LABS LLC

January 11, 2021

To: City Manager City of Owosso Nathan Henne (Nathan.Henne@ci.owosso.mi.us) 301 West Main Owosso, MI 48867

BY EMAIL

Dear Mr Henne,

Please be advised that my client, Leaf Releaf Labs LLC, hereby gives notice of its intent to contract for and subsequently purchase 1.5 acres of land located West of 1500 McMillian Rd, Owosso MI, pursuant to a purchase agreement to be entered into between my client and the property Seller. Please see attached diagram of property location.

I am advised that a purchase price in the amount of \$10,000 (Ten Thousand Dollars) has been proposed/agreed for the sale price, and I will of course keep you updated with regards to the completion of this purchase and transfer.

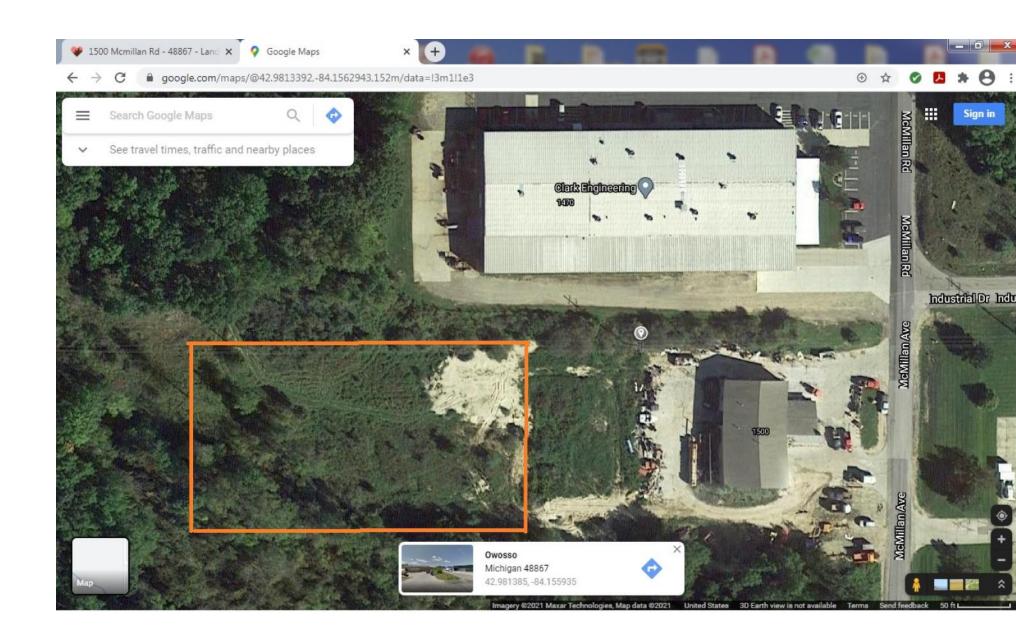
If you should have any questions at all regarding this letter, or the licensed cannabis facility application to be made by my client, please do not hesitate to contact this writer.

Yours sincerely,

James R. McGillie

SMIGNITE

Attorney





Come explore downtown Owosso, and feel the warmth of gathering together.

Experience the amazing that happens here everyday. Meet the people that add color to our lives. Discover this place we call home, and become a friend in the process.

2021 EDITION

OWOSSO MAIN STREET/DDA 989.494.3344

downtownowosso.ora



State of

Blocks

Public parking spaces

First-floor storefronts

Residential units

Restaurants

Retail stores

Owosso Main Street is making a real difference.

Downtown Owosso is widely known for its enthusiastic. welcoming culture that invites and embraces businesses, residents and visitors alike, showcasing a green and thriving environment of beautiful, walkable boulevards and authentic. unique attractions, residential, shopping, and dining experiences; the small town-downtown with appeal!

Downtown's Goals

- · Cultivate an environment that demonstrates a commitment to the development of businesses, housing and community organizations in downtown Owosso.
- Create and demonstrate a welcoming culture of hospitality for the visitors, businesses, and residents of 0W%SS0 downtown Owosso.
- Expand and sustain a model of "coopetition" among downtown Owosso businesses, organizations and attractions.

TRANSFORMING OWOSSO'S DOWNTOWN



Awarded \$318,982 in small business and property development loans, and issued \$84,000 in upper-floor residential development grants in FY 2019/2020.



Applied for and awarded three MEDC "Match on Main" grants, totaling \$81,975, in grant support to small businesses throughout our district and city.



Developed and implemented a Covid-19 Emergency Response Loan program, providing \$5,000 loans to 22 small businesses throughout our district and city limits.

REINVESTMENT STATS 2019-2020

PRIVATE INVESTMENT

^{\$}1,663,500

Program to date: \$21,554,228



Façade & Building Improvements
Program to date: 320



New Businesses
Program to date: 71

Community Profile

Owosso | 2020



Population

14,450



Households





Median HH Income

\$57.692



Median Age

35 years



Housing Units

6,634



94% Housing is occupied 62% Owner-occupied 38% Renter-occupied

Main Street is Helping Businesses Thrive

- · Revolving loan fund
- · Residential development grants
- · Online store/sales program
- Quarterly business owner's meetings
- · MEDC/state façade program
- · Match on Main funding program
- · Small Business Saturday champion
- · Design assistance
- · Business recruitment team
- · Shiawassee Safe Program

'The Owosso Main Street/DDA Revolving Loan Fund gave us the boost we needed. We've doubled our space and tripled our staff, now servicing three times the number of clients. We wouldn't have seen these results without the support from Owosso Main Street."

-Tony Nash, Owner, AZEE Business Solutions

Downtown Drive Time Markets

	5 Minutes	10 Minutes	20 Minutes
Population	15,472	28,203	60,386
Households	6,321	11,530	23,829
Median HH Income	\$40,219	\$45,090	\$52,224

In-demand Businesses

Shopping & Retail

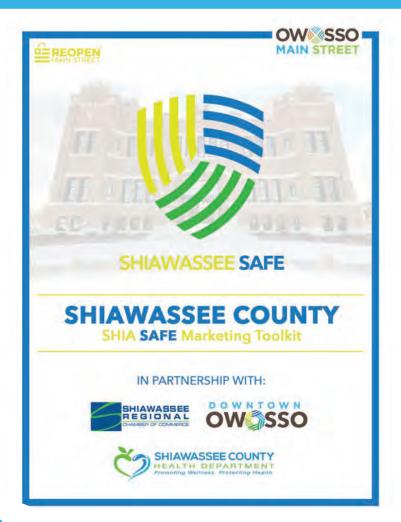
Butcher/meat market Arts, crafts, and hobbies Specialty foods/grocery store Women's clothing Mercantile store

Food & Drink

Brewery or brewpub Steakhouse Breakfast/brunch Casual eatery Ethnic restaurant

Connecting Community Safely during Covid-19

Owosso Main Street/DDA and the Shiawassee Regional Chamber of Commerce introduced (with support from the Shiawassee County Health Department and the Michigan Main Street Center) a new marketing campaign called "Shiawassee Safe." Amidst the Covid-19 pandemic, consumer confidence is tied directly to customer safety. This campaign was created to form the unified message that Shiawassee County businesses are committed to keeping customers safe as we continue to address Covid-19 concerns.



2019 Pulse of Downtown



63%

Visit downtown Owosso most often for dining

51%

Described recent trends in downtown Owosso as improving or making progress.

26%

Said the frequency of their visits to downtown Owosso increased during the past year.

Social Connection





9,580+
Facebook Followers



1,555+ nstagram Followe

Volunteer Connection





1,741

Volunteer hours in 2019-2020



31,157Volunteer hours
(Program to date)



44,900

Volunteer value in 2019–2020



\$803,539 Volunteer value

(Program to date)

VOLUNTEER SPOTLIGH

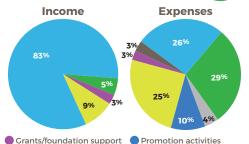
"Volunteering with Owosso Main Street has a big impact to our community. Whether it's pulling weeds or creating downtown events, people notice and appreciate the hard work."

> -Susan Treen, Owner, Apple Tree Lane



In the Numbers





City/county support

Memberships/fundraising

- Design activities
- DDA support

 Economic vitality activities
 Organization activities
 - Operations

 Bond payments
 - Development agreements

Owosso Main Street Events 2019-20

Est. event attendance

- Glow Owosso (Parade & 5K)
- NYE Block Party and Ball Drop
- ArtWalk Owosso
- Vintage Motorcycle
- Chocolate Walk
- · Film at the Fountain
- Downtown Trickor-Treat
- Moonlight Market (collaboration)
- Cruise the Pits (collaboration)
- Castle Nights (collaboration)



Glow Owosso



NYE Block Party & Ball Drop



Vintage Motorcycle Days



Artwalk Owosso

Michigan Main Street

The Leader in Grassroots **Economic Development**

Michigan Main Street provides technical assistance to local communities as they implement the Main Street Four-Point Approach®, a communitydriven, comprehensive strategy encouraging economic development through historic preservation in ways appropriate for the modern marketplace. The program aims to create communities distinguished by economically vital and vibrant commercial districts and downtowns, thereby making the state economically stronger and culturally diverse.

Real Impact. The numbers prove it!



2. \$13,851,2**7**9

2019-20 Total

\$319.873.405 Program to date



2019-20 Total

\$115,990,307

Program to date



33,676

2019-20 Volunteer Hours

773,507

Program to date



2019-20 New Businesses

1,495 Program to date



2019-20 Façade & **Building Improvements**

2,356 Program to date

Owosso's **Board of Directors**

Chair: Dave Acton Vice Chair: Bill Gilbert Treasurer: Kenneth Cushman

Authority Member/Mayor Pro-tem: Susan Osika

Authority Member: Lance Omer Authority Member: Theresa Trecha Authority Member: Jon Moore Authority Member: Josh Ardelean

"Owosso Main Street/DDA is beyond grateful for the leadership and inspiration we have received from the Michigan Main Street Center and the National Main Street team. These organizations are a delight to work with and our community would not be where we are today without them."

-Dave Acton, Board Chair, Owosso Main Street/DDA

Our Communities



Select Level







REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 1/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL 000 - REVENUE	FUND	7,989,949.00	5,999,515.57	535,108.41	1,990,433.43	75.09
TOTAL REVENUES		7,989,949.00	5,999,515.57	535,108.41	1,990,433.43	75.09
101 - CITY COUNC	IL	5,300.00	940.00	940.00	4,360.00	17.74
171 - CITY MANAG	ER	226,078.00	112,782.36	24,425.14	113,295.64	49.89
201 - FINANCE		274,929.00	133,895.58	24,871.45	141,033.42	48.70
209 - ASSESSING		154,669.00	78,296.90	15,722.62	76,372.10	50.62
210 - CITY ATTOR	NEY	117,917.00	58,830.39	0.00	59,086.61	49.89
215 - CLERK		281,689.00	177,049.19	29,624.11	104,639.81	62.85
226 - HUMAN RESC	URCES	226,051.00	106,497.35	24,713.77	119,553.65	47.11
253 - TREASURY		155,169.00	76,724.30	16,597.89	78,444.70	49.45
258 - INFORMATIC	N & TECHNOLOGY	107,359.00	42,187.51	7,919.79	65,171.49	39.30
265 - BUILDING &	GROUNDS	137,714.00	60,369.32	11,604.18	77,344.68	43.84
299 - GENERAL AD	MIN	312,700.00	262,232.60	37,900.31	50,467.40	83.86
300 - POLICE		2,257,817.00	1,069,581.16	199,088.98	1,188,235.84	47.37
335 - FIRE		2,118,690.00	1,019,238.93	191,718.33	1,099,451.07	48.11
370 - BUILDING A	ND SAFETY	253,052.00	106,088.85	21,023.63	146,963.15	41.92
441 - PUBLIC WOR	ks	683,000.00	278,377.65	56,293.34	404,622.35	40.76
528 - LEAF AND B	RUSH COLLECTION	226,363.00	193,267.89	31,042.65	33,095.11	85.38
585 - PARKING		42,448.00	2,867.65	696.51	39,580.35	6.76
728 - COMMUNITY	DEVELOPMENT	67,372.00	21,315.60	4,785.37	46,056.40	31.64
756 - PARKS		225,350.00	94,992.37	8,234.62	130,357.63	42.15
966 - TRANSFERS	OUT	116,282.00	88,378.77	3,333.33	27,903.23	76.00
TOTAL EXPENDITUR	ES	7,989,949.00	3,983,914.37	710,536.02	4,006,034.63	49.86

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

Page: 2/15

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL	FUND					
Fund 101 - GENERAL TOTAL REVENUES TOTAL EXPENDITURES NET OF REVENUES & :		7,989,949.00 7,989,949.00 0.00	5,999,515.57 3,983,914.37 2,015,601.20	535,108.41 710,536.02 (175,427.61)	1,990,433.43 4,006,034.63 (2,015,601.20)	75.09 49.86 100.00
Fund 202 - MAJOR S' 000 - REVENUE	TREET FUND	2,531,360.00	473,663.17	104,923.70	2,057,696.83	18.71
TOTAL REVENUES		2,531,360.00	473,663.17	104,923.70	2,057,696.83	18.71
451 - CONSTRUCTION	ON	1,462,386.00	881,547.34	0.00	580,838.66	60.28
463 - STREET MAI	NTENANCE	371,000.00	138,555.38	13,867.61	232,444.62	37.35
473 - BRIDGE MAI	NTENANCE	12,400.00	0.00	0.00	12,400.00	0.00
474 - TRAFFIC SE	RVICES-MAINTENANCE	25,000.00	2,191.02	521.96	22,808.98	8.76
478 - SNOW & ICE	CONTROL	87,000.00	7,134.68	6,566.94	79,865.32	8.20
480 - TREE TRIMM	ING	67,000.00	6,306.29	191.32	60,693.71	9.41
482 - ADMINISTRA	TION & ENGINEERING	175,892.00	73,112.90	15,967.00	102,779.10	41.57
485 - LOCAL STRE	ET TRANSFER	288,882.00	144,086.91	32,530.73	144,795.09	49.88
486 - TRUNKLINE	SURFACE MAINTENANCE	4,000.00	7,173.74	0.00	(3,173.74)	179.34
488 - TRUNKLINE	SWEEPING & FLUSHING	3,300.00	2,008.25	0.00	1,291.75	60.86
490 - TRUNKLINE	TREE TRIIM & REMOVAL	400.00	0.00	0.00	400.00	0.00
491 - TRUNKLINE	STORM DRAIN, CURBS	5,500.00	4,022.67	0.00	1,477.33	73.14
492 - TRUNKLINE	ROADSIDE CLEANUP	600.00	33.62	33.62	566.38	5.60
494 - TRUNKLINE	TRAFFIC SIGNS	800.00	584.84	86.21	215.16	73.11
496 - TRUNKLINE	TRAFFIC SIGNALS	200.00	0.00	0.00	200.00	0.00
497 - TRUNKLINE	SNOW & ICE CONTROL	27,000.00	1,505.60	1,210.97	25,494.40	5.58
TOTAL EXPENDITUR	ES	2,531,360.00	1,268,263.24	70,976.36	1,263,096.76	50.10
Fund 202 - MAJOR S' TOTAL REVENUES	TREET FUND:	2,531,360.00	473,663.17	104,923.70	2,057,696.83	18.71

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 3/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STR	REET FUND					
TOTAL EXPENDITURES	V DEND T WIND EQ	2,531,360.00	1,268,263.24	70,976.36	1,263,096.76	50.10
NET OF REVENUES & EX		0.00	(794,600.07)	33,947.34	794,600.07	100.00
Fund 203 - LOCAL STF 000 - REVENUE	REET FUND	1,512,157.00	314,302.64	70,932.11	1,197,854.36	20.79
TOTAL REVENUES		1,512,157.00	314,302.64	70,932.11	1,197,854.36	20.79
451 - CONSTRUCTION	1	787,367.00	701,813.84	22,806.70	85,553.16	89.13
463 - STREET MAINT	PENANCE	445,000.00	177,158.99	13,855.59	267,841.01	39.81
474 - TRAFFIC SERV	VICES-MAINTENANCE	5,400.00	3,874.62	281.02	1,525.38	71.75
478 - SNOW & ICE C	CONTROL	85,000.00	2,759.11	2,759.11	82,240.89	3.25
480 - TREE TRIMMIN	IG .	90,000.00	28,859.37	5,519.04	61,140.63	32.07
482 - ADMINISTRATI	ON & ENGINEERING	99,390.00	43,290.10	9,181.27	56,099.90	43.56
TOTAL EXPENDITURES	3	1,512,157.00	957,756.03	54,402.73	554,400.97	63.34
Fund 203 - LOCAL STF	REET FUND:	1,512,157.00	314,302.64	70,932.11	1,197,854.36	20.79
TOTAL EXPENDITURES		1,512,157.00	957,756.03	54,402.73	554,400.97	63.34
NET OF REVENUES & EX	XPENDITURES	0.00	(643, 453.39)	16,529.38	643,453.39	100.00
Fund 208 - PARK/RECF 000 - REVENUE	REATION SITES FUND	139,992.00	119,453.56	990.56	20,538.44	85.33
TOTAL REVENUES		139,992.00	119,453.56	990.56	20,538.44	85.33
756 - PARKS		97,815.00	81,290.68	0.00	16,524.32	83.11
TOTAL EXPENDITURES	3	97,815.00	81,290.68	0.00	16,524.32	83.11
Fund 208 - PARK/RECF TOTAL REVENUES TOTAL EXPENDITURES	REATION SITES FUND:	139,992.00 97,815.00	119,453.56 81,290.68	990.56	20,538.44 16,524.32	85.33 83.11
NET OF REVENUES & EX	YPENDITURES	42,177.00	38,162.88	990.56	4,014.12	90.48
Fund 248 - DOWNTOWN 000 - REVENUE	FACADE PROGRAM	0.00	(0.18)	(0.53)	0.18	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 4/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOW	VN FACADE PROGRAM					
TOTAL REVENUES		0.00	(0.18)	(0.53)	0.18	100.00
Fund 248 - DOWNTOW TOTAL REVENUES TOTAL EXPENDITURES		0.00	(0.18)	(0.53)	0.18 0.00	100.00
NET OF REVENUES &	EXPENDITURES	0.00	(0.18)	(0.53)	0.18	100.00
Fund 273 - OMS/DDA 000 - REVENUE	A REVLG LOAN FUND	32,000.00	71,857.93	16,651.40	(39,857.93)	224.56
TOTAL REVENUES		32,000.00	71,857.93	16,651.40	(39,857.93)	224.56
200 - GEN SERVIC	CES	1,500.00	121,120.16	29,281.00	(119,620.16)	8,074.68
TOTAL EXPENDITUE	RES	1,500.00	121,120.16	29,281.00	(119,620.16)	8,074.68
Fund 273 - OMS/DDA TOTAL REVENUES TOTAL EXPENDITURES NET OF REVENUES &		32,000.00 1,500.00 30,500.00	71,857.93 121,120.16 (49,262.23)	16,651.40 29,281.00 (12,629.60)	(39,857.93) (119,620.16) 79,762.23	
Fund 275 - HOUSING 000 - REVENUE	G & REDEVELOPMENT	0.00	(0.02)	(0.05)	0.02	100.00
TOTAL REVENUES		0.00	(0.02)	(0.05)	0.02	100.00
Fund 275 - HOUSING TOTAL REVENUES TOTAL EXPENDITURES NET OF REVENUES &	5	0.00 0.00 0.00	(0.02) 0.00 (0.02)	(0.05) 0.00 (0.05)	0.02 0.00 0.02	100.00
Fund 276 - OBRA FU	UND DISTRICT #16 - QDOBA	21,803.00	(0.16)	(0.54)	21,803.16	0.00
TOTAL REVENUES		21,803.00	(0.16)	(0.54)	21,803.16	0.00
730 - PROFESSION	NAL SERVICES	515.00	515.00	0.00	0.00	100.00
905 - DEBT SERVI	ICE	28,171.00	0.00	0.00	28,171.00	0.00
TOTAL EXPENDITUR	RES	28,686.00	515.00	0.00	28,171.00	1.80

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 5/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 276 - OBRA FUND DIS						
Fund 276 - OBRA FUND DIS TOTAL REVENUES TOTAL EXPENDITURES	TRICT #16 - QDOBA:	21,803.00 28,686.00	(0.16) 515.00	(0.54) 0.00	21,803.16 28,171.00	0.00
NET OF REVENUES & EXPEND	ITURES	(6,883.00)	(515.16)	(0.54)	(6,367.84)	7.48
Fund 277 - OBRA FUND DIS 000 - REVENUE	TRICT #20 - J&H OIL	0.00	17,092.57	0.00	(17,092.57)	100.00
TOTAL REVENUES		0.00	17,092.57	0.00	(17,092.57)	100.00
901 - CAPITAL OUTLAY		0.00	17,092.57	0.00	(17,092.57)	100.00
TOTAL EXPENDITURES		0.00	17,092.57	0.00	(17,092.57)	100.00
Fund 277 - OBRA FUND DIS TOTAL REVENUES TOTAL EXPENDITURES NET OF REVENUES & EXPEND		0.00	17,092.57 17,092.57 0.00	0.00	(17,092.57) (17,092.57) 0.00	100.00
NEI OF REVENUES & EXTEND	TIONES	0.00	0.00	0.00	0.00	0.00
Fund 283 - OBRA FUND-DIS 000 - REVENUE	TRICT#3-TIAL	23,600.00	603.11	0.00	22,996.89	2.56
TOTAL REVENUES		23,600.00	603.11	0.00	22,996.89	2.56
730 - PROFESSIONAL SER	VICES	750.00	0.00	0.00	750.00	0.00
905 - DEBT SERVICE		21,703.00	0.00	0.00	21,703.00	0.00
964 - TAX REIMBURSEMEN	ITS	1,147.00	0.00	0.00	1,147.00	0.00
TOTAL EXPENDITURES		23,600.00	0.00	0.00	23,600.00	0.00
Fund 283 - OBRA FUND-DIS TOTAL REVENUES TOTAL EXPENDITURES NET OF REVENUES & EXPEND		23,600.00 23,600.00 0.00	603.11 0.00 603.11	0.00	22,996.89 23,600.00 (603.11)	2.56 0.00 100.00
					, ,	
Fund 288 - OBRA FUND-DIS	TRICT #17 CARGILL (PREV #8)	190,000.00	0.00	0.00	190,000.00	0.00
TOTAL REVENUES		190,000.00	0.00	0.00	190,000.00	0.00
730 - PROFESSIONAL SER	VICES	9,902.00	9,901.50	0.00	0.50	99.99

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 6/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 200 - ODDA E	UND-DISTRICT #17 CARGILL (PREV #8)			<u> </u>	<u> </u>	
905 - DEBT SERV		180,098.00	0.00	0.00	180,098.00	0.00
TOTAL EXPENDITU	RES	190,000.00	9,901.50	0.00	180,098.50	5.21
Fund 288 – OBRA F TOTAL REVENUES TOTAL EXPENDITURE	UND-DISTRICT #17 CARGILL (PREV #8):	190,000.00 190,000.00	0.00 9,901.50	0.00	190,000.00 180,098.50	0.00 5.21
NET OF REVENUES &	EXPENDITURES	0.00	(9,901.50)	0.00	9,901.50	100.00
Fund 289 - OBRA:D	ISTRICT#9(ROBBIN'S LOFT)	3,343.00	463.83	0.00	2,879.17	13.87
TOTAL REVENUES		3,343.00	463.83	0.00	2,879.17	13.87
730 - PROFESSIO	NAL SERVICES	1,200.00	0.00	0.00	1,200.00	0.00
TOTAL EXPENDITU	RES	1,200.00	0.00	0.00	1,200.00	0.00
Fund 289 - OBRA:D TOTAL REVENUES TOTAL EXPENDITURE	ISTRICT#9(ROBBIN'S LOFT):	3,343.00 1,200.00	463.83 0.00	0.00	2,879.17 1,200.00	13.87
NET OF REVENUES &	EXPENDITURES	2,143.00	463.83	0.00	1,679.17	21.64
Fund 291 - OBRA F 000 - REVENUE	UND-DIST#11 (CAPITOL BOWL)	6,450.00	274.14	0.00	6,175.86	4.25
TOTAL REVENUES		6,450.00	274.14	0.00	6,175.86	4.25
730 - PROFESSIO	NAL SERVICES	864.00	0.00	0.00	864.00	0.00
964 - TAX REIMB	URSEMENTS	5,586.00	0.00	0.00	5,586.00	0.00
TOTAL EXPENDITU	RES	6,450.00	0.00	0.00	6,450.00	0.00
Fund 291 - OBRA F TOTAL REVENUES TOTAL EXPENDITURE	UND-DIST#11(CAPITOL BOWL):	6,450.00 6,450.00	274.14 0.00	0.00	6,175.86 6,450.00	4.25
NET OF REVENUES &	EXPENDITURES	0.00	274.14	0.00	(274.14)	100.00
Fund 292 - OBRA F 000 - REVENUE	UND-DIST#12 (WOODARD LOFT	112,160.00	2,724.24	0.00	109,435.76	2.43
TOTAL REVENUES		112,160.00	2,724.24	0.00	109,435.76	2.43

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 7/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 292 - OBRA FUND	-DIST#12(WOODARD LOFT SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
964 - TAX REIMBURSI	EMENTS	111,160.00	0.00	0.00	111,160.00	0.00
TOTAL EXPENDITURES		112,160.00	0.00	0.00	112,160.00	0.00
Fund 292 - OBRA FUND TOTAL REVENUES TOTAL EXPENDITURES NET OF REVENUES & EX.	-DIST#12(WOODARD LOFT:	112,160.00 112,160.00 0.00	2,724.24 0.00 2,724.24	0.00 0.00 0.00	109,435.76 112,160.00 (2,724.24)	2.43 0.00 100.00
Fund 295 - OBRA-DIST:	#15 -ARMORY BUILDING	75,000.00	0.00	0.00	75,000.00	0.00
TOTAL REVENUES		75,000.00	0.00	0.00	75,000.00	0.00
730 - PROFESSIONAL	SERVICES	3,861.00	3,860.50	0.00	0.50	99.99
964 - TAX REIMBURS	EMENTS	71,139.00	0.00	0.00	71,139.00	0.00
TOTAL EXPENDITURES		75,000.00	3,860.50	0.00	71,139.50	5.15
Fund 295 - OBRA-DIST: TOTAL REVENUES TOTAL EXPENDITURES NET OF REVENUES & EX	#15 -ARMORY BUILDING: PENDITURES	75,000.00 75,000.00 0.00	0.00 3,860.50 (3,860.50)	0.00 0.00 0.00	75,000.00 71,139.50 3,860.50	0.00 5.15 100.00
Fund 297 - HISTORICA: 000 - REVENUE	L FUND	82,554.00	26,460.61	4,533.42	56,093.39	32.05
TOTAL REVENUES		82,554.00	26,460.61	4,533.42	56,093.39	32.05
797 - HISTORICAL CO	DMMISSION	63,354.00	16,405.35	930.13	46,948.65	25.89
798 - CASTLE		8,700.00	3,774.00	777.51	4,926.00	43.38
799 - GOULD HOUSE		9,500.00	4,727.09	987.50	4,772.91	49.76
800 - COMSTOCK/WOOD	DARD	1,000.00	214.78	40.78	785.22	21.48
TOTAL EXPENDITURES		82,554.00	25,121.22	2,735.92	57,432.78	30.43
Fund 297 - HISTORICA	L FUND:					

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 8/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - HISTOR	TCAL FIIND					
TOTAL REVENUES	TOTAL TOND	82,554.00	26,460.61	4,533.42	56,093.39	32.05
TOTAL EXPENDITURE	S	82,554.00	25,121.22	2,735.92	57,432.78	30.43
NET OF REVENUES &	EXPENDITURES	0.00	1,339.39	1,797.50	(1,339.39)	100.00
Fund 298 - HISTOR	TCAL SITES FUND					
000 - REVENUE	TONE OTTES TONE	139,992.00	119,448.87	988.13	20,543.13	85.33
TOTAL REVENUES		139,992.00	119,448.87	988.13	20,543.13	85.33
798 - CASTLE		113,000.00	0.00	0.00	113,000.00	0.00
799 - GOULD HOU	SE	12,000.00	0.00	0.00	12,000.00	0.00
TOTAL EXPENDITU	RES	125,000.00	0.00	0.00	125,000.00	0.00
Fund 298 - HISTOR	ICAL SITES FUND:					
TOTAL REVENUES		139,992.00	119,448.87	988.13	20,543.13	85.33
TOTAL EXPENDITURE	S	125,000.00	0.00	0.00	125,000.00	0.00
NET OF REVENUES &	EXPENDITURES	14,992.00	119,448.87	988.13	(104,456.87)	796.75
Fund 325 - DEBT S	ERVICE-2010 GO BONDS					
000 - REVENUE		89,233.00	75,186.25	0.00	14,046.75	84.26
TOTAL REVENUES		89,233.00	75,186.25	0.00	14,046.75	84.26
905 - DEBT SERV	ICE	89,233.00	75,186.25	0.00	14,046.75	84.26
TOTAL EXPENDITU	RES	89,233.00	75,186.25	0.00	14,046.75	84.26
	ERVICE-2010 GO BONDS:		75 106 05	0.00	14.046.75	04.06
TOTAL REVENUES TOTAL EXPENDITURE	S	89,233.00 89,233.00	75,186.25 75,186.25	0.00	14,046.75 14,046.75	84.26 84.26
NET OF REVENUES &		0.00	0.00	0.00	0.00	0.00
Fund 327 - DEBT S	ERVICE					
000 - REVENUE		804,733.00	749,880.89	6,326.03	54,852.11	93.18
TOTAL REVENUES		804,733.00	749,880.89	6,326.03	54,852.11	93.18
905 - DEBT SERV	ICE	804,733.00	207,766.25	250.00	596,966.75	25.82
TOTAL EXPENDITU	RES	804,733.00	207,766.25	250.00	596,966.75	25.82

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 9/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

GL NUMBER DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 327 - DEBT SERVICE					
Fund 327 - DEBT SERVICE: TOTAL REVENUES	804,733.00	749,880.89	6,326.03	54,852.11	93.18
TOTAL EXPENDITURES	804,733.00	207,766.25	250.00	596,966.75	25.82
NET OF REVENUES & EXPENDITURES	0.00	542,114.64	6,076.03	(542,114.64)	100.00
Fund 368 - 2009 SPECIAL ASSESSMENT 000 - REVENUE	0.00	256.50	0.00	(256.50)	100.00
TOTAL REVENUES	0.00	256.50	0.00	(256.50)	100.00
Fund 368 - 2009 SPECIAL ASSESSMENT: TOTAL REVENUES	0.00	256.50	0.00	(256.50)	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	0.00	256.50	0.00	(256.50)	100.00
Fund 372 - 2011 SPECIAL ASSESSMENT 000 - REVENUE	0.00	3,876.52	132.00	(3,876.52)	100.00
TOTAL REVENUES	0.00	3,876.52	132.00	(3,876.52)	100.00
Fund 372 - 2011 SPECIAL ASSESSMENT:				·	
TOTAL REVENUES	0.00	3,876.52	132.00	(3,876.52)	100.00
TOTAL EXPENDITURES NET OF REVENUES & EXPENDITURES	0.00	3,876.52	132.00	(3,876.52)	100.00
		, , , , , , ,		(2)	
Fund 374 - 2012 SPECIAL ASSESSMENT 000 - REVENUE	0.00	7,456.49	0.00	(7,456.49)	100.00
TOTAL REVENUES	0.00	7,456.49	0.00	(7,456.49)	100.00
Fund 374 - 2012 SPECIAL ASSESSMENT:					
TOTAL REVENUES	0.00	7,456.49	0.00	(7,456.49)	100.00
TOTAL EXPENDITURES NET OF REVENUES & EXPENDITURES	0.00	7,456.49	0.00	(7,456.49)	100.00
Fired 27.C 2012 ODECTAL ACCERCIMENT		,		. ,	
Fund 376 - 2013 SPECIAL ASSESSMENT 000 - REVENUE	0.00	3,298.29	0.00	(3,298.29)	100.00
TOTAL REVENUES	0.00	3,298.29	0.00	(3,298.29)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 10/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 376 - 2013 S	PECIAL ASSESSMENT					
Fund 376 - 2013 S TOTAL REVENUES TOTAL EXPENDITURE	PECIAL ASSESSMENT:	0.00	3,298.29	0.00	(3,298.29)	100.00
NET OF REVENUES &	EXPENDITURES	0.00	3,298.29	0.00	(3,298.29)	100.00
Fund 382 - 2016 S 000 - REVENUE	PECIAL ASSESSMENT	0.00	4,247.37	0.00	(4,247.37)	100.00
TOTAL REVENUES		0.00	4,247.37	0.00	(4,247.37)	100.00
Fund 382 - 2016 S TOTAL REVENUES TOTAL EXPENDITURE NET OF REVENUES &		0.00 0.00 0.00	4,247.37 0.00 4,247.37	0.00	(4,247.37) 0.00 (4,247.37)	100.00 0.00 100.00
Fund 383 - 2017 S 000 - REVENUE	PECIAL ASSESSMENTS	0.00	22,869.82	2,506.07	(22,869.82)	100.00
TOTAL REVENUES		0.00	22,869.82	2,506.07	(22,869.82)	100.00
TOTAL REVENUES TOTAL EXPENDITURE		0.00	22,869.82	2,506.07	(22,869.82)	100.00
NET OF REVENUES &	EXPENDITURES	0.00	22,869.82	2,506.07	(22,869.82)	100.00
Fund 384 - 2018 S 000 - REVENUE	PECIAL ASSESSMENTS	0.00	101,479.08	4,979.29	(101,479.08)	100.00
TOTAL REVENUES		0.00	101,479.08	4,979.29	(101, 479.08)	100.00
Fund 384 - 2018 S TOTAL REVENUES TOTAL EXPENDITURE	PECIAL ASSESSMENTS:	0.00	101,479.08	4,979.29	(101,479.08) 0.00	100.00
NET OF REVENUES &	EXPENDITURES	0.00	101,479.08	4,979.29	(101,479.08)	100.00
Fund 385 - 2019 S 000 - REVENUE	PECIAL ASSESSMENTS	0.00	61,742.56	2,473.37	(61,742.56)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 11/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
	SPECIAL ASSESSMENTS					
TOTAL REVENUES		0.00	61,742.56	2,473.37	(61,742.56)	100.00
Fund 385 - 2019 S TOTAL REVENUES TOTAL EXPENDITURE	SPECIAL ASSESSMENTS:	0.00	61,742.56	2,473.37 0.00	(61,742.56) 0.00	100.00
NET OF REVENUES &	EXPENDITURES	0.00	61,742.56	2,473.37	(61,742.56)	100.00
Fund 386 - 2020 S 000 - REVENUE	SPECIAL ASSESSMENTS	0.00	233,320.31	2,710.67	(233,320.31)	100.00
TOTAL REVENUES		0.00	233,320.31	2,710.67	(233, 320.31)	100.00
Fund 386 - 2020 S TOTAL REVENUES TOTAL EXPENDITURE NET OF REVENUES &		0.00	233,320.31 0.00 233,320.31	2,710.67 0.00 2,710.67	(233,320.31) 0.00 (233,320.31)	100.00
			,	,	, ,	
Fund 397 - 2009 I 000 - REVENUE	IGO DEBI	78,885.00	14,067.50	0.00	64,817.50	17.83
TOTAL REVENUES		78,885.00	14,067.50	0.00	64,817.50	17.83
905 - DEBT SERV	VICE	78,885.00	14,067.50	0.00	64,817.50	17.83
TOTAL EXPENDITU	JRES	78,885.00	14,067.50	0.00	64,817.50	17.83
Fund 397 - 2009 I TOTAL REVENUES TOTAL EXPENDITURE NET OF REVENUES &	ES .	78,885.00 78,885.00 0.00	14,067.50 14,067.50 0.00	0.00 0.00 0.00	64,817.50 64,817.50 0.00	17.83 17.83 0.00
Fund 401 - CAPITA 000 - REVENUE	AL PROJECT FUND	68,143.00	68,143.00	0.00	0.00	100.00
TOTAL REVENUES		68,143.00	68,143.00	0.00	0.00	100.00
000 - REVENUE		68,143.00	53,203.13	2,753.57	14,939.87	78.08
TOTAL EXPENDITU	JRES	68,143.00	53,203.13	2,753.57	14,939.87	78.08

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 12/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 401 - CAPITAL						
Fund 401 - CAPITAL TOTAL REVENUES	PROJECT FUND:	68,143.00	68,143.00	0.00	0.00	100.00
TOTAL EXPENDITURES		68,143.00	53,203.13	2,753.57	14,939.87	78.08
NET OF REVENUES &	EXPENDITURES	0.00	14,939.87	(2,753.57)	(14,939.87)	100.00
Fund 411 - CAPITAL 000 - REVENUE	PROJECTS-STREET PROGRAM	1,000,000.00	1,268.96	127.68	998,731.04	0.13
TOTAL REVENUES		1,000,000.00	1,268.96	127.68	998,731.04	0.13
270 - ADMINISTRA	TIVE	0.00	1,145.00	1,145.00	(1,145.00)	100.00
966 - TRANSFERS	OUT	1,000,000.00	0.00	0.00	1,000,000.00	0.00
TOTAL EXPENDITUR	ES	1,000,000.00	1,145.00	1,145.00	998,855.00	0.11
TOTAL REVENUES	PROJECTS-STREET PROGRAM:	1,000,000.00	1,268.96	127.68	998,731.04	0.13
TOTAL EXPENDITURES		1,000,000.00	1,145.00	1,145.00	998,855.00	0.11
NET OF REVENUES &	EXPENDITURES	0.00	123.96	(1,017.32)	(123.96)	100.00
Fund 466 - CAPITAL 000 - REVENUE	PROJECTS-BUILDING AUTH	0.00	(0.40)	(1.27)	0.40	100.00
TOTAL REVENUES		0.00	(0.40)	(1.27)	0.40	100.00
Fund 466 - CAPITAL TOTAL REVENUES TOTAL EXPENDITURES	PROJECTS-BUILDING AUTH:	0.00	(0.40)	(1.27)	0.40	100.00
NET OF REVENUES &		0.00	(0.40)	(1.27)	0.00	100.00
			, ,	, ,		
Fund 494 - CAPITAL 000 - REVENUE	PROJECTS FUND	10,250.00	(0.39)	(1.26)	10,250.39	0.00
TOTAL REVENUES		10,250.00	(0.39)	(1.26)	10,250.39	0.00
270 - ADMINISTRA	TIVE	10,000.00	0.00	0.00	10,000.00	0.00
TOTAL EXPENDITUR	ES	10,000.00	0.00	0.00	10,000.00	0.00
Fund 494 - CAPITAL TOTAL REVENUES TOTAL EXPENDITURES		10,250.00	(0.39)	(1.26)	10,250.39	0.00

Fund 590 - SEWER FUND:

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 13/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 494 - CAPITAI	PROJECTS FUND					
NET OF REVENUES &	EXPENDITURES	250.00	(0.39)	(1.26)	250.39	0.16
Fund 497 - CAPITAI 000 - REVENUE	PROJECTS-SUBDIVISION	0.00	28,332.23	0.00	(28,332.23)	100.00
TOTAL REVENUES		0.00	28,332.23	0.00	(28,332.23)	100.00
Fund 497 - CAPITAI TOTAL REVENUES TOTAL EXPENDITURES NET OF REVENUES &		0.00 0.00 0.00	28,332.23 0.00 28,332.23	0.00 0.00 0.00	(28,332.23) 0.00 (28,332.23)	100.00 0.00 100.00
Fund 588 - TRANSPO 000 - REVENUE	PRTATION FUND	76,000.00	78,627.25	642.97	(2,627.25)	103.46
TOTAL REVENUES		76,000.00	78,627.25	642.97	(2,627.25)	103.46
200 - GEN SERVIC	ES	76,000.00	64,047.97	0.00	11,952.03	84.27
TOTAL EXPENDITUR	ES	76,000.00	64,047.97	0.00	11,952.03	84.27
Fund 588 - TRANSPO TOTAL REVENUES TOTAL EXPENDITURES NET OF REVENUES &	;	76,000.00 76,000.00 0.00	78,627.25 64,047.97 14,579.28	642.97 0.00 642.97	(2,627.25) 11,952.03 (14,579.28)	103.46 84.27 100.00
Fund 590 - SEWER F	UND	3,352,244.00	993,300.73	472,105.32	2,358,943.27	29.63
TOTAL REVENUES		3,352,244.00	993,300.73	472,105.32	2,358,943.27	29.63
200 - GEN SERVIC	ES	1,784,986.00	1,004,329.54	217,624.77	780,656.46	56.27
549 - SEWER OPER	AATIONS	347,241.00	78,720.96	25,562.22	268,520.04	22.67
901 - CAPITAL OU	TLAY	1,440,000.00	391,934.49	356,856.99	1,048,065.51	27.22
905 - DEBT SERVI	CE	71,294.00	4,897.33	0.00	66,396.67	6.87
TOTAL EXPENDITUR	RES	3,643,521.00	1,479,882.32	600,043.98	2,163,638.68	40.62
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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 14/15

User: CAGrice DB: Owosso

PERIOD ENDING 12/31/2020

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

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER F TOTAL REVENUES TOTAL EXPENDITURES		3,352,244.00 3,643,521.00	993,300.73 1,479,882.32	472,105.32 600,043.98	2,358,943.27 2,163,638.68	29.63 40.62
NET OF REVENUES &	EXPENDITURES	(291,277.00)	(486,581.59)	(127,938.66)	195,304.59	167.05
Fund 591 - WATER F 000 - REVENUE	UND	6,907,249.00	2,793,393.29	1,150,757.63	4,113,855.71	40.44
TOTAL REVENUES		6,907,249.00	2,793,393.29	1,150,757.63	4,113,855.71	40.44
200 - GEN SERVIC	ES	516,441.00	245,731.50	59,533.30	270,709.50	47.58
552 - WATER UNDE	RGROUND	970,176.00	365,546.56	76,468.31	604,629.44	37.68
553 - WATER FILT	RATION	1,147,443.00	523,125.81	119,076.94	624,317.19	45.59
901 - CAPITAL OU	TLAY	3,522,219.00	1,214,227.80	0.00	2,307,991.20	34.47
905 - DEBT SERVI	CE	547,453.00	468,516.62	0.00	78,936.38	85.58
TOTAL EXPENDITUR	ES	6,703,732.00	2,817,148.29	255,078.55	3,886,583.71	42.02
Fund 591 - WATER F TOTAL REVENUES TOTAL EXPENDITURES		6,907,249.00 6,703,732.00	2,793,393.29 2,817,148.29	1,150,757.63 255,078.55	4,113,855.71 3,886,583.71	40.44
NET OF REVENUES &	EXPENDITURES	203,517.00	(23,755.00)	895,679.08	227,272.00	11.67
Fund 599 - WASTEWA 000 - REVENUE	TER FUND	4,491,000.00	1,285,535.87	300,462.42	3,205,464.13	28.62
TOTAL REVENUES		4,491,000.00	1,285,535.87	300,462.42	3,205,464.13	28.62
548 - WASTEWATER	OPERATIONS	1,789,427.00	858,602.41	176,958.47	930,824.59	47.98
901 - CAPITAL OU	TLAY	2,731,000.00	618,529.73	202,314.45	2,112,470.27	22.65
905 - DEBT SERVI	CE	35,000.00	0.00	0.00	35,000.00	0.00
TOTAL EXPENDITUR	ES	4,555,427.00	1,477,132.14	379,272.92	3,078,294.86	32.43
Fund 599 - WASTEWA TOTAL REVENUES TOTAL EXPENDITURES		4,491,000.00 4,555,427.00	1,285,535.87 1,477,132.14	300,462.42 379,272.92	3,205,464.13 3,078,294.86	28.62 32.43
NET OF REVENUES &	EXPENDITURES	(64,427.00)	(191,596.27)	(78,810.50)	127,169.27	297.39

Fund 661 - FLEET MAINTENANCE FUND

User: CAGrice

DB: Owosso

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

Page: 15/15

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 661 - FLEET M	AINTENANCE FUND	720,000.00	410,376.79	59,160.02	309,623.21	57.00
TOTAL REVENUES		720,000.00	410,376.79	59,160.02	309,623.21	57.00
891 - FLEET MAIN	FENANCE	371,919.00	142,552.55	27,828.93	229,366.45	38.33
901 - CAPITAL OU	TLAY	453,000.00	449,528.69	9,297.08	3,471.31	99.23
TOTAL EXPENDITUR	ES	824,919.00	592,081.24	37,126.01	232,837.76	71.77
Fund 661 - FLEET M TOTAL REVENUES TOTAL EXPENDITURES	AINTENANCE FUND:	720,000.00 824,919.00	410,376.79 592,081.24	59,160.02 37,126.01	309,623.21 232,837.76	57.00 71.77
NET OF REVENUES & 1	EXPENDITURES	(104,919.00)	(181,704.45)	22,034.01	76,785.45	173.19
TOTAL REVENUES - A: TOTAL EXPENDITURES	- ALL FUNDS	30,458,097.00 30,632,024.00	14,082,518.79 13,250,495.36	2,736,507.55 2,143,602.06	16,375,578.21 17,381,528.64	46.24 43.26
NET OF REVENUES & 1	EXPENDITURES	(173,927.00)	832,023.43	592,905.49	(1,005,950.43)	478.38

From:	Building Department
То:	Owosso City Council
Report Month:	December 2020

Category	Estimated Cost	Permit Fee	Number of Permits
Electrical	\$0	\$2,190	13
INDUSTRIAL, NEW	\$300,000	\$4,892	1
BUILDING/ADDITION			
Mechanical	<i>\$0</i>	\$3,670	22
Plumbing	<i>\$0</i>	\$1,120	6
PORCH	\$3,300	\$260	1
RES. ADD/ALTER/REPAIR	<i>\$84,506</i>	\$1,150	3
ROOF	\$249,177	\$2,805	7
ROW-ENG	<i>\$0</i>	\$0	1
ROW-OTHER	<i>\$0</i>	\$30	1
ROW-UTILITY	<i>\$0</i>	\$300	10
SIGN	<i>\$0</i>	\$43	1
UTILITIES	<i>\$0</i>	\$0	2
VACANT PROPERTY REGISTRATION	<i>\$0</i>	\$100	1
WINDOWS	<i>\$14,530</i>	\$320	4
ZONING COMPLIANCE NEW BUSINESS	\$0	\$50	1
Totals	\$651,513	\$16,930	74

2019 COMPARISON TOTALS

December 2019 Totals	\$651,376	\$18,577		55
	BUILDIN	G PERMITS ONLY	-	10

Code Enforcement Activity DECEMBER 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ACCESSORY ST	RUCTURES							
ENF 20-1079	1459 W KING ST	COMPLAINT LOGGED	LETTER SENT	12/18/2020	12/18/2020	01/18/2021		N
ENF 20-1088	214 N CHESTNUT ST	COMPLAINT LOGGED	LETTER SENT	12/22/2020	12/22/2020	01/26/2021		N
ENF 20-1028	519 GARFIELD AVE	CONTACT WITH OWNER	EXTENSION GRANTED	12/09/2020	12/14/2020	04/01/2021		N
		-	Total Entrie	es 3				
<u>APPLIANCES</u>				,				
ENF 20-1035	803 ALGER AVE	LETTER SENT	CLOSED	12/09/2020	12/18/2020		12/18/2020	N
ENF 20-1106	307 N LANSING ST	COMPLAINT LOGGED	LETTER SENT	12/23/2020	12/23/2020	01/21/2021		N
		-	Total Entrie	es 2				
AUTO REP/JUNI	K VEH							
ENF 20-0976	652 N WASHINGTON ST	INSPECTED PROPERTY	NO VIOLATION AT THIS TIME	11/20/2020	12/04/2020		12/04/2020	N
ENF 20-1013	810 E EXCHANGE ST	INSPECTED PROPERTY	CLOSED	12/04/2020	12/11/2020		12/11/2020	N
ENF 20-1050	804 W OLIVER ST	LETTER SENT	INSPECTION PENDING	12/10/2020	12/18/2020	01/20/2021		N
			Total Entrie	es 3				
BUILDING VIOL								
ENF 20-0701	119 S CEDAR ST	INSPECTED PROPERTY	CLOSED	09/03/2020	12/21/2020		12/21/2020	Υ
ENF 20-0986	1321 HERMAN ST	HOMEOWNER CALLED IN	CLOSED	11/24/2020	12/21/2020		12/21/2020	N
ENF 20-0993	739 W STEWART ST	OBTAINED PERMIT	CLOSED	11/30/2020	11/30/2020		12/02/2020	Υ
ENF 20-1015	226 PRINDLE ST	LETTER SENT	CLOSED	12/04/2020	12/21/2020		12/21/2020	N
ENF 20-1130	826 S BALL ST	COMPLAINT LOGGED	LETTER SENT	12/30/2020	12/30/2020	01/28/2021		N
ENF 20-1020	301 STRATFORD DR	COMPLAINT LOGGED	LETTER SENT	12/08/2020	12/18/2020	03/18/2021		N
ENF 20-1057	330 GILBERT ST	COMPLAINT LOGGED	RECHECK	12/11/2020	12/11/2020	04/01/2021		VAC

01/07/21 Code Enforcement Activity 2/9

			2202						
Enf. Number	Address	Previous Status	Current State	us	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-1004	501 KEYTE ST	CONTACT WITH OWNER	EXTENSION	GRANTED	12/03/2020	12/03/2020	05/03/2021		N
		•		Total Entrie	es 8				
DEAD TREE									
ENF 20-0695	1123 N BALL ST	CONTACT WITH OWNER	CLOSED		09/02/2020	12/22/2020		12/22/2020	N
		•		Total Entrie	es 1				
FRONT YARD	PARKING .		<u>-</u> -						
ENF 20-1037	815 WOODLAWN AVE	LETTER SENT	CLOSED		12/17/2020	12/29/2020		12/29/2020	N
				Total Entrie	es 1				
GARBAGE & D	<u>DEBRIS</u>		 						
ENF 20-0191	211 N LANSING ST	EXTENSION GRANTED	CLOSED		05/13/2020	12/23/2020		12/23/2020	Υ
ENF 20-0929	501 ABBOTT ST	LETTER SENT	CLOSED		11/06/2020	12/10/2020		12/10/2020	N
ENF 20-0957	728 W OLIVER ST	LETTER SENT	CLOSED		11/13/2020	12/07/2020		12/07/2020	N
ENF 20-0981	536 N SHIAWASSEE ST	INSPECTED PROPERTY	CLOSED		11/23/2020	12/02/2020		12/04/2020	Υ
ENF 20-1002	706 GRACE ST	HOMEOWNER CALLED IN	CLOSED		12/03/2020	12/21/2020		12/22/2020	VAC
ENF 20-1011	317 N DEWEY ST	LETTER SENT	CLOSED		12/04/2020	12/18/2020		12/18/2020	N
ENF 20-1025	1401 N HICKORY ST	LETTER SENT	CLOSED		12/09/2020	12/17/2020		12/17/2020	N
ENF 20-1026	1309 N HICKORY ST	INSPECTED PROPERTY	CLOSED		12/09/2020	12/17/2020		12/17/2020	Υ
ENF 20-1029	615 E KING ST	CONTACT WITH OWNER	CLOSED		12/09/2020	12/18/2020		12/18/2020	N
ENF 20-1030	709 LINCOLN AVE	LETTER SENT	CLOSED		12/09/2020	12/21/2020		12/21/2020	N
ENF 20-1032	710 GLENWOOD AVE	LETTER SENT	CLOSED		12/09/2020	12/09/2020		12/21/2020	N
ENF 20-1033	609 ALGER AVE	LETTER SENT	CLOSED		12/09/2020	12/29/2020		12/29/2020	Y
ENF 20-1036	646 ALGER AVE	LETTER SENT	CLOSED		12/09/2020	12/21/2020		12/21/2020	Υ
ENF 20-1041	511 KEYTE ST	LETTER SENT	CLOSED		12/10/2020	12/21/2020		12/21/2020	Υ

01/07/21

Code Enforcement Activity DECEMBER 2020

3/9

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-1043	502 KEYTE ST	COMPLAINT LOGGED	INSPECTED PROPERTY	12/10/2020	12/29/2020		12/29/2020	N
ENF 20-1045	617 E KING ST	LETTER SENT	CLOSED	12/10/2020	12/18/2020		12/18/2020	N
ENF 20-1046	853 GRAND AVE	LETTER SENT	CLOSED	12/10/2020	12/17/2020		12/17/2020	Υ
ENF 20-1047	100 E MAIN ST	INSPECTED PROPERTY	CLOSED	12/10/2020	12/17/2020		12/17/2020	COMM
ENF 20-1052	1437 W MAIN ST	LETTER SENT	CLOSED	12/10/2020	12/21/2020		12/21/2020	Υ
ENF 20-1054	606 RYAN ST	INSPECTED PROPERTY	CLOSED	12/11/2020	12/17/2020		12/17/2020	N
ENF 20-1059	1024 N WATER ST	INSPECTED PROPERTY	CLOSED	12/11/2020	12/18/2020		12/18/2020	
ENF 20-1064	765 COVENTRY AVE	LETTER SENT	CLOSED	12/14/2020	12/21/2020		12/22/2020	N
ENF 20-1067	728 N HICKORY ST	INSPECTED PROPERTY	CLOSED	12/14/2020	12/29/2020		12/29/2020	N
ENF 20-1068	712 CORUNNA AVE	INSPECTED PROPERTY	CLOSED	12/15/2020	01/05/2021		01/05/2021	Υ
ENF 20-1070	905 DINGWALL DR	LETTER SENT	CLOSED	12/16/2020	01/05/2021		01/05/2021	N
ENF 20-1071	704 GLENWOOD AVE	LETTER SENT	CLOSED	12/16/2020	12/21/2020		12/23/2020	N
ENF 20-1072	702 GLENWOOD AVE	INSPECTED PROPERTY	CLOSED	12/16/2020	12/30/2020		12/30/2020	N
ENF 20-1074	917 E MASON ST	LETTER SENT	CLOSED	12/16/2020	12/30/2020		12/30/2020	Υ
ENF 20-1076	523 E MASON ST	LETTER SENT	CLOSED	12/18/2020	01/06/2021		01/06/2021	N
ENF 20-1091	1432 CLEVELAND ST	LETTER SENT	CLOSED	12/22/2020	01/05/2021		01/05/2021	N
ENF 20-1096	1334 HANOVER ST	INSPECTED PROPERTY	CLOSED	12/22/2020	12/29/2020		12/29/2020	N
ENF 20-1133	120 MICHIGAN AV A103	INSPECTED PROPERTY	CLOSED	12/30/2020	12/30/2020		12/30/2020	Υ
ENF 20-1049	600 N WASHINGTON ST	RESOLVED	CLOSED	12/10/2020	01/07/2021	01/07/2021	01/07/2021	Υ
ENF 20-1044	855 GRAND AVE	LETTER SENT	PARTIALLY RESOLVED	12/10/2020	12/21/2020	01/08/2021		N
ENF 20-1090	128 LAFAYETTE BLVD	COMPLAINT LOGGED	INSPECTION PENDING	12/22/2020	12/22/2020	01/08/2021		N
ENF 20-1093	207 N LANSING ST	COMPLAINT LOGGED	INSPECTION PENDING	12/22/2020	12/22/2020	01/08/2021		N

Code Enforcement Activity DECEMBER 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-1062	809 W STEWART ST	PARTIALLY COMPLIED	COMPLAINT LOGGED	12/14/2020	01/05/2021	01/11/2021		N
ENF 20-1069	820 W MAIN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/15/2020	12/29/2020	01/11/2021		Υ
ENF 20-1098	714 N WASHINGTON ST	INSPECTED PROPERTY	EMAILED OWNER	12/22/2020	12/29/2020	01/11/2021		Υ
ENF 20-1086	625 N SAGINAW ST	COMPLAINT LOGGED	INSPECTION PENDING	12/22/2020	01/06/2021	01/13/2021		N
ENF 20-1111	924 GRACE ST	COMPLAINT LOGGED	LETTER SENT	12/23/2020	12/23/2020	01/13/2021		N
ENF 20-1027	530 HARRISON AVE	LETTER SENT	INSPECTION PENDING	12/09/2020	12/29/2020	01/14/2021		N
ENF 20-1092	120 N BROOKS ST	LETTER SENT	INSPECTION PENDING	12/22/2020	01/06/2021	01/14/2021		N
ENF 20-1023	1318 W STEWART ST	COMPLAINT LOGGED	LETTER SENT	12/09/2020	12/21/2020	01/15/2021		Υ
ENF 20-1042	506 KEYTE ST	LETTER SENT	INSPECTION PENDING	12/10/2020	12/21/2020	01/15/2021		N
ENF 20-1051	303 N CEDAR ST	CONTACT WITH OWNER	EXTENSION GRANTED	12/10/2020	12/15/2020	01/15/2021		Υ
ENF 20-1083	1218 W SOUTH ST	INSPECTED PROPERTY	LETTER SENT	12/21/2020	01/07/2021	01/19/2021		Υ
ENF 20-1104	221 N LANSING ST	LETTER SENT	INSPECTION PENDING	12/23/2020	12/23/2020	01/19/2021		N
ENF 20-1107	211 N LANSING ST	LETTER SENT	INSPECTION PENDING	12/23/2020	01/06/2021	01/19/2021		Υ
ENF 20-1125	320 CASS ST	LETTER SENT	INSPECTION PENDING	12/30/2020	12/30/2020	01/19/2021		N
ENF 20-1009	413 LAVEROCK ALLEY	LETTER SENT	INSPECTION PENDING	12/04/2020	12/21/2020	01/21/2021		N
ENF 20-1056	556 RANDOLPH ST	EXTENSION GRANTED	PARTIALLY RESOLVED	12/11/2020	12/29/2020	01/26/2021		N
ENF 20-1058	815 N WATER ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/11/2020	12/29/2020	01/26/2021		Υ
ENF 20-1034	809 ALGER AVE	CONTACT WITH OWNER	EXTENSION GRANTED	12/09/2020	12/21/2020	01/29/2021		N
		-	Total Entrie	es 54				
GARBAGE CA	NS							
ENF 20-1122	1249 ADAMS ST	INSPECTED PROPERTY	CLOSED	12/28/2020	01/05/2021		01/05/2021	N
		-	Total Entrie	es 1				
GARBAGE/JUI	NK IN ROW							

Code Enforcement Activity DECEMBER 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0919	906 BEEHLER ST	WO SUBMITTED	REF TO DPW	11/04/2020	12/02/2020		12/02/2020	N
ENF 20-0940	328 N PARK ST	LETTER SENT	CLOSED	11/10/2020	12/02/2020		12/02/2020	Υ
ENF 20-0969	443 E MAIN ST	WO SUBMITTED	REF TO DPW	11/17/2020	12/04/2020		12/04/2020	N
ENF 20-0977	639 N BALL ST	LETTER SENT	CLOSED	11/20/2020	12/07/2020		12/07/2020	N
ENF 20-0978	115 W KING ST	LETTER SENT	CLOSED	11/20/2020	12/08/2020		12/08/2020	Υ
ENF 20-0979	523 E EXCHANGE ST	INSPECTED PROPERTY	CLOSED	11/23/2020	12/14/2020		12/14/2020	N
ENF 20-0980	514 W KING ST	COMPLAINT LOGGED	CLOSED	11/23/2020	12/04/2020		12/10/2020	Υ
ENF 20-0982	440 E HOWARD ST	CONTACT WITH OWNER	CLOSED	12/09/2020	12/09/2020		12/09/2020	Υ
ENF 20-0983	423 HURON ST	INSPECTED PROPERTY	CLOSED	11/24/2020	12/03/2020		12/03/2020	N
ENF 20-0994	116 E KING ST	LETTER SENT	CLOSED	11/30/2020	12/17/2020		12/17/2020	N
ENF 20-0995	214 N CHESTNUT ST	INSPECTED PROPERTY	CLOSED	12/02/2020	12/10/2020		12/10/2020	N
ENF 20-0996	1114 BEEHLER ST	INSPECTED PROPERTY	CLOSED	12/02/2020	12/10/2020		12/10/2020	Υ
ENF 20-1003	736 GRAND AVE	LETTER SENT	CLOSED	12/03/2020	12/15/2020		12/15/2020	N
ENF 20-1005	520 PINE ST	CONTACT WITH OWNER	CLOSED	12/04/2020	12/04/2020		12/04/2020	Υ
ENF 20-1006	515 W KING ST	INSPECTED PROPERTY	CLOSED	12/04/2020	12/29/2020		12/29/2020	Υ
ENF 20-1007	623 N WASHINGTON ST	INSPECTED PROPERTY	CLOSED	12/04/2020	12/10/2020		12/10/2020	Υ
ENF 20-1008	516 N HICKORY ST	INSPECTED PROPERTY	CLOSED	12/04/2020	12/10/2020		12/10/2020	N
ENF 20-1012	421 E EXCHANGE ST	INSPECTED PROPERTY	CLOSED	12/04/2020	12/10/2020		12/10/2020	Υ
ENF 20-1021	1010 N DEWEY ST	LETTER SENT	CLOSED	12/08/2020	01/05/2021		01/05/2021	N
ENF 20-1022	701 E OLIVER ST	INSPECTED PROPERTY	CLOSED	12/08/2020	12/15/2020		12/15/2020	N
ENF 20-1024	642 N HICKORY ST	INSPECTED PROPERTY	CLOSED	12/09/2020	12/17/2020		12/17/2020	N
ENF 20-1060	805 N HICKORY ST	INSPECTED PROPERTY		12/14/2020	12/15/2020		12/15/2020	N
ENF 20-1061	614 E KING ST	LETTER SENT	CLOSED	12/14/2020	12/14/2020		12/21/2020	Υ

DECEMBER 2020

6/9

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-1063	1515 FREEMAN ST	LETTER SENT	CLOSED	12/14/2020	12/21/2020		12/21/2020	Υ
ENF 20-1066	530 HAMPTON ST	LETTER SENT	CLOSED	12/14/2020	12/30/2020		12/30/2020	N
ENF 20-1073	717 E MASON ST	INSPECTED PROPERTY	CLOSED	12/16/2020	12/18/2020		12/18/2020	N
ENF 20-1075	901 GRAND AVE	INSPECTED PROPERTY	CLOSED	12/18/2020	01/06/2021		01/06/2021	Υ
ENF 20-1080	216 N LANSING ST	INSPECTED PROPERTY	CLOSED	12/18/2020	12/29/2020		12/29/2020	N
ENF 20-1082	1501 HERMAN ST	INSPECTED PROPERTY	CLOSED	12/21/2020	12/29/2020		12/29/2020	N
ENF 20-1094	1427 STINSON ST	INSPECTED PROPERTY	CLOSED	12/22/2020	12/29/2020		12/29/2020	N
ENF 20-1097	1200 ADAMS ST	INSPECTED PROPERTY	CLOSED	12/22/2020	12/29/2020		12/29/2020	N
ENF 20-1099	543 RANDOLPH ST	INSPECTED PROPERTY	CLOSED	12/22/2020	12/29/2020		12/29/2020	N
ENF 20-1100	409 E MASON ST	INSPECTED PROPERTY	CLOSED	12/22/2020	12/29/2020		12/29/2020	N
ENF 20-1101	417 N WATER ST	INSPECTED PROPERTY	CLOSED	12/22/2020	12/29/2020		12/29/2020	Υ
ENF 20-1110	215 STATE ST	INSPECTED PROPERTY	CLOSED	12/23/2020	01/05/2021		01/05/2021	Υ
ENF 20-1112	534 W STEWART ST	INSPECTED PROPERTY	CLOSED	12/23/2020	01/05/2021		01/05/2021	Υ
ENF 20-1119	724 N DEWEY ST	INSPECTED PROPERTY	CLOSED	12/28/2020	01/05/2021		01/05/2021	N
ENF 20-1120	705 HUNTINGTON DR	INSPECTED PROPERTY	CLOSED	12/28/2020	01/05/2021		01/05/2021	N
ENF 20-1121	1024 N WATER ST	INSPECTED PROPERTY	CLOSED	12/28/2020	01/05/2021		01/05/2021	N
ENF 20-1123	207 N CEDAR ST	INSPECTED PROPERTY	CLOSED	12/28/2020	01/05/2021		01/05/2021	N
ENF 20-1124	627 ALGER AVE	INSPECTED PROPERTY	CLOSED	12/29/2020	01/05/2021		01/05/2021	N
ENF 20-1128	809 GRAND AVE	INSPECTED PROPERTY	CLOSED	12/30/2020	01/06/2021		01/06/2021	
ENF 20-1129	303 E RIDGE ST	INSPECTED PROPERTY	CLOSED	12/30/2020	01/06/2021		01/06/2021	N
ENF 20-1132	1301 S CEDAR ST	INSPECTED PROPERTY	CLOSED	12/30/2020	01/06/2021		01/06/2021	N
ENF 20-1087	401 E KING ST	RESOLVED	CLOSED	12/22/2020	01/07/2021	01/07/2021	01/07/2021	N

Code Enforcement Activity DECEMBER 2020

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-1084	855 GRAND AVE	LETTER SENT	INSPECTED PROPERT	Y 12/21/2020	12/29/2020	01/08/2021		N
ENF 20-1131	409 HUGGINS ST	COMPLAINT LOGGED	INSPECTION PENDING	12/30/2020	12/30/2020	01/08/2021		Υ
ENF 20-1081	717 RIVER ST	COMPLAINT LOGGED	INSPECTION PENDING	12/18/2020	12/29/2020	01/11/2021		Υ
ENF 20-1109	1615 HENRY ST	COMPLAINT LOGGED	INSPECTION PENDING	12/23/2020	01/05/2021	01/11/2021		N
ENF 20-1116	308 CASS ST	COMPLAINT LOGGED	INSPECTION PENDING	12/23/2020	01/05/2021	01/11/2021		N
ENF 20-1117	409 MICHIGAN AVE	COMPLAINT LOGGED	INSPECTION PENDING	12/23/2020	01/05/2021	01/11/2021		Υ
ENF 20-1126	760 ALGER AVE	COMPLAINT LOGGED	INSPECTION COMPLETE	12/30/2020	01/07/2021	01/11/2021		N
ENF 20-1085	808 GRAND AVE	LETTER SENT	INSPECTED PROPERT	Y 12/21/2020	01/06/2021	01/13/2021		N
ENF 20-1127	804 GRAND AVE	COMPLAINT LOGGED	INSPECTION PENDING	12/30/2020	01/06/2021	01/13/2021		N
HOUSE FIRE			Total Entri	es 54				
ENF 20-0467	508 BRADLEY ST	INSPECTED PROPERTY	OBTAINED BLDG PERMIT	07/09/2020	11/23/2020		12/21/2020	Y
			Total Entri	es 1				
HOUSE NUMBI	<u>ERS</u>							
ENF 20-1077	530 E WILLIAMS ST	COMPLAINT LOGGED	LETTER SENT	12/18/2020	12/18/2020	01/20/2021		VAC
			Total Entri	es 1				
MULTIPLE VIO	LATIONS			,				
ENF 18-0696	815 WOODLAWN AVE	EXTENSION GRANTED	COMPLIED	09/05/2018	04/22/2019		12/17/2020	N
			Total Entri	es 1				
MULTIPLE VIO	LATIONS			"				
ENF 19-0452	442 E MAIN ST	FINAL NOTICE SENT	REF TO BLDG OFFICIA	L 06/11/2019	12/02/2020		12/04/2020	N
ENF 20-0412	723 W STEWART ST	CONTACT WITH OWNER	CLOSED	06/29/2020	12/02/2020		12/02/2020	N
ENF 20-0849	716 GRAND AVE	FINAL NOTICE SENT	CLOSED	10/13/2020	12/16/2020		12/16/2020	N
								

01/07/21 Code Enforcement Activity 8/9

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0923	916 MILWAUKEE ST	INSPECTED PROPERTY	CLOSED	11/05/2020	12/08/2020		12/08/2020	Υ
ENF 20-0970	618 RIVER ST	INSPECTED PROPERTY	CLOSED	11/18/2020	12/02/2020		12/04/2020	N
ENF 20-0974	1009 W MAIN ST	LETTER SENT	CLOSED	11/18/2020	12/30/2020		12/30/2020	COMM
ENF 20-0984	1024 RYAN ST	LETTER SENT	CLOSED	11/24/2020	12/14/2020		12/14/2020	N
ENF 20-1053	805 S PARK ST	LETTER SENT	CLOSED	12/10/2020	12/17/2020		12/21/2020	Υ
ENF 20-1095	1448 STINSON ST	LETTER SENT	INSPECTION COMPLETE	12/22/2020	01/05/2021		01/05/2021	N
ENF 20-1055	608 RYAN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/11/2020	12/29/2020	01/08/2021		N
ENF 20-1048	212 W EXCHANGE ST	COMPLAINT LOGGED	LETTER SENT	12/10/2020	12/10/2020	01/11/2021		COMM
ENF 20-1108	1128 GEORGE ST	COMPLAINT LOGGED	LETTER SENT	12/23/2020	12/23/2020	01/13/2021		N
ENF 20-1113	706 FRAZER AVE	COMPLAINT LOGGED	LETTER SENT	12/23/2020	12/23/2020	01/13/2021		N
ENF 20-1114	812 E COMSTOCK ST	COMPLAINT LOGGED	LETTER SENT	12/23/2020	12/23/2020	01/13/2021		N
ENF 20-1065	1013 W STEWART ST	CONTACT WITH OCCUPANT	EXTENSION GRANTED	12/14/2020	01/04/2021	01/14/2021		Y
ENF 20-1014	324 PRINDLE ST	EXTENSION GRANTED	LETTER SENT	12/04/2020	12/21/2020	01/15/2021		N
ENF 20-1078	434 E COMSTOCK ST	CONTACT WITH OWNER	LETTER SENT	12/18/2020	12/30/2020	01/18/2021		Υ
ENF 20-1103	920 PINE ST	COMPLAINT LOGGED	LETTER SENT	12/23/2020	12/23/2020	01/21/2021		N
ENF 20-1018	328 N PARK ST	LETTER SENT	INSPECTION PENDING	12/08/2020	12/18/2020	01/22/2021		Υ
ENF 20-1038	850 WOODLAWN AVE	LETTER SENT	INSPECTION PENDING	12/09/2020	12/21/2020	01/22/2021		N
ENF 20-1115	307 S SHIAWASSEE ST	COMPLAINT LOGGED	LETTER SENT	12/23/2020	12/23/2020	01/25/2021		N
ENF 20-1031	732 LINCOLN AVE	INSPECTED PROPERTY	LETTER SENT	12/09/2020	01/05/2021	01/27/2021		N
ENF 20-1019	1207 N HICKORY ST	CONTACT WITH OWNER	EXTENSION GRANTED	12/08/2020	12/08/2020	02/01/2021		N
ENF 20-1040	717 W KING ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/10/2020	12/29/2020	02/08/2021		N
ENF 20-1001	1025 S CHIPMAN ST	CONTACT WITH OWNER	EXTENSION GRANTED	12/03/2020	12/21/2020	03/03/2021		N

Code Enforcement Activity DECEMBER 2020

For Novelean	Address	5			Last Action	Next Action	Date	Dantal
Enf. Number	Address	Previous Status	Current Status	Filed	Date	Date	Closed	Rental
ENF 20-1010	526 E WILLIAMS ST	CONTACT WITH OWNER	EXTENSION GRANTED	12/04/2020	12/18/2020	04/01/2021		N
ENF 20-1089	205 HOYT ST	CONTACT WITH OWNER	EXTENSION GRANTED	12/22/2020	01/04/2021	06/01/2021		N
			Total Entrie	s 27				
NO BUILDING	<u>PERMIT</u>							
ENF 20-0991	117 E MAIN ST	CONTACT WITH CONTRACTOR	COMPLIED	11/25/2020	12/15/2020		12/29/2020	СОММ
ENF 20-1102	426 BRANDON ST	CONTACT WITH OCCUPANT	CLOSED	12/23/2020	12/23/2020		12/23/2020	Υ
ENF 20-1118	602 E MAIN ST	OBTAINED PERMIT	CLOSED	12/28/2020	12/28/2020		01/05/2021	COMM
			Total Entrie	s 3				
SIGN VIOLATION	<u>NC</u>							
ENF 20-0998	1203 W MAIN ST	CONTACT WITH BUSINESS	CLOSED	12/02/2020	12/02/2020		12/23/2020	COMM
ENF 20-1000	649 ADAMS ST	INSPECTED PROPERTY	CLOSED	12/02/2020	12/16/2020		12/16/2020	N
ENF 20-0999	211 CORUNNA AVE	COMPLAINT LOGGED	INSPECTION PENDING	12/02/2020	12/04/2020	01/14/2021		COMM
			Total Entrie	s 3				
VACANT STRU	ICTURES			'-				
ENF 20-0754	1330 ADAMS ST	REF TO BLDG OFFICIAL	CLOSED	09/18/2020	12/07/2020		12/08/2020	VAC
ENF 20-0949	614 ALGER AVE	INSPECTED PROPERTY	CLOSED	11/11/2020	12/01/2020		12/01/2020	VAC
			Total Entrie	s 2				
<u>WINDOWS</u>								
ENF 20-0925	116 W EXCHANGE ST	LETTER SENT	CLOSED	11/06/2020	12/07/2020		12/07/2020	СОММ
ENF 20-1016	119 W EXCHANGE	COMPLAINT LOGGED	REF TO BLDG OFFICIAL	12/07/2020	12/08/2020	02/22/2021		COMM
ENF 20-1017	123 W EXCHANGE ST	COMPLAINT LOGGED	REF TO BLDG OFFICIAL	12/07/2020	12/08/2020	02/22/2021		COMM
		·	Total Entrie	s 3				

Monthly Inspection List

DECEMBER 2020

BOOTH, MARK	MECHANICAL & PLUMBING INSPECTOR
	Total Inspections: 20
FREEMAN, GREG	CODE ENFORCEMENT
	Total Inspections: 30
HARRIS, JON	ELECTRICAL INSPECTOR
	Total Inspections: 28
HISSONG, BRAD	BUILDING OFFICIAL
	Total Inspections: 59
MAYBAUGH, BRAD	CODE ENFORCEMENT
	Total Inspections: 63
Report Summary	
	Grand Total Inspections: 200

Certificates Issued by Month for 2020

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BENTLEY F	PARK RENT	AL										
20	4	1	1	0	3	7	3	1	0	0	0	40
\$225.00	0.00	0.00	0.00	0.00	75.00	225.00	75.00	25.00	0.00	0.00	0.00	\$625.00
CERT OF R	ENTAL CO	MPLIANCE										
0	0	0	0	0	0	0	0	0	1	0	0	1
\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
HARMON P	ATRIDGE P	ARK RENTA	AL									
5	0	3	0	0	17	13	9	0	0	0	0	47
\$100.00	0.00	50.00	0.00	0.00	575.00	450.00	325.00	0.00	0.00	0.00	0.00	\$1,500.00
LIQUOR LIC	CENSE	ANN	NUAL INSPE	CTIONS								
0	0	0	0	0	0	0	0	0	9	0	0	9
\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Rental		- RE	NEWALS -									
8	7	3	1	0	3	0	0	0	0	0	0	22
\$250.00	425.00	100.00	25.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	\$900.00
RENTAL RE	EGISTRATIO	ONS - NE	:W -									
5	1	1	0	0	0	2	3	3	0	0	0	15
\$100.00	25.00	25.00	0.00	0.00	0.00	50.00	75.00	75.00	0.00	0.00	0.00	\$350.00
RESIDENTI	AL DESIGN	ATED PARK	ING									
0	0	0	0	0	1	0	0	0	0	0	0	1
\$0.00	0.00	0.00	0.00	0.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00	\$840.00
RESIDENTI	AL PARKIN	G PERMIT										
0	0	1	0	0	0	0	0	0	0	0	0	1
\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
TOTALS:												
38	12	9	2	0	24	22	15	4	10	0	0	136
\$675.00	450.00	175.00	25.00	0.00	1,590.00	725.00	475.00	100.00	0.00	0.00	0.00	4,215.00



OWOSSO PUBLIC SAFETY

202 S. WATER ST. • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0580 • FAX (989)725-0528

MEMORANDUM

DATE: 5 January 2020

TO: Owosso City Council

FROM: Eric E. Cherry

Police Department Lieutenant

RE: December 2020 Police Reports

Attached are the statistics for the Police Department for December 2020. One report is an offense summary for the month of December, by offense type. The other report, neighborhood crime report, lists the occurred on date, case number, location, and the complaint type for reports in December. The officers completed two hundred seventy-one (271) field interviews this month, which are calls were a full criminal report is not needed. Your Owosso Police Officers arrested twenty-four (24) persons this month for twenty-six (26) total offenses.

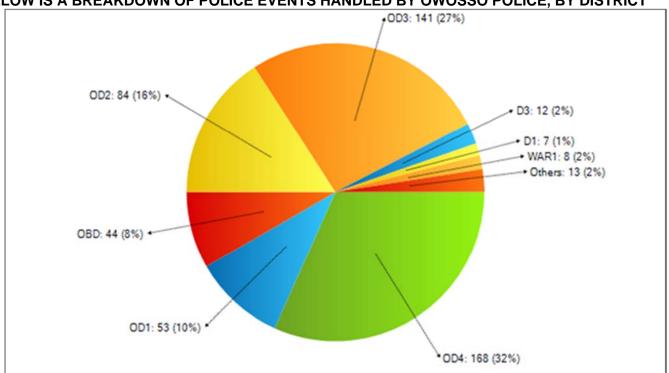
For December 2020 the police handled five hundred thirty (530) police events, seventy-two (72) were traffic stops, about one (1) percent of their work activity.

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

Respectfully,

Lt. Eric E. Cherry

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



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

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

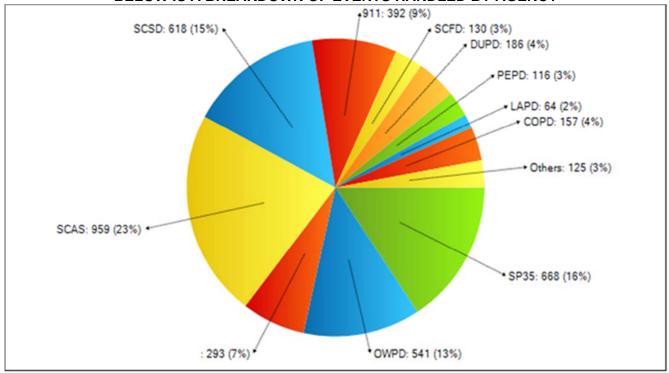
OD3: Owosso City District 3 (southwest, south of M-21 and west of M-52)

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

D1: Shiawassee County northwest district (west of M-52 and north of Hibbard Road) D3: Shiawassee County northeast district (east of M-52 and north of Hibbard Road)

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

BELOW IS A BREAKDOWN OF EVENTS HANDLED BY AGENCY



SCSD: Shiawassee County Sheriff's Office PEPD: Perry City Police

Others: All Other Departments SCAS: Shiawassee County Ambulance Services

DUPD: Durand City Police LAPD: Laingsburg City Police SP35: Michigan State Police Post #35

COPD: Corunna City Police MOPD: Morrice City Police

SCFD: Shiawassee County Fire Departments SCAC: Shiawassee County Animal Control OWPD: Owosso City Police 911: Shiawassee County 911 Center

DECEMBER NEIGHBORHOOD CRIME REPORT

Occurred	Case No	Location	Offense
Date	Case NO	Location	Offerise
12/12/2020	2064501644	700 block E Grover St	AGGRAVATED/FELONIOUS ASSAULT
12/13/2020	2064501651	600 block S Grand Ave	AGGRAVATED/FELONIOUS ASSAULT
12/14/2020	2064501659	W King St/N Washington St	AGGRAVATED/FELONIOUS ASSAULT
12/17/2020	2064501686	900 block S Glenwood Ave	AGGRAVATED/FELONIOUS ASSAULT
12/23/2020	2064501708	800 block S Park St	AGGRAVATED/FELONIOUS ASSAULT
12/1/2020	2064501598	600 block N Adams St	BURGLARY - UNLAWFUL ENTRY (NO INTENT)
12/7/2020	2064501621	600 block N Shiawassee St	BURGLARY - UNLAWFUL ENTRY (NO INTENT)
12/12/2020	2064501737	700 block Grace St	BURGLARY - UNLAWFUL ENTRY (NO INTENT)
12/6/2020	2064501660	600 block S Frazier Ave	BURGLARY -FORCED ENTRY
12/12/2020	2064501667	600 block N Hickory St	BURGLARY -FORCED ENTRY
12/12/2020	2064501647	1200 block S Shiawassee St	BURGLARY -FORCED ENTRY
12/21/2020	2064501695	600 block W Clinton St	BURGLARY -FORCED ENTRY
12/1/2020	2064501594	1400 block W Olmstead St	CIVIL CUSTODIES - INCAPACITATION
12/5/2020	2064501610	200 block S Washington St	CIVIL CUSTODIES - INCAPACITATION
12/22/2020	2064501701	2000 block S Chipman St	CIVIL CUSTODIES - INCAPACITATION
12/22/2020	2064501702	400 block E Brandon St	CIVIL CUSTODIES - INCAPACITATION
12/23/2020	2064501703	200 block S Water St	CIVIL CUSTODIES - INCAPACITATION
12/26/2020	2064501720	300 block N Lansing St	CIVIL CUSTODIES - INCAPACITATION
12/30/2020	2064501740	300 block E Corunna Ave	CIVIL CUSTODIES - INSANITY (MENTAL)
12/11/2020	2064501640	200 block W Ridge St	CIVIL CUSTODIES - WALK AWAY - MENTAL INSTITUTE/HOSPITAL
12/13/2020	2064501653	1600 block W South St	DAMAGE TO PROPERTY
12/14/2020	2064501661	300 block N Washington St	DAMAGE TO PROPERTY
12/16/2020	2064501710	200 block S Oak St	DAMAGE TO PROPERTY
12/23/2020	2064501706	600 block N Shiawassee St	DAMAGE TO PROPERTY
12/25/2020	2064501717	600 block W Oliver St	DAMAGE TO PROPERTY
12/11/2020	2064501641	1200 block S Shiawassee St	DISORDERLY CONDUCT
12/23/2020	2064501711	600 block Of S Chipman St	FAMILY -ABUSE/NEGLECT NONVIOLENT
12/8/2020	2064501625	1200 block E Corunna Ave	FORGERY/COUNTERFEITING
12/28/2020	2064501736	500 block S Glenwood Ave	FORGERY/COUNTERFEITING
12/20/2020	2064501692	34 block Quayside Ct	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME
12/9/2020	2064501632	800 block S Saginaw St	HEALTH AND SAFETY

12/12/2020	2064501649	S Chipman St/W South St	HIT and RUN MOTOR VEHICLE ACCIDENT
12/16/2020	2064501675	S Washington St	HIT and RUN MOTOR VEHICLE ACCIDENT
12/15/2020	2064501673	200 block N Elm St	INSPECTIONS/INVESTIGATIONS - DRUG
12/13/2020	2004301071	200 Block W LIIII St	OVERDOSE OVERDOSE
12/4/2020	2064501606	200 block S Water St	INSPECTIONS/INVESTIGATIONS - LOST AND
			FOUND PROP
12/16/2020	2064501677	500 block S Cedar St	INSPECTIONS/INVESTIGATIONS - LOST AND FOUND PROP
12/15/2020	2064501664	600 block S Washington St	INSPECTIONS/INVESTIGATIONS - OTHER INSPECTIONS
12/10/2020	2064501635	600 block N Shiawassee St	INSPECTIONS/INVESTIGATIONS - SUSPICIOUS SITUATIONS
12/15/2020	2064501669	700 block N Park St	INSPECTIONS/INVESTIGATIONS -
			SUSPICIOUS SITUATIONS
12/4/2020	2064501728	900 block E Oliver St	INSPECTIONS/INVESTIGATIONS - VEHICLE/VIN/SCHOOL BUS
12/9/2020	2064501619	600 block S Washington St	INSPECTIONS/INVESTIGATIONS - VEHICLE/VIN/SCHOOL BUS
12/9/2020	2064501618	600 block S Washington St	INSPECTIONS/INVESTIGATIONS - VEHICLE/VIN/SCHOOL BUS
12/9/2020	2064501627	600 block S Washington St	INSPECTIONS/INVESTIGATIONS - VEHICLE/VIN/SCHOOL BUS
12/6/2020	2064501613	900 block N Pine St	INTIMIDATION/STALKING
12/1/2020	2064501595	400 block S Ball St	LARCENY -OTHER
12/8/2020	2064501626	600 block E Corunna Ave	LARCENY -OTHER
12/9/2020	2064501634	100 block E Corunna Ave	LARCENY -OTHER
12/15/2020	2064501672	1700 block S Chipman St	LARCENY -OTHER
12/23/2020	2064501714	500 block S Garfield Ave	LARCENY -OTHER
12/26/2020	2064501722	700 block Glenwood Ave	LARCENY -OTHER
12/4/2020	2064501631	1300 block N Hickory St	LARCENY -THEFT FROM BUILDING
12/29/2020	2064501735	200 block N Park St	LARCENY -THEFT FROM BUILDING
12/18/2020	2064501688	600 block W Clinton St	MISCELLANEOUS - ASSIST TO OTHER POLICE AGENCY
12/30/2020	2064501741	100 block N Washington St	MISCELLANEOUS - ASSIST TO OTHER POLICE AGENCY
12/1/2020	2064501589	1300 block Oliver St	MISCELLANEOUS - NATURAL DEATH
12/2/2020	2064501604	200 block N Elm St	MISCELLANEOUS - NATURAL DEATH
12/14/2020	2064501657	800 block S Grand Ave	MISCELLANEOUS - NATURAL DEATH
12/21/2020	2064501697	400 block N Washington St	MISCELLANEOUS - NATURAL DEATH
12/10/2020	2064501639	200 block W Exchange St	MISCELLANEOUS - NON-CRIMINAL
12/11/2020	2064501655	Garfield Ave/Corunna Ave	MISCELLANEOUS - NON-CRIMINAL
12/11/2020	2064501638	Jerome St	MISCELLANEOUS - NON-CRIMINAL
12/16/2020	2064501680	400 block E Comstock St	MISCELLANEOUS - NON-CRIMINAL

12/26/2020	2064501722	700 block Glenwood Ave	MOTOR VEHICLE THEFT
12/1/2020	2064501599	W Main St	MOTOR VEHICLE VIOLATION
12/5/2020	2064501612	1100 block S Chipman St	MOTOR VEHICLE VIOLATION
12/11/2020	2064501642	W Main St/N Water St	MOTOR VEHICLE VIOLATION
12/12/2020	2064501645	S Chipman St	MOTOR VEHICLE VIOLATION
12/17/2020	2064501684	S Lansing St/W Main St	MOTOR VEHICLE VIOLATION
12/23/2020	2064501704	S Washington St/E Stewart St	MOTOR VEHICLE VIOLATION
12/31/2020	2164500001	800 block S Broadway Ave	MOTOR VEHICLE VIOLATION
12/1/2020	2064501587	600 block W Fletcher St	NONAGGRAVATED ASSAULT
12/1/2020	2064501592	200 block N Elm St	NONAGGRAVATED ASSAULT
12/6/2020	2064501615	1400 block W Cleveland St	NONAGGRAVATED ASSAULT
12/6/2020	2064501616	200 block N Mizner St	NONAGGRAVATED ASSAULT
12/7/2020	2064501620	1400 block Cleveland St	NONAGGRAVATED ASSAULT
12/7/2020	2064501622	700 block S Chipman St	NONAGGRAVATED ASSAULT
12/8/2020	2064501624	1400 block Cleveland St	NONAGGRAVATED ASSAULT
12/9/2020	2064501633	1000 block W Chipman Ln	NONAGGRAVATED ASSAULT
12/11/2020	2064501641	1200 block S Shiawassee St	NONAGGRAVATED ASSAULT
12/12/2020	2064501648	500 block E Main St	NONAGGRAVATED ASSAULT
12/13/2020	2064501654	1200 block N Lafayette Blvd	NONAGGRAVATED ASSAULT
12/14/2020	2064501662	900 block S Division St	NONAGGRAVATED ASSAULT
12/15/2020	2064501665	600 block S Frazier Ave	NONAGGRAVATED ASSAULT
12/16/2020	2064501682	800 block N Adams St	NONAGGRAVATED ASSAULT
12/17/2020	2064501685	800 block N Adams St	NONAGGRAVATED ASSAULT
12/17/2020	2064501686	900 block S Glenwood Ave	NONAGGRAVATED ASSAULT
12/17/2020	2064501686	900 block S Glenwood Ave	NONAGGRAVATED ASSAULT
12/19/2020	2064501691	300 block E Main St	NONAGGRAVATED ASSAULT
12/21/2020	2064501698	900 block S Division St	NONAGGRAVATED ASSAULT
12/21/2020	2064501699	800 block N Adams St	NONAGGRAVATED ASSAULT
12/23/2020	2064501707	500 block Garfield Ave	NONAGGRAVATED ASSAULT
12/24/2020	2064501712	1400 block W Mansfield Dr	NONAGGRAVATED ASSAULT
12/26/2020	2064501719	500 block E Corunna Ave	NONAGGRAVATED ASSAULT
12/26/2020	2064501721	1000 block S Grand Ave	NONAGGRAVATED ASSAULT
12/27/2020	2064501724	300 block N Park St	NONAGGRAVATED ASSAULT
12/28/2020	2064501725	600 block E Oliver St	NONAGGRAVATED ASSAULT
12/31/2020	2064501743	1200 block S Shiawassee St	NONAGGRAVATED ASSAULT
12/31/2020	2064501745	800 block N Adams St	NONAGGRAVATED ASSAULT
12/5/2020	2064501609	600 block S Frazier Ave	OBSTRUCTING JUSTICE
12/10/2020	2064501636	700 block S Washington St	OBSTRUCTING JUSTICE
12/11/2020	2064501643	800 block W Grace St	OBSTRUCTING JUSTICE
12/11/2020	200 100 1040	OUD MIDDIN VV OI GOO DE	ODOTROOTING JUSTICE

12/13/2020	2064501652	400 block W Cass St	OBSTRUCTING JUSTICE
12/14/2020	2064501663	1100 block S Walnut St	OBSTRUCTING JUSTICE
12/25/2020	2064501713	Water St/Washington St	OBSTRUCTING JUSTICE
12/29/2020	2064501733	700 block W Lynn St	OBSTRUCTING JUSTICE
12/31/2020	2064501744	W Clinton St	OBSTRUCTING JUSTICE
12/26/2020	2064501718	400 block W Genesee St	OBSTRUCTING POLICE
12/23/2020	2064501704	S Washington S/E Stewart St	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
12/9/2020	2064501629	600 block W Ryan St	OTHER NON-CRIMINAL ACCIDENTS - ALL OTHER
12/5/2020	2064501630	300 block W Prindle St	PARENTAL KIDNAPPING
12/13/2020	2064501653	1600 block W South St	ROBBERY
12/27/2020	2064501730	1100 block W Main St	SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE
12/2/2020	2064501597	200 block S Chipman St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
12/2/2020	2064501600	E Main St	TRAFFIC - DRIVING ON SUSP/REVOKED/REFUSED LICENSE
12/16/2020	2064501678	W King St	TRAFFIC - NO OPERATORS LICENSE
12/18/2020	2064501687	E Stewart St/S Washington St	TRAFFIC - NO OPERATORS LICENSE
12/1/2020	2064501591	W Main St/S Cedar St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/3/2020	2064501601	N M 52/W North St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/3/2020	2064501603	Oliver St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/4/2020	2064501607	N Ball St/W Exchange St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/6/2020	2064501614	Main St/Washington St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/9/2020	2064501628	N Shiawassee St/W King St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/12/2020	2064501646	S Gould St/E Main St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/14/2020	2064501658	Ridge St/S Michigan Ave	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/15/2020	2064501670	E Main St/N Gould St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/15/2020	2064501673	600 block S Chipman St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/16/2020	2064501674	Water St/Mason St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/16/2020	2064501676	Main St/Lansing St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/16/2020	2064501681	N Washington St/W Jennett St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/19/2020	2064501690	100 block E Mason St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/21/2020	2064501696	N M-52/W M-21	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/23/2020	2064501704	S Washington S/E Stewart St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/23/2020	2064501705	S Gould St/E Grover St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/23/2020	2064501709	Corunna Ave/Gould St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/24/2020	2064501727	N Washington St/E King St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/25/2020	2064501715	W Gute St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/25/2020	2064501716	Jennett St/Pine St	TRAFFIC, NON-CRIMINAL - ACCIDENT

Total	153		
12/1/2020	2064501590	400 block W Genesee St	WEAPONS OFFENSE - OTHER
12/26/2020	2064501718	400 block W Genesee St	WEAPONS OFFENSE - CONCEALED
12/3/2020	2064501739	400 block N Saginaw St	WEAPONS OFFENSE - CONCEALED
12/1/2020	2064501588	600 block W Fletcher St	WARRANTS - CORPORATE SUMMONS
12/7/2020	2064501617	1000 block S Washington St	VIOLATION OF CONTROLLED SUBSTANCE ACT
12/11/2020	2064501642	W Main St/N Water St	VIOLATION - INSURANCE - OTHER COMMISSION RULES
12/29/2020	2064501731	E Farr Ave/Mcmillan Ave	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
12/19/2020	2064501689	S Shiawassee St/W Stewart St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
12/15/2020	2064501666	W Oliver St/N Pine St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
12/5/2020	2064501611	200 block E Main St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
12/4/2020	2064501608	900 block W Hampton St	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
12/3/2020	2064501602	N M-52/W M-21	TRAFFIC, NON-CRIMINAL - NON-TRAFFIC ACCIDENT
12/31/2020	2064501742	1200 block S Washington St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/29/2020	2064501734	W Gute St/S Shiawassee St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/29/2020	2064501732	S Park St/E Ridge St	TRAFFIC, NON-CRIMINAL - ACCIDENT
12/27/2020	2064501723	E Monroe St/S Division St	TRAFFIC, NON-CRIMINAL - ACCIDENT

DECEMBER OFFENSE REPORT

Offense	Total Offenses
1072 - 10002 - Parental Kidnap	1
1177 - 11007 - CSC Second (2nd) Degree - Forcible Contact	1
1209 - 12000 - Robbery - Residence - Strong Arm	1
1302 - 13002 - Aggravated/Felonious Assault - Family - Other Weapon	2
1305 - 13002 - Aggravated/Felonious Assault - Non-Family - Other Weapon	1
1306 - 13002 - Aggravated/Felonious Assault - Non-Family - Strong Arm	2
1313 - 13001 - Assault and Battery/Simple Assault	27
1316 - 13003 - Intimidation	1
2202 - 22001 - Burglary - Forced Entry - Residence (Including Home Invasion)	4
2298 - 22003 - Burglary - Entering Without Permission	3
2308 - 23003 - Larceny - From Building (Includes library, office used by public, etc.)	2
2309 - 23007 - Larceny - From Yards (Grounds surrounding a building)	1
2310 - 23007 - Larceny - From Mails	1
2379 - 23007 - Larceny of Gasoline, Self-Service Station	1
2399 - 23007 - Larceny (Other)	3
2404 - 24001 - Vehicle Theft	1
2501 - 25000 - Forgery of Checks	1
2599 - 25000 - Counterfeiting (Other)	1
2699 - 26001 - Fraud (Other)	1
2902 - 29000 - Damage to Property - Private Property	5
3562 - 35001 - Marijuana - Possess	1
3806 - 38001 - Neglect Child	1
4801 - 48000 - Resisting Officer	1
5006 - 50000 - Obstructing Justice	1
5011 - 50000 - Parole Violation	2
5012 - 50000 - Probation Violation	1
5013 - 50000 - Conditional Release Violation	1
5070 - 50000 - Violation of Preliminary Injunctive Order (Peace Bond)	3
5212 - 52001 - Concealed Weapons - Possession of Weapon	2
5299 - 52003 - Weapons Offense (Other)	1
5393 - 53001 - Disorderly Conduct (Other)	1
5599 - 55000 - Health and Safety Violations (Other)	1
8011 - 54001 - Motor Vehicle Accident - Failed to Stop and Identify	1

8013 - 54001 - Motor Vehicle Accident - Failed to Report Accident	1
8041 - 54002 - Operating Under the Influence of Intoxicating Liquor	1
8271 - 54003 - Traffic - No Operators License	2
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	2
8328 - 54003 - Motor Vehicle Violation	7
8930 - 89003 - Violation - Insurance - Other Commission Rules	1
8940 - 89004 - Warrants - Corporate Summons	1
9220 - 92003 - Civil Custodies - Walk Away - Mental Institute/Hospital	1
9906 - 92002 - Civil Custodies - Incapacitation	6
9908 - 92004 - Civil Custodies - Insanity (Mental)	1
9910 - 93001 - Traffic, Non-Criminal - Accident	25
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	6
9937 - 97006 - Other Non-Criminal Accidents - All Other	1
9939 - 98002 - Inspections/Investigations - Vehicle/VIN/School Bus	4
9941 - 98004 - Inspections/Investigations - Other Inspections	1
9943 - 98007 - Inspections/Investigations - Suspicious Situations	2
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	2
9945 - 98009 - Inspections/Investigations - Drug Overdose	1
9947 - 99002 - Miscellaneous - Natural Death	4
9954 - 99009 - Miscellaneous - Non-Criminal	4
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	2
Total	152

DECEMBER DAILY ACTIVITY REPORTS SUMMARY REPORT

Activity	Total
Alarms	7
Appearance Citations	2
Assist Another Unit	290
Business Property Inspections	52
Community Service	15
Directed Patrols	258
Original Arrests	11
OWI Arrests	1
Park Patrols	123
Parking/Municipal Citations Issued	3
Residential Property Inspections	1
School Patrols	190
Supplemental Complaints	42
Traffic Accidents	26
Traffic Citations Issued	6
Traffic Warnings	61
Training	4
Warrant Arrests	5
Written Complaints	388
Total Activities	1485



MEMORANDUM

DATE: January 11, 2021

TO: Owosso City Council

FROM: Kevin Lenkart

Director of Public Safety

RE: December 2020 Fire & Ambulance Report

Attached are the statistics for the Owosso Fire Department (OFD) for December 2020. The Owosso Fire Department responded to 245 incidents in the month of December.

OFD responded to 11 fire calls and responded to 234 EMS calls.

PARKS AND RECREATION COMMISSION REGULAR MEETING

WEDNESDAY, DECEMBER 9, 2020 7:00PM Virtual Meeting – via Zoom

CALL TO ORDER: Vice-Chairman Selbig called the meeting to order at 7:12 p.m.

PLEDGE OF ALLEGIANCE: Was recited

ROLL CALL: Was taken by Amy Fuller

MEMBERS PRESENT: Vice-Chair Jeff Selbig, Commissioner Kevin Maginity, Commissioner Carol Anne

Smith and Commissioner Paula Alexander.

MEMBERS ABSENT: Chairman Andrew Workman, Commissioner Christopher Owens, Commissioner

Elaine Greenway

OTHERS PRESENT: Amy Fuller

APPROVAL OF AGENDA: COMMISSIONER SMITH MADE A MOTION TO APPROVE THE AGENDA FOR

DECEMBER 9, 2020 AS PRESENTED.

MOTION SUPPORTED BY COMISSIONER ALEXANDER.

AYES ALL, MOTION CARRIED.

APPROVAL OF MINUTES: COMMISSIONER MAGINITY MADE A MOTION TO APPROVE THE MINUTES

FOR OCTOBER 28, 2020 WITH NO CHANGES.

MOTION SUPPORTED BY COMISSIONER ALEXANDER.

AYES ALL, MOTION CARRIED.

PUBLIC COMMENTS: Vice-Chair wished the commission a Happy Holiday

COMMUNICATIONS: Amy Fuller shared information from Rick Morris regarding an additional trail at Hopkins Lake. Ms. Fuller will invite Mr. Morris to a future meeting to refresh the commission on his request.

OLD BUSINESS:

Park WiFi: Ms. Fuller has not received an update on this but will check with on it for the next meeting.

Hopkins Lake Dock Bid: The person responsible for requesting bids has been out due to illness. She is back and the bid process will commence.

Canoe/Kayak Launches: Ms. Fuller reported that Phil Hathaway volunteered to manage this project. Friends of the Shiawassee has submitted a grant for the middle school launch only. There is no easement for the Retriever Solution site so that location is off the table. Mr. Hathaway proposed other possible locations behind the public works building and south and east of the M52 bridge. Commissioner Smith voiced concerns about have multiple locations in the same vicinity.

Grove Holman Grant: Ms. Fuller reported that the grant was approved for \$150,000. Plans and drawings were reviewed. Conditions of the grant require that we meet Americans with Disabilities Act standards and have a rain garden on the site. Currently there is no plumbing or electric in the building. Also, the ceiling will need replacing. After reviewing the proposed layout, the commission decided to make this project the focus of the next two meetings. To meet the construction timeline an architect needs to be hired by January and plans finalized before spring.

NEW BUSINESS:

1

Check Register Review: Ms Fuller called attention the watering charges.

Next Meeting: January, 27th 2021 @ 7:00 PM

Public/Commissioners Comments: None

ADJOURNMENT:

COMMISSIONER ALEXANDER MADE A MOTION TO ADJOURN AT 7:159 P.M. MOTION SUPPORTED BY COMMISSIONER SMITH. AYES ALL, MOTION CARRIED.



OWOSSO HISTORICAL COMMISSION Regular Meeting Minutes December 14, 2020 – 6:00 p.m. to 8:50 p.m. via Zoom

Call to order: Dave Acton, Vice-Chair called the meeting to order at 6:04 p.m.

Present: Vice-Chair Acton, Commissioner and Mayor Pro-Tem Osika, OWOSSO HISTORICAL COMMISSION Commissioner Erickson, Commissioner Galloway, Commissioner Wilson, Commissioner Sara Adams, Ex-officio Commissioner Josh Adams, and Executive Director Albert Martenis

Absent: Commissioners, Flayer, Jacobs, Rogers

Agenda and Minutes:

Roll call:

Review and motion to approve the 11/9/2020 minutes:

Motion to approve the 11/9/20 OHC minutes with corrections by Commissioner Osika, second by Commissioner Erickson, ayes all, motion carried

Review and motion to approve the 12/14/2020 agenda:

Motion to approve the 12/14/20 OHC agenda with a re-ordering of the items of business and adding one, by Commissioner Osika, second by Commissioner Sara Adams, ayes all, motion carried.

Items of business:

- 1. Financial Review, discussion, and motion to approve the check register: Motion to approve the check register as presented by Commissioner Wilson, second by Commissioner Osika, ayes all, motion carried.
 - 2. Review of status of 2020-2021 budget year to date income vs. expenses:

Discussion ensued; "no surprises" on track to end year in black pending ongoing diligent control

3. Selection of Mayotte LLC to be architect for initial Gould house capital improvement plan using funds from millage approval (roof, gutters, soffits, downspouts):

Motion to approve selection of Mayotte LLC by Commissioner Erickson, second by Commissioner Osika, ayes all, motion carried.

- 4. Update on Ludington electrical work on Castle (critical path for re-opening Castle) Discussion ensued; an additional "walk-through" will be conducted with Carl Ludington of Ludington Electric to provide clarification on the work that needs to be done
- 5. Update on the plan to preserve Owosso's Historic Assets: Discussion ensued on a Power Point presentation Commissioner Wilson provided on the vision for this activity; there will be additional updates at each meeting as his plan moves forward toward a decision and motion to approve the plan
 - 6. Archiving and Cataloging:

Discussion ensued about the way forward on Archiving and Cataloging including the fact that Commissioner Galloway will take on this responsibility now that Commissioner Flayer has stepped down

7. By-law change:

Motion to approve a by-law change establishing OHC meeting participation and other factors was made by Commissioner Sara Adams, second by Commissioner Erickson, ayes all, motion carried

8. Approval of employment agreement for Executive Director Albert Martenis III covering the period from January 1st, 2021 to June 30th, 2022:

Motion to approve the employment agreement made by Commissioner Erickson, second by Commissioner Osika, ayes all, motion carried.

- 9. Approval of OHC Results Planning Table from January 2021 through June 2022
- Motion by Commissioner Sara Adams, second by Commissioner Erickson, ayes all, motion carried
 - 10. Approval of job description for Executive Director Albert Martenis III covering the dual role positions of Executive Director of the Owosso Historical Commission (OHC) and the Executive Director of the nonprofit arm of the OHC, Castle City Museums (CCM):

Motion by Commissioner Sara Adams, second by Commissioner Erickson, ayes all, motion carried

11. Engagement by CCM Board and Executive Director with the Cook Family Foundation for the purpose of non-profit capacity building:

Motion by Commissioner Osika, second by Commissioner Erickson, ayes all, motion carried

Commissioner Comments: Commissioners Osika, Sara Adams, Wilson, and Erickson made several comments regarding the meeting (long but a lot was accomplished), better use of Roberts's rules of order, clearly identifying the items of business and voting on them rather than just discussing them if possible, Having the Governance Committee focus on presenting candidates to fill the open Commission seats and the Chair position.

Adjourn: The meeting was informally adjourned at 8:50 p.m.

MINUTES FOR REGULAR MEETING

OWOSSO HISTORIC DISTRICT COMMISSION

Wednesday, December 16, 2020 6:00 p.m. VIA ZOOM VIDEO CONFERENCING

MEETING CALLED TO ORDER at 6:03 p.m. by Chairman Teich.

ROLL CALL was taken by Recording Staff Liaison, Josh Adams.

PRESENT: Chairman Steven Teich; Commissioner Gary Wilson, Commissioner Matthew Van Epps; Secretary Philip Hathaway; Commissioner Lance Omer

ABSENT: Commissioner Scott Newman; Commissioner Dianne Acton

OTHERS IN ATTENDANCE: Scott Waters, representative for applicant

AGENDA APPROVAL:

MOTION FOR APPROVAL BY COMMISSIONER HATHAWAY. MOTION WAS SECONDED BY COMMISSIONER VAN EPPS AS PRESENTED

AYES ALL. MOTION CARRIED.

MINUTE APPROVAL:

MOTION FOR APPROVAL BY COMMISSIONER HATHAWAY. MOTION WAS SECONDED BY COMMISSIONER WILSON AS PRESENTED

AYES ALL. MOTION CARRIED.

COMMUNICATIONS: None

PUBLIC/COMMISSIONER COMMENTS: None

Committee Reports: None

Public Hearings: None

Items of Business:

1) Application: 202 W. Main Street – New Sign Installation

Mr. Adams stated that the request for new sign installation at 202 W. Main Street had elements to the design that were beyond the authorized staff approval process for his position. It was determined that a review of those elements should be reviewed by the commission.

Mr. Scott Waters, sign installer for the tenant located at 202 W. Main Street presented the sign idea to the commission and stated that the tenant is also interested in hearing other recommendations from the commission regarding the most appropriate sign options.

Mr. Waters indicated that the ideal request would be for internally lit letters for the sign but was aware that that type of lighting is prohibited within the district. The commission confirmed that internally lit sign letters are prohibited.

Mr. Waters presented a sign rendering of letters located within a sign raceway that are halo-lit from a signboard backing slightly larger than the letters. The signboard backing would be needed due to the mansard roof/sign band area of the building. The raceway and backing would allow for the sign to be placed at the 90-degree angle required for halo lighting of the letters.

Mr. Waters also indicated that another option for the signage in that location would be the same letters but with gooseneck lights installed above the sign, illuminating it from above.

The commission agreed that both options presented would be appropriate for the district. Mr. Waters stated that he will present both options to the tenant and reapply with the commission once an option is chosen.

The commission agreed that either option can be approved by the staff liaison once a new application is submitted.

2) Matthews Building - Updates & Discussion

Chairman Teich recommended that the commission issue a new Demolish by Neglect Letter to the owners of 300 W. Main Street that aligns with the City's Terms of Dismissal Agreement with the property owner. Mr. Adams stated that conversations with the City Manager indicated that such a letter would aid in their enforcement efforts.

Commissioner Wilson stated that he was very appreciative of the way the City has been coordinating with the HDC throughout the enforcement process. Chairman Teich also stated that he is appreciative of the City Manager's efforts in working with the Commission.

Commissioner Van Epps stated that a letter stating that the Commission's Demolition by Neglect still stands but recognizes the owner's work to settle with the City. Additionally, the letter should include the requirement of a timely response from the property owner indicating they received the new letter.

Commissioner Wilson made a reference to the City's Terms of Dismissal Agreement with the property owner, in particular term 12. Commissioner Wilson stated that he wished that the HDC would have been specifically included in the codes & ordinances in which the post-demolition and roof installation should conform to. Commissioner Omer indicated that the HDC could be included in the "local ordinance" stated within that term. Mr. Adams stated that a reference to Term #12 into the new Demolition by Neglect Letter. Mr. Adams stated that he would draft the new letter and send it to the Commission for review prior to mailing to the owner.

3) Façade Improvement Advocacy

Mr. Adams stated that with correspondence with Chairman Teich and Vice-Chair Wilson indicated the need for more improvement advocacy for façade improvements for downtown buildings, mainly around finding funding for owners. Mr. Adams stated that while the City & OMS/DDA has been great at finding state-funded programs for building restoration on larger projects, but smaller, lower budget projects is something the HDC could assist with. Grants offered through CLG and MHPN would be great options for building owners to take advantage of. The HDC could help find ways to advocate for the use of those "low hanging fruit" programs.

Commissioner Hathaway indicated that developing a building restoration "wish list" would be a good effort for the commission to do.

PUBLIC COMMENTS: None

BOARD COMMENTS: None

ADJOURNMENT:

MOTION BY COMMISSIONER VAN EPPS AND SECONDED BY COMMISSIONER OMER TO

ADJOURN AT 7:10 P.M.

Phil Hathaway, Secretary

MINUTES FOR SPECIAL MEETING

OWOSSO HISTORIC DISTRICT COMMISSION

Wednesday, December 28, 2020 6:00 p.m. VIA ZOOM VIDEO CONFERENCING

MEETING CALLED TO ORDER at 6:35 p.m. by Chairman Teich.

ROLL CALL was taken by Recording Staff Liaison, Josh Adams.

PRESENT: Chairman Steven Teich; Commissioner Gary Wilson; Secretary Philip Hathaway; Commissioner Lance Omer

ABSENT: Commissioner Scott Newman; Commissioner Dianne Acton; Commissioner Matthew Van Epps

OTHERS IN ATTENDANCE: Roman Bonislawski, architect of applicant and Jamie Garmo, representative for applicant

AGENDA APPROVAL:

MOTION FOR APPROVAL BY COMMISSIONER HATHAWAY. MOTION WAS SECONDED BY COMMISSIONER WILSON AS PRESENTED

AYES ALL. MOTION CARRIED.

MINUTE APPROVAL: None

COMMUNICATIONS: None

PUBLIC/COMMISSIONER COMMENTS: None

Committee Reports: None

Public Hearings: None

Items of Business:

1) Application: 117 E. Main Street – Exterior Renovations

Mr. Bonislawski presented the project as the application documentation described. Exterior renovations would include the removal of the mansard roof on the front of the façade and be replaced with a copper cladding that complements the cladding located on the Lebowsky center across the street. In addition, the metal paneling would be removed from the east façade of the building and the existing brick underneath would be restored. New lighting, glass, and doors would be installed as well.

Commissioner Wilson stated that the proposed work compliments the district.

Chairman Teich stated that the property is not a "contributing" building within the district and the design offers a slightly modern touch to the district.

MOTION BY COMMISSIONER HATHAWAY TO ISSUE A CERTIFICATE OF APPROPRIATENESS FOR THE EXTERIOR RENOVATIONS AT 117 E. MAIN STREET, SECONDED BY COMMISSIONER OMER.

PUBLIC COMMENTS: None

BOARD COMMENTS: None

ADJOURNMENT:

MOTION BY COMMISSIONER HATHAWAY AND SECONDED BY COMMISSIONER WILSON TO

ADJOURN AT 7:10 P.M.

Phil Hathaway, Secretary

MINUTES

REGULAR MEETING OF THE

DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET

CITY OF OWOSSO

JANUARY 6, 2021 AT 7:30 A.M.

VIRTUAL MEETING VIA ZOOM VIDEO CONFERENCING

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:37 A.M.

ROLL CALL: Was taken by Recording Secretary Debbie Hebert

<u>MEMBERS PRESENT</u>: Chairman Dave Acton, Vice-Chairman Bill Gilbert, Commissioner Kenn Cushman, Commissioner Jon Moore, Commissioner Lance Omer, Commissioner Susan Osika, Commissioner Josh Ardelean.

MEMBERS ABSENT: None

OTHERS PRESENT: Josh Adams, DDA Director; Nathan Henne, City Manager and Brianna Carrol

<u>AGENDA</u>: IT WAS MOVED BY AUTHORITY MEMBER GILBERT AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE THE AGENDA AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE MINUTES AS PRESENTED FOR MEETING HELD DECEMBER 2, 2020.

AYES: ALL. MOTION CARRIED

<u>PUBLIC COMMENTS:</u> Nathan Henne, City Manager expressed his concern related to the application for two loans at the current Trust Thermal building. Henne stated he was present to understand the rationale behind the two loans for one property as the Program Manual states only one loan and/or grant per project.

Brianna Carrol, Applicant shared her rationale for approval of two loans at current Trust Thermal building as being two separate projects that are independent of each other as follows:

Project 1: Prepare the industrial space at the current Trust Thermal building for useable retail space. **Project 2**: To provide business development of service expansion of the Fitness Coliseum.

Additionally, Ms. Carrol gave the example that each of the above projects could be requested by two different people at different times which would meet the criteria of the project manual.

ITEMS OF BUSINESS:

1) CHECK REGISTER - No discussion.

IT WAS MOVED BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE THE CHECK REGISTER FOR DECEMBER, 2020 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) 2020/2021 Budget Report Discussion- Director Adams informed the board that the budget is on target as planned. He will provide monthly reports for Revolving Loan Funds as provided by the City's Finance Department to the board as requested by Commissioner Osika.

3) RLF Application Approvals -

a.) 108 E. Exchange Owosso, LLC – Barry Paxton

Grant: Fire Suppression for the 2nd Floor Apartment - \$12,500; **Loan:** Interior renovation - \$50,000.

Discussion: Overall project meets the intent of the Revolving Loan Fund although the 2nd floor will have one residential unit rather than the 2 residential units required in the manual. The grant amount approved was for one half of the \$30,000 requested.

Commission Moore suggested the Revolving Loan Committee consider a possible change be made to the Revolving Loan Manual to allow for a per unit allocation for residential unit requirements.

IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE GRANT AND LOAN TO 108 E. EXCHANGE OWOSSO, LLC.

AYES: ALL, MOTION CARRIED.

b.) 210 S. Water: Brianna Leigh, LLC - \$50,000 LOAN (5-year term) Business Expansion; Also, Heritage Properties of Northern Michigan, LLC – Grant: \$3,000 and Loan: \$50,000 (5-year term) for Interior Build-Out.

Discussion – A detailed business plan was presented to the committee allowing for the business to be successful furthering the objective of the Revolving Loan Fund.

IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE GRANT AND LOANS TO BRIANNA LEIGH, LLC AND HERITAGE PROPERTIES OF NORTHERN MICHIGAN, LLC.

AYES: ALL, MOTION CARRIED.

4) SHIACASH FUNDING

The fundamentals of the program were discussed. There will be no contract. DDA/Owosso Mainstreet would provide only a one-year sponsorship of \$1,800 to assist funding of program. Monthly reports were requested with distributions of funds. Commissioner Osika stated concerns of a nonprofit sponsoring another nonprofit and inconsistencies in the program. Commissioner Gilbert encourages sponsorship as an investment in the community encouraging committee development assisting the success of the program.

IT WAS MOVED BY AUTHORITY MEMBER MOORE, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE A ONE-TIME PAYMENT OF \$1,800 TO BE A PROMINENT SPONSOR OF SHIACASH FOR ONE YEAR.

AYES-6, NAYS-1, MOTION CARRIED.

5) RLF Loan Deferments

Director Adams has received requests for deferments of loan payment from food service businesses over a 2-3 month period. Commissioners suggested that businesses also be directed to available grants. Discussion occurred around timely payments of existing loans.

IT WAS MOVED BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER GILBERT DIRECTORING ADAMS TO DEVELOP A DEFERMENT PLAN FOR BOARD CONSIDERATION AT NEXT MEETING.

AYES: ALL. MOTION CARRIED.

COMMITTEE UPDATES:

- 1) Design and Business Vitality See attached Directors Report.
- 2) Promotion & Outreach See attached Directors Report.
- 3) Business Owners Committee On Hold.

BOARD CONTINUING EDUCATION/INFORMATION:

See attached Directors Report.

PUBLIC COMMENTS: None

BOARD COMMENTS:

Commissioner Osika asked when the EV Charging Committee is scheduled to meet. It was determined to begin when Future Energy begins work. At this time, Consumers Energy has not completed their work allowing Future Energy to move forward. Committee will meet and oversee Future Energy when they begin.

Chairman Acton provided follow-up of the leakage of water into adjacent buildings from planters installed in the Woodward Place pocket park. Quotes are being sought to make necessary repairs. The Design Committee will receive the quotes for the repairs.

<u>ADJOURNMENT</u>: IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:50 A.M.

AYES: ALL. MOTION CARRIED.



EXECUTIVE DIRECTOR REPORT as of January 5, 2021

RECENT ACTIVITY "AT-A-GLANCE"

Item	Activity
DDA Annual Reporting	All state-mandated annual reporting materials have been submitted to the Treasury Dept.
Grant Closeouts	Both Match on Main Grants are complete. All closeout paperwork has been submitted to the MEDC for final approval.
Holiday Promotional Activities	All physical & virtual holiday promotional efforts were conducted throughout November & December including 4 dates of horse & carriage rides and work with the State SBDC with implementing a holiday social media campaign.
Quote Development & Submission	Requests for Quotes for Downtown Flower Baskets, Lawn Maintenance, Weeding, & Flower Watering have been completed and sent to vendors for submission.
Website Updates	New website content has been added to the website for small businesses & developers. Also, all images have been updated; the directory portion has been updated; and a new volunteer signup sheet has been installed. Additional updates/revisions are currently underway.
Notion Platform Development	New Notion Platform is up. Two training videos have been completed and uploaded to the google drive. Director will continue to upload historic Work Plans to the platform. That will be completed by 1/15/21.
Entrepreneurial Ecosystem & R2R Implementation	A plan to start implementing these two services has been developed with help from volunteer Patrice Martin. Dates are outlined below.
Social Districts	Working on a Social District framework for submission to City Manager & Public Safety Director.
Business Owners Meetings	Continuing to get business owner input of future meeting dates, times, and content. Visiting businesses and sending personal messages.
Board Member Recruitment	Working with Mayor & Executive Team to find additional board members for the organization (2 spaces currently need to be filled).
Property Development Funding	Working with current, new & prospective property owners with Revolving Loan and State Grant injuries. These efforts are ongoing.
Fund Generation	Working with the Mayor ProTem to implement a sponsorship program for the flower program. Also working with the MEDC to be awarded a Technical Service based around Fund Generation for our program.
Streetscape Bids	Developing a Bid Packet for Flowerbed reconstruction. Bids will be ready for posting by January 15th.









BOARD INITIATIVES:

2020/2021 STRATEGIC PLANNING INITIATIVE REMINDER:

During the Board Retreat the Board determined that two board-level initiatives should take place over the next year. They are as follows:

- 1. Develop a comprehensive volunteer recruitment & retention strategy that increases the capacity of the overall program; and
- 2. Develop a fund generation structure/program (in addition to DDA & TIF funding) that secures adequate financial resources for building program capacity.

CUSTOMER SERVICE TRAINING:

- Another large discussion during the Board Retreat was the need for district-wide customer service training. The Board agreed to research and work with local stakeholders to organize this training for all downtown businesses.
- After a brief discussion with the City Manager, there is interest to have all city staff to take part in this training as well. This will aid in our RRC process.
- It would be beneficial to start discussing a plan of action on this initiative.

The Board has decided to continue these efforts into the 2021/2022FY.

DIRECTOR-LED INITIATIVES:

WORK PLANS:

- 2020/2021 Modified Work Plans will be imported into the Notion Platform for committees to use.
- OMS/DDA Director is has worked with Committee Chairs to modify the subcommittee structures. All new Sub-Committees & Task Force Teams are formed and most are up and running now. A few will start up in January 2021.

MATCH ON MAIN (ONGOING GRANT CONTRACTS):

- ROUND 2 AWARD: Grant awards were announced on February 21st 1 business within our district were awarded a grant. Wooden Crate Popcorn Company received a \$25,000 grant to help expand their wholesale popcorn production.
 - This Grant is complete & all reports have been submitted to the MEDC for final approval.
 - A check to pay off the RLF Bridge Loan should be sent by the MEDC sometime in February 2021.
- ROUND 3 AWARD: Owosso Main Street/DDA applied for & was awarded a \$46,000.00 MOM grant to aid food service businesses within the Owosso City Limits. 22 Businesses within the city limits of Owosso will receive a \$2,091.00 grant from Owosso Main Street/DDA.
 - This Grant is complete & all reports have been submitted to the MEDC for final approval.
- NOTE: Owosso Main Street/DDA is the only Main Street program in the state to receive 3 consecutive MOM grant awards.
- A new MOM Grant will be happening sometime in January or February 2021. e will keep business owners updated.









OMS/DDA WEBSITE:

- The website has been updated with new content including a new Business Owner & Developer Resource Section, a COVID section, and new links to ShiaCash and a new volunteer signup form.
- All images have been updated and the directory has been updated.
- A few revisions need to be made and some files need to be added that will all take place during the schedule January updates.
- The Director will continue to pursue funding for new additions to the site including a curated day-trip option, an interactive directory, and a better calendar option.

SECURITY CAMERAS:

- OMS/DDA is still pending Retriever Solutions to schedule installation of all cameras
- All locations have been selected and all access has been acquired.
- OMS/DDA Director can email board members camera locations if requested.

STATE SBDC HOLIDAY MARKETING SERVICES:

 The Director worked with the Michigan Main Street Team & the State SBDC in implementing a holiday social media marketing service called "PMSI-Mainstreet/ Small Biz Social Media Package". The State SBDC hired a firm to help Main Street's across the state in their holiday social media marketing. Approximately \$5,000.00 in services were provided in content creation, graphic design, and social media marketing.

Director Speaking Events:

- The Director is working with the National Main Street Center in teaching Main Street's throughout the country to discover and implement Transformation Strategies within their districts.
 - The Director spoke with all of the Main Street communities in Wyoming.
 - On November 10th, the director will be spoke with the directors within South Carolina.
 - In December, the Director was a speaker during a new manager training to new Main Street Directors throughout Michigan.

Director Advocacy/Impact:

The National Main Street Center is encouraging local directors to start measure the impact that they have on their local communities. Reviewing data, the following is the financial impact the Director's office has had in revitalization since 2013:

- Since 2013 the Director's office has generated (through networking stakeholders with national tax incentive programs; advocating for Downtown Owosso's program at a national & state level; and applying for State grants & services) \$2,550,222.00 for downtown revitalization efforts.
- That breaks down to \$364,317.43 per year. The Director's services (and subsequent salary) make a return on investment of 5.9 times per year. Meaning, the Director's leadership efforts "5-tuple" the OMS/DDA Board's & City's investment in that position.









DESIGN & BUSINESS VITALITY

New Committee Structure:

- The 5 teams are as follows:
 - 1. Revolving Loan Committee
 - 2. Entrepreneurial Ecosystem Sub-Committee
 - 3. Beautification Task Force
 - 4. Streetscape Task Force
 - 5. Preservation & Design Sub-Committee

REVOLVING LOAN/GRANT PROGRAM:

- In 2019/2020 OMS/DDA has loan/granted out \$561,450.40 (as of 10/31/20) that's including 21 Emergency Response Loans totaling \$101,800.00 to aid businesses during COVID-19.
- The current available balance (liquid) for the RLF around \$500,000.00 (as of December 2020). I will have a exact balance for you at the end of January.
- During a special board meeting on June 26, 2020, during it's annual review- the board approved the following program updates:
 - Add the DDA as an approved applicant within the loan manual
 - Set a fixed liquidity threshold of \$250,000.00 for the 2020/2021 fiscal year.
 - Develop new, additional, stricter evaluation criteria for any special project/ development that would go beyond the \$250,000.00 threshold.
- Since the October 2020 the committee has issued:
 - A \$25,000 grant for fire suppression; and a \$1,500 grant for architectural services.

ENTREPRENEURIAL ECOSYSTEM (EE) SUB-COMMITTEE:

- The EE committee conducted the Ready to Recruit Technical Service that was awarded to use by the Michigan Main Street Center. This service is guided the committee through a detailed business recruitment strategy and implementation plan.
 - In September, the team will be conducting a live, mock-recruitment exercise to test the teams ability to perform a formal recruitment plan.
 - The final reports from the technical service was completed by the Michigan Main Street consultant. That report was emailed to all board members for review.
- The EE sub-committee will be start meeting on January 21st. At that time they will discuss the frequency of meetings and the structure of the committee.
- The R2R Team will start meeting regular in February 2020 and start implementing the recruitment strategy developed during the technical service.

STREETSCAPE TASK FORCE & BEAUTIFICATION TASK FORCE PROJECTS::

• The Streetscape & Beautification Task Forces have been conducting joint meetings twice a month since July 2020.

OUTREACH

DESIGN

- The Task Forces are working together to build a comprehensive streetscape and beautification plan. Implementation of this plan will start in spring 2021.
- Quotes for beautification work are out. Bids for streetscape will be posted in late January.

HIGH CAPACITY EV CHARGING STATIONS:

- Consumers Power, PowerMIDrive grant will provide \$124,257.00 of the \$158,514.00 cost associated with the purchase & installation of this type of station.
- Future Energy is pending Consumers Power transformer conversion to complete site work.
- A new sub-committee will take on project oversight once Future Energy sends us a construction schedule.

DESIGN & PRESERVATION SUB-COMMITTEE:

- This Sub-Committee will be formed and start meeting in early February 2021.
- Steve Teich chairman of the Downtown Historic District Commission will be the leader of this sub-committee.

WAY-FINDING TASK FORCE:

- A select sub-committee has met anded develop a digital way-finding system for downtown. The main thing needed for to implement this program is to find sponsorships to purchase the hardware needed.
- Regular meetings are postponed until a method to raise funds for implementation is found.

PROPERTY DEVELOPMENT:

- The OMS/DDA Director is in continuing conversations with new and old downtown property owners regarding the redevelopment of their buildings. The below projects are <u>actively</u> working together with the OMS Director, the City and MEDC to find the best path for redevelopment. Some conversations at this point are confidential but the properties I can mention are:
 - Ludington Electric Property project under review with MEDC
 - The former City Club Building in initial conversations with MEDC
 - The Matthews Building new roof being installed on riverside structure
 - Owosso Middle School in conversation with MSHDA

PROMOTION & OUTREACH

UPCOMING EVENTS:

- Planning for the Chocolate Walk will start this week.
- The Retail Shopping Event Committee will be planning 1 or 2, 1st Quarter Events.
- The Promotion Committee will start meeting regularly again starting in January 2020 via Zoom.

VOLUNTEER RECRUITMENT:

- Recruitment Activities were postponed due to COVID.
- Another Volunteer Owosso Event will be scheduled at Foster Coffee again in early 2021 (once in-person gathering is permitted) to aid in volunteer recruitment.

OUTREACH

 A Volunteer Party should be planned once COVID restrictions are lifted.



"PROGRAM PARKING-LOT"

OMS WORK PLAN DEVELOPMENT:

- Work Plan Parking-Lot" meaning that they are waiting for a Work Plan Leader.
 Committee Chairs are currently looking for leaders for these projects. Work Plans are:
 - Volunteer Party
 - Downtown Workshops
 - Downtown Business Videos
 - Downtown Discussions
 - Open Streets Owosso
 - Volunteer Program

OTHER PROJECT IDEAS:

 <u>Business Education Team</u> - there has been discussion about forming a team of business owners that would volunteer their services to work with new business owners.

NOTE: THIS REPORT DOES NOT COMMUNICATE THE OTHER PROJECTS/RESPONSIBILITIES THE OMS/DDA DIRECTOR IS IN CHARGE OF WITH THE FOLLOWING DEPARTMENTS (PER HIS MOU WITH THE CITY):

- DOWNTOWN HISTORIC DISTRICT COMMISSION
- CERTIFIED LOCAL GOVERNMENT DESIGNATION UPKEEP
- ADDITIONAL COMMUNITY DEVELOPMENT ACTIVITIES
 - RETAL REHAB PROGRAM
 - FACADE GRANT PROGRAM
 - STATE CDGB & CRP PROGRAM OVERSIGHT







