

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, NOVEMBER 01, 2021  
7:30 P.M.**

**Meeting to be held at City Hall  
301 West Main Street**

**AGENDA**

**OPENING PRAYER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**APPROVAL OF THE AGENDA:**

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF OCTOBER 18, 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 four (4) minutes duration during the first occasion for citizen comments and questions. Each person shall also be afforded one opportunity of up to three (3) minutes duration during the last occasion provided for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
5. In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

1. Ordinance Amendment – Rezoning 715, 703, 801 South Washington and 702 South Park Streets.  
Conduct a public hearing to receive citizen comment regarding the request from Jayne Sutton to rezone the properties at 715, 703, 801 South Washington Street and 702 South Park Street from the current zoning designations to RM-1, Multi-Family Residential District.  
**Master Plan Implementation Goals: A.6, 1.3, 4.8**
2. Proposed Special Assessment Project – Maple Avenue. Conduct a public hearing to receive citizen comment regarding Resolution No. 3 for proposed Special Assessment District No. 2022-03 for Maple Avenue from Corunna Avenue to the north end for street reconstruction.  
**Master Plan Implementation Goals: 3.4, 3.10**

**CITIZEN COMMENTS AND QUESTIONS**

**CONSENT AGENDA**

1. First Reading and Set Public Hearing - Ordinance Amendment – Parking for Electric Vehicles.  
Conduct first reading and set a public hearing for Monday, November 15, 2021 at 7:30 p.m. to receive citizen comment regarding the proposed amendment to Chapter 33, Traffic and Motor Vehicles, Secs. 33-37 & 33-38 of the Code of Ordinances to regulate parking in electric vehicle charging stations.  
**Master Plan Implementation Goals: 1.19, 2.3, 3.7, 5.13, 5.17**



2. Traffic Control Order – Glow Owosso. Consider request from the Glow Owosso Committee for use of Main Street Plaza and various downtown streets at assorted times from November 26, 2021 at 8:00 a.m. through 8:00 p.m. for the Glow Owosso Parade, 5k Race and Tree Lighting, waive the insurance requirement, and approve Traffic Control Order No. 1462 formalizing the request.  
**Master Plan Implementation Goals:** 1.19, 1.21, 2.2, 4.2, 4.6, 4.16, 5.9, 5.12
3. Minutes Correction. Approve correction to the October 4, 2021 Council meeting minutes correcting Ordinance No. 822 to reflect that there are seven members of the Historical Commission, not eight.
4. Designate New Depository. Approve resolution authorizing a new bank account with Huntington Bank for the purpose of receiving and tracking revenues associated with ambulance services.  
**Master Plan Implementation Goals:**
5. Update Depositories & Signers for City Funds. Approve resolution updating the City's designated depositories and signers for City accounts.  
**Master Plan Implementation Goals:**
6. Bid Award – Well Drilling Palmer No. 3 & Juniper No. 1. Authorize bid award to Northern Pump & Well, Inc. of Lansing, Michigan for well drilling services in the amount of \$169,751.89 and approve payment of up to \$169,751.89 to the contractor upon satisfactory completion of the work or portion thereof.  
**Master Plan Implementation Goals:** 1.5, 3.4
7. Purchase Authorization – Garage Doors. Waive competitive bidding requirements due to market conditions, price instability and immediate need, authorize purchase and installation of 5 insulated garage doors for the DPW garage from Gabbard Overhead Door Company in the amount of \$19,950.00, and further authorize payment to the vendor upon satisfactory receipt and installation of said doors.  
**Master Plan Implementation Goals:**
8. Warrant No. 608. Authorize Warrant No. 608 as follows:
 

Vendor	Description	Fund	Amount
Caledonia Charter Township	Caledonia Utility Fund payment-7/1/21-9/30/21	Water	\$41,283.20
Owosso Charter Township	Owosso Charter Township 2011 Water Agreement payment-7/1/21-9/30/21	Water	\$17,052.61
9. Check Register – September 2021. Affirm check disbursements totaling \$4,418,507.06 for September 2021.

## **ITEMS OF BUSINESS**

1. Lot Split Authorization – 108 North Chipman Street. Consider authorization of division of a City lot under Michigan Subdivision Control Act for platted lot at 108 North Chipman Street.  
**Master Plan Implementation Goals:** 1.9, 2.7, 4.25, 5.31
2. Demolition Authorization & Contract Approval - 900 Ada Street. Authorize demolition of the structure at 900 Ada Street and approve bid award to Bolle Contracting, LLC in the amount of \$16,500.00, and further authorize payment to the contractor upon satisfactory completion of the work or portion thereof.  
**Master Plan Implementation Goals:** 1.1, 1.13, 2.6
3. Consumers Energy Electric Facilities Easement – Exchange Street Parking Lot & Fountain Park. Consider approval of a permanent easement through City-owned parcel 050-470-023-001-00 (Exchange Street Parking lot and Fountain Park) for the construction, operation and maintenance of new electric facilities for underground electric lines and a new hybrid switch in Fountain Park.  
**Master Plan Implementation Goals:** 3.4



## **COMMUNICATIONS**

1. Elaine Greenway, Parks & Recreation Commission. Letter of Resignation.
2. Tanya S. Buckelew, Planning & Building Director. Annual Liquor License Inspections.
3. Downtown Development Authority/Main Street. Minutes of October 6, 2021.

## **CITIZEN COMMENTS AND QUESTIONS**

## **NEXT MEETING**

Monday, November 15, 2021

## **BOARDS AND COMMISSIONS OPENINGS**

Brownfield Redevelopment Authority – term expires June 30, 2022  
Building Board of Appeals – Alternate - term expires June 30, 2022  
Building Board of Appeals – Alternate - term expires June 30, 2024  
Downtown Historic District Commission – term expires June 30, 2022  
Owosso Historical Commission – 2 terms expire December 31, 2023  
Parks & Recreation Commission – term expires June 30, 2022  
Planning Commission – term expires June 30, 2022  
Zoning Board of Appeals – Alternate – term expires June 30, 2024  
Zoning Board of Appeals – term expires June 30, 2023

## **ADJOURNMENT**

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



***PLEASE TAKE NOTICE THAT THE FOLLOWING MEETING CAN ONLY BE VIEWED VIRTUALLY***

The Owosso City Council will conduct an in-person meeting on November 1, 2021. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL  
Monday, November 1, 2021  
at 7:30 p.m.**

***The public joining the meeting via Zoom CANNOT participate in public comment.***

- **Join Zoom Meeting:**

<https://us02web.zoom.us/j/86240932297?pwd=RklyZm41TFhsUG5HVjQza1pqaW91dz09>

- **Meeting ID: 862 4093 2297**

- **Password: 050686**

- **One tap mobile**

+16465588656,,86240932297#,,,,\*050686# US (New York)

+13017158592,,86240932297#,,,,\*050686# US (Washington DC)

**Dial by your location**

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+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)

Meeting ID: 862 4093 2297

Passcode: 050686

- **For video instructions visit:**

- o Signing up and Downloading Zoom <https://youtu.be/qsy2Ph6kSf8>

- o 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 November 1, 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](mailto: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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**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MINUTES OF OCTOBER 18, 2021  
7:30 P.M.  
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

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

**OPENING PRAYER:** COUNCILMEMBER JEROME C. HABER

**PLEDGE OF ALLEGIANCE:** PUBLIC SAFETY DIRECTOR KEVIN D. LENKART

**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 Councilmember Pidek to approve the agenda as presented.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF OCTOBER 4, 2021**

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of October 4, 2021 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

**USDA Grant Application**

**Master Plan Implementation Goals: 3.2**

City Manager Nathan R. Henne explained that should the grant application be approved and the grant awarded it would assist the City in purchasing a third police vehicle.

Pursuant to USDA Grant guidelines, a Public Hearing was conducted to receive citizen comment regarding application for grant funding to be used toward the purchase of a police vehicle.

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

Motion by Mayor Pro-Tem Osika to approve the grant application as follows:

**RESOLUTION NO. 188-2021**



**PUBLIC HEARING TO RECEIVE CITIZEN COMMENT ON THE APPLICATION FOR GRANT MONEY  
FROM THE USDA FOR THE PURCHASE OF A NEW POLICE VEHICLE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan has a police department requiring the use of police vehicles; and

WHEREAS, the USDA has a grant program that provides funding for police vehicles and this grant program requires a public hearing to allow for public comment on applying for the grant money; and

WHEREAS, the item must now be considered by the city council and a public hearing by the council is required before any such final approval can be acted upon; and

WHEREAS, the City of Owosso is eligible for up to 35% federal assistance in the purchase of a police vehicle with a purchase cap of \$50,000.00. The grant would be capped at \$10,654.35 for the City of Owosso for the purchase of a vehicle and emergency lights at \$30,441.00. The remaining funding would be covered by the City of Owosso; and

WHEREAS, a public hearing was held on this application on Monday, October 18, 2021 in which no comments were received.

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

FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to authorize city staff to submit the completed application for grant funding toward the purchase of a new police vehicle to the USDA.

SECOND: the City further commits to the terms of the grant as noted above.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

**Ordinance Amendment – Excess Marihuana Grower License**

**Master Plan Implementation Goals: 1.17, 7.4**

The proposed amendment would allow Excess Marihuana Grower licenses within the City Limits. Excess Grower Licenses allow organizations that hold five Class C recreational grower licenses and at least two Class C medical grower licenses to grow plants, in increments of 2,000, up to the number of plants allowed by their medical grower licenses.

A public hearing was conducted to receive citizen comment regarding the proposed amendment to Chapter 16.6, Adult Use Marihuana Establishments Licensing – Police Power Ordinance, Sec. 16.6-3, *Authorization of facilities and fee*.

The following person commented in regard to the proposed ordinance:



Tom Manke, 2910 W. M-21, asked whether excess license holders would be required to indoors or outdoors. He said he would be concerned if it was outdoors.

City Manager Henne explained that State law allows growers to cultivate indoors or outside and the proposed ordinance amendment would simply allow for more plants to be grown. He also noted that no one had shown an interest in establishing an outdoor grow at this time.

Councilmember Law indicated the Planning Commission has no misgivings about the proposed amendment.

Councilmember Pidek asked if the City would be looked on as a hot spot for marijuana grow facilities if the excess grower license is allowed. City Manager Henne said he didn't think so, due in large part to the fact that the City has little space available for such operations.

Whereas, the Council, after due and legal notice, has met and having heard all interested parties, motion by Councilmember Fear that the following ordinance be adopted:

### **ORDINANCE NO. 823**

#### **AMENDING SECTION 16.6-3, AUTHORIZATION OF FACILITIES AND FEE, OF CHAPTER 16.6, ADULT USE MARIHUANA ESTABLISHMENTS LICENSING – POLICE POWER ORDINANCE, OF THE CODE OF ORDINANCES TO ALLOW EXCESS MARIHUANA GROWER LICENSES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, permits certain adult use marihuana establishments within the City; and

WHEREAS, the Planning Commission recommended, at its September 27, 2021 meeting, the addition of the Excess Marihuana Grower License to the list of permitted establishments; and

WHEREAS, the City Council held a public hearing on the proposed amendment October 18, 2021, heard all interested persons, and deliberated on the request.

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

SECTION 1. AMENDMENT. That Chapter 16.6, Adult Use Marihuana Establishments Licensing – Police Power Ordinance, Sec. 16.6-3, *Authorization of facilities and fee*, of the Code of Ordinances of the City of Owosso be amended as follows:

#### **Sec. 16.6-3. - Authorization of facilities and fee.**

- (a) The maximum number of each type of adult use marihuana establishment allowed in the city shall be as follows:

<b>Establishment</b>	<b>Number</b>
Grower	Unlimited
Processor	Unlimited
Retailer	4 (see Sec 16.6-3(e))
Safety compliance facility	Unlimited
Secure transporter	Unlimited
Excess Marihuana Grower	Unlimited



- (b) *Special licenses prohibited.* Pursuant to the MRTMA, section 6(1), the city elects to prohibit the licensing and operation of **SPECIFIC** special licenses within its boundaries to the extent it is permitted to prohibit them under the Act, which shall specifically prohibit as follows:

License Type	Number
Designated consumption establishment license	Prohibited
Marihuana event organizer license	Prohibited
Temporary marihuana event license	Prohibited
Marihuana microbusiness	Prohibited

- (c) Planning commission shall review the number of allowed adult use marihuana establishments at the one (1) year mark of implementation to re-evaluate and determine if the number allowed needs to be adjusted. From that point on, every three (3) years, city council shall review the maximum number of each type of marihuana establishment allowed and determine whether this maximum number should be changed. The review and its findings shall be recorded in the minutes of the relevant meeting of the city council.
- (d) A nonrefundable fee shall be paid by each marihuana establishment licensed under this chapter in an annual amount as set by resolution of the city council.
- (e) Not more than a total of four (4) marihuana retailers may be authorized in the city, so long as the total combined number of single locations of marihuana retailers authorized under this chapter and marihuana provisioning centers authorized under the city's medical marihuana facilities ordinance does not exceed four (4) such authorized locations. By way of example, if three (3) marihuana provisioning centers under the medical marihuana facilities ordinance have been authorized at three (3) separate locations within the city, then only one (1) marihuana retailer may be authorized at a fourth separate location under this chapter. However, up to three (3) additional marihuana retailers could be authorized under this chapter, so long as they were co-located with the existing marihuana provisioning centers already authorized. Similarly, if four (4) marihuana provisioning centers have already been authorized under the medical marihuana facilities ordinance at four (4) separate locations, then no marihuana retailers may be authorized under this chapter unless they are co-located with the existing marihuana provisioning centers.
- (f) All adult use marihuana establishments as permitted by this chapter, shall be subject to the same zoning restrictions as the medical marihuana facilities as set forth in chapter 38 "zoning" of the City's Code of Ordinances. Specifically:
- (1) Adult use marihuana growers and excess marihuana growers shall be subject to the same zoning restrictions and requirements applicable to medical marihuana growers;
  - (2) Adult use marihuana processors shall be subject to the same zoning restrictions and requirements applicable to medical marihuana processors;
  - (3) Adult use marihuana retailers shall be subject to the same zoning restrictions and requirements applicable to medical marihuana provisioning centers;
  - (4) Adult use marihuana safety compliance facility shall be subject to the same zoning restrictions and requirements applicable to medical marihuana safety compliance facility;
  - (5) Adult use marihuana secure transporter shall be subject to the same zoning restrictions and requirements applicable to medical marihuana secure transporter.

SECTION 3. EFFECTIVE DATE. This amendment shall become effective November 8, 2021.



SECTION 4. 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.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

**Proposed Special Assessment District No. 2021-01 - Hazards and Nuisances**

Master Plan Implementation Goals: 1.1, 1.10, 1.12

A public hearing was conducted to receive citizen comment regarding proposed Special Assessment District No. 2021-01, Hazards and Nuisances, as it relates to unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances.

The following people commented in regard to the proposed special assessment roll:

Cassondra Boulis, 423 Hamblin Street, asked if the special assessment charges for 419 Hamblin Street would be passed along to her if she were to buy the property. It was noted they would.

Jeff Turner, 204 Oakwood Avenue, inquired about alley maintenance asking if street lights could be installed, whether any of the grant money the City is receiving will go to alley maintenance, and if the City could trim the tree overhanging the alley behind his home.

Motion by Councilmember Pidek to approve Special Assessment District No. 2021-01 – Hazards & Nuisances as follows:

**RESOLUTION NO. 189-2021**

**AUTHORIZING THE ROLL FOR  
SPECIAL ASSESSMENT DISTRICT NO. 2021-01, HAZARDS & NUISANCES**

WHEREAS, the Council, after due and legal notice, has met and having heard all interested parties, motion by Councilmember Pidek to adopt Special Assessment Resolution No. 2 for the annual hazards & nuisances roll, as follows:

PARCEL#	SERVICE ADDRESS	TYPE	AMOUNT
050-651-003-010-00	419 CLINTON	CLEAN	\$ 2,757.72
050-113-018-011-00	402 S CHIPMAN	CLEAN	\$ 227.16
050-666-000-025-00	443 E MAIN	CLEAN	\$ 199.73
050-651-039-008-00	925 S BALL	CLEAN	\$ 591.57
050-250-000-040-00	624 PINE	CLEAN	\$ 235.78
050-420-006-001-00	703 GRAND	CLEAN	\$ 250.46
050-666-000-036-00	500 E EXCHANGE	CLEAN	\$ 227.41
050-140-000-005-00	1017 N DEWEY	CLEAN	\$ 227.41
050-010-015-001-00	667 GLENWOOD	CLEAN	\$ 225.78
050-660-023-006-00	729 CLINTON	CLEAN	\$ 209.88



050-310-002-003-00	900 ADA	CLEAN	\$ 157.46
050-310-002-003-00	900 ADA	CLEAN	\$ 215.42
050-310-002-003-00	900 ADA	CLEAN	\$ 325.01
050-420-005-007-00	725 DIVISION	CLEAN	\$ 204.88
050-673-005-005-00	607 FLETCHER	CLEAN	\$ 232.13
050-114-006-001-00	1122 S CEDAR	CLEAN	\$ 2,281.46
050-430-000-005-00	419 HAMBLIN	CLEAN	\$ 1,085.57
050-601-000-002-00	417 GRACE	CLEAN	\$ 204.88
050-430-000-005-00	419 HAMBLIN	CLEAN	\$ 539.93
050-390-004-012-00	1260 ADAMS	MISC	\$ 229.21
050-010-033-006-00	1115 CORUNNA	MISC	\$ 237.83
050-420-005-009-00	755 DIVISION	MISC	\$ 199.35
050-250-000-008-00	602 N SHIAWASSEE	MISC	\$ 283.68
050-310-002-003-00	900 ADA	MISC	\$ 263.45
050-390-004-012-00	1260 ADAMS	MISC	\$ 237.83
050-011-021-001-00	918 CORUNNA	MISC	\$ 196.48
050-390-004-012-00	1260 ADAMS	MISC	\$ 237.83
050-250-000-008-00	602 N SHIAWASSEE	MISC	\$ 148.83
050-010-033-006-00	115 CORUNNA	MISC	\$ 163.60
050-310-002-003-00	900 ADA	MISC	\$ 237.83
050-011-021-001-00	918 CORUNNA	MISC	\$ 231.76
050-470-007-002-00	208 E OLIVER	MISC	\$ 128.49
050-390-004-012-00	1260 ADAMS	MISC	\$ 190.69
050-310-002-003-00	900 ADA	MISC	\$ 515.88
050-652-010-024-00	917 S PARK	MISC	\$ 200.64
050-270-000-056-00	1046 PEARCE	SNOW	\$ 324.62
050-580-000-099-00	834 E COMSTOCK	SNOW	\$ 231.98
050-390-004-012-00	1260 ADAMS	WEEDS	\$ 132.00
050-470-027-003-00	200 E MAIN	WEEDS	\$ 162.00
050-113-003-005-00	827 MILWAUKEE	WEEDS	\$ 147.00
050-420-004-001-00	MONROE ST	WEEDS	\$ 162.00
050-651-000-020-91	524 S WASHINGTON	WEEDS	\$ 162.00
050-651-003-010-00	419 CLINTON	WEEDS	\$ 132.00
050-546-000-014-00	1443 LYNN	WEEDS	\$ 132.00
			\$ 15,688.62

and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said Special Assessment Roll-Hazards and Nuisances as prepared by the City Assessor in the amount of \$15,688.62 is hereby confirmed and shall be known as Special Assessment Roll-Hazards and Nuisances No. 2021-01.



2. Said Special Assessment Roll-Hazards and Nuisances No. 2021-01 shall be placed on file in the office of the City Clerk who shall attach his warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

### **CITIZEN COMMENTS AND QUESTIONS**

Jeff Turner, 204 Oakwood Avenue, noted there are a lot of walnuts that people have pushed into the street, he wondered if there was a rule against it.

Eddie Urban, 601 Glenwood Avenue, spoke of a number of different things, including trouble in the alley near his house, visiting the library, and Veteran's Day and his birthday. He asked that people wear masks because the Corona virus is getting worse.

Tom Manke, 2910 W. M-21, said Oktoberfest was great and whoever takes over leadership of the Farmers' Market will have big shoes to fill. He went on to say that it was his opinion that the building at 217 S. Elm Street could sit for years without any danger to the community and the City was unfairly targeting the owner of the property.

Richard Levitski, III, 730 W. Stewart Street, announced that the Owosso Masonic Lodge will be holding a public dinner and ceremony on December 18, 2021 at 4:30 p.m. and 7:00 p.m. respectively. The public is invited to attend.

There was discussion regarding the plowing and maintenance of alleys, the large volume of walnuts and acorns this year, and sending someone to look at the fence in the alley between Grover Street and Comstock Street near Oakwood Avenue.

Councilmember Pidek asked what the protocol is when a roof caves in on a building. City Manager Henne indicated that the City hires a third party structural engineer to examine the structure, determine whether it is a danger to the public, and develop a plan to remediate the problem. In the case of the building at 217 S. Elm Street the engineer determined the building was a danger to the public and recommended demolition.

Councilmember Pidek inquired if the owner of the Elm Street property could rebut the engineer's opinion. City Attorney Gould noted that the property owner could hire their own engineer to dispute the findings. He said he is not aware of any such alternate opinion.

Councilmember Law asked if the Elm Street property owners could submit a plan to save the building. It was noted that since the matter is in litigation it would be up to the judge.

Mayor Pro-Tem Osika thanked the local Masonic Lodge for their volunteer work on Sundays. Mayor Eveleth echoed her sentiments.

### **CONSENT AGENDA**



Motion by Mayor Pro-Tem Osika to approve the Consent Agenda as follows:

**Proposed Special Assessment Project – Maple Avenue.** Authorize Resolution No. 2 setting a public hearing for Monday, November 1, 2021 for proposed Special Assessment District No. 2022-03 for Maple Avenue from Corunna Avenue to the north end for street reconstruction as follows:

**RESOLUTION NO. 190-2021**

**MAPLE AVENUE  
FROM CORUNNA AVENUE (M-71) TO NORTH END  
SPECIAL ASSESSMENT RESOLUTION NO. 2**

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

MAPLE AVENUE, A PUBLIC STREET, FROM CORUNNA AVENUE (M-71) TO NORTH END;  
STREET RECONSTRUCTION

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth may be necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be \$188,503.20 and determines that \$41,793.60 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that \$146,709.60 of the cost thereof shall be paid by the City at large because of benefit to the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.
5. The City Council shall meet at the Owosso City Hall Council Chambers on Monday, November 1, 2021 for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
7. The notice of said hearing to be published and mailed shall be in substantially the following form:

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



TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

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

**Maple Avenue, a Public Street, from Corunna Avenue (M-71) to north end  
Street Reconstruction**

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

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at 7:30 o'clock p.m. on Monday, November 1, 2021 for the purpose of hearing any person to be affected by the proposed public improvement.

Master Plan Implementation Goals: 3.4, 3.10

**Contract Amendment – Professional Services Agreement – Planning & Zoning Services.** Authorize Amendment No. 1 to the Professional Services Agreement – Planning & Zoning Services with CIB Planning, increasing the contract in an amount not to exceed \$32,208.00 for a full re-write of the Zoning Ordinance, and further authorize payment to the firm up to the amount of Amendment No. 1 upon satisfactory completion of the project or portion thereof as follows:

**RESOLUTION NO. 191-2021**

**AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1 TO THE PLANNING AND ZONING SERVICES AGREEMENT WITH CIB PLANNING, INC. FOR THE PURPOSE OF A FULL RE-WRITE OF THE ZONING ORDINANCE**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with CIB Planning, Inc. with the adoption of Resolution No. 77-2019 on May 6, 2019; and

WHEREAS, the city of Owosso has worked with the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) program to identify best practices for development in the City of Owosso and updating the Zoning Ordinance is one of the final remaining projects required for RRC certification; and

WHEREAS, a full re-write of the Zoning Ordinance will implement the changes outlined in the 2021 Master Plan and will also look at RRC best practices such as increasing user friendliness, incorporating place making, increasing housing diversity, and increasing parking flexibility; and

WHEREAS, City staff and the Planning Commission desire to expand the planning services agreement to include additional services for the purpose of a full re-write of the City's existing Zoning Ordinance.

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 expand the contract approved by Resolution No. 77-2019 on May 6, 2019 with CIB Planning, Inc. to include additional services in the amount of \$32,208.00 for the purpose of a full re-write of the City's Zoning Ordinance.



SECOND: Sufficient funding is available to accomplish this additional task.

THIRD: The accounts payable department is authorized to make payments to CIB Planning, Inc. for professional services in an amount not to exceed \$32,208.00 upon satisfactory completion of the project or portion thereof.

FOURTH: The charges shall be paid from the 101-728-808.000 Community Development – Contractual Services.

FIFTH: The expiration date for said contract shall remain unchanged unless extended by specific action of Council.

Master Plan Implementation Goals: 4.9, 4.11, 4.13, 4.14, 4.15, 4.17, 5.19, 5.29

**Purchase Authorization – Collamer Park Playground Equipment.** Waive competitive bidding requirements and authorize a purchase agreement with PlayCore Wisconsin, Inc. dba GameTime for the purchase of playground equipment in the amount of \$10,535.53 utilizing MiDeal Contract No. 180000001296 and further authorize payment to the vendor upon satisfactory delivery of the equipment, said funding to come from a \$10,000.00 donation from the Kiwanis Club of Owosso and the remainder from the Parks Millage Fund as follows:

#### **RESOLUTION NO. 192-2021**

#### **RESOLUTION AUTHORIZING THE PURCHASE OF PLAYGROUND EQUIPMENT FROM GAMETIME VIA STATE OF MICHIGAN MIDEAL CONTRACT #180000001296**

WHEREAS, Collamer Park located in the City of Owosso, Shiawassee County, Michigan, has no playground equipment; and

WHEREAS, the Kiwanis Club of Owosso has granted the City \$10,000.00 for the purchase of playground equipment for the park; and

WHEREAS, the City of Owosso may waive competitive bidding requirements when purchasing equipment in coordination with another municipality; and

WHEREAS, the City of Owosso desires to purchase playground equipment from PlayCore Wisconsin, Inc. dba GameTime, holder of the MiDeal Contract No. 180000001296 with the State of Michigan; and it is hereby determined that GameTime is qualified to provide such equipment and that it has submitted the responsible and responsive bid; and

WHEREAS, City of Owosso staff has reviewed the playground equipment on the State of Michigan MiDeal Contract No. 180000001296, as priced by PlayCore Wisconsin, Inc. dba GameTime, and recommends authorizing a purchase agreement between the City of Owosso and PlayCore Wisconsin, Inc. dba GameTime for the purchase of several pieces of playground equipment in the amount of \$10,535.53.

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 purchase playground equipment from PlayCore Wisconsin, Inc. dba GameTime utilizing State of Michigan Contract No. 180000001296 in the amount of \$10,535.53.



- SECOND: The mayor and city clerk are hereby instructed and authorized to sign necessary documents to complete the purchase.
- THIRD: Payment to PlayCore Wisconsin, Inc. dba GameTime is authorized in the amount of \$10,535.53 upon satisfactory delivery of the playground equipment.
- FOURTH: Sufficient funding for the above expenses is available and shall be paid from the donation fund 101-000-671.675 in the amount of \$10,000.00 and the Parks Millage Fund account 208-756-974.000 in the amount of \$535.53.

Master Plan Implementation Goals: 5.3, 7.1

**Bid Award – Ambulance.** Approve bid award to Kodiak Emergency Equipment, Inc., dba Kodiak Emergency Vehicles of Grand Ledge, Michigan for the purchase of one 2022 Ford E-450 Ambulance and a Stryker Super Pro XT Cot in the amount of \$228,591.00, and authorize payment to the vendor upon satisfactory delivery of the vehicle, said cost to be offset by a USDA grant in the amount of \$80,000.00 as follows:

**RESOLUTION NO. 193-2021**

**AUTHORIZING THE EXECUTION OF A CONTRACT WITH  
KODIAK EMERGENCY VEHICLES  
FOR ONE 2022 FORD E-450 AMBULANCE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Fire/EMS Department requiring the use of ambulances; and

WHEREAS, the replacement schedule calls for the replacement of one unit in 2022; and

WHEREAS, a grant in the amount of \$80,000.00 from the USDA has been secured toward the replacement; and

WHEREAS, the City of Owosso requested bids through MITN and it is hereby determined that Kodiak Emergency Equipment, Inc. d/b/a Kodiak Emergency Vehicles is qualified to provide such vehicle and that it has submitted a responsible and responsive bid.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase one 2022 Osage Super Warrior Type III Ford E-450 Ambulance and one Stryker Super Pro XT Model 6506 Cot from Kodiak Emergency Equipment, Inc. d/b/a Kodiak Emergency Vehicles.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, *Exhibit A, Equipment Agreement between the City of Owosso and Kodiak Emergency Equipment, Inc.* in the amount of \$228,591.00.
- THIRD: The accounts payable department is hereby authorized to make payment to Kodiak Emergency Equipment, Inc. d/b/a Kodiak Emergency Vehicles in the amount of \$228,591.00 upon acceptance of the vehicle.
- FOURTH: The above expenses shall be paid from Account No. 401-000-981.000 with \$80,000.00 reimbursed by a USDA Rural Development Community Facilities Grant.



FIFTH: This contract shall terminate with the expiration of the warranty, six years from the delivery and acceptance of the vehicle.

**Master Plan Implementation Goals: 3.2**

**Warrant No. 607.** Authorize Warrant No. 607 as follows:

Vendor	Description	Fund	Amount
Gould Law PC	Professional Services 09/14/2021-10/11/2021	General	\$11,675.39

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

**ITEMS OF BUSINESS**

**Closed Session**

Motion by Councilmember Pidek to authorize holding a closed session after the last Citizen Comments & Questions period for the purpose of discussing collective bargaining negotiations.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

**COMMUNICATIONS**

N. Bradley Hissong, Building Official. September 2021 Building Department Report.

N. Bradley Hissong Building Official. September 2021 Code Violations Report.

N. Bradley Hissong Building Official. September 2021 Inspections Report.

N. Bradley Hissong Building Official. September 2021 Certificates Issued Report.

Kevin D. Lenkart, Public Safety Director. September 2021 Police Report.

Kevin D. Lenkart, Public Safety Director. September 2021 Fire Report.

WWTP Review Board. Minutes of September 28, 2021.

Parks & Recreation Commission. Minutes of September 29, 2021.

**CITIZEN COMMENTS AND QUESTIONS**

Tom Manke, 2910 W. M-21, asked if it was appropriate for City Council to recess to Closed Session to discuss the purchase of real property. Mayor Eveleth noted that discussion of the purchase of real



property is a permissible reason to hold a closed session, but the Council would have to take formal action to purchase a piece of property in open session.

Richard Levitski, III, 730 W. Stewart Street, reminded the City that the Masons have a special portion of their budget set aside for charity projects in the community and the City was welcomed to contact them with possible projects.

Eddie Urban, 601 Glenwood Avenue, said he had received a private tour of the Masonic Lodge and it was really neat. He also spoke about the citizens' directory and a movie for which he has been searching.

***COUNCIL ADJOURNED TO CLOSED SESSION AT 8:15 P.M.***

***COUNCIL RETURNED TO OPEN SESSION AT 8:25 P.M.***

**APPROVAL OF THE MINUTES OF THE CLOSED SESSION OF SEPTEMBER 7, 2021**

Motion by Councilmember Pidek to approve the minutes of the Closed Session held September 7, 2021 as presented.

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

**COLLECTIVE BARGAINING AGREEMENT APPROVAL – POLC COMMAND**

Motion by Mayor Pro-Tem Osika to approve the collective bargaining agreement with POLC Command for the period beginning July 1, 2021 and ending June 30, 2024.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

**NEXT MEETING**

Monday, November 01, 2021

**BOARDS AND COMMISSIONS OPENINGS**

Brownfield Redevelopment Authority – term expires June 30, 2022  
Building Board of Appeals – Alternate - term expires June 30, 2022  
Building Board of Appeals – Alternate - term expires June 30, 2024  
Downtown Historic District Commission – term expires June 30, 2022  
Owosso Historical Commission – 2 terms expire December 31, 2023  
Planning Commission – term expires June 30, 2022  
Zoning Board of Appeals – Alternate – term expires June 30, 2024  
Zoning Board of Appeals – term expires June 30, 2023

**ADJOURNMENT**



Motion by Mayor Pro-Tem Osika for adjournment at 8:26 p.m.

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

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Christopher T. Eveleth, Mayor

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Amy K. Kirkland, City Clerk





## MEMORANDUM

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

**DATE:** September 28, 2021

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

**FROM:** Planning Commission

**SUBJECT:** Rezoning Request for 715 S Washington St, 703 S Washington St, 702 S Park St and 801 S Washington St - Recommendation

### RECOMMENDATION:

The Planning Commission recommends amending the zoning ordinance to rezone the following parcels:

Parcel Address	Parcel Number	Current Zoning	Proposed Zoning
715 S Washington St	050-651-032-001-00	B-1 Local Business District	RM-1 Multiple Family Residential District
703 S Washington St	050-652-005-001-00	R-2 Two Family Residential District	RM-1 Multiple Family Residential District
702 S Park St	050-652-005-002-00	R-1 One Family Residential District	RM-1 Multiple Family Residential District
801 S Washington St	050-651-037-001-00	R-2 Two Family Residential District	RM-1 Multiple Family Residential District

### BACKGROUND:

The City is in receipt of a rezoning request from Jayne Sutton to rezone the above listed parcels. The proposed uses include adding new multi-family housing utilizing the existing church and building townhomes or 1-story apartments on the existing vacant lots.

The Planning Commission, after mailing notices and holding a public hearing, voted at its regular meeting on September 27, 2021 to approve the rezoning requests.

### FISCAL IMPACTS:

There are no direct fiscal impacts to the City

Document originated by: Tanya S. Buckelew, Planning & Building Director



**ORDINANCE NO.**

**AMENDING CHAPTER 38, ZONING, OF THE CODE OF ORDINANCES  
TO REZONE FOUR PARCELS OF REAL PROPERTY  
ON S. WASHINGTON AND S. PARK STREETS  
AND AMEND THE ZONING MAP**

WHEREAS, the City of Owosso adopted a Master Plan in 2021 which includes a future land use plan;  
and

WHEREAS, the Planning Commission desires to carefully implement prudent changes suggested by the Master Plan; and

WHEREAS, the Planning Commission recommends the rezoning of the parcels in question to reduce spot zoning and create an area with effective zoning for potential redevelopment and economic growth;  
and

WHEREAS, the Planning Commission published and mailed notices for 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 the following parcels:

<b>Parcel Address</b>	<b>Parcel Number</b>	<b>Current Zoning</b>	<b>Proposed Zoning</b>
715 S Washington St	050-651-032-001-00	B-1 Local Business District	RM-1 Multiple Family Residential District
703 S Washington St	050-652-005-001-00	R-2 Two Family Residential District	RM-1 Multiple Family Residential District
702 S Park St	050-652-005-002-00	R-1 One Family Residential District	RM-1 Multiple Family Residential District
801 S Washington St	050-651-037-001-00	R-2 Two Family Residential District	RM-1 Multiple Family Residential District

and

WHEREAS, the City Council held a public hearing on the request November 1, 2021, heard all interested persons, and deliberated on the request; and

WHEREAS, the City Council finds that the proposed rezonings meet the intent and criteria for a zoning map amendment as it relates to the master plan and the zoning ordinance.

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

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

<b>Parcel Address</b>	<b>Parcel Number</b>	<b>Current Zoning</b>	<b>Proposed Zoning</b>
715 S Washington St	050-651-032-001-00	B-1 Local Business District	RM-1 Multiple Family Residential District
703 S Washington St	050-652-005-001-00	R-2 Two Family Residential District	RM-1 Multiple Family Residential District
702 S Park St	050-652-005-002-00	R-1 One Family Residential District	RM-1 Multiple Family Residential District
801 S Washington St	050-651-037-001-00	R-2 Two Family Residential District	RM-1 Multiple Family Residential District



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 November 22, 2021.





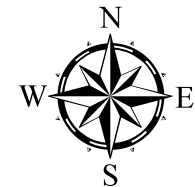
# City of Owosso

## 300' Buffer Zone Map

Subject Parcels:

702 S. Park St.  
703 S. Washington St.  
715 S. Washington St.  
801 S. Washington St.

-  Subject Parcels
-  Area within 300' of Subject Parcels



0 100 200 300 400 Feet





September 22, 2021

Planning Commission  
City of Owosso  
301 W. Main Street  
Owosso, Michigan 48867

**Subject:** Rezoning Request  
**Location:** 715, 703, 801 S. Washington and 702 S Park St at the southeast intersection of S. Washington and Stewart Street.  
**Size of Site:** 2.3 acres  
**Request:** To rezone roughly 2.3 acres from R-2, Single-Family Residential to B-1, Local Business District.  
**Applicant:** Jayne Sutton

Dear Planning Commissioners:

At your request, we have reviewed the above application from Jayne Sutton to rezone 2.3 acres of the subject properties from B-1, Local Business District to RM-1 Multi Family Residential. The applicant would like to convert the existing church building (formerly Josh's Frogs) into apartment housing as well as build multi-family townhomes on the adjacent land. This proposed development is consistent with the City of Owosso Master Plan.

Our comments are based on a review of the information submitted by the applicant, a site visit, meetings with the applicant, discussions with the Planning Commission, and conformance to the City's Master Plan and Zoning Ordinance. In reaching a decision on the application, the Planning Commission should consider our comments along with those from other staff and consultants, relevant input from the public, additional information provided by the applicant, and your own findings based on ordinance standards as part of your deliberation and recommendation to City Council.

## LOCATION AND DESCRIPTION

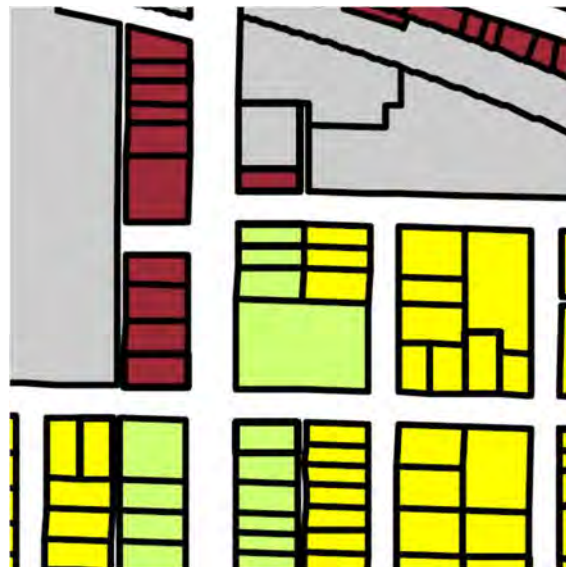
The subject parcel is located at the located at 715 S. Washington Street at the intersection of Stewart Street. The site is the location of a former church that has been recently vacated.



## EXISTING LAND USE, ZONING AND FUTURE LAND USE

	Existing Land Use	Zoning	Master Plan
<b>Subject Site</b>	Vacant Church	R-2, Single Family Residential	Single Family Residential
North	Single Family	R-1 & R-2	Single Family
South	Single Family	R-1 & R-2	Single Family
East	Single Family	R-1 One Family Residential	Residential
West	Commercial	B-4 General Business District	Commercial

**\*The map below is the existing zoning map for the City of Owosso**



## DISCUSSION

In considering any petition for an amendment to the official zoning map, the planning commission and city council shall consider the following criteria in making its findings, recommendations and decision:

1. Consistency with the goals, policies, and future land use map of the City of Owosso Master Plan. If conditions upon which the master plan was developed (such as market factors, demographics, infrastructure, traffic and environmental issues) have changed significantly since the master plan was adopted, as determined by the city, the planning commission and council shall consider the consistency with recent development trends in the area.



**Finding – While the current future land use map identifies this area as industrial, it is important to highlight what is proposed in the city’s new master plan. The following text describes the intent for this area.**

**Washington and Monroe Street** - Located south of Downtown and Corunna Avenue, this 5.5-acre site is located in a transitional zone between commercial and industrial uses and a residential neighborhood to the south. The site includes multiple parcels including a city-owned property along the railroad corridor and the Former Grace Church, 715 S. Washington (built in 1950). The site is connected to public water/sewer. In the near term, the site provides an opportunity for infill residential. The adaptive reuse of church building for condominium development may be considered, however, the building does not have architectural or historical significance and could be demolished as part of the redevelopment. A desirable future use for the site is single-family attached residential. Infill development should be compatible with the existing neighborhood incorporating front porches/stoops, alley access, parking in the rear, and building heights between 2-3 stories. Existing street trees should be preserved.



**It is our belief that this rezoning would significantly improve the neighborhood and would not be in conflict with the overall goals of the Master Plan, nor impact the intent of the Zoning Ordinance.**

2. Compatibility of the site's physical, geological, hydrological, and other environmental features with the host of uses permitted in the proposed zoning district.



**Finding –** This site would be compatible with the host of uses permitted under the RM-1 Zoning Classification.

3. Evidence the applicant cannot receive a reasonable return on investment through developing the property with at least one (1) use permitted under the current zoning.

**Finding –** To our knowledge, no evidence exists showing that the applicant could not receive a reasonable return on investment through developing the property as commercial, however the proposed development directly reflects the intent of this area within the Master Plan.

4. The compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.

**Finding –** It is our belief that land uses within the RM-1 district are more compatible with this site and its location to the neighborhood to the south than if the site were to be developed as commercial.

5. The capacity of the city's infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety, and welfare."

**Finding –** There should be no issues with existing infrastructure being able to accommodate and service this site.

6. The apparent demand for the types of uses permitted in the requested zoning district in relation to the amount of land currently zoned and available to accommodate the demand.

**Finding –** We find that there is high demand for new housing throughout the City of Owosso and surrounding areas.

7. The request has not previously been submitted within the past one (1) year, unless conditions have changed, or new information has been provided.

**Finding –** This application has not been previously before the City.

## **RECOMMENDATION**

Based upon the above comments, **we recommend approval of the rezoning request for 715, 703 and 801 S. Washington as well as 702 S. Park based on the following items;**

1. That the request is not in overwhelming conflict with the Master Plan or the Zoning Ordinance;
2. The site is compatible with uses in the proposed RM-1 Zoning District;
3. The applicant is not rezoning to increase the return on investment of the property;
4. That the Planning Commission understands that the proposed use may be more compatible with surrounding land uses;
5. Infrastructure to the site is appropriate for the proposed use; and
6. The request has not been previously submitted to the City for consideration.

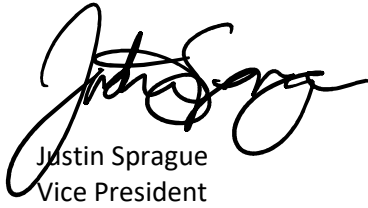


City of Owosso Planning Commission  
**715 S. Washington Street**  
September 22, 2021  
Page 5

We look forward to discussing this with you at your November Planning Commission meeting. If you have any further questions, please contact us at 810-734-0000.

Sincerely,

**CIB Planning**

A handwritten signature in black ink, appearing to read "Justin Sprague", is written over the printed name and title.

Justin Sprague  
Vice President



**APPLICATION FOR REZONING**

**CITY OF OWOSSO**

301 W. Main Street, Owosso, Michigan 48867, MI 989-725-0535  
building@ci.owosso.mi.us

PREZ 2021-03  
09-03-2021

**TO THE OWOSSO CITY COUNCIL:**

I, (we), the undersigned, do hereby respectfully make application and petition the City Council to amend the Zoning Ordinance and change the zoning map as hereinafter requested,

**1. PROPERTY TO BE REZONED:**

Address: 7025 PARK 050-652-005-002-00

Description: (lot, block or metes and bounds)

Frontage in feet: 152

Depth in feet: 388

**2. PROPERTY OWNERSHIP:**

Name: Jayne Sutton

Address: 4425 W. Howe Rd DeWitt MI 48820

Phone Number: 517 204-3231 E-mail: handymanhousecalls@hotmail.com

**3. ZONING REQUEST:**

Current Zoning: R-1

Requested Zoning: RM-1

**4. PROPOSED USE OF THE PROPERTY:**

new Attractive multi family housing

Indicate why, in your opinion, the requested change is consistent with the ordinance in prompting and protecting the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the city of Owosso:

Add needed quality affordable housing to the neighborhood by building town homes or 1 story apartments to this property

The above information has been submitted in support of the rezoning and is accurate and truthful to the best of our knowledge.

Signature of Applicant: Jayne Sutton

Date: 9-2-2021

☐ LEGAL REPRESENTATIVE

☒ OWNER

☐ OPTION TO PURCHASE

**1. The applicant must completely fill in the application.**

**2. Application fee is \$550.00 + \$5.00 per acre.**

**3. Escrow fee is \$1,500**

**4. Consultant Fees for Planning, Zoning, Engineering & Related Reviews:**

- To better enable the City of Owosso to provide the highest quality review services, it retains the assistance of specialized consultants on an as-needed basis.
- To ensure that these services do not negatively impact the City's general fund, the cost of said services is passed on to the applicants in the form of review fees and associated escrow accounts.
- A cash deposit of \$1,500.00 shall be placed with the City of Owosso to retain qualified consultants.
- The City will let the applicants know when additional funds are needed (typically when about 25% is remaining).
- Should there be funds remaining in the account after completion of the project, the balance will be remitted to the depositor.



5. The applicant or his/her representative must be present at the Planning Commission and City Council public hearings for action to be taken on this request.
6. Application must be received by the end of the previous month before Planning Commission meeting. City Council will address the rezoning at the following Council Meeting after Planning Commission makes its recommendations for the rezoning.

<u>2021 Meeting Date</u>	<u>Submittal Deadline</u>	<u>2021 Meeting Date</u>	<u>Submittal Deadline</u>
January 25	December 30	July 26	July 1
February 22	January 29	August 23	July 30
March 22	February 27	September 27	September 2
April 26	April 1	October 25	September 30
May 24	April 30	November 22	October 29
June 28	June 3	December 13	November 19

FOR OFFICIAL USE ONLY

Case #	<u>PREZ 2021-03</u>	Planning Commission Hearing Date	<u>09/27/2021</u>
Receipt #	<u>547112</u>	Action Taken	<u>Recommend Approval</u>
Date Filed	<u>09-03-2021</u>	City Council Hearing Date	
Description Checked	<u>✓</u>	Action Taken	



**APPLICATION FOR REZONING**

**CITY OF OWOSSO**

301 W. Main Street, Owosso, Michigan 48867, MI 989-725-0535  
building@ci.owosso.mi.us

PREZ2021-02  
09-03-2021

**TO THE OWOSSO CITY COUNCIL:**

I, (we), the undersigned, do hereby respectfully make application and petition the City Council to amend the Zoning Ordinance and change the zoning map as hereinafter requested,

**1. PROPERTY TO BE REZONED:**

Address: 703 S Washington 050-652-005-001-00  
Description: (lot, block or metes and bounds)  
Frontage in feet: 152 Depth in feet: 394

**2. PROPERTY OWNERSHIP:**

Name: Jayne Sutton  
Address: 4425 W. Howe Rd.  
Phone Number: 517-204-3239 E-mail: handymanhousecalls@hotmail.com

**3. ZONING REQUEST:**

Current Zoning: R-2 Requested Zoning: RM-1

**4. PROPOSED USE OF THE PROPERTY:**

new attractive multi family housing.

Indicate why, in your opinion, the requested change is consistent with the ordinance in prompting and protecting the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the city of Owosso:

Add needed quality affordable housing to the neighborhood by building town homes or 1 story apartments to this property.

The above information has been submitted in support of the rezoning and is accurate and truthful to the best of our knowledge.

Signature of Applicant: Jayne Sutton

Date: 9-2-2021

- ☐ LEGAL REPRESENTATIVE  
☒ OWNER  
☐ OPTION TO PURCHASE

**1. The applicant must completely fill in the application.**

**2. Application fee is \$550.00 + \$5.00 per acre.**

**3. Escrow fee is \$1,500**

**4. Consultant Fees for Planning, Zoning, Engineering & Related Reviews:**

- To better enable the City of Owosso to provide the highest quality review services, it retains the assistance of specialized consultants on an as-needed basis.
- To ensure that these services do not negatively impact the City's general fund, the cost of said services is passed on to the applicants in the form of review fees and associated escrow accounts.
- A cash deposit of \$1,500.00 shall be placed with the City of Owosso to retain qualified consultants.
- The City will let the applicants know when additional funds are needed (typically when about 25% is remaining).
- Should there be funds remaining in the account after completion of the project, the balance will be remitted to the depositor.



5. The applicant or his/her representative must be present at the Planning Commission and City Council public hearings for action to be taken on this request.
6. Application must be received by the end of the previous month before Planning Commission meeting. City Council will address the rezoning at the following Council Meeting after Planning Commission makes its recommendations for the rezoning.

<u>2021 Meeting Date</u>	<u>Submittal Deadline</u>	<u>2021 Meeting Date</u>	<u>Submittal Deadline</u>
January 25	December 30	July 26	July 1
February 22	January 29	August 23	July 30
March 22	February 27	September 27	September 2
April 26	April 1	October 25	September 30
May 24	April 30	November 22	October 29
June 28	June 3	December 13	November 19

FOR OFFICIAL USE ONLY

Case #	<i>PREZ2021-02</i>	Planning Commission Hearing Date	<i>09/27/2021</i>
Receipt #	<i>547112</i>	Action Taken	<i>Recommend Approval</i>
Date Filed	<i>09-03-2021</i>	City Council Hearing Date	
Description Checked	<i>✓</i>	Action Taken	



09-03-2021  
PRZ2021-01

**APPLICATION FOR REZONING**  
**CITY OF OWOSSO**

301 W. Main Street, Owosso, Michigan 48867, MI 989-725-0535  
building@ci.owosso.mi.us

**TO THE OWOSSO CITY COUNCIL:**

I, (we), the undersigned, do hereby respectfully make application and petition the City Council to amend the Zoning Ordinance and change the zoning map as hereinafter requested,

**1. PROPERTY TO BE REZONED:**

Address: 715 S Washington 050-651-032-001-00  
Description: (lot, block or metes and bounds)  
Frontage in feet: 178 Depth in feet: 124

**2. PROPERTY OWNERSHIP:**

Name: Jayne Sutton  
Address: 4425 W Howe Rd Newitt 48820  
Phone Number: 517-204-3239 E-mail:

**3. ZONING REQUEST:**

Current Zoning: B-1 Requested Zoning: RM-1

**4. PROPOSED USE OF THE PROPERTY:**

new attractive multi family housing

- \* Indicate why, in your opinion, the requested change is consistent with the ordinance in prompting and protecting the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the city of Owosso:

Our vision is to bring much needed quality and affordable housing to the neighborhood by using the existing Church structure.

*The above information has been submitted in support of the rezoning and is accurate and truthful to the best of our knowledge.*

\* Signature of Applicant: Jayne Sutton

Date: 9-2-2021

- ☐ LEGAL REPRESENTATIVE  
☒ OWNER  
☐ OPTION TO PURCHASE

**1. The applicant must completely fill in the application.**

**2. Application fee is \$550.00 + \$5.00 per acre.**

**3. Escrow fee is \$1,500**

**4. Consultant Fees for Planning, Zoning, Engineering & Related Reviews:**

- To better enable the City of Owosso to provide the highest quality review services, it retains the assistance of specialized consultants on an as-needed basis.
- To ensure that these services do not negatively impact the City's general fund, the cost of said services is passed on to the applicants in the form of review fees and associated escrow accounts.
- A cash deposit of \$1,500.00 shall be placed with the City of Owosso to retain qualified consultants.
- The City will let the applicants know when additional funds are needed (typically when about 25% is remaining).
- Should there be funds remaining in the account after completion of the project, the balance will be remitted to the depositor.



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May 24	April 30	November 22	October 29
June 28	June 3	December 13	November 19

FOR OFFICIAL USE ONLY

Case #	<u>PREZ 2021-01</u>	Planning Commission Hearing Date	<u>09/27/2021</u>
Receipt #	<u>547112</u>	Action Taken	<u>Recommend Approval</u>
Date Filed	<u>09-03-2021</u>	City Council Hearing Date	
Description Checked	<u>✓</u>	Action Taken	



PREZ2021-04  
09-03-2021

**APPLICATION FOR REZONING**  
**CITY OF OWOSSO**

301 W. Main Street, Owosso, Michigan 48867, MI 989-725-0535  
building@ci.owosso.mi.us

**TO THE OWOSSO CITY COUNCIL:**

I, (we), the undersigned, do hereby respectfully make application and petition the City Council to amend the Zoning Ordinance and change the zoning map as hereinafter requested,

**1. PROPERTY TO BE REZONED:**

Address: 801 S Washington 050-651-037-001-00  
Description: (lot, block or metes and bounds)  
Frontage in feet: 121 Depth in feet: 248

**2. PROPERTY OWNERSHIP:**

Name: Jayne Sutton  
Address: 4425 W Hove Rd Dewitt 48820  
Phone Number: 517-204-3239 E-mail:

**3. ZONING REQUEST:**

Current Zoning: R2 Requested Zoning: RM-2

**4. PROPOSED USE OF THE PROPERTY:**

new attractive multi family housing

Indicate why, in your opinion, the requested change is consistent with the ordinance in prompting and protecting the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the city of Owosso:

Add needed quality affordable housing to the neighborhood by building town homes or 1 story apartments to this property

*The above information has been submitted in support of the rezoning and is accurate and truthful to the best of our knowledge.*

Signature of Applicant: Jayne Sutton

Date: 9-2-2021

☐ LEGAL REPRESENTATIVE

☒ OWNER

☐ OPTION TO PURCHASE

**1. The applicant must completely fill in the application.**

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April 26	April 1	October 25	September 30
May 24	April 30	November 22	October 29
June 28	June 3	December 13	November 19

FOR OFFICIAL USE ONLY

Case #	<i>PRE2021-04</i>	Planning Commission Hearing Date	<i>09/07/2021</i>
Receipt #	<i>547112</i>	Action Taken	<i>Recommend Approval</i>
Date Filed	<i>09-03-2021</i>	City Council Hearing Date	
Description Checked	<i>✓</i>	Action Taken	





## MEMORANDUM

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

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DATE: November 1, 2021

TO: Owosso City Council

FROM: Ryan E. Suchanek, Director of Public Services & Utilities

SUBJECT: Maple Avenue Reconstruction – Special Assessment Resolution No 3

Each year the city considers a street program to improve selected city streets. Streets are selected for inclusion in the program either by citizen initiated petition or by selection by the city. **Maple Avenue, from Corunna Avenue (M-71) to north end**, is proposed by the city for street reconstruction. Reconstruction and/or resurfacing of these streets is funded in part via special assessment. Special Assessment is the process by which a portion of the cost for making a local improvement is assessed against a property owner based upon the value that the property receives from the improvement. The city assumes the remaining portion of the cost (public benefit portion). In recent years, the city has spread this amount as 60% public benefit and 40% property benefit. The city usually finances special assessments for property owners over a 10, 15, or 20 year period (determined by method of construction) at 6% interest. The property owner can pay an assessment in one lump sum or in installments over the 10, 15, or 20 year period.

The special assessment process has five steps, each having its own purpose and accompanying resolution.

**Step One/Resolution No. 1** identifies the special assessment district(s), directs the city manager to estimate project costs and the amounts to be specially assessed, and determines the life of the proposed improvements. Resolution No. 1 for the proposed improvement was approved by City Council at its **September 7, 2021** meeting.

**Step Two/Resolution No. 2** sets the date for the hearing of necessity on the projects. It directs notices to be sent to each affected property owner detailing the proposed project, notifying them of the public hearing date, and the estimated amount of their assessment. Resolution No. 2 for the proposed improvement was approved by City Council at its **October 18, 2021** meeting.

**Step Three/Resolution No. 3** documents the hearing of necessity. This hearing provides affected residents with the opportunity to comment on whether they feel the project is necessary and of the proper scale. After hearing citizen comment on the project the city council has three options: 1) If council agrees that the project should proceed as proposed, the district is established and staff is directed to go on with the next steps of the proposed project, including obtaining bids; 2) If Council agrees the project should go forward, but with some adjustments council may direct staff to make those adjustments and proceed; 3) If council determines the project is not warranted and should not proceed at all, council would simply fail to act on Resolution No. 3, effectively stopping the process. The hearing of necessity will be held during the regularly scheduled city Council meeting of **November 1, 2021**.

**Step Four/Resolution No. 4** takes place after the bids are received. Estimated assessment amounts are adjusted if necessary to reflect the actual cost as dictated by the bids received. A second public hearing is set to allow property owners to comment on their particular assessment. Each property owner is sent a second notice containing the date and time of the public hearing and the amount of the proposed assessment for their property.



**Step Five/Resolution No. 5** documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if they feel all the assessments are fair and equitable they may pass the resolution as written.

Tonight the council will be holding a public hearing to receive citizen comments regarding the necessity of the proposed project. At the conclusion of the hearing council will consider approval of Resolution No. 3 authorizing the project to proceed. Residents that would be affected by the project have been sent a notification for the public hearing, a description of the work being proposed, and an estimate of the special assessment for their property.

Staff recommends authorization of Resolution No. 3 for the following district:

**Special Assessment District No. 2022-03**

**Maple Avenue, a Public Street, from Corunna Avenue (M-71) to north end**



**RESOLUTION NO.**

**AUTHORIZING SPECIAL ASSESSMENT RESOLUTION NO. 3  
ESTABLISHING SPECIAL ASSESSMENT DISTRICT NO. 2022-03  
MAPLE AVENUE, FROM CORUNNA AVENUE (M-71) TO NORTH END  
FOR STREET RECONSTRUCTION**

WHEREAS, the City Council, after due and legal notice, has met and (there being no one to be heard regarding / having heard all persons to be affected by) the proposed public improvement more particularly hereinafter described; and

WHEREAS, the City Council deems it advisable and necessary to proceed with said public improvement as more particularly hereinafter described.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines to make and proceed with the following described public improvement and to defray a part or the whole cost, as more particularly hereinafter provided, by special assessment upon the property specially benefited:

MAPLE AVENUE, A PUBLIC STREET, FROM CORUNNA AVENUE (M-71) TO NORTH END  
STREET RECONSTRUCTION

2. The City Council hereby approves the plans for the aforesaid public improvement as prepared and presented by the City Manager and determines the estimated cost of said public improvement to be \$188,503.20 and approves said estimated cost and determines that the estimated life of said public improvement is twenty (20) years.
3. The City Council determines that of said total estimated cost, the sum of \$41,793.58 be paid by special assessment upon the property specially benefited, as more particularly hereinafter described, and that the sum of \$146,709.62 of said total estimated cost shall be the obligation of the City at large because of benefit to the City at large.
4. The City Council hereby designates the following described property as the special assessment district upon which the special assessment shall be levied:

Maple Avenue, a Public Street, from Corunna Avenue (M-71) to north end  
For Street Reconstruction

5. The City Assessor shall prepare a special assessment roll including all lots and parcels of land within the special assessment district herein designated, and the Assessor shall assess to each such lot or parcel of land such relative portion of the whole sum to be levied against all lands in the special assessment district as the benefit to such lot or parcel of land bears to the total benefits to all lands in such district.
6. When the Assessor shall have completed the assessment roll, he shall file the special assessment roll with the City Clerk for presentation to the City Council.



MAPLE AVE FROM CORUNNA TO NORTH END

PROPOSED SPECIAL ASSESSMENT ROLL NO. 2022-03

WEST SIDE

ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	ZONING TYPE
424	MAPLE AVE	BRAD DISE	050-710-000-001	120.5	1	120.50	\$61.77	\$7,443.29	R1
416	MAPLE AVE	DALE & JOANNE SIEB	050-710-000-003	61.5	1	61.50	\$61.77	\$3,798.86	R1
412	MAPLE AVE	KIRK & SHERRY HALL	050-710-000-004	54.5	1	54.50	\$61.77	\$3,366.47	R2
406	MAPLE AVE	KELLY HALL	050-710-000-005	54	1	54.00	\$61.77	\$3,335.58	R2
400	MAPLE AVE	ERIC & KIMBERLY SPENCER	050-710-000-006	52	1	52.00	\$61.77	\$3,212.04	R2
						342.50		\$21,156.23	

EAST SIDE

ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	ZONING TYPE
703	CORUNNA AVE	MICHELLE BOWLES	050-710-002-005	93.1	1	93.10	\$61.77	\$5,750.79	RM1
415	MAPLE AVE	EDWARD & KATHLEEN RIGDON	050-710-002-006	58	1	58.00	\$61.77	\$3,582.66	RM1
413	MAPLE AVE	WILLIAM HATFIELD	050-710-002-007	48	1	48.00	\$61.77	\$2,964.96	RM1
407	MAPLE AVE	TODD RAMBO	050-710-002-008	66	1	66.00	\$61.77	\$4,076.82	RM1
401	MAPLE AVE	MICHAEL & ERIN STEVER	050-710-002-009	69	1	69.00	\$61.77	\$4,262.13	RM1
						334.10		\$20,637.36	

NORTH SIDE

ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	ZONING TYPE
600	OAKWOOD AVE	GREAT LAKE CENTRAL RAILROAD INC	050-710-001-015	0	0.75	0.00	\$63.37	\$0.00	I1
						0.00		0.00	

TOTAL ASSESSABLE FRONT FEET:

676.60





# City of Owosso

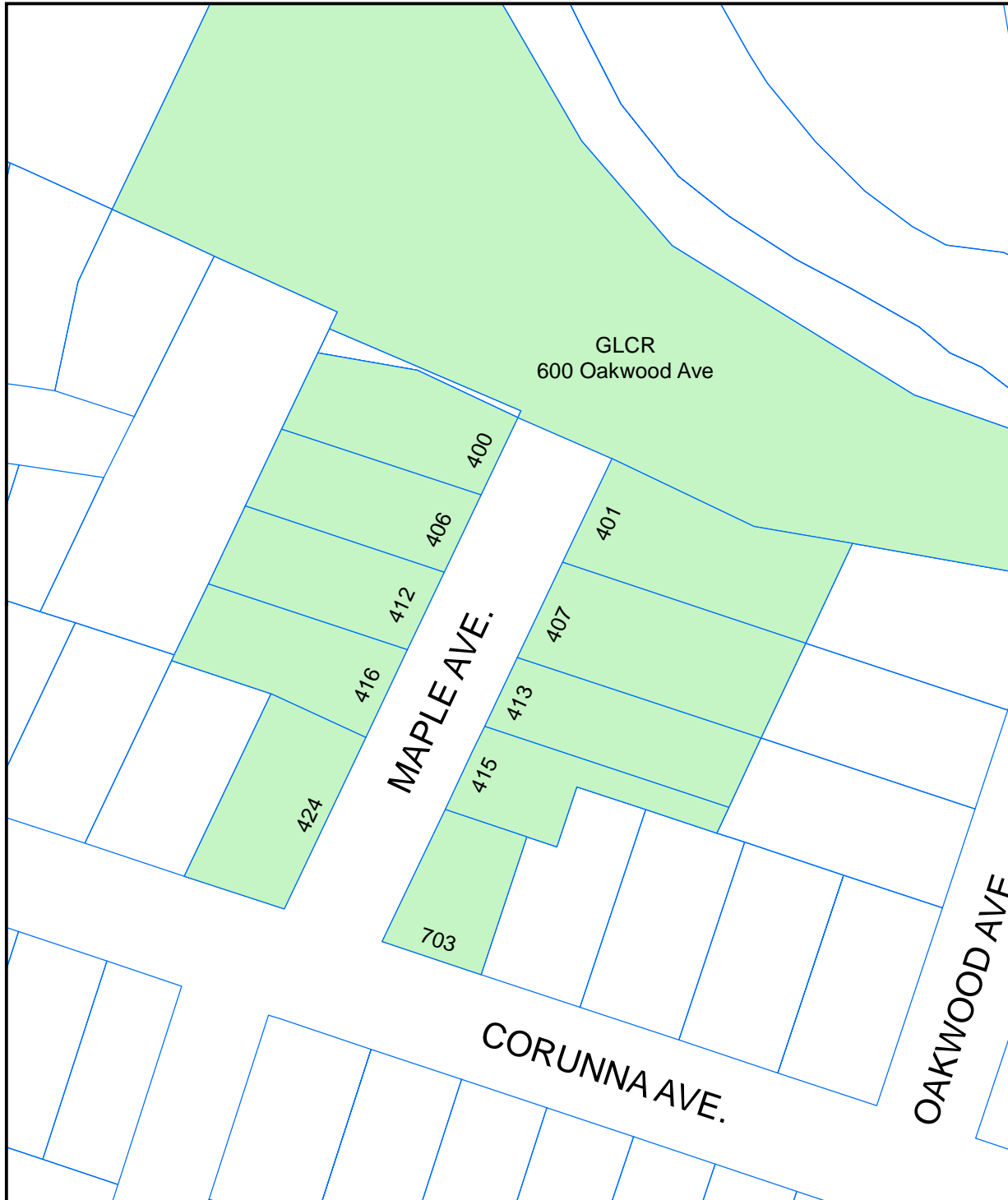
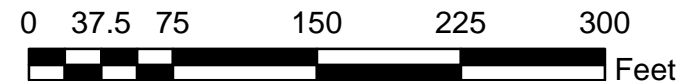
## Proposed Special Assessment No. 2022-03

Maple Avenue  
from Corunna Ave. to North End



### Legend

-  Special Assessment Parcels
-  Other City of Owosso Parcels
- 501 Street Address Number





18-Oct-21

## MAPLE AVENUE FROM CORUNNA TO NORTH END

## ENGINEER'S ESTIMATE

RESO 2

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	ELIGIBLE AMOUNT	CITY COST 60%	ASSESSMENT AT 40% RESIDENTIAL	ASSESSMENT AT 40% COMMERCIAL
Mobilization, Max 10%, (Road and Storm)	LSUM	1	\$13,400.00	\$ 13,400.00	\$ 13,400.00	\$ 8,040.00	\$ 5,360.00	\$ 5,360.00
Dr Structure, Rem	Ea	2	\$400.00	\$ 800.00		\$ -	\$ -	\$ -
Sewer, Rem, Less than 24 inch	Ft	63	\$5.00	\$ 315.00		\$ -	\$ -	\$ -
Curb and Gutter, Rem	Ft	705	\$7.00	\$ 4,935.00	\$ 4,935.00	\$ 2,961.00	\$ 1,974.00	\$ 1,974.00
Guardrail, Rem	Ft	46	\$10.00	\$ 460.00		\$ -	\$ -	\$ -
Pavt, Rem	Syd	170	\$8.00	\$ 1,360.00	\$ 1,360.00	\$ 816.00	\$ 544.00	\$ 544.00
Sidewalk, Rem	Syd	304	\$8.00	\$ 2,432.00		\$ -	\$ -	\$ -
Embankment, CIP	Cyd	51	\$12.00	\$ 612.00		\$ -	\$ -	\$ -
Excavation, Earth	Cyd	491	\$15.00	\$ 7,365.00		\$ -	\$ -	\$ -
Subgrade Undercutting, Type II	Cyd	25	\$25.00	\$ 625.00		\$ -	\$ -	\$ -
Erosion Control, Inlet Protection, Fabric Drop	Ea	4	\$100.00	\$ 400.00	\$ 400.00	\$ 240.00	\$ 160.00	\$ 160.00
Subbase, CIP	Cyd	67	\$25.00	\$ 1,675.00		\$ -	\$ -	\$ -
Aggregate Base, 4 inch, Modified	Syd	227	\$10.00	\$ 2,270.00		\$ -	\$ -	\$ -
Aggregate Base, 8 inch, Modified	Syd	988	\$14.00	\$ 13,832.00		\$ -	\$ -	\$ -
Maintenance Gravel	Ton	25	\$30.00	\$ 750.00	\$ 750.00	\$ 450.00	\$ 300.00	\$ 300.00
Approach, CI II, LM	Cyd	15	\$50.00	\$ 750.00	\$ 750.00	\$ 450.00	\$ 300.00	\$ 300.00
Geotextile, Separator, Modified	Syd	1214	\$2.00	\$ 2,428.00		\$ -	\$ -	\$ -
Sewer, SDR-26, 10 inch, Tr Det B, Modified	Ft	30	\$60.00	\$ 1,800.00		\$ -	\$ -	\$ -
Sewer, SDR-26, 12 inch, Tr Det B, Modified	Ft	32	\$65.00	\$ 2,080.00		\$ -	\$ -	\$ -
Sanitary Serv Conflict	Ea	2	\$1,350.00	\$ 2,700.00		\$ -	\$ -	\$ -
Abandoned Gas Main Conflict	Ea	2	\$500.00	\$ 1,000.00		\$ -	\$ -	\$ -
Dr Structure Cover, Adj, Case 1	Ea	1	\$500.00	\$ 500.00	\$ 500.00	\$ 300.00	\$ 200.00	\$ 200.00
Dr Structure Cover, EJ 1040 w/ Solid Gasket Sealed Cover	Ea	1	\$700.00	\$ 700.00	\$ 700.00	\$ 420.00	\$ 280.00	\$ 280.00
Dr Structure Cover, EJ 7000	Ea	2	\$750.00	\$ 1,500.00	\$ 1,500.00	\$ 900.00	\$ 600.00	\$ 600.00
Dr Structure, 36 inch dia, Modified	Ea	2	\$1,500.00	\$ 3,000.00		\$ -	\$ -	\$ -
Dr Structure, Tap, 12 inch	Ea	1	\$1,000.00	\$ 1,000.00		\$ -	\$ -	\$ -
Dr Structure, Temp Lowering	Ea	1	\$225.00	\$ 225.00	\$ 225.00	\$ 135.00	\$ 90.00	\$ 90.00
HMA Surface, Rem	Syd	1140	\$3.00	\$ 3,420.00	\$ 3,420.00	\$ 2,052.00	\$ 1,368.00	\$ 1,368.00
Hand Patching	Ton	10	\$130.00	\$ 1,300.00	\$ 1,300.00	\$ 780.00	\$ 520.00	\$ 520.00
HMA, 3E3 @ 3"	Ton	180	\$75.00	\$ 13,500.00	\$ 13,500.00	\$ 8,100.00	\$ 4,500.00	\$ 5,400.00
HMA, 5E3 @ 1.5"	Ton	90	\$100.00	\$ 9,000.00	\$ 9,000.00	\$ 5,400.00	\$ 3,600.00	\$ 3,600.00
Cement	Ton	2	\$200.00	\$ 400.00		\$ -	\$ -	\$ -
Driveway, Nonreinf Conc, 6 inch	Syd	200	\$45.00	\$ 9,000.00	\$ 9,000.00	\$ 5,400.00	\$ 3,600.00	\$ 3,600.00
Curb and Gutter, Conc, Det F4	Ft	679	\$20.00	\$ 13,580.00	\$ 13,580.00	\$ 8,148.00	\$ 5,432.00	\$ 5,432.00
Detectable Warning Surface, Modified	Ft	8	\$75.00	\$ 600.00		\$ -	\$ -	\$ -
Sidewalk Ramp, Conc, 7 inch	Sft	86	\$5.50	\$ 473.00		\$ -	\$ -	\$ -
Sidewalk, Conc, 4 inch	Sft	2433	\$4.00	\$ 9,732.00		\$ -	\$ -	\$ -
Sidewalk, Conc, 6 inch	Sft	1037	\$5.00	\$ 5,185.00		\$ -	\$ -	\$ -
Barricade, Type III, High Intensity, Double Sided, Furn & Oper	Ea	1	\$100.00	\$ 100.00		\$ -	\$ -	\$ -
Minor Traf Devices, Max \$5,000	LSUM	1	\$5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00
Plastic Drum, High Intensity, Furn & Oper	Ea	15	\$20.00	\$ 300.00		\$ -	\$ -	\$ -
Sign, Type B, Temp, Prismatic, Furn & Oper	Sft	53	\$5.00	\$ 265.00		\$ -	\$ -	\$ -
Pedestrian Type II Barricade, Temp	Ea	4	\$125.00	\$ 500.00		\$ -	\$ -	\$ -
Riprap, Plain	Syd	3	\$100.00	\$ 300.00		\$ -	\$ -	\$ -
Turf Establishment, Performance	Syd	867	\$6.00	\$ 5,202.00		\$ -	\$ -	\$ -
Sign, Type III. Erect, Salv	Ea	3	\$60.00	\$ 180.00		\$ -	\$ -	\$ -
Sign, Type III, Rem	Ea	3	\$45.00	\$ 135.00		\$ -	\$ -	\$ -
Miscellaneous Work Items	LSUM	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00
SUB TOTALS				\$ 157,086.00	\$ 89,320.00	\$ 53,592.00	\$ 34,828.00	\$ 35,728.00
ENGINEERING AT 15% ASSESSABLE COST				\$ 23,562.90	\$ 13,398.00	\$ 8,038.80	\$ 5,224.20	\$ 5,359.20
ADMINISTRATIVE AT 5% ASSESSABLE COST				\$ 7,854.30	\$ 4,466.00	\$ 2,679.60	\$ 1,741.40	\$ 1,786.40
GRAND TOTALS				\$ 188,503.20	\$ 107,184.00	\$ 64,310.40	\$ 41,793.60	\$ 42,873.60



**ESTIMATED AMOUNT TO BE SPECIALLY ASSESSED  
MAPLE AVE**

**MAPLE AVE FROM CORUNNA TO NORTH END**

**SPECIAL ASSESSMENT ROLL**

**RESO 2**

ENGINEER'S ESTIMATE ASSESSABLE AMOUNT	\$107,184.00
TOTAL ASSESSABLE FRONT FEET	676.60

CALCULATING ASSESSABLE FRONT FOOT RATE AND AMOUNTS:

PROPERTY TYPE	RESIDENTIAL PROPERTY	COMMERCIAL PROPERTY	TOTAL
TOTAL ASSEMENT PER TYPE	\$107,184.00	\$107,184.00	
CITY SHARE $\geq 60\%$	\$65,390.40	\$64,310.40	
PROPERTY SHARE @ $\leq 40\%$	\$41,793.60	\$42,873.60	
ASSESSABLE FRONT FOOT RATE: PROP SHARE/676.60	\$61.77	\$63.37	
TOTAL FRONT FEET PER TYPE	676.60	0.00	
TOTAL AMOUNT OF ASSESSMENT PER TYPE:	\$41,793.60	\$0.00	\$41,793.60

SUMMARY: SPECIAL ASSESSMENT AMOUNTS PER SIDE OF STREET:

WEST SIDE	\$21,156.23
EAST SIDE	\$20,637.36
NORTH SIDE	\$0.00
TOTAL SPECIAL ASSESSMENT	<u>\$41,793.58</u>





# OWOSSO PUBLIC SAFETY

202 S. WATER ST. • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0580 • FAX (989)725-0528

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## *MEMORANDUM*

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DATE: October 21, 2021

TO: Owosso City Council

FROM: Kevin Lenkart  
Public Safety Chief

RE: Amend Parking Ordinance 33-37 and 33-38 to include Electric Vehicles

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### **Recommendation:**

Recommend Owosso City Council approve the attached resolution setting a public hearing for November 15, 2021 to receive citizen comment regarding the changes to City Ordinance 33-37 and 33-38 to include Electric Vehicles.

### **Background:**

Currently the City of Owosso Parking Ordinance does not include any provision for regulating the use of Electric Vehicle Charging Stations. The adoption of this revised ordinance will allow Owosso Public Safety staff to enforce the ordinance to monitor parking at designated parking spots for Electric Vehicles.



## RESOLUTION NO.

### AUTHORIZING FIRST READING & SETTING A PUBLIC HEARING FOR THE PROPOSED AMENDMENT TO SECS. 33-37 & 33-38 OF CHAPTER 33, TRAFFIC AND MOTOR VEHICLES, OF THE CODE OF ORDINANCES TO REGULATE ELECTRIC VEHICLE CHARGING STATIONS

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a parking ordinance that does not include regulations for electric vehicle charging stations; and

WHEREAS, an electric vehicle charging station is planned for Main Street Plaza; and

WHEREAS, the City Council wishes to amend the parking ordinance to include said stations; and

WHEREAS, it is the long-standing practice of the City Council to hold a public hearing to receive citizen comment regarding any and all proposed ordinance amendments.

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

SECTION 1. AMENDMENT. That Sec. 33-37, Definitions, of the Code of Ordinances of the City of Owosso be amended as follows:

- (a) Unless the context specifically indicates otherwise, the meanings of terms used in this division shall be as follows:

*Business districts* means and includes the downtown business district and the westtown business district.

*Downtown business district* means and includes all that area bounded on the north by Williams Street, on the east by Park Street, and on the west and south by the Shiawassee River, including both sides of all streets referenced as boundary streets within this definition.

***Electric vehicle* means a fully electric automobile or hybrid gas and electric automobile.**

***Electric vehicle charging station* means a public or private parking space that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy by conductive or inductive means to a battery or other energy storage device in an electric vehicle equipped with level 2 or better charging equipment. An electric vehicle charging station may be counted as a parking space in the calculation of the parking spaces required by this Code.**

*Parking* means and includes parking, stopping and standing as those terms are defined in the Uniform Traffic Code.

*Parking lot* means an area of land, whether or not improved, controlled by the city and available for use by the general public for the purpose of parking vehicles.

*Westtown business district* means and includes all that area bounded on the north by a line one hundred ninety-eight (198) feet north of the north line of Main Street, on the east by Cedar Street, on the west by State Street and on the south by a line one hundred thirty-two (132) feet south of the south line of Main Street, including both sides of all streets referenced as boundary streets within this definition.

- (b) Unless the context specifically indicates otherwise, terms other than those defined in section 33-37(a) shall have the meanings ascribed to them in the Uniform Traffic Code.

SECTION 2. AMENDMENT. That Sec. 33-38, Parking in designated space, of the Code of Ordinances of the City of Owosso be amended as follows:

Vehicles parked in the business districts defined in this division shall park within spaces designated for that purpose.



**Public use charging stations shall be reserved for parking and charging of electric vehicles only. Electric vehicles may be parked in any space designated for parking subject to the restrictions that would apply to any other vehicle that would park in that space.**

SECTION 3. PUBLIC HEARING. A public hearing is set for Monday November 15, 2021 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed amendment to the Code of Ordinances.

SECTION 4. EFFECTIVE DATE. This amendment shall become effective twenty days after passage.

SECTION 5. 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.





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

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# MEMORANDUM

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DATE: October 13, 2021  
TO: City Council  
FROM: Kevin Lenkart  
Director of Public Safety  
RE: Traffic Control Order # 1463

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Susan Treen, Owosso Main Street/DDA Glow Work Plan Manager, is requesting a street/lot closure for the annual Glow Parade, 5K, and Tree Lighting. The insurance waiver is requested for this event.

## **LOCATIONS/DATES/TIMES:**

### **8:00 a.m. to 8:00 p.m., Friday, November 26, 2021**

Main Street Plaza

### **5:00 p.m. to 7:00 p.m., Friday, November 26, 2021**

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

### **5:00 p.m. to 7:00 p.m., Friday, November 26, 2021**

Washington Street from King Street south to Exchange Street

The Public Safety Department has issued Traffic Control Order# 1463 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends waiver of the insurance requirement, approval of the request, and authorization of a traffic control order formalizing the action.



**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.	DATE	TIME
1463	10/13/21	3:30 pm

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street/Lot Closure

LOCATION OF CONTROL

**8:00 a.m. to 8:00 p.m., Friday, November 26, 2021**

Main Street Plaza

**5:00 p.m. to 7:00 p.m., Friday, November 26, 2021**

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

**5:00 p.m. to 7:00 p.m., Friday, November 26, 2021**

Washington Street from King Street south to Exchange Street

EVENT:

Main Street/DDA Annual Glow Parade, 5k, Tree Lighting

DATE: November 26, 2021

TIME: 8:00 am – 8:00 pm

APPROVED BY COUNCIL

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

REMARKS





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

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

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

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

Name of individual or group: GLLOW OWOSSO- MAIN ST / DDA Date: 10/6/2021

Primary Contact Person

Name:

Susan Treen

Title:

GLLOW WORK PLAN MANAGER

Address:

301 W MAIN ST

OWOSSO

Phone:

989 725 0571

OTHER - 5PM -

Requested Date(s): FRIDAY, NOV 26<sup>th</sup> 2021

Requested Hours: MAIN ST PLAZA - ALL DAY

Area Requested (Parking Lot - Parade Route): NOV 26<sup>th</sup> - MAIN ST PLAZA (ALL DAY)

GLLOW RUN - WATER<sup>ST</sup> FROM EXCHANGE<sup>ST</sup> TO NORTH<sup>ST</sup> - NORTH<sup>ST</sup> TO HIGH SCHOOL<sup>OWOSSO</sup>, BEG. AT 5PM  
PARADE - WASHINGTON FROM KING SOUTH TO EXCHANGE AT 5PM

Detailed description of the use for which the request is made: OMS/DDA Annual GLOW PARADE,

5K / TREE LIGHTING

☐

Attach copies of any rules or policies applicable to persons participating in the event.

☐

Evidence to the City of insurance coverage applicable to the event or activity naming the City as an additional insured in an amount of not less than \$500,000 combined single limit.

or

☒

The City Council may waive such insurance requirement if it determines that insurance coverage is unavailable or cannot be obtained at a reasonable cost and the event or activity is in the public interest or fulfills a legitimate and recognized public purpose.

Do Not Write Below This Line - For Officials Use Only

Approved ☐

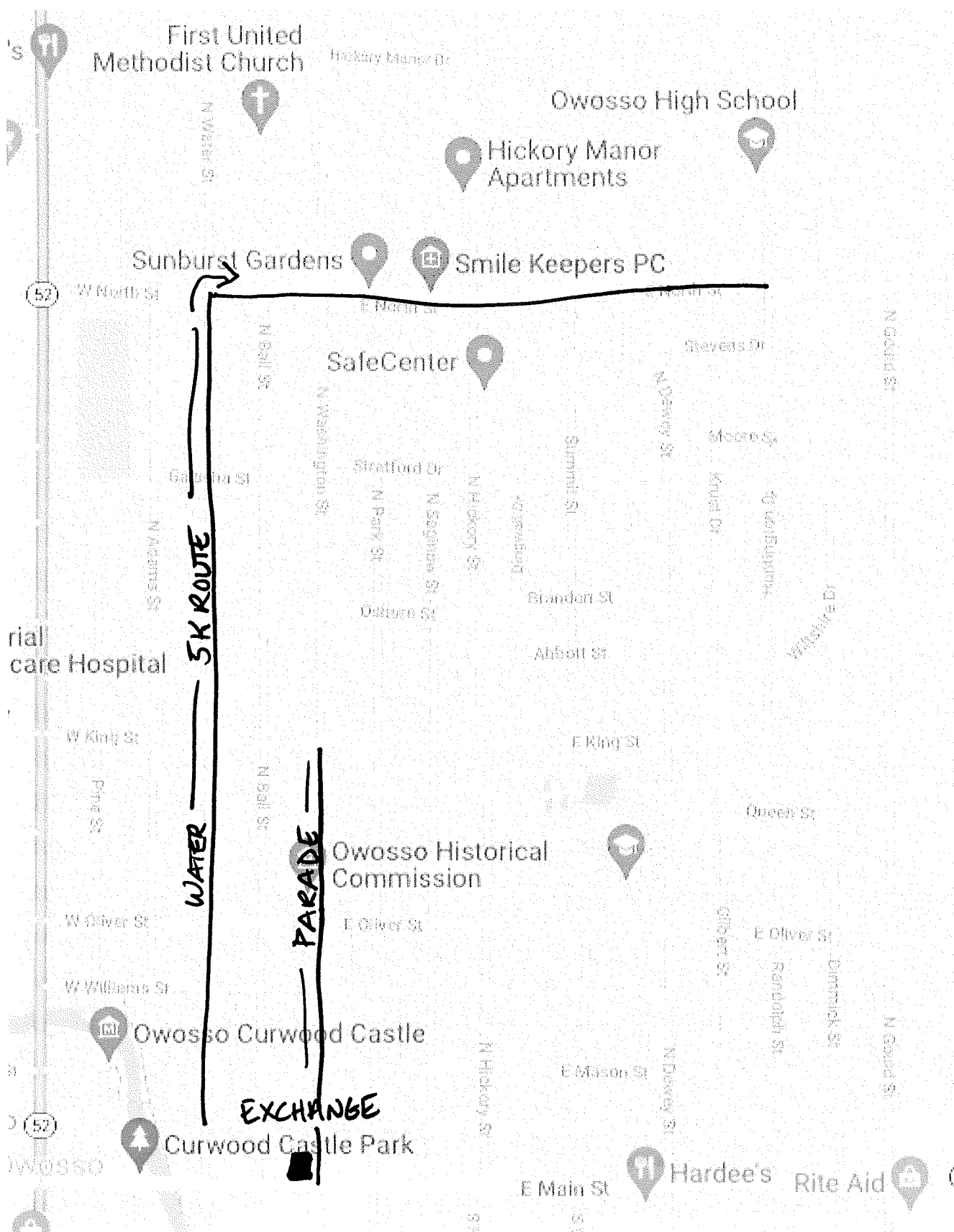
Not Approved ☐

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

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

Cc: DDA - Director  
WCIA - Chairperson









## MEMORANDUM

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

**DATE:** October 27, 2021  
**TO:** Mayor Eveleth and the Owosso City Council  
**FROM:** Amy K. Kirkland, City Clerk  
**SUBJECT:** Minutes correction – October 4, 2021

### RECOMMENDATION:

I recommend Council correct Ordinance No. 822, adopted at the October 4, 2021 City Council meeting, to reflect the fact that the Historical Commission was intended to be reduced to seven members, not eight.

### BACKGROUND:

An error has been discovered in Ordinance No. 822. The ordinance amendment was intended to reduce the membership of the Historical Commission from eleven to seven. Unfortunately, the words in the proposed ordinance that was presented to Council set the Commission membership at eight (see below).

#### ***Sec. 2-228. - Members; appointment, terms, etc.***

*The members of the historical commission shall be appointed by the city council. Membership shall consist of one (1) member from the council and seven (7) members at large appointed for three-year terms. No member at large shall be appointed to the historical commission for more than two (2) successive terms unless one (1) year has elapsed after his or her second term expires.*

This error must be corrected to reflect the intended number of members. I recommend Council approval of the following change to Ordinance No. 822:

#### ***Sec. 2-228. - Members; appointment, terms, etc.***

*The members of the historical commission shall be appointed by the city council. Membership shall consist of one (1) member from the council and ~~seven (7)~~ **six (6)** members at large appointed for three-year terms. No member at large shall be appointed to the historical commission for more than two (2) successive terms unless one (1) year has elapsed after his or her second term expires.*

### FISCAL IMPACTS:

None.





## MEMORANDUM

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---

DATE: October 26, 2021  
TO: Owosso City Council  
FROM: Brad Barrett, Finance Director  
SUBJECT: Opening Savings Account – Huntington Bank

### RECOMMENDATION:

The Finance Department recommends approval to open and maintain a bank account (\*4789) with Huntington Bank by adopting the Resolution to Open and Maintain a Bank Account by a Public Entity.

### BACKGROUND:

The Finance Department would like to open a separate savings account to track and deposit revenues received associated with ambulance services.

Revenues from ambulance services come to the city via check, cash, ACH and credit card from multiple sources, such as but not limited to, health insurance companies, state of Michigan, the federal government and private individuals.

Placing such funds in a separate bank account will assist and save time in completing end of month reconciliations.

### FISCAL IMPACTS:

None.

### Document originated by:

Attachments: (1) Resolution





**Copy of Resolution to  
Open and Maintain a Bank Account  
(Public Entity)**

The undersigned hereby certifies to The Huntington National Bank that: I am the

\_\_\_\_\_  
(insert official title)

and, as such, I am familiar with the records and proceedings of:

CITY OF OWOSSO

\_\_\_\_\_  
(insert name of governmental entity)

(the "Public Entity"), a governmental entity duly organized and existing under the laws of the  
State of MICHIGAN

the following is a true, accurate and compared copy of resolutions duly adopted by the Public Entity, and that the resolutions have not been rescinded, modified or revoked and are in full force and effect.

RESOLVED, that:

- (i) The Huntington National Bank (the "Bank"), as a national banking association, is qualified under applicable law and regulations to be a depository for the Public Entity and is hereby designated as a depository of the Public Entity;
- (ii) one or more account(s) may be opened and maintained in the name of the Public Entity, in accordance with the rules and regulations or procedures of the Bank pertaining to such accounts as amended by the Bank from time to time, or as otherwise amended by a written agreement between the Public Entity and Bank;
- (iii) any of the individuals whose names are set forth in (iv), below or, whose genuine signatures appear on separate cards dated and filed with the Bank, (collectively the "Authorized Signatories" and individually an "Authorized Signatory") are hereby authorized to act individually on behalf of the Public Entity and in its name to:
  - a. sign checks, drafts, notes, bills of exchange, acceptances, or other orders for payment of funds from any account maintained by the Public Entity;
  - b. indorse checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by the Public Entity for deposit in any such account, or for collection or discount by the Bank;
  - c. identify, approve and guarantee the indorsements of any and all checks and drafts drawn by the Public Entity;
  - d. waive demand, protest, and notice of protest, or dishonor of any check, draft, note, bill, certificates of deposit or other instruments made, drawn, or indorsed by the Public Entity;
  - e. act for the Public Entity in the transaction of all other business (whether or not it is of the kind, nature or character specified in this certificate) on the Public Entity's behalf with the Bank, including but not limited to executing contracts and delegating person to engage in transaction in connection with such contracts;
  - f. open and maintain an account in the name of the Public Entity (any account so opened shall be bound by the provisions of this certificate);
  - g. certify to the Bank the names of the Authorized Signatories and shall certify such change to the Bank, and the Bank shall be fully protected in relying on such certification, or refusing to honor the signature of any individual not so certified;
  - h. delegate other person(s) to perform any of the foregoing acts;



(iv) Names or Titles of Authorized Signatories:

AMY KIRKLAND

BRAD BARRETT

KATHERINE FAGAN

(When only titles are used, this resolution must be accompanied by an Incumbency Certificate)

FURTHER RESOLVED, that:

- (i) the Bank is authorized to honor, receive, certify, or pay all instruments signed in accordance with this certificate even though drawn or indorsed to the order of any Authorized Signatory signing the same, tendered for cash, or in payment of a personal obligation or for deposit into a personal account of said Authorized Signatory and the Bank is not required or obligated to inquire into the circumstances of the issuance or use of any instrument signed in accordance with this certificate, or the application, or disposition of such instrument, or the proceeds thereof;
- (ii) overdrafts, if any, shall not be considered to be a loan; and
- (iii) the provisions of this certificate shall remain in full force and effect until written notice of its amendment or rescission shall have been received by the Bank and the Bank has a reasonable amount of time to act upon such notice, and that receipt of such notice shall not affect any action taken by the Bank prior thereto.

FURTHER RESOLVED, that the undersigned be, and hereby is, authorized and directed to certify to the Bank the foregoing resolutions and that the provisions thereof are in conformity with the laws and regulations governing the Public Entity.

I further certify that there is no provision in the law or regulations governing the Public Entity which limits the power of the Public Entity to pass the foregoing resolutions and that the same are in conformity with the law and regulations governing the Public Entity, have not be modified or rescinded and are in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Public Official:

Witness:

x

x





## MEMORANDUM

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

---

DATE: October 26, 2021  
TO: Owosso City Council  
FROM: Brad Barrett, Finance Director  
SUBJECT: Depositories for City Funds

### RECOMMENDATION:

The Finance Department recommends City Council to approve an updated list of designated depositories and signers for city funds.

### BACKGROUND:

Per Section 8.13 of the Owosso City Charter, the Council shall designate depositories for city funds in accordance with law and shall provide for the regular deposit of all city moneys.

With the recent merger of financial institutions and transitions in the Finance Department, the action of review and updating city records regarding approved depositories for city funds is warranted. The last update to the city's depository list was completed in 2018 with the addition of MI Class.

### FISCAL IMPACTS:

Possibility of increased interest rates on city investments and additional FDIC / NCUA coverage on city funds.

### Document originated by:

Attachments: (1) Resolution



## RESOLUTION NO.

### AUTHORIZING DEPOSITORIES AND DESIGNATED SIGNERS FOR THE CITY OF OWOSSO

WHEREAS, Section 8.13 of the Owosso City Charter states, the Council shall designate depositories for city funds in accordance with law and shall provide for the regular deposit of all city moneys; and

WHEREAS, Section 8.10(c) of the Owosso City Charter states, checks or warrants for the disbursement of city funds may be signed by the clerk only; and

WHEREAS, the Council may, however, provide by ordinance that checks or warrants shall also be countersigned by the Finance Director or the Treasurer; and

WHEREAS, Section 7.8 of the Owosso City Charter states, the Clerk and Treasurer and other administrative officers may appoint and remove their deputies and each deputy shall possess all the powers and authority of their superior officer except as the same may be from time to time limited by their superior; and

WHEREAS, the City of Owosso has an investment policy adopted by the City Council on December 18, 2006 in accordance with Michigan Public Act 20 of 1943, as amended; and

WHEREAS, designated depositories of the City of Owosso must agree to and follow such investment policy.

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

FIRST: the following financial institutions be and are hereby designated as depositories for City of Owosso funds:

**Huntington Bank**, 100 East Main Street, Owosso, MI  
**Dort Financial Credit Union**, 1006 East Main Street, Owosso, MI  
**Frankenmuth Credit Union**, 947 Aiken Street, Owosso, MI  
**PFCU**, 1465 North Michigan 52, Owosso, MI  
**Michigan Cooperative Liquid Assets Securities System**  
(MI CLASS)  
**Stifel**, 1865 E M21, Owosso, MI  
**Shiawassee Community Foundation**, 217 North Washington Street,  
Suite 104 Owosso, MI 48667  
**US Bankcorp Government Leasing and Finance, Inc.**  
950 17<sup>th</sup> Street, Denver, CO 80202  
(water meter 15 year installment purchase agreement)

SECOND: all of the designated officers per city charter, are hereby authorized to execute on behalf of the city signature cards or other documents containing the rules and regulations of the financial institution and the conditions under which deposits are accepted and to agree on behalf of the city to those rules, regulations and conditions.





## MEMORANDUM

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**DATE:** November 1, 2021

**TO:** Owosso City Council

**FROM:** Ryan E. Suchanek, Director of Public Services & Utilities

**SUBJECT:** Contract Award for Palmer 3 and Juniper 1 Municipal Water Supply Well Drilling

### RECOMMENDATION:

Award of contract to Northern Pump & Well, Inc. of Lansing, Michigan, for Municipal Water Supply Well Drilling project, in the amount of \$169,751.89.

### BACKGROUND:

The Project at the Palmer No. 3 well site consists of the construction of one (1) new 12-inch production well, one (1) new observation well and site improvements related to the well construction. Test pumping will be done upon completion of the new production well.

The Project at the Juniper No. 1 well site consists of the construction of one (1) new 12-inch production well, one (1) new observation well and site improvements related to the well construction. Test pumping will be done upon completion of the new production well.

Bids were let and two bids were received, Northern Pump & Well, Inc. is based in Lansing, Michigan and Ed Birkmeier Well Drilling is based in New Lothrop, Michigan. Both companies have performed previous work for the City of Owosso.

Northern Pump & Well has provided all the required information including the bond surety, statement of qualifications, safety records, and financial records. These items have been reviewed by OHM Advisors and references have been contacted. Northern Pump & Well has a history of satisfactory work with the City of Owosso, has previously provided thorough digital recordings of work performed, is responsive to punch list requests, prioritizes project work and service requests, and has a history of satisfied clients.

Ed Birkmeier Well Drilling has provided all the required information including the bond surety, statement of qualifications, safety records, and financial records. These items have been reviewed by OHM Advisors and references have been contacted. Ed Birkmeier Well Drilling's most recent project with the City of Owosso had the following issues: incomplete well testing that resulted in permit delays, delay in resolving punch list items, diminishing well capacity over six months, and references provided mixed results.

For these reasons staff recommends responsible bid of Northern Pump & Well, Inc. over Ed Birkmeier Well Drilling, even though Ed Birkmeier Well Drilling's bid was \$10,296.89 less, roughly 6% difference.

### FISCAL IMPACTS:

Costs for these services shall be paid from the Water Fund Account 591-901-977.000 in amount of \$169,751.89.



**RESOLUTION NO.**

**AUTHORIZATION TO ENTER INTO A SERVICE AGREEMENT WITH  
NORTHERN PUMP & WELL, INC.  
FOR MUNICIPAL WATER SUPPLY WELL DRILLING**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that new wells are needed, and in the public interest to maintain a stable and consistent quality water supply for the community; and

WHEREAS, the City of Owosso solicited bids to perform municipal water supply well drilling, and Northern Pump & Well, Inc. was the responsible and responsive bidder for this project; and

WHEREAS, Northern Pump & Well, Inc. has offered to provide the well services in the amount of \$169,751.89.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Northern Pump & Well, Inc. for well services for the Palmer 3 and Juniper 1 wells.
- SECOND: The mayor and city clerk are instructed and authorized to sign the contract document(s) for services between the City of Owosso, Michigan and Northern Pump & Well, Inc. in the amount of \$169,751.89.
- THIRD: The accounts payable department is authorized to pay Northern Pump & Well, Inc. for work satisfactorily completed in the amount of \$169,751.89.
- FOURTH: The above expenses shall be paid from account 591-901-977.000.





ARCHITECTS. ENGINEERS. PLANNERS.

October 25, 2021

Mr. Ryan Suchanek  
Director of Public Services & Utilities  
City of Owosso  
301 West Main Street  
Owosso, Michigan 48867

RE: Palmer 3 and Juniper 1 Municipal Water Supply Well Drilling,  
**Bid Results**

Dear Mr. Suchanek:

Sealed bids for the Palmer 3 and Juniper 1 Municipal Water Supply Well Drilling project were received and publicly read aloud at 3:00 pm on Tuesday, October 19, 2021 at the City of Owosso City Hall. Proposals with bid bonds were received from two (2) bidders. Bid results ranged from \$159,455.00 to \$169,751.89, as reflected on the attached bid tabulation.

Contractor	Total Bid	Total Bid Adjusted For Local Purchasing Preference:
Ed Birkmeier Well Drilling	\$159,455.00	\$159,455.00
Northern Pump & Well, Inc.	\$169,751.89	\$172,251.89

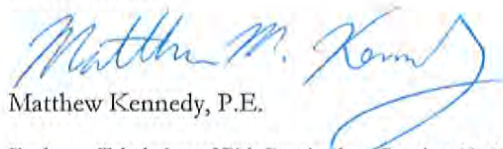
Northern Pump & Well, Inc. is based in Lansing, Michigan and Ed Birkmeier Well Drilling is based in New Lothrop, Michigan. Bid pricing has been adjusted for local purchasing preference. Both companies have performed previous work for the City of Owosso.

Northern Pump & Well has provided all the required information including the bond surety, statement of qualifications, safety records, and financial records. These items have been reviewed by OHM Advisors and references have been contacted. Northern Pump & Well has a history of satisfactory work with the City of Owosso, has previously provided thorough digital recordings of work performed, is responsive to punchlist requests, prioritizes project work and service requests, and has a history of satisfied clients.

Ed Birkmeier Well Drilling has provided all the required information including the bond surety, statement of qualifications, safety records, and financial records. These items have been reviewed by OHM Advisors and references have been contacted. Ed Birkmeier Well Drilling's most recent project with the City of Owosso had the following issues: incomplete well testing that resulted in permit delays, delay in resolving punchlist items, and diminishing well capacity over six months.

Should there be any questions, please contact me at (734) 466-4432.

Sincerely,  
OHM Advisors

A handwritten signature in blue ink that reads "Matthew M. Kennedy".

Matthew Kennedy, P.E.

Encl: Tabulation of Bids Received on October 19, 2021  
cc: Chuck Rolfe, OHM Advisors

**OHM Advisors**  
34000 PLYMOUTH ROAD  
LIVONIA, MICHIGAN 48150

T 734.522.6711  
F 734.522.6427

[OHM-Advisors.com](http://OHM-Advisors.com)



CITY OF OWOSSO BID TABULATION SHEET (Page 1 of 2)								DATE	10/19/2021
								DEPT.	
SUBJECT:		Palmer 3 and Juniper 1 Municipal Water Supply Well Drilling		Northern Pump & Well, Inc.		Ed Birkmeier Well Drilling, LTD.			
				6837 West Grand River Avenue		9471 Genesee Street			
				Lansing, MI 48906		New Luthrop, MI 48460			
				Phone: (517)-242-8949		Phone: (810)-638-5104			
ITEM #	DESCRIPTION	EST. QTY	UNIT	PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
<b>Palmer No. 3 Well Site</b>									
1	Mobilization, 2.5%	1	LS	\$ 2,152.44	\$ 2,152.44	1,650.00	\$ 1,650.00		
2	Soil Erosion and Sedimentation Contr	1	LS	\$ 1,350.00	\$ 1,350.00	650.00	\$ 650.00		
<b>Construction of Observation Well, 5-Inch Diameter, 150-Foot Depth</b>									
3	Bore Hole	150	LF	\$ 40.50	\$ 6,075.00	10.00	\$ 1,500.00		
4	Well Casing, 5-Inch	130	LF	\$ 8.10	\$ 1,053.00	12.00	\$ 1,560.00		
5	Well Screen, 5-Inch	20	LF	\$ 16.20	\$ 324.00	107.00	\$ 2,140.00		
6	Pressure Grouting	130	LF	\$ 20.59	\$ 2,676.38	9.00	\$ 1,170.00		
<b>Construction of Production Well, 12-Inch Diameter, 150-Foot Depth</b>									
7	Pilot and Sampling Boring	1	LS	\$ 8,050.00	\$ 8,050.00	2,100.00	\$ 2,100.00		
8	Bore Hole	150	LF	\$ 75.60	\$ 11,340.00	108.00	\$ 16,200.00		
9	Well Casing, 12-Inch	130	LF	\$ 118.80	\$ 15,444.00	160.00	\$ 20,800.00		
10	Well Screen, 12-Inch	20	LF	\$ 270.00	\$ 5,400.00	295.00	\$ 5,900.00		
11	Pressure Grouting	130	LF	\$ 34.43	\$ 4,475.25	39.00	\$ 5,070.00		
12	Well Development	40	HR	\$ 283.50	\$ 11,340.00	150.00	\$ 6,000.00		
13	Well Testing	76	LS	\$ 101.25	\$ 7,695.00	100.00	\$ 7,600.00		
14	Digital Video Recording	1	LS	\$ 1,500.00	\$ 1,500.00	1,700.00	\$ 1,700.00		
15	Plumbness and Alignment Survey	1	LS	\$ 1,890.00	\$ 1,890.00	1,600.00	\$ 1,600.00		
16	Chlorination	1	LS	\$ 135.00	\$ 135.00	250.00	\$ 250.00		
17	Site Restoration and Cleanup	1	LS	\$ 1,350.00	\$ 1,350.00	3,485.00	\$ 3,485.00		
18	Miscellaneous Approved Labor and E	1	LS	\$ 10,000.00	\$ 10,000.00	10,000.00	\$ 10,000.00		
<b>Subtotal of All Unit Price Bid items at Palmer No. 3 Well Site</b>					<b>\$ 92,250.07</b>		<b>\$ 89,375.00</b>		
CONTINUED SHEET 2								Unbonded sure on bid form \$89,375.00 on Form)	
TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:					see below			see below	
DEPT HEAD	<i>Ryan E. Suckman</i>		GENERAL LIABILITY INSURANCE		AWARDED:				
			EXPIRATION DATE:		04/12/2022				
PURCH AGENT:	<i>[Signature]</i> 10/26/21		WORKERS COMPENSATION INSURANCE		COUNCIL				
			EXPIRATION DATE:		04/12/2022		APPROVED:		
STAFF REC.:	Northern Pump & Well, Inc.		SOLE PROPRIETORSHIP		PO NUMBER:				
			EXPIRATION DATE:		N/A				

591.901.977.000



CITY OF OWOSSO BID TABULATION SHEET (Page 2 of 2)								DATE	10/19/2021
								DEPT.	
SUBJECT:	Palmer 3 and Juniper 1 Municipal Water Supply Well Drilling			Northern Pump & Well, Inc.			Ed Birkmeier Well Drilling, LTD.		
				6837 West Grand River Avenue			9471 Genesee Street		
				Lansing, MI 48906			New Luthrop, MI 48460		
				Phone: (517)-242-8949			Phone: (810)-638-5104		
ITEM #	DESCRIPTION	EST. QTY	UNIT	PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
<b>Juniper No. 1 Well Site</b>									
19	Mobilization, 2.5%	1	LS	\$ 1,817.12	\$ 1,817.12	1,200.00	\$ 1,200.00		
20	Soil Erosion and Sedimentation Contr	1	LS	\$ 1,350.00	\$ 1,350.00	650.00	\$ 650.00		
<b>Construction of Observation Well, 5-Inch Diameter, 150-Foot Depth</b>									
21	Bore Hole	100	LF	\$ 40.50	\$ 4,050.00	10.00	\$ 1,000.00		
22	Well Casing, 5-Inch	90	LF	\$ 8.10	\$ 729.00	12.00	\$ 1,080.00		
23	Well Screen, 5-Inch	10	LF	\$ 16.20	\$ 162.00	107.00	\$ 1,070.00		
24	Pressure Grouting	90	LF	\$ 25.65	\$ 2,308.50	9.00	\$ 810.00		
<b>Construction of Production Well, 12-Inch Diameter, 150-Foot Depth</b>									
25	Pilot and Sampling Boring	1	LS	\$ 7,050.00	\$ 7,050.00	2,100.00	\$ 2,100.00		
26	Bore Hole	100	LF	\$ 75.60	\$ 7,560.00	108.00	\$ 10,800.00		
27	Well Casing, 12-Inch	80	LF	\$ 112.05	\$ 8,964.00	160.00	\$ 12,800.00		
28	Well Screen, 12-Inch	20	LF	\$ 270.00	\$ 5,400.00	295.00	\$ 5,900.00		
29	Pressure Grouting	80	LF	\$ 52.52	\$ 4,201.20	39.00	\$ 3,120.00		
30	Well Development	40	HR	\$ 283.50	\$ 11,340.00	150.00	\$ 6,000.00		
31	Well Testing	76	LS	\$ 101.25	\$ 7,695.00	100.00	\$ 7,600.00		
32	Digital Video Recording	1	LS	\$ 1,500.00	\$ 1,500.00	1,500.00	\$ 1,500.00		
33	Plumbness and Alignment Survey	1	LS	\$ 1,890.00	\$ 1,890.00	1,600.00	\$ 1,600.00		
34	Chlorination	1	LS	\$ 135.00	\$ 135.00	250.00	\$ 250.00		
35	Site Restoration and Cleanu	1	LS	\$ 1,350.00	\$ 1,350.00	2,600.00	\$ 2,600.00		
<b>Subtotal of All Unit Price Bid Items at Juniper No. 1 Well Site</b>					<b>\$ 77,501.82</b>		<b>\$ 70,080.00</b>		
<b>Contract Total of All Unit Price Bid Items</b>					<b>\$ 169,751.89</b>		<b>\$ 159,455.00</b>		
<b>TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:</b>					<b>\$ 172,251.89</b>		<b>\$ 159,455.00</b>		

Amount shown on bid form  
\$159,455.00 on Form





## MEMORANDUM

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

**DATE:** November 1, 2021  
**TO:** Owosso City Council  
**FROM:** Ryan E. Suchanek, Director of Public Services & Utilities  
**SUBJECT:** DPW Garage Doors

### RECOMMENDATION:

Approval to purchase five (5) 14'2" x 12' insulated steel doors from Gabbard Overhead Door Company of Laingsburg, Michigan, in the amount of \$19,950.00.

### BACKGROUND:

The doors on the backside of the main DPW garage have well exceeded their useful life. One of which is currently broke, completely unusable, and a safety hazard. These doors are used to get large equipment and trucks in and out, including snow plows and salt trucks.

We've solicited three quotes for equivalent doors and service from Gabbard Overhead Door, Dover and Company, and Overhead Door Company of Lansing:

- Gabbard Overhead Door of Laingsburg, Michigan quote of \$19,950.00
- Dover and Company of Flint, Michigan quote of \$27,895.00
- Overhead Door Company of Lansing of Lansing, Michigan quote of \$32,590.00

Gabbard Overhead Door's quote includes:

- 5 insulated doors
- Double pane windows
- 10k torsion springs
- Tracks
- Hinges
- Seals
- Struts
- Sealed bearing rollers
- Removal of old doors and tracks
- Disposal of old doors and tracks
- Installation of new doors and tracks
- Reattaching chain hoist openers
- Rental of a scissor lift

Waiver of the competitive solicitation process per the city purchasing policy is requested due to the due diligence of receiving three quotes, being warned that prices are only going to go up after these quotes expire due to current supply chain issues as well as the expected continual rise in material costs, current extended lead times, the necessity and urgency for these doors to be fixed in order to be able to be utilized for equipment, especially for the fast approaching snow season.



**FISCAL IMPACTS:**

Funds will be expended from the Building Improvements Account 401-000-975.000 in amount of \$19,950.00.

Attachments: (1) Gabbard Overhead Door's Quote  
(2) Dover and Company's Quote  
(3) Overhead Door Company of Lansing's Quote  
(4) Resolution



**RESOLUTION NO.**

**AUTHORIZING PURCHASE AGREEMENT WITH GABBARD OVERHEAD DOOR COMPANY  
OF LAINGSBURG, MICHIGAN  
FOR 5 GARAGE DOORS FOR THE DPW GARAGE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that replacement of DPW's garage doors is required, to utilize the garage, it's equipment, as well as to avoid risk of equipment damage and risk to the employees; and

WHEREAS, due to volatile market conditions, price instability, and immediate need the City of Owosso is seeking to replace said garage doors as soon as possible; and

WHEREAS, the City of Owosso solicited quotes to perform the replacement/disposal of five (5) garage doors, Gabbard Overhead Door Company were the lowest, responsible, and responsive of the quotes for the garage door project; and

WHEREAS, Gabbard Overhead Door Company has offered to provide the insulated doors, equipment, and services in the amount of \$19,950.00.

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 waive competitive bidding requirements and contract with Gabbard Overhead Door Company for the purchase and installation of five insulated garage doors for the DPW garage.
- SECOND: The accounts payable department is authorized to submit payment to Gabbard Overhead Door Company in the amount of \$19,950.00 upon satisfactory receipt and installation of said doors.
- THIRD: The above expense shall be paid from account 401-000-975.000.



# Gabbard Overhead Door

October 4, 2021

8733 Colby Lake Road

Laingsburg MI 48848

517-449-6632

[gabbardoverheaddoor@gmail.com](mailto:gabbardoverheaddoor@gmail.com)

## QUOTE # 1

Quote to:	Location:
City of Owosso 522 Milwaukee Street Owosso MI 48867	522 Milwaukee St, Owosso MI Mark Mitchell – 989-721-6025 <a href="mailto:mark.mitchell@ci.owosso.mi.us">mark.mitchell@ci.owosso.mi.us</a>

Quantity	Description	Unit Price	Total
5	Clopay #3720 Insulated Steel Door 14'2" x 12' R-Value 18.4	3840.00	19,200.00
	White, Double Pane Acrylic Windows (26 x 13), 10K Torsion Springs,		
	Continuous Angle Track, 15" Radius, 11 Ga. Hinges, Seals, Strut,		
	Sealed Bearing Rollers 7" Zinc Stem		
5	Door & Track Removal	100.00	500.00
5	Reattach Opener, Chain Hoist	-0-	-0-
	Rental = Scissor Lift		
<b>TERMS: NET 30</b>  <b>THANK YOU</b>		Subtotal	19,700.00
		Tax	N/A
		Installation	Included
		Disposal	Included
		Rental	250.00
		Total Quote	19,950.00





# ESTIMATE

DATE: 09/07/2021  
 EXP. DATE: 10/07/2021  
 ESTIMATE # Z2109-14

Dover and Company  
 www.DoverCompany.com  
 2435 S. Grand Traverse  
 Flint, MI 48503  
 Phone: (810) 235-2573  
 Email: info@dovercompany.com

## BILL TO:

City of Owosso  
 Mark Mitchell  
 522 Milwaukee Street  
 Owosso, MI 48867, United States

## SERVICE TO:

City of Owosso  
 Mark Mitchell  
 522 Milwaukee Street  
 Owosso, MI 48867, United States

ITEM	DESCRIPTION	QTY	PRICE PER	UNIT	AMOUNT	TAX
D200 14x12	Furnish and Install Dover D200, 14'2"x12', white in color, 2 sided steel, 18 R-value, weatherseal, reverse angle mounted normal headroom tracks, 25k cycle springs, solid keyed torsion shaft, one row of 24"x12" windows, back jamb openings with new wood and seal to prevent water from entering	6.00	\$5,579.00	Item	\$33,474.00	Y
D200 16x12	Furnish and Install Dover D200, 16'2"x12', white in color, 2 sided steel, 18 R-value, weatherseal, reverse angle mounted normal headroom tracks, 25k cycle springs, solid keyed torsion shaft, one row of 24"x12" windows, back jamb openings with new wood and seal to prevent water from entering	1.00	\$6,001.00	Item	\$6,001.00	Y
3/4 HP Standard Trolley Operator 12'	Liftmaster industrial grade operator, 3/4hp, 115V, photo-eye, three button wall station, brake.	5.00	\$2,034.00	Item	\$10,170.00	Y

SUBTOTAL **\$49,645.00**  
 TAX RATE\* **0.0000%**  
 TAX **\$0.00**  
 OTHER **-**  
**TOTAL \$49,645.00**





# ESTIMATE

DATE: 09/07/2021  
EXP. DATE: 10/07/2021  
ESTIMATE # Z2109-14

## MEMO

Signature: \_\_\_\_\_

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

Payment Terms: Net 30

Notes: 3 week lead time from time of order

\*\*No Tax\*\*

## TERMS & CONDITIONS

By signing this estimate, you agree to all Dover & Company's terms & conditions. We pride our business on customer service, and we feel the best way to achieve great customer service is through transparency. Please allow 14-18 weeks delivery time, all

pricing subject to change with modifications, for complete terms and condition please speak with a Dover representative. All cancelled door orders after 48 hours of order date will be charged a 25% restocking fee.

\*\* Michigan Sales Tax 6% is included\*\*



# Overhead Door Company Of Lansing

Overhead Door Co. of Lansing  
2045 E. M-78  
East Lansing, MI 48823  
Telephone: (517) 332-1133  
Fax: (517) 339-1799

A WOMEN OWNED COMPANY

The Genuine. The Original.



Proposal #: 1-5891

PROPOSAL SUBMITTED TO: City of Owosso					Date 9/30/2021		Attention Bob		
STREET 301 W. Main					Job Name Cost to Replace 14' x 12' Door				
City Owosso			State MI	Zip Code 48867/	Job Location Maintaince Garage 522 Milwaukee St.				
Phone Number			Fax Number		Job Phone				
ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	OPENING WIDTH	OPENING HEIGHT	OPERATION	HEAD ROOM	JAMB TYPE
1	1	591	14' 2'	12' 1'	14' 0"	12' 0"	Manual Lift	24" In.	Wood

## FURNISH AND INSTALL Doors Like the Existing

The above sized 591 series "Thermacore" sectional door(s), as manufactured by the Overhead Door Corporation. Door standard features to include the following:

.016" thick roll-formed hot-dipped galvanized, ribbed face steel sections, with metal/foam/metal sandwich, foamed-in-place homogeneous CFC/HCFC free polyurethane insulation. Insulating values: R = 14.86, U = .067. Section thickness 1 5/8", all sections to be fitted with tube seals to weatherstrip each joint. Air infiltration of .08 cfm per sq. ft. of door at 15 mph, and class 26 sound transmission. End stiles will be 16 ga. steel; hinges and fixtures will be galvanized steel. EPDM thermal break to be provided between interior and exterior skins to prevent thermal transmission. Patented water channel is provided for a drip free opening. The polyurethane foam insulation is fully encapsulated in non-permeable materials for no loss of thermal efficiency. Limited 10-year warranty against panel delamination of foam and steel skins.

## PROPOSAL TO INCLUDE THE FOLLOWING:

Door to have Included:

- 2" Continious Angle Mounted Tracks
- Top Section to be prepared for Drawbar Operator use.
- 3rd Section to have (4) 25" x 12" Oval Windows
- Heavy Duty Hardware.
- New perimeter weather seals.
- Door to be White.
- OHD of Lansing to Reattach the new door to the existing drawbar Opertaor or chain hoist system & adjust.
- OHD of Lansing to take the Old Door Down & Haul it away for Disposal

THE COST FOR THE DOOR TO BE INSTALLED COMPLETE ON TO THE EXISTING WOOD OF THE OPENING IS \$6,518.00 EACH.

The Opitonal cost for us to Fusrinsh & Install a New RSX 1/2Hp 115v Drawbar Motor Operator with a Set of Monitored NEMA 4 Photo Eyes.

- OHD of Lansing to Unwire any of the existing ops and Rewire back in the new ones complete.
- If the primary power is required for any of the new operators THIS WOULD HAVE TO BE BY CITY OF OWOSSO.

THE OPERATORS WOULD BE AN ADD OF \$2,427.00 EACH.

You also requested a cost for us to replace the 2" x 6" wood the doors are mounted to while they are out as well as the 1" x 6" wrap on the door jambs with new wolminized..THE ADD PER DOOR FOR THIS TO BE PROVIDED & INSTALLED IS \$432.00 EACH. \*\*NO PAINTING INCLUDED



THE TOTAL FOR ALL OF THE WORK TO BE COMPLETED AS QUOTED ABOVE PER DOOR WOULD BE \$9,377.00

THE TOTAL FOR ALL (5) DOORS WOULD BE \$46,885.00

Due to the recent volatility in the costs of raw materials required to manufacture the door quoted above, we are only able to hold the pricing till January 31st 2021.

The Lead times we are working with right now is 15 - 20 weeks to get any door.

We hereby propose to complete in accordance with above specification, for the sum of:

**Forty Six Thousand Eight Hundred Eighty Five Dollars and No Cents**

**\$46,885.00**

Signature \_\_\_\_\_  
Michael Bartkowiak

Direct Dial: \_\_\_\_\_

**TERMS AND CONDITIONS**

Payment to be made as follows:

Prices subject to change if not accepted in 30 days.

BY OTHERS: Jambs, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. The Seller shall be entitled to full and final payment on the Purchase Order. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.)

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date of Acceptance \_\_\_\_\_





Warrant 608  
October 26, 2021

Vendor	Description	Fund	Amount
Caledonia Charter Township	Caledonia Utility Fund payment-7/1/21-9/30/21	Water	\$41,283.20
Owosso Charter Township	Owosso Charter Township 2011 Water Agreement payment-7/1/21-9/30/21	Water	\$17,052.61
Total			\$58,335.81



CHECK REGISTER FOR CITY OF OWOSSO  
CHECK DATE FROM 09/01/2021 - 09/30/2021

Check Date	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)				
09/03/2021	134126	AIRWAVE COMMUNICATIONS	RADIO EQUIPMENT	\$ 131.00
09/03/2021	134127	BENNETT DANIEL	UB refund for account: 2274090002	\$ 24.92
09/03/2021	134128	SMITH TROY	UB refund for account: 1569500001	\$ 42.36
09/03/2021	134129	SIES SARAH	UB refund for account: 5826070005	\$ 218.28
09/03/2021	134130	ROWELL CHRISTOPHER	UB refund for account: 5070070009	\$ 216.47
09/03/2021	134131	MARTIN DANIEL	UB refund for account: 4240550003	\$ 45.53
09/03/2021	134132	BREWER CAMERON ALYSHA	UB refund for account: 2548590002	\$ 37.37
09/03/2021	134133	BAADE MARK	UB refund for account: 2968440003	\$ 46.09
09/03/2021	134134	FOX RICHARD	UB refund for account: 5219070002	\$ 97.89
09/03/2021	134135	WILSON KENTINA	UB refund for account: 4706540007	\$ 147.57
09/03/2021	134136	WESLEY BRENT	UB refund for account: 2134590011	\$ 43.02
09/03/2021	134137	IRONS HAILEY	UB refund for account: 2772240011	\$ 20.26
09/03/2021	134138	BLAIR STEPHEN	UB refund for account: 3263570008	\$ 494.40
09/03/2021	134139	SPENCER SARAH	UB refund for account: 3381070006	\$ 153.57
09/03/2021	134140	WARREN APRIL	UB refund for account: 1764000006	\$ 75.05
09/03/2021	134141	CHEMICAL BANK	UB refund for account: 5695170002	\$ 91.50
09/03/2021	134142	CISLO TITLE	REFUND	\$ 659.63
09/03/2021	134143	CORELOGIC CENTRALIZED REFUNDS	2021 Sum Tax Refund 050-340-002-008-00	\$ 19,569.83
09/03/2021	134144	CORUNNA MILLS FEED LLC	UREA	\$ 71.00
09/03/2021	134145	JUDY ELAINE CRAIG	COURIER SERVICE	\$ 198.00
09/03/2021	134146	DELTA DENTAL PLAN OF MICHIGAN INC	SEPTEMBER 2021-DENTAL INSURANCE PREMIUM	\$ 4,212.62
09/03/2021	134147	DICK'S AUTO SERVICE	MUFFLER REPAIR-DETECTIVE CAR	\$ 102.00
09/03/2021	134148	DOWNTOWN DEVELOPMENT AUTHORITY	MOVE TO DDA TIF CAPTURE LOAN PAYMENT-WES	\$ 11,102.00
09/03/2021	134149	DURAND AUTO PARTS	BATTERY FOR M-4	\$ 938.93
09/03/2021	134150	DAVID HAUT	REIMBURSEMENT	\$ 159.00
09/03/2021	134151	HOME DEPOT CREDIT SERVICES	PARTS/SUPPLIES	\$ 1,365.45
09/03/2021	134152	KENT COUNTY DEPART OF PUBLIC WORKS	EVIDENCE DESTRUCTION	\$ 90.00
09/03/2021	134153	LARRIVEY ROBERTO	BD Payment Refund	\$ 25.00
09/03/2021	134154	KENDRA NICHOLS	2021 GRASS MOWING PROGRAM	\$ 2,142.00
09/03/2021	134155	MUNICIPAL EMPLOYEES RETIREMENT SYSTEM	LITIGATION SETTLEMENT FUNDS FROM PREVIOU	\$ 4,905.32
09/03/2021	134156	NORTH AMERICAN OVERHEAD DOOR INC	PARTS	\$ 26.25
09/03/2021	134157	R & D SEPTIC TANK CLEANING LLC	PORTABLE UNITS	\$ 1,350.00
09/03/2021	134158	SHIAWASSEE FAMILY YMCA	PAYROLL DEDUCTION-MEMBERSHIPS	\$ 113.90
09/03/2021	134159	SOCIETY FOR HUMAN RESOURCE MANAGEMENT	MEMBERSHIP-JESSICA UNANGST-11/1/21-10/31/22	\$ 219.00
09/03/2021	134160	STANDARD INSURANCE COMPANY	GROUP LIFE AND DISABILITY INSURANCE	\$ 5,572.88
09/03/2021	134161	TRACTOR SUPPLY COMPANY	PARTS FOR #67	\$ 32.57
09/03/2021	134162	WATER ENVIRONMENT FEDERATION	MEMBERSHIP-TIM GUYSKY-10/1/21-9/30/22	\$ 152.00
09/03/2021	134163	WELLS FARGO BANK	2021 Sum Tax Refund 050-113-016-003-00	\$ 2,086.05
09/03/2021	134164	WT STEVENS CONSTRUCTION INC	2021 WATER SERVICE LINE REPLACEMENT PROJECT	\$ 16,324.16
09/03/2021	7056(A)	AFLAC	PAYROLL DEDUCTION-ALFAC PREMIUM	\$ 732.34
09/03/2021	7057(A)	ALLMAX SOFTWARE INC	OPERATOR10 WATER ANNUAL SUPPORT-8/30/21-9/1/22	\$ 1,510.00
09/03/2021	7058(A)	ALS LABORATORY GROUP	WASTEWATER ANALYSES	\$ 135.00
09/03/2021	7059(A)	AMAZON CAPITAL SERVICES	PARTS/SUPPLIES	\$ 873.70



09/03/2021	7060(A)	BOUND TREE MEDICAL LLC	AMBULANCE MEDICAL SUPPLIES	\$	1,776.87
09/03/2021	7061(A)	C D W GOVERNMENT, INC.	BATTERY FOR UPS AT WTP.	\$	72.01
09/03/2021	7062(A)	CINTAS CORPORATION #308	FLOOR MATS	\$	46.09
09/03/2021	7063(A)	CINTAS CORPORATION #308	FLOOR MATS	\$	46.09
09/03/2021	7064(A)	DALTON ELEVATOR LLC	CYLINDER RENTAL/SUPPLIES/OXYGEN	\$	728.51
09/03/2021	7065(A)	DBI BUSINESS INTERIORS	DESK WITH RETURN AND HUTCH FOR BUILDING DEPT	\$	721.00
09/03/2021	7066(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING SERVICES	\$	30,400.00
09/03/2021	7067(A)	GRAINGER INC	CHARTS/STRIPS	\$	265.90
09/03/2021	7068(A)	GRAYMONT WESTERN LIME INC	BULK PEBBLE QUICK LIME	\$	6,803.34
09/03/2021	7069(A)	GRAYMONT WESTERN LIME INC	BULK PEBBLE QUICK LIME	\$	6,549.34
09/03/2021	7070(A)	H2A ARCHITECTS INC	RENOVATION OF GROVE PARK WARMING CENTER	\$	3,000.00
09/03/2021	7071(A)	HACH COMPANY	LAB SUPPLIES	\$	1,402.13
09/03/2021	7072(A)	JON STEWART HARRIS	ELECTRICAL INSPECTIONS	\$	575.00
09/03/2021	7073(A)	HOSPITAL NETWORK HEALTHCARE SERVICE	MEDICAL WASTE DISPOSAL	\$	180.00
09/03/2021	7074(A)	LUDINGTON ELECTRIC INC	TROUBLESHOOT PROBLEM WITH CAMERA SYSTEM	\$	92.69
09/03/2021	7075(A)	MCMASTER-CARR SUPPLY CO	GASKETS	\$	38.42
09/03/2021	7076(A)	MEMORIAL HEALTHCARE CENTER	LAB-R BERRY	\$	24.75
09/03/2021	7077(A)	MERIT LABORATORIES INC	WATER TESTING	\$	480.00
09/03/2021	7078(A)	MEYER ELECTRIC INC	ELECTRICAL WORK AT THE WWTP	\$	593.00
09/03/2021	7079(A)	MICH BUSINESS POWERED BY MDPA	SEPTEMBER 2021 COBRA ADMIN FEE	\$	50.00
09/03/2021	7080(A)	MICHIGAN MUNICIPAL LEAGUE	CITY OF OWOSSO MEMBERSHIP-10/1/21-9/30/22	\$	6,450.20
09/03/2021	7081(A)	MICHIGAN MUNICIPAL RISK MANAGEMENT	BUILDING AND PROPERTY INSURANCE	\$	133,555.00
09/03/2021	7082(A)	MICHIGAN PAVING & MATERIALS CO	AM SEAL SP FOR CHIP SEALING	\$	893.62
09/03/2021	7083(A)	EMD MILLIPORE CORPORATION	LAB SUPPLIES	\$	1,561.68
09/03/2021	7084(A)	MOTION INDUSTRIES INC	FIBERGLASS REPAIR KIT	\$	996.54
09/03/2021	7085(A)	NATIONAL VISION ADMINISTRATORS LLC	SEPTEMBER 2021-VISION INSURANCE PREMIUM	\$	585.12
09/03/2021	7086(A)	OFFICE SOURCE	SUPPLIES	\$	31.44
09/03/2021	7087(A)	ORCHARD HILTZ & MCCLIMENT INC	ENGINEERING SERVICES	\$	3,380.50
09/03/2021	7088(A)	PACE ANALYTICAL SERVICES INC	WASTEWATER ANALYSES	\$	275.00
09/03/2021	7089(A)	PAXXO (USA) INC	SUPPLIES	\$	798.96
09/03/2021	7090(A)	PHP INSURANCE COMPANY	SEPTEMBER 2021-HEALTH INSURANCE PREMIUM	\$	92,113.54
09/03/2021	7091(A)	PHP INSURANCE COMPANY	RETIRES HEALTH PLAN PREMIUM	\$	1,070.31
09/03/2021	7092(A)	REPUBLIC SERVICES INC	SEPTEMBER 2021-REFUSE SERVICE	\$	615.22
09/03/2021	7093(A)	RUBOB'S INC	JULY 2021 OPD & OFD DRY CLEANING	\$	242.80
09/03/2021	7094(A)	SIGNATURE AUTO GROUP-OWOSSO MOTORS	PUBLIC SAFETY-VEHICLE REPAIRS	\$	729.09
09/03/2021	7095(A)	SMITH SAND & GRAVEL INC	2021 STREET PATCHES	\$	15,884.91
09/03/2021	7096(A)	SPICER GROUP INC	RETAINING WALL STRUCTURAL DESIGN SERVICE	\$	1,923.00
09/03/2021	7097(A)	STAPLES BUSINESS CREDIT	SUPPLIES	\$	711.40
09/03/2021	7098(A)	UNITED PARCEL SERVICE	SHIPPING	\$	17.05
09/03/2021	7099(A)	USA BLUE BOOK	PARTS	\$	140.11
09/03/2021	7100(A)	VERIZON WIRELESS	MODEM FEES-7/11/21-8/10/21	\$	155.36
09/08/2021	134165	HOP FAMILY LLC	DEVELOPER CONTRIBUTION 917 E MAIN ST	\$	116,887.72
09/08/2021	134166	J & H OIL COMPANY	FUEL PE 8/31/21	\$	6,614.46
09/08/2021	134167	CHARLES KINCAID SR	PARKING ENFORCEMENT	\$	62.99
09/08/2021	134168	KMI ROAD MAINTENANCE LLC	2021 SIDEWALK RESTORATION PROGRAM	\$	5,372.33
09/08/2021	134169	MEI TOTAL ELEVATOR SOLUTIONS	EMERGENCY REPAIR TO ELEVATOR AT CITY HAL	\$	23,407.01
09/08/2021	134170	MICHIGAN MUNICIPAL LEAGUE WORKERS COMPENSATION FUND	WORKERS' COMPENSATION FY 21/22	\$	52,530.00
09/16/2021	134171	FARM BUREAU MEDICAL CLAIMS UNIT	REFUND	\$	630.00
09/16/2021	134172	H K ALLEN PAPER CO	SUPPLIES	\$	321.00



09/16/2021	134173	AMERICAN PUBLIC WORKS ASSOCIATION	ROADS SCHOLAR PROGRAM-WHEELER/ERICKSON	\$	1,390.00
09/16/2021	134174	CITY OF OWOSSO - SPECIAL ASSESSMENT	828 N GOULD/1418 WALNUT/MCMILLAN/1175 FARR	\$	81,358.80
09/16/2021	134175	COMFORT INN	ROADS SCHOLAR PROGRAM-WHEELER/ERICKSON	\$	357.00
09/16/2021	134176	D & D TRUCK & TRAILER PARTS	PARTS	\$	782.80
09/16/2021	134177	DAYSTARR COMMUNICATIONS	OCT 21-PHONE AND BROADBAND INTERNET	\$	1,115.22
09/16/2021	134178	DOWNTOWN DEVELOPMENT AUTHORITY	2021 SUMMER TAX COLLECTION	\$	15,059.82
09/16/2021	134179	ELHORN ENGINEERING COMPANY	ACCU-TAB	\$	1,988.00
09/16/2021	134180	FIRST NATIONAL BANK OF OMAHA	EXPENSES	\$	145.28
09/16/2021	134181	FIRST NATIONAL BANK OF OMAHA	EXPENSES	\$	766.20
09/16/2021	134182	MATTHEW S FRAY	REIMBURSEMENT	\$	11.00
09/16/2021	134183	H2O COMPLIANCE SERVICES INC	INSPECTION SERVICES FOR CROSS CONNECTION PROGRAM	\$	731.25
09/16/2021	134184	INDUSTRIAL SUPPLY OF OWOSSO INC	PARTS/TOOLS	\$	454.04
09/16/2021	134185	INSITUFORM TECHNOLOGIES USA LLC	SANITARY SEWER & MANHOLE REHABILITATION	\$	73,586.21
09/16/2021	134186	LAMPHERE'S	AC UNIT AT GOULD HOUSE APARTMENT NO 2	\$	4,000.00
09/16/2021	134187	LERETA LLC	2021 Sum Tax Refund 050-020-000-008-00	\$	4,116.87
09/16/2021	134188	LLOYD MILLER & SONS INC	PARTS FOR #522	\$	261.08
09/16/2021	134189	MICHIGAN CO INC	RAGS	\$	340.60
09/16/2021	134190	NICKERSON KAREN	WATER SERVICE LINE REPLACEMENT-414 JENNETT ST	\$	1,300.00
09/16/2021	134191	OWOSSO BOLT & BRASS CO	PARTS	\$	657.69
09/16/2021	134192	OWOSSO PUBLIC SCHOOLS	DELINQUENT PERSONAL PROPERTY DISBURSEMENT	\$	50.43
09/16/2021	134193	PROFESSIONAL ANSWERING SERVICES	SEPTEMBER 2021 ANSWERING SERVICE	\$	75.00
09/16/2021	134194	PROFESSIONAL SERVICE INDUSTRIES INC	RETAINING WALL CONSTRUCTION MATERIALS TESTING	\$	1,075.00
09/16/2021	134195	ROKA JASON	2021 Sum Tax Refund 050-115-002-002-00	\$	26.00
09/16/2021	134196	SHIAWASSEE COUNTY TREASURER	DELINQUENT PERSONAL PROPERTY TAX	\$	28.97
09/16/2021	134197	SHIAWASSEE COUNTY TREASURER	MOBILE HOME TAX DISBURSEMENT	\$	385.00
09/16/2021	134198	SHIAWASSEE COUNTY TREASURER	2021 SUMMER TAX COLLECTION	\$	1,871,853.86
09/16/2021	134199	SPARTAN STORES LLC	EMPLOYEE FUNDED RETIREMENT EVENT	\$	46.81
09/16/2021	134200	STATE OF MICHIGAN	ELEVATOR RE-INSPECTION-031303	\$	125.00
09/16/2021	134201	STATE OF MICHIGAN	GOULD STREET FROM OLIVER ST TO MOORE ST	\$	337,283.58
09/16/2021	134202	STATE OF MICHIGAN	QUALITY ASSURANCE ASSESSMENT-7/1/21-9/30/21	\$	1,430.72
09/16/2021	134203	VALLEY LUMBER	MATERIALS	\$	776.73
09/16/2021	134204	WIN'S ELECTRICAL SUPPLY OF OWOSSO	SUPPLIES	\$	102.64
09/16/2021	134205	PAIGE WRIGHT	CONSULTING	\$	115.31
09/16/2021	134206	WT STEVENS CONSTRUCTION INC	2021 WATER SERVICE LINE REPLACEMENT PROJECT	\$	22,953.83
09/17/2021	7101(A)	THE ACCUMED GROUP	AUG 2021-AMBULANCE BILLING SERVICES	\$	5,226.89
09/17/2021	7102(A)	APPLIED INDUSTRIAL TECHNOLOGIES	PARTS	\$	263.47
09/17/2021	7103(A)	THE ARGUS-PRESS	PRINTING OF LEGAL NOTICES ETC-	\$	300.30
09/17/2021	7104(A)	AXON ENTERPRISE INC	TASERS (8) AND ASSOCIATED EQUIPMENT	\$	5,927.78
09/17/2021	7105(A)	B S & A SOFTWARE	ACE PORTAL PROJECT-UTILITY BILLING .NET	\$	9,800.00
09/17/2021	7106(A)	BEAVER RESEARCH COMPANY	HAND CLEANER	\$	141.20
09/17/2021	7107(A)	HEATHER DAWN BROOKS	SUPPLIES	\$	325.00
09/17/2021	7108(A)	C D W GOVERNMENT INC.	PARTS/SUPPLIES	\$	1,794.72
09/17/2021	7109(A)	CINTAS CORPORATION #308	FLOOR MATS PER SERVICE AGREEMENT	\$	46.09
09/17/2021	7110(A)	CONSUMERS ENERGY	GAS/ELECTIC SERVICE	\$	54,190.28
09/17/2021	7111(A)	Void Reason: Created From Check Run Process		\$	- V
09/17/2021	7112(A)	DELL MARKETING LP	LAPTOP	\$	1,116.00
09/17/2021	7113(A)	EMPLOYEE BENEFIT CONCEPTS INC	SEPTEMBER 2021-FSA ADMIN FEE	\$	115.50
09/17/2021	7114(A)	ENGINEERED PROTECTION SYSTEMS INC	MONITORING-CITY HALL-10/1/21-12/31/21	\$	150.00
09/17/2021	7115(A)	ETNA SUPPLY COMPANY	PVC PIPE FOR MAPLE STREET PROJECT	\$	7,942.97



09/17/2021	7116(A)	FERGUSON ENTERPRISES LLC	WATER SERVICE PARTS	\$	4,131.03
09/17/2021	7117(A)	GALL'S INC	UNIFORM ACCESSORIES	\$	51.84
09/17/2021	7118(A)	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$	313.78
09/17/2021	7119(A)	GORDON CONSTRUCTION SERVICES INC	2021 RETAINING WALL PROJECT	\$	61,432.02
09/17/2021	7120(A)	GRAINGER INC	PARTS	\$	83.23
09/17/2021	7121(A)	GRAYMONT WESTERN LIME INC	BULK PEBBLE QUICK LIME	\$	6,938.23
09/17/2021	7122(A)	H2A ARCHITECTS INC	RENOVATION OF GROVE PARK WARMING CENTER	\$	4,500.00
09/17/2021	7123(A)	HODGE GLASS SERVICE INC	REPAIR TO #701	\$	217.76
09/17/2021	7124(A)	HUTSON INC OF MICHIGAN	PARTS/SUPPLIES	\$	1,349.13
09/17/2021	7125(A)	INTERSTATE BILLING SERVICE INC	PARTS	\$	4,410.30
09/17/2021	7126(A)	J & H OIL COMPANY	FUEL PE 9/15/21	\$	4,018.60
09/17/2021	7127(A)	LANSING UNIFORM CO.	BADGES (2) NAME TAG (1) BELT (1)	\$	250.85
09/17/2021	7128(A)	LOGICALIS INC	AUGUST 2021-NETWORK ADMINISTRATOR/ENGINEERING	\$	6,272.00
09/17/2021	7129(A)	LUDINGTON ELECTRIC, INC.	TROUBLESHOOTING	\$	157.50
09/17/2021	7130(A)	MANER COSTERISAN & ELLIS PC	ACCOUNTING SERVICES	\$	24,226.00
09/17/2021	7131(A)	MEMORIAL HEALTHCARE CENTER	NEW HIRE DRUG SCREEN	\$	59.25
09/17/2021	7132(A)	MICHIGAN CRITICAL POWER	GENERATOR PM AND REPAIRS	\$	978.05
09/17/2021	7133(A)	MICHIGAN PAVING & MATERIALS CO	AM SEAL SP FOR CHIP SEALING	\$	496.46
09/17/2021	7134(A)	MOORE TROSPER CONSTRUCTION CO	GOULD HOUSE RENOVATIONS	\$	57,770.10
09/17/2021	7135(A)	GENUINE PARTS COMPANY	PARTS/SUPPLIES	\$	977.36
09/17/2021	7136(A)	NCL OF WISCONSIN INC	2021 LAB SUPPLIES	\$	1,491.51
09/17/2021	7137(A)	OFFICE DEPOT	SUPPLIES	\$	403.00
09/17/2021	7138(A)	PASSPORT LABS INC	AUG 2021-PARKING TICKET MANAGEMENT SYSTEM	\$	17.48
09/17/2021	7139(A)	POLYDYNE INC	AF 4500 POLYMER	\$	2,213.82
09/17/2021	7140(A)	R & R FIRE TRUCK REPAIR INC	ANNUAL MAINTENANCE	\$	531.71
09/17/2021	7141(A)	RUBOB'S INC	AUG 2021 OPD & OFD DRY CLEANING	\$	162.30
09/17/2021	7142(A)	S L H METALS INC	RETROFIT TAILGATE	\$	317.45
09/17/2021	7143(A)	SHIAWASSEE DISTRICT LIBRARY	DELINQUENT PERSONAL PROPERTY DISBURSEMENT	\$	4.86
09/17/2021	7144(A)	THE SHOWALTER GROUP LLC	APPRAISAL SERVICES FOR 210 S DELANEY RD	\$	5,250.00
09/17/2021	7145(A)	SIGNATURE AUTO GROUP-OWOSSO MOTORS	PUBLIC SAFETY-VEHICLE REPAIRS	\$	2,960.30
09/17/2021	7146(A)	SMITH SAND & GRAVEL INC	LIMESTONE 21AA	\$	22,157.28
09/17/2021	7147(A)	SUMMIT COMPANIES	RECHARGE	\$	27.00
09/17/2021	7148(A)	UNITED PARCEL SERVICE	SHIPPING	\$	17.37
09/17/2021	7149(A)	UNITED STATES PLASTIC CORP	PARTS	\$	318.82
09/17/2021	7150(A)	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES-8/1/21-8/15/21	\$	6,153.70
09/22/2021	7151(A)	US BANK BOND CONTROL	BOND PAYMENTS (4)	\$	325,642.96
09/29/2021	134207	TROMBLEY JANICE	UB refund for account: 2065290009	\$	37.26
09/29/2021	134208	BEHEL LUCY	UB refund for account: 2209740007	\$	103.53
09/29/2021	134209	TEJKL ERICA	UB refund for account: 3264570007	\$	41.30
09/29/2021	134210	SNOOK KASY	UB refund for account: 3752570010	\$	113.43
09/29/2021	134211	O'BRIEN CHESTER	UB refund for account: 5903070014	\$	169.96
09/29/2021	134212	WHALEN JEANNETTE	UB refund for account: 4469000007	\$	169.40
09/29/2021	134213	ADKINS FREDERICK	UB refund for account: 1787500005	\$	63.65
09/29/2021	134214	SWMAM	UB refund for account: 1945500002	\$	381.83
09/29/2021	134215	C & D HUGHES INC	2021 STREET PROGRAM-CONTRACT 1	\$	521,508.15
09/29/2021	134216	CENTRAL MICHIGAN DIESEL INC	WWTP DUMP TRUCK INSPECTION	\$	132.51
09/29/2021	134217	DAVE'S MUFFLER SHOP	REPAIR TO MEDIC 5	\$	132.00
09/29/2021	134218	DELTA DENTAL PLAN OF MICHIGAN INC	OCTOBER 2021-DENTAL INSURANCE PREMIUM	\$	4,171.00
09/29/2021	134219	DOWNTOWN DEVELOPMENT AUTHORITY	JULY 2021-COMMUNITY DEVELOPMENT SERVICES	\$	4,096.66



09/29/2021	134220	DOWNTOWN DEVELOPMENT AUTHORITY	2021 SUMMER TAX COLLECTION	\$ 740.21
09/29/2021	134221	ESTATE OF DAVID R LOSEY	RELEASE OF FUNDS PER COURT ORDER	\$ 146,223.00
09/29/2021	134222	GRIMES JENNIFER	REFUND	\$ 58.63
09/29/2021	134223	HOME DEPOT CREDIT SERVICES	PARTS/TOOLS	\$ 2,031.50
09/29/2021	134224	INDUSTRIAL SUPPLY OF OWOSSO INC	PARTS	\$ 589.35
09/29/2021	134225	INDUSTRIAL TEST SYSTEMS INC	TEST KIT (2)	\$ 931.07
09/29/2021	134226	MAGNEGRIP	PARTS	\$ 1,050.32
09/29/2021	134227	P K CONTRACTING INC	2021 PAVEMENT MARKING-CONTRACT 2.	\$ 3,855.39
09/29/2021	134228	PMG SM HOLDINGS LLC	PAINT FOR MAJORS AND PARKING LOTS	\$ 1,849.48
09/29/2021	134229	R & D SEPTIC TANK CLEANING LLC	PORTABLE UNITS	\$ 1,270.00
09/29/2021	134230	ROWLEYS WHOLESALE	GREASE	\$ 391.14
09/29/2021	134231	SHEA VALERIE	WATER SERVICE LINE REPLACEMENT-654 FIRST	\$ 2,011.20
09/29/2021	134232	SHIAWASSEE COUNTY HEALTH DEPARTMENT	SOIL EROSION AND SEDIMENTATION PERMIT	\$ 178.00
09/29/2021	134233	SHIAWASSEE COUNTY TREASURER	2021 SUMMER TAX COLLECTION	\$ 59,518.66
09/29/2021	134234	SHIAWASSEE FAMILY YMCA	PAYROLL DEDUCTION-MEMBERSHIPS	\$ 113.90
09/29/2021	134235	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE POLICY	\$ 5,820.87
09/29/2021	134236	STATE OF MICHIGAN	NPSES PERMIT APPLICATION RENEWAL-4 YEAR	\$ 750.00
09/29/2021	134237	SUNNYSIDE FLORIST	FUNERAL FLOWERS-PAID BY EMPLOYEE DONATIONS	\$ 40.00
09/29/2021	134238	TRACTOR SUPPLY COMPANY	PARTS	\$ 18.97
09/29/2021	134239	VIC BOND SALES INC - OWOSSO	WASHER/DRYER PARTS	\$ 225.26
09/29/2021	134240	WALTERS BRENT	BD Payment Refund	\$ 25.00
09/29/2021	134241	ZORO TOOLS INC	TIMER TRIPPERS	\$ 24.16

1 TOTALS:

Total of 212 Checks:	\$ 4,415,586.19
Less 1 Void Checks:	\$ -
Total of 211 Disbursements:	\$ 4,415,586.19

Bank 10 OWOSSO HISTORICAL COMMISSION FUND

09/08/2021	5443	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$ 200.32
09/08/2021	5444	HANKERD SPORTSWEAR	GIFT SHOW SUPPLIES	\$ 35.00
09/08/2021	5445	LAMPHERE'S	AC REPAIR-GOULD HOUSE APT 2	\$ 457.00
09/08/2021	5446	NO MOW PROBLEMS LAWN CARE	JULY/AUGUST 2021 MOWING	\$ 80.00
09/08/2021	5447	PURE WINDOW WASHING	WINDOW CLEANING-CASTLE	\$ 1,680.00
09/17/2021	5448	DAYSTARR COMMUNICATIONS	OCT 2021-CASTLE PHONE AND INTERNET	\$ 78.51
09/17/2021	5449	LAMPHERE'S	GOULD HOUSE-TROUBLESHOOTING	\$ 210.00
09/17/2021	5450	SHATTUCK SPECIALTY ADVERTISING	GIFT SHOW SUPPLIES	\$ 180.04

10 TOTALS:

Total of 8 Checks:	\$ 2,920.87
Less 0 Void Checks:	\$ -
Total of 8 Disbursements:	\$ 2,920.87

REPORT TOTALS:

Total of 220 Checks:	\$ 4,418,507.06
Less 1 Void Checks:	\$ -
Total of 219 Disbursements:	\$ 4,418,507.06





## MEMORANDUM

Building Department 301 W Main St Owosso, MI 989-725-0535

**DATE:** October 27, 2021

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

**FROM:** Tanya Buckelew, Planning & Building Director

**SUBJECT:** Lot Split Application  
Address: 108 N Chipman Street  
Parcel ID Number: 050-660-017-001-00

**RECOMMENDATION:** The attached lot split request, received on October 19, 2021 from JABB Management LLC, has been reviewed by each department head within the City of Owosso. The proposed split will conform to present city ordinances. Therefore, approval by the City Council for this lot split is recommended.

### LEGAL DESCRIPTION:

#### CURRENT

LOTS 1 2 3 16 17 & 18 OF BLK 17 ALSO LOT 2 & 3 OF BLK 16 & THE VACATED PORTION OF STATE ST N OF MAIN ST PART OF A L & B O WILLIAMS ADD EXC COM AT SE COR LOT 2, TH W 154', TH N 11', TH SE'LY TO PT WHICH IS 2.44' N OF SE COR OF SD LOT, TH S TO POB, INCL 1/2 CLSD ALLEY

CALCULATED AREA OF 2.42 ACRES AND FRONTAGE OF 400 FEET

#### PROPOSED for PORTION FRONTING ON W MAIN STREET

**ADDRESS:** 1010 W MAIN STREET  
**PARCEL ID NUMBER:** 050-660-017-006-00

LOT 2 BLK 16 & E ½ ADJ VAC STATE ST; ALSO LOT 3 BLK 17 & W ½ ADJ VAC STATE ST, ALSO S ½ ADJ VAC ALLEY, A L & B O WILLIAMS ADDITION TO THE CITY OF OWOSSO L29/P499; EXC THAT PT LYG WITHIN PCL DESC AS BEG @ SW COR SEC 13 T7N R2E, TH ALG W SEC LN N03°08'32"E 11 FT, TH S86°23'20"E 308 FT, TH S83°12'33"E 198.31 FT, TH S03°36'40"W 33 FT, TH N86°23'20"W 506.09 FT TO W LN SEC 24 T7N R2E, TH N03°43'08"E 33 FT TO POB

CALCULATED AREA OF .435 ACRE AND FRONTAGE OF 154.30 FEET

#### PROPOSED for PORTION FRONTING ON N CHIPMAN STREET

**ADDRESS:** 108 N CHIPMAN STREET  
**PARCEL ID NUMBER:** 050-660-017-001-00

LOT 3 BLK 16 & LOTS 1, 2, 16, 17, 18 BLK 17, INCL VAC STATE ST ADJ TO SD LOTS 1, 2 BLK 16 & LOT 3 BLK 16, ALSO INCL N ½ VAC ALLEY ADJ TO SD LOTS 2 & 16 BLK 17, A L & B O WILLIAMS ADDITION TO THE CITY OF OWOSSO L29/P499

CALCULATED AREA OF 2.603 ACRES AND FRONTAGE OF 400 FEET

**FISCAL IMPACTS:** N/A





October 26, 2021

City Council  
City of Owosso  
301 W. Main Street  
Owosso, Michigan 48867

Subject: **108 N. Chipman Lot Split Review.** Located on the east side of N. Chipman with frontage on Main. Zoned B-3, Central Business.

Attention: Mr. Nathan Henne, City Manager and Ms. Tanya Buckelew, Planning & Building Director

Dear Council Members:

At your request, we have completed our review of the above request to split a parcel at 108 N. Chipman Street into two parcels, one fronting on Main and one fronting on N. Chipman. The applicant would like to split the parcel in order to request a rezoning of the Chipman parcel from B-3 to I-1 to accommodate a future marijuana grow facility. The first step in that process is the review of the proposed lot split for conformance of the new parcels to the City of Owosso Zoning Ordinance (Chapter 38 of City Code), Chapter 30 (Subdivision Regulations) Section 30-5 and the Michigan Land Division Act.

The opinions in this report are based on a review of the plan and proposed legal descriptions submitted by the applicant and conformance to ordinance standards. Please note that the applicant and their design professionals shall be responsible for the accuracy and validity of information presented with the application. In reaching a decision on the application, the City Council should consider our comments along with those from other staff and consultants, additional information provided by the applicant, and your own findings based on ordinance standards as part of your deliberation.

## REVIEW COMMENTS

*Section 30-5* of the City of Owosso Ordinance lists the submittal requirements for lot division review. Based on our review of the proposal, discussions with Ms. Buckelew, Planning & Building Director, and a visit to the site, we offer the following comments for your consideration:

**1. Information items.** The site plan meets the informational requirements of the ordinance.



2. **Area and Bulk.** The proposed site was reviewed in accordance with *Article 16, Schedule of Regulations for lot area requirements*. **There is no minimum lot size for the B-3 district, therefore the proposed lot fronting on Main is in compliance with the district requirements. A site plan must be presented and reviewed by the Planning Commission prior to any development of this site. Additionally, the same applies to the second proposed parcel to be created fronting on N. Chipman.**

**There are no outstanding zoning related items within the City of Owosso Code preventing this land division from being approved by City Council.**

3. **Michigan Land Division Act.** The proposed site was reviewed in accordance with *the Michigan Land Division Act*. **The proposed lot split is in conformance with the MLDA.**

#### **RECOMMENDATION**

Based upon the above comments, **we recommend approval of the proposed lot split located at 108 N. Chipman Street.**

If you have any further questions, please contact us at 810-734-0000.

Sincerely,

**CIB Planning**



Justin Sprague  
Vice President





P2021-017

1048-2021

**Application Fee:**Single **\$225**Multiple - \$225 each +  
\$35/resulting lot**APPLICATION TO DIVIDE PLATTED CITY LOTS**

*The State of Michigan Land Division Act and City of Owosso Subdivision Regulations prohibit the division of platted City lots without prior approval of the City Council.*

**Step-By-Step Guide**

1. Staff will assist the applicant by explaining the parcel split process, provide site information, review the application and inform that a survey may be required
  2. Applicant submits application with fee
  3. Departmental review of application
  4. Staff prepares memo for next City Council meeting
  5. Send notice to applicant with the date of the City Council meeting
  6. City Clerk notifies the Building Department and Assessor of Council approval or denial
  7. Final approval or denial notice sent to applicant
- Requests for parcel splits can only be approved if the request meets the requirements of the Zoning Ordinance. The resulting split cannot create a parcel that does not meet the minimum dimensional requirements for the district (street frontage and parcel area). If there are structures on the parcel they must meet the side yard and/or rear yard setback as applicable.
  - It is the owner's responsibility to verify that there are no issues/objections to the request by any persons, firms, or corporations having a legal or equitable interest in the land. **The City does not conduct a title search for the property.**
  - If the parcel involves a principal residence or homestead it is up to the applicant to notify the City Assessor to update their Homestead Exemption.
  - The applicant is responsible to provide a survey and legal descriptions of the proposed parcels (unless waived by the Zoning Administrator). If buildings or structures are located on a parcel a site plan showing set-backs is required. Requests are reviewed for compliance with the Zoning Ordinance. The Zoning Administrator reserves the right to require additional information necessary to meet the requirements of the Zoning Ordinance.
  - **ALL DELINQUENT TAXES/SPECIAL ASSESSMENTS/LIENS MUST BE PAID ON ANY PARCEL BEFORE THE DESCRIPTION OF THE PARCEL CAN BE CHANGED.**

**Applicant Information**

Name: JABB MANAGEMENT LLC  
Affiliation if Not Owner: \_\_\_\_\_  
Address: 115 N. Shawassee St. CORUNNA MI. 48817  
Phone: 248-952-4777

**Land Division Information**

Parcel Address:	Parcel Number:
<u>108 N. Chipman St.</u>	<u>050-660-017-001-00</u>
<u>OWOSSO MI 48867</u>	

**Proposed Use**

<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Other
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**Describe the division being proposed**

We want to remove the portion of the property that touches main st. leaving the rear of the property for a potential rezoning.

**Affidavit and Permissions:**

- I agree the statements made on this document are true, and if found not to be true, this application and any approvals will be void
- I agree to give permission for officials of the municipality to enter onto property involved in this application for purposes of inspection, to verify that the information provided on the application is correct
- I understand that any approval hereunder only constitutes approval of requested legal descriptions and does not provide, constitute, infer or imply build ability or compliance with any applicable statute, law, building code, deed restriction, or property right
- I agree to comply with the conditions and regulations provided with this parcel division
- I understand that the land division application may take up to 30 days to be processed
- I understand that property tax bills may be issued using the parent parcel(s) and I agree to have the tax bills and other city of Owosso liens charged/billed during this period paid by the appropriate party
- I understand that if property is being conveyed between the parties, requested land division will only take place on city records after recording of deed
- **Divisions require all taxes, special assessments and outstanding invoices be paid in full before the division can be processed**

  
Applicant Signature

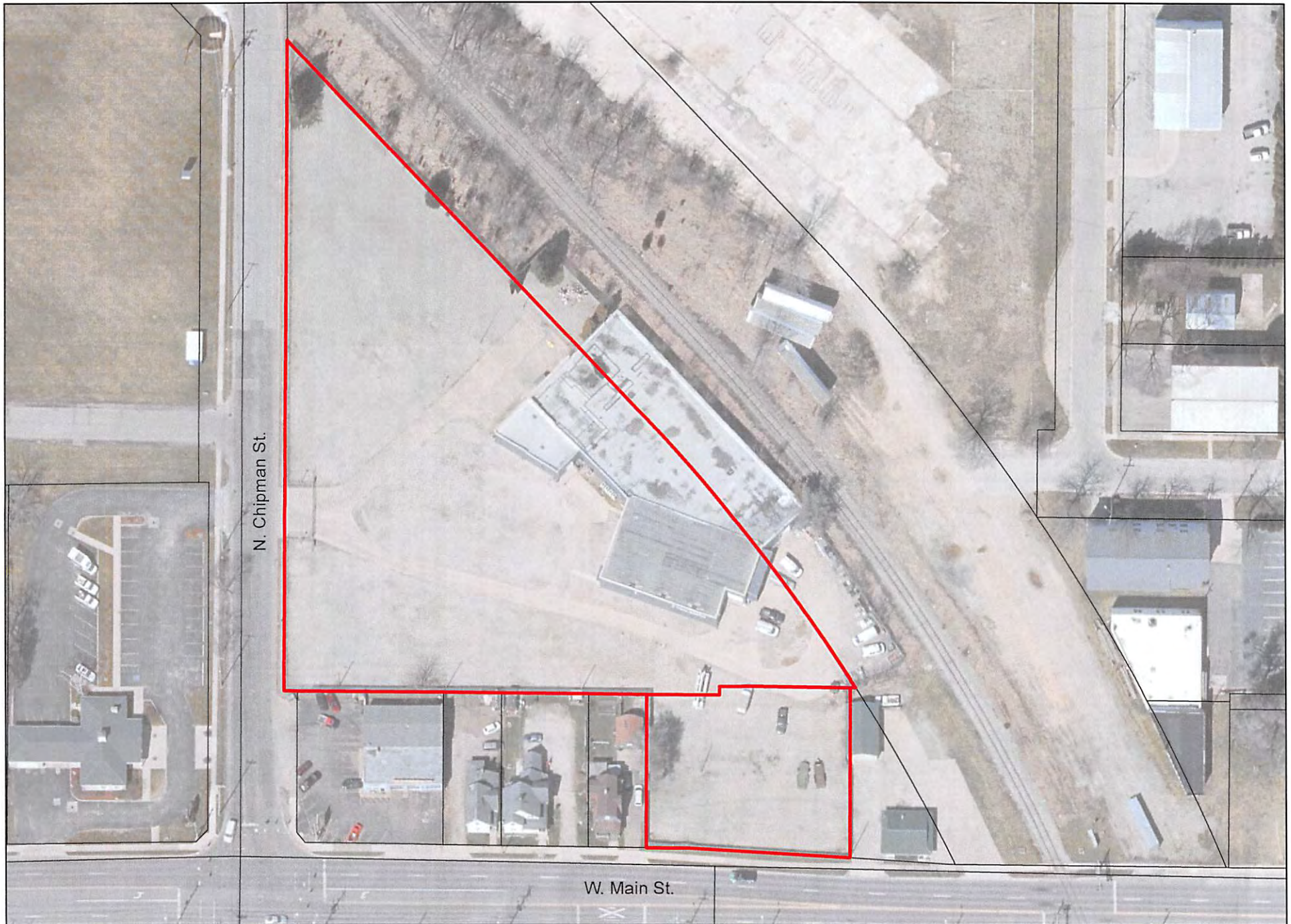
10/18/21  
Date

*City of Owosso Lot Split Ordinance Sec. 30-5. - Lot division.*

*The division of a lot in a recorded plat is prohibited, unless approved following application to the city council. The application shall be filed with the city clerk and shall state the reasons for the proposed division. The city council may request review and comment by the city planning commission. The division to be approved by the city council shall have the suitability of the land for building purposes approved by the city zoning administrator, who may require submission of a professionally prepared boundary survey report. No building permit shall be issued, nor any building construction commenced, prior to the city council's approval. No lot in a recorded plat shall be divided into more than four (4) parts, and the resulting lots shall be not less in area than permitted by the city zoning ordinance. The division of a lot resulting in a smaller area than prescribed herein may be permitted but only for the purpose of adding to the existing building site or sites. The application shall so state and shall be in affidavit form. (Ord. No. 456, § 1, 12-19-88)*

**ASSESSOR TO ATTACH LOT SPLIT FORM WITH CURRENT AND NEW  
DESCRIPTIONS, ASSESSED AND TAXABLE VALUES**





Resulting Parcels from Proposed Land Division for parcel 660-017-001-00

0 30 60 120 180 240 Feet



10/19/2021

**JABB MANAGEMENT LLC**

**LOT SPLIT APPLICATION**

**CURRENT TAX DESCRIPTION**

**108 N CHIPMAN STREET  
050-660-017-001-00**

LOTS 1 2 3 16 17 & 18 OF BLK 17 ALSO LOT 2 & 3 OF BLK 16 & THE VACATED PORTION OF STATE ST N OF MAIN ST PART OF A L & B O WILLIAMS ADD EXC COM AT SE COR LOT 2, TH W 154', TH N 11', TH SE'LY TO PT WHICH IS 2.44' N OF SE COR OF SD LOT, TH S TO POB, INCL 1/2 CLSD ALLEY

CALCULATED AREA OF 2.42 ACRES AND FRONTAGE OF 400 FEET

**PROPOSED TAX DESCRIPTION LOT SPLITS**

**Portion fronting on W Main St:**

LOT 2 BLK 16 & E ½ ADJ VAC STATE ST; ALSO LOT 3 BLK 17 & W ½ ADJ VAC STATE ST, ALSO S ½ ADJ VAC ALLEY, A L & B O WILLIAMS ADDITION TO THE CITY OF OWOSSO L29/P499; EXC THAT PT LYG WITHIN PCL DESC AS BEG @ SW COR SEC 13 T7N R2E, TH ALG W SEC LN N03°08'32"E 11 FT, TH S86°23'20"E 308 FT, TH S83°12'33"E 198.31 FT, TH S03°36'40"W 33 FT, TH N86°23'20"W 506.09 FT TO W LN SEC 24 T7N R2E, TH N03°43'08"E 33 FT TO POB

CALCULATED AREA OF .435 ACRE AND FRONTAGE OF 154.30 FEET

**Portion fronting on N Chipman St:**

LOT 3 BLK 16 & LOTS 1, 2, 16, 17, 18 BLK 17, INCL VAC STATE ST ADJ TO SD LOTS 1, 2 BLK 16 & LOT 3 BLK 16, ALSO INCL N ½ VAC ALLEY ADJ TO SD LOTS 2 & 16 BLK 17, A L & B O WILLIAMS ADDITION TO THE CITY OF OWOSSO L29/P499

CALCULATED AREA OF 2.603 ACRES AND FRONTAGE OF 400 FEET



Date for City Council Review:	11-01-2021	Date notice sent to applicant:	10-25-2021
City Council action:	<input type="checkbox"/> Approved as submitted	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved with attached conditions
Date results sent to applicant:			

#### Building Department Checklist

Application Reviewed	<input checked="" type="checkbox"/>
Fee paid	<input checked="" type="checkbox"/>
Return all materials to Building Department	<input checked="" type="checkbox"/>
Send copy of application to applicant with date of Council Meeting	<input checked="" type="checkbox"/>
Prepare memo and submit with original application to Clerk's Office	<input checked="" type="checkbox"/>
After Council approval or denial, notify applicant with copy of completed application	<input type="checkbox"/>
Notify Assessor of approval or denial	<input type="checkbox"/>
Scan to BS&A file and file hard copy	<input type="checkbox"/>
Staff Initials	



10/19/2021 Please Review, Sign, Return to Tanya by 10/25/2021

City of Owosso Division of Platted City Lots Departmental Review

1. Building Official Recommends:		<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments: ALL Reviewed Looks to be in order			
Signature: Brad Harris 10/21/2021			
2. Assessor Recommends:		<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments: New Parcel Number for Lot facing main street will be 050-660-017-006-00 Address for New Parcel will be 1010 W. MAIN ST.			
Signature: Mike Dant 10-20-2021			
3. Treasurer Tax Information:		<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
County Drain Office Special Assessments: N/A per Cathy Co. Drain		<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
County Treasurer's Office Delinquent Taxes: per Sharon @ Co. Treasurer		<input checked="" type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Special Assessments: N/A		<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Comments:			
Signature: Kerry Jagen 10-21-21			
4. Public Utilities Recommends:		<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments: SEE ENGINEERING COMMENTS BELOW...			
Signature: Ryan E. Sarchand			
5. Engineering Recommends:		<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments: There is an existing water main in the closed State St Right-of-Way north of Main St. Any future development on site will need to address the water main. Site has no driveway approach. Any future development will need to install driveway approach on Main St. MDOT Permit will be required.			
Signature: Clayton Wehner			
6. Zoning Administrator Recommends:		<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments:			
Signature: Tanya [Signature] 10-21-2021			





## **MEMORANDUM**

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

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DATE: October 26, 2021

TO: Owosso City Council

FROM: Tanya Buckelew, Planning & Building Director

SUBJECT: Bid Award - Demolition of 900 Ada Street Home

### **RECOMMENDATION:**

Recommend Council approve the demolition of the house at 900 Ada Street and recommend approval of a contract with Bolle Contracting, LLC 408 E 4<sup>th</sup> Street, Clare Michigan for said demolition.

### **BACKGROUND:**

In April 2019, the house was found to be in deplorable conditions and the tenants were removed. The owner of record has been deceased since 2016 and no estate was established. The City presented this case to Shiawassee Circuit Court on September 7, 2021 and a judgment was entered allowing the immediate demolition of the buildings and assessment of the cost of such demolition to the real property.

Bids were solicited for demolition of the structure and the lowest bid was rejected due to not allowing for all hazardous material removal in the bid cost. The next lowest bid is from Bolle Contracting, LLC with a bid of \$16,500.

### **FISCAL IMPACTS:**

The project is funded in the General Fund 101-370-818.000.



**RESOLUTION NO.**

**AUTHORIZING DEMOLITION OF THE STRUCTURE AT 900 ADA STREET  
AND THE EXECUTION OF A CONTRACT WITH  
BOLLE CONTRACTING, LLC FOR SAID DEMOLITION**

WHEREAS, the home at 900 Ada Street was found to be in a deplorable condition and the tenants were removed in April of 2019; and

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

WHEREAS, the city of Owosso presented this case to Shiawassee Circuit Court on September 7, 2021 and a judgment was entered allowing the immediate demolition of the buildings and assessment of the cost of such demolition to the real property; and

WHEREAS, the city of Owosso sought bids to demolish the structure at 900 Ada Street; a bid was received from Bolle Contracting, LLC and it is hereby determined that Bolle Contracting, LLC is qualified to provide such services and that it has submitted the lowest responsible and responsive bid.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to demolish the structure located at 900 Ada Street.
- SECOND: The City of Owosso has further determined that it is advisable, necessary and in the public interest to employ Bolle Contracting, LLC for said demolition.
- THIRD: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Contract for Demolition of 900 Ada Street with Bolle Contracting, LLC in the amount of \$16,500.00.
- FOURTH: The accounts payable department is authorized to pay Bolle Contracting, LLC for work satisfactorily completed on the project up to the bid amount.
- FIFTH: The above expenses shall be paid from the General Fund 101-370-818.000.



STATE OF MICHIGAN

THE CIRCUIT COURT FOR THE COUNTY OF SHIAWASSEE

CITY OF OWOSSO, a Michigan  
municipal corporation,

Plaintiff,

v

MILDRED SILVERNAIL, NATHAN  
SILVERNAIL, and all persons claiming  
under them, jointly and severally,

Defendants.

21-6121  
File No. 21-

-CZ

TRUE COPY  
Shiawassee County Clerk  
By   
Deputy Clerk

SCOTT J. GOULD P 76101  
Owosso City Attorney  
114 East Main Street, Suite 218  
Owosso, Michigan 48867  
(989) 729-0071

ORDER TO SHOW CAUSE

At a session of said Court held at the  
Courthouse in the City of Corunna, in said  
County, this 7<sup>th</sup> day of September,  
A.D., 2021.

PRESENT: Honorable Matthew J. Stewart  
Circuit Judge

TO: Mildred Silvernail  
Nathan Silvernail

Complaint to Abate a Nuisance having been filed requesting an Order to Show Cause and  
the Court being fully advised in the premises:

THEREFORE, IT IS ORDERED that Defendants in this matter appear before this Court at  
the Circuit Courtroom, 208 North Shiawassee Street, Corunna, Michigan, on the 24<sup>th</sup> day of  
September, 2021, at 1:45 p.m. to Show Cause why this Court should not enter  
a Judgment allowing the immediate demolition of the buildings situated at 900 Ada Street, Owosso,  
Michigan, and assess the cost of such demolition to the real property.



IT IS FURTHER ORDERED that Defendants may be served by first class mail to their addresses shown on the Title Search attached to the Complaint.

WLT PS8017  
Matthew J. Stewart, Circuit Judge 9.7.21



CITY OF OWOSSO BID TABULATION SHEET						DATE	10/26/2021
						DEPT.	Building Dept
SUBJECT: Demolition of Structure Located at 900 Ada Street		Asbestos Abatement, Inc. 2420 N Grand River Ave Lansing, MI 48906 517-323-0052		Bolle Contracting, LLC 408 East 4th Street Clare, MI 48617 989-386-7311		Great Lakes Fusion 7505 East M 71 Durand, MI 48429 989-288-2656	
ITEM #	DESCRIPTION	Each	LUMP SUM TOTAL	LUMP SUM TOTAL	LUMP SUM TOTAL		
1	900 Ada Street, 1.5-Story 988 Square Feet  Hazardous human waste . Structure is not to be entered. Treat entire structure as hazardous.	1	\$ 11,800.00	\$ 16,500.00	\$ 17,800.00		
			*Hazardous waste included in bid limited to human waste.				
			*Tree removal included in base bid limited to misc limb trimming to facilitate demolition of structure.				
Total:			\$ 11,800.00	\$ 16,500.00	\$ 17,800.00		
Bid total adjusted for Local Purchasing Preference			\$ 12,508.00	\$ 17,490.00	\$ 17,800.00		
DEPT HEAD	GENERAL LIABILITY INSURANCE		AWARDED:				
	EXPIRATION DATE: 11/9/2021						
PURCH. AGENT:	WORKERS COMPENSATION INSURANCE		COUNCIL				
	EXPIRATION DATE: 10/24/2021		APPROVED:				
STAFF REC.:	SOLE PROPRIETORSHIP		PO NUMBER:				
	EXPIRATION DATE: N/A						

101-370-818.00095



## CITY OF OWOSSO BID TABULATION SHEET

DATE	10/26/2021
------	------------

DEPT.	Building Dept
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SUBJECT:	Demolition of Structure Located
	at 900 Ada Street

Universal Consolidated  
17625 E 10 Mile Road  
Roseville, MI 48308  
586-248-2250

			Each	LUMP SUM TOTAL	LUMP SUM TOTAL	LUMP SUM TOTAL
ITEM #	DESCRIPTION			TOTAL	TOTAL	TOTAL
1	900 Ada Street, 1.5-Story 988 Square Feet		1	\$ 15,369.00		
				\$ 2,600.00		
				(Added for hazardous waste)		
Total:				\$ 17,969.00		

**Bid total adjusted for Local Purchasing Preference**

\$	19,047.14
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**EXHIBIT A**

**Contract for Services Between**

**The City of Owosso**

**and**

**Bolle Contracting, LLC**

**Demolition – 900 Ada Street**

**October 2021**



## **CONTRACT**

THIS AGREEMENT is made on October \_\_\_\_, 2021 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and Bolle Contracting, LLC ("contractor"), a Michigan company, whose address is 408 E 4<sup>th</sup> Street, Clare, MI 48617.

Based upon the mutual promises below, the contractor and the city agree as follows:

### **ARTICLE I - Scope of work**

The contractor agrees to provide the services listed in the proposal entitled "Demolition - 900 Ada Street", as attached, including all written modifications incorporated into any of the documents, which are incorporated as part of this contract:

- Bid documents
- Bid proposal
- Contract and exhibits
- Bonds
- General conditions
- General specifications

### **ARTICLE II - The Contract Sum**

(A) The city shall pay to the contractor for the performance of the contract, in the lump sum as given in the proposal not to exceed sixteen thousand five hundred dollars (\$16,500.00). No additional work shall be performed unless a change order is issued by the city.

(B) The amount paid shall be equitably adjusted to cover changes in the work ordered by the city but not required by the contract documents where there is a written change order.

### **ARTICLE III – Assignment**

This contract may not be assigned or subcontracted without the written consent of the city.

### **ARTICLE IV - Choice of law**

This contract shall be construed, governed, and enforced in accordance with the laws of the state of Michigan. By executing this agreement, the contractor and the city agree to a venue in a court of appropriate jurisdiction sitting within Shiawassee County for purposes of any action arising under this contract.

Whenever possible, each provision of the contract will be interpreted in a manner as to be effective and valid under applicable law. The prohibition or invalidity, under applicable law, of any provision will not invalidate the remainder of the contract.

### **ARTICLE V - Relationship of the parties**

The parties of the contract agree that it is not a contract of employment but is a contract to accomplish a specific result. Contractor is an independent contractor performing services for the city. Nothing contained in this contract shall be deemed to constitute any other relationship between the city and the contractor.

Contractor certifies that it has no personal or financial interest in the project other than the compensation it is to receive under the contract. Contractor certifies that it is not, and shall not become, overdue or in default to the city for any contract, debt, or any other obligation to the city including real or personal property taxes. City shall have the right to set off any such debt against compensation awarded for services under this agreement.



**ARTICLE VI – Notice**

All notices given under this contract shall be in writing, and shall be by personal delivery or by certified mail with return receipt requested to the parties at their respective addresses as specified in the contract documents or other address the contractor may specify in writing.

**ARTICLE VII - Indemnification**

To the fullest extent permitted by law, for any loss not covered by insurance under this contract; contractor shall indemnify, defend and hold harmless the city, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, in whole or in part, from any act or omission, which is in any way connected or associated with this contract, by the contractor or anyone acting on the contractor's behalf under this contract. Contractor shall not be responsible to indemnify the city for losses or damages caused by or resulting from the city's sole negligence.

**ARTICLE VIII - Entire agreement**

This contract represents the entire understanding between the city and the contractor and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations in entering into this contract. This contract may be altered, amended or modified only by written amendment signed by the city and the contractor.

FOR CONTRACTOR

By\_\_\_\_\_

Its:\_\_\_\_\_

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

THE CITY OF OWOSSO

By\_\_\_\_\_

Its: Christopher T. Eveleth, Mayor

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

By\_\_\_\_\_

Its: Amy K. Kirkland, City Clerk

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





## MEMORANDUM

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

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**DATE:** November 1, 2021

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

**FROM:** Ryan E. Suchanek, Director of Public Services & Utilities

**SUBJECT:** Consumers Energy Electric Facilities Easement

### RECOMMENDATION:

Recommend approval of the attached permanent easement granting Consumers Energy an easement through the City owned parcel 050-470-023-001-00 (Exchange Street parking lot and Fountain Park) for the installation and maintenance of new electric facilities.

### BACKGROUND:

The City is in receipt of a request from Consumers Energy for an easement for the construction, operation, and maintenance of electric facilities on City parcel 050-470-023-001-00. The electric facilities will include new underground electric lines under the Exchange Street parking lot and new hybrid switch in Fountain Park. Consumers Energy wishes to install the new electric facilities to create a two way feed for the businesses in the courtyard off of the alley east of Ball Street.

City staff has reviewed the location of the proposed easement and agrees that its placement is appropriate.

### FISCAL IMPACTS:

There are no direct fiscal impacts on the City.

Attachments: Easement for Electric Facilities  
Construction Work Agreement



**RESOLUTION NO.**

**GRANTING A PERMANENT EASEMENT FOR ELECTRIC FACILITIES  
TO CONSUMERS ENERGY**

WHEREAS, Consumers Energy desires to install electric facilities on/under the City owned parcel 050-470-023-001-000 (Exchange Street parking lot and Fountain Park) to provide a two way electric feed for the businesses in the courtyard off of the alley east of Ball Street; and

WHEREAS, Consumers Energy has requested the City grant a permanent easement to allow for construction, operation, maintenance, and inspection of said facilities; and

WHEREAS, City staff has reviewed the request, and concurs with the proposed location; and

WHEREAS, the City of Owosso is willing to grant a permanent easement for that portion of parcel number 050-470-023-001-000, as described in Exhibit B of the easement agreement, according to the terms of the Construction Work Agreement as attached.

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

FIRST: The City of Owosso has determined that it is advisable, necessary and in the public interest to grant a permanent easement as outlined by the terms set forth in the attached Easement for Electric Facilities and Construction Work Agreement between the City of Owosso and Consumers Energy.

SECOND: The Mayor and City Clerk are instructed and authorized to execute said easement and agreement.



## **EASEMENT FOR ELECTRIC FACILITIES**

Master Tract# ROW000916066289  
SAP# 32030817  
Design# 10690646  
Agreement# MI00000055464

CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main, Owosso, Michigan 48867 (hereinafter "Owner")

for \$1.00 and other good and valuable consideration [exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to MCLA 207.526(f)] grants and warrants to

CONSUMERS ENERGY COMPANY, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201 (hereinafter "Consumers")

a permanent easement to enter Owner's land (hereinafter "Owner's Land") located in the City of Owosso, County of Shiawassee, and State of Michigan as more particularly described in the attached Exhibit A to construct, operate, maintain, inspect (including aerial patrol), survey, replace, reconstruct, improve, remove, relocate, change the size of, enlarge, and protect a line or lines of electric facilities in, on, over, under, across, and through a portion of Owner's Land (hereinafter "Easement Area") as more fully described in the attached Exhibit B, together with any pole structures, poles, or any combination of same, wires, cables, conduits, crossarms, braces, guys, anchors, transformers, electric control circuits and devices, location markers and signs, communication systems, utility lines, protective apparatus and all other equipment, appurtenances, associated fixtures, and facilities, whether above or below grade, useful or incidental to or for the operation or protection thereof, and to conduct such other activities as may be convenient in connection therewith as determined by Consumers for the purpose of transmitting and distributing electricity.

Additional Work Space: In addition to the Easement rights granted herein, Owner further grants to Consumers, during initial construction and installation only, the right to temporarily use such additional work space reasonably required to construct said lines. Said temporary work space shall abut the Easement Area, on either side, as required by construction.

Access: Consumers shall have the right to unimpaired access to said line or lines, and the right of ingress and egress on, over, and through Owner's Land for any and all purposes necessary, convenient, or incidental to the exercise by Consumers of the rights granted hereunder.

Trees and Other Vegetation: Owner shall not plant any trees within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, or other vegetation located outside of the Easement Area which are of such a height or are of such a species whose mature height that in falling directly to the ground could come into contact with or land directly above Consumers' facilities.

Buildings/Structures: Owner agrees not to build, create, construct, or permit to be built, created, or constructed, any obstruction, building, septic system, drain field, fuel tank, pond, swimming pool, lake, pit, well, foundation, engineering works, installation or any other type of structure over, under, or on said Easement Area, whether temporary or permanent, natural or man-made, without a prior written agreement executed by Consumers' Real Estate Department expressly allowing the aforementioned.



Ground Elevation: Owner shall not materially alter the ground elevation within the Easement Area without a prior written agreement executed by Consumers Real Estate Department allowing said alteration.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Ownership: Owner covenants with Consumers that they are the lawful fee simple owner of the aforesaid lands, and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever.

Successors: This Easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Counterparts: This Easement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

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

Owner: CITY OF OWOSSO, a Michigan municipal corporation

\_\_\_\_\_  
Signature  
By: \_\_\_\_\_  
Print name  
Its: \_\_\_\_\_  
Print title

\_\_\_\_\_  
Signature  
By: \_\_\_\_\_  
Print name  
Its: \_\_\_\_\_  
Print title

Acknowledgment

The foregoing instrument was acknowledged before me in \_\_\_\_\_ County, \_\_\_\_\_,  
on \_\_\_\_\_ by \_\_\_\_\_ of \_\_\_\_\_  
Date Name(s) Title(s)

The City of Owosso, a Michigan municipal corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public  
Print Name  
\_\_\_\_\_  
County, \_\_\_\_\_  
Acting in \_\_\_\_\_ County  
My Commission expires: \_\_\_\_\_

**PROPERTY OWNERS MAIL  
SIGNED EASEMENT TO:**

Blake Conklin  
Consumers Energy Company  
4000 Clay Avenue  
Grand Rapids, MI 49548

Prepared By:  
Cheryl A. Gillman, 4/12/2021  
Revised: 8/20/2021  
Consumers Energy Company  
One Energy Plaza

**REGISTER OF DEEDS OFFICE USE  
ONLY**

Return recorded instrument to:  
Carrie J. Main, EP7-287  
Consumers Energy Company  
One Energy Plaza  
Jackson, MI 49201



Jackson, MI 49201



EXHIBIT A

Owner's Land

Land situated in the City of Owosso, County of Shiawassee, State of Michigan:

Lots 1, 2, 3 and 4, Block 23, Original Plat for the City of Owosso, being part of the Northeast 1/4 of the Northeast Fractional 1/4, Section 24, Town 7 North, Range 2 East and part of the Southeast Fractional 1/4 of Section 13, Town 7 North, Range 2 East, as recorded in Shiawassee County records.

Also known as: Vacant land W. Exchange and Ball Street, Owosso, Michigan 48867

Parcel ID: 050-470-023-001-00

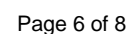


EXHIBIT B

Easement Area

A 12.00-foot-wide strip of land, being 6.00 feet on each side of the centerline of the line constructed on Owner's Land, the centerline to be located approximately as shown in the attached drawings.











A detailed street map of the area around the Shawasssee River. The river flows from the top left towards the center. Streets shown include N Water St, N Ball St, N Main St, and N 1st St. The map features various landmarks such as the Shawasssee River Bridge, the Shawasssee River Bridge, and the Shawasssee River Bridge. It also shows the locations of the Shawasssee River Bridge, the Shawasssee River Bridge, and the Shawasssee River Bridge. The map is oriented with North at the top.

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NOTE:  
SEE US 4 OF 6  
PULLBOX  
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DEPARTMENT	NAME	NUMBER	ALTERNATE
DESIGNER	DAN SMITH	517-374-2259	517-974-8159
PROJECT COOR.	PETE JEWETT	517-374-2366	

—CONSTRUCTION CERTIFICATION—  
 Work was contracted as Engaged or Changed as Indicated.  
 All Schedule Variances have been returned to Status.  
 Signed \_\_\_\_\_ in Direct Charge of work  
 Dates Started \_\_\_\_\_ Completed \_\_\_\_\_

**GARY PALMER**  
OWOSSO ELECTRICAL INSPECTOR  
(989) 239-0421

[illegible]

DEPARTMENT	NAME	NUMBER	ALTERNATE
DESIGNER	DAN SMITH	517-374-259	517-974-9159
PROJECT COOR.	REBE JENETT	517-374-256	

**-CONSTRUCTION CERTIFICATION-**  
 Work was constructed as Organized or Changed as Indicated.  
 All Subgrade Material Was Returned to Store.  
 Signed \_\_\_\_\_ in Direct Charge of Work  
 Dates Started \_\_\_\_\_ Completed \_\_\_\_\_

[illegible]

**CHILD NUMBER**



<b>Construction Work Agreement</b>	Date:	Agreement #: 00000055464	WO #: 32030817
Project: Fountain Park to Owosso Ball St.	Parcel #: 050-470-023-001-00	Property Address: 301W.Main, Owosso, Michigan 48867	TRN #: ROW000916066289

Scope of Work: Consumers will be performing work associated with the installation/maintenance of an electric line on or near Owner's Land being:

Land situated in the City of Owosso, County of Shiawassee, State of Michigan:

Lots 1, 2, 3 and 4, Block 23, Original Plat for the City of Owosso, being part of the Northeast 1/4 of the Northeast Fractional 1/4, Section 24, Town 7 North, Range 2 East and part of the Southeast Fractional 1/4 of Section 13, Town 7 North, Range 2 East, as recorded in Shiawassee County records.

Also known as: Vacant land W. Exchange and Ball Street, Owosso, Michigan 48867

1. Consumers agrees that the hybrid switch will be screened per The City of Owosso ordinance and match the existing nearby fencing and brick columns.
2. Any sprinkler heads found within the proposed screened area during construction shall be placed on the bank of excavation and the cost to relocate shall be paid by Consumers Energy.
3. Consumers will supply the Owosso Building Department drawings of the proposed screening for approval after easement is agreed upon.
4. Additional Details: \_\_\_\_\_

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The undersigned hereby agree the above is a full and accurate account of Work to be completed on Owner's Land and associated conditions.

CONSUMERS ENERGY COMPANY

OWNER

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By: \_\_\_\_\_  
(Printed Name)

By: \_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_  
Acquisition Project Manager-Real Estate

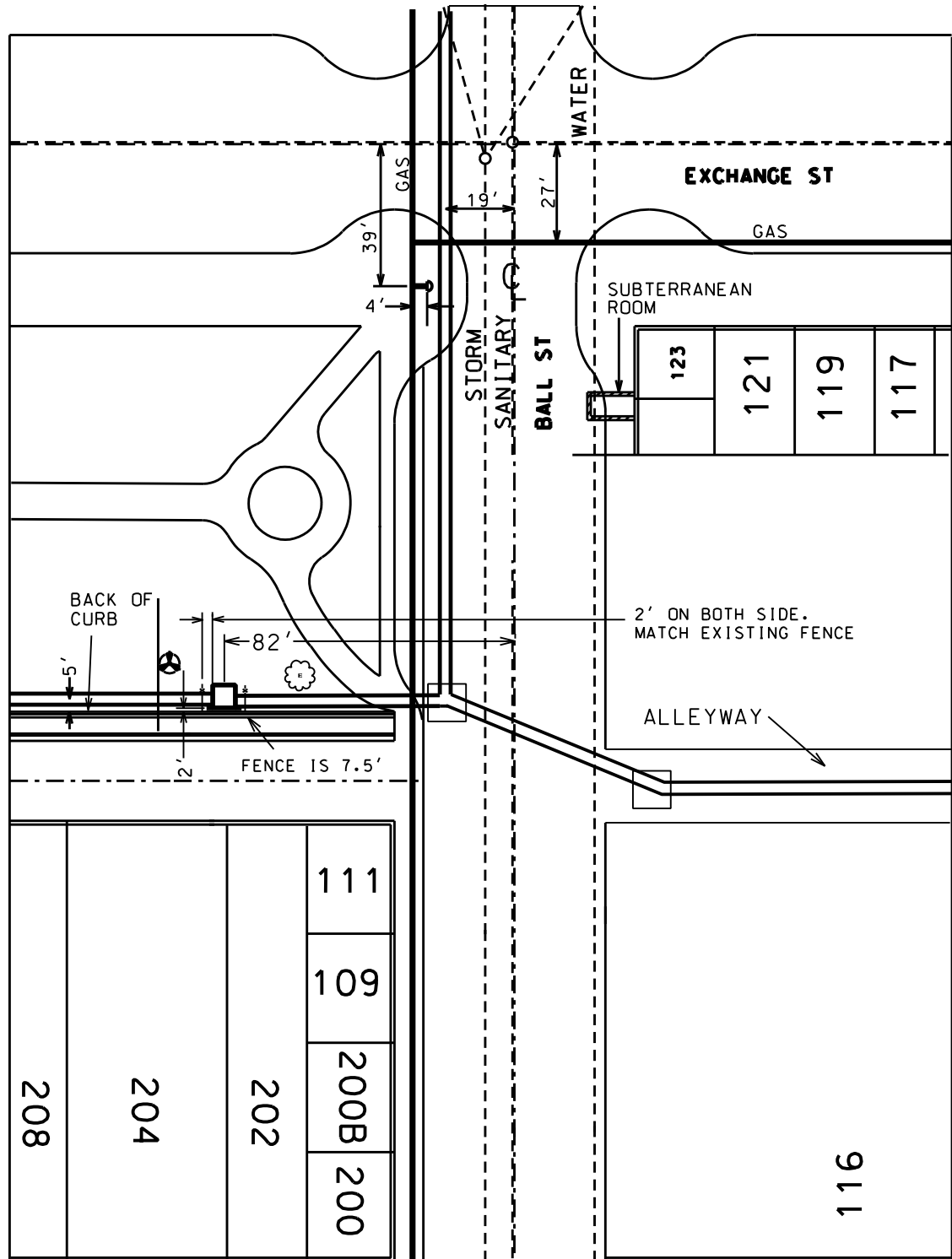
By: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_





W MAIN ST



**From:** Elaine Greenway [<mailto:elainemgreenway@gmail.com>]

**Sent:** Monday, September 13, 2021 5:47 PM

**To:** Amy K. Fuller <[amy.fuller@ci.owosso.mi.us](mailto:amy.fuller@ci.owosso.mi.us)>

**Subject:** Resignation

Hi Amy,

I'm resigning from Parks and Rec. I've enjoyed my years on the commission and you have some exciting projects ahead of you. Regretfully family matters have come up that require my time and attention. I'll check in from time to time to keep up.

Elaine





## MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867

**DATE:** October 26, 2021  
**TO:** Mayor Eveleth and the Owosso City Council  
**FROM:** Tanya Buckelew, Planning & Building Director  
**SUBJECT:** Annual Liquor License Inspections

The Liquor Licenses and Permits - Rules and Regulations approved by the City Council in 1998 provides, in part, as follows: RENEWAL OF LICENSE AND PERMITS. The City Manager shall implement the provisions of this paragraph in such a manner as to provide for investigating each licensed establishment once every three years. Not less than one hundred twenty days prior to the renewal by the Liquor Control Commission of a liquor license and its permits, the City Manager shall cause to be conducted an investigation in accordance with paragraph 6 below. A written report of the results of the investigation shall be forwarded to the City Council. Following its review of the report, the City Council shall determine whether there is sufficient cause to request that the Liquor Control Commission not renew the license. If so, the City Council shall schedule and conduct a public hearing pursuant to paragraph 7. When the inspection process was initiated, it was anticipated that approximately one-third of the licensed establishments would be inspected each year.

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

Type of License	License #	Name of Establishment	Owner	Address of Establishment
CLUB	196486	AMERICAN LEGION POST 57	AMERICAN LEGION	201 E MASON ST
CLS C	4664	THE AVENUE BAR AND GRILL	THE AVENUE BAR AND GRILL LLC	311 CORUNNA AVE
SDM	13424			
SDM	115697			
CLS C	405350	NICHE BAR & LOUNGE	CRAFT PUB OF OWOSSO	112 N WASHINGTON ST
SDM	405351			
CLS C	113490	KORNER PUB	1017 MAIN , LLC	1017 W MAIN ST
SDM	113491			
CLS C	267994	LULA'S LOUISIANA COOKHOUSE	HOME OFFICE REALTY INVESTMENTS, LLC	113 S WASHINGTON ST
CLUB	125400	OWOSSO AERIE 851, F.O.E.	OWOSSO AERIE 851, F.O.E.	308 N WASHINGTON ST
CLS C	132957	RAINBOW BAR	TIMOTHY LAW	905 W MAIN ST
SDM	132958			
SDM	272847	RICH OIL #8818	SPEEDWAY LLC	221 E MAIN ST

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

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



**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**OCTOBER 6, 2021 AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chairman Dave Acton at 7:32 A.M.

**ROLL CALL:** Taken by Recording Secretary Debbie Hebert

**MEMBERS PRESENT:** Chairman Dave Acton, Vice-Chairman Jon Moore, Commissioners: Josh Ardelean, Brianna Carroll, Kenn Cushman, Bill Gilbert, Susan Osika and Melissa Wheeler

**MEMBERS ABSENT:** Authority Member Lance Omer

**OTHERS PRESENT:** Amy Fuller, Assistant to the City Manager, DeeAnn Biondi,

**AGENDA:** IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE AGENDA.

**AYES: ALL. MOTION CARRIED.**

**MINUTES:** IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER CARROLL TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD SEPTEMBER 1, 2021 AND SPECIAL MEETING HELD SEPTEMBER 15, 2021.

**AYES: ALL, MOTION CARRIED.**

**PUBLIC COMMENTS:** Carrie Farr, Glo Committee volunteer requested information pertaining to the budget for the Glo Committee's event. The board summarized the work plan and confirmed \$6,000 available to the committee for the 2021 event.

**ITEMS OF BUSINESS:**

1) **CHECK REGISTER** – Reviewed with no questions.

**IT WAS MOVED BY VICE CHAIRMAN MOORE, SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE CHECK REGISTER FOR SEPTEMBER 2021 AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

2) **BUDGET REPORT** – DeeAnn Biondi discussed with the board her intent to tie the current budget to the information in the Quickbooks Program the DDA uses for accounting.

3) **EXCHANGE STREET PLANTERS** – Melissa Wheeler, Chairman of Streetscape & Beautification Subcommittee serving under Bill Gilbert, Design Committee Chairman presented options available to the board for completion of small planters on Exchange Street as shown below:

1. Hire Sunburst Garden for \$3,600.00 to complete the planters on Exchange Street
2. Purchase 144 bullnose capstones - \$504 have DPW works complete the planters plus labor.
3. Purchase 144 bullnose capstones – organize volunteer group to complete planters.
4. Leave planters as they are and monitor if contents stay put protecting vehicle bumpers that are low.



**IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY AUTHORITY MEMBER KENN CUSHMAN TO APPROVE A CHANGE ORDER TO SUNBURST GARDENS CONTRACT FOR \$3,600 TO COMPLETE THE SMALL PLANTERS.**

**AYES: ALL. MOTION CARRIED.**

**4) FARMER'S MARKET SPONSORSHIP** – The DDA/Mainstreet Board is in full support of the Owosso Farmer's Market. It is the intention of the board to provide a sponsorship of \$5,000 contingent upon the finalization of the process of submission of an application by the November 2021 Board meeting.

**IT WAS MOVED BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE \$5,000 SPONSORSHIP OF OWOSSO FARMER'S MARKET CONTINGENT UPON SUBMISSION AND APPROVAL OF NEW APPLICATION FORM BY NOVEMBER 2021 MEETING.**

**AYES: ALL. MOTION CARRIED.**

**5) OMS SOCIAL MEDIA PLACEHOLDER** – The DDA social media posts have been done voluntarily by Tracey Peltier. The board recommends paying \$100 per month for this service retroactive to September 1, 2021, October, November continuing new director is in place and assumes the responsibility.

**IT WAS MOVED BY AUTHORITY MEMBER OSIKA, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE PAYMENT OF \$100 PER MONTH TO TRACY PELTIER BEGINNING SEPTEMBER 1, 2021 FOR SOCIAL MEDIA POSTS UNTIL NEW DIRECTOR TAKES OVER.**

**AYES: ALL. MOTION CARRIED.**

**COMMITTEE UPDATES:**

- 1) Design and Business Vitality** – No discussion
- 2) Promotion & Outreach** – No discussion
- 3) Business Owners Committee** – Downtown murals are being discussed and grants are being sought out. A Westtown mixer is being planned.

**BOARD CONTINUING EDUCATION/INFORMATION:** Osika will provide each board member with a copy of the Master Plan.

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:** Downtown business Trick or Treating will be Noon – 1:00 P.M. to coordinate with Owosso Farmer's Market.

**ADJOURNMENT: IT WAS MOVED BY AUTHORITY MEMBER ARDELEAN AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO ADJOURN AT 8:54 A.M.**

**AYES: ALL. MOTION CARRIED.**