

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, JUNE 6, 2022  
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 MAY 16, 2022:**

**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. DWRF Project Plan Amendment. Conduct a public hearing to receive citizen comment regarding Amendment No. 1 to update the planned projects, estimated costs, and estimated financing included in the City's 2019 DWRF Project Plan to improve the drinking water distribution, storage, and treatment facilities, originally approved April 15, 2019.  
**Master Plan Implementation Goals: 3.4**
2. OPRA District– 123 N. Washington Street. Conduct a public hearing to receive citizen comment regarding the application from Woodworth Investments, LLC to establish an Obsolete Property Rehabilitation District for the property located at 123 N. Washington Street.  
**Master Plan Implementation Goals: 1.9, 1.19, 3.21, 4.3, 4.7, 4.14**
3. Ordinance Amendment – Peddlers Fee. Conduct a public hearing to receive citizen comment regarding the proposed addition of Section 22-25, Fees, to Chapter 22, Peddlers, Solicitors and Transient Merchants, Article II, Peddlers, Solicitors and Transient Merchants, of the Code of Ordinances to charge a fee set by resolution.

## **CITIZEN COMMENTS AND QUESTIONS**

### **CONSENT AGENDA**

1. Set Public Hearing – Obsolete Property Rehabilitation Exemption Certificate – 123 N Washington St. Set a public hearing for Tuesday, July 5, 2022 at 7:30 p.m. in the City Hall Council Chambers to receive citizen comment regarding the application from Woodworth Investments, LLC for an Obsolete Property Rehabilitation Exemption Certificate for their property at 123 North Washington Street.  
**Master Plan Implementation Goals: 1.9, 1.19, 3.21, 4.3, 4.7, 4.14**
2. Proposed Special Assessment Project – North Street. Authorize Resolution No. 2 setting a public hearing for Tuesday, June 21, 2022 for proposed Special Assessment District No. 2023-01 for North Street from Shiawassee Street (M-52) to Hickory Street for street rehabilitation.
3. Building Authority Project Authorization – Clerk’s Office Reception Furniture. Waive competitive bidding requirements, authorize the purchase of two new desks, plus chairs and accessories for the Clerk’s Office reception area, from DBI Holding Co. dba DBI Business Interiors, utilizing MiDeal Contract No. 220000000043 in the amount of \$12,000.00, plus DPW labor and equipment charges, as recommended by the Building Authority Commission, and approve payment to the vendor upon satisfactory installation of the product.  
**Master Plan Implementation Goals: 3.20**
4. Building Authority Contract Authorization – Server Room Fire Suppression System. Waive competitive bidding requirements, authorize a contract with DeLau Fire & Safety, Inc. dba DeLau Fire Services for replacement of the City Hall Server Room fire suppression system in the amount of \$19,500.00 as recommended by the Building Authority Commission, and approve payment to the vendor upon satisfactory completion of the project.  
**Master Plan Implementation Goals: 3.20**
5. Balancing Change Order - 2022 Street Program - Contract 1. Approve Balancing Change Order No. 1 to the 2022 Street Program – Contract 1 with Malley Construction, Inc. reducing the total contract amount by \$4,210.55 to balance contract quantities and costs.
6. School Resource Officer Contract Renewal. Consider approving an intergovernmental agreement between the Owosso Public Schools and the City of Owosso for the provision of two School Resource Officers for a five year period ending June 30, 2027.  
**Master Plan Implementation Goals: 7.1**
7. Professional Services Agreement Renewal - Planning Consultant. Authorize renewal of the professional services agreement with CIB Planning, Inc. for the provision of planning and zoning services for the 3-year period ending June 30, 2025, with 1-year optional extensions.
8. Check Register – May 2022. Affirm check disbursements totaling \$896,651.63 for May 2022.
9. Warrant No. 616. Authorize Warrant No. 616 as follows:

Vendor	Description	Fund	Amount
MML Workers Compensation Fund	Workers Compensation Policy July 2022 – July 2023, Payment 1 of 4	Various	\$30,756.00
Waste Management	Waste Hauling / Disposal Services WWTP/Streets	WWTP/ Streets	\$17,297.97

## **ITEMS OF BUSINESS**

1. Closed Session. Consider holding closed session at the conclusion of the second session of Citizen Comments and Questions to conduct the City Manager's annual evaluation at the request of the employee.

## **COMMUNICATIONS**

1. Downtown Development Authority/Main Street. Minutes of May 4, 2022.
2. Owosso Historic District Commission. Minutes of May 18, 2022.
3. Planning Commission. Minutes of May 23, 2022.
4. Building Authority Commission. Minutes of May 25, 2022.
5. Parks & Recreation Commission. Minutes of May 25, 2022.

## **CITIZEN COMMENTS AND QUESTIONS**

### **CLOSED SESSION** (if approved)

### **NEXT MEETING**

Tuesday, June 21, 2022

## **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 – term expires December 31, 2023  
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 June 6, 2022. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL  
Monday, June 6, 2022  
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/86770382694?pwd=eHZ0M3RMQ0hUZmlRckU4dHoxZTMwZz09>
- **Meeting ID: 867 7038 2694**
- **Password: 230948**
- **One tap mobile**  
+13017158592,,86770382694#,,, \*230948# US (Washington DC)  
+13126266799,,86770382694#,,, \*230948# US (Chicago)
- **Dial by your location**  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 669 900 9128 US (San Jose)
- **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 June 6, 2022 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 MAY 16, 2022  
7:30 P.M.  
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

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

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

**PLEDGE OF ALLEGIANCE:** CITY MANAGER NATHAN R. HENNE

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

**ABSENT:** None.

**APPROVE AGENDA**

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

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF MAY 2, 2022**

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of May 2, 2022 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

**CWSRF Project Plan Review – Replacement of Aging WWTP Infrastructure**

**Master Plan Implementation Goals: 1.5, 3.4, 3.7**

City Manager Nathan R. Henne noted that this is the latest project proposed for the Waste Water Treatment Plant (WWTP). The plan involves the replacement of the three nitrification towers, replacement of the roof, electrical improvements, and improvements to the disinfecting process.

A public hearing was conducted to receive citizen comment regarding the Michigan Department of Environmental Quality State Revolving Fund Project Plan to replace aging infrastructure and address flow capacity limitations at the WWTP.

The following person commented in regard to the proposed Project Plan:

Gary Burk, former Utilities Director, 770 Riverbend Drive, said he felt that the proposed plan was very ambitious and expensive, but that it is necessary given the average age of the equipment at the plant (30-50 years), and he encouraged the Council to proceed with the plan. He went on to note that he would prefer to see the retention facility constructed in phase 1 instead of phase 2 as he believes that doing so would reduce the threat of sanitary sewer overflows enough that the secondary clarifiers proposed in phase 2 won't be necessary. Lastly, he said he hopes that the final project plan will include some green energy alternatives such as the inclusion of solar panels on the retention basin or capturing the heat from the treatment process to heat the building. He closed by saying this project needs to be done for the sake of our future.

Utilities Director Ryan E. Suchanek asked that all those present in the audience at this time place their name and address on the sign in sheet for the record.

Brian VanZee, Fishbeck Project Engineer, stepped forward to provide some detail about the plan and make the statements required by the SRF Program. This project will be funded by the CWSRF, which is part of EGLE. They provide low interest loans for utilities improvements. He listed alternatives to the presented plan and explained why this plan was selected. The plan consists of two phases, with phase 1 estimated to cost \$13,000,000 and phase 2 estimated at \$12,000,000. The City has qualified as a disadvantaged community and may be eligible for loan forgiveness and grants to cushion the cost of the project. There are no noted environmental impacts associated with the project and the project should have a positive social impact with the resulting improvements in water quality. Lastly, he noted that Mr. Burk's concerns about the cost of the project are legitimate, as cost concerns were the deciding factor in scheduling the retention basin in phase 2 as opposed to phase 1.

The public hearing was officially closed at 7:44 p.m.

Councilmember Teich inquired about the cost of the retention basin and if all angles had been examined to try and get it into phase 1. Mr. VanZee explained that replacement of the nitrification towers must occur in phase 1 due to the fact that they are well past their normal useful lifespan and could fail at any time, and adding the retention basin to phase 1 would increase the cost of the phase to the point where another rate increase would be required.

Motion by Mayor Pro-Tem Osika to authorize the following resolution approving the proposed project plan:

#### **RESOLUTION NO. 66-2022**

#### **ADOPTION OF FINAL PROJECT PLAN FOR THE MICHIGAN DEPARTMENT OF ENVIRONMENT GREAT LAKES & ENERGY (EGLE) CLEAN WATER STATE REVOLVING FUND AND DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE**

WHEREAS, the City of Owosso recognizes the need to make improvements to its existing wastewater treatment plant's biological towers and process equipment; and

WHEREAS, the City of Owosso authorized Fishbeck to prepare a Project Plan, which recommends improvements to the infrastructure to comply with regulatory requirements and increase reliability of service to residents and customers; and

WHEREAS, said Project Plan was presented at a Public Hearing held on May 16<sup>th</sup>, 2022 and all public comments have been considered and addressed.

NOW THEREFORE BE IT RESOLVED, that the City of Owosso formally adopts said Project Plan and agrees to implement the selected amendments:

- Replacing three (3) biological towers
- Replacing filters
- Disinfection upgrades

- Electrical improvements
- Replacing roof

BE IT FURTHER RESOLVED, that the Director of Public Services & Utilities, a position currently held by Ryan E. Suchanek, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan, which has already been completed by Fishbeck, who prepared and submitted the required Project Plan to the State of Michigan in cooperation with City staff and EGLE regulatory guidelines.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

### **Ordinance Amendment – False Alarms**

The proposed amendment would update the terms of the ordinance to reflect current procedures.

A public hearing was conducted to receive citizen comment regarding the proposed amendment to Chapter 18, Nuisances, Article VI, *False Alarms*.

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

Councilmember Pidek inquired about how many false alarms the Public Safety Department had responded to this year. Public Safety Director Kevin D. Lenkart indicated they had responded to approximately 20 alarms each for Police and Fire.

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

### **ORDINANCE NO. 832**

#### **APPROVING AMENDMENT TO CHAPTER 18, NUISANCES, ARTICLE VI, *FALSE ALARMS*, OF THE CODE OF ORDINANCES UPDATING THE LANGUAGE TO MATCH PROCEDURE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Nuisances Ordinance containing provisions for false alarms that was adopted in 1992; and

WHEREAS, it is necessary to update the ordinance to reflect changes in the Public Safety Department's response to false alarms; and

WHEREAS, the City Council held a public hearing on May 16, 2022, there being no one to be heard, and deliberated on the proposed ordinance amendment.

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

SECTION 1. AMENDMENT. That Chapter 18, Nuisances, Article VI, *False Alarms*, of the Code of Ordinances of the City of Owosso be amended as follows:

### **Sec. 18-131. Declared nuisance.**

Any false alarm in excess of two (2) in any calendar year from the same location is hereby declared to be a public nuisance.

### **Sec. 18-132. Definitions.**

The following words and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

*Alarm user* shall mean any person or other entity on whose premises an alarm system is maintained within the city except for alarm systems on motor vehicles. If, however, an alarm system on a motor vehicle is connected with an alarm system at a premise, the person using such system is an alarm user. Also excluded from this definition and from the coverage of this article are persons or entities who use an alarm system to alert or signal persons within the premises in which the alarm systems are located, of an attempted unauthorized intrusion, holdup attempt or fire hazard. If such a system, however, employs an audible signal emitting sounds or flashing light or beacon designed to signal persons outside the premises, such system shall be within the definition of an alarm system and shall be subject to this article.

*Alarm system* shall mean any device or assembly of equipment and devices arranged to signal the presence of a condition requiring urgent attention and to which police officers or fire department personnel are expected to respond. In this article, the term "alarm system" shall include the terms "automatic hold-up alarm system", "burglar alarm system", "intrusion alarm system", "hold-up alarm system", "manual hold-up alarm system", "temperature fire alarm system", "manual fire alarm system", "fire alarm system", and "automatic sprinkler water-flow alarm system".

*False alarm* shall be defined as any alarm signal which is registered at the police or fire department, any central dispatch center, or elsewhere not resulting from criminal or fire activity for which the alarm was intended, or in the case of a fire alarm any alarm signal which is registered at the police or fire department or elsewhere not resulting from a fire or potential fire condition or life threatening medical emergency.

### **Sec. 18-133. False alarm fee.**

- (a) The alarm user shall be required to pay to the city an amount approved by resolution of the Owosso City Council for each additional false alarm in any given calendar year. No alarm user shall be required to pay said fee on the first two calls of a false alarm during any one (1) calendar year, but shall be advised in writing of said false alarm and of the existence of this article.
- (b) Alarms caused by the following extenuating circumstances shall not constitute a false alarm and no false alarm fee shall be charged by the city:
  - (1) Alarm system malfunctions.
  - (2) Storm conditions.
  - (3) Alarms activated by persons working on the alarm system with prior notification to the police or fire department.
  - (4) Alarms activated by disruption or disturbance.
- (c) The fee is due and payable within thirty (30) calendar days from the date of notification.
- (d) If, upon receiving a false alarm fee notice, the alarm user wishes to request a waiver of the assessment of the fee due to extenuating circumstances, he may do so in writing within ten (10) working days of the assessment date. The notice to the Public Safety Chief or their designee shall contain documentation of the extenuating circumstances involved. Within ten (10) working



days of the receipt of the waiver request by the Public Safety Chief or their designee, shall make a determination on the waiver request and shall notify the alarm user of the decision.

- (e) In the event that the alarm user is not satisfied with the decision rendered by the Public Safety Chief or their designee, an additional written request for waiver may be filed within ten (10) working days of the date of the decision by the Public Safety Chief or their designee to the city manager. Within ten (10) working days of the receipt of the waiver request and documentation of extenuating circumstances, the city manager or their designated representative shall review the request, make a determination on the waiver, and shall notify the alarm user of the decision.

#### **Sec. 18-134. Assessment of fees.**

Any billing to an alarm user for a false alarm fee which remains unpaid for a period in excess of ten (10) calendar days shall be assessed a fee approved by resolution of city council, and shall be certified to the city assessor who shall place the same on the next tax roll and assess the fees, penalties and interest against the real or personal property assessment of the user to be collected in the same manner as general city taxes pursuant to Chapter 9 of the City of Owosso Charter.

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this article is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this article. The city hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 3. AVAILABILITY. This ordinance may be viewed on the City's website at [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us) or purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 4. EFFECTIVE DATE: This amendment shall become effective June 5, 2022.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

#### **USDA Grant**

**Master Plan Implementation Goals:** 1.19, 3.2, 4.6, 5.12

City Manager Henne explained that the City was expanding its USDA grant application from seeking funding for just emergency vehicles to including vehicles and equipment for the Public Works Department.

A public hearing was conducted pursuant to USDA Grant guidelines to receive citizen comment regarding the proposed application for a USDA Rural Development Community Facilities Grant to partially fund the purchase of several new vehicles and pieces of equipment necessary for the operation of the Public Safety and Public Works Departments.

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

Motion by Mayor Pro-Tem Osika to approve the resolution authorizing the submission of a grant application to the USDA as follows:

**RESOLUTION NO. 67-2022**

**PUBLIC HEARING TO RECEIVE CITIZEN COMMENT ON THE APPLICATION FOR GRANT MONEY  
FROM THE USDA COMMUNITY FACILITIES PROGRAM  
FOR THE PURCHASE OF VEHICLES & EQUIPMENT FOR THE  
PUBLIC SAFETY & PUBLIC WORKS DEPARTMENTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan has a Public Safety - Police Department and a Department of Public Works, each requiring the purchase of vehicles and equipment to carry out their operations; and

WHEREAS, the USDA has a Rural Development Community Facilities Grant Program that provides partial funding for necessary vehicles and equipment; and

WHEREAS, the City wishes to apply for a grant to assist with the purchase of three (3) police vehicles, a dump truck, two (2) ¾ ton pickups, a pavement saw with trailer, and a skid steer; and

WHEREAS, the City of Owosso is eligible for up to 35% federal assistance in the purchase of each vehicle or piece of equipment, with a purchase cap of \$50,000.00 per vehicle or item. The remaining funding would be covered by the City of Owosso; and

WHEREAS, a public hearing was held on this application on Monday, May 16, 2022 in which no comments were received.

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

FIRST: it has theretofore been determined that it is advisable, necessary and in the public interest to authorize city staff to submit an application for grant funding toward the purchase of three (3) police vehicles, a dump truck, two (2) ¾ ton pickups, a pavement saw with trailer, and a skid steer to the USDA Rural Development Community Facilities Loan/Grant Program.

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

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

**CITIZEN COMMENTS AND QUESTIONS**

Kasey Hadd, 639 Woodlawn Avenue, said she is concerned about the number of semis using Woodlawn Ave. to get to the industrial park instead of the designated truck route. She said there are 10-15 trucks travelling down her street each week and she and her neighbors fear the trucks are damaging the street. She also noted that vehicles tend to speed on Woodlawn and asked if police patrols could be increased in the area.

Gary Burk, Friends of the Shiawassee River representative, indicated that when it comes to sanitary sewer overflow control issues it would make more sense to place the proposed retention basin at the WWTP rather than where it is planned upstream. He also urged the City to begin a program to fix storm water infiltration into the sanitary sewer from sump pumps and footing drains, noting that doing so may negate the need for a retention basin upstream altogether.

Eddie Urban, 601 Glenwood Avenue, spoke about the peddler's permit he has from the State, the mix up with his contractor that has delayed repairs to his porch until July, and the size of the trees along the river recently taken down by beavers.

Mayor Eveleth congratulated the City Clerk on her 20<sup>th</sup> anniversary with the City.

Councilmember Law echoed Ms. Hadd's comments saying he has witnessed a number of semis on Woodlawn as well and that speeding is an issue in the area. He also noted that cars routinely park on both sides of the street despite the fact that parking is prohibited on the east side.

Mayor Eveleth indicated he had spoken with Ms. Hadd previously and discussed her issues with the City Manager and the Public Safety Director. They have agreed to step up enforcement in the area. He also noted that semis use Woodlawn Ave. because that is where their GPS units direct them to go. Public Safety Director Lenkart noted that it is very difficult to get GPS providers to change the information they provide but he will try. There was discussion among Council about other ways to reroute truck traffic from Woodlawn, including whether signage would help. City Manager Henne indicated he would forward the question on to the Engineering Department.

Councilmember Fear noted that the Mr. Owosso contest kicked off recently and there will be lots of events happening over the next three weeks to benefit some great organizations. She also thanked the DDA for the nice event they threw on Friday honoring long-time downtown volunteers.

Councilmember Law announced that there will be a 9-pin no-tap bowling tournament in Corunna on Saturday supporting the Mr. Owosso candidate representing the Shiawassee Firefighters' Memorial. He also thanked Theresa and Travis for all of the work they have done to raise money for the cause.

### **CONSENT AGENDA**

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

**Set Public Hearing – OPRA District– 123 N. Washington Street.** Set a public hearing for Monday, June 6, 2022 to receive citizen comment regarding the application from Woodworth Investments, LLC to establish an Obsolete Property Rehabilitation District for the property located at 123 N. Washington Street as follows:

#### **RESOLUTION NO. 68-2022**

#### **SETTING PUBLIC HEARING TO CONSIDER ESTABLISHING AN OBSOLETE PROPERTY REHABILITATION DISTRICT FOR THE PROPERTY COMMONLY KNOWN AS 123 N WASHINGTON STREET**

WHEREAS, a request was received April 26, 2022 for an Obsolete Property Rehabilitation Act (OPRA) tax exemption from Woodworth Investments LLC, owners of the property at 123 N Washington Street; and

WHEREAS, PA 146 of 2000 requires that a property must be located in an established Obsolete Property Rehabilitation District to be eligible for an exemption; and

WHEREAS, PA 146 of 2000 further requires that a public hearing must be held and notice of said hearing provided prior to the establishment of an OPRA District.

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

- FIRST: a public hearing is called for Monday, June 6, 2022 at or about 7:30 p.m. in the City Hall Council Chambers for the purpose of hearing comments from those within the proposed district, and any other resident or taxpayer, of the City of Owosso.
- SECOND: the City Clerk gives the notifications required by law.
- THIRD: the City staff is directed to investigate and determine if the qualifications of the act are satisfied and report findings at the hearing.

Master Plan Implementation Goals: 1.9, 1.19, 3.21, 4.3, 4.7, 4.14

**First Reading and Set Public Hearing - Ordinance Amendment – Peddlers Fee.** Conduct first reading and set a public hearing for Monday, June 6, 2022 at 7:30 p.m. to receive citizen comment regarding the proposed addition of Section 22-25, Fees, to Chapter 22, Peddlers, Solicitors and Transient Merchants, Article II, *Peddlers, Solicitors and Transient Merchants*, of the Code of Ordinances to charge a fee set by resolution as follows:

#### RESOLUTION NO. 69-2022

#### **AUTHORIZING FIRST READING & SETTING A PUBLIC HEARING FOR THE PROPOSED ADDITION TO CHAPTER 22, PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS, ARTICLE II, *PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS*, OF SECTION 22-25, FEES, TO THE CODE OF ORDINANCES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Peddlers, Solicitors and Transient Merchants Ordinance that currently does not include a provision establishing a registration fee; and

WHEREAS, it is necessary to update the ordinance to establish a registration fee to cover the costs related to the administration of said registration program; and

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

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

SECTION 1. ADDITION. That Section 22-25, Fees, be added to Chapter 22, Peddlers, Solicitors and Transient Merchants, Article II, *Peddlers, Solicitors and Transient Merchants*, of the Code of Ordinances of the City of Owosso as follows:

#### **Sec. 22-17. Registration.**

No person shall solicit or peddle within the city unless such person has filed with the department of public safety, a registration statement containing the information required in section 22-18, and obtained a registration acknowledgement issued in accordance with section 22-20.

#### **Sec. 22-18. Solicitation and peddling registration statement.**

The solicitation and peddling registration statement to be prepared and filed under this chapter shall contain the following information:

- (1) The name, address and telephone number of the person registering to solicit or peddle.
- (2) If the registration is intended to cover more than one (1) individual, the names, addresses and telephone numbers of the registering organization and the individuals who will be in direct charge of conducting the solicitations and peddling.
- (3) The purposes, products, and services for which the solicitations and peddling are to be made and a description of the use or disposition to be made of any receipts or proceeds of the solicitations and peddling.
- (4) A description of the methods to be used in conducting the solicitations and peddling.
- (5) The time when such solicitations or peddling shall occur, including the dates for the beginning and ending of such solicitations and the hours of the day during which solicitations and peddling shall occur.

**Sec. 22-19. Filing false registration statement.**

It shall be a violation of this chapter for any person to knowingly file, or cause to be filed, a registration statement containing one (1) or more false statements.

**Sec. 22-20. Registration acknowledgment issuance; possession and display while soliciting.**

- (a) Upon the filing of a registration statement containing the information required in section 22-18 and with approval of the director of public safety or his designate a solicitation and peddling registration acknowledgment form shall be issued to the registered person within three (3) business days.
- (b) The individual(s) conducting the soliciting or peddling shall carry the original or a copy of the registration acknowledgement form while soliciting or peddling and shall display the form upon request.
- (c) The solicitation and peddling registration acknowledgment shall be valid for one (1) year from issuance unless revoked or suspended earlier.

**Sec. 22-21. Hours of solicitation.**

No solicitation or peddling may be conducted in residential areas before 9:00 a.m. and after sunset in the evening. For purposes of this section, the term "sunset" means the official time published by the United States Weather Service and applicable to the city, except that sunset shall never be deemed to occur prior to 6:00 p.m. or subsequent to 9:00 p.m.

**Sec. 22-22. Soliciting and peddling where prohibited.**

No solicitor shall enter onto property upon which a "no solicitation" or "no peddlers" sign, or their equivalent, are posted and visible.

**Sec. 22-23. Use of devices to attract attention.**

No peddler or solicitor shall shout or cry out his or her goods or merchandise, nor blow any horns, ring any bell or use any other similar device to attract the attention of the public.

**Sec. 22-24. Suspension and revocation.**

The registration acknowledgment issued pursuant to section 22-20 may be suspended or revoked by the director of public safety or his designate if the registrant violates any sections of this chapter or any statute, ordinance or regulation while conducting the activities regulated by this chapter.

**Sec. 22-25. Fees.**

**The fees necessary for the administration of this article shall be established from time to time by resolution of the city council.**

SECTION 2. Severability. If any section, subsection, sentence, clause or phrase of this article is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this article. The city hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 3. PUBLIC HEARING. A public hearing is set for Monday June 6<sup>th</sup>, 2022 at 7:30 p.m. in the City Hall Council Chambers for the purpose of hearing citizen comment regarding the proposed amendments to Chapter 22 Peddlers, Solicitors and Transient Merchants, of the Code of the City of Owosso.

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.

SECTION 5. EFFECTIVE DATE. This amendment shall become effective 20 days after approval.

**Proposed Special Assessment Project – Stewart Street.** Authorize Resolution No. 1 for proposed Special Assessment District No. 2024-01 for Stewart Street from Shiawassee Street (M-52) to Washington Street for street rehabilitation as follows:

**RESOLUTION NO. 70-2022**

**STEWART STREET  
FROM SHIAWASSEE STREET (M-52) TO WASHINGTON STREET  
SPECIAL ASSESSMENT RESOLUTION NO. 1**

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

**Stewart Street from Shiawassee Street (M-52) to Washington Street  
Street Rehabilitation**

NOW, THEREFORE, BE IT RESOLVED THAT:

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

**Master Plan Implementation Goals: 3.22**

**\*Change Order – Public Safety Vehicle Equipment Changeover.** Authorize Change Order No. 1 to the Public Safety Vehicle Equipment Changeover contract with Mid Michigan Emergency Equipment Sales and Service L.L.C., originally approved August 16, 2021, increasing the contract amount by \$313.50 for the purchase and installation of worn and broken equipment items, and further authorize payment to the contractor up to the contract amount, including Change Order No. 1 as follows:

**RESOLUTION NO. 71-2022**

**AUTHORIZING CHANGE ORDER TO  
THE PUBLIC SAFETY VEHICLE EQUIPMENT CHANGEOVER CONTRACT  
WITH MID MICHIGAN EQUIPMENT SALES AND SERVICE L.L.C.  
APPROVED AUGUST 16, 2021**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with Mid Michigan Emergency Equipment Sales and Service L.L.C. on August 16, 2021 for the removal, purchase and installation of public safety equipment in a new City Police Vehicle for \$10,650.00; and

WHEREAS, Mid Michigan Emergency Equipment Sales and Service L.L.C. had to replace several worn or outdated items to fully equip the new vehicle. The cost to replace and install the necessary items is \$313.50.

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

- FIRST: it is advisable, necessary and in the public interest to amend the Public Safety Vehicle Equipment Changeover Contract - 210816 with Mid Michigan Emergency Equipment Sales and Service L.L.C. as described in Change Order No. 1.
- SECOND: the mayor and city clerk are instructed and authorized to sign the document attached as Change Order No. 1 in the amount of \$313.50; revising the total contract amount from \$10,650.00 to \$10,963.50.
- THIRD: the accounts payable department is authorized to pay Mid Michigan Emergency Equipment Sales and Service L.L.C. for work satisfactorily completed up to the revised contract amount of \$10,963.50.
- FOURTH: the above expenses shall be paid from Police General Fund Equipment 101-300-978.000.

Master Plan Implementation Goals: 3.2

**\*Contract Renewal - General Engineering Services.** Approve the required annual renewal of the General Engineering Services contracts with Eng., Inc., Fleis & Vandenbrink, Inc., Orchard, Hiltz & McCliment, Inc., and Spicer Group, Inc. to provide engineering services through June 30, 2023 as follows:

**RESOLUTION NO. 72-2022**

**AUTHORIZING THE EXECUTION OF AGREEMENTS  
FOR PROFESSIONAL ENGINEERING SERVICES WITH  
SPICER GROUP, INC.  
FLEIS & VANDENBRINK ENGINEERING, INC.  
ENG., INC.  
ORCHARD, HILTZ & MCCLIMENT, INC.**

WHEREAS, the City of Owosso, Michigan, has determined that it is advisable, necessary and in the public interest to secure professional engineering services for various public improvement projects in the city; and

WHEREAS, a quality based selection process was used to develop a select group of qualified engineering firms and on April 20, 2020, City Council approved three-year agreements for General Engineering Services with the four most qualified firms; and

WHEREAS, per the terms of the agreements, annual renewal of the contracts is required; and

WHEREAS, staff has been satisfied with the performance of the Spicer Group, Inc., Fleis & Vandenbrink Engineering Inc., ENG., Inc., and Orchard, Hiltz & McCliment, Inc. and desire to renew their contracts for the period of July 1, 2022 through June 30, 2023.

NOW THEREFORE BE IT RESOLVED by the City of Owosso, county of Shiawassee, state of Michigan:

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ the firms of Spicer Group, Inc., Fleis & Vandenbrink Engineering Inc., ENG., Inc., and Orchard, Hiltz & McCliment, Inc. to provide professional engineering services for future engineering projects.
- SECOND: The Mayor and City Clerk of the City of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit C-SG-9, Renewal of Agreement for Professional Engineering Services with Spicer Group, Inc.
- THIRD: The Mayor and City Clerk of the City of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit C-FV-9, Renewal of Agreement for Professional Engineering Services with Fleis & Vandenbrink Engineering Inc.
- FOURTH: The Mayor and City Clerk of the City of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit C-ENG-6, Renewal of Agreement for Professional Engineering Services with ENG., Inc.
- FIFTH: The Mayor and City Clerk of the City of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit C-OHM-5, Renewal of Agreement for Professional Engineering Services with Orchard, Hiltz & McCliment, Inc.
- SIXTH: The Owosso City Manager is hereby instructed to receive cost proposals from each of these four firms for future projects, and make recommendation to the City Council for acceptance and award in accordance with the City of Owosso Purchasing Policy for the period of July 1, 2022 through June 30, 2023.

Master Plan Implementation Goals: 3.8

**\*Professional Services Agreement – Office 365 Migration Project.** Waive competitive bidding requirements, approve a professional services agreement with Logicalis, Inc. for software and technical services required to migrate the City's network computers to Office 365 in the amount of \$21,780.00, and further approve payment to the contractor upon satisfactory completion of the project or portion thereof as follows:

#### **RESOLUTION NO. 73-2022**

#### **AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH LOGICALIS, INC. FOR THE OFFICE 365 MIGRATION PROJECT QUOTATION # 2022-134986V2**

WHEREAS, the city of Owosso, a Michigan municipal corporation, utilizes a sophisticated network of computers to facilitate day-to-day operations; and



WHEREAS, said network requires updates from time-to-time to stay current, connected and secure; and

WHEREAS, the City's email messaging platform, Exchange 2010, is in need of immediate upgrade, as are several older versions of the business productivity application suite, Microsoft Office, herein after referred to as the Office 365 Migration Project; and

WHEREAS, said project his highly complex and would best be performed by a firm with direct knowledge of the City's IT operating environment; and

WHEREAS, the city has contracted with Logicalis, Inc. for the provision of general IT and network engineering services for well over a decade and staff has reached out to them for a quote on the project in question; and

WHEREAS, staff has reviewed the quote and recommends authorization of a contract with Logicalis, Inc. for the Office 365 Migration Project (quotation # 2022-134986v2); and

WHEREAS, the employment of professional services is an exception to competitive bidding per Section 2-346(2) of the City of Owosso Code of Ordinances.

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

- FIRST: it is advisable, necessary and in the public interest to enter into a professional services agreement with Logicalis, Inc. for the Office 365 Migration Project.
- SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Office 365 Migration, Quotation # 2022-134986v2, in the amount of \$21,780.00.
- THIRD: the accounts payable department is authorized to pay Logicalis, Inc. for work satisfactorily performed in an amount not to exceed \$21,780.00.
- FOURTH: the above expenses shall be paid from Account No. 401-000-980.100.

**Check Register – April 2022.** Affirm check disbursements totaling \$1,773,072.60 for April 2022.

**Warrant No. 615.** Authorize Warrant No. 615 as follows:

Vendor	Description	Fund	Amount
Caledonia Charter Township	2006 Water District Agreement 01/01/2022-03/31/2022	Water	\$35,622.66
Owosso Charter Township	2011 Water Agreement Payment 01/01/2022-03/31/2022	Water	\$17,264.23
Pitsch Companies	Demolition - 216 South Elm Street Section 18-29 Emergency Abatement; Section 2-346 (5) Emergency Purchase	General	\$239,550.00

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

## **ITEMS OF BUSINESS**

### **2022-23 City Budget Adoption**

City Manager Henne noted that the budget before Council this evening had been updated to reflect the changes requested by Council at the last budget work session.

Mayor Eveleth thanked staff for the wonderful job they had done in assembling this budget, saying he felt good about it.

Motion by Councilmember Pidek to adopt the following General Appropriations Resolution approving the 2022-2023 City Budget (including DDA Appropriations):

### **RESOLUTION NO. 74-2022**

#### **GENERAL APPROPRIATIONS ACT (BUDGET) FISCAL YEAR 2022-2023**

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

WHEREAS, pursuant to Chapter 8, Section 5 of the Owosso City Charter, the City Council has received the proposed budget for the fiscal year beginning July 1, 2022 and held a public hearing on May 2, 2022; and

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

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

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Owosso hereby adopts the FY2022 - 2023 budget and sets the tax rates as shown below.

#### **Section 1: Title**

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

#### **Section 2: Chief Administrative Officer**

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

#### **Section 3: Fiscal Officer**

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

#### **Section 4: Estimated Expenditures**

The following amounts are hereby appropriated for the operations of the City Government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

#### **General Fund**

#### **APPROPRIATIONS**

101	CITY COUNCIL	\$	6,800
171	CITY MANAGER		273,386
201	FINANCE		304,153
209	ASSESSING		204,537
210	CITY ATTORNEY		120,000
215	CLERK		332,593
226	HUMAN RESOURCES		204,517
253	TREASURY		170,218
258	INFORMATION & TECHNOLOGY		261,225
265	BUILDING & GROUNDS		125,947
299	GENERAL ADMIN		272,659
300	POLICE		2,825,081
335	FIRE		2,305,188
370	BUILDING AND SAFETY		300,766
441	PUBLIC WORKS		776,165
528	LEAF AND BRUSH COLLECTION		202,397
585	PARKING		24,950
728	COMMUNITY DEVELOPMENT		103,370
756	PARKS		203,916
966	TRANSFERS OUT		56,971
TOTAL APPROPRIATIONS		\$	9,074,839

**Major Streets Fund**

APPROPRIATIONS

451	CONSTRUCTION	\$	260,500
463	STREET MAINTENANCE		272,066
473	BRIDGE MAINTENANCE		12,140
474	TRAFFIC SERVICES-MAINTENANCE		20,506
478	SNOW & ICE CONTROL		131,778
480	TREE TRIMMING		60,568
482	ADMINISTRATION & ENGINEERING		180,538
485	LOCAL STREET TRANSFER		350,000
486	TRUNKLINE SURFACE MAINTENANCE		2,641
488	TRUNKLINE SWEEPING & FLUSHING		3,662
490	TRUNKLINE TREE TRIM & REMOVAL		177
491	TRUNKLINE STORM DRAIN, CURBS		1,380
492	TRUNKLINE ROADSIDE CLEANUP		169
494	TRUNKLINE TRAFFIC SIGNS		564
496	TRUNKLINE TRAFFIC SIGNALS		
497	TRUNKLINE SNOW & ICE CONTROL		27,752
TOTAL APPROPRIATIONS		\$	1,324,441

**Local Streets Fund**

APPROPRIATIONS		
451	CONSTRUCTION	\$ 382,500
463	STREET MAINTENANCE	403,388
474	TRAFFIC SERVICES-MAINTENANCE	6,447
478	SNOW & ICE CONTROL	65,397
480	TREE TRIMMING	81,363
482	ADMINISTRATION & ENGINEERING	91,835
TOTAL APPROPRIATIONS		<hr/> \$ 1,030,930

**Parks and Recreation Sites Fund**

APPROPRIATIONS		
756	PARKS	\$ 47,800
TOTAL APPROPRIATIONS		<hr/> \$ 47,800

**CDBG Revolving Loan Fund**

APPROPRIATIONS		
000	REVENUE	2,914
200	GEN SERVICES	1,571
TOTAL APPROPRIATIONS		<hr/> 4,485

**Downtown Development Authority**

APPROPRIATIONS		
200	GEN SERVICES	81,929
299	GENERAL ADMIN	94,881
695	ORGANIZATION	10,000
696	PROMOTION	19,000
697	DESIGN	11,600
698	ECONOMIC RESTRUCTURING	20,000
901	CAPITAL OUTLAY	1,900
905	DEBT SERVICE	78,432
TOTAL APPROPRIATIONS		<hr/> 317,742

**Historical Commission**

APPROPRIATIONS		
797	HISTORICAL COMMISSION	20,842
798	CASTLE	15,780
799	GOULD HOUSE	13,250
800	COMSTOCK/WOODARD	500
TOTAL APPROPRIATIONS		<hr/> 50,372

**General Obligation Debt Fund**

APPROPRIATIONS		
905	DEBT SERVICE	791,950
TOTAL APPROPRIATIONS		<hr/> 791,950

**Building Authority Fund**

APPROPRIATIONS		
901	CAPITAL OUTLAY	29,500
TOTAL APPROPRIATIONS		29,500

**Transportation Fund**

APPROPRIATIONS		
200	GEN SERVICES	77,155
TOTAL APPROPRIATIONS		77,155

**Sewer Fund**

APPROPRIATIONS		
200	GEN SERVICES	2,090,402
549	SEWER OPERATIONS	171,072
901	CAPITAL OUTLAY	485,000
905	DEBT SERVICE	131,228
TOTAL APPROPRIATIONS		2,877,702

**Water Fund**

APPROPRIATIONS		
200	GEN SERVICES	891,525
552	WATER UNDERGROUND	2,677,040
553	WATER FILTRATION	1,546,975
901	CAPITAL OUTLAY	1,468,545
905	DEBT SERVICE	909,816
TOTAL APPROPRIATIONS		7,493,901

**Waste Water Treatment Fund**

APPROPRIATIONS		
200	GEN SERVICES	6,350
548	WASTEWATER OPERATIONS	1,915,488
901	CAPITAL OUTLAY	5,012,126
905	DEBT SERVICE	350,737
TOTAL APPROPRIATIONS		7,284,701

**Fleet Fund**

APPROPRIATIONS		
891	FLEET MAINTENANCE	331,468
901	CAPITAL OUTLAY	390,200
TOTAL APPROPRIATIONS		721,668

**Brownfield Authority**

Fund 276 - OBRA FUND DISTRICT #16 - QDOBA

APPROPRIATIONS		
730	PROFESSIONAL SERVICES	560
905	DEBT SERVICE	28,172

TOTAL APPROPRIATIONS	28,732
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Fund 283 - OBRA FUND-DISTRICT#3-TIAL  
APPROPRIATIONS

730	PROFESSIONAL SERVICES	750
905	DEBT SERVICE	22,408
964	TAX REIMBURSEMENTS	1,147
TOTAL APPROPRIATIONS		24,305

Fund 288 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)  
APPROPRIATIONS

730	PROFESSIONAL SERVICES	12,000
905	DEBT SERVICE	190,721
TOTAL APPROPRIATIONS		202,721

Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT)  
APPROPRIATIONS

730	PROFESSIONAL SERVICES	1,200
TOTAL APPROPRIATIONS		1,200

Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT)  
APPROPRIATIONS

730	PROFESSIONAL SERVICES	1,000
964	TAX REIMBURSEMENTS	124,349
TOTAL APPROPRIATIONS		125,349

Fund 295 - OBRA-DIST#15 -ARMORY BUILDING  
APPROPRIATIONS

730	PROFESSIONAL SERVICES	6,500
964	TAX REIMBURSEMENTS	67,573
TOTAL APPROPRIATIONS		74,073

**Section 5: Estimated Revenues**

The following are estimated to be available for the fiscal year beginning July 1, 2022 and ending June 30, 2023, to meet the foregoing appropriations.

**General Fund**

ESTIMATED REVENUES	
000	REVENUE
	\$ 9,043,568
TOTAL ESTIMATED REVENUES	\$ 9,043,568

**Major Streets Fund**

ESTIMATED REVENUES	
000	REVENUE
	1,596,167
TOTAL ESTIMATED REVENUES	1,596,167

**Local Streets Fund**

ESTIMATED REVENUES		
000	REVENUE	920,448
TOTAL ESTIMATED REVENUES		920,448

**Parks and Recreation Sites Fund**

ESTIMATED REVENUES		
000	REVENUE	47,800
TOTAL ESTIMATED REVENUES		47,800

**OMS/DDA Fund**

ESTIMATED REVENUES		
000	REVENUE	145,355
TOTAL ESTIMATED REVENUES		145,355

**ARPA – American Rescue Plan Act**

ESTIMATED REVENUES		
000	REVENUE	755,860
TOTAL ESTIMATED REVENUES		755,860

**Downtown Development Authority**

ESTIMATED REVENUES		
000	REVENUE	311,547
TOTAL ESTIMATED REVENUES		311,547

**Historical Commission Fund**

ESTIMATED REVENUES		
000	REVENUE	39,825
TOTAL ESTIMATED REVENUES		39,825

**Debt Service Fund**

ESTIMATED REVENUES		
000	REVENUE	791,967
TOTAL ESTIMATED REVENUES		791,967

**Special Assessment Fund**

Fund 376 - 2013 SPECIAL ASSESSMENT		
ESTIMATED REVENUES		
000	REVENUE	1,190
TOTAL ESTIMATED REVENUES		1,190

Fund 382 - 2016 SPECIAL ASSESSMENT		
ESTIMATED REVENUES		
000	REVENUE	4,355
TOTAL ESTIMATED REVENUES		4,355

Fund 383 - 2017 SPECIAL ASSESSMENTS

ESTIMATED REVENUES

000	REVENUE	19,446
TOTAL ESTIMATED REVENUES		19,446

Fund 384 - 2018 SPECIAL ASSESSMENTS

ESTIMATED REVENUES

000	REVENUE	57,378
TOTAL ESTIMATED REVENUES		57,378

Fund 385 - 2019 SPECIAL ASSESSMENTS

ESTIMATED REVENUES

000	REVENUE	23,343
TOTAL ESTIMATED REVENUES		23,343

Fund 386 - 2020 SPECIAL ASSESSMENTS

ESTIMATED REVENUES

000	REVENUE	24,035
TOTAL ESTIMATED REVENUES		24,035

Fund 387 - 2021 SPECIAL ASSESSMENTS

ESTIMATED REVENUES

000	REVENUE	20,280
TOTAL ESTIMATED REVENUES		20,280

**Building Authority Fund**

ESTIMATED REVENUES

000	REVENUE	29,500
TOTAL ESTIMATED REVENUES		29,500

**Transportation Fund**

ESTIMATED REVENUES

000	REVENUE	77,155
TOTAL ESTIMATED REVENUES		77,155

**Sewer Fund**

ESTIMATED REVENUES

000	REVENUE	2,771,454
TOTAL ESTIMATED REVENUES		2,771,454

**Water Fund**

ESTIMATED REVENUES

000	REVENUE	6,906,427
TOTAL ESTIMATED REVENUES		6,906,427

**Waste Water Treatment Fund**



ESTIMATED REVENUES		
000	REVENUE	7,342,269
TOTAL ESTIMATED REVENUES		7,342,269

**Fleet Fund**

ESTIMATED REVENUES		
000	REVENUE	646,527
TOTAL ESTIMATED REVENUES		646,527

**Brownfield Authority**

Fund 276 - OBRA FUND DISTRICT #16 - QDOBA

ESTIMATED REVENUES		
000	REVENUE	10,124
TOTAL ESTIMATED REVENUES		10,124

Fund 277 - OBRA FUND DISTRICT #20 - J&H OIL

ESTIMATED REVENUES		
000	REVENUE	48,463
TOTAL ESTIMATED REVENUES		48,463

Fund 283 - OBRA FUND-DISTRICT#3-TIAL

ESTIMATED REVENUES		
000	REVENUE	30,813
TOTAL ESTIMATED REVENUES		30,813

Fund 288 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)

ESTIMATED REVENUES		
000	REVENUE	184,959
TOTAL ESTIMATED REVENUES		184,959

Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT)

ESTIMATED REVENUES		
000	REVENUE	3,602
TOTAL ESTIMATED REVENUES		3,602

Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT)

ESTIMATED REVENUES		
000	REVENUE	125,349
TOTAL ESTIMATED REVENUES		125,349

Fund 295 - OBRA-DIST#15 -ARMORY BUILDING

ESTIMATED REVENUES		
000	REVENUE	74,073
TOTAL ESTIMATED REVENUES		74,073

**Section 6: Millage Levy**

The City Council shall cause to levy and collect the general property tax on all real and personal property per \$1,000 of taxable value within the city upon the current tax roll an amount equal to the following:

GENERAL OPERATING – CITY CHARTER	12.6919
PA 298 –BRUSH/LEAVES/STREET CLEANING	1.0000
TRANSPORTATION - SATA	0.1500
STREET DEBT	2.6784
<b>TOTAL</b>	<b>16.5203</b>
DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT	1.8855

**Section 7: Adoption of Budget by Reference**

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

**Section 8: Appropriation not a Mandate to Spend**

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

**Section 9: Periodic Fiscal Reports**

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

**Section 10: Limit on Obligations and Payments**

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

**Section 11: Budget Monitoring**

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

**Section 12: City Council Adoption**

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

**COMMUNICATIONS**

Brad A. Barrett, Finance Director. Financial Reports – March 2022.

Tanya S. Buckelew, Planning & Building Director. April 2022 Building Department Report.

Tanya S. Buckelew, Planning & Building Director. April 2022 Code Violations Report.  
Tanya S. Buckelew, Planning & Building Director. April 2022 Inspections Report.  
Tanya S. Buckelew, Planning & Building Director. April 2022 Certificates Issued Report.  
Kevin D. Lenkart, Public Safety Director. April 2022 Fire Report.  
Parks & Recreation Commission. Minutes of April 27, 2022.

### **CITIZEN COMMENTS AND QUESTIONS**

Eddie Urban, 601 Glenwood Avenue, relayed two funny stories of his encounters with beavers over the years.

Gary Burk, 770 Riverbend Drive, thanked the Council and the City for their support of the Shi-Tri event that will be taking place this Sunday, May 22<sup>nd</sup>. He noted that they have the maximum number of participants this year and they anticipate the event will continue to grow.

Mayor Pro-Tem Osika thanked Fitness Coliseum and its owner Bri Carroll for all of the hard work in partnering with the Friends of the Shiawassee River to put on the Shi-Tri.

### **NEXT MEETING**

Monday, June 06, 2022

### **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 – term expires December 31, 2023  
Zoning Board of Appeals – Alternate – term expires June 30, 2024  
Zoning Board of Appeals – term expires June 30, 2023

### **ADJOURNMENT**

Motion by Mayor Pro-Tem Osika for adjournment at 8:18 p.m.

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

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Christopher T. Eveleth, Mayor

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Amy K. Kirkland, City Clerk

\*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

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

**DATE:** May 2, 2022

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

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

**SUBJECT:** Setting Public Hearing for Drinking Water State Revolving Fund (DWSRF) Project Plan Amendment for Fiscal Year 2023

### RECOMMENDATION:

Set a public hearing to receive citizen comment regarding the proposed amendment to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) DWSRF Project Plan, originally approved April 15, 2019, to replace aging infrastructure and to maintain a constant supply of quality drinking water.

### BACKGROUND:

On April 15, 2019 City Council approved the 5-year DWSRF Project Plan detailing improvements to the City's water distribution, storage, & treatment facilities. The Plan needs to be amended to reflect changes in the projects slated for the 2023 fiscal year and to update cost estimates. The purpose of the proposed project plan amendment is to address improvements to infrastructure to comply with regulatory requirements and to increase reliability of service to residents and customers.

Total cost of the proposed amended plan is estimated at \$4,043,000.00, to be paid from user charges during the 20 to 30 year life of the low interest loan. The project plan amendment will include: replacing water mains, lead service line replacement, Water Treatment Plant Upgrades, well improvements, design/construction engineering and planning. The proposed project will occur within the WTP site and throughout the City.

A public hearing is required prior to Council's consideration of the amendment. Staff suggests setting a public hearing for Monday, June 6, 2022 starting at 7:30 P.M. in the City Hall Council Chambers, 301 West Main Street, Owosso, Michigan 48867.

City staff has prepared required project plan amendment for the State of Michigan in cooperation with EGLE regulatory guidelines.

**Attachment:** Resolution

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

**RESOLUTION NO.**

**AUTHORIZING AMENDMENT NO. 1  
TO THE 2019 DWRF PROJECT PLAN FOR WATER SYSTEM IMPROVEMENTS  
ORIGINALLY APPROVED APRIL 15, 2019**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a DWSRF Project Plan for improvements to the City's water distribution, storage, & treatment facilities on April 15, 2019; and

WHEREAS, the DWSRF Project Plan details projects for a 5-year period, from 2020 through 2024; and

WHEREAS, it has become necessary to amend the projects and cost estimates slated for the 2023 fiscal year to comply with regulatory requirements and increase the reliability of service to residents and customer; and

WHEREAS, further it is necessary to amend the City's authorized representative for the Project Plan due to changes in City personnel; and

WHEREAS, Amendment No. 1 to the Project Plan calls for the replacement of water mains, lead service line replacement, WTP upgrades, well improvements, and design/construction engineering and planning, with an estimated cost of \$4,043,000; and

WHEREAS, said Project Plan Amendment was presented at a Public Hearing held on June 6, 2022 and all public comments have been considered and addressed.

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

FIRST: Amendment No. 1 to the 2019 DWRF Project Plan for water system improvements is hereby adopted and the following projects shall be implemented in the 2023 fiscal year:

- Replacing water mains
- Replacing lead service lines
- New wells
- SCADA upgrade

SECOND: the Director of Public Services & Utilities, a position currently held by Ryan E. Suchanek, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan Amendment according to EGLE regulatory guidelines.



# CITY OF OWOSSO

## DRINKING WATER REVOLVING FUND PROJECT PLAN

**AMENDMENT NO. 1**

**JUNE 6, 2022**



[Click the link to view the document:](#)

Original Project Plan-  
April 15, 2019

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## **AMENDMENT NUMBER ONE**

2019 Drinking Water Revolving Fund Project Plan

City of Owosso, Michigan

Dated: May 2022

**Item #1: Add the Following Items to the List of Appendices on Page iv of the Table of Contents:**

**K. Public Hearing – Amendment Number 1**

- a. Notice of Public Hearing**
- b. Attendance List**
- c. Verbatim Transcript**

**L. City of Owosso Council Resolution – Amendment Number 1**

**Item #2: Replace Table in Project Background – Section Existing Facilities on page 4**

Table 4. Summary of Raw Water Wells				
Well ID	Long-Term Plan	Year Installed	Permitted Capacity (GPM)	Actual Capacity (GPM)
LW-1 (WL001)		Pre 1960	700	800
LW-13 (WL013)	Emergency Backup	1955	750	752
Hintz (WL022)		2018	730	584
OSBURN (WL005)	Emergency Backup	1968	722	917
PS-1	Decommission	1963	INACTIVE	INACTIVE
PS-2 (WL002)		1963	757	902
PS-3 (WL003)	Decommission	1964	INACTIVE	INACTIVE
Palmer 3a	Future install	2023	Submitted 800	Permit Submitted 800
Juniper 1	Future Install	2023	850	Proposed 850
Juniper 2	Futuer Install	2024		
Hintz 2	Future install			
<b>Total Capacity</b>			<b>4,451 (6.41 MGD)</b>	<b>3,110 (4.48 MGD)</b>
<b>Firm Capacity</b>			<b>3,659 (5.27 MGD)</b>	<b>2,257 (3.25 MGD)</b>

**Item #3: Replace the following Bullet Points from Project Background – Section Summary of Project Need on Page 9:**

- Water main replacements.
- Repairs to water storage facilities.



- Water Filtration Plant improvements and repairs.
- Development of a new well field.

With:

- Water main replacements.
- Lead & Galvanized Service Lines Replacement
- Repairs to water storage facilities.
- Water Filtration Plant improvements and repairs.
- Development of a new well field.

**Item #4: Replace the following paragraph from Project Background – Section Exploratory Well/Investigations/Well Site Selection/Test Well Drilling Procedures on Page 12:**

“The City currently owns property east of Vandekarr Road and south of Oak Hill Cemetery. They would like to develop the property for use as a well field.

The densely forested, 34.7 acre property is directly adjacent to a freshwater forest and shrub wetland. About 400 feet north of the site is a residential neighborhood. Roughly 1,500 feet west of the site is Hillcrest Cemetery.

This property is next to an existing raw water transmission main that provides water to the Water Treatment Plant. It was

originally identified as a potential well field by Layne Christensen, a licensed well driller. The transmission main length from the proposed well site to the Water Treatment Plant would be approximately one (1) mile. This location is mapped in the Area of Potential Effects (Figure 4 found in Appendix A - Maps) and the existing raw water transmission main is shown the Existing Facilities Map (Figure 5 found in Appendix A - Maps).

There are known contamination sites approximately 1,300 to 2,000 feet east of the site which are shown on Figure 4. Sites of Contamination.”

With the following:

“The City is currently in the process of decommissioning and the abandonment of inactive wells PS-3 and PS-1. The City also foresees the eventual decommissioning of emergency backup wells LW-13, and Osburn. LW-1 had a complete rehab in 2020/21 yet the City expects this well to also require replacement eventually. To address this issue and issues with well protection, the City has completed hydrogeological studies, investigation and testing to develop an additional wells at the Vandekarr Road site, (aquifer supply and brownfield contaminate issues prevent use) Palmer 3a Well, (Permit submitted 04/19/2022) Osburn Well, Juniper St, and Hintz Well sites. Priority was given to establish and meet permit requirements to replace P-3 with P-3a. Development of P-3a started on 04/2021 and is now awaiting EGLE approval and funding to proceed with development. Development of Juniper St started on 09/2020 and is now awaiting funding to proceed with permitting and development. The

best new water sources are Palmer 3a and Juniper St.”

**Item #5: Replace Table in Principal Alternatives – Section Improve Distribution System Pressures and Reliability-Subsection Monetary Evaluation on page 19**

Table 6 Water Main Material Cost Comparison		
	Alt 1 PVC	Alt 2 Ductile Iron
2020 Water Main	\$ 2,262,700.00	\$ 2,526,000.00
2021 Water Main	\$ -	\$ -
2022 Water Main	\$ 705,018.36	\$ 789,620.56
2023 Water Main	\$ 1,771,000.00	\$ 1,983,520.00
2024 Water Main	\$ 2,640,625.00	\$ 2,957,500.00
Total Cost	\$ 7,379,343.36	\$ 8,256,640.56

**Item #6: Replace Table in Principal Alternatives – Section WTP Failing Backwash Pump, Failing Process Piping, Obsolete Controls and Communications Equipment-Subsection Monetary Evaluation on page 23**

Table 8 Cost Opinion for Water Treatment Upgrades	
	Alternative 1
Backwash Pumps	\$ 406,300.00
High-Service Piping Replacement	\$ 414,400.00
Water System Controls (SCADA)	\$ 1,100,000.00
<b>Total</b>	<b>\$ 1,920,700.00</b>

**Item #7: Replace Table in Selected Alternative – Section Cost Estimate on page 36**

Year	Activity	Loan Amount
2020	Water Main Replacements 2020 WTP Upgrades and Repairs	\$ 4,382,300.00
2021	N/A	\$ -
2022	Water Main Replacement 2022 & LSLR Storage Repair	\$ 1,367,409.97
2023	Water Main Replacements 2023 & LSLR WTP Upgrades Supply Well Constructions	\$ 4,043,000.00
2024	Water Main Replacements 2024 & LSLR	\$ 3,293,700.00
Total		\$13,086,409.97

**Item #8: Replace Table in Selected Alternative – Section User Cost Estimate on page 37**

Description	DWRF Loan Amount	Quarterly Resident Payment Increase
Water Storage Repairs	\$ 662,391.61	\$ 0.99
Water Treatment Plant Improvements	\$ 2,294,400.00	\$ 3.44
Well Field Investigation and Construction	\$ 1,055,000.00	\$ 1.58
2020 Water Main Replacements	\$ 2,251,700.00	\$ 3.38
2021 Water Main Replacements	\$ -	\$ -
2022 Water Main Replacements	\$ 705,018.36	\$ 1.06
2023 Water Main Replacements	\$ 1,771,000.00	\$ 2.66
2024 Water Main Replacements	\$ 2,640,625.00	\$ 3.96
Total Loan Amount	\$ 11,380,134.97	
Total Quarterly increases over 5 years per REU		\$ 17.07

**Item #9: Add Section in Public Participation – The Formal Public Hearing AND Adoption of the Project Plan Amendment after page 45**

The Formal Public Hearing for Amendment Number One

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The formal public hearing was held on Monday, June 6<sup>th</sup>, 2022 at 7:30 P.M. in the City Hall Council Chambers, 301 West Main Street, Owosso, Michigan, 48667.

#### Public Hearing Advertisement

The public hearing advertisement ran in The Argus-Press on Friday, May 6<sup>th</sup>, 2022. A copy of the advertisement and an affidavit confirming its publication is included in Appendix K.

#### Public Hearing Transcript

A transcript of the public hearing is located in Appendix K. The names and addresses of the people who attended the public hearing are included.

#### Comments Received and Answered

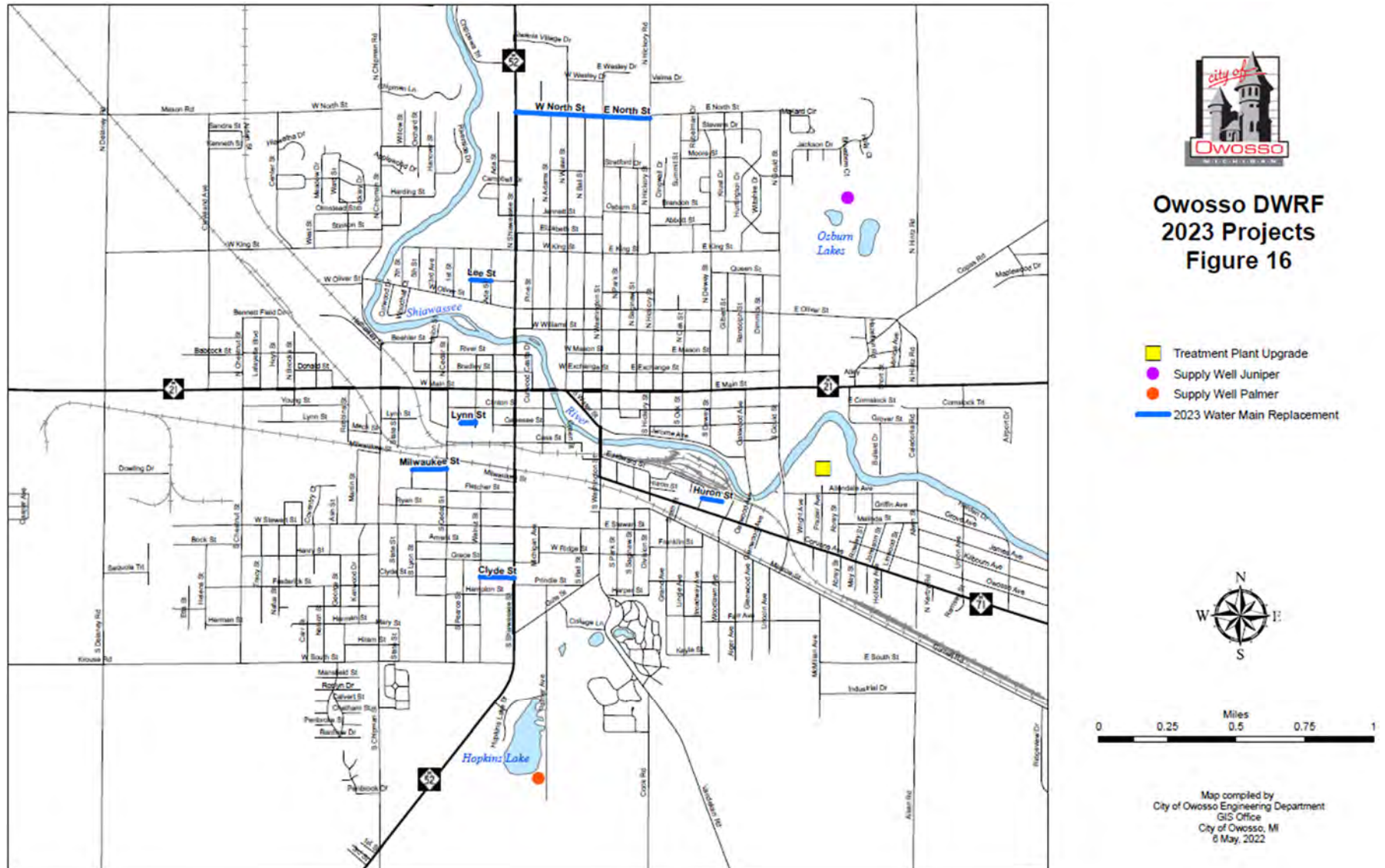
“XX” written comments were received during the Public Comment Period May 6, 2022 through June 6, 2022. During the hearing, there was “.....”.

#### Adoption of the Project Plan

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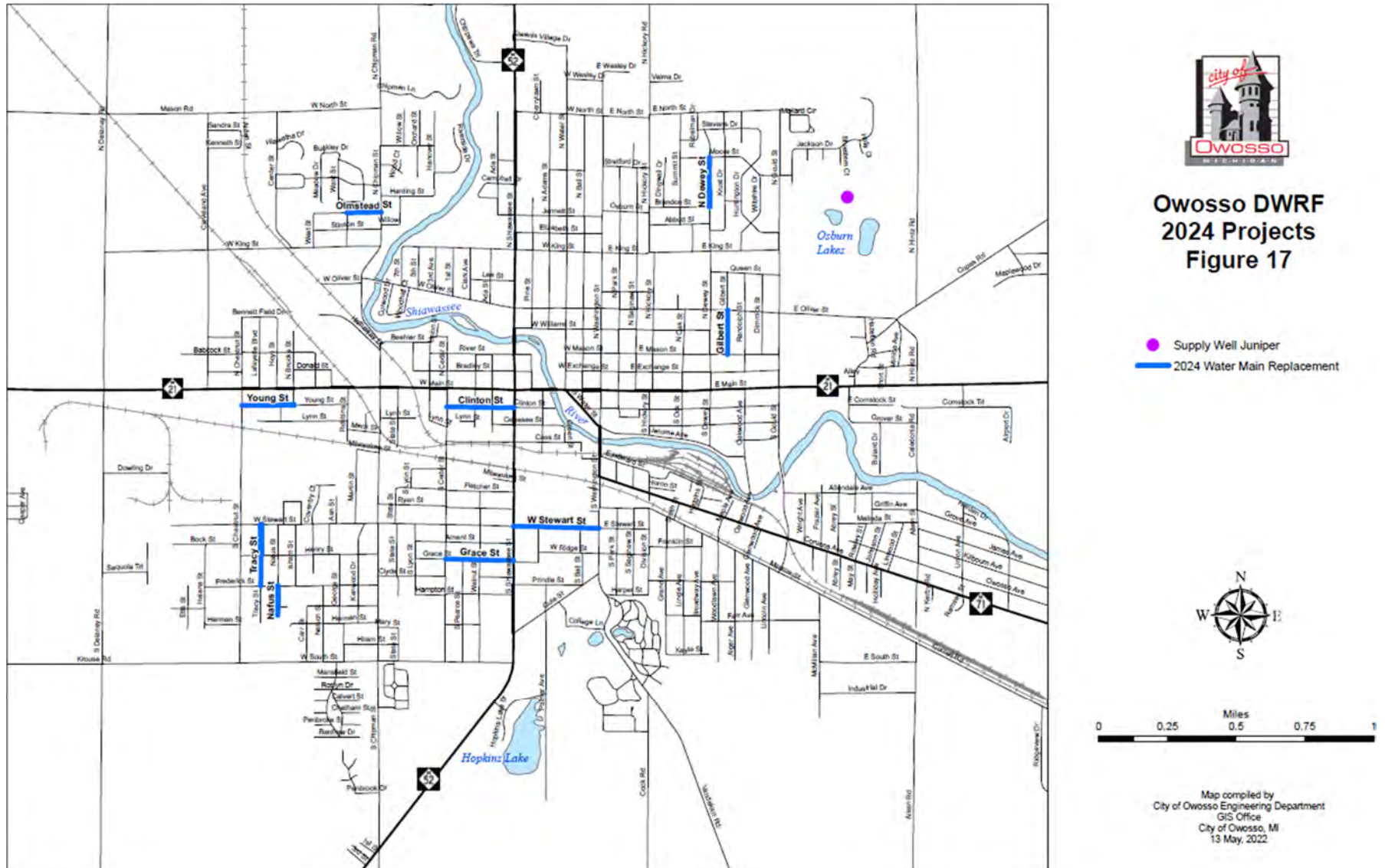
The City of Owosso **unanimously passed** Resolution Number **"XX-2022"**: Adopting a Final Project Plan Amendment Number One for Water System Improvements and Designating an Authorized Project Representative. This resolution is included in Appendix L and names Ryan E. Suchanek, Director of Public Services and Utilities as the Authorized Representative for all activities associated with this project plan.

Item #10: – Replace Map for 2023 Water Main Replacement – Appendix A. Maps – Figure 16





Item #12: – Replace Map for 2024 Water Main Replacement – Appendix A. Maps – Figure 17



**Item #13: Replace Appendix E. Water Main Replacement Summary with the Following:**



ID	Planned Replace ment Date	Location	From	To	Length (Feet)	Installation Date	Condition	Material	Existing Size (Inch)	New Size (Inch)	5 yr Break History	Reason for Work					
												Existing Pipe Age	Existing Pipe Material	Minimum Pipe Size Requiremen t	Existing pipe condition	Looping needed	Potential Shallow WM
1	2020	Cedar	South	Hampton	1319	1950s	Fair	Asbestos Concrete	6 & 12	12	1	x	x		x		x
2	2020	Summit	Abbott	Rubelman	1650	1950s		Cast Iron	6	8	0	x	x	x			x
4	2020	Clark	Oliver	King	970	1950s		Cast Iron	4 & 6	8	0	x	x	x			
6	2020	Cleveland	Chestnut	Brooks	1000	1950s & 1960s	Poor	Cast Iron	4	6	5	x	x	x	x	x	
7	2020	Lafayette	Main	Cleveland	600	1950s	Poor	Cast Iron	4	6	5	x	x	x	x		
8	2020	Robbins	Mack	South End	230	1950s	Poor	Galvanized Steel	2	6	0	x	x	x	x		
9	2020	Morris	Mack	North End	328	1950s	Poor	Galvanized Steel	2	6	0	x	x	x	x		
10	2020	North	Hickory	Gould	2981	1960s	Fair	Cast Iron	12"	12	5		x		x		
	2021	N/A	N/A	N/A													
3	2022	Center	King	North	2863		Poor	Cast Iron	6	8	4	x	x		x		
10	2023	North	Shiawassee	Hickory	2982	1960s	Fair	Cast Iron	8 & 12	12	5		x		x		
	2023	Lee St	Clark	Ada	400	1950s		Cast Iron	4	6	0	x	x	x			
11	2023	Clyde	Walnut	Shiawassee	600	1970s	Fair	Cast Iron	4	6	1		x	x	x	x	
12	2023	Lynn	West End	Howell	312	1970s		Cast Iron	4	6	0		x	x			
14	2023	Huron	Huggins	West End	360		Poor	Galvanized Steel	2	6	1	x	x	x	x		
13	2023	Milwaukee	Lyon	Cedar	670	1960s	Poor	Galvanized Steel	3/4 & 3	6	1		x	x	x	x	
	2024	Stewart	Shiawassee	Washington	1650	1950s		Cast Iron	4	8	1	x	x	x	x		
21	2024	Tracy	Frederick	Stewart	1200	1950s	Poor	Cast Iron	4	8	5	x	x	x	x		x
5	2024	Dewey	Brandon	Moore	1000	1950s	Fair	Cast Iron	4&6	6	5	x	x	x	x		
19	2024	Grace	Shiawassee	Cedar	1300	1960s	Poor	Cast Iron	4	6	5		x	x	x		
22	2024	Young	Chestnut	Brooks	950	1950s	Poor	Cast Iron	6	8	5	x	x	x	x		x
25	2024	Nafus	Frederick	South End	500	1950s	Poor	Steel	2	6	2	x	x	x	x		
35	2024	Gilbert	Mason	Oliver	800	1950s		Cast Iron	4	6	0	x	x	x			
36	2024	Clinton	Cedar	Shiawassee	1289	1950s		Cast Iron	4	6	1	x	x	x			
	2024	Olmstead	Ward	Chipman	600	1950s	Fair	Cast Iron	6	8	2	x	x		x		
	2025	Harding	Willow Spring	Hanover	600	1970s	Fair	Cast Iron	6	8	1		x		x		
	2025	Hanover	Harding	Riverside	400	1970s	Poor	Cast Iron	6	8	5		x		x		x
	2025	Stewart	Cedar	Shiawassee	1300	1950s	Good	Cast Iron	6	8	0	x	x				
	2025	Williams	Shiawassee	Washington	1700	1950s	Good	Cast Iron	8	8	1	x	x				
15	2025	Dewey	M-21	King	2659	1950s & 1960s	Poor		4,6 & 12	*See Below	2	x	x		x		x
16	2025	Shady Lane	Meadow	Chipman	1184			Asbestos Concrete	6	8	2	x	x				
17	2025	Woodlawn	Farr	Auburndale	847	1950s	Fair	Cast Iron	4	6 or 8	1	x	x	x	x		x
18	2025	Genesee	Michigan	Green	400	1950s	Poor	Steel	2	6	0	x	x	x	x		
20	2025	Nafus	Frederick	Freeman	650		Poor	Steel	2	6	1	x	x	x	x		
23	2025	Grand Avenue	Auburndale	Franklin	700		Fair	Cast Iron	4&6	8	2	x	x	x	x		x
24	2025	Grace	Cedar	Lyons	600		Poor	Cast Iron	6	8	5	x	x	x	x		
26	2025	Genesee	Howell	West End	422		Poor	Steel	4	6	1	x	x	x	x		
27	Future	Cedar	Hampton	Main	3972	1950s		Asbestos Concrete	6 & 12	12	3	x	x				
28	Future	Chipman	Harding	North	1695	1970s	Fair	Cast Iron	12"	12"	2		x		x		
29	Future	Adams	Oliver	King	1000	1950s	Fair	Cast Iron	4	6	1	x	x	x	x		
30	Future	Adams	Elizabeth	North of Jennett	600	1950s		Cast Iron	4	6 or 8	0	x	x	x			
31	Future	Ball	Exchange	Mason	250	1950s	Fair	Cast Iron	4	6	1	x	x	x	x		
32	Future	Ball	Oliver	450 Feet North	450	1950s		Cast Iron	4	6	0	x	x	x			
33	Future	Brandon	Summit	Dingwall	450		Fair	Cast Iron	4	6	3	x	x	x	x		
34	Future	Dingwall	Brandon	North End	900	1950s	Poor	Cast Iron	4	6 or 8	4	x	x	x	x		x
37	Future	Monroe	Washington	Broadway Avenue	2073	1960s	Poor		6	8	5		x		x		x
38	Future	Williams	Washington	Oak	1601	1950s	Poor	Cast Iron	4	8	3	x	x	x	x		x
39	Future	Gould	Exchange	Oliver	1100	1950s	Fair	Cast Iron	8	12	1	x	x		x		x
40	Future	Gould	Oliver	North	2700		Poor	Cast Iron	8	12	5	x	x		x		x
41	Future	Huntington	Moore	Stevens	1000	1960s	Fair	Cast Iron	4	6	5		x		x		
42	Future	Jennett	Shiawassee	Adams	700	1950s	Fair	Cast Iron	4	6 or 8	1	x	x	x	x		
43	Future	Mason	Dewey	Gilbert	300	1950s		Cast Iron	4	6	0	x	x	x			
44	Future	Mason	Saginaw	Dewey	1350	1950s		Cast Iron	4	6	0	x	x	x			
45	Future	Oak	Main	Williams	1150	Before 1930			4	6	0	x	x	x			

Amendment No. 1

14 of 15

\* 4", 6" and 12" water mains currently exist in this section of Dewey Street. The 4" and 6" mains will be abandoned and the affected services will be moved to the newer 12" WM.

**Item #14: Add Appendix K – Public Hearing – Amendment Number 1**

**K. Public Hearing – Amendment Number 1**

**a. Notice of Public Hearing**

**b. Attendance List**

**c. Verbatim Transcript**

**Item #15: Add Appendix L – City of Owosso Council Resolution – Amendment Number 1**

**City of Owosso Council Resolution – Amendment Number 1**



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

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# MEMORANDUM

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DATE: May 24, 2022

TO: Mayor Chris Eveleth, City Council, and Manager Nathan Henne

FROM: Michael Dowler, Assessor

RE: Obsolete Property Rehabilitation District – 123 N. Washington St.

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The city clerk received a request from Woodworth Investments LLC, to establish an Obsolete Property Rehabilitation District for the property at 123 N. Washington Street. The project proposes to completely renovate the 3 story 20,965 square foot building with 9 new apartments.

The description of the district being requested is:

W 44' OF LOT 3 & N 44' OF THE E 88' OF LOT 3, BLK 22 OF ORIGINAL PLAT

Within the Obsolete Property Rehabilitation Act (OPRA) rehabilitation is defined as:

*.....changes to obsolete commercial property as may be required to restore the property to an economically efficient condition. Rehabilitation includes major renovation and modification including but not necessarily limited to, improvement to floors, correction of deficient or excessive height, new or improved building equipment such as heating ventilation and lighting, improved roof structures and cover, improved wall placement, improved exterior and interior appearance of buildings and other physical changes.*

The qualifications for an Obsolete Property Rehabilitation District are found in MCL 125.2783(1) of the Obsolete Property Rehabilitation Act as follows:

- (1) A local governmental unit, by resolution of its legislative body, may establish a commercial redevelopment district, which may consist of 1 or more parcels or tracts of land or a portion thereof, if at the time of adoption of the resolution the property within the district is any of the following:*
  - (a) Obsolete property in an area characterized by obsolete commercial property or commercial housing property.*
  - (b) Commercial property that is obsolete property that was owned by a qualified local governmental unit on the effective date of this act, and subsequently conveyed to a private owner.*

Other relevant definitions for the purposes of the Act:

*"Obsolete property" means commercial property or commercial housing property that is 1 or more of the following:*

(a) *Blighted property. Blighted property means property that meets 1 or more of the following criteria:*

- (i) Has been declared a nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance.*
- (ii) Is an attractive nuisance to children because of physical condition, use, or occupancy.*
- (iii) Is a fire hazard or is otherwise dangerous to the safety of persons or property.*
- (iv) Has had the utilities, plumbing, heating, or sewerage permanently disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use.*
- (v) Is tax reverted property owned by a qualified local governmental unit, by a county, or by this state. The sale, lease, or transfer of tax reverted property by a qualified local governmental unit, county, or this state after the property's inclusion in a brownfield plan shall not result in the loss to the property of the status as blighted property for purposes of PA 145 of 2000. (See MCL 125.2652)*
- (vi) Is property owned by or under the control of a land bank fast track authority, whether or not located within a qualified local governmental unit. Property included within a brownfield plan prior to the date it meets the requirements of this subdivision to be eligible property shall be considered to become eligible property as of the date the property is determined to have been or becomes qualified as, or is combined with, other eligible property. The sale, lease, or transfer of the property by a land bank fast track authority after the property's inclusion in a brownfield plan shall not result in the loss to the property of the status as blighted property for purposes of this act.*
- (vii) Has substantial buried subsurface demolition debris present so that the property is unfit for its intended use. (See MCL 125.2652)*

(b) *A facility as that term is defined below:*

*"Facility" as defined in PA 451 of 1994 means any area, place, or property where a hazardous substance in excess of the concentrations which satisfy the requirements of section 20120a(1)(a) or (17) or the cleanup criteria for unrestricted residential use under part 213 has been released, deposited, disposed of, or otherwise comes to be located. Facility does not include any area, place, or property at which response activities have been completed which satisfy the cleanup criteria for the residential category provided for in section 20120a(1)(a) and (17) or at which corrective action has been completed under part 213 which satisfies the cleanup criteria for unrestricted residential use. (See MCL 324.20101)*

(c) *Functionally obsolete.*

*"Functionally obsolete" means that the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or superadequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property. (See MCL 125.2652)*

According to the qualifications for an Obsolete Property Rehabilitation District this property does meet the required obsolescence. The property is functionally obsolete due to the lack of modern electrical, plumbing, and mechanical systems as well as the poor condition of the walls, floors, and ceilings. And I recommend approval of the district.

Should you approve the district, you'll be asked to set a public hearing to consider the application for an Obsolete Property Rehabilitation Exemption Certificate for this property.

If there are any questions, please feel free to contact me at (989) 725-0530.



**RESOLUTION NO.**

**ESTABLISHING AN OBSOLETE PROPERTY REHABILITATION (OPRA) DISTRICT  
FOR THE PROPERTY LOCATED AT  
123 N WASHINGTON STREET**

WHEREAS, pursuant to PA 146 of 2000, the City of Owosso has the authority to establish Obsolete Property Rehabilitation Districts within the City of Owosso; and

WHEREAS, Woodworth Investments, LLC has filed a written request with the clerk of the City of Owosso requesting the establishment of the Obsolete Property Rehabilitation District for an area in the vicinity of 123 N Washington Street located in the City of Owosso hereinafter described; and

WHEREAS, written notice has been given by mail to all owners of real property located within the proposed district and to the public by newspaper advertisement in the Argus-Press and by public posting of the hearing on the establishment of the proposed district; and

WHEREAS, on June 6, 2022 a public hearing was held and all residents and taxpayers of the City of Owosso were afforded an opportunity to be heard thereon; and

WHEREAS, the city council of the City of Owosso has determined that the district meets the requirements set forth in section 3(1) of PA 146 of 2000; and

WHEREAS, the city council deems it to be in the public interest of the City of Owosso to establish the Obsolete Property Rehabilitation District as proposed.

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Owosso that the following described parcel(s) of land situated in the City of Owosso, Shiawassee County, State of Michigan, to wit:

W 44' OF LOT 3 & N 44' OF THE E 88' OF LOT 3, BLK 22 OF ORIGINAL PLAT (commonly known as 123 N. Washington Street)

be and is hereby established as an Obsolete Property Rehabilitation District pursuant to the provisions of PA 146 of 2000.





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

Re: 123 N Washington St

### **STATEMENT OF OBSOLESCENCE FROM ASSESSOR**

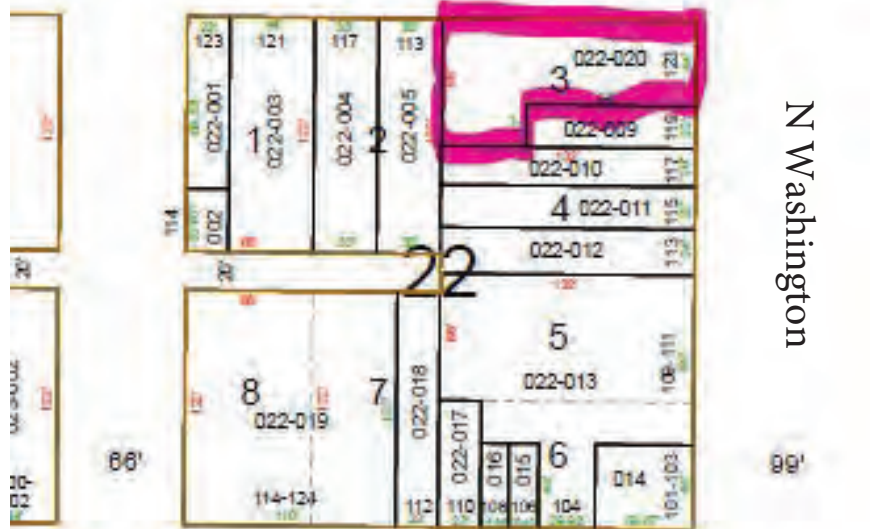
The building that is the subject of this request is a typical, three-story, downtown building constructed around 1900. The first floor of the building has been used as commercial space for many years while the second floor was office space and has been unused for approximately 30 years. The third floor has been unused for approximately 60 years. The second and third floors are completely unusable in their present condition. The obsolescence is evident in the lack of modern electrical, plumbing, and mechanical systems as well as the poor condition of the walls, floors, and ceilings. The windows and doors are also very old and inefficient by today's standards. In the opinion of the assessor, this property suffers in excess of 50% functional obsolescence.

Michael Dowler  
Assessor

  
Assessor Signature

12/15/2021  
Date

W. EXCHANGE ST.



N Washington



W. MAIN ST.



# OWOSSO PUBLIC SAFETY

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

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## *MEMORANDUM*

---

DATE: April 28, 2022

TO: Owosso City Council

FROM: Kevin Lenkart  
Owosso Public Safety Chief

RE: Addition to Chapter 22, Article II, *Peddlers, Solicitors and Transient Merchants*,  
establishing a fee for registration

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### **Recommendation:**

I recommend Council approve the attached resolution setting a public hearing for Monday, June 6, 2022 to receive citizen comment regarding the proposal to add Section 22-25, Fees, to Chapter 22, Peddlers, Solicitors and Transient Merchants, Article II, *Peddlers, Solicitors and Transient Merchants*, of the Code or Ordinances.

### **Background:**

The addition of Section 22-25, Fees, to Chapter 22 would update the ordinance and add fees for the issuance of this permit determined by resolution of the City Council.

**ORDINANCE NO.**

**APPROVING ADDITION TO CHAPTER 22, PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS, ARTICLE II, PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS, OF SECTION 22-25, FEES, TO THE CODE OF ORDINANCES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Peddlers, Solicitors and Transient Merchants Ordinance that currently does not include a provision establishing a registration fee; and

WHEREAS, it is necessary to update the ordinance to establish a registration fee to cover the costs related to the administration of said registration program; and

WHEREAS, the City Council held a public hearing on June 6, 2022, [heard all interested persons](#), and deliberated on the proposed addition to the ordinance.

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

SECTION 1. ADDITION. That Section 22-25, Fees, be added to Chapter 22, Peddlers, Solicitors and Transient Merchants, Article II, *Peddlers, Solicitors and Transient Merchants*, of the Code of Ordinances of the City of Owosso as follows:

**Sec. 22-17. Registration.**

No person shall solicit or peddle within the city unless such person has filed with the department of public safety, a registration statement containing the information required in section 22-18, and obtained a registration acknowledgement issued in accordance with section 22-20.

**Sec. 22-18. Solicitation and peddling registration statement.**

The solicitation and peddling registration statement to be prepared and filed under this chapter shall contain the following information:

- (1) The name, address and telephone number of the person registering to solicit or peddle.
- (2) If the registration is intended to cover more than one (1) individual, the names, addresses and telephone numbers of the registering organization and the individuals who will be in direct charge of conducting the solicitations and peddling.
- (3) The purposes, products, and services for which the solicitations and peddling are to be made and a description of the use or disposition to be made of any receipts or proceeds of the solicitations and peddling.
- (4) A description of the methods to be used in conducting the solicitations and peddling.
- (5) The time when such solicitations or peddling shall occur, including the dates for the beginning and ending of such solicitations and the hours of the day during which solicitations and peddling shall occur.

**Sec. 22-19. Filing false registration statement.**

It shall be a violation of this chapter for any person to knowingly file, or cause to be filed, a registration statement containing one (1) or more false statements.

**Sec. 22-20. Registration acknowledgment issuance; possession and display while soliciting.**

- (a) Upon the filing of a registration statement containing the information required in section 22-18 and with approval of the director of public safety or his designate a solicitation and peddling registration acknowledgment form shall be issued to the registered person within three (3) business days.
- (b) The individual(s) conducting the soliciting or peddling shall carry the original or a copy of the registration acknowledgement form while soliciting or peddling and shall display the form upon request.
- (c) The solicitation and peddling registration acknowledgment shall be valid for one (1) year from issuance unless revoked or suspended earlier.

**Sec. 22-21. Hours of solicitation.**

No solicitation or peddling may be conducted in residential areas before 9:00 a.m. and after sunset in the evening. For purposes of this section, the term "sunset" means the official time published by the United States Weather Service and applicable to the city, except that sunset shall never be deemed to occur prior to 6:00 p.m. or subsequent to 9:00 p.m.

**Sec. 22-22. Soliciting and peddling where prohibited.**

No solicitor shall enter onto property upon which a "no solicitation" or "no peddlers" sign, or their equivalent, are posted and visible.

**Sec. 22-23. Use of devices to attract attention.**

No peddler or solicitor shall shout or cry out his or her goods or merchandise, nor blow any horns, ring any bell or use any other similar device to attract the attention of the public.

**Sec. 22-24. Suspension and revocation.**

The registration acknowledgment issued pursuant to section 22-20 may be suspended or revoked by the director of public safety or his designate if the registrant violates any sections of this chapter or any statute, ordinance or regulation while conducting the activities regulated by this chapter.

**Sec. 22-25. Fees.**

The fees necessary for the administration of this article shall be established from time to time by resolution of the city council.

SECTION 2. Severability. If any section, subsection, sentence, clause or phrase of this article is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this article. The city hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION. 3. AVAILABILITY. This ordinance may be viewed on the City's website at [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us) or purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 4. EFFECTIVE DATE. This amendment shall become effective June 27, 2022.



OFFICE USE ONLY

BUSINESS ID

## CITY OF OWOSSO

## SOLICITORS/PEDDLERS LICENSE APPLICATION

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS PHONE NO.: \_\_\_\_\_ BUSINESS FAX NO.: \_\_\_\_\_

BUSINESS WEBSITE: \_\_\_\_\_

BUSINESS OWNER'S NAME: \_\_\_\_\_

BUSINESS OWNER'S ADDRESS: \_\_\_\_\_

BUSINESS OWNER'S PHONE NO.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

MERCHANDISE/GOODS TO BE SOLD: \_\_\_\_\_

**INDIVIDUAL SOLICITOR/APPLICANT INFORMATION***(Copy of driver's license & a recent photograph is required)*

NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DRIVER'S LICENSE NO.: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

VEHICLE TO BE USED – MAKE/MODEL/COLOR: \_\_\_\_\_ LICENSE PLATE NO.: \_\_\_\_\_

ANTICIPATED START DATE: \_\_\_\_\_ DAYS/TIMES OF OPERATION \_\_\_\_\_

LENGTH OF LICENSE: ☐ \$50 PER MONTH FOR \_\_\_\_\_ MONTH(S) ☐ \$200 PER CALENDAR YEAR, EXPIRING DEC. 31***I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.***APPLICANT SIGNATURE **X** \_\_\_\_\_ DATE \_\_\_\_\_**POLICE DEPARTMENT & FIRE DEPARTMENT**

THE ABOVE APPLICANT, IN ACCORDANCE WITH CHAPTER 22-18 OF THE OWOSSO CITY CODE, IS HEREBY:

APPROVED: ☐ DENIED: ☐ POLICE DEPARTMENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT MUST PROVIDE A COPY OF THEIR DRIVER'S LICENSE &amp; A RECENT PHOTO OF THEMSELVES TO BE ATTACHED TO THIS APPLICATION FORM.



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

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# ***MEMORANDUM***

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DATE: May 24, 2022

TO: Mayor Chris Eveleth, City Council, and Manager Nathan Henne

FROM: Michael Dowler, Assessor

RE: Obsolete Property Rehabilitation Exemption Certificate –  
123 N. Washington Street

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As mentioned in my memo of May 10, 2022, the city clerk received a request from Woodworth Investments LLC, owner of 123 N. Washington St., to establish an Obsolete Property Rehabilitation District. Also received was an application for an Obsolete Property Rehabilitation Exemption Certificate. The council will consider approval of the OPRA District early in the meeting on June 6, 2022. Anticipating approval of the district, this item sets the public hearing to consider the application for the tax exemption certificate.

The project proposes to completely renovate the 3 story 20,965 square foot building with 9 new apartments.

It is recommended by staff that the city council set a public hearing for Tuesday, July 5, 2022 at 7:30 p.m. in the City Hall Council Chambers to receive input from the public both within and out of the district. The city clerk will send notice to all taxing jurisdictions as required by the statute and the city's tax abatement policy.

If there are any questions, please feel free to contact me at (989) 725-0530.

**RESOLUTION NO.**

**SETTING A PUBLIC HEARING TO CONSIDER APPLICATION  
FOR AN OBSOLETE PROPERTY REHABILITATION EXEMPTION CERTIFICATE  
FOR THE PROPERTY AT 123 N. WASHINGTON STREET**

WHEREAS, the City of Owosso received application for an Obsolete Property Rehabilitation Exemption Certificate on April 26, 2022 from Woodworth Investments LLC, and

WHEREAS, the City of Owosso approved a request to establish an Obsolete Property Rehabilitation District, on June 6, 2022, described as:

*W 44' OF LOT 3 & N 44' OF THE E 88' OF LOT 3, BLK 22 OF ORIGINAL PLAT; and*

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

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

FIRST: the Owosso City Council sets a public hearing for July 5, 2022 on or about 7:30 p.m. in the council chambers for the purpose of hearing comments for those within the district, and any other resident or taxpayer, of the City of Owosso.

SECOND: the city clerk gives the notifications as required by law.

THIRD: the city staff is directed to investigate and determine if the qualifications of the act are satisfied and report findings at the hearing.





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

## APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) Woodworth Investments, LLC  
Business Name (If Different) \_\_\_\_\_  
Address of Proposed Project 123. N. Washington Street, Owosso, MI 48867  
Mailing Address (If Different) 120 W. Exchange St., Suite 203, Owosso, MI

Do you own the property? yes If no, what is your relationship? \_\_\_\_\_

Type of Abatement Requested (if known) OPRA, Public Act 146 of 2000 and Brownfield  
gov

Total square footage of all current buildings on site 20,965 sq. ft.

Description of proposed project including type of current business activity and product to be manufactured (if applicable), size of proposed structure and proposed activity and/or product.

See CRP application & narrative.

Give estimated cost of the following components applicable for the proposed project:

Land improvements (excluding land): NA  
Building improvements: Size 20,965 sf \$ 2,932,970  
Machinery & Equipment: NA  
Furniture & Fixtures: \$10,000

Time schedule for start and completion of construction and equipment installation (if applicable):

Building: Start Date 12/1/2022 Completion Date 12/1/2023  
Equipment installation (if applicable): Start Date NA Completion Date \_\_\_\_\_

Abatement Application

Page 2

Will project be owned or leased by applicant? owned  
Will machinery be owned or leased by applicant? NA

How many employees do you currently employ? Full Time 0 Part Time 0

How many new employees do you estimate after project complete? Full Time 0  
Part Time 0

When project is complete, how many will be:

Management/Professional NA Wage level \$ \_\_\_\_\_  
Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_  
Semi-Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_  
Un-Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_

Name of Company Officer (contact person) Randy Woodworth  
Title Member

Signature [Signature] Date 5/20/2022  
Phone Number 989-277-2815

For City Staff Use Only

Was the applicant given a copy of Tax Abatement Policy? (Y) N  
Is an abatement district in place for this project? Y (N)

If no, legal description of proposed district. District to be considered  
@ 6-6-22 council meeting

If yes, type of district in place \_\_\_\_\_ Year established 2022

Does the proposed project meet the guidelines for Tax Abatement under the policy? (Y) N  
If no, explain \_\_\_\_\_

If yes, was notice given to taxing jurisdictions within the proposed project area? Y NA (mcl 125-2783)

If yes, was notice given to applicant and proper state documents sent? (Y) N

Name of reviewer Nathan Henne

Signature [Signature] Date 6-1-22

## Application for Obsolete Property Rehabilitation Exemption Certificate

Issued under authority of Public Act 146 of 2000, as amended.

This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

**INSTRUCTIONS:** File the completed application and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) See State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage); (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption. A statement from the assessor of the local unit of government, describing the required obsolescence has been met for this building, is required with each application. Rehabilitation may commence after establishment of district.

Applicant (Company) Name (applicant must be the OWNER of the facility) <b>Woodworth Investments, LLC</b>								
Company Mailing Address (Number and Street, P.O. Box, City, State, ZIP Code) <b>120 W. Exchange Street, Suite 203, Owosso, Michigan 48867</b>								
Location of obsolete facility (Number and Street, City, State, ZIP Code) <b>123 N. Washington Street, Owosso, Michigan 48867</b>								
City, Township, Village (indicate which) <b>City of Owosso</b>	County <b>Shiawassee</b>							
Date of Commencement of Rehabilitation (mm/dd/yyyy) <b>12/1/2022</b>	Planned date of Completion of Rehabilitation (mm/dd/yyyy) <b>12/1/2023</b>	School District where facility is located (include school code) <b>Owosso (2627210)</b>						
Estimated Cost of Rehabilitation <b>\$2,932,970.00</b>	Number of years exemption requested <b>12</b>							
Attach legal description of obsolete property on separate sheet.								
Expected Project Outcomes (Check all that apply) <table border="0"><tr><td><input checked="" type="checkbox"/> Increase commercial activity</td><td><input type="checkbox"/> Retain employment</td><td><input type="checkbox"/> Revitalize urban areas</td></tr><tr><td><input checked="" type="checkbox"/> Create employment</td><td><input type="checkbox"/> Prevent a loss of employment</td><td><input checked="" type="checkbox"/> Increase number of residents in the community in which the facility is situated</td></tr></table>			<input checked="" type="checkbox"/> Increase commercial activity	<input type="checkbox"/> Retain employment	<input type="checkbox"/> Revitalize urban areas	<input checked="" type="checkbox"/> Create employment	<input type="checkbox"/> Prevent a loss of employment	<input checked="" type="checkbox"/> Increase number of residents in the community in which the facility is situated
<input checked="" type="checkbox"/> Increase commercial activity	<input type="checkbox"/> Retain employment	<input type="checkbox"/> Revitalize urban areas						
<input checked="" type="checkbox"/> Create employment	<input type="checkbox"/> Prevent a loss of employment	<input checked="" type="checkbox"/> Increase number of residents in the community in which the facility is situated						
Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment. <b>0</b>								
<input checked="" type="checkbox"/> Each year, the State Treasurer may approve 25 additional reductions of half the school operating and state education taxes for a period not to exceed six years. Check the box at left if you wish to be considered for this exclusion.								

### APPLICANT CERTIFICATION

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.


**The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by Public Act 146 of 2000, as amended, and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.**

It is further certified that the undersigned is familiar with the provisions of Public Act 146 of 2000, as amended, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.

Name of Company Officer (No authorized agents) <b>Randy Woodworth</b>	Telephone Number <b>(989) 277-2815</b>	Fax Number
Mailing Address <b>120 W. Exchange St., Suite 203, Owosso, Michigan 48867</b>	E-mail Address <b>randywoodworth@gmail.com</b>	
Signature of Company Officer (no authorized agents)	Title <b>Member</b>	

### LOCAL GOVERNMENT UNIT CLERK CERTIFICATION

The Clerk must also complete Parts 1, 2 and 4 on page 2. Part 3 is to be completed by the Assessor.

Signature 	Date Application Received <b>4-26-2022</b>	
<b>FOR STATE TAX COMMISSION USE</b>		
Application Number	Date Received	LUCI Code

<b>LOCAL GOVERNMENT ACTION</b>			
This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application and Instruction items (a) through (f) on page 1, and a separate statement of obsolescence from the assessor of record with the State Assessor's Board. All sections must be completed in order to process.			
<b>PART 1: ACTION TAKEN</b>			
Action Date _____			
<input type="checkbox"/> Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years) <input type="checkbox"/> Denied			
Date District Established _____		LUCI Code _____	School Code _____
<b>PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)</b>			
A statement that the local unit is a Qualified Local Governmental Unit. A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of Public Act 146 of 2000. A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit. A statement of the factors, criteria and objectives, if any, necessary for extending the exemption, when the certificate is for less than 12 years. A statement that a public hearing was held on the application as provided by section 4(2) of Public Act 146 of 2000 including the date of the hearing. A statement that the applicant is not delinquent in any taxes related to the facility. If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit. A statement that all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.		A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000. A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District. A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district. A statement that completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in. A statement that the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000. A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.	
<b>PART 3: ASSESSOR RECOMMENDATIONS</b>			
Provide the Taxable Value and State Equalized Value of the Obsolete Property, as provided in Public Act 146 of 2000, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC)			
Building Taxable Value		Building State Equalized Value	
\$ 196,900		\$ 196,900	
Name of Government Unit City of Owosso		Date of Action Application _____	Date of Statement of Obsolescence 12-15-2021
<b>PART 4: CLERK CERTIFICATION</b>			
The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by Public Act of 2000 may be in jeopardy.			
Name of Clerk _____		Telephone Number _____	
Clerk Mailing Address _____			
Mailing Address _____			
Telephone Number _____	Fax Number _____	E-mail Address _____	
Clerk Signature _____			Date _____

**For faster service, email completed application and attachments to PTE@michigan.gov.** An additional submission option is to mail the completed application and attachments to Michigan Department of Treasury, State Tax Commission, PO Box 30471, Lansing, MI 48909. If you have any questions, call 517-335-7491.

**April 11, 2022**

**Application for Obsolete Property Rehabilitation Exemption Certificate**

**Public Act 146 of 2000, as amended**

**Woodworth Investments, LLC**

**123 N. Washington Street, Owosso, Michigan**

**PART 2: APPLICATION DOCUMENTS**

**a. General Description of the facility (year built, original use, most recent use, number of stories, square feet)**

Historical records indicate the existing building was constructed in 1895. Throughout the years the building was used for multiple purposes including banks, law firms, medical practices, real estate agencies, and insurance agencies. It has been stated that this building was part of the original Keeler Block. 'Among the numerous architecturally distinguished Victorian buildings in downtown Owosso, the Keeler Block was one of the most outstanding.' The building's exterior underwent construction in 1964, creating the "modern exterior" that is still present today.

The Property consists of a three-story, functionally obsolete building totaling approximately 20,965-square feet, located in downtown Owosso.

**b. Description of the qualified facility's proposed use**

The applicant intends to completely rehabilitate and reuse the subject building including approximately 9 apartments.

**c. Description of the general nature and extent of the rehabilitation to be undertaken**

This is a complete rehabilitation project that will include new utilities, windows, doors, flooring, and roofing. Building concrete and masonry will also be repaired with new historically approved construction materials.

**d. Descriptive list of the fixed building equipment that will be a part of the qualified facility**

The building interior will be demolished down to the structural components of the building while maintaining and/or reusing as many of the original architectural features as possible. New fixed building equipment will include new heating, ventilation, and air condition (HVAC) mechanical systems, plumbing and plumbing fixtures, electrical and electrical fixtures, lighting, fire suppression, interior walls and flooring, new doors and windows, improved interior and exterior appearance.

**e. Time schedule for undertaking and completing the facility's rehabilitation**

The rehabilitation project is anticipated to take 12 months to complete with a construction schedule currently planned for December 1, 2022, through December 1, 2023. No construction activities will be conducted prior to any approval of the PA 146 abatement.

**f. Statement of the economic advantages expected from the exemption**

Redevelopment of the property would provide numerous benefits to the City. While the specific facility would undergo considerable renovation, the entire area would benefit from the transformation of a vacant building (extensive vacant space) into a thriving and fully utilized property.

In an effort to maximize the utility value of the vacant, dilapidated building, the applicant is committed to doing a complete rehabilitation of the building. In that context, the applicant will incur considerable renovation costs. The establishment of the PA 146 District, with its multi-year property tax deferment benefit, is vital to making the project economically viable.

**g. Legal description of the facility**

The legal description of the eligible property is provided below.

- W 44' OF LOT 3 & THE N 44' OF THE E 88' OF LOT 3 BLK 22 ORIGINAL PLAT.



## MEMORANDUM

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

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DATE: June 6, 2022

TO: Owosso City Council

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

SUBJECT: North Street Reconstruction – Special Assessment Resolution No. 2

Each year the City considers a street program to improve selected city streets. Streets are selected for inclusion in the program either by citizen initiated petition or by selection by the City. **North Street, from Shiawassee Street (M-52) to Hickory Street**, is proposed by the City for street rehabilitation. Reconstruction and or resurfacing of these streets is funded in part via special assessment. Special Assessment is the process by which a portion of the cost for making a local improvement is assessed against a property owner based upon the value that the property receives from the improvement. The City assumes the remaining portion of the cost (public benefit portion). In recent years, the City has spread this amount as 60% public benefit and 40% property benefit. The City usually finances special assessments for property owners over a 10, 15, or 20 year period (determined by method of construction) at 6% interest. The property owner can pay an assessment in one lump sum or in installments over the 10, 15, or 20 year period.

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

Step One/Resolution No. 1 identifies the special assessment district(s), directs the City Manager to estimate project costs and the amounts to be specially assessed, and determines the life of the proposed improvements. Resolution No. 1 for the proposed improvement was approved by City Council at its **June 21, 2021** meeting.

Step Two/Resolution No. 2 sets the date for the hearing of necessity on the projects. It directs notices to be sent to each affected property owner detailing the proposed project, notifying them of the public hearing date, and the estimated amount of their assessment. City Council is asked to act upon Resolution No. 2 on **June 6, 2022**, setting a public hearing for Tuesday, **June 21, 2022**.

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

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

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

Tonight the council will be considering Resolution No. 2 for the proposed district as a part of the Consent Agenda.

Staff recommends authorization of Resolution No. 2 for the following district, setting the hearing of necessity for Tuesday, **June 21, 2022**:

**North Street, a Public Street, from Shiawassee Street (M-52) to Hickory Street**

Attachments: Resolution No. 2 - North Street  
Special Assessment Roll - North Street  
Engineer's Estimate - North Street  
Map – North Street



**RESOLUTION NO.**

**NORTH STREET  
FROM SHIAWASSEE STREET (M-52) TO HICKORY STREET  
SPECIAL ASSESSMENT RESOLUTION NO. 2**

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

NORTH STREET, A PUBLIC STREET, FROM SHIAWASSEE STREET (M-52) TO HICKORY STREET;  
STREET REHABILITATION

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth is necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be \$1,198,302.84 and determines that \$114,860.05 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that \$1,083,442.79 of the cost thereof shall be paid by the City at large because of benefit to the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.
5. The City Council shall meet at the Owosso City Hall Council Chambers on Tuesday, June 21, 2022 for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
7. The notice of said hearing to be published and mailed shall be in substantially the following form:

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

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

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

**North Street, a Public Street, from Shiawassee Street (M-52) to Hickory Street  
Street Rehabilitation**

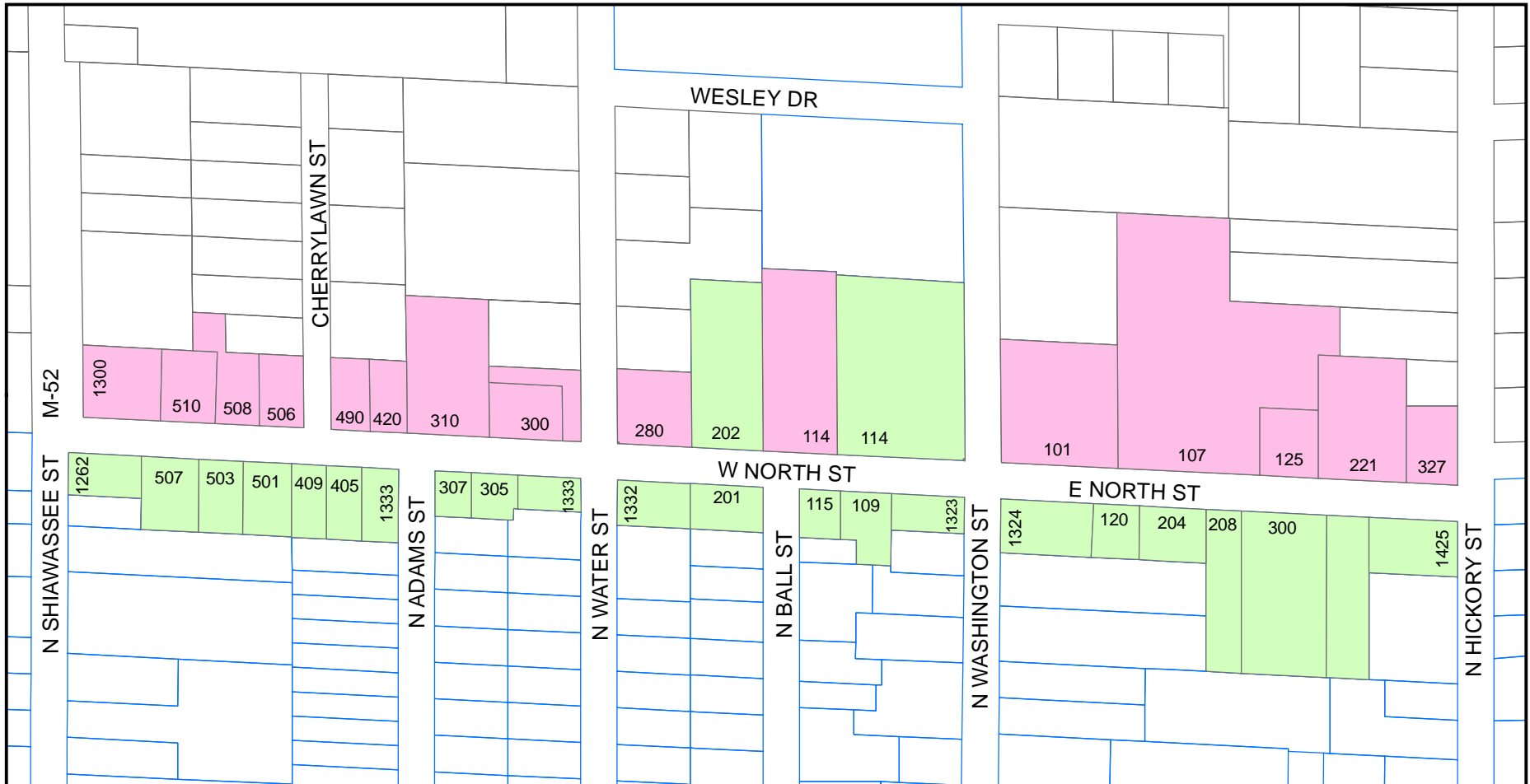
The City Council intends to defray a part or all of the cost of the above-described public improvement by special assessment against the above described property.

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

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at 7:30 o'clock p.m. on Tuesday, June 21, 2022 for the purpose of hearing any person to be affected by the proposed public improvement.

# City of Owosso

## Proposed Special Assessment No. 2023-01



North Street from Shiawassee St. (M-52) to Hickory St

- Special Assessment Parcels
- Owosso Township Fronting Parcels
- Other City of Owosso Parcels
- Other Township Parcels
- 1501    Street Address Number



1 inch = 286 feet



**ENGINEER'S PRE-BID ESTIMATE**

23-May-22

**NORTH STREET FROM SHIAWASSEE TO HICKORY ENGINEER'S ESTIMATE**

**RESO 2**

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	ELIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT	ASSESSMENT
							AT 40% RESIDENTIAL	AT 40% COMMERCIAL
Mobilization, Max \$89,900	1	LSUM	\$89,900.00	\$ 89,900.00	\$ 89,900.00	\$ 53,940.00	\$ 35,960.00	\$ 35,960.00
Stump, Rem, 37 inch or Larger	1	Ea	\$550.00	\$ 550.00		\$ -	\$ -	\$ -
Dr Structure, Rem	19	Ea	\$450.00	\$ 8,550.00		\$ -	\$ -	\$ -
Sewer, Rem, Less than 24 inch	508	Ft	\$10.00	\$ 5,080.00		\$ -	\$ -	\$ -
Curb and Gutter, Rem	2761	Ft	\$10.00	\$ 27,610.00	\$ 27,610.00	\$ 16,566.00	\$ 11,044.00	\$ 11,044.00
Pavt, Rem	481	Syd	\$10.00	\$ 4,810.00		\$ -	\$ -	\$ -
Sidewalk, Rem	257	Syd	\$10.00	\$ 2,570.00		\$ -	\$ -	\$ -
Embankment, CIP	92	Cyd	\$10.00	\$ 920.00		\$ -	\$ -	\$ -
Excavation, Earth	1714	Cyd	\$10.00	\$ 17,140.00		\$ -	\$ -	\$ -
Non Haz Contaminated Material Handling and Disposal, LM	25	Cyd	\$20.00	\$ 500.00		\$ -	\$ -	\$ -
Subgrade Undercutting, Type II	150	Cyd	\$25.00	\$ 3,750.00		\$ -	\$ -	\$ -
Erosion Control, Inlet Protection, Fabric Drop	20	Ea	\$100.00	\$ 2,000.00	\$ 2,000.00	\$ 1,200.00	\$ 800.00	\$ 800.00
Subbase, CIP	42	Cyd	\$25.00	\$ 1,050.00		\$ -	\$ -	\$ -
Aggregate Base, 6 inch, Modified	920	Syd	\$12.00	\$ 11,040.00		\$ -	\$ -	\$ -
Aggregate Base, 8 inch, Modified	7806	Syd	\$14.00	\$ 109,284.00		\$ -	\$ -	\$ -
Maintenance Gravel	200	Ton	\$30.00	\$ 6,000.00	\$ 6,000.00	\$ 3,600.00	\$ 2,400.00	\$ 2,400.00
Approach, CI II, LM	10	Cyd	\$55.00	\$ 550.00		\$ -	\$ -	\$ -
Geotextile, Separator, Modified	8722	Syd	\$2.10	\$ 18,316.20		\$ -	\$ -	\$ -
Sewer, SDR-26, 10 inch, Tr Det B, Modified	455	Ft	\$65.00	\$ 29,575.00		\$ -	\$ -	\$ -
Sewer, SDR-26, 12 inch, Tr Det B, Modified	669	Ft	\$70.00	\$ 46,830.00		\$ -	\$ -	\$ -
Sewer, SDR-26, 15 inch, Tr Det B, Modified	61	Ft	\$80.00	\$ 4,880.00		\$ -	\$ -	\$ -
Sanitary Service, Conflict	2	Ea	\$1,000.00	\$ 2,000.00		\$ -	\$ -	\$ -
Abandoned Gas Main, Conflict	5	Ea	\$250.00	\$ 1,250.00		\$ -	\$ -	\$ -
Dr Structure Cover, Adj, Case 1	11	Ea	\$750.00	\$ 8,250.00	\$ 8,250.00	\$ 4,950.00	\$ 3,300.00	\$ 3,300.00
Dr Structure, Adj, Add Depth	5	Ft	\$250.00	\$ 1,250.00				
Dr Structure Cover, EJ 7000	19	Ea	\$750.00	\$ 14,250.00	\$ 14,250.00	\$ 8,550.00	\$ 5,700.00	\$ 5,700.00
Dr Structure Cover, EJ 1040 w/ Solid Gasket Sealed Cover	5	Ea	\$800.00	\$ 4,000.00	\$ 4,000.00	\$ 2,400.00	\$ 1,600.00	\$ 1,600.00
Dr Structure Cover, EJ 1040 w/ Vented Cover	11	Ea	\$700.00	\$ 7,700.00	\$ 7,700.00	\$ 4,620.00	\$ 3,080.00	\$ 3,080.00
Dr Structure Cover, EJ 1040 w/ Type N Oval Grate	8	Ea	\$750.00	\$ 6,000.00	\$ 6,000.00	\$ 3,600.00	\$ 2,400.00	\$ 2,400.00
Dr Structure, 24 inch dia, Modified	2	Ea	\$2,000.00	\$ 4,000.00		\$ -	\$ -	\$ -
Dr Structure, 36 inch dia, Modified	20	Ea	\$2,250.00	\$ 45,000.00		\$ -	\$ -	\$ -
Dr Structure, 48 inch dia, Modified	12	Ea	\$2,500.00	\$ 30,000.00		\$ -	\$ -	\$ -
Dr Structure, Tap, 10 inch	3	Ea	\$500.00	\$ 1,500.00		\$ -	\$ -	\$ -
Dr Structure, Tap, 12 inch	5	Ea	\$525.00	\$ 2,625.00		\$ -	\$ -	\$ -
Dr Structure, Temp Lowering	5	Ea	\$400.00	\$ 2,000.00	\$ 2,000.00	\$ 1,200.00	\$ 800.00	\$ 800.00
Dr Structure Collar, Modified	16	Ea	\$500.00	\$ 8,000.00	\$ 8,000.00	\$ 4,800.00	\$ 3,200.00	\$ 3,200.00
HMA Surface, Rem	7793	Syd	\$4.00	\$ 31,172.00	\$ 31,172.00	\$ 18,703.20	\$ 12,468.80	\$ 12,468.80
HMA Approach	390	Ton	\$125.00	\$ 48,750.00		\$ -	\$ -	\$ -
HMA, 3EML @ 3"	1295	Ton	\$80.00	\$ 103,600.00	\$ 103,600.00	\$ 62,160.00	\$ 6,906.67	\$ 34,533.33
HMA, 4EML @ 2"	863	Ton	\$85.00	\$ 73,355.00	\$ 73,355.00	\$ 44,013.00	\$ 29,342.00	\$ 29,342.00
HMA, 5EML @ 1.5"	648	Ton	\$90.00	\$ 58,320.00	\$ 58,320.00	\$ 34,992.00	\$ 23,328.00	\$ 23,328.00
Cement	2	Ton	\$200.00	\$ 400.00		\$ -	\$ -	\$ -
Driveway, Nonreinf Conc, 6 inch	90	Syd	\$45.00	\$ 4,050.00		\$ -	\$ -	\$ -
Spillway, Conc	39	Ft	\$60.00	\$ 2,340.00		\$ -	\$ -	\$ -
Curb and Gutter, Conc, Det F4	2752	Ft	\$21.00	\$ 57,792.00	\$ 57,792.00	\$ 34,675.20	\$ 23,116.80	\$ 23,116.80
Detectable Warning Surface, Modified	40	Ft	\$100.00	\$ 4,000.00		\$ -	\$ -	\$ -

**ENGINEER'S PRE-BID ESTIMATE**

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	ELIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% RESIDENTIAL	ASSESSMENT AT 40% COMMERCIAL
Curb Ramp Opening, Conc	56	Ft	\$30.00	\$ 1,680.00		\$ -	\$ -	\$ -
Curb Ramp, Conc, 4 inch	887	Sft	\$6.00	\$ 5,322.00		\$ -	\$ -	\$ -
Curb Ramp, Conc, 7 inch	339	Sft	\$10.00	\$ 3,390.00		\$ -	\$ -	\$ -
Sidewalk, Conc, 4 inch	772	Sft	\$5.00	\$ 3,860.00		\$ -	\$ -	\$ -
Sidewalk, Conc, 6 inch	449	Sft	\$6.50	\$ 2,918.50		\$ -	\$ -	\$ -
Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	14	Ea	\$100.00	\$ 1,400.00		\$ -	\$ -	\$ -
Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	14	Ea	\$5.00	\$ 70.00		\$ -	\$ -	\$ -
Minor Traf Devices	1	LSUM	\$20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 12,000.00	\$ 8,000.00	\$ 8,000.00
Traf Regulator Control	1	LSUM	\$5,000.00	\$ 5,000.00		\$ -	\$ -	\$ -
Plastic Drum, Fluorescent, Furn	50	Ea	\$30.00	\$ 1,500.00		\$ -	\$ -	\$ -
Plastic Drum, Fluorescent, Oper	50	Ea	\$5.00	\$ 250.00		\$ -	\$ -	\$ -
Sign, Type B, Temp, Prismatic, Furn	448	Sft	\$5.00	\$ 2,240.00		\$ -	\$ -	\$ -
Sign, Type B, Temp, Prismatic, Oper	448	Sft	\$2.00	\$ 896.00		\$ -	\$ -	\$ -
Pedestrian Type II Barricade, Temp	20	Ea	\$110.00	\$ 2,200.00		\$ -	\$ -	\$ -
Turf Establishment, Performance	898	Syd	\$6.00	\$ 5,388.00		\$ -	\$ -	\$ -
Gate Box, Adj, Temp, Case 1	2	Ea	\$400.00	\$ 800.00		\$ -	\$ -	\$ -
Monument Box	1	Ea	\$1,000.00	\$ 1,000.00		\$ -	\$ -	\$ -
Monument Preservatoin	1	Ea	\$1,000.00	\$ 1,000.00		\$ -	\$ -	\$ -
Post, Steel, 3 lb	378	Ft	\$9.00	\$ 3,402.00		\$ -	\$ -	\$ -
Sign, Type III. Erect, Salv	24	Ea	\$50.00	\$ 1,200.00		\$ -	\$ -	\$ -
Sign, Type III, Rem	49	Ea	\$10.00	\$ 490.00		\$ -	\$ -	\$ -
Sign, Type IIIB	56	Sft	\$20.00	\$ 1,120.00		\$ -	\$ -	\$ -
Sign, Type VB	16	Sft	\$20.00	\$ 320.00		\$ -	\$ -	\$ -
Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	251	Ft	\$3.00	\$ 753.00		\$ -	\$ -	\$ -
Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	135	Ft	\$12.00	\$ 1,620.00		\$ -	\$ -	\$ -
Pavt Mrkg, Ovly Cold Plastic, Lt Turn Arrow Sym	1	Ea	\$120.00	\$ 120.00		\$ -	\$ -	\$ -
Pavt Mrkg, Ovly Cold Plastic, Rt Turn Arrow Sym	1	Ea	\$120.00	\$ 120.00		\$ -	\$ -	\$ -
Pavt Mrkg, Waterborne, 4 inch, White	91	Ft	\$2.00	\$ 182.00		\$ -	\$ -	\$ -
Pavt Mrkg, Polyurea, 4 inch, Yellow	4335	Ft	\$1.00	\$ 4,335.00		\$ -	\$ -	\$ -
Audio Visual Filming	1	LSUM	\$3,500.00	\$ 3,500.00		\$ -	\$ -	\$ -
Miscellaneous Work Items	1	LSUM	\$10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00
SUB TOTALS				\$998,585.70	\$ 519,949.00	\$ 311,969.40	\$ 173,446.27	\$ 201,072.93
ENGINEERING AT 15% ASSESSABLE COST				\$ 149,787.86	\$ 77,992.35	\$ 46,795.41	\$ 26,016.94	\$ 30,160.94
ADMINISTRATIVE AT 5% ASSESSABLE COST				\$ 49,929.29	\$ 25,997.45	\$ 15,598.47	\$ 8,672.31	\$ 10,053.65
GRAND TOTALS				\$1,198,302.84	\$ 623,938.80	\$ 374,363.28	\$ 208,135.52	\$ 241,287.52

ENGINEER'S DETERMINATION OF ASSESSABLE AMOUNT

NORTH STREET FROM SHIAWASSEE TO HICKORY  
MAJOR STREET

SPECIAL ASSESSMENT ROLL 2023-01

RESO 2

ENGINEER'S ESTIMATE ASSESSABLE AMOUNT \$623,938.80  
TOTAL ASSESSABLE FRONT FEET 4240.09

CALCULATING ASSESSABLE FRONT FOOT RATE AND AMOUNTS:					
PROPERTY TYPE	RESIDENTIAL PROPERTY	COMMERCIAL PROPERTY	TOWNSHIP RESIDENTIAL PROPERTY	TOWNSHIP COMMERCIAL PROPERTY	TOTAL
TOTAL ASSEMENT PER TYPE	\$623,938.80	\$623,938.80	\$623,938.80	\$623,938.80	
CITY SHARE ≥ 60%	\$415,803.28	\$382,651.28	\$415,803.28	\$382,651.28	
PROPERTY SHARE @ ≤40%	\$208,135.52	\$241,287.52	\$208,135.52	\$241,287.52	
ASSESSABLE FRONT FOOT RATE: PROP SHARE/4240.09	\$49.09	\$56.91	\$49.09	\$56.91	
TOTAL FRONT FEET PER TYPE	2141.55	171.00	877.91	1049.63	
TOTAL AMOUNT OF ASSESSMENT PER TYPE:	\$105,123.27	\$9,730.98	*\$43,096.60	*\$59,734.44	\$114,854.24

SUMMARY: SPECIAL ASSESSMENT AMOUNTS PER SIDE OF STREET:					
NORTH SIDE					\$ 16,213.94
SOUTH SIDE					\$ 98,646.11
TOTAL SPECIAL ASSESSMENT					\$ 114,860.05
(Does not include Owosso Township Portion)					

\*For information only. Not part of Special Assessment Roll

**NORTH STREET FROM SHIAWASSEE TO HICKORY  
MAJOR STREET**

**ESTIMATED SPECIAL ASSESSMENT ROLL 2023-01**

**RESO 2**

NORTH SIDE									
ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	ZONING TYPE
		*OWOSSO TOWNSHIP		239	1	239.00	\$56.91	*13,601.49	C-1
		*OWOSSO TOWNSHIP		745.91	1	745.91	\$49.09	*\$36,616.72	R-2
202	W NORTH	PATRICK & APRIL O'DRISCOLL	050-535-000-006-00	129.8	1	129.80	\$49.09	\$6,371.88	R1
		*OWOSSO TOWNSHIP		132	1	132.00	\$49.09	*\$6,479.88	R-2
114	W NORTH	SHIAWASSEE RESD	050-535-000-002-00	228	0.75	171.00	\$56.91	\$9,731.61	OS1
	W NORTH	FIRST UNITED METHODIST CHURCH	050-535-000-008-00	3	0.75	2.25	\$49.09	\$110.45	R1
		*OWOSSO TOWNSHIP		810.63	1	810.63	\$56.91	*\$46,132.95	C-1
				2288.34		2230.59		\$16,213.94	
(Does not include Owosso Township Portion)									

SOUTH SIDE									
ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	ZONING TYPE
1262	N SHIAWASSEE ST	JEREMY EAVY	050-536-000-042-00	132	1	132.00	\$49.09	\$6,479.88	R1
507	W NORTH	STEPHEN WILLIAMS	050-536-000-038-00	104	1	104.00	\$49.09	\$5,105.36	R1
503	W NORTH	DANIEL MILLS	050-536-000-039-00	80	1	80.00	\$49.09	\$3,927.20	R1
501	W NORTH	SHAWN & RACHEL WHITNEY	050-536-000-040-00	88.09	1	88.09	\$49.09	\$4,324.34	R1
409	W NORTH	SANDRA FORRESTER	050-390-003-026-00	62.75	1	62.75	\$49.09	\$3,080.40	R1
405	W NORTH	LAURENCE & SANDRA BURKE	050-390-003-028-00	60	1	60.00	\$49.09	\$2,945.40	R1
1333	ADAMS	MECHELLE NELSON	050-390-003-027-00	66	0.75	49.50	\$49.09	\$2,429.96	R1
307	W NORTH	MATTHEW & INITA JONES	050-390-004-016-00	66	0.75	49.50	\$49.09	\$2,429.96	R1
305	W NORTH	CAROL SHUSTER	050-390-004-017-00	84	1	84.00	\$49.09	\$4,123.56	R1
1333	N WATER	SETH MOBERG	050-390-004-018-00	114	0.75	85.50	\$49.09	\$4,197.20	R1
1332	N WATER	MICHAEL & MARILYN RHEW	050-390-005-014-00	132	0.75	99.00	\$49.09	\$4,859.91	R1
201	W NORTH	LINSAY FELVER	050-390-005-015-00	132	0.75	99.00	\$49.09	\$4,859.91	R1
115	W NORTH	JERALD BILA	050-320-000-005-00	74.33	0.75	55.75	\$49.09	\$2,736.64	R1
109	W NORTH	VIVIAN LANGDON TRUST	050-320-000-006-00	92.32	1	92.32	\$49.09	\$4,531.99	R1
1323	N WASHINGTON	ROBERT & TERESA KLUMPP	050-320-000-001-00	132	0.75	99.00	\$49.09	\$4,859.91	R1
1324	N WASHINGTON	DREW & LINDA THORSBY	050-320-000-119-00	168	0.75	126.00	\$49.09	\$6,185.34	R1
120	E NORTH	THOMAS & JOANNE SKINNER	050-320-000-129-00	83	1	83.00	\$49.09	\$4,074.47	R2
204	E NORTH	SHIRLEY BLOSSOM / RICK FINLEY	050-320-000-120-00	120	1	120.00	\$49.09	\$5,890.80	R2
208	E NORTH	D & S REAL PROPERTIES, LLC	050-320-000-121-00	64	1	64.00	\$49.09	\$3,141.76	R1
300	E NORTH	D & S REAL PROPERTIES, LLC	050-320-000-122-00	154.1	1	154.10	\$49.09	\$7,564.77	RM1
	N HICKORY	UNITED PENTECOSTAL CHURCH	050-320-000-123-00	77.05	1	77.05	\$49.09	\$3,782.38	R1
1425	N HICKORY	UNITED PENTECOSTAL CHURCH	050-320-000-124-00	193.25	0.75	144.94	\$49.09	\$7,114.98	R1
				2278.89		2009.50		\$98,646.11	

\*For information only. Not part of Special Assessment Roll

TOTAL ASSESSABLE FRONT FEET: 4240.09 \$ 114,860.05



## MEMORANDUM

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

**DATE:** June 2, 2022

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

**FROM:** Amy K. Kirkland, City Clerk

**SUBJECT:** Building Authority Project Authorization - Clerk's Office Reception Furniture

This project would involve the purchase of 2 new desks and a storage unit to improve the functionality of the customer service area in the Clerk's Office. The office has experienced a sizeable increase in the number of voters coming in to the office to vote, as well as an uptick in the number of people coming to the office for notary services. The current configuration of furniture and office space is simply unable to accommodate the level of traffic that moves through the office in the months surrounding an election. To better utilize the space and provide universal access the following is proposed:

1. return the Deputy Clerk's workstation to the main space in the office
2. repurpose the current desk at that location, moving it to an area near the vault to provide a secure workspace for processing ballots
3. purchase a new desk for the Deputy Clerk; the new desk would provide her with the option of sitting or standing as she works; it would also provide a writing surface for use by standing customers as well as a writing surface that is ADA compliant; plexiglass shields would be installed to create separation between customers and staff
4. the newly empty Deputy Clerk's Office would be converted to a private voting space with both stand-up and sit-down voting booths; voters would use the second door to this office to exit
5. replace the current table used for notarizations (too low) with a new proper desk; the new desk would provide a writing surface for use by standing customers as well as a writing surface that is ADA compliant for our handicap customers; plexiglass shields would be installed to create separation between customers and staff; this desk would be used as a notary station as well as a secondary station for issuing AV ballots
6. a new storage unit would be placed next to this new desk to provide easy access to various forms and supplies

Please see the attached drawings for a visual representation of the current circumstances as well as our target outcome.

A request for \$11,000.00 to fund the project was presented to the Building Authority Commission at their May 25, 2022 meeting. A quote for furniture was sought and received from DBI Business Interiors, holder of the State contract for office furniture, in the amount of \$8,750. The remaining amount would be used for additional desk accessories as needed (such as power strips, cord managers, etc.), plexiglass shields, and the possible installation of an additional network outlet. The Commission approved the request, adding an additional \$1,000.00 for the purchase of new office chairs, and recommended Council approval.

Staff recommends waiving competitive bidding requirements, authorizing the purchase of two new desks, plus chairs and accessories for the Clerk's Office reception area, from DBI Holding Co. dba DBI Business Interiors, utilizing MiDeal Contract No. 220000000043 in the amount of \$12,000.00, plus DPW labor and equipment charges, as recommended by the Building Authority Commission, and approving payment to the vendor upon satisfactory installation of the product.



**RESOLUTION NO.**

**AUTHORIZING THE CLERK'S OFFICE RECEPTION AREA FURNITURE PROJECT  
AS RECOMMENDED BY THE BUILDING AUTHORITY COMMISSION**

WHEREAS, traffic patterns in the Clerk's Office have increased in recent years, requiring changes to the floor plan configuration and office furniture; and

WHEREAS, the Clerk's Office wishes to undertake a project to improve the functionality, safety and handicap accessibility of the customer service area of the office; and

WHEREAS, a quote for furniture was requested and received from DBI Holding Co. dba DBI Business Interiors, holder of MiDeal Contract No. 220000000043 for office furniture, in the amount of \$8,750.00; and

WHEREAS, provision has been made for additional accessories as required, including the purchase of three office chairs, bringing the total requested amount to \$12,000.00 for the project, plus DPW labor and equipment charges for preparation and installation; and

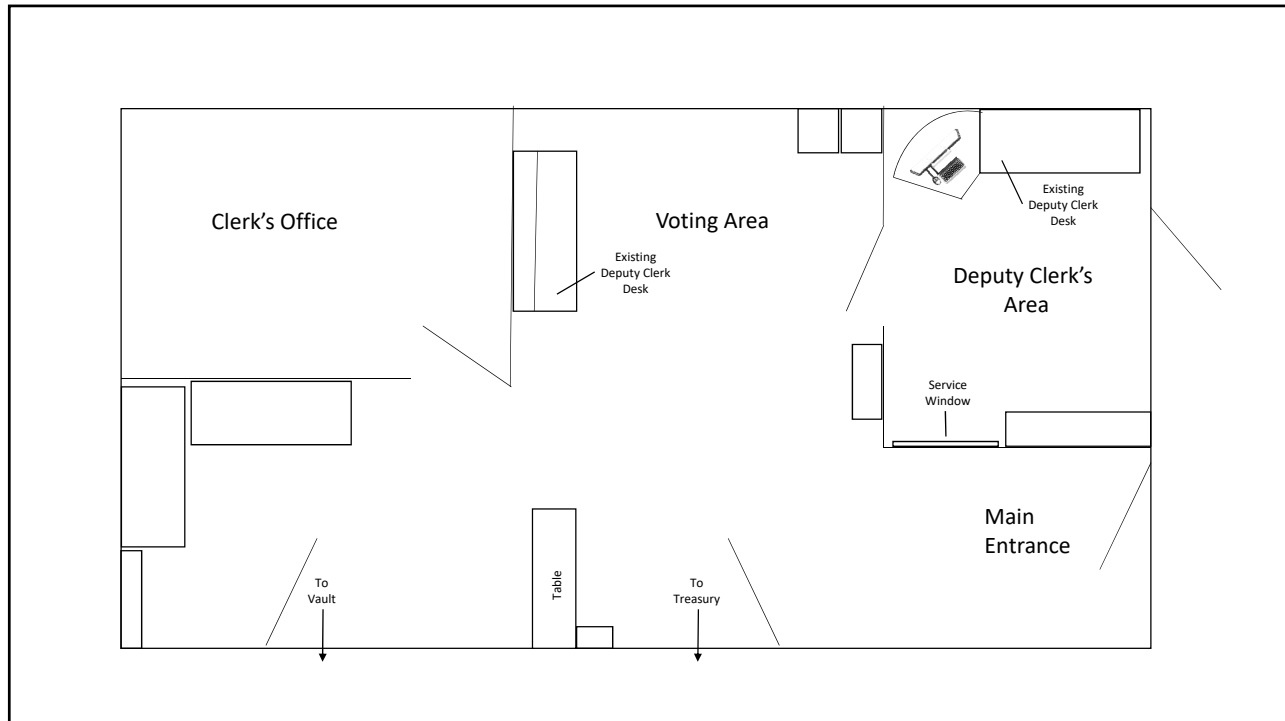
WHEREAS, the proposal was presented to the City of Owosso Building Authority Commission for consideration at its May 25, 2022 meeting, at which the Commission unanimously recommended approval; and

WHEREAS, now the city council must adopt a resolution authorizing the expenditure.

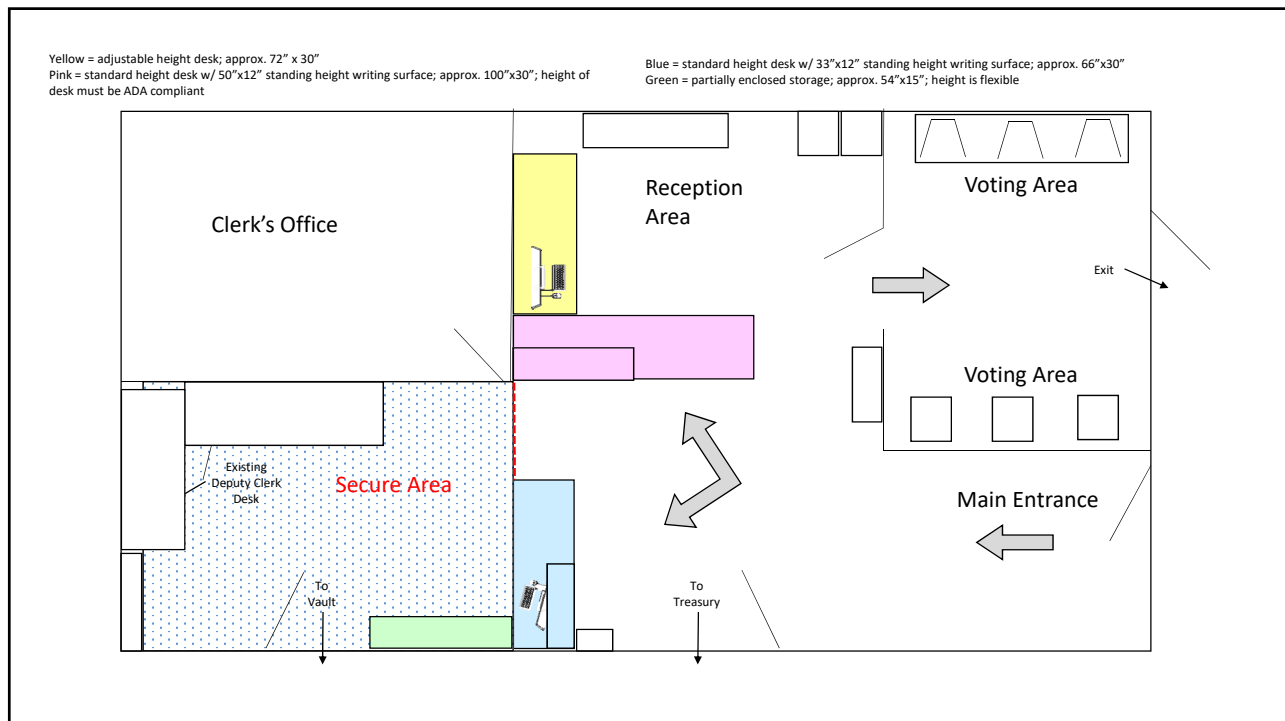
NOW THEREFORE BE IT RESOLVED by the Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: it is advisable, necessary and in the public interest to waive competitive bidding requirements and authorize expenditure of \$12,000.00, plus DPW labor and equipment charges, for the purchase of two desks, chairs and accessories for the Clerk's Office, as recommended by the Building Authority Commission.
- SECOND: the accounts payable department is authorized to pay various vendors for preparation, installation, chairs and accessories not to exceed \$3,250.00, plus DPW labor and equipment charges.
- THIRD: the accounts payable department is authorized to pay DBI Business Interiors for office furniture satisfactorily delivered and installed in an amount not to exceed \$8,750.00.
- FOURTH: the above expenses shall be paid from the Building Authority Fund.

## Before



## After





**BUDGETARY PRICING ONLY**  
**FINAL DESIGN WILL DICTATE FINAL PRICING**

**QUOTE SUMMARY**  
**MIDEAL**  
**HAWORTH**

DATE	DBI DESIGNER	DBI PROJECT COORDINATOR	DBI SALESPERSON	CLIENT PROJECT NO.	DBI PROJECT NO.
01/28/22	Kylie Barbier	Trisha Russell	Garrett Barnes	0	22036
CONTACT INFO:	kylie.barbier@dbiyes.com	trisha.russell@dbiyes.com	Garrett.Barnes@dbiyes.com		

**PROJECT LOCATION:**

CITY OF OWOSSO/ CITY CLERK  
301 WEST MAIN STREET  
OWOSSO

**PROJECT NAME:** OWOSSO CITY CLERK 3 STATIONS

**PO's TO BE MADE OUT TO:** Haworth c/o DBI

MODULAR CONTRACT PRICING		CONTRACT# 22000000043: OPEN SPACE OFFICE FURNITURE	
PRODUCT	SIF#	TOTAL	
NEW MODULAR	22036-NEW DNO.SIF	\$	7,300.00
TOTAL MODULAR PRODUCT:		\$	7,300.00
MODULAR LABOR SERVICES	DESCRIPTION	UNIT RATE	TOTAL
INSTALLATION	MODULAR FURNITURE INSTALLATION	\$ 48.00	\$ 960.00
TRAVEL/TRANSPORTATION	TRAVEL AND TRANSPORTATION CHARGES	\$ 40.00	\$ 200.00
ELECTRICAL	ELECTRICAL AND DATA TO BE PROVIDED AND COORDINATED BY CUSTOMER		
DESIGN	DESIGN SERVICES - BASED ON CONTRACT % OF NEW PRODUCT PRICING	4%	\$ 292.00
TOTAL MODULAR CONTRACT CHARGES:		\$	8,752.00

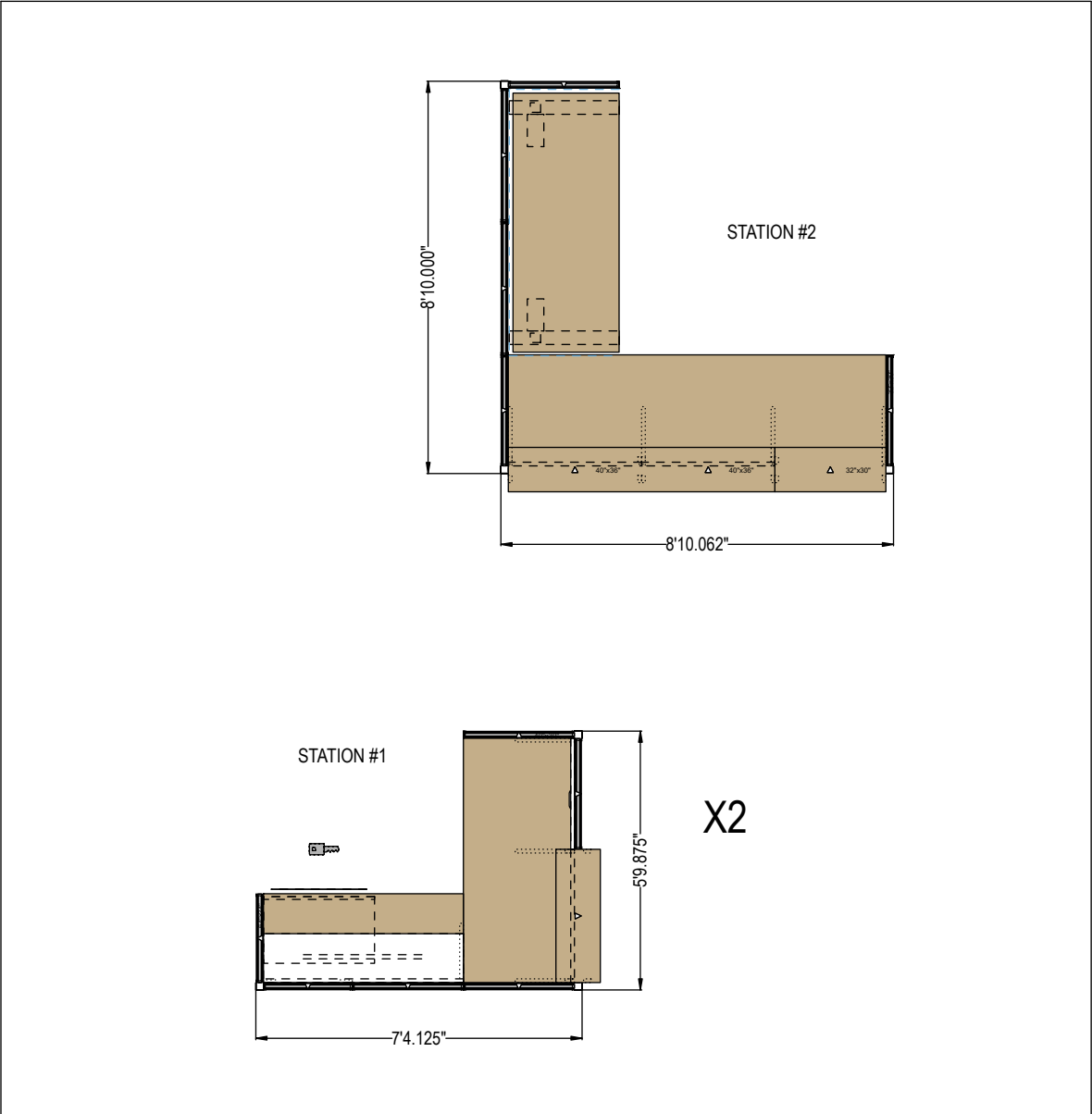
<b>TOTAL PROJECT PRICING</b>	<b>\$ 8,752.00</b>
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Proposed By:

Garrett Barnes

Accepted By:

Date:



PROPOSED FURNITURE PLAN

- THIS PROPOSED LAYOUT INCLUDES:
- STATION #1: (1) 30"x66" WORKSURFACE, (1) 24"x54" WORKSURFACE, (1) 12"x36" COUNTERTOP, (1) 54" SHELF W/ LED TASKLIGHT & TACKBOARD, (2) 5"H TACKSTRIPS & (1) 2H/30" LATERAL FILE.
  - STATION #2: (1) 30"x70" PLANES HEIGHT ADJUSTABLE TABLE, (1) 30"x102" WORKSURFACE, (1) 12"x72" COUNTERTOP, (1) 12"x30" COUNTERTOP AT ADA HEIGHT & (2) 5"H TACKSTRIPS.
- PANELS SHOWN ARE UNIGROUP II AT VARIOUS HEIGHTS (30", 42" & 62" HIGH). PANELS ARE SHOWN AS POWERED EXCEPT AT WINGS.
- NEW SEATING IS CURRENTLY NOT IN SCOPE OF WORK.
- CLIENT TO FINALIZE ALL FINISHES.
- DBI HAS NOT COMPLETED AN ON-SITE FIELD MEASUREMENT OF THE SPACE.
- DRAWING IS FOR BUDGETARY PURPOSES ONLY.



STATION #1



STATION #2

RENDERED IMAGES

NTS

PANEL FABRIC	TACKBOARD FABRIC	PANEL TRIM & STORAGE COMPONENTS	WORKSURFACE LAMINATE TOP & EDGE
,C1-AH STRIAE ELEMENT	,C1-AA STRIAE STREAM	,TR-R BEIGE	,H-AE MAPLE

PROPOSED FINISHES

NTS



912 E. MICHIGAN AVE.  
LANSING, MI  
TEL (517) 485-3200

GENERAL NOTES

1. DO NOT SCALE DRAWING
2. PRODUCT LABELED N.I.C. WILL NOT BE PROVIDED BY DBI
3. DRAWING AND MATERIAL PRESENTED IS THE PROPERTY OF DBI AND MAY NOT BE DUPLICATED, USED OR DISCLOSED WITHOUT THE WRITTEN CONSENT OF DBI
4. ALL DIMENSIONS AND ELECTRICAL MUST BE VERIFIED BEFORE AN ORDER IS PLACED
5. PRODUCT DIMENSIONS SHOWN ARE NOMINAL. STANDARD MANUFACTURING TOLERANCES SHALL APPLY
6. IF NOTED IN THE DIMENSION LINE "HOLD TOP", THESE MEASUREMENTS SHOULD BE ADHERED TO DUE TO THE PRODUCT SPECIFICATIONS BASED ON THESE DIMENSIONS.
7. ORDERS WILL NOT BE PLACED UNTIL ALL DRAWINGS AND PRODUCT SIGN-OFFS ARE RETURNED SIGNED
8. DBI RESERVES THE RIGHT TO CHANGE PRODUCT SECTION DETAILS WITHOUT NOTICE
9. ALL SPACES SHOULD BE CLEAR AND READY UNLESS OTHERWISE NOTED ON THE DRAWING

REVISIONS

REV	NOTES	DOWN	DATE
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PROJECT  
CITY OF OWOSSO - CITY  
CLERK'S OFFICE

LOCATION  
1ST FLOOR

SITE ADDRESS

301 W. MAIN ST.  
OWOSSO, MI 48867

DRAWING TITLE

PROPOSED FURNITURE PLAN

PROJECT NO.: 22036	START DATE: 01.25.2022
SALES REP.: G. BARNES	DESIGNER: K. BARBIER
PROJECT COORDINATOR: T. RUSSELL	PROJECT MANAGER: N/A
TICKET NO: 242030	SHEET NO: ID1/1



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

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# ***MEMORANDUM***

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DATE: May 31, 2022

TO: Honorable Mayor & Councilmembers

FROM: Jessica Unangst, Director of HR & Administrative Services

RE: Halon Replacement for Server Room

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DeLau Fire Services provides the fire detection and suppression system for the IT Server Room. The current Halon system is over 20 years old and the cylinder is critically low. The entire system is outdated and obsolete, so we will need to purchase a new Ansul Novec 1230 Sapphire fire detection and suppression system. It contains an automatic fire suppression system with a release panel, detection controls, chemical tanks, nozzles and piping. The system will protect the Server Room and subfloor with Novec 1230 Sapphire clean agent, as well as smoke detection. The new chemical is safer for individuals to be around, if there is a discharge, and is environmentally friendly. The cost of the project, including labor and materials is \$19,500.

I request that we waive competitive bidding, due to market conditions and price instability, this project has been pushed off for a number of years and the cost just continues to increase exponentially. The best interest of the public will be served by using the bid from our current and long-term vendor that provides the inspection for our Halon system on a bi-annual basis.

The quoted pricing includes removal and disposal of the old system; labor and materials; protection of the Server Room; surface mounted conduit, pipe and controls; a final acceptance test; and permits and drawings (as required). See the attached quote and exceptions and clarifications. I recommend approval and authorization for the new Ansul Novec 1230 Sapphire fire detection and suppression system for a grand total of \$19,500 through DeLau Fire Services to be paid from the Building Authority funds.

**RESOLUTION NO.**

**AUTHORIZING A CONTRACT WITH DELAU FIRE SERVICES  
FOR REPLACEMENT OF THE FIRE SUPPRESSION SYSTEM IN THE SERVER ROOM  
AS RECOMMENDED BY THE BUILDING AUTHORITY COMMISSION**

WHEREAS, the city of Owosso, a Michigan municipal corporation, utilizes a sophisticated network of computers to facilitate day-to-day operations; and

WHEREAS, said network requires an intricate fire detection and suppression system to protect the Information Technology (IT) Server Room and the data it contains; and

WHEREAS, the current fire suppression system has become obsolete and despite numerous attempts to budget for replacement of the system the item has been postponed each time due to cost considerations; and

WHEREAS, staff recognized the system had reached a point which required its immediate replacement the City recognizes the system has reached a point which requires immediate replacement and a quote was sought from, and provided by, the City's current vendor, DeLau Fire Services, which provides bi-annual fire suppression inspections and Halon replacement for the Server Room; and

WHEREAS, the proposal was presented to the City of Owosso Building Authority Commission for consideration at its May 25, 2022 meeting, at which the Commission unanimously recommended approval; and

WHEREAS, now the city council must adopt a resolution authorizing the terms of the quotation.

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

- FIRST: it is advisable, necessary and in the public interest to waive competitive bidding requirements due to market conditions and price instability and authorize a contract with DeLau Fire & Safety, Inc. dba DeLau Fire Services for replacement of the fire suppression system in the IT Server Room in the amount of \$19,500.00, as recommended by the Building Authority Commission.
- SECOND: the mayor and city clerk are authorized and instructed to sign the document substantially in form attached as DeLau Fire Services Project: Halon Replacement for Server Room, between the City of Owosso and DeLau Fire Services.
- THIRD: the accounts payable department is authorized to pay DeLau Fire Services for work satisfactorily performed in an amount not to exceed \$19,500.00.
- FOURTH: The above expenses shall be paid from the Building Authority Fund.

**LANSING:**

823 Terminal Road  
Lansing, MI 48906  
Office (517) 321-1111  
Fax (517) 321-9444



**DE LAU**  
**Fire Services**

*"Your Complete Fire Protection  
Company Since 1951"*

**ANN ARBOR:**

(734) 213-5500

[www.delaufire.com](http://www.delaufire.com)

May 20, 2022

Owosso City Hall  
301 W. Main St.  
Owosso, MI 48867

Project: Halon Replacement for Server Room

Delau Fire Services pleased to provide our quotation for a New Ansul Novec 1230 Sapphire fire detection and suppression system for the above referenced project. Our proposal includes labor and materials outlined in the exceptions and clarifications. Delau Fire Services will provide the following:

\*One New Ansul Novec 1230 Sapphire automatic fire suppression system including releasing panel, detection, controls, chemical tank, nozzles and piping. The system will protect the Server Room and SubFloor with Novec 1230 Sapphire clean agent as well as smoke detection.

**TOTAL - \$19,500.00**

### **Exceptions and Clarifications:**

The above price includes the following:

- Removal and Disposal of old System
- Labor and materials
- Protection of Server Room
- Surface Mounted Conduit & Pipe & Controls
- All Labor to be performed during Delau Fire Regular Business Hours
- One final acceptance test
- Permits and Drawings

The above price excludes the following:

- Prevailing wage rates
- After Hours or Weekend Hours
- Back –up Reserve Cylinder
- Off-site monitoring of the system (central station)
- Discharge test
- AHU or computer power shut downs (pressure switch/relays provided)
- Dampers or connections to HVAC shutdowns
- Painting of pipe or conduit
- Connection to building fire alarm/Security System (contacts provided)
- Sealing of the rooms to maintain concentration for a 10-minute hold time
- Any additional acceptance tests

Thank you for your consideration. Please allow 4-8 weeks after a signed proposal to schedule installation. This will allow for permits to be approved and equipment to be ordered.

YOURS IN FIRE SAFETY,

**Matt Smith**

Delau Fire Services  
Sales/Service Manager

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Christopher T. Eveleth, Mayor

---

Date

ATTEST:

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Amy K. Kirkland, City Clerk

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Date



Information from 3M.com:

### **Fire suppression — Novec 1230 Fire Protection Fluid**

3M™ Novec™ 1230 Fire Protection Fluid is a clean agent fire extinguishant which was developed as a halon replacement and hydrofluorocarbon (HFC) alternative. It belongs to a family of chemicals called halocarbons, a group which includes HFCs and fluoroketones. Novec 1230 fluid is a fluoroketone, while chemical clean agents like FM-200™ and ECARO-25® are HFCs (HFC-227ea, HFC-125). Novec 1230 fluid has a global warming potential (GWP) of less than one while these HFCs have a GWP of more than 3000. Novec 1230 fluid has the highest margin of safety for human occupancy among clean agents, including inert gas.

### **How does Novec 1230 fluid work?**

Novec 1230 fluid extinguishes a fire before it starts by rapidly removing heat. In a typical total flooding system, the fluid is stored as a liquid in cylinders pressurized with nitrogen. Automatic detection sensors trigger release when the fire is at the incipient stage, extinguishing it in mere seconds.

Novec 1230 fluid evaporates 50 times faster than water. In fact, you could soak a paperback book in a bath of Novec 1230 fluid and within a minute, pick it up and read where you left off.



## MEMORANDUM

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

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DATE: June 6, 2022

TO: City Council

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

SUBJECT: Balancing Change Order No. 1 to the 2022 Street Program – Contract 1

### RECOMMENDATION:

Approval of Balancing Change Order No. 1 to the Contract between the City of Owosso and Malley Construction, Inc. of Mt. Pleasant, MI, for the 2022 Street Program – Contract 1 to balance contract quantities and costs.

### BACKGROUND:

On January 18, 2022, City Council approved the contract with Malley Construction, Inc. in the amount of \$154,458.55 for the 2022 Street Program – Contract 1. The project is now complete and Balancing Change Order No. 1, a decrease of \$4,210.55, must be approved to balance original contract pay items. When approved, Balancing Change Order No. 1 will revise the total contract amount to \$150,248.00.

### FISCAL IMPACTS:

PO 43562 (203-451-818.000-MAPLESTR21) shall be reduced by \$4,210.55.

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

Attachments: (1) Resolution  
(2) Balancing Change Order No. 1 for the 2022 Street Program – Contract 1

**RESOLUTION NO.**

**AUTHORIZING BALANCING CHANGE ORDER NO. 1  
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND  
MALLEY CONSTRUCTION, INC.  
FOR THE 2022 STREET PROGRAM – CONTRACT 1**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with Malley Construction, Inc. on January 18, 2022 for the 2022 Street Program – Contract 1 to perform street improvements along Maple Avenue; and

WHEREAS, Malley Construction, Inc. has since completed the project and a balancing change order is necessary to bring the unit quantities estimated in line with the actual quantities used.

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

- FIRST: it has been heretofore determined that it is advisable, necessary and in the public interest to approve Balancing Change Order No. 1 to the 2022 Street Program – Contract 1 with Malley Construction, Inc., reducing the contract amount by (\$4,210.55) to reflect actual unit quantities used to complete the project.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the document substantially in the form attached as Balancing Change Order No. 1 to the Contract for Services between the City of Owosso and Malley Construction, Inc., reducing the total contract amount from \$154,458.55 to \$150,248.00.
- THIRD: the accounts payable department is authorized to pay Malley Construction, Inc. for work satisfactorily completed up to the revised contract amount of \$150,248.00.
- FOURTH: the above expenses shall be paid from Local Street Account No. 203-451-818.000-MAPLESTR21.



## Balancing Change Order No. 1

Michigan Department of Transportation

5/16/2022 6:57 AM

FieldManager 5.3c

### Contract: \_21050, 2022 Street Program - Contract 1

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Electronic File Created	Net Change	Awarded Contract Amount
1		5/16/2022	No	\$-4,210.55	\$154,458.55
Route		Managing Office		District	Entered By
		Eng., Inc.		0	Harrington Chris
Contract Location					
City of Owosso					

### Short Description

This is Contract Modification No.1 to balance all completed items to As-Constructed quantities.

### Description of Changes

This is Contract Modification No.1 to balance all completed items to As-Constructed quantities.

### Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Abandoned Gas Main Conflict	4027050	0023	0115	21050	3	Original	-2.000	Ea	380.00000	\$-760.00
Reason: As-Constructed Quantity										
_ Aggregate Base, 4 inch, Modified	3027011	0015	0075	21050	3	Original	8.000	Syd	9.00000	\$72.00
Reason: As-Constructed Quantity										
_ Aggregate Base, 8 inch, Modified	3027011	0016	0080	21050	3	Original	57.000	Syd	13.00000	\$741.00
Reason: As-Constructed Quantity										
_ Detectable Warning Surface, Modified	8037001	0037	0185	21050	3	Original	8.000	Ft	72.00000	\$576.00
Reason: As-Constructed Quantity										

## Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Geotextile Separator, 3087011 Modified	3087011	0019	0095	21050	3	Original	60.000	Syd	2.00000	\$120.00
Reason: As-Constructed Quantity										
_ Sanitary Serv Conflict	4027050	0022	0110	21050	3	Original	-2.000	Ea	1,130.00000	\$-2,260.00
Reason: As-Constructed Quantity										
_ Turf Establishment, Performance	8167011	0047	0230	21050	3	Original	-57.000	Syd	6.00000	\$-342.00
Reason: As-Constructed Quantity										
Approach, CI I, LM	3070003	0018	0090	21050	3	Original	-13.000	Cyd	35.00000	\$-455.00
Reason: As-Constructed Quantity										
Cement	6030005	0034	0170	21050	3	Original	-2.000	Ton	200.00000	\$-400.00
Reason: As-Constructed Quantity										
Curb and Gutter, Conc, Det F4	8020038	0036	0180	21050	3	Original	36.000	Ft	25.00000	\$900.00
Reason: As-Constructed Quantity										
Curb and Gutter, Rem	2040020	0006	0030	21050	3	Original	20.000	Ft	7.00000	\$140.00
Reason: As-Constructed Quantity										

## Contract Modification

Michigan Department of Transportation

5/16/2022 6:57 AM

FieldManager 5.3c

### Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Dr Structure, Abandon	2030010	0003	0015	21050	3	Original	-1.000	Ea	500.00000	\$-500.00
Reason: As-Constructed Quantity										
Dr Structure, Tap, 12 inch	4030312	0028	0140	21050	3	Original	-1.000	Ea	1,080.00000	\$-1,080.00
Reason: As-Constructed Quantity										
Driveway, Nonreinf Conc, 6 inch	8010005	0035	0175	21050	3	Original	-25.000	Syd	40.50000	\$-1,012.50
Reason: As-Constructed Quantity										
Embankment, CIP	2050010	0010	0050	21050	3	Original	9.000	Cyd	10.00000	\$90.00
Reason: As-Constructed Quantity										
Excavation, Earth	2050016	0011	0055	21050	3	Original	2.000	Cyd	15.00000	\$30.00
Reason: As-Constructed Quantity										
Hand Patching	5010025	0031	0155	21050	3	Original	-7.500	Ton	250.00000	\$-1,875.00
Reason: As-Constructed Quantity										
HMA Surface, Rem	5010005	0030	0150	21050	3	Original	177.000	Syd	4.00000	\$708.00
Reason: As-Constructed Quantity										
HMA, 3E3	5010045	0032	0160	21050	3	Original	-4.000	Ton	100.00000	\$-400.00
Reason: As-Constructed Quantity										
HMA, 5E3	5010057	0033	0165	21050	3	Original	6.000	Ton	105.00000	\$630.00
Reason: As-Constructed Quantity										
Pavt, Rem	2040050	0008	0040	21050	3	Original	60.000	Syd	8.00000	\$480.00
Reason: As-Constructed Quantity										

## Contract Modification

Michigan Department of Transportation

5/16/2022 6:57 AM

FieldManager 5.3c

### Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Sidewalk Ramp, Conc, 7 inch	8030037	0038	0190	21050	3	Original	84.000	Sft	6.30000	\$529.20
Reason: As-Constructed Quantity										
Sidewalk, Conc, 4 inch	8030044	0039	0195	21050	3	Original	82.000	Sft	3.60000	\$295.20
Reason: As-Constructed Quantity										
Sidewalk, Conc, 6 inch	8030046	0040	0200	21050	3	Original	23.000	Sft	3.85000	\$88.55
Reason: As-Constructed Quantity										
Sidewalk, Rem	2040055	0009	0045	21050	3	Original	16.500	Syd	6.00000	\$99.00
Reason: As-Constructed Quantity										
Subgrade Undercutting, Type II	2050041	0012	0060	21050	3	Original	-25.000	Cyd	25.00000	\$-625.00
Reason: As-Constructed Quantity										

Total Dollar Value: \$-4,210.55

### Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
21050	Maple Ave Reconstruction	0	CNST			
3	Non Participating					\$-4,210.55
Total:						<u>\$-4,210.55</u>
Total Net Change Amount:						<u>\$-4,210.55</u>




## Contract Modification

Michigan Department of Transportation

5/16/2022 6:57 AM

FieldManager 5.3c

If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated. Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.

Recommended by Erik J. Morris, PE (Construction Engineer)  Erik J. Morris, P.E. May 16 2022 11:37 AM	Malley Construction (Prime Contractor) Chad L. Dyer Chad L. Dyer May 16 2022 3:53 PM
Signature _____ Date _____	Signature _____ Date _____
Christopher T. Eveleth, Mayor (City of Owosso) _____ Signature _____ Date _____	ATTEST: Amy K. Kirkland, City Clerk _____ Signature _____ Date _____





# OWOSSO PUBLIC SAFETY

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

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## *MEMORANDUM*

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DATE: May 24, 2022

TO: Owosso City Council

FROM: Kevin Lenkart  
Public Safety Chief

RE: Intergovernmental Agreement with Owosso Public Schools  
Contract Amendment – School Resource Officers

---

In 2013, City Council approved a five-year contract with Owosso Public Schools to provide two school resource officers to Owosso Schools. This contract was renewed in 2018 for a period of five (5) years, expiring June 30, 2023. Both parties wish to make modifications to the language of the contract and extend the term, effectively terminating the existing agreement. It will be replaced by the modified contract to commence June 6, 2022 for a period of five (5) years through June 30, 2027.

The two officers are rotated through all of Owosso Schools and provide a bridge between the school district and the Owosso Police Department. Both Owosso Schools and the City of Owosso would like to continue this partnership providing school resource officers to the school and community.

School resource officers provide a variety of services within the Owosso School District. This includes the investigation of criminal matters within the school district, providing a law enforcement presence within Owosso Public Schools in order to facilitate a positive interaction between students and police officers. The daily presence of the officers also provides an opportunity for them to better understand problems affecting youth in our community.

Recommendation: The City of Owosso requests approval of a five-year contract with Owosso Public Schools, through June 30, 2027.

**RESOLUTION NO.**

**RESOLUTION OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN,  
APPROVING INTERGOVERNMENTAL AGREEMENT WITH THE OWOSSO PUBLIC SCHOOL  
DISTRICT FOR THE PROVISION OF POLICE OFFICERS TO SERVE AS SCHOOL  
RESOURCE OFFICERS**

WHEREAS, Michigan Urban Cooperation Act of 1967, Act No. 7 of 1967, et. seq., provide that public agencies may enter into intergovernmental agreements for the provision of services, or joint or cooperative action, Section 3.1 General Powers, subsection B, of the *City Charter of the City of Owosso* authorizes the City to enter into intergovernmental agreements with various public agencies, including school districts, and Section 11a(4) of the Revised School Code, MCL 380.11a(4) authorizes general powers school districts to enter into agreements and cooperative arrangements with other entities, public or private, as part of performing its functions; and

WHEREAS, this Agreement will enhance the public safety of the City of Owosso and the Owosso Public School District through the provision of police officers to serve as School Resource Officers.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Owosso as follows:

The City Council hereby authorizes and directs the Mayor to execute, on behalf of the City, an intergovernmental agreement between the City of Owosso and the Owosso Public School District, for the provision of police officers to serve as School Resource Officers.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN THE 6<sup>TH</sup> DAY OF JUNE 2022.

## INTERGOVERNMENTAL AGREEMENT

This Agreement is made, entered into and effective this day of ~~July 3, 2018~~ June 6, 2022 (the "Effective Date"), by and between the City of Owosso, a municipal corporation of the State of Michigan ("City"), and the Owosso Public School District ("School District").

### RECITALS

Whereas, the City is authorized to enter into this Agreement pursuant to the Michigan Urban Cooperation Act of 1967, Act No. 7 of 1967 and Section 3.1 General Powers, subsection B of the *City Charter of the City of Owosso*; and

Whereas, the School District is authorized to enter into this Agreement pursuant to Section 11a(4) of the Revised School Code, MCL 380.11a(4); and

Whereas, the City and the School District desire to enter into this Agreement for the purpose of establishing the position of School Resource Officer within certain complexes of the School District, for the mutual benefit of the parties and to increase public safety within the schools and the community as a whole. The goal of both parties is to increase public safety within the schools and the community as a whole.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement and other good and valuable consideration, the Parties agree as follows:

### TERMS:

1. The foregoing recitals are incorporated in this Agreement by this reference.
2. The City shall act through its Public Safety Department in the performance of this Agreement. In performing the services hereunder, the City shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including, but not limited to policies of School District's Board of Education and laws relating to the confidentiality of student information (e.g., FERPA, IDEA). It shall be the duty of the School District to provide all School Resource Officers with copies of current School District policies.
3. Pursuant and subject to the terms of this Agreement, the City shall provide two Owosso Police Officers to serve as School Resource Officers at schools located within the School District. The scope of services and exact school assignments shall be determined by mutual agreement between the City and the School District.
4. The City, in consultation with the Owosso Public Schools, shall determine the selection and placement process of all School Resource Officers. The City shall be solely responsible for selecting the personnel to serve as School Resource Officers. The City shall evaluate the performance of each School Resource Officer at least annually, and the School District shall reasonably cooperate in such evaluation. The comments of the School District as to performance shall be advisory and the City retains the final authority as to personnel decisions.
5. The School District, in consultation with the City, shall establish a system that coordinates and schedules the School Resource Officers' work in such a manner as to accomplish the goals of this Agreement.
6. The City, in consultation with the School District, shall develop a work plan that serves the needs of the School District and the City. That plan shall identify and develop all School Resource Officer job responsibilities, and shall incorporate a schedule whereby the School District and the City can collaborate on all related issues. Both Parties shall approve the work plan and meeting schedule.
7. The City shall supervise the work of the School Resource Officers and provide the transportation and

equipment necessary to accomplish all assignments.

8. The School District, in consultation with the City, shall provide assistance in the development and implementation of teaching materials, and shall provide other related functions as may be appropriate to carry out the goals of this Agreement.
9. To the extent possible, the School Resource Officers shall be made available to the School District for the ten (10) month period covering the normal school instructional year. During that period, to the extent possible, the School Resource Officers' work efforts shall be devoted fully to accomplishing the goals set forth in this Agreement.
10. To the extent reasonably possible, mandatory Public Safety department training for the School Resource Officers will be conducted at times that do not conflict with normal school schedules. When training schedules conflict with school schedules, any School Resource Officer may be absent from his/her duties at the School District for the duration of the training. Such absences shall not be deemed a breach of this Agreement on the part of the City, nor shall such absences relieve the School District of any of its obligations under this Agreement.
11. In case of a police emergency, the City may call any School Resource Officer away from his/her duties at the School District for the duration of such emergency. Such emergency use of the School Resource Officers' time shall not be deemed a breach of this Agreement on the part of the City, nor shall it relieve the School District of any of its obligations under this Agreement.
12. For the contract year of FY 2022/2023, the School District shall pay the City ~~\$20.25~~ \$25.25 per hour for each School Resource Officer.

For each subsequent year thereafter, the cost will be adjusted to take into consideration the City's changes to the budgeted salaries and fringe benefits of assigned police personnel. These adjustments will be based on the salaries and fringe benefits of those personnel assigned to the School Resource Officer program as of September 1 of each year and the City shall provide preliminary cost data to the School District prior to August 1 of each year for budget planning purposes. Final costs will be provided to the School District prior to both Parties' annual budget adoptions.

13. The School District shall pay the City on or about the following dates:

December 15  
March 15  
June 15

Checks will be made payable to:

City of Owosso  
Re: School Resource Officer

Send payments to:

City Treasurer  
City of Owosso  
301 W. Main Street  
Owosso, MI 48867

14. At all times during the performance of this Agreement, the police officers who serve as School Resource Officers shall remain employees of the City of Owosso and shall be eligible for all benefits to which part-time employees are entitled at the City. School Resource Officers shall not be entitled to any benefits offered to School District employees.

15. To the extent permitted by law, each party shall indemnify, defend and hold harmless, the other party and its employees, agents and invitees, from all losses, damages, claims, liabilities and expenses (including without limitation reasonable attorney's fees) for damages to property or injury to persons to the extent and magnitude arising from any act, omission or negligence of the indemnifying party or its employees, agents or invitees.
16. This Agreement shall be effective upon approval by the governing bodies of the Parties and execution of the Agreement.
17. The term of this Agreement shall be for a period of five years and commence on the Effective Date and shall expire on ~~June 30, 2023~~ June 30, 2027, unless sooner terminated in accordance with the terms of this Agreement or as provided by law. In the event that the School District's State funding source for the School Resource Officer(s) is eliminated or impaired in such a way to preclude utilizing said funds for the School Resource Officer(s), notice will be given of the termination or need to revise the contract to the City of Owosso. A minimum of sixty (60) days notice shall be given if such an event occurs.
18. The City and the School District shall review this Agreement annually, and, upon written approval by both Parties, may amend it as appropriate under the circumstances.
19. This Agreement may be terminated by either party, with or without cause, upon ~~thirty six (36)~~ (60) days written notice to the other party.
20. Property acquired solely for purposes of this Agreement shall be disposed of upon termination or completion as follows:
  - a. Materials, supplies and equipment will be primarily the responsibility of the City, and all materials, supplies, or equipment purchased by the City for the development and implementation of this program shall remain the sole property of the City.
  - b. Any incidental materials, supplies, or equipment purchased or provided by the School District for the development and implementation of this program shall remain the sole property of the School District.
21. The City shall be responsible for any damages or injuries caused by its performance of services under this Agreement. Notwithstanding the foregoing, the City and School District retain all of their respective rights to governmental immunity whether it be created by common law or statute and the Agreement will not be interpreted as waiving any of those rights. The School District shall be responsible for any damages or injuries caused by its performance of duties under this agreement.
22. The Contract Administrator for the City shall be Public Safety Director Kevin Lenkart, or his designee or successor. The Contract Administrator for the District shall be Superintendent Andrea Tuttle, or her designee or successor.
23. Pursuant to the requirements of Section 1230 and 1230a of the Revised School Code, the School District shall perform a criminal history check through the Michigan State Police, as well as a criminal records check through the Federal Bureau of Investigation, with regard to all persons assigned by the City to regularly and continuously work as a School Resource Officer in any of School District's facilities or at program sites where the School District delivers educational programs and services. The City agrees that it shall not assign any of its employees, agents or other individuals to perform any services under this Agreement where such individuals would regularly and continuously work in School District's facilities or program sites (as defined above) if such person has been convicted of any of the following offenses: (a) any "listed offense" as defined under Section 2 of the Sex Offenders Registration Act, MCL 28.722; (b) any offense enumerated in Sections MCL 380.1535a or 380.1539b of the Revised School Code, MCL 380.1535a; 380.1539b (for positions requiring State Board of Education approval or teacher certification); (c) any offense of a substantially similar enactment of the United States or another State; (d) any felony. Provided that with prior written approval of the

Superintendent of School District and of its Board of Education an individual regularly and continuously providing services under this Agreement at School District facilities or program sites may be permitted to perform such services when, in the judgment of the Superintendent and Board of Education of School District, such individual's presence will not pose a danger to the safety or security of School District students or employees; or (e) any offense that would, in the judgment of School District, create a potential risk to the safety and security of students served by School District or employees of School District.

School District reserves the right to refuse City's assignment of any individual, agent or employee of City to render services under this Agreement where the criminal record history of that individual (including any pending criminal charges) indicate, in School District's judgment, unfitness to perform services under this Agreement.

24. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one (1) or more counterparts may be removed from such counterparts and such signature pages all attached to a single instrument so that the signatures of all parties may be physically attached to a single document.
25. This Agreement contains the entire understanding of the parties as to its subject matter. There are no oral agreements not stated herein. This Agreement may only be amended by a writing signed by both parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of \_\_\_\_\_.

For the School District:

OWOSSO PUBLIC SCHOOLS



By:  
Its:

By:  
Its:

For the City:

CITY OF OWOSSO



Christopher T. Eveleth  
Mayor



Amy K. Kirkland  
City Clerk



## MEMORANDUM

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

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**DATE:** May 25, 2022

**TO:** Owosso City Council

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

**SUBJECT:** Renewal of Professional Services Agreement for Planning Services

### RECOMMENDATION:

Approve an agreement with CIB Planning, Inc. to provide professional planning, zoning and development advisory assistance per the contractual fixed fee schedule for a three (3) year period with one (1) year incremental options for the fiscal year beginning July 1, 2022.

### BACKGROUND:

CIB Planning, Inc. has provided the city with professional planning, zoning and development advisory assistance since May 2019 after being selected through a request for proposals and a recommendation from the City Manager. CIB Planning, Inc. has offered an option of extending this contract for three additional years with one (1) year incremental options. The company has experience in the city's planning and zoning processes.

### FISCAL IMPACTS:

Community development fees per the contractual fixed fee schedule less any escrow payments as provided by applicants.

### Attachments:

Resolution  
Contract

**RESOLUTION NO.**

**AUTHORIZE RENEWAL OF THE  
PROFESSIONAL SERVICES AGREEMENT WITH CIB PLANNING, INC.  
FOR PLANNING, ZONING AND DEVELOPMENT ADVISORY SERVICES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, wishes to renew the agreement for professional planning services with CIB Planning, Inc.; and

WHEREAS, on May 6, 2019 the Owosso City Council approved a three (3) year contract with CIB Planning, Inc. for planning, zoning and development advisory services as the result of a competitive bidding process; and

WHEREAS, the City wishes to renew the agreement for an additional 3-year period.

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

- FIRST: it has been heretofore determined that it is advisable, necessary and in the public interest to renew the Professional Services Agreement for planning, zoning and development advisory services with CIB Planning, Inc. for the period through June 30, 2025, with one (1) year optional extensions.
- SECOND: the mayor and city clerk are instructed and authorized to sign the contract substantially in the form attached: Professional Services Agreement for ongoing Planning, Zoning and Development Advisory Services.



**PROFESSIONAL SERVICES AGREEMENT FOR  
ONGOING PLANNING, ZONING AND DEVELOPMENT ADVISORY SERVICES**

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_ 2022, A.D., by and between the CITY OF OWOSSO, State of Michigan, hereinafter referred to as "City" and CIB PLANNING, INC., a Michigan Corporation, hereinafter referred to as "Consultant."

WITNESSETH:

WHEREAS, the City desires to engage the Consultant to render professional services for the City; and

WHEREAS, the Consultant desires to provide said services and agrees to do so for compensation based upon services rendered and expenses incurred pursuant to the terms and conditions hereinafter set forth;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

**SECTION I. SCOPE OF SERVICES.**

The Consultant shall perform the specified services under this Contract to provide on-going or on-call professional planning, zoning and development advisory assistance, as noted in Sections III and IV below.

**SECTION II. TERMS OF AGREEMENT**

The Consultant shall perform the specified on-going planning services under this Contract, which shall be in effect for a three (3) year period with one (1) year incremental options. The Consultant shall carry out all activities specified in the above-cited scope of services in a satisfactory and proper manner.

**SECTION III. DEVELOPMENT REVIEW SERVICES – FIXED FEE SCHEDULE**

Upon request by the City and provision of an application, the Consultant shall provide written technical recommendations on site plans, subdivision and condominium plans, special land use approvals, rezonings, variances, lot splits, development agreements, and other development proposals in the city. The reviews will consider the City master plan, zoning, subdivision and condominium ordinances, the DDA Plan; applicable DDA design guidelines, and sound planning and design principles. The fee for these services shall be billed by the Consultant to the City on a lump sum or hourly basis, based upon the fee schedule that is attached as Attachment A. The schedule for reviews and submittal of reports to the City shall be mutually agreed upon but shall allow the consultant at least seven (7) days to provide a report to the City.

For each of the individual reviews, the Consultant shall undertake the following activities:

- A. Initial review of site from aerial photos, obtained on-line, or site visits, as needed.
- B. Telephone discussions or meetings with the applicant or potential applicants upon confirmation of an escrow account to fund the meeting has been established by the City.
- C. Telephone discussions or email communications with the City Manager, or his or her designee.

The City Manager will assist with communications with the Planning & Building Director, Building Official, Planning Commission Chairperson, DDA Chairperson, involved departments or City consultants involved in development plan review regarding review issues to ensure consistency.

- D. A written review of all relevant planning zoning and development related issues (excluding engineering, building or fire code, and construction issues). The City will be responsible for distribution of copies of the report unless other arrangements are agreed upon.
- E. Review revised plans for an additional fee, as provided for in the attached fee schedule.
- F. Preparation for and attendance at meetings with Commissions and Boards, City officials, public, City staff, applicants, or others when requested by the City.

#### **SECTION IV. OTHER PLANNING SERVICE - HOURLY**

On an hourly compensation basis as described in Attachment B, Fee Schedule, the Consultant shall provide the following additional services, not included in the retainer, to the City when requested by an authorized representative of the City.

- A. Any services not covered under the Fixed Fee Schedule (Section III).
- B. Additional telephone discussions, meetings with applicants, and time at review approval meetings, beyond the monthly retainer, to be covered under the applicant's escrow account.
- C. Provision of assistance on the Community Development Block Grant (CDBG) program, submission of transportation funding packages and assistance on other Federal, State, and local programs which may be applicable.
- E. Professional planning and related work in maintenance of the City's Master Plan or plan elements and interpretation and revision of the plan as required.
- G. Provision of verbal and/or written reports, reviews and recommendations regarding revisions to the zoning ordinance, map and text or other City land developed ordinances.
- H. Review of proposed developments which require extensive economic development assistance, environmental assessments, extensive traffic studies or environmental impact statements beyond usual site plan review.
- I. Preparation for litigation and acting as expert witness in zoning related court cases involving the City.
- J. Other special projects or studies authorized by the City Manager.

#### **SECTION V. SUPERVISION AND CONTROL.**

The consultant will perform the work under the direction and control of the City Manager, or his or her designee. The Consultant will be informed of communication with applicants and subconsultants or other City departments regarding projects covered under this contract. The Consultant shall have the cooperation of City officials, including the City's accountant, assessor, attorney, engineer, building official police and fire departments, as necessary and if authorized by the City Manager.

#### **SECTION VI. COMPENSATION AND METHOD OF PAYMENT**

- A. The City shall pay the Consultant according to the attached fee schedules (Attachments A and

- B). In addition, the consultant shall be reimbursed for documented reimbursable expenses, such as mileage and reproduction costs, that will be detailed on the invoice.
- B. Any approved subconsultants will be reimbursed at the actual amount invoiced to Consultant.
- C. Invoices will be submitted monthly for work performed during the billing period and, after staff review and approval, shall be paid within thirty (30) days after receipt of such invoice by the City.
- D. Sales Tax and Use Tax may be applicable, in relation to the planning services provided, and are the sole responsibility of the Consultant.

## **SECTION VII. ASSIGNABILITY**

The Agreement shall not be assigned or transferred by either the Consultant or the City to any entity not connected with the Consultant without the prior written consent of the other. Notwithstanding the foregoing, the Consultant can contract with qualified subconsultants and assign to a bank, trust company, or other financial institutions, any claims for compensation due, or to become due to the Consultant from the City under this agreement, with prior City consent.

## **SECTION IX. DATA AND SERVICES TO BE PROVIDED BY CITY TO CONSULTANT**

If requested by the Consultant, City shall furnish at no charge to the Consultant, in a timely manner:

- A. Copies of all reports, maps, project files, data, and similar materials relevant to the performance of the scope of services. Such materials shall be provided at no cost to the Consultant.
- B. The City shall be responsible for any professional, legal, engineering or accounting services connected with the project and shall coordinate development reviews with other.
- C. The City shall be responsible for scheduling meeting rooms, publication of agendas and notices, and the costs of publication for postings, notices and mailings.
- D. A written schedule of submittal dates, due dates of reports and process for acceptance of revision plans for reviews to be mutually established within 60 days and then made available to applicants.

## **SECTION IX. OWNERSHIP OF DATA.**

Upon completion or termination of this Agreement, all reports, charts, maps, and graphics shall become the property of the City, and shall not be furnished to any other party without written permission of the City. It is understood and agreed that the calculations, final documents, studies, surveys, drawings, maps, reports, and specifications prepared pursuant to this Agreement in digital format or hard copy, are instruments of professional service. They are and shall remain the property of the City.

The City understands that changes or modifications to the digital or paper files made by anyone other than the consultant may result in adverse consequences which the Consultant can neither predict nor control. Therefore, the City agrees, to the fullest extent permitted by law, to hold harmless and indemnify the Consultant from and against all claims, liabilities, losses, damages, and costs including, but not limited to, attorney fees, arising out of or in any way connected with the modification, misinterpretation, misuse, or reuse by others of the above digital or paper information, drawings, and

data provided by the Consultant under this Agreement. The foregoing indemnification applies, without limitation, to any use of the Project documentation on other projects, for additions to the project, or for completion of this project by others, excepting only such use as may be authorized, in writing, by the Consultant.

#### **SECTION X. CONFIDENTIALITY**

Information obtained and reports prepared by the Consultant under this Agreement shall be considered confidential and shall not be made available to any individual or organization by the Consultant without prior approval of the City.

#### **SECTION XI. TERMINATION**

This Agreement may be terminated with or without cause by either the City or the Consultant upon thirty (30) days written notice, together with appropriate documentation of the reasons therefore. In such case the Consultant shall be compensated by the City for all work completed prior to termination upon delivery of products completed to the City.

The Consultant hereby recognizes that the City is a political body corporate, and that in the event the City fails to appropriate monies sufficient to pay its obligations herein, the City may terminate this agreement without incurring any further liability therefor, other than compensation for any work completed by Consultant prior to termination.

#### **SECTION XII. NON-DISCRIMINATION.**

The Consultant shall, when applicable, comply with the requirements of all federal, State, and Local laws, ordinances and regulations relating to minimum wages, social security, unemployment compensation insurance, and Worker's Compensation, and shall not discriminate against any employee or applicant for employment because of race, sex, creed, color or national origin.

#### **SECTION XV. INDEMNIFICATION**

The Consultant shall be solely responsible for and shall indemnify, defend and hold harmless the City, its agents, officers and employees from and against any and all claims, suits, damages and losses, specifically including, but not limited to those for loss of property, for damage to any property, real or personal, for injury to or the death of any person, including but not limited to, its employees, agents and officers and for all other liabilities whatsoever, including related expenses and actual attorney's fees, in any way sustained or alleged to have been sustained, indirectly or by reason of or in connection with the performance of these professional services, or from any other acts or omissions of the Consultant, its employees, agents or officers. The foregoing shall not be construed to be an agreement by the Consultant to indemnify the City against liability resulting from any acts or omissions of the City itself, or of the City's agents, officers or employees.

**SECTION XIV. INSURANCE**

When requested, the Consultant will provide certificates of insurance to the City which prove the Consultant has coverage for Worker's Compensation, General Liability, and Professional Liability Insurance, as well as any other applicable insurance coverage. The insurance required by this section shall be written for not less than limits of liability required by law. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of execution of this contract and continue as such throughout the duration of providing consultation services to the City. Information concerning reduction of coverage on account of revised limits or paid claims, or both, shall be furnished by the Consultant to the City with reasonable promptness.

**SECTION XV. COMPLIANCE WITH ALL LAWS.**

In the performance of this Agreement, Consultant agrees to comply with all applicable State, Federal, and local statutes, ordinances, and regulations, and obtain all permits applicable to the performance of this Agreement.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date above and in accordance with the laws of the State of Michigan.

WITNESSES:

CITY OF OWOSSO  
a Michigan Municipal corporation

\_\_\_\_\_

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

Its: Mayor

\_\_\_\_\_

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

Its: Clerk

CIB PLANNING, INC.

\_\_\_\_\_

By: \_\_\_\_\_  
Carmine P. Avantini, AICP

Its: President

**ATTACHMENT A**

**FIXED REVIEW FEE SCHEDULE**

Lot Split Consolidation: single split	\$250
Lot Split Consolidation: Two Parcels or Greater	\$250 each plus \$35 per resulting lot
Commercial or Industrial	\$525 + \$55 per acre
Institutional (Schools, Public Services, Hospitals)	\$500 + \$50 per acre
Single-family Site Condominium (Prelim. or Final)	\$725 + \$6.00 per lot
Apartment/Townhouse	\$575 + \$5.50 per unit
Mobile Home Park	\$600 + \$6.00 per unit
Subdivision – Preliminary-Tentative	\$725 + \$6.00 per lot
Subdivision – Preliminary-Final	\$375 + \$3.00 per lot
Subdivision – Final Plat	\$525 + \$4.50 per lot
Temporary Land Use	\$500
Re-zoning	\$575 + \$6.00 per acre
Special Land Use	\$400 + \$6.00 per acre
Planned Unit Development/Mixed Use Develop.	\$550 + \$50 per acre
Variance-Residential	\$250 per variance
Variance-Commercial	\$400 per variance
Use Variance	\$700 per variance
Preliminary Site Plan Review	75% of Site Plan Review Fee
Site Plan Revision/Review	75% of Plan Review plus any and all consulting fees necessary as determined by Administration
Conditional Rezoning	Hourly with all cost by owner/applicant-escrow
Site Plan Requiring Review by City Engineer	all cost by owner/applicant-escrow
Special meetings with Planner/Engineer	all cost by owner/applicant-escrow
Condominium document review	all cost by owner/applicant-escrow
Subconsultants - At firm rate	

**ATTACHMENT B**

**HOURLY FEE SCHEDULE**

President	\$150.00
Vice President	\$138.00
Director	\$132.00
Planning Manager	\$128.00
Senior Planner	\$107.00
Project Planner II	\$83.00
Project Planner I	\$76.00
Assistant Planner	\$68.00
Administrative	\$46.00

***Professional Classification***

*Carmine P. Avantini, AICP, President*

*Justin Sprague, Vice President*

*Elena Moeller-Younger, Director of Marketing & Strategic Planning*

*Kelly McIntyre, Director of Planning*

*Hannah Smith, Project Planner II*

*Sandy Avantini, Business Manager*

*\* Hourly and fixed fee rates are subject to increase of up to 3% on an annual basis January 1<sup>st</sup>.*

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
05/13/2022	134801	100551	ACERA INC	CITY COUNCIL STRATEGIC PLANNING WORKSHOP	5,000.00
05/13/2022	134802	08234	ADVANCED DRAINAGE SYSTEMS INC	18" D WALL HWY STIB SOLID FOR MTR PITS P	1,511.09
05/13/2022	134803	22000	BIGGER'S COMPLETE FLOOR COVERING IN	TEAR OUT AND REPLACE CARPET AT CITY HALL	2,000.00
05/13/2022	134804	100549	BLUE STAR, INC	HYDRANT METER DEPOSIT REFUND	136.16
05/13/2022	134805	06011	CITY OF CORUNNA	WORK ON RIVER TRAIL TRAIL FOR 12 MONTHS-	3,787.79
05/13/2022	134806	06721	JUDY ELAINE CRAIG	COURIER SERVICE APRIL 2022	180.00
05/13/2022	134807	07808	D & D TRUCK & TRAILER PARTS	STARTER AND MISC PARTS	671.74
05/13/2022	134808	12351	H2O COMPLIANCE SERVICES INC	CROSS CONNECTION SERVICES MARCH 1-31, 20	1,462.50
05/13/2022	134809	19645	HOME DEPOT CREDIT SERVICES	MATERIALS FOR LEAN TO ROOF PER QUOTE H27	2,916.24
05/13/2022	134810	100538	HUNTINGTON NATONAL BANK -CREDITCARD	CC CHARGES APRIL 2022	1,643.21
05/13/2022	134811	100544	J G M VALVE CORP	4" PLUG VALVE PER PO Q27203	954.03
05/13/2022	134812	100547	JANE E HUNT	REIMBURSEMENT - MMTA BASIC INST.	16.77
05/13/2022	134813	03970	RYAN JENKINS	MEALS WHILE AT TRAINING AT FLINT TWP PD	32.86
05/13/2022	134814	28640	LAMPHERE'S	REPAIR HEAT AT CITY HALL	1,124.10
05/13/2022	134815	100039	LEXISNEXIS RISK COPLOGIC SOLUTIONS	SUPPORT AND MAINTENANCE 4/1/2022 THRU 4/	858.60
05/13/2022	134816	100543	LJ INC		900.00
05/13/2022	134817	100110	MICHIGAN COMMUNITY ASSOCIATION OF	MEMBERSHIP RENEWAL FOR MI COMMUNITIES AS	75.00
05/13/2022	134818	33210	MUNICIPAL EMPLOYEES RETIREMENT SYST	SECURITIES CLASS ACTION SETTLEMENT (PENS	19.22
05/13/2022	134819	35200	NORTH AMERICAN OVERHEAD DOOR INC	REPLACEMENT MOUNTING HARDWARE PER PO Q26	685.48
05/13/2022	134820	100552	O'DEA, JOANNE	REIMBURSE WATER SERVICE LINE REPLACEMENT	1,250.00
05/13/2022	134821	00157	MICHAEL OLSEY	REIMBURSEMENT FOR FOOD AT CRISIS INTERVE	67.49
05/13/2022	134822	38660	OWOSSO PUBLIC SCHOOLS	DELINQUENT PERSONAL PROPERTY TAX DIST AP	1,224.24
05/13/2022	134823	100200	PROFESSIONAL ANSWERING SERVICES	24 HR ANSWERING SERVICE MAY 2022	75.00
05/13/2022	134824	100509	ROGUE INDUSTRIAL SERVICES LLC	ADDITIONAL WORK-LATERAL LAUNCH @ RIVER S	1,675.00
05/13/2022	134825	06871	ROWLEYS WHOLESALE	(2) 18KG PAILS OF GREASE PO PO Q27182	260.76
05/13/2022	134826	100548	SHARON DAVIS	SEWER BACK UP CLAIM - 909 QUEEN STREET	210.00
05/13/2022	134827	47538	SHIAWASSEE COUNTY DRAIN OFFICE	DRAIN PERMIT FOR CENTER ST WATER MAIN PR	400.00
05/13/2022	134828	37534	SHIAWASSEE COUNTY TREASURER	DELINQUENT PERSONAL PROPERTY TAX APRIL 2	810.36
05/13/2022	134829	47553	SHIAWASSEE REGIONAL CHAMBER OF COMM	MEMBERSHIP RENEWAL	818.00
05/13/2022	134830	06984	SLOAN'S SEPTIC TANK SERVICE INC	RESTROOM RENTAL THRU 5-31-22	1,560.00
05/13/2022	134831	07548	SPARTAN STORES LLC	FIRST AID SUPPLIES	145.82
05/13/2022	134832	32022	MICHIGAN STATE INDUSTRIES	AMERICAN FLAGS	399.80
05/13/2022	134833	32093	STATE OF MICHIGAN	SOR REGISTRY THROUGH 4/30/2022	30.00
05/13/2022	134834	54630	VALLEY LUMBER	MISC FASTENERS	488.24
05/13/2022	7901 (A)	100058	ABSOPURE WATER COMPANY LLC	LAB SUPPLIES FOR WTP	124.00
05/13/2022	7902 (A)	00239	THE ACCUMED GROUP	EMS BILLING SERVICES, APRIL 2022	6,699.70
05/13/2022	7903 (A)	01704	AIS CONSTRUCTION EQUIPMENT	PARTS FOR LOADER 444 PER PO Q27409	1,579.17
05/13/2022	7904 (A)	01255	AMERICAN WATER WORKS ASSOCIATION	MI FIELD DAY ATTENDANCE, OBERLIN, GROLL,	540.00
05/13/2022	7905 (A)	01725	APOLLO FIRE EQUIPMENT COMPANY	GLOBE LETTER PATCHES	186.00
05/13/2022	7906 (A)	01718	THE ARGUS-PRESS	PRINTING OF LEGAL NOTICES ETC-APRIL 2022	390.15
05/13/2022	7907 (A)	05211	C & S MOTORS INC	MISC SHOP SUPPLIES PER PO Q 27202	32.97
05/13/2022	7908 (A)	05213	C D W GOVERNMENT, INC.	SERVER FOR LASERFICHE (CLERK)	6,307.96
05/13/2022	7909 (A)	100050	CINTAS CORPORATION #308	FLOOR MATS PER SERVICE AGREEMENT (US COM	38.32
05/13/2022	7910 (A)	06674	CONSUMERS ENERGY	ELECTRIC USE WTP	65,488.77
05/13/2022	7911 (A)	06674	VOID		0.00
05/13/2022	7912 (A)	07825	DALTON ELEVATOR LLC	CYLINDER RENTAL/OXYGEN/SUPPLIES-ESTIMATE	666.29
05/13/2022	7913 (A)	02365	EMPLOYEE BENEFIT CONCEPTS INC	MAY 2022 FSA ADMINISTRATION	104.50
05/13/2022	7914 (A)	14835	FRONT LINE SERVICES INC	FIRE DEPT AIR TANK	1,299.72
05/13/2022	7915 (A)	15655	GALL'S INC	BARRIER TAPE PO Q27381	210.99
05/13/2022	7916 (A)	16300	GILBERT'S DO IT BEST HARDWARE & APP	APRIL 2022 PURCHASES	191.99
05/13/2022	7917 (A)	100062	GOULD LAW PC	PROFESSIONAL SERVICES 04/12/2022-05/09/2	8,016.03
05/13/2022	7918 (A)	17290	GRAINGER INC	FLOAT SWITCHES, HARDNESS TEST STRIPS	229.78
05/13/2022	7919 (A)	57691	GRAYMONT WESTERN LIME INC	QUICK LIME DELIVERED TO WTP-ON 5/4/2022	6,583.78
05/13/2022	7920 (A)	100227	JON STEWART HARRIS	ELECTRICAL PLAN REVIEWS APRIL 2022	575.00
05/13/2022	7921 (A)	100474	HUTSON INC OF MICHIGAN	MISC PARTS	1,722.74
05/13/2022	7922 (A)	05441	J & H OIL COMPANY	AUTOMOBILE FUEL	9,330.58
05/13/2022	7923 (A)	28659	LANSING UNIFORM CO.	NAVY PANTS-PLANTER	2,244.35



Check Date	Check	Vendor	Vendor Name	Description	Amount
05/13/2022	7924 (A)	03613	LOGICALIS INC	NETWORK ADMINISTRATOR/ENGINEERING SERVIC	3,200.00
05/13/2022	7925 (A)	03977	MALLEY CONSTRUCTION INC	2022 STREET PROGRAM-CONTRACT 1-MAPLE AVE	126,893.37
05/13/2022	7926 (A)	31430	MCMASTER-CARR SUPPLY CO	MISC ORINGS PER PO Q27456	109.10
05/13/2022	7927 (A)	00246	MCNAUGHTON-MCKAY ELECTRIC COMPANY	PUSH SWITCH	19.50
05/13/2022	7928 (A)	100119	MEI TOTAL ELEVATOR SOLUTIONS	CITY HALL ELEVATOR SERVICE MAY-JULY 2022	159.16
05/13/2022	7929 (A)	32067	MICHIGAN RURAL WATER ASSOCIATION	MEMBER REGISTRATION, BRAIDWOOD	645.00
05/13/2022	7930 (A)	33210	MUNICIPAL EMPLOYEES RETIREMENT SYST	MONTHLY PENSION PAYMENT	83,694.68
05/13/2022	7931 (A)	33790	GENUINE PARTS COMPANY	BATTERY, SIDE BEAM, SIDE WIPER	396.90
05/13/2022	7932 (A)	36718	OFFICE DEPOT	FLASH DRIVE	27.99
05/13/2022	7933 (A)	36710	OFFICE SOURCE	COUNCIL NAMEPLATES/GLUE	429.95
05/13/2022	7934 (A)	100066	OLIN CORPORATION	SODIUM HYPOCHLORITE (NAOCI) FOR THE OWOS	5,263.67
05/13/2022	7935 (A)	100280	PASSPORT LABS INC	PARKING TICKET MANAGEMENT SYSTEM SERVICE	6.19
05/13/2022	7936 (A)	100518	PHP MEDICARE	RETIREE PHP MEDICARE PAYMENT	79.00
05/13/2022	7937 (A)	47920	S L H METALS INC	MS ANGLE AND TUBING PER PO Q27415	306.97
05/13/2022	7938 (A)	47535	SHIAWASSEE DISTRICT LIBRARY	DELINQUENT PERSONAL PROPERTY DISBURSEMEN	4.43
05/13/2022	7939 (A)	47617	SIGNATURE AUTO GROUP-OWOSSO MOTORS	OIL CHANGE, TIRE PLUG MEDIC #3	91.95
05/13/2022	7940 (A)	100166	SUMMIT COMPANIES	FIRE EXTINGUISHER PARTS	92.25
05/13/2022	7941 (A)	100530	TAYLOR AND MORGAN CPA PC	ONSITE ACCOUNTING SERVICES FOR APRIL 202	1,631.50
05/13/2022	7942 (A)	100244	TETRA TECH INC	UPGRADES, CYBERSECURITY, CONTROLS THRU 4	11,600.00
05/13/2022	7943 (A)	58602	WITMER PUBLIC SAFETY GROUP INC	STRUCTURAL FIRE GLOVE	166.89
05/13/2022	7944 (A)	23891	JESSICA UNANGST	RHONDA PRITCHETT RETIREMENT GIFT CARD	100.00
05/13/2022	7945 (A)	53377	UNITED PARCEL SERVICE	OUTBOUND SHIPPING	6.86
05/13/2022	7946 (A)	55400	VERIZON WIRELESS	CELL PHONE CHARGES 4-2-22 THRU 5-1-22	468.41
05/13/2022	7947 (A)	55400	VERIZON WIRELESS	CELL PHONE CHARGES - 4-2-22 THRU 5-1-22	957.69
05/13/2022	7948 (A)	55030	WASTE MANAGEMENT OF MICHIGAN INC	WASTE MANAGEMENT 4/16/2022 THRU 4/30/202	6,881.43
05/13/2022	7949 (A)	57683	WEST SHORE FIRE INC	FIRE DEPT SCBA REPAIR	378.46
05/27/2022	134835	01115	H K ALLEN PAPER CO	TOILET TISSUE / TOWELS / CANLINERS QPO27	319.00
05/27/2022	134836	MISC	BARTZ EXCAVATING	REIMBURSEMENT - WATER INSPECTION FEE - S	30.00
05/27/2022	134837	REFUND UB	STEWART LAVERTY TRAVIS	UB refund for account: 3094070007	127.75
05/27/2022	134838	REFUND UB	TROMBLEY SEAN	UB refund for account: 5829070003	99.33
05/27/2022	134839	REFUND UB	SIMMINGTON THOMAS	UB refund for account: 3169070004	46.40
05/27/2022	134840	REFUND UB	BRAMER ANDREA	UB refund for account: 1838920002	177.88
05/27/2022	134841	REFUND UB	EYDEN AMY	UB refund for account: 2491440007	156.48
05/27/2022	134842	REFUND UB	SHUMACHER SAMANTHA ERIC	UB refund for account: 1192000005	31.05
05/27/2022	134843	REFUND UB	BUTCHER SHARNA	UB refund for account: 3139570025	47.70
05/27/2022	134844	REFUND UB	STRAUSS JACQUELINE	UB refund for account: 5070570003	80.32
05/27/2022	134845	REFUND UB	ROBERTSON LAURA	UB refund for account: 1476000003	23.48
05/27/2022	134846	REFUND UB	WELLS FARGO BANK SITE #	UB refund for account: 2807340004	94.33
05/27/2022	134847	REFUND UB	CREGO ASHLEY	UB refund for account: 2580510018	9.88
05/27/2022	134848	05200	CALEDONIA CHARTER TOWNSHIP	WATER PAYMENT PER AGREEMENT FOR QUARTER	35,622.66
05/27/2022	134849	100473	CARD QUEST	LOCTITE SLEEVE TRACTOR #520 QPO27421	27.13
05/27/2022	134850	06695	CORUNNA MILLS FEED LLC	4 BAGS UREA QPO27457	121.80
05/27/2022	134851	03649	DAYSTARR COMMUNICATIONS	PHONE AND INTERNET USAGE - APRIL 2022	1,195.16
05/27/2022	134852	01783	EMPCO INC	WATER FILITRATION ATTENDANT/OPERATOR TES	690.00
05/27/2022	134853	08414	GLOBAL EQUIPMENT COMPANY INC	3 ROW ALUMINUM BLEACHER QPO27405	1,740.00
05/27/2022	134854	100501	HIGH VOLTAGE MAINTENANCE CORP	TRANSFORMER & CIRCUIT BREAKER PREVENTAT	9,950.00
05/27/2022	134855	100376	HOP FAMILY LLC	DEVELOPER CONTRIBUTION - 917 EAST MAIN S	13,394.00
05/27/2022	134856	06431	KENT COUNTY REFUSE DISPOSAL	EVIDENCE DESTRUCTION QPO19192	90.00
05/27/2022	134857	06492	MICHIGAN CHAMBER SERVICES	LABOR LAW POSTERS QPO27311	47.50
05/27/2022	134858	100512	NATIONAL ROOFING & SHEET METAL CO I	ROOF PATCH AT WATER PLANT QPO27507	241.75
05/27/2022	134859	35200	NORTH AMERICAN OVERHEAD DOOR INC	CABLE / BUTTON STOP / TORSION SPRING BEN	28.99
05/27/2022	134860	38620	OWOSSO BOLT & BRASS CO	AMPHITHEATER WATER HEATER INSTALL PARTS	116.07
05/27/2022	134861	100477	KIMBERLY A SHIPMAN	TRANSCRIBED PUBLIC HEARING ON MAY 16 202	48.00
05/27/2022	134862	01095	C. STODDARD & SON, INC.	REMOVE USED OIL GALLONS / CLOR F TECT TE	260.00
05/27/2022	7950 (A)	05213	C D W GOVERNMENT, INC.	EPSON DS SCANNER (2) QPO26304	758.10
05/27/2022	7951 (A)	01511	CMP DISTRIBUTORS INC	AMMUNITION 65 BOXES QPO19190	518.50
05/27/2022	7952 (A)	04000	DICKINSON WRIGHT PLLC	BOND COUNSEL FEES FOR DWRF 7458-01	37,500.00
05/27/2022	7953 (A)	100059	ENG INC	ENGINEERING SERVICES-2022 STREET PROGRAM	17,127.59
05/27/2022	7954 (A)	13863	FISHBECK, THOMPSON, CARR & HUBER, I	ENGINEERING SERVICES FOR WWTP SOLIDS HAN	11,534.00
05/27/2022	7955 (A)	100546	GOLDSTREET DESIGN AGENCY INC	WATER QUALITY REPORT 2022 QPO27511	807.00

05/31/2022 03:25 PM  
User: BABarrett  
DB: Owosso

CHECK REGISTER FOR CITY OF OWOSSO  
CHECK DATE FROM 05/01/2022 - 05/31/2022

Page: 3/3

Check Date	Check	Vendor	Vendor Name	Description	Amount
05/27/2022	7956 (A)	32665	GOYETTE MECHANICAL	MAINTENANCE CONTRACT FOR BOILER IN PUBLI	172.29
05/27/2022	7957 (A)	17290	GRAINGER INC	SHOCK ABSORBING LANYARD	95.40
05/27/2022	7958 (A)	57691	GRAYMONT WESTERN LIME INC	BULK PEBBLE QUICK LIME DELIVERED TO WTP-	6,684.23
05/27/2022	7959 (A)	100457	KIESLER POLICE SUPPLY INC	2 GUNS QPO19191	843.00
05/27/2022	7960 (A)	30620	LUDINGTON ELECTRIC, INC.	CHAMBER LIGHT REMOVE 900 BLOCK OF WEST	486.00
05/27/2022	7961 (A)	03977	MALLEY CONSTRUCTION INC	PAY APP 2 - 2022 STREET PROGRAM-CONTRACT	20,924.63
05/27/2022	7962 (A)	31283	MAURER HEATING & COOLING, INC.	GOULD HOUSE - APT SERVICE QPO27317	249.00
05/27/2022	7963 (A)	31430	MCMASTER-CARR SUPPLY CO	HIGH PRESSUE WATER HOSE QPO27460	469.75
05/27/2022	7964 (A)	100531	MFCI LLC	UNDERWRITING/PLACEMENT AGENT/MUNICIPAL A	15,750.00
05/27/2022	7965 (A)	44223	MICH BUSINESS POWERED BY MDPA	MONTHLY COBRA BILLING - JUNE 2022	50.00
05/27/2022	7966 (A)	02050	NCL OF WISCONSIN INC	BROMOCRESOL GREEN SODIUM SALT	275.36
05/27/2022	7967 (A)	06477	NORTHERN PUMP & WELL INC	MUNICIPAL WATER SUPPLY WELL DRILLING PRO	35,856.00
05/27/2022	7968 (A)	38232	OHM	GROUNDWATER RESOURCE EVALUATION & WELL F	16,423.60
05/27/2022	7969 (A)	38627	OWOSSO CHARTER TOWNSHIP	25%WATER SALES FOR QUARTER ENDING 3/31/2	17,264.23
05/27/2022	7970 (A)	100503	DEMOLITION CONTRACTORS INC	EMERGENCY DEMO OF 216 S ELM ST OWOSSO MI	239,550.00
05/27/2022	7971 (A)	39005	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE (FEC13) FOR THE OWOSSO W	5,224.59
05/27/2022	7972 (A)	47920	S L H METALS INC	REPAIRS ON HOSE TESTER QPO19188	163.79
05/27/2022	7973 (A)	05641	SAFEBUILT MICHIGAN LLC	BUILDING DEPARTMENT SERVICES-APRIL 2022	10,873.83
05/27/2022	7974 (A)	47535	SHIAWASSEE DISTRICT LIBRARY	DELINQUENT PERSONAL PROPERTY DISBURSEMEN	71.60
05/27/2022	7975 (A)	47617	SIGNATURE AUTO GROUP-OWOSSO MOTORS	NEW BATTERY VEHICLE MEDIC-3 QPO19186	311.90
05/27/2022	7976 (A)	48700	STRYKER SALES CORPORATION	AMB COT REPAIR -QPO19193	971.96
05/27/2022	7977 (A)	100166	SUMMIT COMPANIES	ONE NEW #5 BADGER FIRE EXTINGUISHER - DPW	171.75
05/27/2022	7978 (A)	53377	UNITED PARCEL SERVICE	SHIPPING - EMPCO 5-19 & ALS GLOBAL 5-19	62.78

1 TOTALS:

Total of 140 Checks:	895,571.18
Less 1 Void Checks:	0.00
Total of 139 Disbursements:	895,571.18

Bank 10 OWOSSO HISTORICAL COMMISSION FUND

05/13/2022	5504	07971	AMAZON CAPITAL SERVICES	APRIL 2022 - CURWOOD CASTLE EXPENSES	49.64
05/13/2022	5505	06674	CONSUMERS ENERGY	224 CURWOOD CASTLE DRIVE - MAY CONSUMERS	549.55
05/13/2022	5506	03649	DAYSTARR COMMUNICATIONS	CURWOOD CASTLE - PHONE AND INTERNET - MA	119.37
05/13/2022	5507	100167	EPS SECURITY	PAYMASTER BUILDING - ALARM SERVICES - JU	151.89
05/13/2022	5508	38625	OWOSSO DOWNTOWN DEVELOPMENT AUTHORI	OHC SQUARE SPACE FEE	144.00
05/13/2022	5509	02229	SPECIALTY SALVAGE LLC	GOULD HOUSE TRASH SERVICE - APRIL	66.00

10 TOTALS:

Total of 6 Checks:	1,080.45
Less 0 Void Checks:	0.00
Total of 6 Disbursements:	1,080.45

REPORT TOTALS:

Total of 146 Checks:	896,651.63
Less 1 Void Checks:	0.00
Total of 145 Disbursements:	896,651.63



Warrant 616  
May 16, 2022

Date	Vendor	Description	Fund	Amount
5-13-2022	MML Workers Compensation Fund	Workers Compensation Policy July 2022 – July 2023 Payment 1 of 4	MULTI	\$30,756.00
5-16-2022	Waste Management	Waste Hauling / Disposal Services WWTP / Streets	WWTP / Streets	\$17,297.97
			TOTAL	\$48,053.97

**MINUTES  
REGULAR MEETING OF THE  
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET  
CITY OF OWOSSO  
MAY 4, 2022, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chairman Moore at 7:35 A.M.

**ROLL CALL:** Taken by Deputy City Clerk Carrie Farr

**MEMBERS PRESENT:** Chairman Jon Moore, Commissioners: Dave Acton, Josh Ardelean (7:46), Kenneth Cushman, Bill Gilbert, Lance Omer, Sue Osika and Melissa Wheeler.

**MEMBERS ABSENT:** Vice-Chairman Brianna Carroll.

**OTHERS PRESENT:** Beth Kuiper, Director, Deeann Biondi

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

**AYES: ALL. MOTION CARRIED.**

**MINUTES:** IT WAS MOVED BY COMMISSIONER OSIKA AND SUPPORTED BY COMMISSIONER CUSHMAN TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD APRIL 6, 2022.

**AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:** None.

**ITEMS OF BUSINESS:**

- 1) **CHECK REGISTER: APRIL 2022** – Deeann Biondi noted the chart of accounts has been brought into line with the requirements for 2022.

**IT WAS MOVED BY COMMISSIONER GILBERT, SUPPORTED BY COMMISSIONER WHEELER TO APPROVE THE CHECK REGISTER AS PRESENTED FOR APRIL 2022.**

**AYES: ALL. MOTION CARRIED.**

- 2) **BUDGET REPORT** – Deeann Biondi detailed information about the budget and the 494 account. \$14,665 will be requested from the City. Repairs and maintenance line item continues to be high.
- 3) **CREDIT CARD RECONCILIATION** – This will eventually be eliminated. One item was erroneously charge to credit card for the Historical Commission; they have been billed.
- 4) **SHIACASH REPORT.**
- 5) **CHARGEPOINT REPORT**– It was decided a ribbon cutting would be scheduled for May 21<sup>st</sup>; noting the second unit will be online this Summer.
- 6) **ARMORY BATHROOM CONTRACT**– Director Kuiper met with Chamber President John Adams. The cost to the DDA to have bathrooms open for the year would be \$3,000.00. Hours would be Monday-Friday 7:00am-7:30pm, Saturday 9:00am-3:00pm; open for special events including amphitheater concerts. June 30<sup>th</sup> would be the date of payment with contract beginning July 1<sup>st</sup>, 2022. The Board would like to review contract before payment is made. The Farmer's Market has opted not to renew their contract this season for use of the restrooms. It was noted there has been a change in leadership at the City and a relationship needs to be made.

**MOTION BY COMMISSIONER OSIKA, SUPPORTED BY COMMISSIONER CUSHMAN TO APPROVE THE ONE YEAR ARMORY BATHROOM CONTRACT IN THE AMOUNT OF \$3,000.00 CONTINGENT UPON BOARD REVIEW OF THE CONTRACT BEFORE PAYMENT IS MADE.**

**AYES:** Chairman Jon Moore, Commissioners: Dave Acton, Josh Ardelean, Kenneth Cushman, Lance Omer, Sue Osika and Melissa Wheeler.

**NAYS:** Commissioner Bill Gilbert.

**ABSENT:** Vice Chair Brianna Carroll.

**MOTION PASSED.**

- 7) **2021-2022 AMENDED BUDGET**– Bond interest was renegotiated. The biggest adjustment was expenses for maintenance.

**MOTION BY COMMISSIONER CUSHMAN, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE 2021-2022 AMENDED BUDGET AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

- 8) **2022-2023 PROPOSED BUDGET**– Debt Service line item was added for clarity for auditing purposes. The expenses have been broken out in greater detail.

**MOTION BY COMMISSIONER CUSHMAN, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE 2022-2023 PROPOSED BUDGET AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

- 9) **L4029** – Sets tax rate to be collected. Due to Headlee Rollback, DDA is not collecting full 2 mils.

**MOTION BY COMMISSIONER ARDELEAN, SUPPORTED BY COMMISSIONER GILBERT TO APPROVE THE L4029 TO BE SIGNED AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

- 10) **AMERICORPS MEMBER** – Director Kuiper detailed the eligibility of the DDA to hire a full time Americorps employee for one year. Cost of \$4,500.00 to be pre-paid by May 19, 2022. Concerns were raised if the contract was revocable if the employee was not a good fit. That will be reviewed. The contract runs from September 19, 2022-August 25, 2023.

**MOTION BY COMMISSIONER GILBERT, SUPPORTED BY COMMISSIONER OMER TO APPROVE THE AGREEMENT TO HIRE AN AMERICORPS MEMBER AS A FULL TIME EMPLOYEE.**

**AYES: ALL. MOTION CARRIED.**

- 11) **REDEVELOPMENT READY** – Zoning would change at the City level to include Westtown businesses and this would enable cooperation with Michigan Economic Development Corporation to assist in finding developers for available sites. Preparation of the infrastructure would be key.

#### **COMMITTEE UPDATES:**

- 1) **Design** – Commissioner Wheeler noted employees from Stash Ventures and many new faces turned out to the Downtown Cleanup. The flowers will be in soon for the beds and baskets. The phone booth is being fixed. The Main Street Plaza fence has been removed. It was agreed that no approvals will be given for projects based on prototypes (Main Street Plaza is now crumbling). The Vibrancy Grant was awarded.
- 2) **Promotion** – A Volunteer Appreciation night will be held to thank all volunteers and Dave Acton and John Hankerd for their service as they make way for Jon Moore and Mike Phelps.

- 3) **Organization** – It was asked if there is a phone app for ShiaCash. It was noted not at this time through the current vendor.
- 4) **Economic Vitality** – The Revolving Loan Fund documents have been updated and are on the website. DDA has received \$66,000 in grants this year. The Business Resource Toolkit is at the printer. Gilbert's will be hosting their Grand Opening this month. Owosso Books & Beans is also hosting a grand opening event. Shiawassee Arts Council has a pop-up event hosted at the Wesener Building. Opening Day of the Downtown Owosso Farmers Market is May 7, 2022.

**Board Continuing Education/Information:** Director Kuiper will be in Richmond, Virginia for conference May 16-18, 2022.

**Director Updates:** Director Kuiper updated the Board on items throughout the meeting.

**PUBLIC COMMENTS:** None.

**BOARD COMMENTS:** None.

**ADJOURNMENT:**

**IT WAS MOVED BY COMMISSIONER ARDELEAN AND SUPPORTED BY COMMISSIONER OSIKA TO ADJOURN AT 8:38 A.M. AYES: ALL. MOTION CARRIED.**

**COMMISSIONER CUSHMAN LEFT MEETING AT 8:27am. COMMISSIONER GILBERT LEFT MEETING AT 8:36am.**

**NEXT MEETING: JUNE 1, 2022.**

MINUTES FOR REGULAR MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**

Wednesday, May 18, 2022 at 6:00 p.m.  
Virginia Teich Council Chambers

**MEETING CALLED TO ORDER** at 6:01 p.m. by Chairman Steven Teich.

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

**PRESENT:** Commissioner Dianne Acton, Secretary Philip Hathaway (6:06 p.m.), Commissioner Scott Newman, Commissioner Lance Omer (6:06 p.m.), Commissioner Matthew Van Epps, Commissioner Gary Wilson, Chairman Steven Teich.

**ABSENT:** None.

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

**AGENDA APPROVAL:** May 18, 2022.

**MOTION FOR APPROVAL BY COMMISSIONER NEWMAN. MOTION WAS SECONDED BY COMMISSIONER ACTON.**

**AYES ALL. MOTION CARRIED.**

**MINUTES APPROVAL:** APRIL 20, 2022 MINUTES.

**MOTION FOR APPROVAL AS PRESENTED BY COMMISSIONER VAN EPPS. MOTION WAS SECONDED BY COMMISSIONER ACTON.**

**AYES ALL. MOTION CARRIED.**

**COMMUNICATIONS:** None.

**PUBLIC/COMMISSIONER COMMENTS:** None.

**COMMITTEE REPORTS:** None.

**PUBLIC HEARINGS:** None

**ITEMS OF BUSINESS:**

1. Demolition by Neglect-Aviator Jayne. Chairman Teich & Commissioner Wilson attended the Michigan Historic Preservation Network Conference and met two vendors who do plaster restoration. This information was passed onto owner, Nick Pidek. The question was asked what stage of disrepair this particular façade feature is in and if it is stable. The Commission agreed that it must be stabilized and a contractor will need to outline the scope of the project. It was agreed collaboration with the owner would be the focus along with trying to find grant opportunities. It was suggested a timetable be implemented to track forward progress on the project. Mr. Pidek will be invited to the next meeting to discuss details and funding. Chairman Teich will seek a quote so the scope and cost of the project is understood by the Commission and the owner.

**Board Comments:** City Manager Henne gave an update on the Lula's Cookhouse building post-fire; no demolition permit has been submitted. The City is still holding the fire bond. The contractor has not scheduled a demolition date.

City Manager Henne gave an update on the wall left from the Matthews Building demolition. City Manager Henne outlined staff approved Certificates of Appropriateness that were issued including sign replacement at 104 North Washington, exterior maintenance and rear deck rail replacement at 110 West Exchange, sign replacement at 113 East Main Street and exterior maintenance at 201 East Mason.

**PUBLIC COMMENTS:** None.

**BOARD COMMENTS:** None.

**NEXT MEETING:** June 15, 2022.

**ADJOURNMENT:**

**MOTION BY SECRETARY HATHAWAY, SECONDED BY COMMISSIONER OMER TO ADJOURN AT 6:57 P.M. ALL AYES. MOTION CARRIED.**

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Philip Hathaway, Secretary



**MINUTES**  
**REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION**  
**Monday, May 23, 2022 – 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, Vice-Chair Livingston, Commissioners Taylor, Law and Chairman Wascher

**MEMBERS ABSENT:** Commissioners Jenkins, Morris, Robertson, Schlaack

**OTHERS PRESENT:** Tanya Buckelew, Planning & Building Director & Justin Sprague, CIB Planning

**APPROVAL OF AGENDA:**

**MOTION BY VICE-CHAIR LIVINGSTON, SUPPORTED BY SECRETARY FEAR TO APPROVE THE AGENDA FOR May 23, 2022.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

**MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY COMMISSIONER LAW TO APPROVE THE MINUTES FOR THE March 28, 2022 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**ELECTION OF OFFICERS: (DUE JULY 2022)**

**SITE PLAN REVIEWS:**

**1. 701 S CHESTNUT ST**

Develop 16, 1,250-square feet storage spaces in 4 buildings on the property. The site development will include the updating to an existing building, will utilize 9 existing parking spaces and add the proposed new buildings. The property is currently zoned I-1, Light Industrial, where this use is a permitted land use.

**JUSTIN SPRAGUE, CIB PLANNING, OFFERED THE FOLLOWING REVIEW:**

- 1. Information items.** The site plan meets the informational requirements of the ordinance.
- 2. Area and Bulk.** The proposed site was reviewed in accordance with *Article 16, Schedule of Regulations*, as described in the following table.

<b>701 S Chestnut State Street (I-1 Zoning)</b>	<b>Required</b>	<b>Provided</b>	<b>Comments</b>
<b>Front Yard Building Setback</b>	40 ft.	95 ft.	In compliance
<b>Side Yard Building Setback</b>	20 ft.	20' & 20'	In compliance
<b>Rear Yard Building Setback</b>	50 ft.	100 ft.	In compliance
<b>Maximum Building Height</b>	40 ft.	16 ft.	In compliance

3. **Building Design & Materials.** The ordinance states that durable building materials which provide an attractive, quality appearance must be utilized. **The proposed building materials are acceptable for the I-1 District**
4. **Building Height.** The proposed building complies with the maximum building height.
5. **Mechanical Units.** No new mechanical units are proposed on the plan.
6. **Dumpster.** The proposed dumpster meets ordinance requirements.
7. **Parking Lot Requirements.** This requirement has been met.
8. **Landscaping.** **It does not appear that any new landscaping is proposed.**
9. **Buffering.** Per Section 38.389, a buffering wall of durable and high-quality materials is required along the property line separating the industrial district from the residential district. **The site plan does not show any type of buffering wall or fence or a landscaped alternate screening type which is required along the eastern property line where the property is abutting residential.**
10. **Lighting.** Site lighting appears to meet the ordinance standards. **It is noted that all new lighting should be shielded and fixed at 90-degree angles toward the ground, not at a 45 degree or other degree angle from the pole or building.**
11. **Other Approvals.** The proposed site plan must be reviewed and approved by the appropriate city departments, consultants, and agencies.

#### **RECOMMENDATION**

Based upon the above comments, **we recommend approval of the 701 S Chestnut Site Plan, conditioned upon the following:**

1. Addition of a screening wall, fence or Planning Commission approved landscaping materials to satisfy buffering requirements of the Zoning Ordinance;
2. Clarification if any new landscaping is proposed;
3. That all light fixtures are fixed in a 90 degree to the ground, downward facing position; and
4. Review and approval by the appropriate city departments, consultants, and agencies

#### **ADDITIONAL COMMENTS:**

Justin Sprague stated the updated plan incorporate the proposed landscaping and posed the question to the Planning Commission if the suggested screening of staggered evergreen trees is enough buffering in their opinion.

Secretary Fear and Commissioner Taylor inquired as to what kind of evergreen would be used; exact species is unknown currently. Justin will send a list of acceptable species to the property owner, the review of trees can be done administratively.

Commissioner Law asked if outdoor storage is planned and if so trees would not be enough of a buffer. Mr. Gregorika stated that outdoor storage is not planned at this time.

Chairman Wascher confirmed there is not to be any additional water at the property other than in the existing building that will be used as an office.

Mr. Gregorika confirmed he has spoken with nearby property owners and the Drain Commissioner who have no issues with the development.

**MOTION BY COMMISSIONER TAYLOR SUPPORTED BY COMMISSIONER LAW TO APPROVE THE SITE PLAN REVIEW FOR 701 S CHESTNUT STREET FOR THE ADDITION OF 16 INDOOR STORAGE UNITS (1,250 SQUARE FEET STORAGE SPACES IN FOUR (4) BUILDINGS) WITH FURTHER APPROVAL REQUIRED BY THE SHIAWASSEE COUNTY DRAIN COMMISSION FOR**

ANY WATER RUNOFF FROM THE PROPERTY BE TIED IN UNDERGROUND TO THE DRAIN AND TREE SPECIES USED AS BUFFERING WILL BE REVIEWED ADMINISTRATIVELY.

YEAS: SECRETARY FEAR, COMMISSIONER LAW, VICE-CHAIR LIVINGSTON,  
COMMISSIONER TAYLOR AND CHAIRMAN WASCHER  
NAYS: NONE  
RCV: 5-0 MOTION CARRIED

## 2. 1015 S WASHINGTON ST

Add a 2,520 square foot warehouse to an existing building used for commercial purposes. The site development will include the warehouse addition, add new parking spaces and paving a new driveway. The property is currently zoned B-4, General Business, where this use is a permitted land use.

JUSTIN SPRAGUE, CIB PLANNING OFFERED THE FOLLOWING:

1. **Information items.** The site plan meets the informational requirements of the ordinance.
2. **Area and Bulk.** The proposed site was reviewed in accordance with *Article 16, Schedule of Regulations*, as described in the following table.

1015 S. Washington Street (B4 Zoning)	Required	Provided	Comments
Front Yard Building Setback	15 ft.	- ft.	In compliance, but not provided on plan
Side Yard Building Setback	-	10 ft.	In compliance
Rear Yard Building Setback	10 ft.	10+ ft.	In compliance, but not shown on plan
Maximum Building Height	35 ft.	- ft.	Appears in compliance, but not shown on plan

3. **Building Design & Materials.** The ordinance states that durable building materials which provide an attractive, quality appearance must be utilized. **The proposed building materials are acceptable for the B-4 District**
4. **Building Height.** **The proposed building plan does not show the maximum building height and must be shown on the plan to demonstrate compliance.**
5. **Mechanical Units.** No new mechanical units are proposed on the plan.
6. **Dumpster.** **The site plan does not identify a dumpster location or any required screening. If a dumpster is proposed, the location and screening and truck circulation routes must be shown on the plan.**
7. **Parking Lot Requirements.** **The proposed expansion will require a total of 5 spaces and 6 have been provided, however none of the proposed spaces are shown as barrier free. At least one space should be dedicated to barrier free access.**
8. **Landscaping.** **It does not appear that any new landscaping is proposed.**
9. **Buffering.** Per Section 38.389, a buffering wall of durable and high-quality materials is required along the property line separating the industrial district from the residential district. **The site plan does not show any type of buffering wall or fence or a landscaped alternate screening type which is required along the eastern property line where the property is abutting residential**

10. **Lighting.** The site plan does not indicate any proposed lighting. **It is noted that all new lighting should be shielded and fixed at 90-degree angles toward the ground, not at a 45 degree or other degree angle from the pole or building.**
11. **Other Approvals.** The proposed site plan must be reviewed and approved by the appropriate city departments, consultants, and agencies.

#### **RECOMMENDATION**

Based upon the above comments, **we recommend approval of the 1015 S Washington Street Site Plan, conditioned upon the following:**

1. An updated site plan with all dimensions shown on the plan including exact setback distances and building height;
2. Identification of proposed dumpster location, screening and truck routes for unloading the dumpster if one is proposed;
3. Dedication of one parking space for barrier free use;
4. Addition of a screening wall, fence or Planning Commission approved landscaping materials to satisfy buffering requirements of the Zoning Ordinance;
5. Clarification if any new landscaping is proposed;
6. That all light fixtures are fixed in a 90 degree to the ground, downward facing position; and
7. Final administrative review and approval of the updated site plan by the appropriate city departments, consultants, and agencies.

#### **ADDITIONAL COMMENTS:**

Chairman Wascher asked about the amount of traffic at the business due to the small size of the parking lot and the proposal of 6 parking spaces making the area tighter.

Business owner Travis Yaklin stated there would be almost no traffic other than the three delivery vehicles that will be pulling through the lift door in the loading/unloading zone.

Additionally, Mr. Yaklin made note that the existing shed will be removed from the property.

Justin Sprague clarified the number of parking spaces proposed (6) is required by the current ordinance.

Secretary Fear confirmed with Justin that the required parking spaces of a business would be addressed in the new Zoning Ordinance and will be reduced.

Additionally, Secretary Fear asked about the height of the new building; 18ft, existing building is 14ft.

Chairman Wascher confirmed the following: no boundary survey is required, exact setbacks to be provided in revised plans and there will not be any lighting in the newly proposed parking lot, only those attached to the building.

**MOTION BY VICE-CHAIR LIVINGSTON SUPPORTED BY COMMISSIONER LAW TO APPROVE THE SITE PLAN REVIEW FOR 1015 S. WASHINGTON STREET FOR THE ADDITION OF A 2,520 SQUARE FOOT WAREHOUSE PROVIDED THE CONDITIONS/REQUIREMENTS FROM THE CITY PLANNER AND CITY ENGINEER ARE MET UNDER FURTHER ADMINISTRATIVE REVIEW.**

<b>YEAS:</b>	<b>COMMISSIONER LAW, VICE-CHAIR LIVINGSTON, COMMISSIONER TAYLOR, SECRETARY FEAR AND CHAIRMAN WASCHER</b>
<b>NAYS:</b>	<b>NONE</b>
<b>RCV:</b>	<b>5-0 MOTION CARRIED</b>

**ITEMS OF BUSINESS: NONE**

**COMMISSIONER/CITIZEN COMMENTS:**

Secretary Fear asked for a status on the Matthews Building demolition.

Tanya Buckelew explained the remaining brick wall is load bearing and was an unexpected find by the demo crew; a temporary plan is being put in place to stabilize the wall until the property owners of the Matthews Building and their Architect can figure out how the wall can be safely removed without threatening the integrity of the remaining riverside building.

**ADJOURNMENT:**

**MOTION BY COMMISSIONER TAYLOR SUPPORTED BY VICE-CHAIR LIVINGSTON TO  
ADJOURN AT 7:25 PM UNTIL THE NEXT MEETING ON JUNE 27, 2022.**

**YEAS ALL, MOTION CARRIED**

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**Janae Fear, Secretary**

**CITY OF OWOSSO**  
**BUILDING AUTHORITY COMMISSION**  
**SPECIAL MEETING OF MAY 25, 2022**  
**MINUTES**

In compliance with Public Act 257 of 1976, the meeting was called to order by City Clerk Amy K. Kirkland at 9:31 a.m. Ms. Kirkland agreed to serve as chair of the meeting until such time as a Chairman is appointed.

**PRESENT:** Commissioners Brad A. Barrett, Michael L. Dowler, and Nathan R. Henne.

**ABSENT:** None.

**ALSO PRESENT:** City Clerk Amy K. Kirkland and Director of Human Resources Jessica B. Unangst.

**APPROVAL OF THE MINUTES OF AUGUST 21, 2015**

Motion by Commissioner Henne to approve the minutes of the August 21, 2015 meeting as presented.

Motion supported by Commissioner Dowler and concurred in by unanimous vote.

The April 30, 2022 Treasurer's Report was distributed to the Commission members. It showed an available balance of \$36,608.22. (This report was originally distributed to the Commission on May 24, 2022 via email.)

City Clerk Kirkland suggested the Commission consider removing Item of Business 3. Consideration of a proposal to power wash the exterior of City Hall from the agenda as quotes for the work were not received in time for the meeting.

Motion by Commissioner Barrett to remove Item of Business 3 from the agenda.

Motion supported by Commissioner Henne and concurred in by unanimous vote.

**ORGANIZATIONAL ITEMS**

**APPOINTMENT OF OFFICERS**

Pursuant to the provisions of Michigan PA 31 of 1948 a Chairperson, Treasurer, and Secretary were appointed as follows:

Commissioner Henne nominated himself as Chairman, Commissioner Barrett as Treasurer, and Commissioner Dowler as Secretary.

No second is necessary for nominations.

There were no further nominations.

Roll Call Vote.

AYES: Commissioners Barrett, Dowler, and Henne.

NAYS: None.

Commissioner Henne assumed the Chair as presiding officer.

## **ITEMS OF BUSINESS**

### **SERVER ROOM FIRE SUPPRESSION SYSTEM UPGRADE**

Chairperson Henne indicated the item before the Commission is the upgrade of the fire suppression system in the server room at City Hall. The current Halon system is over 20 years old and its reliability is iffy at best. The entire project: removal and disposal of the old system, installation of a new environmentally friendly system with controls, along with acceptance testing and final drawings, was estimated by DeLau Fire Services to cost \$19,500.00.

Motion by Commissioner Dowler to waive competitive bidding requirements as installation of the system quoted is in the best interest of the City, approve the proposal from DeLau Fire & Safety, Inc. dba DeLau Fire Services for upgrade of the City Hall Server Room fire suppression system in the amount of \$19,500.00, and approve payment to the vendor upon satisfactory completion of the project.

Motion supported by Commissioner Barrett.

Roll Call Vote.

AYES: Commissioners Barrett, Dowler, and Chairperson Henne.

NAYS: None.

### **DESKS FOR THE CLERK'S OFFICE**

City Clerk Kirkland indicated the intent of the project is to create handicap accessible service areas, improve the flow of traffic through the office, and to create a secure area where ballots can be stuffed, processed, and sorted. She noted that the quality of the proposed furniture leaves a bit to be desired, but this is what is available on the state-wide contract.

Commissioner Barrett said the Building Authority might be able to purchase chairs for this project for an extra \$1,000. He went on to ask if the DPW would be responsible for prepping the office area for installation of the new desks. It was indicated they would.

Motion by Commissioner Dowler to waive competitive bidding requirements, approve the purchase of two new desks, plus chairs and accessories for the Clerk's Office, from DBI Holding Co. dba DBI Business Interiors, utilizing MiDeal Contract No. 220000000043 in the amount of \$12,000.00, plus DPW labor and equipment charges, and further approve payment to the vendor upon satisfactory installation of the product.

Motion supported by Commissioner Barrett.

Roll Call Vote.

AYES: Commissioners Barrett, Dowler, and Chairperson Henne.

NAYS: None.

### **POWER WASHING THE EXTERIOR OF CITY HALL** (This item was removed from the agenda.)

## **CITIZEN COMMENTS AND QUESTIONS**

None.

**ADJOURNMENT**

Motion by Commissioner Barrett to adjourn the meeting at 9:48 a.m.

Motion supported by Commissioner Dowler and concurred in by unanimous vote.

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Michael L. Dowler, Secretary

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**PARKS AND RECREATION COMMISSION**  
**REGULAR MEETING**  
WEDNESDAY, May 25, 2022  
7:00 p.m.  
Collamer Park

**CALL TO ORDER:** Commissioner Rodman called the meeting to order at 7:06 p.m.

**PLEDGE OF ALLEGIANCE:** Was recited

**ROLL CALL:** Was taken by Amy Fuller

***MEMBERS PRESENT:*** Vice-Chair Jeff Selbig (arrived shortly after roll call), Commissioners Don Horton, Gerald Bila, Carol Anne Smith, Kevin Maginity, and Ellen Rodman

***MEMBERS ABSENT:*** Chairman Workman

***OTHERS PRESENT:*** Amy Fuller, Christina McKone, and Sue Whipple

**APPROVAL OF AGENDA:** **COMMISSIONER HORTON MADE A MOTION TO APPROVE THE AGENDA FOR MAY 25, 2022. MOTION SUPPORTED BY COMMISSIONER BILA. AYES ALL, MOTION CARRIED.**

**APPROVAL OF MINUTES:** **COMMISSIONER HORTON MADE A MOTION TO APPROVE THE MINUTES FOR APRIL 27, 2022 WITH NO CHANGES. MOTION SUPPORTED BY COMMISSIONER SMITH. AYES ALL, MOTION CARRIED.**

**PUBLIC COMMENTS:**

Christina McKone told the Commission about the volunteer work at being done at the Bark Park. She also asked the commission to increase mowing, trim trees, provide additional pea gravel, fix fence sections, provide seating and possibly add a pavilion.

**NEW BUSINESS:**

Dog Park: Ms. Fuller will meet Ms. McKone and Ms. Whipple at the dog park to address some of their requests. Commissioners discussed moving an existing picnic table into the dog park.

Pickleball Courts: The commission discussed options for expanding the pickleball courts due to their popularity. **COMMISSIONER SMITH MADE A MOTION FOR STAFF TO SEEK QUOTES TO ADD PICKLEBALL LINES TO ONE EXISTING TENNIS COURT AND TO RECONFIGURE THE EXISTING PICKLEBALL COURTS FROM 2 TO 4. MOTION SUPPORTED BY COMMISSIONER HORTON. AYES ALL, MOTION CARRIED.**

Climbing Boulder: The commission reviewed dimensions and pricing on climbing boulders. **COMMISSIONER BILA MADE A MOTION TO NOT TO PURCHASE A CLIMBING BOULDER AT THIS TIME. MOTION SUPPORTED BY COMMISSIONER RODMAN. AYES ALL, MOTION CARRIED. COMMISSIONER MAGINITY MADE A MOTION TO MOVE THE CLIMBING BOULDER TO THE NEW PARKS AND RECREATION MASTER PLAN. MOTION SUPPORTED BY COMMISSIONER SMITH. AYES ALL, MOTION CARRIED.**

**OLD BUSINESS REPORT FROM CITY LIASON:**

The fish order for Hopkins Lake was canceled by the Hatchery due to supply issues. The play equipment is being installed now.

**Next Meeting:** June 22, 2022 at 7:00 PM at City Hall.

**PUBLIC/COMMISSIONERS COMMENTS:** none

**ADJOURNMENT:**

**COMMISSIONER HORTON MADE A MOTION TO ADJOURN AT 8:18 P.M. MOTION SUPPORTED BY COMMISSIONER SELBIG. AYES ALL, MOTION CARRIED.**

**Respectfully submitted by:  
Amy Fuller, Assistant to the City Manager**