

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, DECEMBER 6, 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 NOVEMBER 15, 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. OPRA Rescission Review – Wesener Building. Conduct a public hearing to receive citizen comment regarding the staff recommendation to rescind the Obsolete Property Rehabilitation Exemption Certificate for the Wesener Building for violation of the City's Tax Abatement Policy.
2. Brownfield Termination – Wesener Building. Conduct a public hearing to receive citizen comment regarding the staff recommendation to terminate Brownfield Plan District #13 – Wesener Multi-Use Building for violation of the City's Tax Abatement Policy.
3. Brownfield Termination – Robbins Loft, LLC. This hearing has been CANCELLED. (Conduct a public hearing to receive citizen comment regarding the staff recommendation to terminate Brownfield Plan #9 – Robbins Loft, LLC for violation of the City's Tax Abatement Policy.)

**CITIZEN COMMENTS AND QUESTIONS**

**CONSENT AGENDA**

1. First Reading and Set Public Hearing – Rezoning 108 N. Chipman Street. Conduct first reading and set a public hearing for Monday, January 3, 2022 at 7:30 p.m. to receive citizen comment regarding the request from JABB Management LLC to rezone the property at 108 North Chipman Street from the current zoning designation of B-3, Central Business District to I-1, Light Industrial.

2. 2022 Schedule of Meetings. Adopt the 2022 Boards and Commissions Meeting Schedule.
3. Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments:

Name	Board/Commission	Term Expires
Jerry Jones	Board of Review	12/31/2026
Mark Erickson	Owosso Historical Commission	12/31/2024

4. Contract Amendment - Sanitary Sewer Rehabilitation-Engineering Services. Approve Amendment No. 1 to the Sanitary Sewer Rehabilitation – Engineering Services Contract (2020 SRF Project) with OHM Advisors for additional construction oversight and administration services in the amount of \$3,600.00, and authorize payment to the engineer up to the contract amount, including Amendment No. 1, upon satisfactory completion of the work.  
**Master Plan Implementation Goals: 3.4, 3.7**
5. Contract Addendum – Professional Services Agreement – Grove Holman Park Warming Center Architectural Services. Approve Amendment No. 2 to the Professional Services Agreement – Grove Holman Park Warming Center Architectural Services with H2A Architects for oversight of the bidding process and management of the construction process in an amount not to exceed \$6,480.00, and further approve payment to the architect in the amount of the contract, including Amendment Nos. 1 & 2.  
**Master Plan Implementation Goals: 5.3**
6. Change Order – 2021 City Hall Retaining Wall Reconstruction. Approve Change Order No. 3 to the 2021 City Hall Retaining Wall Reconstruction contract with Gordon Construction Services, Inc. increasing the contract in the amount of \$5,637.03 for a discrepancy regarding concrete sidewalk quantities resulting in an underpayment, and authorize payment to the contractor up to the contract amount, including Change Order Nos. 1, 2 & 3, upon satisfactory completion of the work.  
**Master Plan Implementation Goals: 4.5, 5.2, 5.34**
7. Check Register – November 2021. Affirm check disbursements totaling \$1,454,185.02 for November 2021.

### **ITEMS OF BUSINESS**

1. Small Cell Wireless Facilities Permit. Consider approval of the Small Cell Wireless Facilities Permit application from Celco Partnership (dba Verizon Wireless) for the colocation of a new small cell wireless facility on the north side of West King Street at approximately 812 W. King Street.  
**Master Plan Implementation Goals: 5.15**

### **COMMUNICATIONS**

1. Brad A. Barrett, Finance Director. October 2021 Financial Reports.
2. Downtown Development Authority/Main Street. Minutes of November 3, 2021.
3. Historical Commission. Minutes of November 8, 2021.
4. Owosso Historic District Commission. Minutes of November 17, 2021.
5. Planning Commission. Minutes of November 22, 2021.
6. WWTP Review Board. Minutes of November 30, 2021.

### **CITIZEN COMMENTS AND QUESTIONS**

### **NEXT MEETING**

Monday, December 20, 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  
Shiawassee District Library – term expires June 30, 2024  
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 December 6, 2021. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL  
Monday, December 6, 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/87205374181?pwd=Mk5LS0dYc2dUKzJTUlo0ZzMyazVPQT09>

- **Meeting ID: 872 0537 4181**

- **Password: 949360**

- **One tap mobile**

+16465588656,,87205374181#,,, \*949360# US (New York)

+13017158592,,87205374181#,,, \*949360# 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: 872 0537 4181

Passcode: 949360

- **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 December 6, 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>

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).



**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MINUTES OF NOVEMBER 15, 2021  
7:32 P.M.  
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

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

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

**PLEDGE OF ALLEGIANCE:** SHIAWASSEE COUNTY COMMISSION CHAIRMAN GREG BRODEUR

**PRESENT:** Mayor Christopher T. Eveleth, Mayor Pro-Tem Susan J. Osika, Councilmembers Janae L. Fear (via conference phone), Jerome C. Haber, Daniel A. Law (via conference phone), Nicholas L. Pidek, and Robert J. Teich, Jr.

**ABSENT:** None.

Councilmember Janae L. Fear, joining the meeting via conference phone, stated that she is attending the meeting remotely from her home in Owosso, Michigan due to COVID-19, as permitted by MCL 15.263 of the Open Meetings Act of 1976.

Councilmember Daniel A. Law, joining the meeting via conference phone, stated that he is attending the meeting remotely from his home in Owosso, Michigan due to COVID-19, as permitted by MCL 15.263 of the Open Meetings Act of 1976.

**APPROVE AGENDA**

Motion by Councilmember Pidek to approve the agenda as presented.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF NOVEMBER 1, 2021**

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of November 1, 2021 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

**Shiawassee County Finances**

Shiawassee County Commission Chairman Greg Brodeur gave a presentation regarding the state of the County's finances saying the amount of unfunded pension liabilities is very serious and will eventually lead to bankruptcy if nothing is done. He said the County is looking into bonding as a possible means of rectifying the situation. He said, he personally would like to see any money freed up by ARPA funds to be used toward said pension liability, but he is unaware of how other Commissioners would feel about the idea. He indicated he is available to talk at any time if anyone has questions.

## **PUBLIC HEARINGS**

### **Ordinance Amendment – Chapter 33, Traffic and Motor Vehicles**

The proposed amendment would prohibit parking by non-electric vehicles in electric vehicle charging stations.

A public hearing was conducted to receive citizen comment regarding the proposed amendment to Chapter 33, Traffic and Motor Vehicles, Article III, *Parking, Stopping and Standing*, Division 1, Parking in Business Districts, Secs. 33-37 & 33-38.

The following people commented regarding the proposed amendment:

Eddie Urban, 601 Glenwood Avenue, said electric vehicles are quiet and don't pollute, and people need a place to plug them in.

Dave Acton, 106 N. Washington Street, fully supports the City's installation of two electric vehicle charging stations, indicating the project lines up with the Master Plan.

Seeing there were no more comments to be made, the Mayor closed the public hearing.

Councilmember Pidek asked what kind of signage would be installed and what phone number people should call if they see someone illegally parked in a charging station. City Manager Nathan R. Henne noted that the charging stations will have message boards capable of showing any helpful messages the City chooses. Public Safety Director Kevin D. Lenkart indicated that people can call the non-emergency number to report violations of the ordinance and the situation will be handled like any other parking ticket.

Whereas, the Council, after due and legal notice, has met and having heard all interested parties, motion by Mayor Pro-Tem Osika that the following ordinance be adopted:

### **ORDINANCE NO. 825**

#### **AMENDING SECS. 33-37 & 33-38 OF CHAPTER 33, TRAFFIC AND MOTOR VEHICLES, OF THE CODE OF ORDINANCES TO REGULATE PARKING IN ELECTRIC VEHICLE CHARGING STATIONS**

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

WHEREAS, the City Council held a public hearing on the proposed amendment November 15, 2021, heard all interested persons, and deliberated on the request.

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

SECTION 1. AMENDMENT. That Sec. 33-37, Definitions, of Article III, *Parking, Stopping and Standing*, Division 1, Parking in Business Districts, 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** Article III, *Parking, Stopping and Standing*, Division 1, Parking in Business Districts, 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. EFFECTIVE DATE. This amendment shall become effective December 6, 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 Pidek.

Roll Call Vote.

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

NAYS: None.

## **CITIZEN COMMENTS AND QUESTIONS**

Dave Acton, 106 N. Washington Street, addressed the proposed public hearings for the tax abatements on the Wesener Building thanking the Council for the extra time he was given to rectify the job creation requirement for the project. He indicated he has a new tenant in one of the storefronts of the building and they already have plans to expand. He said a timeline to correct the problem has been established and he will be bringing people to the December 6<sup>th</sup> meeting to provide credibility to the plans.

Eddie Urban, 601 Glenwood Avenue, noted if there are any Veterans that need help they can go to the Capitan Building on Wednesday, November 17<sup>th</sup> at 3:00p.m. for a meeting regarding available resources.

Jeff Turner, 204 Oakwood Avenue, asked for an update on the alley, fence and tree issues he pointed out near his house, specifically asking if the fence would be removed by the time it snows. Mayor Eveleth indicated the DPW is aware of his concerns and has them on their list of things to do. The items Mr. Turner listed that are related to Code Enforcement have been forwarded to the Building Department and notices have been sent to the property owners that are in violation.

Mayor Pro-Tem Osika provided an update on the electric vehicle charging stations saying they have been installed, Consumers Energy is scheduled to connect them by the end of the week, and Future Energy will be guiding the City through the process of getting them up and running.

Mayor Eveleth welcomed the City's new Main Street Manager Beth Kuiper.

## **CONSENT AGENDA**

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

**Set Public Hearing – OPRA Rescission Review – Wesener Building**. Set a public hearing for Monday, December 6, 2021 at 7:30 p.m. to receive citizen comment regarding the staff recommendation to rescind the Obsolete Property Rehabilitation Exemption Certificate for the Wesener Building for violation of the City's Tax Abatement Policy as follows:

### **RESOLUTION NO. 202-2021**

#### **RESOLUTION SETTING PUBLIC HEARING TO CONSIDER REVOCATION OF THE OBSOLETE PROPERTY REHABILITATION CERTIFICATE FOR THE WESENER BUILDING**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved an Obsolete Property Rehabilitation Certificate in 2013 for 104-108 N Washington Street, known as the Wesener Building, for 12 years; and

WHEREAS, the City of Owosso approved this certificate for the maximum of 12 years based on project cost and the number of jobs to be created; and

WHEREAS, the project was completed but the jobs creation element was never fulfilled; and

WHEREAS, notice was provided to the owner of the property by certified mail dated October 19, 2021.

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 hold a public hearing on Monday, December 6, 2021 at 7:30 P.M. in the City Hall Council Chambers to consider revocation of the OPRA certificate for the Wesener Building.

**Set Public Hearing – Brownfield Termination – Wesener Building.** Set a public hearing for Monday, December 6, 2021 at 7:30 p.m. to receive citizen comment regarding the staff recommendation to terminate Brownfield Plan #13 – Wesener Building for violation of the City's Tax Abatement Policy as follows:

**RESOLUTION NO. 203-2021**

**RESOLUTION SETTING PUBLIC HEARING TO TERMINATE BROWNFIELD PLAN  
FOR THE WESENER BUILDING – 104-108 N WASHINGTON STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a Brownfield Plan for 104-108 N Washington St in 2013; and

WHEREAS, the City of Owosso approved this Brownfield Plan according the city's tax abatement policy requiring – per the plan – that permanent jobs are to be created and sustained as part of the development; and

WHEREAS, to date, the number of jobs to be created and sustained as part of the abatement application and brownfield plan has not been fulfilled; and

WHEREAS, notice was provided to the owner of the property by certified mail dated October 29, 2021.

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 hold a public hearing on December 6, 2021 at 7:30 P.M. at city hall to consider termination of the Brownfield Tax Abatement for 104-108 N Washington Street – known as the Wesener Building.

**Set Public Hearing – Brownfield Termination – Robbins Loft, LLC.** Set a public hearing for Monday, December 6, 2021 at 7:30 p.m. to receive citizen comment regarding the staff recommendation to terminate Brownfield Plan #9 – Robbins Loft, LLC for violation of the City's Tax Abatement Policy as follows:

**RESOLUTION NO. 204-2021**

**SETTING A PUBLIC HEARING TO CONSIDER TERMINATION OF  
BROWNFIELD PLAN #9 ROBBINS LOFT, LLC – 1231 W MAIN ST**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a Brownfield Plan for 1231 W Main Street in 2006; and

WHEREAS, the City of Owosso approved this Brownfield Plan according the city's tax abatement policy, requiring timely payment of property taxes to remain eligible for the tax incentives outlined in the plan; and

WHEREAS, the plan was amended and the revised project was completed but taxes were not paid timely in 2007, 2008, 2009, 2012, 2013, 2014, 2015, 2017, 2018, 2019, 2020, and 2021; and

WHEREAS, notice was provided to the owner of the property by certified mail dated October 29, 2021.

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 hold a public hearing on Monday, December 6, 2021 at 7:30 P.M. in the City Hall Council Chambers to consider termination of the Brownfield Plan #9 – Robbins Loft, LLC for 1231 W Main Street.

**Flexible Spending Account Terms Adoption.** Authorize acceptance of the terms governing the Flexible Spending Accounts available to City employees, with an effective date of January 1, 2022 as follows:

#### **RESOLUTION NO. 205-2021**

##### **ADOPTING THE CITY OF OWOSSO FLEXIBLE SPENDING PLAN**

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

WHEREAS, under the tax laws of the United States of America the city council must adopt a resolution for the calendar year effective January 1, 2022 and subsequent years.

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

FIRST: that the form of Cafeteria Plan including a Dependent Care Flexible Spending Account and Health Flexible Spending Account effective January 1, 2022 presented and attached is approved and adopted and that the duly authorized agents of the city are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

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

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

FOURTH: that all prior resolutions and documents for the *City of Owosso Flexible Spending Plan* are rescinded as of January 1, 2022.

**Surface Transportation Program Fund Application - Stewart Street.** Approve grant application to the Michigan Department of Transportation for Surface Transportation Program funds to assist in the reconstruction of Stewart Street from Shiawassee Street (M-52) to Washington Street, authorize participation in the Small Urban Program, and further authorize commitment of City funds in the amount of \$588,370.00 plus the cost of project design engineering and construction administration as follows:

#### **RESOLUTION NO. 206-2021**

##### **AUTHORIZING APPLICATION FOR MDOT SMALL URBAN FUNDS FOR STEWART STREET FROM M-52 (SHIAWASSEE STREET) TO WASHINGTON STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Public Services Department recommends the reconstruction of Stewart Street from M-52 (Shiawassee Street) easterly to Washington

Street; and

WHEREAS, the Michigan Department of Transportation offers a portion of federal funds known as Small Urban Program funds for this type of work; and

WHEREAS, roadway improvements that are eligible for these funds must be located on the federal-aid highway system and within the federal urban area boundary, such as Stewart Street in the City of Owosso; and

WHEREAS, the City of Owosso proposes to procure Small Urban Program funds for the purpose of providing a maximum of 80 percent (80%) federal match to the City's Major Street Funds or other funds as obligated; as outlined in its application.

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to proceed with the proposed roadway improvements.

SECOND: The City of Owosso is actively seeking Small Urban Program funds to partially fund the reconstruction of Stewart Street from M-52 (Shiawassee Street) easterly to Washington Street and is willing to participate in the Small Urban program.

THIRD: The proper city officials are authorized to sign the application documents and are further authorized to obligate city funds for the required match of the project cost.

FOURTH: The City's portion of costs shall be paid from the City's Public Act 51 Major Streets Fund or other funds as obligated.

**Surface Transportation Program Fund Application - Gute Street.** Approve grant application to the Michigan Department of Transportation for Surface Transportation Program funds to assist in the reconstruction of Gute Street from Shiawassee Street (M-52) to Washington Street, authorize participation in the Small Urban Program, and further authorize commitment of City funds in the amount of \$97,450.00 plus the cost of project design engineering and construction administration as follows:

#### **RESOLUTION NO. 207-2021**

#### **AUTHORIZING APPLICATION FOR MDOT SMALL URBAN FUNDS GUTE STREET FROM M-52 (SHIAWASSEE STREET) TO WASHINGTON STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Public Services Department recommends the resurfacing of Gute Street from M-52 (Shiawassee Street) easterly to Washington Street; and

WHEREAS, the Michigan Department of Transportation offers a portion of federal funds known as Small Urban Program funds for this type of work; and

WHEREAS, roadway improvements that are eligible for these funds must be located on the federal-aid highway system and within the federal urban area boundary, such as Gute Street in the City of Owosso; and

WHEREAS, the City of Owosso proposes to procure Small Urban Program funds for the purpose of providing a maximum of 80 percent (80%) federal match to the City's Major Street Funds or other funds as obligated; as outlined in its application.

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to proceed with the proposed roadway improvements.
- SECOND: The City of Owosso is actively seeking Small Urban Program funds to partially fund the resurfacing of Gute Street from M-52 (Shiawassee Street) easterly to Washington Street and is willing to participate in the Small Urban program.
- THIRD: The proper city officials are authorized to sign the application documents and are further authorized to obligate city funds for the required match of the project cost.
- FOURTH: The City's portion of costs shall be paid from the City's Public Act 51 Major Streets Fund or other funds as obligated.

**Designate New Depository.** Approve resolution authorizing a new account with Dort Financial Credit Union for the purpose of opening certificates of deposit for investing purposes as follows:

**RESOLUTION NO. 208-2021**

**AUTHORIZING THE ESTABLISHMENT OF A NEW ACCOUNT  
WITH DORT FINANCIAL CREDIT UNION  
FOR INVESTING PURPOSES**

RESOLVED, that this business is hereby authorized to apply for membership and to deposit funds into accounts in Dort Financial Credit Union, and agrees to be bound by the terms and conditions of any such account opened with the credit union.

FURTHER RESOLVED, that until further written notice, the credit union shall be authorized to pay withdrawals as requested, by draft otherwise, by any one of the persons whose names and titles appear below.

FURTHER RESOLVED, that the credit union is authorized to accept a pledge of all or any part of said account as security for any obligation owed to it by this business, which shall be executed by any of the same authorized signers.

FURTHER RESOLVED, that every authorization previously granted to the credit union with respect to the accounts owned by this business or entity is revoked and rescinded. However, the authority given hereby is retroactive, and any acts referred to which were performed by an authorized signer(s) prior to the adoption of these resolutions are hereby ratified and confirmed. Further that every authorization granted to the credit union with respect to this account shall remain in full force and effect until the credit union is provided with a new appropriately authorized Business Account Signature Card/Resolution.

FURTHER RESOLVED, that the signature(s) set opposite the respective titles below are genuine and that the person(s) whose signature(s) appear on the authorization were incumbents of the office/positions of the business set opposite their respective signature(s) on the date indicated.

FURTHER RESOLVED, that the above resolutions do not conflict with or contravene the creation or governing documents of the business.

AGENTS:

Any agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:



- A. Amy Kirkland, City Clerk
- B. Katherine Fagan, City Treasurer
- C. Brad Barrett, Finance Director

**POWERS GRANTED:**

<u>Description of Power</u>	<u>Number of Signatures Required</u>
Exercise all of the powers listed in this resolution.	2
Open any deposit or share account(s) in the name of the business.	2
Endorse negotiable instruments for the payment of money, withdraw or transfer funds on deposit with Dort Financial Credit Union	2

This resolution supersedes all previous resolutions.

**New Year's Eve Block Party Permission.** Approve request from Owosso Main Street for the closure of South Washington Street from Comstock Street to Jerome Avenue on Friday, December 31, 2021 at 10:00 p.m. until Saturday, January 1, 2022 at 1:00 a.m. for the New Year's Eve Block Party, waive the insurance requirement, and approve Traffic Control Order No. 1464 formalizing the request.

**Change Order – 2021 Sidewalk Replacement Program.** Approve Change Order No. 1 to the 2021 Sidewalk Replacement Program contract with KMI Road Maintenance, LLC increasing the contract in the amount of \$13,640.00 for the addition of repairs to the sidewalk that is part of the James S. Miner River Walk adjacent to the Matthews Building, and authorize payment to the contractor up to the contract amount, including Change Order No. 1 and existing \$20,000.00 contingency, upon satisfactory completion of the work as follows:

**RESOLUTION NO. 209-2021**

**AUTHORIZING CHANGE ORDER NO. 1  
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND  
KMI ROAD MAINTENANCE, LLC  
FOR THE 2021 SIDEWALK PROGRAM**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with KMI Road Maintenance, LLC on June 7, 2021 for sidewalk replacements on various streets throughout the city, as well as a contingency of \$20,000.00 for additional repairs during the calendar year; and

WHEREAS, the sidewalk along the James S. Miner River Walk north of the M-21 bridge adjacent to the Matthews Building is in need of repair; and

WHEREAS, KMI Road Maintenance, LLC has agreed to make the additional sidewalk repairs and a change order is necessary to increase the contract amount.

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 amend the 2021 Sidewalk Program contract with KMI Road Maintenance, LLC to increasing the scope of the contract to make additional sidewalk repairs located on the James S. Miner River Walk adjacent to the Matthews Building.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 1 in the amount of \$13,640.00; an increase to the Contract for Services between the City of Owosso and KMI Road Maintenance LLC, revising the total current contract amount from \$80,244.00 to \$93,884.00, plus additional restoration and replacement services required as contingency during the calendar year, in the amount of \$20,000.00, for a total of \$113,884.00.

THIRD: The accounts payable department is authorized to pay KMI Road Maintenance, LLC for work satisfactorily completed up to the revised contract amount of \$93,884.00 plus contingency, in the amount of \$20,000.00, for a total of \$113,884.00.

FOURTH: The above expenses shall be paid from FY2020-2021 Local Street Maintenance Fund Account No. 202-463-818.000.

**Change Order – 2021 City Hall Retaining Wall Reconstruction.** Approve Change Order No. 2 to the 2021 City Hall Retaining Wall Reconstruction contract with Gordon Construction Services, Inc. increasing the contract in the amount of \$23,464.00 for the unforeseen removal of old foundation and spoil materials as well as additional landscaping at the site, and authorize payment to the contractor up to the contract amount, including Change Order Nos. 1 & 2, upon satisfactory completion of the work as follows:

#### **RESOLUTION NO. 210-2021**

#### **AUTHORIZATION TO APPROVE CHANGE ORDER NO. 2 TO THE 2021 CITY HALL RETAINING WALL PROJECT CONTRACT WITH GORDON CONSTRUCTION SERVICES, INC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with Gordon Construction Services, Inc. on April 5, 2021 for reconstruction of the retaining wall at Owosso City Hall; and

WHEREAS, on August 2, 2021 City Council approved Change Order No. 1 for the installation of sheet pile at the site; and

WHEREAS, during the course of the project an old foundation and significant amounts of spoil materials were discovered, necessitating removal; and

WHEREAS, the City requested changes in work scope from Gordon Construction Services, Inc. with regard to material removal and associated landscape work; and

WHEREAS, Gordon Construction Services, Inc. has agreed to the work item quantities, prices, and the final contract amount set forth in Change Order No. 2.

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to amend the 2021 City Hall Retaining Wall Project contract with Gordon Construction Services, Inc. for additional work due to unforeseen site conditions.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 2 in the amount of \$23,464.03; an increase to the Contract for Services between the City of Owosso and Gordon Construction Services, Inc. revising the total current contract amount from \$276,377.20 to \$299,841.23.

THIRD: The accounts payable department is authorized to submit payment to Gordon Construction Services, Inc. for work satisfactory completed up to the revised contract amount of \$299,841.23.

FOURTH: The above expenses shall be paid from account no. 401-000-975-000-WALL000000.

**Contract Amendment – 2020 Street Program – Engineering Services Contract.** Approve amendment to the 2020 Street Program – Engineering Services Contract with OHM Advisors for the addition of water main design and construction administration services for the Center Street Water Main Replacement Project (part of the DWRF 2022 Project Plan) in the amount of \$132,426.75, and further approve payment to the engineer upon satisfactory completion of the work or portion thereof as follows:

**RESOLUTION NO. 211-2021**

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

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

WHEREAS, the City expanded the contract to include additional services for providing water main design and construction administration services for water main replacements along Center Street as defined in the Drinking Water Revolving Fund (DWRF) 2021 Project Plan by the adoption of Resolution No. 59-2020 on April 6, 2020; and

WHEREAS, the DWRF 2021 Project was put on hold and thus not constructed; and

WHEREAS, the City and Director of Public Services & Utilities wish to move forward with the Drinking Water Revolving Fund (DWRF) 2022 Project Plan, including the replacement of the water main along Center Street; and

WHEREAS, OHM Advisors has provided the City with an updated proposal to complete their water main design and provide construction administration services for the 2022 Center Street Water Main Replacement Project (part of the DWRF 2022 Project Plan).

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to amend the contract approved by Resolution No. 59-2020 on April 6, 2020 with Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors, to include additional services in the amount of \$2,523.75 for engineering design and \$129,903.00 for construction administration services for the 2022 Center Street Water Main Replacement Project (part of the DWRF 2022 Project Plan).

SECOND: The mayor and city clerk are requested and authorized to sign Amendment A, substantially as attached, to Amendment No. 2, to Addendum No. 10 – 2020 Street Program – Engineering Services Contract.

THIRD: The accounts payable department is authorized to submit payment to OHM Advisors in the amount of \$132,426.75 for engineering design and construction administration

services for the 2022 Center Street Water Main Replacement Project (part of the DWRF 2022 Project Plan).

FOURTH: The above additional services in the amount of \$132,426.75 shall be paid from the Water Funds Accounts 591-901-972.000 upon satisfactory completion of the work or portion thereof.

**Purchase Authorization - Road Salt.** Waive competitive bidding requirements, authorize purchase order with The Detroit Salt Company, LLC, via State of Michigan Contract No. 180000000768, in the amount of \$64,332.00 for delivery of 1200 tons of road salt at \$53.61/ton to be delivered as needed during the 2021-22 contract period, further authorize a contingency amount of \$5,361.00, and further authorize payment up to \$69,693.00 upon satisfactory receipt of the product as follows:

#### **RESOLUTION NO. 212-2021**

#### **AUTHORIZING THE EXECUTION OF A PURCHASE ORDER WITH THE DETROIT SALT COMPANY, LLC FOR THE 2021-2022 WINTER SUPPLY OF ROAD SALT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a responsibility to keep its streets safe during the winter months, and ice control maintenance is advisable, necessary and in the public interest; and

WHEREAS, the most efficient way to remove ice from the streets is the application of road salt onto the icy pavements; and

WHEREAS, in order to obtain the best price for road salt material, it is in the best interest of the City of Owosso to waive competitive bidding requirements and utilize the State of Michigan Contract No. 180000000768 effective September 1, 2018, provided by The Detroit Salt Company, LLC for the purchase of road salt at \$53.61 per ton for seasonal delivery as needed bulk.

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 1,200 tons of road salt from The Detroit Salt Company, LLC.
- SECOND: The contract between the City and The Detroit Salt Company, LLC shall be in the form of a Purchase Order, with reference to State of Michigan Contract No. 180000000768.
- THIRD: The accounts payable department is authorized to pay The Detroit Salt Company, LLC for road salt delivered in the amount of \$64,332.00, plus a contingency amount of \$5,361.00, with prior authorization, for a total of \$69,693.00.
- FOURTH: The above expenses shall be paid from Local and Major Street Fund and State Trunk-line accounts 202/203.478.728.000 and 202.497.728.000.

**Repair Authorization – WTP High Service Pumps.** Waive competitive bidding requirements, authorize contract with Kennedy Industries, Inc. for the removal, rehabilitation, and installation of high service pumps #1 & #4 at the Water Treatment Plant in the amount of \$31,670.00, and further authorize payment to the vendor upon satisfactory completion of the work as follows:

#### **RESOLUTION NO. 213-2021**

**AUTHORIZING THE EXECUTION  
OF A PURCHASE ORDER WITH KENNEDY INDUSTRIES, INC.  
FOR REHABILITATION OF HIGH SERVICE PUMPS #1 & #4  
AT THE WATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires the rehabilitation of two (2) Peerless Split Case Centrifugal Pumps at its Water Treatment Plant; and

WHEREAS, Kennedy Industries, Inc. is an authorized Peerless pump distributor and repair facility, has inspected the pumps, and developed a detailed proposal to restore the pumps to like new condition; and

WHEREAS, a waiver of the bidding requirements is requested as professional services are exempt from competitive bidding.

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

FIRST: it has heretofore been determined that it is advisable, necessary and in the public interest to contract with Kennedy Industries, Inc. to remove, rehabilitate, and install WTP high service pumps #1 & #4 at a cost of \$31,670.00.

SECOND: the contract between the City and Kennedy Industries, Inc. shall be in the form of a City Purchase Order.

THIRD: the Accounts Payable Department is hereby authorized to issue payment to Kennedy Industries, Inc. in the amount of \$31,670.00 upon satisfactory reinstallation of the equipment in question.

FOURTH: the above expenses shall be paid from the Water Fund Account No. 591-553-833.000.

**Professional Services Agreement – 2022 Water Distribution Tanks Rehabilitation.** Waive competitive bidding requirements, authorize contract with OHM Advisors for engineering design and bidding services for the 2022 Water Distribution Tanks Rehabilitation (part of the DWRF 2022 Project Plan) in an amount not to exceed \$59,900.00, and further authorize payment up to the contract amount, to the engineer as defined in the agreement as follows:

**RESOLUTION NO. 214-2021**

**AUTHORIZING THE EXECUTION OF ADDENDUM NO. 1 TO  
THE 2021 AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES  
WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS  
FOR DESIGN AND BIDDING SERVICES FOR  
THE 2022 WATER DISTRIBUTION TANKS REHABILITATION PROJECT  
(PART OF THE DWRF 2022 PROJECT PLAN)**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, renewed an agreement with Orchard, Hiltz & McCliment, Inc. d/b/a OHM Advisors for general utilities engineering services by the adoption of Resolution No. 161-2021 on September 7, 2021 for the term of November 1, 2021 through October 30, 2022; and

WHEREAS, the City and Director of Public Services & Utilities desire to expand the contract to include engineering design and bidding services for the 2022 Water Distribution Tanks Rehabilitation Project as part of the DWRF 2022 Project Plan; and

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal provided by OHM Advisors in an amount not to exceed \$59,900.00, and has determined that the scope of services as submitted for engineering design and bidding services for the rehabilitation of water distribution tanks is acceptable and recommends approval of the same.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to expand the general utilities engineering services contract approved by Resolution No. 161-2021 on September 7, 2021 with Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors, to include additional services for engineering design and bidding services for the 2022 Water Distribution Tanks Rehabilitation Project as part of the DWRF 2022 Project Plan.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign Addendum No.1 to the 2021 General Engineering Services Contract between the City of Owosso, Michigan and Orchard, Hiltz & McClement, Inc. d/b/a OHM Advisors in an amount not to exceed \$59,900.00.
- THIRD: The accounts payable department is authorized to submit payment to OHM Advisors, in an amount not to exceed \$59,900.
- FOURTH: The above services shall be paid from the Water Funds Accounts 591-901-972.200 upon satisfactory completion of the work or portion thereof as defined in the contract.

**Warrant No. 609.** Authorize Warrant No. 609 as follows:

Vendor	Description	Fund	Amount
Waste Management	Landfill charges-10/16/21-10/31/21	WWTP	\$17,288.98
Michigan Municipal League Workers' Compensation Fund	Workers' compensation contributions- 3 <sup>rd</sup> of 4 installments for FY 21/22	Various	\$26,265.00

**Check Register – October 2021.**\* Affirm check disbursements totaling \$1,982,867.14 for October 2021.

Motion supported by Councilmember Pidek.

Roll Call Vote.

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

NAYS: None.

### **ITEMS OF BUSINESS**

#### **Set Special Meeting – Strategic Planning Session**

Motion by Councilmember Pidek to set a special meeting for the final Strategic Planning session for Monday, November 26, 2021 at 6:00 p.m. in the City Hall Council Chambers.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

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

NAYS: None.

### **COMMUNICATIONS**

Brad A. Barrett, Finance Director. September 2021 Financial Reports.  
N. Bradley Hissong, Building Official. October 2021 Building Department Report.  
N. Bradley Hissong Building Official. October 2021 Code Violations Report.  
N. Bradley Hissong Building Official. October 2021 Inspections Report.  
N. Bradley Hissong Building Official. October 2021 Certificates Issued Report.  
Kevin D. Lenkart, Public Safety Director. October 2021 Police Report.  
Kevin D. Lenkart, Public Safety Director. October 2021 Fire Report.  
Downtown Development Authority/Main Street. Minutes of October 1, 2021.  
Downtown Development Authority/Main Street. Minutes of October 4, 2021.  
Wastewater Treatment Plant Review Board. Minutes of October 26, 2021.  
Parks & Recreation Commission. Minutes of October 27, 2021.

### **CITIZEN COMMENTS AND QUESTIONS**

Dave Acton, 106 N. Washington Street, continued his comments from the earlier session detailing the timeline for the proposed expansion and indicating he will try to keep Council more informed about the project going forward.

Eddie Urban, 601 Glenwood Avenue, asked for a ride home after the meeting. Two different people volunteered.

Mayor Pro-Tem Osika announced that the sound of the 1225 whistle would be heard once again as part of the North Pole Express starting this weekend and going each weekend through December 19<sup>th</sup>.

***ADJOURNED TO CLOSED SESSION AT 8:19 P.M.***

***RETURNED FROM CLOSED SESSION AT 8:31 P.M.***

**APPROVAL OF THE MINUTES OF THE CLOSED SESSION OF OCTOBER 18, 2021**

Motion by Councilmember Haber to approve the minutes of the Closed Session held October 18, 2021 as presented.

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

**COLLECTIVE BARGAINING AGREEMENT APPROVAL – POLC PATROL**

Motion by Councilmember Pidek to approve the collective bargaining agreement with POLC Patrol for the period beginning July 1, 2021 and ending June 30, 2024.

Motion supported by Councilmember Teich.

Roll Call Vote.

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

NAYS: None.

**NEXT MEETING**

Monday, December 06, 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**

Motion by Councilmember Teich for adjournment at 8:32 p.m.

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

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Christopher T. Eveleth, Mayor

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Amy K. Kirkland, City Clerk

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





## MEMORANDUM

Memo & email reprinted  
from the meeting of  
November 15, 2021.

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

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DATE: 11.9.2021  
TO: CITY COUNCIL  
FROM: CITY MANAGER  
SUBJECT: Schedule Public Hearing – Revoke Wesener Building OPRA

### BACKGROUND:

In 2013, an Obsolete Property Rehabilitation Certificate was approved for 104-108 N Washington St – known as the Wesener Building. This OPRA was approved for 12 years as incentive to redevelop the property after a fire. The certificate was approved based on an application submitted by the developer promising to spend over \$2 million on the project and create 12 jobs. The construction was completed but the jobs were never created. The city's tax abatement policy assigned the maximum number of years for the tax incentive based on the cost and the jobs to be created.

### RECOMMENDATION:

Schedule a public hearing for December 6, 2021 at 7:30 P.M. at Owosso City Hall to receive comment on the revocation of the Wesener OPRA for not fulfilling the requirements of the city's tax abatement policy and the lack of performance in job creation. This process is in accordance with MCL 125.279(1) governing the revocation of Obsolete Property Rehabilitation Certificates.

**RESOLUTION NO.**

**RESOLUTION TO REVOKE OBSOLETE PROPERTY REHABILITATION  
CERTIFICATE NO. 3-13-0012  
FOR THE WESENER BUILDING**

WHEREAS, pursuant to P.A. 146 of 2000, as amended, after a duly noticed public hearing held on March 1, 2004, the Owosso City Council by resolution established an Obsolete Property Rehabilitation District for the Wesener Building located at 104-108 N. Washington Street; and

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved an Obsolete Property Rehabilitation Exemption application on July 15, 2013 for a period of 12 years for Wesener, LLC located at 104-108 N. Washington Street in the amount of \$2,130,000.00; and

WHEREAS, the State Tax Commission considered and approved Certificate No. 3-13-0012 on September 25, 2013 for said exemption; and

WHEREAS, the City of Owosso approved this certificate for the maximum 12 year period based on project cost and number of jobs to be created; and

WHEREAS, the rehabilitation of the Wesener Building has been completed but the jobs creation portion has not been fulfilled by the developer when required; and

WHEREAS, notice was provided to the owner of the property by certified mail dated October 19, 2021 that a public hearing to consider the revocation of this OPRA certificate would be held on December 6, 2021 at Owosso City Hall during the regular 7:30 P.M. city council meeting.

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

FIRST: it is heretofore determined that the holder of OPRA Tax Exemption Certificate No. 3-13-0012 has not proceeded in good faith with the operation of the rehabilitated facility in a manner consistent with the purposes of PA 146 of 2000 and in the absence of circumstances that are beyond the control of the holder of the exemption certificate the City Council hereby revokes Obsolete Property Rehabilitation Exemption Certificate No. 3-13-0012 for Wesener, LLC for the property located at 104-108 N. Washington Street.

**From:** [dacton@chartermi.net](mailto:dacton@chartermi.net)  
**To:** [Christopher Eveleth](#); [Susan J. Osika](#); [Janae Fear](#); [Jerry Haber](#); [Daniel A. Law](#); [Nicholas Pidek](#); [Robert Teich](#)  
**Cc:** [Nathaniel R. Henne](#); [Amy K. Fuller](#); [Amy K. Kirkland](#)  
**Subject:** Interim information in preparation for the December 6th public hearing on the Wesener Building OPRA and Brownfield Agreements  
**Date:** Monday, November 15, 2021 5:31:17 PM  
**Attachments:** [11-15-21 Connections2Careers leases in Wesener.docx](#)

This attachment is  
attached as page 2.

Dear City Council members,

I thank you for the time that you gave me (until December) to produce results that will maintain the Wesener Building OPRA and Brownfield plans.

The gravity of no longer having OPRA and Brownfield plans for this project cannot be understated; simply stated, the Building financial solvency is dependent upon them.

In that regard, I will be at the City Council meeting to give an interim report during the public comment period; I will present facts from the attached document.

For the December 6<sup>th</sup> public hearing I will have the lease holder and potentially others at the Council meeting to explain the role the plans to meet the requirements.

My only objective in all of this is to simply meet the requirements of these plans per the agreements signed by me many years ago.

Thank you for your consideration and I welcome your input, advice, suggestions, and support.

All the best,

Dave

Mobile: 989-413-0469

## Wesener Building Timeline to Create 12 FTE Jobs

To insure the continuation of the Wesener OPRA and Brownfield

Interim report in preparation for a December 6<sup>th</sup> hearing

### Timeline:

October 1: 108 (Books & Beans) in the Wesener leased for five years – ribbon cutting with Chamber on 10-1.

See [www.connections2careers.org](http://www.connections2careers.org) website and/or the Owosso Books & Beans Facebook page for events conducted and planned and job postings for 5 positions.

October 31 checked FTE performance for October = 142 hours = 3.5 FTE, all of which were hired by the lessee, Connections2Careers: C2C hired a general manager, a social media marketer, an event coordinator, and an administrative assistant (.5 FTE).

November 16 – interviews for additional 5 positions start – 15 candidate applications received.

November 26 – projected opening date for coffee, hot chocolate, baked goods, and book sales for Glow and Small Business Saturday.

December: Complete interviews for baristas, bakers, booksellers, accountants, and marketers – potential FTE up to 10 – will be tracked weekly to 480 hours (12 times 40 hours per week)

December 6<sup>th</sup>: Hearing at City Council to vote on continuing OPRA and Brownfield for the Wesener – its “make it or break it” for the business model – all involved are incentivized to make sure it happens – Kim Oderkirk, the lessee will be at the hearing to present her company’s vision and the job creation her business plan has the potential to create.

January 2022 and beyond:

- C2C will be in negotiations to sign a five-year lease on 104 North Washington.
- 104 (the “white box”) will accomplish for her the career demonstration objectives of C2C.
- Dave and or Kim provide progress on achieving 12 FTE, tracked to 480 hours per week at City Council meetings and/or by email and/or meetings with individual Council members.



DATE: 11.9.2021  
TO: CITY COUNCIL  
FROM: CITY MANAGER  
SUBJECT: Terminate BRA #13 – Wesener Building – for lack of promised job creation

**BACKGROUND:**

In 2013, the City approved a brownfield district and brownfield plan for the Wesener Building for 21 years starting in 2026 after the property's 12-year OPRA certificate expires. The brownfield plan – like the OPRA application – indicates that permanent jobs will be created as part of the completed project. Those jobs have not been created or sustained to date.

A public hearing is required by PA 381 for consideration of brownfield termination.

**RECOMMENDATION:**

Schedule a public hearing for Monday, December 6, 2021 at 7:30 P.M. in the Owosso City Hall Council Chambers to receive public comment on the possible termination of Brownfield #13.

**RESOLUTION NO.**

**AUTHORIZING TERMINATION OF BROWNFIELD PLAN FOR  
DISTRICT #13 - WESENER MULTI-USE BUILDING  
LOCATED AT 104-108 N. WASHINGTON STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, held a public hearing and approved a Brownfield Plan for District #13 – Wesener Multi-Use Building, located at 104-108 N. Washington Street, on September 17, 2007; and

WHEREAS, the Plan for District #13 – Wesener Multi-Use Building was subsequently amended by City Council on three occasions; November 1, 2010, August 1, 2011, and finally on September 16, 2013; and

WHEREAS, the City of Owosso approved this Brownfield Plan and amendments according to the City's Tax Abatement Policy requiring – per the plan – that permanent jobs were to be created and sustained as part of the development; and

WHEREAS, to date, the number of jobs to be created and sustained as part of the abatement application and brownfield plan have not been fulfilled; and

WHEREAS, notice was provided to the owner of the property by certified mail dated October 29, 2021.

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

- FIRST: the plan identified the creation of permanent jobs as a goal of the project and that those jobs have not been created nor sustained since the plan was approved.
- SECOND: that 30 days written notice was given to the developer via certified mail notifying developer of this termination hearing.
- THIRD: it has heretofore been determined that it is advisable, necessary and in the public interest to terminate the Brownfield Plan for District #13 – Wesener Multi-Use Building, located at 104-108 N. Washington Street, as the project, for which eligible activities were identified, failed to occur within 2 years following the date of the resolution approving the plan pursuant to MCL 125.2666(8)(b).

**From:** [dacton@chartermi.net](mailto:dacton@chartermi.net)  
**To:** [Christopher Eveleth](#); [Susan J. Osika](#); [Janae Fear](#); [Jerry Haber](#); [Daniel A. Law](#); [Nicholas Pidek](#); [Robert Teich](#)  
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## MEMORANDUM

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

**DATE:** November 23, 2021  
**TO:** Mayor Eveleth and the Owosso City Council  
**FROM:** Planning Commission  
**SUBJECT:** Rezoning Request 108 N Chipman St Recommendation

### RECOMMENDATION:

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

Parcel Address	Parcel Number	Current Zoning	Proposed Zoning
108 N Chipman St	050-660-017-001-00	B-3 Central Business	I-1 Light Industrial

### BACKGROUND:

The City is in receipt of a rezoning request from JABB Management LLC to rezone the above listed parcel. The proposed use is a marijuana grow facility. The property was split into two parcels (approved at the 11/01/2021 City Council meeting), one with frontage on W Main Street, and the other frontage on N. Chipman Street.

This property was originally zoned I-1 Light Industrial and was rezoned to B-3 in 2012 due to being combined with W Main Street frontage. (In 2012, the Westown Main Street corridor was rezoned to B-3).

The applicant will keep the B-3 zoning on the parcel fronting along W. Main Street. Future development will be determined later.

The Planning Commission, after mailing notices and holding a public hearing, voted at its regular meeting on November 22, 2021 to approve the rezoning request.

### FISCAL IMPACTS:

There are no direct fiscal impacts to the City

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

**RESOLUTION NO.**

**AUTHORIZING FIRST READING & SETTING PUBLIC HEARING  
TO AMEND CHAPTER 38, ZONING, OF THE CODE OF ORDINANCES  
TO REZONE A PARCEL OF REAL PROPERTY AT 108 N. CHIPMAN STREET  
AND AMEND THE ZONING MAP**

WHEREAS, the City of Owosso received a request from JABB Management LLC, owner of the property located at 108 North Chipman Street, parcel # 050-660-017-001-00, to rezone the parcel from B-3 Central Business District to I-1 Light Industrial District; 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 Planning Commission finds that the proposed rezoning meets the intent and criteria for a zoning amendment as it relates to the master plan and the zoning ordinance; and

WHEREAS, the City staff and Planning Commission recommend, without reservations or conditions, the rezoning of the following parcel:

<b>Parcel Address</b>	<b>Parcel Number</b>	<b>Current Zoning</b>	<b>Proposed Zoning</b>
108 N Chipman St	050-660-017-001-00	B-3 Central Business	I-1 Light Industrial

and

WHEREAS, a public hearing by the City Council is required before any such ordinance amendment can be approved.

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>
108 N Chipman St	050-660-017-001-00	B-3 Central Business	I-1 Light Industrial

SECTION 2. PUBLIC HEARING. A public hearing is set for Monday, January 3, 2022 at 7:30 p.m. in the City Hall Council Chambers, 301 West Main Street, Owosso for the purpose of hearing citizen comment regarding the proposed ordinance amendment.

SECTION 3. NOTICE. Council hereby directs staff to supply a public notice concerning the rezoning to a newspaper of general circulation within the city.

SECTION 4. AVAILABILITY. This proposed 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 5. EFFECTIVE DATE. This amendment shall become effective twenty days after passage.

PREZ-2021-05  
10-18-2021

## 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: 108 N. Chipman Owosso, MI. 48867

Description: (lot, block or metes and bounds)

Frontage in feet:

Depth in feet:

#### 2. PROPERTY OWNERSHIP:

Name: JABB Management LLC

Address: 115 N. Shiawassee St. Corunna, MI 48817

Phone Number: 248-952-4777

E-mail: adam@woodworthcommercial.com

#### 3. ZONING REQUEST:

Current Zoning: B3 - Cent Bus

Requested Zoning: I1 - IND LT

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

Marijuana Cultivation Facility  
(Medical + Recreational)

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:

The Surrounding Properties on Chipman, N. Lyon and Beecher St are all zoned I1. This property is a former factory surrounded by a gated chain link fence.

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:

Date: 10/18/2021

- ☐ 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.

2.64 x 5

#### 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.

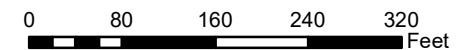
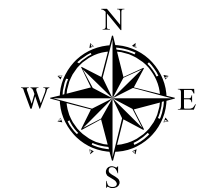
<u>2021 Meeting Date</u>	<u>Submittal Deadline</u>	<u>2021 Meeting Date</u>	<u>Submittal Deadline</u>
January 25	December 30	July 26	July 1
February 22	January 29	August 23	July 30
March 22	February 27	September 27	September 2
April 26	April 1	October 25	September 30
May 24	April 30	November 22	October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

FOR OFFICIAL USE ONLY

Case #	<u>PREZ2021-05</u>	Planning Commission Hearing Date	<u>11-22-2021</u>
Receipt #	<u>24866</u>	Action Taken	
Date Filed	<u>10-18-2021</u>	City Council Hearing Date	
Description Checked	<u>✓</u>	Action Taken	

### 300' Buffer Zone Map

108 N. Chipman St.



November 16, 2021

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

**Subject:** REZONING  
**Location:** 108 N Chipman Street  
**Size of Site:** 3 acres  
**Request:** To rezone roughly 3 acres at 108 N Chipman Street from B-3, to I-1 Light Industrial.  
**Applicant:** City of Owosso

Dear Planning Commissioners:

At your request, we have reviewed the above application from the City of Owosso to rezone 3 acres from B-3 Commercial to I-1, Light Industrial. The property is currently being split into two parcels, one with frontage on W. Main and the other with frontage on Chipman. This property was originally zoned industrial and was rezoned to B-3 in the past 5 years. The applicant will keep the B-3 zoning on the parcel fronting along W. Main.

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 along the east side of N. Chipman Street, adjacent to the rail line. The property is identified in the draft master plan as an area for redevelopment but did not specifically state what redevelopment should be. The applicant would like to potentially locate a marijuana growing facility on this property.

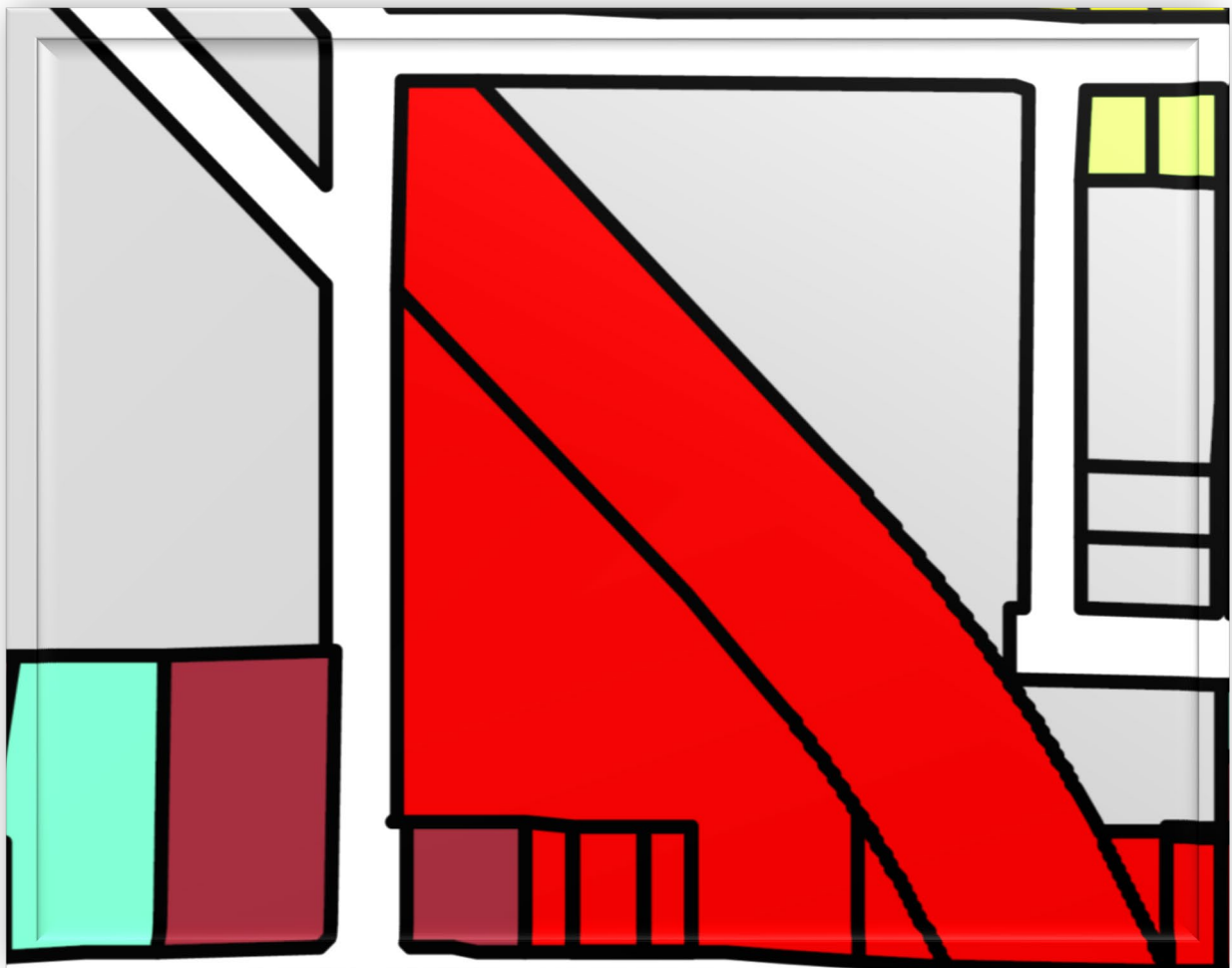
#### EXISTING LAND USE, ZONING AND FUTURE LAND USE

	Existing Land Use	Zoning	Master Plan
<b>Subject Site</b>	Existing 26,000 SF Ind. Building	B-3 Commercial	Commercial
North	Industrial & Commercial	B-3 Commercial	Commercial



South	Commercial	B-3 Commercial	Commercial
East	Commercial	B-3 Commercial	Commercial
West	Industrial and Commercial	B-4, General Commercial and I-1, Light Industrial	Local business and industrial

**\*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 commercial, this property was previously industrial, and a marijuana grow facility would not be considered too intense for the surrounding commercial uses.

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 I-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.

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 I-1 district are more compatible with this site given former industrial uses on this site and the proximity to the rail line.

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 industrial property in Owosso for potential marijuana grow facilities. There is already an approved facility across the street on Hathaway Drive and this site makes sense to revert back to its industrial nature.

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 108 N.**



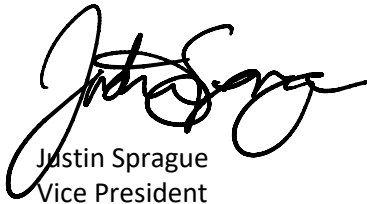
**Chipman based on the following items;**

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 I-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.

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



P2021-017  
10/8-2021

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

- 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
  - Applicant submits application with fee
  - Departmental review of application
  - Staff prepares memo for next City Council meeting
  - Send notice to applicant with the date of the City Council meeting
  - City Clerk notifies the Building Department and Assessor of Council approval or denial
  - 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. Shawnee St. Owosso MI. 48867  
Phone: 248-952-4777

##### Land Division Information

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

##### Proposed Use

☐ Residential ☒ Commercial ☐ Industrial ☐ Institutional ☐ Other

Rev May 2019

##### 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

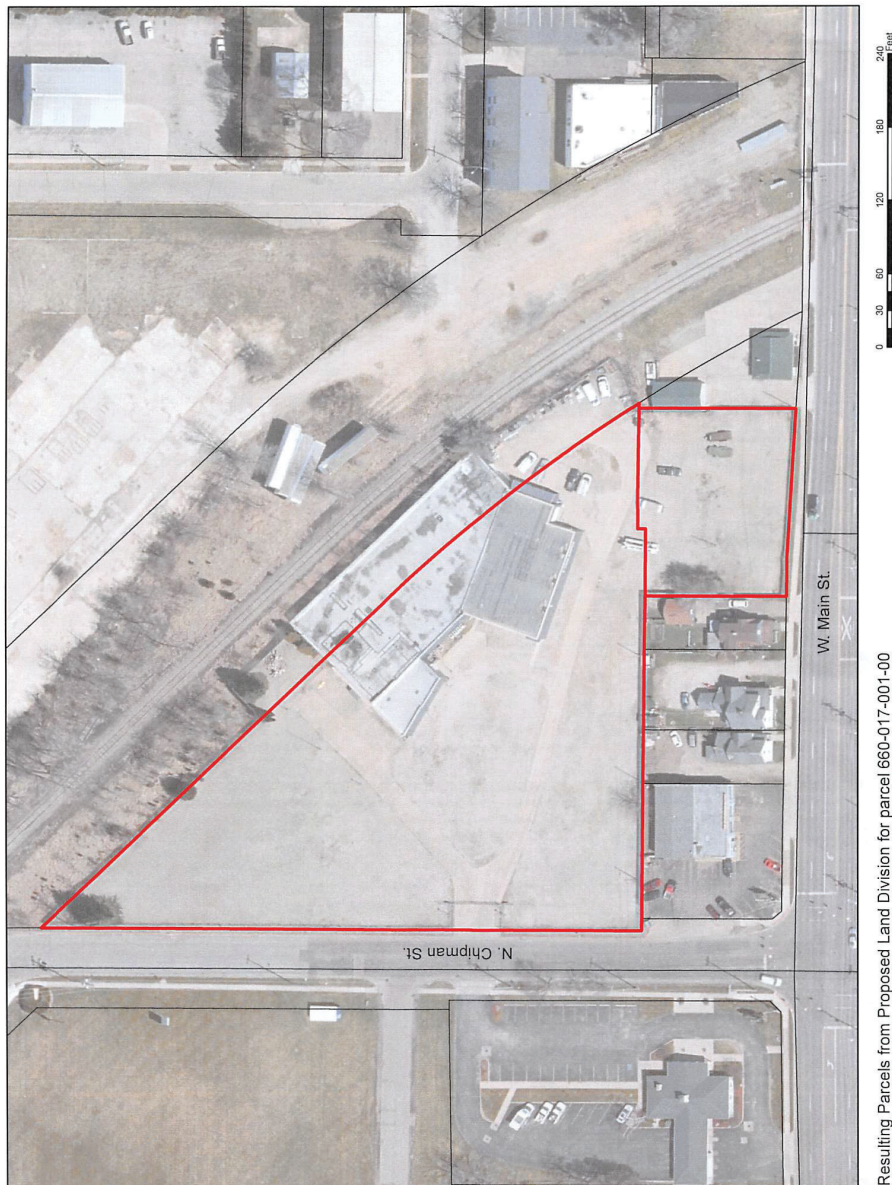
Date

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**

Rev May 2019



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 checked="" type="checkbox"/> Approved as submitted	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved with attached conditions
Date results sent to applicant:	11-02-2021		

#### 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 checked="" type="checkbox"/>
Notify Assessor of approval or denial	<input checked="" type="checkbox"/>
Scan to BS&A file and file hard copy	<input checked="" type="checkbox"/>
Staff Initials	TSB

Rev May 2019

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: Michael Dant 10-20-2021		
3. Treasurer Tax Information:	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
County Drain Office Special Assessments:	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
County Treasurer's Office Delinquent Taxes:	<input checked="" type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Special Assessments:	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Comments:		
Signature: Kerry Jenson 10-21-21		
4. Public Utilities Recommends:	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments: SEE ENGINEERING COMMENTS BELOW...		
Signature: Ryan E. Sutherland		
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.		
Signature: Clayton Wehmer MDOT Permit will be required		
6. Zoning Administrator Recommends:	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments:		
Signature: Tanya Spradlin 10-21-2021		

Rev May 2019

11.4.2021.

Dear Council Members,

I read in the Argus the article regarding a future grow facility: I urge you to consider what a grow facility has caused in Chesaning and other communities across the country: **GROW FACILITIES CAUSE BAD ODOR!** Residents are complaining. Odors are degrading quality of life in Chesaning. We do not want that to happen to Owosso!

A friend described a recent furniture delivery to her Chesaning home. The driver got out and asked, "What stinks?" She told him it was the marijuana facility. His comment? "That smells awful? You have to deal with that every day? I would never want to live here."

Her experience is not unique. The Chesaning Village Council has been hearing from citizens for many months regarding the odor. Please take note of these disturbing comments:

- The smell is daily and we complain often. Our garage smells of marijuana.
- We have a strong smell **of marijuana at Big Rock school**. I have called in complaints several times. Two days later I call back and they do nothing. What is the process, continue to call? How many people have called? My entire home smells like it.
- Our friends and neighbors are talking about moving if they can afford it.
- High Life agreed to install an odor monitor months ago. On Easter Sunday, my wife and I took a bike ride and smelled marijuana the whole way.
- Two years ago, we were told the odor would be sent into the atmosphere.
- The marijuana developers appear to be free to do what they want with no accountability.
- We came to Chesaning to live in someplace quiet and not have to deal with skunk smell.
- For those who live upwind of grow facilities, buffering criteria may not seem very important; but for those who live nearby or have respiratory issues, there is a point where good health is more important than financial gain.

Clearly, the so-called mitigation procedures have done nothing to stop this odor problem. The council ignores the pleas of the citizens, seemingly only concerned about money generated from these facilities. **MONEY** is not all a community needs! **CLEAN, FRESH** air should matter more. I hope **OUR** council will be more aware of the odor problem, as homeowners (taxpayers) deserve our viewpoints to be considered.

Countless articles from other cities tell the same story. Facilities get "cited" for odor, but ... it continues to be an issue. The best way to avoid the issue is to **NOT HAVE** the facility in the city to begin with.

Thank you.

Julie Wenzlick. 1101 Riverside Drive

989-723-2084. [juliewenzlick@gmail.com](mailto:juliewenzlick@gmail.com)

**CITY OF OWOSSO  
SCHEDULE OF REGULAR MEETINGS  
FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2022**

**NOTICE IS HEREBY GIVEN**, pursuant to the provisions of Act 267, Public Acts of 1976, of the schedule of Regular Meetings of the City of Owosso, County of Shiawassee, State of Michigan for the calendar year beginning January 1, 2022. The Board, dates, time and place of said regular meetings shall be as follows:

CITY COUNCIL					
The 1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month, except as noted – 7:30 p.m., local prevailing time					
Owosso City Hall, Council Chambers					
JAN 03	MAR 07	MAY 02	JUL 05*	SEP 06*	NOV 07
JAN 18*	MAR 21	MAY 16	JUL 18	SEP 19	NOV 21
FEB 07	APR 04	JUN 06	AUG 01	OCT 03	DEC 05
FEB 22*	APR 18	JUN 21*	AUG 15	OCT 17	DEC 19
DOWNTOWN DEVELOPMENT AUTHORITY / OWOSSO MAIN STREET			DOWNTOWN HISTORIC DISTRICT COMMISSION		
The 1 <sup>st</sup> Wednesday of each month, except as noted – 7:30 a.m., local prevailing time			The 3 <sup>rd</sup> Wednesday of each month - 6:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Conference Room		
JAN 05	MAY 04	SEP 07	JAN 19	MAY 18	SEP 21
FEB 02	JUN 01	OCT 05	FEB 16	JUN 15	OCT 19
MAR 02	JUL 06	NOV 02	MAR 16	JUL 20	NOV 16
APR 06	AUG 03	DEC 07	APR 20	AUG 17	DEC 21
OWOSSO HISTORICAL COMMISSION			PARKS & RECREATION COMMISSION		
The 2 <sup>nd</sup> Monday of each month, except as noted – 6:00 p.m., local prevailing time			The 4 <sup>th</sup> Wednesday of each month, except as noted – 7:00 p.m., local prevailing time		
Curwood Castle, 226 Curwood Castle Drive			Owosso City Hall, Council Chambers		
JAN 10	MAY 09	SEP 12	JAN 26	MAY 25	SEP 28
FEB 14	JUN 13	OCT 11*	FEB 23	JUN 22	OCT 26
MAR 14	JUL 11	NOV 14	MAR 23	JUL 27	DEC 07*
APR 11	AUG 08	DEC 12	APR 27	AUG 24	
PLANNING COMMISSION			WWTP Review Board		
The 4 <sup>th</sup> Monday of each month, except as noted – 6:30 p.m., local prevailing time			The 4 <sup>th</sup> Tuesday of each month, 4:30 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso Wastewater Plant, Administration Building 1410 Chippewa Trail, Owosso		
JAN 24	MAY 23	SEP 26	JAN 25	MAY 24	SEP 27
FEB 28	JUN 27	OCT 24	FEB 22	JUN 28	OCT 25
MAR 28	JUL 25	NOV 28	MAR 22	JUL 26	NOV 22
APR 25	AUG 22	DEC 12*	APR 26	AUG 23	DEC 27
ZONING BOARD OF APPEALS			* = Rescheduled due to legal holiday on regular meeting date or other scheduling conflict		
The 3 <sup>rd</sup> Tuesday of each month, except as noted – 9:30 a.m., local prevailing time					
Owosso City Hall, Council Chambers					
JAN 18	MAY 17	SEP 20			
FEB 15	JUN 21	OCT 18			
MAR 15	JUL 19	NOV 15			
APR 19	AUG 16	DEC 20			

The City of Owosso will provide necessary 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 or calling the following: Amy K. Kirkland, City Clerk, 301 West Main Street, Owosso, MI 48867 (989) 725-0500. The City of Owosso website is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).



## **MEMORANDUM**

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

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DATE: December 6, 2021

TO: Owosso City Council

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

SUBJECT: Amendment No. 1 – Sanitary Sewer Rehabilitation – Engineering Services Contract (a 2020 SRF Project)

### **RECOMMENDATION**

Approval of Amendment No. 1 to the Sanitary Sewer Rehabilitation-Engineering Services Contract (a 2020 SRF Project) with Orchard, Hiltz, and McCliment (OHM Advisors) for additional engineering services in the amount of \$3,600.00 for construction oversight and administration services as required by the State of Michigan.

### **BACKGROUND**

On August 19, 2019, City Council awarded a contract to Orchard, Hiltz, and McCliment (OHM Advisors) in the amount of \$132,000.00 for professional engineering services for the 2020 Sanitary Sewer Rehabilitation Project.

City staff has since requested additional engineering services from OHM Advisors to oversee changed work conditions of the project. The required effort to oversee these changes exceeds what was estimated in the original contract. OHM Advisors has submitted a proposal to perform the requested additional construction oversight and administration services at a cost of \$3,600.00. Supporting documentation is available upon request.

### **FISCAL IMPACTS**

Requested services in the amount of \$3,600.00 can be funded from the Wastewater Capital Fund Account No. 590-901-973.000 (\$3,300.00) and Major Street Contractual Services Account No. 202-451-818.000-NCHIPMANST (\$300.00).

Document originated by: Ryan E. Suchanek, Director of Public Services & Utilities

Attachments: (1) Resolution - Amendment No.1 OHM Advisors  
(2) Proposal – OHM Advisors  
(3) Amendment No. 1 to the Contract with OHM Advisors

**RESOLUTION NO.**

**AUTHORIZING AMENDMENT NO. 1 TO THE  
2020 SANITARY SEWER REHABILITATION – ENGINEERING SERVICES CONTRACT  
WITH OHM ADVISORS  
FOR ADDITIONAL ENGINEERING SERVICES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with OHM Advisors on August 19, 2019 for professional engineering services for the 2020 Sanitary Sewer Rehabilitation Project (2020 SRF Project) in the amount of \$132,000.00; and

WHEREAS, the City requests additional services of the engineer to provide additional construction oversight and administration services, that are beyond the original contractual scope of services; and

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 amend the Sanitary Sewer Rehabilitation – Engineering Services Contract (2020 SRF Project) with OHM Advisors for additional construction oversight and administration services in the amount of \$3,600.00.
- SECOND: The Mayor and City Clerk are requested and authorized to sign the document attached as Amendment No. 1 to the contract between the City of Owosso, Michigan and OHM Advisors in the amount of \$3,600.00.
- THIRD: The Accounts Payable department is authorized to make payment up to the amended amount of \$135,600.00 to OHM Advisors upon successful completion of stated work.
- FOURTH: The above expenses shall be paid from the Wastewater Capital Fund Account No. 590-901-973.000 (\$3,300.00) and Major Street Contractual Services Account No. 202-451-818.000-NCHIPMANST (\$300.00).





October 27, 2021

City of Owosso  
Mr. Randy Chesney, PE, *City Engineer*  
City Hall  
301 W. Main Street  
Owosso, MI 48868

**RE: Request for Fee Increase – Engineering Services for 2020 Sanitary Sewer Rehabilitation Project  
PO 42872**

Dear Mr. Chesney,

We feel privileged to partner with the City of Owosso and serve the community through the 2020 Sewer Rehabilitation program. OHM Advisors successfully performed the required Scope of Services outlined in our executed agreement dated July 30, 2019. In addition to the original work scope, we also performed the following additional services:

- Investigation and recommendation for rehabilitation of Segment SGM-1304-020
- Additional duration of Contract Administration: increase from 5 months anticipated oversight to 15 months actual
- Contract Administration for additional work scope added by City of Owosso through Change Order 04 (Storm Sewer on Washington) and Change Order 05 (Storm Sewer on Chipman)

Our original contract amount totals \$132,000. **We request an increase of \$3,600 in fees to bring our final approved contract amount to \$135,600.**

On behalf of OHM Advisors, I thank you for the opportunity to team on this contract and look forward to working with you again. Please contact me at 989-439-2403 if you need any additional information in support of this request.

Should you find this agreement acceptable, please execute the attached and return a copy to us for our files.

Sincerely,  
OHM Advisors

A handwritten signature in black ink that reads "Traci M. Robinson".

Traci M. Robinson, PE  
Senior Project Manager

**AMENDMENT NO. 1 TO  
A CONTRACT FOR PROFESSIONAL SERVICES WITH  
OHM ADVISORS FOR THE  
SANITARY SEWER REHABILITATION PROJECT -  
ENGINEERING SERVICES CONTRACT**

This amendment is attached and made part of the contract for engineering services for the 2020 Sanitary Sewer Rehabilitation Project, authorized by City Council August 19, 2019, between the city of Owosso, Michigan (City) and Orchard Hilitz & McClement (OHM Advisors). (Consultant).

**SANITARY SEWER REHABILITATION - ENGINEERING SERVICES CONTRACT  
(2020 SRF Project)**

**PROJECT SCOPE OF WORK**

The project scope of work is amended as follows;

OHM Advisors to provide additional construction oversight and administration services as requested by city staff and as described in its letter dated October 27, 2021, attached.

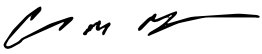
**SCHEDULE**

The schedule for the project is amended as follows:

Completion date is December 31, 2021.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date first above written.

For the Consultant:

By:   
Charles Rolfe, PE  
Its: Principal

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

Executed: November 1, 2021

For the City:

By: \_\_\_\_\_  
Christopher T Eveleth, Mayor

By: \_\_\_\_\_  
Amy K. Kirkland, City Clerk

Executed: \_\_\_\_\_, 2021



## MEMORANDUM

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

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**DATE:** December 2, 2021

**TO:** City Council

**FROM:** Amy Fuller, Assistant to the City Manager

**SUBJECT:** Grove Holman Building Architect Contract - Addendum No. 2

**RECOMMENDATION:**

Approval of Contract Addendum No. 2 with H2A Architects of Davison, Michigan, for construction administration for the Grove Holman Park Warming Center project in the amount of \$6,480.00.

**BACKGROUND:**

City council approved on April 19, 2021, an agreement for professional architectural services with H2A, for a building plan, specifications, and bid document services for the conversion of the Grove Holman Pool Building into a warming center in the amount of \$12,500.00 for 2021, and Contract Amendment No. 1 for an additional \$880.00 for cost projects for the project. This work is in direct support of the ongoing project to renovate the old pool house at Grove Holman Park and is funded by a DNR Recreation Passport Grant and park millage funds.

The Parks and Recreation Commission would like to move forward with the building plans submitted by H2A and the State of Michigan, Department of Natural Resources has approved the building plan, specifications, and bid documents as required for the Recreation Passport Grant.

H2A included proposed hourly costs for construction administration for this project in their original proposal. Staff recommends contracting with H2A for help with the bidding process and management of the construction process. H2A estimates the construction will take approximately 6 months, and will require approximately 8-10 hours of construction administration per month. The average hourly rate will be \$108/hr. so the anticipated cost for the services will be up to \$6,480.00.

**FISCAL IMPACTS:**

The additional services proposed are chargeable to the Parks Millage Fund account 208-756-974.000, in the amount of \$6,480.00.

Attachments: (1) Resolution  
(2) H2A Proposal  
(3) Addendum No. 2

**RESOLUTION NO.**

**AUTHORIZING THE EXECUTION OF ADDENDUM NO. 2 TO  
GROVE HOLMAN POOL BUILDING – ARCHITECTUAL SERVICES CONTRACT  
WITH H2A ARCHITECTS INC**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, entered into an agreement with H2A Architects Inc for the provision of architectural services for the Grove Holman Pool Building Renovation by the adoption of Resolution No. 69-2021 on April 19, 2021; and

WHEREAS, staff desires to expand the contract to include additional services for assistance during the bid process and construction administration.

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

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to expand the contract approved by Resolution No. 69-2021 on April 19, 2021 with H2A Architects Inc, to include additional services up to the amount of \$6,480.00 for oversight of the bidding process and management of the construction process for the Grove Holman building renovation.
- SECOND: The Mayor and City Clerk are hereby instructed and authorized to the sign the document substantially in the form attached as Addendum No. 2 to the Professional Services Agreement – Grove Holman Park Warming Center Architectural Services Contract between the City of Owosso, Michigan and H2A Architects Inc in an amount not to exceed \$6,480.00.
- THIRD: The accounts payable department is authorized to submit payment to H2A Architects Inc for hourly services up to the amount of \$6,480.00, in addition to the previously paid amount of \$13,380 for architectural services, for a total of \$19,860.00.
- FOURTH: The above additional services in the amount of \$6,480.00 shall be paid from the Park Millage Funds Account 208-756-974.000.



## 2021 Rate Schedule:

<u>Category</u>	<u>Rate</u>
Project Manager	\$144.00/hr.
Registered Architect	\$139.00/hr.
Senior Designer	\$108.00/hr.
Construction Administrator	\$88.00/hr. - \$139.00/hr.
CAD Tech	\$88.00/hr.
Clerical	\$56.00/hr.

### Subcontracted-Consultants

Engineer Structural	\$155.00 - \$190.00/hr.
Engineer Electrical	\$125.00 - \$160.00/hr.
Engineering Designer	\$103.00 - \$136.00/hr.
Engineering Structural Construction Admin	\$190.00/hr.
Engineering CAD	\$88.00 - \$98.00/hr.
Engineering Clerical	\$82.00/hr.
Specifications	\$144.00/hr.

### Reimbursable

Including, but not limited to printing, postage/shipping, consultant renderings.

Z:\Bd\0 - Rate Schedules\Rate Schedule abbreviated version 2021 NC.docx

**ADDENDUM NO. 2 TO AN AGREEMENT  
FOR  
PROFESSIONAL ARCHITECTURAL SERVICES WITH  
H2A ARCHITECTS INC**

This addendum is attached and made part of the agreement for professional architectural services dated April 19, 2021 between the city of Owosso, Michigan (Owner) and H2A Architects Inc (Architect) providing for professional services.

**ADDENDUM NO. 2**

**PROFESSIONAL SERVICES AGREEMENT – GROVE HOLMAN PARK WARMING CENTER  
ARCHITECTURAL SERVICES**

**PROJECT SCOPE OF WORK**

The project scope of work for this addendum is as follows:

Bid Assistance  
Construction Administration Services

**SCHEDULE**

The schedule for the project is as follows:

Bid Assistance:	December 1, 2021 through April 1, 2022
Construction Administration:	beginning no earlier than April 4, 2022 and ending by October 1, 2022

**COMPENSATION**

The cost proposal of the Architect for the project is an amount not to exceed \$6,480.00, calculated as follows:

48-60 estimated work hours  
\$108.00/hr = average hourly wage

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the date indicated below.

Approved by City Council: December 6, 2021

For the Architect:

H2A Architects Inc

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

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

Executed: \_\_\_\_\_, 2021

For the owner:

City of Owosso, Michigan

By: \_\_\_\_\_  
Christopher T. Eveleth, Mayor

By: \_\_\_\_\_  
Amy K. Kirkland, City Clerk

Executed: \_\_\_\_\_, 2021



## MEMORANDUM

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

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**DATE:** December 6, 2021

**TO:** City Council

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

**SUBJECT:** Change Order No. 3 for the 2021 Retaining Wall Project

### RECOMMENDATION:

Approval of Change Order No. 3 to the contract for the 2021 Retaining Wall Project (P.O. No. 43318) with Gordon Construction Services of Lansing, Michigan in the amount of \$5,637.03.

### BACKGROUND:

On April 5, 2021, City Council approved the contract to Gordon Construction Services in the amount of \$220,937.20 for the 2021 Retaining Wall Project. Subsequent approved Change Order Nos. 1 & 2 increased the contract amount to \$299,841.23. After approval of Change Order No. 2, a discrepancy was found in concrete sidewalk quantities resulting in an under payment to Gordon Construction Services. Change Order No. 3, an increase of \$5,637.03, corrects this discrepancy and increases the total contract amount to \$305,478.26.

### FISCAL IMPACTS:

Funds for the above expense will be funded by the City's Capital Account No. 401-000-975.000-WALL000000 in the amount of \$5,637.03

Attachments: (1) Resolution  
(2) Change Order No. 3



**RESOLUTION NO.**

**AUTHORIZATION TO APPROVE CHANGE ORDER NO. 3  
TO THE 2021 CITY HALL RETAINING WALL PROJECT CONTRACT  
WITH GORDON CONSTRUCTION SERVICES, INC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with Gordon Construction Services, Inc. on April 5, 2021 for reconstruction of the retaining wall at Owosso City Hall; and

WHEREAS, on August 2, 2021 City Council approved Change Order No. 1 for the installation of sheet pile at the site; and

WHEREAS, on November 15, 2021 City Council approved Change Order No. 2 for the removal of an old foundation and spoil materials as well as additional landscaping work at the site; and

WHEREAS, since then a discrepancy was found regarding concrete sidewalk quantities resulting in an under payment; and

WHEREAS, Change Order No. 3 will correct the concrete sidewalk quantities discrepancy resulting in correct payment.

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 amend the 2021 City Hall Retaining Wall Project contract with Gordon Construction Services, Inc. to correct an error.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 3 in the amount of \$5,637.03; an increase to the Contract for Services between the City of Owosso and Gordon Construction Services, Inc. revising the total current contract amount from \$299,841.23 to \$305,478.26.
- THIRD: The accounts payable department is authorized to submit payment to Gordon Construction Services, Inc. for work satisfactory completed up to the revised contract amount of \$305,478.26.
- FOURTH: The above expenses shall be paid from account no. 401-000-975-000-WALL000000.

## CHANGE ORDER

No. 3

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OWNER: City of Owosso  
CONTRACTOR: Gordon Construction Services  
CONTRACT NAME: City of Owosso 2021 Retaining Wall Project  
OWNER's P.O. NO. 43318

The Contract is modified as follows upon execution of this Change Order:

**Description:**

Reconcile concrete quantities based on contract award vs. quantities placed. A discrepancy was found in measurements after Change Order No. 2 was approved.

**Adjust the following quantities to the Contract:**

<u>Item No.</u>	<u>Description</u>	<u>Quantity Change</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Cost</u>
6	Sidewalk, Rem	21.44	Syd	\$28.60	\$613.18
8	Sidewalk, Conc, 6 inch	655	Sft	\$7.67	\$5,023.85
<b>Total Change:</b>					<b>\$5,637.03</b>

Attachments: Quote for Misc. Site Concrete Reconciliation from Gordon Construction Services

CHANGE IN CONTRACT PRICE
Original Contract Price \$ <u>220,937.20</u>
Increase (Decrease) from previously approved Change Orders No. <u>1</u> to <u>2</u> \$ <u>78,904.03</u>
Contract Price prior to this Change Order: \$ <u>299,841.23</u>
Increase (Decrease) of this Change Order: \$ <u>5,637.03</u>
Contract Price incorporating this Change Order: \$ <u>305,478.26</u>

CHANGE IN CONTRACT TIMES
Original Contract Times: Substantial Completion: <u>September 10, 2021</u> Ready for Final Payment: _____ (days or dates)
Increase (Decrease) from previously approved Change Orders No. <u>1</u> to <u>2</u> : Substantial Completion: <u>35 days</u> Ready for Final Payment: _____ (days)
Contract Times prior to this Change Order: Substantial Completion: <u>October 15, 2021</u> Ready for Final Payment: _____ (days or dates)
Increase (Decrease) of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ (days)
Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ (days or dates)

RECOMMENDED:

By: Clayton Wehner

ENGINEER (Authorized Signature)

Title: Civil Engineer I

Date: 11/30/2021

APPROVED:

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

OWNER (Authorized Signature)

Title: \_\_\_\_\_

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

ACCEPTED:

By: Terry L Gordon Jr

CONTRACTOR (Authorized Signature)

Title: Project Manager

Date: 11/30/21

ATTEST:

By: \_\_\_\_\_  
Amy K. Kirkland

Title: City Clerk

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



GORDON CONSTRUCTION SERVICES

## OWNER CHANGE ORDER #3

p.517-862-4846

Date 11/30/21

Project: **City Of Owosso - Retaining Wall 2021**

Contractor Gordon Construction Services

Title: Misc. Site Concrete - reconciliation

Change Items				
Quantity	Unit	Description	Unit Price	Subtotal
655	SF	6" Concrete Sidewalk	\$ 7.67	\$ 5,023.85
21.44	SYD	6" Concrete removal	\$ 28.60	\$ 613.18
1	LS			\$ -
1	LS			
1	LS			
1	LS			\$ -
1	LS			
				\$ 5,637.03
<b>Grand Total</b>				<b>\$ 5,637.03</b>
Notes/Clarification				

Base Contract Value: \$ **220,937.20**

CO Adjustment to Contract Value Prior to CO \$ **78,904.03**

CO Adjustment - This CO \$ **5,637.03**

**Total Contract Value to Date: \$ 305,478.26**

GCS Signature

Terry L Gordon Jr

Date 11/30/21

Owner Signature

\_\_\_\_\_

Date

\_\_\_\_\_

CHECK REGISTER FOR CITY OF OWOSSO  
CHECK DATE FROM 11/01/2021 - 11/30/2021

Check Date	Check	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)				
11/12/2021	134327	H K ALLEN PAPER CO	CLEANING SUPPLIES	\$ 456.00
11/12/2021	134328	AMERICAN PUBLIC WORKS ASSOCIATION	MEMBERSHIP FOR CLAYTON WEHNER	\$ 247.00
11/12/2021	134329	ASCENSION MICHIGAN CORPORATE SERVICES	ACLS UPDATES FOR BREWBAKER AND PLATNER	\$ 350.00
11/12/2021	134330	MCCRORY MICHAEL	UB refund for account: 1999130002	\$ 72.35
11/12/2021	134331	CALEDONIA CHARTER TOWNSHIP	PAYMENT PER WATER DISTRICT AGREEMENT	\$ 41,283.20
11/12/2021	134332	JUDY ELAINE CRAIG	COURIER SERVICE	\$ 180.00
11/12/2021	134333	D & D TRUCK & TRAILER PARTS	PARTS	\$ 2,585.65
11/12/2021	134334	DALTON ELEVATOR LLC	OCT 2021-CYLINDER RENT	\$ 457.51
11/12/2021	134335	DORT FINANCIAL CREDIT UNION	PURCHASE OF CD'S	\$ 500,005.00
11/12/2021	134336	DOWNTOWN DEVELOPMENT AUTHORITY	SUMMER TAX COLLECTION OCT 16-31, 2021	\$ 605.09
11/12/2021	134337	FIRST NATIONAL BANK OF OMAHA	LODGING FOR BRIAN MATTHIES	\$ 546.96
11/12/2021	134338	FIRST NATIONAL BANK OF OMAHA	ZOOM/MAIL CHIMP SERVICES	\$ 25.88
11/12/2021	134339	FIRST NATIONAL BANK OF OMAHA	LUNCH FOR DDA INTERVIEW COMMITTEE	\$ 83.64
11/12/2021	134340	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$ 207.81
11/12/2021	134341	H2O COMPLIANCE SERVICES INC	INSPECTION SERVICES FOR CROSS CONNECTION PROGRAM	\$ 731.25
11/12/2021	134342	HOME DEPOT CREDIT SERVICES	SUPPLIES	\$ 653.24
11/12/2021	134343	INDUSTRIAL SUPPLY OF OWOSSO INC	HYPERTHERM POWERMAX 65 PLASMA CUTTER	\$ 2,995.00
11/12/2021	134344	INTERNATIONAL CITY/COUNTY MANAGEMENT	MEMBERSHIP FOR NATHAN HENNE	\$ 1,035.00
11/12/2021	134345	LAWSON WILLIAM	REIMBURSEMENT	\$ 106.33
11/12/2021	134346	LLOYD MILLER & SONS, INC	PARTS FOR MOWER	\$ 403.60
11/12/2021	134347	MCLAREN RENTALS, INC.	EQUIPMENT RENTAL	\$ 35.00
11/12/2021	134348	KENDRA NICHOLS	2021 GRASS MOWING PROGRAM	\$ 1,463.00
11/12/2021	134349	NORTH AMERICAN OVERHEAD DOOR INC	DOOR REPAIRS	\$ 237.49
11/12/2021	134350	OWOSSO BOLT & BRASS CO	PARTS	\$ 60.54
11/12/2021	134351	OWOSSO READY MIX COMPANY	RETAINING WALL MATERIAL	\$ 344.00
11/12/2021	134352	PROFESSIONAL ANSWERING SERVICES	NOVEMBER 2021-TELEPHONE ANSWERING SERVICE	\$ 75.00
11/12/2021	134353	SHIAWASSEE COUNTY TREASURER	SUMMER CFT AND IFT TAX COLLECTION	\$ 8,731.28
11/12/2021	134354	SHIAWASSEE COUNTY TREASURER	SUMMER TAX COLLECTION OCTOBER 16-31, 2021	\$ 15,461.66
11/12/2021	134355	SPARTAN STORES LLC	SUPPLIES	\$ 16.95
11/12/2021	134356	STATE OF MICHIGAN	VOID	\$ - V
		Void Reason: MICR LINE NOT CORRECT		
11/12/2021	134357	STATE OF MICHIGAN	SPECIAL ACT SET TAX DISTRIBUTION	\$ 14,796.27
11/12/2021	134358	STATE OF MICHIGAN-EGLE	WATER TESTING SERVICES	\$ 1,083.00
11/12/2021	134359	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION FEE	\$ 30.00
11/12/2021	134360	SUNNYSIDE FLORIST	FLOWERS FOR FUNERAL-PAID BY EMPLOYEE DONATIONS	\$ 44.00
11/12/2021	134361	VALLEY LUMBER	TAPE	\$ 9.99
11/12/2021	134362	WIN'S ELECTRICAL SUPPLY OF OWOSSO	SUPPLIES	\$ 161.00
11/12/2021	134363	WT STEVENS CONSTRUCTION INC	2021 WATER SERVICE LINE REPLACEMENT PROJECT	\$ 29,738.75
11/12/2021	7287(A)	ABSOPURE WATER COMPANY LLC	WATER FOR LAB	\$ 178.00

11/12/2021	7288(A)	THE ACCUMED GROUP	AMBULANCE BILLING SERVICES & STATE REPORTING	\$	8,933.30
11/12/2021	7289(A)	ALS LABORATORY GROUP	WASTEWATER ANALYSES	\$	160.00
11/12/2021	7290(A)	AMAZON CAPITAL SERVICES	SUPPLIES	\$	176.94
11/12/2021	7291(A)	THE ARGUS-PRESS	PRINTING OF LEGAL NOTICES ETC	\$	387.50
11/12/2021	7292(A)	BIDNET	FEES FOR SALE OF #320	\$	149.95
11/12/2021	7293(A)	BOUND TREE MEDICAL LLC	AMBULANCE MEDICAL SUPPLIES	\$	2,188.84
11/12/2021	7294(A)	CHEMSEARCH FE	SUPPLIES	\$	229.85
11/12/2021	7295(A)	CINTAS CORPORATION #308	FLOOR MATS	\$	46.09
11/12/2021	7296(A)	C M P DISTRIBUTORS INC	HOLSTERS	\$	88.90
11/12/2021	7297(A)	CMP DISTRIBUTORS INC	VEST FOR SCOTT DAVIS	\$	960.95
11/12/2021	7298(A)	COMMUNITY IMAGE BUILDERS	ECONOMIC DEVELOPMENT SERVICES	\$	11,026.00
11/12/2021	7299(A)	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$	54,679.63
11/12/2021	7300(A)	VOID		\$	- V
		Void Reason: Created From Check Run Process			
11/12/2021	7301(A)	D & K TRUCK COMPANY INC	PARTS	\$	24.79
11/12/2021	7302(A)	DELL MARKETING LP	DELL LATITUDE 5424 FOR AMBULANCE	\$	2,017.18
11/12/2021	7303(A)	DORNBOS SIGN INC	INVENTORY/SUPPLIES	\$	815.50
11/12/2021	7304(A)	EJ USA INC	INVENTORY ITEMS	\$	582.05
11/12/2021	7305(A)	EMPLOYEE BENEFIT CONCEPTS INC	NOVEMBER 2021-FSA ADMIN FEE	\$	126.50
11/12/2021	7306(A)	FAMILY FARM & HOME	PARTS	\$	95.93
11/12/2021	7307(A)	FASTENAL COMPANY	PARTS	\$	7.19
11/12/2021	7308(A)	FLEIS & VANDENBRINK ENGINEERING INC	TOPOGRAPHIC SURVEYING SERVICES	\$	3,450.00
11/12/2021	7309(A)	FRONT LINE SERVICES INC	REPAIRS TO FIRE DEPARTMENT VEHICLECS	\$	9,451.09
11/12/2021	7310(A)	GOULD LAW PC	PROFESSIONAL SERVICES COVERING 10/12-21-11/8/21	\$	9,807.76
11/12/2021	7311(A)	HACH COMPANY	LAB SUPPLIES	\$	832.36
11/12/2021	7312(A)	JON STEWART HARRIS	ELECTRICAL INSPECTIONS	\$	650.00
11/12/2021	7313(A)	HUTSON INC OF MICHIGAN	PARTS	\$	547.10
11/12/2021	7314(A)	J & H OIL COMPANY	FUEL PE 10/31/21	\$	6,439.58
11/12/2021	7315(A)	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE	\$	3,026.53
11/12/2021	7316(A)	KMI ROAD MAINTENANCE LLC	2021 SIDEWALK RESTORATION PROGRAM	\$	23,891.10
11/12/2021	7317(A)	LOGICALIS INC	OCT 2021-NETWORK ADMINISTRATOR/ENGINEERING	\$	7,742.00
11/12/2021	7318(A)	LUDINGTON ELECTRIC, INC.	ELECTRICAL SERVICES	\$	1,675.00
11/12/2021	7319(A)	MATHESON TRI-GAS INC	BULK CARBON DIOXIDE	\$	1,801.20
11/12/2021	7320(A)	MEMORIAL HEALTHCARE CENTER	LAB SERVICES	\$	659.50
11/12/2021	7321(A)	MERIT LABORATORIES INC	WATER TESTING	\$	705.00
11/12/2021	7322(A)	METTLER-TOLEDO INC.	ANNUAL PM AND CALIBRATION OF SCALES	\$	498.35
11/12/2021	7323(A)	MOORE TROSPER CONSTRUCTION CO	GOULD HOUSE RENOVATIONS	\$	52,226.23
11/12/2021	7324(A)	GENUINE PARTS COMPANY	PARTS	\$	299.61
11/12/2021	7325(A)	NEWKIRK ELECTRIC ASSOCIATES INC	REFURBISHED TRANSFORMER	\$	3,790.00
11/12/2021	7326(A)	OFFICE DEPOT	SUPPLIES	\$	925.35
11/12/2021	7327(A)	OHM	ENGINEERING SERVICES	\$	1,829.50
11/12/2021	7328(A)	OWOSSO CHARTER TOWNSHIP	PAYMENT PER WATER AGREEMENT	\$	17,052.61
11/12/2021	7329(A)	PACE ANALYTICAL SERVICES INC	WASTEWATER ANALYSES	\$	275.00
11/12/2021	7330(A)	PASSPORT LABS INC	OCT 2021-PARKING TICKET MANAGEMENT SYSTEM	\$	52.30
11/12/2021	7331(A)	QUADIENT INC	POSTAGE METER RENT/MAINTENANCE-12/1/21-2/28/22	\$	334.36

11/12/2021	7332(A)	REPUBLIC SERVICES INC	NOVEMBER 21-REFUSE SERVICE	\$	615.22
11/12/2021	7333(A)	RUBOB'S INC	OCT 21-PUBLIC SAFETY DRY CLEANING	\$	131.05
11/12/2021	7334(A)	S L H METALS INC	PARTS	\$	475.31
11/12/2021	7335(A)	SAFEBUILT MICHIGAN LLC	OCT 2021-BUILDING DEPARTMENT SERVICES	\$	13,573.74
11/12/2021	7336(A)	SIGNATURE AUTO GROUP-OWOSSO MOTORS	NEW OPD VEHICLE AND REPAIRS	\$	37,504.35
11/12/2021	7337(A)	STAPLES BUSINESS CREDIT	SUPPLIES	\$	127.20
11/12/2021	7338(A)	STRYKER SALES CORPORATION	WALL CABINET/BATTERIES	\$	1,145.15
11/12/2021	7339(A)	SUMMIT COMPANIES	RECHARGE/REPAIRS	\$	230.25
11/12/2021	7340(A)	WITMER PUBLIC SAFETY GROUP INC	RIT BAG	\$	272.95
11/12/2021	7341(A)	UNITED PARCEL SERVICE	SHIPPING	\$	49.29
11/12/2021	7342(A)	WEST SHORE FIRE INC	SCBA REPAIRS	\$	1,184.68
11/29/2021	134364	H K ALLEN PAPER CO	SUPPLIES	\$	827.50
11/29/2021	134365	AMERICAN SPEEDY PRINTING	PURCHASE ORDER BOOKS	\$	411.00
11/29/2021	134366	BARTZ EXCAVATING	REFUND	\$	60.00
11/29/2021	134367	BRONNER'S COMMERCIAL DISPLAY	BULBS FOR LIGHT STRINGS	\$	236.83
11/29/2021	134368	NEWMAN MARY KAY	UB refund for account: 2267340002	\$	8.38
11/29/2021	134369	SOMERVILL DEBRA	UB refund for account: 1432040015	\$	29.01
11/29/2021	134370	ROSS, MACKENZIE	UB refund for account: 1426500009	\$	142.90
11/29/2021	134371	BIGNELL JAMES	UB refund for account: 5358070004	\$	51.50
11/29/2021	134372	MEYER BETTINA	UB refund for account: 2966860018	\$	39.52
11/29/2021	134373	MYERS JEREMY	UB refund for account: 3164570007	\$	140.73
11/29/2021	134374	HALL MATTHEW	UB refund for account: 2987340004	\$	85.47
11/29/2021	134375	SPITDOWSKI DENISE	UB refund for account: 2754690006	\$	33.39
11/29/2021	134376	STONE KAYCEE	UB refund for account: 2637240005	\$	39.63
11/29/2021	134377	CANZE JEREMY	UB refund for account: 3455070002	\$	18.59
11/29/2021	134378	ROSS, CHRISTOPHER	UB refund for account: 3978570005	\$	129.52
11/29/2021	134379	CHARTER COMMUNICATIONS	UB refund for account: 1586500002	\$	20.25
11/29/2021	134380	HAWKINS ROBERT	UB refund for account: 5930070002	\$	6.97
11/29/2021	134381	C & D HUGHES INC	2021 STREET PROGRAM	\$	74,072.98
11/29/2021	134382	DAYSTARR COMMUNICATIONS	DEC 2021-PHONE AND BROADBAND INTERNET SERVICES	\$	1,102.48
11/29/2021	134383	DELTA DENTAL PLAN OF MICHIGAN INC	DEC 2021-DENTAL INSURANCE PREMIUM	\$	4,290.26
11/29/2021	134384	DOWNTOWN DEVELOPMENT AUTHORITY	2021 SUMMER TAX COLLECTION	\$	34.58
11/29/2021	134385	ENGINEERSUPPLY	HAND HELD STOP SIGN (2)	\$	422.23
11/29/2021	134386	GOVERNMENT FINANCE OFFICERS ASSOCIATION	CLASS FOR BRAD BARRETT	\$	70.00
11/29/2021	134387	HANKERD SPORTSWEAR	T-SHIRTS FOR OFD (12)	\$	110.00
11/29/2021	134388	ICC COMMUNITY DEVELOPMENT SOLUTIONS	UPDATES AND SUPPORT FOR LASERFICHE-1/25/22-1/26/23	\$	3,851.00
11/29/2021	134389	INSITUFORM TECHNOLOGIES USA LLC	SANITARY SEWER & MANHOLE TRENCHLESS REHAB	\$	36,140.78
11/29/2021	134390	KERR PUMP & SUPPLY	AURORA MODEL 341 PUMP	\$	3,020.30
11/29/2021	134391	LAMPHERE'S	REPAIRS AT THE LIBRARY	\$	562.50
11/29/2021	134392	MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS	MEMBERSHIPS FOR AMY KIRKLAND AND CARRIE FARR	\$	120.00
11/29/2021	134393	MICHIGAN MUNICIPAL EXECUTIVES	AMY FULLER MEMBERSHIP-1/1/22-12/31/22	\$	145.00
11/29/2021	134394	NATIONAL VISION ADMINISTRATORS LLC	DECEMBER 2021-VISION INSURANCE PREMIUM	\$	600.41
11/29/2021	134395	POLICE EXECUTIVE RESEARCH FORUM	KEVIN LENKART-MEMBERSHIP-1/1/22-12/31/22	\$	200.00
11/29/2021	134396	R & D SEPTIC TANK CLEANING LLC	PORTABLE SANITATION SERVICES-10/14/21-11/4/21	\$	772.50
11/29/2021	134397	SHIAWASSEE COUNTY TREASURER	2021 SUMMER TAX COLLECTION	\$	5,360.82

11/29/2021	134398	STANDARD INSURANCE COMPANY	DECEMBER 2021-GROUP LIFE INSURANCE	\$	5,772.91
11/29/2021	134399	STATE OF MICHIGAN	CERTIFICATION RENEWALS-MICHAEL DOWLER AND MARY JO CALKINS	\$	225.00
11/29/2021	134400	STATE OF MICHIGAN	GOULD STREET	\$	39,204.15
11/29/2021	7343(A)	ALS LABORATORY GROUP	WASTEWATER ANALYSES	\$	435.50
11/29/2021	7344(A)	AMAZON CAPITAL SERVICES	SUPPLIES	\$	906.48
11/29/2021	7345(A)	B S & A SOFTWARE	MR LOANS MODULE FOR LOAN MANAGEMENT	\$	1,100.00
11/29/2021	7346(A)	BODMAN PLC	PROFESIONAL SERVICES	\$	828.75
11/29/2021	7347(A)	BOUND TREE MEDICAL LLC	AMBULANCE MEDICAL SUPPLIES	\$	56.97
11/29/2021	7348(A)	C D W GOVERNMENT, INC.	PANASONIC TOUGHPAD	\$	3,042.07
11/29/2021	7349(A)	CINTAS CORPORATION #308	FLOOR MATS	\$	46.09
11/29/2021	7350(A)	CMP DISTRIBUTORS INC	VEST FOR PAUL KLEEMAN	\$	1,073.00
11/29/2021	7351(A)	COMPRESSOR ENGINEERING CORP	TROUBLESHOOT SOUTH AIR COMPRESSOR	\$	655.00
11/29/2021	7352(A)	ELECTION SOURCE	MODEM FEES	\$	600.00
11/29/2021	7353(A)	ETNA SUPPLY COMPANY	WATER INVENTORY	\$	1,469.93
11/29/2021	7354(A)	FLEIS & VANDENBRINK ENGINEERING INC	2021 STREET RESURFACING PROGRAM	\$	38,933.90
11/29/2021	7355(A)	FRONT LINE SERVICES INC	ANNUAL MAINTENANCE-OFD VEHICLES	\$	6,163.69
11/29/2021	7356(A)	GORDON CONSTRUCTION SERVICES INC	2021 RETAINING WALL PROJECT-WEST OF CITY HALL	\$	52,124.43
11/29/2021	7357(A)	GRAYMONT WESTERN LIME INC	BULK PEBBLE QUICK LIME	\$	6,625.40
11/29/2021	7358(A)	J & H OIL COMPANY	FUEL PE 11/15/21	\$	7,157.14
11/29/2021	7359(A)	KENT COMMUNICATIONS INC	PERSONAL PROPERTY STATEMENT PROCESSING AND MAILING	\$	75.26
11/29/2021	7360(A)	KMI ROAD MAINTENANCE LLC	2021 SIDEWALK RESTORATION PROGRAM	\$	26,166.50
11/29/2021	7361(A)	LUDINGTON ELECTRIC, INC.	ELECTRICAL WORK	\$	5,511.05
11/29/2021	7362(A)	MANER COSTERISAN & ELLIS PC	ACCOUNTING SERVICES	\$	10,602.00
11/29/2021	7363(A)	MEI TOTAL ELEVATOR SOLUTIONS	CITY HALL ELEVATOR SERVICE AGREEMENT	\$	159.16
11/29/2021	7364(A)	MERIT LABORATORIES INC	ANNUAL WATER TESTING SERVICES	\$	180.00
11/29/2021	7365(A)	MICH BUSINESS POWERED BY MDPA	DEC 2021-COBRA ADMIN FEE	\$	50.00
11/29/2021	7366(A)	MICHIGAN MUNICIPAL LEAGUE WORKERS' COMPENSATION FUND	WORKER'S COMP-3 OF 4 PAYMENTS	\$	26,242.00
11/29/2021	7367(A)	MICHIGAN PIPE & VALVE, INC.	SUPPLIES	\$	360.00
11/29/2021	7368(A)	PHP INSURANCE COMPANY	DECEMBER 2021-HEALTH INSURANCE PREMIUM	\$	100,481.73
11/29/2021	7369(A)	PHP INSURANCE COMPANY	RETIRES HEALTH INSURANCE PREMIUM	\$	1,070.31
11/29/2021	7370(A)	PVS NOLWOOD CHEMICALS INC	SODIUM METABISULFITE	\$	1,633.93
11/29/2021	7371(A)	SAFEBUILT MICHIGAN LLC	AUG 2021-BUILDING DEPARTMENT SERVICES	\$	11,279.67
11/29/2021	7372(A)	SMITH SAND & GRAVEL INC	CLASS II SAND	\$	779.40
11/29/2021	7373(A)	STRYKER SALES CORPORATION	AMBULANCE MEDICAL SUPPLIES	\$	448.48
11/29/2021	7374(A)	SYSTEM SPECIALTIES COMPANY	ROTORK ACTUATOR REPLACEMENT/VALVES	\$	12,100.20
11/29/2021	7375(A)	TETRA TECH INC	DEVELOPMENT OF A WATER TREATMENT PLANT SCADA SYSTEM	\$	15,500.00
11/29/2021	7376(A)	JESSICA UNANGST	ART HART RETIREMENT GIFT-PAID BY EMPLOYEE DONATIONS	\$	100.00
11/29/2021	7377(A)	UNIQUE PAVING MATERIALS CORP	UPM COLD PATCH MIX	\$	4,755.51
11/29/2021	7378(A)	UNITED PARCEL SERVICE	SHIPPING	\$	43.12
11/29/2021	7379(A)	VERIZON WIRELESS	MODEM FEES	\$	635.44
11/29/2021	7380(A)	WASTE MANAGEMENT OF MICHIGAN INC	LANDFILL DISPOSAL CHARGES	\$	23,808.75

1 TOTALS:

(2 Checks Voided)



Total of 166 Disbursements: \$ 1,453,024.20

Bank 10 OWOSSO HISTORICAL COMMISSION FUND

11/12/2021	5460	CONSUMERS ENERGY	GAS/ELECTRIC SERVICE	\$	306.16
11/12/2021	5461	ENGINEERED PROTECTION SYSTEMS INC	224 CURWOOD DRIVE-12/1/21-2/28/22	\$	151.89
11/12/2021	5462	GILBERT'S DO IT BEST HARDWARE & APPLIANCE	SUPPLIES	\$	17.48
11/12/2021	5463	NO MOW PROBLEMS LAWN CARE	OCTOBER 2021-MOWING AT GOULD HOUSE	\$	80.00
11/12/2021	5464	SPECIALTY SALVAGE LLC	GARBAGE SERVICE	\$	46.47
11/29/2021	5465	DAYSTARR COMMUNICATIONS	DEC 21-CURWOOD CASTLE PHONE AND INTERNET	\$	77.57
11/29/2021	5466	HANKERD SPORTSWEAR	BLUEPRINT T-SHIRTS FOR CURWOOD CASTLE GI	\$	203.00
11/29/2021	5467	MICHIGAN MUNICIPAL LEAGUE WORKERS' COMPENSATION FUND	WORKERS' COMP-3 OF 4 PMTS	\$	23.00
11/29/2021	5468	SUMMIT COMPANIES	ANNUAL FIRE INSPECTION	\$	255.25

10 TOTALS:

Total of 9 Disbursements: \$ 1,160.82

REPORT TOTALS:

(2 Checks Voided)

Total of 175 Disbursements: \$ 1,454,185.02



## MEMORANDUM

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

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**DATE:** November 23, 2022

**TO:** Owosso City Council

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

**SUBJECT:** Small Cell Wireless Facilities Permit – Cellco Partnership dba Verizon Wireless – West King Street

### RECOMMENDATION:

Approval of the Small Cell Wireless Facilities Permit application from Cellco Partnership dba Verizon Wireless for the colocation of a new small cell wireless facility on an existing Consumers Energy utility pole on West King Street.

### BACKGROUND:

On November 10, 2021, Cellco Partnership dba Verizon Wireless submitted an application seeking a small cell wireless facilities permit to place an antenna on an existing Consumers Energy utility pole on West King Street.

The City of Owosso adopted the Small Cell Wireless Facilities Ordinance No. 813 on November 2, 2020 to allow for these types of facilities. The City of Owosso also updated its Fee Schedule to reflect the permit fees for small cell wireless facilities.

The applicant has submitted the required documents. City staff has reviewed the application and recommends approval of the plans and permit application from Cellco Partnership dba Verizon Wireless for the colocation of a small cell wireless facility on an existing Consumers Energy utility pole on West King Street.

### FISCAL IMPACTS:

The City receives a \$1,000 administration review fee plus a fee for each small cell wireless facility (range from \$200 to \$1,000 each) for a permit application and up to \$125 per year renewal on each small cell facility.

### ATTACHMENTS:

- (1) Resolution Approving Small Cell Wireless Permit Application from Cellco Partnership dba Verizon Wireless.
- (2) Small Cell Wireless Permit Application (and supporting documents) from Cellco Partnership dba Verizon Wireless

**RESOLUTION NO.**

**GRANTING A SMALL CELL WIRELESS FACILITIES PERMIT  
BY THE CITY OF OWOSSO  
TO CELLCO PARTNERSHIP dba VERIZON WIRELESS FOR  
INSTALLATION AND COLOCATION OF A SMALL CELL WIRELESS FACILITY ON AN  
EXISTING CONSUMERS ENERGY UTILITY POLE IN THE CITY'S RIGHT-OF-WAY**

WHEREAS, on November 10, 2021 the city of Owosso received a Small Cell Wireless Facilities permit application from Cellco Partnership dba Verizon Wireless, 24242 Northwestern Hwy., Southfield, Michigan, 48075; and

WHEREAS, as provided under the Small Cell Wireless Communications Facilities Deployment Act, Public Act 365 of 2018, and City of Owosso Ordinance No. 813, adopted on November 2, 2020, Cellco Partnership dba Verizon Wireless is seeking a Small Cell Wireless Facilities Permit to colocate a small cell facility on an existing Consumers Energy utility pole in the city's right-of-way in accordance with plans as submitted.

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

- FIRST: The city of Owosso hereby grants a Small Cell Wireless Facilities Permit to Cellco Partnership dba Verizon Wireless under the terms and conditions set forth in the permit. Said permit grants to Cello Partnership dba Verizon Wireless the colocation of the small cell wireless facility on a Consumers Energy utility pole as permitted within the city's right-of-way.



City of Owosso  
301 W Main St.  
Owosso, MI 48867  
989-725-0535

**SMALL CELL WIRELESS FACILITIES  
PERMIT APPLICATION**

*The packet must be filled out completely and returned to the City with applicable fees. Wireless facilities, support structures, and utility poles may not be installed, used, operated, or maintained in the public right-of-way without first obtaining a permit and other necessary approvals from the City.*

<input checked="" type="checkbox"/> Completed Application Packet	<input checked="" type="checkbox"/> Photo Simulations of existing and proposed conditions
<input checked="" type="checkbox"/> Written permission from owner of pole/structure	<input checked="" type="checkbox"/> Evidence of insurance naming the City as additional insured AND performance bond in the amount of \$1,000 per small cell wireless facility included in this application for permit
<input type="checkbox"/> Site specific structural integrity analysis prepared by a structural engineer <i>provided by C.E.</i>	<input checked="" type="checkbox"/> Certificate of Compliance with FCC radio frequency emission regulations
<input checked="" type="checkbox"/> Scaled Site Plan from a licensed structural engineer for each proposed small wireless facility	<input checked="" type="checkbox"/> The equipment type and model numbers for the antennas and all other wireless equipment associated with the small wireless facility
<input checked="" type="checkbox"/> A proposed schedule for the installation and completion of each small cell facility covered by the application and restoration of the right-of-way	<input checked="" type="checkbox"/> Copy of all other permits related to the deployment, including any applicable METRO Act application and permit
<input checked="" type="checkbox"/> Application fee(s)	<input type="checkbox"/> Traffic control plan <i>n/a</i>

**1. APPLICANT INFORMATION:**

Name of Carrier/Wireless Provider: Cellco Partnership dba Verizon Wireless

Resident Agent Name: David Haslinger

Address: 24242 Northwestern Hwy, Southfield, MI 48075

Phone: 248-915-3000

Email: david.haslinger@verizonwireless.com

Name of Applicant (if different from above): Bob Przybylo

Applicant address: 3300 Burning Bush Road

Phone: 248-613-4399

Email: bobprzybylo@rjpconsult.com

**2. EMERGENCY CONTACTS:**

Name: Verizon Wireless NOC

Phone/Cell: 800-852-2671

Email:

Name:

Phone/Cell:

Email:

**3. POLE/STRUCTURE OWNER CONTACT:**

Name: Consumers Energy

Address: One Energy Plaza, Jackson, MI 49201

Phone/Cell: 800-477-5050

Email:

Written authorization letter from owner provided?

YES

NO

**4. CONTRACTOR INFORMATION:**

Name: Gabe's Construction Co., Inc.

Address: 910 Huber Drive, Monroe, MI 48162

Phone/Cell: 920-889-2547

Email:

**5. NO PERMIT OR FEE REQUIREMENT:**

- Replacement of similar size small wireless facility:

	Existing Small Wireless Facility	Replacement Facility
size of each antenna (cubic feet)		
number of antenna		
size of associated facilities (cubic volume)		
total weight of facilities and antenna on structure or pole		
<ul style="list-style-type: none"> <li>• Routine maintenance of small wireless facilities, structure, pole (please describe):</li> </ul>		
<ul style="list-style-type: none"> <li>• Micro wireless facility on cable suspension between poles/structures (installation, placement, maintenance, operation, replacement):</li> </ul>		

**6. POLE/STRUCTURE/EQUIPMENT INFORMATION:**

new poles/structure construction?			YES	NO
collocating?			YES	NO
	Pole/Structure	Antenna (provide information for each antenna)	Ground mounted equipment	Pole Mounted Equipment (other than antenna)
Manufacturer		Commscope		Ericsson/Ericsson/GE/Charles Industries
Model no.		NNV4SSP-360S-F4		(1) 4408 Radio/(1) 8843 Radio/(1) Rectifier/(1) CFIT (HTTA) Box
Height	38'	26.8"		7.9"/15"/17"/15"
Width		14.6" dia		7.9"/13.2"/9.5"/12"
Depth		N/A		4"/9.3"/4.4"/5.5"
Weight (lbs)		37.9		10/70/20.75/4
Volume (cubic feet)		4,364		2,891
Number of antenna		1		
Does the antenna increase the total height of the pole/structure?		Yes		
By how many feet?		2		

**7. TYPE OF FACILITY**

<input checked="" type="checkbox"/> Existing pole/structure	<input type="checkbox"/> New/replacement pole/structure	<input type="checkbox"/> Eligible facilities request	<input type="checkbox"/> Collocation of wire facilities (not small wireless or eligible facilities request)	<input type="checkbox"/> New/replacement structure pole/structure (not small wireless or eligible facilities request)
<input type="checkbox"/> Other	<input type="checkbox"/> Electric & gas public utilities	<input type="checkbox"/> Local exchange carriers	<input type="checkbox"/> Fiber providers	<input type="checkbox"/> Cable TV video
Total weight and cubic feet of all antenna on the pole /structure		37.9 lbs. /4,364		
Total weight and cubic feet of all equipment (other than antenna and pole)			107 lbs / 2,891	

Existing attachments on pole/structure (ex. banners, antenna, fixtures)? Guyed anchors.

**8. POLE/STRUCTURE ACCESS INFORMATION:**

Installation start date 1/10/22 30-60 DAY CONSTRUCTION. 30-60 RESOLUTION PERIOD.

Does routine maintenance require closing of sidewalks or traffic lanes in the public right-of-way?

YES

NO

If YES, please provide a description of the access requirements:

Dates of all applications submitted for permits from other governmental agencies: N/A

**9. GENERAL DESCRIPTION OF PROPOSED WORK:**

☒ New equipment and/or facilities

☐ Swap-out equipment and/or facilities

☐ Upgrade of existing equipment and/or facilities:

☐ Other:

Provide a brief description of the proposed work: Collocation of a new small cell facility on an existing Consumers Energy utility pole.

Provide the type of equipment and/or facilities being installed: Small cell facility including antenna, remote radio units, rectifier, HTTA box, and meterbase/disconnect. Please see CD's for specifics.



10. APPLICANT CERTIFICATION:		INITIAL
1. I certify that the information provided in this application, and in all supporting plans and documents, is true and accurate to the best of my knowledge, and acknowledge that I have a continuing obligation to inform the City if there is a change in the information contained in this application.		BP
2. I certify that the collocation of small cell wireless facilities shall commence within 6 months of permit issuance and shall be activated for use no later than 1 year from the permit issuance date.		BP
3. I certify that I have read Article VII, Small Cell Wireless Facilities of Chapter 34, Utilities and Services of the Code of Ordinances of the City of Owosso.		BP
4. I certify that this application and attached plans comply with the public, utility, and traffic safety and protection standards.		BP
5. I certify that I agree to pay the annual recurring fees recognized as presumptively valid by the FCC in the Declaratory Ruling and Order in FCC 18-133 for any pole or structure that is part of this application which exceeds the height limit for small cell wireless facilities under Public Act No. 365 of 2018 (i.e. a pole/structure that exceeds 40 feet, with a wireless facility that extends more than 5 feet above the pole or support structure).		

11. ACKNOWLEDGMENT:	
By signing this application, I (the applicant/company) hereby acknowledge that I have full authority to make the foregoing Application and that the work and facilities to be installed shall comply with City of Owosso Code of Ordinances and applicable state and federal laws.	
SIGNATURE: <i>[Signature]</i> obo Verizon Wireless	
TITLE: Site Acquisition obo Verizon Wireless	
DATE: 11/10/21	

12. BATCH APPLICATION:		
An application may include up to 20 collocations of substantially similar small cell wireless facilities for placement on similar types of wireless support structures or utility poles.		
SITE	TYPE OF FACILITY AND DESCRIPTION	PERMIT FEE
1. 812 W. King Street	Small Cell collocation	
2.		
3.		
4.		
5.		
6.		
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19.		
20.		

<b>OFFICE USE ONLY:</b>	
• Date received: 11-10-2021	Staff initials: JLB
• Application staff review due within 25 days:	Due date: 12-05-2021
• Permit number: PWIRE-21-001	
<b>STAFF REVIEWS:</b>	
• City Manager:	APPROVED - via Email 11-24-2021
• Engineer:	APPROVED - SEE COMMENTS 11-12-2021
• Department of Public Works:	APPROVED - via Email 11-24-2021
• Building Official:	APPROVED 11-16-2021
• Downtown Development Authority (if application pertains to a location within the DDA district):	N/A
• City attorney:	APPROVED - via phone 11-30-2021
• Other designees:	N/A
<b>CITY COUNCIL REVIEW:</b>	
<input type="checkbox"/> Approved	Date of meeting: 12-06-2021
<input type="checkbox"/> Denied	
<b>FINAL INSPECTION:</b>	
<input type="checkbox"/> Approved	Date of inspection:
<input type="checkbox"/> Denied	
<b>FEE SCHEDULE:</b>	
• Wireless communications equipment and support structures	
<input checked="" type="checkbox"/> Zoning application fee	Administrative costs to review and process application or \$1,000 (whichever is less)
• Non-exempt co-locating small cell wireless facilities and support structures	
Zoning application fee-new wireless support structure or modification of an existing wireless support structure	\$1,000
Zoning application fee-new small cell wireless support structure or modification of an existing small cell wireless facility	\$500
• Co-locate a small cell wireless facility and/or associated support structure application fee shall not exceed and shall be set as follows:	
<input checked="" type="checkbox"/> Application fee for permit-each small cell wireless facility alone	\$200
Application fee for permit-each small cell wireless facility and a new utility pole or wireless support structure to which it will be attached	\$300
• Annual permit fee for each utility pole or wireless support structure in ROW on which a wireless provider has approval to co-locate a small cell wireless facility shall not exceed and shall be set as follows:	
Annually, unless subsection D. (2) applies.	\$20
Annual permit fee, if the utility pole or wireless support structure was erected by or on behalf of the wireless provider on or after March 12, 2019	\$125



April 24, 2020

Verizon Wireless  
Attn: Anastasia Aubrey  
24242 Northwestern Hwy.  
Southfield, MI 48075

RE: Consumers Energy Poles – Verizon Wireless Small Cell Project


To whom it may concern:

Consumers Energy and Verizon Wireless have been working together on the Verizon Wireless Small Cell antenna attachments and energy requests supporting their 5G project. Consumers Energy has approved a Verizon Wireless design for a pole top antenna on a secondary only pole, and a design to serve an underground electric service to Joint Use (Telephone/City) owned wood poles that support the Small Cell antenna located within the Consumers Energy electric service territory.

If you have any questions or concerns, please contact Steve Westbrooks at 517-788-0643 or at [stephen.westbrooks@cmsenergy.com](mailto:stephen.westbrooks@cmsenergy.com)

Sincerely,

CONSUMERS ENERGY COMPANY

By:  4/26/2020  
(Signature)

Stephen B. Westbrooks

Manager - Infrastructure Attachments



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
11/07/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	<b>CONTACT NAME:</b> <b>PHONE</b> (A/C. No. Ext): (866) 283-7122 <b>FAX</b> (A/C. No.): (800) 363-0105 <b>E-MAIL ADDRESS:</b>														
<b>INSURED</b> Verizon Wireless, LLC 1095 Avenue of the Americas New York NY 10036 USA	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: AIU Insurance Company</td><td>19399</td></tr><tr><td>INSURER B: National Union Fire Ins Co of Pittsburgh</td><td>19445</td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: AIU Insurance Company	19399	INSURER B: National Union Fire Ins Co of Pittsburgh	19445	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES** **CERTIFICATE NUMBER:** 570090226012 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS.

Limits shown as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU Coverage is Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			1728890	06/30/2021	06/30/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			4594298 AOS 4594299 MA 4594300 VA See Next Page	06/30/2021 06/30/2021 06/30/2021 06/30/2021	06/30/2022 06/30/2022 06/30/2022 06/30/2022	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION						EACH OCCURRENCE AGGREGATE
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	16393209 AOS 16393206 CA	06/30/2021 06/30/2021	06/30/2022 06/30/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

City of Owosso  
301 West Main Street  
Owosso MI 48867 USA

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Aon Risk Services Northeast, Inc.*

Holder Identifier :

570090226012

Certificate No :





# ADDITIONAL REMARKS SCHEDULE

Page \_ of \_

AGENCY Aon Risk Services Northeast, Inc.		NAMED INSURED Verizon Wireless, LLC	
POLICY NUMBER See Certificate Numbe 570090226012		EFFECTIVE DATE:	
CARRIER See Certificate Numbe 570090226012	NAIC CODE		

## ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

## ADDITIONAL POLICIES

If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	AUTOMOBILE LIABILITY						
B				4594301 NH - Primary	06/30/2021	06/30/2022	
B				4594302 NH - Excess	06/30/2021	06/30/2022	
	WORKERS COMPENSATION						
A		N/A		16393207 NY	06/30/2021	06/30/2022	
A		N/A		16393208 MA, ND, OH, WI, WY	06/30/2021	06/30/2022	
A		N/A		16393205 NJ, TX, VA	06/30/2021	06/30/2022	



## **EXISTING VIEW**



**M I D W E S T E R N**  
**C O N S U L T I N G**

3815 Plaza Drive Ann Arbor, Michigan 48108  
(734) 995-0200 • [www.midwesternconsulting.com](http://www.midwesternconsulting.com)  
Land Development • Land Survey • Institutional • Municipal  
Wireless Communications • Transportation • Landfill Services

**verizon**✓

JOB NO.: **13187-16442A**

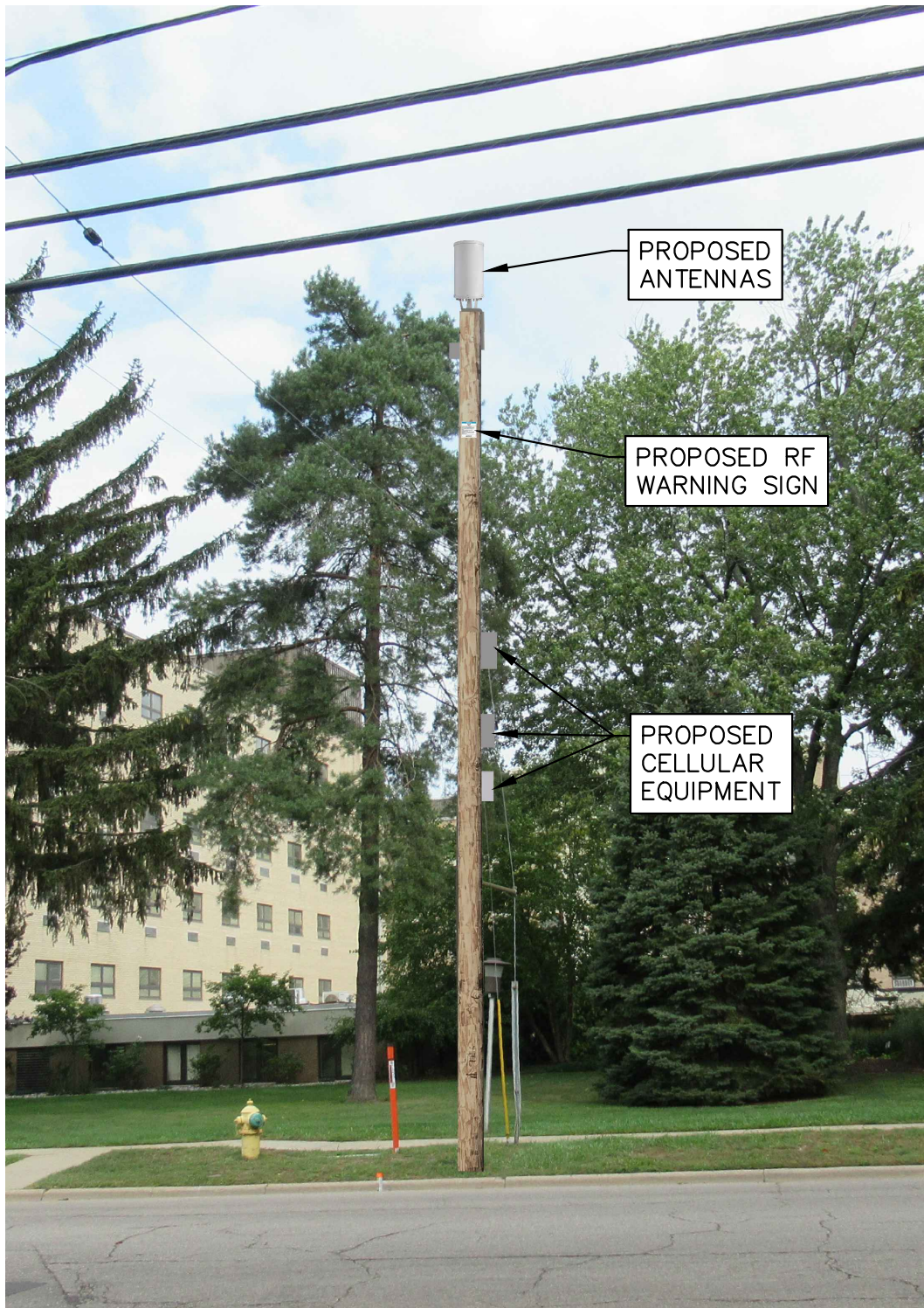
**NODE #16442**

**CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN**

DATE: 10/12/21

SHEET 1 OF 2





## **PROPOSED VIEW**



**M I D W E S T E R N**  
**C O N S U L T I N G**

3815 Plaza Drive Ann Arbor, Michigan 48108  
(734) 995-0200 • [www.midwesternconsulting.com](http://www.midwesternconsulting.com)  
Land Development • Land Survey • Institutional • Municipal  
Wireless Communications • Transportation • Landfill Services

**verizon**✓

JOB NO.: **13187-16442A**

**NODE #16442**

**CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN**

DATE: 10/12/21

SHEET 2 OF 2

RF Certification:

I certify that: (i) I am a Professional Engineer certified by the International Association for Radio, Telecommunications and Electromagnetics (iNARTE) or similarly qualified entity with experience regarding radio frequency transmissions; and (ii) the information provided above is accurate.

Verizon Wireless

(Company)

By: Dawn Perry

(Signature)

Dawn Perry

(Print or Type Name)

Title: Verizon Certified Engineer

Date: 10/19/21

If similarly qualified entity, provide description of qualifications.

As a Verizon Engineer (trained and current in RFE Compliance and Safety Rules based on OET Bulletin No. 65) I certify that this site is compliant based upon the evaluation of the RF emission levels at this site. This compliance determination is based on General Public RFE levels derived from theoretical modeling, proposed RF Signage placement, proposed antenna inventory and restricted access to the antennas at this site.

The reviewer whose signature appears below hereby certifies and affirms:

That I am thoroughly familiar with the rules and Regulations of the Federal Communications Commission (FCC) as well as the regulations of the Occupational Safety and Health Administration (OSHA), both in general and specifically as they apply to the FCC Guidelines for Human Exposure to Radio-frequency Radiation; and that I have thoroughly reviewed this site based on equipment specifications listed above for compliance and believe it to be true and accurate to the best of my knowledge.

Certification and Approval:

I certify that all information provided is accurate and acknowledge that any change in operating characteristics, equipment installed, or method of installation requires additional approval by [ ]:

Chaille Tower Consultants, LLC obo Verizon Wireless

(Company)

By: Wende K. Chaille

(Signature)

Wende K. Chaille

(Print or Type Name)

Title: President

Date: 7/22/2020

The above referenced equipment and operational specification are hereby approved by [ ]:

Chaille Tower Consultants, LLC obo Verizon Wireless

(Company)

By: Judd Chaille

(Signature)

Judd Chaille

(Print or Type Name)

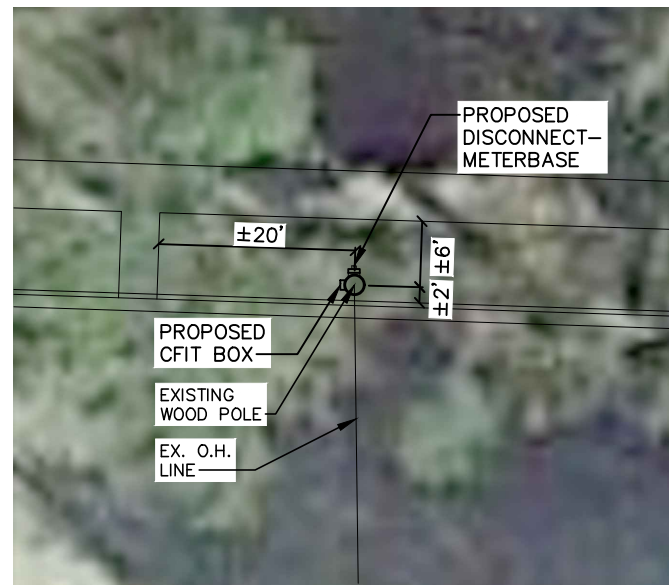
Title: Member

Date: 7/22/2020

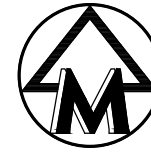


**NOTES:**

1. THIS DRAWING IS BASED ON AERIAL IMAGERY TAKEN FROM GOOGLE EARTH, IMAGE DATE: 09/21/15. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
2. THE PROPOSED EQUIPMENT DOES NOT REQUIRE FULL OR PART TIME EMPLOYEES AT THE SITE.
3. ALL SITE WORK CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND SPECIFICATIONS OF CONSUMERS ENERGY AND THE CITY OF OWOSSO, WHERE APPLICABLE.



## SITE PLAN DETAIL



### LOCATION

LATITUDE 43° 00' 18.3" N (43.005091°)  
 LONGITUDE 84° 10' 52.2" W (-84.181173°)  
 GROUND ELEV. @ POLE BASE = 744.0  
 SECTION 13, T7N, R2E



## OVERALL SITE PLAN



Know what's **below**.  
**Call** before you dig.

MIDWESTERN  
CONSULTING

3015 Plaza Drive  
Ann Arbor, Michigan 48108  
(734) 995-0200  
[www.midwesternconsulting.com](http://www.midwesternconsulting.com)  
Land Development • Land Survey  
Institutional • Municipal  
Wireless Communications  
Transportation • Landfill Services

APPLICANT/LESSEE:

**APPLICANT/LESSEE:**  
CELLCO PARTNERSHIP  
dba VERIZON WIRELESS  
24242 NORTHWESTERN HIGHWAY  
SOUTHFIELD, MICHIGAN 48075  
PHONE: (248) 915-3000



NODE #16442  
CITY OF OWOSSO,  
SHIAWASSEE COUNTY, MICHIGAN

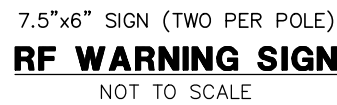
JOB No.	13187-16442A	REV. DATE
CADD: CMW		09/20/21
ENG: CMW		
PM: SGF		
TECH:		
FILE: 4G\16442A\E1		
FB#:		

## OVERALL SITE PLAN

# LE1



KEY NO.:	EQUIPMENT TYPE:	EQUIPMENT MAKE:	EQUIPMENT MODEL:	DIMENSION:
1	ANTENNA	COMMSCOPE	NNV4SSP-360S-F4	26.8" x 14.6"
2	ANTENNA MOUNT	ROSENBERGER	QW-3604	N/A
3	RADIO	ERICSSON	4408	7.9"x7.9"x4.0"
4	RADIO	ERICSSON	8843	15"x13.2"x9.3"
5	RECTIFIER	GE	CC1600131299A	17"x9.5"x4.4"
6	CFIT BOX	CHARLES INDUSTRIES	CFIT	5.5"x15"
7	DISCONNECT-METERBASE	MILBANK	U5168-XTL, 150 AMP	30"x14.1"x4.5"
8A	5" STANDOFF	N/A	N/A	5"x42"
8B	5" STANDOFF	N/A	N/A	5"x66"
9	SIGN (RF SIGNAGE)	N/A	N/A	6"x7.5"
10A	GROUND WIRE	TBD	#2 SOLID/TINNED	
10B	GROUND ROD	TBD	5/8" X 10' GROUND ROD	
11	POWER CONDUCTOR	TBD	#14 AWG	
12	FIBER	TBD	2" DIA.	
13	CONDUIT FROM DISCONNECT TO U-GUARD	TBD	2" DIA.	
14	U-GUARD FOR POWER & FIBER	TBD	2" DIA.	



SHEET 2 OF 2



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NODE #16442

812 W KING STREET (ESTIMATED)  
OWOSSO, MICHIGAN 48867

(FINAL ADDRESS TO BE ISSUED BY MUNICIPALITY)

THE PROJECT CONSISTS OF THE INSTALLATION AND OPERATION OF PROPOSED ANTENNAS, SMALL CELL EQUIPMENT AND ASSOCIATED UTILITIES ON CONSUMERS ENERGY UTILITY POLE.

PROJECT DESCRIPTION

SITE COORDINATES:

LATITUDE: 43° 00' 18.3" N  
43.005091°  
LONGITUDE: 84° 10' 52.2" W  
-84.181173°  
GROUND ELEVATION: 744.00

POLE LOCATION LAND OWNERSHIP:  
PUBLIC R.O.W.

PROJECT SUMMARY

SURVEYOR:

NAME: MIDWESTERN CONSULTING, L.L.C.  
ADDRESS: 3815 PLAZA DRIVE  
CITY, STATE, ZIP: ANN ARBOR, MICHIGAN 48108  
CONTACT: PATRICK L. HASTINGS, P.E.  
PHONE: (734) 995-0200 FAX: (734) 995-0599

CIVIL ENGINEER:

NAME: MIDWESTERN CONSULTING, L.L.C.  
ADDRESS: 3815 PLAZA DRIVE  
CITY, STATE, ZIP: ANN ARBOR, MICHIGAN 48108  
CONTACT: SCOTT G. FISHER, P.E.  
PHONE: (734) 995-0200 FAX: (734) 995-0599

SITE ACQUISITION CONSULTANT:

COMPANY: RJP CONSULTING, INC.  
ADDRESS: 336 SUFFIELD AVENUE  
CITY, STATE, ZIP: BIRMINGHAM, MICHIGAN 48009  
CONTACT: BOB PRZYBYLO  
PHONE: (248) 613-4399

PROJECT TEAM

STRUCTURAL ANALYSIS FOR THE UTILITY POLE, IF REQUIRED, IS TO BE PERFORMED BY OTHERS AND SHALL BE SUBMITTED SEPARATELY FROM THESE PLANS

STRUCTURAL REVIEW

PROPOSED SMALL CELL EQUIPMENT  
ON CONSUMERS ENERGY POLE



VICINITY MAP NOT TO SCALE



LOCATION MAP NOT TO SCALE

SHEET	DESCRIPTION	REV. DATE
T1	TITLE SHEET	-
T2	GENERAL NOTES	-
C1	SITE PLAN	-
C2	ANTENNA LAYOUT AND POLE ELEVATION	-
C3	ANTENNA MOUNTING DETAILS	-
C4	ANTENNA DETAILS	-
C5	EQUIPMENT DETAILS	-
C6	EQUIPMENT DETAILS	-
E1	UTILITY PLAN	-
E2	ELECTRICAL DETAILS	-
E3	SINGLE LINE DIAGRAM	-

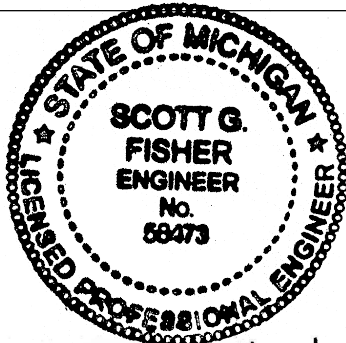
SHEET INDEX		ISSUED FOR: PERMIT	DATE: 10/12/21
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DO NOT SCALE DRAWINGS

DRAWING SCALES SHOWN ARE INTENDED FOR 11"x17" DRAWINGS ONLY. ANY OTHER SIZE DRAWING WILL NOT SHOW A CORRECT SCALE.

CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND SHALL IMMEDIATELY NOTIFY THE CIVIL ENGINEERS IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR SAME.

GENERAL CONTRACTOR NOTES



SCOTT G. FISHER P.E. #58473  
MIDWESTERN CONSULTING, L.L.C.

MIDWESTERN  
CONSULTING



3815 Plaza Drive  
Ann Arbor, Michigan 48108  
(734) 995-0200  
www.midwesternconsulting.com  
Land Development • Land Survey  
Institutional • Municipal  
Wireless Communications  
Transportation • Landfill Services

APPLICANT/LESSEE:

CELLCO PARTNERSHIP  
dba VERIZON WIRELESS  
24242 NORTHWESTERN HIGHWAY  
SOUTHFIELD, MICHIGAN 48075  
PHONE: (248) 915-3000

verizon  
NODE #16442  
CITY OF OWOSSO,  
SHIAWASSEE COUNTY, MICHIGAN

REVISIONS:

JOB No. 13187-16442A

DATE: 10/12/21

CADD: CMW

ENG: CMW

PM: SGF

TECH: FILE: CDS-PREL\16442A\_T1

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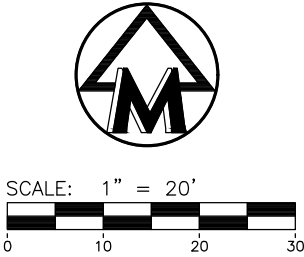
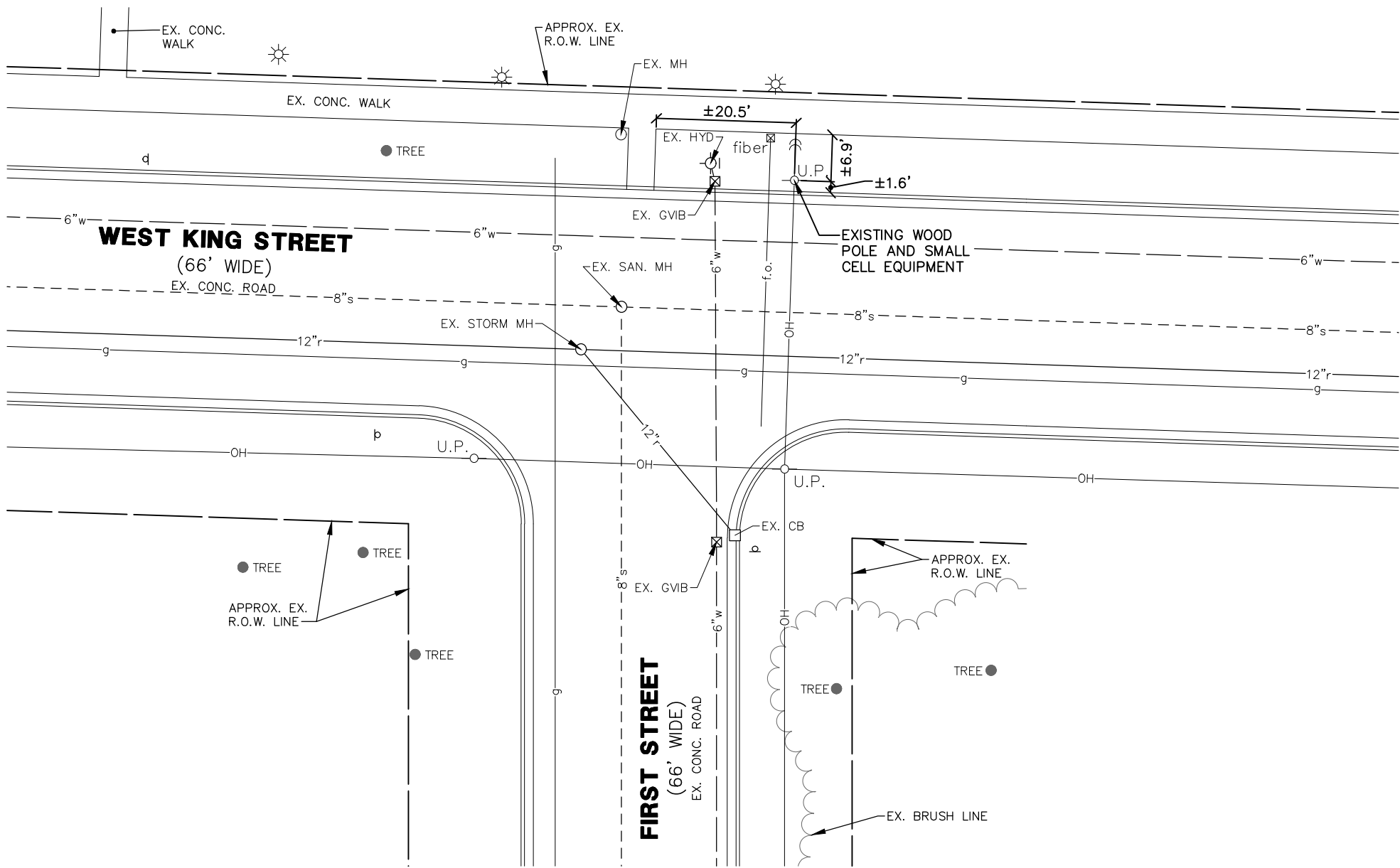
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SHEET

T1

SHEET 1 OF 11

<b>GENERAL NOTES:</b>		<b>GROUND CONSTRUCTION NOTES:</b>	
1. THESE NOTES SHALL BE CONSIDERED A PART OF THE WRITTEN SPECIFICATIONS. 2. THE WORK SHALL INCLUDE FURNISHING MATERIALS, EQUIPMENT, APPURTENANCES AND LABOR NECESSARY TO COMPLETE ALL INSTALLATIONS AS INDICATED IN THE CONTRACT DOCUMENTS. 3. PRIOR TO THE SUBMISSION OF BIDS, THE CONTRACTOR(S) SHALL VISIT THE JOB SITE(S) AND BE RESPONSIBLE FOR ALL CONTRACT DOCUMENTS,FIELD CONDITIONS AND DIMENSIONS AND CONFIRMING THAT THE WORK MAY BE ACCOMPLISHED PER THE CONTRACT DOCUMENTS. ANY DISCREPANCIES ARE TO BE BROUGHT TO THE ATTENTION OF THE IMPLEMENTATION ENGINEER AND ARCHITECT/ENGINEER. 4. THE CONTRACTOR SHALL RECEIVE WRITTEN AUTHORIZATION TO PROCEED ON ANY WORK NOT CLEARLY DEFINED OR IDENTIFIED IN THE CONSTRUCTION DOCUMENTS BEFORE STARTING ANY WORK. 5. ALL WORK PERFORMED AND MATERIALS INSTALLED SHALL BE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES INCLUDING APPLICABLE MUNICIPAL AND UTILITY COMPANY SPECIFICATIONS. 6. THE CONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH THE MANUFACTURER RECOMMENDATIONS. IF THESE RECOMMENDATIONS ARE IN CONFLICT WITH THE CONTRACT DOCUMENTS AND/OR APPLICABLE CODES OR REGULATIONS, REVIEW THE CONFLICT FOR DIRECTION WITH THE IMPLEMENTATION ENGINEER AND ARCHITECT/ENGINEER PRIOR TO PROCEEDING. 7. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, PROCEDURES AND FOR COORDINATION OF ALL PORTIONS OF THE WORK UNDER THE CONTRACT INCLUDING CONTACT AND COORDINATION WITH THE IMPLEMENTATION TEAM AND WITH THE AUTHORIZED REPRESENTATIVE OF ANY OUTSIDE POLE OR PROPERTY OWNER. (BASE COMMANDER OR AUTHORIZED AGENT). 8. THE CONTRACTOR SHALL MAKE NECESSARY PROVISIONS TO PROTECT EXISTING IMPROVEMENTS, PAVING, CURBS, VEGETATION, GALVANIZED SURFACE OR OTHER EXISTING ELEMENTS AND UPON COMPLETION OF THE WORK, REPAIR ANY DAMAGE THAT OCCURRED DURING CONSTRUCTION TO THE SATISFACTION OF EXTENT. 9. KEEP THE GENERAL AREA CLEAN, HAZARD FREE AND DISPOSE OF ALL DIRT, DEBRIS, RUBBISH AND REMOVE EQUIPMENT NOT SPECIFIED AS REMAINING ON THE PROPERTY. LEAVE PREMISES IN CLEAN CONDITION DAILY. 10. PLANS ARE INTENDED TO BE DIAGRAMMATIC ONLY AND SHOULD NOT BE SCALED UNLESS OTHERWISE NOTED. RELY ONLY ON ANNOTATED DIMENSIONS AND REQUEST INFORMATION IF ADDITIONAL DIMENSIONS ARE REQUIRED. 11. THE EXISTENCE AND LOCATION OF UTILITIES AND OTHER AGENCY’S FACILITIES ARE OBTAINED BY A SEARCH OF AVAILABLE RECORDS. OTHER FACILITIES MAY EXIST BEYOND WHAT IS NOTED. CONTRACTOR SHALL VERIFY LOCATIONS PRIOR TO START OF CONSTRUCTION AND USE EXTREME CARE AND PROTECTIVE MEASURES TO PREVENT DAMAGE TO THESE FACILITIES. CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF UTILITIES OR OTHER AGENCY’S FACILITIES WITHIN THE LIMITS OF THE WORK, WHETHER THEY ARE IDENTIFIED IN THE CONTRACT DOCUMENTS OR NOT. 12. ALL MOUNTING HARDWARE SUCH AS BOLTS, NUTS, LAG SCREWS, CLEVIS, CONDUIT STRAPS, STAPLES, (ANYTHING EXPOSED AND CONNECTING EQUIPMENT TO THE POLE SHALL BE HOT DIPPED GALVANIZED, UNLESS OTHERWISE STATED)		1. 120/240V POWER REQUIRED FOR 3–WIRE SERVICE. 2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH FEDERAL STANDARDS AND REGULATIONS AS WELL AS NEC. 3. CALL MICHIGAN ONE CALL 72 HOURS PRIOR TO EXCAVATING AT (800) 482–7171. 4. ALL LANDSCAPING TO BE RESTORED TO ORIGINAL CONDITION OR BETTER. 5. ALL EQUIPMENT TO BE BONDED. 6. METERING CABINET (IF INSTALLED) REQUIRES 3’ CLEARANCE AT DOOR OPENING.	
		<b>STANDARD GROUNDING NOTES:</b>	
		1. GROUND TESTED AT 25 OHMS OR LESS. 2. 5/8” x 10’ RODS, CAD WELD OR UL LISTED DIRECT BURY CLAMP BELOW GRADE. 3. #6 GROUND AND BOND WIRE. 4. MOLDING, STAPLED EVERY 1’ AND AT EACH END. 5. GROUND RODS 18” FROM POLE.	
		<b>STANDARD CONDUIT NOTES:</b>	
		1. FOR UNDERGROUND CONDUIT AND ABOVE GRADE RISERS USE SCHEDULE 40. 2. IF DIRECTIONAL BORING, PLACE SDR–11 GRAY CONDUIT PER TABLE ON SHEET E1 FOR UNDERGROUND POWER APPLICATIONS. 3. IF TRENCHING, PLACE SCH 40 CONDUIT PER TABLE ON SHEET E1 FOR UNDERGROUND POWER APPLICATIONS. 4. RISERS TO BE ATTACHED TO POLE WITH STANDARD STRAPS AND LAG SCREWS. 5. RISER STRAPS TO BE INSTALLED EVERY 5’. 6. CONDUIT UNDER 1” MAY BE ATTACHED WITH GROUND WIRE MOLDING STAPLES. 7. ALL CONDUIT WILL BE PROOFED WITH A MANDREL AND EQUIPPED WITH PULL ROPE OR MULE TAPE.	
		<b>UTILITY POLE CONSTRUCTION NOTES:</b>	
		1. NO BOLT THREADS TO PROTRUDE MORE THAN 1/2”. 2. FILL ALL HOLES LEFT IN POLE FROM REARRANGEMENT OF CLIMBERS. 3. ALL CLIMB STEPS NEXT TO CONDUIT SHALL HAVE EXTENDED STEPS. 4. CABLE NOT TO IMPEDE 15” CLEAR SPACE OFF POLE FACE. 5. 90° SHORT SWEEP UNDER ANTENNA ARM. ALL CABLES MUST ONLY TRANSITIONON ON THE INSIDE OR BOTTOM OF ARMS (NO CABLE ON TOP OF ARMS). 6. USE CABLE CLAMPS TO SECURE CABLE TO ARMS; PLACE 2” CARRIER ID TAGS ON BOTH SIDE OF ARMS. 7. USE 90° CONNECTOR AT CABLE CONNECTION TO ANTENNAS. 8. USE 1/2” CABLE ON ANTENNAS UNLESS OTHERWISE SPECIFIED. 9. FILL VOID AROUND CABLES AT CONDUIT OPENING WITH FOAM SEALANT TO PREVENT WATER INTRUSION. 10. ALL CONDUIT ENTERING THE VERIZON CABINET SHALL BE FILLED WITH DUCT SEAL TO PREVENT RODENT INFILTRATION.	
		<b>VERIZON WIRELESS CONSTRUCTION NOTES:</b>	
		1. CONTRACTOR IS TO FOLLOW THE MOST CURRENT VZW STANDARDS DOCUMENTS PROVIDED TO COMPLETE THIS INSTALLATION. 2. CONTRACTOR SHALL COMPLETE VZW PROVIDED ”SMALL CELL SWEEP REPORT” WITH ALL INFORMATION FILLED IN ACCURATELY AND COMPLETELY WHEN APPLICABLE. 3. CONTRACTOR TO REFER TO THE MOST CURRENT VZW STANDARDS FOR APPROVED ”PIM” TEST EQUIPMENT AND GUIDELINES WHEN APPLICABLE. 4. THE CONTRACTOR IS TO USE BATTERY POWERED ”PIM” EQUIPMENT TO VALIDATE THE FINAL LOCATION OF THE COAXIAL JUMPER AND ANTENNA ARE FREE OF INTERNAL AND EXTERNAL ”PIM” SOURCES WHEN APPLICABLE. 5. CONTRACTOR SHALL PROVIDE AT LEAST ONE TECHNICAL LEAD THAT IS CERTIFIED AND PROFICIENT IN EXECUTING, INTERPRETING AND RECORDING ”PIM” MEASUREMENTS WHEN APPLICABLE.	
<b>PROJECT SPECIFIC NOTES:</b>			
1. THIS SET IS PROVIDED TO ILLUSTRATE THE EXPECTED SCOPE OF DRAWINGS, QUALITY OF DRAWINGS AND EXTENT GRAPHIC STANDARDS. NOTES ARE FOR A&E CONTRACTOR REFERENCE TO HELP CLARIFY THE SCOPE. ADDITIONAL DRAWINGS MAY BE REQUIRED TO MEET THE REQUIREMENTS OF A GIVEN BASE. ALL EXAMPLES SHOWN ARE FOR REFERENCE ONLY AND ANY NOTES, DETAILS, CALCULATIONS OR OTHER WORK NEEDS TO BE COMPLETED OR CONFIRMED BY THE CONTRACTOR GENERATING THE DRAWINGS IN CONSTRUCTION DOCUMENTS. 2. THIS SET IS TO BE PRINTED AT 11” x 17”. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONFIRM THIS SIZE IS ACCEPTABLE BY THE BASE AND TO PROVIDE A LARGER STANDARD SIZE IF REQUIRED. 3. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO CONFIRM ALL WORK SHOWN IS IN COMPLIANCE WITH BASE AND FEDERAL CODES. DRAWINGS SHOWN WITHIN THIS SET ARE SAMPLES AND MAY NOT REFLECT ALL OF THE REQUIRED ELEMENTS, CLEARANCES OR OTHER ITEMS OF ASSEMBLIES NEEDED TO BE CODE COMPLIANT IN THE PARTICULAR MUNICIPALITY THE NODE IS LOCATED WITHIN.			

<b>MIDWESTERN CONSULTING</b>			
<b>APPLICANT/LESSEE:</b>		 <b>NODE #16442</b> <b>CITY OF OWOSSO,</b> <b>SHIAWASSEE COUNTY, MICHIGAN</b>	
<b>CELLCO PARTNERSHIP</b> dba VERIZON WIRELESS 24242 NORTHWESTERN HIGHWAY SOUTHFIELD, MICHIGAN 48075 PHONE: (248) 915-3000			
<b>REV. DATE</b>			
<b>REVISIONS:</b>			
JOB No. <b>13187-16442A</b>	DATE: 10/12/21	CADD: CMW	ENG: CMW
		PM: SGF	TECH:
		FILE: CDS-PRELIM\16442A_T2	FB#:
<b>GENERAL NOTES</b>			
<b>T2</b>			
SHEET 2 OF 10			



#### NOTES

1. THIS DRAWING IS BASED ON SITE SURVEY PERFORMED ON 02/04/20 AND 09/14/21 AND SUPPLIED UTILITY MAPS. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
2. THE PROPOSED USE DOES NOT REQUIRE FULL OR PART TIME EMPLOYEES AT THE SITE.
3. FOR GENERAL SITE WORK NOTES, SEE SHEET T2.
4. ALL NORTH ARROWS ON SITE PLANS ARE TRUE NORTH, UNLESS OTHERWISE SPECIFIED.
5. RIGHT-OF-WAY LINES SHOWN ARE BASED ON RECORDED PLAT DATA AND FIELD MEASUREMENT.

#### LEGEND

- |          |                               |
|----------|-------------------------------|
| —o— U.P. | EXIST. UTILITY POLE           |
| —+— U.P. | EXIST. UTILITY POLE W/ TRANS. |
| —o— GP   | EXIST. GUY POLE               |
| —x—      | GUY WIRE                      |
| —x—      | ELEC. TRANSFORMER             |
| —OH—     | EXIST. OVERHEAD UTILITY LINE  |
| —*—      | EXIST. LIGHT POLE             |
| —t—      | EXIST. TELEPHONE LINE         |
| —e—      | EXIST. ELECTRIC LINE          |
| —g—      | EXIST. GAS LINE               |
| —f.o.—   | EXIST. FIBER OPTIC LINE       |
| —w—      | EXIST. WATER MAIN             |
| —+—      | EXIST. HYDRANT                |
| —x—      | EXIST. GATE VALVE IN BOX      |
| —o—      | EXIST. GATE VALVE IN WELL     |
| —r—o—    | EXIST. STORM SEWER            |
| —□—      | EXIST. CATCH BASIN OR INLET   |
| —o—      | EXIST. BEEHIVE INLET          |
| —s—o—    | EXIST. SANITARY SEWER         |

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dba VERIZON WIRELESS  
24242 NORTHWESTERN HIGHWAY  
SOUTHFIELD, MICHIGAN 48075  
PHONE: (248) 915-3000

verizon

NODE #16442A

CITY OF OWOSSO,  
SHIAWASSEE COUNTY, MICHIGAN

REV. DATE

REVISIONS:

JOB No. 13187-16442A

DATE: 10/12/21

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FB#:

SITE  
PLAN

C1



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NOTE:  
CONTRACTOR TO OBTAIN  
LATEST RFDS FROM VERIZON  
PRIOR TO CONSTRUCTION.

PROPOSED METERBASE NOTE:  
SQUARE D RC816F200CH MAY  
BE USED AS AN ALTERNATE  
DISCONNECT-METERBASE IF  
MILBANK U5168-XTL IS  
UNAVAILABLE.



1. PROPOSED MOUNT SHOWN AS PLACEHOLDER.  
ACTUAL MOUNT SUBJECT TO CHANGE PER POLE  
OWNER AND VERIZON FUTURE DISCUSSIONS.
2. INSTALL STRAIN RELIEF FOR POWER AND FIBER  
CABLES AT OR NEAR ANTENNAS.
3. CONTRACTOR SHALL RELOCATE PROPOSED U-GUARD  
LOCATION AS NECESSARY TO ACCOMMODATE THE  
LOCATIONS OF THE PROPOSED ANTENNAS.
4. U-GUARD WILL STOP BELOW ANTENNAS AND  
SHOULD NOT INTERFERE WITH ANTENNA BANDING.
5. U-GUARD MUST BE RACEWAY CAPABLE.



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## ANTENNA LAYOUT & POLE ELEVATION

# C2





18-port small cell antenna, 4x 698-896, 8x 1695–2690, 4x 3400-3800 and 2x 5150-5925 MHz, 360° Horizontal Beamwidth, fixed tilt.

General Specifications

Operating Frequency Band	1695 – 2690 MHz   3300 – 3800 MHz   5150 – 5925 MHz   698 – 894 MHz
Antenna Type	Small Cell
Band	Multiband
Performance Note	Outdoor usage   Wind loading figures are validated by wind tunnel measurements described in white paper WP-112534-EN
Total Input Power, maximum	900 W @ 50 °C

Mechanical Specifications

RF Connector Quantity, total	18
RF Connector Quantity, low band	4
RF Connector Quantity, high band	14
RF Connector Interface	4.3-10 Female
Grounding Type	RF connector inner conductor and body grounded to reflector and mounting bracket
Radiator Material	Low loss circuit board
Radome Material	ASA, UV stabilized
Reflector Material	Aluminum
RF Connector Location	Bottom
Wind Loading, maximum	187.0 N @ 150 km/h   42.0 lbf @ 150 km/h
Effective Projected Area (EPA), frontal	0.17 m²   1.83 ft²
Effective Projected Area (EPA), lateral	0.17 m²   1.83 ft²
Wind Speed, maximum	241 km/h   150 mph

Dimensions

Length	680.0 mm   26.8 in
Outer Diameter	370.0 mm   14.6 in
Net Weight, without mounting kit	17.2 kg   37.9 lb



NODE #16442

CITY OF OWOSSO,  
SHIAWASSE COUNTY, MICHIGAN

APPLICANT/LESSEE:  
CELLCO PARTNERSHIP  
dba VERIZON WIRELESS  
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SOUTHFIELD, MICHIGAN 48075  
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ANTENNA  
DETAILS

RADIO 4408



Technical specification for Radio 4408	
<b>FREQUENCY BANDS</b>	
Bands:	B38A, B40U, B41, B42, B43, B48, B77C
<b>HW CAPACITY</b>	
Carrier capacity:	Up to 6 LTE carriers, Up to 100MHz NR carrier bandwidth
IBW:	Up to 150MHz
MIMO:	Yes, 4T4R
Output power:	4 x 5 W
<b>INTERFACE SPECIFICATIONS</b>	
Antenna ports:	4 x NEX10 (f)
CPRI:	2 x 2.5/5/10 Gbps (exchangeable SFP modules)
Optical indicators:	6
External alarms:	2
Field ground:	1
<b>MECHANICAL SPECIFICATIONS</b>	
Weight:	< 5 kg
Volume:	4 liters including mounting bracket and esthetic front cover HWD=200x200x102mm without protruding HWD=213.5x200x105mm with protruding
Mounting:	Rail, wall and pole mount
<b>ELECTRICAL SPECIFICATIONS</b>	
Power Supply:	-48 VDC or 100 - 250 VAC
<b>ENVIRONMENTAL SPECIFICATIONS</b>	
Normal operating temp.:	-40 °C to +55 °C (cold start at -40 °C)
Relative Humidity:	5 – 100%
Environment:	Outdoor class with IP65

RRH 4408

1

RADIO 8843 (DUAL BAND)  
B66A AND B2



Size and Weight				
Radio 8843 B66A, B2	Height	Width	Depth	Weight
wo protruding items	15 In (380 mm)	13.2 In (335 mm)	9.3 In (235 mm)	70 lbs ( 31.7 Kg)
w protruding items	18 In (455 mm)	13.2 In (335 mm)	9.4 In (240 mm)	

Capacity and Specifications
› 4TX/4RX for 2 bands
› 8 Antenna ports - separate RF ports
› Up to 320W RF power shared between 2 bands <ul style="list-style-type: none"><li>- 4x40W on each band or</li><li>- 4x20W on Band 2 and 4x60W on Band 66A</li><li>- 2x60W on Band 2 and 2x80W on Band 66A</li></ul>
› Up to 24 carrier and up to 60+70 MHZ OBW for LTE
› 2x 10Gbps CPRI

Other Specifications	
› -48 VDC	› Type 4.3-10 RF connectors
› 2x20A fuse (2 power connectors, 3 wire)	› 2 external alarm
› AISG TMA & RET support	› IP 65, -40 to +55 °C

RRH 8843

2

EQUIPMENT  
DETAILS

C5

**verizon**  
NODE #16442  
CITY OF OWOSSO  
SHIAWASSE COUNTY, MICHIGAN

APPLICANT/LESSEE:  
CELLCO PARTNERSHIP  
dba VERIZON WIRELESS  
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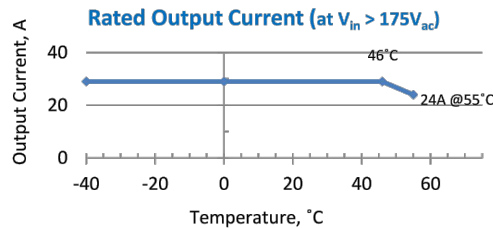
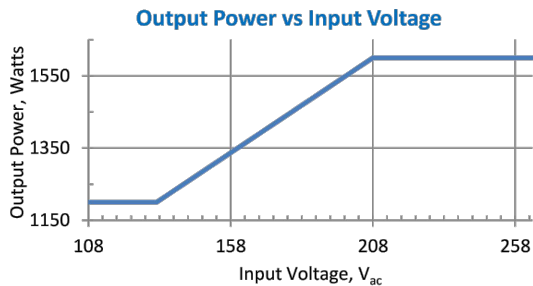
Electrical Specifications

Input Voltage & Output Power

Response to ac input voltage	Operates according to figure, turning on at all $V_{in}$ above 95V <sub>ac</sub> . Output power 1200W < 132V <sub>ac</sub> 1600W > 200V <sub>ac</sub> Output power follows linear path between defined points.
Ac input current	12A @120V <sub>ac</sub> 9A @208V <sub>ac</sub>
Power Factor	0.98@loads over 50%
THD	< 5% @loads over 50%
Harmonics	EN61000-3-2
Frequency	45-66Hz

Output

V <sub>out</sub>	+42–58V <sub>dc</sub> range Default = 55.5 V <sub>dc</sub>
I <sub>out</sub>	22A out @ low input line 29A out @ high input line
Regulation	± 0.5% w/controller, 2% over life load and temperature
Dynamic response	20 to 80% load step settles to less than 1% in 5 ms
Ripple	100 mV <sub>rms</sub> , 250 mV <sub>p-p</sub>
Efficiency	Approaching 96%
Start up	Start up is monotonic
Walk in	Current walk in over 8 to10 seconds
Overload	Shuts down with no damage when presented with a 15 milliohm short
shutdown	
Protection	Internally Fused



Environmental, Compliance & Physical

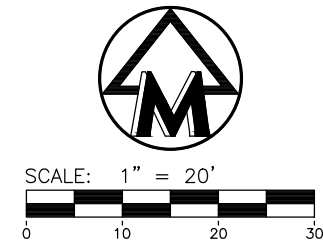
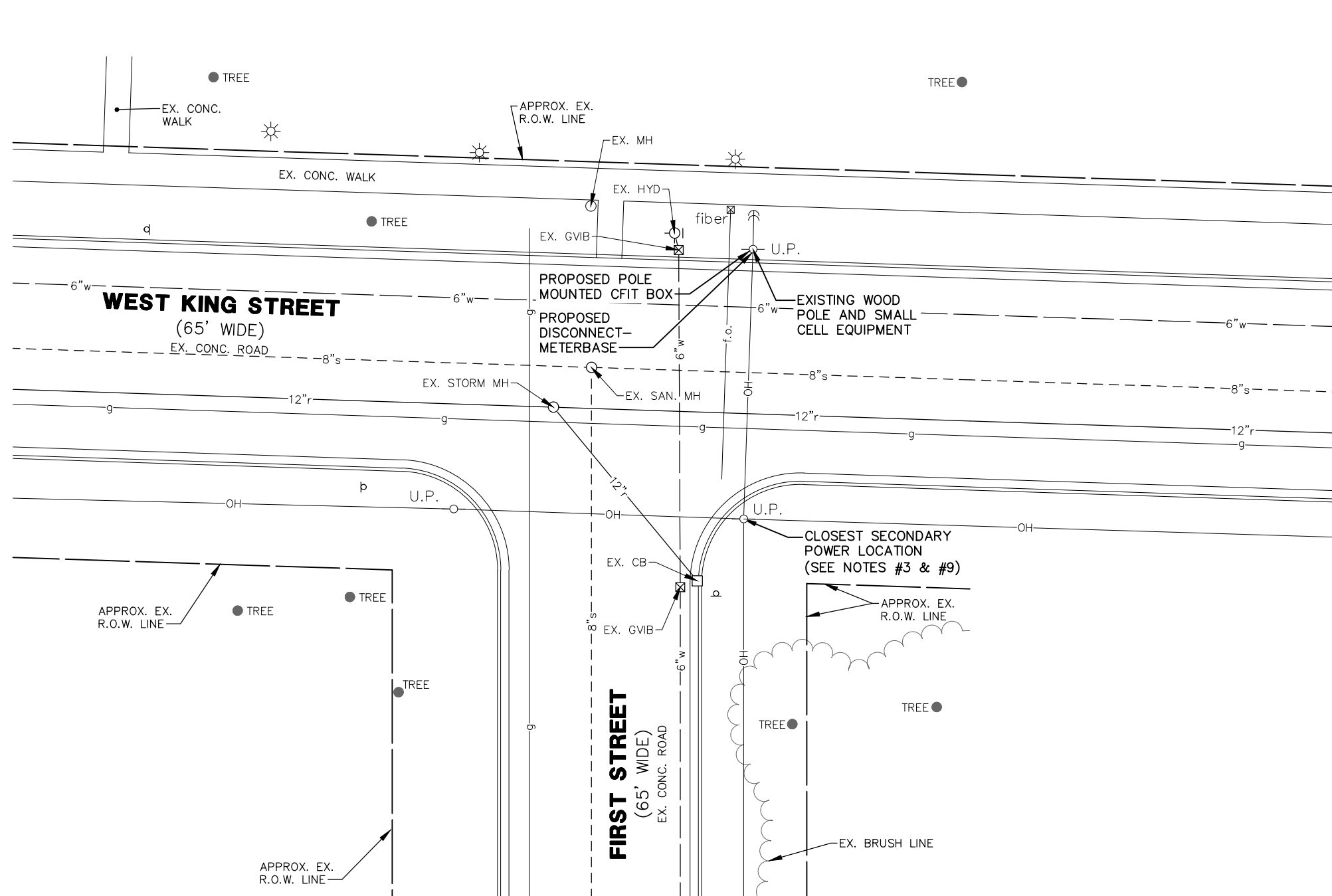
Operating Ambient Temperature Range	-40°C to +46°C (Output derates 2%/°C beginning at 46°C)
Cooling Method	Natural Convection
Operating Relative Humidity	0 - 95% (non-condensing) for use in a controlled environment
Electromagnetic Compatibility	FCC Part 15, EN 55032 (CISPR32), EN 55035, Level A, GR-1089
Lightning Surge	EN/IEC 61000-4-5 Level 4 (Error free), ANSI C62.41 Category B 100 kHz ring and 1.2/50µs combination waves (6kV damage free)
Agency Certifications*	ANSI/UL60950-1-2014, EN60950-1 2 <sup>nd</sup> ed+A1+A2, CAN/CSA C22.2 No. 60950-1-07 +Am2: 2014, NEBS GR-1089, GR-63-CORE, CE, RoHS6/6, GR-3108 Class 4
Mean Time Between Failure (MTBF)	300k Hours @ 25°C per Telcordia SR-332, Method 1, Case 3
Height x Width x Depth, Weight, Packaged weight	17x9.5x4.4in (432x241x112mm), 20.75 lbs (9.4 kg), 25.75 lbs (11.68 kg)
Mounting	Pole, Wall, Pedestal, Shroud

HYBRID-TO-THE-ANTENNA (HTTA) BOX



TECHNICAL SPECIFICATIONS	
HEIGHT (PANEL ONLY)	15 in.
DEPTH, BASE (FRONT TO BACK)	5.5 in.
WIDTH	12 in.
WEIGHT	4 lbs.
CONSTRUCTION	RUGGED UL94–5VA GRAY POLYCARBONATE
SUPPORTED FIBER CONNECTOR TYPES	SC, LC or MPO
COMPLIANCE	DESIGNED TO MEET GR–950, GR2898, NEMA 4, IP66
SPLICING CAPACITY	UP TO THREE (3) 4”x6” HINGED SPLICE TRAYS ON FEED FIBER SIDE
BULKHEAD CAPACITY	24 SC ADAPTERS
























## UTILITY NOTES

1. PROVIDE AND INSTALL WARNING TAPE FOR ELECTRIC SERVICE CONDUIT 12" BELOW GRADE.
2. CONTRACTOR SHALL INSTALL PROP. 3" UNDERGROUND CONDUIT FOR ELECTRIC SERVICE. ALL CONDUIT UNDER ROADWAY SHALL BE MINIMUM SCHD 80 PVC AND ALL OTHER CONDUIT SHALL BE MINIMUM SCHD 40 PVC.
3. CONTRACTOR SHALL COORDINATE WITH ELECTRIC AND TELEPHONE AND FIBER OPTIC UTILITY COMPANIES FOR SERVICES. PROPOSED SERVICE ROUTES AND EXACT LOCATION SHALL BE COORDINATED WITH RESPECTIVE COMPANY. WORK IS TO BE PERFORMED BY OTHERS.
4. CONTRACTOR TO PAY ALL FEES FOR SERVICES REQUIRED.
5. CONTRACTOR TO BE ADVISED THAT EXISTING UNDERGROUND CONDUITS, GROUND CABLES AND OTHER UTILITIES EXIST IN PROJECT AREA. DIG WITH CAUTION.
6. CONTRACTOR TO VERIFY POWER AND TELCO LB LOCATIONS AND FLEX CONDUIT SIZE AND ROUTING TO THE EQUIPMENT CABINET WITH MANUFACTURER'S DRAWINGS.
7. INSTALL PULL STRING IN TELCO CONDUIT.
8. STANDARD POWER SUPPLY FOR SMALL CELL NODES IS A 100 AMP, 120/240 VOLT, SINGLE PHASE SERVICE.
9. CONSUMERS ENERGY SHALL BE RESPONSIBLE FOR PULLING AND CONNECTING CONDUCTOR FROM POWER SOURCE TO INSTALLED METER BASE.
10. ANY PAVEMENT DISTURBED TO ALLOW FOR CONDUIT INSTALLATION SHALL BE RESTORED IN KIND WITH SAME MATERIAL TYPE AND THICKNESS AS EXISTING.
11. THE CONTRACTOR SHALL FURNISH AND INSTALL ONE-TIME LOCK(S) ON THE MILBANK METER BASE ONCE THE SITE IS ENERGIZED.

## CONSUMERS ENERGY COORDINATION NOTES

1. THE CONTRACTOR SHALL FURNISH AND INSTALL THE MILBANK U5168-XLT DISCONNECT-METERBASE OR SQUARE D RC816F200CH IF MILBANK IS UNAVAILABLE
2. CONTRACTOR SHALL PROVIDE TO VERIZON WIRELESS CONSTRUCTION MANAGER, ONE PHOTO OF THE INSPECTION STICKER ON THE SOCKET AND AT LEAST ONE PHOTO OF CONDUIT (IF APPLICABLE).
3. VERIZON WIRELESS CONSTRUCTION MANAGER SHALL NOTIFY CONSUMERS ENERGY PROJECT COORDINATOR WHEN METER IS READY.

### LEGEND

	EXIST. UTILITY POLE		EXIST. FIBER OPTIC LINE
	EXIST. UTILITY POLE W/ TRANS.		EXIST. WATER MAIN
	EXIST. GUY POLE		EXIST. HYDRANT
	GUY WIRE		EXIST. GATE VALVE IN BOX
	ELEC. TRANSFORMER		EXIST. GATE VALVE IN WELL
	EXIST. OVERHEAD UTILITY LINE		EXIST. STORM SEWER
	EXIST. LIGHT POLE		EXIST. CATCH BASIN OR INLET
	EXIST. TELEPHONE LINE		EXIST. BEEHIVE INLET
	EXIST. ELECTRIC LINE		EXIST. SANITARY SEWER
	EXIST. GAS LINE		



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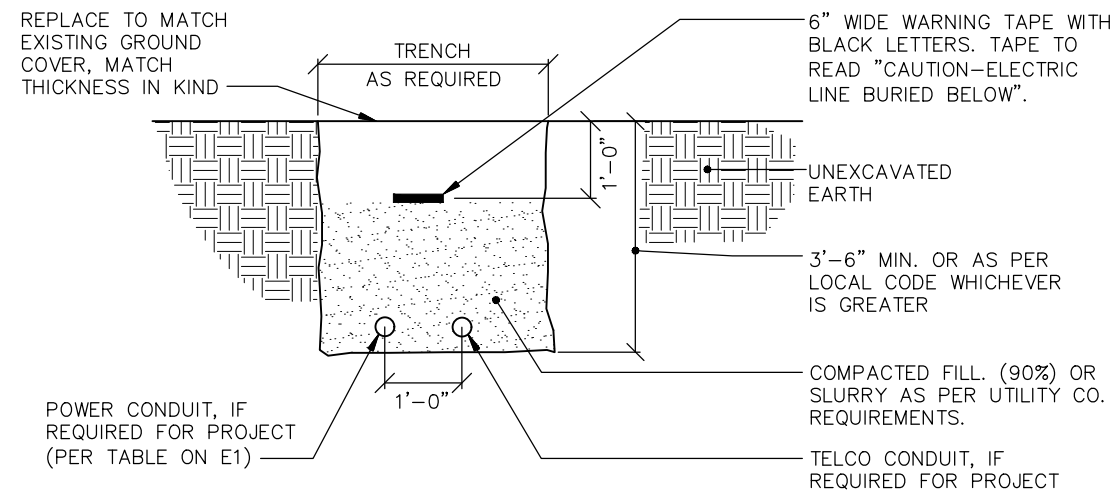
**verizon**  
 NODE #16442  
 CITY OF OWOSSO,  
 SHIAWASSE COUNTY, MICHIGAN

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## UTILITY PLAN

# E1

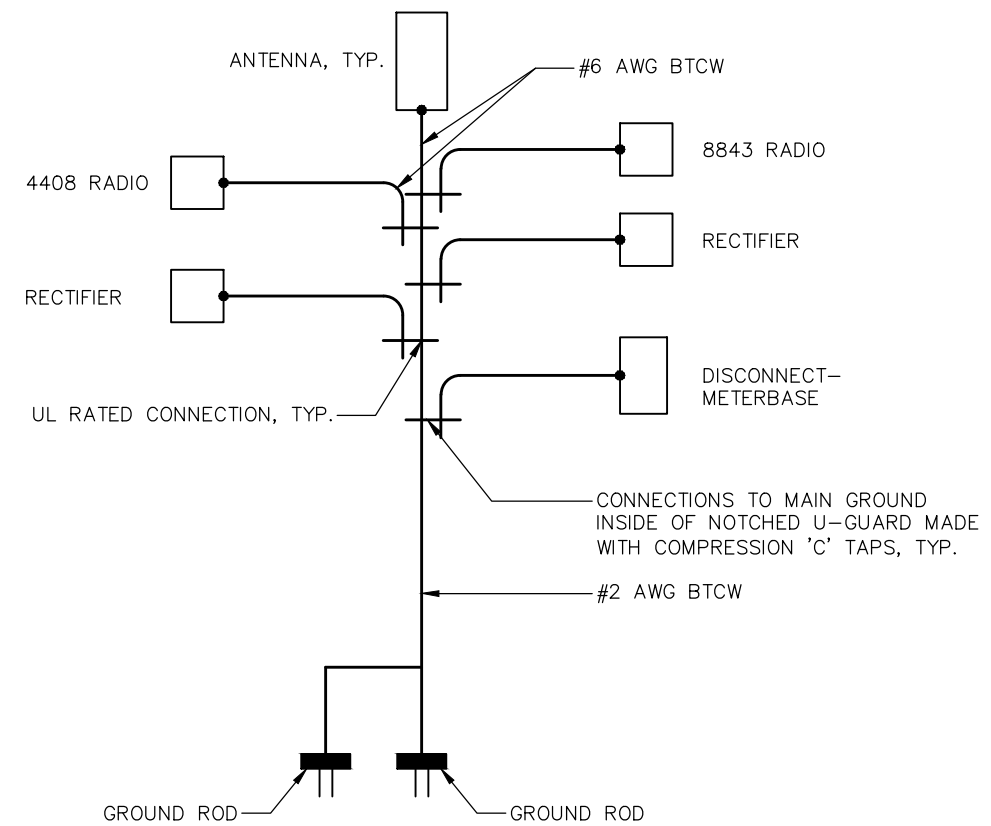


**NOTES:**

1. EXCAVATE TO REQUIRED DEPTH
2. VERIFY ALL TRENCHING REQUIREMENTS WITH SERVING UTILITIES.
3. CALL BEFORE YOU DIG!! CONTACT SERVING UTILITIES
4. TYPICAL SPACING FOR ALL UNDERGROUND CONDUITS

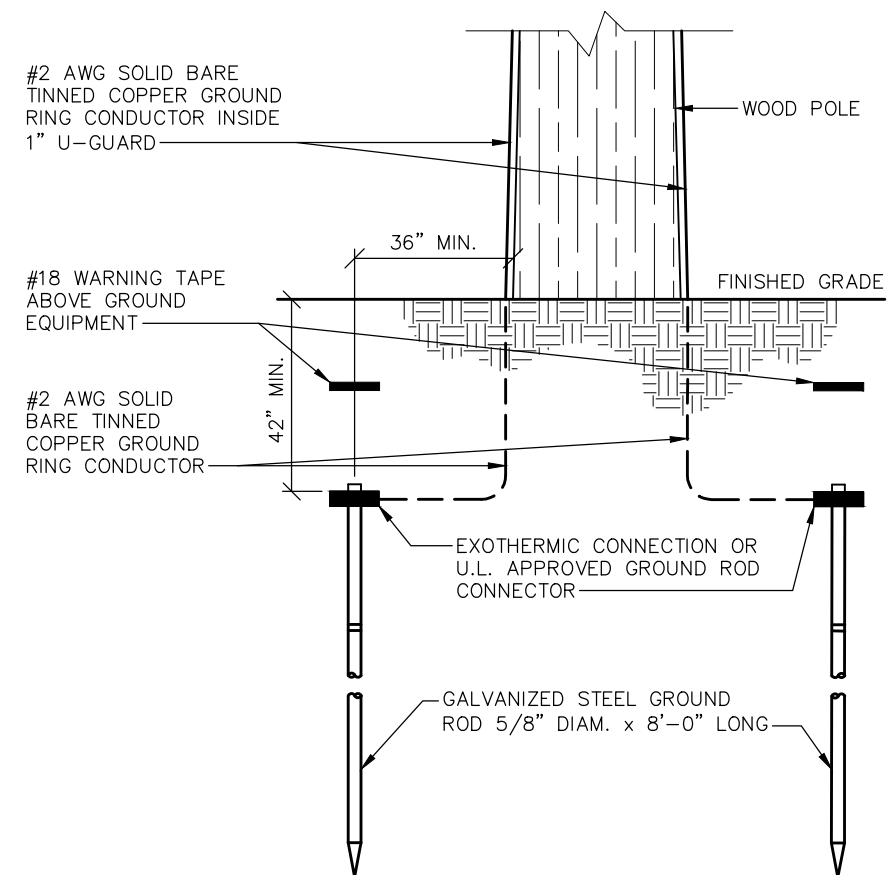
## UTILITY SERVICE TRENCH DETAIL

3



### SINGLE POINT RADIAL GROUND DETAIL

1



### GROUND ROD DETAIL

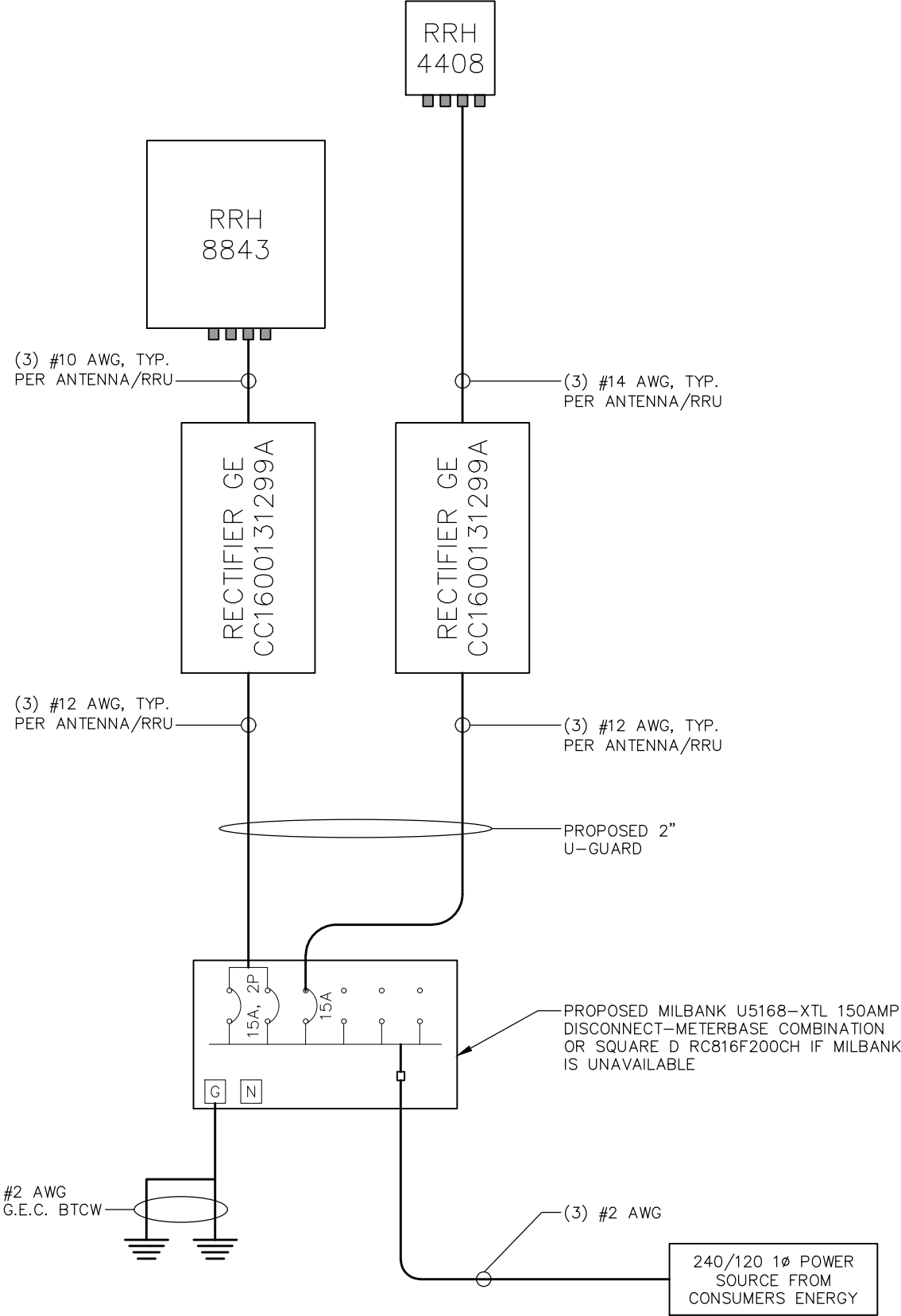
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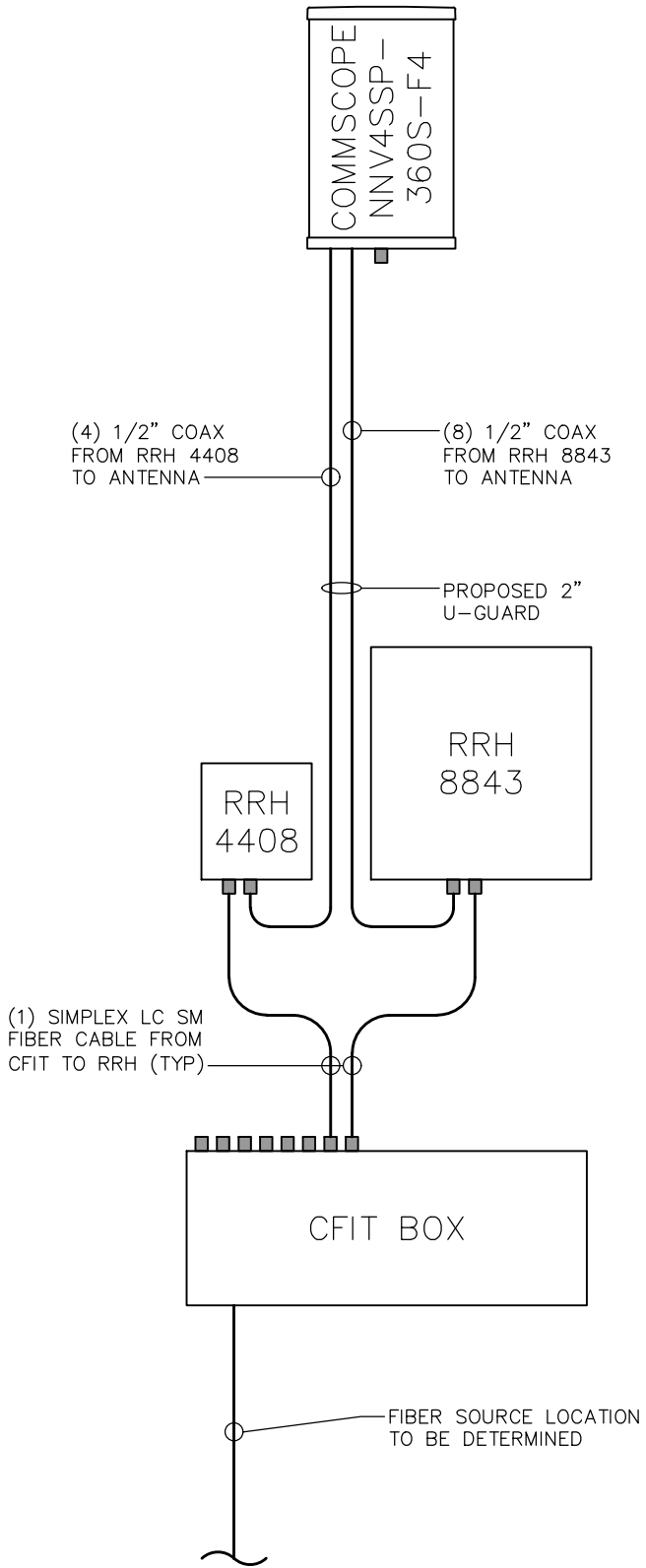
## ELECTRICAL DETAILS

## E2

**verizon**  
CITY OF OWOSSO,  
SHIAWASSE COUNTY, MICHIGAN  
NODE #16442  
APPLICANT/LESSEE:  
CELCO PARTNERSHIP  
dba VERIZON WIRELESS  
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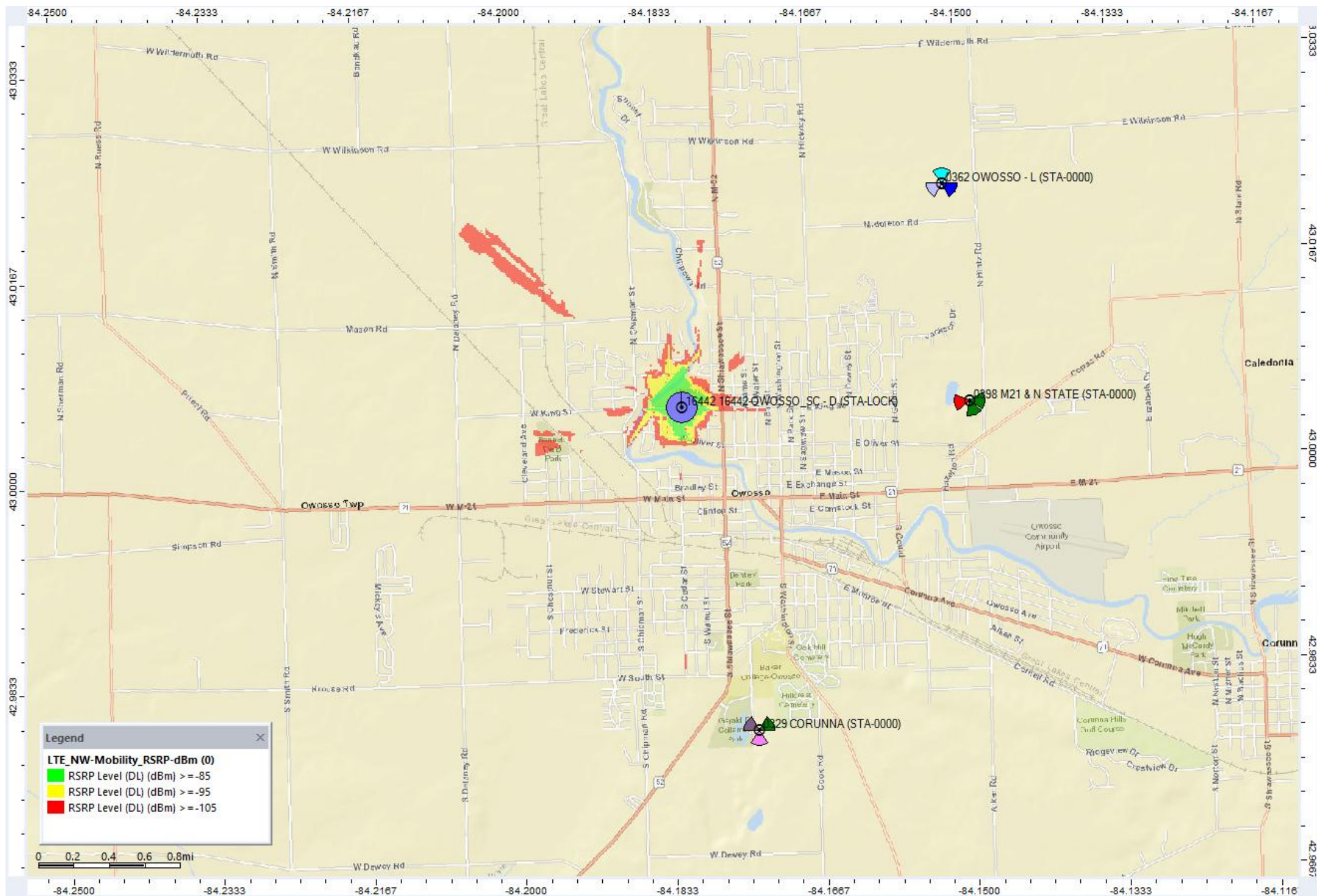


POWER ROUTING



FIBER ROUTING

<b>E3</b>	<b>SINGLE LINE DIAGRAM</b>	<b>verizon</b> NODE #16442 CITY/TOWNSHIP, SHIAWASSEE COUNTY, MICHIGAN	APPLICANT/LESSEE: CELLCO PARTNERSHIP dba VERIZON WIRELESS 24242 NORTHWESTERN HIGHWAY SOUTHFIELD, MICHIGAN 48075 PHONE: (248) 915-3000	MIDWESTERN CONSULTING 3845 Plaza Drive Ann Arbor, Michigan 48108 (734) 995-0200 www.midwesternconsulting.com Land Development • Land Survey Institutional • Municipal Wireless Communications Transportation • Landfill Services
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## MEMORANDUM

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

---

DATE: December 1, 2021  
TO: Owosso City Council  
FROM: Brad Barrett, Finance Director  
SUBJECT: Monthly Financial Report – October 2021

### RECOMMENDATION:

Receive and file communication from Finance Department.

### BACKGROUND:

Per Section 8.6(c) of the Owosso City Charter....

*During each month, the City Manager shall submit to the Council data showing the relation between the estimated and actual revenues and expenditures to the end of the preceding month;....*

A revenue and expenditure report and cash summary report is included for the period ending October 31, 2021.

### Revenue Expense Report

The column labeled "Activity for month" reflects revenues received and expenses paid during the specific month and the column labeled "YTD Balance" reflects revenues received and expenses paid since the beginning of the fiscal year (July 1<sup>st</sup>.)

### FISCAL IMPACTS:

None.

### Document originated by:

Revenue and Expenditure Report for City of Owosso – Period ending 10/31/2021  
Cash Summary by Account for City of Owosso – From 10/1/2021 to 10/31/2021

PERIOD ENDING 10/31/2021

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO  
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2021-22	2021-22	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 10/31/21 INCR (DECR)	10/31/2021 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-401.403	GENERAL PROPERTY TAX	3,575,000.00	3,575,000.00	40,795.96	3,393,914.73	181,085.27	94.93
101-000-401.424	TRAILER PARK TAXES	1,000.00	1,000.00	(420.00)	238.00	762.00	23.80
101-000-401.430	INDUSTRIAL/COMMERCIAL FACILITIES	24,000.00	24,000.00	0.00	0.00	24,000.00	0.00
101-000-401.431	OBSOLETE PROPERTY REHAB TAXES (O	670.00	670.00	0.00	0.00	670.00	0.00
101-000-401.443	ADMINISTRATION FEES	91,000.00	91,000.00	479.25	29,967.39	61,032.61	32.93
101-000-401.445	INTEREST & PENALTIES ON TAXES	20,000.00	20,000.00	1,831.36	3,570.91	16,429.09	17.85
101-000-439.000	MARIJUANA TAX DISTR.	84,000.00	84,000.00	0.00	0.00	84,000.00	0.00
101-000-450.452	PERMITS-BUILDING	150,000.00	150,000.00	8,254.76	34,635.61	115,364.39	23.09
101-000-450.453	LIQUOR LICENSES	10,000.00	10,000.00	0.00	7,580.65	2,419.35	75.81
101-000-450.454	PERMITS-ELECTRICAL	35,000.00	35,000.00	4,461.00	8,455.00	26,545.00	24.16
101-000-450.455	PERMITS-PLUMBING & MECHANICAL	55,000.00	55,000.00	5,592.00	22,629.50	32,370.50	41.14
101-000-450.460	MISCELLANEOUS LICENSES	1,000.00	1,000.00	60.00	420.00	580.00	42.00
101-000-450.470	MARIJUANA LICENSE FEE	50,000.00	50,000.00	5,000.00	35,000.00	15,000.00	70.00
101-000-450.477	PERMITS-HANDGUNS	500.00	500.00	80.00	250.00	250.00	50.00
101-000-450.478	DOG LICENSES	80.00	80.00	0.00	0.00	80.00	0.00
101-000-539.573	LOCAL COMMUNITY STABILIZATION S	65,000.00	65,000.00	100,600.55	100,600.55	(35,600.55)	154.77
101-000-539.574	REVENUE SHARING - STATUTORY	429,911.00	429,911.00	71,651.00	71,651.00	358,260.00	16.67
101-000-539.575	REVENUE SHARING-CONSTITUTIONAL	1,279,571.00	1,279,571.00	278,313.00	278,313.00	1,001,258.00	21.75
101-000-600.625	VACANT PROPERTY REGISTRATION/IN	1,500.00	1,500.00	100.00	200.00	1,300.00	13.33
101-000-600.626	CHARGE FOR SERVICES RENDERED	60,000.00	60,000.00	3,407.44	27,956.84	32,043.16	46.59
101-000-600.627	DUPLICATING SERVICES	1,000.00	1,000.00	94.50	459.00	541.00	45.90
101-000-600.628	RENTAL REGISTRATION	1,500.00	1,500.00	100.00	525.00	975.00	35.00
101-000-600.629	AMBULANCE CHARGES	263,750.00	263,750.00	32,528.54	73,658.57	190,091.43	27.93
101-000-600.629-TREAT-ONLY	AMBULANCE CHARGES	0.00	0.00	700.00	4,900.00	(4,900.00)	100.00
101-000-600.630	AMBULANCE MILEAGE CHARGES	230,100.00	230,100.00	20,846.69	67,814.21	162,285.79	29.47
101-000-600.631	AMBULANCE/ ADVANCED LIFE SUPPORT	410,000.00	410,000.00	44,949.03	156,411.44	253,588.56	38.15
101-000-600.633	FIRE SERVICES	4,000.00	4,000.00	0.00	3,500.00	500.00	87.50
101-000-600.642	CHARGE FOR SERVICES - SALES	4,000.00	4,000.00	80.00	2,623.00	1,377.00	65.58
101-000-600.647	CABLE TELEVISION FRANCHISE FEES	105,000.00	105,000.00	0.00	0.00	105,000.00	0.00
101-000-655.655	PARKING VIOLATIONS	4,200.00	4,200.00	315.00	1,050.00	3,150.00	25.00
101-000-655.659	PARKING LEASE INCOME	1,600.00	1,600.00	0.00	0.00	1,600.00	0.00
101-000-655.660	ORDINANCE FINES & COSTS	12,000.00	12,000.00	300.63	2,632.58	9,367.42	21.94
101-000-662.000	DRUG FORFEITURES-ADJUDICATED	0.00	0.00	100.00	100.00	(100.00)	100.00
101-000-664.664	INTEREST INCOME	5,000.00	5,000.00	1,108.99	3,901.51	1,098.49	78.03
101-000-664.665	INTEREST INCOME-RESTRICTED ASSE'	0.00	0.00	0.56	7.10	(7.10)	100.00
101-000-664.668	RENTAL INCOME	1,500.00	1,500.00	30.00	30.00	1,470.00	2.00
101-000-671.673	SALE OF FIXED ASSETS	0.00	0.00	0.00	9,263.00	(9,263.00)	100.00
101-000-671.675	DONATIONS-PRIVATE	0.00	0.00	0.00	11,500.00	(11,500.00)	100.00
101-000-671.687	INSURANCE REFUNDS	125,000.00	125,000.00	1,058.06	115,106.06	9,893.94	92.08
101-000-671.692	RECOVERY OF BAD DEBTS	0.00	0.00	0.00	1,500.00	(1,500.00)	100.00
101-000-671.694	MISCELLANEOUS	20,000.00	20,000.00	20.00	3,548.94	16,451.06	17.74
101-000-695.672	SPECIAL ASSESSMENT	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
101-000-695.676	WASTEWATER UTIL. ADMIN REIMB	200,000.00	200,000.00	0.00	48,048.36	151,951.64	24.02
101-000-695.677	CITY UTILITIES ADMIN REIMB	372,100.00	372,100.00	0.00	93,025.02	279,074.98	25.00
101-000-695.678	DDA/OBRA REIMBURSEMENT	5,300.00	5,300.00	0.00	0.00	5,300.00	0.00
101-000-695.695	ACT 51 ADMIN REIMBURSEMENT	192,463.00	192,463.00	0.00	0.00	192,463.00	0.00
101-000-695.699	APPROPRIATION OF FUND BALANCE	827,490.00	827,490.00	0.00	0.00	827,490.00	0.00
TOTAL REVENUES		8,744,235.00	8,744,235.00	622,438.32	4,614,986.97	4,129,248.03	52.78

PERIOD ENDING 10/31/2021

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CITY OF OWOSSO  
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2021-22	2021-22	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 10/31/21 INCR (DECR)	10/31/2021 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101	CITY COUNCIL	5,300.00	5,300.00	777.28	1,226.28	4,073.72	23.14
171	CITY MANAGER	262,583.00	262,583.00	19,756.25	83,231.17	179,351.83	31.70
201	FINANCE	306,305.00	306,305.00	28,676.09	129,760.92	176,544.08	42.36
209	ASSESSING	183,407.00	183,407.00	14,622.43	65,163.52	118,243.48	35.53
210	CITY ATTORNEY	118,000.00	118,000.00	20,462.35	39,001.37	78,998.63	33.05
215	CLERK	299,570.00	299,570.00	21,556.60	84,459.99	215,110.01	28.19
226	HUMAN RESOURCES	215,734.00	215,734.00	14,776.85	61,184.71	154,549.29	28.36
253	TREASURY	167,057.00	167,057.00	14,628.86	54,221.40	112,835.60	32.46
258	INFORMATION & TECHNOLOGY	134,965.00	134,965.00	9,095.80	23,459.45	111,505.55	17.38
265	BUILDING & GROUNDS	140,540.00	140,540.00	9,258.32	42,519.96	98,020.04	30.25
299	GENERAL ADMIN	352,776.00	352,776.00	46,537.01	273,183.55	79,592.45	77.44
300	POLICE	2,263,812.00	2,263,812.00	167,851.15	769,072.01	1,494,739.99	33.97
335	FIRE	2,012,337.00	2,012,337.00	160,481.03	709,438.84	1,302,898.16	35.25
370	BUILDING AND SAFETY	344,476.00	344,476.00	23,177.32	74,665.98	269,810.02	21.68
441	PUBLIC WORKS	660,310.00	660,310.00	84,645.73	215,939.51	444,370.49	32.70
528	LEAF AND BRUSH COLLECTION	231,500.00	231,500.00	1,009.20	35,099.25	196,400.75	15.16
585	PARKING	33,000.00	33,000.00	0.00	2,124.03	30,875.97	6.44
728	COMMUNITY DEVELOPMENT	85,599.00	85,599.00	1,083.07	9,720.23	75,878.77	11.36
750	HOLMAN POOL	0.00	0.00	0.00	441.34	(441.34)	100.00
756	PARKS	203,293.00	203,293.00	19,714.97	89,077.24	114,215.76	43.82
966	TRANSFERS OUT	723,671.00	723,671.00	0.00	0.00	723,671.00	0.00
TOTAL EXPENDITURES		8,744,235.00	8,744,235.00	658,110.31	2,762,990.75	5,981,244.25	31.60
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		8,744,235.00	8,744,235.00	622,438.32	4,614,986.97	4,129,248.03	52.78
TOTAL EXPENDITURES		8,744,235.00	8,744,235.00	658,110.31	2,762,990.75	5,981,244.25	31.60
NET OF REVENUES & EXPENDITURES		0.00	0.00	(35,671.99)	1,851,996.22	(1,851,996.22)	100.00
Fund 202 - MAJOR STREET FUND							
Revenues							
202-000-501.506	GRANT-FEDERAL	300,000.00	300,000.00	135.83	64,832.26	235,167.74	21.61
202-000-539.529	STATE SOURCES	39,000.00	39,000.00	0.00	0.00	39,000.00	0.00
202-000-539.546	TRUNKLINE MAINTENANCE	39,378.00	39,378.00	968.98	23,596.18	15,781.82	59.92
202-000-539.569	GAS & WEIGHT TAX	1,369,695.00	1,369,695.00	0.00	254,518.01	1,115,176.99	18.58
202-000-664.664	INTEREST INCOME	150.00	150.00	30.56	114.06	35.94	76.04
202-000-695.411	TRANSFER FROM STREET PROGRAM	674,084.00	674,084.00	0.00	0.00	674,084.00	0.00
202-000-695.672	SPECIAL ASSESSMENT	249,094.00	249,094.00	0.00	0.00	249,094.00	0.00
TOTAL REVENUES		2,671,401.00	2,671,401.00	1,135.37	343,060.51	2,328,340.49	12.84
Expenditures							
451	CONSTRUCTION	927,698.00	927,698.00	145,287.27	608,306.30	319,391.70	65.57
463	STREET MAINTENANCE	410,500.00	410,500.00	20,837.18	136,606.45	273,893.55	33.28
473	BRIDGE MAINTENANCE	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
474	TRAFFIC SERVICES-MAINTENANCE	26,500.00	26,500.00	12.11	1,332.65	25,167.35	5.03
478	SNOW & ICE CONTROL	135,000.00	135,000.00	0.00	0.00	135,000.00	0.00

PERIOD ENDING 10/31/2021

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CITY OF OWOSSO  
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21 INCR (DECR)	YTD BALANCE 10/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 202 - MAJOR STREET FUND							
Expenditures							
480	TREE TRIMMING	61,800.00	61,800.00	0.00	12,110.24	49,689.76	19.60
482	ADMINISTRATION & ENGINEERING	200,250.00	200,250.00	4,773.78	20,939.25	179,310.75	10.46
485	LOCAL STREET TRANSFER	342,424.00	342,424.00	0.00	0.00	342,424.00	0.00
486	TRUNKLINE SURFACE MAINTENANCE	1,000.00	1,000.00	433.76	1,152.56	(152.56)	115.26
488	TRUNKLINE SWEEPING & FLUSHING	3,700.00	3,700.00	0.00	0.00	3,700.00	0.00
490	TRUNKLINE TREE TRIIM & REMOVAL	200.00	200.00	0.00	0.00	200.00	0.00
491	TRUNKLINE STORM DRAIN, CURBS	5,500.00	5,500.00	0.00	22,873.12	(17,373.12)	415.87
492	TRUNKLINE ROADSIDE CLEANUP	200.00	200.00	0.00	59.61	140.39	29.81
494	TRUNKLINE TRAFFIC SIGNS	600.00	600.00	0.00	133.92	466.08	22.32
497	TRUNKLINE SNOW & ICE CONTROL	32,000.00	32,000.00	0.00	0.00	32,000.00	0.00
TOTAL EXPENDITURES		2,159,372.00	2,159,372.00	171,344.10	803,514.10	1,355,857.90	37.21
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		2,671,401.00	2,671,401.00	1,135.37	343,060.51	2,328,340.49	12.84
TOTAL EXPENDITURES		2,159,372.00	2,159,372.00	171,344.10	803,514.10	1,355,857.90	37.21
NET OF REVENUES & EXPENDITURES		512,029.00	512,029.00	(170,208.73)	(460,453.59)	972,482.59	89.93
Fund 203 - LOCAL STREET FUND							
Revenues							
203-000-539.529	STATE SOURCES	15,300.00	15,300.00	0.00	0.00	15,300.00	0.00
203-000-539.569	GAS & WEIGHT TAX	500,974.00	500,974.00	0.00	93,493.00	407,481.00	18.66
203-000-664.664	INTEREST INCOME	50.00	50.00	20.69	91.89	(41.89)	183.78
203-000-695.202	MAJOR STREET TRANSFER	342,424.00	342,424.00	0.00	0.00	342,424.00	0.00
203-000-695.411	TRANSFER FROM CAPITAL PROJECTS	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00
203-000-695.672	SPECIAL ASSESSMENT	61,000.00	61,000.00	0.00	0.00	61,000.00	0.00
203-000-695.699	APPROPRIATION OF FUND BALANCE	33,096.00	33,096.00	0.00	0.00	33,096.00	0.00
TOTAL REVENUES		1,452,844.00	1,452,844.00	20.69	93,584.89	1,359,259.11	6.44
Expenditures							
451	CONSTRUCTION	672,216.00	672,216.00	99,637.49	621,323.64	50,892.36	92.43
463	STREET MAINTENANCE	488,750.00	488,750.00	24,993.45	225,223.08	263,526.92	46.08
474	TRAFFIC SERVICES-MAINTENANCE	8,500.00	8,500.00	0.00	776.33	7,723.67	9.13
478	SNOW & ICE CONTROL	80,000.00	80,000.00	0.00	0.00	80,000.00	0.00
480	TREE TRIMMING	89,500.00	89,500.00	0.00	38,212.71	51,287.29	42.70
482	ADMINISTRATION & ENGINEERING	113,878.00	113,878.00	4,773.57	20,938.29	92,939.71	18.39
TOTAL EXPENDITURES		1,452,844.00	1,452,844.00	129,404.51	906,474.05	546,369.95	62.39
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		1,452,844.00	1,452,844.00	20.69	93,584.89	1,359,259.11	6.44
TOTAL EXPENDITURES		1,452,844.00	1,452,844.00	129,404.51	906,474.05	546,369.95	62.39
NET OF REVENUES & EXPENDITURES		0.00	0.00	(129,383.82)	(812,889.16)	812,889.16	100.00



PERIOD ENDING 10/31/2021

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CITY OF OWOSSO  
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21 INCR (DECR)	YTD BALANCE 10/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 208 - PARK/RECREATION SITES FUND							
Revenues							
208-000-664.664	INTEREST INCOME	0.00	0.00	4.53	16.06	(16.06)	100.00
208-000-695.699	APPROPRIATION OF FUND BALANCE	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL REVENUES		50,000.00	50,000.00	4.53	16.06	49,983.94	0.03
Expenditures							
756	PARKS	50,000.00	50,000.00	60,630.00	68,331.96	(18,331.96)	136.66
TOTAL EXPENDITURES		50,000.00	50,000.00	60,630.00	68,331.96	(18,331.96)	136.66
Fund 208 - PARK/RECREATION SITES FUND:							
TOTAL REVENUES		50,000.00	50,000.00	4.53	16.06	49,983.94	0.03
TOTAL EXPENDITURES		50,000.00	50,000.00	60,630.00	68,331.96	(18,331.96)	136.66
NET OF REVENUES & EXPENDITURES		0.00	0.00	(60,625.47)	(68,315.90)	68,315.90	100.00
Fund 273 - OMS/DDA REVLG LOAN FUND							
Revenues							
273-000-664.664	INTEREST INCOME	500.00	500.00	13.52	43.26	456.74	8.65
273-000-671.675	LOAN REPAYMENTS	0.00	0.00	5,388.57	30,328.92	(30,328.92)	100.00
273-000-695.699	APPROPRIATION OF FUND BALANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
TOTAL REVENUES		1,500.00	1,500.00	5,402.09	30,372.18	(28,872.18)	2,024.81
Expenditures							
200	GEN SERVICES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
TOTAL EXPENDITURES		1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Fund 273 - OMS/DDA REVLG LOAN FUND :							
TOTAL REVENUES		1,500.00	1,500.00	5,402.09	30,372.18	(28,872.18)	2,024.81
TOTAL EXPENDITURES		1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	5,402.09	30,372.18	(30,372.18)	100.00
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA							
Revenues							
276-000-401.407	OBRA:TAX CAPTURE	9,800.00	9,800.00	0.00	0.00	9,800.00	0.00
276-000-664.664	INTEREST INCOME	0.00	0.00	0.47	1.16	(1.16)	100.00
276-000-671.676	DONATIONS	19,121.00	19,121.00	0.00	0.00	19,121.00	0.00
TOTAL REVENUES		28,921.00	28,921.00	0.47	1.16	28,919.84	0.00

User: BABarrett

DB: Owosso

PERIOD ENDING 10/31/2021

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CITY OF OWOSSO  
MONTHLY REVENUE AND EXPENDITURE REPORT

		2021-22	2021-22	ACTIVITY FOR	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL	2021-22	MONTH 10/31/21	10/31/2021	BALANCE	% BDGT
		BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA							
Expenditures							
730	PROFESSIONAL SERVICES	750.00	750.00	0.00	0.00	750.00	0.00
905	DEBT SERVICE	28,171.00	28,171.00	0.00	0.00	28,171.00	0.00
TOTAL EXPENDITURES		28,921.00	28,921.00	0.00	0.00	28,921.00	0.00
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA:							
TOTAL REVENUES		28,921.00	28,921.00	0.47	1.16	28,919.84	0.00
TOTAL EXPENDITURES		28,921.00	28,921.00	0.00	0.00	28,921.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.47	1.16	(1.16)	100.00
Fund 277 - OBRA FUND DISTRICT #20 - J&H OIL							
Revenues							
277-000-539.529	STATE SOURCES	0.00	0.00	0.00	116,887.72	(116,887.72)	100.00
TOTAL REVENUES		0.00	0.00	0.00	116,887.72	(116,887.72)	100.00
Expenditures							
901	CAPITAL OUTLAY	0.00	0.00	0.00	116,887.72	(116,887.72)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	116,887.72	(116,887.72)	100.00
Fund 277 - OBRA FUND DISTRICT #20 - J&H OIL:							
TOTAL REVENUES		0.00	0.00	0.00	116,887.72	(116,887.72)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	116,887.72	(116,887.72)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
Fund 283 - OBRA FUND-DISTRICT#3-TIAL							
Revenues							
283-000-401.407	OBRA:TAX CAPTURE	27,897.00	27,897.00	606.58	606.58	27,290.42	2.17
TOTAL REVENUES		27,897.00	27,897.00	606.58	606.58	27,290.42	2.17
Expenditures							
730	PROFESSIONAL SERVICES	750.00	750.00	0.00	0.00	750.00	0.00
905	DEBT SERVICE	26,000.00	26,000.00	0.00	0.00	26,000.00	0.00
964	TAX REIMBURSEMENTS	1,147.00	1,147.00	0.00	0.00	1,147.00	0.00
TOTAL EXPENDITURES		27,897.00	27,897.00	0.00	0.00	27,897.00	0.00
Fund 283 - OBRA FUND-DISTRICT#3-TIAL:							

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\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

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GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21 INCR (DECR)	YTD BALANCE 10/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 283 - OBRA FUND-DISTRICT#3-TIAL							
TOTAL REVENUES		27,897.00	27,897.00	606.58	606.58	27,290.42	2.17
TOTAL EXPENDITURES		27,897.00	27,897.00	0.00	0.00	27,897.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	606.58	606.58	(606.58)	100.00
Fund 287 - ARPA - AMERICAN RESCUE PLAN ACT							
Revenues							
287-000-528.000	OTHER FEDERAL GRANTS	0.00	0.00	755,759.50	755,759.50	(755,759.50)	100.00
TOTAL REVENUES		0.00	0.00	755,759.50	755,759.50	(755,759.50)	100.00
Fund 287 - ARPA - AMERICAN RESCUE PLAN ACT:							
TOTAL REVENUES		0.00	0.00	755,759.50	755,759.50	(755,759.50)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	755,759.50	755,759.50	(755,759.50)	100.00
Fund 288 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)							
Revenues							
288-000-401.407	OBRA:TAX CAPTURE	202,720.00	202,720.00	0.00	0.00	202,720.00	0.00
TOTAL REVENUES		202,720.00	202,720.00	0.00	0.00	202,720.00	0.00
Expenditures							
730	PROFESSIONAL SERVICES	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
905	DEBT SERVICE	190,720.00	190,720.00	0.00	0.00	190,720.00	0.00
TOTAL EXPENDITURES		202,720.00	202,720.00	0.00	0.00	202,720.00	0.00
Fund 288 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8):							
TOTAL REVENUES		202,720.00	202,720.00	0.00	0.00	202,720.00	0.00
TOTAL EXPENDITURES		202,720.00	202,720.00	0.00	0.00	202,720.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL)							
Revenues							
291-000-401.407	OBRA:TAX CAPTURE	0.00	0.00	358.44	358.44	(358.44)	100.00
TOTAL REVENUES		0.00	0.00	358.44	358.44	(358.44)	100.00
Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL):							
TOTAL REVENUES		0.00	0.00	358.44	358.44	(358.44)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21 INCR (DECR)	YTD BALANCE 10/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL)							
NET OF REVENUES & EXPENDITURES		0.00	0.00	358.44	358.44	(358.44)	100.00
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT							
Revenues							
292-000-401.407	OBRA:TAX CAPTURE	125,000.00	125,000.00	3,165.39	3,165.39	121,834.61	2.53
TOTAL REVENUES		125,000.00	125,000.00	3,165.39	3,165.39	121,834.61	2.53
Expenditures							
730	PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
964	TAX REIMBURSEMENTS	124,000.00	124,000.00	0.00	0.00	124,000.00	0.00
TOTAL EXPENDITURES		125,000.00	125,000.00	0.00	0.00	125,000.00	0.00
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT:							
TOTAL REVENUES		125,000.00	125,000.00	3,165.39	3,165.39	121,834.61	2.53
TOTAL EXPENDITURES		125,000.00	125,000.00	0.00	0.00	125,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	3,165.39	3,165.39	(3,165.39)	100.00
Fund 295 - OBRA-DIST#15 -ARMORY BUILDING							
Revenues							
295-000-401.407	OBRA:TAX CAPTURE	80,000.00	80,000.00	0.00	0.00	80,000.00	0.00
TOTAL REVENUES		80,000.00	80,000.00	0.00	0.00	80,000.00	0.00
Expenditures							
730	PROFESSIONAL SERVICES	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
964	TAX REIMBURSEMENTS	75,500.00	75,500.00	0.00	0.00	75,500.00	0.00
TOTAL EXPENDITURES		80,000.00	80,000.00	0.00	0.00	80,000.00	0.00
Fund 295 - OBRA-DIST#15 -ARMORY BUILDING:							
TOTAL REVENUES		80,000.00	80,000.00	0.00	0.00	80,000.00	0.00
TOTAL EXPENDITURES		80,000.00	80,000.00	0.00	0.00	80,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
Fund 297 - HISTORICAL FUND							
Revenues							
297-000-600.600	SALES	500.00	500.00	326.00	1,458.00	(958.00)	291.60
297-000-664.664	INTEREST INCOME	0.00	0.00	25.27	25.88	(25.88)	100.00
297-000-664.668	RENTAL INCOME	14,400.00	14,400.00	1,200.00	4,800.00	9,600.00	33.33
297-000-671.675	DONATIONS-PRIVATE	1,000.00	1,000.00	1,270.00	7,513.93	(6,513.93)	751.39
297-000-695.101	GENERAL FUND TRANSFER	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00

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GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21 INCR (DECR)	YTD BALANCE 10/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 297 - HISTORICAL FUND							
Revenues							
TOTAL REVENUES		32,900.00	32,900.00	2,821.27	13,797.81	19,102.19	41.94
Expenditures							
797	HISTORICAL COMMISSION	16,860.00	16,860.00	1,679.42	6,078.59	10,781.41	36.05
798	CASTLE	8,834.00	8,834.00	797.35	4,710.22	4,123.78	53.32
799	GOULD HOUSE	5,234.00	5,234.00	536.36	1,978.04	3,255.96	37.79
800	COMSTOCK/WOODARD	500.00	500.00	0.00	87.00	413.00	17.40
TOTAL EXPENDITURES		31,428.00	31,428.00	3,013.13	12,853.85	18,574.15	40.90
Fund 297 - HISTORICAL FUND:							
TOTAL REVENUES		32,900.00	32,900.00	2,821.27	13,797.81	19,102.19	41.94
TOTAL EXPENDITURES		31,428.00	31,428.00	3,013.13	12,853.85	18,574.15	40.90
NET OF REVENUES & EXPENDITURES		1,472.00	1,472.00	(191.86)	943.96	528.04	64.13
Fund 298 - HISTORICAL SITES FUND							
Revenues							
298-000-664.664	INTEREST INCOME	0.00	0.00	4.96	17.21	(17.21)	100.00
298-000-695.699	APPROPRIATION OF FUND BALANCE	129,500.00	129,500.00	0.00	0.00	129,500.00	0.00
TOTAL REVENUES		129,500.00	129,500.00	4.96	17.21	129,482.79	0.01
Expenditures							
799	GOULD HOUSE	129,500.00	129,500.00	5,033.70	107,010.62	22,489.38	82.63
TOTAL EXPENDITURES		129,500.00	129,500.00	5,033.70	107,010.62	22,489.38	82.63
Fund 298 - HISTORICAL SITES FUND:							
TOTAL REVENUES		129,500.00	129,500.00	4.96	17.21	129,482.79	0.01
TOTAL EXPENDITURES		129,500.00	129,500.00	5,033.70	107,010.62	22,489.38	82.63
NET OF REVENUES & EXPENDITURES		0.00	0.00	(5,028.74)	(106,993.41)	106,993.41	100.00
Fund 325 - DEBT SERVICE-2010 GO BONDS							
Revenues							
325-000-401.403	GENERAL PROPERTY TAX	86,908.00	86,908.00	0.00	0.00	86,908.00	0.00
TOTAL REVENUES		86,908.00	86,908.00	0.00	0.00	86,908.00	0.00
Expenditures							
905	DEBT SERVICE	86,908.00	86,908.00	0.00	0.00	86,908.00	0.00

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GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21 INCR (DECR)	YTD BALANCE 10/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 325 - DEBT SERVICE-2010 GO BONDS							
Expenditures							
TOTAL EXPENDITURES		86,908.00	86,908.00	0.00	0.00	86,908.00	0.00
Fund 325 - DEBT SERVICE-2010 GO BONDS:							
TOTAL REVENUES		86,908.00	86,908.00	0.00	0.00	86,908.00	0.00
TOTAL EXPENDITURES		86,908.00	86,908.00	0.00	0.00	86,908.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
Fund 327 - DEBT SERVICE							
Revenues							
327-000-401.403	GENERAL PROPERTY TAX	804,777.00	804,777.00	10,801.74	670,230.51	134,546.49	83.28
327-000-695.698	OTHER FINANCING SOURCES	0.00	0.00	0.00	7,371.03	(7,371.03)	100.00
TOTAL REVENUES		804,777.00	804,777.00	10,801.74	677,601.54	127,175.46	84.20
Expenditures							
905	DEBT SERVICE	804,777.00	804,777.00	118,491.10	118,491.10	686,285.90	14.72
TOTAL EXPENDITURES		804,777.00	804,777.00	118,491.10	118,491.10	686,285.90	14.72
Fund 327 - DEBT SERVICE:							
TOTAL REVENUES		804,777.00	804,777.00	10,801.74	677,601.54	127,175.46	84.20
TOTAL EXPENDITURES		804,777.00	804,777.00	118,491.10	118,491.10	686,285.90	14.72
NET OF REVENUES & EXPENDITURES		0.00	0.00	(107,689.36)	559,110.44	(559,110.44)	100.00
Fund 368 - 2009 SPECIAL ASSESSMENT							
Revenues							
368-000-664.664	INTEREST INCOME	0.00	0.00	1,080.00	1,755.00	(1,755.00)	100.00
TOTAL REVENUES		0.00	0.00	1,080.00	1,755.00	(1,755.00)	100.00
Fund 368 - 2009 SPECIAL ASSESSMENT:							
TOTAL REVENUES		0.00	0.00	1,080.00	1,755.00	(1,755.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	1,080.00	1,755.00	(1,755.00)	100.00
Fund 374 - 2012 SPECIAL ASSESSMENT							
Revenues							
374-000-401.404	SPECIAL ASSESSMENTS	0.00	0.00	1,111.77	3,161.75	(3,161.75)	100.00
374-000-401.445	INTEREST & PENALTIES ON TAXES	0.00	0.00	66.71	189.71	(189.71)	100.00

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		2021-22	2021-22	ACTIVITY FOR	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL	2021-22	MONTH 10/31/21	10/31/2021	BALANCE	% BDGT
		BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 374 - 2012 SPECIAL ASSESSMENT							
Revenues							
TOTAL REVENUES		0.00	0.00	1,178.48	3,351.46	(3,351.46)	100.00
Fund 374 - 2012 SPECIAL ASSESSMENT:							
TOTAL REVENUES		0.00	0.00	1,178.48	3,351.46	(3,351.46)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	1,178.48	3,351.46	(3,351.46)	100.00
Fund 376 - 2013 SPECIAL ASSESSMENT							
Revenues							
376-000-401.404	SPECIAL ASSESSMENTS	0.00	0.00	407.63	2,363.95	(2,363.95)	100.00
376-000-401.445	INTEREST & PENALTIES ON TAXES	0.00	0.00	97.83	295.91	(295.91)	100.00
TOTAL REVENUES		0.00	0.00	505.46	2,659.86	(2,659.86)	100.00
Fund 376 - 2013 SPECIAL ASSESSMENT:							
TOTAL REVENUES		0.00	0.00	505.46	2,659.86	(2,659.86)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	505.46	2,659.86	(2,659.86)	100.00
Fund 382 - 2016 SPECIAL ASSESSMENT							
Revenues							
382-000-401.404	SPECIAL ASSESSMENTS	0.00	0.00	0.00	1,299.19	(1,299.19)	100.00
382-000-401.445	INTEREST & PENALTIES ON TAXES	0.00	0.00	0.00	779.51	(779.51)	100.00
TOTAL REVENUES		0.00	0.00	0.00	2,078.70	(2,078.70)	100.00
Fund 382 - 2016 SPECIAL ASSESSMENT:							
TOTAL REVENUES		0.00	0.00	0.00	2,078.70	(2,078.70)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	2,078.70	(2,078.70)	100.00
Fund 383 - 2017 SPECIAL ASSESSMENTS							
Revenues							
383-000-401.404	SPECIAL ASSESSMENTS	0.00	0.00	5,844.91	19,341.71	(19,341.71)	100.00
383-000-401.445	INTEREST & PENALTIES ON TAXES	0.00	0.00	1,697.93	3,828.24	(3,828.24)	100.00
TOTAL REVENUES		0.00	0.00	7,542.84	23,169.95	(23,169.95)	100.00
Fund 383 - 2017 SPECIAL ASSESSMENTS:							

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\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

		2021-22		ACTIVITY FOR	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2021-22 AMENDED BUDGET	MONTH 10/31/21 INCR (DECR)	10/31/2021 NORM (ABNORM)	BALANCE NORM (ABNORM)	% BDGT USED
Fund 383 - 2017 SPECIAL ASSESSMENTS							
TOTAL REVENUES		0.00	0.00	7,542.84	23,169.95	(23,169.95)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	7,542.84	23,169.95	(23,169.95)	100.00
Fund 384 - 2018 SPECIAL ASSESSMENTS							
Revenues							
384-000-401.404	SPECIAL ASSESSMENTS	0.00	0.00	16,732.64	68,104.81	(68,104.81)	100.00
384-000-401.445	INTEREST & PENALTIES ON TAXES	0.00	0.00	5,680.00	16,096.74	(16,096.74)	100.00
TOTAL REVENUES		0.00	0.00	22,412.64	84,201.55	(84,201.55)	100.00
Fund 384 - 2018 SPECIAL ASSESSMENTS:							
TOTAL REVENUES		0.00	0.00	22,412.64	84,201.55	(84,201.55)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	22,412.64	84,201.55	(84,201.55)	100.00
Fund 385 - 2019 SPECIAL ASSESSMENTS							
Revenues							
385-000-401.404	SPECIAL ASSESSMENTS	0.00	0.00	19,044.62	64,097.10	(64,097.10)	100.00
385-000-401.445	INTEREST & PENALTIES ON TAXES	0.00	0.00	2,858.66	6,461.13	(6,461.13)	100.00
TOTAL REVENUES		0.00	0.00	21,903.28	70,558.23	(70,558.23)	100.00
Fund 385 - 2019 SPECIAL ASSESSMENTS:							
TOTAL REVENUES		0.00	0.00	21,903.28	70,558.23	(70,558.23)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	21,903.28	70,558.23	(70,558.23)	100.00
Fund 386 - 2020 SPECIAL ASSESSMENTS							
Revenues							
386-000-401.404	SPECIAL ASSESSMENTS	0.00	0.00	4,897.62	18,755.08	(18,755.08)	100.00
386-000-401.445	INTEREST & PENALTIES ON TAXES	0.00	0.00	2,613.97	4,556.40	(4,556.40)	100.00
TOTAL REVENUES		0.00	0.00	7,511.59	23,311.48	(23,311.48)	100.00
Fund 386 - 2020 SPECIAL ASSESSMENTS:							
TOTAL REVENUES		0.00	0.00	7,511.59	23,311.48	(23,311.48)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	7,511.59	23,311.48	(23,311.48)	100.00
Fund 387 - 2021 SPECIAL ASSESSMENTS							
Revenues							



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Fund 387 - 2021 SPECIAL ASSESSMENTS							
Revenues							
387-000-401.404	SPECIAL ASSESSMENTS	0.00	0.00	26,832.67	164,340.52	(164,340.52)	100.00
387-000-401.445	INTEREST & PENALTIES ON TAXES	0.00	0.00	0.00	0.01	(0.01)	100.00
TOTAL REVENUES		0.00	0.00	26,832.67	164,340.53	(164,340.53)	100.00
Fund 387 - 2021 SPECIAL ASSESSMENTS:							
TOTAL REVENUES		0.00	0.00	26,832.67	164,340.53	(164,340.53)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	26,832.67	164,340.53	(164,340.53)	100.00
Fund 397 - 2009 LTGO DEBT							
Revenues							
397-000-671.674	DDA CONTRIBUTION	76,460.00	76,460.00	7,255.56	7,255.56	69,204.44	9.49
TOTAL REVENUES		76,460.00	76,460.00	7,255.56	7,255.56	69,204.44	9.49
Expenditures							
905	DEBT SERVICE	76,460.00	76,460.00	7,255.56	7,255.56	69,204.44	9.49
TOTAL EXPENDITURES		76,460.00	76,460.00	7,255.56	7,255.56	69,204.44	9.49
Fund 397 - 2009 LTGO DEBT:							
TOTAL REVENUES		76,460.00	76,460.00	7,255.56	7,255.56	69,204.44	9.49
TOTAL EXPENDITURES		76,460.00	76,460.00	7,255.56	7,255.56	69,204.44	9.49
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
Fund 401 - CAPITAL PROJECT FUND							
Revenues							
401-000-695.699	APPROPRIATION OF FUND BALANCE	122,350.00	122,350.00	0.00	0.00	122,350.00	0.00
401-000-699.101	TRANFERS IN - GENERAL FUND	698,103.00	698,103.00	0.00	0.00	698,103.00	0.00
TOTAL REVENUES		820,453.00	820,453.00	0.00	0.00	820,453.00	0.00
Expenditures							
000	REVENUE	820,453.00	820,453.00	89,611.85	256,317.12	564,135.88	31.24
TOTAL EXPENDITURES		820,453.00	820,453.00	89,611.85	256,317.12	564,135.88	31.24
Fund 401 - CAPITAL PROJECT FUND:							
TOTAL REVENUES		820,453.00	820,453.00	0.00	0.00	820,453.00	0.00

PERIOD ENDING 10/31/2021

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO  
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21 INCR (DECR)	YTD BALANCE 10/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 401 - CAPITAL PROJECT FUND							
TOTAL EXPENDITURES		820,453.00	820,453.00	89,611.85	256,317.12	564,135.88	31.24
NET OF REVENUES & EXPENDITURES		0.00	0.00	(89,611.85)	(256,317.12)	256,317.12	100.00
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM							
Revenues							
411-000-664.664	INTEREST INCOME	0.00	0.00	24.88	83.06	(83.06)	100.00
411-000-695.699	APPROPRIATION OF FUND BALANCE	1,174,084.00	1,174,084.00	0.00	0.00	1,174,084.00	0.00
TOTAL REVENUES		1,174,084.00	1,174,084.00	24.88	83.06	1,174,000.94	0.01
Expenditures							
966	TRANSFERS OUT	1,174,084.00	1,174,084.00	0.00	0.00	1,174,084.00	0.00
TOTAL EXPENDITURES		1,174,084.00	1,174,084.00	0.00	0.00	1,174,084.00	0.00
Fund 411 - CAPITAL PROJECTS-STREET PROGRAM:							
TOTAL REVENUES		1,174,084.00	1,174,084.00	24.88	83.06	1,174,000.94	0.01
TOTAL EXPENDITURES		1,174,084.00	1,174,084.00	0.00	0.00	1,174,084.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	24.88	83.06	(83.06)	100.00
Fund 494 - CAPITAL PROJECTS FUND							
Revenues							
494-000-529.530	INFRASTRUCTURE	0.00	0.00	34,665.00	34,665.00	(34,665.00)	100.00
494-000-695.699	APPROPRIATION OF FUND BALANCE	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
TOTAL REVENUES		20,000.00	20,000.00	34,665.00	34,665.00	(14,665.00)	173.33
Expenditures							
270	ADMINISTRATIVE	20,000.00	20,000.00	34,665.00	34,665.00	(14,665.00)	173.33
TOTAL EXPENDITURES		20,000.00	20,000.00	34,665.00	34,665.00	(14,665.00)	173.33
Fund 494 - CAPITAL PROJECTS FUND:							
TOTAL REVENUES		20,000.00	20,000.00	34,665.00	34,665.00	(14,665.00)	173.33
TOTAL EXPENDITURES		20,000.00	20,000.00	34,665.00	34,665.00	(14,665.00)	173.33
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
Fund 588 - TRANSPORTATION FUND							
Revenues							
588-000-401.403	GENERAL PROPERTY TAX	40,000.00	40,000.00	632.63	36,939.29	3,060.71	92.35
TOTAL REVENUES		40,000.00	40,000.00	632.63	36,939.29	3,060.71	92.35

PERIOD ENDING 10/31/2021

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO  
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21 INCR (DECR)	YTD BALANCE 10/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 588 - TRANSPORTATION FUND							
Expenditures							
200	GEN SERVICES	88,089.00	88,089.00	0.00	69,594.93	18,494.07	79.01
TOTAL EXPENDITURES		88,089.00	88,089.00	0.00	69,594.93	18,494.07	79.01
Fund 588 - TRANSPORTATION FUND:							
TOTAL REVENUES		40,000.00	40,000.00	632.63	36,939.29	3,060.71	92.35
TOTAL EXPENDITURES		88,089.00	88,089.00	0.00	69,594.93	18,494.07	79.01
NET OF REVENUES & EXPENDITURES		(48,089.00)	(48,089.00)	632.63	(32,655.64)	(15,433.36)	67.91
Fund 590 - SEWER FUND							
Revenues							
590-000-401.446	PENALTIES - LATE CHARGES	28,000.00	28,000.00	74.73	13,225.81	14,774.19	47.24
590-000-450.477	SWR:PERMITS/INSPECTION FEE	500.00	500.00	165.00	405.00	95.00	81.00
590-000-600.601	METERED SALES	2,052,000.00	2,052,000.00	888.68	594,257.64	1,457,742.36	28.96
590-000-664.664	INTEREST INCOME	1,000.00	1,000.00	50.25	194.39	805.61	19.44
590-000-671.694	MISCELLANEOUS	0.00	0.00	1,898.77	1,898.77	(1,898.77)	100.00
TOTAL REVENUES		2,081,500.00	2,081,500.00	3,077.43	609,981.61	1,471,518.39	29.30
Expenditures							
200	GEN SERVICES	1,896,533.00	1,896,533.00	120,361.36	624,646.78	1,271,886.22	32.94
549	SEWER OPERATIONS	251,677.00	251,677.00	17,894.76	45,632.45	206,044.55	18.13
901	CAPITAL OUTLAY	0.00	0.00	8,080.50	65,627.48	(65,627.48)	100.00
905	DEBT SERVICE	122,195.00	122,195.00	0.00	65,276.17	56,918.83	53.42
TOTAL EXPENDITURES		2,270,405.00	2,270,405.00	146,336.62	801,182.88	1,469,222.12	35.29
Fund 590 - SEWER FUND:							
TOTAL REVENUES		2,081,500.00	2,081,500.00	3,077.43	609,981.61	1,471,518.39	29.30
TOTAL EXPENDITURES		2,270,405.00	2,270,405.00	146,336.62	801,182.88	1,469,222.12	35.29
NET OF REVENUES & EXPENDITURES		(188,905.00)	(188,905.00)	(143,259.19)	(191,201.27)	2,296.27	101.22
Fund 591 - WATER FUND							
Revenues							
591-000-401.446	PENALTIES - LATE CHARGES	42,000.00	42,000.00	141.27	17,816.14	24,183.86	42.42
591-000-450.477	WTR:PERMITS/INSPECTION FEE	20,000.00	20,000.00	135.00	735.00	19,265.00	3.68
591-000-450.478	PERMITS-CALEDONIA TOWNSHIP	0.00	0.00	10,499.35	11,729.35	(11,729.35)	100.00
591-000-600.601	METERED SALES	2,900,000.00	2,900,000.00	1,692.12	889,860.45	2,010,139.55	30.68
591-000-600.602	METERED SALES-WHOLESALE-USAGE	350,000.00	350,000.00	22,948.93	107,135.22	242,864.78	30.61
591-000-600.604	WATER MAIN REPLACEMENT CHARGE	675,000.00	675,000.00	139.55	176,968.95	498,031.05	26.22
591-000-600.640	MATERIAL & SERVICE	16,000.00	16,000.00	5,921.50	10,648.09	5,351.91	66.55
591-000-664.664	INTEREST INCOME	1,200.00	1,200.00	92.90	260.01	939.99	21.67
591-000-671.688	HYDRANT RENTAL	24,000.00	24,000.00	1,000.00	5,001.75	18,998.25	20.84
591-000-671.694	MISCELLANEOUS	1,500.00	1,500.00	120.00	480.00	1,020.00	32.00

PERIOD ENDING 10/31/2021

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO  
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21 INCR (DECR)	YTD BALANCE 10/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 591 - WATER FUND							
Revenues							
591-000-671.695	MISCELLANEOUS WATER CHARGES	2,500.00	2,500.00	50.00	280.00	2,220.00	11.20
TOTAL REVENUES		4,032,200.00	4,032,200.00	42,740.62	1,220,914.96	2,811,285.04	30.28
Expenditures							
200	GEN SERVICES	549,170.00	549,170.00	30,310.47	180,375.60	368,794.40	32.85
552	WATER UNDERGROUND	1,678,877.00	1,678,877.00	80,597.82	400,981.67	1,277,895.33	23.88
553	WATER FILTRATION	1,259,444.00	1,259,444.00	118,773.60	367,551.23	891,892.77	29.18
901	CAPITAL OUTLAY	683,728.00	683,728.00	27,012.50	71,192.34	612,535.66	10.41
905	DEBT SERVICE	670,538.00	670,538.00	490,331.25	642,727.34	27,810.66	95.85
TOTAL EXPENDITURES		4,841,757.00	4,841,757.00	747,025.64	1,662,828.18	3,178,928.82	34.34
Fund 591 - WATER FUND:							
TOTAL REVENUES		4,032,200.00	4,032,200.00	42,740.62	1,220,914.96	2,811,285.04	30.28
TOTAL EXPENDITURES		4,841,757.00	4,841,757.00	747,025.64	1,662,828.18	3,178,928.82	34.34
NET OF REVENUES & EXPENDITURES		(809,557.00)	(809,557.00)	(704,285.02)	(441,913.22)	(367,643.78)	54.59
Fund 599 - WASTEWATER FUND							
Revenues							
599-000-539.529	STATE SOURCES	3,037,900.00	3,037,900.00	0.00	0.00	3,037,900.00	0.00
599-000-602.100	OP & MAINT CHRG - OWOSSO	1,186,710.00	1,186,710.00	105,005.81	429,950.88	756,759.12	36.23
599-000-602.200	OP & MAINT CHRG - OWOSSO TWP	176,750.00	176,750.00	22,345.36	88,445.47	88,304.53	50.04
599-000-602.300	OP & MAINT CHRG - CALEDONIA TWS	151,500.00	151,500.00	11,421.81	41,911.83	109,588.17	27.66
599-000-602.400	OP & MAINT CHRG - CORUNNA	227,250.00	227,250.00	22,796.03	86,163.33	141,086.67	37.92
599-000-603.100	REPLACEMENT CHRG - OWOSSO	416,527.00	416,527.00	0.00	102,037.76	314,489.24	24.50
599-000-603.200	REPLACEMENT CHRG - OWOSSO TWP	123,762.00	123,762.00	0.00	32,360.39	91,401.61	26.15
599-000-603.300	REPLACEMENT CHRG - CALEDONIA TW	87,255.00	87,255.00	0.00	21,921.98	65,333.02	25.12
599-000-603.400	REPLACEMENT CHRG - CORUNNA	72,456.00	72,456.00	0.00	18,679.87	53,776.13	25.78
599-000-664.664	INTEREST INCOME	2,000.00	2,000.00	32.67	128.92	1,871.08	6.45
599-000-671.694	MISCELLANEOUS	5,000.00	5,000.00	143.71	533.26	4,466.74	10.67
TOTAL REVENUES		5,487,110.00	5,487,110.00	161,745.39	822,133.69	4,664,976.31	14.98
Expenditures							
548	WASTEWATER OPERATIONS	1,947,329.00	1,947,329.00	151,404.69	520,440.29	1,426,888.71	26.73
901	CAPITAL OUTLAY	3,092,900.00	3,092,900.00	0.00	0.00	3,092,900.00	0.00
905	DEBT SERVICE	132,000.00	132,000.00	0.00	107,970.70	24,029.30	81.80
TOTAL EXPENDITURES		5,172,229.00	5,172,229.00	151,404.69	628,410.99	4,543,818.01	12.15
Fund 599 - WASTEWATER FUND:							
TOTAL REVENUES		5,487,110.00	5,487,110.00	161,745.39	822,133.69	4,664,976.31	14.98

PERIOD ENDING 10/31/2021

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO  
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/21 INCR (DECR)	YTD BALANCE 10/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 599 - WASTEWATER FUND							
TOTAL EXPENDITURES		5,172,229.00	5,172,229.00	151,404.69	628,410.99	4,543,818.01	12.15
NET OF REVENUES & EXPENDITURES		314,881.00	314,881.00	10,340.70	193,722.70	121,158.30	61.52
Fund 661 - FLEET MAINTENANCE FUND							
Revenues							
661-000-664.664	INTEREST INCOME	1,000.00	1,000.00	59.00	179.12	820.88	17.91
661-000-664.669	EQUIPMENT RENTAL	704,000.00	704,000.00	748.34	201,006.05	502,993.95	28.55
661-000-671.673	SALE OF FIXED ASSETS	0.00	0.00	2,999.00	2,999.00	(2,999.00)	100.00
TOTAL REVENUES		705,000.00	705,000.00	3,806.34	204,184.17	500,815.83	28.96
Expenditures							
891	FLEET MAINTENANCE	335,553.00	335,553.00	27,829.30	119,616.53	215,936.47	35.65
901	CAPITAL OUTLAY	270,000.00	270,000.00	96,114.00	259,663.00	10,337.00	96.17
TOTAL EXPENDITURES		605,553.00	605,553.00	123,943.30	379,279.53	226,273.47	62.63
Fund 661 - FLEET MAINTENANCE FUND:							
TOTAL REVENUES		705,000.00	705,000.00	3,806.34	204,184.17	500,815.83	28.96
TOTAL EXPENDITURES		605,553.00	605,553.00	123,943.30	379,279.53	226,273.47	62.63
NET OF REVENUES & EXPENDITURES		99,447.00	99,447.00	(120,136.96)	(175,095.36)	274,542.36	176.07
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		28,875,410.00	28,875,410.00	1,745,434.16	9,961,800.06	18,913,609.94	34.50
TOTAL EXPENDITURES - ALL FUNDS		28,994,132.00	28,994,132.00	2,446,269.51	8,736,088.34	20,258,043.66	30.13
NET OF REVENUES & EXPENDITURES		(118,722.00)	(118,722.00)	(700,835.35)	1,225,711.72	(1,344,433.72)	1,032.42

FROM 10/01/2021 TO 10/31/2021

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/01/2021	Total Debits	Total Credits	Ending Balance 10/31/2021
Fund 101	GENERAL FUND				
101.200	POOLED CASH - HUNTINGTON BANK	2,847,739.64	630,232.97	798,401.07	2,679,571.54
101.201	MI CLASS ACCOUNT	2,119,578.19	45.21	0.00	2,119,623.40
101.202	MONEY MARKET ACCOUNT - HUNTINGTON	2,373,386.66	48.77	0.00	2,373,435.43
101.301	INVESTMENTS - STIFEL	1,097,525.51	883.06	0.00	1,098,408.57
102.400	ICMA FORFEITURE FUNDS - RESTRICTED	6.54	0.56	0.00	7.10
103.000	IMPREST PETTY CASH	2,224.85	0.00	0.00	2,224.85
104.000	FLEXABLE SPENDING ACCT FORFEITURE	2,839.82	0.00	2,839.82	0.00
	GENERAL FUND	8,443,301.21	631,210.57	801,240.89	8,273,270.89
Fund 202	MAJOR STREET FUND				
101.200	POOLED CASH - HUNTINGTON BANK	1,066,850.59	1,135.37	171,344.10	896,641.86
Fund 203	LOCAL STREET FUND				
101.200	POOLED CASH - HUNTINGTON BANK	640,352.26	694.50	130,078.32	510,968.44
Fund 208	PARK/RECREATION SITES FUND				
101.200	POOLED CASH - HUNTINGTON BANK	152,392.60	4.53	60,630.00	91,767.13
Fund 273	OMS/DDA REVLG LOAN FUND				
101.200	POOLED CASH - HUNTINGTON BANK	135,102.10	10,038.87	0.00	145,140.97
101.201	MI CLASS ACCOUNT	225,050.48	4.72	0.00	225,055.20
101.202	MONEY MARKET ACCOUNT - HUNTINGTON	79,130.18	1.63	0.00	79,131.81
	OMS/DDA REVLG LOAN FUND	439,282.76	10,045.22	0.00	449,327.98
Fund 276	OBRA FUND DISTRICT #16 - QDOBA				
101.200	POOLED CASH - HUNTINGTON BANK	9,507.63	0.47	0.00	9,508.10
Fund 283	OBRA FUND-DISTRICT#3-TIAL				
101.200	POOLED CASH - HUNTINGTON BANK	0.00	606.58	0.00	606.58
Fund 287	ARPA - AMERICAN RESCUE PLAN ACT				
101.200	POOLED CASH - HUNTINGTON BANK	0.00	755,759.50	0.00	755,759.50
Fund 288	OBRA FUND-DISTRICT #17 CARGILL (PREV #8)				
101.200	POOLED CASH - HUNTINGTON BANK	10,132.49	0.00	0.00	10,132.49
Fund 289	OBRA:DISTRICT#9(ROBBIN'S LOFT)				
101.200	POOLED CASH - HUNTINGTON BANK	45,980.82	0.00	0.00	45,980.82
Fund 291	OBRA FUND-DIST#11(CAPITOL BOWL)				
101.200	POOLED CASH - HUNTINGTON BANK	6,377.43	358.44	0.00	6,735.87
Fund 292	OBRA FUND-DIST#12(WOODARD LOFT)				
101.200	POOLED CASH - HUNTINGTON BANK	0.00	3,165.39	0.00	3,165.39
Fund 295	OBRA-DIST#15 -ARMORY BUILDING				
101.200	POOLED CASH - HUNTINGTON BANK	4,189.95	0.00	0.00	4,189.95
Fund 297	HISTORICAL FUND				
101.200	CHECKING ACCOUNT - HUNTINGTON BANK	27,179.20	4,815.44	3,013.13	28,981.51
101.250	CASH	28,532.96	19.79	0.00	28,552.75
102.100	HC ENDOWMENT - RESTRICTED CASH	21,238.56	5.48	0.00	21,244.04
103.000	IMPREST PETTY CASH	100.00	0.00	0.00	100.00
	HISTORICAL FUND	77,050.72	4,840.71	3,013.13	78,878.30
Fund 298	HISTORICAL SITES FUND				
101.200	POOLED CASH - HUNTINGTON BANK	105,388.87	4.96	5,033.70	100,360.13
Fund 327	DEBT SERVICE				
101.200	POOLED CASH - HUNTINGTON BANK	727,305.53	10,801.74	118,491.10	619,616.17
Fund 368	2009 SPECIAL ASSESSMENT				
101.200	POOLED CASH - HUNTINGTON BANK	675.00	1,080.00	0.00	1,755.00

FROM 10/01/2021 TO 10/31/2021

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/01/2021	Total Debits	Total Credits	Ending Balance 10/31/2021
Fund 374	2012 SPECIAL ASSESSMENT				
101.200	POOLED CASH - HUNTINGTON BANK	2,172.98	1,178.48	0.00	3,351.46
Fund 376	2013 SPECIAL ASSESSMENT				
101.200	POOLED CASH - HUNTINGTON BANK	2,154.40	505.46	0.00	2,659.86
Fund 382	2016 SPECIAL ASSESSMENT				
101.200	POOLED CASH - HUNTINGTON BANK	2,078.70	0.00	0.00	2,078.70
Fund 383	2017 SPECIAL ASSESSMENTS				
101.200	POOLED CASH - HUNTINGTON BANK	15,627.11	7,542.84	0.00	23,169.95
Fund 384	2018 SPECIAL ASSESSMENTS				
101.200	POOLED CASH - HUNTINGTON BANK	61,788.91	22,412.64	0.00	84,201.55
Fund 385	2019 SPECIAL ASSESSMENTS				
101.200	POOLED CASH - HUNTINGTON BANK	48,654.95	21,903.28	0.00	70,558.23
Fund 386	2020 SPECIAL ASSESSMENTS				
101.200	POOLED CASH - HUNTINGTON BANK	15,799.89	7,511.59	0.00	23,311.48
Fund 387	2021 SPECIAL ASSESSMENTS				
101.200	POOLED CASH - HUNTINGTON BANK	137,507.86	26,832.67	0.00	164,340.53
Fund 397	2009 LTGO DEBT				
101.200	POOLED CASH - HUNTINGTON BANK	0.00	0.00	7,255.56	(7,255.56)
Fund 401	CAPITAL PROJECT FUND				
101.200	POOLED CASH - HUNTINGTON BANK	(13,786.27)	0.00	89,611.85	(103,398.12)
Fund 411	CAPITAL PROJECTS-STREET PROGRAM				
101.201	MONEY MARKET ACCOUNT - HUNTINGTON	9,979.21	0.08	0.00	9,979.29
101.204	SAVINGS - MICLASS	1,163,922.36	24.80	0.00	1,163,947.16
	CAPITAL PROJECTS-STREET PROGRAM	1,173,901.57	24.88	0.00	1,173,926.45
Fund 466	CAPITAL PROJECTS-BUILDING AUTH				
101.200	POOLED CASH - HUNTINGTON BANK	36,608.22	0.00	0.00	36,608.22
Fund 494	CAPITAL PROJECTS FUND				
101.200	POOLED CASH - HUNTINGTON BANK	36,290.82	69,330.00	69,330.00	36,290.82
Fund 588	TRANSPORTATION FUND				
101.200	POOLED CASH - HUNTINGTON BANK	73,848.70	632.63	0.00	74,481.33
Fund 590	SEWER FUND				
101.200	POOLED CASH - HUNTINGTON BANK	479,794.98	263,372.98	150,774.92	592,393.04
101.202	MONEY MARKET ACCOUNT - HUNTINGTON	724,577.66	14.89	0.00	724,592.55
101.203	SAVINGS - HUNTINGTON - MM	683,265.03	5.80	0.00	683,270.83
103.000	IMPREST PETTY CASH	200.00	0.00	0.00	200.00
	SEWER FUND	1,887,837.67	263,393.67	150,774.92	2,000,456.42
Fund 591	WATER FUND				
101.200	POOLED CASH - HUNTINGTON BANK	1,876,347.02	569,322.28	769,705.91	1,675,963.39
101.202	MONEY MARKET ACCOUNT - HUNTINGTON	186,909.04	3.84	0.00	186,912.88
101.301	INVESTMENTS - STIFEL	135,702.69	5.55	0.00	135,708.24
103.000	IMPREST PETTY CASH	275.00	0.00	0.00	275.00
	WATER FUND	2,199,233.75	569,331.67	769,705.91	1,998,859.51
Fund 599	WASTEWATER FUND				
101.200	POOLED CASH - HUNTINGTON BANK	347,441.50	162,726.48	152,625.07	357,542.91
101.202	MONEY MARKET ACCOUNT - HUNTINGTON	498,172.34	10.23	0.00	498,182.57
101.203	SAVINGS - HUNTINGTON - MM	380,341.58	3.23	0.00	380,344.81
101.301	INVESTMENTS - STIFEL	221,468.25	1.85	0.00	221,470.10

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CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO

Page: 3/3

FROM 10/01/2021 TO 10/31/2021

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/01/2021	Total Debits	Total Credits	Ending Balance 10/31/2021
	WASTEWATER FUND	1,447,423.67	162,741.79	152,625.07	1,457,540.39
Fund 661	FLEET MAINTENANCE FUND				
101.200	POOLED CASH - HUNTINGTON BANK	785,684.78	3,308.28	123,943.30	665,049.76
101.201	MI CLASS ACCOUNT	1,220,108.58	26.04	0.00	1,220,134.62
	FLEET MAINTENANCE FUND	2,005,793.36	3,334.32	123,943.30	1,885,184.38
Fund 701	TRUST & AGENCY FUND				
101.200	POOLED CASH - HUNTINGTON BANK	471,823.76	98,553.69	128,154.13	442,223.32
Fund 977	GASB 34 LONG TERM DEBT				
102.200	CASH - RESTRICTED MMRMA	237,646.99	0.00	0.00	237,646.99
	TOTAL - ALL FUNDS	21,571,194.90	2,674,937.59	2,781,231.98	21,464,900.51



**MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**  
**NOVEMBER 3, 2021, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chairman Dave Acton at 7:30 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, Lance Omer, Susan Osika and Melissa Wheeler

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Interim Director, Nathan Henne, Kevin Lenkart, Chief of Police; Scott Gould, City Attorney; and Deeann Biondi.

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

**AYES: ALL. MOTION CARRIED.**

**MINUTES:** IT WAS MOVED BY AUTHORITY MEMBER OSIKA AND SUPPORTED BY AUTHORITY MEMBER GILBERT TO APPROVE THE MINUTES FOR THE REGULAR MEETING HELD OCTOBER 6, 2021.

**AYES: ALL, MOTION CARRIED.**

**PUBLIC COMMENTS:** Scott Gould, Attorney expressed his appreciation to be in attendance to see the program of the DDA/Owosso Mainstreet Board in action.

**ITEMS OF BUSINESS:**

**1) CHECK REGISTER – OCTOBER 2021**

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

**AYES: ALL. MOTION CARRIED.**

**2) BUDGET REPORT –** Nathan Henne, Interim Director, informed the board the “Profit & Loss Budget vs Actual Report- July through October 2021 “is included in packet for their review. Additionally, Deeann Biondi informed the board the budgeted incomes were entered corresponding with work plans.

Vice Chairman Moore noted the New Year’s Eve committee is scheduled to meet. The overall budget needed will be reduced to \$4,000 working capital. The event will be simplified utilizing the downtown Social District. Sponsorships will be obtained to cover the actual expenses. (Cont.)

IT WAS MOVED BY AUTHORITY MEMBER CARROLL, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE A \$4,000 BUDGET TO BE ADDED TO THE DOWNTOWN PROMOTION EXPENSE FOR THE NEW YEAR'S EVE COMMITTEE AS WORKING CAPITAL, WITH THE EXPECTATION THAT SPONSORSHIP WILL COVER THE \$4,000 EXPENSE.

AYES: ALL, MOTION CARRIED.

**3) EV STATION RATE AND FEES**

IT WAS MOVED BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OSIKA TO APPROVE \$0.35 Kwh RATE FOR EV CHARGING STATION AND AN IDLE FEE IN THE AMOUNT OF \$25.00 PER HOUR.

AYES: ALL. MOTION CARRIED.

**4) CHRISTMAS DECORATIONS** – Discussion to use general funds for Christmas Decorations.

Christmas Baskets will be eliminated this year due to weather induced damage. Includes items visible in daytime hours NOT lighting decorations. Sponsorships will be obtained moving forward.

IT WAS MOVED BY AUTHORITY MEMBER CARROLL, SUPPORTED BY AUTHORITY MEMBER ARDELEAN TO APPROVE \$5,500 FOR DOWNTOWN CHRISTMAS DECORATIONS FROM THE STREETScape BUDGET.

AYES: CHAIRMAN ACTON, VICE-CHAIRMAN MOORE, AUTHORITY MEMBERS: MOORE, ARDELEAN, CARROLL, CUSHMAN, GILBERT, OMER, AND WHEELER.

NAYS: AUTHORITY MEMBER OSIKA

MOTION CARRIED.

**FARMER'S MARKET SPONSORSHIP** – Scott Gould, City Attorney offered his legal opinion with a recommendation to deny a contribution to the Downtown Owosso Farmer's Market without changes to DOFM's Articles of Incorporation, complete financial disclosures and the Owosso Downtown Development Authority's review and input of DOFM's Policies.

Further discussion continued to discover ways to help and support the Owosso Farmer's Market after reviewing the Tax Increment Finance Plan.

**COMMITTEE UPDATES:**

- 1) **Design and Business Vitality** – Streetscape Subcommittee waiting on bid for concrete to be poured for the four corners of Washington and M21 for planters in the spring. Plans have been given to Sunburst for planters on Exchange Street.
- 2) **Promotion & Outreach** – Osika shared that John Hankerd has volunteered for 30 years. Moore shared that the New Years' Eve Committee meets within a week and that the Notion application is a powerful tool. The Notion application will run on a smartphone or a computer and all our workplans are available online for viewing and updating through this application which is available for downloading. Board members may contact Moore for assistance with the application if needed.
- 3) **Business Owners Committee** – Infrastructure items were discussed. A downtown mural project walkabout was done identifying buildings and contacting business owners. Next business owners meeting will be held in a new business recently opened in Westtown.

**INTERIM DIRECTOR UPDATES:** Beth Kuiper, new DDA/Main Street Director will begin her position on Monday, November 8<sup>th</sup>. This meeting is the last meeting for Interim Director, Nathan Henne.

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:** The Board offered their gratitude to Nathan Henne for serving in the capacity of Interim Director of the DDA/Mainstreet. Director Acton confirmed that the Board Agenda and Packet is posted to the City Website.

**ADJOURNMENT:** IT WAS MOVED BY AUTHORITY MEMBER ARDELEAN AND SUPPORTED BY AUTHORITY MEMBER OSIKA TO ADJOURN AT 8:32 A.M.

**AYES: ALL. MOTION CARRIED.**



### **Regular Meeting of the Owosso Historical Commission**

**Minutes of November 8, 2021 – 6:00 P.M.**

PRESIDING OFFICER: Dave Acton – Chair

MEMBERS PRESENT: Chair Dave Acton, Commissioner Gary Wilson, Mayor Pro Tem Osika

MEMBERS ABSENT: Commissioner Deb Adams, Vice Chair Mark Erickson

OTHERS PRESENT: Nathan Henne, Owosso City Manager, Denice Grace, Curwood Castle, Kimberly Renwick, Shiawassee Community Foundation Director

VICE CHAIR ACTON CALLED THE MEETING TO ORDER AT 6:00 P.M.

#### **APPROVE MINUTES – September 13, 2021**

Motion by Wilson to approve

Supported by Osika

Passed by voice vote

#### **APPROVE AGENDA**

Motion by Osika to approve

Supported by Wilson

Passed by voice vote

#### **ITEMS OF BUSINESS**

##### **1. Christmas Decorations at the Castle**

- a. Saturday, November 20, 2021 at 9:00am decided upon to decorate the Castle.

##### **2. Community Foundation**

- a. Brad Barrett, the City's new Finance Director, has asked OHC to consider partnering with the Shiawassee Community Foundation for investment of a restricted endowment in the fund balance. Kimberly Renwick, Executive Director of Shiawassee Community Foundation outlined the foundation's history and activities. This would separate funds that are being donated to OHC to be sure they are used for intended purposes. Once the

endowed principal is transferred, it is irrevocable. Research will be done whether the Agency status can be created and the legality of such confirmed.

**3. Refunding City Historic Marker Donation Fund for Frieske Marker Grant Match**

- a. Henne outlined donations that were made for rehabilitation of Historical Marker signs. These funds were for the Frieske marker on Water Street. Shaffer Fox has asked \$490.00 be refunded and used instead to purchase a historical marker in Westtown at the birthplace of James Oliver Curwood.
- b. Motion by Osika.
- c. Support by Wilson.
- d. Passed by Voice vote.

**4. Renting Storage Unit for Items in Gould House 1st Floor – Discussion**

- a. It was discussed storage needs to be climate controlled for historic items. The first floor of the Gould House will be ready to rent once things are moved and HVAC is installed. Items should be inventoried as they are packed into boxes.

**5. Christmas Party – Discussion**

- a. Elaine Greenway has volunteered to organize. Venue will be Curwood Castle.

**FINANCIAL REVIEW AND DISCUSSION**

Henne updated the Commission on the September and October monthly financial reports and the updates being made to the Gould House. The vision is to continue with the Capital Improvement Plan and the possibility of another millage. Thank the voters for the updates to the Gould House with the sign in the yard and an open house.

Ms. Grace updated the Commission on the latest Castle and gift shop revenue. Many books have been donated along with bookends, movie posters and an autographed book. The new display will be featured in the Independent newspaper. Curwood's great-grandson from California is planning to donate a saddle with Curwood's name on it. ABC12 News "In Your Town" segment will be feature the Castle.

**PUBLIC COMMENT PERIOD**

None

**COMMISSIONER COMMENTS**

None

**STAFF REPORT AND PROJECT UPDATES**

Henne updated the commission on progress with the Gould House project and explained the status of each phase of the project.

Henne updated the commission regarding ARPA funding application. Possible projects for OHC to request ARPA funds will include revenue loss, Castle lighting and Gould House exterior painting.

**ADJOURNMENT**

Wilson moved to adjourn the meeting. Osika supported. Voice vote was unanimous to adjourn the meeting at 7:43 P.M.

MINUTES FOR  
REGULAR MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**  
Wednesday, November 17, 2021 at 6:00 p.m.  
Via Zoom Video Conferencing

**MEETING CALLED TO ORDER** at 6:02 p.m. by Chairman Teich.

**ROLL CALL** was taken by Owosso City Manager, Nathan Henne.

**PRESENT:** Chairman Steven Teich; Commissioner Gary Wilson; Commissioner Lance Omer; Commissioner Matthew Van Epps.

**ABSENT:** Commissioner Scott Newman, Commissioner Dianne Acton, Secretary Philip Hathaway.

**OTHERS IN ATTENDANCE:** Nathan Henne, Owosso City Manager.

**AGENDA APPROVAL:** NOVEMBER 17, 2021

**MOTION FOR APPROVAL BY COMMISSIONER WILSON. MOTION WAS SECONDED BY COMMISSIONER VAN EPPS.**

**AYES ALL. MOTION CARRIED.**

**MINUTES APPROVAL:** AUGUST 18, 2021 MINUTES

**MOTION FOR APPROVAL BY COMMISSIONER WILSON. IT WAS NOTED VAN EPPS' NAME WAS MISSPELLED SEVERAL TIMES ALONG WITH THE WORD LIAISON. MOTION WAS SECONDED BY COMMISSIONER VAN EPPS WITH NOTED CHANGES.**

**AYES ALL. MOTION CARRIED.**

**COMMUNICATIONS:** Administrative Letter of Appropriateness for 112 West Main Street Sign replacement.

**PUBLIC/COMMISSIONER COMMENTS:** None

**COMMITTEE REPORTS:** None

**PUBLIC HEARINGS:** None

**ITEMS OF BUSINESS:**

1. 100 South Water Street sign installation application-Owosso Public Safety Building. It was noted this came through the Commission because it is in the Historic District. It will be installed according to City Code.

**MOTION FOR APPROVAL WITH A CERTIFICATE OF APPROPRIATENESS BY COMMISSIONER VAN EPPS. MOTION WAS SECONDED BY COMMISSIONER OMER.**

**AYES ALL. MOTION CARRIED.**

2. The next meeting on December 15, 2021 at 6:00pm will be at City Hall with masks, if required.

**PUBLIC COMMENTS:** None

**BOARD COMMENTS:** None

**ADJOURNMENT:**

**MOTION BY COMMISSIONER VAN EPPS AND SECONDED BY COMMISSIONER WILSON TO  
ADJOURN AT 6:12 P.M.**

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Nathan Henne, City Manager

**MINUTES**  
**REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION**  
**Monday, November 22, 2021 – 6:30 P.M.**

**CALL TO ORDER:** Chairman Wascher called the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE:** Recited

**ROLL CALL:** Recording Secretary Molly Hier

**MEMBERS PRESENT:** Secretary Fear, Commissioners Law, Morris, Robertson, Taylor, Chairman Wascher

**MEMBERS ABSENT:** Commissioner Jenkins, Vice-Chair Livingston

**OTHERS PRESENT:** Planning and Building Director Tanya Buckelew

**APPROVAL OF AGENDA:**

**MOTION BY COMMISSIONER ROBERTSON, SUPPORTED BY COMMISSIONER LAW TO APPROVE THE AGENDA FOR November 22, 2021.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

**MOTION BY SECRETARY FEAR SUPPORTED BY COMMISSIONER LAW TO APPROVE THE MINUTES FOR THE September 27, 2021 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**PUBLIC HEARINGS:**

1. Rezoning Request – PREZ 2021-05 JABB MANAGEMENT – 108 N Chipman Street

Planning & Building Director Tanya Buckelew explained the property was originally zoned industrial but was rezoned to B-3 in 2012 due to being combined with W. Main Street frontage. A lot split was approved at the 11/01/2021 City Council meeting. There is now one lot with frontage on W. Main Street and this lot with frontage on N. Chipman Street. The applicant will keep the B-3 zoning on the parcel fronting along W. Main Street. The applicant is requesting 108 N. Chipman Street be rezoned back to I-1 Light Industrial for the purpose of a marihuana grow facility.

**Opened the Public Hearing at: 6:35 pm**

The following commented:

Eugene and Dee Riley of 1106 Beehler Street objected to the rezoning and use of 108 N. Chipman being used as a marihuana grow facility. Concerned about potential smell and deterioration of property value in the area.

Travis Prince of 1203 W. Main Street objected to the rezoning and use of 108 N. Chipman being used as a marihuana grow facility.

The City received a letter from Julie Wenzlick of 1101 Riverside Drive regarding grow facilities in Owosso and the odor that exists in Chesaning.



Adam Bronson, owner of 108 N. Chipman Street, explained if rezoned to industrial his plans for the building are an allowable use, offered explanation on odor control.

Closed the Public Hearing at: 6:40 pm

Planning & Building Director Tanya Buckelew briefly explained the city ordinance and that outdoor grow is not allowed in the City and strict adherence to odor control is provided for in the ordinance.

Chairman Wascher expressed concern on adding more industrial zones in the City of Owosso, Commissioner Robertson agreed.

Commissioner Law commented in support to this rezoning and wants to see the building occupied.

**The following review is from Justin Sprague, City Planner with CIB Planning:**

The subject parcel is located along the east side of N. Chipman Street, adjacent to the rail line. The property is identified in the draft master plan as an area for redevelopment but did not specifically state what redevelopment should be. The applicant would like to potentially locate a marijuana growing facility on this property.

	EXISTING LAND USE	ZONING	MASTER PLAN
Subject Site	Existing 26,000 SF Industrial Building	B-3 Commercial	Commercial
North	Industrial & Commercial	B-3 Commercial	Commercial
South	Commercial	B-3 Commercial	Commercial
East	Commercial	B-3 Commercial	Commercial
West	Industrial & Commercial	B-4 General Commercial and I-1 Light Industrial	Local business and industrial

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 commercial, this property was previously industrial, and a marijuana grow facility would not be considered too intense for the surrounding commercial uses.**
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 I-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.**

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 I-1 district are more compatible with this site given former industrial uses on this site and the proximity to the rail line.**

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 industrial property in Owosso for potential marijuana grow facilities. There is already an approved facility across the street on Hathaway Drive and this site makes sense to revert back to its industrial nature.**

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.**

**Based upon the above comments, we recommend approval of the rezoning request for 108 N. Chipman 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 I-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.

**MOTION BY COMMISSIONER LAW SUPPORTED BY SECRETARY FEAR TO APPROVE THE REZONING OF THE FOLLOWING PROPERTY:**

ADDRESS	PARCEL ID NUMBER	APPROVED REZONING
108 N CHIPMAN ST	050-660-017-001-00	I-1 LIGHT INDUSTRIAL DISTRICT

**YEAS: SECRETARY FEAR, COMMISSIONER LAW, COMMISSIONER MORRIS,  
COMMISSIONER TAYLOR  
NAYS: COMMISSIONER ROBERTSON, CHAIRMAN WASCHER  
RCV: 4-2 MOTION CARRIED**

**ITEMS OF BUSINESS: NONE**

**COMMISSIONER/CITIZEN COMMENTS: NONE**

**ADJOURNMENT:**

**MOTION BY COMMISSIONER MORRIS SUPPORTED BY SECRETARY FEAR TO ADJOURN AT 7:05 PM UNTIL THE NEXT MEETING ON DECEMBER 13, 2021.**

**YEAS ALL, MOTION CARRIED**

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**Janae Fear, Secretary**

DRAFT

**OWOSSO MID-SHIAWASSEE COUNTY WWTP REVIEW BOARD**  
**MEETING MINUTES - DRAFT**

November 30, 2021

4:30 P.M.

W.W.T.P. (in person with virtual option)

1. Roll (4:32 P.M.)  
Members Present: R. Holzheuer, R. Suchanek, J. Sawyer, J. Archer  
Alternates Present: None  
Others Present: T. Guysky, WWTP Superintendent/Board Secretary
2. Minutes of the October 26, 2021 meeting: Motion by Holzheuer to approve the October 26, 2021 meeting minutes with support by Archer. No discussion. Motion carries 4-0.
3. Secretary's Report:
  - a) Plant Performance Summaries (October 2021) Guysky noted full permit compliance for October 2021.
  - b) Plant Operations: Guysky noted efficient plant operation for October and November 2021. He also noted the open part-time lab tech position has been filled with the new employee starting soon.
  - c) WWTP Project Updates: Suchanek updated the board regarding the headworks project progress, noting all work has been completed, and final accounting continues. Guysky discussed the sludge processing equipment replacement project (a.k.a. solids handling project) timetable, with bid advertisement scheduled for December 20, 2021 and construction likely beginning in April 2022.
4. Old Business:
  - a) Hydrogen Sulfide Mitigation: Board discussed details of the study proposal and cost sharing structure of the study itself. It was clarified that the City of Owosso collection system will be part of the study, along with the other WWTP service units. The City of Owosso will provide the proposal to the Review Board for review by the scheduled February 2022 board meeting. Motion by Sawyer for collection system hydrogen sulfide study cost to be shared equally by City of Owosso, City of Corunna, Caledonia Township and Owosso Township, with invoicing on first billing cycle following study proposal acceptance. Support by Suchanek. No further discussion. Motion carried 4-0.
5. New Business:

None
6. Citizens'/Members' Comments:

None
7. Adjourn: Motion to adjourn by Archer, with support by Holzheuer. No discussion. Motion carries 4-0. Meeting adjourned at 4:48 p.m.

Respectfully submitted, Timothy J. Guysky, Secretary  
Approval by Review Board pending